



PUBLIC NOTICE

**The Mayor and City Council invite you to
our next City Council Meetings**

TUESDAY, AUGUST 8, 2017

**5:00 PM - Work Session
7:00 PM - Regular Meeting**

**South Fulton Service Center Auditorium
5600 Stonewall Tell Road
College Park, GA 30349**

If you have any questions or concerns, please contact the City of South Fulton, City Hall at www.cityofsouthfultonga.gov or call 470-809-7700.



DIVIDER SHEET

CITY OF SOUTH FULTON, GEORGIA
South Fulton Service Center Auditorium, 5600 Stonewall Tell Road
Tuesday, August 8, 2017, 5:00PM



The Honorable William “Bill” Edwards, Mayor
The Honorable Catherine F. Rowell, District 1, Mayor Pro Tem
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
The Honorable Mark Baker, District 7 Councilmember

WORK SESSION AGENDA

- Review of the August 8, 2017 Regular Meeting Agenda
- Executive Session regarding personnel, litigation or real estate matters



DIVIDER SHEET

CITY OF SOUTH FULTON, GEORGIA
South Fulton Service Center Auditorium, 5600 Stonewall Tell Road
Tuesday, August 8, 2017, 7:00pm



The Honorable William “Bill” Edwards, Mayor
The Honorable Catherine F. Rowell, District 1, Mayor Pro Tem
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
The Honorable Mark Baker, District 7 Councilmember

REGULAR MEETING AGENDA

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Approval of the Consent Agenda
 - a. Meeting Minutes – Tuesday, July 25, 2017
 - b. Meeting Minutes – Tuesday, August 1, 2017
 - c. Assignment and Assumption of Lease located at 5440 Fulton Industrial Boulevard, as agreed to in the Intergovernmental Agreement with Fulton County **(Res2017-030, approved on June 27, 2017).**
5. Approval of the Regular Meeting Agenda
6. Proclamations and Recognitions

CITY OF SOUTH FULTON, GEORGIA
South Fulton Service Center Auditorium, 5600 Stonewall Tell Road
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7. Public Comment

- a. Speakers will be granted up to two minutes each and public comment will not exceed 30 minutes. Speakers will not be allowed to yield or donate their time to other speakers.

8. Business

a. Resolution

- i. Resolution to authorize a cooperation agreement between the City of South Fulton and the Airport West Community Improvement District (CID). **(Res2017-036)**
- ii. Resolution adopting a fee schedule for services. **(Res2017-037)**
- iii. Resolution to approve Workers' Compensation insurance coverage through Georgia Municipal Association (GMA). **(Res2017-038)**

b. Ordinances

- i. **[FIRST READING]** Adoption of Personnel Ordinance and amendment to existing Ordinance No. 2017-003. **(Ord2017-015)**
 - 1. Amendment to Ordinance No. 2017-015. **(Gilyard)**
 - 2. Amendment to Ordinance No. 2017-015. **(Jackson)**
- ii. **[FIRST READING]** Adoption of amendments to Ordinance No. 2017-012 regarding Board of Code Enforcement, pertaining to renaming the Board and compensation. **(khalid - Ord2017-016)**

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9. Unfinished Business

- a. Resolution regarding standards for issuing Proclamations and Letters of Commendation. **(Rowell - Res2017-023, held on May 23, 2017)**
- b. Resolution to Amend the City's Holiday Schedule to Recognize Election Day as an Annual Official City Holiday. **(Res2017-034, approved on July 25, 2017, and vetoed on July 26, 2017)**

10. City Manager's Weekly Update

11. Mayor and City Council Comments

12. Adjournment



DIVIDER SHEET



The Honorable William “Bill” Edwards, Mayor (present)
The Honorable Catherine F. Rowell, District 1, Mayor Pro Tem (present)
The Honorable Carmalitha Gumbs, District 2 Councilmember (absent)
The Honorable Helen Z. Willis, District 3 Councilmember (present)
The Honorable Naeema Gilyard, District 4 Councilmember (present)
The Honorable Rosie Jackson, District 5 Councilmember (absent)
The Honorable khalid kamau, District 6 Councilmember (present)
The Honorable Mark Baker, District 7 Councilmember (present)

WORK SESSION MINUTES

The Work Session was called to order by Mayor Edwards at 5:00pm. Following the roll call, it was announced that a quorum was present.

- ~~1. Review of the July 25, 2017 Regular Meeting Agenda~~**

The Mayor stated that the Work Sessions were designed to handle procedural matters. Then he asked the Interim City Manager if there were any procedural issues to discuss with respect to the agenda.

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The Interim City Manager reminded Mayor and Council that when Ordinances are for first and second reading, it is not advisable to have Council move those items to the Consent Agenda.

Hearing no other business, the Mayor entertained a motion to adjourn the Work Session.

A motion was made by Councilmember Willis and seconded by Mayor Pro Tem Rowell to adjourn. The motion passed unanimously.

The Work Session adjourned at 5:03pm.

DRAFT



DIVIDER SHEET



The Honorable William “Bill” Edwards, Mayor (present)
The Honorable Catherine F. Rowell, District 1, Mayor Pro Tem (present)
The Honorable Carmalitha Gumbs, District 2 Councilmember (present)
The Honorable Helen Z. Willis, District 3 Councilmember (present)
The Honorable Naeema Gilyard, District 4 Councilmember (present)
The Honorable Rosie Jackson, District 5 Councilmember (present)
The Honorable khalid kamau, District 6 Councilmember (present)
The Honorable Mark Baker, District 7 Councilmember (present)

REGULAR MEETING MINUTES

1. Call to Order

The meeting was called to order by Mayor Edwards at 7:00pm.
Following the roll call, all members were present.

2. Invocation

The invocation was rendered by Pastor Warren L. Henry, Sr.

3. Pledge of Allegiance

The Pledge of Allegiance was recited in unison.

Following the pledge, Mayor Edwards requested a point of personal privilege to encourage citizens to attend the Fulton County Board of Commissioners on August 2, 2017, due to the Tax

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Commissioner Dr. Arthur Ferdinand being denied the opportunity to collect the City of South Fulton's taxes.

4. Approval of the Consent Agenda
 - a. Meeting Minutes – Tuesday, July 11, 2017
 - b. Meeting Minutes – Tuesday, July 18, 2017

A motion was made by Councilmember Jackson and seconded by Councilmember Willis to approve the Consent Agenda. The motion passed unanimously, 7-0-0.

5. Approval of the Regular Meeting Agenda

A motion was made by Councilmember Willis and seconded by Councilmember Gilyard to approve the Regular Meeting Agenda. The motion passed unanimously, 7-0-0.

6. Proclamations and Recognitions
 - a. Proclamation recognizing Cliftdale Community 65th Anniversary Appreciation Day **(Willis/Gumbs) [PRESENTED]**
 - b. Proclamation recognizing Camp Village and Jo Roberson Edwards Appreciation Day **(Edwards) [PRESENTED]**
 - c. Proclamation recognizing April 5th as Nikki Bolden Appreciation Day in the City of South Fulton, Georgia **(Baker/Jackson/khalid) [PRESENTED]**

7. Public Comment
 - a. Speakers will be granted up to two minutes each and public comment will not exceed 30 minutes. Speakers will not be allowed to yield or donate their time to other speakers.

The following citizens offered public comment:

- **Mr. Michael Simpson, ATL Magazine's ad for the City of South Fulton**
- **Mr. John Ross, Nikki Bolden proclamation and the establishment of a Federal Credit Union**

- **Mr. Jaceey Sebastain**, issue with respect to an explosion of crime in the Cedar Grove area and no police precinct in the area
- **Ms. Vangie Watkins**, the Code Enforcement tell-line needs to be replicated, staying in lanes with respect to administrative, judicial and legislative, and the need for citywide citizen involvement and education workshops
- **Mr. Mike Taylor**, from the Cedar Grove Community, the Branding Committee's work missed the mark on naming the City, suggests establishing a survey for the name, with criteria and reasoning
- **Ms. Teiola Porch**, Code Enforcement issues/complaints, uncut grass/yard, left unreturned calls to Captain Brian Cassell, and hopes that with transitioning to the new City Code Enforcement will be improved
- **Dr. LaTonya Martin**, invited everyone to Parent University at the East Point library, last Thursday of each month from August to February, except October and December
- **Ms. Helen Butler**, GA Coalition for the People's Agenda, civic engagement to participate in the electoral process, supports making Election Day a holiday, and encouraging businesses to follow suit
- **Mr. Rodney Littles**, State Democratic Party, supports Resolution making Election Day apart of the City's Holiday calendar, establishing a City Board of Registration and Elections, and new voting equipment that creates a paper trail for electronic voting and record keeping
- **Mr. El-Mahdi Haile**, suggested having a Committee for studying the possibility of having Election Day as a holiday for voting and information
- **Mr. Marcus Coleman**, issue with Fulton County Board of Commissioners and their relationship with the City, and the selection of the City's Police Chief

- **Mr. Joe Beasley**, the right to vote, being proud of the new City, establishment of an affirmative action program for businesses, and having Election Day a holiday
- **Mr. A.W. Davis**, government can't do it all, and using the Consumer Price Index to determine any increases in property assessments
- **Mr. Mike Johnson**, not pleased with equipment that is down, need a light on Roosevelt Highway, and issue with a train blocking the roads on Mallory Road and Feldwood Road

8. Business

a. Resolution

- i. Resolution to Amend the City's Holiday Schedule to Recognize Election Day as an Annual Official City Holiday **(Res2017-034)**; and,

A motion was made by Councilmember khalid to approve Option A (adding an additional day to the Holiday Schedule) of Res2017-034. The motion failed for a lack of a second.

A motion was made by Councilmember khalid and seconded by Councilmember Baker to approve Option B (swapping Columbus Day with Election Day) of Res2017-034. Councilmembers Gilyard, Jackson, khalid and Baker voted yea. Mayor Pro Tem Rowell, and Councilmembers Gumbs and Willis voted no. The motion passed, 4-3-0.

- ii. Resolution Providing Notice of the City of South Fulton's Provision of Police Services **(Res2017-035)**.

A motion was made by Mayor Pro Tem Rowell and seconded by Councilmember Baker to approve Res2017-035. The motion passed unanimously, 7-0-0.

b. Ordinances

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- i. **[THIRD READING]** Adoption of Ordinance establishing the Planning Commission for the City of South Fulton **(Ord2017-010, June 27, 2017 and July 11, 2017)**; and,

A motion was made by Councilmember Gilyard and seconded by Councilmember Gumbs to approve Ord2017-010, including revising subsections (a) and (b) of Section 5-5001 and revising Section 5-5003 as presented by Councilmember Gilyard. The motion passed unanimously, 7-0-0.

- ii. **[SECOND READING]** Adoption of Ordinance amending Section 3-0001(e) of the City of South Fulton Code of Ordinances by revising the Building Code to include new requirements for classifying construction based on building height **(Ord2017-014, July 11, 2017)**.

A motion was made by Mayor Pro Tem Rowell and seconded by Councilmember Gilyard to approve Ord2017-014. The motion passed unanimously, 7-0-0.

c. Other Action Items

- i. Request approval of the following Board Appointments:

- 1. Planning Commission

- a. Mr. Isiah Turner, Jr. **(Rowell)**
 - b. Mr. Robert Dow **(Gumbs)**
 - c. Mr. Alvin Reynolds **(Baker)**

- 2. Zoning Board of Appeals

- a. Mr. Nicholas D. Wilson **(Rowell)**
 - b. Ms. Geneasa Lynette Elias **(Gumbs)**
 - c. Ms. Brenda Jenkins **(Baker)**

- 3. Board of Code Enforcement

- a. Mr. Reginald Tatum **(Rowell)**
 - b. Mr. Sam Bowen **(Gumbs)**

c. Mr. Haywood Sherrod **(Baker)**

A motion was made by Councilmember Willis and seconded by Councilmember Gumbs to approve the slate of nominations as presented above. The motion passed unanimously, 7-0-0.

9. City Manager's Weekly Update

A motion was made by Councilmember Jackson to hold off on approving a Pay and Class plan, until a national search is conducted for a permanent City Manager and the Police Chief. The motion failed for a lack of a second.

A motion was made by Councilmember Gilyard and seconded by Councilmember Jackson to move forward with the Pay and Class schedule as presented, but hold/wait on making a decision on whether or not there will be a merit, at-will or a hybrid with regard to the classification system for employees. The motion maker and the seconder agreed to amend this motion, so that all employees will be at-will. Councilmembers Gilyard, Jackson and Baker voted yea. Mayor Pro Tem Rowell, and Councilmembers Gumbs, Willis and khalid voted no. Therefore, the motion failed, 3-4-0.

A motion was made by Councilmember Willis and seconded by Mayor Pro Tem Rowell to approve the Pay and Class and to accept HR's recommendation to bring over employees with a hybrid employment status. Mayor Pro Tem Rowell and Councilmembers Gumbs, Willis and khalid voted yea. Councilmembers Gilyard, Jackson and Baker voted no. Therefore, the motion passed, 4-3-0.

10. Executive Session (CLOSED), if necessary

A motion was made by Councilmember Willis and seconded by Councilmember Baker to recess for Executive Session regarding

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Litigation and Personnel. Hearing no objections, the motion passed unanimously, 7-0-0.

A motion was made by Mayor Pro Tem Rowell and seconded by Councilmember khalid to add Old/Unfinished Business to future agendas. Hearing no objections, the motion passed unanimously, 7-0-0.

The meeting recessed at 9:59pm.

UPON RETURN:

Mayor Edwards announced that there was no action taken in the Executive Session.

A motion was made by Mayor Pro Tem Rowell and seconded by Councilmember Gilyard to close the Executive Session. Hearing no objections, the motion passed unanimously, 7-0-0.

The Executive Session ended at 10:34pm.

11. Adjournment

A motion was made by Mayor Pro Tem Rowell and seconded by Councilmember Baker to adjourn the meeting. Hearing no objections, the motion passed unanimously.

The Regular Meeting ended at 10:35pm.

**City of South Fulton
City Hall
5440 Fulton Industrial Blvd SW
Atlanta, GA 30336
470.809.7700**



DIVIDER SHEET



The Honorable William “Bill” Edwards, Mayor (present)
The Honorable Catherine F. Rowell, District 1, Mayor Pro Tem (present)
The Honorable Carmalitha Gumbs, District 2 Councilmember (present)
The Honorable Helen Z. Willis, District 3 Councilmember (present)
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The Honorable Rosie Jackson, District 5 Councilmember (present)
The Honorable khalid kamau, District 6 Councilmember (present)
The Honorable Mark Baker, District 7 Councilmember (present)

WORK SESSION MINUTES

The meeting was called to order by Mayor Edwards at 5:00pm. The roll was called and a quorum was present.

1. Municipal Court – Next Steps

The meeting began with a PowerPoint presentation from the Interim City Attorney Josh Belinfante regarding Municipal Courts. Following his presentation was a question and answer segment from the City Council.

Mayor Edwards indicated they had been given a document of costs for what the State Court would charge for serving as the Municipal Court.

Mayor Pro Tem Rowell requested checking the feasibility study that was done based on running a Municipal Court, including rationale on size, population and anticipated case load as a comparative.

Councilmember Gilyard recommended the City Attorney and the City Manager work together on the pros and cons of going with the County or doing the Municipal Court ourselves, and take a look at the work of the People's Campaign.

A motion was made by Councilmember Willis and seconded by Councilmember Baker to direct the City Manager to move forward with scheduling the Panel of appointees for the Judicial Panel, to proceed with interviewing the fourteen (14) Municipal Judge applications, and to request the Panel to share with the entire Council the questions that will be asked. A friendly amendment was made by Mayor Pro Tem Rowell to submit the top three candidates by the end of August (8/31). The friendly amendment was accepted. Then the motion was restated to have the process completed by August 15th. The motion passed unanimously, 7-0-0.

2. Fulton County Transit Master Plan Process

Fulton County COO, Todd Long, began the discussion by giving a general history of the Transit Master Plan (Countywide study funded by ARC). He indicated that ultimately these projects need to be presented to the voters. He introduced the lead consultant on the job, Kimley-Horn consultant Eric Bosman, so that he could explain the details of the independent study process that is being conducted with all of the 14 cities, except Atlanta. Todd Long further explained that a Transit Governance Committee was established by the State House of Representatives to look at transportation, not just in Fulton County. The Committee will be looking at how Transit should be governed and financed statewide. MARTA participates on the steering committee.

Eric Bosman began by presenting a PowerPoint presentation of the 40-year study of how the County and the Cities plan to grow. He explained the work that had been done so far, and he indicated that they were planning to hold a Public Hearing in South Fulton on August 14, 2017, 6:30pm at the South Fulton Service Center. He ended his presentation indicating that more information and project updates can be found by visiting the website at <http://www.fultoncountyga.gov/tmp-home>.

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Councilmember Jackson requested MARTA bus service to start going down Flat Shoals.

Councilmember Willis expressed concerns about the Trash cans, trash and a lack of huts at the MARTA bus routes, namely in the Welcome All area.

Todd Long advised Council about a planned visit (day trip) to Los Angeles to see what they have been able to accomplish in the area of transportation at the end of August.

A motion was made by Councilmember Willis and seconded by Councilmember Jackson to allow/proceed with a public hearing on this Transit Master Plan presentation to take place on August 14, 2017, 6:30pm, South Fulton Service Center, 5600 Stonewall Tell Road. The motion passed unanimously, 7-0-0.

Mayor Pro Tem Rowell requested that we partner with surrounding Counties, including Douglas County, on some of these projects especially with regard to rail options.

Mayor Edwards asked where the Fulton Industrial Boulevard area is covered in this plan, namely the rail plans that were drawn many years ago. He is also concerned about the MARTA bus routes no longer riding into the back parts of the industrial areas. Lastly, he asked for additional build out of Deceleration (decel) lanes for buses to be able to pull-over.

Councilmember Willis indicated that she hopes that the sentiments expressed during the meeting will be heard and information provided for the public during the public hearing on August 14th.

Following the Transit Plan Presentation, Councilwoman Gilyard requested Council to allow the representatives from Elite Sports to make a presentation.

A presentation was made by Mr. Wil Settle, Vice-Chair of the Advisory Board for Elite Sports ATL. He also introduced Mr. Tony Leonard, CEO Elite Sports ATL, and Mrs. Iris Settle, Executive Director, Elite Dreams Foundation.

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3. Next Meeting (August 8, 2017) Agenda Items

The City Manager indicated that there are not a lot of action items for August 8 Meeting, but there are some Reporting items. Staff is beginning to have reviews in advance of Ordinances being proposed by departments and Finance, at the Council's request. The cover sheets will be used beginning the August 8 meeting to give a brief synopsis of each agenda item.

Councilmember Gilyard asked for the deadline for bringing agenda items forward. The City Manager indicated that the deadline is on Wednesday, prior to the Friday agenda packet.

Councilmember Gumbs requested someone to speak with Council regarding all of the trash dumping that is occurring within the community.

Mayor Edwards indicated that he wants to bring Fulton County to a meeting to give the City a synopsis of all services being provided by the County, especially Police.

Councilmember Jackson indicated that there is broken equipment (in the area of trash pickup) and suggested having some type of contractual agreement to fix these types of problems.

Mayor Pro Tem Rowell indicated that she believed that the City Attorney was identifying the Ordinances that would be available for consideration by Council, and she wants a presentation from Fulton County Schools at a work session to brief the Council on the Schools Crossing Guard program.

The City Attorney explained the general review process and approval of language, and he indicated that he will be asking the City Council to ratify a decision that was made at the last meeting regarding Personnel, namely for legal purposes.

Mayor Pro Tem Rowell requested to see the Smart Cities resolution and a Budget resolution, plus a companion resolution relative to reserve funds.

Councilmember Baker expressed concerns with vacancies at the County and the delays on responding to the trash concerns.

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Councilmember Jackson expressed concerns with Police vacancies or staffing, when there are a number of employees sitting behind desks who can put on uniforms and go out into the field.

Councilmember khalid indicated that the Police department was planning to answer some of these questions during their presentation on Thursday. He also recommended using the Police Departments roadmap for all other departments. He was concerned last week with the need for decals for vehicles and the related expenditures.

Councilmember Gilyard wants to know more information about all the City departments, how they function and the employees needed.

Mayor Edwards then allowed each Councilmember to make comments regarding district activities, whereupon each member gave comments.

Mayor Edwards indicated that many will be at the Fulton County BOC meeting to speak about the Fulton County Tax Commissioner's ability to collect taxes for the City of South Fulton tomorrow at 10am and he invited citizens to participate in National Night Out later that evening. Councilmember Gilyard indicated that they can also come to the South Fulton Service Center at 10am and they will be patched into the meeting tomorrow from this facility, and be allowed to make public comment.

A motion was made by Councilmember Willis and seconded by Mayor Pro Tem Rowell to adjourn. Hearing no objections, the motion passed unanimously, 7-0-0.

The meeting was adjourned at 6:28pm.



DIVIDER SHEET



OFFICE OF THE FULTON COUNTY MANAGER
Fulton County Government Center
Dick Anderson
County Manager

August 1, 2017

VIA U.S. MAIL AND ELECTRONIC MAIL

Ruth Jones, City Manager
City of South Fulton
5440 Fulton Industrial Boulevard
South Fulton, Georgia 30336

RE: Assignment and Assumption of Lease for 5440 FIB

Dear Ruth:

Please find enclosed for execution by the City of South Fulton ("City"), the Assignment and Assumption of Lease and Consent of Landlord for the premises located at 5440 Fulton Industrial Boulevard. As you are aware, the City and Fulton County ("County") agreed to this assignment and assumption, as is further reflected in Article 30, Sections 30.2 and 30.3 of the Intergovernmental Agreement (IGA) approved by the parties. The City requested the assignment by letter dated May 1, 2017 and the landlord (LIT/Hodges Industrial Trust) consented to the assignment by letter dated July 14, 2017. A copy of the letter from the landlord is attached.

Please execute all four (4) originals and return to me. At that point, I will obtain the necessary signatures from the County and forward to the landlord for its execution. Once obtained, I will distribute the fully executed copies to all parties. Feel free to contact me if you have any questions or concerns. We look forward to our continued good relationship with the City.

Sincerely,

Todd Long
Fulton County Chief Operating Officer

TL/
Enclosures

Ruth Jones
City Manager, COSF
August 1, 2017
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xc: Richard "Dick" Anderson, County Manager
Patrise Perkins-Hooker, County Attorney
Tim Dimond, Deputy Director (DREAM)

ASSIGNMENT AND ASSUMPTION OF LEASE AND CONSENT OF LANDLORD

This Assignment and Assumption of Lease and Consent of Landlord (the "Consent") dated as of August 1, 2017, is made and entered into by and among LIT/HODGES INDUSTRIAL TRUST, a corporation organized under the laws of the State of Maryland (hereinafter "Landlord"), FULTON COUNTY, GEORGIA, a political subdivision of the State of Georgia, (hereinafter "Assignor"), and the City of South Fulton, a municipal Corporation of the State of Georgia (hereinafter "Assignee"); (collectively, "Parties").

WHEREAS, by that certain Lease Agreement between Landlord and Assignor, as tenant, as dated as of March 31, 2010, amended by Letter Agreement dated December 1, 2010, and further amended by First Amendment to Lease dated July 8, 2015 (the "Original Lease"), a copy of which is attached hereto as Exhibit "A" and incorporated herein by this reference, Landlord did demise and let to Assignor, and Assignor did lease from Landlord, that certain real property consisting of approximately 30,264 square feet and located at 5440 Fulton Industrial Boulevard, Atlanta, Georgia 30336 (the "Demised Premises"), as more particularly described in the Original Lease; and

WHEREAS, pursuant to Article of 9 (Sublet and Assignment) of the Original Lease, Assignor desires to transfer and assign all of its leasehold interests in and to the Demised Premises to Assignee; and

WHEREAS, by this Consent, Assignor has requested Landlord's consent to the Assignment and Assumption; and

WHEREAS, Landlord consented to the Assignment and Assumption of the Lease by virtue of a written correspondence dated July 13, 2017, attached hereto as Exhibit "B" and incorporated herein by this reference; and

WHEREAS, Assignor agrees to assign all leasehold interests in and to the Demised Premises to Assignee and Assignee agrees to assume all obligations of Assignor as set forth in the Original Lease.

NOW, THEREFORE, for and in consideration of the mutual covenants herein contained and for good and valuable consideration, the receipt, adequacy and legal sufficiency of which are hereby acknowledged, the Parties do hereby agree as follows:

1. Landlord hereby consents to the assignment of the Original Lease by Assignor to Assignee pursuant to Article 9 (Sublet and Assignment) of the Original Lease.

2. Landlord, Assignor and Assignee acknowledge and agree that the assignment and assumption of the Original Lease evidenced by this Consent shall be effective at 12:01 a.m. on August 1, 2017 ("Effective Date").

3. This Consent shall not amend the Lease in any manner and without limiting the foregoing shall not be deemed as Landlord's permission to the alteration of the Demised Premises, to the subletting of all or any portion of the Demised Premises, or to the further assignment by the Assignee of the Original Lease. Pursuant to the Original Lease, as amended, Landlord's approval in writing must be obtained prior to any further assignment of the Original Lease and prior to any alteration or subletting of the Demised Premises.

4. Assignor hereby assigns to Assignee and Assignee hereby assumes all of the obligations, responsibilities, and liabilities of Assignor arising under the Original Lease from and after the Effective Date and agrees to be bound by and to perform all of the terms, covenants, agreements, provisions, and conditions of the Original Lease on Assignor's part to be performed or observed from and after the Effective Date. On the Effective Date, Assignee will deliver a new security deposit to Landlord and on that date Landlord will refund Assignor's security deposit held by Landlord under the Original Lease. Landlord and Assignor will also adjust, as between Landlord and Assignor, all Operating Expenses through the day prior to the Effective Date pursuant to Section 11(F) of the Original Lease. Assignee will be responsible for Operating Expenses from and after the Effective Date.

5. The liability of Assignor under the Original Lease and the due performance by Assignor of the obligations on its part to be performed under the Original Lease arising from and after the Effective Date shall be discharged and released as of the Effective Date.

6. Assignee and Assignor each represents and warrants to Landlord that (a) this Consent has been duly authorized by the governing bodies of each of Assignee and Assignor and the information supplied to Landlord by each of Assignee and Assignor in connection with obtaining this Consent (including, but not limited to, all summaries, financial statements, notices, and other documents) is true and complete; (b) no consideration has been or will be paid by Assignee for or in connection with the assignment of the Lease or the sale of any furniture, furnishings, fixtures, or improvements in the Demised Premises that has not been disclosed in the Assignment and Assumption; and (c) there are no other agreements between them relating to the Assignment and Assumption, or the use or occupancy of the Demised Premises or the furniture, furnishings fixtures, or improvements therein. The representations and warranties contained in this paragraph shall be deemed incorporated in the Original Lease and the inaccuracy of any of such representations and warranties shall constitute a default under the Original Lease entitling Landlord to exercise any or all of the remedies for default provided in the Lease or otherwise available at law or in equity, provided, however, that each of Assignor and Assignee shall be responsible only for its own misstatements under clause (a) above.

7. Any notice, demand, consent, approval, disapproval, or statement (collectively, "Notices") given under the Original Lease or under this Consent shall be given in accordance with the terms of Article 36 of the Original Lease. Landlord, Assignor and Assignee each may designate a different address for Notices to it in a Notice given to the other parties under this Paragraph. This Consent shall not be effective until executed by each of Landlord, Assignee and Assignor. The current address for notices is set forth below:

If to Landlord:

LIT/HODGES INDUSTRIAL TRUST
c/o Clarion Partners LLC
30 Ivan Allen Jr. Boulevard
Suite 950
Atlanta, Georgia 30308
Attention: Mr. Thomas J. Flanigan
Email: tom.flanigan@clarionpartners.com

With a copy to:

Maureen Theresa Callahan, Esq.
Troutman Sanders LLP
600 Peachtree Street NE
Suite 5200
Atlanta, Georgia 30308-2216
Email: maureen.callahan@troutmansanders.com

If to Assignor:

Richard Anderson, County Manager
141 Pryor Street, SW,
Suite 1000
Atlanta, Georgia 30303
dick.anderson@fultoncountyga.gov

With a copy to:

Patrise Perkins-Hooker, County Attorney
141 Pryor Street, SW,
Suite 4038
Atlanta, Georgia 30303
patrise.perkins-hooker@fultoncountyga.gov

If to Assignee: Ruth Jones, City Manager
5440 Fulton Industrial Boulevard
South Fulton, Georgia 30336

With a copy to: Josh Belinfante, City Attorney
999 Peachtree Street, NE
Suite 1120
Atlanta, Georgia 30309

8. This Consent shall be governed and construed in accordance with the laws of the State of Georgia as provided in Article 31 of the Original Lease. This Consent will expressly survive the Effective Date.

9. Landlord and Assignor confirm to Assignee that the Original Lease is in full force and effect. Neither Landlord, Assignor nor Assignee is aware of any existing default by the other under the Original Lease, nor of any event that would, after notice and/or the passage of time, constitute a default by the other.

(SIGNATURES FOLLOW ON NEXT PAGE)

IN WITNESS WHEREOF, this Consent has been executed as of the day and year first above written.

ASSIGNOR:

LIT/HODGES INDUSTRIAL TRUST,
a Maryland real estate investment trust

By: _____
Name: Thomas J. Flanigan
Title: Senior Vice President

FULTON COUNTY, GEORGIA

By: _____
Name: John H. Eaves, Chairman
Fulton County Board of Commissioners

ATTEST:

By: _____
Tonya R. Grier
Interim Clerk to the Commission

APPROVED AS TO FORM

Office of the County Attorney

ASSIGNEE:

CITY OF SOUTH FULTON

By: _____
Name(s): Bill Edwards, Mayor
Ruth Jones, City Manager

ATTEST:

By: _____
Mark Massey, City Clerk

P:\CAProjects\BOC\Municipalization\City of South Fulton\5440 FIB lease -assignment\LIT Industrial Trust_Assignment Fulton County Lease (5440 FIB).docx



DIVIDER SHEET

**STATE OF GEORGIA
COUNTY OF FULTON
CITY OF SOUTH FULTON**

RESOLUTION NO. 2017-036

**A RESOLUTION TO AUTHORIZE A COOPERATION AGREEMENT
BETWEEN THE THE CITY OF SOUTH FULTON AND THE AIRPORT WEST
COMMUNITY IMPROVEMENT DISTRICT.**

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

WHEREAS, the City Council is authorized by O.C.G.A. § 36-35-3 to adopt resolutions relating to its property, affairs, and local government;

WHEREAS, the duly elected governing authority of the City is the Mayor and City Council;

WHEREAS, the City passed Resolution No. 2017-022 on 23 May 2017 (the “CID Resolution”), which resolution consents to the expansion of the Airport West Community Improvement District (“CID”), which was created pursuant to an act of the General Assembly, 1987 Ga. L. 5460;

WHEREAS, the CID Resolution states that the City Council has “determined that the expansion of the CID would be in the best interests of the City;”

WHEREAS, the CID has requested that the City execute a cooperation agreement with the CID;

WHEREAS, cooperation agreements are common and necessary for the optimal functioning of community improvement districts like the CID;

WHEREAS, the City Council reaffirms that the CID is beneficial to and in the best interests of the City.

BE IT HEREBY RESOLVED by the Mayor and City Council that:

1. The Interim City Manager and Interim City Attorney are authorized to prepare a cooperation agreement between the City and the CID. The cooperation agreement shall be substantively similar to those executed by other municipalities and community improvement districts operating within their municipal borders.
2. The Interim City Attorney shall review and approve of any cooperation agreement.

3. The Mayor, Interim City Manager, and Interim City Attorney are each authorized to execute a cooperation agreement and sign any other necessary documents to effectuate the intent of this resolution.

The foregoing Resolution No. **2017-036** was adopted on_____ and offered by Councilmember _____, who moved its approval. The motion was seconded by Councilmember _____, and being put to a vote, the result was as follows:

	AYE	NAY
William “Bill” Edwards, Mayor	_____	_____
Catherine Foster Rowell, Mayor Pro Tem	_____	_____
Carmalitha Lizandra Gumbs	_____	_____
Helen Zenobia Willis	_____	_____
Gertrude Naeema Gilyard	_____	_____
Rosie Jackson	_____	_____
khalid kamau	_____	_____
Mark Baker	_____	_____

THIS RESOLUTION adopted this _____ day of _____ 2017. **CITY OF
SOUTH FULTON, GEORGIA**

WILLIAM “BILL” EDWARDS, MAYOR

ATTEST:

MARK MASSEY, CITY CLERK

APPROVED AS TO FORM:

JOSH BELINFANTE, INTERIM CITY ATTORNEY



DIVIDER SHEET

**STATE OF GEORGIA
COUNTY OF FULTON
CITY OF SOUTH FULTON**

RESOLUTION NO. 2017-037

A RESOLUTION APPROVING A FEE SCHEDULE

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

WHEREAS, pursuant to Act 421 of the 2016 session of the Georgia General Assembly (the “City Charter”), the City of South Fulton incorporated on May 1, 2017;

WHEREAS, Section 6.13 of the City Charter authorizes the City to require permits for certain activities;

WHEREAS, Section 1.12(b)(5) of the City Charter authorizes the City to impose license fees and taxes;

WHEREAS, pursuant to Section 7.16(b) of the City Charter, the City provided notice to Fulton County of its intent to collect any tax, fee, assessment, fine or forfeiture, other monies;

WHEREAS, the City considers collecting fees for services provided to public necessary for the public welfare.

THEREFORE, IT IS NOW RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOUTH FULTON, GEORGIA, AS FOLLOWS:

1. The aforesaid recitals are not mere recitals, but are material portions of this Resolution.
2. The City Council hereby adopts a fee schedule for services, a copy of which is attached.

The foregoing Resolution No. **2017-0** was offered by Councilmember _____, who moved its approval. The motion was seconded by Councilmember _____, and being put to a vote, the result was as follows:

	AYE	NAY
William “Bill” Edwards, Mayor	_____	_____
Catherine Foster Rowell, Mayor Pro Tem	_____	_____
Carmalitha Lizandra Gumbs	_____	_____
Helen Zenobia Willis	_____	_____
Gertrude Naeema Gilyard	_____	_____
Rosie Jackson	_____	_____
khalid kamau	_____	_____
Mark Baker	_____	_____

THIS RESOLUTION adopted this _____ day of _____ 2017. CITY OF SOUTH
FULTON, GEORGIA

WILLIAM “BILL” EDWARDS, MAYOR

ATTEST:

MARK MASSEY, CITY CLERK

APPROVED AS TO FORM:

JOSH BELINFANTE, INTERIM CITY ATTORNEY



FEE SCHEDULE FOR THE CITY OF SOUTH FULTON

SECTION 3. Buildings, Permits, Planning and Zoning

Effective July 3, 2017

A. ADMINISTRATIVE FEES		FEE
(1) Processing fee (note: all permits, changes to permits and reissuance of permit card will be charged this (fee))		\$25
(2) Zoning Compliance Review Fee (note: fee applies to all items which require zoning review)		
(a) Administrative Permits, Fence Permits and Sign Permits		\$25
(b) Administrative Permits, Land Disturbance Permits and all other items that require zoning review		\$45
B. ADMINISTRATIVE PERMITS		FEE
(1) Administrative Permit		\$50
(2) Per day fee (if applicable)		\$10
C. BUILDING FEES		FEE
(1) Building Valuation		
(a) Valuation table		Valuation per square foot (or otherwise noted)
1. Apartments		\$45
2. Auction room, dance center, exhibition room, courtrooms, public building stadium, and auditorium		\$60
3. Banks		\$70
4. Bowling Alleys		\$40
5. Church		\$50
6. Deck (wood)		\$15
7. Dwelling		\$40
8. Enclosed patio, sunroom, screen room		\$15
9. Fire Station, Police Station		\$50
10. Homes for the elderly		\$54
11. Hospital		\$85
12. Hotel or Motel		\$50
13. Industrial plants		\$30



FEE SCHEDULE FOR THE CITY OF SOUTH FULTON

SECTION 3. Buildings, Permits, Planning and Zoning

Effective July 3, 2017

14. Jails	\$70
15. Libraries	\$53
16. Offices, Medical Offices	\$50
17. Patio cover or balcony	\$15
18. Private Garages	\$40
19. Pools	\$20
20. Public Garages	\$25
21. Renovations/Interior finish (commercial and residential interior and exterior) *show proof of estimate	Cost of Construction
22. Restaurant, drink establishments	\$60
23. Retaining wall, per linear foot	
8' or less in height	\$10
More than 8' in height	\$20
24. Schools	\$50
25. Service/gas station	\$40
26. Shed, Storage building (residential)	\$15
27. Stores/shopping centers	\$35
28. Warehouses, mini storage, maintenance buildings	\$20
(b) Valuation(structural, plumbing, mechanical and electrical permits will be calculated based on the following valuation):	
1. Building only	25% of valuation
2. Mechanical only	25% of valuation
3. Plumbing only	25% of valuation
4. Electrical only	25% of valuation
5. Building permit fees (construction cost of new structured and additions is equal to valuation multiplied by the gross area (include: heated, unheated, basement, garage, enclosed deck/porch of structure to be permitted))	



FEE SCHEDULE FOR THE CITY OF SOUTH FULTON

SECTION 3. Buildings, Permits, Planning and Zoning

Effective July 3, 2017

Building Valuation	Permit Fee Amount
\$0 - \$15,000.00	\$200.00
\$15,000.01 - \$50,000.00	\$200.00 plus \$12.25 for each additional \$1,000.00 over \$ 15,000.00
\$50,000.01 - \$100,000.00	\$628.75 plus \$7.75 for each additional \$1,000.00 over \$ 50,000.00
\$100,000.01 - \$500,000.00	\$1,016.75 plus \$6.00 for each additional \$1,000.00 over \$ 100,000.00
\$500,000.01 - \$1,000,000.00	\$3,416.00 plus \$4.50 for each additional \$1,000.00 over \$ 500,000.00
Greater than \$1,000,000.00	\$5,666.00 plus \$3.50 for each additional \$1,000.00 over \$ 1,000,000.00
(2) Trade permit (not part of a building permit)	
Contractor Stated Cost	Permit Fee Amount
\$0 - \$15,000.00	\$75.00
\$15,000.00 - \$50,000.00	\$200.00 plus \$12.25 for each additional \$1,000.00 over \$ 15,000.00
\$50,000.01 - \$100,000.00	\$628.75 plus \$7.75 for each additional \$1,000.00 over \$ 50,000.00
\$100,000.01 - \$500,000.00	\$1,016 plus \$6.00 for each additional \$1,000.00 over \$ 100,000.00
\$500,000.01 - \$1,000,000.00	\$3,416.00 plus \$4.50 for each additional \$1,000.00 over \$ 500,000.00
Greater than \$1,000,000.00	\$5,666.00 plus \$3.50 for each additional \$1,000.00 over \$ 1,000,000.00
(3) Building Plan Review Fee (non-one family dwellings only)	50% of building permit fee
(4) Certificate of Occupancy	
(a) Final	\$50
(b) Temporary 30 day and for each 30 day extension	\$200
(5) Demolition Permit (as part of building permit)	\$25



FEE SCHEDULE FOR THE CITY OF SOUTH FULTON

SECTION 3. Buildings, Permits, Planning and Zoning

Effective July 3, 2017

(6) Demolition Permits (separate from building permit)	\$50
(7) Fence Permits	\$50
(8) Fire Marshall Building Review Fee (for all permits except stand-alone residential structures)	.03 per gross square foot
(9) Reestablish Utilities (residential)	\$25
(10) Re-Permit (new contractor: pro-rating for outstanding inspections shall be additional)	\$100
(11) Temporary Power	\$25
D. DEVELOPMENT FEE: PLAN REVIEW (THE FOLLOWING FEES ARE PAID FOR A MAXIMUM OF THREE REVIEWS; REVISIONS AND SUBSEQUENT REVIEWS WILL REQUIRE 50% OF THE ORIGINAL FEE, WITH A MINIMUM OF \$350)	
(1) Atlanta Regional Commission (ARC) River Corridor Protection Act Plan Review (for properties located within 2,000 feet of the Chattahoochee River)	\$250/project
(2) Concept Plans	
1. Commercial	\$350 + \$5/acre
2. Residential	\$350 + \$5/lot
(3) Final Plat/Final Plat Re-recording(s)	\$500 + \$5/lot
(4) Land Disturbance Permit	
1. Commercial	\$350 + \$20/acre
2. Residential	\$350 + \$20/lot
(5) Minor subdivision	\$350 + \$5/lot
(6) Sanitary Sewer / Water (stand alone review - not part of full LDP)	\$350
E. DEVELOPMENT FEES: INSPECTION	
(1) Land Development Inspections	Valuation per linear foot (or otherwise as noted)
(a) Base and paving	\$25/linear foot
(b) Commercial driveway	.75/square foot



FEE SCHEDULE FOR THE CITY OF SOUTH FULTON

SECTION 3. Buildings, Permits, Planning and Zoning

Effective July 3, 2017

(c) Curb and gutter	\$6.50/linear foot
(d) Road vertical and section	\$16/linear foot
(e) Sidewalk	\$2/square foot
(f) Storm drainage	\$20/linear foot
(g) Wastewater	Design Engineer's Estimated Cost of Construction
(h) Water main	Design Engineer's Estimated Cost of Construction
(2) Erosion Control Inspections	
(a) Residential	\$200/ lot
(b) All other	\$700/acre
(3) Inspection Permit Fee (based upon construction cost derived from valuation calculation)	
Inspection Valuation	Inspection Permit Fee Amount
\$1 - 5,000.00	\$300
\$5,000.01 - 20,000.00	\$300.00 for the first \$5,000 and \$150 for each additional \$1,000.00 or fraction thereof
\$20,000.01 - \$100,000.00	\$2,550 for the first \$20,000 and \$100 for each additional \$1,000.00 or fraction thereof
\$100,00.01 - \$250,000.00	\$10,550 for the first \$100,000 and \$50 for each additional \$1,000.00 or fraction thereof
\$250,000.01 - \$500,000.00	\$18,050 for the first \$250,000 and \$25 for each additional \$1,000.00 or fraction thereof
\$500,000.01 - \$1,00,000.00	\$24,300 or the first \$500,000 and \$15 for each additional \$1,000.00 or fraction thereof
Greater than \$1,00,000.00	\$31,800 or the first \$1,000,000 and \$10 for each additional \$1,000.00 or fraction thereof
F. DEVELOPMENT FEES - MISCELLANEOUS	
(1) Arborist Inspection	\$350/acre x 3% (\$60 min.)
(2) Compactor (Health Department Fee)	\$250
(3) Dumpster pad (Health Department Fee)	\$75



FEE SCHEDULE FOR THE CITY OF SOUTH FULTON

SECTION 3. Buildings, Permits, Planning and Zoning

Effective July 3, 2017

(4) Fire Marshall Site Development Fee	\$35
(5) GIS Monument	\$1050
(6) Land Disturbance Permit	\$125
(7) National Pollution Discharge Elimination System (NPDES) Inspection	\$40/acre
(8) Reactivation fee for land disturbance permit (fees for reactivation of expired or inactive land disturbance permits that meet current regulations)	
(a) Submittal fee	\$350
(b) New permit card issuance	\$125
(10) Roadway permit fees:	
(a) Street name markers/intersection	\$85/inspection
(b) Stop signs	\$75/inspection
(c) Traffic Signs	\$65/inspection
G. MISCELLANEOUS FEES	
	FEE
(1) Certification Fee (Zoning, Land Use, etc)	\$40
(2) Inspection for which no fee is specifically indicated	\$50/hr. (1hr. min.)
(3) Inspections outside of normal business hours	\$75/hr. (2 hr min.)
(4) Notary Fee	\$2
(5) Penalty for working without permit	100% of permit fee
(6) Permit card replacement	\$15
(7) Posted signs	
(a) Small format signs (Construction Noise, etc)	\$3
(b) Medium format signs (Tree Save, etc)	\$5
(c) Large format signs (Rezoning, Variance etc)	\$11
(8) Re-Inspection fee for any permit type	\$70
(9) Subscription to Weekly Building Permit Report	\$4/month or \$48/year
(10) Timber Harvest Permit	\$50



FEE SCHEDULE FOR THE CITY OF SOUTH FULTON

SECTION 3. Buildings, Permits, Planning and Zoning

Effective July 3, 2017

H. PLANNING AND ZONING FEES		FEE
(1) Rezoning Application Filing Fee		
(a) Rezoning form any district to AG-1, R-1, R-2, R-2A, R-3, R-3A, R-4, R-4A, R-5, R-5A:		
1. Below 5 acres		\$500
2. 5-10 acres		\$1000
3. 10-20 acres		\$1,500
4. 20-100 acres		\$2,000
5. 100 plus acres		\$2,500 plus \$40/acre over 100 acres (max \$10,000)
(b) Re-zoning form any district to R-6, TR. A, A-L, O-1, C-1, C-2, M-1, M-1A, M-2, SH:		
1. Below 5 acres		\$750
2. 5-10 acres		\$1,500
3. 10-20 acres		\$2,000
4. 20-100 acres		\$2,500
5. 100 plus acres		\$3,000 plus \$50/acre over 100 acres (max \$10,000)
(c) Re-zoning form any district to CUP, MHP, NUP		\$2,000 plus \$50/acre (max \$10,000)
(d) Re-zoning form any district to MIX		\$1,000 plus \$50/acre (max \$10,000)
(2) Use Permits		
(a) Mobile Home		\$250
(b) All other		\$500
(3) Variance and Concurrent Variance Fees		
(a) Single family, first request		\$250
(b) Single family, additional request		\$50
(c) Multi- family, AG-1 and non-residential uses in residential districts, first request		\$350



FEE SCHEDULE FOR THE CITY OF SOUTH FULTON

SECTION 3. Buildings, Permits, Planning and Zoning

Effective July 3, 2017

(d) Multi-family, AG-1 and non-residential uses in residential districts, additional request	\$100
(e) Signs, first request	\$350
(f) Signs, additional request	\$100
(4) Zoning Extension Fees	
(a) Zoning or zoning with use permit	\$750
(b) Stand-alone use permit	\$500
(c) Single family and AG-1 uses as single family variance	\$250
(d) Nonresidential, two family and multi-family variance	\$350
(5) Zoning Modification Fees	
(a) First request	\$300
(b) Additional modification request of the same zoning petition and same filing	\$100
(6) Miscellaneous Fees	
(a) Revision - Modification	\$50/submittal
(b) Revision - Variance	\$50/submittal
(c) Revision - Zoning or Use Permit	\$100/submittal
(d) Annexation request processing fee	\$300
(e) Chattahoochee River Corridor Certification Case	\$500
(f) Road Name Change Request Case	\$500
I. PRINTING, REPRODUCTION CHARGES, OPEN RECORDS REQUESTS	
	FEE
(1) Copies - Any and all letter, legal or tabloid size copies	.10/sheet
(2) Copies - Any and all plan size (greater than tabloid) copies	\$20/sheet b&w \$30/sheet color
(3) Document Research Fee (first 15 minutes free)	\$29/hour
(4) Returned Check Fee	5% of check amount or \$25, whichever is greater
(5) Scanning- Any letter, legal or tabloid size	.25/sheet
(6) Scanning- Any and all plan size (greater than tabloid) copies	\$2/sheet



FEE SCHEDULE FOR THE CITY OF SOUTH FULTON

SECTION 3. Buildings, Permits, Planning and Zoning

Effective July 3, 2017

(7) Shipping Handling Fee	\$5 or actual cost if greater
J. SIGN PERMIT FEES	
(1) Banners/Temporary Signs	\$50
(2) Penalty for any construction/installation prior to permit	100% of permit fee
(3) Sign Valuation Calculator (valuation per square foot)	
(a) Valuation Table	
1. Wall Mounted	\$50
2. Free Standing	\$100
(b) Sign Fee Based on Valuation	
Sign Valuation	Fee
\$1-\$500	\$23.50
\$501-\$2,000	\$23.50 for the first \$500 plus \$3.50 for each additional \$100, or fraction thereof, to and including \$2,000
\$2,001-\$25,000	\$69.25 for the first \$2,000 plus \$14.00 for each additional \$1,000, or fraction thereof, to and including \$25,000
\$25,001-\$50,000	\$391.75 for the first \$25,000 plus \$10.10 for each additional \$1,000, or fraction thereof, to and including \$50,000
\$50,001-\$100,000	\$643.75 for the first \$50,000 plus \$7.00 for each additional \$1,000, or fraction thereof, to and including \$100,000
\$100,001-\$500,000	\$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000, or fraction thereof, to and including \$500,000
\$500,001-\$1,000,000	\$3,233.75 for the first \$500,000 plus \$4.75 for each additional \$1,000, or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$5,608.75 for the first \$1,000,000 plus \$3.65 for each additional \$1,000, or fraction thereof



FEE SCHEDULE FOR THE CITY OF SOUTH FULTON

SECTION 3. Buildings, Permits, Planning and Zoning

Effective July 3, 2017

K. PER LOT ROAD TOPPING FEE CALCULATION METHODOLOGY

CITY OF SOUTH FULTON'S COMMUNITY DEVELOPMENT SERVICE DEPARTMENT PER LOT ROAD TOPPING FEE IS CHARGED IN SUBDIVISIONS WHERE SURETIES, LETTERS OF CREDIT AND OTHER SECURITIES ARE INADEQUATE TO PERFORM THE FINAL ROAD TOPPING, AS DETERMINED BY THE DIRECTOR OF THE COMMUNITY DEVELOPMENT SERVICE DEPARTMENT. SAID PER LOT ROAD TOPPING FEE SHALL BE BASED ON A UNIT MATERIAL COST APPLIED TO THE TOTAL SQUARE FEET OF THE UNFINISHED PAVEMENT WITHIN A SPECIFIC SUBDIVISION OR SUBDIVISION PHASE, TIMES A SET MULTIPLIER, DIVIDED BY THE TOTAL NUMBER OF PLATTED LOTS WITHIN THE SUBDIVISION OR SUBDIVISION PHASE WHICH HAVE NOT YET RECEIVED A BUILDING PERMIT AT THE TIME OF THE CALCULATION. THE UNIT MATERIAL COST OF THE PER LOT ROAD TOPPING FEE SHALL BE EVALUATED EVERY 6 MONTHS BASED ON CURRENT MARKET RATES.

INFRASTRUCTURE	AMOUNT/UNIT	NUMBER OF UNITS	MULTIPLIER	BOND (SUB-TOTAL)
F-Type Paving @ 1.5 inches	Market Price/SY	X	X125%	



CITY OF SOUTH FULTON 2017 FEE SCHEDULE

CITY OF SOUTH FULTON
BUSINESS LICENSE REPORT 2017

Number of Business	Type of Businesses
7	Accounting, Tax Preparation, Bookkeeping, and Payroll Services
17	Administrative Management and General Management Consulting Services
2	Advertising Agencies
1	All Other Amusement and Recreation Industries
4	All Other Automotive Repair and Maintenance
5	All Other Business Support Services
2	All Other Chemical Product and Preparation Manufacturing
2	All Other Consumer Goods Rental
1	All Other Electrical Equipment and Component Manufacturing
10	All Other General Merchandise Stores
2	All Other Health and Personal Care Stores
6	All Other Information Services
2	All Other Insurance Related Activities
2	All Other Legal Services
2	All Other Miscellaneous Chemical Product and Preparation Manufacturing Count
1	All Other Miscellaneous Electrical Equipment and Component Manufacturing Count
3	All Other Miscellaneous Fabricated Metal Product Manufacturing Count
1	All Other Miscellaneous Food Manufacturing Count
3	All Other Miscellaneous Schools and Instruction Count
2	All Other Miscellaneous Store Retailers Count
11	All Other Miscellaneous Store Retailers (except Tobacco Stores) Count
2	All Other Motor Vehicle Dealers Count
4	All Other Nondepository Credit Intermediation Count
3	All Other Outpatient Care Centers Count
25	All Other Personal Services Count
3	All Other Plastics Product Manufacturing Count
7	All Other Professional, Scientific, and Technical Services Count
2	All Other Schools and Instruction Count
3	All Other Specialty Food Stores Count
45	All Other Specialty Trade Contractors Count

4	All Other Support Activities for Transportation Count
3	All Other Support Services Count
6	All Other Transit and Ground Passenger Transportation Count
1	Apparel Accessories and Other Apparel Manufacturing Count
1	Appliance Repair and Maintenance Count
1	Art Dealers Count
1	Asphalt Paving Mixture and Block Manufacturing Count
3	Automobile and Other Motor Vehicle Merchant Wholesalers Count
4	Automotive Body, Paint, and Interior Repair and Maintenance Count
14	Automotive Parts and Accessories Stores Count
1	Automotive Transmission Repair Count
10	Barber Shops Count
23	Beauty Salons Count
2	Beer and Ale Merchant Wholesalers Count
5	Beer, Wine, and Liquor Stores Count
1	Book Publishers Count
1	Book Stores Count
2	Brick, Stone, and Related Construction Material Merchant Wholesalers Count
1	Broadwoven Fabric Mills Count
2	Building Inspection Services Count
2	Cafeterias Count
8	Car Washes Count
2	Carpet and Upholstery Cleaning Services Count
1	Caterers Count
2	Cellular and Other Wireless Telecommunications Count
1	Cement Manufacturing Count
1	Cemeteries and Crematories Count
24	Child Day Care Services Count
1	Children's and Infants' Clothing Stores Count
1	Civic and Social Organizations Count
2	Clothing Accessories Stores Count
1	Clothing Stores Count
1	Coin-Operated Laundries and Drycleaners Count
8	Commercial and Industrial Machinery and Equipment (except Automotive and Electronic) Repair and Main Count

6	Commercial and Institutional Building Construction Count
1	Commercial Laundry, Dry-cleaning, and Pressing Machine Manufacturing Count
1	Commercial Lithographic Printing Count
1	Commercial Photography Count
	Communication Equipment Repair and Maintenance
1	Communication Equipment Repair and Maintenance Count
1	Computer and Computer Peripheral Equipment and Software Merchant Wholesalers Count
1	Computer and Office Machine Repair and Maintenance Count
2	Computer Systems Design and Related Services Count
2	Computer Systems Design Services Count
2	Confectionery Merchant Wholesalers Count
1	Construction, Transportation, Mining, and Forestry Machinery and Equipment Rental and Leasing Count
1	Consumer Electronics Repair and Maintenance Count
11	Convenience Stores Count
2	Corrugated and Solid Fiber Box Manufacturing Count
7	Cosmetics, Beauty Supplies, and Perfume Stores Count
1	Costume Jewelry and Novelty Manufacturing Count
5	Couriers Count
1	Custom Architectural Woodwork and Millwork Manufacturing Count
1	Custom Compounding of Purchased Resins Count
2	Custom Computer Programming Services Count
1	Cutting Tool and Machine Tool Accessory Manufacturing Count
1	Data Processing, Hosting, and Related Services Count
1	Department Stores Count
1	Direct Mail Advertising Count
2	Direct Selling Establishments Count
2	Drinking Places (Alcoholic Beverages) Count
2	Drugs and Druggists' Sundries Merchant Wholesalers Count
9	Drycleaning and Laundry Services (except Coin-Operated) Count
1	Drywall and Insulation Contractors Count
3	Educational Support Services Count
1	Electrical and Electronic Appliance, Television, and Radio Set Merchant Wholesalers Count

1	Electrical Apparatus and Equipment, Wiring Supplies, and Related Equipment Merchant Wholesalers Count
26	Electrical Contractors Count
4	Electronic Shopping (Internet) Count
1	Electronic Shopping and Mail-Order Houses Count
1	Electroplating, Plating, Polishing, Anodizing, and Coloring Count
3	Employment Placement Agencies Count
3	Engineering Services Count
1	Environmental Consulting Services Count
1	Exam Preparation and Tutoring Count
3	Exterminating and Pest Control Services Count
1	Fabric Coating Mills Count
3	Fabricated Structural Metal Manufacturing Count
3	Family Clothing Stores Count
1	Farm and Garden Machinery and Equipment Merchant Wholesalers Count
2	Fine Arts Schools Count
2	Finish Carpentry Contractors Count
1	Fish and Seafood Markets Count
2	Fitness and Recreational Sports Centers Count
1	Flight Training Count
1	Floor Covering Stores Count
2	Flooring Contractors Count
4	Florists Count
2	Flour Mixes and Dough Manufacturing from Purchased Flour Count
1	Fluid Power Valve and Hose Fitting Manufacturing Count
1	Food (Health) Supplement Stores Count
1	Formal Wear and Costume Rental Count
1	Freight Transportation Arrangement Count
2	Fresh Fruit and Vegetable Merchant Wholesalers Count
2	Frozen Cakes, Pies, and Other Pastries Manufacturing Count
1	Frozen Specialty Food Manufacturing Count
1	Fruit and Vegetable Markets Count
34	Full-Service Restaurants Count
1	Funeral Homes and Funeral Services Count
6	Furniture Merchant Wholesalers Count

3	Furniture Stores Count
16	Gasoline Stations with Convenience Stores Count
12	General Automotive Repair Count
2	General Freight Trucking, Long-Distance Count
2	General Freight Trucking, Long-Distance, Less Than Truckload Count
8	General Freight Trucking, Long-Distance, Truckload Count
5	General Line Grocery Merchant Wholesalers Count
3	General Rental Centers Count
45	General Warehousing and Storage Count
4	Gift, Novelty, and Souvenir Stores Count
1	Golf Courses and Country Clubs Count
4	Graphic Design Services Count
4	Hair, Nail, and Skin Care Services Count
1	Hardware Merchant Wholesalers Count
1	Highway, Street, and Bridge Construction Count
1	Home Centers Count
2	Home Furnishing Merchant Wholesalers Count
1	Home Furnishings Stores Count
18	Home Health Care Services Count
1	Home Health Equipment Rental Count
1	Homes for the Elderly Count
8	Hotels (except Casino Hotels) and Motels Count
1	Human Resources and Executive Search Consulting Services Count
1	Ice Manufacturing Count
3	Independent Artists, Writers, and Performers Count
3	Industrial and Personal Service Paper Merchant Wholesalers Count
1	Industrial Design Services Count
1	Industrial Gas Manufacturing Count
6	Industrial Machinery and Equipment Merchant Wholesalers Count
4	Industrial Supplies Merchant Wholesalers Count
1	Inland Water Freight Transportation Count
6	Insurance Agencies and Brokerages Count
6	Interior Design Services Count
1	International Affairs Count

1	Investigation Services Count
1	Investment Advice Count
47	Janitorial Services Count
1	Jewelry Stores Count
1	Kidney Dialysis Centers Count
18	Landscaping Services Count
1	Lessors of Miniwarehouses and Self-Storage Units Count
1	Lessors of Nonresidential Buildings (except Miniwarehouses) Count
3	Lessors of Other Real Estate Property Count
1	Lessors of Real Estate Count
8	Lessors of Residential Buildings and Dwellings Count
5	Limited-Service Eating Places Count
44	Limited-Service Restaurants Count
1	Limousine Service Count
3	Local Messengers and Local Delivery Count
4	Locksmiths Count
1	Lumber, Plywood, Millwork, and Wood Panel Merchant Wholesalers Count
1	Machine Shops Count
1	Machine Tool (Metal Forming Types) Manufacturing Count
3	Management Consulting Services Count
4	Marketing Consulting Services Count
2	Marking Device Manufacturing Count
2	Masonry Contractors Count
1	Mattress Manufacturing Count
3	Meat and Meat Product Merchant Wholesalers Count
2	Medical, Dental, and Hospital Equipment and Supplies Merchant Wholesalers Count
1	Medicinal and Botanical Manufacturing Count
1	Men's and Boys' Clothing and Furnishings Merchant Wholesalers Count
1	Metal Coating, Engraving (except Jewelry and Silverware), and Allied Services to Manufacturers Count
1	Metal Heat Treating Count
2	Metal Service Centers and Other Metal Merchant Wholesalers Count
1	Metal Window and Door Manufacturing Count
1	Mobile Food Services Count

1	Mortgage and Nonmortgage Loan Brokers Count
1	Motion Picture and Video Production Count
6	Motor Vehicle Supplies and New Parts Merchant Wholesalers Count
6	Motor Vehicle Towing Count
1	Musical Instrument and Supplies Stores Count
15	Nail Salons Count
1	Natural Gas Distribution Count
2	New Car Dealers Count
2	New Multifamily Housing Construction (except Operative Builders) Count
13	New Single-Family Housing Construction (except Operative Builders) Count
1	News Dealers and Newsstands Count
1	Nonfolding Sanitary Food Container Manufacturing Count
1	Nonresidential Property Managers Count
2	Nursing Care Facilities Count
18	Office Administrative Services Count
2	Office Furniture (except Wood) Manufacturing Count
1	Offices of All Other Health Practitioners Count
3	Offices of All Other Miscellaneous Health Practitioners Count
2	Offices of Certified Public Accountants Count
4	Offices of Chiropractors Count
12	Offices of Dentists Count
3	Offices of Lawyers Count
3	Offices of Mental Health Practitioners (except Physicians) Count
1	Offices of Optometrists Count
6	Offices of Physical, Occupational and Speech Therapists, and Audiologists Count
1	Offices of Physicians Count
13	Offices of Physicians (except Mental Health Specialists) Count
6	Offices of Physicians, Mental Health Specialists Count
1	Offices of Podiatrists Count
12	Offices of Real Estate Agents and Brokers Count
2	Ornamental and Architectural Metal Work Manufacturing Count
2	Other Accounting Services Count
16	Other Activities Related to Real Estate Count
2	Other Airport Operations Count

9	Other Automotive Mechanical and Electrical Repair and Maintenance Count
2	Other Building Finishing Contractors Count
8	Other Building Material Dealers Count
7	Other Chemical and Allied Products Merchant Wholesalers Count
5	Other Clothing Stores Count
1	Other Commercial Printing Count
1	Other Community Housing Services Count
5	Other Computer Related Services Count
3	Other Construction Material Merchant Wholesalers Count
52	Other Direct Selling Establishments Count
1	Other Electronic and Precision Equipment Repair and Maintenance Count
3	Other Electronic Parts and Equipment Merchant Wholesalers Count
1	Other Foundation, Structure, and Building Exterior Contractors Count
4	Other Gasoline Stations Count
4	Other Grocery and Related Products Merchant Wholesalers Count
1	Other Health and Personal Care Stores Count
3	Other Heavy and Civil Engineering Construction Count
1	Other Household Textile Product Mills Count
19	Other Individual and Family Services Count
6	Other Management Consulting Services Count
1	Other Metal Container Manufacturing Count
21	Other Miscellaneous Durable Goods Merchant Wholesalers Count
26	Other Miscellaneous Nondurable Goods Merchant Wholesalers Count
1	Other Nonscheduled Air Transportation Count
4	Other Personal and Household Goods Repair and Maintenance Count
17	Other Personal Care Services Count
1	Other Plastics Product Manufacturing Count
2	Other Professional Equipment and Supplies Merchant Wholesalers Count
10	Other Scientific and Technical Consulting Services Count
2	Other Services Related to Advertising Count
3	Other Services to Buildings and Dwellings Count
1	Other Snack Food Manufacturing Count
1	Other Social Advocacy Organizations Count
1	Other Specialized Design Services Count

1	Other Specialty Food Stores Count
4	Other Support Activities for Air Transportation Count
2	Other Support Activities for Road Transportation Count
2	Other Support Activities for Transportation Count
1	Other Technical and Trade Schools Count
5	Other Warehousing and Storage Count
1	Outdoor Power Equipment Stores Count
1	Outpatient Mental Health and Substance Abuse Centers Count
6	Packaging and Labeling Services Count
1	Paint and Coating Manufacturing Count
4	Painting and Wall Covering Contractors Count
1	Payroll Services Count
3	Pet Care (except Veterinary) Services Count
1	Petroleum Bulk Stations and Terminals Count
1	Pharmaceutical Preparation Manufacturing Count
5	Pharmacies and Drug Stores Count
2	Photography Studios, Portrait Count
1	Piece Goods, Notions, and Other Dry Goods Merchant Wholesalers Count
11	Plastics Bottle Manufacturing Count
1	Plastics Materials and Basic Forms and Shapes Merchant Wholesalers Count
1	Plastics Packaging Film and Sheet (including Laminated) Manufacturing Count
1	Plastics Pipe and Pipe Fitting Manufacturing Count
2	Plastics Product Manufacturing Count
1	Plastics, Foil, and Coated Paper Bag Manufacturing Count
1	Plumbing and Heating Equipment and Supplies (Hydronics) Merchant Wholesalers Count
20	Plumbing, Heating, and Air-Conditioning Contractors Count
2	Poured Concrete Foundation and Structure Contractors Count
2	Printing Count
2	Printing and Writing Paper Merchant Wholesalers Count
2	Printing Ink Manufacturing Count
2	Printing Machinery and Equipment Manufacturing Count
1	Private Mail Centers Count
4	Process, Physical Distribution, and Logistics Consulting Services Count
2	Professional and Management Development Training Count

4	Promoters of Performing Arts, Sports, and Similar Events with Facilities Count
15	Promoters of Performing Arts, Sports, and Similar Events without Facilities Count
1	Public Relations Agencies Count
1	Quick Printing Count
2	Radio, Television, and Other Electronics Stores Count
1	Real Estate Property Managers Count
6	Recyclable Material Merchant Wholesalers Count
3	Refrigerated Warehousing and Storage Count
2	Remediation Services Count
1	Repossession Services Count
1	Research and Development in the Social Sciences and Humanities Count
1	Residential Building Construction Count
1	Residential Electric Lighting Fixture Manufacturing Count
11	Residential Property Managers Count
3	Residential Remodelers Count
2	Retail Bakeries Count
1	Reupholstery and Furniture Repair Count
4	Roofing Contractors Count
1	Rubber and Plastics Hoses and Belting Manufacturing Count
1	Scale and Balance (except Laboratory) Manufacturing Count
2	Security Guards and Patrol Services Count
3	Security Systems Services (except Locksmiths) Count
1	Sheet Metal Work Manufacturing Count
1	Shoe Stores Count
1	Site Preparation Contractors Count
1	Snack and Nonalcoholic Beverage Bars Count
1	Soap and Other Detergent Manufacturing Count
3	Soft Drink Manufacturing Count
1	Solid Waste Landfill Count
3	Special Food Services Count
8	Specialized Freight (except Used Goods) Trucking, Local Count
1	Specialized Freight (except Used Goods) Trucking, Long-Distance Count
3	Spice and Extract Manufacturing Count
4	Sporting Goods Stores Count

4	Sports and Recreation Instruction Count
10	Supermarkets and Other Grocery (except Convenience) Stores Count
8	Tax Preparation Services Count
1	Temporary Help Services Count
1	Textile and Fabric Finishing (except Broadwoven Fabric) Mills Count
8	Tire Dealers Count
1	Tortilla Manufacturing Count
1	Tour Operators Count
7	Travel Agencies Count
6	Truck, Utility Trailer, and RV (Recreational Vehicle) Rental and Leasing Count
9	Used Car Dealers Count
2	Used Household and Office Goods Moving Count
4	Used Merchandise Stores Count
3	Vending Machine Operators Count
2	Veterinary Services Count
1	Vitreous China Plumbing Fixture and China and Earthenware Bathroom Accessories Manufacturing Count
1	Vocational Rehabilitation Services Count
2	Warehouse Clubs and Supercenters Count
1	Waste Collection Count
1	Water Supply and Irrigation Systems Count
2	Window Treatment Stores Count
3	Wine and Distilled Alcoholic Beverage Merchant Wholesalers Count
3	Women's Clothing Stores Count
2	Wood Container and Pallet Manufacturing Count
3	Wood Kitchen Cabinet and Countertop Manufacturing Count
1	Wood Office Furniture Manufacturing Count
Grand Count	1548

SANDY SPRINGS

Annual Business License Payment and Renewals

The business occupation tax is based on the total gross receipts of the business in combination with the most current profitability ratios, number of employees and a base flat tax fee.

Schedule of Rates - New Businesses

Fee - \$115.00 for business with Gross Receipts less than 20,000.00

- The Administrative fee of \$75.00 is levied on all applications (except professional practitioners paying a flat fee) and is non-refundable. The employee tax rate is \$13.00 for each employee and the flat rate is \$50.00. Also, an 8% Reduction is given on gross receipts less than 20,000.00
- Insurance Companies pay a flat fee of \$150.00

The Professional Practitioners fee of \$400 is per practitioner working at business location.

Business exceeding 20,000.00 must follow the table below.

Fee Class	Rate	
1	0.00050	(x) times gross receipts exceeding \$20,000.00
2	0.00080	(x) times gross receipts exceeding \$20,000.00
3	0.00085	(x) times gross receipts exceeding \$20,000.00
4	0.00090	(x) times gross receipts exceeding \$20,000.00
5	0.00095	(x) times gross receipts exceeding \$20,000.00
6	0.00115	(x) times gross receipts exceeding \$20,000.00
7	0.00120	(x) times gross receipts exceeding \$20,000.00
8	0.00135	(x) times gross receipts exceeding \$20,000.00
9	0.00140	(x) times gross receipts exceeding \$20,000.00
10	0.00145	(x) times gross receipts exceeding \$20,000.00
11	0.00150	(x) times gross receipts exceeding \$20,000.00
12	0.00155	(x) times gross receipts exceeding \$20,000.00
13	0.00160	(x) times gross receipts exceeding \$20,000.00
14	0.00165	(x) times gross receipts exceeding \$20,000.00
15	0.00170	(x) times gross receipts exceeding \$20,000.00
16	0.00175	(x) times gross receipts exceeding \$20,000.00

17	0.00180	(x) times gross receipts exceeding \$20,000.00
18	0.00185	(x) times gross receipts exceeding \$20,000.00
19	0.00190	(x) times gross receipts exceeding \$20,000.00
20	0.00195	(x) times gross receipts exceeding \$20,000.00
21	0.00200	(x) times gross receipts exceeding \$20,000.00
22	0.00210	(x) times gross receipts exceeding \$20,000.00
23	0.00215	(x) times gross receipts exceeding \$20,000.00
24	0.00220	(x) times gross receipts exceeding \$20,000.00
FIN	0.0025	(x) times gross receipts (min. fee of \$1000.00/Year)
BLPF	\$400	Professional Practitioner who choose to pay Flat Rate
INSURE	\$150	Insurance Companies pay flat fee only

JOHN CREEK

New Business License Fees

OCCUPATION TAXES & FEES

(Gross Receipts Tax)

Administrative Fee – nonrefundable fee for handling and processing business occupation tax registrations \$75

Flat Rate – for the first \$20,000 of gross revenue \$50

Employee – per employee tax \$13

Gross Revenues Above \$20,000 are taxed using a fee class table based on profitability. The fee class table ranges from \$0.50 to \$2.20 per \$1,000 of gross revenue based on the North American Industry Classification System (NAICS) Code of the business.

Fee Class Table

Fee Class	Tax Rate	Fee Class	Tax Rate	Fee Class	Tax Rate
1	\$0.50	9	\$1.40	17	\$1.80
2	\$0.80	10	\$1.45	18	\$1.85
3	\$0.85	11	\$1.50	19	\$1.90
4	\$0.90	12	\$1.55	20	\$1.95
5	\$0.95	13	\$1.60	21	\$2.00
6	\$1.15	14	\$1.65	22	\$2.10
7	\$1.20	15	\$1.70	23	\$2.15
8	\$1.35	16	\$1.75	24	\$2.20

Penalty – occupation tax is due within 30 days of the commencement of business in the City or by March 31st when the business was in operation the preceding 10% of the amount owed for each calendar year or portion thereof calendar year. Interest – delinquent taxes and fees. 1.5% per month

Practitioners of Professions – Practitioners of professions may elect to pay a flat fee of \$400.00 per practitioner or compute their fee using the gross receipts method and appropriate fee class. Practitioners electing to pay the flat fee of \$400.00 per practitioner must complete a separate application per practitioner and are NOT required to complete the calculation portion of the occupation tax return. Additional \$30.00 zoning verification is required for commercial locations and signed home occupation acknowledgement on the return is required for home - based locations.

INSURERS LICENSE FEES

(11-2)

License Fee

\$150

FINANCIAL INSTITUTIONS

(11-4)

Business License Tax
0.25% of the gross
receipts
(minimum \$1,000)

DOOR TO DOOR SALESMEN

(11-5)

Permit Fee –
valid for 6 months for
each solicitor
\$75

TAXICABS

(11-7)

Taxicab Fee – per
taxicab \$150
Driver's Permit

\$50

MASSAGE ESTABLISHMENTS & SPAS

(11-8)

License Fee \$250
Background
Investigation Fee
\$50

ESCORT SERVICES

(11-9)

License Fee \$250

Background

Investigation Fee \$50

Retail Liquor by the
Drink
3%
Wholesale
Wine & Liquor
\$0.22 per liter
Beer - Draft
\$6.00 per 15 ½ gallon
container
Beer – Bottles or Cans
\$0.05 per 12 oz.
container

Penalty –
late filing
15%
ALCOHOLIC
BEVERAGE
EXCISE TAXES
(7-8)
Interest –
late filing
1% per month
CHAPTER 10 - TAXES
Fee Type/License Type

Fee
Excise Tax
7%
Penalty –
late filing
10%
HOTEL AND MOTEL
TAX
(10-2)
Interest – late filing
1% per month

Roswell

HOME OCCUPATION

Fees:

- Home Occupation Tax: \$100.00
- The Home Occupation Tax is pro-rated by 50% after July for a half year.

COMMERCIAL BUSINESS REGISTRATION

Fees:

- Administrative Fee: \$50.00 (not refundable, not prorated)
- Commercial Occupation Tax: \$95.00 plus \$5.00 for each full-time employee. Two (2) part-time employees, for example, working twenty (20) hours per week each shall constitute one (1) full-time employee.
- The Occupation Tax is pro-rated by 50% after July for a half year.

Cities	New Businesses License Fees
South Fulton	Less Than 20,000.00 Admin Fee - \$95.00 Flat Rate for First 20,000.00 of Gross Receipts = \$50.00 Employee Rate = \$13.00 Total: \$158.00 Practitioners Flat Rate = \$400.00
South Fulton	Gross Receipts greater than \$20,000.00 is based on fee class table profitability. Fee Class Table Ranges from .50 to \$2.20 per thousand dollars of gross revenue subject to NAIC code.
Sandy Springs	New Business with Gross Receipts less than \$20,000.00 Fee is \$115.00. Includes an 8% reduction on Gross receipts less than \$20,000.00. Admin Fee = \$75.00 Flat Rate = \$50.00 Employee Rate = \$13.00 Total: \$138.00 Practitioners = Flat Rate of \$400.00 Exceed \$20,000.00 Subject to Fee Class and Tax Rate of the NAIC Code
Johns Creek	Admin Fee = \$75.00 Flat Rate for First \$20,000.00 = \$50.00 Employee Rate = \$13.00 Total: \$138.00 Exceed \$20,000.00 Gross Revenues Above \$20,000 are taxed using a fee class table based on profitability. The fee class table ranges from \$0.50 to \$2.20 per \$1,000 of gross Practitioners = Flat Rate of \$400.00
Roswell	Home Occupation Fees: • Home Occupation Tax: \$100.00 • The Home Occupation Tax is pro-rated by 50% after July for a half year. COMMERCIAL BUSINESS REGISTRATION Fees: • Administrative Fee = \$50.00 (<i>not refundable, not prorated</i>) • Commercial Occupation Tax: \$95.00 plus \$5.00 for each full-time employee. Two (2) part-time employees, for example, working twenty (20) hours per week each shall constitute one (1) full-time employee. • The Occupation Tax is pro-rated by 50% after July for a half year.



DIVIDER SHEET



CITY OF SOUTH FULTON
COMMISSION AGENDA ITEM



SUBJECT: Worker's Compensation Insurance

DATE OF MEETING: August 8, 2017

DEPARTMENT: Finance

Work Session ()
Regular Meeting (X)
Recommendation ()
Policy/Discussion ()
Presentation ()
Other ()

BACKGROUND: (HISTORY, FACTS AND ISSUES)

It is required by Federal and Georgia Law that in order to be compliant with the State Board of Workers' Compensation, the City must provide Worker's Compensation coverage to cover and protect employees in the event of work place injuries;

That coverage shall initially cover all City Administration, Clerical, and Parks staff and shall be amended to cover all other employees as they transition or become hired to perform work as employees of the City.

RECOMMENDED ACTION: Apply for membership in the Georgia Municipal Association Group Self-Insurance Workers' Compensation Fund.

DEPARTMENT HEAD: _____ **DATE:** August 8, 2017

BUDGET: \$44,8119

FUNDING SOURCE: General Fund
Account: 100-1100-51-2700

FINANCE APPROVAL: _____ **DATE:** _____

ADMINISTRATIVE COMMENTS AND RECOMMENDATION: _____

CITY MANAGER

DATE

Action Taken By Council: _____

**STATE OF GEORGIA
COUNTY OF FULTON
CITY OF SOUTH FULTON**

RESOLUTION NO. 2017-038

**A RESOLUTION APPROVING WORKERS' COMPENSATION INSURANCE
COVERAGE THROUGH GEORGA MUNICIPAL ASSOCIATION "GMA".**

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

WHEREAS, pursuant to Act 421 of the 2016 session of the Georgia General Assembly (the "City Charter"), the City of South Fulton incorporated on May 1, 2017;

WHEREAS, it is required by Federal and Georgia Law that in order to be compliant with the State Board of Workers' Compensation, the City must provide Workers' Compensation coverage to cover and protect employees in the event of work place injuries;

WHEREAS, the coverage shall initially cover all City Administration, Clerical, and Parks staff and said coverage shall be amended to cover all other employees as they transition or become hired to perform work as employees of the City;

WHEREAS, the City considers employing personnel to conduct the business and provide services on behalf of the City; and,

**THEREFORE, IT IS NOW RESOLVED BY THE CITY COUNCIL OF THE
CITY OF SOUTH FULTON, GEORGIA, AS FOLLOWS:**

Section 1. Pursuant to Title 34, Chapter 9, Article 5 of the Official Code of Georgia Annotate, the City of South Fulton GA, hereby agrees to become a member of the Georgia Municipal Association Workers' Compensation Self-Insurance Fund established pursuant to said code chapter.

Section 2. The City of South Fulton GA hereby agrees to subscribe to and abide by the intrastate agreement, bylaws, rules, and regulations of the Fund and rules and regulations of the Insurance Commissioner of the State of Georgia related to such Fund.

Section 3. The Mayor and the City of South Fulton GA is hereby authorized to execute the application and any other documents necessary to enroll the City of South Fulton GA as a member in said Fund.

The foregoing Resolution No. _____ was offered by Councilmember _____, who moved its approval. The motion was seconded by Councilmember _____, and being put to a vote, the result was as follows:

	AYE	NAY
William “Bill” Edwards, Mayor	_____	_____
Catherine Foster Rowell, Mayor Pro Tem	_____	_____
Carmalitha Lizandra Gumbs	_____	_____
Helen Zenobia Willis	_____	_____
Gertrude Naeema Gilyard	_____	_____
Rosie Jackson	_____	_____
khalid kamau	_____	_____
Mark Baker	_____	_____

THIS RESOLUTION adopted this _____ day of _____ 2017. CITY OF SOUTH
FULTON, GEORGIA

WILLIAM “BILL” EDWARDS, MAYOR

ATTEST:

MARK MASSEY, CITY CLERK

APPROVED AS TO FORM:

JOSH BELINFANTE, INTERIM CITY ATTORNEY

Georgia Municipal Association Workers' Compensation Self-Insurance Fund
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Annual Premium Quote

South Fulton

Code	No	Payroll Classification	Rate	Payroll	Manual
8742	1	City Administrator	0.54	\$680,000	\$3,672
8810	1	Clerical	0.32	\$1,672,300	\$5,351
9102	1	Parks	2.62	\$1,366,250	\$35,796

3	Total Estimated Payroll			\$3,718,550	
	Total Manual Premium				\$44,819
	Experience Modification		1.00		
	Standard Premium				\$44,819
	Misc. Modification		1.00		
	Premium Adjustment				\$0
	Earned Premium				\$44,819
	Premium Due				\$44,819



Ralph T. Hudgens
Insurance Commissioner

**GEORGIA INSURANCE DEPARTMENT
STATE CAPITOL
ATLANTA, GEORGIA**

**GMA WORKERS COMPENSATION
INSURANCE FUND**

Sponsored by the Georgia
Municipal Association

**APPLICATION FOR MEMBERSHIP
IN GROUP SELF-INSURANCE FUND**

To the Insurance Commissioner of Georgia and the GEORGIA MUNICIPAL ASSOCIATION
SELF INSURANCE WORKERS COMPENSATION FUND.

As of 12:01 a.m., _____, application is hereby made for membership in
the GEORGIA MUNICIPAL ASSOCIATION SELF INSURANCE WORKERS
COMPENSATION FUND.

- (1) Member Name _____
- (2) Address _____
- (3) Telephone Number _____
- (4) Federal Employer I.D. Number _____
- (5) Nature of Business _____ City Government _____
- (6) Type of Business _____ Commission _____
- (7) Chief Administrative Officer _____
- (8) Locations of all operations to be included in the Fund:

<u>NAME</u>	<u>PRINCIPAL ADDRESS</u>	<u>TYPE OF BUSINESS</u>
City of _____	_____	Municipality _____

- (9) If the applicant is *unable* to obtain all the information requested in item 9, it may instead include a certification signed by the Administrator or Chairman of the Board of Trustees of the Fund that the information actually provided is satisfactory to the Fund.

Loss History for last three completed years:

	20____ <u>YEAR ENDING</u>	20____ <u>YEAR ENDING</u>	20____ <u>YEAR ENDING</u>
a. Number of accidents requiring medical attention only	_____	_____	_____
b. Number of accidents requiring loss time of more than three days	_____	_____	_____
c. Total paid claims	\$ _____	\$ _____	\$ _____
d. Outstanding reserves	\$ _____	\$ _____	\$ _____
e. Total incurred losses (Paid and Reserves)	\$ _____	\$ _____	\$ _____
f. Fatalities in the last three years	No _____	Yes _____	Number _____

If yes, explain: _____

(10) Estimated premium for 12 month period beginning Month _____ Day _____ Year _____

Classification Code	Classification Description	Estimated Annual Payroll	Current Rate	Estimated Annual Premium
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(SEE ATTACHED)

TOTAL PAYROLL _____ TOTAL PREMIUM _____

(11) Present carrier of workers' compensation insurance or indicate if applicant participated in a workers' Compensation self-insurance program. _____

(12) Present workers' compensation premium. _____

(13) Safety, sanitation and welfare conditions:

Is your business or any part thereof inspected otherwise than by State authority? _____

If so, by whom? _____

Have you fulfilled all safety requirements of the State Board of Workers' Compensation? _____

Have you a committee of safety whose duty is to recommend safety devices and to secure compliance with statutes or general orders of the Board of Workers' Compensation as to safety and sanitation? _____

Do you maintain a hospital in connection with your works? _____ If so, state description of its equipment and service. _____

(14) In consideration for the approval of this application, the applicant agrees as follows:

- That the applicant will comply with Code Title 114, the Regulations promulgated there under, all lawful Orders of the Commissioner, the Rules and Orders of the State Board of Workers' Compensation, and the rules, regulations and bylaws of this Fund.
- That the applicant will be jointly and severally liable for all obligations of the Fund during the entire period of membership in the Fund.
- That the applicant will pay promptly any lawful premiums or assessments due as a member of the Fund.
- That the applicant will submit and "Application to Withdraw from Group Self-Insurance Fund" ninety (90) days prior to voluntary withdrawal from the Fund.
- That coverage under this membership shall be for Georgia operations only, including incidental coverage in other states.
- That the applicant will notify the Fund and the Commissioner within fourteen (14) days of any change in any of the information contained in questions 1 through 8 of this application.

(Print Name of Applicant)

By: _____
(Signature of Authorized Official)

(Print Name)

Date: _____

(Print Title)

AFFIDAVIT

COUNTY OF _____

STATE OF _____

I, _____, the undersigned, being the _____
of the _____ swear (or affirm) that to the best of my
knowledge and belief, the statements contained in the application, including the accompanying
documents, are true and complete.

Sworn before me this _____
day of _____, _____.

(Signature of Authorized Official)

Notary Public

My commission expires: _____



DIVIDER SHEET

**STATE OF GEORGIA
COUNTY OF FULTON
CITY OF SOUTH FULTON**

ORDINANCE No. 2017-015

**ADOPTION OF PERSONNEL ORDINANCE AND AMENDMENT TO
EXISTING ORDINANCE NO. 2017-003**

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

WHEREAS, Section 4.15 of the City Charter authorizes the City Council to establish personnel policies and procedures;

WHEREAS, at the July 25 meeting of the City Council, the City Council adopted a pay scale and an at-will employment policy with a grievance procedure;

WHEREAS, the duly elected governing authority of the City is the Mayor and City Council;

WHEREAS, the City Council seeks to amend Ordinance 2017-003 to provide additional ordinances governing personnel policies, renumbering, and for other purposes;

WHEREAS, the City finds it to be in the public interest and for the protection of the public welfare to recruit the best employees to serve the City of South Fulton and to codify its existing practice:

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

Section 1: Renaming Title 1

Renaming “Title 1: Use of Code” to “Title 1: Administration” as follows:

Title 1: ~~USE OF THE CODE~~ Title 1: Administration

Section 2: Amending Title 2

Striking the heading entitled “Title 2: Legislature” and renaming it “Chapter 2: Legislature” as follows:

Title 2: ~~LEGISLATURE~~ Chapter 2: Legislature

Section 3: Renumbering Chapter 2

Renumbering the ordinances identified in Ordinance No. 2017-003 as:

Sections 2-1001 through 2-1019 shall be designated as “Chapter Two: General Provisions” and renumbered to as 1-2001 through 1-2019;

Sections 2-2001 through 2-2010 shall be designated as “Chapter Three: Mayor and Council” and renumbered as 1-3001 through 1-3010;

Sections 2-3001 through 2-3017 shall be designated as “Chapter Four: Elections” and renumbered as 1-4001 through 1-4017; and

Sections 2-4001 through 2-4030 shall be designated as “Chapter Five: Ethics Policy” and renumbered as 1-5001 through 1-5030.

Section 4: Creating Chapter Six – Personnel

Amending Ordinance 2017-003 to include Chapter 6, which shall provide for ordinances about municipal employees as follows:

Chapter 6: Municipal Employees

Sec. 1-6001. – At-Will Status and Grievance Procedure

(a) All persons employed by the City shall be on an at-will basis; provided, however, City employees will be afforded the opportunity to participate in a grievance procedure as set forth in the City Personnel Manual. Nothing contained in the City Personnel Manual shall change the employee’s at-will status.

(b) The Human Resources director shall create a Personnel Manual that may be presented to the City Council for review.

Sec. 1-6002 – Pay Scale

The City Council shall approve a pay scale for use by the Human Resources director, and such approval may come in the form of a resolution that was adopted prior to the effective date of this ordinance.

Section 5: Recodification

Title Two, enacted by Ordinance No. 2017-007, shall remain as Title Two of the Code of Ordinances and nothing in this Ordinance or any previous ordinance enacted by the City Council shall impair or limit the effect of Ordinance No. 2017-007.

Section 6: Severance

In the event any portion of this ordinance shall be declared or adjudged invalid or unconstitutional, it is the intention of the City Council of the City of South Fulton, Georgia, that such adjudication shall in no manner affect the other sections, sentences, clauses or phrases of this ordinance which shall remain in full force and effect, as if the invalid or unconstitutional section, sentence, clause or phrase were not originally a part of the ordinance.

Section 7: Repealer

All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

Section 8: Effective Date

Unless specifically specified elsewhere in this Ordinance, the effective date of this Ordinance shall be _____.

The foregoing Ordinance No. _____ was offered on _____ by Councilmember _____, who moved its approval. The motion was seconded by Councilmember _____, and being put to a vote, the result was as follows:

	AYE	NAY
William “Bill” Edwards, Mayor	_____	_____
Catherine Foster Rowell,	_____	_____
Mayor Pro Tem		
Carmalitha Lizandra Gumbs	_____	_____
Helen Zenobia Willis	_____	_____
Gertrude Naeema Gilyard	_____	_____
Rosie Jackson	_____	_____
khalid kamau	_____	_____
Mark Baker	_____	_____

THIS ORDINANCE adopted this _____ day of _____ 2017. **CITY OF
SOUTH FULTON, GEORGIA**

WILLIAM "BILL" EDWARDS, MAYOR

ATTEST:

MARK MASSEY, CITY CLERK

APPROVED AS TO FORM:

JOSH BELINFANTE, INTERIM CITY ATTORNEY



DIVIDER SHEET

**STATE OF GEORGIA
COUNTY OF FULTON
CITY OF SOUTH FULTON**

AMENDMENT TO ORDINANCE No. 2017-015

An Amendment introduced by Councilwoman Gilyard:

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

WHEREAS, Section 4.15(1) of the City Charter authorizes the City Council to establish rules and regulations concerning the method of employee selection;

WHEREAS, Section 4.15(2) of the City Charter authorizes the City Council to establish rules and regulations concerning the administration of a position classification and pay plan;

WHEREAS, Section 4.15(5) of the City Charter authorizes the City Council to establish rules and regulations concerning notices as may be necessary to provide for adequate and systematic handling of personnel affairs;

An Amendment is hereby proposed to Ordinance No. 2017-_____, Adoption of Personnel Ordinance and Amendment to Existing Ordinance No. 2017-003, to include as follows:

Sec. 1-6003. – Personnel Handbook

The Human Resources Department shall prepare and submit to the City Manager a Personnel Handbook. The City Manager shall present the proposed Personnel Handbook to the City Council for review and adoption. In order for the Personnel Handbook to be effective, it must be ratified by resolution of the City Council. Any material changes to the Personnel Handbook must also be ratified by the City Council in the form of a resolution.

Sec. 1-6004. – Workforce Plan

At the time that the City Manager presents the proposed annual budget, he or she shall also present to the City Council the number of positions he or she is recommending for employment for the fiscal year. The City Manager must describe the duties of each City employee in a separate communication to the City Council, and the City Council may approve, by ordinance, ratification of the Personnel Handbook, or by other means the job descriptions provided by the City Manager.

Sec. 1-6005. – Hiring

(a) Persons hired as City employees shall be interviewed by at least two City employees in the same industry as the applicant, and one of the interviewers shall be from the Human Resources Department.

(b) When the City Manager is considering hiring a department head, in addition to the requirements of Section 2-2002(s), the City Manager shall confirm that the proposed salary is consistent with the City pay scale and demonstrate to the City Council how the potential hire will impact the annual budget.

(c) Prior to extending any offer of employment to any person, the City Manager must confirm that the salary proposed is consistent with the pay scale adopted by the City Council.

The foregoing Amendment _____ was offered by Councilmember Gilyard on _____, who moved its approval. The motion was seconded by Councilmember _____, and being put to a vote, the result was as follows:

	AYE	NAY
William “Bill” Edwards, Mayor	_____	_____
Catherine Foster Rowell,	_____	_____
Mayor Pro Tem		
Carmalitha Lizandra Gumbs	_____	_____
Helen Zenobia Willis	_____	_____
Gertrude Naeema Gilyard	_____	_____
Rosie Jackson	_____	_____
khalid kamau	_____	_____
Mark Baker	_____	_____

THIS AMENDMENT adopted this _____ day of _____ 2017. **CITY OF SOUTH FULTON, GEORGIA**

WILLIAM "BILL" EDWARDS, MAYOR

ATTEST:

MARK MASSEY, CITY CLERK

APPROVED AS TO FORM:

JOSH BELINFANTE, INTERIM CITY ATTORNEY



DIVIDER SHEET

**STATE OF GEORGIA
COUNTY OF FULTON
CITY OF SOUTH FULTON**

AMENDMENT TO ORDINANCE No. 2017-015

An Amendment introduced by Councilwoman Jackson:

Amending Section 4 of Ordinance No. 2017-015 addressing personnel as follows:

Amending Section 4 of Ordinance No. 2017-____ to provide for limitation on employment of certain municipal employees as follows:

Sec. 4-1003 – Limitation on Employment of Certain Employees

Any municipal employee who is employed by the Office of Mayor, serves as an aide to a City Councilmember, or as an assistant to an appointed official, shall be employed only so long as the elected or appointed person to whom they directly report is elected or appointed to the City government. Nothing in this paragraph shall be deemed to change the at-will status of any employee, including those identified in this ordinance.

The foregoing Amendment _____ was offered by Councilmember _____, who moved its approval. The motion was seconded by Councilmember _____, and being put to a vote, the result was as follows:

	AYE	NAY
William “Bill” Edwards, Mayor	_____	_____
Catherine Foster Rowell, Mayor Pro Tem	_____	_____
Carmalitha Lizandra Gumbs	_____	_____
Helen Zenobia Willis	_____	_____
Gertrude Naeema Gilyard	_____	_____
Rosie Jackson	_____	_____
khalid kamau	_____	_____
Mark Baker	_____	_____

THIS AMENDMENT adopted this _____ day of _____ 2017. **CITY OF SOUTH FULTON, GEORGIA**

WILLIAM "BILL" EDWARDS, MAYOR

ATTEST:

MARK MASSEY, CITY CLERK

APPROVED AS TO FORM:

JOSH BELINFANTE, INTERIM CITY ATTORNEY



DIVIDER SHEET

AMENDMENT

Councilman khalid kamau offers the following amendment to Proposed Ordinance No. 2017-12, entitled “Adoption of Ordinance Establishing the Board of Code Enforcement for the City of South Fulton.”

Revising the title as follows:

ADOPTION OF ORDINANCE ESTABLISHING THE BOARD OF BUILDING CODE ENFORCEMENT FOR THE CITY OF SOUTH FULTON

Revising the title of Chapter 4. as follows:

CHAPTER 4. – BOARD OF BUILDING CODE ENFORCEMENT

Revising Section 3-4001, addressing the establishment of the Board, as follows:

Sec. 3-4001. – Board of Building Code Enforcement Established

- (a) *Creation.* There is hereby established a Building Code Enforcement Board which shall consist of eight members, residents of the city, who shall be appointed by the City Council as follows:
 - (1) One member shall be nominated by each member of the City Council and the Mayor; and
 - (2) Each member shall be approved by a vote of the majority of the City Council.
- (b) *Terms.* The Building Code Enforcement Board members shall serve a term consistent with that of the member of the City Council (or the Mayor) making the nomination. A Building Code Enforcement Board member shall serve until his or her replacement is appointed by the City Council in a manner consistent with this ordinance. The Building Code Enforcement Board members shall serve no more than two terms, either consecutive or non-consecutive, and a term shall end upon the swearing in or re-swearing in of the member of the City Council (or the Mayor) who nominates the Building Code Enforcement Board member.
- (c) *Chair and Vice Chair.* The Building Code Enforcement Board shall elect one of its members to serve as chairperson and another to serve as vice-chairperson. The chairperson and vice-chairperson of the Building Code Enforcement Board shall serve a term of one year or until reelected or a successor is elected. The duty of the chair shall be to conduct the meetings in accordance with the procedures set forth herein and any other rules or regulations established by the Building Code Enforcement Board. The vice-chairperson shall conduct the meetings in the chair's

absence. The vice-chairperson may be appointed chair if the chair is removed from office, or due to a physical or mental disability, cannot perform the duties of chair.

(c) *Qualifications.*

- (1) Members of the Building Code Enforcement Board shall hold no other city office or city-compensated position during such member's term.
- (2) All Building Code Enforcement Board members shall be residents of the City.
- (3) No person shall preside at a meeting of the Building Code Enforcement Board as a member of the Building Code Enforcement Board until they have been certified as having completed a training session of eight hours.

(d) *Removal.*

- (1) Except as provided in paragraph (d)(2) of this Section, Building Code Enforcement Board members serve at the pleasure of the City Council and may be removed upon motion of the nominating commissioner and affirmative vote of a majority of the City Council.

(2) Building Code Enforcement Board members shall automatically be removed from the Building Code Enforcement Board if they miss two consecutive meetings without the permission of the Chair, or if the Building Code Enforcement Board member fails to attend at least 75 percent of the Building Code Enforcement Board meetings in a 12 month period. The Building Code Enforcement Board secretary shall notify the City Clerk of any Building Code Enforcement Board member who does not attend a meeting. If a Building Code Enforcement Board member is removed for failure to attend meetings as set forth in his paragraph, the removal is automatic and does not require a vote of the City Council.

(e) *Compensation.* The City Council shall, by resolution, determine the amount of compensation, if any, to be paid to the members of the Building Code Enforcement Board. In the absence of such resolution, no compensation shall be provided to the members of the Building Code Enforcement Board.

(f) *Jurisdiction.* The Building Code Enforcement Board shall have jurisdiction to decide matters and alleged violations of the City Building Code.

Revising Section 3-4002, addressing officers and rules, as follows:

Sec. 3-4002. – Officers and rules.

The presence of four or more members shall constitute a quorum. The decisions of the Building Code Enforcement Board shall be by motion approved by a majority of those members present and voting, except that at least four members must vote in order for an action of the Building Code Enforcement Board to be official. The Building Code Enforcement Board member nominated by the Mayor shall not vote unless there is a tie. The City Attorney or his/her designee shall represent and be counsel to the Building Code Enforcement Board; provided, however, in the case of a conflict between the City Council and the Building Code Enforcement Board, the City Attorney shall represent the City Council.

The Building Code Enforcement Board shall adopt and publish policies, procedures and rules in keeping with the provisions of this chapter and submit the rules to the City Council for approval. If the City Council does not approve of the policies within three consecutive meetings of receiving such notice by the City Clerk, the rules shall be deemed adopted. Such policies, procedures and rules shall be available in the office of the City Clerk.

Revising Section 3-4003, addressing the Board Secretary, as follows:

Sec. 3-4003. – Building Code Enforcement Board Secretary.

A City employee shall serve as the Building Code Enforcement Board secretary. The secretary shall provide support to the Building Code Enforcement Board as reasonable and necessary to accomplish said Commission's duties. The secretary of the Building Code Enforcement Board shall provide the members of the Building Code Enforcement Board all information submitted to, or generated by, city staff on each substantive issue that the Commission considers, including: proposals, applications, citation(s), if any, as well as any other written communications given to the staff either in support of or in the opposition to the citation. The secretary shall be responsible for working with the City Clerk to maintain the records of the Building Code Enforcement Board.

Revising Section 3-4004, addressing meetings of the Board, as follows:

Sec. 3-4004. - Meetings.

The Building Code Enforcement Board shall establish its meeting schedule, and it shall meet at least twice a month. The Building Code Enforcement Board may cancel a meeting if there are no items to discuss, or for good cause. Additional meetings may be called by the chairman. All hearings before the Building Code Enforcement Board shall be open to the public except as provided by law. The alleged violator, the alleged violator's representative, the code inspector and any person whose interests are affected shall be given an opportunity to be heard. The Building Code Enforcement Board shall proceed to hear the cases on the agenda for that day. All testimony shall be under oath and shall be recorded. The Building Code Enforcement Board shall take testimony from the code inspector and alleged violator. Formal rules of evidence shall not apply, but fundamental due process shall be observed and shall govern the proceedings. The initial presentation of each case before the Building Code Enforcement Board shall be by the code inspector.

Revising Section 3-4005, addressing hearings of the Board, as follows:

Sec. 3-4005. – Hearing.

- (a) *General.* No member of the Building Code Enforcement Board shall have the power to initiate enforcement proceedings under this chapter. If a violation of any provision of the Code of Laws is found, the code inspector shall notify the violator and specify a reasonable time to correct the violation. If the violation is corrected and then recurs or if the violation is not corrected by the time specified the code inspector may so notify the violator, but is not required to give the violator a reasonable time to correct the violation. If a violation is not corrected within the time specified, the code inspector shall request a hearing before the Building Code Enforcement Board.
- (b) *Notification.* If a repeat violation is found, the code inspector shall notify the violator but is not required to give the violator a reasonable time to correct the violation. The code inspector, upon notifying the violator of a repeat violation, shall notify the Building Code Enforcement Board and request a hearing. The case may be presented to the Building Code Enforcement Board even if the repeat violation has been corrected prior to the hearing, and the notice for the violator shall so state. The matter shall be scheduled for the next available hearing before the Building Code Enforcement Board, and notice of the hearing shall be given as provided in section 3-7009.
- (c) *Violation presents threat to public welfare.* If the code inspector has substantial reason to believe a violation presents a serious threat to the public health, safety, and welfare or if the violation is irreparable or irreversible in nature, the code inspector shall make a reasonable effort to notify the violator and immediately notify the Building Code Enforcement Board and request a hearing.
- (d) *Continuance.* The Building Code Enforcement Board may continue the hearing from time to time for good cause. The Building Code Enforcement Board shall, in all instances, reach a decision within 15 calendar days from the date of the final hearing at which receipt of all evidence has been concluded.
- (e) *Postponed hearing.* When a quorum is not present, or the Building Code Enforcement Board is unable to reach a decision on a case, the hearing shall be postponed until the next scheduled Building Code Enforcement Board meeting, with notification provided in accordance with section 3-7009 of this chapter.
- (f) *Order to comply/order to pay fine.* Every order to comply and/or order to pay fine entered by the Building Code Enforcement Board shall be executed by the chairperson, or, in the chairperson's absence, the vice-chairperson, and shall be filed in the office of the secretary to the Building Code Enforcement Board.
- (g) *Variances.* The Building Code Enforcement Board, when so appealed to and after a hearing, may vary the application of any provision of the construction codes to any particular case when, in its opinion, the enforcement thereof would do manifest injustice and would be contrary to the construction codes or public interest, and also finds all of the following:

- (1) That special conditions and circumstances exist which are peculiar to the building, structure, or service system involved and which are not applicable to others.
- (2) That the special conditions and circumstances do not result from the action or inaction of the applicant.
- (3) That granting the variance requested will not confer on the applicant any special privilege that is denied by the construction codes to other buildings, structures, or service system.
- (4) That the variance granted is the minimum variance that will make possible the reasonable use of the building, structure, or service system.
- (5) That the grant of the variance will be consistent with the general intent and purpose of the construction codes and will not be detrimental to the public health, safety, and general welfare.

In granting the variance, the Building Code Enforcement Board may prescribe a reasonable time limit within which the action for which the variance is required shall be commenced or completed or both. In addition, the Building Code Enforcement Board may prescribe appropriate conditions and safeguards in conformity with the construction codes. Violation of the conditions of a variance shall be deemed a violation of the construction codes.

Revising Section 3-4006, addressing hearing notifications of the Board, as follows:

Sec. 3-4006. – Hearing notification.

- (a) Notification of the Building Code Enforcement Board hearing to the alleged violator shall be given by certified mail, return receipt requested, hand delivery by the code inspector or other persons designated by the City, by leaving said notice at the violator's usual place of residence with any person therein who is over 15 years of age and informing such person of the contents of the notice; or by leaving the notice at the violator's usual place of business with a manager or other upper level employee who is over 15 years of age and informing such person of the contents of the notice, no later than the 15th day before the date of the hearing. The notice shall be in a form approved by the City Manager and shall include a reference to the provisions of the Code of Laws and/or conditions of zoning being violated, and the date, time and location of the hearing.
- (b) At the option of the Building Code Enforcement Board, and in addition to the notice described above, or if repeated attempts at providing notice as described above are unsuccessful, notice of the hearing may be published 30 days prior to the hearing once a week for four consecutive weeks in the newspaper in which the sheriff's

advertisements are printed for Fulton County. Proof of publication shall be provided and maintained for the official record.

- (c) Where efforts to provide notice pursuant to paragraph (a) of this section are unsuccessful, evidence of an attempt to serve the alleged violator pursuant to paragraph (a) together with proof of publication as provided in paragraph (b) shall be sufficient to show that the notice requirements of this section have been met, without regard to whether or not the alleged violator actually received such notice

Revising Section 3-4007, addressing decisions of the Board, as follows:

Sec. 3-4007 – Decisions of the Building Code Enforcement Board.

- (a) If, after the conclusion of the hearing, the Building Code Enforcement Board finds that a violation does exist, the Building Code Enforcement Board may issue an order to comply consistent with the powers granted in this chapter, with findings and conclusions. An order to comply shall set forth the street address or a description of the structure and/or premises sufficient for identification. An order to comply shall include notice that it must be complied with by a specified date and that an administrative fine may be imposed if the order is not complied with by said date. The order shall state the nature of the violation, and the Building Code Enforcement Board shall consider the following factors in determining the content of the order to comply.
 - (1) Existence or nonexistence of a life, health or other type of hazard to the occupant or others in the building or premises;
 - (2) Severity of the hazard or negative effect upon the community;
 - (3) Number and extent of separate items that must be completed in order to bring the building or premises into compliance with the relevant codes;
 - (4) Length of time the violation(s) has been known to exist and the amount of time the code inspector has previously given for compliance;
 - (5) The existence or nonexistence of mitigating factors which caused the building or premises to be in violation or which may affect the amount of time for compliance.
 - (6) The Building Code Enforcement Board may divide the violation(s) into groups requiring compliance at various intervals, with inspections to be conducted at each stage by the code inspector.
 - (7) Whether the person coming before the Building Code Enforcement Board, or if the person is a corporation, whether any of its officers, members, or directors have been found liable for previous violations,.
- (b) An order to pay fine shall specify the fine amount as determined and voted upon by the Building Code Enforcement Board, as well as the date and time the fine is due.

- (1) A certified copy of such order may be recorded in the public records of the City and shall constitute notice to any subsequent purchasers, successors in interest, or assigns if the violation concerns real property, and the findings therein shall be binding upon the violator and, if the violation concerns real property, any subsequent purchasers, successors in interest or assigns. If an order to pay fine is recorded in the public records pursuant to this subsection and the fine is paid by the date and time specified in the order, the Building Code Enforcement Board shall issue an order acknowledging that the fine has been paid in full and such order shall be recorded in the public records. A hearing is not required to issue such an order acknowledging the payment of a fine.

(2) The Building Code Enforcement Board may issue an order to pay a fine against the violator if the cited violation was not corrected within the time specified on the code inspector's notice or if an order to comply was not satisfied within the time specified in said order, even if said violation was corrected and brought into compliance prior to the hearing at which the fine was imposed.

Revising Section 3-4008, addressing notifications of decisions of the Board, as follows:

Sec. 3-4008. – Notification of decision.

The Building Code Enforcement Board shall provide the violator a copy of the order to comply and/or the order to pay fine by at least hand delivery or certified United States mail, postage prepaid and return receipt requested, within a reasonable period of time after the decision.

Revising Section 3-4009, addressing fines and fees, as follows:

Sec. 4-4009. - Fines and fees.

The Building Code Enforcement Board may impose fees and fines on a violator as follows:

- (1) A fine not to exceed \$1,000.00 per day for a violation involving the health or safety of a third party.
- (2) A fine not to exceed a total of \$1,000.00 for a violation not involving the health or safety of a third party.
- (3) The Building Code Enforcement Board shall determine fines considering the following factors:
 - a. The gravity of the violation;
 - b. Any actions taken by the violator to correct the violation; and
 - c. Any previous violations committed by the violator.

- (4) The Building Code Enforcement Board may reduce a fine imposed pursuant to this section.
- (5) Each day that the violation continues unabated shall be deemed an independent violation.

Revising Section 3-4010, addressing failures to pay fines, as follows:

Sec. 3-4010. - Failure to pay fine.

- (a) A certified copy of an order to pay fine may be recorded in the public records of the City and thereafter shall constitute a lien against the land on which the violation exists and upon any real or personal property owned by the violator. Upon petition to the Superior Court, such order may be enforced in the same manner as a court judgment by the sheriffs of the state, including levy against personal property, but such order shall not be deemed to be a court judgment except for enforcement purposes. After three months from the filing of any such lien which remains unpaid, the Building Code Enforcement Board may request that the county attorney foreclose on the lien.
- (b) No lien imposed under this chapter shall continue for a period longer than 20 years after the certified copy of an order to pay fine has been recorded, unless within that time an action to foreclose on the lien is commenced in Superior Court. In an action to foreclose on a lien, the prevailing party is entitled to recover all costs, including a reasonable attorney's fees, which it incurs in the foreclosure. The continuation of the lien affected by the commencement of the action shall not be good against creditors or subsequent purchasers for valuable consideration without notice, unless a notice of lis pendens is recorded.

Revising Section 3-4011, addressing remedies, as follows:

Sec. 3-4011. - Remedies.

Nothing contained in this ordinance shall prohibit the Building Code Enforcement Board, acting through the code inspector, from enforcing this ordinance by any other lawful means which include both criminal and civil proceedings; provided, however, that the Building Code Enforcement Board shall not pursue a specific instance of an alleged violation of the Code of Laws against the violator before both the Building Code Enforcement Board and a court authorized to hear violations of local ordinances.

Revising Section 3-4011, addressing appeals and transfers, as follows:

Sec. 3-4011. - Appeal and transfer.

An aggrieved party, including the City, may appeal a final administrative order of the Building Code Enforcement Board to the Superior Court of Fulton County by writ of certiorari.

AMENDMENT

Councilman khalid kamau offers the following amendment to Proposed Ordinance No. 2017-12, entitled “Adoption of Ordinance Establishing the Board of Code Enforcement for the City of South Fulton.”

Revising Section 3-4001, addressing the establishment of the Board, as follows:

Sec. 3-4001. – Board of Code Enforcement Established

- (e) *Compensation.* The City Council shall, by resolution, determine the amount of compensation, if any, to be paid to the members of the Enforcement Board. In the absence of such resolution, no compensation shall be provided to the members of Building Code Enforcement Board. Compensation may be provided only on a per-meeting basis and only for actual attendance by the Building Code Enforcement Board member.



DIVIDER SHEET

**STATE OF GEORGIA
COUNTY OF FULTON
CITY OF SOUTH FULTON**

RESOLUTION NO. 2017-023

**A RESOLUTION REGARDING STANDARDS FOR ISSUING
PROCLAMATIONS AND LETTERS OF COMMENDATION**

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

WHEREAS, from time to time, the City Council and Mayor will request that the City issue proclamations or letters of commendation regarding various matters occurring in the City; and

WHEREAS, the City Council seeks to establish some guidelines for the introduction or passage of such proclamations or letters.

BE IT HEREBY RESOLVED by the City Council of the City of South Fulton that:

It is the policy of the Office of Mayor to have consistent guidelines regarding Mayoral ceremonial documents. Ceremonial documents include letters and proclamations. A Mayoral Proclamation is an official announcement and/or public declaration issued from the Mayor’s Office. Proclamations are ceremonial and do not carry any legislative or legal value. The issuance of any proclamation or letter from the Mayor’s Office is at the complete discretion of the Mayor’s Office. Additional guidelines are as follows:

1. Letters of welcome will be issued for the following:
 - a. Conferences;
 - b. Seminars;
 - c. Family reunions held in the City of South Fulton;
 - d. Class reunions for schools and institutions that are located in the City of South Fulton; and
 - e. International dignitaries.
2. Letters of congratulation or celebration will be issued for the following:
 - a. Professional celebrations;
 - b. Religious anniversaries and celebrations;
 - c. Significant birthday (75 and older);
 - d. Significant marriage anniversaries (50 and higher);
 - e. Sports achievement;
 - f. Retirements; and
 - g. Heroism.
3. A photograph of the Mayor will only be issued for souvenir publications upon request.

4. Proclamations.

- a. Proclamations are ceremonial documents signed by the Mayor and issued for:
 - i. Public awareness;
 - ii. Arts and cultural celebrations; and
 - iii. Special honors (on the recommendation of the Mayor).
- b. Proclamations will not be issued for:
 - i. Matters of political controversy, ideological or religious beliefs, or individual conviction;
 - ii. Events or organizations with no direct relationship to the City of South Fulton;
 - iii. Campaigns or events contrary to City policies; or
 - iv. Proclamations affecting an individual and not a broad group of people; the City will not issue proclamations for individuals. Depending on the occasion or event, individuals may receive a Certificate of Recognition or Congratulatory.
- c. The Mayor's Office reserves the right to modify or deny any recognition or proclamation request.
- d. An organization may request only one proclamation annually. More than one cause can be proclaimed simultaneously.
- e. An organization does not have exclusive rights to the day, week or month of their proclamation.
- f. A Certificate of Recognition or Congratulatory letter is an alternative where proclamation criteria are not met.

5. Making Proclamation Requests.

- a. A proclamation may be requested by any City of South Fulton resident.
- b. All requests must be made in writing. Requests may be mailed, faxed, hand-delivered to the City Clerk, or sent by email to an address designated by the City to receive proclamation requests. Mailed or faxed proclamation requests should be verified by calling the Office of City Clerk to confirm receipt.
- c. Requests should be made at least ten business days in advance of the date the document is needed. The exception to this rule is condolence requests which should be made as soon as possible after a person's passing.
- d. Requests should include:

- i. A contact person's first and last name, address, and telephone number;
- ii. A brief summary and/or background of the event or organization;
- iii. The name and date (s) of the day, week, month or event to be proclaimed;
- iv. If the event is annual, please include the number (ex. 10th Annual Fun Run);
- v. Provide the date, location and theme if one exists;
- vi. Draft text for the proclamation, including 4-6 "whereas" clauses; and
- vii. An indication of when the proclamation is needed, and whether the proclamation should be mailed or will be picked up.

The foregoing Resolution No. _____ was offered by Councilmember _____, who moved its approval. The motion was seconded by Councilmember _____, and being put to a vote, the result was as follows:

	AYE	NAY
William “Bill” Edwards, Mayor	_____	_____
Catherine Foster Rowell,	_____	_____
Mayor Pro Tem	_____	_____
Carmalitha Lizandra Gumbs	_____	_____
Helen Zenobia Willis	_____	_____
Gertrude Naeema Gilyard	_____	_____
Rosie Jackson	_____	_____
khalid kamau	_____	_____
Mark Baker	_____	_____

THIS RESOLUTION adopted this _____ day of _____ 2017. **CITY OF
SOUTH FULTON, GEORGIA**

WILLIAM "BILL" EDWARDS, MAYOR

ATTEST:

_____, CITY CLERK

APPROVED AS TO FORM:

_____, INTERIM CITY ATTORNEY



DIVIDER SHEET



MAYOR'S VETO

Every ordinance, resolution, or other action adopted by the city council shall be presented to the mayor for signature within five (5) business days following the adoption of such ordinance, resolution or other action by the city council. The mayor shall have the right to veto any ordinance adopted by the city council, in accordance with the procedure set forth in Section 3.21 of the City Charter.

The mayor, within ten (10) business days following receipt of an ordinance, shall return it to the city clerk with or without the mayor's approval or with the mayor's veto. If an ordinance has been approved by the mayor or if it is returned to the city clerk neither approved nor disapproved, it shall become law upon its return to the city clerk. However, if the mayor fails to return an ordinance to the city clerk within ten (10) business days of receipt, it shall become law at 12:00 Midnight on the tenth business day after receipt. If the ordinance is vetoed by the mayor, the mayor shall submit to city council, through the city clerk, the reasons for the mayor's veto. The city clerk shall record upon the ordinance the date of its delivery to and its receipt from the mayor.

An ordinance vetoed by the mayor shall automatically be on the agenda at the next regular meeting of the city council for reconsideration. The city council may override a veto by the mayor and adopt any ordinance that has been vetoed by the mayor by the affirmative votes of a least five (5) councilmembers, not including the mayor.

Date of Adoption: 7/25/2017 **Item Number:** Res2017-034

Subject: **Amend the City's Holiday Schedule to Recognize Election Day as an Annual, Official City Holiday**

Reason for Veto: No real data as to economic feasibility. No input from employees, not carefully thought out. This appropriation is not accounted for in the current budget.

Date to Mayor: 7/26/17 **Date of Veto:** 7/26/17

Mayor's Signature: [Signature]

Date Received by City Clerk: 7/26/2017

Date to Councilmembers: 7/26/2017 [Signature]



MAYOR'S SIGNATURE PAGE

The mayor, within ten (10) business days following receipt of a Resolution, shall return it to the city clerk with or without the mayor's approval or with the mayor's veto. If a Resolution has been approved by the mayor or if it is returned to the city clerk neither approved nor disapproved, it shall become law upon its return to the city clerk. However, if the mayor fails to return a Resolution to the city clerk within ten (10) business days of receipt, it shall become law at 12:00 Midnight on the tenth business day after receipt.

The mayor acknowledges receipt of the noted Item listed below:

Date of Adoption: 7/25/2017 **Item Number:** Res2017-034

Subject: Amend the City's Holiday Schedule to Recognize Election Day as an Annual, Official City Holiday

Date Received by Mayor: 7/26/17

☐

APPROVED

☒

DISAPPROVED

Mayor's Signature:

William "Bill" Edwards

WILLIAM "BILL" EDWARDS

Date to City Clerk:

7/26/2017

RESOLUTION No. 2017-034

**RESOLUTION TO AMEND THE CITY’S HOLIDAY SCHEDULE TO
RECOGNIZE ELECTION DAY AS AN ANNUAL, OFFICIAL CITY HOLIDAY**

Councilmember khalid kamau offers the following amendment to Resolution No. 2017-0XX Approving the City’s Holiday Schedule:

Inserting the following Whereas Clauses after the penultimate Whereas Clause:

WHEREAS, the City of South Fulton desires to promote opportunities for participation by City Employees and Resident Voters in the democratic process; and

WHEREAS, a US Census Survey found that in 2014, registered non-voters cited being “too busy” as the number one reason for not voting (28%); and

WHEREAS, residents of South Fulton have some of the longest commutes in the metropolitan Atlanta area to and from job sites; and

WHEREAS, a 2014 Pew Research Study found that nonvoters are typically younger voters, more racially diverse, less educated and more financially strapped, and 2010 United States Census Data show South Fulton residents reflect these demographics; and

WHEREAS, the holding of Election Day on a Tuesday most greatly disadvantages middle and low income workers for whom it is the most difficult to take time off from work to vote, and low voter participation threatens to erode the responsiveness of our government and legitimacy of our laws; and

WHEREAS, Election Day is already a holiday in Puerto Rico in presidential election years. And throughout the late 20th century, turnout for Puerto Rico's quadrennial elections was 50 percent higher than it was for presidential contests in the United States:

Striking the proposed calendar and substituting the following in its place:

- January 1 shall be observed as New Year’s Day
- Third Monday in January shall be observed as Martin Luther King Jr. Day
- Third Monday in February shall be observed as President’s Day
- Last Monday in May shall be observed as Memorial Day
- July 4 shall be observed as Independence Day

- First Monday in September shall be observed as Labor Day
- First Tuesday after the first Monday in November (Election Day) shall be observed every year as Election Day
- November 11 shall be observed as Veteran's Day
- Fourth Thursday in November shall be observed as Thanksgiving
- Fourth Friday in November shall be observed as Day after Thanksgiving
- December 24 shall be observed as Christmas Eve
- December 25 shall be observed as Christmas Day
- December 31 shall be observed as New Year's Eve

By inserting the following after the calendar:

1. Election Day shall be observed as a holiday annually. Employees mission critical to Election Day will be offered flex time for the hours they work on Election Day.
2. The City Council encourages all business owners in the City of South Fulton city limits to give their employees the entire day to research Election issues and participate in voting and volunteering on Election Day.
3. The City Council encourages all other Georgia municipal, county and school board leaders to enact Election Day resolutions for their employees.
4. The City Council encourages our State and Federal Leaders to adopt resolutions making Election Day an official holiday.
5. The City Council encourages all voters to voice their concern for low voter turnout and become actively involved in the promotion and/or facilitation of Election Day voting.

The foregoing Resolution No. **2017-034** was offered by Councilmember **khalid kamau**, who moved its approval. The motion was seconded by Councilmember **Baker**, and being put to a vote, the result was as follows:

	AYE	NAY
William "Bill" Edwards, Mayor	_____	_____
Catherine Foster Rowell, Mayor Pro Tem	_____	_____✓
Carmalitha Lizandra Gumbs	_____	_____✓
Helen Zenobia Willis	_____	_____✓
Gertrude Naeema Gilyard	_____✓	_____
Rosie Jackson	_____✓	_____
khalid kamau	_____✓	_____
Mark Baker	_____✓	_____

THIS RESOLUTION adopted this _____ day of _____ 2017. **CITY OF
SOUTH FULTON, GEORGIA**

WILLIAM "BILL" EDWARDS, MAYOR

ATTEST:

MARK MASSEY, CITY CLERK

APPROVED AS TO FORM:

JOSH BELINFANTE, INTERIM CITY ATTORNEY



DIVIDER SHEET



CITY OF SOUTH FULTON
COMMISSION AGENDA ITEM



SUBJECT: City Manager's Weekly Report 080417

DATE OF MEETING: August 4, 2017

DEPARTMENT: OFFICE OF THE CITY MANAGER

Work Session ()
Regular Meeting ()
Recommendation ()
Policy/Discussion ()
Presentation ()
Other (x)

BACKGROUND: (HISTORY, FACTS AND ISSUES)

Honorable Mayor and Council,

The attached document is this week's edition of the Office of the City Manager's Weekly Report. This report is intended to provide you with weekly updates of high-level task/works in progress from each respective division. Should you have further questions regarding the report, please do not hesitate to contact me directly.

Sincerely,

Ruth C. Jones
Interim City Manager

RECOMMENDED ACTION: Informational Only

DEPARTMENT HEAD: Ruth C. Jones **DATE:** August 4, 2017

BUDGET: Non-Applicable

FUNDING SOURCE: Non-Applicable

Account:

FINANCE APPROVAL: Non- Applicable **DATE** Non- Applicable

ADMINISTRATIVE COMMENTS AND RECOMMENDATION: _____

Ruth C. Jones
CITY MANAGER

August 4, 2017
DATE

Action Taken By Council: _____



City of South Fulton - Georgia
Office of the City Manger

City Manager's Report
Week Ending – August 4, 2017

August 4, 2017

Honorable Mayor and Council,

Below you find the Office of the City Manager's Weekly Report. This report is intended to provide you with weekly updates of high level task/works in progress from each respective division. Should you have further questions regarding the report, please do not hesitate to contact me directly.

Sincerely,

Ruth C. Jones
Interim City Manager

CITY MANAGER'S DIVISION

1. Met with Mayor & City Council members for weekly standing meetings
2. Met with Tod Long to discuss Asset Management list for Code Enforcement
3. Attended Solid Waste Public Hearing – Wolf Creek 6:00 to 8:30
 - a. Answered community questions
4. Met with Code Enforcement Leadership and Staff
 - a. Discussed Transition timeline
 - i. Cars – New Decal
 1. Tag, Title, Insurance
 - ii. Phones
 - iii. Uniforms
 - iv. IT needs
5. Met with Planning Leadership
 - a. On-going transition updates

6. Met with Frank Milazi for weekly finance update
 - a. 2018 Budget Preparation Update
7. Directed and attended Budget Hearing and Sub-Committee Public Meeting
8. Met with Executive team to discuss ongoing projects and priority
 - a. See Division Reports below.

Under the Direction of the City Manager

ASSISTANT TO THE CITY MANAGER

1. Met with vendor Interdev to ensure seamless transition of Code Enforcements Technology needs
 - a. Training Module assigned to all computers
 - b. Computers have been re-imaged
 - c. New desk phones & cell phones were issued
 - i. Tell Line established 470-809-8355
2. Staff Point Person for Code Enforcement Transition -
 - a. Trucks are being stripped of old logo and new logo is being applied
 - i. Emissions has been completed
 - ii. Tags Completed
 - iii. Fuel Cards received
 - b. New city badges have issued
 - c. New Uniform Shirts have been ordered.
 - d. All code citation books and forms have been issued and reflect the COSF
3. Met with CivicsPlus for the city's website
 - a. Start Date Contract signed
 - b. Working with Account Representative to define the priorities
4. Attended weekly meeting to establish priorities with the Mayor and City Manager
 - a. Agenda preparation
 - b. Strategic Planning
 - c. Budget workshop
5. Continue to check the City's info email and checking voice mail daily
 - a. Returned Calls
 - b. Returned emails
6. Met with Fulton County IT liaison to the city Namarr Strickland to discuss
 - a. Project management – for Code, Planning and Parks IT
 - b. Issues related to Data and Connectivity
 - c. Establish a process and plan for the transition of Parks and Recs

- d. Assets Discussion – and IT budgeting
- 7. Attended and presented at the City’s Budget Presentations and Sub- Committee Hearings
 - a. City Manager’s Request
- 8. Preparing offices spaces and IT needs for:
 - a. Communications Director
 - b. Purchasing Manager
- 9. Coordinated the RFP Solid Waste and Recycling Services PowerPoint
 - a. Presented by Community Volunteer
 - b. Coordinated Online survey that will be placed on our website.
- 10. Sent City Attorney draft resolutions:
 - a. Floodplain Management Ordinances
 - b. Resolution of intent
- 11. Preparing 2018 Budgets for:
 - a. Municipal Court
 - b. Information Technology

FINANCE DIVISION

- 1. Work with financial software providers to facilitate on:
 - (a) Code Enforcement Department transition access
 - (b) Coordinate Code Enforcement transition training
- 2. Facilitate change of Code Enforcement vehicles from Fulton County to City of South Fulton:
 - New tags
 - Fueling
 - Insurance coverage
- 3. Worked with GMA on general liability insurance coverage – got quote
- 4. Worked with GMA Municipal Consultant on Budge Development and Administration Presentation to the Mayor and City Council
- 5. Worked with Code Enforcement Management on QT fleet services – received gas cards.
- 6. Preparation for work and budget session meetings
- 7. Assisted departments in preparing their budget presentations.

8. Meeting with Paychex for service enhancement – payroll and HR
9. Meeting with WEX Banks representative on Enterprise Fleet Services
10. Prepare payroll
11. Work with financial institutions

HUMAN RESOURCES DIVISION

Recruitment and Hiring

1. Implementation of the Recruiting and Applicant Tracking System (ATS) is complete.
 - The system is live and all future job postings will be advertised through the City's Website (Current Career Opportunities)
 - The link to the City's Candidate Portal was embedded on the City's website and is the hyperlink for Current Career Opportunities.
 - This link will replace the link directly to Georgia Local Government Access which advertises positions for other municipalities.
 - Interested applicants may click on the option *notify me about future job openings* to sign up to receive an email whenever a position is advertised in the categories they select.
 - All positions will also be instantly advertised on the following job boards: Indeed, SimplyHired, Trovit, Glassdoor.com, and myStaffingPro Jobs Twitter page, The US Military Pipeline, Veterans Employment Center

2. Extended job offers

Candidate Name	Position	Department	Start Date
J Bennett White	City Engineer	Community Development Services	08/16/2017
Philip Etiwe	Director	Community Development Services	8/14/2017

3. Bobby Smith appointed Interim Director of Community Development Services effective, July 24.
4. Draft RFP for an executive search firm and the recruitment recommendation for City Manager and Police Chief was submitted for review.
 - Pending feedback from Mayor and Council
5. Preparing job advertisements for future positions:
 - Planning and Zoning Division Manager
 - GIS Supervisor
 - Code Enforcement Officer I
6. Developing a strategy to extend “letter of intent/ offer letters” to Police Department staff

- Scheduling a meeting with Deputy Chief of Police for consultation

7. Closed Job Announcements update:

Job Title	Advertising Date	Closing Date	Number of applicants (as of 08/04/2017)	Comments
PLANNER I	6/6/2017	7/6/2017	22	Resumes held for consideration by Director
PLANNER II	6/6/2017	7/6/2017	12	Resumes held for consideration by Director
SENIOR PLANNER	6/6/2017	7/6/2017	11	Resumes held for consideration by Director
GIS SPECIALIST SUPERVISOR	6/19/2017	7/9/2017	5	Resumes held for consideration by Director
PERMIT SPECIALIST	6/22/2017	7/8/2017	25	Resumes held for consideration by Director
RISK MANAGER	6/22/2017	7/15/2017	9	Resumes forwarded to CFO and Controller for review
EROSION & SOIL CONTROL INSPECTOR DEVELOPMENT SITE INSPECTOR	7/13/2017	7/18/2017	2	Resumes held for consideration by City Engineer
EXECUTIVE ASSISTANT, CITY MANGER	7/13/2017	7/23/2017	49	Resumes forwarded to Interim City Manager for review

Onboarding

- New Hire Orientation was held on 8/1/2017 for Code Enforcement (16 employees)
- Preparing for new hire orientation on 8/7/2017 with new hires for Communications Director and Purchasing Manager
- Pre-meeting held with Business Licenses Staff expected to transition on 8/14/2017
- Developing Phase Three Employee Transition Plan for Parks and Recreation
 - Anticipated transition of 40+ employees
 - Confirm transition date (anticipated October 1)
 - Coordinating a pre-meeting with all parks and rec staff to confirm job title and salary
 - Conference call held on 7/25 with Director and administrative staff to discuss transition strategy
 - Coordinating dates to host onsite meetings with employees
 - Developing a FAQ to distribute to employees

Worker's Compensation

Developing the City's worker's compensation programs which provides wage replacement benefits, medical treatment, vocational rehabilitation and other benefits to employees who experience work-related injury or occupational disease.

- Resolution prepared for Mayor and Council to approve GMA as Worker's Comp provider with coverage effective date of August 1
- Researching Occupational Medicine facilities
- Coordinating with vendor (PayChex) on safety analysis and plan

Classification and Compensation Plan

- Establishing the City's position control for FY18 Budget.
 - This is required to accurately project personnel expenses using the adopted pay and class plan.
- Reviewing organizational charts to recommend the appropriate job classification, salary, and specification for all departments (continuous)
- Preparing a recommendation for the City's Compensation Philosophy
- Final drafted pay and class plan shared and adopted on July 25, 2017
- Request to establish new classifications and add the classifications to the plan will be forthcoming
 - New classifications are as a result of departmental budget requests for staffing

Employee Guidebook- Personnel Policies and Procedures

- Reviewing Personnel Policies and Procedures of similar municipalities for final recommendation of the guidebook
- Policy will include recommendation regarding a Hybrid Merit System- Performance Management, Civil Service Status (Classified vs Unclassified), Probationary Periods
- Met with City Attorney on 7/21 to review employee related matters for inclusion in the final employee guidebook
- Final drafted guidebook recommendation will be shared on August 15, 2017

Benefits

- Preparing for 2018 Open Enrollments
- Requesting quote for same coverages with same vendors through December 2018
 - Recommend maintaining same coverages and providers until all employees are transitioned from the County
- Weekly meetings (in-person and conference calls) with benefit partners to coordinate enrollment for new and transitioning employees (continuous)
 - New Employee Orientation was held on Tuesday, August 1 at 8:30 am for Code Enforcement
 - Benefit partners were onsite

- Employees who enrolled in benefits should receive confirmation emails from their selected providers—benefits are now active
- Met with current HR vendor (Paychex) on 7/26 to review electronic benefit enrollment options to streamline submission of benefits