CITY OF SOUTH FULTON, GEORGIA
VIRTUAL - WORK SESSION
Tuesday, August 9, 2022, 4:00 PM

The Honorable khalid kamau, 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 Jaceey Sebastian, District 4 Councilmember
The Honorable Corey A. Reeves, District 5 Councilmember
The Honorable Natasha Williams, District 6 Councilmember
Vacant, District 7 Councilmember

COUNCIL WORK SESSION MEETING AGENDA

I. 4:00 pm Invocation

1. 4:01 pm Roll Call - Corey Adams, City Clerk

II. 4:01 pm Call to Order - Mayor khalid (*Times are estimates only)

III. 4:02 pm Monthly Reports

2. 4:02 pm Finance Monthly Report – Karen Slaton-Dixon, Finance Director
   A. Budget to Actuals
   B. August and September Budget Calendar
3. 4:20 pm City Manager Monthly Report – Don Toms, Asst. City Manager
4. City Attorney Monthly Report – Vincent Hyman, City Attorney

IV. 4:30 pm Presentations

5. 4:30 pm Georgia Open Meetings Act and Executive Sessions (Georgia Municipal Association, GMA)
6. 4:50 pm Sanitation Request for Proposals (RFP) Update - Don Toms, Asst. City Manager

7. 5:20 pm Renegotiation of Public Works Contract and Restructuring of Public Works Department - Antonio Valenzuela, Director, Dept. of Public Works
    A. Timeline
    B. Costs
    C. Parks Repairs URA Update
    D. Customer Service (SeeClickFix, 311)

8. 6:00 p.m. Recess of Work Session Meeting (Convening of Zoning Public Hearing)
9. 6:20 pm Wolf Creek Amphitheater, Part I – Karin Smoot, Special Projects Manager (Part II scheduled for Tuesday, September 13, 2022)
    A. Maintenance Costs and Plan
    B. Estimated Timeline for Establishing Programming
    C. Discussion of City-Sponsored Events Process and Costs
10. 6:30 pm Camelot Update (Courts and Code Enforcement)
11. 6:40 pm Overview on Eligible P-Card Usage – Carrie Sorrells, Purchasing Analyst

V. 7:30 pm Council Comments

VI. 7:50 pm Adjournment of Meeting

CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION

SUBJECT: 4:01 pm Roll Call - Corey Adams, City Clerk

DATE OF MEETING: 8/9/2022

DEPARTMENT: City Clerk

CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION

SUBJECT: 4:02 pm Finance Monthly Report

DATE OF MEETING: 8/9/2022

DEPARTMENT: Finance

ATTACHMENTS:

Description	Type	Upload Date
FY2023 Meetings_Budget Schedule 8.1.2022	Cover Memo	8/5/2022

CITY OF SOUTH FULTON CITY COUNCIL FY2023 BUDGET AND MEETINGS SCHEDULE

Work Sessions	Zoning Public Hearings	Regular Meetings	Special Meetings Millage/Budget
			1st Public Hearing for Millage Rate Tuesday, Aug. 16, 2022 9:00 AM Virtual
Tuesday, August 9, 2022 4:00 PM Virtual	Tuesday, August 9, 2022 6:00 PM Virtual		Department Budget Presentations Tuesday, Aug. 16, 2022 10:00 AM Virtual
			Special Called Meeting (Public Hearing and Vote for Annual Action Plan) Tuesday, August 16, 2022 4:00 PM City Hall
			Department Budget Presentations Thursday, Aug. 18, 2022 10:00 AM Virtual
		Tuesday, Aug. 23, 2022 4:00 PM Welcome All Park	2nd and 3rd Public Hearings for Millage Rate and Adoption of Millage Rate Tuesday, Aug. 23, 2022 10:00 AM Virtual and 6:00 PM Welcome All Park
Tuesday, Sept. 13, 2022 4:00 PM Virtual	Tuesday, Sept. 13, 2022 6:00 PM Virtual		1st Public Hearing and Reading of FY23 Budget Tuesday, Sept. 13, 2022 3:00 PM Virtual
			2nd Public Hearing and Adoption of FY23 Budget Wednesday, Sept. 21, 2022 6:00 PM City Hall
		Tuesday, Sept. 27, 2022 4:00 PM Welcome All Park	

For more information, please contact the Office of the City Clerk at 470-809-7272 or visit the City's website at www.cityofsouthfultonga.gov**.**

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CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION

SUBJECT: 4:20 pm City Manager Monthly Report

DATE OF MEETING: 8/9/2022

DEPARTMENT: City Manager

ATTACHMENTS:

Description	Type	Upload Date
City Manager Notes - August 9 Work Session	Cover Memo	8/5/2022

GOVERNMENT OF THE CITY OF SOUTH FULTON

khalid kamau
MAYOR

TAMMI SADDLER JONES
CITY MANAGER

MEMORANDUM

TO: Honorable Mayor khalid kamau & City Council Members

FROM: Tammi Saddler Jones Tammi Saddler Jones
City Manager

DATE: August 5, 2022

SUBJECT: **City Manager's Monthly Report Notes – August 9th Work Session**

Park Security Cameras

The City Manager sent a memo August 4, 2022, to the Mayor and Council about this project. Parks cameras will be approximately $900,000 based on equipment and installation but may change based on additional connectivity and other unforeseen needs. The estimate for Fire stations will be approximately $250,000 based on current information. This is a project that is eligible to be funded by the American Rescue Plan Act (ARPA). The City will purchase the equipment in compliance with the rules and regulations of the city's procurement policies.

COSF Job Fair and Career Expo

The City Manager's Office and the Human Resources Department teamed up to host the city's first ever Job Fair & Career Expo to showcase the city's jobs only. This event will take place Wednesday, August 31st from 9am-1pm in the Welcome All Park Multipurpose Room. The address is 4255 Will Lee Road South Fulton, Ga 30349. Laptops will be accessible for in-person application execution. On the spot interviews may be available for some job vacancies but staff is still working out the details to determine if we can make this happen. Attendees are highly suggested to register at https://CoSFGACareerFair.eventbrite.com. Professional attire is advised. For more information, check out our city website at www.cityofsouthfultonga.gov. The city currently has an estimated 156 job vacancies which includes vacancies within our larger departments such as police and fire.

CDBG and Community Planning Workshops

The Community Development Department invites to South Fulton community to participate in a virtual community meeting regarding U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funding activities for FY 22. Input from the community is requested to help select activities that support HUD's Three (3) National Objectives.

**For more information on the virtual meetings, please visit Community Development's department webpage.

The Community Development Department will kick off Community Planning workshops across South Fulton in August to get communities talking and to help them under the planning process. Check out the department webpage for the schedule of upcoming workshops.

Rental and Mortgage Assistance Program

At the advice of our Legal Department to make sure our procurement process is following federal guidelines, it is recommended that City Staff re-issue the RFP, evaluate proposals, and prepare the agenda item for the August 23, 2022, so that council can consider approval of the vendor contract. Our staff is diligently working to get these funds to our residents who desperately need within our community. We want to make sure everything is done correctly. The rental and mortgage assistance will be funded by the American Rescue Plan Act (ARPA). The City has until December 31, 2026, to spend the ARPA funds.

Code Cares Initiative and Demolish of Blighted Properties

Our Code Enforcement Department's Code Cares initiative is growing and expanding, receiving donations from McDonalds, Publix, Home Depot as well as local businesses and volunteers looking to assist. Also, Code Enforcement has abated or demolished 12 blighted properties this year and are scheduled to abate 5 more before FY22 ends.

New Fire Engines and Fire Recruits

We are happy to announce on July 18th the Fire Department welcomed 15 new fire recruits. Also, the Fire Department received three (3) new fire engines within the last month. They will all be in service by August 19th. Push ceremonies details will be released on social media platforms in the weeks to come. We encourage the community to come out to help us push the fire engines into service.

Police Promotions

The South Fulton Police Department conducted interview panels for the promotion of officers to the positions of Sergeants and Lieutenant. The interviews took place over a three-day period in June at Siloam Church International. The PD would like to publicly thank Siloam Church International and Dr. Jonathon Carter for offering their facility.

PD was able to promote 8 Sergeants, 1 Lieutenant, 2 Detectives, and the GCIC Records Supervisor between June – August. Additional promotions are slated before the end of the fiscal year. Seven new officers were hired during the period of June – August. Welcome to the South Fulton family.

"National Night Out" Event Was a Great Success

National Night Out hosted by SFPD in partnership with Fulton County Police Department was held on August 2nd at the LA Fitness parking lot on Old National Highway. This was the return of the nation-wide event after a 2-year hiatus due to COVID-19. We had a record number of government agencies, non-profit organizations,

and vendors. There were 2 helicopters that landed onsite, bouncy houses, game trucks, various SWAT vehicles, our own Fire Department had their trucks out, the Atlanta Slingshot group, etc. Special thank you goes to Capt. Cotton-Tukes, Veronica Carew and all the other hard-working staff at our SFPD.

Stacks Road is Open

Following temporary repairs to a bridge that was damaged by excessive rain, Stacks Road in the City of South Fulton has reopened. A headwall collapsed above the CSX railroad tracks due to heavy soil erosion from concentrated stormwater flowing from the roadway during heavy rains. The repair required replacing the eroded soil and subsequent repaving of the bridge. City officials started design work on a new bridge in February. The initial concept is for a two-lane, 100-foot single span bridge with sidewalks on both sides. The design phase is set to completed at the end of the year, with construction starting construction in 2023.

August 23rd City Council Meeting

Just a reminder for the public. Our Tuesday, August 23, 2022, City Council Meeting will be held in person at Welcome All Park. The meeting begins at 4pm.

CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION

SUBJECT: City Attorney Monthly Report

DATE OF MEETING: 8/9/2022

DEPARTMENT: Attorney

CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION

SUBJECT:	7:00 pm Georgia Open Meetings Act and Executive Sessions
DATE OF MEETING:	8/9/2022
DEPARTMENT:	Mayor

CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION

SUBJECT:	4:50 pm Sanitation Request for Proposals (RFP) Update
DATE OF MEETING:	8/9/2022
DEPARTMENT:	City Manager

CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION

SUBJECT:	5:20 pm Renegotiation of Public Works Contract and Restructuring of Public Works Department
DATE OF MEETING:	8/9/2022
DEPARTMENT:	City Manager

ATTACHMENTS:

Description	Type	Upload Date
Transition Plan August 5 2022_	Cover Memo	8/5/2022

TRANSITION PLAN

Oct 1, 2022 – Sep 30, 2023

JACOBS --→ COSF

AREAS OF RESPONSIBILITIES

Planning and Engineering

- Short- and long- term transportation/ streetlights planning
- Funding/Grant writing
- Engineering & Construction Management
- Capital Improvement Projects
- Inter-agency coordination (ARC, GDOT, MARTA, ATL, GRTA)

T-SPLOST/LMIG

- Resurfacing
- Bridges
- Operations and Safety
- Bike/Pedestrian
- Quick response
- Website Maintenance
- LMIG Recommendations

Construction Operations

- Maintain 600+ miles of roads
- Maintain 59 bridges/culverts
- Maintain 20 miles of gravel roads
- Maintain storm drainage systems
- ROW maintenance of 200+ miles
- Pothole/Sidewalk Repairs
- Tree Trimming & Removals
- Dead Animals

Traffic Operations

- Maintains 67 traffic signals, 24 school zone signals and 18 caution lights
- Thermoplastic striping of roadway, markings
- Maintenance & Installation of roadway signs
- Traffic studies
- Traffic Calming
- Adopt a Road Program

Maintained/Managed by Jacobs and/or subcontractors, excluding FIB area

…RESPONSIBILITIES, CONT…

MS4

- NPDES Phase II Permit
- MS4 Compliance with EPD Infrastruture Inspections at 60% FY 2022
- MS4 Compliance with EPD Inspections/Inventory at 100% Spring 2023
- Stormwater Masterplan in Fall -2023

Solid Waste

- Solid Waste Program
- Merk Miles transfer station
- Spring and Fall Cleanups
- Tire Abatement Program
- Street Sweepeing
- Litter pick up

Streetlights

- City Wide Streetlights
- Implementation
- Ga Power
- Greystone Power
- Coweeta Fayette

Administration

- Procurement
- Right of Way Permits
- SeeClickFix
- Customer Service
- Public Meetings
- Public Works homepage website maintenance
- GIS
- Software Management & Applications

Maintained/Managed by Jacobs and/or subcontractors

SCOPE MOVING FOREWARD 2023

Call Center & After-Hours Response

- NORMAL HOURS OF OPERATIONS (8:30 AM – 5:00PM)
  - SEECLICKFIX to report maintenance issues
  - IN-HOUSE STAFF
- AFTER HOURS
  - 911 CUSTOMER SERVICES
    - CONSTRUCTION & OPERATIONS
    - TRAFFIC OPERATIONS & MAINTENANCE

SCOPE MOVING FORWARD 2023

Traffic Services

- TRAFFIC ENGINEERING & MAINTENANCE VENDOR
  - 24/7 Traffic Engineering Support
  - Emergency Response
  - On-site licensed Traffic Engineer
  - Review of signal designs, ATMS plans, DRIs, Studies- Traffic impact, Safety, and other traffic studies submitted by developers/contractors for new developments in the City for CDRA.
  - Develop, conduct, and review traffic analysis reports for Traffic Calming Program
  - Maintenance of Signals, Signs and Pavement Markings
  - Coordination with other agencies
  - Manage Vendors/Bidding Assistance
  - INCLUDING FIB AREA

SCOPE MOVING FORWARD 2023

FIELD SERVICES - ROW MAINTENANCE

- MOWING AND LITTER COLLECTION

  - Growing Season: March-October – Debris removal, Mow, edge, trim, blow, **every 2 weeks.**
  - Fall and Winter Season: November-February will continue service but focus on leaf and litter removal.
  - Tree trimming - canopy ground clearance will be maintained at 10'. Branches over 2" in caliper

- POTHOLE REPAIRS:
  - Areas < 50 SQF; Public Works Staff
  - Areas > 50 SQF- Subcontracted

- BRIDGE MAINTENANCE MANAGEMENT
  - Minor Repairs (guardrail repair and minor bridge deck repairs (routine, non-structural, cosmetic repairs, railings, and graffiti removal

SCOPE MOVING FORWARD 2023

FIELD SERVICES – UNPAVED ROADS - UTILITES

- UNPAVED STREET MAINTENANCE
  - Grade Unpaved streets once a quarter
  - Dust abatement, drainage culverts, install cross drains, haul-off silt/debris)

- UTILITY AND ROW PERMITS
  - Issue permits for street cuts, ROW use, streetlights, and other utility works
  - Online utility permits
  - Monitor field activities
  - Coordination with utility companies, developers

SCOPE MOVING FORWARD 2023

FIELD SERVICES - STORMWATER

- CONCRETE MAINTENACE
  - City's sidewalks, curb and gutters
  - Areas less than 50 SF by Public Works Staff
  - Areas > 50 SQF- Subcontracted & charged to Maintenance funds
    - Concrete Finishing
    - Trip Hazard grinding
    - Quick patching
    - Handicap ramp repair
    - Sidewalk repair
    - Other
- STORMWATER STRUCTURES MAINTENANCE
  - Piping, inlets and catch basins
  - Construction repairs and replacements- Subcontracted & charged to Maintenance funds

SCOPE MOVING FORWARD 2023

SOLID WASTE MANAGEMENT

- Solid waste haulers to maximize efficiency and routes
- Meet with local schools, businesses and community
- Monitor the amount of waste reduction
- Reduce Illegal Dumping
- Reduce litter
- Daily Street Sweeping

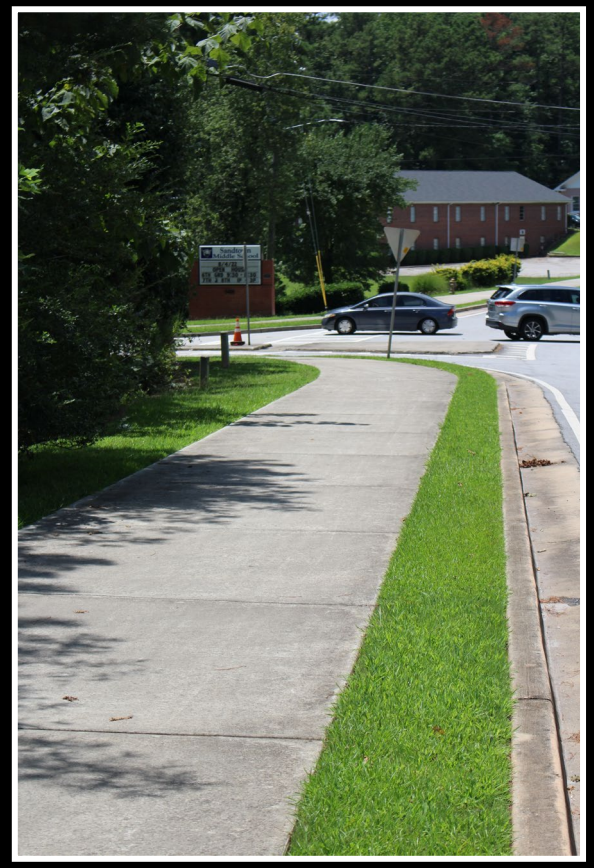
In-House Staff- Transportation (Approved 26 FTEs to Proposed 30 FTEs)

CONSTRUCTION OPERATIONS & MAINTENANCE	TRAFFIC OPERATIONS & MAINTENANCE	SOLID WASTE	ADMINISTRATION
Current (10) Pending (2) New Requests (4)	Current (3) Pending (1)	Current (2) Pending (1)	Current (3) Pending (4)

PUBLIC WORKS STAFF & EQUIPMENT ON FIB

ROUNDABOUTS MANAGED BY PW

STATE ROUTES MANAGED BY PW



CASCADE RD MEDIANS

DEEP BASE REPAIRS MANAGED BY PW

SINKHOLE REPAIRS MANAGED BY PW

STREET SWEEPERS MANAGED BY PW

- Daily Operations
- 2 Street Sweepers
- 3-5 Miles/hr
- 1,000 lane Miles/month
- Minor Arterials and Collectors
- 2 Dedicated staff persons + backups
- Stored at Plummer Rd and Stonewall Tell Rd (subject to change)

EXTERNAL TEAM- Transportation

- ROW Maintenance
- State Routes/Medians Maintenance
- Traffic Engineering & Maintenance
- Program Management/ Construction Management
- MS4
- OTHERS

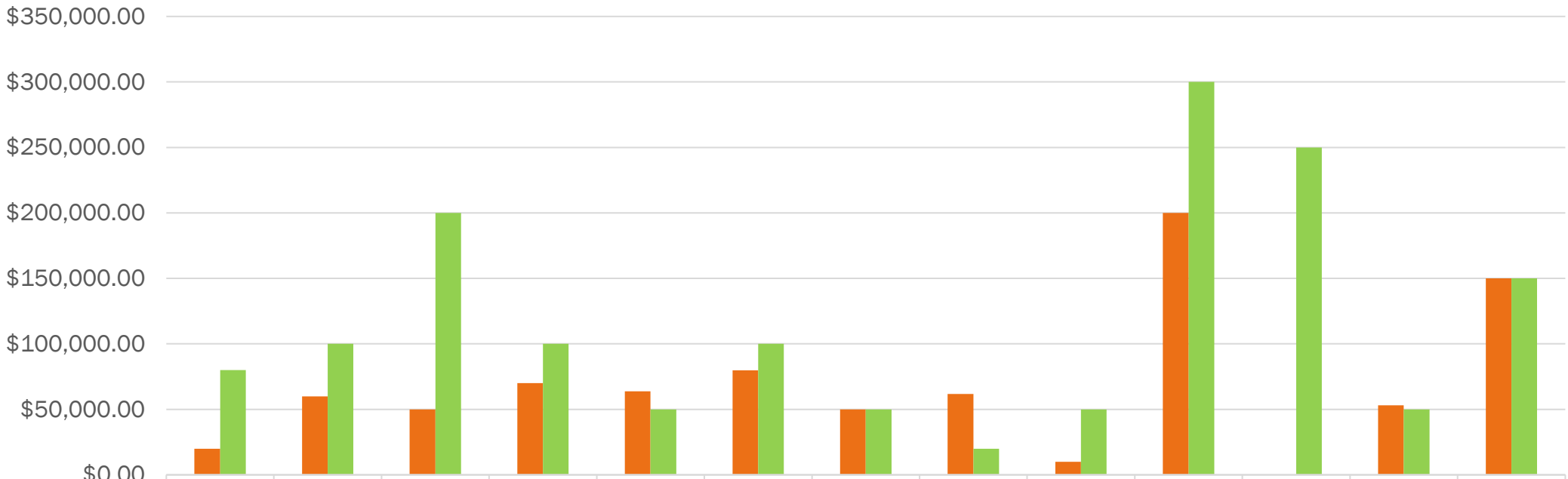
2023 RECOMMENDED APPROACH

PUBLIC WORKS READY AND RESILIENT

FY 2022 TRANSPORTATION BUDGET	
Jacobs 2022 Contract	$5,846,322
Jacobs Maintenance Contract	$868,000
Current PW FTEs (2022)	$973,109
Jacobs FIB Proposal for 2022	$619,128
MS4 Proposal for 2022	$650,000
Jacobs + FTEs Overall Cost 2022	**$8,956,559**

FY 2023 PROPOSED TRANSPORTATION BUDGET (CITYWIDE)	
Maintenance Funds	$1,500,000
Facility Lease	$144,000
Equipment Purchase	$1,000,000
Vendor A Contract (212 Miles ROW Maintenance)	$761,000
Vendor B Traffic/Capital/TSPLOST	$1,000,000
Vendor C ROW Maintenance (State/Landscaping/Litter Pick up)	$326,524
Operating Budget	**$4,731,524**
FTEs Recommendation 2023	**$1,981,797**
Total PW Operating Budget	**$6,713,321**

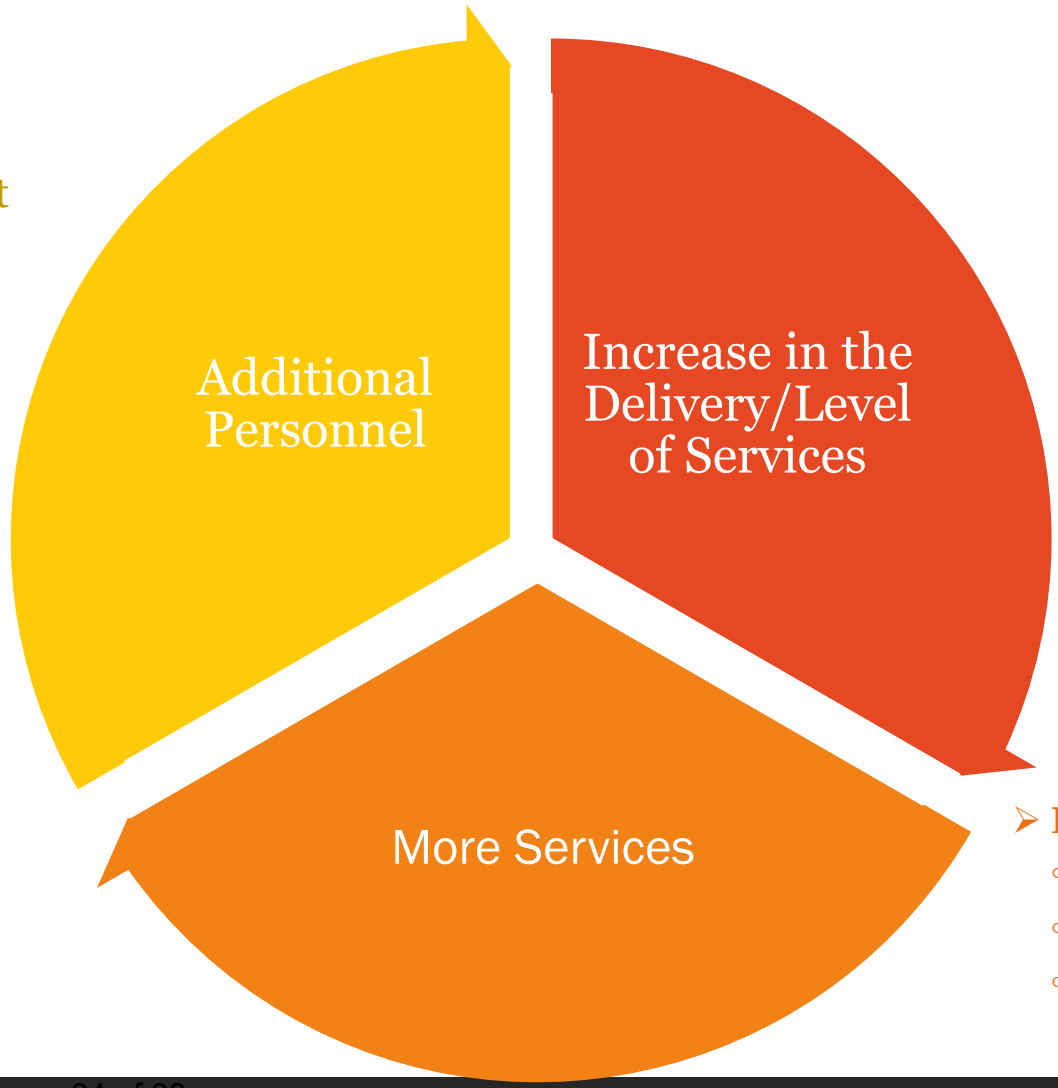
Maintenance Funds Breakdown FY - 2023 ($868K to $1.5M)



	Bridge Maintenance	Cold mix/Asphalt	Concrete Repairs	Dirt Roads - Drainage	Disposal Costs	Dust Abatement/ Millings	Pavement Marking	Street Sweeping Program	Traffic Counts	Traffic Signal Equipment	Guardrail Repairs	Drainage Repair	Traffic Signs
FY 2022	$20,000.00	$60,000.00	$50,000.00	$70,000.00	$63,704.00	$79,900.00	$50,000.00	$61,696.00	$10,000.00	$200,000.0		$53,100.00	$150,000.0
Proposed Amount	$80,000.00	$100,000.0	$200,000.0	$100,000.0	$50,000.00	$100,000.0	$50,000.00	$20,000.00	$50,000.00	$300,000.0	$250,000	$50,000.00	$150,000.0

It Adds All Up

- More Needed engineer support for CDRA and city wide
- On Site PMs (Traffic and Transportation)



- ROW Maintenance every 2 weeks instead of 4 weeks
- More Frequent Dirt Road maintenance
- Daily Street Sweeping

- More funding for routine maintenances:
  - Sidewalk Repairs
  - Deep Base Repairs
  - Sinkhole Repairs

- FIB Area
  - Sidewalk Repairs
  - ROW Maintenance
  - Traffic Operations Management and Maintenance

CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION

SUBJECT: 6:00 p.m. Recess of Meeting

DATE OF MEETING: 8/9/2022

DEPARTMENT: Mayor

CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION

SUBJECT: 6:20 pm Wolf Creek Amphitheater, Part I

DATE OF MEETING: 8/9/2022

DEPARTMENT: City Manager

CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION

SUBJECT: 6:30 pm Camelot Update

DATE OF MEETING: 8/9/2022

DEPARTMENT: Mayor

CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION

SUBJECT: 6:40 pm Overview on Eligible P-Card Usage

DATE OF MEETING: 8/9/2022

DEPARTMENT: City Manager