

CITY OF SOUTH FULTON, GEORGIA

VIRTUAL

Tuesday, April 28, 2020, 12:00 PM



The Honorable William "Bill" Edwards, Mayor
The Honorable Catherine F. Rowell, District 1 Councilmember
The Honorable Carmalitha Gumbs, District 2 Councilmember
The Honorable Helen Z. Willis, District 3 Councilmember
The Honorable Naeema Gilyard, District 4 Councilmember
The Honorable Corey A. Reeves, District 5 Councilmember
The Honorable Khalid Kamau, District 6 Councilmember
The Honorable Mark Baker, District 7 Councilmember

REGULAR COUNCIL MEETING AGENDA

- I. Meeting Called to Order
- II. Roll Call
- III. Invocation
- IV. Pledge of Allegiance
- V. Adoption of Council Agenda
- VI. Approval of City Council Meeting Minutes
 1. Council Approval of City Council Work Session Meeting Minutes from March 17, 2020 (City Clerk)
 2. Council Approval of City Council Regular Meeting Minutes from March 17, 2020 (City Clerk)
 3. Council Approval of City Council Special Called Meeting Minutes of April 2, 2020 (City Clerk)
 4. Council Approval of City Council Special Called Meeting Minutes of April 13, 2020 (City Clerk)
- VII. Public Comments

Speakers can complete a Public Comment Speaker Card between the 6:30pm and 6:50pm, when completed, please take card to the City Clerk. Speakers will be granted a total of two (2) minutes each and public comments will not exceed thirty (30) minutes. Speakers will not be allowed to yield or donate their time to

other speakers. Speakers must identify themselves and their addresses prior to speaking. Speakers may only address the Presiding Officer, shall observe all rules of decorum. No debate, disrespect or obscenities shall be tolerated. The Presiding Officer shall rule any such individual out of order that fails to comply with the foregoing.

VIII. Council Comments

IX. Chief Financial Officer's Monthly Report

5. Council Review of March 2020 Financial Report and Fiscal Projections (Finance)

X. City Manager's Monthly Report

6. Council Review of City Manager's Report and Current and Future Proposed Activities related to COVID-19

XI. City Attorney's Monthly Report

XII. Consent Agenda Items

7. Council Approval to Purchase 66 Pocket Jet Electronic Citation Printers and supporting hardware in an amount not to exceed \$50,000 (Police)

XIII. Previous Agenda Items

8. Council Approval of 2nd Reading and Adoption of Amending Film Ordinance (**CM Gumbs**)
9. Council 2nd Reading and Adoption of Amending Litter Control Ordinance (**CMs Gumbs and Gilyard**)
10. Council Approval of 2nd Reading and Adoption of Amending Procurement Ordinance Enhancing Operational Efficiency (**CMs Rowell, Gumbs and Reeves**)
11. Council Approval of Resolution Implementing a Hazard Pay Program for High Risk Essential City Employees as a result of COVID19 (Gladiators Benefit Program)
12. Council Approval of 1st Reading of a Welcoming City Ordinance which welcomes all races to the City of South Fulton (**CMs Gumbs and Gilyard**)

XIV. Agenda Items

13. Council Approval of 1st Reading of Amending Procurement Ordinance Enhancing Accounting Protocols (**CM Gilyard**)
14. Council Approval of Resolution Encouraging Just Rent Mortgages (**CM khalid**)

XV. Executive Session

When an Executive Session is Required, one will be called for the following issues:

1) Personnel, 2) Litigation or 3) Real Estate

XVI. Adjournment of Meeting

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Council Approval of City Council Meeting Minutes

DATE: April 28, 2020

SUBJECT: Council Approval of City Council Meeting Minutes

REFERENCE:

CONCLUSION:

Council Approval of City Council Work Session Meeting Minutes from March 17, 2020 (City Clerk)

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
DRAFT March 17 2020 Work Session Minutes	Cover Memo	4/23/2020



COUNCIL WORK SESSION MEETING MINUTES

I. Call to Order

Minutes:

The meeting was called to order by Mayor William Edwards at 5:10 PM.

The Mayor announced that the meeting is being conducted under special emergency circumstances due to the COVID-19 (also known as the Coronavirus) pandemic. City Council members are participating in person and via conference call. The meeting is being simulcast in real-time via the City's YouTube channel.

II. Roll Call

Attendee Name	Title	Status	Arrived
William "Bill" Edwards	Mayor	Present	
Mark Baker	District 7 Councilmember	Present Via Phone	
Catherine F. Rowell	District 1 Councilmember	Present Via Phone	
Carmalitha Gumbs	District 2 Councilmember	Present Via Phone	
Helen Z. Willis	District 3 Councilmember	Present Via Phone	
Naeema Gilyard	District 4 Councilmember	Present Via Phone	
Corey A. Reeves	District 5 Councilmember	Present Via Phone	
Khalid Kamau	District 6 Councilmember	Present	

Following the roll call by the City Clerk, a quorum was established.

III. Agenda Items

1. Council Discussion on Professional Services Exemptions (City Manager)

Minutes:

The City Manager led a discussion of the City's need for professional services with an exemption for a limited class of professional services from the Procurement Ordinance.

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2. Council Discussion on Proposed Update to Citywide Fee Schedule (City Manager)

Minutes:

The City Manager advised he will deliver a memorandum regarding the proposed fee changes to Council for their review prior to action.

3. Quarterly Legal Update (City Attorney)

Minutes:

This item was held to allow the City Attorney to share her written report (PowerPoint) with the Council.

IV. Executive Session (if needed)

When an Executive Session is Required, one will be called for the following issues: 1) Personnel, 2) Litigation or 3) Real Estate

Motion (Recess): Councilmember Willis

Second: Councilmember Gilyard

[Motion Approved]

Yea: 4 Gilyard, Gumbs, Rowell, Willis

Nay: 0

Abstain: 0

Not Voting: 3 Baker, khalid , Reeves

Minutes:

Motion a.

A motion was made at 5:52 PM to recess for an executive session to discuss personnel, litigation and real estate.

The motion was approved 4-0-3. Councilmembers Baker, Reeves and khalid did not vote.

Motion (Reconvene): Councilmember khalid

Second: Councilmember Gumbs

[Motion Approved]

Yea: 5 Gilyard, Gumbs, khalid , Reeves, Rowell

Nay: 0

Abstain: 0

Not Voting: 2 Baker, Willis

Minutes:

Motion b.

A motion was made to close the Executive Session and reconvene the Work Session at 7:02 PM.

The motion was approved 5-0-2. Councilmembers Willis and Baker were absent.

V. Adjournment of Meeting

Motion (Adjourn): Councilmember Rowell

Second: Councilmember khalid

[Motion Approved]

Yea: 4 Gumbs, Reeves, Rowell, Willis

Nay: 0

Abstain: 0

Not Voting: 3 Baker, Gilyard, khalid

Minutes:

A motion was made to adjourn the Work Session at 7:02 PM.

The motion was approved 4-0-3. Councilmembers Baker, khalid and Gilyard did not vote.

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Council Approval of City Council Meeting Minutes

DATE: April 28, 2020

SUBJECT: Council Approval of City Council Meeting Minutes

REFERENCE:

CONCLUSION:

Council Approval of City Council Regular Meeting Minutes from March 17, 2020 (City Clerk)

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
DRAFT March 17 2020 Regular Meeting Minutes	Cover Memo	4/23/2020



REGULAR MEETING MINUTES

I. Meeting Called to Order

Minutes:

The meeting was called to order by Mayor William Edwards at 7:12 PM.

The Mayor announced that the meeting is being conducted under special emergency circumstances due to the COVID-19 (also known as the Coronavirus) pandemic. City Council members are participating in person and via conference call. The meeting is being simulcast in real-time via the City's YouTube channel.

Attendee Name	Title	Status	Arrived
William "Bill" Edwards	Mayor	Present	
Mark Baker	District 7 Councilmember	Present Via Phone	
Catherine F. Rowell	District 1 Councilmember	Present Via Phone	
Carmalitha Gumbs	District 2 Councilmember	Present Via Phone	
Helen Z. Willis	District 3 Councilmember	Present Via Phone	
Naeema Gilyard	District 4 Councilmember	Present Via Phone	
Corey A. Reeves	District 5 Councilmember	Present Via Phone	
Khalid Kamau	District 6 Councilmember	Present	

Following the roll call by the City Clerk, a quorum was established.

II. Invocation - Chaplain Warren Henry

Minutes:

The invocation was rendered by Pastor Henry.

III. Pledge of Allegiance

Minutes:

IV. Presentations and Announcements

1. Proclamations to be presented to

Officer Angel Cardona and citizen Sabrina Callaway

Minutes:

Proclamation presentation postponed.

V. Adoption of Council Agenda

Motion (Approve): Councilmember Rowell

Second: Councilmember Gumbs

[Motion Approved]

Yea: 4 Gumbs, Reeves, Rowell, Willis

Nay: 0

Abstain: 0

Not Voting: 3 Baker, Gilyard, khalid

Minutes:

A motion was made to approve the Council Agenda.

The motion was approved 4-0. Councilmembers Baker, khalid and Gilyard did not vote.

VI. Approval of City Council Meeting Minutes

2. Council Approval of City Council Meeting Minutes from

February 25, 2020 Regular Council Meeting Minutes

March 2, 2020 Special Call Meeting Minutes

Motion (Approve): Councilmember Rowell

Second: Councilmember Gumbs

[Motion Approved]

Yea: 5 Gilyard, Gumbs, Reeves, Rowell, Willis

Nay: 0

Abstain: 0

Not Voting: 2 Baker, khalid

Minutes:

A motion was made to approve City Council Regular Council Meeting Minutes for February 25, 2020

The motion was approved 5-0-2. Councilmembers Baker and khalid did not vote.

Motion (Approve): Councilmember Willis
Second: Councilmember Reeves
[Motion Approved]

Yea: 5 Gilyard, Gumbs, Reeves, Rowell, Willis
Nay: 0
Abstain: 0
Not Voting: 2 Baker, khalid

Minutes:

A motion was made to approve City Council Special Called Meeting Minutes for March 2, 2020.

The motion was approved 5-0-2. Councilmembers Baker and khalid did not vote.

VII. Public Comments

Minutes:

No public comment cards were received.

VIII. Decorum

3. Council Discussion on Decorum

Minutes:

Item held by Mayor Edwards until the next Council meeting.

IX. Council Comments

Minutes:

Councilmembers Willis, Reeves, Gumbs, Baker and khalid gave information and made statements regarding the COVID-19 epidemic and its impact on the City of South Fulton.

Mayor Edwards provided data and information received from the Governor's Office regarding COVID-19.

X. City Manager's Monthly Report

Minutes:

The City Manager provided current information regarding the COVID-19 crisis and advised City services and actions are posted on the City's website. Updates and recent activities are also sent via the City's newsletter.

All City offices are closed for (public) in-person services. All services are being conducted

XI. City Attorney's Monthly Report

Minutes:

No report. The City Attorney advised Councilmembers to respond to the e-mail from the Grants Administrator to complete the grants submissions authorized at the March 12, 2020 Special Called Meeting.

XII. Consent Agenda Items

Motion (Approve): Councilmember Reeves

Second: Councilmember Rowell

[Motion Approved]

Yea: 5 Baker, Gumbs, Reeves, Rowell, Willis

Nay: 0

Abstain: 2 Gilyard, khalid

Not Voting: 0

Minutes:

A motion was made to approve Consent Agenda Items #4-13.

The motion was approved 5-0-2. Councilmembers Gilyard and khalid abstained.

4. Council Approval of Proclamations Previously Presented

Proclamation presented to Judge Barbara Harris (**Gumbs**)

Proclamation presented to Black Business Month (**Gumbs**)

Proclamation presented to Pastor Donald Bryant (**Edwards**)

Motion (Approve): Councilmember Reeves

Second: Councilmember Rowell

[Motion Approved]

Yea: 5 Baker, Gumbs, Reeves, Rowell, Willis

Nay: 0

Abstain: 2 Gilyard, khalid

Not Voting: 0

Minutes:

A motion was made to approve Consent Agenda Items #4-13.

The motion was approved 5-0-2. Councilmembers Gilyard and khalid abstained.

5. Council Approval of Board Appointments

Councilmember Gilyard - Reappoint Patricia Lee to Older Americans Board

Councilmember kamau - Appoints Carlos Neal to City Anniversary Task Force

Mayor Edwards - Reappoint Marshall Taggart, Jr. to City Anniversary Task Force

Motion (Approve): Councilmember Reeves

Second: Councilmember Rowell

[Motion Approved]

Yea: 5 Baker, Gumbs, Reeves, Rowell, Willis

Nay: 0

Abstain: 2 Gilyard, khalid

Not Voting: 0

Minutes:

A motion was made to approve Consent Agenda Items #4-13.

The motion was approved 5-0-2. Councilmembers Gilyard and khalid abstained.

6. Council Approval of Instructor and Service Agreement with Taryn Carmona for Drama at Southwest Arts Center (PRCA)

Motion (Approve): Councilmember Reeves

Second: Councilmember Rowell

[Motion Approved]

Yea: 5 Baker, Gumbs, Reeves, Rowell, Willis

Nay: 0

Abstain: 2 Gilyard, khalid

Not Voting: 0

Minutes:

A motion was made to approve Consent Agenda Items #4-13.

The motion was approved 5-0-2. Councilmembers Gilyard and khalid abstained.

7. Council Approval of Instructor and Service Agreement with Sean Haynes for Drawing and Painting at Southwest Arts Center (PRCA)

Motion (Approve): Councilmember Reeves

Second: Councilmember Rowell

[Motion Approved]

Yea: 5 Baker, Gumbs, Reeves, Rowell, Willis

Nay: 0
Abstain: 2 Gilyard, khalid
Not Voting: 0

Minutes:

A motion was made to approve Consent Agenda Items #4-13.

The motion was approved 5-0-2. Councilmembers Gilyard and khalid abstained.

8. Council Approval of Instructor and Service Agreement with Rashidah Richard for Afro Fusion at Southwest Arts Center (PRCA)

Motion (Approve): Councilmember Reeves

Second: Councilmember Rowell

[Motion Approved]

Yea: 5 Baker, Gumbs, Reeves, Rowell, Willis
Nay: 0
Abstain: 2 Gilyard, khalid
Not Voting: 0

Minutes:

A motion was made to approve Consent Agenda Items #4-13.

The motion was approved 5-0-2. Councilmembers Gilyard and khalid abstained.

9. Council Approval of Instructor and Service Agreement with Eric Spivey for Piano and Bass at Southwest Arts Center (PRCA)

Motion (Approve): Councilmember Reeves

Second: Councilmember Rowell

[Motion Approved]

Yea: 5 Baker, Gumbs, Reeves, Rowell, Willis
Nay: 0
Abstain: 2 Gilyard, khalid
Not Voting: 0

Minutes:

A motion was made to approve Consent Agenda Items #4-13.

The motion was approved 5-0-2. Councilmembers Gilyard and khalid abstained.

10. Council Approval of Instructor and Service Agreement with Julia Burns for Ceramics at Southwest Arts Center (PRCA)

Motion (Approve): Councilmember Reeves

Second:

[Motion Approved]

Yea: 5 Baker, Gumbs, Reeves, Rowell, Willis
Nay: 0
Abstain: 2 Gilyard, khalid
Not Voting: 0

Minutes:

A motion was made to approve Consent Agenda Items #4-13.

The motion was approved 5-0-2. Councilmembers Gilyard and khalid abstained.

11. Council Approval of Instructor and Service Agreement with Jonathon Johnson for Theatre at South Fulton Arts Center (PRCA)

Motion (Approve): Councilmember Reeves
Second: Councilmember Rowell
[Motion Approved]

Yea: 5 Baker, Gumbs, Reeves, Rowell, Willis
Nay: 0
Abstain: 2 Gilyard, khalid
Not Voting: 0

Minutes:

A motion was made to approve Consent Agenda Items #4-13.

The motion was approved 5-0-2. Councilmembers Gilyard and khalid abstained.

12. Council Approval to Award Contract to Signature Tennis Courts, Inc. to perform design and construction for 22 tennis courts at South Fulton Tennis Center in the amount not to exceed \$557,500.00 (Procurement)

Motion (Approve): Councilmember Reeves
Second: Councilmember Rowell
[Motion Approved]

Yea: 5 Baker, Gumbs, Reeves, Rowell, Willis
Nay: 0
Abstain: 2 Gilyard, khalid
Not Voting: 0

Minutes:

A motion was made to approve Consent Agenda Items #4-13.

The motion was approved 5-0-2. Councilmembers Gilyard and khalid abstained.

13. Council Approval to Enter into a Lease/Purchase Agreement with Enterprise Fleet Management and other After-Market Vendors for 41 New Fully Equipped Vehicles at a 4-year total cost not to exceed \$2,100,000.00 over a 48-month term. (Police)

Motion (Approve): Councilmember Reeves

Second: Councilmember Rowell

[Motion Approved]

Yea: 5 Baker, Gumbs, Reeves, Rowell, Willis

Nay: 0

Abstain: 2 Gilyard, khalid

Not Voting: 0

Minutes:

A motion was made to approve Consent Agenda Items #4-13.

The motion was approved 5-0-2. Councilmembers Gilyard and khalid abstained.

XIII. Previous Agenda Items

14. Council 2nd Reading and Adoption of Amending Administration Ordinance **(Rowell)**

Motion (Approve as Amended): Councilmember Rowell

Second: Councilmember Willis

[Motion Approved]

Yea: 5 Baker, Gumbs, Reeves, Rowell, Willis

Nay: 0

Abstain: 1 khalid

Not Voting: 1 Gilyard

Minutes:

A motion was made to amend the Administration Ordinance with the following changes to Section 1-3004:

- a) Travel outside the city. The mayor, councilmembers and staff shall receive a daily travel per diem for meals and incidentals based on the U.S. General Services Administration rates for the primary destination in connection with city business related to travel outside the city.**
- b) Overnight travel. The city mayor, councilmembers and staff are authorized to use the purchasing card for lodging, and ground transportation in connection with city business. The gas card shall be checked out from the finance department, in the event a gas card is not available the purchasing card may be used.**
- c) Expense reports. Within five (5) days after receiving the purchase card reconciliation report, the authorized user shall file with the city finance department a signed report documenting the purchase and provide receipts or other evidence documenting each expense on the form. A missing receipt form must be submitted for any expenditure for which an original receipt can not be provided to attest to the expenditure.**

The motion was approved 5-0-2. Councilmember Gilyard did not vote and Councilmember khalid abstained.

15. Council Discussion and Actions on Renaming Committee

Minutes:

Item held by Mayor Edwards until the next Council meeting.

XIV. Agenda Items

16. Council Approval of 1st Reading to Amend Film Ordinance (**Gumbs**)

Minutes:

First Read.

17. Council Approval of 1st Reading to Amend Litter Control Ordinance (**Gumbs and Gilyard**)

Minutes:

First Read.

18. Request Council approval to award Pieper O'Brien Herr Architects the contract to perform design services and produce the Architectural Designs for the public safety building in an amount not to exceed \$100,000.00 (Procurement)

Motion (Approve): Councilmember khalid

Second: Councilmember Baker

[Motion Approved]

Yea: 7 Baker, Gilyard, Gumbs, khalid , Reeves, Rowell, Willis

Nay: 0

Abstain: 0

Not Voting: 0

Minutes:

A motion was made to approve an award to Pieper O'Brien Herr Architects for the contract to perform design services and produce the Architectural Designs for the public safety building in an amount not to exceed \$100,000.00.

The motion was approved unanimously.

19. A RESOLUTION DECLARING A STATE OF EMERGENCY WITHIN THE CITY OF SOUTH FULTON

Motion (Approve as Amended): Councilmember khalid

Second: Councilmember Rowell

[Motion Approved]

Yea: 6 Gilyard, Gumbs, khalid , Reeves, Rowell, Willis
Nay: 1 Baker
Abstain: 0
Not Voting: 0

Minutes:

Motion a.

A motion was made to approve the following changes to a Resolution Declaring A State of Emergency Within the City, Prohibiting Gatherings in Excess of Ten Persons, Setting a Non-essential Activity Curfew And For Other Lawful Purposes:

a. All public assemblages, events and gatherings of ten (10) or more persons are hereby prohibited within the City, until further notice from the City.

c. Curfew. The City hereby restricts non-essential public travel within the City within the hours of 9p.m. through 7a.m., with exceptions for such things as people going to and from medical facilities/work, responding to emergencies, emergency and public safety personnel, essential City Personnel, people traveling through the City to a destination outside the City and/or making deliveries within the City.

d. Non-essential Activity. All businesses within the City, with the exception of medical and pharmaceutical establishments, are hereby ordered to close in-door access to the general public daily by 9pm.

The motion was approved 6-1. Councilmember Baker voted in opposition.

Motion (Approve as Amended): Councilmember khalid

Second: Councilmember Baker

[Motion Approved]

Yea: 4 Baker, Gilyard, khalid , Reeves
Nay: 3 Gumbs, Rowell, Willis
Abstain: 0
Not Voting: 0

Minutes:

Motion b.

A motion was made to change the date listed in sections b. and f. of the Resolution from March 31, 2020 to "until further notice".

The motion was approved 4-3. Councilmembers Willis, Gumbs and Rowell voted in opposition.

Motion (Approve as Amended): Councilmember khalid

Second: Councilmember Reeves

[Motion Approved]

Yea: 6 Gilyard, Gumbs, khalid , Reeves, Rowell, Willis
Nay: 1 Baker
Abstain: 0
Not Voting: 0

Minutes:
Motion c.

A motion was made to approve a Resolution Declaring A State of Emergency Within the City, Prohibiting Gatherings in Excess of Ten Persons, Setting a Non-essential Activity Curfew And For Other Lawful Purposes AS AMENDED:

The motion was approved 6-1. Councilmember Baker voted in opposition.

XV. Executive Session

Minutes:
No Executive Session was held.

XVI. Adjournment of Meeting

Motion (Adjourn): Councilmember khalid
Second: Councilmember Reeves
[Motion Approved]

Yea: 5 Baker, Gumbs, Reeves, Rowell, Willis
Nay: 0
Abstain: 0
Not Voting: 2 Gilyard, khalid

Minutes:
A motion was made to adjourn at 9:48 PM.

The motion was approved 5-0-2. Councilmembers khalid and Gilyard did not vote.

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Council Approval of City Council Meeting Minutes

DATE: April 28, 2020

SUBJECT: Council Approval of City Council Meeting Minutes

REFERENCE:

CONCLUSION:

Council Approval of City Council Special Called Meeting Minutes of April 2, 2020 (City Clerk)

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
DRAFT SPC Meeting Minutes April 2, 2020	Cover Memo	4/23/2020



SPECIAL CALLED MEETING MINUTES

1. Meeting Called to Order

Minutes:

The special meeting was called to order by Mayor William Edwards at 10:03 AM.

The Mayor announced that the meeting is being conducted under special emergency circumstances due to the COVID-19 (also known as the Coronavirus) pandemic. City Council members and staff are participating via conference call (Zoom). The meeting is being simulcast in real-time via the City's YouTube channel.

2. Roll Call

Minutes:

Attendee Name	Title	Status	Arrived
William "Bill" Edwards	Mayor	Present	
Mark Baker	District 7 Councilmember	Present	
Catherine F. Rowell	District 1 Councilmember	Present	
Carmalitha Gumbs	District 2 Councilmember	Present	
Helen Z. Willis	District 3 Councilmember	Present	
Naeema Gilyard	District 4 Councilmember	Present	
Corey A. Reeves	District 5 Councilmember	Present	
Khalid Kamau	District 6 Councilmember	Present	

Following the roll call by the City Clerk, a quorum was established.

3. Agenda Items

1. Council Approval of 1st Reading and Consideration for Approval of Emergency Procurement Ordinance Enhancing Operational Efficiency (**Rowell, Gumbs and Reeves**)

Motion (Approve): Councilmember Willis
Second: Councilmember Gilyard
[Motion Approved]

Yea: 7 Baker, Gilyard, Gumbs, khalid , Reeves, Rowell, Willis
Nay: 0
Abstain: 0
Not Voting: 0

Minutes:

A motion was made to approve the waiver of the 1st read of the Emergency Procurement Ordinance.

The motion was approved unanimously.

Motion (Reconsider): Councilmember Rowell
Second: Councilmember Gumbs
[Motion Approved]

Yea: 6 Baker, Gumbs, khalid , Reeves, Rowell, Willis
Nay: 1 Gilyard
Abstain: 0
Not Voting: 0

Minutes:

A motion was made to reconsider the vote to waive 1st reading of the Emergency Procurement Ordinance.

The motion was approved 6-1. Councilmember Gilyard voted in opposition.

Motion (Withdraw): Councilmember Rowell
Second: Councilmember Gumbs
[Motion Approved]

Yea: 6 Gilyard, Gumbs, khalid , Reeves, Rowell, Willis
Nay: 0
Abstain: 0
Not Voting: 1 Baker

Minutes:

A motion was made to withdraw the waiver of the 1st reading the Emergency Procurement Ordinance.

The motion was approved 6-1. Councilmember Baker did not vote.

Motion (Approve): Councilmember Willis
Second: Councilmember Gumbs
[Motion Approved]

Yea: 5 Gumbs, khalid , Reeves, Rowell, Willis
Nay: 1 Gilyard

Abstain: 0
Not Voting: 1 Baker

Minutes:

A motion was made to approve 1st reading of the ordinance and approve the emergency procurement ordinance immediately

The motion was approved 5-1. Councilmember Gilyard voted in opposition and Councilmember Baker did not vote.

2. City of South Fulton's Response to COVID-19 (City Manager)

Minutes:

Report presented and discussion held.

3. Council Approval of Emergency Shelter in Place Ordinance (**Edwards**)

Motion (Approve): Councilmember Willis
Second: Councilmember Reeves
[Motion Not Carried]

Yea: 0
Nay: 0
Abstain: 0
Not Voting: 0

Minutes:

A motion was made to approve the waiver of the first reading and approve the Emergency Shelter In Place Ordinance.

The motion was not carried.

Motion (Approve): Councilmember Willis
Second: Councilmember Reeves
[Motion Approved]

Yea: 4 Baker, Gumbs, Reeves, Willis
Nay: 3 Gilyard, khalid , Rowell
Abstain: 0
Not Voting: 0

Minutes:

A motion was made to designate liquor stores as an essential business in the Shelter In Place Ordinance.

The motion was approved 4-3. Councilmembers Gilyard, khalid and Rowell voted in opposition.

Motion (Approve): Councilmember Rowell
Second: Councilmember Gumbs

[Motion Approved]

Yea: 6 Baker, Gilyard, Gumbs, Reeves, Rowell, Willis
Nay: 1 khalid
Abstain: 0
Not Voting: 0

Minutes:

A motion was made to remove section G pertaining to the permitting operations in the Ordinance.

The motion was approved 6-1. Councilmember khalid voted in opposition.

Motion (Approve): Councilmember Willis
Second: Councilmember Gumbs
[Motion Approved]

Yea: 6 Baker, Gilyard, Gumbs, Reeves, Rowell, Willis
Nay: 1 khalid
Abstain: 0
Not Voting: 0

Minutes:

A motion was made to keep section I of the Ordinance pertaining to city meetings as written.

The motion was approved 6-1. Councilmember khalid voted in opposition.

Motion (Approve): Councilmember Willis
Second: Councilmember Gumbs
[Motion Approved]

Yea: 6 Gilyard, Gumbs, khalid , Reeves, Rowell, Willis
Nay: 1 Baker
Abstain: 0
Not Voting: 0

Minutes:

A motion was made to mirror the language in the Governor's Executive Order in the City's Shelter In Place Ordinance regarding social gathering as follows:

"no business shall allow more than 10 persons to be gathered at a single location if such gathering requires such persons to stand or be seated within 6 ft of one another."

The motion was approved 6-1. Councilmember Baker voted in opposition.

Motion (Approve): Councilmember Willis
Second: Councilmember Gumbs
[Motion Approved]

Yea: 6 Gilyard, Gumbs, khalid , Reeves, Rowell, Willis
Nay: 1 Baker
Abstain: 0
Not Voting: 0

Minutes:

A motion was made to make the effective date of the Ordinance identical to the effective date of the Governor's next Executive Order and to approve the Ordinance as amended.

The motion was approved 6-1. Councilmember Baker voted in opposition.

Motion (Approve): Councilmember Gumbs
Second: Councilmember Willis
[Motion Approved]

Yea: 6 Gilyard, Gumbs, khalid , Reeves, Rowell, Willis
Nay: 1 Baker
Abstain: 0
Not Voting: 0

Minutes:

A motion was made to authorize e-signatures from the Mayor, City Manager, City Attorney and City Clerk during the COVID-19 pandemic.

The motion was approved 6-1. Councilmember Baker voted in opposition.

4. Adjournment of Meeting

Motion (Adjourn): Councilmember Willis
Second: Councilmember Gumbs
[Motion Approved]

Yea: 7 Baker, Gilyard, Gumbs, khalid , Reeves, Rowell, Willis
Nay: 0
Abstain: 0
Not Voting: 0

Minutes:

A motion was made to adjourn the Special Called Meeting at 12:52 PM.

The motion was approved unanimously.

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Council Approval of City Council Meeting Minutes

DATE: April 28, 2020

SUBJECT: Council Approval of City Council Meeting Minutes

REFERENCE:

CONCLUSION:

Council Approval of City Council Special Called Meeting Minutes of April 13, 2020 (City Clerk)

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
DRAFT SPC Meeting Minutes April 13, 2020	Cover Memo	4/23/2020

CITY OF SOUTH FULTON, GEORGIA

Virtual

Monday, April 13, 2020, 10:00 AM



SPECIAL CALLED MEETING MINUTES

1. Meeting Called to Order

Minutes:

The special meeting was called to order by Mayor William Edwards at 10:00 AM.

The Mayor announced that the meeting is being conducted under special emergency circumstances due to the COVID-19 (also known as the Coronavirus) pandemic. City Council members and staff are participating via conference call (Zoom). The meeting is being simulcast in real-time via the City's YouTube channel.

2. Roll Call

Minutes:

Attendee Name	Title	Status	Arrived
William "Bill" Edwards	Mayor	Present	
Mark Baker	District 7 Councilmember	Present	10:15 AM
Catherine F. Rowell	District 1 Councilmember	Present	
Carmalitha Gumbs	District 2 Councilmember	Present	
Helen Z. Willis	District 3 Councilmember	Present	
Naeema Gilyard	District 4 Councilmember	Absent	
Corey A. Reeves	District 5 Councilmember	Present	
Khalid Kamau	District 6 Councilmember	Present	10:15 AM

Following the roll call by the City Clerk, a quorum was established. Councilmember Gilyard was absent.

3. Agenda Items

1. Council Discussion on Gladiator Benefits Program for Essential Staff Members (City Manager)

Minutes:

Report presented and discussion held.

A draft resolution will be developed utilizing the information presented regarding the Gladiator Benefits Program for Essential Employees. The resolution will be distributed to the full council for their comments within 48 hours.

4. Adjournment of Meeting

Motion (Adjourn): Councilmember Gumbs

Second: Councilmember Willis

[Motion Approved]

Yea: 6 Baker, Gumbs, khalid , Reeves, Rowell, Willis

Nay: 0

Abstain: 0

Not Voting: 1 Gilyard

Minutes:

A motion was made to adjourn the Special Called Meeting at 11:44 PM.

The motion was approved unanimously. Councilmember Gilyard was absent.

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Council Review of March 2020 Financial Report

DATE: April 28, 2020

SUBJECT: Council Review of March 2020 Financial Report

REFERENCE:

CONCLUSION:

Council Review of March 2020 Financial Report and Fiscal Projections (Finance)

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
March 2020 Financial Report	Cover Memo	4/23/2020



CITY OF SOUTH FULTON

FINANCIALS FOR SIX MONTHS ENDED MARCH 31, 2020
AS OF APRIL 20, 2020

PRESENTED BY

FRANK S. MILAZI, CPFA, CPFIM
CHIEF FINANCIAL OFFICER

FINANCIAL
REVIEW YTD
MARCH 2020

General Fund Financial Highlight

The City of South Fulton concludes its mid-year with a combined balance of **\$26.8M** in net cash flow. This will in part support the City's ongoing commitments in the 2020 fiscal year with expenditure reduction in line with revenue shortfall.

To date, the General Fund has generated **\$53.2M in revenue** with **\$26.4M in General Fund expenditures**.

The City has collected **70%** of its budgeted revenues YTD most of which are from property taxes received at the beginning of the fiscal year. While the City's General Fund expenditures are operating at **15% less** than budgeted, the sharp reduction of revenues inflow as a result of COVID-19 is a big concern for the steady operation with less revenues that may fail to support expenditures in the event that current shut down prolongs.

CITY OF SOUTH FULTON
GENERAL FUND

STATEMENT OF
REVENUES &
EXPENDITURES

FOR THE MONTH ENDING
MARCH 31, 2020

REVENUE	2020 Budget	YTD Revenue
Property Taxes	31,459,536	25,203,492
Motor Vehicle	300,000	414,471
Franchise	2,400,000	2,863,904
Local Option Sales Tax	25,000,000	11,143,161
Business and Occupation	2,024,000	1,471,673
Other Taxes	7,295,000	7,506,649
Licenses and Permits	1,888,850	1,818,117
IGA FID and City of Atl	4,395,996	1,881,668
Charges for Services	712,920	358,110
Municipal Court	340,000	231,668
Other Revenue	148,000	370,248
TOTAL REVENUES	75,964,302	53,263,161
ACCOUNT DESCRIPTION	2020 Budget	YTD Expenditure
District Total	1,431,155	558,957
City Clerk	1,018,844	634,465
Mayor	321,824	95,772
City Manager	1,459,814	474,361
Finance	4,812,747	757,481
Contracts & Procurement	437,460	139,356
Law	1,600,000	543,573
Information Technology	2,681,597	1,124,596
Human Resources	759,665	286,264
Risk Management	128,997	12,827
Communications	828,392	251,643
General Administrative Services	4,536,655	1,792,248
Municipal Court	1,015,083	415,697
Police Administration	15,803,608	6,323,639
Fire Administration	15,088,928	5,757,034
Public Works	7,759,058	3,453,000
Parks And Recreation	4,871,052	1,665,626
Cultural Affairs	968,799	41,914
Community and Regulatory Affairs	5,062,703	1,740,906
Economic Development	758,459	167,923
Debt Service/ Interfund Transfers	4,619,463	200,000
GENERAL FUND EXPENDITURES TOTALS	75,964,302	26,437,282
Excess (Deficit) of Revenues over (under) Expenditures	-	26,825,879

FINANCIAL REVENUE REVIEW YTD MARCH 2020

Revenue Highlight

Below is a highlight of General Fund revenues for the month ending March 31, 2020.

Property tax revenue is **47%** of the General Fund revenues and **\$1.75M** was collected in March. Property Taxes have now been collected at **80%** of the budgeted projection.

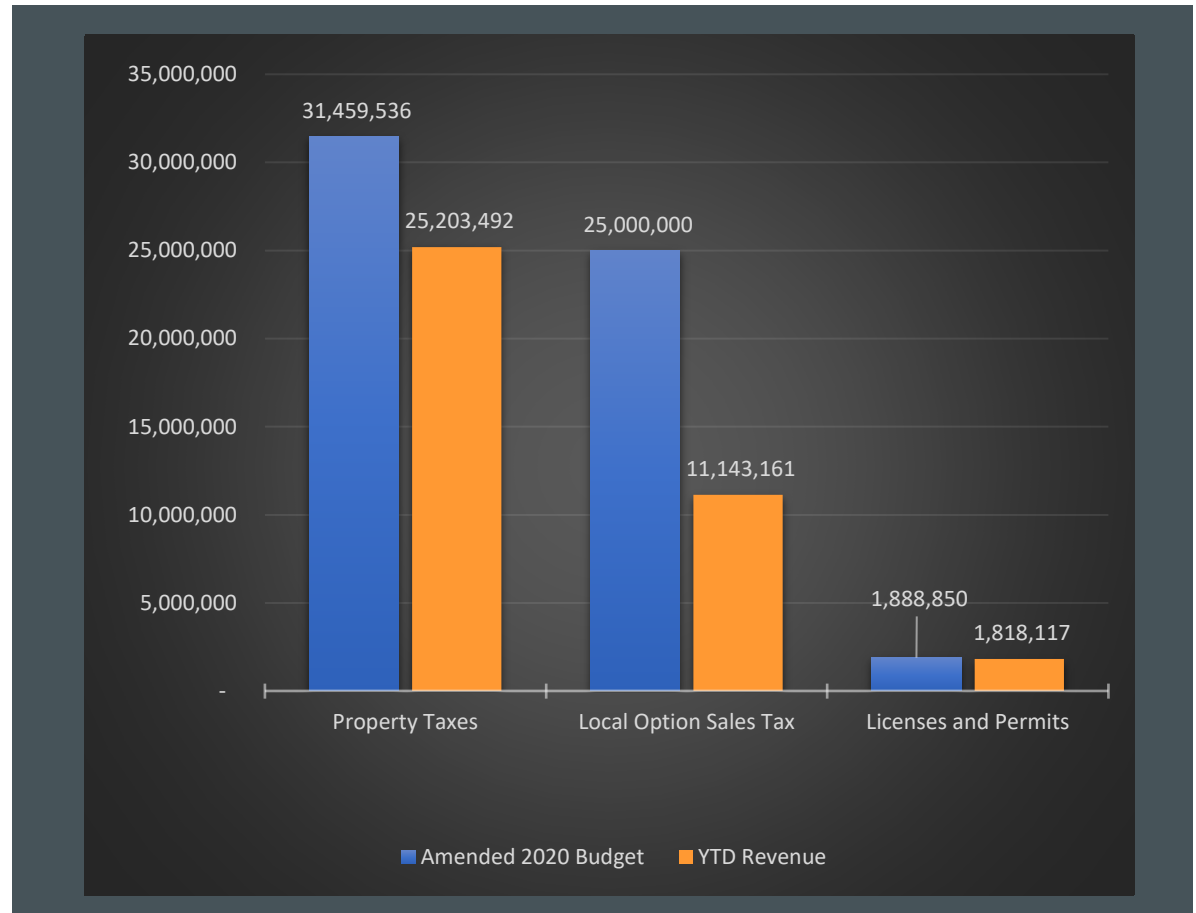
Local Option Sales Tax (LOST) revenue is **21%** of the total General Fund revenues.

Overall the City has collected **70%** of the budgeted revenues by end of March but with a drastic drop of inflows. Sales tax with an average monthly receipt of \$2.2 million dropped to \$1.9 for March receipt. The shortfall was much more than expected to happen in March. The expectation was to see the drop in April and months to follow. This shows that people stopped spending on goods and services in early March. This trend is expected to bring in even less revenues end of April going forward even months after the shut down is lifted.

**City of South Fulton - General Fund
Summary of Revenues
For the Month Ending March 31, 2020**

REVENUE	Monthly Budget	Mar-20	Variance	Amended 2020 Budget	YTD Revenue	% of Total YTD Revenue
Property Taxes	2,621,628	1,755,225	866,403	31,459,536	25,203,492	47%
Motor Vehicle	25,000	-	25,000	300,000	414,471	1%
Franchise	200,000	-	200,000	2,400,000	2,863,904	5%
Local Option Sales Tax	2,083,333	1,939,328	144,005	25,000,000	11,143,161	21%
Business and Occupation	168,667	638,439	(469,772)	2,024,000	1,471,673	3%
Other Taxes	607,917	12,485	595,432	7,295,000	7,506,649	14%
Licenses and Permits	157,404	147,511	9,893	1,888,850	1,818,117	3%
IGA FID and City of Atl	366,333	308,333	58,000	4,395,996	1,881,668	4%
Charges for Services	59,410	20,170	39,240	712,920	358,110	1%
Municipal Court	28,333	-	28,333	340,000	231,668	0%
Other Revenue	12,333	9,757	2,576	148,000	370,248	1%
Transfer From Other Funds	-	-	-	-	-	0%
TOTAL REVEUNES	6,330,359	4,831,249	1,499,109	75,964,302	53,263,161	100%

BUDGETED VS ACTUAL REVENUE IN PRIMARY CATEGORIES



FINANCIAL
REVIEW YTD
MARCH 2020

Expenditure Highlight General Fund

The following table is a summary of General Fund expenditures for the current fiscal year ending March 31, 2020.

On average expenditures are operating at **35%** of the budgeted amount year to date. This is so due to several factors including freeze hiring of new staff without compromising service delivery. And suspension of various operation allocations such as travel, training expenditures due to pandemic outbreak resulting in cancelling annual conferences and training. However, this current spending will not remain the same after adding essential public safety new hires that will include new 15 Police Officers and 4 promotions within PD, 22 new Fire and Rescue Officers and 2 Senior Staff in Community Development and Regulatory Affairs.

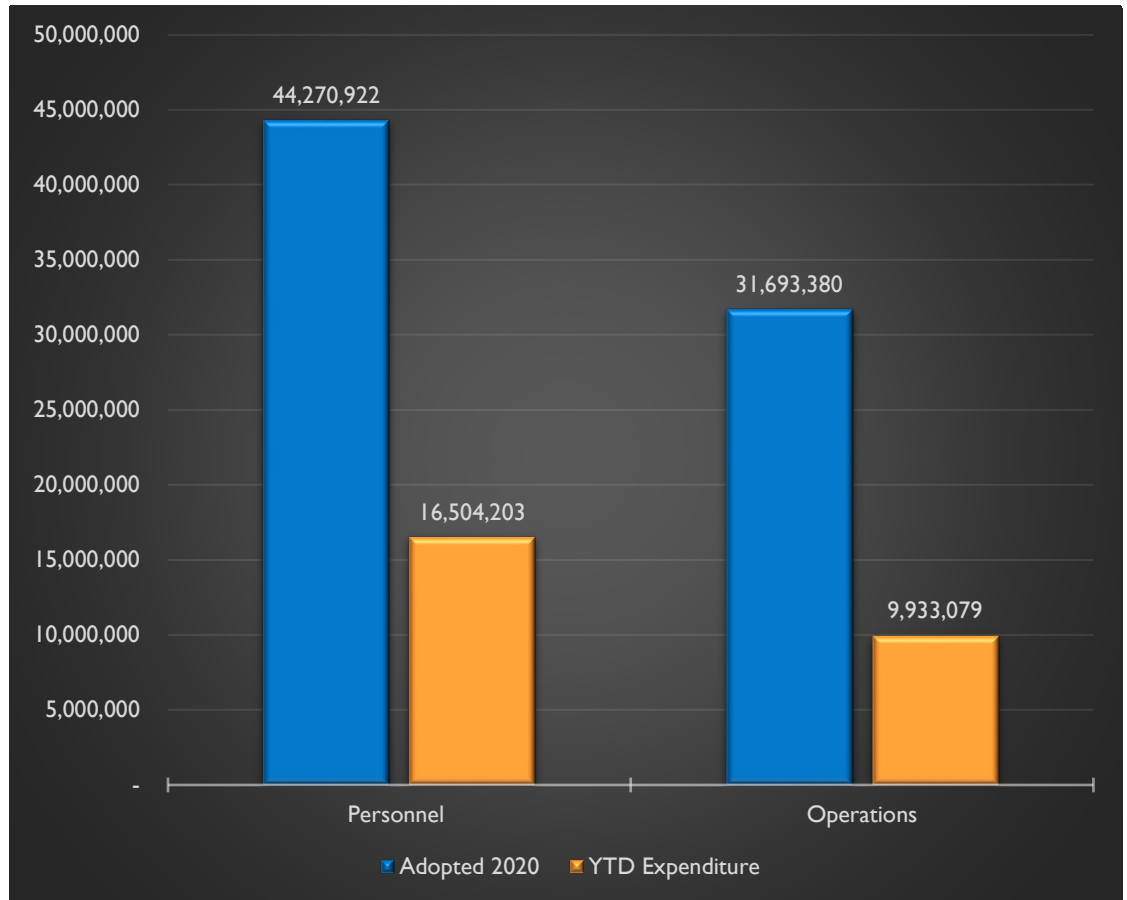
Hiring freeze for non essential unfilled positions, cancellation of some contracts, travel and training suspension, limitation on general operation expenditures unless deemed emergency or essential will free up enough expenditure allocations to make up for the projected \$10 million reduction in revenues and still be able to provide services at current level plus new hires for the remaining of the fiscal year. This is in anticipation that no new extraordinary unbudgeted expenditures happens such as increase in public safety expenditures in attempt to protecting residents and contain the spread of COVID-19 Citywide. Should that happen, the City will have to reduce more operating expenses to include personnel.

**City of South Fulton - General Fund
Summary of Expenditures
For the Month Ending March 31, 2020**

ACCOUNT DESCRIPTION	Monthly Budget	Mar-20	Variance	Amended 2020 Budget	YTD Expenditure	% used
District Total	119,263	66,422	52,841	1,431,155	558,957	39%
City Clerk	84,904	32,888	52,016	1,018,844	634,465	62%
Mayor	26,819	16,225	10,593	321,824	95,772	30%
City Manager	121,651	72,576	49,075	1,459,814	474,361	32%
Finance & Administrative Services	401,062	97,770	303,292	4,812,747	757,481	16%
Contracts & Procurement	36,455	21,335	15,120	437,460	139,356	32%
Law	133,333	65,056	68,278	1,600,000	543,573	34%
Information Technology	223,466	85,532	137,934	2,681,597	1,124,596	42%
Human Resources	63,305	53,077	10,228	759,665	286,264	38%
Risk Management	10,750	477	10,273	128,997	12,827	10%
Communications	69,033	32,811	36,221	828,392	251,643	30%
General Administrative Services	378,055	180,549	197,506	4,536,655	1,792,248	40%
Municipal Court	84,590	56,886	27,705	1,015,083	415,697	41%
Police Administration	1,316,967	876,666	440,301	15,803,608	6,323,639	40%
Fire Administration	1,257,411	810,288	447,123	15,088,928	5,757,934	38%
Public Works	1,146,588	1,070,658	75,930	7,759,058	3,453,000	45%
Parks and Recreation	405,921	240,646	165,275	4,871,052	1,665,626	34%
Cultural Affairs	80,733	24,509	56,224	968,799	41,914	4%
Community & Regulatory Affairs	421,892	267,283	154,609	5,062,703	1,740,906	34%
Economic Development	63,205	28,654	34,551	758,459	167,923	22%
Debt Service/ Interfund Transfers	384,955	200,000	184,955	4,619,463	200,000	4%
GENERAL FUND EXPENDITURES TOTALS	6,830,359	4,300,309	2,530,049	75,964,302	26,437,282	35%

BUDGET VS ACTUAL

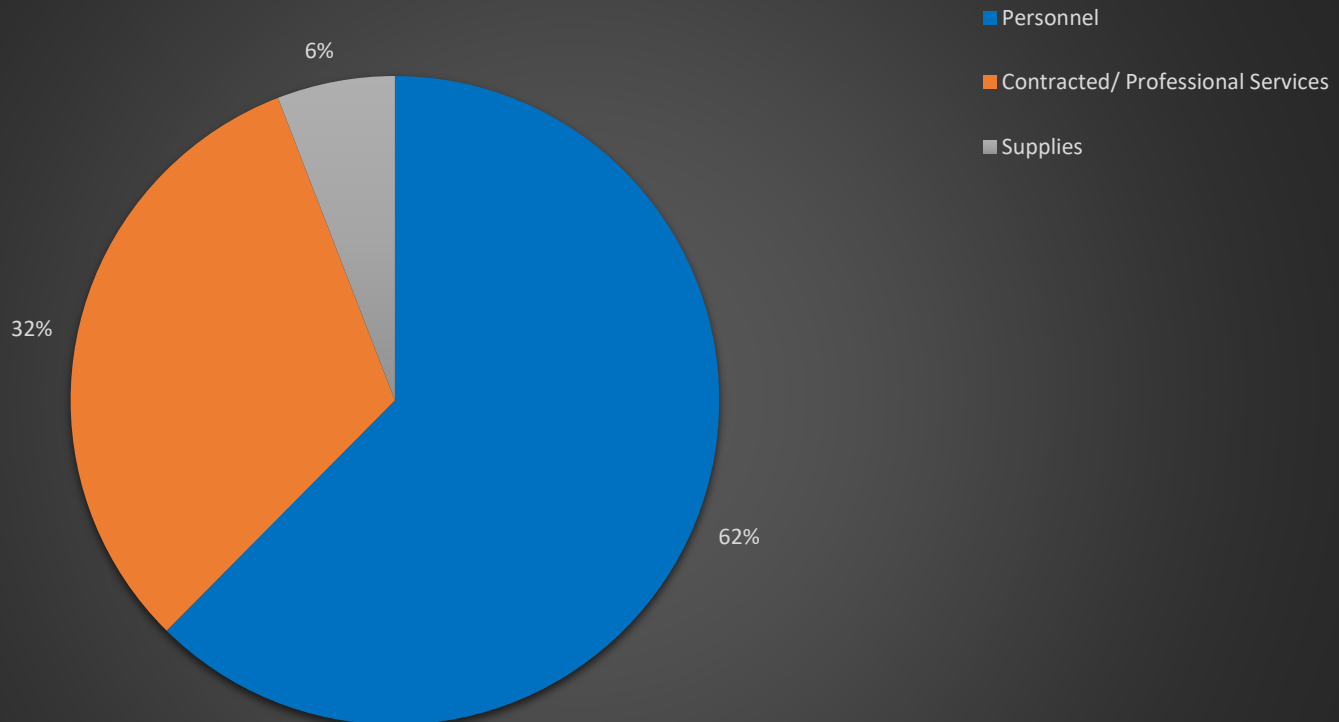
PERSONNEL AND OPERATING EXPENDITURES YEAR TO DATE MARCH 2020



Personnel and Operational Expenditures are operating under budgeted expenditure amounts at 37% and 31% respectively.

GENERAL FUND EXPENDITURES BY TYPE

Type	Expended YTD
Personnel	16,504,203
Contracted/ Professional Services	8,380,351
Supplies	1,552,727
Total Expenditures	26,437,282



FINANCIAL REVIEW YTD MARCH 2020

Expenditure Highlight – All Funds

The following table is a summary of expenditures for all funds for the month of March 2020.

Overall, the General Fund expended approximately **35%** of its budgeted amount.

The Blighted Property Fund was created to clean up blighted properties Citywide. So far **60K has been spent through** transfer to Restricted Grants as local match for grants application to assist in funding the blighted project clean up and beautification of the affected areas. Council approved creation of the blighted Fund with \$200,000 and also approved to use \$60,000 from the fund as local match.

Other funds expenditures in March included Confiscated Assets, Restricted Grants, Hotel Motel, Capital Projects, and Solid Waste.

**City of South Fulton - All Funds
Summary of Expenditures
For the Month Ending March 31, 2020**

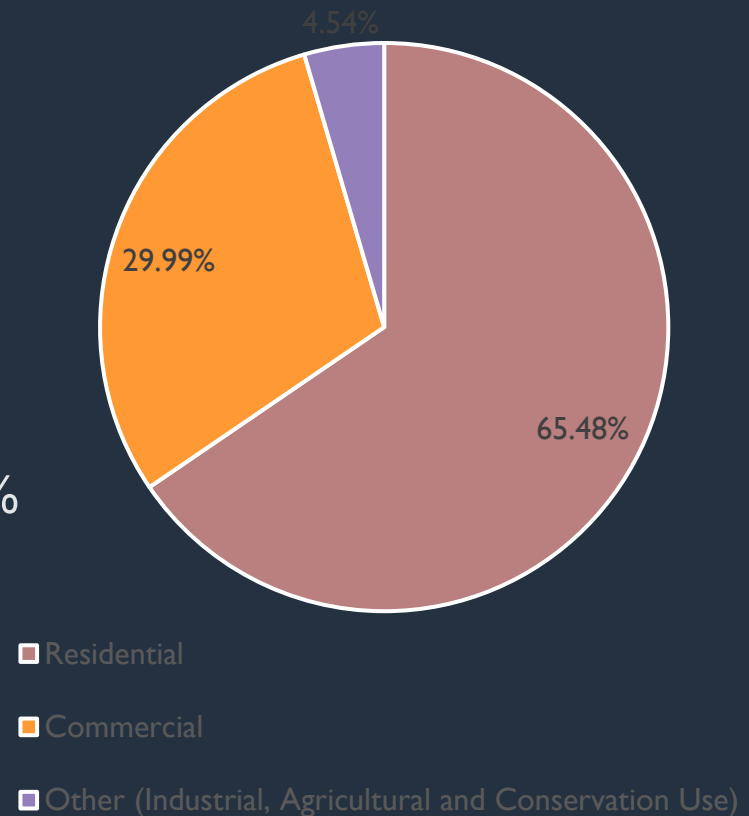
ACCOUNT DESCRIPTION	Amended 2020 Budget	Mar-20	YTD Expenditures
General Fund (includes Court Operations)	75,964,302	4,300,309	26,437,282
Confiscated Assets	-	50	100
E-911 Fund	-	-	494,081
Restricted Grants	5,064,602	9,317	39,020
Hotel Motel	240,000	8,013	60,509
T-SPLOST	17,591,476	-	121
Capital Grant	1,222,516	-	-
Capital	9,897,921	127,223	3,207,152
Solid Waste	520,000	51,510	220,998
TOTAL EXPENDITURES	110,500,817	4,496,423	30,459,263

FY2020 YTD Tax Revenue Highlights

as of 3/31/2020

Property Taxes

- Tax year billing amounts
 - 2019 - \$29,405,373.66
 - 2018 - \$28,741,372.99
 - 2017 - \$14,415,652.17
- Tax year collection amounts and rate%
 - 2019 - \$27,988,363.57 (95.18%)
 - 2018 - \$28,534,940.61 (99.28%)
 - 2017 - \$14,198,718.00 (98.50%)



FY2020 YTD Tax Revenue Highlights

as of 3/31/2020 continued...

2019 Property Tax Breakdown:

Month	Real Estate	Personal Property	Mobile Home	Public Utilities	Totals
October	14,025,255.07	2,182,239.27			16,207,494.34
November	3,690,488.64	1,735,238.20			5,425,726.84
December	732,249.68	50,166.42			782,416.10
January	230,512.91	122,126.66			352,639.57
February	105,903.92	(19,971.79)	10.19		85,932.13
March	708,485.95	2,169.73		726,458.65	1,437,114.33
Totals	19,492,896.17	4,071,968.49	10.19	726,458.65	24,291,333.50

FY2020 YTD Tax Revenue Highlights

as of 3/31/2020 continued...

- **Hotel Motel Tax \$66,454.82**
 - **\$65,290.07 – Fairfield Inn & Suites**
 - **\$471.95 – Health Casino (Air B&B)**
 - **\$692.80 – Wiseman Group LLC (Air B&B)**

- **Allocation Totals:**
 - **\$24,920.56 - General Fund**
 - **\$41,534.26 - Convention Visitors Bureau (CVB)**

FY2020 YTD Tax Revenue Highlights

as of 3/31/2020 continued...

- **Franchise Fee Tax \$2,863,904.04**
 - \$84,904.19 – Bell South
 - \$157,882.03 – Comcast
 - \$86,633.71 – EMC Coweta-Fayette
 - \$1,320,971.33 – Georgia Power
 - \$1,213,512.78 – Greystone Power

FY2020 YTD Tax Revenue Highlights

as of 3/31/2020 continued...

- **Motor Vehicle Tax** \$313,677.29
- **LOST (Local Option Sales Tax)** \$11,143,160.81
- **TSPLOST (Transportation Special Purpose Local Option Sales Tax)**
\$5,833,782.69
- **Alcohol Excise Tax** \$74,333.21
- **Insurance Premium Tax** \$7,154,212.59

FY2020 YTD Tax Revenue Highlights

as of 3/31/2020 continued...

■ **Intangible Tax \$364,769.14**

**a tax levied on gross earnings received from intangible property such as savings accounts, stocks, bonds, accounts receivable, and mortgages.*

■ **Real Estate Transfer Tax \$123,018.18**

**a tax that is levied on the transfer of ownership or title to property from one entity to another.*

FY2020 YTD Tax Revenue Highlights

as of 3/31/2020 continued...

- **Financial Institutions Tax \$3,831.00**
 - **SunTrust Bank - \$3,831.00**

- **Business License Tax \$505,271.26**
 - **Total processed for the month of March:**
 - **14 – New Businesses**
 - **46 – Renewals**

THANK YOU !!!

QUESTIONS AND COMMENTS



GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Council Review of City Manager's Report

DATE: April 28, 2020

SUBJECT: Council Review of City Manager's Report

REFERENCE:

CONCLUSION:

Council Review of City Manager's Report and Current and Future Proposed Activities related to COVID-19

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
City Manager's Report_March 2020	Cover Memo	4/24/2020
Memo_2020 City of South Fulton Anniversary	Cover Memo	4/24/2020



City Manager's Report and Current & Future Proposed Activities Related to COVID-19

Presented By:

Odie Donald II, City Manager

CITY OF SOUTH FULTON

5440 FULTON INDUSTRIAL BLVD, SOUTH FULTON, GA 30336

Page 51 of 237

City of South Fulton | April 28, 2020 #SouthFultonStrong



GOVERNMENT OF THE CITY OF SOUTH FULTON

CITY MANAGER MONTHLY

March 2020

Report



Greetings Honorable Mayor and City Council Members,

I am honored to present a summary of the City's monthly administrative activities. South Fulton is one of Georgia's largest cities, with a population of more than 100,000 residents, home to more than 1,800 businesses, covering a diverse geographic area of more than 85 square miles. Leveraging Council's five key priorities (1. Improve Parks and Recreation 2. Improve Public Safety 3. Economic Development 4. Updating Comprehensive & Land Use Plans 5. Create Branding & Messaging) for the City, our staff is committed to ensuring our residents receive world class customer service, and access to resources that support a safe, inclusive, innovative, and economically vibrant city.

While this report provides a look back on March, it is important to address current activities related to the COVID-19 pandemic. As this global health emergency continues to force a "new normal" on both the day-to-day lives of our citizens and impact the delivery of City services, South Fulton continues to persevere. The City has taken a variety of proactive steps aimed at mitigating the impact to our citizens, maintaining service delivery, and keeping our workforce safe.

To date, the City has ordered key personal protective equipment leveraged to keep our essential staff members safe, launched a new online permitting system allowing key business activities to continue while limiting exposure to the virus. The City has also implemented key policy activities including Georgia's first curfew, and a shelter in place order to ensure the safety of residents. These actions have since been adopted by our neighboring jurisdictions across the region, resulting in encouraging early results in what appears to be an extended battle against the current crisis.

While these times are certainly trying, the history of South Fulton's resilience provides assurances that we are well equipped for this fight. I encourage our full populous to remain engaged and to stay connected to the City for key updates and information on



new programs, actions, and progress related to COVID-19 by accessing the website, joining the City's newsletter (request via gary.leftwich@cityofsouthfultonga.gov), and contacting your district council member. Please accept this report as a summary of the City's successful outcomes from March of FY2020.

In Service,

Odie Donald II
City Manager



1. IMPROVE PARKS AND RECREATION

Department Highlights/Accomplishments

- LED Lighting:**

Site	Vendor	Status
Cedar Grove Park	GreyStone Power	Completed - 3/20/2019
Clifftondale Recreation Center & Park	GreyStone Power	Completed - 4/11/2019
Burdett Recreation Center & Park	Georgia Power	Completed - 9/30/2019
Burdett Tennis Center	Georgia Power	Completed - 11/5/2019
Canine Crossing	Georgia Power	Completed - 8/13/2019
Cascade Liberty Pocket Park	Georgia Power	Completed - 3/29/2020
Creel Park & Community Building	Georgia Power	Completed - 7/23/2019
Delano Park	Georgia Power	Completed - 7/17/2019
Old National Park	Georgia Power	Completed - 8/27/2019
Sandtown Recreation Center	Georgia Power	Completed - 9/15/2019
Sandtown Recreation Park	Georgia Power	Completed - 2/21/2020
South Fulton Tennis Center	Georgia Power	Under Construction
Trammell Crow Park	Georgia Power	Completed - 7/23/2019
Welcome All Park Recreation Center	Georgia Power	Completed - 12/20/19
Wilkerson Mill Farris Park	Georgia Power	Under Construction

- Program Participation:**

Program	March 2020	YTD
Afterschool	43	374
Club 55	22	207
Daily Fitness	90	763
Daily Fitness 55 & Up	25	398
Line Dancing	55	98
Open Gym	41	511
Open Swim	31	158
Open Swim 55 & Up	6	51
Total Body Fitness	0	0
Walking Track	7	310
Yoga	2	24
Youth Track & Field	8	230
Total	330	3,124



- COVID-19 Response:** Facilities closed to the public and active programming was suspended on March 12, 2020.
- Join Our Fun:** The City’s Covid-19 response has required the Parks, Recreation and Cultural Affairs Department (PRCA) to find alternative ways to connect with the communities we serve. PRCA staff partnered with Communications & External Affairs to distribute a daily “Join the Fun with South Fulton PRCA” that began on March 18, 2020. The “Join the Fun” posts are quick DIY projects and fun activities (recreational, artistic, and healthy options) that our citizens, families, and youth can do at home during this period of social distancing. This tool is used to post a few ideas/activities each workday. With assistance from Communications, PRCA utilizes social media, the City’s website, and emails to get these helpful hints to our citizens to keep us connected. Other virtual programming options across all program areas (arts, recreation/health) are in development and will be implemented.

Project Status

Project	Status	Task Remaining
City-wide Concessions	In Progress	RFP is currently posted and open for bids
LED Lighting Upgrades	In Progress	Exterior lighting upgrades have been completed at 14 parks with two (2) remaining parks currently under construction
KaBoom Grant	In Progress	Grant application completed for Fall 2020 grant cycle; Land issues under review pending resolution with Fulton County Schools
Parks Master Plan	In Progress	Public Focus Group meetings and surveys are being converted to virtual platforms in response to social distancing requirements.
Tennis Court Resurfacing	In Progress	Bid selection approved by Council. Contract and Notice to Proceed finalized by Procurement. Construction scheduled for April 7, 2020.



2. IMPROVE PUBLIC SAFETY -
CODE ENFORCEMENT, POLICE AND FIRE

Code Enforcement and Code Board

SeeClickFix Violations

	March 2020	YTD
Open	27	91
Closed	127	396
Total	154	487

Violations Reported in Edmunds

	March 2020	YTD
Open	117	371
Closed	47	159
Total	164	530

Code Enforcement Board

	March 2020	YTD
Code Board Cases	44	114
Municipal Court	5	6

**Average cases include maintenance of property (trash, debris, and high weeds), junk vehicles, and property maintenance violations.*

***Code Board/Municipal Court Cases – No change from February 2020. March Court has been postponed due to the Coronavirus (COVID-19) pandemic.*



Fire Department

CRR - South Fulton Fire Rescue Monthly Report - March 2020		
Fire Rescue Activities	Current Month	YTD
COLUMN #1:		
Emergency Call Volume		
Fire	30	219
Overpressure Rupture, Explosion, Overheat	2	11
EMS/Rescue	673	4,234
Hazardous Condition	21	166
Service Calls	118	771
Good Intent Calls	320	1,969
False Alarms & False Calls	63	419
Severe Weather/Natural Disaster	0	0
Special Incident Types	1	5
Non-Specific	0	1
Total	1,228	7,795
Average Response Time		6:59
COLUMN #2		
Community Risk Reduction (CRR) Activities		
Company Level Inspections	0	421
CRR Final and Existing Business Inspection Requests	34	144
Company Level Inspections - Vacant Buildings	0	0
COLUMN #3		
Fire Safety Education		
Number of Classes	0	54
Number of Students	0	4,328
Number of Special Events	0	10
Number of Persons Contacted	0	232
Number of Apparatus Requests	1	52



COLUMN #4		
Homes Visited	0	65
Smoke Detectors Installed (via fire station requests)	12	68
COLUMN #5		
Fee Schedule Collection		
Fire Safety Inspections	\$ 2,216.00	\$ 10,616.00
Personal Care Homes/ Day Care Inspections	\$ 775.00	\$ 3,925.00
Fire Alarm Reviews	\$ 42.00	\$ 384.00
Fire Sprinkler Review	\$ 60.00	\$ 1,111.50
Blasting Permits	\$ -	\$ 300.00
Open Records Request	\$ 10.00	\$ 100.00
Special Events	\$ -	\$ -
Combustible Permits	\$ -	\$ -
Fireworks Permits	\$ -	\$ -
Business Inspections	\$ -	\$ -
Burn Permits	\$ -	\$ -
Tent Permit	\$ -	\$ -
Fire Extinguisher Training	\$ -	\$ -
2020 Year-To Date Total	\$ 3,103.00	\$ 16,436.50

**The YTD numbers reported above are for fiscal year 2020 (FY20).*

Department Updates

- Due to the Coronavirus (COVID-19) pandemic, all events have been postponed until further notice.
- The South Fulton Fire Rescue Department completed 2,048 hours of training during March 2020.



Police Department

Crime by MONTH	28 DAY COMPSTAT							Total
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
AGG ASSAULT-GUN	3	3	5	5			1	17
AGG ASSAULT-OTHER WEAPON	1			1		1		3
AGG BATTERY							1	1
BURGLARY-FORCED ENTRY-RESIDENCE	1	3	4	1	2	1		12
BURGLARY-FORCED ENTRY-NONRESIDENCE		1	1	1				3
BURGLARY-NO FORCED ENTRY-RESIDENCE	1	1	2	1	1	1	1	8
BURGLARY-NO FORCE ENTRY-NON RESIDENCE	1	1						2
ARSON		1						1
MURDER				1			3	4
RAPE								0
ROBBERY-BUSINESS	1			1				2
ROBBERY-STREET		1						1
THEFT-ARTICLES FROM VEHICLE	13	13	10	8	5	4	5	58
THEFT-OTHER OFFENSES	21	15	18	17	16	18	5	110
THEFT BY TAKING AUTO	12	6	5	6	6	5		40
TOTALS	54	45	45	42	30	30	16	262

Department Updates

- In response to the Coronavirus (COVID-19) pandemic, the South Fulton Police Department has increased the ability to handle certain calls via telephone to minimize personal contact.
- The South Fulton Police Department had four (4) Police Officers graduate from the Basic Law Enforcement Academy.
- The South Fulton Police Department currently has fourteen (14) Police Officers in the Field Training Program.
- The South Fulton Police Department Field Operations Division responded to 29,850 Calls for Service during the month of March and had an average response time of 11:57.



Confiscated Funds

Analysis provided by the Finance Department of Confiscated Funds is reviewed and updated periodically. There has been no update to the information since the November 2019 Report.

Balance Sheet, Revenue, Expenditures and Fund Balances		
Assets		
Account ID	Account Description	2020
210-11-1111	COSF Police Custodial Funds	\$ 135,157
	Total Assets	\$ 135,157
Liabilities & Fund Balance (Current Liabilities)		
Account ID	Account Description	2020
210-12-1100	Accounts Payable	\$ -
210-12-1901	Due to GF	\$ -
	Total Current Liabilities	\$ -
Deferred Inflows of Resources		
Account ID	Account Description	2020
210-12-9900	Appropriated Budget	\$ -
	Total Deferred Inflows of Resources	\$ -
	Total Liabilities	\$ -
Fund Balance (Governmental Fund Types)		
Account ID	Account Description	2020
210-13-5500	Fund Balance Unassigned	\$ 135,157
	Total Fund balance (Governmental Fund Types)	\$ -
	Revenue	\$ -
	Less Expenses	\$ -
	Net	\$ -
	Total Fund Balance	\$ 135,157
	Total Liabilities & Fund Balance	\$ 135,157



Summary of Pending Cases for Equitable Sharing (2017-2019)

FULTON COUNTY POLICE DEPARTMENT FEDERAL RICO 2017-2018 CASES			
DATE	CASE #	ADDRESS	CURRENCY
5/14/2017		Flat Shoals @ Old National	\$ 500.00
5/16/2017		Hackamore Dr. @ Old National	\$ 1,716.00
6/29/2017		4555 Washington Rd.	\$ 2,379.00
6/29/2017		4810 Hwy 92	\$ 23,660.00
8/10/2017		1102 Westchase Lane	\$ 3,270.00
10/6/2017		4334 Fulton Industrial Blvd.	\$ 1,515.00
10/13/2017		85N / Flat Shoals Rd.	\$ 1,294.00
11/5/2017		1925 Waycrest Dr.	\$ 772.00
11/12/2017		5638 S. Monte Vista	\$ 553.00

FULTON COUNTY POLICE DEPARTMENT FEDERAL RICO 2017-2018 CASES			
DATE	CASE #	ADDRESS	CURRENCY
11/16/2018		Hwy 92 @ SR14	\$ 110,999.00
11/29/2018		701 Walden Blvd.	\$ 358,000.00

CITY OF SOUTH FULTON POLICE DEPARTMENT						
DATE	CASE #	ADDRESS	YEAR	MODEL	Appraisal	STATUS
10/13/2017		85N / Flat Shoals Rd.	216	Challenger	\$ 32,990.00	Pending
4/18/2018		2653 Bluestone Dr.	2015	Sprinter Van	\$ 35,479.00	Pending
6/13/2018		3180 Spring St.	2000	Sienna	\$ 1,050.00	Pending
9/25/2018		5225 Campbellton Rd.	1999	Avalon	\$ 1,982.00	Pending
10/30/2018		5460 Lemonyne Dr.	2018		\$71,187.00	Pending - GBI
10/30/2018		5460 Lemonyne Dr.	2018	Escalade	\$ 59,044.00	Pending - GBI
10/30/2018		5460 Lemonyne Dr.	2018	Suburban	\$ 44,623.00	Pending - GBI
10/30/2018		5460 Lemonyne Dr.	2018	Charger	\$ 19,74.00	Pending - GBI
12/26/2018		2727 Godby Rd.	2011	Cruze	\$ 4,415.00	Pending

**Note: The Summary of Pending Cases for Equitable Sharing is reviewed and updated periodically. There has been no update to the information since the October 2019 Report.*



3. ECONOMIC DEVELOPMENT



AT WORK

Economic Development Project List

- **Lead** - A lead is a potential project that has not been qualified but might eventually become a prospect. A Lead is generally a project that is going through a due diligence phase and working to secure funding.
- **Prospect** - Projects that have been qualified. A Prospect is generally a project that has gone through a due diligence phase and has secured the resources necessary to bring the project to fruition.

Project	Description	Status	Action	District
Motherland Project	Proposal for an African Cultural Museum	Lead	Developer is in due diligence phase and currently looking for a location	City
Sandtown Crossing	Possible townhome development around passive park adjacent to Publix	Lead	Developer is in due diligence phase	1
RiverFront District	200 Acre mixed-use Development along the Chattahoochee River	Prospect	Developer has purchased property and is currently working on site plan design	2
Town Center	600 Acre Development potential site for City center	Lead	Developer is in due diligence phase	2
Vista Red Oak	Workforce housing project	Prospect	Renovation has started and residents have begun to move in.	3
Halperns Steak & Seafood	Expansion project	Prospect	Secured bond funding but no construction date set	3
Cedar Grove & South Fulton Parkway	42 Acre Residential Development with small commercial	Prospect	Developer has purchased property and is currently working on site plan design	4
Old National Park Development (Hyatt)	Mixed-use development	Lead	Developer is in due diligence phase	6
Renaissance at South Fulton	16 Acre Mixed Tenancy, Family and HFOP Development	Lead	Developer is in due diligence phase	6
Old National & Jonesboro Road	13 Acre mixed-use development	Lead	Developer is in due diligence phase	7



Business License

- **March 2020 Business Licenses Processed**
 - 14 New Business Licenses
 - 46 Renewed Business Licenses

- **Total Business Licenses Processed**
 - 1.023 (YTD)
 - 14 (March 2020)

Permits and Buildings

	March 2020	YTD
Residential	53	241
Commercial/Industrial	0	2
Industrial	0	0
Miscellaneous*	78	273
Land Disturbance Permits	1	4
Total	132	520

**Miscellaneous permits would include, but are not limited to, fence, pool, plumbing, trade, and electrical.*



Geographic Information System

	Map Requests	Addressing	Demographics	Data Analysis	Deed/Plat Research	Total Requests
2018 Total	165	90	21	175	75	526
2019 Total	166	115	5	141	129	556
2020 March	5	7	4	4	16	36
2020 YTD	20	29	6	20	44	119

Online GIS Application Views

- Public Facing
 - Public Works Information Viewer – 51
 - Zoning and Land Use Viewer – 310
 - Property Information Viewer – 984
 - Undeveloped Properties Viewer – 4
 - My Elected Representative – 118
 - Hard to Count Areas Viewer – 6

- Internal Only
 - Fire Information Viewer – 26
 - FID Viewer – 1
 - Public Notification Viewer – 6
 - Sewer Data Information Viewer – 10

Project Status

Project	Status
GIS Landing Page	In Progress
Fire Support Tools	In Progress
GIS Support via Teleworking	Ongoing



4. PLANNING – REVIEW AND UPDATE COMPREHENSIVE AND LAND USE PLAN

Moratorium

On July 23, 2019 a moratorium was implemented City-wide to impose that no new applications for land use permits or occupation tax certificates/business licenses for alcohol package stores and any expansions of the same, tobacco retail sales, automobile gas stations/service stations, convenience stores, check cashing establishments, personal care services, automotive repair shops, group homes and residences, pawn shops, tobacco retail sales, cannabis dispensary, extended stay hotels, gun range, open air market, and tiny homes to be accepted in the City until 5:00 p.m. on June 30, 2020. As of March 31, 2020, there were 2 requests for Personal Care Service and 2 requests for Group Homes.

- 1 project is located within Council District 1;
- 22 projects are located within Council District 2;
- 26 projects are located within Council District 3;
- 31 projects are located within Council District 4;
- 12 projects are located within Council District 5;
- 11 projects are located within Council District 6;
- 4 projects are located within Council District 7;
- 24 projects are within an unspecified Council district; and
- 15 unknown.

Zoning Applications & Certifications

Staff has processed a total of 80 zoning applications, 117 zoning certifications and 69 open records reports as of March 31, 2020.

Zoning Cases

There were 0 zoning applications received during the filing deadline period for March 2020.

- 0 Rezoning
- 0 Use Permit
- 0 Modification
- 0 Variance
- 0 Administrative Variance

**Note: Due to the Coronavirus (COVID-19) pandemic, the Community Development & Regulatory Affairs Department has postponed the intake of petitions.*



5. CREATE AND IMPLEMENT BRANDING AND MESSAGING

I. Website Launch






Host	Statistics	Progress
CivicPlus	Visits: 35,084 Pageviews: 65,154 Unique pageviews: 51,055	Added Coronavirus (COVID-19) Alert Bar and Coronavirus Landing Page

II. “The South Fulton Monthly” E-Newsletter

Current Number of Subscribers	Frequency	Host	Next Issue
5,260 *49 New Contacts in last 30 days	Monthly	Constant Contact	April 3, 2020

Link to latest Issue: <https://conta.cc/2PI1hwi>

III. COSF Social Media

 <p>Twitter</p> <ul style="list-style-type: none"> -Followers: 1,233 -Tweets: 103 -Likes & Retweets: 332 	 <p>Instagram</p> <ul style="list-style-type: none"> -Followers: 1,778 -Posts: 83 -Engagement (Likes & Comment): 702 	 <p>Facebook</p> <ul style="list-style-type: none"> -Followers: 1,799 -Posts: 115 -Engagement (Reactions, Shares & Comments): 662 	 <p>Nextdoor</p> <ul style="list-style-type: none"> -Members: 27,301 -New Members: 493 -Posts: 14 	 <p>YouTube</p> <ul style="list-style-type: none"> -Views: 4,803 -Impressions: 18,403 -Subscribers: 550
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IV. Mayor's Community Walk

a. Summary:

- Mayor's Walk (internally referred to as Community Walk Wednesdays) is a monthly activity that is focused on increasing access to City services, improved community relations, and proactively addressing community issues. Each month administrative staff, community stakeholders, and other interested parties will walk key corridors throughout the City to introduce key staff and available services, receive stakeholder feedback, and address problems in real time. Council Members are encouraged and welcomed to join the walks, especially those taking place in your District.

b. Next Date: TBD

c. Location: TBD

**All events for March 2020 have been postponed until further notice due to the Coronavirus (COVID-19) pandemic.*

Should you need further information regarding this correspondence, please contact Odie Donald II at odie.donald@cityofsouthfultonga.gov.



CALENDAR OF EVENTS



CITY OF SOUTH FULTON MARCH CALENDAR 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 South Fulton Board of Ethics Meeting 6 p.m. at City Hall	3	4	5	6	7
8	9	10 Historic & Cultural Landmarks Hearing 1 p.m. at Welcome All Park	11	12 Big Brothers Big Sisters Informational Session 6 p.m. at South Fulton Arts Center Power of Compliance Seminar 6 – 8 p.m. at Southwest Arts Center Community Zoning Information Meeting (CZIM) 6 p.m. at South Fulton Service Center	13	14
15	16	17 City Council Work Session 5 p.m. at South Fulton Arts Center City Council Meeting 7 p.m. at South Fulton Arts Center	18 Tiny Library Progam Launch and Ribbon Cutting 3:30 p.m. at Cliftondale Park	19 Zone Board of Appeals Hearing 1 p.m. at South Fulton Service Center Coffee with Public Safety 9:30 a.m. at Welcome All Park	20	21
22	23	24	25 State of the City Address (SOCA) at Southwest Arts Center at 7:30 p.m.	26 Community Ambassador Training 6- 8 p.m. at St. Stephens Missionary Baptist Church	27	28
29	30 South Fulton Development Authority 6 p.m. at Fairfield Inn & Suites by Marriott	31 City Council Work Session 5 p.m. at South Fulton Arts Center City Council Meeting 7 p.m. at South Fulton Arts Center				



CITY MANAGER MEMORANDUMS TO CITY COUNCIL

March 4, 2019	Update on HB 302 & SB 172 and Feedback Needed on HB 465 – Water Consumer Bill of Rights	Email no attachments
March 4, 2019	Sandtown Mold Assessment Report & Supporting Documents	Multiple Attachments
March 4, 2019	Facility Assessments	Multiple Attachments
March 4, 2019	Tri-County Station Proposed Police Precinct	Multiple Attachments
March 4, 2019	Ethics Board Clearance Activities	Email no attachments
March 4, 2019	HR Policies and Procedures and Anti-Harassment Mandatory Training	Email no attachments
March 5, 2019	Park Lighting Upgrade	Email no attachments
March 5, 2019	FIB – City’s Annexation Efforts	Memorandum
March 5, 2019	1195 Fairburn Road Water Main Break	Email no attachments
March 5, 2019	News release – Boil Water SFGA	Email no attachments
March 6, 2019	CID Board Meeting: Thursday, March 7, 2019	Email no attachments
March 6, 2019	LMIG Funds	Memorandum
March 6, 2019	South Fulton Transportation Plan	Memorandum
March 8, 2019	Post-Crossover Day Update	Email with attachments
March 12, 2019	Sumer Right of Way Schedule	Email with attachment
March 15, 2019	Memorandum – Zoning Moratorium	Email with attachments
March 15, 2019	Notice to Clerk, Mayor & Council: Orientation Meetings for Compensation & Classification Study	Email with attachments
March 18, 2019	LCI + March 19, 2019 Council Meeting	Memorandum
March 19, 2019	Earth Day 2019 – Cleaner, Greener South Fulton Activities	Memorandum
March 19, 2019	SOCA/City Anniversary	Memorandum
March 20, 2019	SOCA/City Anniversary (Re-Send)	Email

March 20, 2019	Private & Confidential (Pre-Litigation)	Email
March 26, 2019	Meadows Facility – Fulton County School Response – City of South Fulton Letter	Email with attachment
March 28, 2019	Request Transfer of Capital Funds	Email with attachment
March 29, 2019	Memorandum – Zoning Ordinance Revisions Project	Email with attachments
March 29, 2019	HB121	Email
March 30, 2019	AR Long Company Last Day of Session Strategic Plan	Email



COUNCIL REQUEST SUMMARY

COUNCIL REQUEST
MARCH 2020

	Total Requests	Requests Completed	Completion Percentage
COUNCIL REQUESTS			
City Manager	5	5	100%
City Clerk	--	--	--
Communications & External Affairs	2	2	100%
Community Development & Regulatory Affairs	19	17	89.5%
Destination South Fulton	4	4	100%
Facilities	--	--	--
Finance	3	3	100%
Fire	5	5	100%
Human Resources	2	2	100%
Information Technology	--	--	100%
Legal	2	1	50%
Municipal Courts	--	--	--
Parks, Recreation & Cultural Affairs	2	2	100%
Police	6	5	83%
Programs & Performance	3	3	100%
Public Works	19	17	89.5%
Total	72	66	91.6%
YTD Total	1,139	1,007	88.4%

6 In-Progress/Pending Council Requests:

- 2 – Community Development & Regulatory Affairs
- 1 – Legal
- 1 – Police
- 2 – Public Works

Please note: *Outstanding Requests are in progress and/or await response from requestor(s)/department staff for follow up and completion of deliverables.*



HUMAN RESOURCES ACTIVITY

HUMAN RESOURCES

MARCH 2020

Active Headcount

Department	Filled	Vacant	Grand Total
City Council- Baker	2		2
City Council- Foster Rowell	2		2
City Council- Gilyard	2		2
City Council- Gumbs	3		3
City Council- kamau	2		2
City Council- Reeves	2		2
City Council- Willis	2		2
City Manager	8		8
Clerk	4		4
Communications	4	1	5
Community Development & Regulatory Affairs	28	10	38
Contracts & Procurement	3		3
Court	6	1	7
Destination South Fulton	2	2	4
Finance	14	3	17
Fire	167	26	193
General Services	8	1	9
Human Resources	5		5
Information Technology	4	5	9
Mayor	3		3
Parks Recreation and Cultural Affairs	54	29	83
Police	154	24	178
Public Works	3	3	6
Risk Management	1		1
Grand Total	483	105	588

Vacancy Rate

This calculation measures the City's vacancy rate resulting from employee turnover and the addition of new positions. The formula is the total number of vacant positions as of a specified date divided by the total number of authorized positions (current employees in positions + positions authorized to fill) as of the same specified date.

**Does not include elected official*

Department	Total # Vacant Position	Total # Position	Vacancy Rate
City Council	0	8*	0.0%
City Manager	0	8	0.0%
Clerk	0	4	0.0%
Communications	1	5	20.0%
Community & Regulatory Affairs	10	38	26.3%
Contracts & Procurement	0	3	0.0%
Court	1	7	14.3%
Destination South Fulton	2	4	50.0%
Finance	3	17	17.6%
Fire	26	193	13.5%
General Services	1	9	11.1%
Human Resources	0	5	0.0%
Information Technology	5	9	55.6%
Mayor	0	2*	0.0%
Parks & Rec	29	83	34.9%
Police	24	178	13.5%
Public Works	3	6	50.0%
Risk Management	0	1	0.0%

Time to Fill

Time to fill captures the hiring process, from job requisition to job acceptance

Position Title	Department	Requisition Position Date	Date Offer Accepted	Time (Days) to Fill
Code Enforcement Officer (2)	CDRA	2/10/2020	3/5/2020	24
Environmental Court Coordinator	CDRA	2/10/2020	3/5/2020	24
Police Recruit	Police	6/28/2019	Ongoing Recruitment	0
Fire Recruit (26)	Fire	10/3/2019	Ongoing Recruitment	0
Total				48
City Average				24
Industry Standard				42

Turnover Rates

The turnover rate shows the percentage of employees who leave the City in a specified period of time. *Does not include elected official

Department	Number of Separated Employees	Average Number of Employees	Monthly Turnover Rates (Percentage)
City Council	0	8*	0.0%
City Manager	0	8	0.0%
Clerk	0	4	0.0%
Communications	0	4	0.0%
Community & Regulatory Affairs	2	30	6.7%
Contracts & Procurement	0	3	0.0%
Court	0	6	0.0%
Destination South Fulton	0	2	0.0%
Finance	0	14	0.0%
Fire	0	167	0.0%
General Services	0	8	0.0%
Human Resources	0	5	0.0%
Information Technology	0	4	0.0%
Mayor	0	2*	0.0%
Parks & Rec	1	55	1.8%
Police	0	154	0.0%
Public Works	0	3	0.0%
Risk Management	0	1	0.0%

Voluntary/Involuntary Turnover

This metric captures the reason for the turnover

Department	Voluntary	Involuntary
City Council	0	0
City Manager	0	0
Clerk	0	0
Communications	0	0
Court	0	0
Finance	0	0
Fire	0	0
Human Resources	0	0
Information Technology	0	0
Mayor	0	0
Parks & Rec	0	1
Police	0	0
Contracts & Procurement	0	0
Community & Regulatory Affairs	1	1
Destination South Fulton	0	0
General Services	0	0
Risk Management	0	0
Public Works	0	0
Totals	1	2



PURCHASING ACTIVITY

GOVERNMENT OF THE CITY OF SOUTH FULTON

WILLIAM “BILL” EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

Procurement Monthly Report

Date: April 6, 2020
From: Anthony Kerr, Sr., Procurement Manager
To: Frank Milazi, Chief Financial Officer
Re: **March FY20 Monthly Report**

Overview

Procurement activities for the March FY20 are as follows:

1. Total Monthly Purchase Order Expenditures – see Exhibit 1
 - **\$ 1,656,203.31 (open and/or paid)**
2. Formal Solicitation Released/Closed – see Exhibit 2
 - a. Round-a-Bout Construction (ITB for Public Works)
 - b. Streetlight Masterplan (ITB for Public Works)
3. City Credit Card (P-Card) – see Exhibit 3
 - a. **\$33,433.17 in Total Monthly Spend**

Conclusion

Procurement activities for March FY 20 was higher than normal in select areas of operation due to corona virus, there was overall increase in credit card activity due to remote operations.

Exhibit 1 : Total Expenditure & PO Report

Department	Total PO Expenditure
District 1	\$1,925.86
District 2	\$304.13
District 3	\$232.92
District 4	\$93.26
District 5	\$246.96
District 6	\$1,800.00
District 7	\$93.26
City Clerk	\$6,930.07
Mayor's Office	\$3,029.83
City Manager	\$13,845.77
Finance	\$873.13
Procurement	\$14,238.63
Legal/ LAW	\$65,055.71
Information Technology	\$21,887.86
Human Resources	\$144.89
Risk Management	\$360.00
Communication	\$9,983.60
General Services	\$214,873.95
Courts	\$19,002.23
Police	\$68,687.30
Fire	\$60,581.36
Public Works	\$101.83
Parks & Cultural Affairs	\$32,097.48
Community Regulatory Affairs	\$143,031.79
Economic Development	\$13,522.29
Computers & Software	\$5,199.18
Vehicles	\$31,607.61
Building & Equipment	\$714,527.29
General Fund	\$518,607.86
Multiple Grant Fund	\$8,470.00
Debt Funded Capital	\$1,828,811.88
Local Resource Capital	\$200,638.39
Hotel/Motel Fund	\$8,012.91
Totals	\$ 1,656,203.31

Exhibit 2 – Formal Solicitations Report

Monthly Contract and Solicitation Report			
Department	Solicitation Release	Solicitation Accepted	Contract Awarded
District 1	0	0	0
District 2	0	0	0
District 3	0	0	0
District 4	0	0	0
District 5	0	0	0
District 6	0	0	0
District 7	0	0	0
	0	0	0
City Clerk	0	0	0
Mayor's Office	0	0	0
City Manager	0	0	0
	0	0	0
Finance	0	0	0
Information Technology	0	0	0
Human Resources	0	0	0
Economic Development	0	0	0
Risk Management	0	0	0
	0	0	0
Law	0	0	0
Code Enforcement	0	0	0
Courts	0	0	0
Police	0	0	0
Fire	0	0	0
	0	0	0
Public Works	0	1	0
Parks & Recreation	0	1	0
Communication	0	0	0
General Administrative Services	0	0	0
Community Regulatory Affairs	0	0	0
E 911	0	0	0
Totals	0	2	0

Exhibit 3 – Monthly P-Card Activity Report

Monthly Procurement P Card Report	
Department	Total P-Card Spend
District 1 - Rowell	\$3,826.71
District 2-Gumbs	\$2,768.13
District 3-willis	\$3,167.40
District 4- Gilyard	\$1,378.35
District 5-Reeves	\$2,597.35
District 6-KUMA	\$152.20
District 7-Baker	\$1,534.01
City Clerk	\$40.72
Mayor's Office	\$1,441.15
City Manager	\$1,405.05
Finance 1 (City)	\$1,291.43
Finance- City Generally	\$396.28
Contracts & Procurement	\$341.71
Information Technology	\$933.19
Human Resources	\$45.00
Economic Development	\$147.46
Risk Management	\$0
Law	
Community Development	\$2,343.57
Municipal Courts	\$32.44
Police	\$2,440.44

Police Chief	\$2,469.93
Fire 1	\$162.71
Fire 2	\$0
Parks & Recreation	\$34.95
Public Works	
Communication	\$174.32
Facilities Management	\$954.16
Community Regulatory Affairs	\$2,343.57
Fleet Management	\$0
Totals	\$ 33,433.17



FINANCIAL SERVICES



GRANTS ADMINISTRATION

MONTHLY STATUS REPORT
Grants Administration Division

Project Status & Accomplishments

Project or Task	Activity Completed & Status Update	State	%
Task/Assignments	▪ Duns & Bradstreet city's credit score; investigating what is influencing the score decline	Yellow	50%
	▪ Meeting w/Community Affairs to discuss grant planning for 2020	Red	0%
	▪ Meeting w/Economic Affairs to discuss grant planning for 2020	Red	0%
Grant Opportunities/Networking	▪ Continuing to search for grant opportunities, providing assessment, and sharing with departments		
Grants Activity	CORONAVIRUS SUPPORT		
	▪ Connected with AFCEMA for inclusion on discussions of reimbursement and resources available and seeking funding support to the city through federal, state, and local sources.	Yellow	25%
	▪ Seeking funding support from Department of Justice grant – Coronavirus Emergency Supplemental Funding Program; working with CJCC	Yellow	25%
	▪ Seeking funding support from FEMA through the Public Assistance Grant Program	Yellow	25%
	▪ Seeking funding support from FEMA through the 2018 SAFER grant program	Yellow	25%
	▪ Participated on call with GEMA -Special Call Meeting to discuss requirements and eligibility of Public Assistance Grant Funding		
	▪ Participated on call with Office of Management and Budget to discuss the newly issued Memo M-20-17 that allows flexibility in grant guidelines		
	POLICE		
	▪ Asset Forfeiture Fund: reconciling forfeiture funding received and expenses paid out by police	Yellow	50%
	▪ Provided technical assistance for the 2020 COPS Hiring grant application process; department decided not to pursue due to budget restraints	Green	100%
	▪ Working with department on reconciliation and submittal of payment request for Bulletproof Vest grant; awaiting department to submit payment request	Red	50%
	ECONOMIC DEVELOPMENT		
	▪ Participated on teleconference to discuss Entrepreneurial programs in the COSF and grant options to support		
	PUBLIC WORKS		
▪ 2019 LMIG: Working with department to reconcile account in compliance with the grant guidelines and financial procedures	Yellow	75%	
▪ 2020 LMIG: Working with department to reconcile account in compliance with the grant guidelines and financial procedures	Red	50%	
▪ Federally Funded Projects: reconciliation, activity tracking, and set up fund account in Edmunds	Yellow	25%	

	<p>COMMUNITY AFFAIRS</p> <ul style="list-style-type: none"> ▪ CDBG: Providing technical assistance to department on FC grant opportunity; assisted with development and submittal of application 		100%
	<p>FIRE</p> <ul style="list-style-type: none"> ▪ 2015 SAFE Closeout with grantor; awaiting notification from FEMA 		75%
	<ul style="list-style-type: none"> ▪ 2019 Assistance to Firefighters Grant: assisted with development and submittal of grant application 		100%
	<ul style="list-style-type: none"> ▪ 2020 Homeland Security Grant Program: assisted with development and submittal of grant application 		100%
Building Capacity	<ul style="list-style-type: none"> ▪ Kickoff of Grant Writing/Peer Review Team with members that attended the Grant Writing Workshop. Postponed due to the Coronavirus impact to the departments. 		10%
	<ul style="list-style-type: none"> ▪ Exploratory Call for external support with grant writing; awaiting proposal from vendor 		50%

ACTIVITY REPORT - GRANTS AWARDED

Report Range: March 1, 2020 - March 30, 2020

	Federal	State	Private	Total
Awarded Grants:	3	2	0	5
Awarded Funds: \$	2,298,523.22	2,250,288.01		4,548,811.23
Cash Match: \$	1,404,662.52	675,086.40		2,079,748.92
In-Kind Match: \$	-	-	-	-
Total: \$	3,703,185.74	2,925,374.41	\$ -	\$ 6,628,560.15

Department	Year	Agency Type	Grantor	Grant Name	Grant Description	Purpose	Project Amount	Award Amount	Match	Start Date	End Date	Status
Fire	2018	Federal	FEMA	Staffing for Adequate Fire and EM Response (SAFER)	Funding for fire departments and volunteer firefighter interest organizations to increase or maintain the number of trained front line firefighters	Hiring 15 Firefighters	\$ 3,636,485.30	\$ 2,242,499.00	\$ 1,393,986.30	3/17/2020	3/16/2023	Recruiting firefighters for the grant; start date 3/17; All 15 firefighters are onboard
Police	2019	Federal	DOJ	Project Safe Neighborhoods	Nationwide initiative that brings together federal, state, local and tribal law enforcement officials, prosecutors, and community leaders to identify the most pressing violent crime problems in a community and develop comprehensive solutions to address them	Equipment, training, other	\$ 45,348.00	\$ 45,348.00	\$ -	9/1/2019	8/30/2021	Official award letter on the way; police received award; scheduling kick off meeting;
Police	2019	Federal	DOJ	Bulletproof Vests Partnership	Reimburse states, counties, federally recognized tribes, cities, and local jurisdictions that employ law enforcement officers for up to 50% of the total cost of body armor vests purchased	Purchase 30 vests	\$ 21,352.44	\$ 10,676.22	\$ 10,676.22			Purchased 6 vests
Total							\$ 3,703,185.74	\$ 2,298,523.22	\$ 1,404,662.52			
Public Works	2020	State	State of Georgia	Local Maintenance & Improvement Grant (LMIG)	Funding for improvements to local roadways and bridges	Resurfacing of Streets: Demooney Road, East Stubbs Road, Cascade Palmetto Highway	\$ 1,589,271.72	\$ 1,222,516.71	\$ 366,755.01	10/1/2019		?
Public Works	2019	State	State of Georgia	Local Maintenance & Improvement Grant (LMIG)	Funding for improvements to local roadways and bridges	Resurfacing of Streets: Demooney Road, East Stubbs Road, Cascade Palmetto Highway	\$ 1,336,102.60	\$ 1,027,771.30	\$ 308,331.39	10/1/2018		?
Total							\$ 2,925,374.32	\$ 2,250,288.01	\$ 675,086.40			

Grand Total

\$ 6,628,560.06 \$ 4,548,811.23 \$ 2,079,748.92

ACTIVITY REPORT - POTENTIAL GRANTS

Report Range: March 1, 2020 - March 30, 2020

	Federal	State/County	Private	Total
Anticipated Grants:	2	2	2	6
Anticipated Awarded Funds:	\$ 318,204.00	\$ 303,604.40	\$ 29,520.00	\$ 651,328.40
Anticipated Cash Match:	\$ 33,630.00	\$ 60,360.00	\$ 123,400.00	\$ 217,390.00
Anticipated In-Kind Match:	0	0	0	-
Total:	\$ 351,834.00	\$ 363,964.40	\$ 152,920.00	\$ 868,718.40

Department	Year	Agency Type	Grantor	Grant Name	Grant Description	Purpose	Project Amount	Award Amount	Match	Start Date	End Date	Status
Fire	2019	Federal	FEMA	Assistance to Firefighters Grant	Funding to enhance the safety of the public and firefighters with respect to fire and fire-related hazards	(9) Equipment (PPE Washer/Extractor/Dryer): Extractor to wash and dry 2 sets of gear at a time. Correctly cleaning of PPE eliminating dangerous carcinogens. Place in each fire station \$87,615 (15) Equipment - Vehicle Mounted Exhaust System: Ward diesel No Smoke linear source-filter system that connects to the exhaust train of the vehicle \$131,085 Training \$117,600	\$ 336,300.00	\$ 302,670.00	\$ 33,630.00			Application submitted
Fire	2020	Federal	FEMA	Homeland Security Grant Program	Funding to enhance the ability of state, local, tribal, and territorial governments, as well as nonprofits, to prevent, protect against, respond to, and recover from terrorist attacks.	Hazmat equipment	\$ 15,534.00	\$ 15,534.00	\$ -			Application submitted
Total							\$ 351,834.00	\$ 318,204.00	\$ 33,630.00			
Fire	2020	State	State of Georgia	GFSTC Fireworks Tax Grant	Funding to improve ISO ratings and achieve or maintain a Certificate of Compliance for a Fire Department as established by the GFSTC	Purchase fire extinguisher training system package	\$ 3,964.40	\$ 3,604.40	\$ 360.00			Application submitted

Department	Year	Agency Type	Grantor	Grant Name	Grant Description	Purpose	Project Amount	Award Amount	Match	Start Date	End Date	Status
CDRA	2020	County	Fulton County	CDBG Program	The federally funded Community Development Block Grant (CDBG) Entitlement Program provides annual grants on a formula basis to entitled cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons.	Address asbestos, demolition and debris removal of 47 residential homes and/or blighted commercial properties in the city	\$ 360,000.00	\$ 300,000.00	\$ 60,000.00			Application submitted
Total							\$ 363,964.40	\$ 303,604.40	\$ 60,360.00			
Fire	2020	Private	Firehouse Subs Foundation	Firehouse Subs	Funding to support public safety activities	Purchase 2 washer extractors and dryer systems	\$ 19,520.00	\$ 19,520.00	\$ -			Application submitted
Parks & Rec	2020	Private	US Tennis Association	US Tennis Association - Facility Assistance	Support building of tennis courts	Rebuild 20 hard courts and heavy duty top dressing for 4 clay courts at the South Fulton Tennis Center	\$ 133,400.00	\$ 10,000.00	\$ -			Department will continue with the application
Total							\$ 152,920.00	\$ 29,520.00	\$ 123,400.00			
Grand Total							\$ 868,718.40	\$ 651,328.40	\$ 217,390.00			



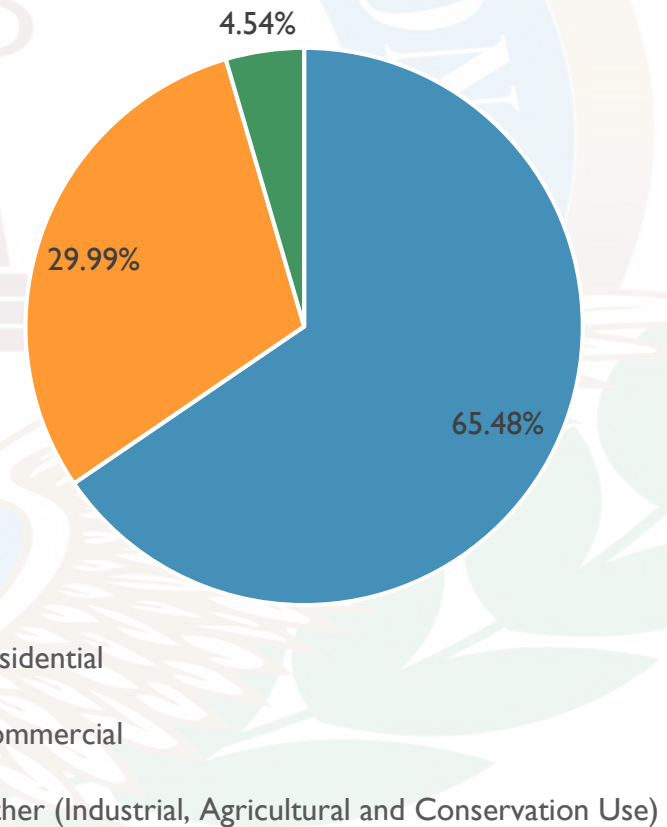
TAX ADMINISTRATION

FY2020 YTD Tax Revenue Highlights

as of 3/31/2020

Property Taxes

- Tax year billing amounts
 - 2019 - \$29,405,373.66
 - 2018 - \$28,741,372.99
 - 2017 - \$14,415,652.17
- Tax year collection amounts and rate%
 - 2019 - \$27,988,363.57 (95.18%)
 - 2018 - \$28,534,940.61 (99.28%)
 - 2017 - \$14,198,718.00 (99.50%)



FY2020 YTD Tax Revenue Highlights

as of 3/31/2020 continued...

2019 Property Tax Breakdown:

Month	Real Estate	Personal Property	Mobile Home	Public Utilities	Totals
October	14,025,255.07	2,182,239.27			16,207,494.34
November	3,690,488.64	1,735,238.20			5,425,726.84
December	732,249.68	50,166.42			782,416.10
January	230,512.91	122,126.66			352,639.57
February	105,903.92	(19,971.79)	10.19		85,932.13
March	708,485.95	2,169.73		726,458.65	1,437,114.33
Totals	19,492,896.17	4,071,968.49	10.19	726,458.65	24,291,333.50

FY2020 YTD Tax Revenue Highlights

as of 3/31/2020 continued...

- **Hotel Motel Tax \$66,454.82**
 - \$65,290.07 – Fairfield Inn & Suites
 - \$471.95 – Health Casino (Air B&B)
 - \$692.80 – Wiseman Group LLC (Air B&B)
 - **Allocation Totals:**
 - \$24,920.56 - General Fund
 - \$41,534.26 - Convention Visitors Bureau (CVB)

FY2020 YTD Tax Revenue Highlights

as of 3/31/2020 continued...

- **Franchise Fee Tax \$2,863,904.04**
 - \$84,904.19 – Bell South
 - \$157,882.03 – Comcast
 - \$86,633.71 – EMC Coweta-Fayette
 - \$1,320,971.33 – Georgia Power
 - \$1,213,512.78 – Greystone Power

FY2020 YTD Tax Revenue Highlights

as of 3/31/2020 continued...

- Motor Vehicle Tax **\$313,677.29**
- LOST (Local Option Sales Tax) **\$11,143,160.81**
- TSPLOST (Transportation Special Purpose Local Option Sales Tax)
\$5,833,782.69
- Alcohol Excise Tax **\$74,333.21**
- Insurance Premium Tax **\$7,154,212.59**

FY2020 YTD Tax Revenue Highlights

as of 3/31/2020 continued...

- **Intangible Tax \$364,769.14**

**a tax levied on gross earnings received from intangible property such as savings accounts, stocks, bonds, accounts receivable, and mortgages.*

- **Real Estate Transfer Tax \$123,018.18**

**a tax that is levied on the transfer of ownership or title to property from one entity to another.*

FY2020 YTD Tax Revenue Highlights

as of 3/31/2020 continued...

- **Financial Institutions Tax: \$3,831.00**
 - SunTrust Bank – \$3,831.00

- **Business License Tax: \$505,271.26**
 - **Total processed for the month of March:**
 - 14 – New Businesses
 - 46 – Renewals



COSF 311 DASHBOARD

Summary Dashboard | Citywide CRC (to date)



NUMBER OF REQUESTS OPEN

18,591



NUMBER OF REQUESTS CLOSED

17,316 / 93%

Goal: 90%



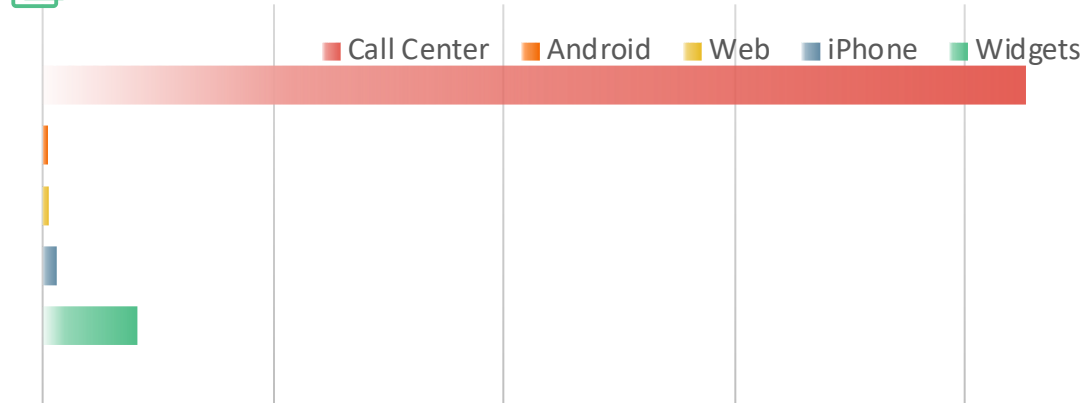
AVERAGE TIME TO CLOSE

8.8 days

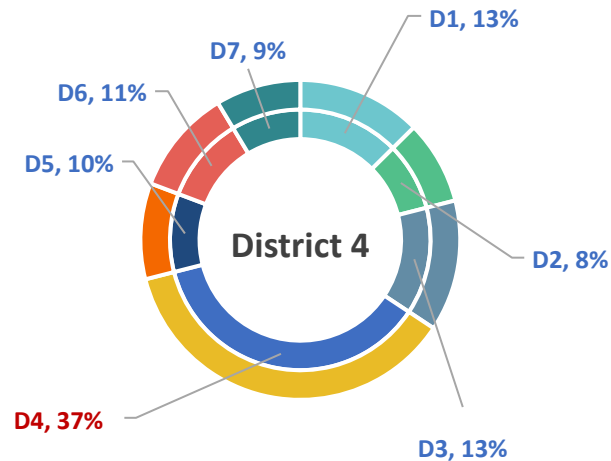
Goal: varies based on SLA



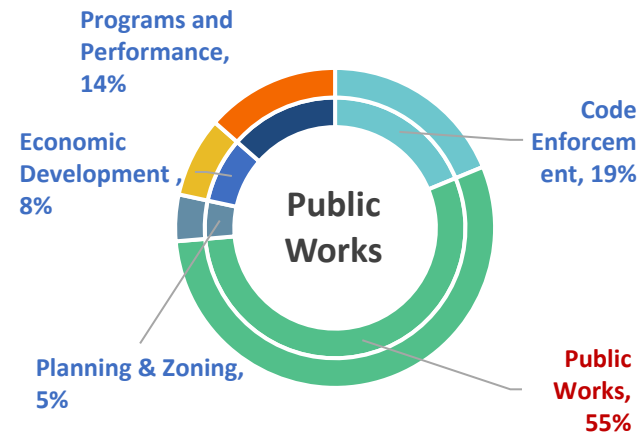
REQUESTS BY SOURCE



% REQUESTS BY DISTRICT



% REQUESTS BY DEPARTMENT



OVERALL STATUS OF REQUESTS

1275
Total Open Status

11311
Total Acknowledged

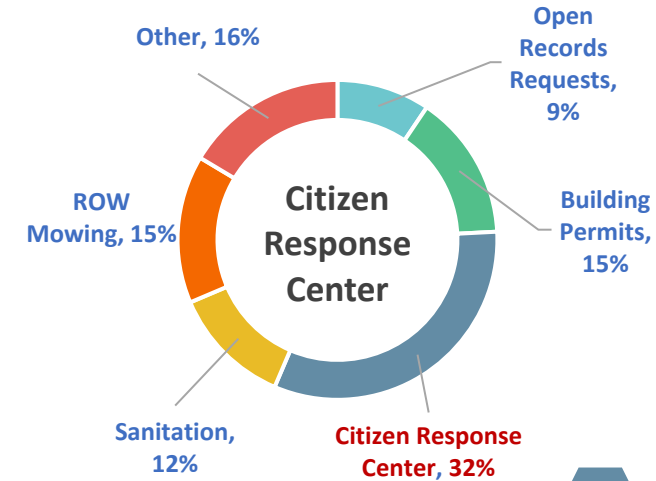


Average time to acknowledge a request is 1.3 days.

Goal: 1 day



TOP REQUESTED (ISSUES)



Summary Dashboard | Citywide CRC *(March 1 – March 31, 2020)*



NUMBER OF REQUESTS OPEN

1,262



NUMBER OF REQUESTS CLOSED

995 / 79%

Goal: 90%



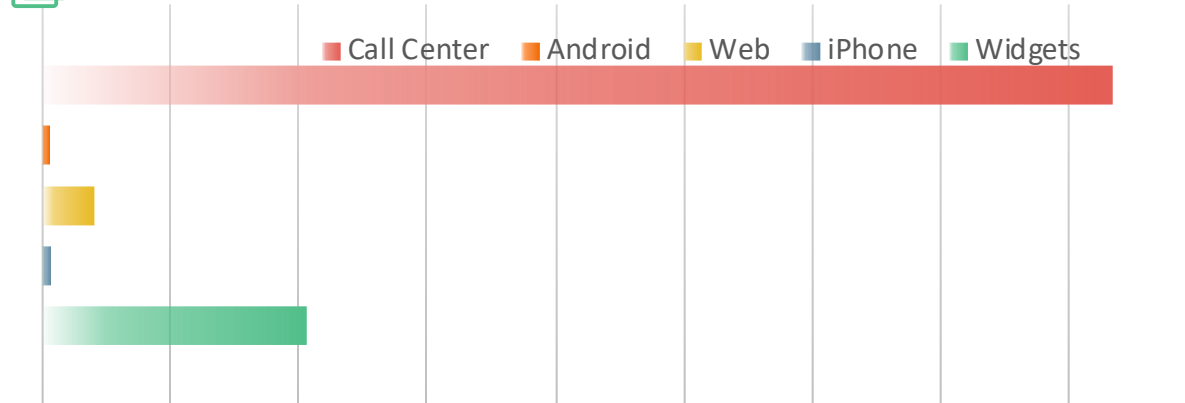
AVERAGE TIME TO CLOSE

3.4 days

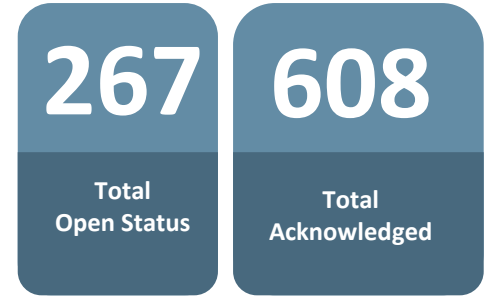
Goal: varies based on SLA



REQUESTS BY SOURCE



OVERALL STATUS OF REQUESTS

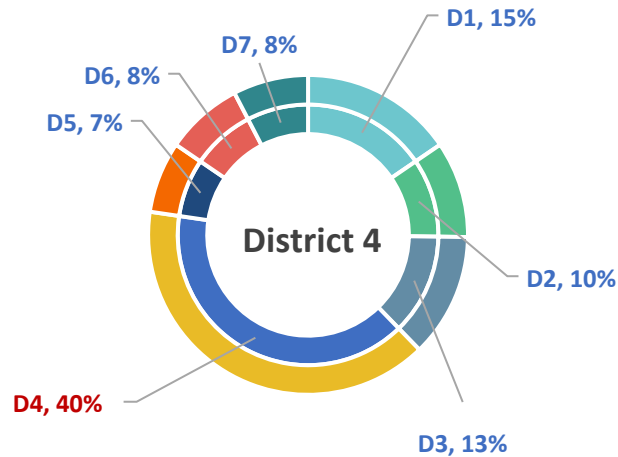


Average time to acknowledge a request is 0.4 day.

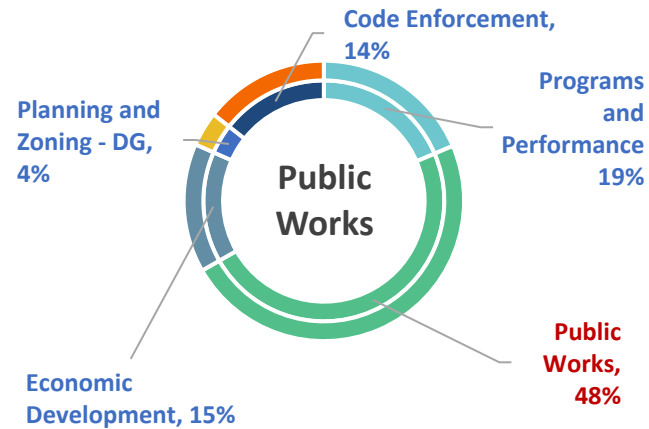
Goal: 1 day



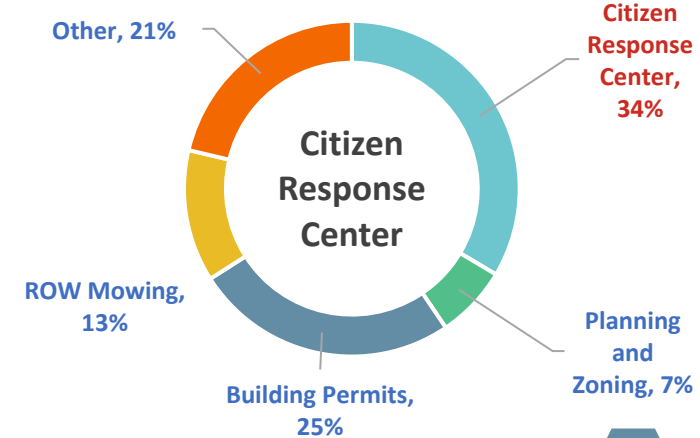
% REQUESTS BY DISTRICT



% REQUESTS BY DEPARTMENT



TOP REQUESTED (ISSUES)



Dashboard | Airport Noise Complaints *(to date)*



TOTAL NUMBER OF REQUESTS

32

District	# of Requests
1	7
2	5
3	10
4	5
5	5
6	0
7	0

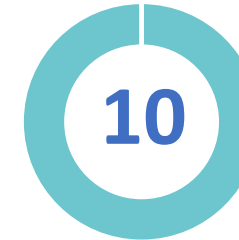
DISTRICT 1



DISTRICT 2



DISTRICT 3



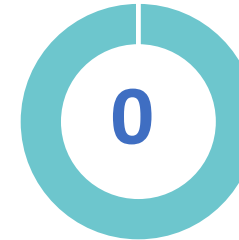
DISTRICT 4



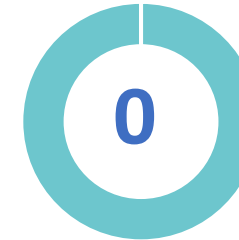
DISTRICT 5



DISTRICT 6



DISTRICT 7



Dashboard | Citizen Response Center (March 1 – March 31, 2020)



NUMBER OF CALLS

1,165



AVERAGE SPEED OF ANSWER

0m 28ss



Goal: 0:30



AVERAGE TALK TIME

3m 37ss



Goal: 3:00



ABANDONED CALL %

4%



Goal: 5%

	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Rolling 12-Month (April 2019 thru -)
Inbound Call Volume	1020	1123	580	1026	1070	1165							13624
Average Calls/Day	32.9	37.4	18.7	33.1	36.9	37.6							37.4
Average Speed of Answer (KPI 0:30)	0:44	1:12	0:59	1:04	0:33	0:28							0:42
Average Talk Time (KPI 3:00)	0:03:45	0:03:49	0:04:17	0:04:10	0:03:27	3:37:00							0:21:21
Short Abandon Calls	22	17	9	39	42	42							358
Abandon Calls	73	100	67	111	93	84							1010
Abandon % (KPI 5%)	5%	7%	10%	7%	5%	4%							5.2%
Non-Request Calls	181	199	106	222	276	273							2493
Total Requests in SCF	737	713	389	764	706	788							9497

COSF CRC Report

District 1

October 1, 2019 - March 31, 2020

Prepared for Councilwoman Rowell by the Office of Programs and Performance

Requests filtered by that have been created and within

DTA: Days to Acknowledge **DTC:** Days to Close **O&O:** Open and Overdue

Assignee	Created	Ack	Closed	DTA	DTC	% in SLA	Overdue	Open	O&O
Public Works	502	453	453	0.2	6.9	91%	21	49	2
Code Enforcement - RA	200	179	200	0.7	3.4	98%	5	0	0
Economic Development - Permitting Manager	41	2	20	3.8	4.4	85%	4	21	20
Programs and Performance Administrator	31	0	31	0.0	0.0	100%	0	0	0
Code Enforcement - RC	23	16	23	1.4	14.0	70%	6	0	0
Planning and Zoning - DG	23	1	10	0.6	6.1	0	1	13	0
Police Dept. - SE	15	1	15	1.0	2.4	31%	9	0	0
City Arborist	10	0	4	0.0	2.5	25%	3	6	6
Parks & Recreation - TP	8	1	0	0.0	0.0	0	0	8	7
Code Enforcement - MB	7	1	7	2.6	3.3	86%	1	0	0
Police Dept. - Traffic - CF	7	0	7	0.0	32.1	0	0	0	0
Public Works - AM	6	2	4	1.3	22.6	0	3	2	2
Community Development & Regulatory Affairs Director	5	0	4	0.0	0.0	100%	0	1	0
Fire Dept. - LM	5	3	5	1.7	3.0	60%	2	0	0
Public Works - RF	5	3	1	0.0	0.0	100%	0	4	1

Totals	916	677	807	0.6	6.2	89%	64	109	41
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Assignee	Created	Ack	Closed	DTA	DTC	% in SLA	Overdue	Open	O&O
Police Dept - EW	4	3	4	1.1	0.9	100%	0	0	0
Communications - SS	3	0	3	0.0	16.9	0	2	0	0
GIS	3	0	2	0.0	0.0	100%	0	1	0
Code Enforcement Administrator - BM	2	0	2	0.0	1.6	50%	1	0	0
Code Enforcement- SB	2	2	2	0.0	1.3	100%	0	0	0
Francine Williams	2	2	2	0.0	0.3	100%	0	0	0
Police Dept - Traffic Unit	2	2	2	68.4	68.5	0	1	0	0
Call Center	1	1	0	0.9	0.0	0	0	1	1
Code Enforcement - MM	1	1	1	0.9	11.4	100%	1	0	0
Court Administrator - LC	1	0	0	0.0	0.0	0	0	1	0
Deputy Clerk	1	0	1	0.0	23.4	0	1	0	0
Economic Development - Business Licenses - LT	1	1	1	0.2	0.2	100%	0	0	0
Fire Dept. - JB	1	1	1	0.7	3.0	0	1	0	0
Inspector - WA	1	1	0	0.0	0.0	0	0	1	1
Police Dept	1	0	1	0.0	105.0	0	1	0	0
Police Dept - BO	1	1	1	2.0	14.0	0	1	0	0
Records Administrator - RP	1	0	0	0.0	0.0	0	0	1	1
Totals	916	677	807	0.6	6.2	89%	64	109	41

COSF CRC Report

District 2

October 1, 2019 - March 31, 2020

Prepared for Mayor Pro Tem Gumbs by the Office of Programs and Performance

Requests filtered by that have been created and within

DTA: Days to Acknowledge **DTC:** Days to Close **O&O:** Open and Overdue

Assignee	Created	Ack	Closed	DTA	DTC	% in SLA	Overdue	Open	O&O
Public Works	399	375	365	0.1	5.6	92%	10	34	0
Code Enforcement - AJ	48	39	48	6.1	12.4	71%	8	0	0
Economic Development - Permitting Manager	36	4	14	0.6	6.2	71%	4	22	22
Planning and Zoning - DG	31	1	6	1.7	0.2	0	0	25	0
Code Enforcement - TM	18	14	18	2.7	7.1	94%	1	0	0
Programs and Performance Administrator	17	0	17	0.0	0.1	94%	1	0	0
Police Dept. - SE	16	5	16	0.5	1.7	46%	6	0	0
Code Enforcement - RA	14	11	14	0.6	2.8	100%	1	0	0
Records Administrator - RP	10	1	10	0.1	0.7	90%	0	0	0
Police Dept	8	3	8	1.5	51.0	0	1	0	0
Police Dept. - Traffic - CF	7	0	7	0.0	37.2	0	1	0	0
Public Works - RF	6	3	0	0.3	0.0	0	0	6	5
Community Development & Regulatory Affairs Director	5	0	4	0.0	0.0	100%	0	1	0
Finance & Administrative Services - FM	5	5	3	0.1	12.3	0	3	2	2
Fire Dept. - LM	5	4	5	1.3	2.5	80%	1	0	0
Totals	659	482	563	0.8	7.0	83%	51	96	35

Assignee	Created	Ack	Closed	DTA	DTC	% in SLA	Overdue	Open	O&O
Police Dept - Traffic Unit	5	3	5	1.2	14.4	25%	3	0	0
City Arborist	4	1	2	0.1	13.6	0	2	2	2
Public Works - AM	4	4	4	4.1	18.1	75%	3	0	0
Code Enforcement - RC	3	1	2	14.3	5.2	100%	0	1	1
Economic Development - Business Licenses - DH	3	2	3	15.1	20.6	0	2	0	0
Finance - Procurement Administrator	3	3	2	0.4	10.4	0	2	1	1
Police Dept - EW	3	0	3	0.0	1.3	50%	1	0	0
Code Enforcement- SB	2	2	2	1.8	3.7	50%	0	0	0
Code Enforcement Administrator - BM	1	0	1	0.0	0.4	0	0	0	0
Deputy Clerk	1	1	1	0.6	14.8	0	1	0	0
Economic Development - Business Licenses - LT	1	0	1	0.0	0.0	100%	0	0	0
Felleshia Blair	1	0	1	0.0	0.5	100%	0	0	0
GIS	1	0	1	0.0	0.1	100%	0	0	0
Parks & Recreation - TP	1	0	0	0.0	0.0	0	0	1	1
Planning and Zoning - BW	1	0	0	0.0	0.0	0	0	1	1
Totals	659	482	563	0.8	7.0	83%	51	96	35

COSF CRC Report

District 3

October 1, 2019 - March 31, 2020

Prepared for Councilwoman Willis by the Office of Programs and Performance

Requests filtered by that have been created and within

DTA: Days to Acknowledge **DTC:** Days to Close **O&O:** Open and Overdue

Assignee	Created	Ack	Closed	DTA	DTC	% in SLA	Overdue	Open	O&O
Public Works	606	552	574	0.2	5.9	93%	16	32	4
Code Enforcement - TM	60	45	60	3.3	8.6	88%	7	0	0
Code Enforcement - JB	51	49	51	0.6	9.2	82%	10	0	0
Economic Development - Permitting Manager	47	3	25	0.7	7.8	76%	6	22	22
Programs and Performance Administrator	41	0	41	0.0	0.0	98%	1	0	0
Planning and Zoning - DG	37	1	19	1.1	0.7	0	1	18	0
Police Dept. - SE	19	5	19	1.7	2.7	40%	8	0	0
Police Dept - Traffic Unit	10	3	8	10.8	16.0	25%	6	2	0
City Arborist	7	1	1	12.1	13.1	0	1	6	5
Code Enforcement - QG	7	6	7	0.8	4.1	100%	0	0	0
Parks & Recreation - TP	7	2	1	21.9	41.0	0	1	6	6
Police Dept. - Traffic - CF	5	2	5	0.3	47.6	20%	4	0	0
Code Enforcement Administrator - BM	4	1	4	1.3	1.5	67%	1	0	0
Community Development & Regulatory Affairs Director	4	0	2	0.0	0.0	0	0	2	0
Fire Dept. - LM	4	3	4	6.8	7.7	50%	2	0	0

Totals	943	688	848	0.7	6.5	86%	74	95	42
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Assignee	Created	Ack	Closed	DTA	DTC	% in SLA	Overdue	Open	O&O
Public Works - AM	4	3	4	6.2	31.0	0	4	0	0
Code Enforcement - PM	3	3	3	1.4	13.9	100%	0	0	0
Economic Development - Business Licenses - LT	3	0	3	0.0	0.0	100%	0	0	0
Police Dept - EW	3	2	3	1.0	1.0	50%	0	0	0
Code Enforcement - JH	2	2	2	1.3	2.6	100%	0	0	0
Court Administrator - LC	2	0	1	0.0	0.0	0	0	1	0
Planning and Zoning - BW	2	0	0	0.0	0.0	0	0	2	2
Police Dept	2	0	2	0.0	64.0	0	2	0	0
City Clerk	1	0	1	0.0	2.2	100%	0	0	0
City Manager's Office	1	0	1	0.0	5.8	0	1	0	0
Code Enforcement - AD	1	0	0	0.0	0.0	0	0	1	1
Code Enforcement - LR	1	1	1	25.1	46.5	0	1	0	0
Code Enforcement - RAn	1	1	1	0.6	0.7	100%	0	0	0
Code Enforcement - RC	1	0	1	0.0	9.8	100%	0	0	0
Code Enforcement- SB	1	1	1	2.2	5.8	0	1	0	0
Economic Development - Business Licenses - DH	1	1	1	0.0	24.0	0	1	0	0
Fire Dept. - JB	1	0	0	0.0	0.0	0	0	1	0
Francine Williams	1	1	1	1.4	4.4	0	0	0	0

Totals	943	688	848	0.7	6.5	86%	74	95	42
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Assignee	Created	Ack	Closed	DTA	DTC	% in SLA	Overdue	Open	O&O
GIS	1	0	1	0.0	0.0	100%	0	0	0
Public Works - RF	1	0	0	0.0	0.0	0	0	1	1
Records Administrator - RP	1	0	0	0.0	0.0	0	0	1	1
Totals	943	688	848	0.7	6.5	86%	74	95	42

COSF CRC Report

District 4

October 1, 2019 - March 31, 2020

Prepared for Councilwoman Gilyard by the Office of Programs and Performance

Requests filtered by that have been created and within

DTA: Days to Acknowledge **DTC:** Days to Close **O&O:** Open and Overdue

Assignee	Created	Ack	Closed	DTA	DTC	% in SLA	Overdue	Open	O&O
Programs and Performance Administrator	712	1	712	0.0	0.0	97%	11	0	0
Public Works	693	547	642	0.3	6.1	88%	19	51	4
Economic Development - Permitting Manager	265	24	160	0.5	4.7	78%	34	105	105
Planning and Zoning - DG	152	5	60	0.8	0.7	25%	6	92	0
Francine Williams	84	83	84	0.3	1.7	82%	9	0	0
Code Enforcement - QG	62	58	62	0.6	2.2	98%	3	0	0
Community Development & Regulatory Affairs Director	55	1	48	0.0	1.2	100%	0	7	5
Police Dept. - SE	49	2	49	2.3	1.7	59%	17	0	0
Economic Development - Business Licenses - LT	38	6	38	1.1	0.9	82%	6	0	0
Code Enforcement- SB	37	37	37	0.7	2.7	68%	5	0	0
Court Administrator - LC	34	0	22	0.0	0.0	0	0	12	0
Records Administrator - RP	22	5	20	0.8	2.8	85%	2	2	2
Police Dept. - Traffic - CF	17	1	17	0.4	42.2	0	2	0	0
Public Works - RF	15	8	10	1.1	27.5	17%	4	5	3
Police Dept - EW	12	4	12	1.8	1.6	70%	3	0	0
Totals	2,416	848	2,116	0.6	3.7	86%	179	300	141

Assignee	Created	Ack	Closed	DTA	DTC	% in SLA	Overdue	Open	O&O
Police Dept	11	5	11	0.4	60.0	13%	8	0	0
Code Enforcement Administrator - BM	10	8	10	3.3	3.7	67%	2	0	0
Deputy Clerk	10	2	10	0.3	7.3	60%	3	0	0
Finance - Procurement Administrator	10	7	7	12.3	14.2	0	7	3	3
Fire Dept. - JB	10	9	10	0.8	4.3	40%	4	0	0
GIS	9	0	9	0.0	1.4	67%	3	0	0
HR - TS	9	0	9	0.0	0.9	78%	2	0	0
Code Enforcement - MM	8	0	8	0.0	2.4	88%	1	0	0
Fire Dept. - LM	8	3	8	2.7	8.2	38%	6	0	0
City Arborist	7	2	3	3.5	6.1	33%	2	4	3
Finance & Administrative Services - AD	6	0	2	0.0	1.0	50%	0	4	4
Planning and Zoning - BW	6	1	5	0.5	6.9	60%	1	1	1
Communications - SS	5	0	1	0.0	11.3	0	1	4	3
Finance & Administration Services - SH	4	0	0	0.0	0.0	0	0	4	4
Police Dept - Traffic Unit	4	2	4	0.2	15.6	50%	2	0	0
Code Enforcement - AJ	3	3	3	4.3	24.5	100%	1	0	0
Code Enforcement - DD	3	3	3	0.8	7.7	67%	1	0	0
Code Enforcement - PM	3	2	3	0.2	11.3	67%	1	0	0
Totals	2,416	848	2,116	0.6	3.7	86%	179	300	141

Assignee	Created	Ack	Closed	DTA	DTC	% in SLA	Overdue	Open	O&O
Code Enforcement - RA	3	1	3	1.9	1.7	100%	0	0	0
Code Enforcement - RAn	3	3	3	0.4	9.4	100%	0	0	0
Code Enforcement - TM	3	3	3	1.9	11.9	67%	1	0	0
Economic Development - Building Inspector	3	0	3	0.0	3.6	33%	2	0	0
Programs and Performance - Customer Service	3	0	3	0.0	5.8	67%	1	0	0
Code Enforcement - JB	2	1	2	0.0	1.5	50%	1	0	0
Code Enforcement - LR	2	2	2	0.7	1.5	0	2	0	0
Code Enforcement - MB	2	2	2	0.9	1.0	100%	0	0	0
Felleshia Blair	2	0	2	0.0	7.8	0	2	0	0
HR - AH	2	2	2	0.0	0.5	100%	0	0	0
Inspector - WA	2	0	1	0.0	1.9	0	0	1	1
Parks & Recreation - TP	2	0	0	0.0	0.0	0	0	2	1
Parks - WM	2	1	2	0.3	0.1	100%	0	0	0
Programs and Performance - Customer Experience	2	0	2	0.0	0.0	100%	0	0	0
City Attorney	1	1	1	0.0	13.9	0	1	0	0
Code Enforcement - AD	1	0	0	0.0	0.0	0	0	1	1
Code Enforcement - DDix	1	1	1	0.3	11.3	100%	1	0	0

Totals	2,416	848	2,116	0.6	3.7	86%	179	300	141
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Assignee	Created	Ack	Closed	DTA	DTC	% in SLA	Overdue	Open	O&O
Code Enforcement - JH	1	1	1	3.1	3.1	100%	0	0	0
Economic Development - Business Licenses - DH	1	0	1	0.0	0.0	100%	0	0	0
Economic Development Director	1	0	0	0.0	0.0	0	0	1	0
Finance & Administrative Services - SJ	1	0	0	0.0	0.0	0	0	1	1
Information Technology Director	1	0	1	0.0	2.2	0	1	0	0
Police Dept. - KM	1	1	1	49.1	135.8	0	1	0	0
Public Works - AM	1	0	1	0.0	0.4	100%	0	0	0
Totals	2,416	848	2,116	0.6	3.7	86%	179	300	141

COSF CRC Report

District 5

October 1, 2019 - March 31, 2020

Prepared for Councilman Reeves by the Office of Programs and Performance

Requests filtered by that have been created and within

DTA: Days to Acknowledge **DTC:** Days to Close **O&O:** Open and Overdue

Assignee	Created	Ack	Closed	DTA	DTC	% in SLA	Overdue	Open	O&O
Public Works	359	333	332	0.1	6.9	86%	11	27	0
Code Enforcement - JB	75	66	75	0.4	6.1	96%	3	0	0
Code Enforcement - JH	66	64	66	2.1	6.5	95%	3	0	0
Economic Development - Permitting Manager	27	0	14	0.0	5.4	86%	2	13	13
Planning and Zoning - DG	21	1	9	0.0	1.4	0	1	12	1
Programs and Performance Administrator	20	0	20	0.0	0.1	95%	0	0	0
Code Enforcement - PM	13	9	13	2.5	4.9	100%	0	0	0
Police Dept. - SE	12	3	12	0.6	2.8	36%	4	0	0
Police Dept	6	2	6	1.6	80.7	0	6	0	0
Code Enforcement - LR	5	5	2	0.1	11.0	50%	1	3	1
Police Dept - EW	5	0	5	0.0	0.9	67%	1	0	0
Police Dept. - Traffic - CF	5	0	5	0.0	33.7	0	0	0	0
Police Dept - Traffic Unit	5	3	5	7.5	20.1	20%	4	0	0
City Arborist	4	0	2	0.0	21.0	0	2	2	2
Code Enforcement- SB	3	0	3	0.0	2.0	100%	0	0	0
Fire Dept. - LM	3	3	3	0.7	0.8	100%	0	0	0

Totals	646	497	584	0.5	7.4	85%	41	62	20
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Assignee	Created	Ack	Closed	DTA	DTC	% in SLA	Overdue	Open	O&O
Call Center	2	2	0	0.9	0.0	0	0	2	2
Community Development & Regulatory Affairs Director	2	1	1	2.0	2.0	0	0	1	0
Programs and Performance - Customer Service	2	0	2	0.0	14.4	50%	1	0	0
Records Administrator - RP	2	1	2	1.0	0.8	100%	0	0	0
Code Enforcement Administrator - BM	1	0	1	0.0	2.9	0	0	0	0
Communications - SS	1	0	1	0.0	22.4	0	1	0	0
Economic Development - Business Licenses - DH	1	1	1	0.1	23.2	0	1	0	0
Francine Williams	1	1	1	0.1	0.4	100%	0	0	0
General Services - CW	1	1	1	1.0	1.6	100%	0	0	0
Parks & Recreation - TP	1	0	0	0.0	0.0	0	0	1	0
Planning and Zoning - BW	1	0	0	0.0	0.0	0	0	1	1
Public Works - AV	1	1	1	0.0	19.6	0	0	0	0
Public Works - RF	1	0	1	0.0	0.0	100%	0	0	0
Totals	646	497	584	0.5	7.4	85%	41	62	20

COSF CRC Report

District 6

October 1, 2019 - March 31, 2020

Prepared for Councilman khalid by the Office of Programs and Performance

Requests filtered by that have been created and within

DTA: Days to Acknowledge **DTC:** Days to Close **O&O:** Open and Overdue

Assignee	Created	Ack	Closed	DTA	DTC	% in SLA	Overdue	Open	O&O
Public Works	367	334	330	0.3	7.9	90%	10	37	0
Code Enforcement - DDix	72	47	71	4.1	11.1	84%	11	1	0
Code Enforcement - MMcK	67	66	67	0.7	3.0	95%	2	0	0
Programs and Performance Administrator	31	0	31	0.0	0.0	100%	0	0	0
Economic Development - Permitting Manager	29	0	13	0.0	11.2	77%	3	16	16
Planning and Zoning - DG	27	0	9	0.0	1.3	0	0	18	0
Code Enforcement - PM	26	23	26	1.9	7.5	70%	3	0	0
Code Enforcement - JH	23	22	23	1.2	5.1	95%	2	0	0
Police Dept. - SE	9	2	9	0.6	3.7	50%	4	0	0
Police Dept. - Traffic - CF	8	2	8	0.8	37.5	100%	0	0	0
City Arborist	6	2	5	0.0	17.5	0	5	1	1
Police Dept - EW	5	1	5	0.0	0.4	100%	0	0	0
Police Dept - Traffic Unit	5	3	4	0.3	26.5	0	4	1	0
Code Enforcement Administrator - BM	4	3	4	0.5	2.4	50%	0	0	0
Community Development & Regulatory Affairs Director	4	0	3	0.0	0.0	0	0	1	0

Totals	704	515	624	0.8	7.6	87%	47	80	20
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Assignee	Created	Ack	Closed	DTA	DTC	% in SLA	Overdue	Open	O&O
Records Administrator - RP	4	1	4	0.1	0.3	100%	0	0	0
Code Enforcement - LR	2	1	2	0.0	5.5	100%	0	0	0
Economic Development - Business Licenses - LT	2	1	2	2.2	2.1	50%	1	0	0
Parks & Recreation - TP	2	0	0	0.0	0.0	0	0	2	0
Public Works - RF	2	1	2	1.1	1.3	100%	0	0	0
Call Center	1	1	0	1.5	0.0	0	0	1	1
Code Enforcement - GT	1	1	1	0.0	10.4	0	0	0	0
Code Enforcement - MB	1	1	1	1.8	13.3	100%	1	0	0
Communications - SS	1	0	0	0.0	0.0	0	0	1	1
Court Administrator - LC	1	0	1	0.0	0.0	0	0	0	0
Fire Dept. - LM	1	1	1	0.0	0.0	100%	0	0	0
Francine Williams	1	1	1	0.1	0.7	100%	0	0	0
Police Dept	1	1	1	0.1	105.2	0	1	0	0
Public Works - AM	1	0	0	0.0	0.0	0	0	1	1
Totals	704	515	624	0.8	7.6	87%	47	80	20

COSF CRC Report

District 7

October 1, 2019 - March 31, 2020

Prepared for Councilman Baker by the Office of Programs and Performance

Requests filtered by that have been created and within

DTA: Days to Acknowledge **DTC:** Days to Close **O&O:** Open and Overdue

Assignee	Created	Ack	Closed	DTA	DTC	% in SLA	Overdue	Open	O&O
Public Works	325	291	295	0.3	8.2	89%	8	30	1
Code Enforcement - MMcK	43	43	43	1.4	3.4	95%	1	0	0
Economic Development - Permitting Manager	32	1	18	0.7	1.3	89%	2	14	14
Code Enforcement - GT	31	29	31	1.8	5.3	87%	4	0	0
Programs and Performance Administrator	29	0	29	0.0	0.0	100%	0	0	0
Planning and Zoning - DG	19	0	5	0.0	0.0	0	0	14	0
Police Dept. - SE	17	4	17	0.6	2.6	29%	8	0	0
Code Enforcement - DDix	12	5	12	2.3	9.8	83%	2	0	0
Police Dept. - Traffic - CF	12	0	12	0.0	38.0	0	5	0	0
Code Enforcement - PM	10	9	10	3.0	6.9	80%	0	0	0
City Arborist	7	2	3	0.8	5.8	33%	2	4	4
Code Enforcement - LR	7	7	7	2.6	8.2	100%	0	0	0
Police Dept - EW	6	3	6	0.3	0.8	50%	2	0	0
Code Enforcement Administrator - BM	3	1	3	0.0	1.1	0	0	0	0
Fire Dept. - LM	3	1	2	0.4	0.2	100%	0	1	0
Francine Williams	3	3	3	0.2	1.5	100%	0	0	0
Totals	577	405	509	0.7	7.0	85%	39	68	23

Assignee	Created	Ack	Closed	DTA	DTC	% in SLA	Overdue	Open	O&O
Planning and Zoning - BW	3	0	1	0.0	1.6	0	0	2	2
Community Development & Regulatory Affairs Director	2	2	0	1.1	0.0	0	0	2	2
Economic Development - Business Licenses - LT	2	0	2	0.0	0.0	100%	0	0	0
City Manager's Office	1	0	1	0.0	3.0	0	1	0	0
Code Enforcement - DD	1	0	1	0.0	0.1	100%	0	0	0
Code Enforcement - QG	1	1	1	2.1	2.1	0	0	0	0
Code Enforcement- SB	1	1	1	0.7	3.9	0	1	0	0
Communications - SS	1	0	1	0.0	12.8	0	1	0	0
Court Administrator - LC	1	0	0	0.0	0.0	0	0	1	0
GIS	1	0	1	0.0	0.0	100%	0	0	0
Police Dept	1	1	1	0.0	3.7	100%	0	0	0
Police Dept - Traffic Unit	1	1	1	0.1	0.3	100%	0	0	0
Programs and Performance - Customer Service	1	0	1	0.0	5.7	0	1	0	0
Records Administrator - RP	1	0	1	0.0	2.5	100%	1	0	0
Totals	577	405	509	0.7	7.0	85%	39	68	23



PUBLIC WORKS REPORT



City of South Fulton Public Works: March 2020 SeeClickFix Summary

Category	Number/Percent	Comments
Total SCF Request	519	
Total Work Requests did not meet SLA	35	Count red "N" w/SLA date
Total Work Orders	355	Total SCF requests minus Sanitation, Const, etc (164).
Total Work Orders met SLA	319	Total work orders met SLA
Total Work Requests w/o SLA or not due in current month	73	Total work requests not due current month (March)
Total SCF Request Closed/Archived	377	Total SCF requests closed/archived = 519-142
Total Work Orders % Complete	90%	319/355
Total SCF Requests % Complete	86%	377/436 (subtract requests not due from total requests)
Total Work Order/Requests Open or In-Progress	142	Count Total In-Progress
Total Call Center Requests	788	Provided by Call Center

	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Rolling 12 Month
Inbound Call Volume	1716	1457	1166	1,057	1193	1051	1020	1123	580	1,026	1,070	1,165	13624
Avg Calls/Day	57.2	48.6	37.6	34.1	38.5	35.0	34.0	37.4	18.7	33.1	36.9	37.6	37.4
Avg Speed of Answer (KPI 0:30)	0:36	0:27	0:36	0:29	0:36	0:40	0:44	1:12	0:59	1:04	0:33	0:28	0:42
Avg Talk Time (KPI 3:00)	0:03:28	0:03:12	0:03:14	0:03:12	0:03:15	0:03:29	0:03:45	0:03:49	0:04:17	0:04:10	0:03:27	3:37:00	0:21:21
Short Abandon Calls	43	28	53	14	22	27	22	17	9	39	42	42	358
Abandon Calls	110	65	112	46	77	72	73	100	67	111	93	84	1010
Abandon % (KPI 5%)	4%	3%	5%	3%	5%	4%	5%	7%	10%	7%	5%	4%	5.2%
Total Requests in SeeClickFix	1261	1051	745	741	857	745	737	713	389	764	706	788	9497
Total Non Requests	284	298	292	76	49	237	181	199	106	222	276	273	2493

SCF #	Status	Summary / Category	Created Date	Closed Date	SLA Date	Month Due	Met	Metric (/)	Comments
7494668	Acknowledged	Sign - Stop/Yield Sign Down/Missing (Traffic Services)	03/02/2020 - 03:08PM	03/02/2020 - 03:08PM	03/03/2020 - 03:08PM	03/03/2020	Y		
7494677	Acknowledged	Sign - Stop/Yield Sign Down/Missing (Traffic Services)	03/02/2020 - 03:10PM	03/02/2020 - 03:10PM	03/03/2020 - 03:10PM	03/03/2020	Y		
7497507	Acknowledged	Sign - Stop/Yield Sign Down/Missing (Traffic Services)	03/03/2020 - 08:14AM	03/03/2020 - 09:12AM	03/03/2020 - 05:00PM	03/03/2020	Y		
7492356	Acknowledged	Pothole (Asphalt Paved Maintenance - Field Operations)	03/02/2020 - 08:25AM	03/03/2020 - 04:27PM	03/04/2020 - 05:00PM	03/04/2020	Y		
7494781	Acknowledged	Clogged Inlet (Storm Water Issues - Field Operations)	03/02/2020 - 03:33PM	03/02/2020 - 03:37PM	03/05/2020 - 03:33PM	03/05/2020	Y		
7493439	Acknowledged	Down Tree Removal from Roadway (Field Operations)	03/02/2020 - 11:43AM	03/02/2020 - 05:12PM	03/05/2020 - 11:43AM	03/05/2020	Y		
7492799	Acknowledged	Illegal Dumping in Right-of-Way (Field Operations)	03/02/2020 - 09:53AM	03/02/2020 - 10:00AM	03/05/2020 - 09:53AM	03/05/2020	Y		
7493914	Acknowledged	Illegal Dumping in Right-of-Way (Field Operations)	03/02/2020 - 12:53PM	03/04/2020 - 03:05PM	03/05/2020 - 12:53PM	03/05/2020	Y		
7494008	Acknowledged	Illegal Dumping in Right-of-Way (Field Operations)	03/02/2020 - 01:08PM	03/02/2020 - 01:15PM	03/05/2020 - 01:08PM	03/05/2020	Y		
7494363	Acknowledged	Illegal Dumping in Right-of-Way (Field Operations)	03/02/2020 - 02:12PM	03/02/2020 - 02:16PM	03/05/2020 - 02:12PM	03/05/2020	Y		
7504736	Acknowledged	Illegal Dumping In Roadway (Field Operations)	03/04/2020 - 12:49PM	03/04/2020 - 12:52PM	03/05/2020 - 12:49PM	03/05/2020	Y		
7505540	Acknowledged	Illegal Dumping In Roadway (Field Operations)	03/04/2020 - 03:32PM	03/05/2020 - 02:13PM	03/05/2020 - 03:32PM	03/05/2020	Y		
7500078	Acknowledged	Down Tree Removal from Right of Way (Field Operations)	03/03/2020 - 04:12PM	03/03/2020 - 04:15PM	03/06/2020 - 04:12PM	03/06/2020	Y		
7497880	Acknowledged	Illegal Dumping in Right-of-Way (Field Operations)	03/03/2020 - 09:28AM	03/03/2020 - 09:31AM	03/06/2020 - 09:28AM	03/06/2020	Y		
7498072	Acknowledged	Illegal Dumping in Right-of-Way (Field Operations)	03/03/2020 - 09:58AM	03/03/2020 - 10:00AM	03/06/2020 - 09:58AM	03/06/2020	Y		
7498715	Acknowledged	Illegal Dumping in Right-of-Way (Field Operations)	03/03/2020 - 11:52AM	03/05/2020 - 03:16PM	03/06/2020 - 11:52AM	03/06/2020	Y		
7498242	Acknowledged	Illegal Dumping In Roadway (Field Operations)	03/03/2020 - 10:30AM	03/06/2020 - 10:33AM	03/06/2020 - 05:00PM	03/06/2020	Y		
7499974	Acknowledged	Pothole (Asphalt Paved Maintenance - Field Operations)	03/03/2020 - 03:50PM	03/09/2020 - 01:37PM	03/06/2020 - 05:00PM	03/06/2020	N		
7500835	Acknowledged	Pothole (Asphalt Paved Maintenance - Field Operations)	03/03/2020 - 07:51PM	03/20/2020 - 01:04PM	03/06/2020 - 05:00PM	03/06/2020	N		
7505633	Acknowledged	Clogged Inlet (Storm Water Issues - Field Operations)	03/04/2020 - 03:57PM	03/05/2020 - 02:26PM	03/09/2020 - 03:57PM	03/09/2020	Y		
7505782	Acknowledged	Clogged Inlet (Storm Water Issues - Field Operations)	03/04/2020 - 04:29PM	03/05/2020 - 01:31PM	03/09/2020 - 04:29PM	03/09/2020	Y		
7503593	Acknowledged	Illegal Dumping in Right-of-Way (Field Operations)	03/04/2020 - 09:27AM	03/04/2020 - 04:24PM	03/09/2020 - 09:27AM	03/09/2020	Y		
7505105	Acknowledged	Illegal Dumping in Right-of-Way (Field Operations)	03/04/2020 - 02:07PM	03/04/2020 - 02:11PM	03/09/2020 - 02:07PM	03/09/2020	Y		
7515828	Acknowledged	Illegal Dumping In Roadway (Field Operations)	03/06/2020 - 01:34PM	03/10/2020 - 05:13PM	03/09/2020 - 05:00PM	03/09/2020	N		
7516156	Acknowledged	Illegal Dumping In Roadway (Field Operations)	03/06/2020 - 02:55PM	03/12/2020 - 04:17PM	03/09/2020 - 05:00PM	03/09/2020	N		
7505219	Acknowledged	Pothole (Asphalt Paved Maintenance - Field Operations)	03/04/2020 - 02:27PM	03/09/2020 - 11:00AM	03/09/2020 - 02:27PM	03/09/2020	Y		
7505783	Acknowledged	Pothole (Asphalt Paved Maintenance - Field Operations)	03/04/2020 - 04:29PM	03/09/2020 - 10:40AM	03/09/2020 - 04:29PM	03/09/2020	Y		
7514635	Acknowledged	Pothole (Asphalt Paved Maintenance - Field Operations)	03/06/2020 - 09:20AM	03/23/2020 - 01:55PM	03/09/2020 - 05:00PM	03/09/2020	N		
7510755	Acknowledged	Clogged Inlet (Storm Water Issues - Field Operations)	03/05/2020 - 02:39PM	03/05/2020 - 02:45PM	03/10/2020 - 02:39PM	03/10/2020	Y		
7511861	Acknowledged	Down Tree Removal from Roadway (Field Operations)	03/05/2020 - 08:00PM	03/06/2020 - 12:47AM	03/10/2020 - 05:00PM	03/10/2020	Y		
7511389	Acknowledged	Pothole (Asphalt Paved Maintenance - Field Operations)	03/05/2020 - 05:04PM	03/10/2020 - 02:45PM	03/10/2020 - 05:00PM	03/10/2020	Y		
7510125	Acknowledged	Remove Dead Animals in Right-of-Way (Field Operations)	03/05/2020 - 12:22PM	03/05/2020 - 01:19PM	03/10/2020 - 12:22PM	03/10/2020	Y		
7517033	Acknowledged	Down Tree Removal from Right of Way (Field Operations)	03/06/2020 - 06:16PM	03/06/2020 - 06:17PM	03/11/2020 - 05:00PM	03/11/2020	Y		
7516988	Acknowledged	Illegal Dumping in Right-of-Way (Field Operations)	03/06/2020 - 06:00PM	03/10/2020 - 02:09PM	03/11/2020 - 05:00PM	03/11/2020	Y		
7515695	Acknowledged	Pothole (Asphalt Paved Maintenance - Field Operations)	03/06/2020 - 12:58PM	03/11/2020 - 09:10AM	03/11/2020 - 12:58PM	03/11/2020	Y		
7517106	Acknowledged	Pothole (Asphalt Paved Maintenance - Field Operations)	03/06/2020 - 06:46PM	03/10/2020 - 10:17AM	03/11/2020 - 05:00PM	03/11/2020	Y		
7518300	Acknowledged	Tree Danger/Removal (Roadside Maintenance - Field Operations)	03/07/2020 - 02:26AM	03/07/2020 - 02:11PM	03/11/2020 - 05:00PM	03/11/2020	Y		
7493307	Acknowledged	Pothole (Asphalt Paved Maintenance - Field Operations)	03/02/2020 - 11:18AM	03/12/2020 - 09:21AM	03/13/2020 - 05:00PM	03/13/2020	Y		Reopened on 3/10
7492179	Acknowledged	Remove / Pick-Up Litter (Field Operations)	03/02/2020 - 06:53AM	03/03/2020 - 11:49AM	03/13/2020 - 05:00PM	03/13/2020	Y		
7492939	Acknowledged	Other	03/02/2020 - 10:19AM	03/12/2020 - 03:38PM	03/16/2020 - 10:19AM	03/16/2020	Y		
7494459	Acknowledged	Sign - Other Sign Down/Missing (Traffic Services)	03/02/2020 - 02:32PM	03/12/2020 - 11:08AM	03/16/2020 - 02:32PM	03/16/2020	Y		
7494625	Acknowledged	Signal - Other (Traffic Services)	03/02/2020 - 03:04PM	03/02/2020 - 03:04PM	03/16/2020 - 03:04PM	03/16/2020	Y		
7500631	Acknowledged	Damaged Curb (Roadway Maintenance - Field Operations)	03/03/2020 - 06:28PM	03/19/2020 - 04:38PM	03/17/2020 - 05:00PM	03/17/2020	N		
7500745	Acknowledged	Remove / Pick-Up Litter (Field Operations)	03/03/2020 - 07:07PM	03/17/2020 - 04:43PM	03/17/2020 - 05:00PM	03/17/2020	Y		
7503123	Acknowledged	Remove / Pick-Up Litter (Field Operations)	03/04/2020 - 07:07AM	03/04/2020 - 02:02PM	03/17/2020 - 05:00PM	03/17/2020	Y		
7499325	Acknowledged	Roadway Maintenance (Field Operations)	03/03/2020 - 01:49PM	03/03/2020 - 01:49PM	03/17/2020 - 01:49PM	03/17/2020	Y		
7498637	Acknowledged	Sign - Other Sign Down/Missing (Traffic Services)	03/03/2020 - 11:41AM	03/03/2020 - 01:55PM	03/17/2020 - 11:41AM	03/17/2020	Y		
7498059	Acknowledged	Tree Hindering Sight Distance (Roadside Maintenance - Field Operations)	03/03/2020 - 11:15AM	03/24/2020 - 03:36PM	03/17/2020 - 05:00PM	03/17/2020	N		
7505927	Acknowledged	Remove / Pick-Up Litter (Field Operations)	03/04/2020 - 05:07PM	03/18/2020 - 05:09PM	03/18/2020 - 05:00PM	03/18/2020	Y		
7508852	Acknowledged	Remove / Pick-Up Litter (Field Operations)	03/05/2020 - 08:23AM	03/18/2020 - 04:57PM	03/18/2020 - 05:00PM	03/18/2020	Y		
7510530	Acknowledged	Remove / Pick-Up Litter (Field Operations)	03/05/2020 - 01:49PM	03/05/2020 - 03:09PM	03/19/2020 - 01:49PM	03/19/2020	Y		
7510658	Acknowledged	Remove / Pick-Up Litter (Field Operations)	03/05/2020 - 02:16PM	03/19/2020 - 05:50PM	03/19/2020 - 02:16PM	03/19/2020	Y		
7511438	Acknowledged	Remove / Pick-Up Litter (Field Operations)	03/05/2020 - 05:22PM	03/19/2020 - 05:23PM	03/19/2020 - 05:00PM	03/19/2020	Y		
7511914	Acknowledged	Remove / Pick-Up Litter (Field Operations)	03/05/2020 - 08:28PM	03/19/2020 - 05:51PM	03/19/2020 - 05:00PM	03/19/2020	Y		
7508892	Acknowledged	Remove / Pick-Up Litter (Field Operations)	03/05/2020 - 08:37AM	03/23/2020 - 10:18AM	03/19/2020 - 05:00PM	03/19/2020	N		
7510596	Acknowledged	Remove / Pick-Up Litter (Field Operations)	03/05/2020 - 02:05PM	03/25/2020 - 02:55PM	03/19/2020 - 01:49PM	03/19/2020	N		
7510615	Acknowledged	Remove / Pick-Up Litter (Field Operations)	03/05/2020 - 02:08PM	03/25/2020 - 02:44PM	03/19/2020 - 01:49PM	03/19/2020	N		
7510634	Acknowledged	Remove / Pick-Up Litter (Field Operations)	03/05/2020 - 02:13PM	04/02/2020 - 02:29PM	03/19/2020 - 01:49PM	03/19/2020	N		
7510648	Acknowledged	Remove / Pick-Up Litter (Field Operations)	03/05/2020 - 02:14PM	03/27/2020 - 01:55PM	03/19/2020 - 01:49PM	03/19/2020	N		
7511642	Acknowledged	Remove / Pick-Up Litter (Field Operations)	03/05/2020 - 06:24PM	03/26/2020 - 02:01PM	03/19/2020 - 05:00PM	03/19/2020	N		
7516686	Acknowledged	Clogged Inlet (Storm Water Issues - Field Operations)	03/06/2020 - 04:34PM	03/12/2020 - 02:30PM	03/20/2020 - 05:00PM	03/20/2020	Y		
7514534	Acknowledged	Remove / Pick-Up Litter (Field Operations)	03/06/2020 - 08:54AM	03/25/2020 - 09:09AM	03/20/2020 - 05:00PM	03/20/2020	N		
7516347	Acknowledged	Roadway Maintenance (Field Operations)	03/06/2020 - 03:47PM	03/14/2020 - 12:13PM	03/20/2020 - 03:47PM	03/20/2020	Y		
7516376	Acknowledged	Roadway Maintenance (Field Operations)	03/06/2020 - 03:51PM	03/07/2020 - 02:23PM	03/20/2020 - 03:51PM	03/20/2020	Y		
7514581	Acknowledged	Sign - Other Sign Down/Missing (Traffic Services)	03/06/2020 - 09:05AM	03/06/2020 - 09:28AM	03/20/2020 - 09:05AM	03/20/2020	Y		
7515953	Acknowledged	Sign - Other Sign Down/Missing (Traffic Services)	03/06/2020 - 02:03PM	03/16/2020 - 09:29AM	03/20/2020 - 02:03PM	03/20/2020	Y		
7515961	Acknowledged	Signal - Other (Traffic Services)	03/06/2020 - 02:05PM	03/12/2020 - 09:48AM	03/20/2020 - 02:05PM	03/20/2020	Y		
7515969	Acknowledged	Signal - Other (Traffic Services)	03/06/2020 - 02:06PM	03/12/2020 - 09:14AM	03/20/2020 - 02:06PM	03/20/2020	Y		
7516001	Acknowledged	Signal - Other (Traffic Services)	03/06/2020 - 02:09PM	03/12/2020 - 09:01AM	03/20/2020 - 02:09PM	03/20/2020	Y		
7609548	In Progress	Illegal Dumping in Right-of-Way (Field Operations)	03/31/2020 - 10:57AM	03/31/2020 - 11:00AM	04/03/2020 - 10:57AM	04/03/2020	Y		
7610167	In Progress	Pothole (Asphalt Paved Maintenance - Field Operations)	03/31/2020 - 01:09PM	03/31/2020 - 01:13PM	04/03/2020 - 01:09PM	04/03/2020	Y		
7515042	Acknowledged	Pothole (Asphalt Paved Maintenance - Field Operations)	03/06/2020 - 10:49AM	in progress	04/08/2020 - 05:00PM	04/08/2020	N/A		Dirt Road addressed with schedule
7509885	Acknowledged	Clogged Culvert (Drainage Maintenance - Field Operations)	03/05/2020 - 11:41AM	in progress	04/10/2020 - 05:00PM	04/10/2020	N/A		Construction
7493513	Acknowledged	Overgrown trees in City easement	03/02/2020 - 11:51AM	in progress	04/10/2020 - 05:00PM	04/10/2020	N/A		
7492380	Acknowledged	Pothole (Asphalt Paved Maintenance - Field Operations)	03/02/2020 - 08:33AM	in progress	04/10/2020 - 05:00PM	04/10/2020	N/A		
7511087	Acknowledged	Roadway Maintenance (Field Operations)	03/05/2020 - 03:51PM	in progress	04/10/2020 - 05:00PM	04/10/2020	N/A		
7605965	In Progress	Damaged Curb (Roadway Maintenance - Field Operations)	03/30/2020 - 04:17PM	in progress	04/13/2020 - 04:17PM	04/13/2020	N/A		
7606152	In Progress	Remove / Pick-Up Litter (Field Operations)	03/30/2020 - 05:12PM	in progress	04/13/2020 - 05:00PM	04/13/2020	N/A		
7609012	In Progress	Right-of-Way Mowing (Roadway Maintenance - Field Operation)	03/31/2020 - 08:55AM	03/31/2020 - 09:01AM	04/13/2020 - 05:00PM	04/13/2020	Y		
7499532	Acknowledged	Damaged Inlet/Catch Basin (Storm Water Issues - Field Operatio	03/03/2020 - 02:28PM	in progress	04/14/2020 - 02:28PM	04/14/2020	N/A		
7611294	In Progress	Illegal Dumping in Right-of-Way (Field Operations)	03/31/2020 - 06:35PM	in progress	04/14/2020 - 05:00PM	04/14/2020	N/A		
7611310	In Progress	Illegal Dumping in Right-of-Way (Field Operations)	03/31/2020 - 06:41PM	in progress	04/14/2020 - 05:00PM	04/14/2020	N/A		
7503611	Acknowledged	Pothole (Asphalt Paved Maintenance - Field Operations)	03/04/2020 - 09:31AM	in progress	04/14/2020 - 05:00PM	04/14/2020	N/A		Construction project - Crawford Ct
7609036	In Progress	Right-of-Way Mowing (Roadway Maintenance - Field Operation)	03/31/2020 - 09:04AM	03/31/2020 - 09:09AM	04/14/2020 - 09:04AM	04/14/2020	Y		
7609402	In Progress	Right-of-Way Mowing (Roadway Maintenance - Field Operation)	03/31/2020 - 10:33AM	03/31/2020 - 10:36AM	04/14/2020 - 10:33AM	04/14/2020	Y		
7610596	In Progress	Right-of-Way Mowing (Roadway Maintenance - Field Operation)	03/31/2020 - 02:51PM	03/31/2020 - 02:52PM	04/14/2020 - 02:51PM	04/14/2020	Y		
7610681	In Progress	Right-of-Way Mowing (Roadway Maintenance - Field Operation)	03/31/2020 - 03:12PM	03/31/2020 - 03:15PM	04/14/2020 - 03:12PM	04/14/2020	Y		
7610696	In Progress	Right-of-Way Mowing (Roadway Maintenance - Field Operation)	03/31/2020 - 03:18PM	03/31/2020 - 03:20PM	04/14/2020 - 03:18PM	04/14/2020	Y		
7610995	In Progress	Roadside Maintenance (Field Operations)	03/31/2020 - 04:52PM	in progress	04/14/2020 - 04:52PM	04/14/2020	N/A		
7611005	In Progress	Sidewalk Cracking / Broken (Field Operations)	03/31/2020 - 04:55PM	in progress	04/14/2020 - 04:55PM	04/14/2020	N/A		
7610367	In Progress	Signal - Other (Traffic Services)	03/31/2020 - 02:00PM	04/01/2020 - 0					

7506633	Acknowledged	Deep Patch/Base Repair (Asphalt Paved Maintenance - Field C	03/04/2020 - 09:33PM	in progress	04/15/2020 - 05:00PM	04/15/2020	N/A	
7505568	Acknowledged	Clogged Culvert (Drainage Maintenance - Field Operations)	03/04/2020 - 03:41PM	in progress	04/16/2020 - 05:00PM	04/16/2020	N/A	
7511413	Acknowledged	Deep Patch/Base Repair (Asphalt Paved Maintenance - Field C	03/05/2020 - 05:12PM	in progress	04/16/2020 - 05:00PM	04/16/2020	N/A	
7509010	Acknowledged	Roadside Maintenance (Field Operations)	03/05/2020 - 08:57AM	in progress	04/16/2020 - 05:00PM	04/16/2020	N/A	Edge rut - need to repair in spring
7508918	Acknowledged	Sidewalk Cracking / Broken (Field Operations)	03/05/2020 - 08:45AM	in progress	04/16/2020 - 05:00PM	04/16/2020	N/A	
7509647	Acknowledged	Sink Holes (Drainage Maintenance - Field Operations)	03/05/2020 - 10:53AM	in progress	04/16/2020 - 05:00PM	04/16/2020	N/A	
7514929	Acknowledged	Deep Patch/Base Repair (Asphalt Paved Maintenance - Field C	03/06/2020 - 10:27AM	in progress	04/17/2020 - 10:27AM	04/17/2020	N/A	
7514598	Acknowledged	Sidewalk Cracking / Broken (Field Operations)	03/06/2020 - 09:09AM	in progress	04/17/2020 - 05:00PM	04/17/2020	N/A	
7505565	Acknowledged	Damaged Curb (Roadway Maintenance - Field Operations)	03/04/2020 - 03:41PM	in progress	04/20/2020 - 05:00PM	04/20/2020	N/A	
7505583	Acknowledged	Clogged Culvert (Drainage Maintenance - Field Operations)	03/04/2020 - 03:46PM	in progress	04/21/2020 - 05:00PM	04/21/2020	N/A	
7508908	Acknowledged	Pothole (Asphalt Paved Maintenance - Field Operations)	03/05/2020 - 08:42AM	in progress	04/29/2020 - 05:00PM	04/29/2020	N/A	Construction
7509088	Acknowledged	Clogged Inlet (Storm Water Issues - Field Operations)	03/05/2020 - 09:16AM	in progress	04/8/2020 - 05:00PM	04/8/2020	N/A	
7498382	Acknowledged	Traffic Calming Requests (Traffic Services)	03/03/2020 - 10:51AM	03/03/2020 - 02:12PM	08/20/2020 - 10:51AM	08/20/2020	Y	
7505127	Acknowledged	Signal - Other (Traffic Services)	03/04/2020 - 02:10PM	in progress	08/21/2020 - 02:10PM	08/21/2020	Y	
7505054	Acknowledged	Traffic Calming Requests (Traffic Services)	03/04/2020 - 01:56PM	03/04/2020 - 02:13PM	08/21/2020 - 01:56PM	08/21/2020	Y	
7511047	Acknowledged	Sign - Long Term Repair (Traffic Services)	03/05/2020 - 03:45PM	in progress	08/24/2020 - 03:45PM	08/24/2020	N/A	
7510776	Acknowledged	Sign - Other Sign Down/Missing (Traffic Services)	03/05/2020 - 02:43PM	in progress	08/24/2020 - 02:43PM	08/24/2020	N/A	
7510757	Acknowledged	Signal - Other (Traffic Services)	03/05/2020 - 02:39PM	03/13/2020 - 10:32AM	08/24/2020 - 02:39PM	08/24/2020	Y	
7515813	Acknowledged	Capital Improvement Projects (CIP) - Public Works	03/06/2020 - 01:30PM	N/A	N/A	#VALUE!	N/A	
7516336	Acknowledged	Cash and Debt Service, Financial Records, and General Finan	03/06/2020 - 03:45PM	03/13/2020 - 04:24PM	N/A	#VALUE!	N/A	Not a PW request
7505507	Acknowledged	Damaged Curb (Roadway Maintenance - Field Operations)	03/04/2020 - 03:20PM	N/A	N/A	#VALUE!	N/A	Construction project
7492654	Acknowledged	Other	03/02/2020 - 09:27AM	N/A	N/A	#VALUE!	N/A	
7492776	Acknowledged	Other	03/02/2020 - 09:49AM	N/A	N/A	#VALUE!	N/A	
7492973	Acknowledged	Other	03/02/2020 - 10:27AM	N/A	N/A	#VALUE!	N/A	
7494072	Acknowledged	Other	03/02/2020 - 01:24PM	N/A	N/A	#VALUE!	N/A	
7493520	Acknowledged	Pothole (Asphalt Paved Maintenance - Field Operations)	03/02/2020 - 11:51AM	03/06/2020 - 01:55PM		#VALUE!	N	
7505057	Acknowledged	Pothole (Asphalt Paved Maintenance - Field Operations)	03/04/2020 - 01:57PM	03/11/2020 - 08:35AM		#VALUE!	Y	
7508936	Acknowledged	Pothole (Asphalt Paved Maintenance - Field Operations)	03/05/2020 - 08:48AM	03/09/2020 - 09:16AM		#VALUE!	Y	
7605981	In Progress	Pothole (Asphalt Paved Maintenance - Field Operations)	03/30/2020 - 04:21PM	04/06/2020 - 04:16PM		#VALUE!	N	
7503507	Acknowledged	Reception Call	03/04/2020 - 09:04AM	03/04/2020 - 05:09PM	N/A	#VALUE!	N/A	
7492182	Acknowledged	Remove / Pick-Up Litter (Field Operations)	03/02/2020 - 06:57AM	03/20/2020 - 01:19PM		#VALUE!	N	
7504304	Acknowledged	Remove / Pick-Up Litter (Field Operations)	03/04/2020 - 11:35AM			#VALUE!	N	
7504437	Acknowledged	Remove / Pick-Up Litter (Field Operations)	03/04/2020 - 11:53AM			#VALUE!	N	
7495750	Acknowledged	Roadway Maintenance (Field Operations)	03/02/2020 - 07:58PM	N/A	N/A	#VALUE!	N/A	Construction project - Crawford Ct
7514882	Acknowledged	Roadway Maintenance (Field Operations)	03/06/2020 - 10:15AM	N/A	N/A	#VALUE!	N/A	Construction - paving
7492415	Acknowledged	Sanitation (Public Works - Field Operations)	03/02/2020 - 08:40AM	03/02/2020 - 08:41AM	N/A	#VALUE!	N/A	
7492441	Acknowledged	Sanitation (Public Works - Field Operations)	03/02/2020 - 08:47AM	03/02/2020 - 08:48AM	N/A	#VALUE!	N/A	
7492511	Acknowledged	Sanitation (Public Works - Field Operations)	03/02/2020 - 08:53AM	03/02/2020 - 03:09PM	N/A	#VALUE!	N/A	
7492668	Acknowledged	Sanitation (Public Works - Field Operations)	03/02/2020 - 09:30AM	03/02/2020 - 03:12PM	N/A	#VALUE!	N/A	
7493310	Acknowledged	Sanitation (Public Works - Field Operations)	03/02/2020 - 11:19AM	03/02/2020 - 02:19PM	N/A	#VALUE!	N/A	
7494021	Acknowledged	Sanitation (Public Works - Field Operations)	03/02/2020 - 01:12PM	03/02/2020 - 02:58PM	N/A	#VALUE!	N/A	
7499038	Acknowledged	Sanitation (Public Works - Field Operations)	03/03/2020 - 12:52PM	03/03/2020 - 12:53PM	N/A	#VALUE!	N/A	
7504929	Acknowledged	Sanitation (Public Works - Field Operations)	03/04/2020 - 01:30PM	N/A	N/A	#VALUE!	N/A	
7515911	Acknowledged	Sanitation (Public Works - Field Operations)	03/06/2020 - 01:52PM	03/06/2020 - 01:52PM	N/A	#VALUE!	N/A	
7606029	In Progress	Sanitation (Public Works - Field Operations)	03/30/2020 - 04:32PM	03/30/2020 - 04:34PM	N/A	#VALUE!	N/A	
7606069	In Progress	Sanitation (Public Works - Field Operations)	03/30/2020 - 04:45PM	03/30/2020 - 04:47PM	N/A	#VALUE!	N/A	
7504902	Acknowledged	Sidewalk Cracking / Broken (Field Operations)	03/04/2020 - 01:26PM	in progress		#VALUE!	N/A	
7509184	Acknowledged	Street Flooding (Drainage Maintenance - Field Operations)	03/05/2020 - 09:40AM	03/13/2020 - 04:19PM	N/A	#VALUE!	N/A	Duplicate request- same as 7346595

Work Sheet Summary	March	Comments
Total SCF Request	519	519
Total Work Requests did not meet SLA	34	Count red "N" w/SLA date
Total Work Orders	355	Total SCF requests minus Sanitation, Const, etc (164).
Total Work Orders met SLA	319	Total work orders met SLA
Total Work Requests w/o SLA or not due in current month	83	Total work requests not due current month (March)
Total SCF Request Closed/Archived	384	Total SCF requests closed/archived = 519-142
Total Work Orders % Complete	90%	319/355
Total SCF Requests % Complete	86%	377/436 (subtract requests not due from total requests)
Total Work Order/Requests Open or In-Progress	83	Count Total In-Progress
Total Call Center Requests	788	Provided by Call Center

Call Center and SeeClickFix Activity: February 2020	
Metric Description	Number or Percentage of Total
Total Call Center Requests	706
Total SCF Request	519
Total Work Requests did not meet SLA	34
Total Work Orders	355
Total Work Orders met SLA	319
Total Work Requests w/o SLA or not due in current month	83
Total SCF Request Closed/Archived	377
Total Work Orders % Complete	90%
Total SCF Requests % Complete	86%



CORONAVIRUS (COVID-19)

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager


WILLIAM “BILL” EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Honorable Mayor William “Bill” Edwards & City Council Members

FROM: Odie Donald II 
City Manager

DATE: March 9, 2020

SUBJECT: **Coronavirus (COVID-19) Efforts**

Introduction

Today, the City of South Fulton learned of its first confirmed case of the Coronavirus Disease 2019 (COVID-19). The patient, a teacher with classes to three area schools, has been quarantined and is receiving professional medical care.

The safety of all residents – and City staff – remains the City’s top priority. The City continues to work closely with Fulton County health officials and the Centers for Disease Control and Prevention (CDC) to monitor the situation. Residents should check the City’s website and social media outlets for regular updates.

In an abundance of caution, the City will adjust operating hours for Tuesday, March 11, 2020 to 10 a.m. All City offices will open to the public at 12 p.m.

Staff is working with the Mayor to call an Emergency Special Called Meeting tentatively for 3 p.m. tomorrow based on the availability of Council, with a goal of allocating approximately \$50k from contingency to purchase protective gear for public facing employees and public safety first responders.

What is the City Doing?

We are monitoring the situation around the clock through constant contact with local, state and federal health officials. We will provide updates as new information warrants.

All activities scheduled through the City’s Parks, Recreation and Cultural Arts Department for Monday, March 9, 2020 have been canceled. Look for updates on when those activities will resume.

In addition, the safety of our personnel and the citizens they serve remains paramount. To that end, we have:

- Prioritized funding for equipment and other resources needed to ensure safety. This includes 500 sets of personal protection equipment for firefighters, police officers and other staff.
- Purchased vehicle decontamination supplies for City vehicles.
- Increased sanitizing procedures at parks, recreation centers and all facilities.

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What Should You Do? (General Public)

It is crucial that everyone living or working in the City of South Fulton remain calm and follow these steps from the CDC to minimize chances of contracting the virus:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Follow CDC's recommendations for using a facemask.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60 percent alcohol.
- Always wash hands with soap and water if hands are visibly dirty.

Educate yourself about the virus. Check out these websites for more information:

- Centers for Disease Control and Prevention - www.cdc.gov/coronavirus
- Georgia Department of Public Health - dph.georgia.gov

A more detailed memorandum will be distributed at approximately 7 p.m. EST tonight.

Should you need further information regarding this correspondence, please contact Odie Donald II at odie.donald@cityofsouthfultonga.gov.

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager


WILLIAM “BILL” EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Honorable Mayor William “Bill” Edwards, City Council Members & Citizens of the City of South Fulton

FROM: Odie Donald II 
City Manager

DATE: March 12, 2020

SUBJECT: **Administrative Response to COVID-19**

City Hall Hours

City Hall will be closed to the public on Friday, March 13, 2020. Staff is directed to report at 11am and additional operating hours are forthcoming. Prior to reporting to any City facility, staff is instructed to contact Human Resources and/or their department head for guidance. All department heads are directed to schedule and coordinate individual conference calls with impacted staff members to be held no later than COB on Monday, March 16, 2020.

State of the City Address (SOCA)

The State of the City Address is officially postponed until at least May 2020.

Clerk’s Office/City Council Meetings

The City of South Fulton will continue to conduct official business and coordinate public City Council meetings. Until Further notice, all City Council Meetings will not be open to the public but will be held and broadcast from City Hall via streaming on YouTube. A public comment page will be available on the website that will open 24-hours prior to the meeting and will close at 12pm on the date of the appropriate Council meeting. The Clerk will call out all votes prior to moving on to the next agenda item for public and visual record. Staff will continue to work out kinks any technical kinks for the March 31, 2020 Council meeting where this remote process will go live.

Community Development & Regulatory Affairs Department

Zoning Cases

Staff is exploring the option of postponing all Zoning Cases until at least April 1, 2020. Please direct all inquiries to the Citizen Response Center at 470-552-4311.

Parks, Recreation and Cultural Affairs Department

Effective Friday, March 13, 2020, all programming is suspended until further notice and all facilities are closed. The City Manager’s Office is evaluating the potential of opening Sandtown Recreation Center and Burdett Recreation Center on Tuesday, March 17, 2020 with limited staff and availability. The facilities will likely be closed to the public and will operate with two (2)

employees at each location. The City Manager's Office is also exploring the option of providing STEM services to children of employees effected by school closures.

Municipal Court

Effective, Friday, March 13, 2020, Municipal Court operations are suspended until further notice. All cases during this time will receive notification of a court date and notice of the reset dates will be mailed to the address of record. Citizens are encouraged to pull ticket information and pay their fines online by visiting at www.southfultonpay.com. For additional information, please call 470-809-7400 or email Courtclerk@cityofsouthfultonga.gov about your case. Staff will update the auto-attendant to inform the public of the changes to Court operations. A live attendant will be available no later than Tuesday, March 17, 2020 to answer any questions directly. **No bench warrants will be issued for those who have court scheduled during this time.**

Public Works/Facilities

Facility Cleaning

Cleaning for City Hall will begin on Saturday, March 14, 2020. A schedule is forthcoming for all remaining facilities.

Equipment

Purchase of walkie talkies/radios for staff to use at facilities is in progress. Related items will be purchased through the City Manager's Office leveraged with funds made available by Council budget with documentation provided for approval/review.

Human Resources

Essential and Non-Essential Staff

Essential staff are those employees that are designated as such by the City Manager for the purpose of providing essential services to City residents or other employees during city, county, state, or federal declared emergencies. The following departments (not limited to) have essential employees:

- City Clerk's Office
- City Manager
- Communications & External Affairs
- Community Development & Regulatory Affairs
- Fire Rescue
- Information Technology
- Municipal Court
- Parks, Recreation & Cultural Affairs
- Police
- Public Works

Non-Essential employees will be extended administrative leave and/or telework options during any declared precautionary actions (i.e. closures.). Human Resources has evaluated the classifications eligible to telework (see attached spreadsheet).

New Hires

Virtual onboarding will occur for new hires in essential positions that have received an offer with a date (i.e. Firefighters and Police Officers) and are scheduled to be onboarded on Monday, March 16, 2020 and Tuesday, March 17, 2020. Non-essential new hires that have not received a

start date and/or are subject to begin at the end of March 2020 will likely receive notice that the start date has been postponed at a time not yet determined as of the date of this memorandum.

Teleworking

Hourly employees that are considered essential will be given the necessary resources (i.e. laptop, cellphone) to telework and will be given the ability to clock-in and clock-out. There will be a telework agreement on file establishing telework expectations and responsibilities (see attached documents).

Administrative Leave

Non-Essential hourly employees not identified as eligible for telework will be extended administrative leave. Human Resources will document and work with the department to notify employees about reporting protocol and establish regular/on-going communication about their administrative status. Notification of this status will be provided by either Human Resources or the department head. Such notice should be expected on or before March 18, 2020.

Process for Distributing Protective Equipment

Risk Management serves as the point of contact for the distribution of protective equipment for employees at City Hall, Parks, Recreation & Cultural Affairs and any other impacted department that is nonpublic safety. Priority will be given based on essential and non-essential status and level of interaction with the public.

Suspended Services

Fire Rescue Department

- Community Events
- Community Meetings at the Fire Stations
- Fire Station Tours
- Fire Inspections
- Public and Life Safety Programs

Police Department

- Fingerprinting for Criminal History Checks
- Police Report request to the public will be filled by email or mail to the citizens address

Parks, Recreation and Cultural Affairs

- All Programming

Should you need further information regarding this correspondence, please contact Odie Donald II at odie.donald@cityofsouthfultonga.gov.

Department	Job Class	Essential/Non essential	Exempt/Non-exempt	Telework	Administrative leave	Normal Works Schedule
Parks, Recreation & Cultural Affairs	Recreation Site Supervisors,	Non-Essential	non-exempt	0	4	0
Parks, Recreation & Cultural Affairs	Recreation Site Supervisors, Assistants	Non-Essential	non-exempt	0	7	0
Parks, Recreation & Cultural Affairs	Recreation Specialists	Non-Essential	non-exempt	0	8	0
Parks, Recreation & Cultural Affairs	Grounds Maintenance Supervisors	Non-Essential	non-exempt	0	2	0
Parks, Recreation & Cultural Affairs	Grounds Maintenance Worker	Non-Essential	non-exempt	0	15	0
Parks, Recreation & Cultural Affairs	Cultural Affairs Managers	Non-Essential	exempt	0	2	0
Parks, Recreation & Cultural Affairs	Administrative Specialist	Non-Essential	non-exempt	0	2	0
Parks, Recreation & Cultural Affairs	Deputy Director	Non-Essential	exempt	1	0	0
Parks, Recreation & Cultural Affairs	Recreation Manager	Non-Essential	exempt	1	0	0
Parks, Recreation & Cultural Affairs	Manger of Programs	Non-Essential	exempt	1	0	0
Parks, Recreation & Cultural Affairs	Administrative Coordinator I	Non-Essential	non-exempt	1	0	0
Community Development & Regulatory Affairs	City Engineer	Non-Essential	Exempt	2	0	0
Community Development & Regulatory Affairs	Planner	Non-Essential	Exempt	2	0	0
Community Development & Regulatory Affairs	Administrative Coordinator II	Non-Essential	Exempt	1	0	0
Community Development & Regulatory Affairs	Development Site Inspector	Non-Essential	non-exempt	0	2	0
Community Development & Regulatory Affairs	Arborist	Non-Essential	Exempt	0	1	0
Community Development & Regulatory Affairs	Code Enforcement Team Leader	Non-Essential	non-exempt	0	2	0
Community Development & Regulatory Affairs	Code Enforcement Officer	Non-Essential	non-exempt	0	10	0
Fire	Administrative Coordinator I	Non-Essential	non-exempt	0	1	0
Fire	Administrative Specialist II	Non-Essential	non-exempt	0	1	0
Fire	Administrative Coordinator II	Non-Essential	Exempt	1	0	0
Fire	Administrative Manager, Fire	Non-Essential	Exempt	1	0	0
Fire	All Sworn	Essential	non-exempt/exempt	0	0	135
Police	Administrative Coordinator II	Non-Essential	Exempt	1	0	0
Police	Administrative Specialist	Non-Essential	non-exempt	0	4	0
Police	Adminstrative Manager	Non-Essential	exempt	1	0	0
Police	Criminal Information Systems Tech	Essential	non-exempt	0	0	4
Police	GCIC Records Manager	Essential	exempt	0	0	1
Police	Records and Docs Supervisor	Essential	exempt	0	0	1
Police	All Sworn	Essential	non-exempt/exempt	0	0	140
IT	GIS Manager	Essential	exempt	1	0	0
IT	IT Service Desk Analyst	Essential	non-exempt	1	0	0
IT	Network Administrator	Essential	exempt	1	0	0
HR Staff	All Staff	Non-Essential	exempt	5	0	0
Finance	All Staff	Non-Essential	Exempt/Non-exempt	13	4	0
Communications & External Affairs	All Staff	Essential	Exempt/Non-exempt	4	0	0
Destination South Fulton	All Staff	Non-Essential	Exempt	2	0	0
Municipal Court	All Staff	Non-Essential	non exempt/exempt	6	0	0
Public Works/General Services	Administrative Coordinator I	Non-Essential	non exempt	0	1	0
Public Works/General Services	All Staff	Essential	non exempt/exempt	0	0	9
Total				46	66	290

I. Statement of the Policy

The City supports programs and activities that complement the use of public and group transportation and embrace the goal of improving the quality of life for City employees and citizens. Accordingly, the City supports telecommuting as a viable workplace alternative to a traditional workplace and as a means of reducing overhead costs and improving the environment. The City will actively support telecommuting when it is reasonable and practical to do so and where operational needs will not be adversely affected.

Telecommuting is a cooperative arrangement between the City and an employee, based on the needs of the job, work group, and the City. Telecommuting is a privilege. The City has the right to deny the telecommuting option to individual employees and to review, modify or terminate a telecommuting arrangement at any time, for any reason or no reason at all.

II. Background and Applicability

This policy applies only to exempt employees in all departments, unless otherwise required by applicable law.

III. Telecommuting Defined

Telecommuting is working at home or at other off-site locations that are linked electronically (via computer, fax, etc.) to a central office or principal place of employment. Telecommuting does not include instances where a supervisor occasionally allows an employee to work at home on a temporary, irregular basis.

IV. Eligibility Guidelines

Telecommuting is normally reserved for employees in exempt positions, since non-exempt positions require careful tracking of time worked to ensure that overtime policies are properly observed. Telecommuting is more challenging for non-exempt employees due to record keeping requirements that require recording of each workday showing when the employee begins and ends the workday as well as meal and break periods.

Management will consider several criteria when determining if an employee will be permitted to telecommute, including proven ability to perform, high job knowledge, ability to establish clear objectives, flexibility, ability to work independently, and dependability.

Management will also consider several criteria when determining if the nature of an employee's work lends itself to telecommuting, such as whether the job entails working alone or with equipment that can be kept at the alternative job site, whether the job has clearly defined tasks and objectives, whether the job is flexible, and whether the job has measurable work activities.

All requests should be treated equitably, regardless of the employee's reason for making the request. The following guidelines are applicable:

- In any work arrangement, employees will be expected to meet the same

performance standards as otherwise required, and supervisors/managers will be expected to use the same performance review criteria that were previously applicable.

- Employees who propose a telecommuting agreement should ensure a safe and suitable workspace that is appropriately confidential and free of distractions and interruptions that may interfere with work. Where applicable, telecommuters will need to find ways to maintain a distinct separation between work activities and personal activities.
- All telecommuting work arrangements are subject to ongoing review and may be terminated at any time, by either party.
- All terms and conditions of employment with the City, e.g. duties, responsibilities, benefits, salary, etc., remain unchanged as a result of the telecommuting arrangement.

V. Telecommuting Agreement

Any employee eligible for a telecommuting arrangement will be required to sign a Telecommuting Agreement prior to beginning remote work. A Telecommuting Agreement is not a contract of employment. Either the employee or the City may terminate the employment relationship at any time with or without notice and/or cause, unless stated in HR policies and procedures. Any violation of the City's telecommuting policy or the individual Telecommuting Agreement may result in removal of the employee from the teleworking program and/or may result in other disciplinary action up to and including termination.

If the Telecommuting Agreement is terminated, employees are required to promptly return to the regular City workplace and schedule within four (4) working days. If they elect not to return as requested, and do not report to work within four (4) working days, they will be subject to disciplinary action and/or be considered to have voluntarily terminated their employment.

The City will not be held responsible for costs, damages, liabilities, or losses incurred by the teleworker resulting from or arising out of the Telecommuting Agreement.

VI. Americans with Disabilities Act

The City may consider telecommuting as a type of reasonable accommodation under the Americans with Disability Act (ADA) for qualified employees with disabilities. Consideration shall be made on a case-by-case basis and between the employee, the Department Head and HR or designee in order to determine whether telecommuting may be a reasonable accommodation that would allow the employee to perform the essential duties of their job position. Regardless of whether a telecommuting arrangement is provided as a reasonable accommodation, all other criteria applicable to this policy will apply.

VII. Responsibilities

A. Department Head/Manager or Supervisor:

1. Determine whether the employee is a good candidate for telecommuting. Consider factors such as, but not limited to,

- satisfactory performance and the ability to work independently.
2. Determine, with HR, that the nature of work is suitable for performance from a remote site, e.g., need for confidentiality.
 3. Evaluate and consider how the proposed arrangement will impact other employees or the department as a whole.
 4. Approve City equipment for use at remote location.

B. Employee:

1. Ensure that City equipment and records in the off-site workspace are maintained in safe and secure conditions and are used primarily for City business.
2. Ensure City records are available to the department when requested. Employee should consult with department management to clarify any system back-up requirements if work is saved on a system other than the department's server.
3. Alert the Department Head if external circumstances are likely to interfere with performance under the telecommuting arrangement.
4. Ensure that customer/organizational needs take precedence over the telecommuting schedule.

C. Employee and Supervisor:

1. Provide time recording systems to record telecommuting hours
2. Determine how work will be assigned and performance measured
3. Determine the working hours on telecommuting days
4. Prevent the arrangement from burdening the employee's co-workers
5. Ensure that the employee is readily available, and has adequate means of communication during specific working hours
6. Arrange for the employee to come to the primary work site when necessary, regardless of the telecommuting schedule

D. Information Systems Technology (IT) Department:

IT will confer with departments to coordinate necessary equipment for telecommuting activities.



**DEPARTMENT OF HUMAN RESOURCES
TELECOMMUTING AGREEMENT**

TELECOMMUTING POLICY 324-18

Name _____ Employee ID _____

Job Title _____ Department _____

Work Location _____

Supervisor _____ Desired Start Date _____

Current Status (Check One) Full Time Non-Permanent (Check One) Exempt Non-Exempt

In accordance with Policy 324-18, this Agreement specifies the conditions applicable to an arrangement for performing work at an alternate workplace on a regular basis. The agreement begins on _____ and continues until _____. The agreement can be terminated with at least 4 days' written notice by either party (timeline is subject to management discretion). I understand that all obligations, responsibilities, terms and conditions of employment with the City remain unchanged, except those obligations and responsibilities specifically addressed in this Agreement.

I. Proposed Work Schedule

A. Department – Days and hours when the employee is normally expected to be on the work-on site are:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							
Time In/Out							

B. The alternate workplace is located at: _____

C. Alternative Workplace – Days and hours when the employee will normally work off-site.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							
Time In/Out							

II. Duties/Assignments

I recognize that the supervisor reserves the right to assign work as necessary at any workplace. _____ (initial)
Duties and assignments authorized to be performed at this alternate workplace are:

III. Communication

I recognize that effective communication is essential for this arrangement to be successful and I agree to remain accessible during designated work hours and understand that management retains the right to modify this Agreement on a temporary basis as a result of business necessity. The following methods of communicating are agreed upon (specify who [include back-up and emergency contacts], when, how often, during what time frames, and how (phone, fax, face-to-face, etc.):

Name _____ Employee ID _____

IV. Space/Equipment/Records (initial)

_____ I agree to use City owned records, and materials for purposes of City business only, and to protect them against unauthorized or accidental access, use, modification, destruction, loss, theft, or disclosure. I understand that although I may be permitted to use the City-owned equipment for incidental personal use, such use shall not interfere with the business use of the equipment.

_____ I agree to report to the supervisor instances of loss, damage, or unauthorized access at the earliest opportunity.

_____ I agree to return City equipment, records and materials within 5 days after the termination of this agreement.

_____ I understand that all equipment, records and materials provided by the City shall remain the property of the City.

Regarding space and equipment purchase, set-up, and maintenance, the following is agreed upon: The City will provide the employee with a computer, cell phone and remote access.

V. Safe Working Environment (initial)

_____ I agree to maintain a safe and secure work environment.

_____ I agree to allow the City access to assess safety and security, upon reasonable notice.

_____ I agree to report any work-related injuries to the supervisor at the earliest opportunity.

_____ I agree to hold the City harmless for injury to others in the alternate workplace.

VI. Other

I understand that the City of South Fulton is not obligated to approve a proposal for a telecommuting work agreement for any employee. The decision is at the discretion of my Department Head/Supervisor/Manager. This agreement and work schedule are subject to ongoing review and may be subject to modification or termination at any time based on performance concerns or business needs. Generally, business needs permitting, the supervisor/manager or the employee should give at least (4) days' notice in advance of ending or changing an arrangement. I hereby affirm by my signature that I have read this Telecommuting Agreement, and understand, agree to, and will abide by all of its provisions.

Employee Signature _____
Date

FOR AUTHORIZED SIGNATURES ONLY

Approved Denied _____
Supervisor _____
Date

Approved Denied _____
Department Head/Designee _____
Date

Approved Denied _____
Human Resources Director/ Designee _____
Date

Comments

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager


WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Honorable Mayor William "Bill" Edwards & City Council Members

FROM: Odie Donald II 
City Manager

DATE: March 23, 2020

SUBJECT: GMA Coronavirus (COVID-19) Conference Call

GMA hosted a conference call this morning with the cities and counties throughout the state of Georgia. The purpose of the conference call was to allow Dr. Carlos del Rio, a professor of medicine at Emory University School of medicine and executive associate dean for Emory at Grady Memorial Hospital, the opportunity to discuss COVID-19 in the state of Georgia. Dr. del Rio has been identified by Emory as one of the key health care professionals who can speak about many facets of the COVID-19 outbreak.

Background

- Georgia cases by the numbers: 620 cases, 25 deaths
- There is significant undertesting in Georgia
- COVID-19 virus moves rapidly
- COVID-19 virus is transmitted by respiratory secretions
- Most common symptoms are fever and cough
- Surgical masks are used on patients to prevent the spread of COVID-19 and respirator masks (N95) are used by healthcare professionals to prevent infection
- Most transmissions occur within households or hospital settings
- If there is no aggressive intervention in Georgia, expect 27,605 deaths
 - Shelter in Place
 - 770K+ infections
 - 15k+ deaths
 - w/o Shelter in Place
 - 1.3M+ infections
 - 27K+ deaths

Social Distancing

- People should stay home if they are sick and should not visit the doctor's office if experiencing mild symptoms
- Limit gatherings to less than 10 people
- Employees should work remotely instead of going to the office
- It will be 3-4 months before things turn around

- Dr. del Rio recommends telling people to shelter in place for 2 weeks to allow the state to ramp up testing
- Any community with a population over 35,000 should shelter in place
- Grocery stores and pharmacies should implement their own strategies to protect the public to include limiting the number of shoppers at one time

Governor Brian Kemp will hold a press conference today, Mach 23, 2020 at 5pm to talk about the COVID-19 virus in Georgia.

Should you need further information regarding this correspondence, please contact Odie Donald II at odie.donald@cityofsouthfultonga.gov.

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager


WILLIAM “BILL” EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Honorable Mayor William “Bill” Edwards & City Council Members

FROM: Odie Donald II 
City Manager

DATE: March 27, 2020

SUBJECT: March Coronavirus Update (Fiscal/Program Impact)

Background

Following the outbreak of the Coronavirus (COVID-19), administrative measures were implemented to protect the staff and general public including (but not limited to) containing or preventing the spread of the virus by closing City Hall and other facilities to the public. Additionally, hourly Employees whose day to day duties require them to work with the public were given administrative leave with full pay, while the rest of regular employees were to work regular hours remotely. These arrangements ensure no City employee loses pay during this emergency period while the City evaluates our position and continues to provide some services necessary for the City’s operation without compromising employees’ health. This current arrangement is more beneficial to those placed on administrative leave by the City when compared to the federal mandates that followed in response to the outbreak.

For reference, the Federal Coronavirus (COVID-19) Act mandates the City to pay 80 hours sick leave to regular employees and 58 hours sick leave to part time employees. Closing all facilities and services to the public also meant that lower amounts of revenue are realized from most impacted services such revenues as building permits, business licenses, court fees, alcohols fees, background check fees, various Parks and Recreation program fees as projected in the FY2020 Budget to support initially projected expenditures.

The unfortunate and complicated side of this outbreak in comparison to natural disasters and normal non-health emergencies, is that no one knows at this time how long this emergency will last. This emergency has already negatively impacted global, national, state and local operations in terms of goods and service delivery, which serve as sources of revenue in all sectors of the economy. **According to today’s report there are 2,001 cases in Georgia and 307 COVID-19 cases in Fulton County. (Yesterday’s numbers were 1,525 for GA and 211 in Fulton County)**

Besides the loss of revenues from the services mentioned above, the City projects to see a dramatic decrease in our two largest sources of revenue, property tax and sales tax, due to businesses closing and citizens inability to maintain work and access to goods and services. At this time, there is no expectation of any additional change in property tax revenues, with the

exception that Loch Lomond will officially remit property tax revenues to the City in the upcoming tax billing. Although it should be noted that these revenues are marginal, equating to less than \$200,000. Additional tax revenues from Loch Lomond will be offset by services the City is to provide to the area and loss of revenues from the City of Atlanta (Fire and Rescue Intergovernmental Agreement (IGA) based on the City now holding responsibility to deliver services. This equates to a nine percent decrease in the total value of the IGA.

It is from this background of not knowing the time frame wherein operations and general everyday life functions will return to normal that I have begun to evaluate the implementation of multiple scenarios with the general purpose of protecting, supporting, and delivering services to the public while maintaining the City's healthy fiscal position. It should be noted that details related to personnel decisions and consideration will be discussed in closed session, as the initial allotment of administrative leave supplements have been capped at 100 hours to provide the necessary time to evaluate the impact of COVID-19.

Attached is a list of tracked expenditures related to COVID-19 as of March 27, 2020 totaling \$35,156.10. While the initial total was approximately \$50,000, vendors were unable to totally fulfill our emergency orders due to back log based on the national pandemic. If a department authorized to proceed with expenditures do not follow fiscal instructions, their departments will be charged, and these expenditures will not be reversed unless authorized by the City Manager. Additionally, all expenses must follow normal procurement procedures with approvals and PO's. A current list of actions that have been authorized, and should be considered in effect as of Monday, March 30, 2020 are included in detail below.

Approved Actions

1. Suspension of all non-essential business travel
2. Cancellation of all non-essential training expenditures
3. Suspension of all non-URA funded capital projects, unless deemed emergency and explicitly approved in writing by the City Manager (requires written approval)
4. Review of all existing contracts resulting in the suspension or termination of non-essential agreements to include, but not limited to:
 - a. Cort Business Services (to be terminated) – 2 or 3 Council members are still renting furniture, and are advised to cancel the contract as other members have done
 - b. Norred & Associates (terminated) – Security Company. No need of security officers reporting to City Hall or any other facilities when these facilities are closed to the public
 - c. Charles Abbot (under evaluation) – services result in revenues for the City and allow citizen building projects to continue without negative impacts on their budgets
 - d. Jacobs – Public Works (under review)
5. All purchases, unless deemed emergency, are suspended through at least April 6, 2020 unless explicitly approved by the City Manager in writing
6. Operating spending has proven to be on a steep decline due to teleworking, remains under review
7. An internal review of fiscal operations will occur on a bi-weekly basis to continue assessing the operational requirements to respond to administrative needs while appropriately responding to the COVID-19 emergency

Arrangements have been made with fiscal institutions to access additional funds for operations if necessary, to successfully complete and/or prepare for current or future fiscal years. These

institutions are ready at any time the City chooses to provide us with a line of credit and/or a Tax Anticipation Note (TAN) if requested. Currently, the City projects a decrease in revenue collections ranging somewhere between nine and twenty percent depending on the length of time and the impact to day-to-day life and activity due to the virus. A snapshot of the City's current cash on hand and projected revenues is included to illuminate our position.

Revenues (Cash Available)	\$36,320,648
Expenditures (March through September 2020)	
Payroll and benefits, Contracts and Payables:	
98 Salaried Employees at \$520,764 per month (6)	\$3,124,600
361 Hourly employees at \$1,259,645 per month (6)	\$7,557,870
Estimated Overtime at \$131,314 per month (6)	\$787,884
Estimated Sick/vacation at \$178,737 per month (6)	\$1,072,422
Estimated SS/Med care Tax at \$159,920 per month (6)	\$959,520
Estimated Public Safety OT at \$61,398 per month (6)	\$368,388
Estimated EE Benefits at \$105,214 per month (6)	\$631,278
Estimated ER Benefits at \$315,640 per month (6)	\$1,893,840
Estimated Contract Obligations at \$1,906,074 per month (7)	\$13,342,518
Estimated general Accounts Payables at \$400,000 per month (7)	\$2,800,000
Total Estimated Expenditures by September 30, 2020	\$32,538,320
	\$3,782,334

Our General Fund, Fund Balance is at \$10.9 million from our negative \$8.6 million, while our total funds, fund Balance is \$34.1 million which includes TSPLOST (but not URA) funds. A detailed description of this information will be included in our 2019 audit report, specifically addressed on page 17 of the draft.

Operation w/Anticipation of Reduced Revenues in Addition to Cash on Hand

While we anticipate receiving revenues in the upcoming months, it is expected that these revenues will be largely reduced, and the estimated inflow of revenues will be reviewed on a monthly basis, directly guiding which expenditures will be reduced or maintained as estimated. We currently anticipate receiving an additional \$10,625,405 between April and the end of September to close FY2020. If this scenario comes to fruition, we anticipate accommodating the hiring of essential employees most of which are in public safety and in the interim have frozen hiring for all non-essential employees until the end of the fiscal year or until such time that the financial outlook changes for the better.

To date, the total vacant positions total approximately \$3,709,483.79 (\$7,418,967.58 divided by 2 for the remaining 6 month) of which \$1,613,949.07 has been deemed non-essential and frozen for hiring, while \$2,095,534.72 remains for positions eligible for hiring. We also anticipate receiving reimbursement from FEMA for our SAFER grant acquired for our Fire Rescue staff. These funds have not been included in this calculation due to the delays in receiving reimbursement, which has taken up to six months on average to receive. In order to remain conservative in our analysis, we will consider these as additional revenues upon receipt. We are inquiring with FEMA to request that the reimbursement timeframe be reduced during this emergency but have not received notice of such to date.

Adjustment to Operational & Service Contracts

Currently, the City is reviewing all contractual agreements citywide for reduction, suspension, and/or termination where appropriate. Some contracts entirely depend on provision of services

to the public, which in many cases are temporarily suspended until further notice. Suspending or cancelling these contract obligations will relieve the City of obligations that can be directed to other areas, including payroll for all current employees, instead of moving forward with adverse personnel actions that may include a reduction in force and/or furlough. Details of action on each recommendation related to said contracts is forthcoming. As described, savings from contracts, travel, training and operations will be used to offset the projected revenue shortfall. Below is a detailed outline of employees deemed essential for hiring. Based on the City's current fiscal position, a cut in service provisions is recommended, in lieu of a reduction in force or furlough of employees, but the proposal will be reviewed on a bi-weekly basis to assess if or when that option will be required. Expenditures from COVID-19 will have a significant impact in our decision making. During the most recent in person Council meeting, Mayor and Council set aside approximately \$400,000 for emergency expenditures during this pandemic). Increases in expenditures by our public safety personnel will directly affect all other spending allocations. Further, it should be noted that the City is monitoring all federal guidelines, emergency declarations (state and federal), and are leveraging any benefits that are applicable to City employees.

DEPARTMENTAL UPDATES (Summary Only)

COMMUNICATIONS & EXTERNAL AFFAIRS

Due to the Coronavirus Disease 2020 – COVID-19 health crisis, the proposed mid-year budget for the Department of Communications & External Affairs has been withdrawn. The department is currently transitioning to providing enhanced digital communications to continue service delivery and information dissemination.

Vendor Contracts

The department is suspending the procurement of the Web Content Developer, wherein such management will shift to the City's IT Department. The City's Information Technology and Communications Departments have engaged CivicPlus, the City's website provider for additional support. CivicPlus had agreed to totally redesign the City's website to a cleaner, more user-friendly format as part of their contractual agreement with the City of South Fulton. The format and work will begin in April. The current contracts and recurring expenditures listed in the chart below are essential to the Department of Communications and External Affairs operations, with the exception of South Fulton Lifestyle Magazine, which will be terminated with notice (highlighted in yellow).

Vendor	Monthly Cost	Annual Cost
Constant Contact	\$105.00	\$1,260.00
Hootsuite	\$149.00	\$1,788.00
ITSimple	N/A	\$15,000.00
Meltwater	N/A	\$9,000.00
South Fulton Lifestyle Magazine	\$750.00	\$9,000.00

COMMUNITY DEVELOPMENT & REGULATORY AFFAIRS

The Department of Community Development and Regulatory Affairs did not present a mid-year budget request and would not have any necessary mid-year amendments.

Vendor Contracts

The Department of Community Development and Regulatory Affairs has a number of contractual agreements in place. These would include agreements related to Animal Control Assessment, Legal Services with Jared and Davis LLP for annexation support, Inspection Services with Charles Abbott and Associates (CAA), Zoning Ordinance revisions with Wood Consulting, Air BnB Monitoring with Host Compliance, and various CDAP/LCI programs. Amongst all contracts, it is most suitable to suspend or terminate the agreements of Jared and Davis and the Animal Control Assessment. The remaining contracts are either pertaining to quality of life improvements (CDAP/LCI and Host Compliance), Revenue Support (CAA and Sages), or too close to completion (Wood) to eliminate.

Animal Control Assessment

Action: Suspend agreement with compensation for work completed.

Contract Amount: \$15,940.00

Termination Clause: Either party shall have the right to terminate this Agreement if the other party is in default of any obligation hereunder and such default is not cured within ten (10) days of receipt of a notice from the other party specifying such default. "Default" shall mean:

- a. If City of South Fulton fails to make payments when due or fails to perform or observe any of its duties or obligations under the terms of this Agreement;
- b. If Contractor fails to perform or observe any of its duties or obligations under the terms of this Agreement;
- c. If City of South Fulton or Contractor shall have made any warranty or representation in connection with this Agreement which is found to have been false at the time such warranty or representation was made and is materially harmful to the other party.

This Agreement may also be terminated by either party by giving written notice thirty (30) days prior to the effective date of termination. If this Agreement is terminated pursuant to this paragraph, Contractor shall be exclusively limited to receiving only compensation for the work performed and appropriately documented to and including the effective date identified in the written termination notice.

Work Performed: None at this time.

Jarred and Davis, LLP

Action: Terminate agreement.

Contract Amount: \$50,000.00 (\$23,074.2 expended)

Termination Clause: Either party shall have the right to terminate this Agreement if the other party is in default of any obligation hereunder and such default is not cured within ten (10) days of receipt of a notice from the other party specifying such default. "Default" shall mean:

- a. If City of South Fulton fails to make payments when due or fails to perform or observe any of its duties or obligations under the terms of this Agreement;

- b. If Consultant fails to perform or observe any of its duties or obligations under the terms of this Agreement;
- c. If City of South Fulton or Consultant shall have made any warranty or representation in connection with this Agreement which is found to have been false at the time such warranty or representation was made and is materially harmful to the other party.

This Agreement may also be terminated without cause by either party at any time upon written notice in accordance with Section 12.

If this Agreement is terminated pursuant to this paragraph, Consultant shall be exclusively limited to receiving only compensation for the work performed and appropriately documented to and including the effective date identified in the written termination notice.

Work Performed: To date, compensation has been provided for work completed. Compensation was on a performance basis.

Purchases and Recurring Expenditures

The Department of Community Development and Regulatory Affairs has a number of purchases available for reconsideration. We have identified where the purchase of surveillance cameras and public involvement/tourism events may be suspended or postponed. Below identifies those proposed amendments and costs. An ultimate cost savings of \$34,000 in purchases and recurring expenditure services are illuminated below.

Flock Surveillance Cameras

Recommendation: Suspend purchase of additional 7 cameras from FY2020.

Purchase Amount: \$14,000.00

City Tourism Event (Food Truck Festival and other Related Projects)

Recommendation: Suspend such services.

Purchase Amount: \$20,000.00

With the upcoming “Go Live” date for new permitting software of March 31st the operations will change drastically as the applicants may now submit their applications online and allow for online review with the supporting Divisions of Engineering and Planning & Zoning. This should ultimately reduce the operational workload of staff, while also allowing for essential working employees to receive support from the new software.

DESTINATION SOUTH FULTON

The department had an original mid-year budget request for four additional staff to assist with the operations of CollabSouth facilities and Entrepreneurship training as illuminated below.

- i. Administrative Specialist I
- ii. Administrative Specialist I
- iii. Business Development Manager
- iv. Administrative Coordinator I (Marketing, Communications and Research)

The revised personnel request calls for the elimination of the Business Development Manager and the Administrative Coordinator I (Marketing, Communications and Research). Remaining in the request are two additional admin positions to support the operations of CollabSouth facilities with a delayed hire date of at least June 1, 2020 depending on the progress (or lack

thereof) of the mitigation of the current pandemic. Those hires are listed below:

- i. Administrative Specialist I
- ii. Administrative Specialist I

Additionally, it is the intent of staff to introduce for consideration the creation of a **Small Business Sustainability Loan Fund** – serving as an additional request under the revised midyear budget amendment. The Small Business Sustainability Loan Fund would assist companies affected by COVID-19. Program outline is provided and attached hereto. The request is for a \$250,000 total fund to be established. Funds used to establish the \$250,000 program would come from current personnel cost savings in the Economic Development Budget and cuts to professional services, hospitality, training, dues and special events line items in the budget.

Vendor Contracts

Old National Main Street Office and CollabSouth Lease - Staff is currently working to postpone lease to begin no sooner than May 1, 2020.

FIRE RESCUE

Every attempt to reduce the Fire Rescue budget has been made, although such services are deemed essential for the health and safety of our staff and the citizens they serve. During the mid-year budget amendment the following additions are under consideration to enhance the offerings of the department.

Request Description	Amount of Request	Operating / Capital	Explanation/Justification	Applicable City Priority
Diesel Exhaust Removal System(s)	\$131,090	Capital	This request falls within the City's commitment to its cancer reduction initiative. The systems are designed to eliminate exposure to the dangerous levels of diesel exhaust fumes. The equipment will be installed on each apparatus; therefore, providing protection at the fire stations and at emergency incidents.	Improve Public Safety - Police and Fire
Extractor and Dryer Cabinet System (s)	\$33,000	Capital	Current Washer and Dryers are not designed nor meet NFPA Standards (NFPA 1851) in cleaning/sanitizing firefighter turnout gear. The request is for one system per battalion (total of 2). This request falls within the City's commitment to its Cancer Reduction initiative.	Improve Public Safety - Police and Fire
Small Tools and Equipment	\$15,000	Operating	Due to the condition and needs regarding small tools and equipment, the department is requesting additional funds to carry out its daily operations.	Improve Public Safety - Police and Fire

Electricity	\$25,000	Operating	The department is still trying to gather enough historical data to better forecast utility expenses. This request is to ensure funds are in place for any shortfall.	Improve Public Safety - Police and Fire
Overtime	\$275,000	Operating	The department operated the first half of the budget year with 27 firefighter vacancies. Currently, this operating line is running with a \$151,501 deficit. This request will eliminate the deficit and provide for overtime funds through the 2nd half of the budget cycle. The department is on track to staff 32 Firefighter positions by March 30, 2020.	Improve Public Safety - Police and Fire
Unemployment Insurance	\$60,000	Operating	This line was underfunded and has a current deficit of \$18,657. This request will eliminate the deficit and provide funds for unemployment insurance through the 2nd half of the budget cycle.	Improve Public Safety - Police and Fire
Total	\$539,090			

Vendor Contracts

Fire Rescue currently does not have any contracts or recurring expenses that can be suspended or cancelled. Fire Rescue does currently have two (2) vacant Fire Prevention Officer positions that will not be filled. The department is also facing challenges with COVID-19 due to moving the recruit class from the Training Center. As of Monday, March 30, 2020, we will have 27 recruits and will have to modify their training. They will be assigned to ride on the fire apparatus and complete class work on their computers remotely. The department is also experiencing financial challenges due to an increase in overtime due to requirements to maintain minimal staffing on each piece of apparatus. As a result, an increase in overtime is currently under consideration for use of funds allocated to contingency under the authority of the City Manager.

INFORMATION TECHNOLOGY

In addition to supporting all City departments, IT will provide and lead the implementation of all teleconference activities citywide, to include the facilitation of Council Meetings via technology. A summary of service collaborations is included below:

- Products under review for such support includes Microsoft Teams which can handle the majority of our departmental needs, Cisco WebEx, Zoom, GoToMeeting, RingCentral.
- Department Heads and key personnel have the ability to set up meetings via Microsoft Teams that also includes a call-in number. All users can set up Teams meetings that has access to computer audio only. Training will be held on Thursday April 2, 2020 for all department heads and key staff, which will cover the Teams functionality, best practices and etiquette.
- Council Meetings - Due to the challenges we faced during our previously head virtual council meetings, IT will identify and lead solutions that have the following capabilities:

- Moderator having the ability to mute and unmute all participants while following the request and acknowledgement by the Mayor
- Screen Sharing
- Providing time limits for speakers based on the rules of the meeting
- Chatting that can be used as a back up to Novus Agenda queuing.
 - Mayor can continue to acknowledge those in queue.
- IT will take the lead as charged, but the long term goal is for the Clerk's Office to provide the resources for this task based on the responsibilities of their office. Based on past experience, this will require meeting duties to be spread amongst the Departments resources.

MUNICIPAL COURT

Municipal Court has no mid-year budget requests, and court is hereby suspended until further notice. While activities are suspended, staff are putting protocols in place to ensure that backlogs are effectively resolved. Further, all rental payments are suspended to at least May of 2020, and are expected to continue beyond such time based on the outcomes of COVID-19.

Vendor Contracts

It is recommended that all court related contracts be suspended or terminated by the Council until further notice. With the pending transition of the current Chief Judge, it is recommended that the City Manager be authorized to carry out this function within his discretion based on fiscal and operational factors. Such recommendation includes the following considerations:

Chief Judge – Suspend contract until court sessions resume and a new Chief Judge is appointed. Estimated savings through June 30, 2020 are approximately \$25,000 depending on rate of pay (figures based on last Judge). Estimated savings through September 30, 2020 will be \$50,500.02.

Public Defender – Suspend or Cancel contract and continue to utilize the Conflict Defenders as needed for qualified defendants (cost savings of approximately \$40,000 based on need for conflict defendants or length of suspended contracts).

PARKS, RECREATION & CULTURAL AFFAIRS

As COVID-19 continues to spread at extremely high levels, the City is preparing to ensure that we are able to support needs related to quarantine. The following PRCA facilities have been identified as locations to potentially serve as quarantine sites as circumstances warrant (in descending order).

1. Creel Park Community Building: capacity 35
2. Welcome All Park Multipurpose: capacity 200
3. Sandtown Recreation Center: capacity 150

PRCA has also submitted mid-year budget requests of approximately \$325,000 split across recreational services and arts and culture. These expenditures are currently under consideration for inclusion in the mid-year budget but will not be final until at least April 10, 2020. A detailed summary of the request is included below.

Division	Request	Amount of Request	Revised Request	Explanation/ Justification
Parks	Professional Services	\$50,000.00	\$50,000.00	Transition of Park Maintenance Ops/ Pool Maintenance, GFL, Cooks, Ready Fitness Brink Security, Basketball refs
Parks	Contractual Services	\$84,000.00	\$84,000.00	Underfunded- needs YAAs and Instructor Services
Parks	Special Events	\$28,000.00	\$10,000.00	Underfunded: requested \$60,000 budgeted \$25,000. Juneteenth, Citywide Back-to-School Event, Youth Football Jamboree
	Total	\$162,000.00	\$144,000.00	

Division	Request	Amount of Request	Revised Request	Explanation/ Justification
Arts	Art Supplies	\$2,500.00	\$2,500.00	Summer Camp Supplies
Arts	Summer Camp Staff	\$17,000.00	\$17,000.00	Art Centers Summer Camp
Arts	Art Exhibits	\$13,500.00	\$6,000.00	Support already schedules Art exhibits at the SWAC
Arts	Theatre Techs	\$1,200.00	\$1,200.00	Internal cultural programming
Arts	Piano Tuning	\$1,260.00	\$1,260.00	Piano used for programming
Arts	Living Out Loud	\$46,200.00	\$10,000.00	Senior Arts Program...would supplant the LOL program with a series of senior arts workshops on a monthly or bi-monthly basis
	Total	\$81,660.00	\$37,960.00	
	Grand Total	\$234,660.00	\$181,960.00	

Vendor Contracts

Current vendor contracts are minimal with only the STEM services agreement in place, SWIFT Youth LLC valued at approximately \$40,000. These services may be supplemented by in-house services if necessary, wherein staff is recommending a cut of said services immediately.

POLICE

The Police Department does not have any substantial contracts that could reduce the City's liability position at this time.

Vendor Contracts

The Police Department does not have any substantial contracts that could reduce the City's liability position at this time. The PD will also postpone all non-URA funded capital projects and the hiring of the vacant crime scene position which is in process.

PUBLIC WORKS

The highest priority for the mid-year budget appropriation is increasing the Maintenance Fund allocation by at least **\$176,710**, which would provide funding for the following maintenance activities to continue until the end of the fiscal year.

- iii. Detention Pond Maintenance (30 ponds) - \$100,000
- e. Bridge Inspection, bid package preparation – Hire an inspector/engineer to develop projects for the outstanding bridge maintenance throughout the city - \$15,000

Funding needed for Public Works Director approved projects = \$354,000

Without this additional \$354,000 for the Public Works Director projects identified above all of these projects will be ELIMINATED..... What does this decision mean?

- *Koweta bridge repair – If Eliminated. Could present a safety hazard to the traveling public and for the Velocity bike race*
- *Crawford Court reclamation – If Eliminated. Street is in very poor condition. Asphalt completely gone in places. Delaying this improvement will result in worse conditions.*
- *Marcus Nyah storm drain pipe replacement – If Eliminated. Failed storm pipe that needs to be replaced. Has created sinkholes in resident’s yard.*
- *224 Chert Way – If Eliminated. Washout in resident’s back yard resulting in soil erosion. Erosion getting close to back deck and house.*
- *Detention pond maintenance – If Eliminated. These 30 ponds have not been maintained by the County for the past 18 months, and conditions continue to worsen.*
- *Hire a bridge inspector – If Eliminated. Will not be able to perform site assessments to develop bid packages to address backlog of bridge maintenance needs.*

Therefore, the absolute minimum Funding Need for Public Works Operations and Maintenance is:

Maintenance activities (February – September)	\$176,710
PWD Identified City projects	\$354,000

Total absolute Minimum Funding Needed at Mid-Year Budget Adjustment = \$530,710

In addition to the absolute minimum funding needed, there are other construction or out of scope projects that would be included in the “preferred” category that are **NOT** funded:

- a. Cascade Palmetto Tree Trimming - \$100,000
- b. Old Fairburn Road Tree Trimming - \$50,000
- c. Bridge Maintenance (maintenance repairs identified for 55 bridges) - \$1,500,000

Funding needed for construction work identified by the city/SCF = \$1,650,000

Preferred mid-year budget adjustment:

Absolute minimum funding at mid-year budget adjustment = \$530,710

Out of scope work identified by City/SCF = \$1,650,000

Total Preferred Funding Needed at Mid-Year Budget Adjustment = \$2,180,710

If additional funding is available? Below is a list of other improvements that are needed:

Fund two Traffic Operations projects:

- a. Rewire signal at South Fulton Pkwy and Cedar Grove Road - \$20,000

- b. Rewire signal at South Fulton Pkwy and Cascade Palmetto - \$20,000

Total request for traffic operations capital projects = \$40,000

New proposals to address deficiencies in City-Jacobs contract:

- c. ROW/Utility permit administration – The contract is currently only for 10 permits per month, and we recently revised this scope to 15 permits per month. However, we actually experience on average 30 permits per month. So, we are proposing an additional administrator/inspector to handle these additional out of scope permits. The proposal for this service is \$94,116, however in Jacobs proposal to the city to revamp the County permit program we estimate that approximately \$90,000 will be collected in permit fees. So, there would be only about a \$5k - \$10k cost difference for the City to add this service.
- d. Traffic Development Review Service – This is a new proposal to work with CDRA to add this review cost to the application fees so development would pay for this service based upon the permit type requested.
- e. State Routes – Sidewalk maintenance (excluding South Fulton Pkwy, and Camp Creek) – Maintain approximately 12 miles of sidewalk on state routes. - \$125,000
- f. Trash Can receptacle servicing – service approximately 30 cans twice a week year round - \$30,000
- g. Fire Station exterior drainage redesign and design of new retaining wall. - \$15,000

Total request for new proposals to enhance services = \$175,000

Traffic Signal Repairs and replacements

- a. Roosevelt Hwy @ Buffington Road: Total Rebuild - \$150 - \$300K
- b. Old National @ Creel: Total Rebuild: \$150 - \$300K
- c. Hwy 92 @ Hall Road: Total Rebuild: \$150 - \$300K
- d. Oakley Road @ Fayetteville Road: Total Rebuild: \$150 - \$300K
- e. Old National @ Flat Shoals: Total Rebuild: \$250 - 500K
- f. Cascade Road: Backplates and signal head heights - \$100K

Total request for new proposals to enhance services = \$1,800,000

Traffic signal pedestrian signal maintenance

- g. Ped pole replacement - \$60,000

Total request for traffic signal pedestrian poles = \$60,000

Grand Total of all Mid-Year Appropriation Requests = \$4,255,710

Vendor Contracts

Current contracts under evaluation for suspension or termination include, but are not limited to Security, Recycling and Cleaning Services budgeted as illuminated below:

1. Cleaning contract for PD \$3,125.00 per month
2. Security contract for City Hall \$1,100.00 per week
3. Recycling contract for City \$2,670.00 per month

As referenced earlier the Norred Security Contract has been terminated under the authority of the City Manager's office and supplemented by SFPD. Additionally, a freeze on hiring of the Traffic Engineer Position has been implemented. The Public Works Department is severely understaffed, and all current employees are needed to maintain the City's infrastructure.

Resources & Ancillary Services

Cost Recovery Supports

On March 1, 2020, President Donald J. Trump declared a national emergency due to the Coronavirus. The declaration establishes the Robert T. Stafford Disaster Relief and Emergency Assistance Act Public Law 93-288-amended. This action frees up billions of Federal Emergency Management Agency (FEMA) funds that can be accessed through the Public Assistance Grant Program.

Preliminary information has been provided that the Public Assistance Grant Program guidance is being finalized to support prevention, response, and recovery activities. ***This will include fiscal support.*** Once the guidance is published, staff will be able to better determine our next steps. In the interim, staff will ensure we have complete and accurate documentation of expenses and usage (receipts, personnel cost sheets, etc.) to support a request for public assistance. Finance implemented measures early on to have all expenses passing through Edmunds to include a tracker I.D. labeled Coronavirus. This has been a great way to track the expenditures in the financial system. For salary related expenditures, such as overtime, we are working to establish a process of how we identify those costs separate from the normal overtime costs.

The costs are required to be necessary expenditures incurred due to the public health emergency with respect to the COVID-19 virus that were not accounted for in the budget and were incurred during the period that begins March 1, 2020 thru December 31, 2020.

The Public Assistance Grant Program will support extraordinary costs, such as:

1. Overtime or personnel backfill cost
2. Supplies such as disinfectants, medical supplies, and personal protective equipment (masks, gloves, gowns, etc.)
3. Apparatus usage

As the information continues to unfold, staff will remain diligent to keep you informed.

Fulton County Board of Health's Regional Responses to COVID-19

Fulton Board of Health has opened Specimen Point of Collections (SPOC). The person must have talked to a doctor or healthcare provider or called the Georgia COVID-19 hotline. They must then receive a Patient Under Investigation (PUI) number. They may then go to the testing site with an appointment. All who do not have a PUI number will be turned away. Processes are being set up for those most vulnerable, including public safety and healthcare providers to have priority. This process may change, as more resources become available (update as of 3/20/20).

Additionally, attached is the declaration of a public health emergency that was executed by Dr. Ford earlier this week as well as an addendum that enumerates essential businesses. In addition, you will find the resolution executed this week by the Board of Health. Please expect additional information forthcoming.

Should you need further information regarding this correspondence, please contact Odie Donald II at odie.donald@cityofsouthfultonga.gov.

Tracking Id Range: COVID19 to COVID19 Vendor Range: First to Last Tracking Id Status: Active Budgeted Tracking Report: N
 Account Types: Exp: Y Rev: Y G/L: Y Date Range: 10/01/19 to 09/30/20 Include Items Without Tracking Id: N
 Trans Types: Purchase Order: Y Manual: N Expenditure: N Rev/Cash: N Invoice: N Attendance: N
 PO Status: Open: Y Rcvd: Y Paid: Y Held: Y Aprv: Y Void: N Date Type: First Encumbrance
 Expenditure Range: First to Last All Years w/Perpetual Class Id Range: First to Last
 Revenue Range: First to Last All Years w/Perpetual
 G/L Range: First to Last All Years

Tracking Id Description		Start Date	End Date	Tracking Status				Purch.	PO/Inv
PO#/Inv#/Trans Description	Vendor/Customer		Charge Account	Quantity	Amount	Type	Date	Status	
COVID19 COVID-19 Related Purchases 2020		03/16/20	Active						
P 20-01822 2 CID COVID19 SUPPLIES	SAFEW005 Safeware, Inc.		100-3210-53-1101	E 1.00	1,742.07	Other	03/20/20	Open	
P 20-01819 1 SOD COVID19 N95B MASKS	SAFEW005 Safeware, Inc.		100-3210-53-1104	E 15.00	243.75	Other	03/20/20	Open	
P 20-01819 2 SOD COVID19 BODY THEROMETER	SAFEW005 Safeware, Inc.		100-3210-53-1104	E 2.00	277.14	Other	03/20/20	Open	
P 20-01822 1 CID COVID19 10X10 TENT	SAFEW005 Safeware, Inc.		100-3210-53-1104	E 1.00	1,407.14	Other	03/20/20	Open	
	100-3210-53-1104	Operating Supplis and EMS Supplies			Totl: 1,928.03				
P 20-01892 1 Room decontamination system	AEROC005 Aero Clave, LLC		351-3520-54-2500	E 2.00	27,998.00	Other	03/26/20	Open	
P 20-01892 2 Portable applicator,	AEROC005 Aero Clave, LLC		351-3520-54-2500	E 2.00	2,498.00	Other	03/26/20	Open	
P 20-01892 3 Disinfectant solution	AEROC005 Aero Clave, LLC		351-3520-54-2500	E 4.00	560.00	Other	03/26/20	Open	
P 20-01892 4 Shipping and handling	AEROC005 Aero Clave, LLC		351-3520-54-2500	E 2.00	350.00	Other	03/26/20	Open	
P 20-01892 5 Shipping and handling	AEROC005 Aero Clave, LLC		351-3520-54-2500	E 4.00	80.00	Other	03/26/20	Open	
	351-3520-54-2500	Other Equipment			Totl: 31,486.00				
Bid: 0.00	State: 0.00	Other: 35,156.10	Exempt: 0.00	PO Qty: 33.00	Totl: 35,156.10				
Classification Totals:	Assets: 0.00	Transaction Type Totals:	Purchase Orders: 35,156.10						
	Liabilities: 0.00		Excludes Void Po: 0.00						
	Revenue: 0.00								
	Expense: 35,156.10								
	Fund Balance: 0.00								

Total Tracking Ids: 1 Total PO Qty: 33.00 Total Amount: 35,156.10

Total Bid: 0.00 Total State: 0.00 Total Other: 35,156.10 Total Exempt: 0.00

Classification Totals: Assets: 0.00 Transaction Type Totals: Purchase Orders: 35,156.10
 Liabilities: 0.00 Excludes Void Po: 0.00

Tracking Id Description	Start Date	End Date	Tracking Status					
PO#/Inv#/Trans Description	Vendor/Customer	Charge Account	Quantity	Amount	Purch. Type	Date	PO/Inv Status	

Revenue:	0.00							
Expense:	35,156.10							
Fund Balance:	0.00							

City of South Fulton Small Business Sustainability Loan Fund

Businesses who have seen sales decreases of 30% or more will be eligible for zero interest loans of up to \$10,000 to help retain employees and ensure business continuity.

Eligibility Criteria for the City of South Fulton Small Business Sustainability Loan Fund

Businesses must:

Be located within the City of South Fulton

Demonstrate that the COVID-19 outbreak caused at least a 30% decrease in revenue

Employ 2-10 employees

Demonstrate ability to repay the loan

Have no outstanding tax liens or legal judgements

Have a current City of South Fulton Business License

Been operating in the City of South Fulton for 2 or more years

Complete a Pre-Application for the City of South Fulton Small Business Sustainability Loan Fund

As part of the applications, you will be required to demonstrate a revenue decrease by providing documentation such as: point-of-sales reports, bank statements, quarterly sales tax filings, 2019 tax returns, or CPA-certified profit & loss statements. You can begin to gather these documents in preparation.

Terms and Conditions

The current fund is established at \$250,000

Loan terms will not exceed 3 years.

Loans are provided at 0% interest and may be deferred up to 12 months before the first payment is due

Loan is not a grant and must be repaid.

Loans may be used for lease or mortgage payments, payroll and inventory management

A business is only eligible to receive one loan

Types of Information to be Collected

The types of information to be included in an application include:

Source and use of funds

Business narrative: 1-2-page description of your business, including management staff

One year of business financials

One year of personal financials

Personal financial statement

Documents showing a 30% decrease in revenue due to COVID-19

Copy of an executed current lease agreement or mortgage loan document

Pre-Application for City of South Fulton Small Business Sustainability Loan Fund

To help small businesses deal with the impact of COVID-19, the City has launched the Small Business Sustainability Loan Fund to assist companies as they face decreased revenue. Businesses with 2-10 employees who have seen sales decreases of 30% or more will be eligible for zero interest loans of up to \$10,000 to help retain employees and ensure business continuity.

Eligible recipients must be a non-homebased business. And must employ 2-10 individuals. The loans can only be deployed for lease or mortgage payments, payroll and inventory management.

Complete the checklist below to review your eligibility for this fund.

If you have questions about the eligibility requirements please e-mail us at DSF@cityofsouthfultonga.gov

1. Contact Information

Name

Company

Email Address

Phone Number

2. How much money are you applying for?

Below \$2,500

\$2,500-\$5,000

\$5,000-\$7,500

\$7,500-\$10,000

3. Is your business located in the City of South Fulton?

Yes

No

4. Is your business operated in a commercial building?

Yes

No

5. Have you been in operation in the City of South Fulton for at least 2 years?

Yes

No

6. Can you demonstrate that COVID-19 caused at least a 30% decrease in revenue?

You will be required to demonstrate a revenue decrease by providing documentation such as: point-of-sales reports, bank statements, quarterly sales tax filings, 2019 tax returns, or CPA-certified profit & loss statements.

Yes

No

7. Does your business employ 2-10 nonrelated employees across all locations?

You will be required to submit payroll records.

Yes

No

8. Are there any tax liens or legal judgements against your business?

Yes

No

9. What is your credit score?

Below 550

550-600

600-650

650-700

700-750

750+

10. What was your revenue last year?

Below \$50,000

\$50,000-\$250,000

\$250,000-\$500,000

\$500,000-\$750,000

\$750,000-\$1,000,000

\$1,000,000+

11. Was your business cash flow positive as of the end of 2019?

Yes

No

I don't know

Short List of City Contacts

Professional Service Agreements

- a. Jarrard Davis = Annexation Services = \$50,000
- b. Blue Scorpion Reputation Management = \$15,000
- c. Jacobs Agreement = Approx. \$500,000 per month

Lease Agreements

- a. Public Safety Building Lease = \$20,000 per month
- b. Fire Truck Lease = \$6,000
- c. Enterprise Fleet Agreement = \$500,000 down and \$30,000 per month

Software

- a. Bids & Tenders Procurement Software = \$13,000 per year

1 **RESOLUTION OF THE FULTON COUNTY BOARD OF HEALTH TO DECLARE AND**
2 **RATIFY PUBLIC DECLARATIONS OF A LOCAL PUBLIC HEALTH EMERGENCY IN**
3 **FULTON COUNTY DUE TO THE THREAT AND IMPACT OF THE COVID-19**
4 **PANDEMIC AND TO ORDER THE MODIFICATION OF CERTAIN BUSINESS**
5 **ACTIVITIES COUNTYWIDE TO MINIMIZE DIRECT HUMAN CONTACT**
6

7 **WHEREAS**, a novel coronavirus known as SARS-CoV-2 (COVID-19) was first
8 detected in China and rapidly spread internationally, with diagnoses occurring by March,
9 2020, in Fulton County, Georgia; and

10 **WHEREAS**, on January 30, 2020, the Secretary of Health and Human Services
11 declared a public health emergency through the Public Health Service Act, 42 U.S.C.
12 247d; and,

13 **WHEREAS**, On March 6, 2020, the Georgia Department of Public Health added
14 COVID-19 to the Notifiable Diseases List in Georgia, ensuring that all physicians,
15 laboratories, and other health care providers immediately report cases of COVID-19 to
16 the state to enable rapid epidemiological response to curb the transmission of the
17 disease; and

18 **WHEREAS**, on March 11, 2020, based upon a 13-fold increase in the number of
19 cases outside of China within a two week period, more than 118,000 cases in 114
20 countries, 4,291 deaths and thousands in hospitals fighting for their lives, the World
21 Health Organization characterized COVID-19 as a pandemic; and

22 **WHEREAS**, on March 13, 2020, to control the spread of the virus, President
23 Donald Trump issued a Proclamation Declaring a National Emergency Concerning the
24 Novel Coronavirus Disease (COVID-19) Outbreak under the authority of 50 U.S.C. 1601
25 et seq.; and

1 **WHEREAS**, on March 14, 2020, Governor Brian Kemp declared a public health
2 emergency for 120 counties, including the area encompassing Fulton County, to assist
3 health and emergency management officials across Georgia by deploying all available
4 resources for mitigation and treatment of COVID-19; and

5 **WHEREAS**, as of March 16, 2020, there were 121 confirmed cases in Georgia,
6 twenty-seven (27) of which are in Fulton County; and

7 **WHEREAS**, on March 18, 2020, Fulton County, Georgia, through its Board of
8 Commissioners, passed a Resolution to Declare a Local Emergency in Fulton County
9 Due to the Threat and Impact of the COVID-19 Outbreak and issued a Declaration of
10 State of Emergency Within Fulton County Due to the Threat and Impact of the COVID-
11 19 Outbreak (Item No. 20-0237); and

12 **WHEREAS**, to facilitate the coordination of efforts to address this public health
13 emergency and ensure proper documentation of the work done by both the state
14 employees and the Fulton County employees working in the Fulton County Board of
15 Health, the Board of Health finds it is in the best interest of public accountability to
16 declare a public health emergency and to ratify all such national, state, and local
17 declarations to the extent such action may be required; and

18 **WHEREAS**, Governor Brian Kemp issued an Executive Order on March 23, 2020
19 requiring the Department of Public Health to order that certain persons in the state who
20 have increased risk for contracting the virus, or who have tested positive or are
21 presumed positive for the virus shall shelter in place; and

22 **WHEREAS**, the Board of Health finds that it is vital to the protection of the public
23 health to ensure consistency countywide with the requirements that persons and

1 businesses in Fulton County utilize wise and prudent measures to minimize human
2 contact to slow the spread of the virus; and

3 **WHEREAS**, pursuant to O.C.G.A. § 31-3-6, this Board of Health is empowered to
4 issue rules and regulations to protect public health countywide and to certain specified
5 areas and citizens; and

6 **WHEREAS**, pursuant to O.C.G.A. § 31-3-4, this Board of Health is empowered to
7 take necessary steps to prevent and suppress disease and deleterious conditions; and

8 **WHEREAS**, pursuant to Ga. Comp. R. & Regs 511-9-1-.04, the District Health
9 Director is empowered in the event of a discovery of a group of individuals infected with
10 a communicable disease, to exercise within the District the authorities and powers of
11 the Department of Public Health that are enumerated in Title 31, including the power to
12 close facilities pursuant to Ga. Comp. R. & Regs 511-9-1-.03 that are reasonably
13 suspected to pose a danger to public health; and

14 **WHEREAS**, the Board of Health finds that essential businesses are encouraged
15 and to follow all guidelines for limiting the number of individuals in one area, and
16 maintaining a safe distance, but may not always be able to do so.

17 **NOW, THEREFORE, BE IT RESOLVED**, that the Fulton County Board of Health
18 hereby declares a public health emergency in Fulton County caused by the spread and
19 potential spread, of COVID-19; and

20 **BE IT FURTHER RESOLVED**, that the Board of Health ratifies all prior
21 declarations of emergency; and

22 **BE IT FURTHER RESOLVED**, that the Board of Health directs the health
23 department leadership and staff to cooperate to the full extent of the law with local,

1 state, and federal authorities in order to protect the public health and facilitate the flow
2 of resources and funding to the Fulton County Board of Health for such purposes; and

3 **BE IT FURTHER RESOLVED**, that the Board of Health ratifies the actions of the
4 District Health Director taken to address this outbreak on behalf of the citizens of Fulton
5 County; and

6 **BE IT FURTHER RESOLVED**, that the Board of Health hereby directs the
7 District Health Director to command that all dine-in restaurants throughout Fulton
8 County be closed, provided that they may conduct drive-through, delivery, and/or pick-
9 up services as long as the manner in which such services are provided allows for both
10 staff and customers to maintain a safe social distance of six (6) feet between all
11 persons; and

12 **BE IT FURTHER RESOLVED**, that the Board of Health directs the District Health
13 Director to command the limitation of all gatherings to fewer than ten (10) people, and to
14 restrict to fewer than ten (10) people all non-essential businesses or their business
15 activities throughout Fulton County that require direct human contact or that tend to
16 involve crowding or assembling in close spaces where it is difficult or impossible to
17 practice social distancing, until further notice. By way of example, such business
18 activities include but are not limited to: massage services, nail salon services, beauty
19 salon services, adult entertainment facilities, bars, night clubs, private events, exercise
20 facilities and classes, and church gatherings; and

21 **BE IT FURTHER RESOLVED**, that the Board of Health directs the District Health
22 Director to command that all essential businesses as enumerated herein also limit, to
23 the extent possible in the exercise of their essential activities, the limitation of fewer than

1 ten (10) people in one location, and the ability to maintain a safe social distance of six
2 feet (6') between all persons; and

3 **BE IT FURTHER RESOLVED**, that the Board of Health authorizes the District
4 Health Director to define in essential services in consultation with the Board; and

5 **BE IT FURTHER RESOLVED**, that the Board of Health grants the District Health
6 Director, in consultation with the Georgia Department of Public Health, the authority to
7 close any business that fails or refuses to conform with the requirements herein; and

8 **BE IT FURTHER RESOLVED**, that the Board of Health grants the District Health
9 Director the authority to negotiate and execute any contracts and purchase orders
10 necessary to obtain required services and goods needed to provide the emergency
11 services; and

12 **BE IT FURTHER RESOLVED**, that the Board of Health authorizes and ratifies
13 the suspension or modification of procurement and purchasing procedures and rules
14 that have been or may be approved by the Director of Purchasing and the Fulton
15 County Board of Commissioners, as such procedures and rules apply to the Fulton
16 County Board of Health through the Intergovernmental Agreement for Services of the
17 Fulton County government; and,

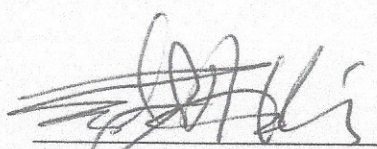
18 **BE IT FURTHER RESOLVED**, that in conjunction with this Resolution, the Board
19 of Health instructs the District Health Director to sign and effectuate the Declaration and
20 Ratification of Emergency and the Order of Closure or Modification of Certain Business
21 Activities Countywide to Minimize Direct Human Contact, attached to this Resolution as
22 "Exhibit A."

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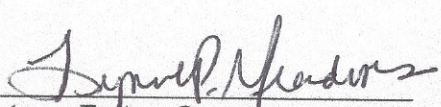
BE IT FINALLY RESOLVED, that this Resolution shall become effective upon adoption.

PASSED AND ADOPTED by the Members of the Fulton County Board of Health, Georgia, this 24th day of March, 2020.

FULTON COUNTY BOARD OF HEALTH



Chair, Fulton County Board of Health



Secretary, Fulton County Board of Health

Approved as to Form:

Attorney, Fulton County Board of Health

**ADDENDUM
TO THE DECLARATION AND RATIFICATION OF PUBLIC HEALTH EMERGENCY
WITHIN FULTON COUNTY DUE TO THE THREAT AND IMPACT OF THE COVID-19
PANDEMIC AND ORDER OF CLOSURE OR MODIFICATION OF CERTAIN
BUSINESS ACTIVITIES COUNTYWIDE TO MINIMIZE DIRECT HUMAN CONTACT
TO PROVIDE THE ENUMERATION OF ESSENTIAL BUSINESSES AND ESSENTIAL
BUSINESS ACTIVITIES**

In conjunction with the emergency action of the Fulton County Board of Health on March 24, 2020, and after consultation between the Fulton County Board of Health and the District Health Director, the following businesses and business activities are hereby declared essential in Fulton County, and are therefore required, but only to the extent feasible, to maintain fewer than ten (10) people in any one location and the ability for each person to remain six feet (6') apart:

1. Healthcare Operations and the essential Infrastructure for such operations;
2. Grocery stores, farmers' markets, farm and produce stands, supermarkets, food banks, convenience stores, and other establishments engaged in the retail sale of canned food, dry goods, beverages, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, and any other household consumer products (such as cleaning and personal care products). This includes stores that sell groceries and also sell other non-grocery products, and products necessary to maintaining the safety, sanitation, and essential operation of residences;
3. Food cultivation, including farming, livestock, and fishing;
4. Businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals;
5. Newspapers, television, radio, and other media services;
6. Gas stations and auto-supply, auto repair, and related facilities;
- 7.. Banks and related financial institutions;
8. Hardware stores;

9. Lodging businesses (e.g., hotels, motels, conference centers but only as necessary for providing shelter and not for non-essential gatherings otherwise prohibited);
10. Plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences, Essential Activities, and Essential Businesses;
11. Businesses providing mailing and shipping services, including post office boxes;
12. Educational institutions-including public and private K-12 schools, colleges, and universities -- for purposes of facilitating distance learning or performing essential functions, provided that social distancing of six-feet per person is maintained to the greatest extent possible;
13. Laundromats, dry cleaners, and laundry service providers;
14. Restaurants and other facilities that prepare and serve food, but only for drive-thru, delivery, or carry out services;
15. Cafeterias in hospitals, nursing homes, or similar facilities;
16. Businesses that supply products needed for people to work from home;
17. Businesses that supply other essential businesses with the support or supplies necessary to operate;
18. Businesses that ship or deliver groceries, food, goods or services directly to residences;
19. Home-based care for seniors, adults, or children;
20. Residential facilities and shelters for seniors, adults, and children;
21. Professional services, such as legal or accounting services;
22. Veterinary care facilities;
23. Animal shelters or animal care or management and crematories
24. Bike shops
25. Childcare facilities;
26. Janitorial Services (Building/Residential cleaning and maintenance)

27. Funeral homes, crematories, and cemeteries; provided that funeral services shall be ordered to ensure safe social distancing of six feet (6') between attendees in groups of ten or more;

28. Utility, water, sewer, gas, electrical, oil refining, roads and highways, railroads, public transportation, taxi/rideshare, solid waste collection and removal, internet, and telecommunications systems (including the provision of essential global, national, and local infrastructure for computing services, business infrastructure, communications, and web based services, and each type of essential infrastructure designated in the U.S. Department of Homeland Security's March 19, 2020 Memorandum On Identification Of Essential Critical Infrastructure Workers During COVID-19 Response from the Cybersecurity and Infrastructure Security, which incorporated herein by reference); and;

29. Any other service deemed by the District Health Director to be essential for the protection of public health, safety and welfare.

This declaration is not intended to and does not create any right or benefit, substantive or procedural, enforceable in law or in equity by any party against Fulton County Board of Health, its departments, agencies, officials, employees, agents or any other person or entity.

S. Elizabeth Ford, M.D., M.B.A.
Interim District Health Director

APPROVED AS TO FORM:

Jennifer R. Culler
Senior Assistant County Attorney

**DECLARATION AND RATIFICATION OF PUBLIC HEALTH EMERGENCY WITHIN
FULTON COUNTY DUE TO THE THREAT AND IMPACT OF THE COVID-19
PANDEMIC AND ORDER OF CLOSURE OR MODIFICATION OF CERTAIN
BUSINESS ACTIVITIES COUNTYWIDE TO MINIMIZE DIRECT HUMAN CONTACT**


On this 24th day of March, 2020, the Fulton County Board of Health declares that there exists a public health emergency within Fulton County due to the pandemic of the novel coronavirus known as SARS-CoV-2 (COVID-19), and ratifies the prior declarations by the Secretary of Health and Human Services on January 31, 2020 under the authority of 42 U.S.C. 247d; and the national emergency declared by the President of the United States on March 13, 2020 under the authority of 50 U.S.C. 1601, et seq.; the Fulton County and the Resolution of the Fulton County Board of Health to Declare and Ratify Public Declarations of a Local Public Health Emergency in Fulton County Due to the Threat and Impact of the COVID-19 Pandemic. This public health emergency is in effect until further notice.

As directed by the Fulton County Board of Health, I further command the closure of all dine-in restaurants throughout Fulton County, provided that they may conduct drive-through, delivery, and/or pick-up services as long as the manner in which such services are provided allows for both staff and customers to maintain a safe social distance of six feet (6') between all persons; and

I further command the limitation of all gatherings countywide to fewer than ten (10) people, and to restrict to fewer than ten (10) people all non-essential business activities throughout Fulton County that require direct human contact or that tend to involve crowding or assembling in close spaces where it is difficult or impossible to practice social distancing until further notice. By way of example, such business activities include but are not limited to massage services, nail salon services, beauty

salon services, adult entertainment facilities, bars, night clubs, private events, exercise facilities and classes, and church gatherings.

I further command that all essential businesses, as shall be defined in consultation with the Board of Health also limit, to the extent possible in the exercise of their essential activities, all gatherings to fewer than ten (10) people in one location, and the ability to maintain a safe social distance of six feet (6') between all persons. This declaration is not intended to and does not create any right or benefit, substantive or procedural, enforceable in law or in equity by any party against Fulton County Board of Health, its departments, agencies, officials, employees, agents or any other person or entity.



S. Elizabeth Ford, M.D., M.B.A.
Interim District Health Director

APPROVED AS TO FORM:



Jennifer R. Culler
Senior Assistant County Attorney

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM “BILL” EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Honorable Mayor William “Bill” Edwards & City Council Members

FROM: Odie Donald II 
City Manager

DATE: April 23, 2020

SUBJECT: City of South Fulton Anniversary – South Fulton Celebrates

Background

On May 1, 2020, the City of South Fulton will celebrate the third anniversary of its incorporation. Originally, the Department of Communications and External Affairs planned a list of activities for this day, including a road race, a celebration gathering and other events. However, the COVID-19 pandemic and related shelter-in-place orders from the city and the state make these events impossible.

There has been discussion of postponing the anniversary celebration until such time as people could gather for an event. The administrative decision has been made to proceed with some form of celebration on the actual anniversary date, but developing a smaller budget to save funds for a later event celebrating residents’ courage, commitment, sacrifices and efforts to curb the spread of the virus. Discussion has started between the Communications team and the department of Parks, Recreation and Cultural Affairs on that proposed event, which will be brought forth to Council for input and direction.

For the anniversary, the Communications team brainstormed ideas and met twice with the anniversary task force to create a proposed list of virtual activities – tied together under the moniker *South Fulton Celebrates* – to mark the city’s anniversary.

The goals of South Fulton Celebrates are to:

1. Provide residents an opportunity to celebrate the anniversary
2. Highlight accomplishments the city has made in its first three years
3. Foster a sense of pride in the city among residents
4. Build comradery among residents strengthen their connection to the city

Events

Virtual Birthday Party

The two-hour virtual party would be broadcast via a dedicated website (southfultoncelebrates.com), which would serve both as a marketing tool and a central hub from which to send live stream feeds through YouTube, Facebook and Instagram. The proposal is for the event to run from 6-8 p.m. on Friday, May 1. The celebration could be extended if participation remains high at the planned end time.

The virtual party would start with video comments from the mayor, highlighting the purpose of the event as well as some of the city's major accomplishments and upcoming projects. A cake would be brought into frame and the mayor would extinguish candles.

For the remainder of the event, a DJ (one with a significant following) would play songs suitable for a diverse age range. Interspersed would be videos from councilmembers and residents wishing the city happy birthday and expressing pride in the city. The resident videos would be solicited through a social media campaign. Some notable residents – including Cam Newton, Marquis Grissom, Aungelique Proctor, Deidra Dukes, Donna Lowry, Killer Mike and others – would be asked to send videos.

Also interspersed would be graphics promoting the census, the ItsMyTown app, the South Fulton United Fund as well as points of celebration highlighting city accomplishments. A chat function would be included on the live broadcast, allowing people to express their best wishes.

Back the Bank T-shirt Giveaway - Donations to Atlanta Food Bank

This project would allow residents the chance to receive a special memento from the city and support a charitable cause. The communications team would work with a graphic designer to develop a special City of South Fulton T-shirt.

Through a Back the Bank social media campaign, residents would be encouraged to support the Atlanta Food Bank, which partnered with the city recently to provide food to residents in need. The first 100 people who e-mail a screenshot showing confirmation of a donation of \$10 or more, along with their contact information, would receive a shirt. The shirts would be mailed to recipients by the printer so no one has to collect a shirt.

Media Promotion

The communications team would promote the anniversary through the following vehicles:

Anniversary Article - Communications would place an article about the city's achievements over its first three years.

Social Media - The communications team would develop a week-long South Fulton Celebrates campaign that would advertise the main events and highlight accomplishments and provide interesting facts about the city.

News Release

The communications team would develop and distribute a news release promoting all events.

Should you need further information regarding this correspondence, please contact Gary Leftwich at gary.leftwich@cityofsouthfultonga.gov.

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Council Approval to Purchase 66 Pocket Jet Citation Printers

DATE: April 28, 2020

SUBJECT: Council Approval to Purchase 66 Pocket Jet Citation Printers

REFERENCE:

CONCLUSION:

Council Approval to Purchase 66 Pocket Jet Electronic Citation Printers and supporting hardware in an amount not to exceed \$50,000 (Police)

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
Memo_Request 66 Pocket Jet Printers	Cover Memo	4/23/2020

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager


WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Honorable Mayor William "Bill" Edwards & City Council Members

FROM: Odie Donald II 
City Manager

DATE: April 23, 2020

SUBJECT: **Request to Purchase 66 Pocket Jet Electronic Citation Printers**

Background

The South Fulton Police Department is requesting approval to purchase 66 Pocket Jet 722 electronic citation printers, charging cables, USB connection cables, and printer mounting hardware for placement within marked Police vehicles. These printers are to complete the CentralSquare Police e-citation and CourtWare implementation. The printers will provide citation data collection that will automatically transfer into the City's court system. The printers are currently being sold on the GSA Advantage Contract by 144th Marketing Group who is the current approved installer. Contract number GS-07F-251AA ends on May 19, 2023. Funding for this purchase is available in the Police Department's General Fund - Small Tools and Equipment funding line.

Recommendation

Request Council approval to purchase 66 Pocket Jet electronic citation printers and supporting hardware from 144th Marketing Group in an amount not to exceed \$50,000.00.

Should you need further information regarding this correspondence, please contact Keith Meadows at keith.meadows@cityofsouthfultonga.gov.

144th Marketing Group, LLC
 611 Highway 74S, Suite 3000
 Peachtree City, GA 30269
 (770) 631-2937
 info@144thmg.com
 www.144thfleet.com

Estimate



ADDRESS
 South Fulton Police Department
 5539 Old National Hwy
 College Park, GA 30349

SHIP TO
 South Fulton Police Department
 South Fulton Police Department
 5539 Old National Hwy
 College Park, GA 30349

ESTIMATE #	DATE
105933	02/17/2020

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Old cars in need of printer setup (66)			0.00
				0.00
PJ722	Brother Mobile PocketJet 7 Print Engine	66	330.00	21,780.00
LB3691	BROTHER MOBILE CAR ADAPTER FOR POCKETJET 3/6/7 SERIES PRINTERS. CIG PLUG - 10 FOOT LENGTH	66	25.00	1,650.00
LB602	BROTHER MOBILE USB CABLE FOR POCKETJET 3/6/7 PRINTERS, 6-FOOT LENGTH	66	10.00	660.00
425-0017	Brother printer armrest	66	240.00	15,840.00
Labor	Installation	115.50	85.00	9,817.50
TOTAL				\$49,747.50

Accepted By

Accepted Date

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Council Approval of 2nd Reading and Adoption for Amending Film Ordinance

DATE: April 28, 2020

SUBJECT: Council Approval of 2nd Reading and Adoption for Amending Film Ordinance

REFERENCE:

CONCLUSION:

Council Approval of 2nd Reading and Adoption of Amending Film Ordinance (**CM Gumbs**)

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
Amending Film Ordinance	Cover Memo	4/24/2020

1 **STATE OF GEORGIA**
2 **COUNTY OF FULTON**
3 **CITY OF SOUTH FULTON**
4

5
6 **AN ORDINANCE ENHANCING FILMING REGULATIONS; INCREASING PUBLIC**
7 **SAFETY, AMENDING TITLE 17, CHAPTER 10, MEDIA PRODUCTIONS AND**
8 **PERMITS, OF THE CITY OF SOUTH FULTON CODE OF ORDINANCES AND FOR**
9 **OTHER LAWFUL PURPOSES**

10
11 **(Sponsored by Mayor Pro Tem Gumbs)**
12

13 **WHEREAS**, the City of South Fulton (“City”) is a municipal corporation duly
14 organized and existing under the laws of the State of Georgia;

15
16 **WHEREAS**, the duly elected governing authority of the City, is the Mayor and
17 Council thereof (“City Council”);

18 **WHEREAS**, the City Council is authorized to establish rules and regulations
19 which govern the City’s administration; and

20
21 **WHEREAS**, the City Council finds this Ordinance to be in the best interest of
22 the health, safety, and welfare of, the citizens of the City.

23
24 **NOW THEREFORE, THE COUNCIL OF THE CITY OF SOUTH FULTON**
25 **HEREBY ORDAINS** as follows:

26 **Section 1.** Title 17, Streets, Sidewalks, Rights-of-way, and Other Public Places
27 of the City of South Fulton Code of Ordinances is hereby revised by deleting Chapter
28 10, Media Productions and Permits, in its entirety, and replacing the same with a new
29 Chapter 10, Media Productions and Permits, which shall read as follows:

30
31 **CHAPTER 10. MEDIA PRODUCTIONS AND PERMITS.**

32
33 **Sec. 17-10000. Definitions.**
34

35 The following words, terms and phrases, when used in this article, shall have the
36 meanings ascribed to them in this section, except where the context clearly indicates a
37 different meaning:

38
39 **Applicant** means the individual applying for a permit, who is legally authorized to
40 bind the Producer.

41
42 **Application** means the document created by the City that must be completed
43 and submitted to
44 The Department of Community and Regulatory Affairs by a producer or the producer's
45 authorized representative, in order to request a permit.

46
47 **DSF** means Destination South Fulton – the City’s Department of Economic
48 Development
49

50 **Change Request** means the document created by the City that must be
51 completed and submitted
52 to the Department of Community and Regulatory Affairs by a producer or the producer’s
53 authorized representative in order to request a material change to a permit.
54

55 **City** means the City of South Fulton.
56

57 **Code** means the City of South Fulton, Georgia Code of Ordinances.
58

59 **Department of Purview** means the City department that decides or
60 recommends to DSF whether to allow an aspect of filming that is within the
61 department’s operational responsibilities.
62

63 **Director** means the Director of Community and Regulatory Affairs director.
64

65 **Disturbing the Peace** means (1) real or simulated fighting visible from public
66 property or right-of-way; (2) using offensive words in public that are likely to incite
67 violence; (3) shouting in a public place that could be heard from a radius of 100 yards
68 and that could have the effect of disturbing the health, safety and/or welfare of the
69 surrounding public; (4) use of non-domestic animals or domestic animals that will be
70 loud and audible to a reasonable person in a radius of two hundred (200) feet that is
71 inside a structure with the windows and doors closed; (5) playing of music or other noise
72 loud enough to be heard by a reasonable person within a radius of five hundred (500)
73 feet or two hundred (200) feet if inside a structure with the windows and doors closed;
74 (6) presence of public nudity or what would be considered indecent exposure under the
75 City Code; (7) simulated (or real) drug use; and (8) what would otherwise be considered
76 disorderly conduct under the City Code.
77

78 **Element** means an activity that is listed in Code section 46-105 below.
79

80 **Entertainment Industry Work** means the production of motion pictures,
81 television series, commercials,
82 music videos, interactive games and animation, where the final product is intended to
83 be commercially
84 released and/or commercially distributed.
85

86 **Exigent Circumstances** mean conditions of property, weather, lighting,
87 scheduling, or Filming equipment that are necessary for the scheduled Filming Activity
88 which, if forced to wait at least five business days, would make them unavailable for use
89 by the production through no fault of any agent of the production responsible for same,
90 and which was not known or could have reasonably been ascertained at least five
91 business days prior to the scheduled Filming Activity.

92
93 **Expedited Review** mean a permit application submitted for review pursuant to
94 this Article less than five (5) business days prior to the scheduled Film Activity, but at
95 least eighteen (18) hours prior to the scheduled Film Activity, as a result of Exigent
96 Circumstances.

97
98 **Facility** mean any structure or building, regardless of the presence of active
99 utilities, located on public or private property.

100
101 **Filming** means creating motion picture images on public property, including the
102 on-site/on-location pre-production activities associated therewith, where the final
103 product is intended to be commercially released and/or commercially distributed.
104 Filming does not include activities performed as part of 1) documenting current affairs;
105 or 2) producing newscasts. In addition, Filming does not include location scouting.

106
107 **Film Liaison** means the Community and Regulatory Affairs Director or designee
108 appointed to oversee all permitting activity under this Ordinance, to review permit
109 applications and make recommendations to for approval or denial or, in the case of
110 Expedited Review or as otherwise authorized by this Ordinance, to approve or deny the
111 same. The Film Liaison shall guide applicants through the process of review, assist in
112 coordinating needed City services – such as police, fire, sanitation, etc. – and
113 coordinate any other licenses and permits that may be necessary to stage the Filming
114 Activity.

115
116 **Impact** with regards to public property, shall mean (1) Use of intellectual property
117 belonging to the City; (2) Closure of a City or state street, lane and/or sidewalk; (3) Use
118 of pyrotechnics or other explosives; (4) Smoke effects, water effects or flame effects; (5)
119 Display of real or artificial fire arms, grenades or other weapons that would cause the
120 public to fear violence; (6) Vehicle chases and/or vehicle crashes; (7) Use of large or
121 any other equipment that has a reasonable likelihood of causing damage to public
122 property; (8) Use of wild animals controlled under federal or state law or county and/or
123 municipal ordinances; (9) Use of City or state streets and/or lanes for the parking of
124 trailers or vehicles associated with the Filming Activity that are likely to restrict the flow
125 of traffic; (10) If another permit and/or license or any type of inspection is required by
126 the ordinances of the City for the Filming Activity; or (11) any combination of the above.

127
128 **News Media** mean the photographing, filming or videotaping for the purpose of
129 spontaneous, unplanned television news broadcast or reporting for print media by
130 reporters, photographers or camerapersons.

131
132 **Permit** means a permit validly issued by the Community and Regulatory Affairs
133 Director that authorizes Filming and the Elements contained therein, if any.

134
135 **Producer** means an individual, organization, corporation or any other entity that
136 is ultimately responsible for the filming that is the subject of the application and permit.

137

138 **Private Property** means real property owned or leased by an individual or non-
139 governmental entity, including, for example, residential homes and commercial
140 developments.

141
142 **Public Property** means real property owned by the City or for which the City is a
143 lessee, including, without limitation, parks, streets, sidewalks, other rights of way, and
144 buildings. Public property shall not include real property which is being leased by the
145 City to a lessee.

146
147 **Residence** mean any single-family home, mobile home, trailer, multi-family
148 housing unit or units, apartments, condominiums, dormitory or any other structure
149 wherein persons are legally permitted to reside.

150
151 **Studio** mean a fixed place of business where filming activities (motion or still
152 photography) are regularly conducted upon the premises.

153
154 **Traffic Control Plan** means a drawing that is submitted with a request for a
155 sidewalk, lane and or street closure that details the location of the closures, the
156 alternative routes that will be utilized for the detoured vehicular and/or pedestrian traffic,
157 and the mechanisms (including without limitation barricades and signage and the
158 locations thereof) for implementing the closures and alternatives.

159
160 **Sec. 17-10001. Purpose and intent.**

161
162 The intent of this chapter is to facilitate filming industry work performed in the City of
163 South Fulton while safeguarding the interests of the City's residents and businesses.
164 The chapter creates the City of South Fulton Office of Film and Entertainment which will
165 be dedicated to responding to the needs and issues pertaining to entertainment industry
166 work. The chapter simplifies the permitting requirements associated with filming by
167 enabling entertainment industry professionals to obtain required City approvals through
168 the Office of Film and Entertainment rather than through numerous individual
169 departments. It strengthens the City's ability to anticipate and provide adequate services
170 for the multiple filming projects throughout the City of South Fulton. It also enhances the
171 City's ability to accommodate unanticipated circumstances and requested changes. The
172 City's Office of Film and Entertainment similarly will respond to the needs of City's
173 neighborhoods regarding entertainment industry work and will promote community
174 awareness of the entertainment industry's impact upon the City's economic
175 development.

176
177 **Sec. 17-10002. Office of film and entertainment as resource and liaison.**

178
179 The office of film and entertainment will serve as a resource for City residents and
180 businesses, providing information upon request about current or scheduled filming,
181 helping to resolve problems that arise from the film and entertainment industry work,
182 and acting as a liaison between residents, businesses and the film and entertainment
183 industry to address inconvenience experienced generally and with regard to a specific

184 project. The office will also serve as an ambassador to the entertainment industry,
185 providing information, answering questions, helping to resolve challenges and
186 facilitating the industry's work in the City. The office will implement mechanisms that
187 enhance the experience of all people performing and effected by film and entertainment
188 industry work, which may include an informational web-page and on-line permitting.
189 While permits are required for film and entertainment industry work that occurs on public
190 property only, the office of entertainment will be a resource and liaison for all
191 entertainment industry work, including work that occurs on private property.

192

193 **Sec. 17-10003. Permit and exemptions.**

194

195 A. Permit required. No person shall use any Public Property or Facility, or Private
196 Property, Facility or Residence where such use will have an Impact on public
197 property for the purpose of Filming without first applying for and obtaining a permit
198 pursuant to this Ordinance.

199

200 B. Filming permits shall be issued by the Community and Regulatory Affairs Director.
201 Permits shall be issued to the Producer.

202

203 C. All permits issued pursuant to this article shall be temporary and shall not vest in the
204 holder any permanent property rights in a permit.

205

206 D. A permit will specify the filming that may occur at a particular location at a particular
207 time. The permit will authorize element(s) to be performed as part of the filming
208 provided that the elements have been approved by the department of purview.

209

210 E. A producer that receives a permit is responsible for knowing and complying with all
211 other laws, including other ordinances and regulations, that establish prerequisites,
212 authorizations and other required permissions applicable to the filming.

213

214 F. The location of a film production must comply with all existing zoning requirements
215 of the City, and
216 there must be sufficient lawful parking available. Administrative exceptions are
217 subject to the approval of the Community and Regulatory Affairs Director in
218 consultations with departments of purview.

219

220 G. Where permitted filming includes advertising signs or other displays of commercial
221 speech, the signs and/or displays must be removed upon the expiration of the
222 permit.

223

224 H. Unless specifically provided otherwise, a film production is subject to and must
225 comply with any and all other applicable ordinances of the City.

226

227 I. Exemptions.

228

- 229 1. News Media. The provisions of this Article shall not apply to Film Activities for the
230 purpose of News Media.
231
- 232 2. Personal/Family Video. The recording of visual images (motion or still
233 photography) solely for private use and not for commercial use.
234
- 235 3. Filming associated with an outdoor event that is authorized by a City-issued
236 outdoor event permit, except when the same is staged for the sole purpose of
237 being included in the filming's final product.
238
- 239 4. Studio Filming. Film Activities (motion or still photography) conducted at or within
240 a properly licensed studio.
241
- 242 5. Small Business. The owner of any Small Business, as defined by the size
243 standards of the U. S. Small Business Administration (SBA), may film a
244 commercial for said business at their properly licensed business location without
245 a permit, so long as the filming takes place wholly inside the premises of the
246 business location and does not substantially interfere with any vehicular or
247 pedestrian traffic on the public right of way.
248

249 **Sec. 17-10004. Administration.**
250

- 251 A. The Community and Regulatory Affairs Director may designate a City employee to
252 serve as the Film Liaison. Said employee shall be employed in the City's Community
253 and Regulatory Affairs Department and shall be responsible for administering the
254 provisions of this Article. If no Film Liaison is designated, then the Community and
255 Regulatory Affairs Director shall serve as the Film Liaison.
256
- 257 B. Issuance of permits and other decisions rendered pursuant to the terms of this
258 Chapter shall be based upon the following:
259
- 260 1. The health and safety of all persons, including citizenry and customers of any
261 businesses located within the City;
262
- 263 2. Mitigation of disruption to all persons and businesses within the affected area;
264
- 265 3. The safety of all public and private property within the City;
266
- 267 4. Traffic congestion at particular locations within the City;
268
- 269 5. Ability of the applicant to organize the Filming Activity and comply with all
270 applicable laws, ordinances and regulations, and/or the City to coordinate the
271 necessary services within the period of time between submittal of application and
272 scheduled date of Filming Activity; and
273

- 274 6. Whether any other legal and/or permitted activity is taking place at the location of
275 the scheduled Film Activity at the same time.
276

277 **Sec. 17-10005. Applications and issuance of permits.**
278

- 279 A. Applications shall be made on a form prescribed by the Film Liaison and shall
280 include the following information:
281

- 282 1. The representative of the property, the address, e-mail address and any
283 available telephone number of the place at which the activity is to be conducted;
284
285 2. A written description of the specific location at such address or place including a
286 description of any facilities on the location where Filming will take place; and
287 3. The inclusive hours and dates Film Activities will occur;
288
289 4. A general statement of the character or nature of the proposed Film Activity;
290
291 5. The name, address, e-mail address and telephone number of the person or
292 persons in charge of such Film Activity;
293
294 6. The exact number of personnel to be involved with such Film Activities;
295
296 7. A detailed description of any Film Activity that may cause public alarm such as
297 the use of any animals, gunfire or pyrotechnics and low flying aircraft;
298
299 8. The exact amount and type of vehicles and equipment to be employed along with
300 a parking plan; and
301
302 9. Where the producer is an organization, corporation or other entity, the application
303 must be signed and submitted by an individual authorized to bind the producer.
304

- 305 B. Deadline for applications. Applications must be submitted a minimum of five (5)
306 business days in advance to the office of the Film Liaison. If the Film Activity
307 interferes with traffic or involves potential public safety hazards, the application shall
308 be submitted a minimum of seven (7) business days in advance.
309

- 310 C. The Office of Film and Entertainment and the departments of purview shall compile
311 and maintain rules and guidelines applicable to the use of public property for filming,
312 including the elements that are part of the filming, and shall apply those rules and
313 guidelines equally regardless of the subject matter of the filming and/or the content
314 of the speech therein.
315

- 316 D. Change of Date. Upon the request of the permittee, the Film Liaison shall have the
317 power, upon a showing of good cause, to change the date for which a film permit
318 has been issued, provided the date change does not extend the length of the
319 permitted Film Activity originally approved or substantially change any required

320 filming regulation factor detailed in this Article or any condition placed on the permit
321 when originally approved.

322
323 E. A producer or producer's designee must have the permit on site at the time and
324 location of the filming and must also have on site any other permits required for that
325 location by the Office of Film and Entertainment or any other governmental agency.

326
327 F. Permits are not transferable.

328
329 **Sec. 17-10006. Other permit requirements.**

330
331 After a permit has been approved by the Director, it will be issued once the following
332 have occurred:

333
334 1. The producer signs an indemnification provision on the permit whereby the
335 producer agrees to indemnify the City and its officials and employees from all
336 claims, losses and expenses, including attorneys' fees and costs, that may arise
337 from the permit and any of the activities performed pursuant to the permit by, on
338 behalf of, or at the direction of the producer, except to the extent that that
339 claims, losses and/or expenses are caused by the negligence or intentional
340 misconduct of the City, its officials and/or employees;

341
342 2. The producer signs a provision agreeing to comply with all applicable
343 environmental laws, including an agreement not to allow legally-prohibited
344 contaminants from entering the sewage and stormwater drainage systems
345 serving the area where the filming will occur. The producer must sign a separate
346 indemnification clause, such as the one described in number (1) immediately
347 above, that pertains specifically to environmental breaches and includes without
348 limitation the fines and clean-up costs associated therewith; and

349
350 3. The producer pays the permit fee and any other applicable fees set forth in the
351 fee schedule.

352
353 **Sec. 17-10007. Application fee, reimbursement for cost, waiver.**

354
355 A. Application Fee. The application fee shall be published in the City's fee schedule.

356
357 B. The application fee for any filming permit must be submitted together with the
358 required application.

359
360 C. Reimbursement for Personnel. The production company shall reimburse the City
361 for any employees provided to the company (e.g. police, fire, traffic) for the
362 purpose of assisting the production, whether at the request of the applicant or as
363 a condition of the permit.

364
365 **Sec. 17-10008. Filming regulations.**

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409
- A. Residential Locations. Filming in residential neighborhoods shall be limited to the hours between 7:00 a.m. and 10:00 p.m. Eastern Standard Time.
 - B. Notification. Permittees must provide all residents, businesses and merchants within a 200-foot radius of the Film Location written notice of the dates, times, location addresses and production company contact at least seventy-two (72) hours prior to the first Film Activity, or twelve (12) hours in case of Expedited Review applications. If a permittee requires on-street parking for production vehicles, residents, businesses and merchants impacted by the parking requirements must receive written notice at least 24 hours prior to the arrival of the vehicles.
 - C. Clean up. The permittee shall conduct operations in an orderly fashion with continuous attention to the storage of equipment not in use and the cleanup of trash and debris. The Filming Activity area, Facilities and Residences used shall be cleaned of trash and debris upon completion of shooting at the scene and restored to the area's, Residence's or Facility's original condition before leaving the site.
 - D. A producer must confine filming to the locations, times, guidelines and conditions specified in the permit and must abide by all other material terms of the permit.
 - E. Filming on private property. A permittee must obtain permission, consent and/or secure a lease for any use of property not owned or controlled by the City.
 - F. Traffic control.
 - 1. In the event any filming impairs traffic flow, permittees may be required to use City of City of South Police Department employees for traffic purposes and comply with other traffic control requirements as deemed necessary by the City's Police Chief and Public Works Director. Permittees shall pay for the use of such personnel.
 - 2. Permittees shall furnish and install advance warning signs and any other traffic control devices in conformance with the National Manual on Uniform Traffic Control Devices ("MUTCD"). All appropriate safety precautions must be taken.
 - 3. For any lane closure or intermittent traffic control, the period of time that traffic may be restricted will be determined by the Chief of Police of the City of South Fulton in consultation with the Public Works Director, based on traffic volumes for location and time of day.

- 410 4. Requests for such closures must be submitted as part of the application
411 and applicant must diligently assist the Chief of Police, or designee, in
412 developing a traffic control plan if so requested.
413
- 414 5. Traffic shall not be detoured across a double line without prior
415 authorization of the Chief of Police.
416
- 417 6. Cars with cameras mounted or held by a passenger and/or driver must still
418 be driven in the direction of traffic and observe all traffic laws while filming,
419 unless otherwise authorized by the Film Liaison, after consultation with the
420 Chief of Police and Public Works Director.
421
- 422 7. Any emergency roadwork by City employees and/or private contractors
423 under permit or contract to the City shall have priority over filming
424 activities.
425
- 426 G. Fireworks, explosives, etc. No film activity which involves the use of explosives,
427 pyrotechnics, fire, smoke-making machines or other special effects may be
428 undertaken unless specifically approved by the City of South Fulton Fire
429 Department. Indication of the use of such devices shall be included on the permit
430 form submitted to the City, and such form must be reviewed and signed by the
431 Chief of the South Fulton Fire Department or his or her designee before such
432 devices can be used.
433

434 **Sec. 17-10009. Liability.**
435

- 436 A. Liability Insurance. Before a permit is issued, a certificate of insurance will be
437 required in the amount not exceeding \$1,000,000 naming the City as an additional
438 insured for protection against claims of third persons, including but not limited to,
439 personal injury, wrongful death, and property damage. The certificate shall not be
440 subject to cancellation or modification until after thirty days' written notice to the City.
441 A copy of the certificate shall remain on file in the City Clerk's office. A copy of the
442 certificate shall be attached to the permit for Filming filed with the City.
443
- 444 B. Worker's Compensation Insurance. A permittee shall conform to all applicable
445 Federal and State requirement for Worker's Compensation Insurance for all persons
446 operating under a permit. Proof of Workers Compensation Insurance shall be
447 attached to the permit for Filming filed with the City.
448
- 449 C. Hold Harmless Agreement. A permittee shall execute a hold harmless agreement on
450 a form created by the City prior to the issuance of a permit.
451
- 452 D. Security Deposit. To ensure cleanup and restoration of the site, a permittee may be
453 required to submit a refundable deposit (amount to be determined). Such deposit
454 shall be paid at the time a Filming permit is filed with the City. Upon completion of

455 the Filming and inspection of the site by the City, if no verifiable damage has
456 occurred, the security deposit should be returned to the permittee.

457
458 **Sec. 17-100010. Violations; Revocation.**

- 459
460 A. Any Producer that performs Filming Activity requiring a permit under this ordinance
461 without such a permit, shall be in violation of this ordinance and subject to a \$1,000
462 fine for each day of non-permitted Filming Activity.
463
- 464 B. In addition to revocation of a Filming permit, a permittee violating any provisions of
465 this ordinance shall be subject to a one thousand-dollar (\$1,000.00) fine for each
466 violation. In the event of any such violation, the Film Liaison or other City official
467 shall provide the permittee with verbal or written notice of such violation. If the
468 permittee fails to correct the violation within a reasonable time as specified by the
469 Film Liaison or other City official, the Filming Liaison shall direct all Filming Activity
470 to cease immediately. Permitted Filming Activity shall not resume until the violation
471 is corrected.
472
- 473 C. If the violation is not corrected within forty-eight (48) hours, the Film Liaison may
474 revoke the permit by giving written notice to the Producer or representative on site.
475 The Producer may appeal such revocation to the City Council by submitting a
476 written appeal within five (5) days of the revocation notice to the Film Liaison, who
477 shall place said appeal on the next available regularly scheduled City Council
478 Meeting for review by the City Council, but not later than thirty (30) days following
479 the receipt of the appeal notice. At the appeal hearing, the revocation may not be
480 reversed unless the City Council finds, by preponderance of the evidence, that no
481 violation occurred, or that said violation was corrected prior to receipt of the
482 revocation notice. The decision of the City Council shall be final.
483
484

485 *****

486
487 **Section 5.** It is hereby declared to be the intention of the City Council that: (a) All
488 sections, paragraphs, sentences, clauses and phrases of this Ordinance are or were,
489 upon their enactment, believed by the City Council to be fully valid, enforceable and
490 constitutional.

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

496 (c) In the event that any phrase, clause, sentence, paragraph or section of this
497 Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or
498 otherwise unenforceable by the valid judgment or decree of any court of competent
499 jurisdiction, it is the express intent of the City Council that such invalidity,

500 unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not
501 render invalid, unconstitutional or otherwise unenforceable any of the remaining
502 phrases, clauses, sentences, paragraphs or sections of the Ordinance.

503 **Section 6.** All Ordinance and Resolutions in conflict herewith are hereby expressly
504 repealed.

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

509 **Section 8.** The effective date of this Ordinance shall be on the date as set forth
510 under Sec. 3.21 of the City Charter unless provided otherwise by applicable local, state
511 and/or federal law.

512
513
514
515

516 THIS ORDINANCE so adopted this _____ day of _____ 2020.

517

518 **CITY OF SOUTH FULTON, GEORGIA**

519
520
521
522

523 _____
WILLIAM "BILL" EDWARDS, MAYOR

524

525 ATTEST:

526
527
528

529 _____
S. DIANE WHITE, CITY CLERK

530

531 APPROVED AS TO FORM:

532
533
534

535 _____
EMILIA C. WALKER, CITY ATTORNEY

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543 The foregoing Ordinance No. 2020-xxx was moved for approval by Councilmember
544 _____. The motion was seconded by Councilmember
545 _____, and being put to a vote, the result was as
546 follows:

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AYE

NAY

William "Bill" Edwards, Mayor
Carmalitha Gumbs, Mayor Pro Tem
Catherine Foster Rowell
Helen Zenobia Willis
Gertrude Naeema Gilyard
Corey Reeves
khalid kamau
Mark Baker

_____	_____
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GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Council 2nd Reading and Adoption of Amending Litter Control Ordinance

DATE: April 28, 2020

SUBJECT: Council 2nd Reading and Adoption of Amending Litter Control Ordinance

REFERENCE:

CONCLUSION:

Council 2nd Reading and Adoption of Amending Litter Control Ordinance (**CMs Gumbs and Gilyard**)

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
Amended Litter Control Ordinance	Cover Memo	4/24/2020

1 **STATE OF GEORGIA**
2 **COUNTY OF FULTON**
3 **CITY OF SOUTH FULTON**
4

5
6 **AN ORDINANCE DECREASING LITTERING AND POLLUTION; ENHANCING**
7 **PUBLIC SAFETY; AMENDING TITLE 15, CRIMINAL OFFENSES, OF THE CITY OF**
8 **SOUTH FULTON CODE OF ORDINANCES AND FOR OTHER LAWFUL PURPOSES**
9

10 **(Sponsored by Mayor Pro Tem Gumbs and Councilperson Gilyard)**
11

12 **WHEREAS**, the City of South Fulton (“City”) is a municipal corporation duly
13 organized and existing under the laws of the State of Georgia;
14

15 **WHEREAS**, the duly elected governing authority of the City, is the Mayor and
16 Council thereof (“City Council”);

17 **WHEREAS**, litter found throughout the City often finds its way into our streams,
18 rivers and lakes and detracts from our quality of life;

19 **WHEREAS**, pollutants carried into our streams, rivers, and lakes by litter,
20 diminish the quality of our water and its aquatic resources;

21 **WHEREAS**, litter control ordinances provide a prohibition against littering and
22 provide an enforcement mechanism with penalties for dealing with those found littering;

23 **WHEREAS**, this Ordinance is modeled on state litter control laws applicable to
24 municipalities; and

25 **WHEREAS**, the City Council finds this Ordinance to be in the best interest of
26 the health, safety, and welfare of, the citizens of the City.
27

28 **NOW THEREFORE, THE COUNCIL OF THE CITY OF SOUTH FULTON**
29 **HEREBY ORDAINS** as follows:

30 **Section 1.** Title 15, Criminal Offenses, of the City of South Fulton Code of
31 Ordinances is hereby revised by deleting Sec. 15-2002. - Prohibition against littering on
32 public or private property or waters, in its entirety, and replacing the same with a new
33 Sec. 15-2002, which shall read as follows:
34

35 **CHAPTER 10. CRIMINAL OFFENSES.**
36

37 **Sec. 15-2002. - Prohibition against littering on public or private property or waters.**
38
39

40 **A. Purpose and intent.** The purpose and intent of this section is to:

41

42 (1) Provide for uniform prohibition throughout the City of any and all littering on
43 public or private property;

44

45 (2) Protect the public health, safety, environment, and general welfare through the
46 regulation and prevention of litter; and

47

48 (3) Prevent the desecration of the beauty and quality of life of the City and prevent
49 harm to the public health, safety, environment, and general welfare, including
50 the degradation of water and aquatic resources caused by litter.

51

52 **B. Applicability.** This section shall apply to all public and private property within the
53 City.

54

55 **C. Compatibility with other regulations.** This section is not intended to interfere with,
56 abrogate, or annul any other section, rule or regulation, statute, or other provision of
57 law. The requirements of this section should be considered minimum requirements,
58 and where any provision of this section imposes restrictions different from those
59 imposed by any other section, rule or regulation, or other provision of law, whichever
60 provisions are more restrictive or impose higher protective standards for human health
61 or the environment shall be considered to take precedence.

62

63 **D. Definitions:**

64 “**Litter**” means any organic or inorganic waste material, rubbish, refuse,
65 garbage, trash, hulls, peelings, debris, grass, weeds, ashes, sand, gravel, slag,
66 brickbats, metal, plastic, and glass containers, broken glass, dead animals or
67 intentionally or unintentionally discarded materials of every kind and description
68 which are not "waste" as such term is defined in O.C.G.A., §16-7-51, as may be
69 amended from time to time.

70

71 “**Public or private property**” means the right of way of any road or highway;
72 any body of water or watercourse or the shores or beaches thereof; any park,
73 playground, building, refuge, or conservation or recreation area; timberlands or
74 forests; and residential, commercial, industrial, or farm properties.

75

76 **E. Prohibition against littering on public or private property or waters.**

77 It shall be unlawful for any person or persons to dump, deposit, throw or leave or to
78 cause or permit the dumping, depositing, placing, throwing or leaving of litter on any
79 public or private property in the City or any waters in the City unless:

- 80 (1) The property is designated by the State or by any of its agencies or political
81 subdivisions for the disposal of such litter, and such person is authorized by the
82 proper public authority to use such property;
83
84 (2) The litter is placed into a receptacle or container installed on such property; or
85
86
87 (3) The person is the owner or tenant in lawful possession of such property, or has
88 first obtained consent of the owner or tenant in lawful possession, or unless the
89 act is done under the personal direction of the owner or tenant, all in a manner
90 consistent with the public welfare.
91

92 **F. Vehicle Loads Causing Litter.** No person shall operate any motor vehicle with a
93 load on or in such vehicle unless the load on or in such vehicle is adequately secured to
94 prevent the dropping or shifting of materials from such load onto the roadway.

95
96 **G. Violations.** It shall be unlawful for any person to violate any provision or fail to
97 comply with any of the requirements of this section. Any person who has violated or
98 continues to violate the provisions of this section, may be subject to the enforcement
99 actions outlined in this section or may be restrained by injunction or otherwise
100 sentenced in a manner provided by law.

101
102 **H. Evidence:**

- 103 (1) Whenever litter is thrown, deposited, dropped or dumped from any motor
104 vehicle, boat, airplane, or other conveyance in violation of this section, it shall be
105 prima facie evidence that the operator of the conveyance has violated this
106 section.
107
108 (2) Except as provided in subsection (1), whenever any litter which is dumped,
109 deposited, thrown or left on public or private property in violation of this section
110 is discovered to contain any section or sections, including but not limited to
111 letters, bills, publications or other writing which display the name of the person
112 thereon in such a manner as to indicate that the section belongs or belonged to
113 such person, it shall be a rebuttable presumption that such person has violated
114 this section.
115

116 **I. Penalties.** Any person who violates this section shall be guilty of a violation and,
117 upon conviction thereof, shall be punished as follows:

- 118 (1) By a fine of not less than \$200 and not more than \$1,000 per violation;
119

120 (2) In addition to the fine set out in subsection 1 above, the violator shall reimburse
121 the City for the reasonable cost of removing the litter when the litter is or is
122 ordered removed by the City;

123
124 (3) In the sound discretion of the court, the person may be directed to pick up and
125 remove from any public street or highway or public right-of way for a distance
126 not to exceed one mile any litter he has deposited and any and all litter
127 deposited thereon by anyone else prior to the date of execution of sentence;

128
129 (4) In the sound discretion of the court, the person may be directed to pick up and
130 remove any and all litter from any public property, private right-of-way, or with
131 prior permission of the legal owner or tenant in lawful possession of such
132 property, any private property upon which it can be established by competent
133 evidence that he has deposited litter. Pick up and removal shall include any
134 and all litter deposited thereon by anyone prior to the date of execution of
135 sentence; and/or

136
137 (5) The court may publish the names of persons convicted of violating this section.
138

139 **J. Enforcement.** All law enforcement agencies, officers and officials of this state or
140 any political subdivision thereof, or any enforcement agency, officer or any official of any
141 commission of this state or any political subdivision thereof, are hereby authorized,
142 empowered and directed to enforce compliance with this section.

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146
147 **Section 2.** It is hereby declared to be the intention of the City Council that: (a) All
148 sections, paragraphs, sentences, clauses and phrases of this Ordinance are or were,
149 upon their enactment, believed by the City Council to be fully valid, enforceable and
150 constitutional.

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

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

163 **Section 3.** All Ordinance and Resolutions in conflict herewith are hereby expressly
164 repealed.

165 **Section 4.** The City Attorney, City Clerk and contracted City Codifier are authorized
166 to make non-substantive formatting and renumbering edits to this ordinance for
167 proofing, codification, and supplementation purposes. The final version of all
168 ordinances shall be filed with the clerk.

169 **Section 5.** The effective date of this Ordinance shall be on the date as set forth
170 under Sec. 3.21 of the City Charter unless provided otherwise by applicable local, state
171 and/or federal law.

172
173
174

175 THIS ORDINANCE so adopted this _____ day of _____ 2020.

176
177

CITY OF SOUTH FULTON, GEORGIA

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181 _____
182 WILLIAM "BILL" EDWARDS, MAYOR

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ATTEST:

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189 _____
190 S. DIANE WHITE, CITY CLERK

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192
193

APPROVED AS TO FORM:

194

195 _____
196 EMILIA C. WALKER, CITY ATTORNEY

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207 The foregoing Ordinance No. 2020-xxx was moved for approval by Councilmember
208 _____. The motion was seconded by Councilmember
209 _____, and being put to a vote, the result was as
210 follows:

	AYE	NAY
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GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Council 2nd Reading and Adoption of Amending Procurement Ordinance

DATE: April 28, 2020

SUBJECT: Council 2nd Reading and Adoption of Amending Procurement Ordinance

REFERENCE:

CONCLUSION:

Council Approval of 2nd Reading and Adoption of Amending Procurement Ordinance Enhancing Operational Efficiency (CMs Rowell, Gumbs and Reeves)

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
Amending Procurement Ordinance_Enhancing Operational Efficiency	Cover Memo	4/23/2020

1 **STATE OF GEORGIA**
2 **COUNTY OF FULTON**
3 **CITY OF SOUTH FULTON**

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6 **AN ORDINANCE ENHANCING OPERATIONAL EFFICIENCY, ADDRESSING CITY**
7 **REGULATIONS IN STATE OF EMERGENCIES, AMENDING TITLE 1, CHAPTER 9**
8 **OF THE CITY’S PROCUREMENT POLICIES AND FOR OTHER LAWFUL**
9 **PURPOSES**

10
11 **(Sponsored by Councilpersons Rowell, Mayor Pro Tem Gumbs and Reeves)**

12
13 **WHEREAS**, the City of South Fulton (“City”) is a municipal corporation duly
14 organized and existing under the laws of the State of Georgia;

15
16 **WHEREAS**, the duly elected governing authority of the City is the Mayor and
17 Council thereof (“City Council”);

18
19 **WHEREAS**, Section 6.31 of the City Charter authorizes the City Council to
20 “prescribe procedures for a system of centralized purchasing for the City”;

21
22 **WHEREAS**, the City wishes to amend such procedures by this Ordinance; and

23
24 **WHEREAS**, the City desires to safeguard and promote the public health, safety,
25 and general welfare of all citizens through the adoption of this Ordinance.

26
27 **THE COUNCIL OF THE CITY OF SOUTH FULTON HEREBY ORDAINS** as
28 follows:

29
30 **Section 1:** The City of South Fulton Code of Ordinances Title 1, Administration,
31 Chapter 9, Purchasing, is hereby amended by adding a new subsection (o) under Sec.
32 1-9004(c)(5), which shall read as follows:

33
34 **TITLE 1 – ADMINISTRATION**

35
36 **CHAPTER 9. - PURCHASING, CONTRACTING AND DISPOSITION OF PROPERTY.**

37
38 **Sec. 1-9004. Purchasing, Generally.**

39
40 ...

41 (c) *Exceptions.* This chapter shall not apply where:

42 ...

43 (5) The purchase is for:

44 ...

45 (o) Professional Services

46
47

48 **Section 2.** It is hereby declared to be the intention of the City Council that: (a) All
49 sections, paragraphs, sentences, clauses and phrases of this Ordinance are or were,
50 upon their enactment, believed by the City Council to be fully valid, enforceable and
51 constitutional.

52 (b) To the greatest extent allowed by law, each and every section, paragraph,
53 sentence, clause or phrase of this Ordinance is severable from every other section,
54 paragraph, sentence, clause or phrase of this Ordinance. No section, paragraph,
55 sentence, clause or phrase of this Ordinance is mutually dependent upon any other
56 section, paragraph, sentence, clause or phrase of this Resolution.

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

64 **Section 3.** All Ordinance and Resolutions in conflict herewith are hereby expressly
65 repealed.

66 **Section 4.** The City Attorney, City Clerk and contracted City Codifier are authorized
67 to make non-substantive formatting and renumbering edits to this ordinance for proofing,
68 codification, and supplementation purposes. The final version of all ordinances shall be
69 filed with the clerk.

70 **Section 5.** The effective date of this Ordinance shall be on the date as set forth under
71 Sec. 3.21 of the City Charter unless provided otherwise by applicable local, state and/or
72 federal law.

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86 THIS ORDINANCE so adopted this _____ day of _____ 2020.

87
88 **CITY OF SOUTH FULTON, GEORGIA**

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93 _____
94 WILLIAM "BILL" EDWARDS, MAYOR

95 ATTEST:

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99 _____
100 S. DIANE WHITE, CITY CLERK

101 APPROVED AS TO FORM:

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104 _____
105 EMILIA C. WALKER, CITY ATTORNEY

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120 The foregoing Ordinance No. 2020-_____ was moved for approval by Councilmember
121 _____. The motion was seconded by Councilmember
122 _____, and being put to a vote, the result was as follows:
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AYE

NAY

William "Bill" Edwards, Mayor
Carmalitha Gumbs, Mayor Pro Tem
Catherine Foster Rowell
Helen Zenobia Willis
Gertrude Naeema Gilyard
Corey Reeves
khalid kamau
Mark Baker

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GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Council Approval of Resolution Implementing a Hazard Pay Program

DATE: April 28, 2020

SUBJECT: Council Approval of Resolution Implementing a Hazard Pay Program

REFERENCE:

CONCLUSION:

Council Approval of Resolution Implementing a Hazard Pay Program for High Risk Essential City Employees as a result of COVID19 (Gladiators Benefit Program)

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
Resolution Implementing a Hazard Pay Program	Cover Memo	4/23/2020

1 **STATE OF GEORGIA**
2 **COUNTY OF FULTON**
3 **CITY OF SOUTH FULTON**
4
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7 **A RESOLUTION BY THE CITY OF SOUTH FULTON CAUSING FOR THE**
8 **IMPLEMENTATION OF A HAZARD PAY PROGRAM FOR HIGH RISK ESSENTIAL**
9 **CITY EMPLOYEES WHOSE DUTIES MAY INCREASE THEIR EXPOSURE TO**
10 **COVID-19 AND FOR OTHER LAWFUL PURPOSES**
11

12 **WHEREAS**, the City of South Fulton (“City”) is a municipal corporation duly
13 organized and existing under the laws of the State of Georgia;
14

15 **WHEREAS**, the duly elected governing authority of the City, is the Mayor and
16 Council thereof (“City Council”);

17 **WHEREAS**, the World Health Organization has declared the COVID-19 virus,
18 commonly referred to as the Coronavirus, a global pandemic;
19

20 **WHEREAS**, during the month of March 2020, the United States President, Georgia
21 Governor, and City Council independently declared public emergencies to exist within the
22 City, state, and nation as a result of the COVID-19 pandemic;
23

24 **WHEREAS**, governments, schools, businesses, and organizations across the
25 nation have begun closing non-essential facilities and ceasing non-essential operations
26 to help prevent the further spread of COVID-19;
27

28 **WHEREAS**, certain local, state, and federal employees have an increased risk of
29 exposure to COVID-19 pandemic due to the essential nature of their job duties in helping
30 to ensure the protection, safety, health, or well-being of the nation;
31

32 **WHEREAS**, the City Council desires to implement a hazard pay incentive program,
33 to be known as the Gladiator Benefits Program, for essential high-risk employees (“High-
34 Risk Employees”) performing duties during COVID-19 pandemic; and

35 **WHEREAS**, this Resolution is in the best interests of the health and general
36 welfare of the City, its residents and general public.
37

38 THE COUNCIL OF THE CITY OF SOUTH FULTON, GEORGIA, HEREBY
39 RESOLVES as follows:

40
41 **Section 1.**
42

43
44 **A. Program Creation.** The City Manager is hereby instructed and authorized, in
45 coordination with the City Human Resource Department and other necessary staff,
46 to implement and administer the hazard incentive program hereby created in this
47 Resolution, to be known as the Gladiator Benefits Program (“Program”). The
48 Program is created for essential High-Risk Employees performing qualifying duties
49 in response to COVID-19 pandemic and is structured to provide eligible employees
50 hazard benefits by creating a deferred and longer-term pay incentive through
51 options such as flexible shift scheduling, new paid leave accrual, and a potential
52 for a cash payout, as explained in additional detail below:
53

54 **1. Flexible Shift Scheduling.** The Program is designed to encourage work life
55 balance and mental health renewal through flexible shift scheduling. Program
56 options shall include work schedule adjustments by up to one shift a month if
57 staffing levels permit.
58

59 **2. New Paid Leave.** Paid leave options shall include the accrual of one shift for
60 each full month worked for the duration that benefits are approved by the City
61 Council during the COVID-19 pandemic. Employees scheduled for flex shift
62 scheduling remain eligible for this leave despite not working a full schedule due
63 to authorized flexible shift absences. Leave accrual under the Program will be
64 maintained separately to allow employees to utilize it in the future or take a
65 cash payout as set forth under this Resolution if the City is authorized for
66 supplemental funding reimbursements.
67

68 **3. Cash Pay Out.** The value of benefits accrued under the Program shall
69 increase over time as set forth herein. If stimulus or other supplemental local,
70 state or federal funding becomes available, the City Manager is authorized to
71 develop a process to transfer the accrued hours to cash payout and may revert
72 to leveraging such funds to the highest dollar value available. Any such payout
73 will be in accordance with City policy and approved legislation governing the
74 City’s reimbursement eligibility. Additionally, if the City elects to cash out an
75 employee’s accrued leave balance at a time other than specified in the
76 Program, payments for such accrued leave will be paid at the regular rate
77 earned by that employee at the time the employee receives such payment.
78

79 **B. High-Risk Employees.** High-Risk employees eligible for the Program shall
80 include City police, fire, code enforcement personnel and other City employees
81 determined by the City Manager to have an increased risk of exposure to the public

82 during the COVID-19 pandemic due to the essential nature of their job duties in
83 helping to ensure the protection, safety, health, or well-being of the City.
84

85 **C. Vesting.** Eligible employees, after accruing benefits under this Resolution, shall
86 be able to utilize accrued benefits under the Program two years from the effective
87 date of this Resolution, or sooner with an approved hardship waiver. The City
88 Manager is authorized to establish a process to allow a hardship waiver granting
89 employees access to their accrued leave time and/or cash payout of the accrued
90 hours before fully vesting in the hours that they have accrued. Vesting for
91 employees accruing leave hours under the Program will commence every 6
92 months as illustrated in the chart below:
93

24 Months	Program Leave Accrual Vested Percentage
April 2020 – September 2020	25%
October 2020 – March 2021	50%
April 2021 – September 2021	75%
October 2021 – March 2022	100%

94
95 Separating employees will be entitled to the leave that they accrued at the end of
96 each 6-month period that they remain employed through the end of the vesting
97 period. The City shall be authorized to adjust the vesting schedule based on the
98 City’s fiscal posture and/or duration of the Program and/or COVID-19 pandemic.
99

100 **D. Benefit Accrual.** Implementation of the Program shall begin on May 1, 2020.
101 Benefits shall accrue retroactively beginning the pay period of April 28, 2020 and
102 continue until further directed by the City Council in connection with the pandemic
103 outbreak. Benefits accrued by an eligible employee under the Program shall not
104 exceed the value of one full shift for such employee per month. Benefit accrual is
105 not open ended and is specifically up to the future date that the City Council elects
106 to end the Program in response to the Pandemic.
107

108 **E. Request for Assistance to County, State, Federal Agencies for Pertinent
109 Data.** Demographic data is essential to the City in determining the needs of the
110 City, residents, and businesses, particularly during the COVID-19 pandemic.
111 County, state, federal and other agencies are asked to timely cooperate with the
112 City’s requests for demographic data to best position the City and Country to fight
113 and beat the COVID-19 pandemic.
114

115 **F. Effective Date.** This Resolution shall become effective upon its adoption by the
116 City Council.

117 *****

118 **Section 2.** This Program is not mandated by state or federal law, and is a
119 voluntary attempt by the City to address the hardships imposed on high-risk essential City
120 employees by the COVID-19 pandemic. The City may terminate this Program at any time
121 upon the City’s inability to pay the benefit amounts accrued. Additionally, if the City
122 becomes insolvent, the cash value of the Program may be paid out at the federal minimum
123 wage rate at the time of the City declaring its inability to compensate at the previously
124 accrued rates. This Program will terminate immediately and absolutely at such time as
125 appropriated and otherwise unobligated funds are no longer available to satisfy the
126 obligations of the City under the Program.

127
128 **Section 3.** It is hereby declared to be the intention of the City Council that: (a) All
129 sections, paragraphs, sentences, clauses and phrases of this Resolution are, or were,
130 upon their enactment, believed by the City Council to be fully valid, enforceable and
131 constitutional.

132 (b) To the greatest extent allowed by law, each and every section, paragraph, sentence,
133 clause or phrase of this Resolution is severable from every other section, paragraph,
134 sentence, clause, or phrase of this Resolution. No section, paragraph, sentence, clause,
135 or phrase of this Resolution is mutually dependent upon any other section, paragraph,
136 sentence, clause, or phrase of this Resolution.

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

144 **Section 4.** The city attorney and city clerk are authorized to make non-substantive
145 editing and renumbering revisions to this Resolution for proofing, codification, and
146 supplementation purposes. The final version of all resolutions shall be filed with the City
147 Clerk.

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152 THIS RESOLUTION adopted this _____ day of _____ 2020.
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CITY OF SOUTH FULTON, GEORGIA

WILLIAM "BILL" EDWARDS, MAYOR

ATTEST:

S. DIANE WHITE, CITY CLERK

APPROVED AS TO FORM:

EMILIA C. WALKER, CITY ATTORNEY

197 The foregoing RESOLUTION No. 2020-_____, adopted on _____ was
198 offered by Councilmember _____, who moved its approval. The motion was
199 seconded by Councilmember _____, and being put to a vote, the result was
200 as follows:

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	AYE	NAY
William "Bill" Edwards, Mayor	_____	_____
Carmalitha Gumbs, Mayor Pro Tem	_____	_____
Catherine Foster Rowell	_____	_____
Helen Zenobia Willis	_____	_____
Gertrude Naeema Gilyard	_____	_____
Corey Reeves	_____	_____
khalid kamau	_____	_____
Mark Baker	_____	_____

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Council Approval of 1st Reading of a Welcoming City Ordinance

DATE: April 28, 2020

SUBJECT: Council Approval of 1st Reading of a Welcoming City Ordinance

REFERENCE:

CONCLUSION:

Council Approval of 1st Reading of a Welcoming City Ordinance which welcomes all races to the City of South Fulton (CMs Gumbs and Gilyard)

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
Welcoming City Ordinance	Cover Memo	4/23/2020

1 **STATE OF GEORGIA**
2 **COUNTY OF FULTON**
3 **CITY OF SOUTH FULTON**

4
5
6 **AN ORDINANCE WELCOMING ALL RACES TO THE CITY OF SOUTH FULTON,**
7 **ENCOURAGING EQUAL OPPORTUNITIES, SUPPORTING DIVERSITY AND FOR**
8 **OTHER LAWFUL PURPOSES.**

9 **(Sponsored by Mayor Pro Tem Gumbs and Councilperson Gilyard)**

10 **WHEREAS**, the City of South Fulton (“City”) is a municipal corporation duly
11 organized and existing under the laws of the State of Georgia;

12
13 **WHEREAS**, the duly elected governing authority of the City is the Mayor and
14 Council thereof (“City Council”);

15
16 **WHEREAS**, the City Council finds that a government’s openness to different races
17 and cultures plays a key roles in economic growth;

18
19 **WHEREAS**, the City Council desires a diverse community that values the
20 differences in people and recognizes that people with different backgrounds, skills,
21 attitudes, and experiences bring fresh ideas and perceptions;

22 **WHEREAS**, the City Council finds that a government which embraces diversity
23 will attract a wider range of employment candidates and appeal to persons from all
24 walks of life;

25
26 **WHEREAS**, through this Ordinance, the City Council desires to encourage and
27 harness such diversity to make City services relevant and approachable; and

28
29 **WHEREAS**, the City Council finds this Ordinance to be in the best interests of the
30 health, safety, and general welfare of the City.

31
32 **THE COUNCIL OF THE CITY OF SOUTH FULTON HEREBY ORDAINS** as
33 follows:

34
35 **Section 1:** The City of South Fulton Code of Ordinances Title 1, Administration,
36 Chapter 1, General Provisions, Section 1-1002, is hereby amended to add a new Section
37 1-1002(a), Welcome to the City of South Fulton, which shall read as follows:

38
39 **TITLE 1 – ADMINISTRATION**

40
41 **CHAPTER 1 - GENERAL PROVISIONS**

42 ...

43 **Section 1-1002(a). Welcome to the City of South Fulton.**

44 The City of South Fulton hereby welcomes all races, cultures, and religions to participate
45 and play a key role in the City’s health, development, prosperity, and economic growth.
46 The City encourages all residents, businesses, employees, and employers to value the
47 difference in people and recognize that people with different backgrounds, skills and
48 experiences bring fresh ideas and perceptions.

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53 **Section 2.** It is hereby declared to be the intention of the City Council that: (a) All
54 sections, paragraphs, sentences, clauses and phrases of this Ordinance are or were,
55 upon their enactment, believed by the City Council to be fully valid, enforceable and
56 constitutional.

57 (b) To the greatest extent allowed by law, each and every section, paragraph,
58 sentence, clause, or phrase of this Ordinance is severable from every other section,
59 paragraph, sentence, clause, or phrase of this Ordinance. No section, paragraph,
60 sentence, clause, or phrase of this Ordinance is mutually dependent upon any other
61 section, paragraph, sentence, clause, or phrase of this Resolution.

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

69 **Section 3.** All Ordinance and Resolutions in conflict herewith are hereby expressly
70 repealed.

71 **Section 4.** The City Attorney, City Clerk and contracted City Codifier are authorized
72 to make non-substantive formatting and renumbering edits to this ordinance for proofing,
73 codification, and supplementation purposes. The final version of all ordinances shall be
74 filed with the clerk.

75 **Section 5.** The effective date of this Ordinance shall be on the date as set forth under
76 Sec. 3.21 of the City Charter unless provided otherwise by applicable local, state and/or
77 federal law.

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85 THIS ORDINANCE so adopted this _____ day of _____ 2020.

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CITY OF SOUTH FULTON, GEORGIA

WILLIAM "BILL" EDWARDS, MAYOR

ATTEST:

S. DIANE WHITE, CITY CLERK

APPROVED AS TO FORM:

EMILIA C. WALKER, CITY ATTORNEY

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The foregoing Ordinance No. 2020-_____ was moved for approval by Councilmember _____ . The motion was seconded by Councilmember _____, and being put to a vote, the result was as follows:

	AYE	NAY
William "Bill" Edwards, Mayor	_____	_____
Carmalitha Gumbs, Mayor Pro Tem	_____	_____
Catherine Foster Rowell	_____	_____
Helen Zenobia Willis	_____	_____
Gertrude Naeema Gilyard	_____	_____
Corey Reeves	_____	_____
khalid kamau	_____	_____
Mark Baker	_____	_____

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Council Approval of 1st Reading of Amending Procurement Ordinance

DATE: April 28, 2020

SUBJECT: Council Approval of 1st Reading of Amending Procurement Ordinance

REFERENCE:

CONCLUSION:

Council Approval of 1st Reading of Amending Procurement Ordinance Enhancing Accounting Protocols (**CM Gilyard**)

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
Amending Procurement Ordinance_Enhancing Acctg Protocols	Cover Memo	4/23/2020

1 STATE OF GEORGIA
2 COUNTY OF FULTON
3 CITY OF SOUTH FULTON

4
5
6 AN ORDINANCE ENHANCING ACCOUNTING PROTOCOLS DURING CITY
7 EMERGENCIES, AMENDING TITLE 1, CHAPTER 9 OF THE CITY'S
8 PROCUREMENT POLICIES AND FOR OTHER LAWFUL PURPOSES

9
10 (Sponsored by Councilperson Gilyard)

11
12 WHEREAS, the City of South Fulton ("City") is a municipal corporation duly
13 organized and existing under the laws of the State of Georgia;

14
15 WHEREAS, the duly elected governing authority of the City is the Mayor and
16 Council thereof ("City Council");

17
18 WHEREAS, Section 6.31 of the City Charter authorizes the City Council to
19 "prescribe procedures for a system of centralized purchasing for the City";

20
21 WHEREAS, the City Council wishes to amend such procedures through this
22 Ordinance; and

23
24 WHEREAS, the City desires to safeguard and promote the public health, safety,
25 and general welfare of the City and its citizens through the adoption of this Ordinance.

26
27 THE COUNCIL OF THE CITY OF SOUTH FULTON HEREBY ORDAINS as
28 follows:

29
30 Section 1: The City of South Fulton Code of Ordinances, Title 1, Administration,
31 Chapter 9, Purchasing, Sec. 1-9004(K)(4), Emergency Procurement, is hereby amended
32 as follows:

33
34 TITLE 1 – ADMINISTRATION

35
36 CHAPTER 9. - PURCHASING, CONTRACTING AND DISPOSITION OF PROPERTY.

37
38 Sec. 1-9004. Purchasing, Generally.

39 ...

40
41 (k) *Non-competitive procurements.*

42 ...

43
44 (4) *Emergency procurement.*

46 **a. Under Defined Thresholds.** The city and city manager may acquire goods,
47 services or professional services under the defined thresholds by direct
48 negotiation, in lieu of the formal solicitation processes set forth under this
49 chapter, in situations of an emergency. Emergency situations exist where
50 there is an imminent threat to: a) public health, safety or welfare, b) the
51 soundness and integrity of public services or property, or c) the delivery of
52 essential city services. Emergency procurements shall be made with as
53 much competition as is reasonable or practicable under the circumstances,
54 which may consist of acquisition of goods and services under the direct
55 negotiation process outlined in the paragraph above. As soon as practicable,
56 a record of each emergency procurement shall be made and shall set forth
57 the contractor's name, the amount and type of the contract, a listing of the
58 item procured under the contract, the basis for the emergency situation and
59 the identification number of the contract file.

60
61 **b. Above Defined Thresholds.** In the event the amount to be expended for
62 an emergency exceeds \$25,000.00, the city manager, at a special called
63 council meeting, shall formally communicate the emergency expenditure in
64 a detailed written report to the city council for approval. The report shall
65 include:

- 66 1. the basis for the emergency,
- 67 2. the name of the selected and/or anticipated contractor,
- 68 3. the amount and length of the contract,
- 69 4. a copy of the proposed contract, where practicable,
- 70 5. a listing of the item(s) to be procured, and
- 71 6. the location within the budget where the funds are requested to be pulled.

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79 **c. Emergency Grants.** Emergency procurements associated with projects
80 utilizing grant funds will always follow the established procurement
81 procedures of the grant.

82
83 **Section 2:** The City of South Fulton Code of Ordinances, Title 1, Administration,
84 Chapter 9, Purchasing, Sec. 1-9004(h), definitions, is hereby amended by deleting the
85 definition of "Emergency purchase" in its entirety and replacing it to read as follows:

86
87 **TITLE 1 – ADMINISTRATION**

88
89 **CHAPTER 9. - PURCHASING, CONTRACTING AND DISPOSITION OF PROPERTY.**

90 **Sec. 1-9004(h) - Definitions.**

91 ...

92

93 *Emergency* means a situation where there is an imminent threat to: a) public
94 health, safety or welfare, b) the soundness and integrity of public services or property, or
95 c) the delivery of essential city services.

96

97

98

99 **Section 2.** It is hereby declared to be the intention of the City Council that: (a) All
100 sections, paragraphs, sentences, clauses and phrases of this Ordinance are or were,
101 upon their enactment, believed by the City Council to be fully valid, enforceable and
102 constitutional.

103 (b) To the greatest extent allowed by law, each and every section, paragraph,
104 sentence, clause or phrase of this Ordinance is severable from every other section,
105 paragraph, sentence, clause or phrase of this Ordinance. No section, paragraph,
106 sentence, clause or phrase of this Ordinance is mutually dependent upon any other
107 section, paragraph, sentence, clause or phrase of this Resolution.

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

115 **Section 3.** All Ordinance and Resolutions in conflict herewith are hereby expressly
116 repealed.

117 **Section 4.** The City Attorney, City Clerk and contracted City Codifier are authorized
118 to make non-substantive formatting and renumbering edits to this ordinance for proofing,
119 codification, and supplementation purposes. The final version of all ordinances shall be
120 filed with the clerk.

121 **Section 5.** The effective date of this Ordinance shall be on the date as set forth under
122 Sec. 3.21 of the City Charter unless provided otherwise by applicable local, state and/or
123 federal law.

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132 THIS ORDINANCE so adopted this _____ day of _____ 2020.

133

134 **CITY OF SOUTH FULTON, GEORGIA**

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WILLIAM "BILL" EDWARDS, MAYOR

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141 ATTEST:

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S. DIANE WHITE, CITY CLERK

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147 APPROVED AS TO FORM:

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EMILIA C. WALKER, CITY ATTORNEY

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166 The foregoing Ordinance No. 2020-_____ was moved for approval by Councilmember
167 _____. The motion was seconded by Councilmember
168 _____, and being put to a vote, the result was as follows:
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AYE

NAY

William "Bill" Edwards, Mayor
Carmalitha Gumbs, Mayor Pro Tem
Catherine Foster Rowell
Helen Zenobia Willis
Gertrude Naeema Gilyard
Corey Reeves
khalid kamau
Mark Baker

_____	_____
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GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Council Approval of Resolution Encouraging Just Rent Mortgage

DATE: April 28, 2020

SUBJECT: Council Approval of Resolution Encouraging Just Rent Mortgage

REFERENCE:

CONCLUSION:

Council Approval of Resolution Encouraging Just Rent Mortgages (**CM khalid**)

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
Financial Impact on Just Rent Mortgage	Cover Memo	4/23/2020
Resolution Encouraging Just Rent Mortgages	Cover Memo	4/23/2020

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM “BILL” EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Diane White, City Clerk

FROM: Frank S. Milazi, CFO

DATE: April 1, 2020

SUBJECT: Fiscal Impact Statement –Rent & Mortgage Moratorium Resolution

CONCLUSION

Funds are not needed for the implementation of the proposed resolution.

BACKGROUND

The proposed resolution seeks to encourage landlords, mortgage companies, the Governor, the U.S. President and the U.S. Congress to implement practices and programs to help protect the public from the housing hardships caused by the COVID-19 pandemic and for other lawful purposes.

Pursuant to the Georgia Constitution, O.C.G.A. §38-3-28, and the City Charter Section 1.12(b)(8), this resolution seeks to encourage landlords, mortgage holders, and lien holders of residential, commercial, and personal property within the City to: freeze rent payments, waive late fees, halt evictions, and/or provide other COVID-19 pandemic relief opportunities. Other relief opportunities include offering flexible payment plans for property owners who cannot pay by the due date or freezing interest accrual when necessary.

Furthermore, this resolution seeks to (1) encourage the Governor to impose an immediate moratorium on residential and commercial rent payments and to call on federal legislators and President Trump’s administration to impose an immediate moratorium on residential and commercial mortgage payments (2) encourage members of the United States Congress to impose an immediate moratorium on residential and commercial mortgage payments and rents, and (3) encourage President Trump to issue an executive order to impose an immediate moratorium on residential and commercial mortgage payments and rents.

FINANCIAL IMPACT

There is no financial impact on the FY 2020 budget or FY2020 fiscal year appropriations/allocation.

1 **STATE OF GEORGIA**
2 **COUNTY OF FULTON**
3 **CITY OF SOUTH FULTON**

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5
6 **AN EMERGENCY RESOLUTION ENCOURAGING LANDLORDS, MORTGAGE**
7 **COMPANIES, THE GOVERNOR, U.S. PRESIDENT AND U.S. CONGRESS TO**
8 **IMPLEMENT PRACTICES AND PROGRAMS TO HELP PROTECT THE PUBLIC**
9 **FROM THE HOUSING HARDSHIPS CAUSED BY THE COVID-19 PANDEMIC AND**
10 **FOR OTHER LAWFUL PURPOSES**

11
12 **(Sponsored by Councilperson khalid)**

13
14 **WHEREAS**, the City of South Fulton (“City”) is a municipal corporation duly
15 organized and existing under the laws of the State of Georgia;

16
17 **WHEREAS**, the duly elected governing authority of the City is the Mayor and
18 Council thereof (“City Council”);

19
20 **WHEREAS**, the City is authorized pursuant to the Georgia Constitution, O.C.G.A.
21 §38-3-28, and the City Charter Section 1.12(b)(8) to impose necessary rules and
22 regulations for emergency management purposes and to preserve the health, safety and
23 welfare of the residents of the City;

24
25 **WHEREAS**, the City and governments across the world are currently responding
26 in an emergency capacity to an outbreak of respiratory disease caused by a novel
27 coronavirus (“COVID-19”); and

28
29 **WHEREAS**, the City desires to further safeguard and promote the public health,
30 safety, and general welfare of all citizens through the adoption of this Resolution.

31
32 **THE COUNCIL OF THE CITY OF SOUTH FULTON HEREBY RESOLVES** as
33 follows:

34
35 **Section 1:** The City Council hereby encourages all landlords within the City to
36 implement the following for the duration of the COVID-19 pandemic:

- 37
38 A. Freeze rents on all residents & pledge to not issue any rent increases;
39
40 B. Halt evictions on renters, absent extraordinary circumstances;
41
42 C. Waive late fees for residents who pay late rent due to being impacted by the
43 COVID-19 pandemic;

- 44
- 45 D. Offer flexible payment plans for residents who cannot pay rent by the due date;
- 46
- 47 E. Direct renters to available resources to assist with food, health and financial
- 48 assistance;
- 49
- 50 F. Communicate with residents proactively that you are available to assist them and
- 51 want to work with them to ensure they remain housed; and
- 52
- 53 G. When necessary and possible, offer discounted rental rates or waive rent.
- 54

55 **Section 2.** The City Council hereby encourages all mortgage and lien holders of
56 residential, commercial, and personal property within the City to implement the following
57 throughout the duration of the COVID-19 pandemic:

- 58
- 59 A. Halt foreclosures and repossessions of property, absent extraordinary
- 60 circumstances;
- 61
- 62 B. Waive late fees for property owners who make payment after the due date because
- 63 they have been affected by the COVID-19 pandemic and related government
- 64 actions;
- 65
- 66 C. Offer flexible payment plans for property owners who cannot pay by the due date;
- 67
- 68 D. Offer to freeze interest accrual when necessary; and
- 69
- 70 E. Communicate with property owners proactively that you are available to assist
- 71 them and want to work with them to ensure they remain housed.
- 72

73 **Section 3.** The City Council hereby encourages Governor Kemp:

- 74
- 75 A. To use emergency powers to impose an immediate moratorium on residential
- 76 and commercial rent payments, such that no Athenian should be required to
- 77 pay rent during this health emergency or accumulate debt for unpaid rent; and
- 78
- 79 B. To call on federal legislators and President Trump’s administration to impose
- 80 an immediate moratorium on residential and commercial mortgage payments,
- 81 such that no owner of City property should be required to pay mortgage
- 82 payments during this health emergency or accumulate additional debt for
- 83 unpaid mortgage payments.
- 84

85 **Section 4.** The City Council encourages the members of the United States
86 Congress, specifically Representatives Jody Hice, Doug Collins, and Financial Services
87 Committee Chair Maxine Waters, and Senators David Perdue and Kelly Loeffler, to
88 impose an immediate moratorium on residential and commercial mortgage payments and
89 rents, such that no owner of property in the nation should be required to pay mortgage

90 during this health emergency or accumulate additional debt for unpaid mortgage
91 payments, and no renter in the nation should be required to pay rent during this health
92 emergency or accumulate debt for unpaid rent.

93
94 **Section 5.** The City Council encourages President Trump to issue an executive
95 order to impose an immediate moratorium on residential and commercial mortgage
96 payments and rents, such that no owner of property in the nation should be required to
97 pay mortgage during this health emergency or accumulate additional debt for unpaid
98 mortgage payments, and no renter in the nation should be required to pay rent during this
99 health emergency or accumulate debt for unpaid rent.

100
101 **Section 6.** The City Council hereby directs the City Manager to cause for this
102 Resolution to be posted on the City Website and circulated on the City social media pages
103 and the City Clerk to email copies of this resolution, upon adoption, to Governor Brian
104 Kemp, United States Representatives Jody Hice, Doug Collins, and Maxine Waters,
105 United States Senators David Perdue and Kelly Loeffler and President Donald Trump.

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109 **Section 7.** It is hereby declared to be the intention of the City Council that: (a) All
110 sections, paragraphs, sentences, clauses and phrases of this Resolution are or were,
111 upon their enactment, believed by the City Council to be fully valid, enforceable and
112 constitutional.

113 (b) To the greatest extent allowed by law, each and every section, paragraph, sentence,
114 clause or phrase of this Resolution is severable from every other section, paragraph,
115 sentence, clause or phrase of this Resolution. No section, paragraph, sentence, clause
116 or phrase of this Resolution is mutually dependent upon any other section, paragraph,
117 sentence, clause or phrase of this Resolution.

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

125 **Section 8.** The city attorney and city clerk are authorized to make non-substantive
126 editing and renumbering revisions to this Resolution for proofing, codification, and
127 supplementation purposes. The final version of all resolutions shall be filed with the city
128 clerk.

129 **Section 9.** The effective date of this Resolution shall be the date of adoption, unless
130 provided otherwise by the City Charter or state and/or federal law.

131 THIS RESOLUTION adopted this _____ day of _____ 2020.

132

133 **CITY OF SOUTH FULTON, GEORGIA**

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WILLIAM "BILL" EDWARDS, MAYOR

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141 ATTEST:

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S. DIANE WHITE, CITY CLERK

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147 APPROVED AS TO FORM:

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EMILIA C. WALKER, CITY ATTORNEY

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177 The foregoing RESOLUTION No. 2020-_____, adopted on _____ was
178 offered by Councilmember _____, who moved its approval. The motion was
179 seconded by Councilmember _____, and being put to a vote, the result was
180 as follows:

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	AYE	NAY
William "Bill" Edwards, Mayor	_____	_____
Carmalitha Gumbs, Mayor Pro Tem	_____	_____
Catherine Foster Rowell	_____	_____
Helen Zenobia Willis	_____	_____
Gertrude Naeema Gilyard	_____	_____
Corey Reeves	_____	_____
khalid kamau	_____	_____
Mark Baker	_____	_____