



The Honorable William "Bill" Edwards, Mayor
The Honorable Mark Baker, District 7, Mayor Pro Tem
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 Rosie Jackson, District 5 Councilmember
The Honorable khalid kamau, District 6 Councilmember

WORK SESSION AGENDA

1. Call to Order
2. Discussion Items
 - a. Cultivating Transparency and Visibility - Melanie Winfield, Assistant City Manager
 - b. Proposed Legislative Review Process - Renardo Paschal, Records Administrator
 - c. Public Works Service Model Presentation - Odie Donald, City Manager
 - d. Fire Station No.1 Renovation Options - Christopher Walker, Facility Manager
 - e. Cloud-Based Data Management & Operational Intelligence Solutions for Government Workloads - Presented by Quicket Solutions **(Baker)**
3. Executive Session (CLOSED), if necessary.
4. Adjournment



CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION



SUBJECT: Cultivating Transparency & Visibility

DATE OF MEETING: 10/23/2018

DEPARTMENT: City Manager

ATTACHMENTS:

Description	Type	Upload Date
WS_Cultivating Transparency and Visibility	Cover Memo	10/17/2018



CITY OF SOUTH FULTON CULTIVATING TRANSPARENCY & VISIBILITY

WILLIAM “BILL” EDWARDS
Mayor

ODIE DONALD II
City Manager

Presented By:
MELANIE D. WINFIELD, ASSISTANT CITY MANAGER

CITY OF SOUTH FULTON
5440 FULTON INDUSTRIAL BLVD, SOUTH FULTON, GA 30336



TRANSPARENCY INITIATIVES

The City of South Fulton is committed to conducting business in an open, transparent way. We will continue to proactively provide stakeholders with relevant information on the City's strategies that enforce our transparency initiatives. These initiatives allow them to see not only what is important to our City but how our performance affects our goals.

Key examples of our continued focus towards transparency include the launch of several applications and refined processes via:



ClearPoint Strategy

InnerComm



esri®



SeeClickFix



WHERE WE ARE TODAY

Phase I: Mobile App and Website Launch

- * Open Records Request – **Oct 9**
- * Economic Development – **Oct 9**
- * Communications – **Oct 9**

Press Conference

- * Early Nov

MOVING SOUTH FULTON FORWARD

Phase II: Active Departments

- * Department data collection to be completed - **Oct 22**
- * All departments online – **Nov 5**
- * Mayor's Call Center – **Dec 31**

Issues:

- * CoSF boundaries inactive in Google.



COSF 311

What is COSF 311?

The City of South Fulton has partnered with SeeClickFix to announce a new platform, COSF 311, that will allow citizens to report quality-of-life issues and request City services. In addition, the 311 platform provides City officials with a centralized issue management system to manage issues from creation to resolution — engaging City of South Fulton residents throughout the process.

COSF 311 not only allows residents to report problems, but also to view, comment on, and vote to fix problems submitted by their neighbors.

COSF 311 Launch

Open Records Requests and Economic Development requests are the first two departments used for the COSF 311 launch. Please stay tuned as we continue to work on increasing services provided by COSF 311:

For Open Records Request, click the button below:

**OPEN RECORDS
REQUESTS**

For Economic Development Requests, click the button below:

**ECONOMIC
DEVELOPMENT**



Click the button below to download the app for Android



Click the button below to download the app for iPhone





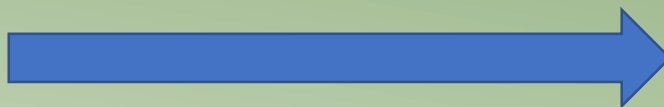
STRATEGIC PLAN



Carl Vinson
Institute of Government
UNIVERSITY OF GEORGIA

Five Big Buckets

- Revenues and Resources
- External Relations
- Economic Development
- Quality Service Delivery
- Council and Staff Roles and Relationship



Infrastructure & Finance
Community Collaboration
Economic Development
Efficient Government
Developing Strong Teams

City of South Fulton Strategic Navigation Retreat

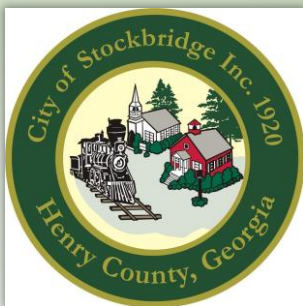
August 24 – 25, 2018



InnerComm

InnerComm will work with COSF to achieve our strategic goals through both a process and relational leadership approach. InnerComm's training, coaching and workshops help local government teams clarify vision, mission and values, articulate strategic plans and execute plans with excellence.

The InnerComm team has local, federal and state operational and strategic experience and have successfully worked a few of our neighboring cities.





InnerComm





STRATEGIC PLAN TIMELINE

ACTIVITY	WHO IS RESPONSIBLE	DATE
Set initial Strategic Focus areas	Council and Executive Team	Complete
Document strategic initiatives that support Focus areas	Administrators	October
Finalize Vision and Create Mission and Values and Clarify Strategic Focus	Council and Executive Team led by InnerComm	Late October
Develop Communication activities for Strategic Plan	Administrators and InnerComm	November
Early Draft of Plan	InnerComm	Mid-November
Establish Financial and Performance Management Goals and Next Steps	Administrators and InnerComm	November
Gather Community Input	Council and InnerComm	December
Finalize Plan after Edits and Council approve	InnerComm	December/ January



STRATEGIC PLAN OUTCOMES





STRATEGY & PERFORMANCE

WHERE WE ARE TODAY

Phase I:

- *InnerComm contract - ***Executed***

- *Strategic Planning Review Sessions w/ Executive Leadership – ***In progress***

- *Strategic Planning Review sessions w/ Department Heads to align goals, – ***Oct 24, 26 & 29***

MOVING SOUTH FULTON FORWARD

Phase II:

- * Set KPIs with Performance Administrator and Department Heads – ***Dec 2018***

- * Incorporate goals and KPIs into ClearPoint, performance management system – ***Jan 2019***



ClearPoint Strategy

WHERE WE ARE TODAY

Phase I: Kick-off Meeting

- * Engagement Overview and Timeline – **Oct 5**
- * Goal Setting Session
- * Setup an Implementation Initiative
- * Define Roles and Responsibilities
- * Training - **ongoing**

MOVING SOUTH FULTON FORWARD

Phase II: Performance Measurement Scorecards and Reports

- * Council & Mayor
 - * Executive Leadership & other staff
 - * Public Stakeholders
 - * Trackable/Measurable Goals
 - * Citywide & Department
- **Jan 2019**



WHERE WE ARE TODAY

Phase I: Data Collection

* All departments data and reports live – **Nov 5**

MOVING SOUTH FULTON FORWARD

Phase II: Reports/Data Pending

- * Strategic Plan
- * Mayor's Walk Report
- * City Manager's Report
- * 311 See Click Fix Reports, etc.

Issues

- * CoSF and OpenGov working to integrate financial system



WHERE WE ARE TODAY

Phase I: Data Migration

*Software procured – **Aug 2018**

*Data migration – **Oct 2018**
(moving all data from local environment to cloud)

MOVING SOUTH FULTON FORWARD

Phase II: Integration

* Connecting esri to citywide systems for full data integration.-
Dec 2018

Allows us to visualize data trends based on geographic information system (GIS) to:

- identify problems
- monitor change
- manage & respond to events
- forecast
- set priorities



HOW DO WE GET THERE?



- Set clear goals
- Build and trust your team; let the experts execute areas of expertise
- Commit and unite to the team goals
- Give the team resources to succeed
- Stick to the plan
- Hold each other accountable to the steps
- Make small adjustments if and when needed



THANK YOU



CITY OF SOUTH FULTON
COUNCIL AGENDA ITEM
COUNCIL WORK SESSION



SUBJECT: Proposed Legislative Review Process

DATE OF MEETING: 10/23/2018

DEPARTMENT: City Manager

ATTACHMENTS:

Description	Type	Upload Date
WS_Proposed Legislative Review Process	Cover Memo	10/17/2018

GOVERNMENT OF THE CITY OF SOUTH FULTON
Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: The Honorable Mayor William "Bill" Edwards and City of South
Fulton City Council

FROM: Odie Donald II 
City Manager

DATE: September 27, 2018

SUBJECT: Proposed Legislative Review Process

Background:

The City of South Fulton (CoSF) continues to focus on making impactful improvements to our internal processes. Our goal is to create efficient and effective procedures that allow staff to deliver quality services to all stakeholders.

After review of the current legislative process, areas of improvement have been identified that will increase traceability, accountability, and productivity. These areas include development of an enhanced log that will assist with tracking the status of each proposed legislation as well as provide visibility to Council and staff as deemed appropriate. The recommendations will also streamline the receipt and distribution of every proposed legislation to ensure they are appropriately managed through each step.

Areas of Improvement

	As-Is	To-Be
Receipt of Proposed legislation	Proposed legislation may be submitted to City Attorney or Records Administrator. There are no controls on who owns this process therefore creating lack of visibility causing delays in the process.	Establish the Records Administrator as the single point of contact to manage the legislative process. A dedicated email address will be created to manage all incoming proposed legislations.

	As-Is	To-Be
Review/Comment Period	Department Heads and Budget Manager have difficulty adhering to the review/comment period schedule.	The revised tracker will clearly note the deadline for each proposed legislation. With the shared access and visibility, department heads will know the deadlines upon receiving notification of the proposed legislation. In addition, The Records Administrator will closely monitor this process and send a reminder/follow-up email to the responsible party when the review/comment period ends.
Financial Impact Statement (FIS)	Proposed legislations have been presented before Council without a FIS.	A FIS is required for all articles of legislation (i.e. ordinances and resolutions) that are proposed. The FIS specifies the impact to the City's budget and finances the proposed ordinance or resolution may have.
Legislative Tracker	Records Administrator utilizing spreadsheet to log proposed legislation as received.	Revised spreadsheet to include Councilmember kamau's recommendations per his email sent to CM on August 14, 2018; Tracker to include ID#, Title, Author/Sponsor, Date Submitted, Review Phase, Responsible Party, Comments, Comment Period Deadline; Status, and Date Approved; Date added to Agenda, Adopted/Not Adopted; Access granted to Council members and appropriate staff via SharePoint or shared drive.

	As-Is	To-Be
Communication of Adopted Legislation with Stakeholders	City Clerk files and publishes as part of the meeting minutes to the City website via OpenGov.	City Clerk files, publish, and advertise adopted legislation to the City website via OpenGov. Communications Department will publish notice with link to OpenGov of newly adopted legislation via social media outlets.

Summary of Process:

1. Legislators and/or staff will provide draft legislation and all supporting documents and materials for FIS and review to the Records Administrator.
2. The Records Administrator will log each proposed resolution and/or ordinance into a tracker and then forward documents to the City Attorney, Budget Manager, and all Department Heads for review on the same date of receipt.
3. Department Heads, City Attorney & Budget Manager will respond immediately to provide all information requested during the review/comment period.
4. The *Comment Period* begins the moment in which the resolution/ordinance is sent electronically to the Records Administrator.
 - a. Documents less than 10 pages = **7 Days Comment Period Maximum**
 - b. Documents greater than 10 pages = **14 Day Comment Period Maximum**
5. The Budget Manager shall return the FIS, comments, and any supporting documents to the Records Administrator prior to the end of the comment period.
6. Records Administrator will forward the legislation and certified FIS document to the City Manager copying the Assistant City Manager & Chief Financial Officer for review.
7. Records Administrator will submit certified FIS to the City Clerk's Office to accompany applicable legislation for council.
8. City Manager reviews proposed legislation.
9. Mayor sets the Agenda.
10. City Clerk will prepare and add proposed legislation to the agenda and advertise. Proposed legislation may be added to the agenda if received in the City Clerk's office at least 5 days prior to the scheduled council meeting. If received in less than five days, the proposed legislation may be added to the next scheduled council meeting, unless deemed an emergency per the city charter, section 3.18.
11. Council will conduct the necessary readings and provide comments, where applicable.
12. Resolution/ordinance is adopted or not adopted.
13. If adopted, resolution/ordinance is published and communicated to stakeholders by the City Clerk and the Communications Director.
14. If not adopted, resolution/ordinance may be reintroduced via the start of the legislative process.

15. If ordinance is vetoed by the Mayor, the ordinance shall automatically be added to the next council meeting for consideration.

Additional Recommendations:

- Increase review/comment period to accommodate development of FIS
- Research integration of Novice Agenda software scheduling
- Create proposed legislation calendar

Attachments:

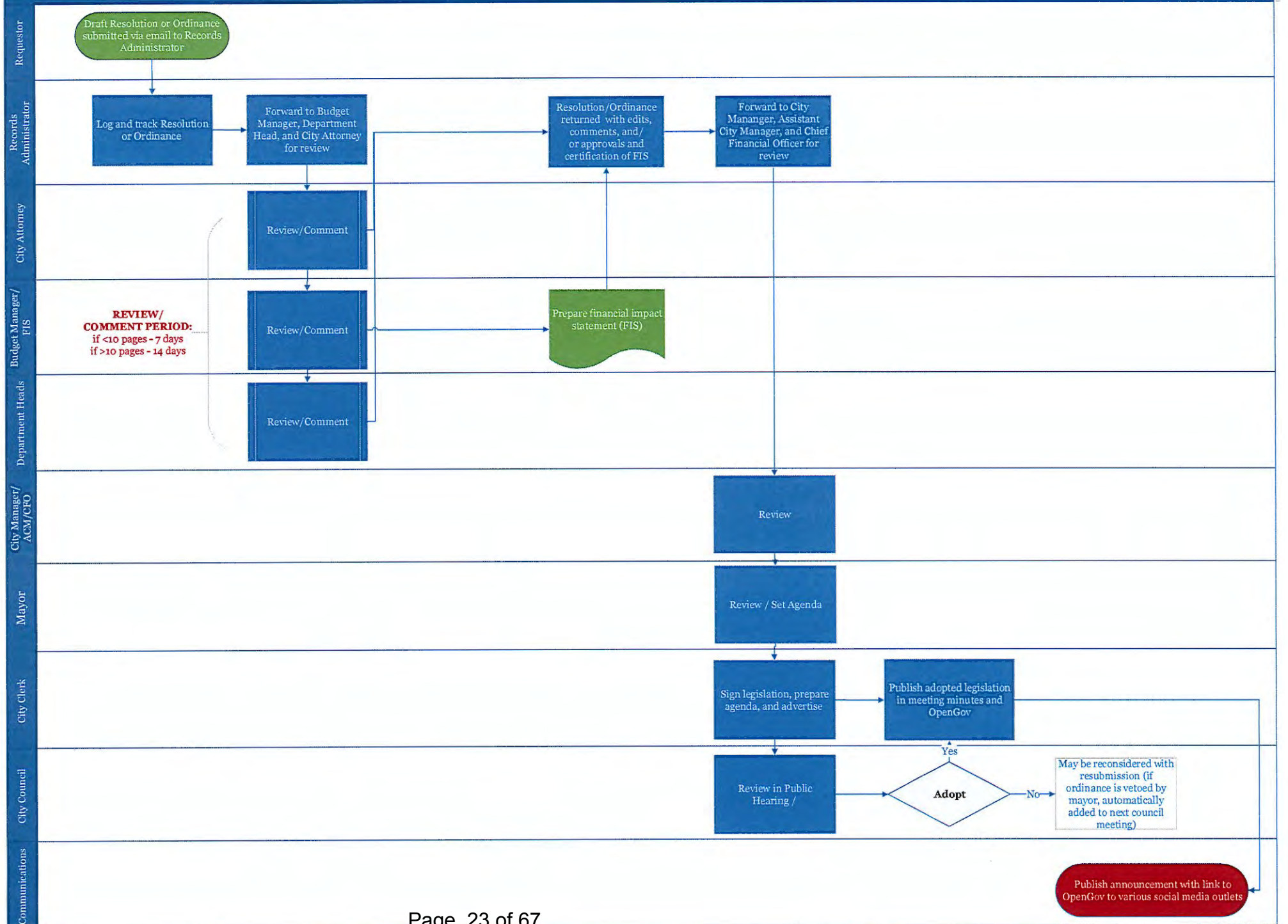
Proposed Legislative Process Workflow

Example Tracker Spreadsheet

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

PROPOSED LEGISLATIVE REVIEW PROCESS

Ordinance / Resolution





LEGISLATIVE PROCESS TRACKER

[illegible]



CITY OF SOUTH FULTON PROPOSED LEGISLATIVE REVIEW PROCESS

WILLIAM “BILL” EDWARDS
Mayor

ODIE DONALD II
City Manager

Presented By:
RENARDO PASCHAL, RECORDS ADMINISTRATOR

CITY OF SOUTH FULTON
5440 FULTON INDUSTRIAL BLVD, SOUTH FULTON, GA 30336



ENHANCING THE LEGISLATIVE PROCESS

The City of South Fulton (CoSF) continues to focus on making innovative and impactful improvements to our internal processes. Our goal is to create efficient and effective procedures that allow staff to deliver quality services to all stakeholders.

After review of the current legislative process, several areas of improvement were identified.

ISSUE:

1. No defined process
2. No ownership of process
3. No visibility of proposed legislation or status at any phase of process

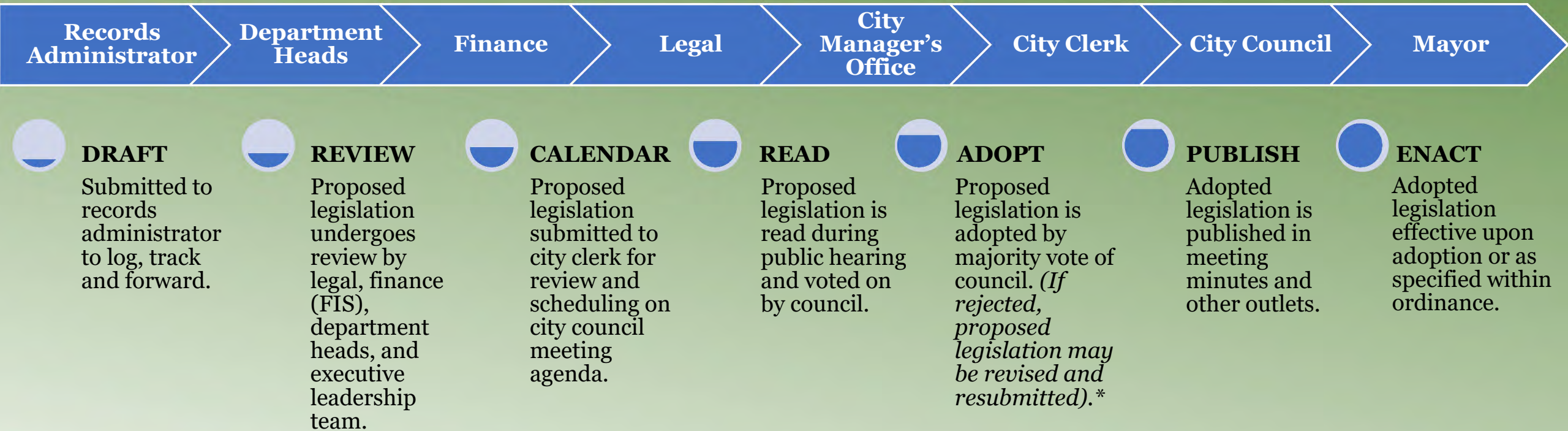
GOAL:

1. Increase *traceability*
2. Increase *accountability*
3. Increase *productivity* proposed legislation through all phases of process





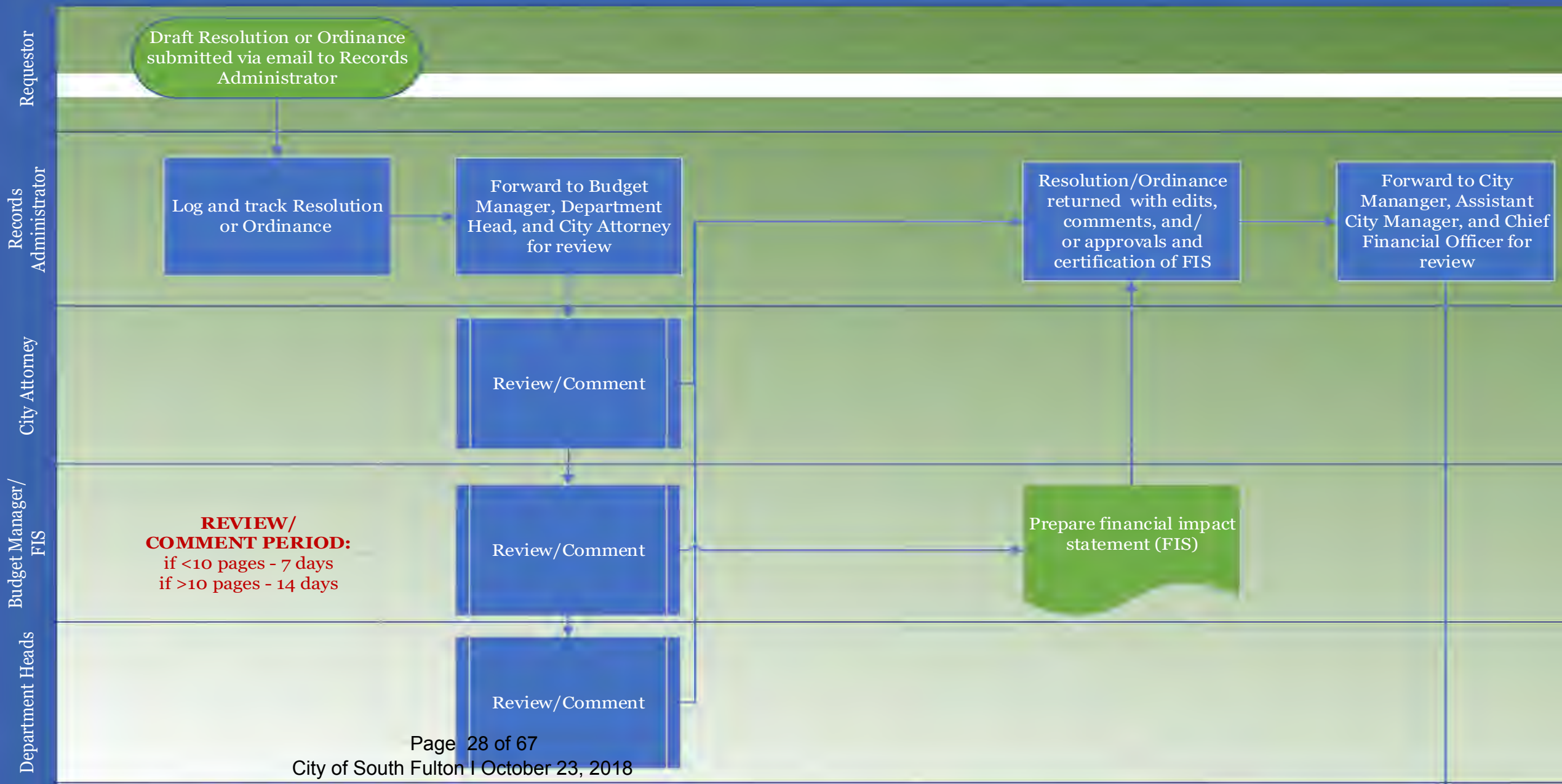
THE PROCESS

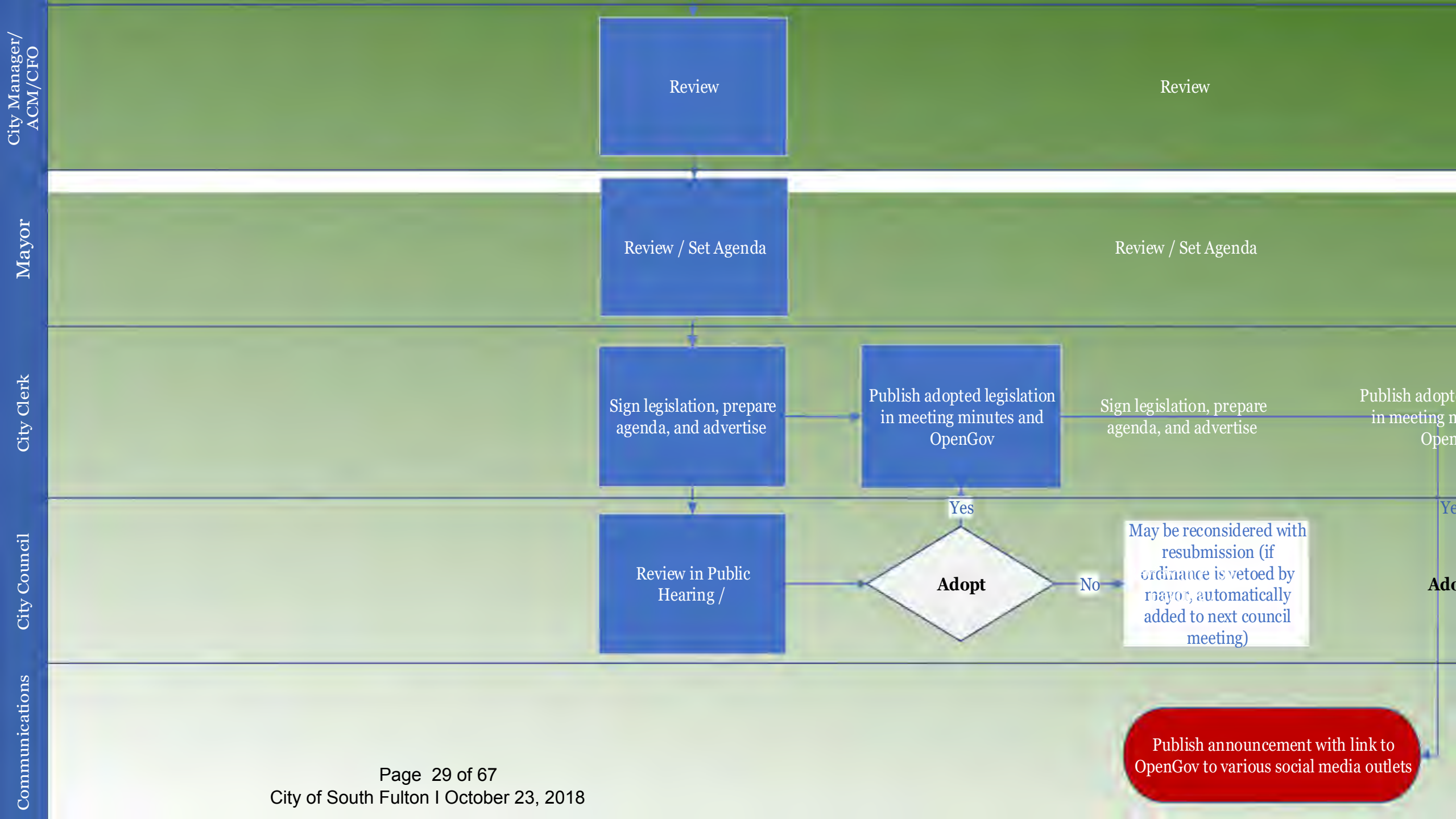


**Mayor has the right to veto any ordinance approved and adopted by the council per the city charter.*



PROPOSED LEGISLATIVE REVIEW PROCESS







TRACKING LEGISLATION

- **SharePoint** site to track proposed legislation
 - Access to all parties involved
 - Collaborate in one document to easily track changes and status (History)
 - Attach additional support documentation to individual legislation as needed

CoSF Legislation

Name	Modified	Modified By	Created	Created By	Version
2019 Youth Football Jamboree...	October 4	Namarr Strickland	October 4	Namarr Strickland	1.0

Legislation Tracking

Ordinance/Resolution	Number	Lead Author(s)	Date Submitted	Department Review	Comments
Purchasing and Credit Card Ordinance	2018-032	Councilwoman Rowell, District 1	October 4		
South Fulton Telecommunication Om...	2018-	Councilwoman Rowell, District 1	October 1	Information Technology	There are no foreseeable to support this ordinance
Youth Football Jamboree	2018-	Councilwoman Willis, District 3	October 2		



THANK YOU





CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION



SUBJECT: Public Works Service Model Presentation

DATE OF MEETING: 10/23/2018

DEPARTMENT: City Manager

ATTACHMENTS:

Description	Type	Upload Date
WS_Public Works Service Model Presentation	Cover Memo	10/17/2018

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM “BILL” EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

October 16, 2018

The Honorable Mayor William “Bill” Edwards
and City of South Fulton City Council
5440 Fulton Industrial Blvd., SW
South Fulton, GA 30336

Greetings Mayor and City Council,

The purpose of this correspondence is to provide Mayor and Council with an update on the transition of transportation services from Fulton County. The transportation transition differs greatly from the previous County to City service transitions in that there appears to be no statutory requirement by which the City is able to acquire vehicles, equipment and land assets well below market values. As a result, the County’s position is that these assets can be purchased through this process at fair market value (FMV), which without considering the acquisition of facilities is close to \$2 million. This is a stark contrast from previous transitions, wherein the City acquired vehicles and equipment at \$1, while attaining land at \$100 an acre.

Previously, the City transitioned all vehicles, equipment, and staff from the County. It should be noted that the City also transitioned staff at the same pay rates that they held at the County, despite those salaries far exceeding the City’s adopted pay and class plan. While this good faith effort has been coordinated as a part of previous transitions, it is not the responsibility of the City to accept or transition vehicles, equipment, property, or staff. Further, by policy, Fulton County is required to conduct a job search to promote continued employment with Fulton County. Interestingly enough, Fulton County resolution #17-0364 waives their reduction in force (RIF) process. Attached please find the Fulton County Separations Policy and Resolution #17-0364 waiving their *Reduction in Force* process.

The disparity in costs related to the transition of transportation services has forced the City to implement a different transition and service delivery model for transportation. As presented previously, moving forward in the same manner as previous transitions would result in a budget deficit of more than \$1 million, without fully accounting for equipment and facilities. It has also been brought to the City’s attention that a portion of transportation related activities and staff will remain with the County due to their responsibilities related to Fulton Industrial Boulevard. The cost to deliver these services focused on transportation signal operations, whether in concert with the County or managed independently, are additional unbudgeted/unexpected costs.

Based on research related to transition, we have concluded that it is not the responsibility of the City to transition vehicles, equipment, property, or personnel. Even so, I believe we are all

thankful for the contributions of the transportation staff and are fully committed to ensuring that those employees are not negatively impacted despite the existing fiscal constraints. To that end, I along with key staff members will be meeting with impacted Fulton County transportation employees at 8:30 a.m. on October 17, 2018 to provide an update on the transition. The vendor (Jacobs Engineering) has committed to leveraging the existing talent pool to fill all required staff positions. Additionally, I have also reached out to my counterparts in other municipalities who are expanding their public works operations and are currently recruiting additional staff resources. Both will be in attendance tomorrow to meet with impacted employees.

There has been much progress in identifying and implementing a service model that allows the City to meet service delivery requirements, despite fiscal challenges related to transition. While I am confident in the progress that has been made, I do have concerns related to recent information provided by the County regarding to the transition of TSPLOST funds, the delay in receiving appraisals on real estate parcels, a lack of clarity on retirement related fiscal transactions, and remaining coordination related to administering traffic signal operations. As a result, staff will request that Attorney Walker notify the County of the City's interest to delay the full transition to November 19, 2018. This will allow the City to receive all pertinent information and documentation related to the transition, finalize the vendor agreement, facilitate the transition of County employees, and coordinate required service agreements.

On the heels of our successful transition of fire, police and parks services, the City is working diligently to ensure a smooth November 2018 transition of transportation. I am excited for this important next step in our City's growth and confident that County personnel policies will work in concert with City transition efforts to maximize the retention of County public works personnel, while ensuring that services transition uninterrupted.

In Service,



Odie Donald II

1
2 **A RESOLUTION AUTHORIZING A REDUCTION IN FORCE AND WAIVING**
3 **THE NOTICE AND PLACEMENT PROCESS SPECIFIED IN PERSONNEL**
4 **PROCEDURE NO. 330-16, AS A RESULT OF THE INCORPORATION OF THE**
5 **CITY OF SOUTH FULTON AND THE DESIRE TO ASSIST FULTON COUNTY**
6 **EMPLOYEES IN THE DEPARTMENTS THAT WILL NO LONGER BE NEEDED**
7 **AFTER TRANSITION SERVICES ARE RENDERED, AND FOR OTHER**
8 **PURPOSES.**
9

10 **WHEREAS,** the City of South Fulton is a municipality created by the 2016
11 Georgia General Assembly pursuant to House Bill 514 and will be incorporated on May
12 1, 2017; and

13 **WHEREAS,** H.B. 514 provides South Fulton with a twenty-four (24) month
14 transition period starting from November 18, 2016 before it must assume and exercise
15 all powers of a municipality; and

16 **WHEREAS,** H.B. 514 also provides, among other things, “[d]uring such
17 transition period, Fulton County shall continue to provide within the territorial limits of the
18 City of South Fulton all government services and functions which Fulton County
19 provided in that area during 2016;” and

20 **WHEREAS,** after the transition period ends, the County will no longer have a
21 need for those departments that currently provide municipal type services to the area;
22 and

23 **WHEREAS,** The Governor's Transition Team has indicated that it will
24 recommend that the City immediately assume some services and thus, the transition
25 period for these services will be minimal; and

26 **WHEREAS,** the employees of the departments that are providing transition
27 services need flexibility in order to determine whether they will seek to retire, attempt to

1 obtain positions with the new municipality, or seek placement with another County
2 department; and

3 **WHEREAS**, once a Reduction in Force (RIF) is declared by the Board of
4 Commissioners pursuant to Personnel Procedure 330-16-3 IV, the Chief Human
5 Resources Office must endeavor to place employees considered for RIF in other
6 County positions, and if no positions are available for placement, the County must give
7 an employee at least 21 calendar days' notice prior to the date of separation.

8 **WHEREAS**, impacted employees may transition to the employ of the City of
9 South Fulton at any point without any direction or control of the County, making
10 placement efforts unnecessary; and

11 **WHEREAS**, a shortened RIF notice period would allow those County employees
12 who wish to obtain positions with the City of South Fulton to do so without jeopardizing
13 eligible benefits under the County's Defined Contribution Plan and Defined Benefit Plan;
14 and

15 **NOW, THEREFORE, BE IT RESOLVED**, that in order to assist County
16 employees in those Departments that are providing municipal-type services to the area
17 that will become the incorporated City of South Fulton as of May 1, 2017, the Board of
18 Commissioners hereby authorizes the County Manager and Chief Human Resources
19 Officer to implement a RIF, without endeavoring in placement efforts or providing
20 twenty-one (21) days' notice, as to the employees whose services will no longer be
21 needed due to lack of work and a reduction in operational needs as a result of the
22 creation of the City of South Fulton.

BE IT FINALLY RESOLVED, that this Resolution will take effect upon its adoption, and that all resolutions and parts of resolutions in conflict with this Resolution are hereby repealed to the extent of such conflict.

FULTON COUNTY BOARD OF COMMISSIONERS

ATTEST:



APPROVED AS TO FORM:

P:\ACProjects\BOC\Municipalization\City of South Fulton\4.19.17 - Resolution Declaring RIF with waiver of placement and notice based on COSF incorporation.doc



PERSONNEL PROCEDURE

SUBJECT: SEPARATIONS

DATE: March 17, 2017

Number: 330-16

I. Dismissal

Classified Employees: An Appointing Authority may dismiss any permanent Classified employee for cause, subject to the provisions of the County's Appeals Policy.

- Notice of dismissal shall be provided to the employee in writing and shall include notice of the charges against the permanent classified employee, the effective time and date of dismissal and an explanation of the reasons for dismissal. The notice, which shall offer the employee an opportunity to respond orally or in writing to the charges, shall be provided to the employee no less than 24 hours prior to the effective date and time of the dismissal. At a minimum, the notice must provide sufficient information for the employee to understand the factual basis for the dismissal and any allegations of misconduct made against the employee; however, notice of dismissal shall not be deemed deficient solely because the notice fails to cite or inaccurately cites the Discipline for Classified Employees Policy or Procedure.

Unclassified Employees: An Appointing Authority may dismiss any non-permanent or unclassified employee with or without cause. Written notice of the dismissal shall be provided to the employee to include the effective time and date of the action. Appointing Authorities are encouraged and it is recommended that they seek advice from the Department of Human Resources Management and/or Office of the County Attorney prior to the dismissal of any unclassified employee.

II. Resignation

An Appointing Authority may accept the written or verbal resignation of any employee at any time. An Appointing Authority must confirm in writing the receipt of the employee's resignation and acceptance of the employee's resignation. Upon accepting a written or verbal resignation, the Appointing Authority shall promptly notify the Chief Human Resources Officer, in writing, to include the effective date, the reason for the

These policies do not create a contract of employment. Employment for non-classified employees remains "at will".

330-16-2

resignation, if available, and other pertinent data. Acceptance of a resignation does not prevent an Appointing Authority from disciplining an employee prior to the effective date of the employee's resignation.

III. Abandonment of Position

Any employee who is absent from duty for four (4) or more consecutive work days or the equivalent at shift time without proper notification and authorization shall be deemed to have voluntarily terminated his/her position and shall be separated from the service unless the Appointing Authority acquires knowledge that an employee's leave may be for an FMLA-qualifying reason and/or the employee is unable to contact the County due to medical reasons. Permanent Classified employees shall have the right to appeal this action to the Personnel Board, as provided in the Appeals Policy and Procedure.

IV. Reduction in Force

This section shall apply to all permanent employees within the classified and unclassified service; however, termination of a grant-funded position shall not be subject to the RIF provisions.

A. In General

1. A reduction in force ("RIF") may be declared by the Board of Commissioners for the following reasons: lack of work, lack of funds, a reduction in operational needs, re-organization or when necessary to carry out the adopted County budget.

2. A RIF is not a disciplinary action and may not be used for the purpose of dismissing or demoting permanent status employees whose job performance is unacceptable. A RIF shall not be used to intentionally alter the demographics of a department or classification based on any legally protected trait or class.

3. Prior to initiating a RIF, the County will consider using other means, such as hiring freezes, reduction through attrition, reduced work weeks or other methods to lessen the negative impact of such action, unless the RIF is declared due to reorganization.

4. The Department of Human Resources Management will endeavor to place an employee who is being considered for RIF into an appropriate vacant position based upon experience and training without going through any recruitment process and without application of the Lateral Transfer Policy. The Chief Human Resources Officer has plenary authority to transfer employees subject to a RIF in an effort to promote continued employment with Fulton County and lessen the likelihood of separation. The Chief Human Resources Officer shall not transfer any employee into a position in a department that is headed by an elected official or constitutional officer without first

These policies do not create a contract of employment. Employment for non-classified employees remains "at will".

consulting with and/or receiving the consent of the elected official or constitutional officer to the transfer. The Chief Human Resources Officer is authorized to create a procedure and/or matrix for placement of employees; however, such procedure or matrix must include consideration of seniority. With respect to compensation for employees transferred under this provision, the Chief Human Resources Officer has discretion to set salaries using the normal demotion matrix or some other process subject to availability of funds. An Appointing Authority who obstructs this process and/or an employee who fails to report to a new assignment based on the RIF could be subject to discipline, up to and including dismissal.

B. Process

1 It shall be the responsibility of the Chief Human Resources Officer, upon recommendation of the Appointing Authority and as consistent with this procedure, to define the department, function, division, classification, agency, or any other logical grouping, within which the mechanics of the RIF are to apply.

2 Within each defined grouping as set forth in subsection (a) above, each affected class will be treated separately, and the Chief Human Resources Officer shall make every reasonable effort to place employees who have been declared excess or surplus to the needs of any department because of a RIF. If placement of such employees is impossible and layoffs become mandatory, then such employees shall be laid off in the following descending order of priority:

- a. Layoff of non-permanent employees.
- b. Layoff of permanent employees with the least amount of continuous County-wide seniority.
- c. If seniority dates of permanent employees are identical, then layoff in order of relative efficiency, to be determined by written performance evaluations, appraisals and record of disciplinary actions covering a minimum period of twelve (12) months or longer.
- d. If after considering the above, two or more employees are identical, then veterans shall be given preference over non-veterans for retention purposes.
- e. If after considering the above, two or more employees are identical, then layoffs will occur in alphabetical order.

C. Notice

If no position is available for placement of an employee subject to the RIF, the Chief

These policies do not create a contract of employment. Employment for non-classified employees remains "at will".

Human Resources Officer, at least twenty-one (21) calendar days prior to the date of separation, shall notify in writing any permanent employees scheduled to be laid off. Employees laid off as a result of this provision will not be deemed to have been dismissed for disciplinary reasons, and therefore, will not have any right to appeal the dismissal to the Personnel Board or Grievance Review Committee.

At the conclusion of any RIF, the Chief Human Resources Officer shall submit a report to the Board of Commissioners concerning the outcome of the RIF.

D. Re-Employment Rights

Permanent employees who are separated as a result of a reduction in force shall be placed on a Recall List, as defined by the Fulton County Recruitment and Selection Policy, for a period of one year. Such employees will be given consideration for future vacancies for which they qualify, provided the position is of an equal or lower pay grade to the position or classification the employee held at the time of the RIF.

Salary rates for rehires shall be implemented consistent with the Positions and Compensation Policy and Procedure.

V. Administrative Separation without Prejudice

An employee who is unable to perform the essential job duties of his or her position because of a disability, as defined by the Americans with Disabilities Act (the "ADA"), may be separated administratively, without prejudice. An administrative separation without prejudice may be voluntary or involuntary.

An employee is eligible for administrative separation without prejudice if both of the following conditions are met:

1. The employee is unable to perform the essential job duties of his or her position due to a disabling illness, injury or condition as ; and
2. The employee is not eligible for leave pursuant to the Family and Medical Leave Act (FMLA) Policy and Procedure (104-16) or is ineligible or has refused to accept a reasonable accommodation offered pursuant to the ADA.

The Disability Affairs Unit of the Office of Diversity and Civil Rights Compliance (DCRC) will review medical documentation provided by the employee's medical provider to determine whether the employee has a medical condition or impairment that meets the definition of disability under the ADA.

An administrative separation without prejudice is not a disciplinary action and therefore may not be appealed to the Personnel Board. An administrative separation without prejudice also is not grievable.

These policies do not create a contract of employment. Employment for non-classified employees remains "at will".

Administrative separations without prejudice shall not adversely affect any payments or benefits to which such employees may be entitled under the Workers' Compensation Laws of the State of Georgia.

VI. Death

Appointing Authorities shall report promptly to the Chief Human Resources Officer the separation of any employee due to death and the date of such death.

VII. Break in Service

For purposes of implementing Georgia Act No. 302 and Georgia Act No. 303, enacted on May 7, 2013, "break in service" shall mean any separation from employment with Fulton County, whether voluntary or involuntary, and shall be limited to termination without reinstatement by the Personnel Board, retirement, resignation, administrative separation and/or separation resulting from a RIF. The break in service is effective immediately at the time of one of the above employment actions.

These policies do not create a contract of employment. Employment for non-classified employees remains "at will".



CITY OF SOUTH FULTON PUBLIC WORKS SERVICE MODEL

WILLIAM “BILL” EDWARDS
Mayor

ODIE DONALD II
City Manager

Presented By:
ODIE DONALD II, CITY MANAGER

CITY OF SOUTH FULTON
5440 FULTON INDUSTRIAL BLVD, SOUTH FULTON, GA 30336



PUBLIC WORKS SERVICE MODEL

October 23, 2018





PUBLIC WORKS SERVICE MODEL

- Combines field service, citizen engagement (311 platform) and predictive maintenance system to keep residents safe and improve traffic flow
- Yields responsive service to citizens
- Employs hybrid model using contract services and City personnel





PUBLIC WORKS SERVICE MODEL





SERVICE RESPONSIBILITIES

CITY STAFF

- Maintain City Property
 - Parks, Recreational facilities, and other City-operated facilities
 - ✓ Includes Ground Maintenance (Maintain 4 Week Service Cycle vs. 6-8 week)
 - ✓ Includes repair and preventive maintenance of interior and exterior of City facilities, meeting room set-up, mail services, facility acquisition and disposal, and general administration
- Fleet Maintenance
 - Includes repair and preventive maintenance of City vehicles, including fire apparatus, police and work vehicles
- Street Signs & Lighting
 - Includes installation and maintenance of signs and lights on public streets and roads for which the City is responsible

CONTRACT PERSONNEL

- Right-of-Way Maintenance
 - Includes cutting grass, edging, leaf removal, & litter/dumping control (Maintain 4 Week Service Cycle vs. 6-8 week)
- Road & Sidewalk Maintenance
 - Manage CIP
 - Includes acquisition and disposal of property/right of way
 - Includes repair and maintenance of roads within city limits, including, repaving, pothole repair, traffic calming assessment, snow & ice control, etc.
- Solid Waste Coordination
 - Oversee residential trash collection & recycling program
- Traffic Sign/Signal Operations & Street Lighting
- 24-hour call center
- Stormwater Management
 - Assist with creating Local Issuing Authority (LIA)
 - Includes water from precipitation events, washing vehicles, irrigation, and other sources
 - Maintain current performance standards and stormwater infrastructure, address improper discharges, & provide public education

Note: Water treatment remains the responsibility of Fulton County

Page 47 of 67

City of South Fulton | October 23, 2018



Public Works Service Model Comparison			
(Direct Costs to City)			
	<u>In-House Service Delivery</u>	<u>Blended Contract Service Delivery</u>	
Fleet Maintenance	✓		
Facilities Maintenance	✓		
Street Signs & Lighting	✓	✓	
Grounds Maintenance		✓	
Road & Sidewalk Maintenance		✓	
Stormwater Management		✓	
Personnel	\$4,557,691.00	\$1,675,169.00	General Services and limited Public Works
Operating Costs	\$3,930,696.00	\$2,640,696.00	General Services only
Facility	\$300,000.00	\$0.00	
Equipment**	\$2,137,105.00	\$56,000.00	Zero-turn mower
Vehicles (General Services)	\$123,760.00	\$123,760.00	Motor vehicles & crew cab
LMIG/GDOT Projects (City portion)	\$350,000.00	\$350,000.00	
Bridges & Culverts	\$290,000.00	\$290,000.00	
Contract Cost	\$0.00	\$5,750,482.00	
Total	\$11,689,252.00	\$10,886,107.00	

** \$500k was included in FY19 Budget presented & approved by Council; Costs for traffic center facility & equipment are unknown and not included

Note: Equipment costs were \$1 under prior transitions & Facility costs were \$100/acre



COMPARISON HIGHLIGHTS

Prior costs do not include the following:

- PW *facility*
 - Approx. 17 acres of land, estimated at over \$1M
 - Appraisal due 10/24
- Traffic sign fabrication *materials*
- *Facility* for traffic signal operations
- *Equipment* for traffic sign fabrication & signal operation





PERFORMANCE METRICS

- **Grass Cutting & Litter Cleanup**

- 4 week cycle during growing season (April – September)

- **Priority 1 – “Urgent” (complete within 1 business day)**

- For Example:
 - Standing Water in Roadway
 - ✓ Would become a priority repair if water is a hazard/safety concern and/or poses threat to life and safety.
 - Dead Animal in Roadway
 - ✓ Large in travel lane causing hazard
 - Debris and Litter
 - ✓ Hazard to motorist or severely unsightly
 - Sinkhole
 - ✓ If hole poses threat to persons and/or property or if road is in danger of collapse
 - Tree Removal
 - ✓ If tree is blocking road or threat to property or persons
 - Void in Sidewalk
 - ✓ If a hazard to pedestrians. Close sidewalk until repair can be made
 - Potholes
 - ✓ If potential safety or property damage due to size





PERFORMANCE METRICS

- **Priority 1 – “Urgent” (complete within 1 business day) *Continued***

- Snow and/or Ice
 - ✓ Hazardous to motorist and/or pedestrians
- Sign Problems such as missing damage, or limited visibility
 - ✓ If causing confusion or a safety issue.
- Downed Power Lines or Power Outage
 - ✓ Secure area and coordinate with power company
- Signs/Signal Repair
- Fallen or damaged Tree
 - ✓ If a fallen or damaged tree was presenting a hazard then it would become a Priority 1 situation. Otherwise tree and shrub trimming along with standard detention pond maintenance would be considered part of routine work (Priority 4).

- **Priority 2 – “Important” within 72 hours (complete within 3 business days).**

- This priority will be used when response time is important, but not “urgent”. This code is used for things like patching a small pothole that does not pose an imminent safety or property damage threat but could if left unattended, cleaning of a clogged storm pipe before the next forecasted rain event, sight distance issues.

- **Priority 3 – “Standard” 7-10 businesses days**

- This is for corrective work that can be planned and scheduled based on efficiencies.



PERFORMANCE METRICS

- **Priority 4 – Preventative Maintenance**

- This priority code will be used for all preventative maintenance activities that are performed on a routine schedule such as mowing, litter pick-up, and storm structure inspections/cleanings.
- If a fallen or damaged tree was presenting a hazard then it would become a Priority 1 situation. Otherwise tree and shrub trimming along with standard detention pond maintenance would be considered part of routine work (Priority 4).

- **Priority 5 – “Extensive” 30 days**

- Used for projects that cannot be completed within 10 days due to size/scope of the project or because there is a lead time for ordering parts/materials.





NEXT STEPS

October 9, 2018

CoSF and Peachtree
Corners Councils
approved IGA

October 23, 2018

CoSF Council approves
budget amendment

CoSF Council approves
contract w/Contractor

October 24, 2018

City executes contract
with Contractor

Contractor begins
hiring process

**Early to Mid
November, 2018**

Services officially
transition from Fulton
County

Contractor commences
Service Delivery





Q & A





CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION



SUBJECT: Fire Station No.1 Renovation Options

DATE OF MEETING: 10/23/2018

DEPARTMENT: City Manager

ATTACHMENTS:

Description	Type	Upload Date
Fire Station No.1	Cover Memo	10/17/2018



CITY OF SOUTH FULTON

FIRE STATION #1

PRESENTATION

WILLIAM “BILL” EDWARDS
Mayor

ODIE DONALD II
City Manager

Presented By:
Christopher Walker, Facility Manager

CITY OF SOUTH FULTON
5440 FULTON INDUSTRIAL BLVD, SOUTH FULTON, GA 30336



FIRE STATION #1

October 23, 2018





FIRE STATION #1 OPTIONS

To address the facility issues at Fire Station #1, we propose the following Options:

1. Rebuild
2. Modular rebuild
3. Renovation





OPTION #1: REBUILD

The cost associated with preparing the land that is needed for a 12,000 sq. ft. fire station (size requirement per Fire Chief) that will sit on 4 acres of land will be approximately \$195,000. The land preparation will include the following:

- Site planning and architecture
- Surveying
- Clearing the land
- Grading of the land
- Running utilities (water/sewer, electric and gas)

The construction cost depending on the design and construction materials could range from \$217-\$434 per sq. ft.

The cost tends to end up being on the higher end due to the current increase in material and labor cost. Estimated cost to rebuild Fire Station #1 is between \$2.6 and \$5.2 million. Source: Parker Young Construction and Gray Contracting

Timeline: 12-18 months but can fluctuate based on site conditions and specifications

Temporary housing for fire personnel during construction

- \$5,000-\$7,000 for setup
- \$1,495-\$3,495 for winterization
- \$2,350 per month per mobile housing unit





OPTION #2: MODULAR REBUILD

The turn key cost to rebuild Fire Station 1 using modular construction would be \$350 per sq. ft. The cost associated with preparing the land would be the same as the cost estimated for the rebuild. The estimated cost for a modular rebuild would be between \$4.2 and \$5.1 million depending on the design and finishes. Source: Modula Genius.

Timeline: 6-9 months but can fluctuate based on site conditions and specifications

Temporary housing for fire personnel during construction:

- \$5,000-\$7,000 for setup
- \$1,495-\$3,495 for winterization
- \$2,350 per month per mobile housing unit





OPTION #3: RENOVATION

The estimate from Parker Young Construction to do the exterior renovation and specified remediation is approximately \$115,000. I would recommend that we allocate an additional \$150,000 to the renovation cost to cover the roof replacement, interior renovation, furnishings and finishes, bringing the total renovation cost to approximately \$265,000. Source: Parker Young Construction.

Timeline: Approximately 6-8 weeks

Temporary housing for fire personnel during construction:

- \$5,000-\$7,000 for setup
- \$1,495-\$3,495 for winterization
- \$2,350 per month per mobile housing unit





STAFF RECOMMENDATION

The approach that will accomplish the goals of creating a healthy environment for the fire personnel and being fiscally responsible appears to be the renovation of Fire Station #1. With a quality renovation of Fire Station #1, the life of the building could be extended for another 10-15 years. As the City revenue grows and funds are appropriated, the construction of a new fire house would be advised. Upon the completion of a newly constructed fire station, the building that currently serves as Fire Station #1 can be converted into a mini police precinct, city annex building or a community building.





THANK YOU





CITY OF SOUTH FULTON
COUNCIL AGENDA ITEM
COUNCIL WORK SESSION



SUBJECT: Quicket Presentation

DATE OF MEETING: 10/23/2018

DEPARTMENT: City Council

ATTACHMENTS:

Description	Type	Upload Date
Quicket Presentation	Cover Memo	10/18/2018



Cloud-Based Data Management & Operational Intelligence Solutions for Government Workloads

Executive Summary

Quicket Solutions

10/14/18

QUICKET SOLUTIONS, INC CONFIDENTIAL



Quicket is a leading provider of secure and highly configurable cloud-based data management, mobile reporting, and operational intelligence software for sensitive government workloads. Quicket includes comprehensive solutions for law enforcement, finance departments, code enforcement, courts, online automated citizen services, and more. Available modules include records/case management, mobile reporting, electronic citation (eTicket), digital evidence management, document automation, payment processing, text/email messaging, real-time advanced data analytics, and more. Quicket enables its clients to increase officer/constituent safety, improve revenue collections, boost productivity, and increase public convenience.

Quicket's platform represents a game-changing departure from current models by offering clients a simple subscription (SaaS) model. With the system hosted in the cloud, Quicket eliminates capital costs and the need to dedicate limited IT staff time to the purchase, installation and maintenance of servers and software. Quicket includes all software, cloud-based infrastructure, and maintenance/support under a simple subscription.

Amazon Web Services, the cloud environment used by Quicket, is the world's largest Infrastructure-as-a-Service (IaaS) provider. It is trusted by thousands of private and public organizations, including the US Department of Health and Human Services, NASA, and the US Department of Defense to provide a secure and cost-effective data storage and computational environment. Quicket leverages GovCloud, the isolated and CJIS-conforming region of Amazon Web Services, designed exclusively for sensitive government workloads.

Quicket has been built from the ground-up in close collaboration with many public sector organizations. Thousands of hours spent with our clients have enabled us to deeply understand the pain points of existing systems. With world-class engineers and design experts, Quicket has developed a truly innovative and uniquely intuitive platform that dramatically improves operational efficiencies, eliminates the expensive upfront capital and maintenance costs of legacy systems, and establishes peace of mind through leveraging the highly reliable and secure Amazon Web Services.



Simplifying CJIS Compliance with Quicket

Georgia law enforcement is taking advantage of Quicket to reduce operational costs and increase efficiencies while safeguarding Criminal Justice Information (CJI) data. Quicket is a leader in providing revolutionary CJIS-compliant cloud-based solutions. Its records management, eCitation, municipal court, finance, messaging, and real-time data analytics platform is a turnkey solution that simplifies data capture, enables real-time data sharing, and delivers unmatched operational intelligence.

Trust & Security



NIBRS, CJIS, FedRAMP,
NIST, and PCI Compliant



GCIC, NLETS,
& NCIC Connectivity



Three-tier data backup and
data transmission protection



Agency retains data ownership & is
interoperable with existing systems

Performance



Turnkey solution simplifies
deployment



Cloud-based, Optimized Networks,
& Cross-Service Security Controls



Data, Server, & Network Encryption,
& Multi-Factor Identification
and Authentication



Intrusion detection & load balancing
ensures 99.9999% uptime

Transition to the Quicket Cloud Today

With Quicket, law enforcement agencies can successfully transition to the cloud in a manner that is secure, reliable, and simple to implement. Unlike previous generation systems, which require agencies to dedicate limited IT funds and staff time to the purchase, installation and maintenance of servers and software, Quicket provides a turnkey solution – including cloud-based server infrastructure, software, maintenance/support, and updates/upgrades under a simple subscription. In addition, Quicket's platform is device flexible and offers law enforcement agencies a cost effective choice to use existing or best suited devices.