

CITY OF SOUTH FULTON, GEORGIA

VIRTUAL

Tuesday, July 14, 2020, 4:00 PM



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

COUNCIL WORK SESSION MEETING AGENDA

- I. Call to Order
- II. Roll Call
- III. Agenda Items
 - 1. Council Discussion on a Smart City Solution Partnership with Comcast - City Manager
 - 2. Council Discussion on Facility Condition Assessment for URA Projects - Public Works/Jacobs Engineering
 - 3. Council Discussion on Contract for Right-of-Way (ROW) Acquisition Services - Public Works
 - 4. Council Discussion on Contract for Culvert at Cascade Road over Branch of Utoy Creek - Procurement
 - 5. Council Discussion on New Public Safety Building - Public Works, Police and Municipal Court
 - 6. Council Discussion on Operational Overview and Impact Fees of Community Development and Regulatory Affairs- CDRA
 - 7. Council Discussion on Changes to Ordinance 2020-004 Sec 2-5008 Transfer, Suspension, Revocation - CDRA
 - 8. Council Discussion on the 2020 Fall Youth Athletics COVID-19 Concerns - Parks, Recreations and Cultural Affairs
 - 9. Council Discussion on COVID-19 Protocols and Activities - City Manager

10. Council Discussion on Grow Box Initiative - City Manager and CDRA
11. Council Discussion on When and Where Fireworks are Allowed in COSF (**CM khalid**)

IV. Executive Session (if needed)

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

V. Adjournment of Meeting



CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION



SUBJECT: Council Discussion on a Smart City Solution Partnership with Comcast

DATE OF MEETING: 7/14/2020

DEPARTMENT: City Manager

ATTACHMENTS:

Description	Type	Upload Date
Memo_Smart City Solution Partnership	Cover Memo	7/10/2020

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM “BILL” EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

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

FROM: Odie Donald II 
City Manager

DATE: July 7, 2020

SUBJECT: Smart City Solution Partnership with Comcast and MachineQ

The City of South Fulton is seeking to improve operational efficiencies and beautification in the city with sensors that can monitor when trash receptacles are full. We believe that investing in IoT infrastructure now will allow coverage for future projects like energy monitoring, asset tracking, and customer satisfaction feedback through a phased approach. In partnership with the City of South Fulton, Comcast and MachineQ will provide City of South Fulton with the Phase 1 Smart Trash Monitoring of a 3-Phase Smart Cities proposal to gain valuable operational data and save money on expenses, as part of a beautification initiative in the city. In addition, we will expand to smart energy/lighting, customer experience, and asset monitoring solutions for Phases 2 and 3.

We have received proposals for two considerations: 1) A smaller deployment area (Districts 3 and 5) but with longer time frame (5 years) and 2) a larger deployment area (all city properties) within a shorter time frame (2 years). These improvements align with COSF's goals and offers scalable solutions for future Smart City initiatives.

Phase 1: Smart Trash Monitoring

Phase 2: Smart Energy/Lighting

Phase 3: Customer Service and Asset Monitoring Solutions

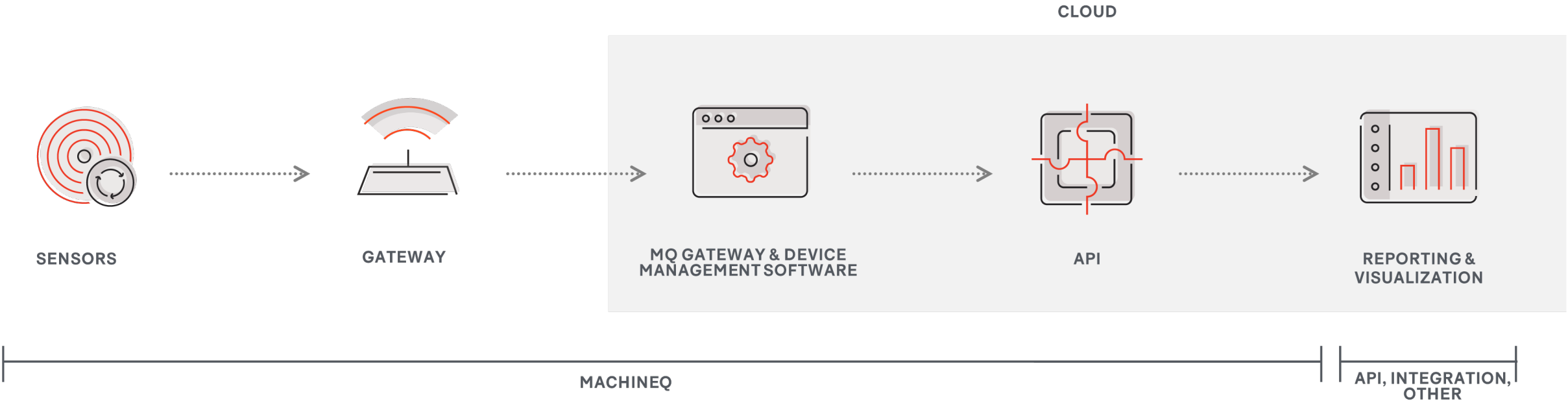
Should you need further information regarding this correspondence, please contact Odie Donald at odie.donald@cityofsouthfultonga.gov.



Overview

MachineQ will provide City of South Fulton with the Phase 1 Smart Trash Monitoring of a 3-Phase Smart Cities proposal to gain valuable operational data and save money on expenses, as part of a beautification initiative in the city. In addition, they have expressed interest in expanding to smart energy/lighting, customer experience, and asset monitoring solutions for Phases 2 and 3.

Smart City IoT Solution Overview



City of South Fulton

5 views

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City of South Fulton

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Parks

Fire Station

Police Precinct

Administration

Based on initial needs, we offer two options to deploy MachineQ outdoor gateways to monitor 50 trash cans around the city between Districts 3 and 5 or all municipal properties

Option 2: 18 Outdoor Gateways

Option 1: 9 Outdoor Gateways

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Map data ©2020 Google

MACHINE Q™

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MachineQ Phase 1 Proposal (Option 1) 9 GWs, 5 Years

Hardware	Units	Unit Price	Total Price
Field 16c Outdoor Gateway LoRaWAN outdoor-rated gateway compatible with LoRaWAN devices	9	\$950* (one-time fee)	\$8,550*
Smart Trash Can Sensors Wireless battery-operated contact-less measurement of solid and liquid levels within 10mm accuracy for trash cans	50	\$220 (one-time fee)	\$11,000*
Total Hardware Price (one-time)			\$19,550
Software	Units	Unit Price	Total 5-Year Price
Field 16c Software License (5 Years) Software license that includes unlimited connected devices, access to MQcentral gateway and device management platform, MQ API, and MQ app provisioning tool	9	\$1,199.40/year	\$53,973
Field 16c Cellular Plan (5 Years) MachineQ Gateways are certified and tested in multiple countries, globally supported by our LTE coverage and roaming from AT&T	9	\$119.40	\$5,373
Smart Trash Can Software (5 Years)		Included	Included
Remote Support and Training (5 Years)		Included	Included
Total 5-Year Software Price			\$59,346
Installation	Hours	Hourly Rate	Total Price
Professional installation services from Comcast to install (9) Field 16c gateways as well as (50) smart trash can sensors	52	\$200	\$10,400
Total Installation Services Price (one-time)			\$10,400
Total Phase 1 Price for Years 1-5			\$89,296

MachineQ Phase 1 Proposal (Option 2) 18 GWs, 2 Years

Hardware	Units	Unit Price	Total Price
Field 16c Outdoor Gateway	18	\$950* (one-time fee)	\$17,100*
LoRaWAN outdoor-rated gateway compatible with LoRaWAN devices			
Smart Trash Can Sensors	50	\$220 (one-time fee)	\$11,000*
Wireless battery-operated contact-less measurement of solid and liquid levels within 10mm accuracy for trash cans			
Total Hardware Price (one-time)			\$28,100
Software	Units	Unit Price	Total 5-Year Price
Field 16c Software License (2 Years)	18	\$1,199.40/year	\$43,178
Software license that includes unlimited connected devices, access to MQcentral gateway and device management platform, MQ API, and MQ app provisioning tool			
Field 16c Cellular Plan (2 Years)	18	\$119.40	\$4,298
MachineQ Gateways are certified and tested in multiple countries, globally supported by our LTE coverage and roaming from AT&T			
Smart Trash Can Software (2 Years)		Included	Included
Remote Support and Training (2 Years)		Included	Included
Total 5-Year Software Price			\$47,477
Installation	Hours	Hourly Rate	Total Price
Professional installation services from Comcast to install (9) Field 16c gateways as well as (50) smart trash can sensors	87	\$200	\$17,400
Total Installation Services Price (one-time)			\$17,400
Total Phase 1 Price for Years 1-2			\$92,977

Proposal Pricing Terms

- Proposal pricing is valid for 1 month
- This Order and the products and services described in it, are subject to the MachineQ Platform Terms located here: <https://store.machineq.com/platformterms>.
- By accepting or executing this proposal or purchasing or using the products and services described in it, you are agreeing to such terms. Sales tax and shipping costs are not included in the quote above.



CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION



SUBJECT: Council Discussion on Facility Condition Assessment for URA Projects

DATE OF MEETING: 7/14/2020

DEPARTMENT: City Manager

ATTACHMENTS:

Description	Type	Upload Date
Memo - URA Projects	Cover Memo	7/8/2020
Jacobs Presentation_URA Projects	Cover Memo	7/9/2020

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM “BILL” EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

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

FROM: Odie Donald II 
City Manager

DATE: July 7, 2020

SUBJECT: URA Presentation – Facility Condition Assessment

On April 14, 2020, the Department of Public Works issued a notice to proceed (NTP) to Jacobs to conduct a facility condition assessment (FCA) of the 31 City facilities listed under URA projects 1 through 13. The purpose of the assessment was to 1) identify and assess the conditions of the major building systems and their components; 2) determine approximate remaining economic service life; 3) identify significant deferred maintenance items; 4) develop budgetary cost estimates to addressing/correcting noted deficiencies; and 5) develop a prioritization list on Safety, Value Engineering, and Budget.

A presentation of these findings will allow Council the opportunity to ask questions, provide feedback and comments to the consultant and/or staff prior to submitting the final document.

Should you need further information regarding this correspondence, please contact Antonio Valenzuela at antonio.valenzuela@cityofsouthfultonga.gov.

City of South Fulton Urban Redevelopment Authority

Facility Condition Assessment
July 14, 2020

Introduction

- Jacobs
 - Dedicated assessment practice
 - Over 900M SF assessed nationwide since 2010
- Facility Condition Assessment
 - Experienced professionals
 - 2 weeks of assessments
 - Major Building Systems
 - Mechanical, Plumbing
 - Electrical
 - Exterior, Interior, Roofing
 - Site



Facility Condition Assessment

- Facility condition assessment evaluates the general health of physical facilities
 - Identifying and prioritizing deficiencies
 - Forecasting future life cycle needs
- Condition assessment data:
 - Prioritize deficiencies and life cycle costs based on impact to facility
 - Used to approximate total investment over the next five years
 - Calculate Facility Condition Index



Facility Condition Approach

- Comprehensive assessment
 - Actionable deficiencies that support project execution
 - Life cycle renewal on components
- Detailed cost estimates for components and deficiencies
- RSMeans
- Standardized Processes
- Focused, Deliberate Approach



Current Deficiencies

- Discrete, Actionable Deficiencies / Opportunities
- Visual Observations
- Maintenance/Staff Interviews
- Priorities, Quantities, Photographs



Current Deficiencies (Overall)

FACILITY DEFICIENCY PRIORITY LEVELS

- 1** Mission Critical Concerns
- 2** Indirect Impact to Mission
- 3** Short-Term Conditions
- 4** Long-Term Requirements
- 5** Enhancements

Building System	Priority 1	Priority 2	Priority 3	Priority 4	Priority 5	Total
Site		\$121,129	\$2,269,613	\$2,920,729	\$85,254	\$5,396,725
Roofing	\$714,810	\$2,702,893	\$86,916	\$27,984	\$671	\$3,533,274
Structural	\$53,261					\$53,261
Exterior		\$1,620,256	\$93,056	\$223,630	\$90,496	\$2,027,438
Interior		\$18,521	\$594,308	\$2,055,168	\$812,651	\$3,480,649
Mechanical		\$612,577	\$138,703	\$44,039	\$43,098	\$838,417
Electrical	\$107,175	\$377,307	\$610,964	\$13,011		\$1,108,457
Plumbing		\$10,424	\$317,097	\$70,783	\$11,027	\$409,331
Fire and Life Safety	\$322,782	\$36,778	\$1,894			\$361,455
Specialties			\$2,523	\$754,726	\$2,840	\$760,090
Total	\$1,198,028	\$5,499,885	\$4,115,074	\$6,110,071	\$1,046,038	\$17,969,096

Current Deficiencies (Overall)

- Priority 1
 - Fire Station 2 – Roof replacement
 - Fire Station 13 – Roof replacement
 - Cliftondale Park – Security alarm replacement
 - Welcome All Park – Emergency exit sign replacement
- Priority 2
 - Welcome All Park Recreation Center – Roof replacement
 - South Fulton Arts Center – Roof replacement



Significant Findings

- Site - \$5.4 million
 - 30% of current need
 - Parking and driveway replacements across many sites.
 - 12 tennis court replacements at the Burdett Tennis Center
- Roofing - \$3.5 million
 - Large roof replacements
 - South Fulton Arts Center,
 - Main recreation center and Natatorium at Welcome All Park.
- Interiors - \$3.5 million
 - Two large flooring replacements at the Welcome All Park recreation center
 - Mostly numerous smaller deficiencies and repairs.
- Exterior – \$2.0 million
 - Window Replacement at South Fulton Arts Center & Cliftondale Park Recreation Center
 - Exterior door replacement & wall repair at Sandtown Park

Five Year Life Cycle Forecast

- Component Life Cycle Renewal
- Visual Observation
- Published Standards / Town Experience
- Year Built / Renovated
- Interviews
- Quantities, Priorities

Building System	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Site	\$0	\$2,035,309	\$2,955	\$1,764,949	\$761,170	\$4,564,383
Roofing	\$0	\$59,332	\$448,333	\$234,575	\$427,788	\$1,170,028
Exterior	\$0	\$131,149	\$1,760	\$375,859	\$303,712	\$812,480
Interior	\$5,096	\$224,919	\$127,605	\$1,260,373	\$925,042	\$2,543,035
Mechanical	\$18,757	\$779,077	\$552,440	\$166,944	\$996,508	\$2,513,726
Electrical	\$0	\$744,185	\$349,462	\$46,249	\$1,415,018	\$2,554,914
Plumbing	\$0	\$118,058	\$73,478	\$983,189	\$1,020,992	\$2,195,717
Fire and Life Safety	\$6,052	\$127,983	\$255,551	\$109,301	\$11,258	\$510,145
Conveyances	\$0	\$0	\$0	\$0	\$277,010	\$277,010
Specialties	\$0	\$22,960	\$0	\$82,414	\$0	\$105,374
Total	\$29,905	\$4,242,972	\$1,811,584	\$5,023,853	\$6,138,498	\$17,246,812

Summary of Findings



TOTAL OVERALL COST OF INVESTMENT

CURRENT BUILDING DEFICIENCIES		18.0	Million
5-YEAR LIFE CYCLE RENEWAL FORECAST	+	17.2	Million
TOTAL COST OF REPAIR & REPLACEMENT FOR NEXT 5 YEARS		35.2	Million

Facility Condition Index (FCI)

- General indicator of facility health
- Higher FCI = Greater Need
- FCI is only one factor when identifying
 - Prioritization
 - Renovation
 - Replacement



FIVE-YEAR FACILITY CONDITION INDEX

Combined Five-Year Need



Total Replacement Cost

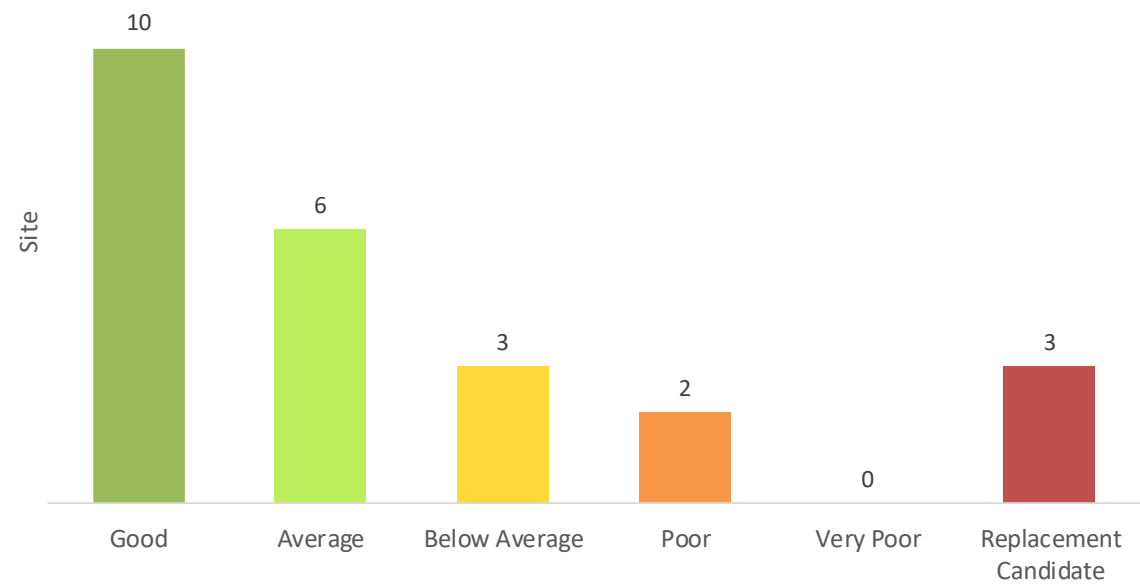


Five-Year Facility Condition Index (FCI)

5 Year Facility Condition Index

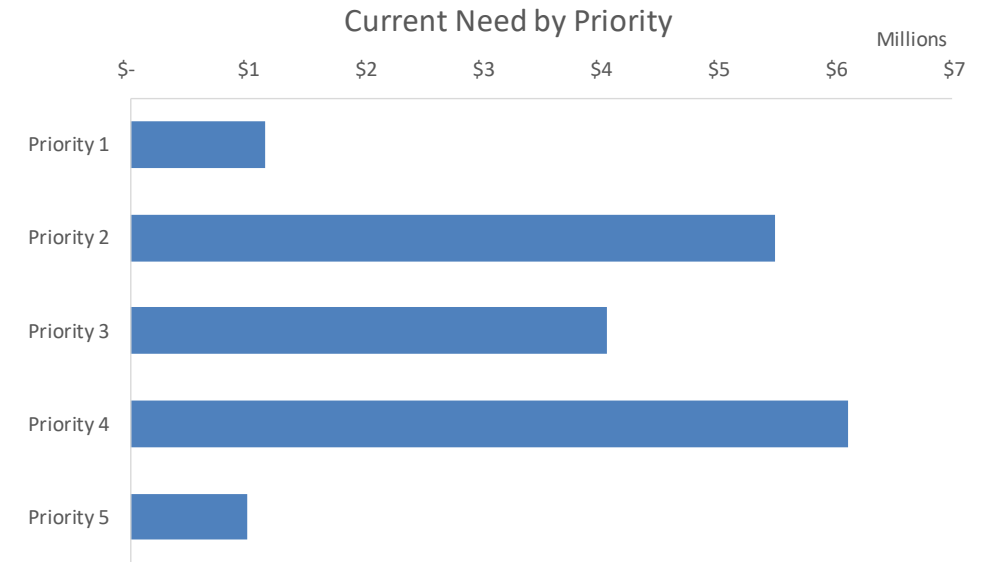
- Overall Good Condition
- Very Poor/Replacement Candidates
 - Significant Parking, Tennis Court, and Pole lighting

- Sandtown Park – 29%
- Welcome All Park – 13%
- Fire Station 13 – 26%
- Fire Station 5 – 23%



Next Steps

- FCA findings provide baseline for planning
- Incorporate City goals and objectives
- Prioritize facilities based on condition & mission
- Focus on high priority items
 - Fire Alarm replacement/repairs – \$260k
 - Security Alarm replacement- \$63k
 - Structural Studies - \$53k
 - Roofing replacement - \$3.4M
 - Chiller replacement - \$478k
 - Exterior window/door replacement - \$1.6M
- Mold assessments as necessary



Thank You

Q&A



Challenging today.
Reinventing tomorrow.

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CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION



SUBJECT: Council Discussion on Contract for ROW Acquisition Services

DATE OF MEETING: 7/14/2020

DEPARTMENT: City Manager

ATTACHMENTS:

Description	Type	Upload Date
Memo - Contract Right-of-Way Acquisitions Svs	Cover Memo	7/8/2020

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

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

FROM: Odie Donald II 
City Manager

DATE: July 7, 2020

SUBJECT: Approval to Award Contract for Right-of-Way (ROW) Services

Background

The Department of Public Works issued a Request for Proposals (RFP) to solicit services from a vendor to provide a wide range of easement and right of way acquisition services for the Capital Improvement Program (CIP)- locally and federally funded projects and TSPLOST program. The CIP and TSPLOST include six and ten active projects, respectively. RFPs were issued on April 20, 2020 and were received on the first week of May 2020.

Services needed for the rights of way acquisition varies in accordance of the number of needed parcels recommended for acquisition during design of a project. The typical process includes titles reports; appraisals; appraisal reviews; negotiations; and closings; and other related acquisition services. Upon completion, a consultant would complete a Project Report. The Report shall summarize in detail all steps required to certify the rights of way before a project can be let to construction. A detailed description for the rights of way services is attached as Exhibit A.

Four (4) well qualified and experienced firms in the type of easement and right-of-acquisition services required by Public Works Departments during the design phase of capital projects responded with proposals which were evaluated by the Department. The Department chose the most responsive and responsible firm that submitted the lowest bid to perform the work set forth in the Request for Proposals (RFP), as depicted in Tables 1A and 1B. The company is Atlas and the budget consideration is \$950,750.

Fiscal Impact

Rights of Way acquisition for the projects will be funded out of the following accounts as Deemed necessary:

1.	1. 351-4100-54-1400:	\$510,900
2.	2. 335-4100-54-1401 (TSPLOST):	<u>\$439,850</u>
	TOTAL:	\$950,750

Recommendation

Request Council approval to award contract to Atlas to provide right-of-way acquisition services in an amount not to exceed \$950,750.

Should you need further information regarding this correspondence, please contact Antonio Valenzuela at antonio.valenzuela@cityofsouthfultonga.gov.

Right of Way Acquisition Scope of Services

Scope of Services: Right-of-Way Acquisition Services include, but are not limited to, the administration, support and management of services in the areas of project set-up, title research, appraisal, acquisition, condemnation, relocation, and surplus property management.

The City has an ongoing road projects under their TSPLOST program that are being designed under local guidelines and Capital projects that are being designed following the GDOT Plan Development Process.

The Consultant shall provide management, support, and oversight services necessary to coordinate, plan, direct, control or perform the following services:

1. Secure reports on each parcel and review for error and omissions upon completion. The consultant shall provide a title report for each parcel. The City of South Fulton may require assistance to expedite preparation of reports on certain parcels.
2. Coordinate the preparation of real property appraisals and other valuations, damages, and/or cost-to-cure reports.
 - a. Assist with procuring services from independent contractors, if needed. Appraisers must be pre-qualified to perform appraisal services for GDOT. All appraisals shall be prepared in accordance with State guidelines.
3. Coordinate review appraisal services, when necessary and required.
 - a. Review appraisal values to ensure the reported values are consistent from one property to another within the project limits.
 - b. Coordinate formal review when necessary.
 - c. All appraisals shall be reviewed and approved by certified Review Appraiser.
4. Coordinate and/or perform pre-acquisition and acquisition services:
 - a) Interpret right-of-way and construction plans, analyze title reports, secure appraisals, appraisal review reports, and /or other valuations.
 - b) Set-up files prepare forms and acquisition documents.
 - c) Prepare initial notifications and correspondence to property owners. Conduct initial contacts with property owners to verify ownership and property lines, and most importantly establish an atmosphere conducive to amicable negotiations and settlements.
 - d) Prepare and present offers together with required forms and supporting documentation and conduct negotiations, as needed.
 - e) Recommend design revisions to assist settlement, in conjunction with owner counteroffers.

- f) Secure agreements, options, deeds, easements and any other property interests required, provide assistance with processing owner payments, closing services, as needed.
 - g) Maintain files containing required forms and records of negotiation.
 - h) Ensure all deeds and easements are recorded or available for recordation in a timely manner to prevent loss of the acquired property interest.
5. Provide condemnation support and technical advice, if needed
- a. Provide all pertinent information in a complete and organized file needed to prepare an eminent domain suit.
 - b. Prepare the condemnation petitions, when applicable
 - b. Assist the City's Attorney, as needed, in trial preparations.
6. Information management and control Report.
- a. Maintain all appropriate files, reports. All maps, and files must be available for inspection by the City upon notice.
 - b. Audit and review files for quality assurance all work product to ensure compliance with requirements cited herein and all applicable City rules and procedures.
 - c. Upon completion of acquisition, all original acquisition files, maps, reports, documents and electronic files shall be turned over to the City.

Prime Consultants are defined as the firm submitting the Statement of Qualifications and the firm with whom City of South Fulton will contract. The Team is defined as the Prime Consultant and their subconsultants, who are considered team members. The Prequalification Expiration Date must be current by the deadline stated for this ITB.

The Prime Consultant and any subconsultants MUST be prequalified by GDOT in the Right of Way Categories listed below, when applicable to projects:

Number Category
 A-2 Relocation (Benefits Package Preparation)
 B-1 Plan Review
 B-4 Quit Claim Deed Preparation
 C-1 Appraisal Report
 C-2 Appraisal Review Report
 C-3 Cost to Cure Report
 C-4 Trade Fixture Report
 C-5 Sign Report
 C-9 Detailed Cost Estimator
 C-10 Preliminary Cost Estimator
 D-1 R/W Project Manager
 D-2 Pre-Acquisition Agent
 D-4 Negotiation thru Closing Agent

D-5 Relocation Negotiation Agent

The consultant shall perform all activities requested for the completion of the Right of Way Acquisition phase of the project. These activities include, but are not limited to the following reviews and tasks:

1. Right of Way Plans
3. Owner/title search
4. Initial contact with owners to review existing property conditions
5. Prepare legal description of land & plat
6. Prepare appraisal
7. Make offer (includes copy of the state's appraisal and written offer)
8. Settle or negotiate a settlement
9. If property owner accepts offer
10. Proceed with closing documents
11. If property owner rejects offer, prepare for eminent domain (condemnation)
12. Final Document shall the certification of the rights of way

Capital Projects

Project ID	Project Name	# of Parcels	Acquired	Pending Acquisition
T242	Butner Road at Stonewall Tell Road	15	15	0
T265	Old National Hwy Sidewalks, Phase II	28	0	28
T266	New Hope Road Sidewalks	82	50	32
T270	Demooney Rd over Deep Creek	6	0	6
T271	Fairburn Road Upgrade, Phase II	8	6	2
T276	Cochran Road over Deep Creek	6	0	6
T277	Cochran Road over Camp Creek	4	0	4
T278	Cascade Road over Branch of Utoy Creek	4	3	1

TSPLOST Projects

Project ID	Project Name	# of Parcels	Acquired	Pending
B500	Butner Road over Camp Creek	8	0	8
OSI 601	Butner Road at Camp Creek Pkwy	3	0	3
OSI 602	Butner Road at Union Road	10	0	10
OSI 604	Campbellton Road at Stonewall Tell Road	TBD	0	TBD
OSI 610	Feldwood Road at Bench Mark Drive	5	0	5
OSI 613	Old Fairburn Road at Union Road	8	0	8
OSI 614	Rivertown Road at Cedar Grove Road	10	0	10
OSI 615	Stonewall Tell Road at Union Road	11	0	11
T260	Danforth Road	35	28	7
T268	Enon Road	36	30	6

Unit prices shall be applied for road projects as they are available for acquisition. Parcels that may require condemnation will be handle as a separate task order.

1. Titles Reports should include all necessary documentation in accordance of right of way plans:
(Includes Preliminary, Required Updates and Final) per parcel: \$
2. Appraisal Reports per parcel: \$.....
3. Negotiations per parcel: \$.....
4. Attorney Closings per parcel: \$.....

Total Cost per Parcel (items 1 to 4):

TABLE 1A
RIGHTS OF WAY ACQUISITION SERVICES
CIP PROJECTS

Project ID	Project Name	# of Parcels	Acquired	Pending Acquisition	FIRMS			
					Atlas	Jacobs	Gresham Smith	Dianna Hunt & Assoc
T242	Butner Road at Stonewall Tell Road	15	15	0		\$ -	\$ -	\$ -
T265	Old National Hwy Sidewalks, Phase II	28	0	28	\$ 183,400.00	\$ 210,840.00	\$ 330,680.00	\$ 190,400.00
T266	New Hope Road Sidewalks	82	50	32	\$ 209,600.00	\$ 240,960.00	\$ 377,920.00	\$ 219,200.00
T270	Demooney Rd over Deep Creek	6	0	6	\$ 39,300.00	\$ 45,180.00	\$ 70,860.00	\$ 41,100.00
T271	Fairburn Road Upgrade, Phase II	8	6	2	\$ 13,100.00	\$ 15,060.00	\$ 23,620.00	\$ 13,700.00
T276	Cochran Road over Deep Creek	6	0	6	\$ 39,300.00	\$ 45,180.00	\$ 70,860.00	\$ 41,100.00
T277	Cochran Road over Camp Creek	4	0	4	\$ 26,200.00	\$ 30,120.00	\$ 47,240.00	\$ 27,400.00
				Total	\$ 510,900.00	\$ 587,340.00	\$ 921,180.00	\$ 532,900.00
Overall Unit Price					\$ 6,500.00	\$ 7,530.00	\$ 11,810.00	\$ 6,850.00

TABLE 1B
RIGHTS OF WAY ACQUISITION SERVICES
TSPLOST PROJECTS

Project Name	# of Parcels	Acquired	Pending	FIRMS			
				Atlas	Jacobs	Gresham Smith	Dianna Hunt & Assoc
Butner Road over Camp Creek	8	0	8	\$ 52,400.00	\$ 60,000.00	\$ 94,480.00	\$ 54,800.00
Butner Road at Camp Creek Pkwy	3	0	3	\$ 19,650.00	\$ 22,500.00	\$ 35,430.00	\$ 20,550.00
Butner Road at Union Road	10	0	10	\$ 65,500.00	\$ 75,000.00	\$ 118,100.00	\$ 68,500.00
Feldwood Road at Bench Mark Drive	5	0	5	\$ 32,750.00	\$ 37,500.00	\$ 59,050.00	\$ 34,250.00
Old Fairburn Road at Union Road	8	0	8	\$ 52,400.00	\$ 60,000.00	\$ 94,480.00	\$ 54,800.00
Rivertown Road at Cedar Grove Road	10	0	10	\$ 59,950.00	\$ 75,000.00	\$ 118,100.00	\$ 68,500.00
Stonewall Tell Road at Union Road	11	0	11	\$ 72,050.00	\$ 82,500.00	\$ 129,910.00	\$ 75,350.00
Danforth Road	35	28	7	\$ 45,850.00	\$ 52,500.00	\$ 82,670.00	\$ 47,950.00
Enon Road	36	30	6	\$ 39,300.00	\$ 45,000.00	\$ 70,860.00	\$ 41,100.00
Total				\$ 439,850.00	\$ 510,000.00	\$ 803,080.00	\$ 465,800.00
Overall Unit Price				\$ 6,500.00	\$ 7,530.00	\$ 11,810.00	\$ 6,850.00

The following proposed fees by Atlas Technical Consultants, LLC will provide certain Right of Way services needed to deliver the subject project from the Notice to Proceed by City of South Fulton to Right of Way certification of the project.

FEE SCHEDULE

Date: June 8, 2020

PROJECT DESCRIPTION: Butner Road @ Union Road Intersection Improvement
PROJECT ID OSI 602

Titles: (Includes Preliminary, Required Updates and Final)		
	10 @ \$500.00	\$5,000.00
Appraisals	10 @ \$1,900.00	\$19,000.00
Negotiations:	10 @ \$2,400.00	\$24,000.00 (see note 2)
Closings/Condemnation		
Package Preparation:	10 @ \$750.00	\$7,500.00 (see note 5)
Attorney Closings	10 @ \$1,000.00	<u>\$10,000.00</u>
	Total	\$65,500.00**

****NOTES:**

1. Any required appraisal fees are based on completing 388-C (uncomplicated) type appraisal reports.
2. If any parcel that requires the negotiation with an entity other than the fee owner (such as sign owner, tenant, etc.) the fee for negotiating with the additional interest will be \$1,500 per interest.
3. If any specialty reports (sign estimates, cost to cure, trade fixture, etc.) are necessary for the completion of an appraisal report, ATLAS will obtain three (3) bids for the required specialty reports, and City of South Fulton will approve payment prior to ATLAS issuing a Notice to Proceed to the specialty contractor.
4. Any City of South Fulton or attorney required updates (appraisal, negotiations, specialty reports, etc.) will be billed at 50% of the originally billed cost.
5. Condemnation packages will be provided to designated City of South Fulton attorney as requested.

Signed _____ Date _____
CITY OF SOUTH FULTON, GEORGIA

Signed _____ Date _____
ATLAS TECHNICAL CONSULTANTS, LLC

The following proposed fees by Atlas Technical Consultants, LLC will provide certain Right of Way services needed to deliver the subject project from the Notice to Proceed by City of South Fulton to Right of Way certification of the project.

FEE SCHEDULE

Date: June 8, 2020

**PROJECT DESCRIPTION: Butner Road at Camp Creek Pkwy.
PROJECT ID OSI 601**

Titles: (Includes Preliminary, Required Updates and Final)		
	3 @ \$500.00	\$1,500.00
Appraisals	3 @ \$1,900.00	\$5,700.00
Negotiations:	3 @ \$2,400.00	\$7,200.00 (see note 2)
Closings/Condemnation		
Package Preparation:	3 @ \$750.00	\$2,250.00 (see note 5)
Attorney Closings	3 @ \$1,000.00	<u>\$3,000.00</u>
	Total	\$19,650.00**

****NOTES:**

1. Any required appraisal fees are based on completing 388-C (uncomplicated) type appraisal reports.
2. If any parcel that requires the negotiation with an entity other than the fee owner (such as sign owner, tenant, etc.) the fee for negotiating with the additional interest will be \$1,500 per interest.
3. If any specialty reports (sign estimates, cost to cure, trade fixture, etc.) are necessary for the completion of an appraisal report, ATLAS will obtain three (3) bids for the required specialty reports, and City of South Fulton will approve payment prior to ATLAS issuing a Notice to Proceed to the specialty contractor.
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CITY OF SOUTH FULTON, GEORGIA

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ATLAS TECHNICAL CONSULTANTS, LLC

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FEE SCHEDULE

Date: June 8, 2020

PROJECT DESCRIPTION: Butner Road over Camp Creek
PROJECT ID B500

Titles: (Includes Preliminary, Required Updates and Final)		
	8 @ \$500.00	\$4,000.00
Appraisals	8 @ \$1,900.00	\$15,200.00
Negotiations:	8 @ \$2,400.00	\$19,200.00 (see note 2)
Closings/Condemnation		
Package Preparation:	8 @ \$750.00	\$6,000.00 (see note 5)
Attorney Closings	8 @ \$1,000.00	<u>\$8,000.00</u>
	Total	\$52,400.00**

****NOTES:**

1. Any required appraisal fees are based on completing 388-C (uncomplicated) type appraisal reports.
2. If any parcel that requires the negotiation with an entity other than the fee owner (such as sign owner, tenant, etc.) the fee for negotiating with the additional interest will be \$1,500 per interest.
3. If any specialty reports (sign estimates, cost to cure, trade fixture, etc.) are necessary for the completion of an appraisal report, ATLAS will obtain three (3) bids for the required specialty reports, and City of South Fulton will approve payment prior to ATLAS issuing a Notice to Proceed to the specialty contractor.
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Signed _____ Date _____
CITY OF SOUTH FULTON, GEORGIA

Signed _____ Date _____
ATLAS TECHNICAL CONSULTANTS, LLC

The following proposed fees by Atlas Technical Consultants, LLC will provide certain Right of Way services needed to deliver the subject project from the Notice to Proceed by City of South Fulton to Right of Way certification of the project.

FEE SCHEDULE

Date: June 8, 2020

PROJECT DESCRIPTION: Cochran Rd. over Camp Creek
PROJECT ID T277

Titles: (Includes Preliminary, Required Updates and Final)		
	4 @ \$500.00	\$2,000.00
Appraisals	4 @ \$1,900.00	\$7,600.00
Negotiations:	4 @ \$2,400.00	\$9,600.00 (see note 2)
Closings/Condemnation		
Package Preparation:	4 @ \$750.00	\$3,000.00 (see note 5)
Attorney Closings	4 @ \$1,000.00	<u>\$4,000.00</u>
	Total	\$26,200.00**

****NOTES:**

1. Any required appraisal fees are based on completing 388-C (uncomplicated) type appraisal reports.
2. If any parcel that requires the negotiation with an entity other than the fee owner (such as sign owner, tenant, etc.) the fee for negotiating with the additional interest will be \$1,500 per interest.
3. If any specialty reports (sign estimates, cost to cure, trade fixture, etc.) are necessary for the completion of an appraisal report, ATLAS will obtain three (3) bids for the required specialty reports, and City of South Fulton will approve payment prior to ATLAS issuing a Notice to Proceed to the specialty contractor.
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Signed _____ Date _____
CITY OF SOUTH FULTON, GEORGIA

Signed _____ Date _____
ATLAS TECHNICAL CONSULTANTS, LLC

The following proposed fees by Atlas Technical Consultants, LLC will provide certain Right of Way services needed to deliver the subject project from the Notice to Proceed by City of South Fulton to Right of Way certification of the project.

FEE SCHEDULE

Date: June 8, 2020

PROJECT DESCRIPTION: Cochran Rd. over Deep Creek
PROJECT ID T276

Titles: (Includes Preliminary, Required Updates and Final)		
	6 @ \$500.00	\$3,000.00
Appraisals	6 @ \$1,900.00	\$11,400.00
Negotiations:	6 @ \$2,400.00	\$14,400.00 (see note 2)
Closings/Condemnation		
Package Preparation:	6 @ \$750.00	\$4,500.00 (see note 5)
Attorney Closings	6 @ \$1,000.00	<u>\$6,000.00</u>
	Total	\$39,300.00**

****NOTES:**

1. Any required appraisal fees are based on completing 388-C (uncomplicated) type appraisal reports.
2. If any parcel that requires the negotiation with an entity other than the fee owner (such as sign owner, tenant, etc.) the fee for negotiating with the additional interest will be \$1,500 per interest.
3. If any specialty reports (sign estimates, cost to cure, trade fixture, etc.) are necessary for the completion of an appraisal report, ATLAS will obtain three (3) bids for the required specialty reports, and City of South Fulton will approve payment prior to ATLAS issuing a Notice to Proceed to the specialty contractor.
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5. Condemnation packages will be provided to designated City of South Fulton attorney as requested.

Signed _____ Date _____
CITY OF SOUTH FULTON, GEORGIA

Signed _____ Date _____
ATLAS TECHNICAL CONSULTANTS, LLC

The following proposed fees by Atlas Technical Consultants, LLC will provide certain Right of Way services needed to deliver the subject project from the Notice to Proceed by City of South Fulton to Right of Way certification of the project.

FEE SCHEDULE

Date: June 8, 2020

PROJECT DESCRIPTION: Danforth Road
PROJECT ID T260

Titles: (Includes Preliminary, Required Updates and Final)		
	7 @ \$500.00	\$3,500.00
Appraisals	7 @ \$2,000.00	\$13,300.00
Negotiations:	7 @ \$2,500.00	\$16,800.00 (see note 2)
Closings/Condemnation		
Package Preparation:	7 @ \$750.00	\$5,250.00 (see note 5)
Attorney Closings	7 @ \$1,000.00	<u>\$7,000.00</u>
	Total	\$45,850.00**

****NOTES:**

1. Any required appraisal fees are based on completing 388-C (uncomplicated) type appraisal reports.
2. If any parcel that requires the negotiation with an entity other than the fee owner (such as sign owner, tenant, etc.) the fee for negotiating with the additional interest will be \$1,500 per interest.
3. If any specialty reports (sign estimates, cost to cure, trade fixture, etc.) are necessary for the completion of an appraisal report, ATLAS will obtain three (3) bids for the required specialty reports, and City of South Fulton will approve payment prior to ATLAS issuing a Notice to Proceed to the specialty contractor.
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5. Condemnation packages will be provided to designated City of South Fulton attorney as requested.

Signed _____ Date _____
CITY OF SOUTH FULTON, GEORGIA

Signed _____ Date _____
ATLAS TECHNICAL CONSULTANTS, LLC

The following proposed fees by Atlas Technical Consultants, LLC will provide certain Right of Way services needed to deliver the subject project from the Notice to Proceed by City of South Fulton to Right of Way certification of the project.

FEE SCHEDULE

Date: June 8, 2020

PROJECT DESCRIPTION: Demooney Rd. over Deep Creek
PROJECT ID T270

Titles: (Includes Preliminary, Required Updates and Final)		
	6 @ \$500.00	\$3,000.00
Appraisals	6 @ \$1,900.00	\$11,400.00
Negotiations:	6 @ \$2,400.00	\$14,400.00 (see note 2)
Closings/Condemnation		
Package Preparation:	6 @ \$750.00	\$4,500.00 (see note 5)
Attorney Closings	6 @ \$1,000.00	<u>\$6,000.00</u>
	Total	\$39,300.00**

****NOTES:**

1. Any required appraisal fees are based on completing 388-C (uncomplicated) type appraisal reports.
2. If any parcel that requires the negotiation with an entity other than the fee owner (such as sign owner, tenant, etc.) the fee for negotiating with the additional interest will be \$1,500 per interest.
3. If any specialty reports (sign estimates, cost to cure, trade fixture, etc.) are necessary for the completion of an appraisal report, ATLAS will obtain three (3) bids for the required specialty reports, and City of South Fulton will approve payment prior to ATLAS issuing a Notice to Proceed to the specialty contractor.
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5. Condemnation packages will be provided to designated City of South Fulton attorney as requested.

Signed _____ Date _____
CITY OF SOUTH FULTON, GEORGIA

Signed _____ Date _____
ATLAS TECHNICAL CONSULTANTS, LLC

The following proposed fees by Atlas Technical Consultants, LLC will provide certain Right of Way services needed to deliver the subject project from the Notice to Proceed by City of South Fulton to Right of Way certification of the project.

FEE SCHEDULE

Date: June 8, 2020

PROJECT DESCRIPTION: Enon Road
PROJECT ID T268

Titles: (Includes Preliminary, Required Updates and Final)		
	6 @ \$500.00	\$3,000.00
Appraisals	6 @ \$1,900.00	\$11,400.00
Negotiations:	6 @ \$2,400.00	\$14,400.00 (see note 2)
Closings/Condemnation		
Package Preparation:	6 @ \$750.00	\$4,500.00 (see note 5)
Attorney Closings	6 @ \$1,000.00	<u>\$6,000.00</u>
	Total	\$39,300.00**

****NOTES:**

1. Any required appraisal fees are based on completing 388-C (uncomplicated) type appraisal reports.
2. If any parcel that requires the negotiation with an entity other than the fee owner (such as sign owner, tenant, etc.) the fee for negotiating with the additional interest will be \$1,500 per interest.
3. If any specialty reports (sign estimates, cost to cure, trade fixture, etc.) are necessary for the completion of an appraisal report, ATLAS will obtain three (3) bids for the required specialty reports, and City of South Fulton will approve payment prior to ATLAS issuing a Notice to Proceed to the specialty contractor.
4. Any City of South Fulton or attorney required updates (appraisal, negotiations, specialty reports, etc.) will be billed at 50% of the originally billed cost.
5. Condemnation packages will be provided to designated City of South Fulton attorney as requested.

Signed _____ Date _____
CITY OF SOUTH FULTON, GEORGIA

Signed _____ Date _____
ATLAS TECHNICAL CONSULTANTS, LLC

The following proposed fees by Atlas Technical Consultants, LLC will provide certain Right of Way services needed to deliver the subject project from the Notice to Proceed by City of South Fulton to Right of Way certification of the project.

FEE SCHEDULE

Date: June 8, 2020

PROJECT DESCRIPTION: Fairburn Road Upgrade, Phase II
PROJECT ID T271

Titles: (Includes Preliminary, Required Updates and Final)		
	2 @ \$500.00	\$1,000.00
Appraisals	2 @ \$1,900.00	\$3,800.00
Negotiations:	2 @ \$2,400.00	\$4,800.00 (see note 2)
Closings/Condemnation		
Package Preparation:	2 @ \$750.00	\$1,500.00 (see note 5)
Attorney Closings	2 @ \$1,000.00	<u>\$2,000.00</u>
	Total	\$13,100.00**

****NOTES:**

1. Any required appraisal fees are based on completing 388-C (uncomplicated) type appraisal reports.
2. If any parcel that requires the negotiation with an entity other than the fee owner (such as sign owner, tenant, etc.) the fee for negotiating with the additional interest will be \$1,500 per interest.
3. If any specialty reports (sign estimates, cost to cure, trade fixture, etc.) are necessary for the completion of an appraisal report, ATLAS will obtain three (3) bids for the required specialty reports, and City of South Fulton will approve payment prior to ATLAS issuing a Notice to Proceed to the specialty contractor.
4. Any City of South Fulton or attorney required updates (appraisal, negotiations, specialty reports, etc.) will be billed at 50% of the originally billed cost.
5. Condemnation packages will be provided to designated City of South Fulton attorney as requested.

Signed _____ Date _____
CITY OF SOUTH FULTON, GEORGIA

Signed _____ Date _____
ATLAS TECHNICAL CONSULTANTS, LLC

The following proposed fees by Atlas Technical Consultants, LLC will provide certain Right of Way services needed to deliver the subject project from the Notice to Proceed by City of South Fulton to Right of Way certification of the project.

FEE SCHEDULE

Date: June 8, 2020

PROJECT DESCRIPTION: Feldwood Road at Bench Mark Drive
PROJECT ID OSI 610

Titles: (Includes Preliminary, Required Updates and Final)		
	5 @ \$500.00	\$2,500.00
Appraisals	5 @ \$1,900.00	\$9,500.00
Negotiations:	5 @ \$2,400.00	\$12,000.00 (see note 2)
Closings/Condemnation		
Package Preparation:	5 @ \$750.00	\$3,750.00 (see note 5)
Attorney Closings	5 @ \$1,000.00	<u>\$5,000.00</u>
	Total	\$32,750.00**

****NOTES:**

1. Any required appraisal fees are based on completing 388-C (uncomplicated) type appraisal reports.
2. If any parcel that requires the negotiation with an entity other than the fee owner (such as sign owner, tenant, etc.) the fee for negotiating with the additional interest will be \$1,500 per interest.
3. If any specialty reports (sign estimates, cost to cure, trade fixture, etc.) are necessary for the completion of an appraisal report, ATLAS will obtain three (3) bids for the required specialty reports, and City of South Fulton will approve payment prior to ATLAS issuing a Notice to Proceed to the specialty contractor.
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Signed _____ Date _____
CITY OF SOUTH FULTON, GEORGIA

Signed _____ Date _____
ATLAS TECHNICAL CONSULTANTS, LLC

The following proposed fees by Atlas Technical Consultants, LLC will provide certain Right of Way services needed to deliver the subject project from the Notice to Proceed by City of South Fulton to Right of Way certification of the project.

FEE SCHEDULE

Date: June 8, 2020

PROJECT DESCRIPTION: New Hope Road Sidewalks
PROJECT ID T266

Titles: (Includes Preliminary, Required Updates and Final)		
	32 @ \$500.00	\$16,000.00
Appraisals	32 @ \$1,900.00	\$60,800.00
Negotiations:	32 @ \$2,400.00	\$76,800.00 (see note 2)
Closings/Condemnation Package Preparation:	32 @ \$750.00	\$24,000.00 (see note 5)
Attorney Closings	32 @ \$1,000.00	<u>\$32,000.00</u>
	Total	\$209,600.00**

****NOTES:**

1. Any required appraisal fees are based on completing 388-C (uncomplicated) type appraisal reports.
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3. If any specialty reports (sign estimates, cost to cure, trade fixture, etc.) are necessary for the completion of an appraisal report, ATLAS will obtain three (3) bids for the required specialty reports, and City of South Fulton will approve payment prior to ATLAS issuing a Notice to Proceed to the specialty contractor.
4. Any City of South Fulton or attorney required updates (appraisal, negotiations, specialty reports, etc.) will be billed at 50% of the originally billed cost.
5. Condemnation packages will be provided to designated City of South Fulton attorney as requested.

Signed _____ Date _____
CITY OF SOUTH FULTON, GEORGIA

Signed _____ Date _____
ATLAS TECHNICAL CONSULTANTS, LLC

The following proposed fees by Atlas Technical Consultants, LLC will provide certain Right of Way services needed to deliver the subject project from the Notice to Proceed by City of South Fulton to Right of Way certification of the project.

FEE SCHEDULE

Date: June 8, 2020

PROJECT DESCRIPTION: Old Fairburn Road at Union Road
PROJECT ID OSI 613

Titles: (Includes Preliminary, Required Updates and Final)		
	8 @ \$500.00	\$4,000.00
Appraisals	8 @ \$1,900.00	\$15,200.00
Negotiations:	8 @ \$2,400.00	\$19,200.00 (see note 2)
Closings/Condemnation		
Package Preparation:	8 @ \$750.00	\$6,000.00 (see note 5)
Attorney Closings	8 @ \$1,000.00	<u>\$8,000.00</u>
	Total	\$52,400.00**

****NOTES:**

1. Any required appraisal fees are based on completing 388-C (uncomplicated) type appraisal reports.
2. If any parcel that requires the negotiation with an entity other than the fee owner (such as sign owner, tenant, etc.) the fee for negotiating with the additional interest will be \$1,500 per interest.
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Signed _____ Date _____
CITY OF SOUTH FULTON, GEORGIA

Signed _____ Date _____
ATLAS TECHNICAL CONSULTANTS, LLC

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FEE SCHEDULE

Date: June 8, 2020

PROJECT DESCRIPTION: Old National Hwy. Sidewalks, Phase II
PROJECT ID T265

Titles: (Includes Preliminary, Required Updates and Final)		
	28 @ \$500.00	\$14,000.00
Appraisals	28 @ \$1,900.00	\$53,200.00
Negotiations:	28 @ \$2,400.00	\$67,200.00 (see note 2)
Closings/Condemnation		
Package Preparation:	28 @ \$750.00	\$21,000.00 (see note 5)
Attorney Closings	28 @ \$1,000.00	<u>\$28,000.00</u>
	Total	\$183,400.00**

****NOTES:**

1. Any required appraisal fees are based on completing 388-C (uncomplicated) type appraisal reports.
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Signed _____ Date _____
CITY OF SOUTH FULTON, GEORGIA

Signed _____ Date _____
ATLAS TECHNICAL CONSULTANTS, LLC

The following proposed fees by Atlas Technical Consultants, LLC will provide certain Right of Way services needed to deliver the subject project from the Notice to Proceed by City of South Fulton to Right of Way certification of the project.

FEE SCHEDULE

Date: June 8, 2020

**PROJECT DESCRIPTION: Rivertown Road @ Cedar Grove Road Intersection Improvement
PROJECT ID OSI614**

Titles: (Includes Preliminary, Required Updates and Final)	9@ \$500.00	\$4,500.00
Appraisals	9@ \$1,900.00	\$17,100.00
Negotiations:	9@ \$2,400.00	\$21,600.00 (see note 2)
Driveway Easement Only	1@ \$1,000.00	\$1,000.00
Closings/Condemnation		
Package Preparation:	9@ \$750.00	\$6,750.00 (see note 5)
Attorney Closings	9@\$ 1,000.00	<u>\$9,000.00</u>
	Total	<u>\$59,950.00</u>**

****NOTES:**

1. Any required appraisal fees are based on completing 388-C (uncomplicated) type appraisal reports.
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5. Closing/Condemnation packages will be provided to designated City of South Fulton attorney as requested.

Signed _____ Date _____
CITY OF SOUTH FULTON, GEORGIA

Signed _____ Date _____
ATLAS TECHNICAL CONSULTANTS, LLC

The following proposed fees by Atlas Technical Consultants, LLC will provide certain Right of Way services needed to deliver the subject project from the Notice to Proceed by City of South Fulton to Right of Way certification of the project.

FEE SCHEDULE

Date: June 8, 2020

PROJECT DESCRIPTION: Stonewall Tell Road at Union Road
PROJECT ID OSI 615

Titles: (Includes Preliminary, Required Updates and Final)		
	11 @ \$500.00	\$5,500.00
Appraisals	11 @ \$1,900.00	\$20,900.00
Negotiations:	11 @ \$2,400.00	\$26,400.00 (see note 2)
Closings/Condemnation		
Package Preparation:	11 @ \$750.00	\$8,250.00 (see note 5)
Attorney Closings	11 @ \$1,000.00	<u>\$11,000.00</u>
	Total	\$72,050.00**

****NOTES:**

1. Any required appraisal fees are based on completing 388-C (uncomplicated) type appraisal reports.
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Signed _____ Date _____
CITY OF SOUTH FULTON, GEORGIA

Signed _____ Date _____
ATLAS TECHNICAL CONSULTANTS, LLC



CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION



SUBJECT: Council Discussion on Culvert at Cascade Road over Branch of Utoy Creek

DATE OF MEETING: 7/14/2020

DEPARTMENT: City Manager

ATTACHMENTS:

Description	Type	Upload Date
Memo - Contract for Culvert Cascade Road	Cover Memo	7/8/2020

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

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

FROM: Odie Donald II 
City Manager

DATE: July 7, 2020

SUBJECT: Contract for Culvert at Cascade Road over Branch of Utoy Creek

Purpose

Staff recommends approval of AM Construction, as the most responsive and responsible bidder in response to ITB20-010 (Cascade Rd over Branch of Utoy Creek).

History

ITB 20-010 was issued on April 27, 2020. Eleven (11) perspective contractors submitted bids. The bids were evaluated by qualified subject matter experts and the most responsive, responsible lowest bidder was selected. The process identified of AM Construction as the most responsive and responsible bidder (see Exhibit 1 attached hereto).

Funding Source

1.	340-4100-54-1400 (Infrastructure - LMIG 2019):	\$308,331.39
2.	340-4100-54-1401 (Infrastructure - LMIG 2020):	\$788,231.14
3.	URA 1:	<u>\$209,391.85</u>
Total:		\$1,305,954.38

Facts and Issues

AM Construction submitted the lowest most responsive and responsible bid as determined by the evaluation committee and the lowest bid was \$1,305,954.38. As the most qualified meeting all the requirement of the ITB, AM Construction represents the best value to the City.

Options/Recommendations

Staff recommends that AM Construction, be selected as the lowest most responsive, responsible and qualified bidder. Staff also recommends that Council authorize Staff to engage AM Construction and negotiate an Agreement for AM Construction to perform services identified in Scope of Work for an amount not to exceed \$1,305,954.38.

Should you need further information regarding this correspondence, please contact Anthony Kerr at anthony.kerr@cityofsouthfultonga.gov.

**Exhibit 1
Bid Tabulation**

ITB 20-010 Cascade Rd Over Branch of Utoy Creek Culvert Replacement	
Bid Tabulation	
Company	Base Bid Amount
AM Construction	\$1,305,954.38
CMES, Inc.	\$1,340,576.28
Georgia Development Partners, LLC	\$1,355,333.00
The Corbett Group, LLC	\$1,454,697.97
Summit Construction & Development, LLC	\$1,454,800.03
Baldwin Paving	\$1,496,019.37
Georgia Bridge and Concrete	\$1,703,496.15
The Dickerson Group, Inc.	\$2,069,978.44
GS Construction, Inc.	\$2,401,064.47
Site Engineering, Inc.	\$2,478,802.00
Kemi Construction Co, Inc.	\$2,589,064.00
NSM, Inc.	NO BID

CASCADE ROAD OVER BRANCH OF UTOY CREEK					
Section Roadway Items					
ITEM NUMBER	DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	COST
150-1000	TRAFFIC CONTROL	LS	1	60,000.00	60,000.00
210-0100	GRADING COMPLETE	LS	1	100,000.00	100,000.00
310-5100	GR AGGR BASE CRS, 10 INCH, INCL MATL	SY	2200	27.00	59,400.00
402-3121	RECYCLED ASPH CONC 25 MM SUPERPAVE, GP 1 OR 2, INC BITUM & H LIME	TN	400	180.00	72,000.00
402-3130	RECYCLED ASPH CONC 12.5 MM SUPERPAVE, GP 2, INCL BITUM MATL & H LIME	TN	150	180.00	27,000.00
402-3190	RECYCLED ASPH CONC 19 MM SUPERPAVE, GP 1 OR 2, INCL BITUM MATL & H LIME	TN	200	180.00	36,000.00
413-0750	TACK COAT	GL	220	10.00	2,200.00
441-0016	DRIVEWAY CONCRETE, 6 IN TK	SY	45	115.00	5,175.00
441-0104	CONC. SIDEWALK, 4 IN	SY	610	50.00	30,500.00
441-4020	CONC VALLEY GUTTER, 6 IN	SY	30	120.00	3,600.00
441-6012	CONC CURB & GUTTER, 6 IN X 24 IN, TP 2	LF	1225	20.00	24,500.00
500-3800	CLASS A CONCRETE, INCL REINF STEEL	CY	4	300.00	1,200.00
550-1180	STORM DRAIN PIPE, 18 IN, H 1-10	LF	275	55.00	15,125.00
550-1240	STORM DRAIN PIPE, 24 IN, H 1-10	LF	315	65.00	20,475.00
603-2181	STN DUMPED RIP RAP, TP 3, 18 IN	SY	175	76.00	13,300.00
603-7000	PLASTIC FILTER FABRIC	SY	175	5.00	875.00
610-9230	REM CLVT, CONCRETE, STA 13+00	LS	1	24,000.00	24,000.00
634-1200	RIGHT OF WAY MARKERS	EA	12	280.00	3,360.00
634-1201	RIGHT OF WAY, PROPERTY LINE IRON PIN	EA	3	275.00	825.00
641-1200	GUARDRAIL, TP W	LF	675	38.00	25,650.00
641-5015	GUARDRAIL TERMINAL, TP 12A, 31 IN, TANGENT, ENERGY-ABSORBING	EA	4	3800.00	15,200.00
668-1100	CATCH BASIN, GP 1	EA	8	4125.00	33,000.00
668-1110	CATCH BASIN, GP 1, ADDL DEPTH	LF	15	400.00	6,000.00
668-2100	DROP INLET, GP 1	EA	1	3475.00	3,475.00
N/A	CONTECH CON/SPAN O-SERIES BRIDGE (CULVERT) (OR APPROVED EQUAL) (ALL INCLUSIVE INCLUDING ARCHES, HEADWALLS, WINGWALLS, & FOUNDATIONS)	LS	1	500,000.00	500,000.00
				Subtotal	1,087,447.50
Section Signing & Marking Items					
ITEM NUMBER	DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	COST
610-9001	REM SIGN	EA	2	100.00	200.00
653-1501	THERMOPLASTIC SOLID TRAF STRIPE, 5 IN, WHITE	LF	1250	2.75	3437.50
653-1502	THERMOPLASTIC SOLID TRAF STRIPE, 5 IN, YELLOW	LF	1250	2.75	3437.50
654-1001	RAISED PVMT MARKERS, TP 1	EA	30	11.00	330.00
				Subtotal	7405.00
Section Erosion Control Items					
ITEM NUMBER	DESCRIPTION	UNITS	QUANTITY	UNIT PRICE	COST
163-0232	TEMPORARY GRASSING	AC	0.3	1,100.00	330.00
163-0240	MULCH	TN	14	425.00	5,950.00
163-0300	CONSTRUCTION EXIT	EA	2	2,000.00	4,000.00
163-0502	CONSTRUCT & REMOVE SILT CONTROL GATE, TP 2	EA	1	1,050.00	1,050.00
163-0541	CONSTRUCT AND REMOVE ROCK FILTER DAMS	EA	5	625.00	3,125.00
163-0550	CONSTRUCT AND REMOVE INLET SEDIMENT TRAP	EA	14	250.00	3,500.00
165-0030	MAINTENANCE OF TEMPORARY SILT FENCE, TP C	LF	2100	4.00	8,400.00
165-0086	MAINTENANCE OF SILT CONTROL GATE, TP 2	EA	1	550.00	550.00
165-0101	MAINTENANCE OF CONSTRUCTION EXIT	EA	2	365.00	730.00
165-0105	MAINTENANCE OF INLET SEDIMENT TRAP	EA	14	110.00	1,540.00
165-0110	MAINTENANCE OF ROCK FILTER DAMS	EA	5	165.00	825.00
167-1000	WATER QUALITY MONITORING AND SAMPLING	EA	2	550.00	1,100.00
167-1500	WATER QUALITY INSPECTIONS	MO	6	550.00	3,300.00
171-0030	TEMPORARY SILT FENCE, TYPE C	LF	2100	4.00	8,400.00
643-8200	BARRIER FENCE (ORANGE) 4 FT	LF	165	2.50	412.50
700-6910	PERMANENT GRASSING	AC	0.6	1300.00	780.00
700-7000	AGRICULTURAL LIME	TN	0.15	250.00	37.50
700-8000	FERTILIZER MIXED GRADE	TN	0.2	750.00	150.00
700-8100	FERTILIZER NITROGEN CONTENT	LB	30	1.00	30.00
716-2000	EROSION CONTROL MATS, SLOPES	SY	1050	1.00	1,050.00
				Subtotal	45,260.00
				Project Subtotal	1,135,112.50
				15% Contingency	170,341.88
				Total	1,305,454.38

Submitted To: City of South Fulton Government

Submitted By: AM Construction LLC

For: Cascade Road Over Branch of Utoy Creek Culvert Replacement

Submitted on June 9, 2020

The undersigned, as Bidder, hereby declares that the only person or persons interested in the Bid as principal or principals is or are named herein and that no other person than herein mentioned has any interest in this Bid or in the Contract to be entered into; that this Bid is made without connection with any other person, company or parties making a Bid; and that it is in all respects fair and in good faith without collusion or fraud.

The Bidder further declares that he has examined the site of the work and informed himself fully in regard to all conditions pertaining to the place where the work is to be done; that he has examined the Drawings and Specifications for the work and contractual documents relative thereto, and has read all instructions to Bidders and General Conditions furnished prior to the openings of bids; that he has satisfied himself relative to the work to be performed.

The Bidder proposes and agrees, if this Bid is accepted, to contract with the City Council of South Fulton, Georgia, in the form of contract specified, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary, and to complete the construction of the work in full and complete accordance with the shown, noted, and reasonably intended requirements of the Specifications and Contract Documents to the full and entire satisfaction of the City Council of South Fulton, Georgia, with a definite understanding that no money will be allowed for extra work except as set forth in the attached General Conditions and Contract Documents for the following prices.

THE BASE BID IS THE AMOUNT UPON WHICH THE BIDDER WILL BE FORMALLY EVALUATED AND WHICH WILL BE USED TO DETERMINE THE LOWEST RELIABLE BIDDER.

The base bid may not be withdrawn or modified for a period of sixty (60) days following the receipt of bids.

BASE BID AMOUNT

\$ 1,305,954.38

(Dollar Amount In Numbers)

One million, three hundred five thousand, nine hundred fifty-four dollars
(Dollar Amount in Words) and thirty-eight cent

The Bidder agrees hereby to commence work under this Contract, with adequate personnel

and equipment, on a date to be specified in a written "Notice to Proceed" from the City.



CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION



SUBJECT: Council Discussion on New Public Safety Building

DATE OF MEETING: 7/14/2020

DEPARTMENT: City Manager

ATTACHMENTS:

Description	Type	Upload Date
Memo_Public Safety Building	Cover Memo	7/8/2020

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

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

FROM: Odie Donald II 
City Manager

DATE: July 7, 2020

SUBJECT: Public Safety Building Design Authority Increase

Background

The Department of Public Works recommends approval to increase spending authority to Pieper O'Brien Herr Architects to provide additional design and construction drawings on schemes Three or Four in the amount of \$17,650. Under the attached files for schemes 3 and 4, both schemes add the Crime Investigation lab to the phase I area for the Police Department; however, scheme 4 takes away some amount of the Court Administration area. It is recommended to proceed with option 3, which will provide more square footage design and accommodate better the needs of Courts and the Police Department.

The Department has successfully negotiated with the Landlord (Jones Bride Associates LLC) one-month free rent for the month of January; a savings of \$18,666.67. Additionally, Jones Bridge Road Associates LLC, the property management company will issue a check payable to the City of South Fulton in the amount of \$120,000 per First Amendment to the Lease Agreement for unnecessary work. The disbursement of funds to the City could be done as a lump sum or applied towards the rent until all funds are exhausted.

Additionally, upon construction of phase I, personnel from the Old National Highway precinct can move to the safety building; a savings of \$12,000/month. Moreover, the Crime Evidence Lab on Fulton Industrial Boulevard and the Courts could relocate to the safety building; a savings of \$27,000 and \$30,000/year, respectively.

There is mutual recommendation on scheme 3 with the Police Department and the Courts Administration. The design will provide and approximate construction footage of 18,100 SF, with an estimated construction cost of \$1,862,880.

It is recommended to delay the acquisition of the Campbell Drive Precinct and incorporate it into the FY21 budget ask. Divert the allocated \$350,000 URA funds to the

Public Safety buildout, this action would fill the immediate needs of the Police Department and allow the design and construction of phase I of the Safety Building.

Recommendation

The Department of Public Works recommends approval to increase the expending authority to Pieper O'Brien Herr Architects to provide design and construction drawings on schemes Three or Four in the amount of \$17,650. The total spending authority will be \$114,150.

Funding in the amount of \$17,650 to process the increase will be funded out of Professional Services under General Services.

Should you need further information regarding this correspondence, please contact Antonio Valenzuela at antonio.valenzuela@cityofsouthfultonga.gov.

ARCHITECTURE

PROGRAMMING

PLANNING

INTERIORS

GRAPHICS

3 June 2020

Mr. Antonio M. Valenzuela
Public Works Director
City of South Fulton
5440 Fulton Industrial Blvd
Atlanta, GA 30336

Re: COSF Public Safety Building Renovation
POH Project No. 20-19191.20

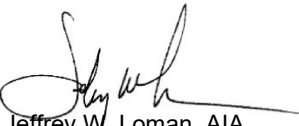
Dear Antonio,

As requested, we are proposing an additional service fee of \$17,650.00 to provide design and construction documents based on the additional square footage proposed from our previous "courts only" phase proposal.

The scope covered by this fee includes Architectural, Structural and Mechanical, Plumbing and Fire Protection services. I have attached the schemes three and four as the additional fee will suffice for either scheme that is chosen.

Sincerely,

PIEPER O'BRIEN HERR ARCHITECTS


Jeffrey W. Loman, AIA
Senior Associate/Project Manager


Charles O'Brien III, AIA NCARB
Principal

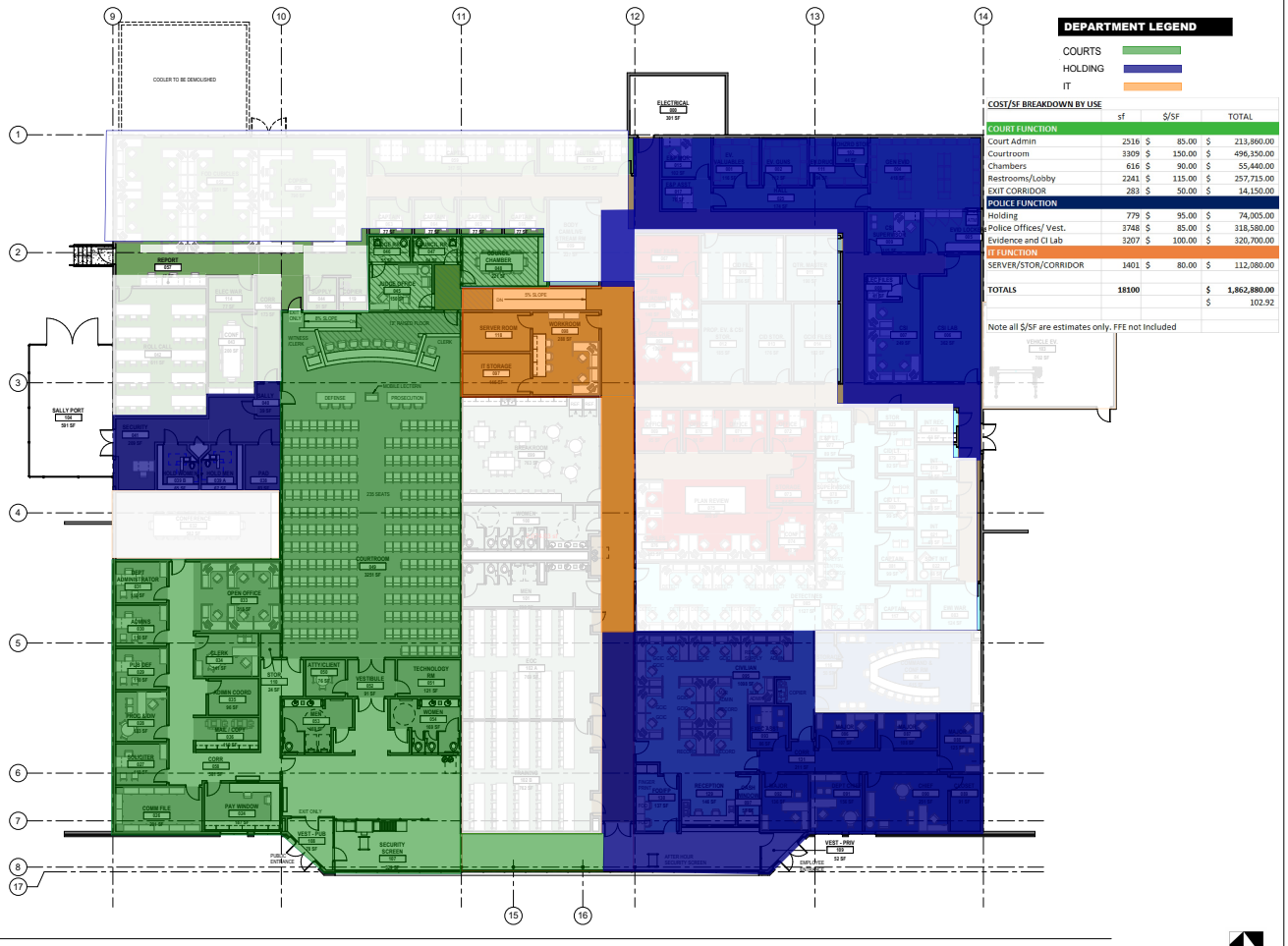
Encl: Option 3 and 4

Your signature below will serve as acceptance of the intent of this proposal. Further fee and scope negotiation may be required.

City of South Fulton

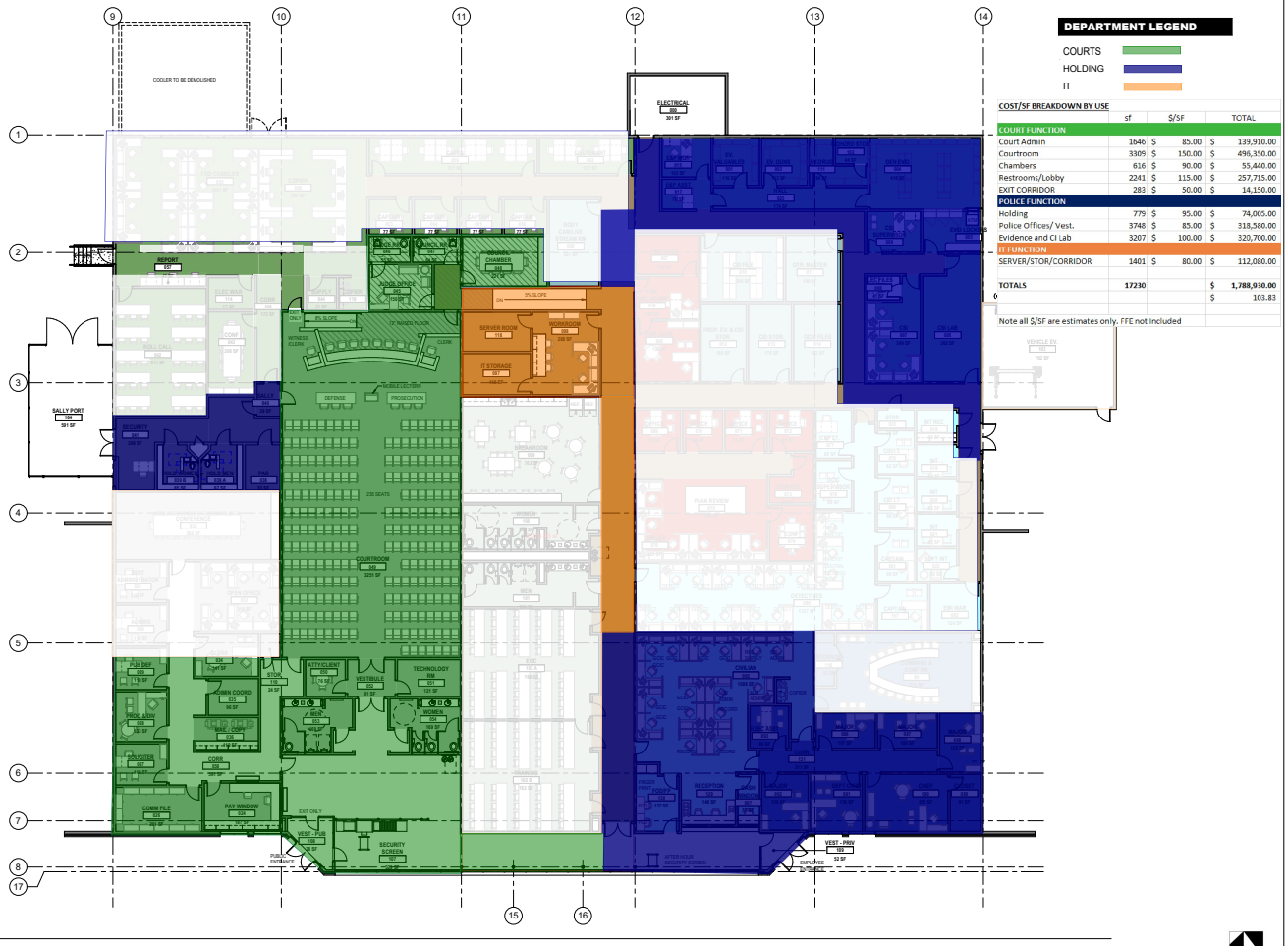
Date





OPTION THREE - COURT/POLICE BUILD OUT





OPTION FOUR - COURT/POLICE BUILD OUT





CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION



SUBJECT: Council Discussion on CDRA Operations

DATE OF MEETING: 7/14/2020

DEPARTMENT: City Manager

ATTACHMENTS:

Description	Type	Upload Date
CDRA Operations	Cover Memo	7/9/2020



CDRA Operations Update



Code Enforcement



Land Disturbance



Permits

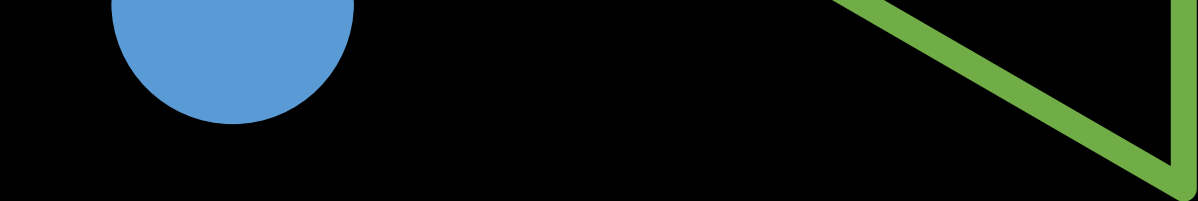


Planning & Zoning



Animal Control

Managed through contract with Fulton County



Mission of CDRA

“Assure that **development** and redevelopment within the **community** occur in such a manner as to enhance and complement the City of South Fulton.”

“Work with the **community** to assure that established standards are met for property maintenance.” – website

This is why
we matter.....



We are a revenue generating department within the City of South Fulton that helps to ensure our residents maintain an excellent quality of life



We are customer focused professionals



We care about being efficient & responsive to the needs our stakeholders



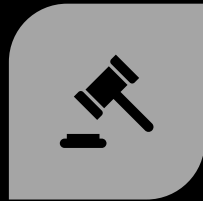
We maintain and uphold the law & ensure regulatory compliance with integrity

Our Financial Results

October 2019-June 2020



BUILDING PERMITS
\$2,564,137



LAND DISTURBANCE PERMITS
\$135,265



TREE FUND
\$195,000



CODE BOARD FEES
\$80,800



OTHER COMMUNITY
DEVELOPMENT REVENUE
\$19,000



ZONING & LAND USE
\$4,576



SIGN PERMITS
\$4,515



ZONING MODIFICATIONS
\$300



*Data from Edmunds Revenue Report 7/7/2020

What's New in CDRA?



CDBG Funds

Working with HUD to establish the city as an independent entitlement community. Consolidated Plan is due to HUD by **August 16th**



Estimated Additional Funds (\$500,000) – by right



Improves infrastructure

Addresses elderly, impoverished population's living conditions

Augments the City's financial capacity

Multiplies the impact of Blighted Nuisance Abatement Program

Process & Next Steps



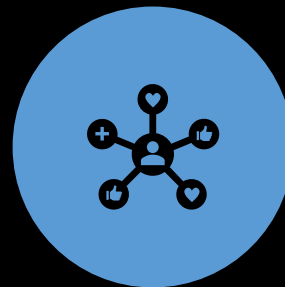
We used existing plans
Economic Development Plan;
Strategic Plan and Previous
Fulton County Data to pull a
draft together quickly



As a new entitlement
community, this money will be
guaranteed to the City annually
by HUD as long as we maintain
compliance



HUD has a total of 4
entitlement programs and so
far we are only eligible for one
program (CDBG)



We will continue to explore our
options for adding additional
programs in the future



Permitting Division

Ms. Angela Patrick, Manager

- Ms. Fellishia Blair – Permit Tech
- Mr. Mark Battle – Permit Tech
- Ms. Meisha Jordan – Permit Tech

Permits Issued in Sages (online)

Category	Apr '20	May '20	Jun '20
Building Permit	33	49	142
Electrical Permit	3	21	27
Fence Permit	0	0	5
Mechanical Permit	12	27	67
Plumbing Permit	3	2	9
Sign Permit	0	0	1
Total Permits Issued	51	99	251

Revenue Collected By Fee Type

April 6 – June 30, 2020

Administrative Fee

\$20,681.87

Building Fee

\$446,933.75

Certificate of Occupancy

\$ 8,950.00

Fence Permit Fee

\$675.00

Residential Plan Review Fee

\$150.00

Total Revenue Collected

\$477,390.62

Performance



Total revenue for SagesGov and Edmunds for that time period is **\$816,943.40**.
Revenue for permits issued in *Edmunds from April to June was \$339,552.78.



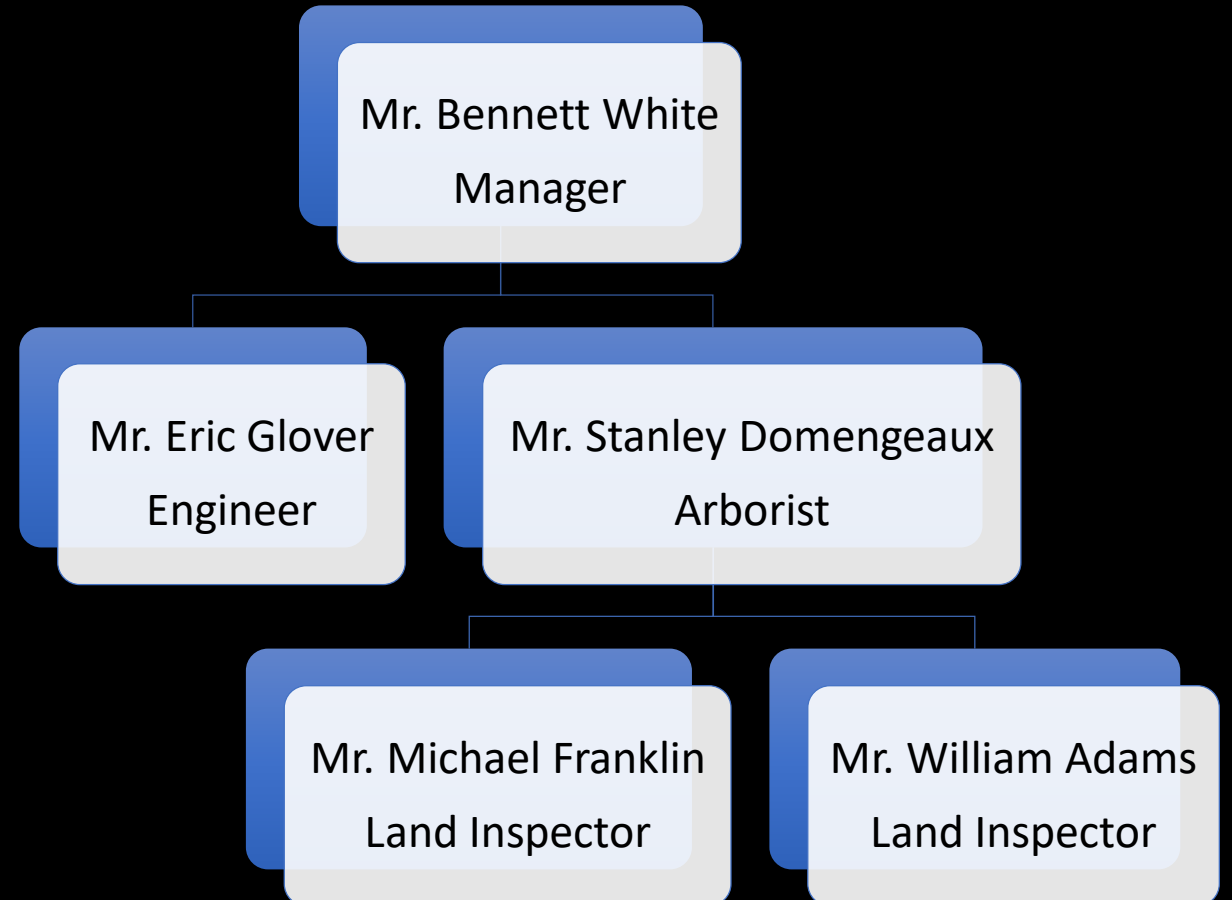
Last year's revenue from April to June was **\$594,365.58**



Permitting Revenue is up **\$222,577** over last year for the same period



Engineering



Land Disturbance Permit Activity

Oct 2019 – June 2020



20 Land Disturbance permits issued



Includes developments supporting **580** future residences.



Includes developments for 91,000sf future retail space, including a 48,400sf grocery store



Includes development for 468,000sf future warehouse space



Includes development for a 100 room hotel



Associated cumulative Permit Fee estimate
\$1.7million +/-

Plat Activity

Oct 2019 – June 2020



13 Plats or Plat
Revisions



297 residential lots.



Future Building
Permit Fees total
\$650,000 +/-



Future home value
total \$66 million +/-

Code Enforcement Division



Code Enforcement

Our Mantra:
“Education Before Citation”



See Click Fix

DTA= Days to acknowledge

DTC=Days to close

Over= Overdue cases

SLA% = Service Level Agreement



Notices of violation issued

2020 year to date 977



Citations issued

2017- 60

2018-707

2019-670

2020- 196

Fines Paid



2017

NO RECORD



2018

\$127,425



2019

\$61,000



2020

\$53,900

Total Fines Paid=\$276,525

Code Board

#Liens Levied / Value of Liens



2017
46/\$339,750



2018
64/\$974,500



2019
127/\$347,850



2020
92/\$7,000



Total
\$1,669,100

Blighted + Nuisance Abatement Program

- Identified **58** properties Citywide
- Properties in the (worst condition) Tier 1 - **23**
- \$200,000 allocated by Mayor and Council
- Typically a **45 Day legal process** delayed due to COVID-19
- Demolition of approx. 4-5 properties annually
- Lawn maintenance, securing, clean up properties
- Allows City to recoup funds via lien or foreclosure
- Partnerships can make assets productive again
- **CDBG funds** will bolster this program



Code Enforcement Wish List



Rental Registry

Enforcement efficiency and revenue generation



Landlord registry

Would require owners to pay yearly fee per rental property owned

Must provide 24 hour contact information for ease of enforcement

Third party compiles information and collects service fee

Zoning & Planning



Mr. Nathan Mai-Lombardo
Manager

Mr. Dana Gray
Planner

Ms. Marissa Jackson
Planner

Current Planning Efforts

- **Washington Road Pedestrian Safety Audit**
 - We are working with Atlanta Regional Commission to explore options for improving pedestrian access and safety along Washington Road between Roosevelt Highway and N Commerce Drive. We are looking for community input on the challenges that residents and users of the Washington Rd corridor face daily walking the corridor.
- **The Campbellton Crossroads Master Plan**
 - This is a collaborative project between the cities of Chattahoochee Hills and South Fulton that is funded by the ARC. The plan will address land use, transportation and mobility, urban design, historic preservation, and economic development.
- **Model Mile**
 - This is a seven (7) jurisdiction collaborative that aims to connect the communities around Hartsfield-Jackson Atlanta International Airport . This project won a grant from the Atlanta Regional Commission (ARC) to develop site plans and engineering concepts for a model mile in each community. This is the beginning of trail connectivity in the airport area!
- **Cities of Opportunities**
 - This project is underwritten by the National League of Cities to help inform the long-range plans of the city.



Zoning Rewrite

- The City is in great need of updating its Zoning codes and making the document more **user friendly** and accessible to the general public.
- This is the first update since the City was incorporated; it is an update of the old Fulton County Zoning **(50+ years)** that the City has been using for Zoning.
- The process has been ongoing since last Fall.
- What's New:
 - The document uses **tables** and **charts** to help the public better understand what activities are allowed or prohibited within a certain zoned area.
 - Alignment with the North American Industry Classification System (NAICS). **NAICS** is a standardized classification system for businesses and our new Zoning Ordinance uses this system to help businesses understand what industries are allowed where.
- Consultants from **Wood** began the process of setting up an individual meeting with each Council member to gather their personal input and review.

Impact Fee Process

- Impact fees are one-time fees charged to land developers to help defray the costs of expanding capital facilities to serve new growth.
- A desire to implement these fees has been expressed by several Councilmembers.
- The State of Georgia **O.C.G.A. § 36-71-1** has specific requirements in place for the implementation of impact fees, which is why they take time to establish & implement.
- CDRA plans to include the implementation of Impact Fees in our **FY21 Comprehensive Planning** efforts, which will expedite the process and hopefully lessen specific costs.
- State of Georgia requirements for Impact Fees (from GA DCA):
 - Local governments that wish to impose development impact fees must have an adopted a Comprehensive Plan that meets DCA's planning standards.
 - "The comprehensive plan must include a **Capital Improvements Element (CIE)**"

Questions





CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION



SUBJECT: Council Discussion on Ordinance Changes

DATE OF MEETING: 7/14/2020

DEPARTMENT: Planning

ATTACHMENTS:

Description	Type	Upload Date
Updated to Ord 2020-004 Sec 2-5008	Cover Memo	7/8/2020



LEGISLATION TALKING POINTS TEMPLATE

PROJECT/LEGISLATION NAME:

Legislation: Update to **Ordinance 2020-004 Sec. 2-5008 Transfer; suspension; revocation to include Application Denial**

PURPOSE OF PROJECT/BACKGROUND:

Purpose

Currently Ordinance 2020-004 Sec. 2-5008 with regard to business license issuance limits the City ability to deny application for reasons other than financial. CDRA and Municipal Courts is proposing strengthening the language so that the City can deny business licenses in situations where the applicant is in violation of other City Ordinances and Cross Cutting Regulations from State or Federal Agencies.

The proposed changes are outlined below:

- 1) Change of ordinance title (**Transfer; suspension; revocation**) to include application/denial.
- 2) Modify Section **g. (The establishment is a threat or nuisance to public health, safety or welfare; or)** to include any violations of ordinances/resolutions (legal standard for determining nuisance could make prosecution difficult)
- 3) Modify Section **h. (Any other violation of this chapter.)** to any violation within any chapter of COSF ordinances/resolutions
- 4) Adding a provision requiring any applicant to meet all local, state, and federal agencies' requirements before license/permit is issued.

WHO IS PAYING FOR PROJECT:

Net-Neutral Impact to the City Budget

WHO IS INVOLVED:

City Manager, Community Development Regulatory Affairs – Code Enforcement, Municipal Court



HOW LONG WILL IT TAKE:

Regular Council Business Cycle: 2 Reads for Ordinance

HOW MUCH WILL IT COST:

\$0 – this Ordinance change will not have any additional cost for the City.

ADDITIONAL INFORMATION:

- 1) The City has a duty to protect the general public's safety and welfare. In some instances, due to the narrowly defined language in the code, there are business operators that have been allowed to renew business licenses although they are not in compliance with other areas of the Code. This legislation contemplates closing this loophole and making the language more specific so that Business License applicants comply with all local, state, and federal agencies' requirements before license/permit is issued.
- 2) DENYING a business license/occupational license due to (1) previous code convictions (2) pending orders from other parties such as Superior Court, EPA or otherwise.
- 3) Our code currently addresses suspension 2-5008. But it does not address denial upon application. Also, the basis for suspension includes frauds, convictions for sexual offenses, or other violations of "the chapter." Changing it to violations "of the code" would be a better application to ensure that businesses who violate any part of the code (not just the chapter related to business licenses) can be denied doing business in South Fulton.



CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION



SUBJECT: Council Discussion on the 2020 Fall Youth Athletics COVID-19 Concerns

DATE OF MEETING: 7/14/2020

DEPARTMENT: City Manager

ATTACHMENTS:

Description	Type	Upload Date
Memo - 2020 Fall Youth Athletics COVID-19 Concerns	Cover Memo	7/8/2020

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

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

FROM: Odie Donald II 
City Manager

DATE: July 7, 2020

SUBJECT: 2020 Fall Youth Athletics Coronavirus Concerns

Background

As public servants the primary obligation in serving our community is to ensure that health and safety are always our priority. The risk of transmission that the Coronavirus presents in team sports, and specifically football, has become readily apparent over the last several weeks of the current pandemic. The following examples are samples of some of the most recent challenges with Covid-19 transmissions and team sports.

- 23 members of the University of Clemson's football team have tested positive.
- At Least 30 LSU Football Players Quarantined Due to COVID-19 Outbreak
<https://www.si.com/college/2020/06/20/lsu-football-players-quarantined-coronavirus>
- Division III Bowdoin College cancels football and rest of sports this fall due to COVID-19 pandemic <https://www.cbssports.com/college-football/news/division-iii-bowdoin-college-cancels-football-and-rest-of-sports-this-fall-due-to-covid-19-pandemic/>
- 4 players from the Dallas Cowboys and Houston Texans tested positive for COVID-19, including star running back Ezekiel Elliott
- The NFLPA has advised all players to stop participating in group workout
- Hillgrove High School's football program has a confirmed case of COVID-19, Cobb & Douglas Public Health confirmed that Pope and McEachern high schools also have a confirmed case on their teams.
https://www.mdjonline.com/news/two-more-cobb-schools-football-programs-report-positive-covid-19-cases/article_3f159908-b4d2-11ea-a5cb-c3be4bcb584d.html
- 4 Gwinnett Schools students or staff members taking part in summer sports conditioning have tested positive for COVID-19. <https://www.ajc.com/blog/high-school-sports/gwinnett-teams-report-positive-covid-tests/dedTDX9L9xW4MiUwLRJt7J/>
- Morehouse, a historically Black college in Atlanta, announced Friday that it is

canceling its 2020 football season because of the coronavirus pandemic. Morehouse also will not compete in cross country, its other fall sport, this year. https://www.espn.com/college-football/story/_/id/29370349/morehouse-cancels-football-season-due-coronavirus-pandemic

- Dr. Anthony Fauci cautioned that sports being played in October and November run a real risk of being unable to happen at all, due to the so-called "second wave" hitting the country hard. Dr. Fauci, director of the National Institute of Allergy and Infectious Diseases, cast doubt on football returning in 2020 without having all teams report to one solitary location. "Unless players are essentially in a bubble -insulated from the community and they are tested every day-it would be very hard to see how football is able to be played this fall," Fauci told CNN. "If there is a second wave, which is certainly a possibility and which could be complicated by the predictable flu season, football may not happen this year."

CDC recommendations on Considerations for Youth Sports include the following; "The more people a child or coach interacts with, the closer the physical interaction, the more sharing of equipment there is by multiple players, and the longer that interaction, the higher the risk of COVID-19 spread." The risk of COVID-19 spread increases in youth sports settings as follows:

- **Lowest Risk:** Performing skill-building drills or conditioning at home, alone or with family members.
- **Increasing Risk:** Team-based practice.
- **More Risk:** Within-team competition.
- **Even More Risk:** Full competition between teams from the same local geographic area.
- **Highest Risk:** Full competition between teams from different geographic areas.

The evidence is clear that virus transmission arising from football workouts has been consistent. Due to the nature of the sport, implementing social distancing guidelines for youth football is impractical and difficult to both manage and enforce. Previous experience has shown that compliance with standard policies has been a challenge with volunteer coaches and league administrators. Consequently, the risk of infections among youth resulting from participation in youth football appear predictable and problematic. Additionally, the nationwide Covid-19 pandemic persists as infection rates have recently been escalating in the state of Georgia and Fulton County.

Taken as a whole, the aforementioned factors create a high-risk environment for youth football for the upcoming Fall season. There is not sufficient reason to assume that risk where the care of minor-aged children is involved. As such, the departmental recommendation is to forego 2020 Fall Tackle Football season in the City of South Fulton.

In order to continue our services to youth, families, and citizens during the Fall season PRCA will offer alternative programming options. Listed below are some of the alternative programs that will be available during our Fall athletic season.

- Indoor Pickleball (Mid-August)
- Fall Baseball (September)
- 5 on 5 Flag Football (September)
- Fall Basketball (September)
- Indoor /Outdoor 3 on 3 basketball (September)
- Free Developmental Basketball Clinic (September)
- Cross Country
- Youth Fitness and Agility Clinics

The coronavirus pandemic has proven to be uncharted waters for individuals and organizations alike. We strive to make the best decisions possible with the information currently available, and to do so with the health of every resident as our guiding principle. We understand and know youth football is very popular in our community and across the region. We also recognize that after sheltering-in-place and ongoing social distancing that there is a strong desire to re-engage and be active.

With all that in consideration, it is in the City's best interest and is a better outcome for the youth and families that we are responsible for to put our focus on safety. We will do so by programming for the Fall athletic season in a manner more consistent with social distancing guidelines, in lieu of assuming the high risk of virus transmission that youth football entails.

Should you need further information regarding this correspondence, please contact Tony Phillips at tony.phillips@cityofsouthfultonga.gov.



CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION



SUBJECT: Council Discussion on COVID-19 Protocols and Activities

DATE OF MEETING: 7/14/2020

DEPARTMENT: City Manager

ATTACHMENTS:

Description	Type	Upload Date
Memo_COVID-19 Protocols and Activities	Cover Memo	7/8/2020

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

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

FROM: Odie Donald II 
City Manager

DATE: July 6, 2020

SUBJECT: Preliminary Plan of Action – Mandatory COVID Testing

COVID-19 Testing + COSF Re-Opening Plan Implementation

The City Manager's Office is currently preparing all staff members to receive COVID-19 testing in compliance with Resolution #2020-019 (attached). During the week of July 20, 2020, the City has made arrangements for all 483 active staff members to receive COVID-19 testing as directed.

Testing and Considerations

The approach to test employees in advance has been deemed the most effective means to (1) comply with the requirements of the Council's ratified legislation; and (2) attempt to mitigate any issues that may arise prior to implementing a phased reopening. Preliminary feedback has shown that many primary care providers are not performing COVID testing without exhibiting symptoms; therefore, the City is required to fully facilitate testing for all employees through partnerships. To ensure testing for all staff is available, the City will coordinate testing through Fulton County Government for resources and testing site locations.

Testing is planned for all active staff (483). The testing window will be available over a five-day period beginning July 20, 2020. Employees will be notified of the testing window and reminded that testing is mandatory. Employees with concerns about testing will be advised to express their concerns in writing directly to the HR Director. A report of compliance and non-compliance will be submitted to the Council within three (3) business days of the testing window's closure. Additionally, public testing is being made available, which may also be deemed compliant for staff who miss the City-mandated testing options. The report will include the number of employees expected to receive discipline for non-compliance, as required by legislation.

CONSIDERATIONS

Testing	Delayed Reopening
Scheduling testing: • Testing will be scheduled prior to reopening as early as mid-July to manage and mitigate any disruptions resulting in delayed reopening as planned. • Testing will be coordinated through Labcorp and Fulton County Government Board of Health.	Positive results: • Any employee who test positive for COVID will be required to quarantine for 14-days thus making them ineligible to return to work until they test negative for the virus. • The employee may return to work if they have received two negative COVID-19 tests in a row. • Other employees with whom the employee had close or direct contact (close contact means within 6 feet for 15 minutes or longer) during the time the employee had symptoms, may be required to quarantine also.

City Council- Baker	2
City Council- Foster Rowell	2
City Council- Gilyard	2
City Council- Gumbs	3
City Council- kamau	2
City Council- Reeves	2
City Council- Willis	2
City Manager	8
Clerk	4
Communications	3
Community Development & Regulatory Affairs	31
Contracts & Procurement	3
Court	6
Destination South Fulton	2
Finance	14
Fire	163
General Services	8
Human Resources	5
Information Technology	3
Mayor	3
Parks Recreation and Cultural Affairs	54
Police	157
Public Works	3
Risk Management	1
Grand Total	483

COVID-19 Positive Tests and Responses

After reviewing the Department of Public Health (DPH) issued situation report and associated COVID-19 related data, we are experiencing an exponential rise in COVID-19 cases. As of July 1, 2020, the 24-hr. change is showing the state just under 2,000 cases

and 317 in Fulton County. In the last week there have been 13,613 new cases in Georgia and 1,080 new cases in Fulton County. This increase in presumed and confirmed positive cases, puts the initial progress of the reopening plan in jeopardy, as well as delaying testing for employees. To date, there have been 15 new cases involving South Fulton employees in the last week, resulting in the closure of Old National Precinct and the shutdown of a division within the Police Department.

Following CDC cleaning guidelines, the precinct along with four (4) COSF fleet vehicles were scheduled for cleaning. This creates a financial burden for the City, as this type of cleaning costs \$65 per square foot and \$1,200 per vehicle. Caduceus Tele-med calls are completed with each employee at a rate of \$225 per call. Very quickly we have accumulated \$27,000 in related expenses in response to each potential exposure. Recent news also shows a simultaneous pandemic *Influenza Strain A* and swine flu, which causes pneumonia and similar symptoms to COVID-19. Patients have shown a decrease in total oxygenation, difficulty breathing and body aches. Due to these and other factors, including information provided by DPH, the City will delay upgrading into Phase 2 of the *Safe Reopening Plan* and prolong the scheduling of employee testing to July 20, 2020 to ensure optimum participation and capture of positive tests.

Due to dramatic increased COVID-19 infections in Fulton County and the State of Georgia, the City Manager's Office reserves the right to delay in part, or in full, re-opening activities based on the safety of staff and the general public.

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

Attachments include:

1. Council Mandatory Testing Resolution #2020-019
2. COVID-19 Employee Testing Process
3. COVID Testing Employee_Draft Email
4. Draft Implementation Plan

4
5
6 **A RESOLUTION REQUIRING COVID-19 TESTING FOR ALL CITY EMPLOYEES;
7 MITIGATING THE SPREAD OF COVID-19; HELPING TO ENSURE THE SAFETY
8 AND WELFARE OF EMPLOYEES AND RESIDENTS WITHIN SOUTH FULTON,
9 GEORGIA AND FOR OTHER LAWFUL PURPOSES**

10
11 **(Sponsored by Councilpersons Willis and Gumbs)**

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

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

18 **WHEREAS**, the City is authorized pursuant to the Georgia Constitution, O.C.G.A.
19 §38-3-28, and the City Charter Section 1.12(b)(8) to impose necessary rules and
20 regulations to preserve the health, safety and welfare of the residents of the City;

21
22 **WHEREAS**, the City and governments across the world are responding in an
23 emergency capacity to an outbreak of respiratory disease caused by a novel coronavirus
24 ("COVID-19");

25
26 **WHEREAS**, during March of 2020, the United States President and Georgia
27 Governor issued emergency declarations to address and mitigate the impact of the
28 COVID-19 pandemic;

29
30 **WHEREAS**, of the date of this Resolution, according to the U.S. Center for Disease
31 Control and Prevention, more than 100,000,000 Americans and 1800 Georgians have
32 died from COVID-19 related illnesses;

33
34 **WHEREAS**, the federal Equal Employment Opportunity Commission provided
35 guidance on April 23, 2020 that "an individual with the virus will pose a direct threat to the
36 health of others. Therefore, an employer may choose to administer COVID-19 testing to
37 employees before they enter the workplace to determine if they have the virus.";

38
39 **WHEREAS**, the Governor of Georgia, through Executive Orders 05.28.20.01,
40 04.20.30.01 and 04.23.20.02 authorized local governments and other critical
41 infrastructure entities to implement employment "measures which mitigate the exposure
42 and spread of COVID-19";

43 **WHEREAS**, the City Council desires through this Resolution to implement
44 employment measures for mitigating the spread and impact of COVID-19; and
45

46 **WHEREAS**, this Resolution in the best interests of the health and general welfare
47 of the City, its residents and general public.
48

49 **THE COUNCIL OF THE CITY OF SOUTH FULTON HEREBY RESOLVES** as
50 follows:
51

52 **Section 1.**
53

54 **A. COVID-19 Testing Required.** All essential personnel employed by the City who
55 are working from their normal office locations shall be tested for COVID 19, as
56 soon as practicable, at a date which shall be determined by the City Manager. All
57 other City employees, including those working remotely, shall be tested for COVID-
58 19 prior to returning to their normal work locations, by a date which shall be
59 determined by the City Manager. Employees refusing to comply with this
60 Resolution shall be subject to disciplinary action in accordance with the City's
61 Human Resource policies and procedures.
62

63 **B. Agency Collaboration.** The City Manager shall confer with the County and/or
64 State Health Departments to arrange the facilitation of such testing through one or
65 more of such agencies, and reporting of such test results to the City. All employees
66 shall cooperate with ensuring remittance of their test results to the City, including
67 authorizing the transfer of their results to the City if such authorization is required
68 by the testing agency. In the event neither agency above may facilitate the testing
69 hereunder, the City Manager shall bring back to the Council a proposal for testing
70 from an outside contractor. The City Manager shall report back to the council on
71 these findings within 10 days of the date of the adoption of this Resolution.
72

73 **C. Compliance.** City personnel shall comply with all local, state and federal laws,
74 including HIPPA, in facilitating testing.
75

76
77 *****
78

79 **Section 2.** It is hereby declared to be the intention of the City Council that: (a) All
80 sections, paragraphs, sentences, clauses and phrases of this Resolution are or were,
81 upon their enactment, believed by the City Council to be fully valid, enforceable and
82 constitutional.

83 (b) To the greatest extent allowed by law, each and every section, paragraph, sentence,
84 clause or phrase of this Resolution is severable from every other section, paragraph,
85 sentence, clause or phrase of this Resolution. No section, paragraph, sentence, clause

or phrase of this Resolution is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this Resolution.

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

Section 3. The City Attorney and City Clerk are authorized to make non-substantive editing and renumbering revisions to this Resolution for proofing, codification, and supplementation purposes. The final version of all resolutions shall be filed with the City Clerk.

Section 4. The effective date of this Resolution shall be the date of adoption, unless provided otherwise by the City Charter or state and/or federal law.

THIS RESOLUTION adopted this 23rd day of June 2020.

CITY OF SOUTH FULTON, GEORGIA



WILLIAM "BILL" EDWARDS, MAYOR

ATTEST:



S. DIANE WHITE, CITY CLERK

APPROVED AS TO FORM:



EMILIA C. WALKER, CITY ATTORNEY



126 The foregoing RESOLUTION No. 2020-019, adopted on June 23, 2020
127 was offered by Councilmember Willis, who moved its approval. The motion
128 was seconded by Councilmember Reeves, and being put to a vote, the result
129 was as follows:
130
131

	AYE	NAY
132		
133 William "Bill" Edwards, Mayor		
134 Carmalitha Gumbs, Mayor Pro Tem	x	
135 Catherine Foster Rowell	x	
136 Helen Zenobia Willis	x	
137 Gertrude Naeema Gilyard	Absent	
138 Corey Reeves	x	
139 khalid kamau		x
140 Mark Baker	Abstain	
141		
142		



City of South Fulton COVID-19 Preparedness Employee Testing, Monitoring and Return to Work

Viral COVID-19 testing is required for all city employees in compliance with City Council Resolution #2020-019, adopted by majority on June 23, 2020.

All personnel employed by the City who are working from their normal office locations or working from home shall be tested for COVID 19 during the scheduled testing window.

Test Scheduling and Site Location

Testing Window is **Monday, July 20, 2020 through Friday, July 24, 2020**

Employees must schedule their free testing by calling the Fulton County Board of Health COVID-19 Hotline at (404) 613-8150.

Calls are accepted 8:00 a.m. – 7:00 p.m. weekdays and 8:30 a.m. – 5:00 p.m. on Saturdays
(Same day walk ups are also accepted, but employees are encouraged to schedule an appointment to minimize wait times and ensure test kits are available.)

City of South Fulton Testing Site

Wolf Creek Amphitheater

3025 Merk Rd S.W.

8:30 a.m. to 5:00 p.m.

Receiving Test Results

Employees are required to setup an account (username and password) with LabCorp to retrieve their test results when they become available. Use the registration link below and follow all directions. (Please note your Username and Password, as the COSF will not have access to this information.) <https://patient.labcorp.com/registration>

VIRAL TESTING FOR COVID-19

Determining when to return to work

Did the employee test positive during the mandatory COVID-19 testing?

YES

NO

- Employee quarantined for 14 days
- Employee required to retest negative twice before cleared to return

- Employee cleared for work

Asymptomatic Employees with Positive Test for COVID-19

If an employee is asymptomatic but was tested and found to be positive, they must not report to work for at least 14 days after the date of the positive test.

If they develop symptoms during that time, they must not report to work for 10 days after symptom onset and must have been fever-free for at least 72 hours without taking fever reducing medications (e.g. aspirin, acetaminophen), along with resolving respiratory symptoms.

The employee may return to work if they have received two negative COVID-19 tests in a row.

Symptomatic Employees

Signs and symptoms of COVID-19 include (Updated by the CDC April 25, 2020):

- | | |
|--|--|
| <ul style="list-style-type: none">• Fever (temperature greater than 100° Fahrenheit)• Shortness of breath• New onset persistent cough• Nasal congestion & runny nose <u>not</u> associated with seasonal allergies• Sore throat• New loss of taste or smell | <p>OR at least two of these symptoms:</p> <ul style="list-style-type: none">• Chills• Muscle pain• Headache |
|--|--|

If an employee develops any of the above signs and symptoms, they should not report to work. If any signs and symptoms occur while working, the employee **MUST** immediately leave the work area and inform their supervisor.

ALL employees with COVID related symptoms **MUST** notify the Risk Manager and follow the [COVID-19 Employee Reporting Process](#).

If someone has worsening symptoms, such as difficulty breathing, please contact your doctor and/or go to the nearest urgent care center or emergency department for immediate attention.

Personnel are able to return to work 14 days after symptom onset and being consistently afebrile (temperature < 100° Fahrenheit) for at least 72 hours without taking fever reducing medications (e.g. aspirin, acetaminophen), along with resolving respiratory symptoms.

WHAT (you should do)

- Rest, staying hydrated, and sleep are typically helpful in your recovery.
- Manage and treat your symptoms with fluids and medicines for fevers, cough, and other cold symptoms.
- Call your doctor if you start to feel worse (increased congestion, coughing or fevers).
- Seek emergency medical treatment if you have difficulty breathing
-

HOW (guidelines for hand washing and germ management)

- Clean your hands often. Wash your hands with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth with unwashed hands. Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues into a lined trash can. Immediately wash your hands with soap and water or hand sanitizer

Employee COVID-19 Testing Return to Work Policy

Viral COVID-19 testing is mandatory. You are required to take the test in order for you to be at work and perform your work duties. Your test results will **not** be shared with your supervisor; upon clearance to return to work, test results will not impact your work assignment. The results will become part of your medical record.

Employees Return to Work

Employees who are symptomatic and have had a viral test for COVID-19 who are awaiting test results are required to self-isolate pending those results. If positive, the employee cannot work for at least 14 days from the onset of symptoms. A person is able to return to work after 14 days of symptom onset, regardless of date of testing, if they have been consistently afebrile (temperature < 100° Fahrenheit) for at least 72 hours without taking fever reducing medications (e.g. aspirin, acetaminophen), along with resolving respiratory symptoms. Repeat testing is required.

Risk Management **MUST** clear all personnel before returning to duty after being quarantined. Clearance to return to work is done over the phone and upon receipt of the employee's treating physician's medical clearance to duty.

Employees that have a negative viral test result may immediately return to work.

The above guidance is subject to change based on local, state and federal health authority guidelines.

References:

Centers for Disease Control (CDC) (Retrieved on June 25, 2020 at 9:45 pm)

<https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html>

<https://www.cdc.gov/coronavirus/2019-ncov/testing/index.html>

[Testing Guidance- Interpret My Test Results](#)

Frequently Asked Questions (FAQ)

- 1. How far in advance to returning to work do I have to get the test?**
Employees must complete testing during the dates of July 20-July 24,2020.
- 2. If I have already been tested, am I required to get another test?**
Yes, you are required to submit for a Viral test regardless of previously completed tests.
- 3. Will the City have testing available at City Hall?**
Testing will be held by appointment only at the Wolf Creek Amphitheatre.
Address: 3025 Merk Rd S.W. Monday through Friday 8:30 a.m. to 5 p.m
- 4. Will I be required to show the test results or proof of the test?** Employees may be asked to show proof of testing. City of South Fulton Risk Manager will have access to employee test results.
- 5. Will I be required to have more than one test? If so, at what intervals?** At this time, you are only required to take one Viral COVID-19 Test to comply with the legislation.
- 6. Where am I able to be tested? Who do I contact?** Call the Fulton County Board of Health COVID-19 Hotline (404-613-8150) to schedule an appointment.
- 7. What's involved in the required test?** Viral tests check samples from your respiratory system (such as swabs of the inside of the nose) to determine if you currently have an infection with SARS-CoV-2, the virus that causes COVID-19.
- 8. What is the process?** Samples are taken from the nose using a test swab.
- 9. How long does it take to receive results?** Tests must be sent to a laboratory to analyze, a process that takes 1-2 days once received by the lab. Results will be made available within 5 business days.
- 10. How will I receive my results?** Employees must set up and register an account with LabCorp. Results will be made available within 5 business days.
- 11. Will I have to pay for the COVID-19 test?** There is no cost for testing. All tests are free.
- 12. Will my insurance cover treatment if I test positive for COVID-19?** Contact your medical provider for information. Some carriers are waiving co-pays for office visits.
- 13. Are there drive-through testing sites or will I have to test in a facility?** Currently, free COVID-19 tests are being offered in various [fixed locations](#) around Fulton County. City of South Fulton employees will test at the Wolf Creek Amphitheatre testing site.
- 14. What are the consequences if I refuse to test?** Employees are subject to disciplinary action set forth by the COVID-19 Testing resolution adopted by Council. Employees with concerns are encouraged to express their concerns in writing directly to the HR Director.
- 15. Who will my information and testing results be shared with?** The City is covered under the ADA, which requires employers to maintain the confidentiality of employee medical information and limits medical related inquiries to those that are job-related and consistent with business necessity. Individual test results will be released only to Risk Management and Human Resources, as applicable.

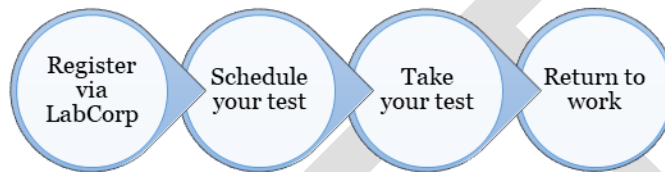
SAMPLE EMAIL DRAFT

Greetings City of South Fulton Employees,

We are excited to announce that our city will officially reopen in the coming weeks.

As we prepare to reopen the city, officials have enacted legislation that requires mandatory COVID-19 testing for all city employees. Please review the legislation RES2020-019. Testing will be coordinated through LabCorp and Fulton County Government Board of Health.

Employees must schedule their free test to be performed during the week of **Monday, July 20, 2020 through Friday, July 24, 2020**. Employees must call the Fulton County Board of Health COVID-19 Hotline at (404) 613-8150 to schedule testing. Employees must also register via the LabCorp registration link to receive their results <https://patient.labcorp.com/registration>.



We are excited to welcome you back to work and we are confident that by working together, we will establish a safe, new normal that works for our employees and residents. Please contact any member of the Human Resources Department with your suggestions—we'd love to hear them! Employees with concerns about testing are advised to express their concerns in writing directly to the HR Director.

It is our priority to keep employees and their families healthy during the COVID-19 pandemic. As such, we will abide by governmental guidelines as we strive to balance public health concerns with the needs of city operations.

Best regards,

Odie Donald II
City Manager

GOVERNMENT OF THE CITY OF SOUTH FULTON

WILLIAM “BILL” EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

OPERATIONS RE-OPENING ACTION PLANS

On June 23, 2020, City Council approved the COVID-19 Viral Testing Resolution. The legislation requires all personnel employed by the City who are working from their normal office locations or working from home to be tested for COVID 19. Accordingly, employees will comply with the testing mandate during the testing window that has been coordinated for the month of July. In addition to the mandatory COVID testing, detailed re-opening action plans for each operational department is included below¹.

Department of Communications and External Affairs

To balance the need for an onsite presence with steps to minimize direct contact with others, the Communications team will work on a hybrid schedule divided between in-office presence and telecommuting, based on the following schedule, noting that, depending on the assessment of COVID-19 data, the below schedule may be adjusted when necessary to protect the safety of employees and others.

July 6 – 31

	In Office	Telecommute
Gary Leftwich		Monday - Friday
Sheena Screen		Monday - Friday
Jordan Head		Monday - Friday

August 3 – September 4

	In Office	Telecommute
Gary Leftwich	Monday, Wednesday	Tuesday, Thursday, Friday
Sheena Screen	Tuesday, Friday	Monday, Wednesday, Thursday
Jordan Head	Wednesday, Thursday	Monday, Tuesday, Friday

September 8 – Forward

	In Office	Telecommute
Gary Leftwich	Monday, Wednesday, Friday	Tuesday and Thursday
Sheena Screen	Tuesday, Thursday, Friday	Monday and Wednesday
Jordan Head	Monday, Wednesday, Thursday	Tuesday and Friday

¹ Each Department will coordinate with Human Resources to ensure training is provided to staff regarding COVID 19, the proper use of PPE, use of temperature screening, and other safety protocols.

GOVERNMENT OF THE CITY OF SOUTH FULTON

WILLIAM “BILL” EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

Activities

The team will continue to focus on the diverse range of projects and services it has been working on before and through the pandemic. In addition, the team will create a unified daily communications effort to distribute messaging via the city's website, social media channels and other tools.

The team distributed a news release on June 10 detailing plans for the city's reopening. We will repackaging that messaging for July 1 and provide daily progress updates for the first two weeks of reopening and as needed after that time. These updates will include brief features of activities by departments, such as right of way maintenance, permit applications and inspections, fire alarm inspections and similar activities. The team also will develop a series of graphics for use on the website and social media detailing the three phases of reopening.

Sanitizing Measures

- During periods of contact with others, each team member will wear a mask and refrain from physical contact, such as handshaking. Each also will follow social distancing protocols and maintain spaces of at least six feet from others.
- Each team member will sanitize his or her office space twice a day:
 - 9 a.m. – Upon arrival at work
 - 1 p.m. – Mid-day
- This will include spraying office surfaces and desk spaces with disinfectant and wiping with sanitizing wipes.
- Team members will follow handwashing guidelines each time they leave and return to their workspaces.
- The team will secure cleaning and sanitizing supplies through Facilities and maintain an adequate supply at all times.
- The Interim Communications Director will ensure that necessary PPE, disinfectant and sanitizing cleaner is accessible in the Communications office no later than June 28, 2020.

Department of Community Development and Regulatory Affairs

Task	Action Item	Responsible	Due Date	Notes
Implement teleworking as a part of employees' regular schedules	In concert with HR, CDRA would develop a specific teleworking protocol for CDRA	Christina Cummings & Division Managers	Prior to reopening	This policy would be similar to a MOA between the employee and his or her direct supervisor. Teleworking days would be noted with the individualized plans and supervisors would

GOVERNMENT OF THE CITY OF SOUTH FULTON

WILLIAM “BILL” EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

				be responsible for ensuring that all employee productivity goals are met.
Disinfect/deep clean lobby Vehicles, Workstations	Coordinate with Facilities Management to ensure that we implement a regular deep cleaning schedule for the lobby area	Davina Daughtry / Chris Walker Each Employee will be responsible for cleaning his/her individual workstation, vehicles, and personal areas	Wednesday, July 1, 2020	Scheduling of activities can occur virtually, but implementation has to be onsite. Staff will receive a cleaning checklist that will remind them of the key areas to clean and frequency.
Reconfigure cubicles	Work with facilities to ensure that cubicles and space is reconfigured to ensure appropriate distance for staff	Davina Daughtry / Chris Walker	Due July 2 nd	Work with facilities to ensure that cubicles and space is reconfigured to ensure appropriate distance for staff
Obtain Cleaning supplies	Ensure that we have adequate cleaning supplies for the department	Davina Daughtry	Ongoing activity	Create an inventory listing and supply par sheet that helps the Department manage when cleaning supplies are needed
Obtain PPE (masks, gloves)	Ensure that we have adequate PPE for staff and coordinate with the facilities Manager for PPE ordering	Davina Daughtry	June 24 th	Create a PPE inventory listing and supply par sheet so we know when to place orders for PPE. All staff should pick up their PPE from Mr. Morris prior to June 24 th .

GOVERNMENT OF THE CITY OF SOUTH FULTON

WILLIAM “BILL” EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

Create Division Schedules for staff: Alternating shifts, condensed work weeks (i.e. longer shifts and working fewer days per week)	Each Section manager to develop and manage a Master schedule for staff based on work requirements	Each Section Manager	Wednesday, July 1, 2020	Each manager is to develop and manage a Master schedule for each employee under their supervision. The schedules will include some teleworking options, condensed work weeks with longer hours, rotating shifts, and staggered hours
Create CDRA Master Schedule	Create a Master schedule for CDRA post COVID and develop a shared Outlook calendar for communication purposes	Davina Daughtry/ Christina Cummings	Due July 15th	Master Calendar will prioritize and list staff schedules, important work milestones, meetings, trainings and other items that need to be shared broadly with the team.
Inventory of equipment / Order mobile devices when needed	Conduct a CDRA inventory of all equipment for each employee and assess equipment shortages and gaps.	Davina Daughtry / Namarr Strickland	Due July 15th	Ensure that any new equipment purchases are laptops and/or mobile devices for all employees. Ensure that we allocate funds from our federal admin award to buy equipment for people who will be working on the CDBG grant.
Daily Temperature Checks	Employees should undergo a touchless temperature check each day	Each Employee	Ongoing; upon entering City facility	Laser pointer thermometers provide a non-intrusive way to take temperatures. Employees'

GOVERNMENT OF THE CITY OF SOUTH FULTON

WILLIAM “BILL” EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

				temperatures will be taken daily for monitoring.
Employee Sanitation Pledge	Each employee should sign a sanitation pledge monthly	Each Employee	Monthly	Each month employees will recommit to taking an office safety and sanitation pledge
Develop Employee Work Plans	Each employee to use work plan template to detail each daily task and activity to determine what activities have to be conducted on site	Each Employee	Due July 15th	Employee work plans are designed to help staff take ownership of their daily activities, schedules and deadlines.
Childcare Considerations	Each employee is responsible for communicating with his/her supervisor when there are childcare issues	Each Employee	Ongoing	These issues will be handled on a case by case basis
Appointment for Permitting / Court / & Other essential city activities	Create a system that allows residents to make appointments for activities that require an in-person visit.	Davina Daughtry	Due July 15th	Create a waiting list that allows a limited number of residents to enter the facility for in-person visits to handle essential business. This option should be reserved for residents that have a court issue, may be unable to access services online, or need additional assistance to complete their transaction.

GOVERNMENT OF THE CITY OF SOUTH FULTON

WILLIAM “BILL” EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

Destination South Fulton – Department of Economic Development

To balance the need for an onsite presence with steps to minimize direct contact with others, the DSF team will work on a hybrid schedule exclusively out of the CollabSouth Red Oak location. Work schedule will be divided between in-office presence and telecommuting, based on the following schedule, noting that, depending on the assessment of COVID-19 data, the below schedule may be adjusted when necessary to protect the safety of employees and the public.

July 6-31, 2020

Telecommute

	In-Office	Telecommute
Christopher Pike		Monday-Friday
Chantel Francois		Monday-Friday

CollabSouth Red Oak

August 1-31, 2020

Hours of operations 10A-3P

	In-Office	Telecommute
Christopher Pike	Monday, Wednesday, Friday	Tuesday, Thursday
Chantel Francois	Tuesday, Thursday	Monday, Wednesday, Friday

September 1 – October 31, 2020

Hours of operations 8:30A-5P

	In-Office	Telecommute
Christopher Pike	Monday, Wednesday, Friday	Tuesday, Thursday
Chantel Francois	Tuesday, Thursday	Monday, Wednesday, Friday

November 1, 2020 – Forward

Hours of operations 8:30A-5P

	In-Office	Telecommute
Christopher Pike	Monday, Tuesday, Wednesday, Thursday, Friday	As approved
Chantel Francois	Monday, Tuesday, Wednesday, Thursday, Friday	As approved

Activities

DSF will continue normal work activities.

Sanitizing Measures

- During periods of contact with others, each team member will wear a mask and refrain from physical contact, such as handshaking. Each also will follow social distancing protocols and maintain spaces of at least six feet from others.
- Each team member will sanitize his or her office space twice a day:
 - 10A – Upon arrival at work

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CITY MANAGER

- 1P – Mid-day
- 3P – Before leaving at the end of the day
- This will include spraying office surfaces and desk spaces with disinfectant and wiping with sanitizing wipes.
- Team members will follow handwashing guidelines each time they leave and return to their workspaces.
- The team will secure cleaning and sanitizing supplies through the Facilities Division and maintain an adequate supply at all times.
- ECD Director will ensure that necessary PPE, disinfectant and sanitizing cleaner is available throughout the office no later than July 27, 2020.

Department of Fire Services and Administration

The Fire Department's protocols will not change significantly, because Fire Operations continued during COVID-19. To resume activities for the City's re-opening, the Fire Department will implement the following activities:

Fire Administration

ACTION	DUE	RESPONSIBILITY
Routine Cleaning & Disinfecting of Offices, workstations and assigned city vehicles. To include desks, chairs, seats, doorknobs and other hard and soft surfaces.	Daily. At least 2 times per day	Fire Staff
Advanced Routine Cleaning & Disinfecting	Prior to re-opening	Fire w/ Public Works Assistance
Employee (Social Distancing) Roll Call - Biometric Assessment of in-office personnel- 2x Day – Temporal Thermometer. The thermometers are on hand, in the stations	Upon Facility Opening	Fire Chief
Addressing childcare for Admin Personnel. Developing an alternate plan	TBD	Staff in consultation w/Fire Chief
Visitor Biometric Assessment – Temporal Thermometer	As Necessary upon entering City facility	Fire Chief
Implement Alternate Work Schedule to assure sufficient social distancing. Telework as Appropriate. The inspectors are working 4-10-hour days. They will be out of the office by 0830 to minimize exposure to general office staff. Administrative staff are scheduled to physically work in the office at least one day a week. They will report throughout the week, as necessary. A schedule has been provided. Command staff	Complete	Fire Chief

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CITY MANAGER

will work in the office most days and telework as necessary		
Electronic Devices Issued to accommodate teleworking- Laptops	Complete	Fire w/ Information Technology Assistance
Installation Barriers for Office Spaces	TBD	Fire w/ Public Works Assistance
Inspection Scheduled by Appointment – Inspectors issued PPE, maintaining 6’ spacing for all customer contact. Activity initiated approx. two weeks ago. Currently inspecting state mandated schools and conducting business inspections.	Ongoing; currently occurring	Fire Marshall
Plan Review Scheduling. Plans are received, reviewed, approved, and returned. PPE issued to all CRR personnel, maintaining 6’ spacing for all customer contact. Continuous Activity. Future plans will be reviewed using SAGES. Software currently not 100% operational.	Ongoing; currently occurring	Fire Marshall
Department Website Updated with Points of Contact	Complete	Fire w/ Communications Assistance
Monthly PPE Issued – Masks & Gloves	Complete & Ongoing	Fire Logistics
Virtual Meetings When Possible. Scheduled meetings held in spacing large enough to allow adequate separation	Ongoing	Fire Chief or Deputy Chief

The Fire Department will conduct meetings virtually.

Fire Operations

ACTION	DUE	RESPONSIBILITY
Develop Interim Guidance for Covid-19 Response	Complete	Fire Chief
Employee (Social Distancing) Roll Call - Biometric Assessment – 2x Day – Temporal Thermometer	Ongoing; Upon entering City facility	Captain of Officer in Charge
Visitor Biometric Assessment – Temporal Thermometer	Ongoing; Upon entering City facility	Fire Chief
Develop Station Visitor Policy	06/29/2020	Fire Chief (in consultation with HR/Risk Management)
Order Station Hand Sanitizer Dispensers. The stations are currently supplied with bottles of hand sanitizer. The standing dispenser is for ease of use	TBD	Fire w/ Public Works Assistance

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CITY MANAGER

Install Covid-19 Signage	TBD	Fire w/ Public Works Assistance
Monthly PPE Ordered & Distributed. The department maintains a bench stock of cleaning supplies. Supplies are delivered by Fire Logistics to the stations monthly or as needed	Ongoing; Initial delivery has been complete	Fire with Assistance from Logistics and Public Works
Routine Cleaning & Sanitizing of station	Daily	Field Operations
Monthly Advanced Cleaning of Facility, Apparatus, Turnout Gear.	Awaiting Delivery of Equipment	Fire Logistics
Regular Station Meetings with personnel	Ongoing	Fire Chief

Municipal Courts

Action

Finalize Virtual Court Schedule

Due

6/10/2020

Responsibility

Phenix Gaston

- Virtual Court Session will be held via Zoom on Tuesday and Thursday at 9:00 AM and 1:00 PM. Additionally the sessions will be broadcasted live via YouTube.
- One Court Clerk will manage the calendar during the session, one Court Clerk will be the moderator for the session, the Administrative Coordinator will be in the office during court sessions to provide administrative support and the remaining staff will be available to help defendants get onto the Zoom platform.
- Staff have been provided a schedule for their respective calendar duties including guidelines for court sessions to include an option to come into the office.
- Note that in-person court sessions are not being scheduled to date; however, if a defendant is having technology challenges, the court plans to begin making individual appointments at SF Arts Center beginning the week of July 20, 2020. These appointments will be limited to 4 people per hour to allow for proper cleaning in between appearances.

South Fulton Arts Center Municipal Court Sessions

6/30/2020

Walker/Gaston/Phillips

- Provided Mr. Walker with the items needed for in-person court sessions to include:
 - Personal space guards for the Judge, Solicitor, Public Defender, Programs and Probation Manager and the Clerks. Need to communicate with Probation to see if PPE will be provided internally.
- Security Plan has been provided by Lt. Willis and a walk thru was conducted with Mr. Walker and Mr. Williams early June.
- Three In-person court sessions will be held on Wednesday tentatively at 9:00 AM, 11:00 AM and 1:30 PM.

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- Friday in-person court session will be held at 10:00 AM.
- Up to 30 Defendants will be scheduled per calendar
- Only 30 defendants will be admitted into the court space, sitting every other chair, every other row.
- Determination of in-person appearances start date will be made by Friday, July 31, 2020 and notices will be mailed out on Monday, August 3, 2020 for a court date of August 19, 2020.
- PPE Items will be provided to those individuals who appear without, to include mask, gloves and/or hand sanitizer
- Thermal Temperature device will be provided by the COSF Police Department

Update Staff Office Schedule 6/30/2020 Phenix Gaston

- Court staff will continue to telework thru July 31, 2020 and will begin transitioning into the office the first week of August with a modified, alternate work schedule allowing for two staff in the office at once and a dedicated telework day (Monday) for the entire staff.
- Updated Telework Agreements will be provided to HR the week of June 29, 2020.

Obtain PPE for Staff (masks, gloves) 6/30/2020 K. Stephens/P. Gaston/C. Walker

- PPE items will be provided to the court staff including the contracted positions that include the Judge, Solicitor and Public Defender.

Court Communications 6/30/2020 P. Gaston/ K. Stephens

- Mass notices have been mailed out for court dates thru March and are scheduled as followed:
 - Court dates thru April Mail June 26, 2020
 - Court Dates thru May Mail July 2, 2020
 - Court Dates thru June Mail July 10, 2020
- Communication strategy will be reviewed weekly to determine if an alternative plan of action needs to be implemented to accommodate additional virtual court sessions and/or in person sessions.

Department of Parks, Recreation and Cultural Affairs

To safely begin the process to re-open Parks and Facilities, a three (3) phased approach will be used. Each phase, as detailed below, will provide for a deliberate and safe manner to gradually increase access to parks and facilities while maintaining appropriate public health guidelines and recommendations. Each Phase is estimated to 30 -60 days and will re-assessed every 30 days. All Phases can be modified as the fluidity of the pandemic and/or the city's elected and executive leadership provide new or additional guidance.

GOVERNMENT OF THE CITY OF SOUTH FULTON

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- ☐ PHASE I – Parks
- ☐ PHASE II – Parks, Facilities, Passive Programs
- ☐ PHASE III - Parks, Facilities, and ongoing Programs

Phase I – Parks: 30 to 60 days estimated

- Only parks and trails will open for “passive use” (*no facilities*)
- Re-Open (6) COSF Parks with modified hours
 - ☐ Trammell Crow Park
 - ☐ Cliftondale Park
 - ☐ Welcome All Park
 - ☐ Wilkerson Mill – Farris Park
 - ☐ Creel Park
 - ☐ Burdett Park
- PPE Modifications
 - ☐ Mandatory Staff PPE
 - ☐ Face mask worn daily
 - ☐ Face shield when conducting programming outdoors
 - ☐ Mandatory Visitors PPE
 - ☐ Participants are required to wear a Face mask while participating in Programming
- Days and Hours of Park Access
 - ☐ Tuesday – Sunday
 - 8:00 am – 1:00 pm
 - 3:00 pm – 8:00 pm
- Parks monitored daily by PRCA Staff and Park Rangers
 - Mandatory PPE for all staff
 - (24) PRCA Staff per day
 - (2) shifts
 - (2) per shift/per park
- PRCA Mini Camp Series (4 weeks)
 - ☐ July 13 – July 17
 - ☐ July 20 – July 24
 - ☐ July 27 – July 31
 - ☐ Aug 3 – Aug 7
 - (3) Locations
 - Creel Park
 - Trammell Crow Park
 - Cliftondale Community Building ([Staff ONLY](#))

- Monday – Friday / 9:00 am – 12:00 pm
- (25) participants per site / (20) participants for staff site
- Pre/Post Staff and Participant Daily Screening Protocols:
 - Daily Temperature Checks – fever is determined by a thermometer reading 100.4 or higher or by subjective signs such as flushed cheeks, fatigue, extreme fussiness, chills, shivering, sweating, achiness, headache, not eating or drinking
 - Answer standard Covid-19 screening questions
- Limited (passive) Use
 - ☐ Biking
 - ☐ Running
 - ☐ Walking
 - ☐ Individual exercise
 - ☐ Tennis – Singles Only
 - ☐ Leashed Dog Walking
 - ☐ Individual Workouts
 - ☐ Flying Kites

* Park Restrooms will remain closed during Phase 1
- Restricted Park Areas
 - ☐ Playgrounds
 - ☐ Pavilions
 - ☐ Basketball Courts
 - ☐ Sports Fields
 - ☐ Outdoor Exercise Equipment
 - ☐ Outdoor Restrooms
 - ☐ Outdoor Water Fountains
 - ☐ Restrooms

Passive Park Usage Guidelines to Maintain Physical Distance:

Communications & Messaging: Via signage, staff monitoring, and multimedia platforms (email, social media, website). Effective public communications about physical distancing and other guidance regulations are critical. This applies to PRCA communications to the public and internally to staff.

- Refrain from using parks or trails if exhibiting symptoms.
- Follow CDC's guidance on personal hygiene prior to and during use of parks or trails.
- Prepare for limited access to public restrooms or water fountains.
- While in park, warn other users of your presence and as they pass, and step aside to let others pass.
- Follow CDC guidance on the recommended size of social gatherings including outdoor picnicking, pick-up sports and other group hangouts, and maintain proper physical distance at all times.
- Observe CDC's minimum recommended physical distancing of 6 feet from other individuals at all times. If this is not possible, users should find an alternate location or depart that space.
- PRCA social distancing park use demonstration video released 7-10 days prior to Phase 1

- Staff training
- Yard signs
- Social distancing

Signage:

Displayed in common public use areas. Effective signage will be placed strategically throughout parks and inspected regularly to ensure effective communication.

- ☐ Posted public information signs on steps taken to minimize virus transmission.
- ☐ Restricted Areas Information

• **Phase I: Virtual Programming**

- PRCA will simultaneously increase weekly virtual program offerings to help in managing passive park use and to vary options for citizens.

• **Phase I: Costs & Procurement**

- Immediate Needs: via Procurement by PRCA & General Services
 - ☐ PPE for all PRCA Staff (PRCA & Gen. Services)
 - ☐ Outdoor Signage: (PRCA)
 - (68) Signs - \$72.00 each: \$4,900.00
 - (500) Yard Signs – bulk sign orders - \$1000.00
 - (250) Additional Wire Frames - \$200.00
 - ☐ Caution Tape - \$150.00 (PRCA)
 - ☐ Hand Washing Stations - \$75.00 - \$100.00 per day (PRCA)
 - ☐ Hand sanitizing Wipes and Stands- \$4,800.00 (PRCA)
 - ☐ (10) Bullhorns with attachments - \$41 each = \$410.00 (PRCA)
 - ☐ (36) Whistles – \$5.00 = \$180.00 (PRCA)
 - ☐ Virtual Program Equipment –\$2,500.00 (PRCA)
- Ordered/Pending: All re-opening supplies, disinfectants, and PPE's have been ordered, delivered, or are pending delivery.

Phase II: Parks & Facilities

Phase II - 30-60 days (physical distancing to minimize virus transmission maintained at current levels)

Phase II: Sites/Days/Hours

- ☐ Sandtown Recreation Center
- ☐ Welcome All Multipurpose Center
- ☐ Cliftondale Multipurpose Center
- ☐ Southwest Art Center
- ☐ South Fulton Art Center
 - Tuesday – Thursday 12:00pm – 8:00pm
 - Friday - Sunday 12:00pm – 5:00pm
 - Selected facilities re-open on a limited basis for passive/individual uses (10 or less)

- Parks remain open with Phase I scheduling:
 - Additional parks: Sandtown Park and Delano Park

Phase II Facility Modifications:

- Single point of entry
- Staff & Visitor Check-in station (temperature checks & Covid-19 questionnaire, stickers)
- Facility Signage
- Sanitizer dispensers
- Sneeze guards
- Disinfecting supplies on hand for staff & citizens (soap, hand sanitizers [60%], etc.)
- All employees wear a mask when in COSF facilities & interacting with the public.
- Limit occupancy of citizens in the facility (8 per 1000 sq. ft).
- Physical barriers to protect staff who will have direct interactions with the public.
- Breakroom & Fitness Centers: limit occupancy, mandatory disinfecting after use.
- Disinfect all door handles daily.
- Public Areas/Restrooms
 - Clean and disinfect public every 2 hours and deep clean every 24 hours
 - Clean and disinfect high-touch and flat surfaces daily.

Phase II Facility Disinfection & Physical Distancing

- ☐ Clear guidelines on disinfecting facilities with an emphasis on high traffic areas.
- ☐ Welcome Stations - Temperature checks for visitors and staff each day upon entry using touchless infrared forehead thermometers.
- ☐ Citizens or staff who appear to be “sick” will not be allowed entry
- ☐ Washing hands frequently and consistently per CDC guidelines.
- ☐ Maintaining disinfection best practices for all facilities daily
- ☐ CDC & Public Health guidelines on physical distancing

Phase II: Programs

- **Passive Programming**
 - ☐ Passive programs (Rec & Arts)
 - ☐ Focus on staff directed programming
 - ☐ Modified passive programming schedule (10 or less)
 - Small scale arts classes
 - Individual music lessons
 - Summer Camps (modified)
 - Youth Athletics (small scale camps, clinics, etc....)
 - ☐ Maintain & expand virtual programming
- **Recreation Programs:**
 - ☐ Line Dancing
 - ☐ Card Games
 - ☐ Cardio Room
 - ☐ Outdoor Fitness Class
 - ☐ Lap Swim
 - ☐ Water Aerobics
 - ☐ Individual Basketball Workout – (6) max

- **Cultural Programs:**

- Southwest Arts Center

- ☐ Modern Jazz
 - ☐ Guitar Lesson
 - ☐ Theatre
 - ☐ Social Media Branding (Virtual)
 - ☐ DJ and Mixing

- South Fulton Arts Center

- ☐ Zumba
 - ☐ African Dance
 - ☐ Hip Hop Dance
 - ☐ Inner Healing Stretch
 - ☐ Teen Photography using personal phone
 - ☐ Spoken Word

- **Phase II: Costs & Procurement**

- Immediate Needs: (PRCA – items ordered)

- ☐ PPE for all PRCA Staff
 - ☐ (6) Touchless infrared thermometers – \$900.00
 - ☐ Continued stocking on sanitizing stations - \$1500

Phase III: “New Normal” Programming

- **Phase III** = Phase I & II programs continue (physical distancing guidelines are modified but not eliminated)
 - ☐ Re-Opening all PRCA facilities (arts & recreation)
 - ☐ Re-opening All Parks
 - ☐ Offering Recreation and Arts programs
 - ☐ Maintain, expand, and diversify Virtual Programming.
- Continue to follow public health, CDC/NRPA guidelines on Using Parks, Facilities and Open Space While Maintaining Distancing
 - ☐ Welcome Stations (temperature checks)
 - ☐ Identifying citizens or staff who appear to be “sick”
 - ☐ Washing hands
- PPE maintained for all staff
- Maintain all facilities using guidelines on disinfecting facilities with an emphasis on high traffic areas.

Department of Police Services

The South Fulton Police Department has continued to deliver emergency 911 services under the same parameters as before the pandemic. As such, no transition period is needed for those services. The department plans to resume services impacted by COVID 19 as outlined below, as well as continuing to adhere to CDC guidelines and COSF implemented policies and procedures during the reopening.

The Police Department will implement flexible work scheduling effective July 6, 2020 to applicable employees to decrease the number of employees working in precincts to reduce risk and exposure to employees.

The Police Department will fully re-open all precincts Monday, August 17, 2020, provided protective equipment and barriers are in place for a safe return of employees working in direct contact with public. All employees affected by COVID-19 will return to work on August 3, 2020. From August 3-14th employees will receive training and get acclimated to new safety protocols and human resources policies and procedures regarding mandatory safety measures as a result of COVID-19.

Employee Safety Protocols for all Precincts	Implementation	Resources Needed	Resources Provided by
Practice proper hand hygiene. Practice respiratory etiquette. Practice social distancing.	From August 3-14 th Supervisors will review with employees new COVID-19 protocols and HR policies and procedures being implemented. Signage will be posted through the building visible to employees. Signs will outline proper hygiene practices, social distances guidelines, etc.	Supervisors will utilize human resources policy and procedure, COSF and department specific action plans.	Mr. Walker will be responsible for ordering and providing signage for all precincts. Signage are expected to be provided the prior to August 3 rd
Personal Protection Equipment/Disinfection Supplies.	Implementation	Resources Needed	Resources Provided by
PPE will be made available to Employees. (masks & gloves) Hand sanitizer, disinfectant sprays and wipes will be made available to employees. Protective Barriers will be used to protect employees whose work areas are not 6ft apart and for employees who must come within 6 ft of customers.	From August 3-14 th , PPE equipment will be issued to employees for daily use. PPE will be replaced as needed. Touchless soap and paper towel dispensers will be installed at all precincts. Hand sanitizer stations will be installed near	Surgical Masks for prisoners, witnesses, and victims. N95 masks for employees. Touchless soap and paper towel dispensers. Hand sanitizer stations	Mr. Walker will be responsible for ordering and supplying department with PPE. The department will be responsible for issuing to employees. The department already has masks on hand ready to be issued to employees upon return to work Mr. Walker will be responsible for ordering and installing touchless soap and paper towel dispensers and hand sanitizer stations. The

	entrances, exits and restrooms in all precincts. Protective barriers to be installed to protect employees whose work areas are not 6ft apart and for employees who must come within 6 ft of customers.		goal is for installation by August 3, 2020.
Resume Impacted Services	Implementation	Resources Needed	Resources Provided by
Following services will resume effective August 17th Provide copies of incident/accident reports in person at precincts. Public can make in-person police reports at the precincts. Following services will resume two weeks later effective August 31, 2020. All services listed above and the following additional services. Public background checks Employment Fingerprints/Background Checks Issuing work licenses and permits Process Alcohol License Applications	Limit the number of customers inside precincts to maintain social distance spacing. Utilize Tape markers to note 6ft apart between customers. Customers must wear mask to enter precincts. Employees must wear masks and gloves when handling customers paperwork, documentation, and applications. Utilize protective barriers when fingerprinting and photographing customers.	Social Distance Tape markers for floor. Protective barriers. Masks and gloves for employees. Credit card machines to be able to allow no touch payment for services.	Mr. Walker will be responsible for ordering and supplying tape markers for social distancing to dept. Dept. will place markers at appropriate distances. Markers will be provided by August 14, 2020. Police coordinate with Mr. Walker, who is responsible for ordering and supplying department with masks & gloves. The department will be responsible for issuing to employees. The department already has masks and gloves on hand ready to be issued to employees upon return to work Police will coordinate with Finance Department to provide credit card machines.
Facilities Cleaning	Implementation	Resources Needed	Resources Provided by
All precincts will receive a detailed cleaning prior to opening to the public.	Goal of August 3, 2020.	Outside vendors service.	Police coordinate with Mr. Walker, is responsible for facilitating and scheduling the cleanings of the precincts.

Department of Public Works

The Public Works Department's protocols will not change significantly, because Public Works' Operations continued during COVID-19. To resume activities for the City's re-opening, the Public Works Department will implement the following activities:

1. Personnel

- All Public Works staff are essential except 1 admin
- Continue Teleworking and Telecommuting, where applicable

2. Continue with implementing regular Operations and Maintenance, Design/Construction of Capital and TSPLOST Projects, TSPLOST Resurfacing Projects, URA /Safety Building Projects, and other projects.

3. Re-opening Activities

Action	Due	Note	Responsible
Installation of 6-foot floor markings before entering City Hall	Installation by Week of June 22	Footprints ordered	Christopher Walker
Modify layout of City Hall and PD front desks/entrances per CDC guidelines	June 30, 2020	Ensure proper spacing	Christopher Walker
Installation of 3 transparent/plexiglass panels at City Hall	Installation by Week of June 22	Ordered 3. (Permitting, CM admin and receptionist).	Christopher Walker
Installation of Covid 19 Signs approved by HR and Communications in City facilities	Installation by Week of June 22	Signs ordered. Installation of signs at City Hall complete.	Christopher Walker
Installation of Hand Sanitizer stations at 5 - 7 locations	Installation by Week of June 28	Hand Sanitizers ordered. Delivery scheduled for June 26. (1008 quarts are on site as well as Small 1000 hand Sanitizers on hand)	Christopher Walker
Provide wash stations to those with limited water access as well as soap and disinfectants to perform regular cleaning of hands and sanitizing work tools and equipment			Christopher Walker
Procure cleaning of facilities resulting from COVID 19 exposure	Prior to opening	Requested quotes. Bids due June 25.	Christopher Walker
Obtain Thermometers or Kiosks	Complete	30 Thermometers on site. Kiosks options submitted to HR for further consideration	Christopher Walker

Obtain disinfectant cleaning Supplies	Additional supplies may be ordered the week of Jun 22	Enough cleaning supplies on hand, however, additional quantities will be ordered.	Christopher Walker
Disinfect/Deep Clean City Hall per CDC guidelines	Scheduled for June 25	Use current vendor doing PD facilities	Christopher Walker
Obtain PPE (masks and gloves for City personnel)	Inventory is underway and additional PPE supplies will follow ongoing	Gloves, mask, distributed week of June 15 to all City Staff working currently.	Christopher Walker
Security points (PD & Facilities). Coordinate with Police to develop security plan for City Hall	Installation scheduled upon arrival of Metal Detection. In the meantime, a Wand will be purchased if Metal Detector does not arrive on time.	Metal detection recommendation approved by Chief Meadows.	Christopher Walker
Request for continued Teleworking	Recommended	Services from PW/GS did not stop.	Antonio Valenzuela
Ensure cleaning supplies are available in Pool Vehicles	Ongoing	Each Driver will clean with supplies that will be available in each vehicle	Bobby Gant
Install vehicle cleaning instruction cards in pool vehicles	July 3, 2020	Provide guidance to individuals operating city vehicles	Bobby Gant
Daily Cleaning at City Hall	Every day by current vendor	If additional cleaning is required will be out of scope	Christopher Walker
Educate employees on basic hygiene and symptoms of COVID-19	July 6, 2020 and ongoing	Refresher training to be provided	Antonio Valenzuela in collaboration with HR/Risk Management
Educate field staff on safety protocols	July 6, 2020 and ongoing	Refresher training to be provided	Antonio Valenzuela in collaboration with HR/Risk Management



CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION



SUBJECT: Council Discussion on Grow Box Initiative

**DATE OF
MEETING:** 7/14/2020

DEPARTMENT: City Manager



CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION



SUBJECT: Council Discussion on When and Where Fireworks are Allowed in
COSF

DATE OF MEETING: 7/14/2020

DEPARTMENT: Mayor
