

CITY OF SOUTH FULTON, GEORGIA

VIRTUAL

Tuesday, April 28, 2020, 10:00 AM



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

COUNCIL WORK SESSION MEETING AGENDA

- I. Call to Order
- II. Roll Call
- III. Agenda Items
 1. Council Discussion on Resolution for Elected Officials Vehicle Usage Policy (**CM Willis**)
 2. Council Discussion on Zoning Rewrite Update (CDRA)
 3. Council Discussion on 2020 Departmental Goals and Strategic Planning Update (City Manager)
- 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

- V. Adjournment of Meeting



CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION



SUBJECT: Council Discussion on Resolution for Elected Officials Vehicle Usage Policy

DATE OF MEETING: 4/28/2020

DEPARTMENT: Mayor

ATTACHMENTS:

Description	Type	Upload Date
Resolution for Elected Officials Vehicle Usage Policy	Cover Memo	4/24/2020

1 STATE OF GEORGIA
2 COUNTY OF FULTON
3 CITY OF SOUTH FULTON
4
5
6

7 A RESOLUTION MINIMIZING THE CITY'S EXPOSURE TO LIABILITY; CREATING A
8 CITY VEHICLE USAGE POILICY FOR ELECTED OFFICIALS, AND FOR OTHER
9 LAWFUL PURPOSES
10

11 (Sponsored by Councilperson Willis)
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 desires through this Resolution to facilitate the
19 efficient and effective use of city resources and minimize the City's exposure to liability
20 with respect to City vehicles; and
21

22 WHEREAS, this Resolution is in the best interests of the health and general
23 welfare of the City, its residents and general public.
24

25 THE COUNCIL OF THE CITY OF SOUTH FULTON, GEORGIA HEREBY
26 RESOLVES as follows:
27

28 **Section 1.**
29

- 30 a. **Elected Official Vehicle Usage Policy.** The *City of South Fulton Elected Official*
31 *Vehicle Usage Policy* attached hereto shall hereby govern the use of City vehicles
32 by City elected officials.
33
- 34 b. **Passenger Waivers.** Elected officials operating City vehicles shall cause for the
35 applicable waiver attached hereto to be executed and kept on file for any non-City
36 employee or non-City official transported by the elected official in a City vehicle.

37 *****

38 **Section 2.** It is hereby declared to be the intention of the City Council that: (a) All
39 sections, paragraphs, sentences, clauses, and phrases of this Resolution are, or were

40 upon their enactment, believed by the City Council to be fully valid, enforceable, and
41 constitutional.

42 (b) To the greatest extent allowed by law, each and every section, paragraph, sentence,
43 clause, or phrase of this Resolution is severable from every other section, paragraph,
44 sentence, clause, or phrase of this Resolution. No section, paragraph, sentence, clause,
45 or phrase of this Resolution is mutually dependent upon any other section, paragraph,
46 sentence, clause, or phrase of this Resolution.

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

54 **Section 3.** The city attorney and city clerk are authorized to make non-substantive
55 editing and renumbering revisions to this Resolution for proofing, codification, and
56 supplementation purposes. The final version of all resolutions shall be filed with the city
57 clerk.

58 **Section 4.** The effective date of this Resolution shall be the date of adoption, unless
59 provided otherwise by the City Charter or state and/or federal law.
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79

80 THIS RESOLUTION adopted this _____ day of _____ 2020.

81

82 **CITY OF SOUTH FULTON, GEORGIA**

83

84

85

86

87 _____
WILLIAM "BILL" EDWARDS, MAYOR

88

89

90 ATTEST:

91

92

93

94 _____
S. DIANE WHITE, CITY CLERK

95

96 APPROVED AS TO FORM:

97

98

99

100 _____
EMILIA C. WALKER, CITY ATTORNEY

101

102

103

104

105

106

107

108

109

110

111

112

113

114

115 The foregoing RESOLUTION No. 2020-_____, adopted on _____ was
116 offered by Councilmember _____, who moved its approval. The motion was
117 seconded by Councilmember _____, and being put to a vote, the result was
118 as follows:

119
120
121
122
123
124
125
126
127
128
129
130
131

132

133

134

135

136

137

138

139

140

141

	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	_____	_____



CITY OF SOUTH FULTON ELECTED OFFICIAL VEHICLE USAGE POLICY

Adopted _____

The following regulations shall govern the use of City vehicles by City of South Fulton elected officials.

A. Reservation of City Vehicles. City vehicles shall be assigned to elected officials from the City pool vehicle fleet on a first-come, first-serve basis for use associated with the performance of their official duties. The City Manager shall designate an employee to facilitate elected official vehicle reservation. No more than 48 hours of vehicle use may be reserved at a time by an elected official, with the exception that vehicles may be reserved by elected officials for overnight events outside the City the day before the event, through the day after the event concludes. At least three pool vehicles shall be dedicated by the City Manager for elected official and city manager office use at all times. Staff shall be permitted to use such vehicles dedicated for elected official use at all times during which such vehicles are not reserved for usage by an elected official.

B. Revocation of Usage Authorization. The City Council may revoke an elected official's ability to reserve City vehicles:

1. For up to six months, in the event an elected official violates this policy more than twice in a two-month period;
2. In the event that the official has two (2) accidents in a City vehicle within an eighteen-month period and was found to be at fault;
3. If the official fails to maintain a valid driver's license;
4. While the official is placed on workman's compensation or under medical care in which driving is not permitted; or
5. If the official has been convicted of one of the following offenses:
 - a. Driving Under the Influence (DUI)
 - b. Driving While Intoxicated (DWI)
 - c. Leaving the scene of an accident

- d. Refusal to take a chemical test for intoxication

C. Use of City Vehicles.

1. With the exception of City employees/contractors assisting with City vehicle use and reservations, the elected official shall not allow any other person to operate the City vehicle during their reservation.
2. City vehicles are only to be used in connection with the elected official's performance of their official duties. Officials shall not operate City vehicles for the purpose of conducting any private business or enterprise, but may use the vehicles for activities incidental to their official use, such as stopping for food, nourishment, supplies, and/or gas.
3. All drivers and passengers must wear seat belts and obey traffic laws.
4. Vehicles interiors shall be kept and returned free of litter and debris, with the exception that vacuuming by the elected official shall not be required. The physical appearance of the vehicle must create a good impression.
5. The elected official must comply with any preventative maintenance programs which may be required by the City.
6. The elected official shall comply with all record-keeping procedures established by the City, including maintaining a mileage log for each vehicle when used.

D. Prohibited Uses.

1. Elected officials are strictly prohibited from operating a City vehicle while under the influence of alcohol and are likewise prohibited from using prescription or over the counter medication which may impair their ability to safely operate a motor vehicle.
2. No elected shall transport alcohol in a City vehicle.
3. The use of tobacco products is not permitted in City vehicles.
4. The transport of hitchhikers is prohibited.

5. No person shall be allowed to ride on running boards, fenders, hoods, tailgates, beds, or other locations on a vehicle not designed or approved by the vehicle manufacturer for passenger seating or in violation of State and Federal laws.
6. No one under the age of 16 is permitted to ride in a City vehicle unless related to the elected official by blood or marriage.

E. Passengers.

1. *Waiver Required.* Before any non-City employee or non-City official is transported in a City vehicle operated by an elected official, the elected official shall cause for a City approved vehicle waiver to be executed for such passenger and kept on file with the employee designated by the City Manager to administer reservations.
2. *Passenger Limitations.* Passengers in City vehicles operated by elected officials shall be limited to persons helping to facilitate the event and/or those related to the elected official by blood or marriage. No passenger under the age of 18 shall be allowed to ride as a passenger in a City vehicle operated by an elected official unless they are:
 - i. Restrained while the vehicle is in operation in an appropriate seat belt, car seat or locking mechanism, as required by law; and
 - ii. Related to the elected official by blood or marriage.

F. Citations.

1. An elected official receiving a traffic or parking citation while operating a City vehicle shall immediately notify the City Manager's designee handling vehicle reservations.
2. The City assumes no responsibility or obligation to pay for any citations issued for a moving or parking violation(s). All fines and cost associated with the citation are the responsibility of the elected official.

G. Operator Licensing.

1. Elected officials operating a City vehicle shall possess a valid driving license during times of operations.
2. Operators of vehicles or equipment requiring a special class license (e.g. CDL) and/or endorsement shall possess the same prior to operating such vehicles or equipment.

H. Altering Vehicles.

1. City vehicles shall not be altered in any way.
2. No City vehicle shall have any personal stickers, signs, flags, or any other similar attachment placed on or affixed to the vehicle unless approval by the City Council.

I. Vehicle Inspection.

1. Officials should perform a "walk-around" of the vehicle to see if there are any visible problems prior to it being driven each day, including checking to make certain that all vehicle safety equipment, including headlights, turn signals, brake lights, and windshield washers are functioning properly.
2. Any vehicle damage beyond normal wear and tear or that includes defects affecting the safe operation of the vehicle must be reported to the employee designated by the City Manager to administer reservations.

J. Vehicle Accidents.

1. In the case of an accident involving any level of damage, the elected official driving the City vehicle shall promptly notify the employee designated by the City Manager to administer reservations.
2. When the accident involves another vehicle or an injury, the appropriate law enforcement agency shall be notified to obtain a full accident report.

K. Use of Electronic Devices. Elected officials shall refrain from operating hand held cellular telephones or any other device that may cause vehicle operator distraction while operating a City vehicle. Elected officials shall make every attempt to properly park their vehicle or use a hands-free device when using such equipment.

L. Safeguarding Issued Equipment.

1. Elected officials are responsible for safeguarding City-issued equipment associated with their assigned vehicles. This includes, but is not limited to, issued equipment which is normally left in the assigned vehicles. The elected official shall ensure that all equipment is safeguarded prior to

parking/leaving the vehicle.

2. The City will assume no responsibility for personal property stored or left in a City vehicle.

M. Reporting Requirements.

1. To reserve City vehicles, elected officials must forward a copy of their driver's license to the Human Resources Department as requested or when there is a change to their license.
2. Elected officials who operate any City vehicle are responsible for notifying the employee designated by the City Manager to administer reservations of any restrictions, limitations, or other change in their driving status.



CITY OF SOUTH FULTON ADULT PASSENGER WAIVER

In consideration of the City of South Fulton, Georgia’s (“City”) authorization to allow me, the undersigned adult passenger, to ride in a City vehicle, the sufficiency of which is hereby acknowledged, I do hereby waive any and all claims, liability, rights, actions, suits and demands, including any rights under a claim of loss of affection or of consortium, whether in law or in equity, which I may now and/or hereafter have against the City and/or the City’s employees, officials, representatives, officers, sponsors, contractors, and/or agents, arising out of any accident and/or injuries related and/or connected to my transportation in a City vehicle during the effective period of this Waiver. This Waiver shall be binding upon me and my heirs, personal representatives and assigns. I acknowledge that I am not acting as an employee of the City; therefore, I shall not be entitled to participation in, and/or receipt of, any employee benefits or welfare plans. I hereby certify that I am 18 years of age or older and competent to execute this waiver (“Waiver”).

I further acknowledge that I am aware of the inherent danger of operating a vehicle and/or being a passenger in a vehicle, and will comply with all laws and regulations governing such activities. I understand that the inherent dangers associated with vehicle transportation may include serious personal injuries and/or death. By my signature appearing below on this Waiver, I acknowledge that I am voluntarily exposing myself to such risks in exchange for authorization to ride as a passenger in a City owned vehicle. No oral representations or inducements have been made to obtain my signature on this Waiver. If any portion of this Waiver is held invalid, it is agreed that the balance thereof shall continue in full legal force and effect. Moreover, this Waiver may be pleaded by the City, and/or the City’s employees, officials, representatives, officers, sponsors, contractors, and/or agents, as a counterclaim to and/or as a complete defense in bar or abatement of any action of any kind whatsoever brought, instituted, or taken by or on my behalf concerning my transportation in a City vehicle. I further agree that this Waiver shall be governed by the laws of the State of Georgia.

Adult Passenger Name (Print): _____

Street Address: _____ City: _____

State: _____ Zip: _____ Contact Number: _____ - _____

This Waiver shall be effective for a one-year period, commencing on this _____ day of _____, 20____, which is also the date of execution of this Waiver. So voluntarily and knowingly agreed by me, by and through my signature appearing below:

Adult Passenger Signature: _____



CITY OF SOUTH FULTON MINOR PASSENGER WAIVER

I, _____ (“Legal Custodian”), hereby certify that I am 18 years of age or older and competent to execute this waiver (“Waiver”). I further certify that I am the legal parent and/or guardian of the following minor child under the age of 18 (print minor child’s full name):

_____ (“Minor Child”).
I further certify that I am legally and fully authorized to execute this Waiver on the Minor Child’s behalf. In consideration of the City of South Fulton, Georgia’s (“City”) authorization to allow the Minor Child to ride as a passenger in a City vehicle, the sufficiency of which is hereby acknowledged, I, the Legal Custodian of the Minor Child, do hereby waive any and all claims, liability, rights, actions, suits and demands, including any rights under a claim of loss of affection or of consortium, whether in law or in equity, which I and/or the Minor Child may now and/or hereafter have against the City, and/or the City’s employees, officials, representatives, officers, sponsors, contractors, and/or agents, related and/or connected to any injuries suffered by the Minor Child related and/or connected to the Minor Child’s transportation in a City vehicle during the effective period of this Waiver. This Waiver shall be binding upon me and the Minor Child’s heirs, personal representatives, and assigns.

I further acknowledge that I am aware of the inherent danger of operating a vehicle and/or being a passenger in a vehicle and will comply with all laws and regulations governing such activities. I understand that the inherent dangers associated with vehicular transportation may include serious personal injuries and/or death. By my signature appearing below on this Waiver, I acknowledge that I am voluntarily exposing the Minor Child to such risks in exchange for authorization for the Minor Child to ride as a passenger in a City owned vehicle. No oral representations or inducements have been made to obtain my signature on this Waiver. If any portion of this Waiver is held invalid, it is agreed that the balance thereof shall continue in full legal force and effect. Moreover, this Waiver may be pleaded by the City, and/or the City’s employees, officials, representatives, officers, sponsors, contractors, and/or agents, as a counterclaim to and/or as a complete defense in bar or abatement of any action of any kind whatsoever brought, instituted, or taken on behalf of the Minor Child resulting from the Minor Child’s transportation in a City vehicle. I further agree that this Waiver shall be governed by the laws of the State of Georgia.

Legal Custodian Name (Print): _____

Street Address: _____ City: _____

State: _____ Zip: _____ Contact Number: _____ - _____

This Waiver shall be effective for a one-year period, commencing on this _____ day of _____, 20____, which is also the date of execution of this Waiver. So voluntarily and knowingly agreed by and through my signature appearing below:

Legal Custodian Signature: _____



CITY OF SOUTH FULTON
COUNCIL AGENDA ITEM
COUNCIL WORK SESSION



SUBJECT: Council Discussion on Zoning Rewrite Update

DATE OF MEETING: 4/28/2020

DEPARTMENT: City Manager

ATTACHMENTS:

Description	Type	Upload Date
Memo_Zoning Rewrite Update	Cover Memo	4/24/2020

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: City of South Fulton Zoning Rewrite Update

The purpose of this correspondence is to announce the proposed schedule for the City’s ongoing Zoning Ordinance Rewrite Project. The City has spent several months preparing the draft Zoning Ordinance and staff is prepared to present the final product to City leaders and public stakeholders. Staff is preparing to share the summary of zoning update recommendations and the draft ordinance based on the proposed schedule below. After review of the file and subsequent comments are provided, a final file will be created and prepared for adoption. The file will be brought to Mayor and Council (MC) by an official recommendation of the Planning Commission (PC) through this process. Below you will find the proposed dates and details of the proposed adoption of the Zoning Ordinance.

Schedule of Events

- **Submittal of Draft Zoning Ordinance for Review**
 - Date scheduled: April 28 – May 14, 2020 (detailed schedule below)
 - Method: Direct emails
 - Presentation: The Planning Commission and Mayor and Council will receive the draft ordinance, by individual Articles, for review via email. After each review of the Article, all comments or questions will be submitted to the Planning and Zoning Office at planning@cityofsouthfultonga.gov. Comments will be received and reviewed by the Planning and Zoning Office and Wood.

- **Virtual Public Open House**
 - Date scheduled: May 12, 2020
 - Method: Virtual Meeting via Zoom.com (details to follow)
 - Presentation: The Virtual Public Open House will be presented in a webinar format to serve as a refresher of the overall recommendations provided to Wood from the start to finish of ordinance text. This interaction will allow all attendees to identify the edits that were made based on their input and involvement, and to pose additional questions and receive responses. Related information will be posted to the Community Development & Regulatory Affairs (CDRA) dedicated web page for the Zoning Ordinance Rewrite project in advance of the scheduled meeting date to provide extra public review and comment opportunity.

- **Planning Commission (Special Called Meeting)**
 - Date scheduled: May 20, 2020
 - Method: Virtual Meeting via Zoom.com (details to follow)
 - Presentation: Review of draft Zoning Ordinance and receiving comments for recommendation to Mayor and Council.

- **Mayor and Council (Special Called Meeting)**
 - **1st Reading – {Public Hearing}**
 - Date scheduled: June 2, 2020
 - Method: Virtual Meeting via Zoom.com (details to follow)
 - Presentation: Review of Zoning Ordinance draft and receiving comments for final edits and additions.

 - **2nd Reading – {Final Adoption}**
 - Date scheduled: June 11, 2020
 - Method: Virtual Meeting via Zoom.com (details to follow)
 - Presentation: Adoption of Zoning Ordinance

Zoning Articles Submittal and Review Schedule

The below schedule anticipates a process of review for draft articles in groups, with Articles 1, 2, 3, and 9 first as a group; then Article 5 (Overlay Districts); then Articles 4, 6, 8 and 10; and lastly Article 7 (Signs). The grouped articles are related closely in content as well as flow-sequence.

Following the staff review process, articles will be sent in these groupings to the Planning Commission and Mayor and Council for review. We request that the Planning Commission and Mayor and Council review comments be provided via email by the dates indicated. This will allow most of those comments to be factored into Public Open Houses and into the final revisions prior to formal Planning Commission consideration, to be followed by 1st and 2nd readings and adoption by Mayor and Council.

Article	Draft Submittal to Staff	Staff Review & Comments Complete	Final Draft Submittal to Staff*	Final Draft Submittal to PC, MC (1st date)**	PC and MC Comments Deadline (email)
1	April 14	April 20	April 27	April 29	May 9
2	April 14	April 20	April 27	April 29	May 9
3	April 15	April 20	April 27	April 29	May 9
9	April 24	April 27	April 28	April 29	May 9
5	April 22	April 24	April 28	May 1	May 11
6	April 28	April 29	April 30	May 2	May 12
8	April 27	April 29	April 30	May 2	May 12
10	April 28	April 29	April 30	May 2	May 12
4	April 29	April 29	April 30	May 2	May 12
7	April 30	May 2	May 3	May 4	May 14

Note: Submittal order does not necessarily follow sequence of articles.

- To facilitate Planning Commission and Council review, Wood will provide Summary of Changes cover memos to accompany each article at the time of submittal as Final Draft to staff.
- Submittal approach: Provide Final Draft Articles showing track changes (to clarify what has been changed from the previous zoning text) in logical groupings, with Summary of Changes memos to Planning Commission and Mayor and Council at the same time.

Should you need further information regarding this correspondence, please contact Shayla Reed at shayla.reed@cityofsouthfultonga.gov.



CITY OF SOUTH FULTON
COUNCIL AGENDA ITEM
COUNCIL WORK SESSION



SUBJECT: Council Discussion on 2020 Departmental Goals

DATE OF MEETING: 4/28/2020

DEPARTMENT: City Manager

ATTACHMENTS:

Description	Type	Upload Date
Memo_2020 Departmental Goals and Strategic Planning	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: **2020 Departmental Goals & Strategic Planning Update**

As the second quarter of FY20 ended on March 31, 2020, the FY20 Goal Tracker is a document to track the collective progress in meeting the short-term FY20 Goals that were developed as a part of the FY20 budget, which aligns with the long-term 2020-2023 Strategic Plan. The document tracks the goals for each individual department in Operations only.

The document evidences that the City has already met or is on track to meet all identified targets within this fiscal year, notwithstanding the effects of COVID-19. We highlight and appreciate the efforts of the team in ensuring world class service to the 100,000+ residents of the City of South Fulton.

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

Project	Department	1st Quarter Status/Comments (Oct- Jan 30)*	2nd Quarter Status/Comments (Jan - Mar 30)	3rd Quarter Status/Comments (Apr - June 30)	4th Quarter Status/Comments (July - Sept 30)
Develop framework for COSF Greenway & Trail Plan	City Manager/ Parks	The Greenway & Trail Plan will be incorporated into the ongoing Parks Master Plan process. Our plan consultant will assist in developing a collaborative plan that incorporates existing trail plans and community input.	The Master Plan process is underway and ongoing. The consultant has been advised of our COSF Greenway & Trail Plan goals and its inclusion in the Master Plan. The City is also collaborating with the Aerotropolis on the Model Mile Walking Trail project.		
Develop framework for emergency dispatch system that is IP-based and offers seamless connectivity btw dispatch and field	City Manager/Police/Fire	Team has met with FulCo 911 personnel and is in process of scheduling site visits to ChattCom to observe and assess operations.	Observation tours were cancelled due to COVID		
Launch signature citywide cultural events	City Manager/Parks	Launched Holiday Extravaganza, featuring Christmas Tree Lighting. Partnership with the Atlanta Opera for performances. The Serenbe Institute. Planning citywide events for Juneteenth and Back-to School	Plans for citywide events are active and pending pandemic conditions and restrictions. The partnership with Atlanta Opera is active and ongoing with tentative plans for a performance of Hansel & Gretel in May. Initial plans and framework for Juneteenth Celebration are in place and pending. Serenbe partnership is active with tentative plan for "plays in the park" this summer. Both the Back to School event and Youth Football Jamboree are in active development for August.		
Develop concept for identity markers	City Manager	TBD			
Develop Public Arts & Cultural Events team	City Manager/Parks	Complete with addition of Arts Centers.	Complete. Cultural Affairs staff has been hired and is actively working.		
Launch public safety facility	City Manager/PW	In progress. Schematic complete. Final design forthcoming.	Final Design contract has been approved by Council. Purchasing is finalizing Contract with Consultant to initiate work for the final design.		
Assess viability of making public utility services (i.e., telephone)	City Manager	TBD			
Project	Department	1st Quarter Status/Comments (Oct- Jan 30)*	2nd Quarter Status/Comments (Jan - Mar 30)	3rd Quarter Status/Comments (Apr - June 30)	4th Quarter Status/Comments (July - Sept 30)
Identify locations for future mixed-use development opportunities	DSF	9 development areas have been identified in the city. These development areas have been made an official part of the Economic Development Strategic Plan.	RiverFront District has been purchased by a developer, and planning is currently in process. A Developer is working to purchase 500 acres for the Town Center Project.		
Establish TAD	DSF	Legislation passed in November 2019. Meeting was held with TAD consultant on January 30, 2020	Blekley Consulting Group provided proposal for TAD services. Information submitted to City Manager for approval and working with Purchasing to ensure compliance with regulations.		

Develop strategic plan to increase tourism product development opportunities	DSF	CVB has been established & secured the services of Metrics Marketing to develop a strategic plan for tourism and tourism product development. Plan is scheduled to be delivered to the CVB in late Spring/early Summer.	Work continues with Metrics Marketing.		
Create initiative to support sports marketing and tournament attraction	DSF	Sports marketing plan will be part of the plan currently being developed by Metrics Marketing	No additional update from Q1		
Complete Hospital and Medical Center Feasibility study	DSF	ED has developed the Statement of Work and is working with Purchasing to procure a consultant/vendor.	No additional update from Q1		
Establish Main Street Program in Red Oak and Old National Hwy	DSF	Locations have been secured for offices. LOI's have been presented and approved by city council. LOI's being executed.	Red Oak location has officially been opened. Final revisions are being completed on the Old National lease, with expected occupancy delayed due to COVID.		
Launch small business resource centers	DSF	First small business resource center is scheduled to be opened on February 21, 2020 with the second location scheduled to be open by the end of April.	Red Oak location opened in February, but the facility has been closed due to COVID-19		
Launch at least 1 Main Street program	DSF	Both the Red Oak and Old National Main Street Programs are scheduled to be up and running by the end of April 2020.	Hires are on old due to COVID-19		
Track increase in # of jobs in City	DSF	Will provide updates at the end of Q1	Working to compile information.		
Track Increase in commercial tax base	DSF	Will provide updates at the end of Q1	Working to compile information.		
Project	Department	1st Quarter Status/Comments (Oct-Jan 30)*	2nd Quarter Status/Comments (Jan - Mar 30)	3rd Quarter Status/Comments (Apr - June 30)	4th Quarter Status/Comments (July - Sept 30)
Enhance communications re: City issues, projects and services	Comms	Increased newsletter and social media subscribers. Created new social media report to identify and solve issues in real time. Created media placement report. Generated more high-level media coverage. Added key major media contacts. CityApp under development, with projected launch at SOCA.	1. Launched ItsMyTown app to provide a directory of city services and a streamlined communication tool to push news and alerts to residents. 2. Created daily COVID-19 updates to provide residents with the latest news regarding the city's response as well as news from the county, state and federal levels and tips for managing various activities during the pandemic. 3. Started generating strategic social media campaigns for Black History Month, Severe Weather Awareness Week, Census 2020, the new permitting app and other topics.		

Enhance internal and external communications and brand identity	Comms	Developed official e-mail signature for staff. Securing web development contractor. Disseminated new seal and logo to leadership and contracted partners.	1. Hired vendor to produce two separate videos that used the same look and feel to create a branding template for future videos. 2. Started shift to a digital communications model with all tools - daily update, social media, newsletters - driving traffic to city's website or expert websites for external validation. 3. Redesigned newsletter.		
Increase local, regional and national awareness of City benefits	Comms	Resident Guide draft to be submitted by Feb. 7. Increased positive story saturation with goal of four stories per month. Increased focus on and placement of public safety stories.	1. Secured a Georgia Trend package story on the cities of southern Fulton County. 2. Significantly increased placement of stories in metro Atlanta media, including new outlets such as the Atlanta Business Chronicle, Atlanta Business Journal, Atlanta Voice, Saporta Report as well as the Georgia Municipal Association's website.		
Develop programming for tv	Comms	Developing plan for SFNow with plans for March pilot.	No additional progress was made on this goal.		
Launch Citizens Academy	Comms	Working with City Manager's office to develop framework for academy. Expected launch in April 2020.	Continuing to work with the City Manager's office to develop plans for the Citizens Academy. Launch date has been postponed due to COVID-19.		
		<u>1st Quarter Status/Comments (Oct-Jan 30)*</u>	<u>2nd Quarter Status/Comments (Jan-Mar 30)</u>	<u>3rd Quarter Status/Comments (Apr-June 30)</u>	<u>4th Quarter Status/Comments (July-Sept 30)</u>
<u>Project</u>	<u>Department</u>				
Finalize & adopt 1st Zoning	CDRA	Pending - April 2020 Adoption	Pending - April 2020 Adoption		
Further "one stop shop" permit process	CDRA	Furthering this in our March 2020 "Launch/Go Live" Date of the permitting software.	Successfully launched software for online permitting on April 6th.		
Further education of residents and businesses on newly adopted regulations	CDRA	This is handled through our Power of Compliance events and website updates which are consistently ongoing. Also incorporated District sweeps, and include Councilmembers	Due to COVID-19, we postponed the latest Host Compliance session and the "Touch a Truck" event. Our website has been updated daily to further educate residents on our operations and products. The website will continue to serve as modes of communication, as well as, partnership efforts with our Communications Dept.		
Develop plan for City-administered animal control services	CDRA	Meeting with Procurement to discuss the one solicited vendor.	Procurement met and contracted. However, potential delay or cancellation of agreement due to response to COVID19.		
Implement Impact Fees	CDRA	The ZBA has been meeting consistently on this matter. There is a current pause on this action due to the Board not meeting the ordinance requirement.	ZBA March meeting was cancelled due to COVID-19.		

Launch new permitting software to foster	CDRA	Launch date of March 2020	Launched on April 6, 2020.		
Develop and implement blight abatement strategies	CDRA	Under Legal Review	Worked with Legal to develop steps. Memos were drafted and will be mailed to property owners. However, actions have halted due to COVID-19 since courts are closed. Seeking assistance from CDBG funding.		
Develop framework to position City for federal and state funding (e.g., CDBG)	CDRA	Awaiting next cycle	Application submitted to Fulton County's CDBG program on March 18th. In addition, letter was sent to HUD informing of City's intention to pursue entitlement status for federal CDBG funding.		
Project	Department	1st Quarter Status/Comments (Oct-Jan 30)*	2nd Quarter Status/Comments (Jan-Mar 30)	3rd Quarter Status/Comments (Apr-June 30)	4th Quarter Status/Comments (July-Sept 30)
Implement changes to improve ISO	Fire	Implemented a mandatory minimum staffing of 3 firefighters on every apparatus. Removed Engine 19 from ISO report, this will increase staffing.	Maintained a daily staffing level of 3 Firefighters on every apparatus. Hired 15 SAFER firefighters to improve staffing level to increase to 4 firefighters on every fire apparatus. Placed two (2) new engines and one new ladder truck into service.		
Implement health & wellness program	Fire	In process. Finalizing procurement of vendor to coordinate such activities.	Created a Health and Wellness Policy. Implemented annual Firefighter Physicals (Phase 1- April) (Phase 2 - May) , Behavior Health Assessment for all Firefighters and Annual Firefighter Physical Agility Test.		
Develop Disaster emergency preparedness	Fire	Currently in progress	Currently in progress		
Implement Cancer Reduction program	Fire	Implemented a firefighter hood exchange program and turn-out gear decontamination after every fire.	Ordered 150 sets of Firefighter Turn-out Gear. Submitted a grant for Turn-out Gear Extractors and Dryers.	Awarded the grant for Turn-out Gear Extractors and Dryers.	
Create Citizen Fire Academy	Fire	Anticipate starting in the Spring of 2020, in conjunction with citywide Academy.	Anticipate starting in the Spring of 2020, in conjunction with citywide Academy.		
Establish social media sites	Fire	Facebook was created and has over 1228 followers. Also, created a YouTube page for training & public education programs.	Facebook was created and has over 1337 followers. Also, created a YouTube page for training & public education programs. Recent YouTube training video had over 200 views.		
Enhance community risk reduction program	Fire	Installed 46 smoke detectors.	Installed 36 smoke detectors.		
Improve response time (turn-out time, etc.)	Fire	Response time for Dec. 2019 was 6:59.			
Project	Department	1st Quarter Status/Comments (Oct-Jan 30)*	2nd Quarter Status/Comments (Jan-Mar 30)	3rd Quarter Status/Comments (Apr-June 30)	4th Quarter Status/Comments (July-Sept 30)
Increase manpower with POST certified and non-certified employees	Police	During FY20 the PD has hired 4 officer candidates one of which is a certified police officer. Currently we have 28 open positions and we anticipate them being filled by the mid-year budget eval.	During the 2nd quarter of FY20 the PD has hired 6 officer candidates two of which are certified police officers. Currently we have 22 open positions.		

Decrease Response times for Priority 1 calls	Police	The PD expects to implement 3 beats during the first quarter of 2020 which should have a dramatic impact on response times.	Working with GIS to redesign the map boundaries to include the new beats.		
Implement community programs	Police	The PD expects to implement our Park Walk and Talk Program as more service hours become available for proactive patrols.	Delayed due to the recent Covid-19 pandemic. Community Officers tasked with other duties.		
Redesign police beat structure	Police	Redesign completed December 2019	Working with GIS to redesign the map boundaries to include the new beats.		
Implement body cameras	Police	100% roll out for Body Worn Cameras	Every certified officer is equipped with a Body Worn Camera.		
upgrade to new Report Management system	Police	RMS upgraded to include crime analysis platform	Waiting on 911 to implement our new beat maps and conduct an upgrade on geo verification.		
Implement e-ticket equipment & software	Police	Police side of E-Ticket completed	The system is up and running. Printers ordered waiting on delivery.		
Provide Part 1 Weekly stats by Council districts	Police	District Report completed and available on line	Implemented.		
Provide stats via online requests for public use	Police	COMPSTAT Reports available on line	Implemented.		
Project	Department	1st Quarter Status/Comments (Oct-Jan 30)*	2nd Quarter Status/Comments (Jan - Mar 30)	3rd Quarter Status/Comments (Apr - June 30)	4th Quarter Status/Comments (July - Sept 30)
Develop Parks master plan	Parks	Parks Master Plan underway. Meetings with all city and elected officials have taken place. Parks Master Plan Steering Committee made up of 25 community stakeholders has had initial meeting with consultant. Public launch will take place in February	Master Plan process is ongoing. Using digital and virtual tools to continue engaging citizens, as well as compiling statistically valid survey data during the Covid-19 pandemic.		
Establish division of cultural affairs	Parks	Completed	COMPLETED		
Enhance, diversify and additional recreational programs	Parks	Eleven new programs added in the last year. Twenty seven programs (17 internal, 10 external) currently under consideration for implementation. Additional programs will be implemented during the current fiscal year.	Establishing digital means to continue programming alternatively during the Covid-19 response. "Join the Fun" daily emails containing recreational, artistic, and healthy DIY tips families and citizens can use at home are email blasted daily and posted to COSF social media platforms. In plans to begin a PRCA "Wind Down Wednesday" Virtual Series to include 30 minute live or virtual broadcasts		
Maintain & upgrade facilities and infrastructure	Parks	URA and capital improvement plans are being confirmed in a collaborative effort with General Services	URA project at SFTC to rebuild 24 courts scheduled to begin 4/7/20		
Provide STEM based programming across park system	Parks	Swift Youth is providing STEM programming at Burdette. Future Seekers is providing STEM programming at Sandown & Creel parks.	Swift Youth is providing STEM programming at Burdette. Future Seekers is providing STEM programming at Sandown & Creel parks.		

Manage & coordinate youth football, baseball and cheerleading programs	Parks	Managing current agreements with YAA's for compliance. Considering alternate service delivery model to fund for FY21 budget consideration.	Youth athletics currently under suspension due to COVID-19. Program planning for Summer & Fall athletics and cheer are underway to include annual renewal of YAA agreements and increased compliance monitoring of games, practices, and related YAA activities.		
Provide citywide community events	Parks	Holiday Extravaganza successfully planned and executed in December. Juneteenth and Back to School events are being planned and scheduled.	Public events are under Covid-19 restrictions. Planning efforts are still active including but not limited to: Juneteenth, Back-To-School, Plays in the Park. Football Jamboree. All subject to pandemic and public health conditions moving forward.		
Renovate park fields and recreational facilities	Parks	URA funding will include field upgrades and facility improvements.	Working with General Services & Procurement to initiate the mold remediation project at Sandown. SFTC court renovation to begin 4/7/20. Seeking quotes on sod replacement for field upgrades via URA funding.		
Transition SW Arts Center & Amphitheatre, creating cultural arts Dept.	Parks	Arts Centers transition completed. Preparing for Amphitheater transition, once funding issues have been addressed.	COMPLETED		
<u>Project</u>	<u>Department</u>	<u>1st Quarter Status/Comments (Oct-Jan 30)*</u>	<u>2nd Quarter Status/Comments (Jan-Mar 30)</u>	<u>3rd Quarter Status/Comments (Apr-June 30)</u>	<u>4th Quarter Status/Comments (July-Sept 30)</u>
Dispose of at least 60% of cases within 90 days and achieve overall clearance rate of 100%	Courts	The courts has been able to dispose of 69% of cases every 90 days and maintain an overall clearance rate of 95%. Courts is striving to reach 95% by the end of the 2nd quarter for FY20.	The disposal rate for the second quarter is 61%. Due to courts suspending sessions early March, the quarter goal was achieved. The clearance rate for the quarter is 81%, lower than the goal due to court resets.		
Expand use of technology to receive filings and capture signatures electronically	Courts	The court has been in contact with Courtware to look at introducing the paperless technology amidst the delivery of the Public Safety building. Looking to incorporate this technology now will cause for an easier transition to the permanent location.	Courts has completed this project at 90%, awaiting the equipment and training to add this component to courtroom operations. In addition courts will request additional training for the judges to add value to the new system.		
Establish standard court calendar in line with Council of Municipal Judges guidelines	Courts	The standard court schedule is within the Council of Municipal Court Judges guidelines as such we hold each style of case of monthly. The style of the cases range from Diversion, Code Enforcement, Bench Trials and Probation Revocations. To date court sessions are held on Monday, Wednesday and Friday. Beginning February 6, 2020, courts will add a Plea and Arraignment Calendar every Thursday at 1:30 p.m.	Completed. To date there will be substantial changes to the court calendars once court sessions resume in order to lessen the burden of the back log. Courts has partnered with Park and Recreation and the Police to work out a tentative accelerated schedule upon the resuming of court sessions.		

Implement virtual 1st appearance to ensure compliance with federal timeline	Courts	Courts is currently working with Courtware to gather more information on the offerings available however, First Appearance Hearings have been in compliance with the federal guidelines (48 hours upon arrest without a warrant and 72 hours with a warrant).	Courts is working with both Courtware and the COSF IT Dept to find a definitive way to implement this goal given the current climate of court sessions. Citations written for criminal offenses that are within the COSF jurisdiction receive a copy of charges with a definitive court date.		
Project	Department	1st Quarter Status/Comments (Oct-Jan 30)*	2nd Quarter Status/Comments (Jan-Mar 30)	3rd Quarter Status/Comments (Apr-June 30)	4th Quarter Status/Comments (July-Sept 30)
Maintain 224 miles of right-of-way every 4 weeks	Public Works	Not on Schedule- Jacobs staff will work overtime to make up for lost time	Completed Winter Schedule. Summer/Spring Schedule started on March 15, 2020 and is on Schedule.		
Maintain 42 school	Public Works	On Schedule-	On Schedule.		
Increase residential solid waste compliance to at least 70%	Public Works	Compliance rate is at 82% as last quarter of 2019. Staff continues to analyze monthly reports and with the application of GIS identify the non-compliant residents. Additionally, staff is working with haulers to provide notice of non-compliance, where applicable.	Compliance rate at 81% . Report to be submitted upon funding verification received with finance.		
Implement 2020 LMIG projects on schedule	Public Works	On Schedule. City received a check from GDOT in the amount of \$1.22M for the 2020 LMIG. City plans to let the project later this year	LMIG 2020 funds will be used to let the construction of Cascade Road over Branch of Utoy Creek this spring.		
Obtain LAP Certification	Public Works	Completed. City is certified as of September 2019	Completed.		
Establish preventative maintenance program for fleet	Public Works	Staff mechanics conduct a PM every 5,000 miles or six months, whichever comes first. PW is to obtain an asset work order system to manage fleet.	Completed		
Invest in roads and infrastructure through federal and state-funded projects	Public Works	During the fall of 2019, city has applied , through the Atlanta Regional Commission, for additional funds to acquire the ROW and and/or construction funds for several capital projects. ARC will release their decision in mid-February	Awaiting announcement from ARC regarding City's application for federal funding.		
Establish citywide maintenance improvement plan focused on preventative maintenance of existing buildings and	Public Works	A project manager along with 3 technicians provide maintenance and operations for 36 facilities	SOP for facilities maintenance is In process.		
Establish long-term plan to remedy inherited issues around aging infrastructure, deteriorating roadways and undeveloped access points	Public Works	PW is in the process of obtaining an asset management word order system that will evaluate current conditions and help draft long-term plan for all assets	Work Order System identified and recommended vendor has been identified. Implementation will follow upon Purchasing Dept. providing a Purchase Order to the vendor.		

Resurface 30-60 miles (2019/2020 projects)	Public Works	To be addressed with TSPLOST 2020 projects.	2019 TSPLOST projects were let in March 2020. Contractor is on schedule. 2020 TSPLOST projects along with 2021 TSPLOST projects will be advertised in the Summer.		
Resurface Hunter Road	Public Works	Deep base repair done. Another deep base repair may be required, while a full contract for resurfacing is approved.	Completed		
Implement TSPLOST 2019 projects	Public Works	To be let in the Spring 2020	2019 TSPLOST Resurfacing projects were let in March 2020.		
Implement TSPLOST 2020 projects	Public Works	Awaiting for funds to be acquired. To be let in 2020	Awaiting to receive TSPLOST 2020 funds, which began in April 2020.		
Procure comprehensive asset management system	Public Works	Working with vendor and Purchasing to procure asset management software.	Work Order System identified and recommended vendor has been identified. Implementation will follow upon Purchasing Dept. providing a Purchase Order to the vendor.		