

CITY OF SOUTH FULTON, GEORGIA

VIRTUAL

Tuesday, June 23, 2020, 10:00 AM



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

REGULAR COUNCIL MEETING AGENDA

- I. Meeting Called to Order
- II. Roll Call
- III. Invocation - Pastor Warren Henry, Chaplain
- IV. Pledge of Allegiance
- V. Adoption of Council Agenda
- VI. Approval of City Council Meeting Minutes
 - 1. Council Approval of Council Work Session and Regular Meeting Minutes - May 26, 2020 (City Clerk)
 - 2. Council Approval of Special Called Meeting Minutes from June 1 and June 2, 2020 (City Clerk)
 - 3. Council Approval of City Council Work Session Meeting Minutes_June 10, 2020 (City Clerk)
- VII. Public Hearing(s)
 - 4. Council Public Hearing and Approval of Alcohol License for Neighborhood Food Mart located at 2749 Flat Shoals Road (Police)
 - 5. Council Public Hearing and Approval of Alcohol License for Citgo Food Mart located at 5100 Cascade Palmetto Highway (Police)

VIII. Public Comments

Speakers can complete a Public Comment Speaker Card between the 6:30pm and 6:50pm, when completed, please take card to the City Clerk. Speakers will be granted a total of two (2) minutes each and public comments will not exceed thirty (30) minutes. Speakers will not be allowed to yield or donate their time to other speakers. Speakers must identify themselves and their addresses prior to speaking. Speakers may only address the Presiding Officer, shall observe all rules of decorum. No debate, disrespect or obscenities shall be tolerated. The Presiding Officer shall rule any such individual out of order that fails to comply with the foregoing.

IX. Chief Financial Officer's Monthly Report

6. Chief Financial Officer's May 2020 Financial Report and Mid-Year Budget Presentation (Finance)

X. City Manager's Monthly Report

7. City Manager's May 2020 Report and Reopening Plan

XI. Consent Agenda Items

8. Council Approval of Agreement with CSG Forte Payments for Financial Services (Finance)
9. Council Approval of IGA with City of College Park Fire Rescue for Automatic Aid (Fire)

XII. Previous Agenda Items

10. Council 2nd Reading and Adoption of Amending Ordinance Title 15, Criminal Offenses Providing Regulations for the Control of Weapons Discharge **(Mayor Edwards, CMs Rowell, Gilyard, Willis and Reeves)**
11. Council 2nd Reading and Adoption of Amending Title 18 Animal Control_Curb Your Dog and Horse Ordinance **(CM Gumbs)**
12. Council 2nd Reading and Adoption of FY20 Mid-Year Budget Amendment (Finance)

XIII. Agenda Items

13. Council Approval of Resolution Authorizing the Execution of an Agreement and Paperwork related to Fulton County's C.A.R.E.S. Act Municipal Reimbursement Program (City Manager)
14. Council Approval of Amending City's Holiday Schedule to include Recognizing Juneteenth as a City Holiday **(CMs khalid, Baker, Gumbs and Gilyard)**
15. Council Approval of Resolution Asking General Assembly to Enact Hate Crime Legislation **(Mayor Edwards, CMs Willis and Rowell)**
16. Council Approval of Resolution Denouncing Racism and Injustice **(Mayor Edwards)**

17. Council Approval of Resolution Adopting a Green Building Sustainability Policy **(CM Rowell)**
18. Council Approval of Resolution Extending the Moratorium Banning Uses **(Council)**
19. Council Approval of 1st Reading of Amending Appendix G Disbanding Committees **(CMs Willis, Rowell, Gumbs and Reeves)**
20. Council Approval and 1st Reading of Amending Title 14 Environment_Green Builder Community Incentive **(CM Rowell)**
21. Council Approval and 1st Reading of Ordinance Mandating City Employees to take the COVID-19 Test **(CM Willis and Gumbs)**
22. Council Approval of Amended IGA with Union City regarding Resurfacing of Hunter Road (Public Works)

XIV. Executive Session

When an Executive Session is Required, one will be called for the following issues:

1) Personnel, 2) Litigation or 3) Real Estate

XV. Adjournment of Meeting

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Council Approval of City Council Meeting Minutes

DATE: June 23, 2020

SUBJECT: Council Approval of City Council Meeting Minutes

REFERENCE:

CONCLUSION:

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
Minutes May 26 2020	Cover Memo	6/17/2020

CITY OF SOUTH FULTON, GEORGIA

VIRTUAL

Tuesday, May 26, 2020, 10:00 AM



COUNCIL WORK SESSION MEETING MINUTES

I. Call to Order

Minutes:

The Work Session was called to order by Mayor William Edwards at 10:00 AM.

The meeting is being conducted under special emergency circumstances due to the COVID-19 (also known as the Coronavirus) pandemic. City Council members and staff are participating via conference call (Zoom). The meeting is being simulcast in real-time via the City's YouTube channel.

II. Roll Call

Attendee Name	Title	Status	Arrived
William "Bill" Edwards	Mayor	Present	
Mark Baker	District 7 Councilmember	Present	
Catherine F. Rowell	District 1 Councilmember	Present	
Carmalitha Gumbs	District 2 Councilmember	Present	
Helen Z. Willis	District 3 Councilmember	Present	
Naeema Gilyard	District 4 Councilmember	Present	
Corey A. Reeves	District 5 Councilmember	Present	
Khalid Kamau	District 6 Councilmember	Present	

Following the roll call by the City Clerk, a quorum was established.

III. Presentations

- 1. Council Discussion on Washington Road CDAP Presentation by Jared Lombard, ARC**

Minutes:

Jared Lombard with ARC led a presentation regarding the Washington Road CDAP.

The presentation was followed by a question and discussion period.

2. Council Discussion on Campbellton Road CDAP Presentation by Andrew Kohr, Pond and Company

Minutes:

Audrey Sabba with Pond and Company led a presentation regarding the Campbellton Road CDAP.

The presentation was followed by a question and discussion period.

IV. Agenda Items

3. Council Discussion on Regional Connected Vehicle Program Presentation by Aerotropolis Atlanta Community Improvement Districts

Minutes:

Gerald McDowell with Aerotropolis Atlanta CIDs led a presentation regarding the Regional Connected Vehicle Program.

The presentation was followed by a question and discussion period.

4. Council Discussion on Tax Allocation District (Destination South Fulton and Bleakly Advisory Group)

Minutes:

Christopher Pike, Economic Development Director and Geoff Koski with Bleakly Advisory Group led a presentation regarding Tax Allocation Districts.

The presentation was followed by a question and discussion period.

V. 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

Motion (Recess): Councilmember Willis

Second: Councilmember Reeves

[Motion Approved]

Yea: 7 Baker, Gilyard, Gumbs, khalid , Reeves, Rowell, Willis

Nay: 0

Abstain: 0

Not Voting: 0

Minutes:

Motion a.

A motion was made at 11:05 AM to recess for an executive session to discuss personnel, litigation, and real estate.

The motion was approved unanimously.

Motion (Reconvene): Councilmember Gilyard

Second: Councilmember khalid

[Motion Approved]

Yea: 7 Baker, Gilyard, Gumbs, khalid , Reeves, Rowell, Willis

Nay: 0

Abstain: 0

Not Voting: 0

Minutes:

Motion b.

A motion was made to reconvene the Work Session at 12:06 PM.

The motion was approved unanimously.

Motion (Approve): Councilmember Baker

Second: Councilmember khalid

[Motion Approved]

Yea: 5 Baker, Gilyard, Gumbs, khalid , Reeves

Nay: 2 Rowell, Willis

Abstain: 0

Not Voting: 0

Minutes:

Motion c.

A motion was made to authorize the City Manager to complete and execute the intergovernmental agreement documents between the City of South Fulton and the South Fulton Development Authority (including the Quit Claim Deed) approved by the Council at its April 28, 2020 meeting.

The motion was approved 5-2. Councilmembers Rowell and Willis voted in opposition.

VI. Adjournment of Meeting

Motion (Adjourn): Councilmember khalid

Second: Councilmember Reeves
[Motion Approved]

Yea: 7 Baker, Gilyard, Gumbs, khalid , Reeves, Rowell, Willis
Nay: 0
Abstain: 0
Not Voting: 0

Minutes:

A motion was made to adjourn the Work Session at 12:44 PM.

The motion was approved unanimously.



DIVIDER SHEET

CITY OF SOUTH FULTON, GEORGIA

VIRTUAL

Tuesday, May 26, 2020, 12:00 PM



REGULAR MEETING MINUTES

I. Meeting Called to Order

Minutes:

The meeting was called to order by Mayor William Edwards at 12:47 PM.

The meeting is being conducted under special emergency circumstances due to the COVID-19 (also known as the Coronavirus) pandemic. City Council members and staff are participating via conference call (Zoom). The meeting is being simulcast in real-time via the City's YouTube channel.

Attendee Name	Title	Status	Arrived
William "Bill" Edwards	Mayor	Present	
Mark Baker	District 7 Councilmember	Present	
Catherine F. Rowell	District 1 Councilmember	Present	
Carmalitha Gumbs	District 2 Councilmember	Present	
Helen Z. Willis	District 3 Councilmember	Present	
Naeema Gilyard	District 4 Councilmember	Present	
Corey A. Reeves	District 5 Councilmember	Present	
Khalid Kamau	District 6 Councilmember	Present	

Following the roll call by the City Clerk, a quorum was established.

II. Invocation - Pastor Warren Henry, Chaplain

Minutes:

The invocation was rendered by Pastor Henry.

III. Pledge of Allegiance

Minutes:

IV. Presentations and Announcements

1. Council Discussion on 2019 Audit Presentation by Mauldin and Jenkins

Minutes:

Doug Moses from Mauldin and Jenkins led a presentation regarding the 2019 Financial Audit.

The presentation was followed by a question and discussion period.

V. Adoption of Council Agenda

Motion (Approve as Amended): Councilmember khalid

Second: Councilmember Baker

[Motion Approved]

Yea: 7 Baker, Gilyard, Gumbs, khalid , Reeves, Rowell, Willis

Nay: 0

Abstain: 0

Not Voting: 0

Minutes:

A motion was made to approve the Regular Meeting agenda, with a revision by Councilmember khalid removing Items 8-20, 22 from the Consent Agenda to the Regular Agenda.

The motion was approved unanimously.

VI. Approval of City Council Meeting Minutes

2. Council Approval of Council Work Session and Regular Meeting Minutes - April 28, 2020 (City Clerk)

Motion (Approve): Councilmember Rowell

Second: Councilmember Gumbs

[Motion Approved]

Yea: 7 Baker, Gilyard, Gumbs, khalid , Reeves, Rowell, Willis

Nay: 0

Abstain: 0

Not Voting: 0

Minutes:

A motion was made to approve the City Council Work Session and Regular Meeting Minutes from April 28, 2020.

The motion was approved unanimously.

3. Council Approval of Special Called Meeting Minutes_May 14, 2020 (City Clerk)

Motion (Approve): Councilmember Gumbs

Second: Councilmember Gilyard

[Motion Approved]

Yea: 6 Baker, Gilyard, Gumbs, Reeves, Rowell, Willis

Nay: 0

Abstain: 1 khalid

Not Voting: 0

Minutes:

A motion was made to approve the City Council Special Called Meeting Minutes from May 14, 2020.

The motion was approved 6-0-1. Councilmember khalid abstained.

VII. Public Comments

Minutes:

Mr. Jose Bright (District 4): Supports Finance Committee

Mr. Ronnie Few (District 2): Supports Finance Committee

Mrs. Jewel Johnson (District 1): Supports Finance Committee

Ms. Jean Washington (District 4): Supports Finance Committee

Ms. Brenda Meador (District 6): Supports Finance Committee

Ms. Gussie Hardy (District 5): Supports Finance Committee

Ms. Rosalyn Woolfolk (District 1): Supports Finance Committee

Ms Gwen Foston (District 5): Supports Finance Committee

Ms. Glenda Collins (District 5): Supports Finance Committee

Ms. Juliette Rankins (District 4): Supports Finance Committee

Ms. Barbara Lewis (District 7): Supports Finance Committee

Mr. Art Andrews (District 4): Follow up COVID testing

VIII. Council Comments

Minutes:

No comments made.

IX. Chief Financial Officer's Monthly Report

4. Chief Financial Officer's April 2020 Financial Report (Finance)

Minutes:

Report Presented.

X. City Manager's Monthly Report

5. City Manager's April 2020 Report and City's Reopening Plan

Motion (Approve): Councilmember Rowell

Second: Councilmember Willis

[Motion Approved]

Yea: 7 Baker, Gilyard, Gumbs, khalid , Reeves, Rowell, Willis

Nay: 0

Abstain: 0

Not Voting: 0

Minutes:

Report Presented.

A motion was made to authorize the City Manager to pursue the designation of the City of South Fulton's independent CDBG entitlement status.

The motion was approved unanimously.

XI. City Attorney's Monthly Report

6. City Attorney's Quarterly Legal Update

Minutes:

The report was deferred to the next Regular Council Meeting.

Motion (Recess): Councilmember Rowell

Second: Councilmember Gumbs

[Motion Approved]

Yea: 6 Baker, Gilyard, Gumbs, Reeves, Rowell, Willis

Nay: 0

Abstain: 0

Not Voting: 1 khalid

Minutes:

A motion was made at 3:10 PM to recess for 15 minutes.

The motion was approved 6-0-1. Councilmember khalid did not vote.

Motion (Reconvene): Councilmember Rowell

Second: Councilmember Reeves

[Motion Approved]

Yea: 5 Baker, Gumbs, Reeves, Rowell, Willis
Nay: 1 khalid
Abstain: 0
Not Voting: 1 Gilyard

Minutes:

A motion was made to reconvene the special called meeting at 3:25 PM.

The motion was approved 5-1-1. Councilmember khalid voted in opposition and Councilmember Gilyard did not vote.

XII. Consent Agenda Items

Motion (Approve): Councilmember Willis
Second: Councilmember Rowell
[Motion Approved]

Yea: 7 Baker, Gilyard, Gumbs, khalid , Reeves, Rowell, Willis
Nay: 0
Abstain: 0
Not Voting: 0

Minutes:

A motion was made to approve items 7 and 21 on the Consent Agenda.

The motion was approved unanimously.

Motion (Approve): Councilmember Willis
Second: Councilmember Gumbs
[Motion Approved]

Yea: 6 Baker, Gumbs, khalid , Reeves, Rowell, Willis
Nay: 0
Abstain: 0
Not Voting: 1 Gilyard

Minutes:

A motion was made to approve item 8 on the Consent Agenda.

The motion was approved 6-0-1. Councilmember Gilyard did not vote.

Motion (Approve): Councilmember Gumbs
Second: Councilmember Rowell
[Motion Approved]

Yea: 6 Baker, Gilyard, Gumbs, Reeves, Rowell, Willis
Nay: 1 khalid
Abstain: 0

Not Voting: 0

Minutes:

A motion was made to approve items 9-20, 22 on the Consent Agenda.

The motion was approved 6-1. Councilmember khalid voted in opposition.

7. Council Approval of revised Citywide Fee Schedule (CDRA, DSF and Police)

Motion (Approve): Councilmember Willis

Second: Councilmember Rowell

[Motion Approved]

Yea: 7 Baker, Gilyard, Gumbs, khalid , Reeves, Rowell, Willis

Nay: 0

Abstain: 0

Not Voting: 0

Minutes:

A motion was made to approve items 7 and 21 on the Consent Agenda.

The motion was approved unanimously.

8. Council Approval of Memorandum of Understanding (MOU) between the City of South Fulton and the Marquis Grissom Baseball Association for baseball activities and other recreational programs (Parks and Recreation)

Motion (Approve): Councilmember Willis

Second: Councilmember Gumbs

[Motion Approved]

Yea: 6 Baker, Gumbs, khalid , Reeves, Rowell, Willis

Nay: 0

Abstain: 0

Not Voting: 1 Gilyard

Minutes:

A motion was made to approve item 8 on the Consent Agenda.

The motion was approved 6-0-1. Councilmember Gilyard did not vote.

9. Council Approval of Facility Use Agreement between the City of South Fulton and Old National Youth Athletic Association (Parks and Recreation)

Motion (Approve): Councilmember Gumbs

Second: Councilmember Rowell

[Motion Approved]

Yea: 6 Baker, Gilyard, Gumbs, Reeves, Rowell, Willis

Nay: 1 khalid
Abstain: 0
Not Voting: 0

Minutes:

A motion was made to approve items 9-20, 22 on the Consent Agenda.

The motion was approved 6-1. Councilmember khalid voted in opposition.

10. Council Approval of Facility Use Agreement between the City of South Fulton and Sandtown Youth Sports Association (Parks and Recreation)

Motion (Approve): Councilmember Gumbs

Second: Councilmember Rowell

[Motion Approved]

Yea: 7 Baker, Edwards, Gilyard, Gumbs, Reeves, Rowell, Willis
Nay: 1 khalid
Abstain: 0
Not Voting: 0

Minutes:

A motion was made to approve items 9-20, 22 on the Consent Agenda.

The motion was approved 6-1. Councilmember khalid voted in opposition.

11. Council Approval of Facility Use Agreement between the City of South Fulton and Welcome All Youth Athletic Association (Parks and Recreation)

Motion (Approve): Councilmember Gumbs

Second: Councilmember Rowell

[Motion Approved]

Yea: 7 Baker, Edwards, Gilyard, Gumbs, Reeves, Rowell, Willis
Nay: 1 khalid
Abstain: 0
Not Voting: 0

Minutes:

A motion was made to approve items 9-20, 22 on the Consent Agenda.

The motion was approved 6-1. Councilmember khalid voted in opposition.

12. Council Approval of Facility Use Agreement between the City of South Fulton and South Fulton Pop Warner Sharks (Parks and Recreation)

Motion (Approve): Councilmember Gumbs

Second: Councilmember Rowell

[Motion Approved]

Yea: 7 Baker, Edwards, Gilyard, Gumbs, Reeves, Rowell, Willis
Nay: 1 khalid
Abstain: 0
Not Voting: 0

Minutes:

A motion was made to approve items 9-20, 22 on the Consent Agenda.

The motion was approved 6-1. Councilmember khalid voted in opposition.

13. Council Approval of Facility Use Agreement between the City of South Fulton and Georgia Lions Athletic Association, Inc. (Parks and Recreation)

Motion (Approve): Councilmember Gumbs

Second: Councilmember Rowell

[Motion Approved]

Yea: 6 Baker, Gilyard, Gumbs, Reeves, Rowell, Willis
Nay: 1 khalid
Abstain: 0
Not Voting: 0

Minutes:

A motion was made to approve items 9-20, 22 on the Consent Agenda.

The motion was approved 6-1. Councilmember khalid voted in opposition.

14. Council Approval of Facility Use Agreement between the City of South Fulton and Future Seekers, Inc. (Parks and Recreation)

Motion (Approve): Councilmember Willis

Second: Councilmember Gumbs

[Motion Approved]

Yea: 6 Baker, Gilyard, Gumbs, Reeves, Rowell, Willis
Nay: 1 khalid
Abstain: 0
Not Voting: 0

Minutes:

A motion was made to approve items 9-20, 22 on the Consent Agenda.

The motion was approved 6-1. Councilmember khalid voted in opposition.

15. Council Approval of Instructor/Service Contract between the City of South Fulton and Emerson Williams Karate for Karate at Sandtown Park (Parks and Recreation)

Motion (Approve): Councilmember Gumbs
Second: Councilmember Rowell
[Motion Approved]

Yea: 6 Baker, Gilyard, Gumbs, Reeves, Rowell, Willis
Nay: 1 khalid
Abstain: 0
Not Voting: 0

Minutes:

A motion was made to approve items 9-20, 22 on the Consent Agenda.

The motion was approved 6-1. Councilmember khalid voted in opposition.

16. Council Approval of Instructor/Service Contract between the City of South Fulton and Reva Walker for Zumba at Welcome All Park (Parks and Recreation)

Motion (Approve): Councilmember Gumbs
Second: Councilmember Rowell
[Motion Approved]

Yea: 6 Baker, Gilyard, Gumbs, Reeves, Rowell, Willis
Nay: 1 khalid
Abstain: 0
Not Voting: 0

Minutes:

A motion was made to approve items 9-20, 22 on the Consent Agenda.

The motion was approved 6-1. Councilmember khalid voted in opposition.

17. Council Approval of Instructor/Service Contract between the City of South Fulton and Phaedra Wells for Yoga at Welcome All Park (Parks and Recreation)

Motion (Approve): Councilmember Gumbs
Second: Councilmember Rowell
[Motion Approved]

Yea: 6 Baker, Gilyard, Gumbs, Reeves, Rowell, Willis
Nay: 1 khalid
Abstain: 0
Not Voting: 0

Minutes:

A motion was made to approve items 9-20, 22 on the Consent Agenda.

The motion was approved 6-1. Councilmember khalid voted in opposition.

18. Council Approval of Instructor/Service Contract between the City of South Fulton and Thorne Martial Arts, Inter., LLC for Karate at Welcome All Park (Parks and Recreation)

Motion (Approve): Councilmember Gumbs

Second: Councilmember Rowell

[Motion Approved]

Yea: 6 Baker, Gilyard, Gumbs, Reeves, Rowell, Willis

Nay: 1 khalid

Abstain: 0

Not Voting: 0

Minutes:

A motion was made to approve items 9-20, 22 on the Consent Agenda.

The motion was approved 6-1. Councilmember khalid voted in opposition.

19. Council Approval of Instructor/Service Contract between the City of South Fulton and South Atlanta Tennis Community Association for Tennis at the South Fulton Tennis Center (Parks and Recreation)

Motion (Approve): Councilmember Gumbs

Second: Councilmember Rowell

[Motion Approved]

Yea: 6 Baker, Gilyard, Gumbs, Reeves, Rowell, Willis

Nay: 1 khalid

Abstain: 0

Not Voting: 0

Minutes:

A motion was made to approve items 9-20, 22 on the Consent Agenda.

The motion was approved 6-1. Councilmember khalid voted in opposition.

20. Council Approval of Facility Use Agreement between the City of South Fulton and Miracle League of South Fulton (Parks and Recreation)

Motion (Approve): Councilmember Gumbs

Second: Councilmember Rowell

[Motion Approved]

Yea: 6 Baker, Gilyard, Gumbs, Reeves, Rowell, Willis

Nay: 1 khalid

Abstain: 0

Not Voting: 0

Minutes:

A motion was made to approve items 9-20, 22 on the Consent Agenda.

The motion was approved 6-1. Councilmember khalid voted in opposition.

21. Council Approval to Enter into an Agreement with Bleakly Advisory Group to assist the City with developing an Redevelopment Plan in an amount not to exceed \$40,000 (Destination South Fulton)

Motion (Approve): Councilmember Willis

Second: Councilmember Rowell

[Motion Approved]

Yea: 7 Baker, Gilyard, Gumbs, khalid , Reeves, Rowell, Willis

Nay: 0

Abstain: 0

Not Voting: 0

Minutes:

A motion was made to approve items 7 and 21 on the Consent Agenda.

The motion was approved unanimously.

22. Council approval of the Memorandum of Understanding between Georgia Department of Transportation and the City of South Fulton and commit funding in the amount of \$20,000 for the deployment phase of the project

Motion (Approve): Councilmember Gumbs

Second: Councilmember Rowell

[Motion Approved]

Yea: 6 Baker, Gilyard, Gumbs, Reeves, Rowell, Willis

Nay: 1 khalid

Abstain: 0

Not Voting: 0

Minutes:

A motion was made to approve items 9-20, 22 on the Consent Agenda.

The motion was approved 6-1. Councilmember khalid voted in opposition.

XIII. Previous Agenda Items

23. Council 2nd Reading and Adoption of Welcoming City Ordinance (CMs Gumbs, Gilyard and khalid)

Motion (Approve): Councilmember Gumbs

Second: Councilmember Baker

[Motion Approved]

Yea: 6 Gilyard, Gumbs, khalid , Reeves, Rowell, Willis
Nay: 0
Abstain: 1 Baker
Not Voting: 0

Minutes:

A motion was made to approve the Welcoming City Ordinance.

The motion was approved 6-0-1. Councilmember Baker abstained.

24. Council 2nd Reading and Adoption of Procurement Ordinance Enhancing Accounting Protocols **(CM Gilyard)**

Motion (Approve): Councilmember Gilyard

Second: Councilmember khalid

[Motion Approved]

Yea: 7 Baker, Gilyard, Gumbs, khalid , Reeves, Rowell, Willis
Nay: 0
Abstain: 0
Not Voting: 0

Minutes:

A motion was made to approve the Procurement Ordinance Enhancing Accounting Protocols.

The motion was approved unanimously.

25. Council Approval of Resolution for Elected Official Vehicle Usage Policy **(CM Willis)**

Motion (Approve): Councilmember Willis

Second: Councilmember Reeves

[Motion Approved]

Yea: 4 Gilyard, Gumbs, Reeves, Willis
Nay: 2 Baker, Rowell
Abstain: 0
Not Voting: 1 khalid

Minutes:

A motion was made to approve the Resolution for Elected Official Vehicle Usage Policy.

The motion was approved 4-2-1. Councilmembers Baker and Rowell voted in opposition. Councilmember khalid did not vote.

XIV. Agenda Items

26. Council Approval of Resolution Opposing the Unlawful Advancement of 5G Small Cells; Seeking Assistance from the U.S. Congress in Helping to Ensure the Protection of Cities and Public with the Respect to the Administration and Advancement of 5G **(CM Baker)**

Motion (Approve): Councilmember Baker

Second: Councilmember Reeves

[Motion Approved]

Yea: 6 Baker, Gilyard, Gumbs, Reeves, Rowell, Willis

Nay: 0

Abstain: 1 khalid

Not Voting: 0

Minutes:

A motion was made to approve the Resolution Opposing 5G Regulations.

The motion was approved 6-0-1. Councilmember khalid abstained.

27. Council 1st Reading of Unlawful Discharge Ordinance **(CMs Rowell, Gilyard and Mayor Edwards)**

Motion (Approve as Amended): Councilmember Rowell

Second: Councilmember Reeves

[Motion Approved]

Yea: 7 Baker, Gilyard, Gumbs, khalid , Reeves, Rowell, Willis

Nay: 0

Abstain: 0

Not Voting: 0

Minutes:

A motion was made to approve the 1st Reading of Unlawful Discharge Ordinance and to adopt the Ordinance as an Emergency today allowing the City Attorney to amend the enacting clause entitled to reflect the public safety emergency need. Councilmembers Willis and Reeves requested to be added as co-sponsors for this legislation.

The motion was approved unanimously.

28. Council Approval of Resolution for ARC Green Program Participation **(CM Rowell)**

Motion (Approve): Councilmember Rowell

Second: Councilmember Gumbs

[Motion Approved]

Yea: 7 Baker, Gilyard, Gumbs, khalid , Reeves, Rowell, Willis

Nay: 0
Abstain: 0
Not Voting: 0

Minutes:

A motion was made to approve the Resolution for ARC Green Program Participation.

The motion was approved unanimously.

29. Council 1st Reading of Curb Your Dog Ordinance (CM Gumbs)

Minutes:

First Read.

30. Council Discussion of FY20 Mid-Year Budget Amendment (Finance)

Motion (Approve): Councilmember Rowell

Second: Councilmember Reeves

[Motion Approved]

Yea: 7 Baker, Gilyard, Gumbs, khalid , Reeves, Rowell, Willis
Nay: 0
Abstain: 0
Not Voting: 0

Minutes:

Discussion held.

A motion was made to conduct a Special Called Meeting on June 1, 2020 at 1:00 PM. to discuss the Mid- Year Budget Amendment, discuss the schedule for the Zoning Rewrite Ordinance and to conduct an executive session.

The motion was approved unanimously.

XV. Executive Session

Motion (Recess): Councilmember Willis

Second: Councilmember Gumbs

[Motion Approved]

Yea: 6 Baker, Gilyard, Gumbs, Reeves, Rowell, Willis
Nay: 0
Abstain: 0
Not Voting: 1 khalid

Minutes:

Motion a.

A motion was made at 4:32 AM to recess for an executive session to discuss personnel, litigation, and real estate.

The motion was approved 6-0-1. Councilmember khalid did not vote.

Motion (Reconvene): Councilmember Rowell

Second: Councilmember Gumbs

[Motion Approved]

Yea: 6 Gilyard, Gumbs, khalid , Reeves, Rowell, Willis

Nay: 1 Baker

Abstain: 0

Not Voting: 0

Minutes:

Motion b.

A motion was made to reconvene the Work Session at 6:03 PM.

The motion was approved 6-1. Councilmember Baker voted in opposition.

Motion (Approve): Councilmember Willis

Second: Councilmember Reeves

[Motion Approved]

Yea: 7 Baker, Gilyard, Gumbs, khalid , Reeves, Rowell, Willis

Nay: 0

Abstain: 0

Not Voting: 0

Minutes:

Motion c.

A motion was made to cancel the special called meeting scheduled for June 2, 2020.

The motion was approved unanimously.

Motion (Approve): Councilmember Willis

Second: Councilmember Gilyard

[Motion Approved]

Yea: 5 Gilyard, Gumbs, Reeves, Rowell, Willis

Nay: 1 Baker

Abstain: 1 khalid

Not Voting: 0

Minutes:

Motion d.

A motion was made to postpone the economic development community meetings to allow the Economic Development Director an opportunity to meet with each councilmember.

The motion was approved 5-1-1. Councilmember Baker voted in opposition and Councilmember khalid abstained.

XVI. Adjournment of Meeting

Motion (Adjourn): Councilmember Baker

Second: Councilmember Rowell

[Motion Failed]

Yea: 3 Gilyard, khalid , Rowell

Nay: 4 Baker, Gumbs, Reeves, Willis

Abstain: 0

Not Voting: 0

Minutes:

A motion was made to adjourn the Regular Meeting at 4:31 PM.

The motion failed for a lack of four affirmative votes. Councilmembers Baker, Willis, Gumbs and Reeves voted in opposition.

Motion (Adjourn): Councilmember Rowell

Second: Councilmember Gilyard

[Motion Approved]

Yea: 6 Baker, Gilyard, Gumbs, Reeves, Rowell, Willis

Nay: 1 khalid

Abstain: 0

Not Voting: 0

Minutes:

A motion was made to adjourn the Regular Meeting at 6:18 PM.

The motion was approved 6-1. Councilmember khalid voted in opposition.

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Council Approval of City Council Meeting Minutes

DATE: June 23, 2020

SUBJECT: Council Approval of City Council Meeting Minutes

REFERENCE:

CONCLUSION:

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
SPC Meeting Minutes_June 1 and 2 2020	Cover Memo	6/17/2020

CITY OF SOUTH FULTON, GEORGIA

VIRTUAL

Monday, June 1, 2020, 1:00 PM



SPECIAL CALLED MEETING MINUTES

1. Meeting Called to Order

Minutes:

The special meeting was called to order by Mayor William Edwards at 1:00 PM.

The meeting is being conducted under special emergency circumstances due to the COVID-19 (also known as the Coronavirus) pandemic. City Council members and staff are participating via conference call (Zoom). The meeting is being simulcast in real-time via the City's YouTube channel.

2. Roll Call

Minutes:

Attendee Name	Title	Status	Arrived
William "Bill" Edwards	Mayor	Present	
Mark Baker	District 7 Councilmember	Present	1:05 PM
Catherine F. Rowell	District 1 Councilmember	Present	
Carmalitha Gumbs	District 2 Councilmember	Present	
Helen Z. Willis	District 3 Councilmember	Present	
Naeema Gilyard	District 4 Councilmember	Present	
Corey A. Reeves	District 5 Councilmember	Present	
Khalid Kamau	District 6 Councilmember	Present	1:14 PM

Following the roll call by the City Clerk, a quorum was established.

3. Agenda Items

1. Council 1st Reading of Mid-Year Budget Amendment (Finance)

Motion (Approve): Councilmember Baker

Second: Councilmember khalid

[Motion Approved]

Yea: 7 Baker, Gilyard, Gumbs, khalid , Reeves, Rowell, Willis
Nay: 0
Abstain: 0
Not Voting: 0

Minutes:

A motion was made to authorize the allocation of \$200,000 to the Development Authority from the proposed \$519,935 due to the City upon the successful conveyance of the Old National Park properties to a subsequent purchaser.

The motion was approved unanimously.

Minutes:

Presentation Conducted. First Read.

2. Council Discussion on Rescheduling the Public Hearing for the Zoning Ordinance

Motion (Approve): Councilmember khalid

Second: Councilmember Reeves

[Motion Approved]

Yea: 7 Baker, Gilyard, Gumbs, khalid , Reeves, Rowell, Willis
Nay: 0
Abstain: 0
Not Voting: 0

Minutes:

A motion was made to extend the Zoning Moratorium until September 30, 2020.

The motion was approved unanimously.

Motion (Approve): Councilmember Rowell

Second: Councilmember Gumbs

[Motion Approved]

Yea: 5 Baker, Gumbs, Reeves, Rowell, Willis
Nay: 0
Abstain: 0
Not Voting: 2 Gilyard, khalid

Minutes:

A motion was made to direct the CDRA Department Deputy Director to confer with Woods Consulting to devise a timeline that will meet the requirements for public notice and for changing the Zoning Ordinance to be completed within 45

days.

The motion was approved 5-0-2. Councilmembers khalid and Gilyard did not vote.

4. Executive Session

When an Executive Session is Required, one will be called for the following issues:

1) Personnel, 2) Litigation or 3) Real Estate

Motion (Recess): Councilmember Willis

Second: Councilmember Baker

[Motion Failed]

Yea: 3 Baker, Gumbs, Willis

Nay: 4 Gilyard, khalid , Reeves, Rowell

Abstain: 0

Not Voting: 0

Minutes:

A motion was made at 3:07 PM to recess for an executive session to discuss personnel, litigation, and real estate.

The motion failed for a lack of four affirmative votes. Councilmembers Gilyard, khalid, Rowell, and Reeves voted in opposition.

5. Adjournment of Meeting

Motion (Adjourn): Councilmember Baker

Second: Councilmember Rowell

[Motion Approved]

Yea: 6 Baker, Gilyard, Gumbs, khalid , Reeves, Rowell

Nay: 1 Willis

Abstain: 0

Not Voting: 0

Minutes:

A motion was made to adjourn the Special Called Meeting at 3:09 PM.

The motion was approved 6-1. Councilmember Willis voted in opposition.



DIVIDER SHEET



SPECIAL CALLED MEETING MINUTES

1. Meeting Called to Order

Minutes:

The special meeting was called to order by Mayor William Edwards at 5:00 PM.

The meeting is being conducted under special emergency circumstances due to the COVID-19 (also known as the Coronavirus) pandemic. City Council members and staff are participating via conference call (Zoom). The meeting is being simulcast in real-time via the City's YouTube channel.

2. Roll Call

Minutes:

Attendee Name	Title	Status	Arrived
William "Bill" Edwards	Mayor	Present	
Mark Baker	District 7 Councilmember	Present	
Catherine F. Rowell	District 1 Councilmember	Present	
Carmalitha Gumbs	District 2 Councilmember	Present	
Helen Z. Willis	District 3 Councilmember	Present	
Naeema Gilyard	District 4 Councilmember	Present	
Corey A. Reeves	District 5 Councilmember	Present	
Khalid Kamau	District 6 Councilmember	Present	

Following the roll call by the City Clerk, a quorum was established.

3. Agenda Items

- 1. Council Approval of 1st Reading and Adoption of Emergency Ordinance to Establish a Temporary Curfew Resulting from the Violent Civil Unrest in Atlanta**

Minutes:

Mayor Edwards voluntarily withdrew the Emergency Ordinance to Establish a Temporary Curfew Resulting from the Violent Civil Unrest in Atlanta from consideration.

Motion (Approve): Councilmember Rowell

Second: Councilmember Willis

[Motion Failed]

Yea: 3 Reeves, Rowell, Willis

Nay: 4 Baker, Gilyard, Gumbs, khalid

Abstain: 0

Not Voting: 0

Minutes:

A motion was made to grant the Mayor the authority to issue an Emergency Ordinance to impose a curfew for up to 48 hours in consultation with the Police Chief and Fire Chief in the event of civil unrest.

The motion failed for a lack of four affirmative votes. Councilmembers Gumbs, Gilyard, khalid and Baker voted in opposition.

4. Adjournment of Meeting

Motion (Adjourn): Councilmember Baker

Second: Councilmember Rowell

[Motion Approved]

Yea: 7 Baker, Gilyard, Gumbs, khalid , Reeves, Rowell, Willis

Nay: 0

Abstain: 0

Not Voting: 0

Minutes:

A motion was made to adjourn the Special Called Meeting at 5:36 PM.

The motion was approved unanimously.

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Council Approval of City Council Meeting Minutes

DATE: June 23, 2020

SUBJECT: Council Approval of City Council Meeting Minutes

REFERENCE:

CONCLUSION:

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
DRAFT June 10, 2020 Work Session Minutes	Cover Memo	6/17/2020

CITY OF SOUTH FULTON, GEORGIA

VIRTUAL

Wednesday, June 10, 2020, 4:00 PM



COUNCIL WORK SESSION MEETING MINUTES

I. Call to Order

Minutes:

The Work Session was called to order by Mayor William Edwards at 4:00 PM.

The meeting is being conducted under special emergency circumstances due to the COVID-19 (also known as the Coronavirus) pandemic. City Council members and staff are participating via conference call (Zoom). The meeting is being simulcast in real-time via the City's YouTube channel.

II. Roll Call

Attendee Name	Title	Status	Arrived
William "Bill" Edwards	Mayor	Present	
Mark Baker	District 7 Councilmember	Present	
Catherine F. Rowell	District 1 Councilmember	Present	
Carmalitha Gumbs	District 2 Councilmember	Present	
Helen Z. Willis	District 3 Councilmember	Present	
Naeema Gilyard	District 4 Councilmember	Present	
Corey A. Reeves	District 5 Councilmember	Present	
Khalid Kamau	District 6 Councilmember	ABSENT	

Following the roll call by the City Clerk, a quorum was established. Councilmember khalid was absent.

III. Agenda Items

1. City Treasurer's Status Update on OpenGov

Minutes:

Matthew Stull and Eric Diprospero with OpenGov led a presentation regarding the OpenGov System update.

The presentation was followed by a question and discussion period.

2. Council Discussion on National Forum of Black Public Administrators (NFBPA) Technical Assistance for Small Municipalities Program

Minutes:

Byron Marshall with NFBPA led a presentation regarding the Technical Assistance for Small Municipalities Program.

The presentation was followed by a question and discussion period.

The Council agreed by consensus to authorize the City Manager to pursue the Technical Assistance for Small Municipalities Program Grant. If the grant is awarded to the City, the grant will be presented to the Council for formal acceptance and approval of any matching funds required.

3. Council Discussion of Forte Payment Processing System (CDRA)

Minutes:

Frank Milazi, CFO and Treasurer led a presentation regarding the Forte Payment Processing System.

-
4. Council Discussion on Small Business Program (Destination South Fulton)

Minutes:

Chris Pike, Economic Development Director and Ray Pennie with ACE Loans led a presentation regarding the Small Business Program.

The presentation was followed by a question and discussion period.

5. Council Discussion on Re-Opening Municipal Courts

Minutes:

Phenix Gaston, Municipal Court Chief Clerk and Michael Sheridan, Municipal Court Judge Pro Tem led a presentation regarding the Re-Opening of the Municipal Court.

The presentation was followed by a question and discussion period.

6. Council Discussion on COSF Safe COVID-19 Re-Opening Plan (City Manager)

Minutes:

Odie Donald, City Manager led a presentation regarding the Safe COVID-19 Re-Opening Plan.

The presentation was followed by a question and discussion period.

7. City Attorney's Quarterly Legal Update

Minutes:

Emilia Walker, City Attorney provided a quarterly legal update.

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

Minutes:

No Executive Session was held.

V. Adjournment of Meeting

Motion (Adjourn): Councilmember Willis

Second: Councilmember Gilyard

[Motion Approved]

Yea: 6 Baker, Gilyard, Gumbs, Reeves, Rowell, Willis

Nay: 0

Abstain: 0

Not Voting: 1 khalid

Minutes:

A motion was made to adjourn the Work Session at 6:41 PM.

The motion was approved unanimously.

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Council Public Hearing and Approval of Alcohol License

DATE: June 23, 2020

SUBJECT: Council Public Hearing and Approval of Alcohol License

REFERENCE:

CONCLUSION:

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
Alcohol License - 2749 Flat Shoals Rd	Cover Memo	6/17/2020

GOVERNMENT OF THE CITY OF SOUTH FULTON

ODIE DONALD II
CITY MANAGER



KIETH MEADOWS
CHIEF OF POLICE

MEMORANDUM

TO: City of South Fulton Mayor & Council

FROM: Chief of Police, Keith Meadows – Police Department

SUBJECT: Request by Neighborhood Food Mart (Convenience Store) for an alcohol license for retail sales of malt beverages and wine at 2749 Flat Shoals Road, College Park, Georgia 30349

DATE: May 20, 2020

The applicant for Neighborhood Food Mart (Convenience Store), seeks an alcohol license for consumption on premises of malt beverages, wine and distilled spirits 2749 Flat Shoals Road, College Park, Georgia 30349. All applicable fees have been paid related to the alcohol licenses.

Application and/or location have been inspected by Code Enforcement; Fire Department; Zoning, Fulton County Health Department, Fulton County School System and South Fulton Police Department.

POLICE CHIEF RECOMMENDATION: APPROVAL

APPLICATION INFORMATION

Applicant Information:	Mushtaq Ahmed 2749 Flat Shoals Road College Park, GA 30349
City Council District(s):	6
Parcel ID Number:	13 01260004729
Square Footage:	
Existing Zoning:	C-3 Commercial Lots
Current/Past Use of the Property:	Developed
History	This request serves as the applicants first request. The property currently operates as a convenience store, in the City of South Fulton.

cc: Diane White, City Clerk



City of South Fulton

Alcohol Beverage License Application and Information Packet

Revised 1/1/19

CITY CLERK's OFFICE

5440 Fulton Industrial Blvd
Atlanta, GA 30336
470-809-7712

CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE

APPLICATION INSTRUCTION SHEET

Satisfactory completion of the following requirements is necessary to file applications. **Incomplete applications will not be accepted.**

- ☐ 1. **ORIGINAL APPLICATION** – Answer all questions on application legibly and appropriately in black ink or typed. Be sure application is notarized.
- ☐ 2. **PERSONAL HISTORY STATEMENT** – One personal history statement and the applicant will be fingerprinted at the South Fulton Police Department. If applicant is or represents a corporation or partnership, the agent and first (5) corporate officers or major stakeholders must complete a personal history statement and be fingerprinted.
- ☐ 3. **FINGERPRINT AND BACKGROUND CHECK FEE**- There is a non-refundable \$855.00-dollar background investigation fee and additional \$55.00 dollars per individual that must be fingerprinted. Payable by business check cashier's check or cash.
- ☐ 4. **CORPORATE PAPERS** – Submit a certificate of incorporation, a copy of the corporate charter/by laws that have been properly signed by the Secretary of State and the registered agent(s) for the corporation. List all percentages held and title of each officer on the application.
- ☐ 5. **LETTER OF CLEARANCE – APPLIES TO LICENSEE-AGENT ONLY.**
 - ☐ A. **Federal Clearance** – verifying that neither the applicant/agent and/or spouse have been convicted of a crime within the past (10) years. May be obtained from the Federal District Court (see the Clerk of Court) Richard B. Russell Building, 75 Ted Turner Drive, Atlanta, GA 30303. There is a cost of \$31.00 for the Clearance Letter - per name -and \$.50 for additional non-certified copy.
 - ☐ B. **Certificate of Residence** – Applicant/Agent must reside in one of the thirteen Metro-South Fulton counties (Cherokee, Clayton, Cobb, Coweta, Dekalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Henry, Paulding and Rockdale). Probate court of the county in which you may reside may sign the certificate-verifying residency. (See the Clerk of Superior Court).
 - ☐ C. **Proof of Citizenship** – Applicant/Agent must be a citizen of the United States or an alien lawfully admitted for permanent residence. A copy of the citizenship naturalization certificate or resident alien status is required.
 - ☐ D. **Three Letters of Reference** – May be furnished by any three (3) persons who have known the applicant for at least three (3) years. Letters must include name, address and telephone number.
 - ☐ E. **Two (2) small color photos** – Size 2 x 2 (passport size if possible).
- ☐ 6. **SURVEY** – Survey of location prepared by a Registered Survey noting the distances per City Ordinance Sec. 6-40010. The survey must be of the proposed premises depicting the distance requirements as specified on the alcoholic beverage application (question #5). The survey must also state how the property was measured (from what point of the premises to what point of the measured location and the direction of measurement).
- ☐ 7. **LEASE OR VALID DOCUMENT** – Shows applicant has legal access to the proposed premises (deed, lease, sublease, rental agreement, etc.).

CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE

- ❑ **8. FINANCIAL INVESTMENTS** – All applicants must furnish, at the time of filing application, all financial investments pertaining to the business operation. If documents are bank statements, the six months immediately preceding the investment are required.
- ❑ **9. MENU** – If applying as a restaurant, a copy of the menu is required showing the food served for on premise consumption.
- ❑ **10. FLOOR PLAN** – A drawing of the alcohol license premises including the customer service area (if restaurant, club, bar, etc.), must accompany the application. This includes measurements of total square footage of service area.
- ❑ **11. ZONING CLEARANCE** – Applicant must be in compliance with all City of South Fulton Zoning requirements. The Zoning Department is located at 5440 Fulton Industrial Blvd, Atlanta, GA (470) 809-7201.
- ❑ **14. ALCOHOL LICENSE FEES** - Fees will be accessed once application is submitted. See enclosed fee schedule. All fees are payable by money order, business check or cashier's check only.
- ❑ **15. IF APPLICABLE, APPROVAL OF FIRE, HEALTH, SCHOOL BOARD, ZONING AND CODE ENFORCEMENT DEPARTMENTS WILL BE REQUIRED** – After your interview with an investigator and you pass your background investigation, letters will be sent to the appropriate agencies to complete inspections. The applicant must cooperate with these departments to conduct inspections. Applications will not be submitted for approval until all required inspections are completed.
- ❑ **16. ADVERTISEMENT FEE (\$1179.20)** - This is the minimum estimated fee that the Daily Report charges for the required advertisement. Once advertisement is submitted you will be notified of any remaining balance. The applicant pays for advertisement and the Police Department will post your advertisement in accordance with Sec. 16-4001(a)(1).
- ❑ **17. BUSINESS LICENSE.** A copy of your City of South Fulton current business license or temporary issued business license.

If there are any questions concerning the completion of the applications, please call the South Fulton Police License and Permits Unit for assistance at (470) 809-7310 or 470-809-7372 or visit the web cosf.municode.com.

The completed application along with all required documents and initial required non-refundable application, fingerprint and background fees of must be submitted to the City of South Fulton, City Clerk, located at 5440 Fulton industrial Blvd., Atlanta, GA 30336. The city clerk will forward application within two business days to the South Fulton Police Department. An investigator will then call to schedule an appointment to meet with applicant in person to review application. Investigator appointments are scheduled Monday, Tuesday, and Wednesday between 9:00 am until 2:00pm.

Interviews with investigators will take place at the Police Department's License and Permits Unit located at 4121 Cascade Road - Atlanta, Georgia 30331.

CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE



ALCOHOL LICENSE FEE SCHEDULE

The following alcohol licenses fees are hereby established and shall be payable by check or money order, as applicable, at the time of filing the alcohol application:

BACKGROUND INVESTIGATION FEE:

(includes \$55 fee for fingerprinting) \$855.00

LICENSE FEE:

Consumption on the premises by the drink

Retail (Bar, Restaurant, etc.):

Liquor \$3200.00

Beer \$650.00

Wine \$650.00

Note: Premises offering sale by the drink require an additional license for the operation of each lounge, separate restaurant (with separate bar), or other place for consumption on the premises located within the same building covered by the initial license and under the same ownership. An annual license fee of \$1000.00 will be charged for each additional license issued in addition to the initial license.

Microbrewery \$2000

Growler \$2000

Distilled Spirits by the package

Retail (Liquor Store):

Liquor (does not include beer and wine) \$3800.00

Beer \$300.00

Wine \$300.00

Wholesale (Warehouse Distributor):

Liquor (does not include beer and wine) \$4500.00

Beer \$360.00

Wine \$360.00

Manufacturer (Distillery):

Liquor (does not include beer and wine) \$4000.00

Beer \$500.00

Wine \$500.00

ADVERTISING FEE:

Initial Advertising Fee \$1179.20

FIRE INSPECTION FEE: \$75.00

CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE

PERSONAL STATEMENT

INSTRUCTIONS: This personal statement must be executed, under oath, by every person having any ownership or profit sharing interest in, or managing, any place of business applying for a license from the City of South Fulton to sell or deal in alcoholic beverages or liquors. Each question must be fully answered. If the space provided is not sufficient, answer the question on a separate sheet and indicate in the space provided that such separate sheet is attached.

Applicant Name in FULL (Please Print) MUSHTAQ AHMED

Home Address: [REDACTED]

Business Address: 2749 Flat Shoals Rd, Atlanta, GA 30349

Place of Birth Karachi, Pakistan Date of Birth: [REDACTED] Age: 65
(City, State) (Day, Month, Year)

Race: [REDACTED] Height: [REDACTED] Weight: [REDACTED] Eye Color: Brown U.S. Citizen ☒ By Birth

Hair Color: Black Social Security Number [REDACTED] Driver License Number [REDACTED]

Have you been convicted of any law? Federal: No Foreign Country: No State Law: No and/or

City Ordinance: No if so, explain: _____

List names and addresses of employers for the past three (3) years: NONE

Single _____ Married ☒ Widowed _____ Divorced _____ Separated _____
(If married, divorced or widowed, complete the below requested information on spouse).

Full name of spouse SYEDA AZMATUN NISA Social Security Number [REDACTED]
Wife's Maiden Name _____ Social Security Number _____ DOB _____

I, the undersigned, do solemnly swear and attest, subject to criminal penalties for false swearing, that the information provided in this Personal Statement and in any and all documents provided in support of this application are true and accurate. I further understand that any false statements provided by me or my representatives as part of this application, beyond any legal penalties, will result in the denial of the subject application.

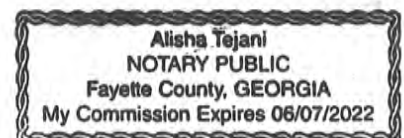
Mushtaq Ahmed [Signature] 10/14/2019
Applicant's Printed Name Applicant's Signature Date of Application

I hereby certify that Mushtaq Ahmed signed her/his name to the foregoing application stating to me that he/she knew and understood all statements and information contained therein and, under oath actually administered by me, has sworn that said statements and information are true and correct.

This 14th day of Oct, 2019.

Notary Public Signature: Alisha (AFFIX SEAL)

Notary Printed Name: Alisha Tejani





CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE

CITY OF SOUTH FULTON

Certificate of Residence

For Retail Package Distilled Spirits Applicants Only

State of Georgia, _____ County

I, _____ Judge of the probate Court, for _____

County, Georgia, hereby certify that _____ is now and has been a Bona Fide Resident of the state of Georgia for one year in the county of _____ for one year immediately preceding the date of this affidavit, based upon the affidavit of applicant, and the evidence submitted therewith. In Witness Whereof, I have hereunto set my hand and affixed the seal of said Probate Court this _____ day of _____, 20_____.

Judge of the Probate Court

County, Georgia

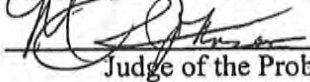
Certificate of Residence

For All Other Alcoholic Beverage License Applicants

State of Georgia, DeKalb County

I, Bedelia C Hargrove Judge of the probate Court, for DeKalb

County, Georgia, Hereby certify that Mushtaq Ahmed is now and has been a Bona Fide Resident of the state of Georgia in the county of DeKalb based upon the affidavit of applicant and the evidence submitted therewith. In Witness Whereof, I have hereunto set my hand and affixed the seal of said Probate Court this 14th day of November, 2019.



Judge of the Probate Court

DeKalb

County, Georgia

Marian Parker Johnson
Exercising the Jurisdiction of the Probate Court
pursuant to the Order of Judge Bedelia C Hargrove
as provided by O.C.G.A. 15-9-13(a), 15-9-36(c)(1)(2),
29-4-12(d)(7) and 29-5-12(d)(7)



CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE

Save Affidavit

Affidavit Verifying Status for City Public Benefit
Pursuant to O.C.G.A. § 50-36-1(e)(2)

By executing this affidavit under oath, as an applicant for a(n) Alcohol Retail Sale
[type of public benefit], as referenced in O.C.G.A. § 50-36-1, from city of South Fulton [name
of government entity], the undersigned applicant verifies one of the following with respect to my application for a
public benefit:

- 1) ☒ I am a United States citizen.
- 2) ☐ I am a legal permanent resident of the United States.
- 3) ☐ I am a qualified alien or non-immigrant under the Federal Immigration and
Nationality Act with an alien number issued by the Department of Homeland
Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other
federal immigration agency is _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has
provided at least one secure and verifiable document, as required by O.C.G.A.
§ 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

GA Drivers License

In making the above representation under oath, I understand that any person who knowingly
and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit
shall be guilty of a violation of O.C.G.A. § 16 -10-20, and face criminal penalties as allowed by
such criminal statute.

Executed in DECATUR (city) GA (state)

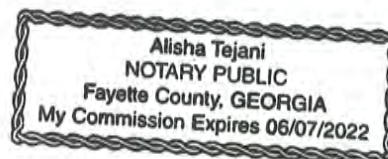
[Signature]
Signature of Applicant

MUSHTAQ AHMED
Printed Name of Applicant

SUBSCRIBED AND SWORN BEFORE

ME ON THE
14th DAY OF Oct, 2019

[Signature]
NOTARY PUBLIC
My Commission Expires:



CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE

E-Verify Affidavit

Private Employer Affidavit Pursuant to O.C.G.A. § 36-60-6(d)

By executing this affidavit under oath, the undersigned private employer verifies one of the following with respect to its application for a business license, occupational tax certificate, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d):

Section 1.

Please check only one:

- (A) _____ On January 1st of the below signed year, the individual, firm, or corporation employed more than ten (10) employees.
- (B) ☒ On January 1st of the below signed year, the individual, firm, or corporation employed ten (10) or fewer employees.

*** If the employer selected Section 1(A), please fill out Section 2 below.

Section 2.

The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. §36-60-6. The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as follows:

Name of Private Employer

Federal Work Authorization User Identification Number

Date of Authorization

I hereby declare under penalty of perjury that the foregoing is true and correct. Executed on this day 14th of OCT, 2019 in DECATUR (city), GA (state).

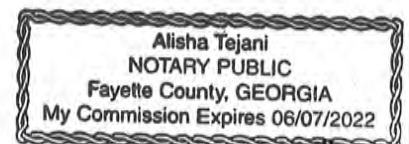
Ahmed
Signature of Authorized Officer or Agent

MUSHTAQ AHMED.
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE 14th DAY OF Oct, 2019.

Alisha
NOTARY PUBLIC

My Commission Expires: 06/07/2022



CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE



REPORT FOR LAND SURVEY FOR ALCOHOLIC BEVERAGE LICENSE

For the purpose of the Alcoholic Beverage Ordinance distance means the measurement in lineal feet from the front entrance of the proposed location to the nearest property line of the private residence, church or place of religious services, public library, school ground or college campus, or designated school bus stop for drop off or pick up of children.

X A boundary line survey.

X A boundary line survey shall be prepared by a Georgia Registered Land Surveyor.

The following information shall be required on the survey:

1. Building location within boundaries of property.
2. Indicate location of main/front entrance of building to determine appropriate distance requirements.
3. Name, address, telephone number of applicant.
4. Date of survey, graphic scale and north arrow.
5. Location of tract (land district and land lot) and acreage.
6. Signature and certification statements as listed below on survey for related alcoholic beverage use.
7. Include one (1) of the certification statements as listed below on survey for related alcoholic beverage use.

____ Certified that RETAIL SALES (Distilled Spirits) is not located within 100 feet of any private residence, or 300 feet of a church building or within 300 feet of any school building, school grounds, or college campus, or within 200 feet of any designated school bus stop for drop off or pick up of children, or within 1500 feet of any other business licensed to sell package liquor at retail.

X Certified that RETAIL SALES (Beer and Wine) is not located within 100 feet of any private residence, or 300 feet of a church building or within 300 feet of any school building, school grounds, or college campus, or within 200 feet of any designated school bus stop for drop off or pick up of children.

	Signature of Georgia Registered Land Surveyor	3030 Surveyor Number
---	---	-------------------------

CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE

SECTION 1: Licensee/Agent MUSTAQA AHMED **For the year** 2020 **Date** 1/27/20

All applications must be typed or printed in black ink. Each question must be completely and correctly answered. If the space provided is not sufficient, attach additional sheets. Applications must be signed, dated, and notarized. All required supporting documents must be attached.

Type of License Applying For: (Check All That Apply)

<u>LIQUOR</u>	<u>BEER</u>	<u>WINE</u>
☐ RETAIL PACKAGE	☒ RETAIL PACKAGE	☒ RETAIL PACKAGE
☐ CONSUMED ON PREMISES	☐ CONSUMED ON PREMISES	☐ CONSUMED ON PREMISES
☐ IMPORTER	☐ IMPORTER	☐ IMPORTER
☐ MANUFACTURER	☐ MANUFACTURER	☐ MANUFACTURER
☐ WHOLESALE	☐ WHOLESALE	☐ WHOLESALE
☐ NIGHT CLUB	☐ NIGHT CLUB	☐ NIGHT CLUB
☐ RESTAURANT	☐ RESTAURANT	☐ RESTAURANT
☐ BAR	☐ BAR	☐ BAR
☐ LOUNGE	☐ LOUNGE	☐ LOUNGE
☐ PRIVATE CLUB	☐ PRIVATE CLUB	☐ PRIVATE CLUB
☐ HOTEL SUITES	☐ HOTEL SUITES	☐ HOTEL SUITES
☐ HOTEL	☐ HOTEL	☐ HOTEL
☐ OTHER _____	☐ FOOD STORE	☐ FOOD STORE
	☐ OTHER _____	☐ OTHER _____

ACTIVITIES PROPOSED FOR PREMISES

- ☐ CUSTOMER DANCING
☐ LIVE ENTERTAINMENT
☐ ADULT ENTERTAINMENT

If a Private Club: (1) Submit the salaries and other benefits received by each officer, trustee and employee; (2) Attach A copy of 501(c) Internal Revenue Code tax exempt documentation; and (3) Attach membership application.

1. Is applicant: ☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☒ LLC
2. Legal Name of Business: 2749 FLAT SHOALS LLC
 Operating/Trade Name of Business NEIGHBORHOOD food mart
 Has location had alcohol license within the last 12 months? ☐ Yes ☒ No
3. Location of Business: 2749 Flat Shoals Rd Atlanta GA 30349 Council District: 6
 (Street Address, City, State Zip) (if known)
4. Proposed Location Zoned: 13 012600040099 (if known)
5. A. Distance from closest private residence in any direction: (if known) 72.55 feet
 B. Distance from closest college campus or school ground: (if known) 352 yards
 C. Distance from closest branch of any South Fulton Public library: (if known) 4400 yards
 D. Distance from closest church or place of worship: (if known) 1760 yards
 E. Distance from closest regular school bus stop as designated by (If known)
 Fulton County Board of Education for pick-up or drop-off of
 school children in transport to the public schools of City of South Fulton.

Date Revised: ~~1/27/20~~

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CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE

1. Hours said manager will be on the premise: 8hrs 10am To 4 PM
 2. What is the manager's business experience? PREVIOUS BUSINESS Convient Store
 3. Has the manager worked in this or a similar capacity? ☒ Yes ☐ No
If yes, explain: OWNED business In Peachtree Street
 4. Does Agent/License or any member of the Partnership, Corporation or Stockholder currently hold an Alcohol license (including a server permit)? ☐ Yes ☒ No
 5. Has Agent/License or any member of the Partnership or Corporation or Stockholder ever applied for an Alcoholic Beverage license (or work/server/pour permit) and been denied, suspended, or revoked? ☒ No ☐ Yes
☐ denied ☐ suspended ☐ revoked
- If yes, please check the appropriate status above and explain _____

LICENSED PREMISES

6. Do you own the property where the business is located? ☐ Yes ☒ No
 7. If property rented/leased, owner's name and address: First Atlanta Companies, Inc
6555 Sugarloaf Pkwy, Ste 307-197 Duluth, GA 30097
 8. Has a license at this location ever been denied, suspended, or revoked? ☒ No ☐ Yes
☐ denied, ☐ suspended or ☐ revoked
- If yes, check the appropriate status above and explain: _____
9. Is business located in a hotel or motel? ☐ Yes ☒ No
If yes, name of Hotel or Motel _____
 10. If the business is to be operated as a department inside premises where another business is operating, give details of the existing business. /-
 11. What will be your business/operating hours? 7am to 10pm every Day
 12. Where will your trash receptacle be located? yes front of Bldg.
 13. What arrangements have you made for trash removal? Republic
 14. How often will you clean your property? Blow Parking lot every Day
 15. What is your plan for sanitation, unlawful conduct and fire prevention on the premises? fire extinguisher / clean Property / Armed Security
 16. What type of security do you plan to have? Camera System & Armed Security & ADT

CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE

17. Do you offer your employees training with respect to items covered by the alcohol code? ☒ Yes ☐ No If yes, what type of training and how do you plan to prevent the selling to and consumption by underage consumers of alcohol and tobacco products on your premises? _____
18. What type of buffering do you have/will you provided to alleviate the effects of noise, lighting, odors, traffic or other nuisances on surrounding properties? Do you have any plans to prevent un-permitted vending on your property?
Camera System & Armed security
19. Describe the traffic and pedestrian ingress and egress to/from the property and to/from any existing or proposed structure on the property. Flat Shoals Rd & Harper Valley

ON PREMISES CONSUMPTION LICENSE

N/A

If you are applying for an on-premises alcoholic beverage consumption license, please complete questions 20-26. If not, please skip ahead to question 27.

20. Seating Capacity: ☐ Restaurant _____ ☐ Bar _____ ☐ Other _____
☐ Brewpub _____ ☐ Brewery _____
☐ Lounge _____ ☐ Farm Winery _____
☐ Private _____ ☐ Nightclub _____

21. Describe kitchen Facilities: _____

List number of Employees: _____ Cooks _____ Waiters/Waitress _____ Other employees _____ Alcohol Servers _____

A copy of your menu must be included with this application.

22. Is business air conditioned? ☐ Yes ☒ No
23. Will you have live entertainment? ☐ Yes ☒ No
24. What percentage of revenues do you expect to come from food sales? _____ from alcohol? _____
25. What is the total square footage of the licensed premises? _____
26. How many parking spaces are you required to have? _____

Does the location have on-site parking? ☒ Yes ☐ No How many spaces? _____

If no or if parking is insufficient, what arrangements have you made for parking? _____

Attach copies of any relevant leases and a map showing location in relation to licensed establishment.

CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE

RETAIL PACKAGE LIQUOR LICENSE (selling liquor, beer, & wine only)

**If you are applying for a package liquor license, please complete questions 27-30.
If not please skip ahead to question 31.**

27. Do you propose to operate this store solely as a package liquor store? ☐ Yes ☐ No

28. Give the amount of the gross sales of the retail liquor store at the licensed location for the previous twelve (12) months and state the dates used in computing the gross:

DATES (FROM – TO)	GROSS SALES

29. Does the Agent/Licensee, Spouse, or any other owner(s), partner(s) or stockholders have an interest in other retail liquor stores? ☐ Yes ☐ No

NAME	NAME & LOCATION OF BUSINESS	POSITION	% INTEREST

30. Do you or your spouse or any partner or stockholder have any financial interest in any wholesale liquor business?
☐ Yes ☐ No

If yes, give details: _____

CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE

SECTION 2:

31. Full name of applicant (Company/Corporation) 2749 Flat Shoals, LLC
32. Full name of Agent/Licensee: MUSHTAQ AHMED
 License/Agent Social Security Number: [REDACTED]
 Date of Birth and Place of Birth: [REDACTED]
 Citizen of the USA? ☒ Yes ☐ No Alien Number: [REDACTED]
 Resident of Georgia? ☒ Yes ☐ No Years 18 County DeKalb
 Home Address: [REDACTED]
Decatur GA 30033
 City State Zip Code
 Telephone Number: Home: [REDACTED] Business: ()
 Email Address: 2749Flatshoals@gmail.com
 Hours said Agent/Licensee will actively be on the premise: 8hrs
 List duties of Agent/Licensee: Ordering / Paperwork / Inventory / Banking etc

33. Full Name of Spouse, Including Maiden Name: SYEDA AZMATUN NISA
 Spouse's Social Security Number: [REDACTED]
 Date of Birth and Place of Birth: [REDACTED]
 Hours Spouse on Premises: - NA -

34. Agent's/Licensee's Business interest(s), occupation(s) and employment for the past ten (10) years

COMPANY	ADDRESS (CITY & STATE)	POSITION	DATES
Convenience	1131 N Hamlin Rd	Cashier	2013 - 14
Gas station	3316 Joseph E. Lowry	Manager	2014 - 15

35. Full Name of Manager: MUSHTAQ AHMED
 Social Security Number of Manager: [REDACTED]
 Date of Birth and Place of Birth: [REDACTED]
 Home Address: [REDACTED]
 Telephone Number: Home: [REDACTED] Business: ()
 E-mail Address: 2749Flatshoals@gmail.com

CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE

36. Full Name of Spouse, Including Maiden Name: SYEDA AZMATUN NISA

Spouse's Social Security Number: [REDACTED]

Spouse's Date of Birth and Place of Birth: [REDACTED]

37. Does Agent/Licensee, or any Partner(s), Corporation Officer, Principle Shareholder(s), Trustee(s) or Spouse have, within the preceding ten (10) years, any conviction for the violation of any federal, state or Local laws, Ordinances or Regulations, or does said person have current proceeding for violation of any Federal, State or Local laws, ordinances or regulations? ☐ Yes ☒ No

38. For the purpose of this question, the term – conviction shall include an adjudication of guilt, a plea of guilty, a plea of nolo contendere, the forfeiture of a bond or adjudication by pre-trial intervention.

PERSON CHARGED	DATE	OFFENSE	LOCATION	DISPOSITION

BACKGROUND. FINANCIAL INFORMATION ON APPLICANT. MANAGER AND OWNERS

39. Applicant's full name (Company/Corporation) 2749 Flat Shoals, LLC

If a Corporation, Date of Incorporation: 08/05/2019

Taxpayer Id# [REDACTED]

40. If a Corporation, indicate the following for all Officers, members of the Board of Directors, Trustees and principal stockholders. If a Partnership, include all partners. (Complete all information requested for each person).

NAME	ADDRESS	DOB	SSN	POSITION	% INTEREST
MushTaq	[REDACTED]	[REDACTED]	[REDACTED]	OWNER	100%.

If operating as a partnership, submit a copy of all partnership agreements. If corporation, attach a copy of all Articles of Incorporation, By-laws and amendments thereto, minutes of any corporation meetings within the last twelve (12) months.

41. Do you own the property where the business is located? ☐ Yes ☒ No

If yes:

Date of Purchase _____ Purchase Price _____ Seller's Names _____

42. If property rented/leased, owner's name and address: First Atlanta Companies, Inc

Amount of rent/lease:

Monthly \$1,000 Annually _____ Other (specify) _____

(Submit copy of lease agreement, deed, sublease, etc.)

CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE

43. State the amount and source of funds that have or will be invested by each individual who has an interest in the business. If a Corporation or Partnership, list each individual separately.

NAME	AMOUNT INVESTED	SOURCE OF FUNDS	DATES
MUHTAG AHMED	20,000	Promissory note	10-1-19

44. Bank accounts and assets in the name of agent/licensee and/or maintained by the agent/licensee, whether individual, partnership or corporation. (Provide copies of account statements)

TYPE	BANK	CITY & STATE	ACCOUNT NUMBER	AMOUNT
Checking	[REDACTED]	Dekalb Co, GA	[REDACTED]	3000
Checking	[REDACTED]	Dekalb Co, GA	[REDACTED]	

45. Has Agent/Licensee, Spouse or any person having an interest in the business received, directly or indirectly, any financial aid or assistance, to include land, fixtures, equipment, etc., from any manufacturer or wholesaler of alcoholic beverages? ☐ Yes ☒ No If yes, please specify.

NAME	ADDRESS	AMOUNT/ITEM	DATE

46. List any other individual(s) or firm(s) owning any interest in or receiving any funds from the operation of the business or on the premises. This includes cigarette machines, game machines, billiard tables vendors, etc

- N A -

47. List any financial interest or ownership which Agent/Licensee or any member of the partnership or corporation or stockholder presently has in any alcoholic beverage license in the state of Georgia.

NAME	NAME AND ADDRESS OF PREMISES	POSITION	% OF INTEREST
	NONE		

48. List all assets which will be used or converted for use as an investment in the business and/or all sources of funding used to capitalize and/or operate the Business.

- N A - Promissory Note

CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE

RETAIL PACKAGE LICENSE (selling beer & wine only)

**If you are applying for a retail package license, please complete questions 49-50.
If not, please skip ahead to next page.**

- 49.** Are you (the applicant) or any member of your family, the owner, lessor or sub-lessor of any real estate which is occupied by a retail package store? ☐ Yes ☒ No

If yes, list locations, information as to any lease or rental agreement, amount of rent received, and to whom.

LOCATION	LEASE/RENTAL AGREEMENT INFORMATION	AMOUNT OF RENT	LESSOR

- 50.** Are you or any member of your family the Executor, Administrator, Beneficiary or Heir of any estate having any interest in retail package store? ☐ Yes ☒ No

If yes, list location(s), amount of interest and your relationship with the estate:

LOCATION(S)	% INTEREST	YOUR RELATIONSHIP TO ESTATE

- 51.** Are you or any member of your family the beneficiary or trustee of any trust fund having any interest in a retail package store? ☐ Yes ☒ No

If yes, give your position, the name of the trust and the amount of income that you receive.

POSITION	NAME OF TRUST	INCOME RECEIVED



CERTIFICATION

Are you familiar with the city of South Fulton ordinances, state laws and regulations governing the operation of establishments that serve and/or sell alcoholic beverages? ☒ yes ☐ no

Do you agree to abide by such ordinances, laws and regulations ☒ yes ☐ no

It is the responsibility of the agent to ensure that all licenses to sell alcoholic beverages are renewed no later than December 15th of each year.

I, Mushtaq Ahmed, being duly sworn according to law, do swear that the facts and details stated by me in the foregoing answers to questions are true and complete, and no false or fraudulent statement is made herein, that such answers were made in order to procure the granting of such license.


SIGNATURE OF AGENT/LICENSEE

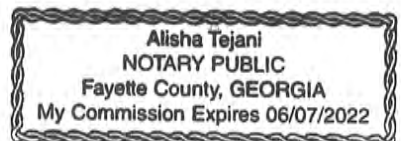
10/14/19
DATE

MUSHTAQ AHMED
PRINTED NAME OF AGENT/LICENSEE

SWORN TO AND SUBSCRIBED

BEFORE ME THIS 14th DAY OF Oct 2019


NOTARY PUBLIC



CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE



APPLICANT PRIVACY RIGHTS

As an applicant that is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history record check for a non-criminal justice purpose (such as an application for a job or license, immigration or naturalization, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification that your fingerprints/biometrics will be used to check the criminal history records maintained by the Georgia Crime Information Center (GCIC) and the FBI, when a federal record check is so authorized.
- If your fingerprints/biometrics are used to conduct a FBI national criminal history check, you are provided a copy of the Privacy Act Statement that would normally appear on the FBI fingerprint card.
- If you have a criminal history record, the agency making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The agency must advise you of the procedures for changing, correcting, or updating your criminal history record as set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a Georgia or FBI criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the agency denies you the job, license or other benefit based on information in the criminal history record.
- In the event an adverse employment or licensing decision is made, you must be informed of all information pertinent to that decision to include the contents of the record and the effect the record had upon the decision. Failure to provide all such information to the person subject to the adverse decision shall be a misdemeanor [O.C.G.A. § 35-3-34(b) and §35-3-35(b)].

You have the right to expect the agency receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of state and/or federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

If the employment/licensing agency policy permits, the agency may provide you with a copy of your Georgia or FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, information regarding how to obtain a copy of your Georgia, FBI or other state criminal history may be obtained at the [GBI website \(http://gbi.georgia.gov/obtaining-criminal-history-record-information\)](http://gbi.georgia.gov/obtaining-criminal-history-record-information).

If you decide to challenge the accuracy or completeness of your Georgia or FBI criminal history record, you should send your challenge to the agency that contributed the questioned information. Alternatively, you may send your challenge directly to GCIC provided the disputed arrest occurred in Georgia. Instructions to dispute the accuracy of your criminal history can be obtained at the [GBI website \(http://gbi.georgia.gov/obtaining-criminal-history-record-information\)](http://gbi.georgia.gov/obtaining-criminal-history-record-information).

2018-05 Attachment A

Date Revised: 1/1/2019

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CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE



PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine Uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

2018-05 Attachment B

TITLE 28 CFR 16.30 THROUGH 16.34**§ 16.30 Purpose and Scope**

This subpart contains the regulations of the Federal Bureau of Investigation (FBI) concerning procedures to be followed when the subject of an identification record requests production of that record to review it or to obtain a change, correction, or updating of that record.

§ 16.31 — Definition of identification record An FBI identification record, often referred to as a “rap sheet,” is a listing of certain information taken from fingerprint submissions retained by the FBI in connection with arrests and, in some instances, includes information taken from fingerprints submitted in connection with federal employment, naturalization, or military service. The identification record includes the name of the agency or institution that submitted the fingerprints to the FBI. If the fingerprints concern a criminal offense, the identification record includes the date of arrest or the date the individual was received by the agency submitting the fingerprints, the arrest charge, and the disposition of the arrest if known to the FBI. All arrest data included in an identification record are obtained from fingerprint submissions, disposition reports, and other reports submitted by agencies having criminal justice responsibilities. Therefore, the FBI Criminal Justice Information Services Division is not the source of the arrest data reflected on an identification record.

§ 16.32 — Procedure to obtain an identification record

The subject of an identification record may obtain a copy thereof by submitting a written request via the U.S. mails directly to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. Such request must be accompanied by satisfactory proof of identity, which shall consist of name, date and place of birth and a set of rolled-in inked fingerprint impressions placed upon fingerprint cards or forms commonly utilized for applicant or law enforcement purposes by law enforcement agencies.

§ 16.33 — Fee for production of identification record

Each written request for production of an identification record must be accompanied by a fee of \$18 in the form of a certified check or money order, payable to the Treasury of the United States. This fee is established pursuant to the provisions of [31 U.S.C. 9701](#) and is based upon the clerical time beyond the first quarter hour to be spent in searching for, identifying, and reproducing each identification record requested as specified in [§ 16.10](#). Any request for waiver of the fee shall accompany the original request for the identification record and shall include a claim and proof of indigency. Subject to applicable laws, regulations, and directions of the Attorney General of the United States, the Director of the FBI may from time to time determine and establish a revised fee amount to be assessed under this authority. Notice relating to revised fee amounts shall be published in the *Federal Register*.

§ 16.34 — Procedure to obtain change, correction or updating of identification records

If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned 2018-05 Attachment C information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

2018-05 Attachment C

Date Revised: 1/1/2019

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CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE



Criminal History Record Information Consent/Inquiry Form ALCOHOL LICENSE



I hereby authorize City of South Fulton/Police Department to conduct an inquiry for the purpose of eligibility of my alcohol license as listed below and receive any Georgia and/or national criminal history record information as authorized by state and federal law.

Full Name (print)	MUSHTAQ AHMED		
Any other name used (i.e. maiden name)			
Home Address	[REDACTED]		
Name of Business	2749 Flat Shoals LLC DBA NEIGHBORHOOD FOOD MART		
Address of Business	2749 Flat Shoals Road ATLANTA, GA 30319		
Gender	Race	Date of Birth	Social Security Number
MEN	[REDACTED]	[REDACTED]	[REDACTED]

☐ I, MUSHTAQ AHMED, give consent to the above-named entity to perform periodic criminal history background checks for the duration of my tenure as agent, licensee, or member of this establishment listed above.

☐ I, MUSHTAQ AHMED, confirm that I have received a copy of the Privacy Act Statement, Applicant's Privacy Rights and Title 28 CFR 16.30 through 16.34. I further confirm, that I have read and understand these guidelines.

[Signature]
Signature

11-26-2019
Date

Date of Inquiry: 11/27/19 Time of Inquiry: 10:45am Operator's Initials: SW

Purpose Code Used: (check all that apply)

☒ E- Employment
J- Civilian Criminal Justice Employment (State & III Info Received)
W- Working with Children
Z- Sworn Criminal Justice Employment (State & III Info Received)

The inquiry resulted in the following: (check all that apply)

☒ No Criminal Record Available
Criminal Record (Attached/Released)
☒ No NCIC/GCIC Warrant
Possible NCIC/GCIC Warrant (List Wanting Agency Below)

Wanting Agency Name: _____
Wanting Agency Telephone Number: _____

Lashan Wright CIS Tech 11/27/19
Print Agency Designee Name and Title Date

[Signature]
Agency Designee Signature

Date Revised: 10-30-19

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CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE

FOR CITY CLERK USE ONLY

Date application received by city clerk _____
(this section must be date and time stamped)

Print Name of City Clerk

Signature of City Clerk

FOR POLICE LICENSE & PERMIT UNIT USE ONLY

Date Application Received from City Clerk _____
(This Section Must Be Date and Time Stamped)

Kay LESTER

Print Investigator Name Receiving Application

KG

Signature of Investigator



South Fulton Police Department

5440 Fulton Industrial Blvd · Atlanta, Georgia 30336 · 470-809-7300

Keith Meadows
Chief of Police

ATTN: Dana Gray
City of South Fulton Planning & Zoning Section
5440 Fulton Industrial Blvd SW
Atlanta, GA 30336

The business listed below has applied for an Alcoholic Beverage License with the City of South Fulton. In order to proceed, the listed business must pass a Zoning Compliance Inspection. Please complete the form below and return this form to the person listed below.

This business is applying for the following alcohol license(s):

- [] Consumption on Premises:
_____ Beer _____ Wine _____ Distilled Spirits
- [X] Retail
____X____ Beer _____X____ Wine _____ Distilled Spirits

Business Information:

2749 Flat Shoals, LLC
Neighborhood Food Mart
2749 Flat Shoals Road, Atlanta, GA 30349
Owner: Mushtaq Ahmed
Phone: [REDACTED]
Email: 2749flatshoals@gmail.com

For Planning & Zoning Use Only

Date of Compliance Inspection: 1-24-2020 Parcel ID Number: 13012600040792

Location is Zoned for: C-1 CONVENIENCE

Current/Past Use of the Property: CONVENIENCE STORE

- [☒] Location above **MEETS ALL** zoning and alcohol license zoning requirements of the City of South Fulton.
APPROVED PER LEGAL ADVICE **DOCUMENTS ATTACHED**
- [] Location above does **NOT** zoning and alcohol license zoning requirements of the City of South Fulton.
If not, briefly explain reason below:

DANA GRAY
Print Name of Zoning Planner

[Signature]
Zoning Planner Signature

Shayla Reed
Print Name of Department Head

[Signature]
Department Head Signature

Return form via email to: Captain Tina Johnson @ tina.johnson@cityofsouthfultonga.gov



South Fulton Police Department

5440 Fulton Industrial Blvd · Atlanta, Georgia 30336 · 470-809-7300

Keith Meadows
Chief of Police

ATTN: Office of the Fire Marshal
City of South Fulton Fire Department
5440 Fulton Industrial Blvd SW
Atlanta, GA 30336

The business listed below has applied for an Alcoholic Beverage License with the City of South Fulton. To proceed, the listed business must pass a Fire Inspection. Please complete the form below and return this form to the person listed below.

This business is applying for the following alcohol license(s):

[] Consumption on Premises
_____ Beer _____ Wine _____ Distilled Spirits

[X] Retail
__X__ Beer __X__ Wine _____ Distilled Spirits

Business Information:

2749 Flat Shoals, LLC
Neighborhood Food Mart
2749 Flat Shoals Road, Atlanta, GA 30349
Owner: Mushtaq Ahmed
Phone: [REDACTED]
Email: 2749flatshoals@gmail.com

For Fire Use Only

Date of Inspection: 1/28/20

[☒] Location above **MEETS ALL** City of South Fulton Fire Ordinance and Fire Codes

[☐] Location does **NOT** meet City of South Fulton Fire Ordinance and Fire Codes
If not, briefly explain reason: _____

Andre Eberhart

Print Name of Fire Inspector

[Signature]

Fire Inspector Signature

Donna Kaye Dingle, Fire Marshal

Print Name of Department Head

Donna Kaye Dingle

Department Head Signature

Return form via email to: Captain Tina Johnson @ tina.johnson@cityofsouthfultonga.gov



**CITY OF SOUTH FULTON FIRE RESCUE
DEPARTMENT
FIRE SAFETY INSPECTION**



DATE: 1/28/20 INSPECTION TYPE: Annual ☒ Follow-up ☐
 BUSINESS NAME: Neighborhood Food Mart BUS. PHONE#: 678 860 8380
 ADDRESS: 2749 Flat Shoals Rd CITY: Atlanta ZIP CODE: 30349
 CONTACT PERSON: Mushtaq Ahmed Email address: _____
 Signature

EXITS: (Access): ☐ obstructed; ☐ not clearly identified; (Lights): ☐ out; ☐ not clearly visible; (Door): ☐ locked, chained; ☐ hard to open; ☐ Discharge from building obstructed; ☐ Lighting not working; ☐ Other _____

FIRE EXTINGUISHERS: ☐ None; ☐ Needs recharging; ☐ Improper type for the area; ☐ Travel distance is greater than 75 ft. ☐ Not readily visible; ☐ Top is mounted greater than 54 in above the floor; ☐ State certified inspection past due; ☐ Not sealed; ☐ Other _____

FIRE/SMOKE DETECTION SYSTEMS: ☐ No equipment present; ☐ Inadequate number of detectors; ☐ Does not sound during test; ☐ Alarm panel area obstructed; ☐ (Manual pull stations) not identified; ☐ Obstructed; ☐ Damaged; ☐ Other _____

AUTOMATIC EXTINGUISHING SYSTEMS: System monitored by: _____ ☐ No equipment present; ☐ Sprinkler system shut off; ☐ Control valve not secured in open position; ☐ Sprinkler head(s) obstructed/damaged; ☐ Access to controls obstructed; ☐ (Fire dept. connection): not clearly identified; ☐ obstructed; ☐ damaged; ☐ missing caps; ☐ Stove hood system not charged; ☐ Hood system instructions not posted; ☐ Excessive grease build-up around hood; ☐ No indication system has been tested; ☐ Other _____

ELECTRICAL: ☐ Less than 30 inches access to panel; ☐ Panel box: has no cover; ☐ damaged; ☐ Outlets overloaded; ☐ Permanently mounted extension cord; ☐ Open junction boxes; ☐ Other _____

GENERAL: ☐ Address not posted/visible from street; ☐ Combustible storage too close to heat producing objects; ☐ Unsafe usage of space heaters; ☐ NO SMOKING signs not provided in areas of flammable/combustible liquids/gases; ☐ Other _____

COMMENTS: No issues noted during this inspection **PASS**

We would like to thank you for your cooperation during this inspection. It was made based upon the current codes which set forth minimum requirements for fire safety and are adopted by the City of South Fulton and the State of Georgia. Please note that if no violations were noted during this inspection, it does not mean your place of business is totally safe from fire, explosion or other related hazards but that on this date, it met the minimum requirements addressed above.

If however, violations were noted, you are required to make the necessary corrections within 30 days of this inspection.

☐ Follow-up inspection by the fire prevention division required

Inspecting officer: A. Eberhart Station/Shift: _____ Phone: _____

(Print Name)

(non-emergency)

FOR FIRE OR OTHER EMERGENCY – CALL 911

Copy distribution: White-Business; Yellow-Fire Prevention; Blue Station



South Fulton Police Department

5440 Fulton Industrial Blvd · Atlanta, Georgia · 30336 · 470-809-7300

Keith Meadows
Chief of Police

December 12, 2019
ATTN: Brian Morris
City of South Fulton Code Enforcement Department
5440 Fulton Industrial Blvd SW
Atlanta, GA 30336

The business listed below has applied for an Alcoholic Beverage License with the City of South Fulton. In order to proceed, the listed business must pass a Code Enforcement Inspection. Please complete the form below and return this form to the person listed below.

This business is applying for the following alcohol license(s):

- [] Consumption on Premises:
_____ Beer _____ Wine _____ Distilled Spirits
- [X] Retail
____X____ Beer ____X____ Wine _____ Distilled Spirits

Business Information:

2749 Flat Shoals, LLC
Neighborhood Food Mart
2749 Flat Shoals Road, Atlanta, GA 30349
Owner: Mushtaq Ahmed
Phone: [REDACTED]
Email: 2749flatshoals@gmail.com

For Code Enforcement Use Only

Date of Inspection: 12/10/19

☒ Location above **MEETS ALL** City of South Fulton Code Enforcement Requirements

[] Location does **NOT** meet City of South Fulton Code Enforcement Requirements
If not, briefly explain reason: _____

JARVIS L. HARRIS
Print Name of Code Enforcement Inspector

[Signature]
Code Enforcement Inspector Signature

BRIAN C MORRIS
Print Name of Department Head

[Signature]
Department Head Signature

Return form via email to: Captain Tina Johnson @ tina.johnson@cityofsouthfultonga.gov



South Fulton Police Department

5440 Fulton Industrial Blvd · Atlanta, Georgia 30336 470-809-7300

Keith Meadows
Chief of Police

November 21, 2019

City of South Fulton
Business License Dept.
Attn: LaShayne Taylor
5440 Fulton Industrial Blvd SW
Atlanta, GA 30336

The business listed below has applied for an Alcoholic Beverage License with the City of South Fulton. In order to proceed, the listed business must possess a current City of South Fulton Business License. Please complete this form and return to the person listed at the bottom of the form below.

This business is applying for the following alcohol license(s):

- [] Consumption on Premises
_____ Beer _____ Wine _____ Distilled Spirits
- [X] Retail
__X__ Beer __X__ Wine _____ Distilled Spirits

Business Information:

2749 Flat Shoals, LLC
Neighborhood Food Mart
2749 Flat Shoals Road, Atlanta, GA 30349
Owner: Mushtaq Ahmed
Phone [REDACTED]
Email: 2749flatshoals@gmail.com

For Business License Use Only

- [X] Location above **HAS** a current and valid occupational tax certificate and meets all of the business and occupational tax ordinance of the City of South Fulton. **A copy of the occupational tax certificate is attached.**
- [] Location above does **NOT have an occupational tax certificate with the** City of South Fulton.
If additional explanation is required, briefly explain below:

LaShayne Taylor
Print Name of Business Tax Specialist

[Signature]
Business Tax Specialist Signature

Nina Robinson
Print Name of Department Head

[Signature]
Department Head Signature

Return form via email to: Captain Tina Johnson @ tina.johnson@cityofsouthfultonga.gov



South Fulton Police Department

5440 Fulton Industrial Blvd · Atlanta, Georgia 30336
Phone: (470) 809-7300

Keith Meadows
Chief of Police

November 22, 2019
ATTN: Dondrell Haines
Fulton County School Board
Transportation Supervisor/Operations
Fulton County Schools System
55 Heath St. Fairburn, GA. 30213

The business listed below has applied for an Alcoholic Beverage License with the City of South Fulton. In order to proceed, the listed business must verify compliance of distance from the nearest school and school bus stop. Please complete the form below and return this form to the person listed below.

This business is applying for the following alcohol license(s):

- [] Consumption on Premises:
_____ Beer _____ Wine _____ Distilled Spirits
- [X] Retail
__X__ Beer __X__ Wine _____ Distilled Spirits

Business Information:
2749 Flat Shoals, LLC
Neighborhood Food Mart
2749 Flat Shoals Road, Atlanta, GA 30349
Owner: Mushtaq Ahmed
Phone: [REDACTED]
Email: 2749flatshoals@gmail.com

For School Board Use Only

Date Completed: 11-22-2019

- [X] Location above is 300 yards from nearest school ground
[X] Location above is 200 yards from the nearest school bus stop as designated by Fulton County Board of Education.
If not, briefly explain reason: _____

Dondrell Haines

Print Name of Person Verifying Distance

[Signature]

Signature

Return form via email to: Captain Tina Johnson @ tina.johnson@cityofsouthfultonga.gov

COMMUNICATIONS

Call Time	Event ID	Rpt #	Street	Nature	Additi
12/13/2018 18	2018409584	2018013638	2749 FLAT SHOALS RD	TRAFF29B	
12/13/2018 18	2018409586	2018023579	2749 FLAT SHOALS RD	MEDICAL CALL /	
12/13/2018 18	2018409588	2018212870	2749 FLAT SHOALS RD	TRAFF29B	
12/13/2018 20	2018409717		2749 FLAT SHOALS RD	TRAFF29B	
01/22/2019 13	2019028132	2019001049	2749 FLAT SHOALS RD	29 FIGHT OR DOM	DIST:
01/22/2019 13	2019028141		2749 FLAT SHOALS RD		DIST:
02/02/2019 13	2019042859		2749 FLAT SHOALS RD	29 FIGHT OR DOM	DIST:
02/02/2019 13	2019042871		2749 FLAT SHOALS RD		DIST:
03/08/2019 13	2019088431		2749 FLAT SHOALS RD	39 INFORMATION	
03/08/2019 18	2019088866	2019004639	2749 FLAT SHOALS RD	TRAFF29A	
03/08/2019 18	2019088870	2019003176	2749 FLAT SHOALS RD	TRAFF29A	
03/25/2019 22	2019111055	2019003563	2749 FLAT SHOALS RD	AC46 CRUELTY	
10/18/2019 15	2019393132		2749 FLAT SHOALS RD		DIST:
10/21/2019 20	2019397064		2749 FLAT SHOALS RD	54 SUSPICIOUS P	DIST:
11/27/2019 13	2019446126		2749 FLAT SHOALS RD	87 TRAFFIC STOP	
12/20/2019 21	2019476333	2019016947	2749 FLAT SHOALS RD	39 INFORMATION	DIST:
02/08/2020 10	2020050798	2020002138	2749 FLAT SHOALS RD	41 AUTOMOBILE A	DIST:
02/08/2020 10	2020050808	2020002646	2749 FLAT SHOALS RD	TRAFF29B	DIST:
02/08/2020 10	2020050809	2020001923	2749 FLAT SHOALS RD	TRAFF29B	DIST:

City of South Fulton
5440 Fulton Industrial Blvd SW
Atlanta, GA 30336
(470)809-7700

INVOICE #

19012514

CUSTOMER ID: [REDACTED] PIN: [REDACTED]
INVOICE DATE: 11/08/19
DUE DATE:

**MAKE CHECKS PAYABLE TO:
CITY OF SOUTH FULTON**

2749 Flat Shoals, LLC
Neighborhood Food Mart
Mushtaq Ahmed
2749 Flat Shoals Rd
Atlanta, GA 30349

QUANTITY/UNIT	SERVICE ID	DESCRIPTION	UNIT PRICE	AMOUNT
		2020 Alcohol License Fees		
1.0000/1	ABLAPPL	Alcohol Lic - Application fee	300.000000	300.00
		2020 Alcohol License Fees		
1.0000/1	ABLINVST	Alcohol Lic Investigation fee	55.000000	55.00
		2020 Alcohol License Fees		
		- Mushtaq Ahmed		
1.0000/1	ABLSTRBR	Alcohol Lic Store -Beer	300.000000	300.00
		2020 Alcohol License Fees		
1.0000/1	ABLSTRWN	Alcohol Lic Store Wine	300.000000	300.00
		2020 Alcohol License Fees		
1.0000/1	ABLADV	Alcohol Lic Advertising Fee	505.000000	505.00
		2020 Alcohol License Fees		
1.0000/1	ABLFIREI	Alcohol Fire Inspection Fee	75.000000	75.00
		2020 Alcohol License Fees		
			TOTAL DUE:	\$ 1,535.00
Prn Payment: 11/15/19 CK 1001				-1,535.00
			BALANCE:	\$ 0.00

PAYMENT COUPON - PLEASE DETACH AND RETURN THIS PORTION ALONG WITH YOUR PAYMENT

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

INVOICE #: 19012514
DESCRIPTION: 2020 Alcohol License Fees
CUSTOMER ID: [REDACTED] PIN: [REDACTED]
DUE DATE:
TOTAL DUE: \$ 0.00

2749 Flat Shoals, LLC
Neighborhood Food Mart
Mushtaq Ahmed
2749 Flat Shoals Rd
Atlanta, GA 30349



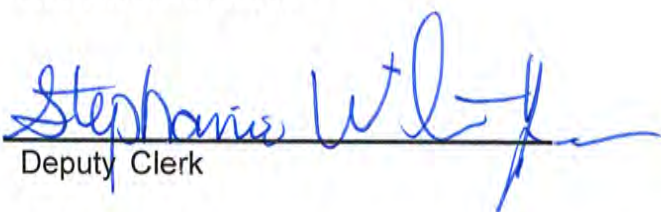
**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF GEORGIA
ATLANTA DIVISION**

Name: MUSHTAQ AHMED

I, James N. Hatten, Clerk, United States District Court for the Northern District of Georgia, do hereby certify that I have examined the record of said court for the Atlanta Division of said district and the records do not reveal the filing of a criminal indictment or information charging an offense against the United States of America by MUSHTAQ AHMED within ten (10) years immediately preceding the date of this certificate.

In testimony whereof, I have hereunto set my hand and have affixed the seal of said Court, at Atlanta, Georgia, this 18th day of October, 2019.

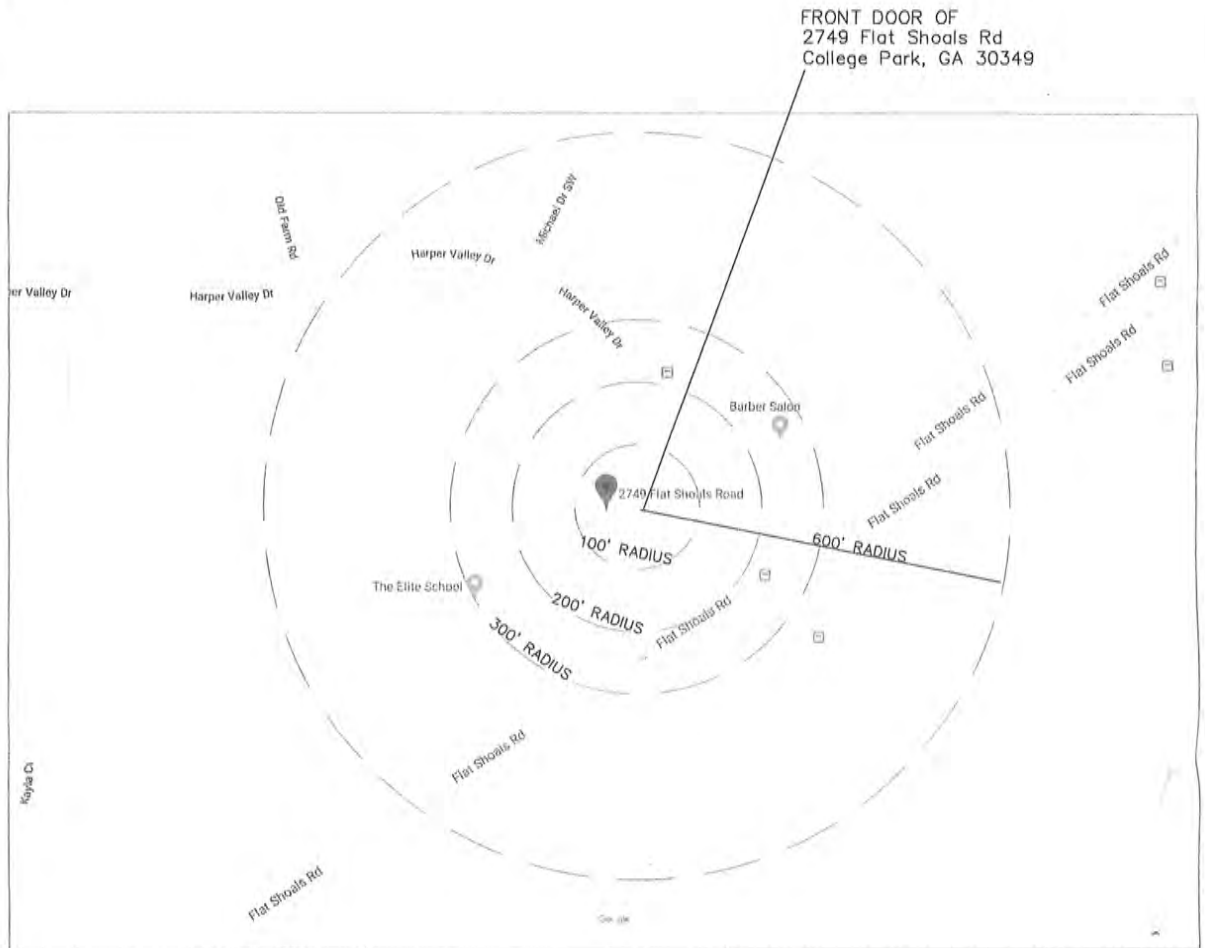
JAMES N. HATTEN
DISTRICT COURT EXECUTIVE
CLERK OF COURT

By: 

Deputy Clerk



NOTE: DISTANCES ARE MEASURED IN A STRAIGHT LINE FOLLOWING STANDARD MEANS OF TRAVEL, FROM FRONT DOOR OF ESTABLISHMENT TO FRONT DOOR OR PROPERTY LINE OF RELEVANT BUSINESSES.



NEAREST:

PRIVATE RESIDENCE: 2830 Harper Valley Rd, College Park, GA 30349: 72.55 feet from rear corner of house to closest point of proposed convenience store

COLLEGE CAMPUS/SCHOOL GROUND: Mary Bethune 5925 Old Carriage Dr SW, Atlanta, GA 30349: 352 YARDS

SOUTH FULTON PUBLIC LIBRARY: South Fulton Library, 4055 Flat Shoals Rd, Union City, GA 30291: 2.5 MILES = 4400 YARDS

CHURCH/PLACE OF WORSHIP: Calvary Baptist Church, 6270 Red Oak Rd, Atlanta, GA 30349: 1 MILES = 1760 YARDS

REGULAR SCHOOL BUS STOP: Blacayne Apartments, 5401 Old National Hwy, College Park, GA 30349: 2.5 MILES = 4400 YARDS

X Certified that RETAIL SALES (Beer and Wine) is not located within 100 feet of any private residence, or 300 feet of a church building or within 300 feet of any school building, school grounds, or college campus, or within 200 feet of any designated school bus stop for drop off or pick up of children.

PROPERTY ADDRESS:
2749 Flat Shoals Rd
College Park, GA 30349

LIQUOR LICENSE SURVEY
for:

2749 Flat Shoals LLC
DBA: Neighborhood Food Mart

FULTON COUNTY, GEORGIA

DATE 11-14-2019



0 200
SCALE 1" = 200'

SURVEY SYSTEMS & ASSOC., INC.

info@SurveySystemsAtlanta.com
FAX (404)760-0011
PHONE (404)760-0010

ARTICLES OF ORGANIZATION

Electronically Filed
Secretary of State
Filing Date: 8/5/2019 4:02:59 PM

BUSINESS INFORMATION

CONTROL NUMBER 19105251
BUSINESS NAME 2749 Flat Shoals, LLC
BUSINESS TYPE Domestic Limited Liability Company
EFFECTIVE DATE 08/05/2019

PRINCIPAL OFFICE ADDRESS

ADDRESS 2749 Flat Shoals Rd., Atlanta, GA, 30349, USA

REGISTERED AGENT

NAME	ADDRESS	COUNTY
Mushtaq Ahmed	2749 Flat Shoals Rd, Atlanta, GA, 30349, USA	Fulton

ORGANIZER(S)

NAME	TITLE	ADDRESS
Mushtaq Ahmed	ORGANIZER	2749 Flat Shoals Rd., Atlanta, GA, 30349, USA

OPTIONAL PROVISIONS

The management of the company is vested in one or more Managers.

AUTHORIZER INFORMATION

AUTHORIZER SIGNATURE Mushtaq Ahmed
AUTHORIZER TITLE Organizer

STATE OF GEORGIA

Secretary of State

Corporations Division

313 West Tower

2 Martin Luther King, Jr. Dr.

Atlanta, Georgia 30334-1530

CERTIFICATE OF ORGANIZATION

I, **Brad Raffensperger**, the Secretary of State and the Corporation Commissioner of the State of Georgia, hereby certify under the seal of my office that

2749 Flat Shoals, LLC

a Domestic Limited Liability Company

has been duly organized under the laws of the State of Georgia on **08/05/2019** by the filing of articles of organization in the Office of the Secretary of State and by the paying of fees as provided by Title 14 of the Official Code of Georgia Annotated.

WITNESS my hand and official seal in the City of Atlanta
and the State of Georgia on **08/07/2019**.



Brad Raffensperger

Brad Raffensperger
Secretary of State

City of South Fulton, Georgia 2020 Occupational License

EXPIRES DECEMBER 31, 2020

Date Issued: 01/22/2020

License No: 1557003788

Issued to: 2749 FLAT SHOALS LLC
DBA NEIGHBORHOOD FOOD MART
2749 FLAT SHOALS ROAD
ATLANTA, GA 30349

Account No: 459621

Location: 2749 FLAT SHOALS ROAD
ATLANTA, GA 30349

The licensee named herein is authorized to do business at the above specified business location as provided for in the License Schedules listed below:

<u>Schedule</u>	<u>Description</u>	<u>Units</u>
445120.00	Convenience Stores	



THIS LICENSE DOES NOT PERMIT BUSINESS OPERATION UNLESS YOUR BUSINESS IS PROPERLY ZONED, AND/OR IN COMPLIANCE WITH ALL APPLICABLE LAWS/RULES.

This is NOT A BILL.

This license must be posted.

Avenu

Issuing Authority

Questions regarding this license should be addressed to Avenu at (800) 556-7274

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Council Public Hearing and Approval of Alcohol License

DATE: June 23, 2020

SUBJECT: Council Public Hearing and Approval of Alcohol License

REFERENCE:

CONCLUSION:

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
Alcohol License - 5100 Cascade Palmetto Hwy	Cover Memo	6/17/2020

GOVERNMENT OF THE CITY OF SOUTH FULTON

ODIE DONALD II
CITY MANAGER



KIETH MEADOWS
CHIEF OF POLICE

MEMORANDUM

TO: City of South Fulton Mayor & Council

FROM: Chief of Police, Keith Meadows – Police Department

SUBJECT: Request by GSS Capital, Inc (Citgo Food Mart) for an alcohol license for retail package sale of malt beverage(beer) and wine at 5100 Cascade Palmetto Highway, Fairburn, Georgia 30213

DATE: May 20, 2020

The applicant for GSS Capital, Inc doing business as Citgo Food Mart, seeks an alcohol license for retail package sale of malt beverage(beer) and wine at 5100 Cascade Palmetto Highway, Fairburn, Georgia 30213. All applicable fees have been paid related to the alcohol licenses.

Application and/or location have been reviewed/inspected and approved by Code Enforcement; Fire Department; Zoning, Fulton County School System, Business License Department and South Fulton Police Department.

POLICE CHIEF RECOMMENDATION: APPROVAL

APPLICATION INFORMATION

Applicant Information:	Pushpinder Singh Johar 5100 Cascade Palmetto Highway Palmetto, GA 30213
City Council District(s):	4
Parcel ID Number:	07020000490634
Square Footage:	
Existing Zoning:	C-1 (Community Business)
Current/Past Use of the Property:	AG-1 (Agricultural District)
History	This request serves as the applicants first request. The property currently operates as a Gas Station/Convenience Store in the City of South Fulton.

cc: Diane White, City Clerk



City of South Fulton

Alcohol Beverage License Application and Information Packet

Revised 1/1/19

CITY CLERK's OFFICE
5440 Fulton Industrial Blvd
Atlanta, GA 30336
470-809-7712

APPLICATION INSTRUCTION SHEET

Satisfactory completion of the following requirements is necessary to file applications. **Incomplete applications will not be accepted.**

- ☐ 1. ***ORIGINAL APPLICATION*** – Answer all questions on application legibly and appropriately in black ink or typed. Be sure application is notarized.
- ☐ 2. ***PERSONAL HISTORY STATEMENT*** – One personal history statement and the applicant will be fingerprinted at the South Fulton Police Department. If applicant is or represents a corporation or partnership, the agent and first (5) corporate officers or major stakeholders must complete a personal history statement and be fingerprinted.
- ☐ 3. ***FINGERPRINT AND BACKGROUND CHECK FEE***- There is a non-refundable \$855.00-dollar background investigation fee and additional \$55.00 dollars per individual that must be fingerprinted. Payable by business check cashier's check or cash.
- ☐ 4. ***CORPORATE PAPERS*** – Submit a certificate of incorporation, a copy of the corporate charter/by laws that have been properly signed by the Secretary of State and the registered agent(s) for the corporation. List all percentages held and title of each officer on the application.
- ☐ 5. ***LETTER OF CLEARANCE – APPLIES TO LICENSEE-AGENT ONLY.***
 - ☐ A. ***Federal Clearance*** – verifying that neither the applicant/agent and/or spouse have been convicted of a crime within the past (10) years. May be obtained from the Federal District Court (see the Clerk of Court) Richard B. Russell Building, 75 Ted Turner Drive, Atlanta, GA 30303. There is a cost of \$31.00 for the Clearance Letter - per name -and \$.50 for additional non-certified copy.
 - ☐ B. ***Certificate of Residence*** – Applicant/Agent must reside in one of the thirteen Metro-South Fulton counties (Cherokee, Clayton, Cobb, Coweta, Dekalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Henry, Paulding and Rockdale). Probate court of the county in which you may reside may sign the certificate-verifying residency. (See the Clerk of Superior Court).
 - ☐ C. ***Proof of Citizenship*** – Applicant/Agent must be a citizen of the United States or an alien lawfully admitted for permanent residence. A copy of the citizenship naturalization certificate or resident alien status is required.
 - ☐ D. ***Three Letters of Reference*** – May be furnished by any three (3) persons who have known the applicant for at least three (3) years. Letters must include name, address and telephone number.
 - ☐ E. ***Two (2) small color photos*** – Size 2 x 2 (passport size if possible).
- ☐ 6. ***SURVEY*** – Survey of location prepared by a Registered Survey noting the distances per City Ordinance Sec. 6-40010. The survey must be of the proposed premises depicting the distance requirements as specified on the alcoholic beverage application (question #5). The survey must also state how the property was measured (from what point of the premises to what point of the measured location and the direction of measurement).
- ☐ 7. ***LEASE OR VALID DOCUMENT*** – Shows applicant has legal access to the proposed premises (deed, lease, sublease, rental agreement, etc.).

CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE

- ❑ **8. FINANCIAL INVESTMENTS** – All applicants must furnish, at the time of filing application, all financial investments pertaining to the business operation. If documents are bank statements, the six months immediately preceding the investment are required.
- ❑ **9. MENU** – If applying as a restaurant, a copy of the menu is required showing the food served for on premise consumption.
- ❑ **10. FLOOR PLAN** – A drawing of the alcohol license premises including the customer service area (if restaurant, club, bar, etc.), must accompany the application. This includes measurements of total square footage of service area.
- ❑ **11. ZONING CLEARANCE** – Applicant must be in compliance with all City of South Fulton Zoning requirements. The Zoning Department is located at 5440 Fulton Industrial Blvd, Atlanta, GA (470) 809-7201.
- ❑ **14. ALCOHOL LICENSE FEES** - Fees will be assessed once application is submitted. See enclosed fee schedule. All fees are payable by money order, business check or cashier's check only.
- ❑ **15. IF APPLICABLE, APPROVAL OF FIRE, HEALTH, SCHOOL BOARD, ZONING AND CODE ENFORCEMENT DEPARTMENTS WILL BE REQUIRED** – After your interview with an investigator and you pass your background investigation, letters will be sent to the appropriate agencies to complete inspections. The applicant must cooperate with these departments to conduct inspections. Applications will not be submitted for approval until all required inspections are completed.
- ❑ **16. ADVERTISEMENT FEE (\$1179.20)** - This is the minimum estimated fee that the Daily Report charges for the required advertisement. Once advertisement is submitted you will be notified of any remaining balance. The applicant pays for advertisement and the Police Department will post your advertisement in accordance with Sec. 16-4001(a)(1).
- ❑ **17. BUSINESS LICENSE.** A copy of your City of South Fulton current business license or temporary issued business license.

If there are any questions concerning the completion of the applications, please call the South Fulton Police License and Permits Unit for assistance at (470) 809-7310 or 470-809-7372 or visit the web cosf.municode.com.

The completed application along with all required documents and initial required non-refundable application, fingerprint and background fees of must be submitted to the City of South Fulton, City Clerk, located at 5440 Fulton industrial Blvd., Atlanta, GA 30336. The city clerk will forward application within two business days to the South Fulton Police Department. An investigator will then call to schedule an appointment to meet with applicant in person to review application. Investigator appointments are scheduled Monday, Tuesday, and Wednesday between 9:00 am until 2:00pm.

Interviews with investigators will take place at the Police Department's License and Permits Unit located at 4121 Cascade Road - Atlanta, Georgia 30331.

CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE



ALCOHOL LICENSE FEE SCHEDULE

The following alcohol licenses fees are hereby established and shall be payable by check or money order, as applicable, at the time of filing the alcohol application:

BACKGROUND INVESTIGATION FEE:

(includes \$55 fee for fingerprinting) \$855.00

LICENSE FEE:

Consumption on the premises by the drink

Retail (Bar, Restaurant, etc.):

Liquor \$3200.00

Beer \$650.00

Wine \$650.00

Note: Premises offering sale by the drink require an additional license for the operation of each lounge, separate restaurant (with separate bar), or other place for consumption on the premises located within the same building covered by the initial license and under the same ownership. An annual license fee of \$1000.00 will be charged for each additional license issued in addition to the initial license.

Microbrewery \$2000

Growler \$2000

Distilled Spirits by the package

Retail (Liquor Store):

Liquor (does not include beer and wine) \$3800.00

Beer \$300.00

Wine \$300.00

Wholesale (Warehouse Distributor):

Liquor (does not include beer and wine) \$4500.00

Beer \$360.00

Wine \$360.00

Manufacturer (Distillery):

Liquor (does not include beer and wine) \$4000.00

Beer \$500.00

Wine \$500.00

ADVERTISING FEE:

Initial Advertising Fee \$1179.20

FIRE INSPECTION FEE: \$75.00

CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE

PERSONAL STATEMENT

INSTRUCTIONS: This personal statement must be executed, under oath, by every person having any ownership or profit sharing interest in, or managing, any place of business applying for a license from the City of South Fulton to sell or deal in alcoholic beverages or liquors. Each question must be fully answered. If the space provide is not sufficient, answer the question on a separate sheet and indicate in the space provided that such separate sheet is attached.

Applicant Name in FULL (Please Print) Pushpinder Singh Johar

Home Address: [REDACTED]

Business Address: 5100 Cascade Palmetto Hwy, Fairburn, GA 30213

Place of Birth Punjab, India Date of Birth: [REDACTED] Age: [REDACTED]
(City, State) (Day, Month, Year)

Race: [REDACTED] Height: [REDACTED] Weight: [REDACTED] Eye Color: Brown U.S. Citizen Yes By Birth No

Hair Color: [REDACTED] Social Security Number: [REDACTED] Driver License Number: [REDACTED]

Have you been convicted of any law? Federal: No Foreign Country: No State Law: No and/or

City Ordinance: No if so, explain: _____

List names and addresses of employers for the past three (3) years: _____

July 2010 to Apr 2018, 3601 W Algonquin Rd #425, Rolling Meadows, IL 60008, Tel: (847) 368-0860

May 2018 - Present, President at Kirat Inc, 2805 Lee Rd, Lithia Springs, GA 30122

Single _____ Married X Widowed _____ Divorced _____ Separated _____
(If married, divorced or widowed, complete the below requested information on spouse).

Full name of spouse Loveleen Kaur Johar Social Security Number [REDACTED]
Wife's Maiden Name Chandok Social Security Number [REDACTED] DOB [REDACTED]

I, the undersigned, do solemnly swear and attest, subject to criminal penalties for false swearing, that the information provided in this Personal Statement and in any and all documents provided in support of this application are true and accurate. I further understand that any false statements provided by me or my representatives as part of this application, beyond any legal penalties, will result in the denial of the subject application.

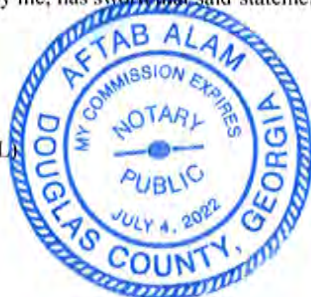
Pushpinder Singh Johar [Signature] 10/31/2019
Applicant's Printed Name Applicant's Signature Date of Application

I hereby certify that Pushpinder Singh Johar signed her/his name to the foregoing application stating to me that he/she knew and understood all statements and information contained therein and, under oath actually administered by me, has sworn that said statements and information are true and correct.

This 31st day of October, 2019.

Notary Public Signature: [Signature] (AFFIX SEAL)

Notary Printed Name: AFTAB ALAM



CITY OF SOUTH FULTON
Certificate of Residence
For Retail Package Distilled Spirits Applicants Only

State of Georgia, PAULDING County

I, DEBORAH ANDERSEN Judge of the probate Court, for PAULDING

County, Georgia, hereby certify that Pushpinder Singh Johar is now and has been a Bona Fide Resident of the state of Georgia for one year in the county of Paulding for one year immediately preceding the date of this affidavit, based upon the affidavit of applicant, and the evidence submitted therewith.

In Witness Whereof, I have hereunto set my hand and affixed the seal of said Probate Court this 29th day of October, 2019.

Deborah Andersen
Judge of the Probate Court

PAULDING

County, Georgia

Certificate of Residence
For All Other Alcoholic Beverage License Applicants

State of Georgia, PAULDING County

I, DEBORAH ANDERSEN Judge of the probate Court, for PAULDING

County, Georgia, Hereby certify that Pashpinder Singh Johar is now and has been a Bona Fide Resident of the state of Georgia in the county of PAULDING based upon the affidavit of applicant and the evidence submitted therewith. In Witness Whereof, I have hereunto set my hand and affixed the seal of said

Probate Court this 29th day of October, 2019.

Deborah Andersen
Judge of the Probate Court

PAULDING

County, Georgia

CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE

Save Affidavit
Affidavit Verifying Status for City Public Benefit
Pursuant to O.C.G.A. § 50-36-1(e)(2)

By executing this affidavit under oath, as an applicant for a(n) Alcohol License
[*type of public benefit*], as referenced in O.C.G.A. § 50-36-1, from City of South Fulton [name
of government entity], the undersigned applicant verifies one of the following with respect to my application for a
public benefit:

- 1) X I am a United States citizen.
- 2) _____ I am a legal permanent resident of the United States.
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and
Nationality Act with an alien number issued by the Department of Homeland
Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other
federal immigration agency is _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has
provided at least one secure and verifiable document, as required by O.C.G.A.
§ 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

DRIVER LICENSE

In making the above representation under oath, I understand that any person who knowingly
and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit
shall be guilty of a violation of O.C.G.A. § 16 -10-20, and face criminal penalties as allowed by
such criminal statute.

Executed in Douglasville (city) Georgia (state)

[Signature]
Signature of Applicant

Pushpinder Singh Johar
Printed Name of Applicant

SUBSCRIBED AND SWORN BEFORE
ME ON THE
31st DAY OF October, 20 19

[Signature]
NOTARY PUBLIC
My Commission Expires: July 04, 2022



CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE

E-Verify Affidavit

Private Employer Affidavit Pursuant to O.C.G.A. § 36-60-6(d)

By executing this affidavit under oath, the undersigned private employer verifies one of the following with respect to its application for a business license, occupational tax certificate, or other document required to operate a business as referenced in O.C.G.A. § 36-60-6(d):

Section 1.

Please check only one:

- (A) _____ On January 1st of the below signed year, the individual, firm, or corporation employed more than ten (10) employees.
- (B) X On January 1st of the below signed year, the individual, firm, or corporation employed ten (10) or fewer employees.

*** If the employer selected Section 1(A), please fill out Section 2 below.

Section 2.

The employer has registered with and utilizes the federal work authorization program in accordance with the applicable provisions and deadlines established in O.C.G.A. §36-60-6. The undersigned private employer also attests that its federal work authorization user identification number and date of authorization are as follows:

N/A
Name of Private Employer

N/A
Federal Work Authorization User Identification Number

N/A
Date of Authorization

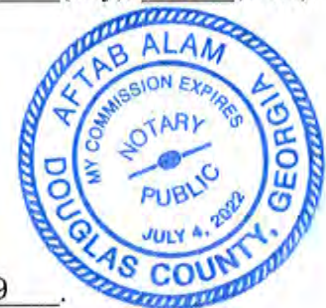
I hereby declare under penalty of perjury that the foregoing is true and correct. Executed on this day 31st of October, 2019 in Lawrenceville (city), GA (state).

[Signature]
Signature of Authorized Officer or Agent

Pushpinder Singh Johar, President
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE 31st DAY OF October, 2019.

[Signature]
NOTARY PUBLIC
My Commission Expires: July 04, 2022



CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE



REPORT FOR LAND SURVEY FOR ALCOHOLIC BEVERAGE LICENSE

For the purpose of the Alcoholic Beverage Ordinance distance means the measurement in lineal feet from the front entrance of the proposed location to the nearest property line of the private residence, church or place of religious services, public library, school ground or college campus, or designated school bus stop for drop off or pick up of children.

_____ A boundary line survey.

_____ A boundary line survey shall be prepared by a Georgia Registered Land Surveyor.

The following information shall be required on the survey:

1. Building location within boundaries of property.
2. Indicate location of main/front entrance of building to determine appropriate distance requirements.
3. Name, address, telephone number of applicant.
4. Date of survey, graphic scale and north arrow.
5. Location of tract (land district and land lot) and acreage.
6. Signature and certification statements as listed below on survey for related alcoholic beverage use.
7. Include one (1) of the certification statements as listed below on survey for related alcoholic beverage use.

_____ Certified that RETAIL SALES (Distilled Spirits) is not located within 100 feet of any private residence, or 300 feet of a church building or within 300 feet of any school building, school grounds, or college campus, or within 200 feet of any designated school bus stop for drop off or pick up of children, or within 1500 feet of any other business licensed to sell package liquor at retail.

 _____ Certified that RETAIL SALES (Beer and Wine) is not located within 100 feet of any private residence, or 300 feet of a church building or within 300 feet of any school building, school grounds, or college campus, or within 200 feet of any designated school bus stop for drop off or pick up of children.

	LS 2956
Signature of Georgia Registered Land Surveyor	Surveyor Number

CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE

SECTION 1: Licensee/Agent Pushpinder Singh Johar **For the year** 2020 **Date** _____

All applications must be typed or printed in black ink. Each question must be completely and correctly answered. If the space provided is not sufficient, attach additional sheets. Applications must be signed, dated, notarized and filed with the City Clerk, 5440 Fulton Industrial Blvd., Atlanta, GA. All required supporting documents must be attached. There is a non-refundable \$855.00-dollar background investigation fee due at filing payable by money order, cashier's check or business check. These fees are non-refundable and is NOT applied to the alcohol license fees.

Type of License Applying For: (Check All That Apply)

<u>LIQUOR</u>	<u>BEER</u>	<u>WINE</u>
☐ RETAIL PACKAGE	☒ RETAIL PACKAGE	☒ RETAIL PACKAGE
☐ CONSUMED ON PREMISES	☐ CONSUMED ON PREMISES	☐ CONSUMED ON PREMISES
☐ IMPORTER	☐ IMPORTER	☐ IMPORTER
☐ MANUFACTURER	☐ MANUFACTURER	☐ MANUFACTURER
☐ WHOLESALE	☐ WHOLESALE	☐ WHOLESALE
☐ NIGHT CLUB	☐ NIGHT CLUB	☐ NIGHT CLUB
☐ RESTAURANT	☐ RESTAURANT	☐ RESTAURANT
☐ BAR	☐ BAR	☐ BAR
☐ LOUNGE	☐ LOUNGE	☐ LOUNGE
☐ PRIVATE CLUB	☐ PRIVATE CLUB	☐ PRIVATE CLUB
☐ HOTEL SUITES	☐ HOTEL SUITES	☐ HOTEL SUITES
☐ HOTEL	☐ HOTEL	☐ HOTEL
☐ OTHER _____	☐ FOOD STORE	☐ FOOD STORE
	☐ OTHER _____	☐ OTHER _____

ACTIVITIES PROPOSED FOR PREMISES

- ☐ CUSTOMER DANCING
☐ LIVE ENTERTAINMENT
☐ ADULT ENTERTAINMENT

If a Private Club: (1) Submit the salaries and other benefits received by each officer, trustee and employee; (2) Attach A copy of 501(c) Internal Revenue Code tax exempt documentation; and (3) Attach membership application.

1. Is applicant: ☐ Sole Proprietorship ☐ Partnership ☒ Corporation ☐ LLC
2. Legal Name of Business: GSS CAPITAL INC
 Operating/Trade Name of Business: Citgo Food Mart
 Has location had alcohol license within the last 12 months? ☐ Yes ☒ No
3. Location of Business: 5100 Cascade Palmetto Hwy, Fairburn, GA 30213 Council District: 4
 (Street Address, City, State Zip)
4. Proposed Location Zoned: Commercial
5. A. Distance from closest private residence in any direction: 1,235 Feet
 B. Distance from closest college campus or school ground: 5,382 Feet
 C. Distance from closest branch of any South Fulton Public library: 32,736 Feet
 D. Distance from closest church or place of worship: 3,890 Feet
 E. Distance from closest regular school bus stop as designated by
 Fulton County Board of Education for pick-up or drop-off of
 school children in transport to the public schools of City of South Fulton. None Found as per survey

CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE

1. Hours said manager will be on the premise: 8 hours
2. What is the manager's business experience? 1.5 years in managing gas stations
3. Has the manager worked in this or a similar capacity? ☒ Yes ☐ No
If yes, explain: Managing Gas station at 2805 Lee Rd, Lithia Springs, GA 30122
4. Does Agent/License or any member of the Partnership, Corporation or Stockholder currently hold an Alcohol license (including a server permit)? ☒ Yes ☐ No
5. Has Agent/License or any member of the Partnership or Corporation or Stockholder ever applied for an Alcoholic Beverage license (or work/server/pour permit) and been denied, suspended, or revoked? ☒ No ☐ Yes
☐ denied ☐ suspended ☐ revoked
If yes, please check the appropriate status above and explain _____

LICENSED PREMISES

6. Do you own the property where the business is located? ☐ Yes ☒ No
7. If property rented/leased, owner's name and address: Madsen Clervoyant
[REDACTED]
Sublessor: Nabeel Group of Companies Inc
8. Has a license at this location ever been denied, suspended, or revoked? ☒ No ☐ Yes
☐ denied, ☐ suspended or ☐ revoked
If yes, check the appropriate status above and explain: _____
9. Is business located in a hotel or motel? ☐ Yes ☒ No
If yes, name of Hotel or Motel _____
10. If the business is to be operated as a department inside premises where another business is operating, give details of the existing business. N/A
11. What will be your business/operating hours? 6:00am to 12:00am
12. Where will your trash receptacle be located? Right side of the building
13. What arrangements have you made for trash removal? Will use trash company's service
14. How often will you clean your property? Everyday
15. What is your plan for sanitation, unlawful conduct and fire prevention on the premises? _____
Trash Service, Cleaning people, proper lightening in the premises, security cameras.
16. What type of security do you plan to have? Security Cameras, calling law enforcement if needed
and if any suspicion activity is noticed in and around the premises.

CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE

17. Do you offer your employees training with respect to items covered by the alcohol code? ☒ Yes ☐ No If yes, what type of training and how do you plan to prevent the selling to and consumption by underage consumers of alcohol and tobacco products on your premises? Making them aware about city code and manager level training to recognize fake ID's and and ask for ID's from every customers.
18. What type of buffering do you have/will you provided to alleviate the effects of noise, lighting, odors, traffic or other nuisances on surrounding properties? Do you have any plans to prevent un-permitted vending on your property?
This is gas station. There will not be any noise and odors. NO VENDOR PERMITTED.
19. Describe the traffic and pedestrian ingress and egress to/from the property and to/from any existing or proposed structure on the property. Traffic and pedestrian may ingress and egress to/from Ridge Rd as well as Cascade Palmetto Hwy

ON PREMISES CONSUMPTION LICENSE

If you are applying for an on-premises alcoholic beverage consumption license, please complete questions 20-26. If not, please skip ahead to question 27.

20. Seating Capacity: ☐ Restaurant ☐ Bar ☐ Other
☐ Brewpub ☐ Brewery
☐ Lounge ☐ Farm Winery
☐ Private ☐ Nightclub
21. Describe kitchen Facilities: _____
- List number of Employees: _____ Cooks _____ Waiters/Waitress _____ Other employees _____ Alcohol Servers _____
- *A copy of your menu must be included with this application.**
22. Is business air conditioned? ☐ Yes ☐ No
23. Will you have live entertainment? ☐ Yes ☐ No
24. What percentage of revenues do you expect to come from food sales? _____ from alcohol? _____
25. What is the total square footage of the licensed premises? _____
26. How many parking spaces are you required to have? _____
- Does the location have on-site parking? ☐ Yes ☐ No How many spaces? _____
- If no or if parking is insufficient, what arrangements have you made for parking? _____

Attach copies of any relevant leases and a map showing location in relation to licensed establishment.

CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE

RETAIL PACKAGE LIQUOR LICENSE (selling liquor, beer, & wine only)

**If you are applying for a package liquor license, please complete questions 27-30.
If not please skip ahead to question 31.**

27. Do you propose to operate this store solely as a package liquor store? ☐ Yes ☐ No

28. Give the amount of the gross sales of the retail liquor store at the licensed location for the previous twelve (12) months and state the dates used in computing the gross:

DATES (FROM – TO)	GROSS SALES

29. Does the Agent/Licensee, Spouse, or any other owner(s), partner(s) or stockholders have an interest in other retail liquor stores? ☒ Yes ☐ No

NAME	NAME & LOCATION OF BUSINESS	POSITION	% INTEREST

30. Do you or your spouse or any partner or stockholder have any financial interest in any wholesale liquor business?

☐ Yes ☐ No

If yes, give details:

CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE

SECTION 2:

31. Full name of applicant (Company/Corporation) GSS CAPITAL INC

32. Full name of Agent/License: Pushpinder Singh Johar

License/Agent Social Security Number: [REDACTED]

Date of Birth and Place of Birth: [REDACTED] Place of Birth - Punjab, India

Citizen of the USA? ☒ Yes ☐ No Alien Number: _____

Resident of Georgia? ☒ Yes ☐ No Years 2 County Paulding

Home Address: [REDACTED]

Dallas GA 30132
 City State Zip Code

Telephone Number: Home: [REDACTED] Business: (678) 763-5599

Email Address: [REDACTED]

Hours said Agent/Licensee will actively be on the premise: 8 hours a day - Mon to Fri

List duties of Agent/Licensee: Managing day to day business of gas station as well as monitoring and supervising employees and vendors.

33. Full Name of Spouse, Including Maiden Name: Loveleen Kaur Johar

Spouse's Social Security Number: [REDACTED]

Date of Birth and Place of Birth: [REDACTED] Punjab, India

Hours Spouse on Premises: None

34. Agent's/Licensee's Business interest(s), occupation(s) and employment for the past ten (10) years

COMPANY	ADDRESS (CITY & STATE)	POSITION	DATES
Dell Computers	Gurgaon, UP, India	Sr. Tech Support	July 2009 to April 2010
VIVA USA Inc	Rolling Meadows, IL	IT Service Manager	July 2010 to Mar 2018
Kirat Inc	2805 Lee Rd, Lithia Springs GA, 30122	Owner	April 2018-Present

35. Full Name of Manager: Pushpinder Singh Johar

Social Security Number of Manager: [REDACTED]

Date of Birth and Place of Birth: [REDACTED] Punjab, India

Home Address: [REDACTED]

Telephone Number: Home: [REDACTED] Business: (678) 763-5599

E-mail Address: [REDACTED]

CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE

36. Full Name of Spouse, Including Maiden Name: Loveleen Kaur Johar

Spouse's Social Security Number: [REDACTED]

Spouse's Date of Birth and Place of Birth of: [REDACTED] Punjab, India

37. Does Agent/Licensee, or any Partner(s), Corporation Officer, Principle Shareholder(s), Trustee(s) or Spouse have, within the preceding ten (10) years, any conviction for the violation of any federal, state or Local laws, Ordinances or Regulations, or does said person have current proceeding for violation of any Federal, State or Local laws, ordinances or regulations? ☐ Yes ☒ No

38. For the purpose of this question, the term – conviction shall include an adjudication of guilt, a plea of guilty, a plea of nolo contendere, the forfeiture of a bond or adjudication by pre-trial intervention.

PERSON CHARGED	DATE	OFFENSE	LOCATION	DISPOSITION

BACKGROUND. FINANCIAL INFORMATION ON APPLICANT, MANAGER AND OWNERS

39. Applicant's full name (Company/Corporation) GSS CAPITAL INC

If a Corporation, Date of Incorporation: 04/25/2019 Taxpayer Id# 83-[REDACTED]

40. If a Corporation, indicate the following for all Officers, members of the Board of Directors, Trustees and principal stockholders. If a Partnership, include all partners. (Complete all information requested for each person).

NAME	ADDRESS	DOB	SSN	POSITION	% INTEREST
Pushpinder Johar	[REDACTED]	[REDACTED]	[REDACTED]	President	100%

If operating as a partnership, submit a copy of all partnership agreements. If corporation, attach a copy of all Articles of Incorporation, By-laws and amendments thereto, minutes of any corporation meetings within the last twelve (12) months.

41. Do you own the property where the business is located? ☐ Yes ☒ No

If yes:

Date of Purchase _____ Purchase Price _____ Seller's Names _____

42. If property rented/leased, owner's name and address: Madsen Clervoyant, [REDACTED]

Amount of rent/lease:

Monthly \$2,500 Annually \$30,000 Other (specify) _____

(Submit copy of lease agreement, deed, sublease, etc.)

CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE

43. State the amount and source of funds that have or will be invested by each individual who has an interest in the business. If a Corporation or Partnership, list each individual separately.

NAME	AMOUNT INVESTED	SOURCE OF FUNDS	DATES
Pushpinder Johar	\$9,000	Business Earned Income	11/01/2019

44. Bank accounts and assets in the name of agent/licensee and/or maintained by the agent/licensee, whether individual, partnership or corporation. (Provide copies of account statements)

TYPE	BANK	CITY & STATE	ACCOUNT NUMBER	AMOUNT
Checking Account	Wells Fargo	Lithia Springs, GA		\$5,286

45. Has Agent/Licensee, Spouse or any person having an interest in the business received, directly or indirectly, any financial aid or assistance, to include land, fixtures, equipment, etc., from any manufacturer or wholesaler of alcoholic beverages? ☐ Yes ☒ No If yes, please specify.

NAME	ADDRESS	AMOUNT/ITEM	DATE

46. List any other individual(s) or firm(s) owning any interest in or receiving any funds from the operation of the business or on the premises. This includes cigarette machines, game machines, billiard tables vendors, etc
None

47. List any financial interest or ownership which Agent/Licensee or any member of the partnership or corporation or stockholder presently has in any alcoholic beverage license in the state of Georgia.

NAME	NAME AND ADDRESS OF PREMISES	POSITION	% OF INTEREST
Pushpinder Johar	Kirat Inc, 2805 Lee Rd Lithia Springs, GA 30122	Owner	100%

48. List all assets which will be used or converted for use as an investment in the business and/or all sources of funding used to capitalize and/or operate the Business.

Business earnings from other business owned

CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE

RETAIL PACKAGE LICENSE (selling beer & wine only)

**If you are applying for a retail package license, please complete questions 49-50.
If not, please skip ahead to next page.**

49. Are you (the applicant) or any member of your family, the owner, lessor or sub-lessor of any real estate which is occupied by a retail package store? ☐ Yes ☒ No

If yes, list locations, information as to any lease or rental agreement, amount of rent received, and to whom.

<i>LOCATION</i>	<i>LEASE/RENTAL AGREEMENT INFORMATION</i>	<i>AMOUNT OF RENT</i>	<i>LESSOR</i>

50. Are you or any member of your family the Executor, Administrator, Beneficiary or Heir of any estate having any interest in retail package store? ☐ Yes ☒ No

If yes, list location(s), amount of interest and your relationship with the estate:

<i>LOCATION(S)</i>	<i>% INTEREST</i>	<i>YOUR RELATIONSHIP TO ESTATE</i>

51. Are you or any member of your family the beneficiary or trustee of any trust fund having any interest in a retail package store? ☐ Yes ☒ No

If yes, give your position, the name of the trust and the amount of income that you receive.

<i>POSITION</i>	<i>NAME OF TRUST</i>	<i>INCOME RECEIVED</i>

CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE



CERTIFICATION

Are you familiar with the city of South Fulton ordinances, state laws and regulations governing the operation of establishments that serve and/or sell alcoholic beverages? ☒ yes ☐ no

Do you agree to abide by such ordinances, laws and regulations ☒ yes ☐ no

It is the responsibility of the agent to ensure that all licenses to sell alcoholic beverages are renewed no later than December 15th of each year.

I, Pushpinder Singh Johar, being duly sworn according to law, do swear that the facts and details stated by me in the foregoing answers to questions are true and complete, and no false or fraudulent statement is made herein, that such answers were made in order to procure the granting of such license.

SIGNATURE OF AGENT/LICENSEE

10/31/2019
DATE

Pushpinder Singh Johar

PRINTED NAME OF AGENT/LICENSEE

SWORN TO AND SUBSCRIBED

BEFORE ME THIS 31st DAY OF OCTOBER 20 19

NOTARY PUBLIC



CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE



APPLICANT PRIVACY RIGHTS

As an applicant that is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history record check for a non-criminal justice purpose (such as an application for a job or license, immigration or naturalization, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification that your fingerprints/biometrics will be used to check the criminal history records maintained by the Georgia Crime Information Center (GCIC) and the FBI, when a federal record check is so authorized.
- If your fingerprints/biometrics are used to conduct a FBI national criminal history check, you are provided a copy of the Privacy Act Statement that would normally appear on the FBI fingerprint card.
- If you have a criminal history record, the agency making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The agency must advise you of the procedures for changing, correcting, or updating your criminal history record as set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a Georgia or FBI criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the agency denies you the job, license or other benefit based on information in the criminal history record.
- In the event an adverse employment or licensing decision is made, you must be informed of all information pertinent to that decision to include the contents of the record and the effect the record had upon the decision. Failure to provide all such information to the person subject to the adverse decision shall be a misdemeanor [O.C.G.A. § 35-3-34(b) and §35-3-35(b)].

You have the right to expect the agency receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of state and/or federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

If the employment/licensing agency policy permits, the agency may provide you with a copy of your Georgia or FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, information regarding how to obtain a copy of your Georgia, FBI or other state criminal history may be obtained at the [GBI website \(http://gbi.georgia.gov/obtaining-criminal-history-record-information\)](http://gbi.georgia.gov/obtaining-criminal-history-record-information).

If you decide to challenge the accuracy or completeness of your Georgia or FBI criminal history record, you should send your challenge to the agency that contributed the questioned information. Alternatively, you may send your challenge directly to GCIC provided the disputed arrest occurred in Georgia. Instructions to dispute the accuracy of your criminal history can be obtained at the [GBI website \(http://gbi.georgia.gov/obtaining-criminal-history-record-information\)](http://gbi.georgia.gov/obtaining-criminal-history-record-information).

2018-05 Attachment A

Date Revised: 1/1/2019

19

CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE



PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine Uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

2018-05 Attachment B

TITLE 28 CFR 16.30 THROUGH 16.34**§ 16.30 Purpose and Scope**

This subpart contains the regulations of the Federal Bureau of Investigation (FBI) concerning procedures to be followed when the subject of an identification record requests production of that record to review it or to obtain a change, correction, or updating of that record.

§ 16.31 — Definition of identification record An FBI identification record, often referred to as a “rap sheet,” is a listing of certain information taken from fingerprint submissions retained by the FBI in connection with arrests and, in some instances, includes information taken from fingerprints submitted in connection with federal employment, naturalization, or military service. The identification record includes the name of the agency or institution that submitted the fingerprints to the FBI. If the fingerprints concern a criminal offense, the identification record includes the date of arrest or the date the individual was received by the agency submitting the fingerprints, the arrest charge, and the disposition of the arrest if known to the FBI. All arrest data included in an identification record are obtained from fingerprint submissions, disposition reports, and other reports submitted by agencies having criminal justice responsibilities. Therefore, the FBI Criminal Justice Information Services Division is not the source of the arrest data reflected on an identification record.

§ 16.32 — Procedure to obtain an identification record

The subject of an identification record may obtain a copy thereof by submitting a written request via the U.S. mails directly to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. Such request must be accompanied by satisfactory proof of identity, which shall consist of name, date and place of birth and a set of rolled-in inked fingerprint impressions placed upon fingerprint cards or forms commonly utilized for applicant or law enforcement purposes by law enforcement agencies.

§ 16.33 — Fee for production of identification record

Each written request for production of an identification record must be accompanied by a fee of \$18 in the form of a certified check or money order, payable to the Treasury of the United States. This fee is established pursuant to the provisions of [31 U.S.C. 9701](#) and is based upon the clerical time beyond the first quarter hour to be spent in searching for, identifying, and reproducing each identification record requested as specified in [§ 16.10](#). Any request for waiver of the fee shall accompany the original request for the identification record and shall include a claim and proof of indigency. Subject to applicable laws, regulations, and directions of the Attorney General of the United States, the Director of the FBI may from time to time determine and establish a revised fee amount to be assessed under this authority. Notice relating to revised fee amounts shall be published in the *Federal Register*.

§ 16.34 — Procedure to obtain change, correction or updating of identification records

If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned 2018-05 Attachment C information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE



Criminal History Record Information Consent/Inquiry Form ALCOHOL LICENSE



I hereby authorize City of South Fulton/Police Department to conduct an inquiry for the purpose of eligibility of my alcohol license as listed below and receive any Georgia and/or national criminal history record information as authorized by state and federal law.

Full Name (print)	Pushpinder Singh Johar		
Any other name used (i.e. maiden name)	None		
Home Address	[REDACTED]		
Name of Business	GSS CAPITAL INC D/B/A CITGO FOOD MART		
Address of Business	5100 Cascade Palmetto Hwy, Fairburn, GA 30213		
Gender	Race	Date of Birth	Social Security Number
Male	[REDACTED]	[REDACTED]	[REDACTED]

✕ I, Pushpinder Singh Johar, give consent to the above-named entity to perform periodic criminal history background checks for the duration of my tenure as agent, licensee, or member of this establishment listed above.

✕ I, Pushpinder Singh Johar, confirm that I have received a copy of the Privacy Act Statement, Applicant's Privacy Rights and Title 28 CFR 16.30 through 16.34. I further confirm, that I have read and understand these guidelines.

[Signature]
Signature

10/31/2019
Date

Date of Inquiry: 11/18/19 Time of Inquiry: 10:53 Operator's Initials: OW

Purpose Code Used: (check all that apply)

☒	E- Employment
☐	J- Civilian Criminal Justice Employment (State & III Info Received)
☐	W- Working with Children
☐	Z- Sworn Criminal Justice Employment (State & III Info Received)

The inquiry resulted in the following: (check all that apply)

☒	No Criminal Record Available
☐	Criminal Record (Attached/Released)
☒	No NCIC/GCIC Warrant
☐	Possible NCIC/GCIC Warrant (List Wanting Agency Below)

Wanting Agency Name: _____
Wanting Agency Telephone Number: _____

Print Agency Designee Name and Title

[Signature] CIS Tech
Agency Designee Signature

11/18/19
Date

Date Revised: 1/1/2019

CITY OF SOUTH FULTON APPLICATION FOR ALCOHOL BEVERAGE LICENSE

FOR CITY CLERK USE ONLY

Date application received by city clerk _____
(this section must be date and time stamped)

Print Name of City Clerk

N/A

Signature of City Clerk

FOR POLICE LICENSE & PERMIT UNIT USE ONLY

Date Application Received from City Clerk _____
(This Section Must Be Date and Time Stamped)

Print Investigator Name Receiving Application

Tina Johnson

Signature of Investigator

[Signature]

2/26/20



South Fulton Police Department

5440 Fulton Industrial Blvd · Atlanta, Georgia 30336 · 470-809-7300

Keith Meadows
Chief of Police

February 19, 2020

ATTN:
City of South Fulton Business License
5440 Fulton Industrial Blvd SW
Atlanta, GA 30336

The business listed below has applied for an Alcoholic Beverage License with the City of South Fulton. In order to proceed, the listed business must possess a current City of South Fulton Business License. Please complete this form and return to the person listed at the bottom of the form below.

This business is applying for the following alcohol license(s):

[] Consumption on Premises
 ___ Beer ___ Wine ___ Distilled Spirits

[X] Retail
 ___X___ Beer ___X___ Wine ___ Distilled Spirits

Business Information:

GSS Capital Inc DBA: Citgo Food Mart
5100 Cascade Palmetto Highway, Fairburn, GA 30213
Owner: Pushpinder Johar
Phone: [REDACTED]
Email: [REDACTED]

For Business License Use Only

[✓] Location above **HAS** a current and valid occupational tax certificate and meets all of the business and occupational tax ordinance of the City of South Fulton. A copy of the occupational tax certificate is attached.

[] Location above does **NOT** have an occupational tax certificate with the City of South Fulton.
If additional explanation is required, briefly explain below:

Lashayne Taylor
Print Name of Business Tax Specialist

Frank S. Milazi
Print Name of Department Head

[Signature]
Business Tax Specialist Signature

[Signature]
Department Head Signature

Return form via email to: Major Tina Johnson @ tina.johnson@cityofsouthfultonga.gov

City of South Fulton, Georgia 2020 Occupational License

EXPIRES DECEMBER 31, 2020

Date Issued: 02/19/2020

License No: 1557004078

Issued to: GSS CAPITAL INC
DBA CITCO FOOD MART
2805 LEE ROAD
LITHIA SPRINGS, GA 30122

Account No: 459622

Location: DBA CITCO FOOD MART
5100 CASCADE PALMETTO HIGHWAY
FAIRBURN, GA 30213

The licensee named herein is authorized to do business at the above specified business location as provided for in the License Schedules listed below:

<u>Schedule</u>	<u>Description</u>	<u>Units</u>
447110.00	Gasoline Stations with Convenience Stores	



THIS LICENSE DOES NOT PERMIT BUSINESS OPERATION UNLESS YOUR BUSINESS IS PROPERLY ZONED, AND/OR IN COMPLIANCE WITH ALL APPLICABLE LAWS/RULES.

This is NOT A BILL.

This license must be posted.

Avenu

Issuing Authority

Questions regarding this license should be addressed to Avenu at (800) 556-7274



South Fulton Police Department

5440 Fulton Industrial Blvd · Atlanta, Georgia 30336 · 470-809-7300

Keith Meadows

Chief of Police

January 27, 2020
ATTN: Dana Gray
City of South Fulton Planning & Zoning Section
5440 Fulton Industrial Blvd SW
Atlanta, GA 30336

The business listed below has applied for an Alcoholic Beverage License with the City of South Fulton. In order to proceed, the listed business must pass a Zoning Compliance Inspection. Please complete the form below and return this form to the person listed below.

This business is applying for the following alcohol license(s):

- [] Consumption on Premises:
_____ Beer _____ Wine _____ Distilled Spirits
- [X] Retail
__X__ Beer __X__ Wine _____ Distilled Spirits

Business Information:

GSS Capital Inc
Citgo Food Mart
5100 Cascade Palmetto Highway, Fairburn, GA 30213
Owner: Pushpinder Singh Johar
Phone: [REDACTED]
Email: [REDACTED]

For Planning & Zoning Use Only

Date of Compliance Inspection: 3.3.2020 Parcel ID Number: 07020000490634

Location is Zoned for: C-1 (COMMUNITY BUSINESS)

Current/Past Use of the Property: AG-1 (AGRICULTURAL DISTRICT)

- [✓] Location above MEETS ALL zoning and alcohol license zoning requirements of the City of South Fulton.
- [] Location above does NOT zoning and alcohol license zoning requirements of the City of South Fulton.
If not, briefly explain reason below:

DANA GRAY

Print Name of Zoning Planner

[Signature]
Print Name of Department Head

[Signature]
Zoning Planner Signature

[Signature]
Department Head Signature

Return form via email to: Captain Tina Johnson @ tina.johnson@cityofsouthfultonga.gov



South Fulton Police Department

5440 Fulton Industrial Blvd · Atlanta, Georgia 30336-470-809-7300

Keith Meadows
Chief of Police

ATTN: Office of the Fire Marshal
City of South Fulton Fire Department
5440 Fulton Industrial Blvd SW
Atlanta, GA 30336

The business listed below has applied for an Alcoholic Beverage License with the City of South Fulton. To proceed, the listed business must pass a Fire Inspection. Please complete the form below and return this form to the person listed below.

This business is applying for the following alcohol license(s):

[] Consumption on Premises:
_____ Beer _____ Wine _____ Distilled Spirits

[X] Retail
__X__ Beer __X__ Wine _____ Distilled Spirits

Business Information:

GSS Capital Inc
Citgo Food Mart
5100 Cascade Palmetto Highway, Fairburn, GA 30213
Owner: Pushpinder Singh Johar
Phone: [REDACTED]
Email: [REDACTED]

For Fire Use Only

Date of Inspection: 1/29/2020

[X] Location above **MEETS ALL** City of South Fulton Fire Ordinance and Fire Codes

[] Location does **NOT** meet City of South Fulton Fire Ordinance and Fire Codes
If not, briefly explain reason: _____

Andre Eberhart
Print Name of Fire Inspector

Andre Eberhart
Fire Inspector Signature

Donna Kaye Dingler, Fire Marshal
Print Name of Department Head

Donna Kaye Dingler
Department Head Signature

Return form via email to: Captain Tina Johnson @ tina.johnson@cityofsouthfultonga.gov



South Fulton Police Department

5440 Fulton Industrial Blvd · Atlanta, Georgia 30336 · 470-809-7300

Keith Meadows
Chief of Police

ATTN: Office of the Fire Marshal
City of South Fulton Fire Department
5440 Fulton Industrial Blvd SW
Atlanta, GA 30336

The business listed below has applied for an Alcoholic Beverage License with the City of South Fulton. To proceed, the listed business must pass a Fire Inspection. Please complete the form below and return this form to the person listed below.

This business is applying for the following alcohol license(s):

☐ Consumption on Premises:
_____ Beer _____ Wine _____ Distilled Spirits

☒ Retail
_____X_____ Beer _____X_____ Wine _____ Distilled Spirits

Business Information:

GSS Capital Inc
Citgo Food Mart
5100 Cascade Palmetto Highway, Fairburn, GA 30213
Owner: Pushpinder Singh Johar
Phone: [REDACTED]
Email: [REDACTED]

For Fire Use Only

Date of Inspection: 1/28/20

☐ Location above **MEETS ALL** City of South Fulton Fire Ordinance and Fire Codes

☒ Location does **NOT** meet City of South Fulton Fire Ordinance and Fire Codes

If not, briefly explain reason: _____

Andre Eberhart
Print Name of Fire Inspector

[Signature]
Fire Inspector Signature

Donna Kaye Dingle, Fire Marshal
Print Name of Department Head

[Signature]
Department Head Signature

Return form via email to: Captain Tina Johnson @ tina.johnson@cityofsouthfultonga.gov



**CITY OF SOUTH FULTON FIRE RESCUE
DEPARTMENT
FIRE SAFETY INSPECTION**



DATE: 1/28/20

INSPECTION TYPE

Annual ☒ Follow-up ☐

BUSINESS NAME: GSS Capital Inc Sitgo Food Mart BUS. PHONE#: 678 7635599
ADDRESS: 5100 Cascade Palmetto Hwy CITY: Fairburn ZIP CODE: 30213
CONTACT PERSON: _____ Email address: _____

Signature

EXITS: (Access): ☐ obstructed; ☐ not clearly identified; (Lights): ☐ out; ☐ not clearly visible; (Door): ☐ locked, chained; ☐ hard to open; ☐ Discharge from building obstructed; ☐ Lighting not working; ☐ Other _____

FIRE EXTINGUISHERS: ☐ None; ☐ Needs recharging; ☐ Improper type for the area; ☐ Travel distance is greater than 75 ft. ☐ Not readily visible; ☒ Top is mounted greater than 54 in above the floor; ☒ State certified inspection past due; ☐ Not sealed; ☒ Other Extinguisher for pump area

FIRE/SMOKE DETECTION SYSTEMS: ☐ No equipment present; ☐ Inadequate number of detectors; ☐ Does not sound during test; ☐ Alarm panel area obstructed; ☐ (Manual pull stations) not identified; ☐ Obstructed; ☐ Damaged; ☐ Other _____

AUTOMATIC EXTINGUISHING SYSTEMS: System monitored by: _____ ☐ No equipment present; ☐ Sprinkler system shut off; ☐ Control valve not secured in open position; ☐ Sprinkler head(s) obstructed/damaged; ☐ Access to controls obstructed; ☐ (Fire dept. connection): not clearly identified; ☐ obstructed; ☐ damaged; ☐ missing caps; ☐ Stove hood system not charged; ☐ Hood system instructions not posted; ☐ Excessive grease build-up around hood; ☐ No indication system has been tested; ☐ Other _____

ELECTRICAL: ☐ Less than 30 inches access to panel; ☐ Panel box: has no cover; ☐ damaged; ☐ Outlets overloaded; ☒ Permanently mounted extension cord; ☐ Open junction boxes; ☐ Other _____

GENERAL: ☐ Address not posted/visible from street; ☐ Combustible storage too close to heat producing objects; ☐ Unsafe usage of space heaters; ☐ NO SMOKING signs not provided in areas of flammable/combustible liquids/gases; ☐ Other _____

COMMENTS: _____

We would like to thank you for your cooperation during this inspection. It was made based upon the current codes which set forth minimum requirements for fire safety and are adopted by the City of South Fulton and the State of Georgia. Please note that if no violations were noted during this inspection, it does not mean your place of business is totally safe from fire, explosion or other related hazards but that on this date, it met the minimum requirements addressed above.

If however, violations were noted, you are required to make the necessary corrections within 30 days of this inspection.

☐ Follow-up inspection by the fire prevention division required

Inspecting officer: A. Eberhart Station/Shift: _____ Phone: 470 809 7548

(Print Name)

(non-emergency)

FOR FIRE OR OTHER EMERGENCY – CALL 911

Copy distribution: White-Business; Yellow-Fire Prevention; Blue Station



South Fulton Police Department

5440 Fulton Industrial Blvd · Atlanta, Georgia · 30336-470-809-7300

Keith Meadows
Chief of Police

December 2, 2019
ATTN: Brian Morris
City of South Fulton Code Enforcement Department
5440 Fulton Industrial Blvd SW
Atlanta, GA 30336

The business listed below has applied for an Alcoholic Beverage License with the City of South Fulton. In order to proceed, the listed business must pass a Code Enforcement Inspection. Please complete the form below and return this form to the person listed below.

This business is applying for the following alcohol license(s):

- [] Consumption on Premises:
_____ Beer _____ Wine _____ Distilled Spirits
- [X] Retail
__X__ Beer __X__ Wine _____ Distilled Spirits

Business Information:

GSS Capital Inc
Citgo Food Mart
5100 Cascade Palmetto Highway, Fairburn, GA 30213
Owner: Pushpinder Singh Johar
Phone: [REDACTED]
Email: [REDACTED]

For Code Enforcement Use Only

Date of Inspection: 12/2/19

[☒] Location above **MEETS ALL** City of South Fulton Code Enforcement Requirements

[] Location does **NOT** meet City of South Fulton Code Enforcement Requirements
If not, briefly explain reason: _____

Quinesha Golden
Print Name of Code Enforcement Inspector

[Signature]
Code Enforcement Inspector Signature

Brian Morris
Print Name of Department Head

[Signature]
Department Head Signature

Return form via email to: Captain Tina Johnson @ tina.johnson@cityofsouthfultonga.gov



South Fulton Police Department

5440 Fulton Industrial Blvd · Atlanta, Georgia 30336
Phone: (470) 809-7300

Keith Meadows
Chief of Police

November 18, 2019

To: ABL File
South Fulton Police Department
5440 Fulton Industrial Blvd SW
Atlanta, GA 30336

The business listed below has applied for an Alcoholic Beverage License with the City of South Fulton. In order to proceed, the listed business must pass a Background Investigation. Please complete the form below and place in file folder.

This business is applying for the following alcohol license(s):

- [] Consumption on Premises
_____ Beer _____ Wine _____ Distilled Spirits
- [X] Retail
__X__ Beer __X__ Wine _____ Distilled Spirits

Business Information:

GSS Capital
Citgo Food Mart
5100 Cascade Palmetto Highway, Fairburn, GA 30213
Owner: Pushpinder Singh Johar
Phone: [REDACTED]
Email: joharm11@yahoo.com

For Law Enforcement Use Only

Date Background Investigation Completed: _____11-18-19_____

- [X] The Applicant listed above has met the requirements of the background investigation.
[] The Applicant listed above does **NOT** meet the requirements of the background investigation.

If not, briefly explain reason: _____

Tina Johnson
Print Name of Investigator

Tina Johnson
Investigator Signature

Place Form in Police ABL File

Dana Gray

From: Tina Johnson
Sent: Monday, February 24, 2020 10:47 AM
To: Dana Gray
Cc: Shayla Reed
Subject: FW: Urgent:Need Assistance with Legal Question about Moratorium

Dana,

Pertaining the Alcohol License portion of the moratorium the attorney said it would not prevent the business from obtaining an alcohol license. Not sure if any zoning issues would apply for this business regarding the moratorium

Best Regards,

*Major Tina Johnson
South Fulton Police Department
5539 Old National Highway
College Park, GA 30349
470-809-7321
404-312-2229*

From: Leonid Felgin <lfelgin@fincherdenmark.com>
Sent: Tuesday, January 21, 2020 1:32 PM
To: ewalker@fincherdenmark.com
Cc: Tina Johnson <Tina.Johnson@cityofsouthfultonga.gov>
Subject: RE: Urgent:Need Assistance with Legal Question about Moratorium

Major Johnson,

The Moratorium applies to business license/occupation tax certificates. It does not directly apply to alcohol licenses. These businesses had a valid 2019 Occupation Tax Certificate and, I'm assuming, have a valid 2020 Occupation Tax Certificate. There is nothing in the moratorium that prevents issuance of an alcohol license if there's a valid occupation tax certificate/business license, so the moratorium would not apply to this particular situation.

Let me know if you have additional questions.

Lenny

City of South Fulton
5440 Fulton Industrial Blvd SW

Atlanta, GA 30336

(470)809-7700

INVOICE #

19012516

CUSTOMER ID: GSSCA005 PIN: 023604

INVOICE DATE: 11/08/19

DUE DATE:

GSS CAPITAL, INC
PUSHPINDER JOHAR OWNER/MGR
5100 CASCADE PALMETTO HWY
FAIRBURN, GA 30213
USA

**MAKE CHECKS PAYABLE TO:
CITY OF SOUTH FULTON**

QUANTITY/UNIT	SERVICE ID	DESCRIPTION	UNIT PRICE	AMOUNT
		2020 Alcohol License Fees		
1.0000/1	ABLAPPL	Alcohol Lic - Application fee	300.000000	300.00
		2020 Alcohol License Fees		
1.0000/1	ABLINVST	Alcohol Lic Investigation fee	55.000000	55.00
		2020 Alcohol License Fees		
		- Pushpinder Johar		
1.0000/1	ABLSTRBR	Alcohol Lic Store -Beer	300.000000	300.00
		2020 Alcohol License Fees		
1.0000/1	ABLSTRWN	Alcohol Lic Store Wine	300.000000	300.00
		2020 Alcohol License Fees		
1.0000/1	ABLADV	Alcohol Lic Advertising Fee	505.000000	505.00
		2020 Alcohol License Fees		
1.0000/1	ABLFIREI	Alcohol Fire Inspection Fee	75.000000	75.00
		2020 Alcohol License Fees		
			TOTAL DUE:	\$ 1,535.00
Prn Payment: 11/14/19 CK 6685211129				-1,535.00
			BALANCE:	\$ 0.00

PAYMENT COUPON - PLEASE DETACH AND RETURN THIS PORTION ALONG WITH YOUR PAYMENT

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

INVOICE #: 19012516
DESCRIPTION: 2020 Alcohol License Fees
CUSTOMER ID: GSSCA005 PIN: 023604
DUE DATE:
TOTAL DUE: \$ 0.00

GSS CAPITAL, INC
PUSHPINDER JOHAR OWNER/MGR
5100 CASCADE PALMETTO HWY
FAIRBURN, GA 30213
USA



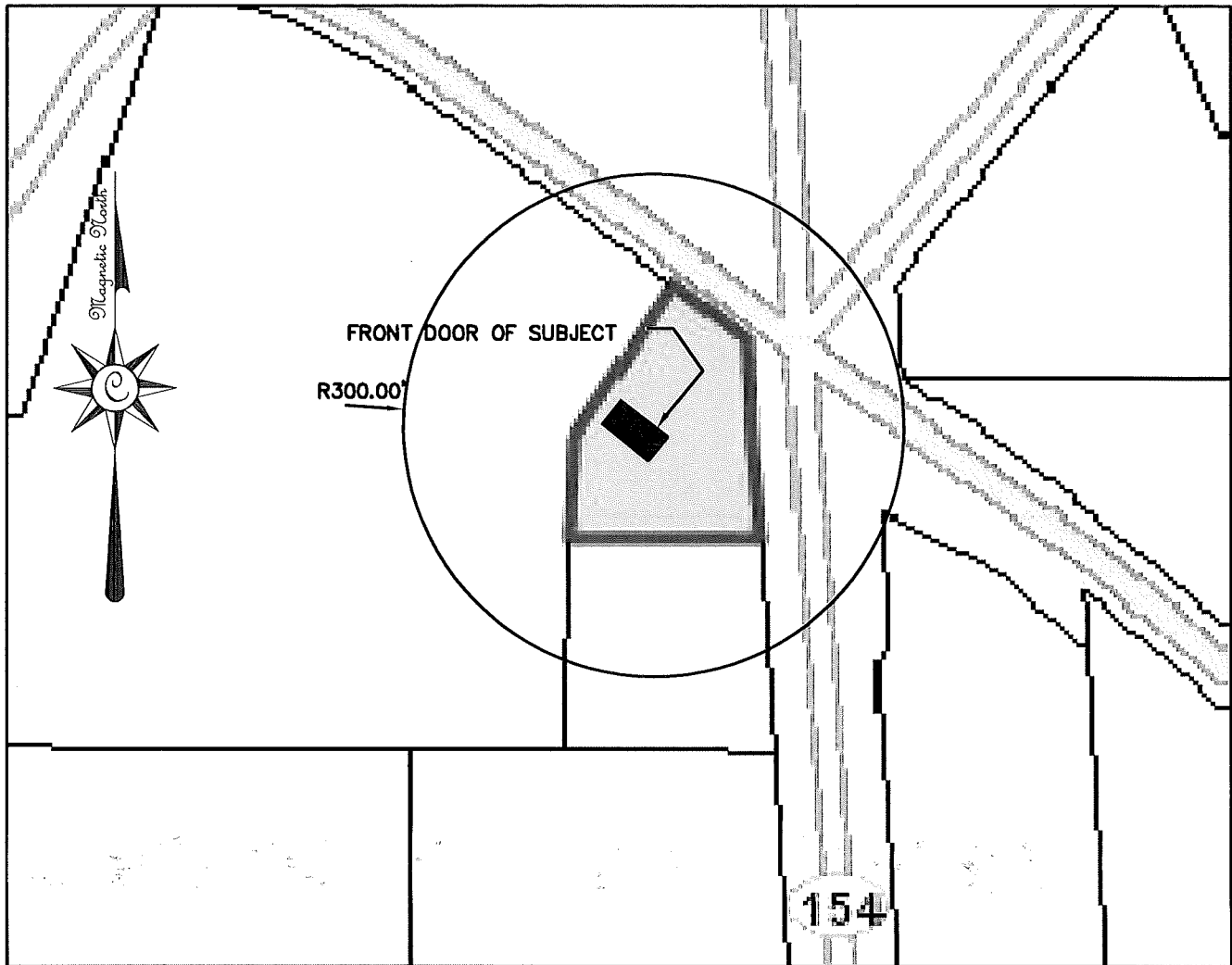
COMMUNICATIONS

Call Time	Event ID	Rpt #	Street	Nature	Additi
09/18/2019 16	2019351665		5100 CASCADE PALMETTO	2 ALARM (RECEIV	GFS FO
01/02/2020 13	2020001887	2020000098	5100 CASCADE PALMETTO	45 INVESTIGATE	CITGO
01/24/2020 15	2020031387	2020001312	5100 CASCADE PALMETTO	39 INFORMATION	
02/08/2020 09	2020050779		5100 CASCADE PALMETTO	90B BUSINESS CH	
10/16/2019 17	2019390183		5100 CASCADE PALMETTO	2 ALARM (RECEIV	GFS FO

Report Generated: 02/24/2020 15:21:10 | User ID: CARTER

\\VMWP-RMSCDAP01.CO.FULTON.GA.US\IOSSICAD\ICAD\ppl\Option_LandscapeStandard

Page 1 of 1

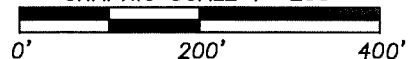


I, BRIAN CALDWELL, CERTIFY BY MY SIGNATURE AND SEAL THAT THE DISTANCES MEASURED HEREIN COMPLY TO SOUTH FULTON CODE SEC 12-6010

DISTANCE FROM THE CLOSEST;
 PRIVATE RESIDENCE- 1235 FT, 8900 CEDAR GROVE RD
 CHURCH BUILDING- 3890 FT CEDAR GROVE CHURCH OF CHRIST, 9100 CLARK RD
 SCHOOL GROUNDS, BUILDING OR COLLEGE CAMPUS- 5382 FT, CEDAR GROVE SCHOOL, CEDAR GROVE RD
 PUBLIC LIBRARY- 32,736 FT, FULTON COUNTY LIBRARY, 9111 CASCADE PALMETTO HWY
 SCHOOL BUS STOP- NONE FOUND WITHIN RESTRICTED DISTANCE
 ALCOHOL REHABILITATION-89,760 FT,PIEDMONT FAYETTE HOSPITAL,1255 HWY 54 W, FAYETTEVILLE



GRAPHIC SCALE 1"=200'



DISTANCE SURVEY ARE VALID FOR A LIMITED TIME

SHEET	OF
1	1

DATE VISITED
 10-08-2019
 JOB# CASCADE5100
 DRAWN BY BC

DISTANCE SURVEY FOR
GSS Capital Inc
D/B/A Citgo Food Mart
 ADDRESS
5100 Cascade Palmetto Hwy
Fairburn, GA 30213
 LAND LOT 49 & 50, DISTRICT 7
 CITY OF SOUTH FULTON, FULTON COUNTY, GEORGIA

COMPASS
 SURVEYING

9337 Meadow Gate Lane
 Jonesboro, Georgia 30236
 Tel 770-478-2679
 BrianAC@bellsouth.net

THIS DISTANCE SURVEY IS TO ACCOMPANY AN APPLICATION FOR AN ALCOHOL PERMIT ONLY
 NOT TRANSFER OF TITLE OR OWNERSHIP



**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF GEORGIA**

2211 United States Courthouse
75 Ted Turner Drive, SW
Atlanta, GA 30303

James N. Hatten
Clerk of Court

404-215-1600

Name: LOVELEEN K JOHAR

I, James N. Hatten, Clerk, United States District Court for the Northern District of Georgia, do hereby certify that I have examined the record of said court for the Atlanta Division of said district and the records do not reveal the filing of a criminal indictment or information charging an offense against the United States of America by **LOVELEEN K JOHAR** within ten (10) years immediately preceding the date of this certificate.

In testimony whereof, I have hereunto set my hand and have affixed the seal of said Court, at Atlanta, Georgia, this 28th day of October, 2019.

JAMES N. HATTEN
DISTRICT COURT EXECUTIVE
CLERK OF COURT

By: _____

Deputy Clerk

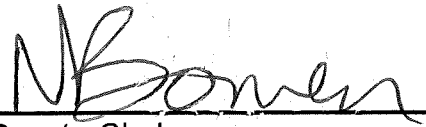
**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF GEORGIA
ATLANTA DIVISION**

Name: PUSHPINDER SINGH JOHAR

I, James N. Hatten, Clerk, United States District Court for the Northern District of Georgia, do hereby certify that I have examined the record of said court for the Atlanta Division of said district and the records do not reveal the filing of a criminal indictment or information charging an offense against the United States of America by PUSHPINDER SINGH JOHAR within ten (10) years immediately preceding the date of this certificate.

In testimony whereof, I have hereunto set my hand and have affixed the seal of said Court, at Atlanta, Georgia, this 8th day of October, 2019.

JAMES N. HATTEN
DISTRICT COURT EXECUTIVE
CLERK OF COURT

By: 

Deputy Clerk

STATE OF GEORGIA

Secretary of State

Corporations Division

313 West Tower

2 Martin Luther King, Jr. Dr.

Atlanta, Georgia 30334-1530

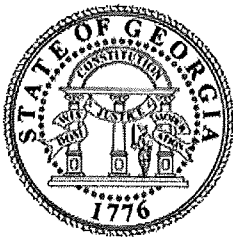
CERTIFICATE OF INCORPORATION

I, **Brad Raffensperger**, the Secretary of State and the Corporation Commissioner of the State of Georgia, hereby certify under the seal of my office that

GSS Capital, Inc
a Domestic Profit Corporation

has been duly incorporated under the laws of the State of Georgia on **04/25/2019** by the filing of articles of incorporation in the Office of the Secretary of State and by the paying of fees as provided by Title 14 of the Official Code of Georgia Annotated.

WITNESS my hand and official seal in the City of Atlanta
and the State of Georgia on **04/30/2019**.



Brad Raffensperger

Brad Raffensperger
Secretary of State

ARTICLES OF INCORPORATION

Electronically Filed
Secretary of State
Filing Date: 4/25/2019 3:45:36 PM

BUSINESS INFORMATION

CONTROL NUMBER 19057422
BUSINESS NAME GSS Capital, Inc
BUSINESS TYPE Domestic Profit Corporation ✓
EFFECTIVE DATE 04/25/2019
SHARES 1000

PRINCIPAL OFFICE ADDRESS

ADDRESS 5100 Cascade Palmetto Hwy, Fairburn, GA, 30213, USA

REGISTERED AGENT

NAME	ADDRESS	COUNTY
Pushpinder Singh Johar ✓	5100 Cascade Palmetto Hwy, Fairburn, GA, 30213, USA	Fulton

INCORPORATOR(S)

NAME	TITLE	ADDRESS
Pushpinder Singh Johar ✓	INCORPORATOR	5100 Cascade Palmetto Hwy, Fairburn, GA, 30213, USA

OPTIONAL PROVISIONS

The management of the company is vested in one or more Managers.

AUTHORIZER INFORMATION

AUTHORIZER SIGNATURE Pushpinder Singh Johar
AUTHORIZER TITLE Incorporator

Tina Johnson

From: Leonid Felgin <lfelgin@fincherdenmark.com>
Sent: Tuesday, January 21, 2020 1:32 PM
To: ewalker@fincherdenmark.com
Cc: Tina Johnson
Subject: RE: Urgent:Need Assistance with Legal Question about Moratorium

Major Johnson,

The Moratorium applies to business license/occupation tax certificates. It does not directly apply to alcohol licenses. These businesses had a valid 2019 Occupation Tax Certificate and, I'm assuming, have a valid 2020 Occupation Tax Certificate. There is nothing in the moratorium that prevents issuance of an alcohol license if there's a valid occupation tax certificate/business license, so the moratorium would not apply to this particular situation.

Let me know if you have additional questions.

Lenny



FINCHER DENMARK LLC
411 471-0948

100 Hartsfield Centre Parkway
Suite 400
Atlanta, GA 30354
Office: (770) 471-0950
Fax: (770) 471-0948

From: Emilia Walker
Sent: Tuesday, January 21, 2020 1:21 PM
To: Leonid Felgin
Cc: Tina Johnson (Tina.Johnson@cityofsouthfultonga.gov)
Subject: FW: Urgent:Need Assistance with Legal Question about Moratorium
Importance: High

Lenny,

Please assist Major Johnson. Here's a link to the moratorium:

https://www.cityofsouthfultonga.gov/AgendaCenter/ViewFile/Agenda/_07232019-770

Thanks.

Emilia Walker, Esq.

From: Tina Johnson <Tina.Johnson@cityofsouthfultonga.gov>

Sent: Tuesday, January 21, 2020 1:00 PM

To: Emilia Walker <emilia.walker@cityofsouthfultonga.gov>; Emilia Walker <ewalker@fincherdenmark.com>; John ONeal <joneal@fincherdenmark.com>

Subject: Urgent:Need Assistance with Legal Question about Moratorium

Importance: High

Greetings,

Can you please advise if the businesses listed below would fall under the moratorium attached and **NOT** be able to apply for a **NEW ALCOHOL LICENSE** until June 2020.

Both locations did not previously hold an alcohol license.

1. Citgo Food Mart
5100 Cascade Palmetto Highway
Previous alcohol license: None

2. Neighborhood Food Mart
2749 Flats Shoals Road
Previous alcohol license: None

Best Regards,

*Major Tina Johnson
5539 Old National Highway
College Park, GA 30349
470-809-7321
404-312-2229*

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Chief Financial Officer's May 2020 Financial Report

DATE: June 23, 2020

SUBJECT: Chief Financial Officer's May 2020 Financial Report

REFERENCE:

CONCLUSION:

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
FY20 Budget Amendment Summary	Cover Memo	6/17/2020
FY20 Budget Presentation	Cover Memo	6/17/2020
Chief Financial Officer's May Report	Cover Memo	6/17/2020

CITY OF SOUTH FULTON
2020 BUDGET AMENDMENT

Department Name	Adopted Budget	Amendment # 4	Reduction	Proposed Budget
DISTRICT 1	196,896	196,896	(10,000)	186,896
DISTRICT 2	196,896	196,896	(10,000)	186,896
DISTRICT 3	196,896	197,546	(10,000)	187,546
DISTRICT 4	196,896	196,896	(10,000)	186,896
DISTRICT 5	196,896	248,006	(10,000)	238,006
DISTRICT 6	196,896	196,896	(10,000)	186,896
DISTRICT 7	196,896	198,019	(10,000)	188,019
CITY CLERK	1,018,844	1,118,844	(72,300)	1,046,544
MAYOR	321,782	321,824	(15,000)	306,824
CITY MANAGER	1,459,784	1,459,814	(218,972)	1,240,842
FINANCE	5,182,412	3,976,193	(405,320)	4,867,305
LEGAL	600,000	1,600,000	0	1,600,000
INFORMATION TECHNOLOGY	2,610,615	2,681,597	(402,240)	2,279,357
HUMAN RESOURCES	759,664	759,666	(113,950)	645,716
COMMUNICATIONS	821,824	828,392	(124,259)	704,133
GENERAL SERVICES	4,392,330	4,456,655	0	4,456,655
MUNICIPAL COURT	1,015,083	1,015,083	(152,262)	862,821
POLICE ADMINISTRATION	15,782,034	15,803,608	(2,370,541)	13,433,067
FIRE ADMINISTRATION	15,077,545	15,088,928	(2,263,339)	12,825,589
PUBLIC WORKS	7,758,668	7,759,058	0	7,759,058
PARKS AND RECREATION	5,243,838	6,341,052	(805,838)	5,535,214
COMMUNITY AND REGULATORY AFFAIRS	5,002,590	5,062,703	(759,406)	4,303,297
ECONOMIC DEVELOPMENT-DESTINATION SF	768,025	758,459	(113,769)	644,690
	69,193,310	70,463,029		63,872,265
Transfers				
Older American Fund	10,000	10,000	(10,000)	0
Blighted Properties	0	200,000		200,000
E-911 Fund	2,000,000	1,920,000		1,920,000
Debt Service	957,901	957,901		957,901

CITY OF SOUTH FULTON
2020 BUDGET AMENDMENT

Capital Fund	1,660,741	1,660,741		1,660,741
	73,821,952	75,211,671		68,610,907
Other Funds				
Restricted Grants Fund	4,198,772	5,064,602		5,064,602
Capital Grants	0	1,222,516		1,222,516
Hotel/Motel Fund	240,000	240,000		240,000
Confiscated Assets			60,000	60,000
TSPLOST	17,592,330	17,592,330		17,592,330
CAPITAL PROJECTS	9,499,348	10,649,348		10,649,348
SOLID WASTE & URA	560,000	520,000		520,000
OTHER TRANSFERS				
TOTALS	105,912,402	110,500,467	(7,837,196)	103,959,703

City of South Fulton

2020 MID YEAR BUDGET AMENDMENT

FINANCE DEPARTMENT

FRANK S. MILAZI, CHIEF FINANCIAL OFFICER



CHANGES MADE TO PROPOSED AMENDMENT #4 IN REVENUES

- The 2020 amended general fund revenue budget is projected to have a \$11.4 million shortfall that calls for a reduction in our corresponding amended budget expenditures.
- Various tax related revenues are most impacted in reduction and include sales tax, hotel/motel, property tax as well as business and occupation taxes.
- There are not enough revenues flowing in from service fees for different operations. Other areas that are still processing during the shut down such as building permits are bringing in revenue but not sufficient to alleviate the shortfall.
- The reduction of revenues will persist for an extended period beyond our upcoming 2021 fiscal year.
- We anticipate to receive some revenues in different revenue lines but will have very little general fund spending power.

CHANGES MADE TO PROPOSED AMENDMENT #4 IN REVENUES

Revenues

Proposed amendment

• Property Taxes	(4,650,020)
• Local Option Sales Tax	(4,725,314)
• Business and Occupation	(552,521)
• Permits	(122,476)
• IGA – City of Atlanta	(897,662)
• Charges for Services	(397,220)
• Municipal Court	<u>(108,332)</u>
Total Revenues	(11,453,545)

CHANGES MADE TO PROPOSED AMENDMENT #4 IN REVENUES

- Expenditure reduction has been applied to every department including our Governing Body. Some departments have seen greater reductions than others. At the same time, General Services, which provide services to all departments Citywide has not been reduced by \$668,498 because there is not enough funds to deduct from.
- Public Works is another department that was to have its budget reduced by \$1,163,858.63 but rather received an appropriation of an additional \$500,000 to fund current projects that can not be deferred to 2021 budget cycle.
- The \$1,832,356.63 that was supposed to be deducted from Public Works and General Services expenditures plus \$500,000 allocation for the two for a total \$2,332,356.63 had negative impact on total estimated and required reduction.
- Due to inability of some departments to meet the estimated expenditure reduction, only \$7,897,196 expenditures were reduced instead of required estimated \$9,895,359.72 with a shortfall of almost \$2 million.
- Another \$4,250,000 has been allocated to meet different needs to necessitate City service delivery.

CHANGES MADE TO PROPOSED AMENDMENT #4 IN EXPENDITURES

<u>Department</u>	<u>Proposed amendment</u>
• Governing Body	(85,000)
• City Clerk	(72,300)
• City Manager	(218,972)
• Finance	(415,320)
• Information Technology	(402,240)
• Human Resources	(113,950)
• Communications	(124,259)
• General Services	-
• Municipal Court	<u>(152,262)</u>
Sub Total Expenditures	1,432,041

CHANGES MADE TO PROPOSED AMENDMENT #4 IN EXPENDITURES Continue

<u>Department</u>	<u>Proposed amendment</u>
• Police Administration	(2,370,541)
• Fire and Rescue Administration	(2,263,339)
• Public Works	-
• Parks and Recreation	(805,838)
• Comm & Regulatory Affairs	(759,406)
• Economic Development-Destination SF	<u>(113,769)</u>
Grand Total Expenditures	(7,897,196)

APPROPRIATIONS



DESCRIPTION

AMOUNTS

USAGE

Ending Balance

1,500,000

FY 2021 Jump start

Grants

500,000

Grants Local Match

Public Works

500,000

Maintenance & other exp

Legal Counsel

500,000

Litigation line

COVID-19 Contingency

500,000

Reopening Equip needs

Economic Development

250,000

Small Business Sustainability

Total Appropriation

4,250,000

FY 2020 PROPOSED AMENDED BUDGET

Revenues	2020 Adopted	Amended #4	Proposed Changes	2020 Proposed Amended # 5
General Fund	73,821,952	75,361,671	6,600,764	68,760,907
Older American Fund	-	-	-	-
E- 911 Fund	-	-	-	-
Restricted Grant Fund	4,198,772	5,064,602	-	5,064,602
Hotel/Motel Fund	240,000	240,000	-	240,000
Confiscated Assets	-	-	60,000	60,000
TSPLOST	17,592,330	17,592,330	-	17,592,330
Capital Project	9,499,348	10,499,348	-	10,499,348
Solid Waste Fund	560,000	520,000	-	520,000
Capital Grant Fund	-	1,222,516	-	1,222,516
Debt Service	-	-	-	-
Total Revenues	105,912,402	110,500,467	6,660,764	103,959,703
Expenditures				
General Fund	69,193,310	70,463,029	6,590,764	63,872,265
Older American Fund	10,000	10,000	10,000	-
Blighted Properties	-	200,000	-	200,000
E- 911 Fund	2,000,000	1,920,000	-	1,920,000
Restricted Grant Fund	4,198,772	5,064,602	-	5,064,602
Hotel/Motel Fund	240,000	240,000	-	240,000
Confiscated Assets	-	-	60,000	60,000
TSPLOST	17,592,330	17,592,330	-	17,592,330
Capital Project	11,160,089	12,310,089	-	12,310,089
Solid Waste Fund	560,000	520,000	-	520,000
Capital Grant Fund	-	1,222,516	-	1,222,516
Debt Service	957,901	957,901	-	957,901
Total Expenses	105,912,402	110,500,467	6,660,764	103,959,703

QUESTIONS





CITY OF SOUTH FULTON

FINANCIALS FOR THE MONTH ENDED MAY 31, 2020 AS OF JUNE 23, 2020

PRESENTED BY

FRANK S. MILAZI, CPFA, CPFIM
CHIEF FINANCIAL OFFICER

FINANCIAL REVIEW YTD MAY 2020

General Fund Financial Highlight

The City of South Fulton concludes its eighth month with **\$23.5M** in net cash flow. To date, the General Fund has generated **\$60M in revenue** with **\$36.5M in General Fund expenditures**.

As of May 31, 2020, the City has collected **80%** of its budgeted revenues YTD. While the City's General Fund expenditures are operating at **19% less** than budget to date. This reduction reflects the emergency measures to reduce expenditures to offset revenue shortfalls anticipated through September 30, 2020.

It is recommended to reduce the 2020 expenditures by budget amendment in order to accommodate the revenues shortfall as a result of the negative impact caused by COVID -19 pandemic. Resulting into business closures and the inability to collect revenues as projected for fiscal year 2020 will impact operations for the upcoming 2021 year and beyond.

CITY OF SOUTH FULTON
GENERAL FUND

STATEMENT OF REVENUES
& EXPENDITURES

FOR THE MONTH ENDING
MAY 31, 2020

REVENUE	2020 Budget	YTD Revenue
Property Taxes	31,459,536	26,230,994
Motor Vehicle	300,000	569,712
Franchise	2,400,000	3,118,407
Local Option Sales Tax	25,000,000	14,465,949
Business and Occupation	2,024,000	1,640,970
Other Taxes	7,295,000	7,577,412
Licenses and Permits	1,888,850	2,497,333
IGA FID and City of Atl	3,793,365	2,806,668
Charges for Services	712,920	434,505
Municipal Court	340,000	337,997
Other Revenue	148,000	396,839
TOTAL REVENUES	75,361,671	60,076,785
ACCOUNT DESCRIPTION	2020 Budget	YTD Expenditure
District Total	1,431,155	739,661
City Clerk	1,118,844	703,658
Mayor	321,824	130,804
City Manager	1,459,814	627,799
Finance	3,479,737	1,113,594
Contracts & Procurement	437,460	188,322
Law	1,600,000	549,271
Information Technology	2,681,597	1,236,449
Human Resources	759,665	369,782
Risk Management	128,997	22,052
Communications	828,392	325,146
General Administrative Services	4,536,655	2,251,058
Municipal Court	1,015,083	535,250
Police Administration	15,803,608	8,532,119
Fire Administration	15,088,928	7,779,977
Public Works	7,759,058	4,656,229
Parks And Recreation	5,372,253	2,155,640
Cultural Affairs	968,799	49,379
Community and Regulatory Affairs	5,062,703	2,216,390
Economic Development	758,459	219,080
Debt Service/ Interfund Transfers	4,748,641	2,120,000
GENERAL FUND EXPENDITURES TOTALS	75,361,671	36,521,658
Excess (Deficit) of Revenues over (under) Expenditures	0	23,555,127

FINANCIAL REVENUE REVIEW YTD MAY 2020

General Fund Revenues Highlights

Overall the City has collected **80%** of the budget revenue to date. Taxes are the City's main source of revenues. Even though there are some tax revenues that have exceeded projections, some of tax revenues are below projections to include: business and occupation, sales tax and property taxes.

Revenues for various services, such as for Municipal Court, Parks and Recreation fees are below estimates due to closure of services. One of the two IGAs that has been under review is catching up now on its payments. IGA revenue is expected to recover 100% by end of July for this fiscal year.

However, several tax related revenues have been impacted by COVID-19 to include sales tax, hotel/motel (other taxes), property tax as well as business and occupation taxes. There are also not enough revenues flowing in from service fees for various operations. Other areas that are still processing during the shut down such as building permits are bringing in revenue but not sufficient to alleviate the shortfall. The reduction of revenues will persist for an extended period beyond our current fiscal year.

FINANCIAL REVENUE REVIEW YTD MAY 2020

Revenue Highlights continues

Property tax revenues of **\$672K** were collected in May. Property Tax represents **44%** of all General Fund revenues estimated for fiscal year 2020.

LOST revenues represent **23%** of all General Fund estimated revenues. The LOST revenue stream is decreasing every month since March as a direct reflection of reduced commerce in the state. **\$1.5M** LOST revenues was received in May as compared **\$1.7M** in April, **\$1.9M** in March and **\$2.2M** in February. Budgeted at **\$25M** and only **\$14M** has been received as of May 31, 2020.

Other taxes add up to **13%** of the total budgeted revenues for fiscal year 2020.

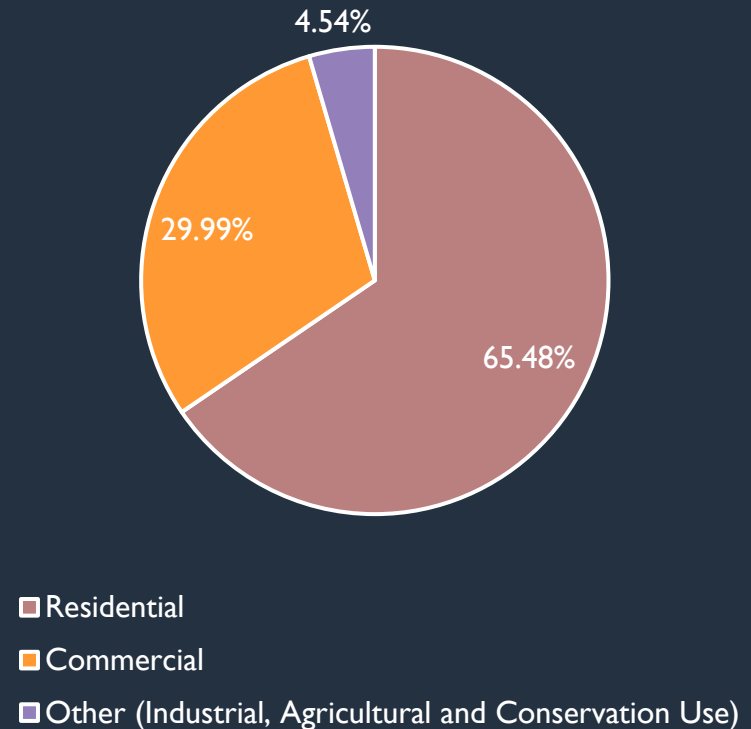
Overall the City has collected **80%** of the budgeted revenues as end of May 2020. It has to be noted that most of the property tax and insurance premium tax revenues are collected at the beginning of the fiscal year while expenditures are occurring throughout the fiscal year.

FY2020 YTD Tax Revenue Highlights

as of 5/31/2020

Property Taxes

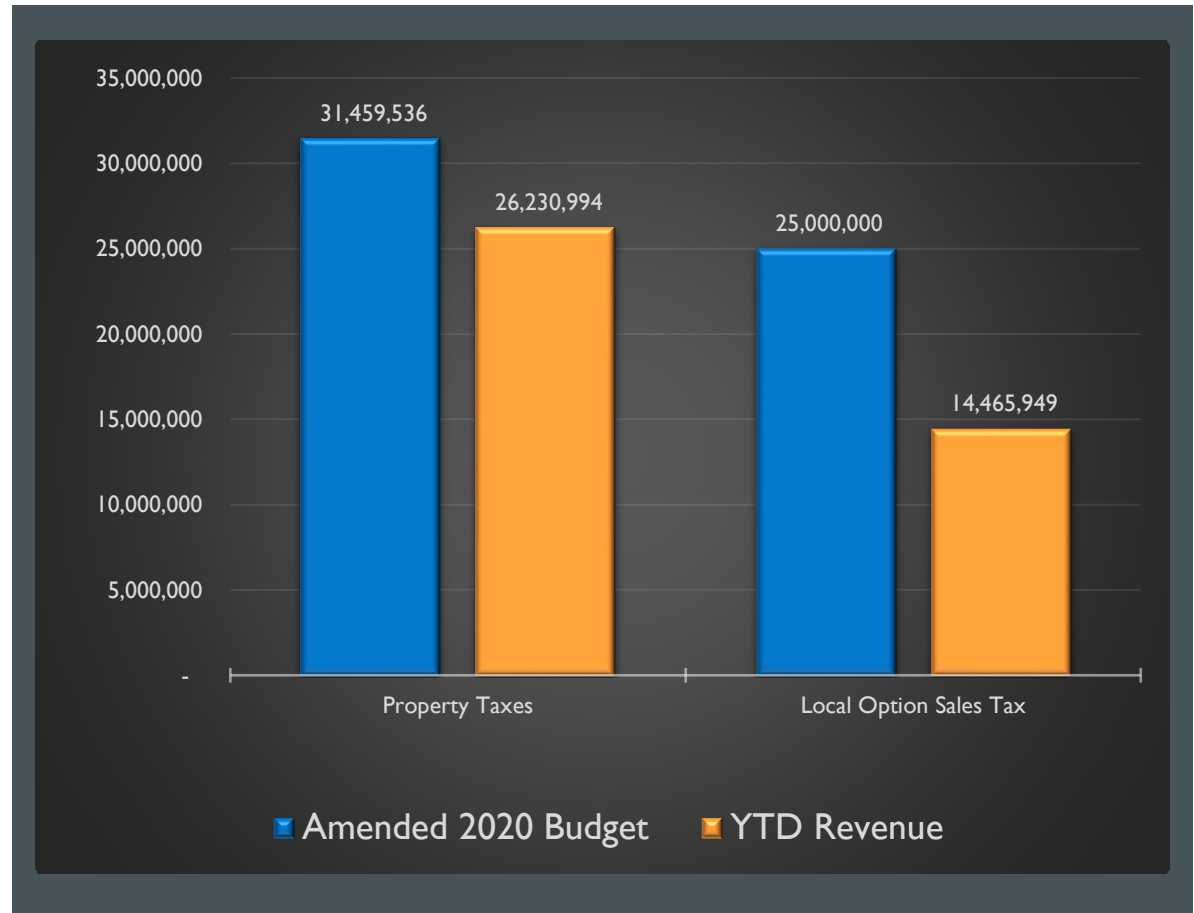
- Tax year **billing amounts**
 - 2019 - \$29,409,341.24
 - 2018 - \$28,740,491.85
 - 2017 - \$14,415,866.64
- Tax year **collection amounts and rate%**
 - 2019 - \$28,939,430.39 (98.40%)
 - 2018 - \$28,537,783.05 (99.29%)
 - 2017 - \$14,200,898.17 (98.51%)



**City of South Fulton – General Fund
Summary of Revenues
For the Month Ending May 31, 2020**

REVENUE	Amended 2020 Budget	May-20	YTD Revenue	% of YTD Revenue	% of Revenue Collected
Property Taxes	31,459,536	672,086	26,230,994	44%	83%
Motor Vehicle	300,000	55,351	569,712	1%	190%
Franchise	2,400,000	93,224	3,118,407	5%	130%
Local Option Sales Tax	25,000,000	1,547,744	14,465,949	24%	58%
Business and Occupation	2,024,000	151,103	1,640,970	3%	81%
Other Taxes	7,295,000	62,802	7,577,412	13%	104%
Licenses and Permits	1,888,850	353,296	2,497,333	4%	132%
IGA FID and City of Atl	3,793,365	308,333	2,806,668	5%	74%
Charges for Services	712,920	68,319	434,505	1%	61%
Municipal Court	340,000	37,566	337,997	1%	99%
Other Revenue	148,000	26,026	396,839	1%	268%
TOTAL REVENUES	75,361,671	3,375,852	60,076,785	100%	80%

BUDGETED VS ACTUAL REVENUE IN PRIMARY CATEGORIES



Property Taxes and Local Option Sales Tax make up 41% and 33% of our budget respectively. With our two largest sources of revenue in jeopardy of not being fully collected, the Finance team is recommending a 15% reduction in the general fund expenditures budget.

City of South Fulton - All Funds
Summary of Revenues
For the Month Ending May 30, 2020

ACCOUNT DESCRIPTION	Amended 2020		
	Budget	May-20	YTD Revenue
General Fund (includes Court Operations)	75,361,671	3,375,858	60,076,785
Confiscated Assets	-	-	4,228
E-911 Fund	-	-	-
Restricted Grants	5,064,602	-	-
Hotel Motel	240,000	17,583	84,038
T-SPLOST	17,592,330	1,138,223	9,444,121
Capital Grants	1,222,516	-	1,222,517
Capital	10,499,348	-	17,020,000
Solid Waste	520,000	10,467	201,699
TOTAL REVENUES	110,500,467	4,542,131	88,053,388

FINANCIAL REVIEW YTD MAY 2020

General Fund Expenditure Highlights

As of May 31, 2020 average expenditures were at **48% or \$36,52,658** of the 2020 amended budget. Freezing of unfilled non essential positions, delayed filling in essential positions (Public Safety) and cancellation of contracts have contributed to the lower expenditures than budgeted.

Expenditure cuts of **15%** on average across the board has been recommended in order to make up for the deep revenue shortfall due to closure of City services as a result of COVID-19 pandemic outbreak.

The City will be able to meet payroll and benefit expenditures for all employees, meet all general obligations, debt service and other monthly bills payment till the end of the fiscal year after implementing expenditure reduction through 2020 budget amendment. Effects of revenue shortfall will continue beyond 2021 fiscal year.

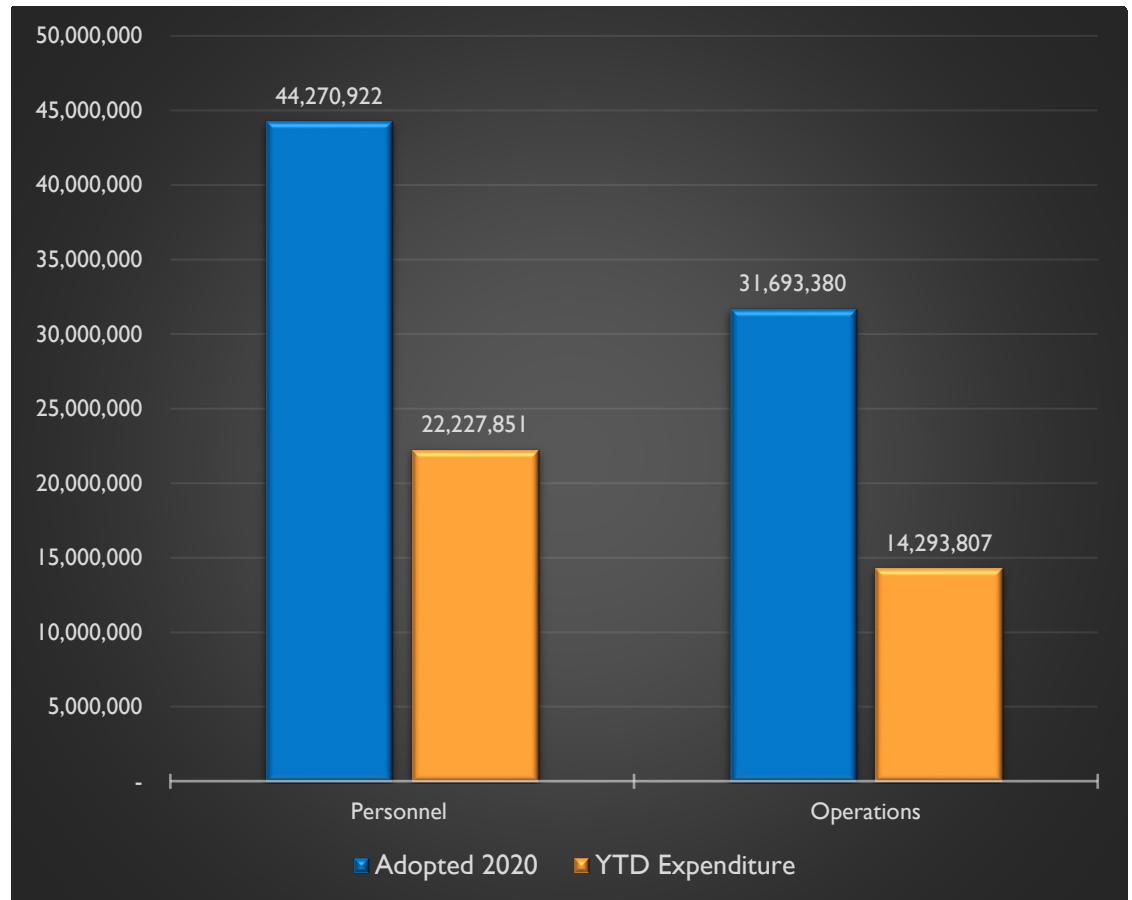
2021 General fund budget will have its foundation on the 2020 amended budget that will include **15%** expenditure reductions. In other words, 2020 amended budget will become our 2021 budget in terms of dollar amount for respective departments.

City of South Fulton - General Fund
Summary of Expenditures
For the Month Ending May 31, 2020

ACCOUNT DESCRIPTION	Amended 2020 Budget	May-20	YTD Expenditure	% YTD Expenditures	% used
District Total	1,431,155	98,334	739,661	2.03%	52%
City Clerk	1,118,844	38,155	703,658	1.93%	63%
Mayor	321,824	23,209	130,804	0.36%	41%
City Manager	1,459,814	95,299	627,799	1.72%	43%
Finance & Administrative Services	3,479,737	249,929	1,113,594	3.05%	32%
Contracts & Procurement	437,460	23,057	188,322	0.52%	43%
Law	1,600,000	5,698	549,271	1.50%	34%
Information Technology	2,681,597	65,170	1,236,449	3.39%	46%
Human Resources	759,665	47,306	369,782	1.01%	49%
Risk Management	128,997	-	22,052	0.06%	17%
Communications	828,392	40,649	325,146	0.89%	39%
General Administrative Services	4,536,655	331,147	2,251,058	6.16%	50%
Municipal Court	1,015,083	72,776	535,250	1.47%	53%
Police Administration	15,803,608	1,466,376	8,532,119	23.36%	54%
Fire Administration	15,088,928	1,306,393	7,779,977	21.30%	52%
Public Works	7,759,058	1,109,214	4,656,229	12.75%	60%
Parks and Recreation	5,372,253	314,546	2,155,640	5.90%	40%
Cultural Affairs	968,799	-	49,379	0.14%	5%
Community & Regulatory Affairs	5,062,703	346,851	2,216,390	6.07%	44%
Economic Development	758,459	31,272	219,080	0.60%	29%
Debt Service/ Interfund Transfers	4,748,641	1,920,000	2,120,000	5.80%	45%
GENERAL FUND EXPENDITURES TOTALS	75,361,671	7,585,383	36,521,658	100%	48%

BUDGET VS
ACTUAL

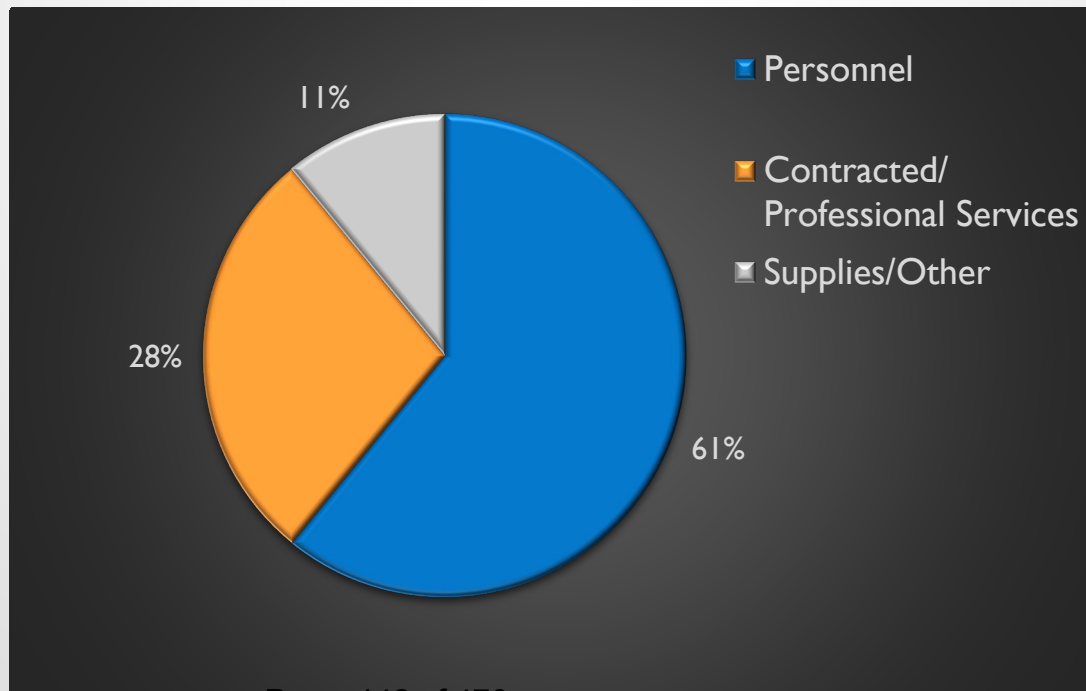
PERSONNEL AND
OPERATING
EXPENDITURES
YEAR TO DATE
MAY 2020



Personnel and Operational Expenditures are operating under budgeted expenditure amounts at 50% and 46% respectively.

GENERAL FUND EXPENDITURES BY TYPE

Type	Expended YTD
Personnel	22,227,851
Contracted/ Professional Services	10,306,692
Supplies/Other	3,987,115
Total Expenditures	36,521,658



City of South Fulton - All Funds
Summary of Expenditures
For the Month Ending May 31, 2020

ACCOUNT DESCRIPTION	Amended 2020 Budget	May-20	YTD Expenditures
General Fund (includes Court Operations)	75,361,671	7,585,383	36,521,658
Confiscated Assets	-	-	100
E-911 Fund	-	1,482,242	1,976,323
Restricted Grants	5,064,602	91,867	161,379
Hotel Motel	240,000	9,749	78,218
T-SPLOST	17,592,330	852,507	852,628
Capital Grant	1,222,516	-	-
Capital	10,499,348	154,282	3,311,412
Solid Waste	520,000	26,747	250,095
TOTAL EXPENDITURES	110,500,467	10,202,776	43,151,814

SUMMARY

Revenues:

- There is an estimated revenue shortfall of \$11.4 million of the 2020 amended budget of \$75,964,302 as a result of the COVID-19 pandemic outbreak resulting in closure of City facilities.
- The economic downward spiral will continue for months to come beyond this current state lifted lockdown. Revenue shortfall being experienced by City of South Fulton is applicable to all neighboring municipalities in the Metro area, across the State and around the Country although the magnitude of shortfall vary from city to city.
- City of South Fulton started fiscal year 2020 with sufficient cash from 2019 that has helped the City to make it safely during this lockdown and with deep revenue short fall but still able to meet all expenditures including payroll for all City employees.
- We expect to experience a big reduction of property tax revenues in 2021 as a result of properties losing values and inability for tax payers to make payments.

SUMMARY Continue

Revenues:

- Sales Tax revenue is received one month behind. The City has already experienced a reduction of over \$800,000 in sales tax revenue from February through May, 2020 and the situation is expected to continue to worsen.
- Business and Occupation license renewal is based on previous year's revenues receipts. This means that our business license revenue for next year, 2021 budget will be much less as businesses will be reporting their receipts for 2020 that are currently being affected by the Coronavirus pandemic.
- Hotel/Motel revenues have taken a deep cut with the shutdown as travel came to a standstill and will take time for the industry to recover to pre-COVID-19 levels.
- No revenues from Municipal Court following the closure of court Services as is the same situation with Parks and Recreation, PD service fees, Southwest Art Center service fees, Fire and Rescue Service fees as well as some Community and Regulatory Affairs service fees. Some revenues will slowly be flowing in for some of these services as they open up.

The top of the slide features three horizontal bars of varying lengths and colors: a dark grey bar on the left, a tan bar in the middle, and a light grey bar on the right. Below these, the text "THANK YOU !!!" is centered in white.

THANK YOU !!!

QUESTIONS

?

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: City Manager's May Report

DATE: June 23, 2020

SUBJECT: City Manager's May Report

REFERENCE:

CONCLUSION:

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
City Manager's Report_May 2020	Cover Memo	6/17/2020
City Manager Letter_COSF SRP	Cover Memo	6/17/2020
COSF_Final SAFE Reopening Plan	Cover Memo	6/17/2020



GOVERNMENT OF THE CITY OF SOUTH FULTON

CITY MANAGER MONTHLY

May 2020

Report



Greetings Honorable Mayor and City Council Members,

I am honored to present a summary of the City's monthly administrative activities. South Fulton is one of Georgia's largest cities, with a population of more than 100,000 residents, home to more than 1,800 businesses, covering a diverse geographic area of more than 85 square miles. Leveraging Council's five key priorities (1. Improve Parks and Recreation 2. Improve Public Safety 3. Economic Development 4. Updating Comprehensive & Land Use Plans 5. Create Branding & Messaging) for the City, our staff is committed to ensuring our residents receive world class customer service, and access to resources that support a safe, inclusive, innovative, and economically vibrant city.

While this report provides a look back on May, it is important to address current activities related to the COVID-19 pandemic. As this global health emergency continues to force a "new normal" on both the day-to-day lives of our citizens and impact the delivery of City services, South Fulton continues to persevere. The City has taken a variety of proactive steps aimed at mitigating the impact to our citizens, maintaining service delivery, and keeping our workforce safe.

To date, the City has ordered key personal protective equipment leveraged to keep our essential staff members safe, launched a new online permitting system allowing key business activities to continue while limiting exposure to the virus. The City has also implemented key policy activities including Georgia's first curfew, and a shelter in place order to ensure the safety of residents. These actions have since been adopted by our neighboring jurisdictions across the region, resulting in encouraging early results in what appears to be an extended battle against the current crisis.

While these times are certainly trying, the history of South Fulton's resilience provides assurances that we are well equipped for this fight. I encourage our full populous to remain engaged and to stay connected to the City for key updates and information on



new programs, actions, and progress related to COVID-19 by accessing the website, joining the City's newsletter (request via gary.leftwich@cityofsouthfultonga.gov), and contacting your district council member. Please accept this report as a summary of the City's successful outcomes from May of FY2020.

In Service,

Odie Donald II
City Manager



1. IMPROVE PARKS AND RECREATION

Department Highlights/Accomplishments

- LED Lighting:**

Site	Vendor	Status
Cedar Grove Park	GreyStone Power	Completed - 3/20/2019
Cliftondale Recreation Center & Park	GreyStone Power	Completed - 4/11/2019
Burdett Recreation Center & Park	Georgia Power	Completed - 9/30/2019
Burdett Tennis Center	Georgia Power	Completed - 11/5/2019
Canine Crossing	Georgia Power	Completed - 8/13/2019
Cascade Liberty Pocket Park	Georgia Power	Completed - 3/29/2020
Creel Park & Community Building	Georgia Power	Completed - 7/23/2019
Delano Park	Georgia Power	Completed - 7/17/2019
Old National Park	Georgia Power	Completed - 8/27/2019
Sandtown Recreation Center	Georgia Power	Completed - 9/15/2019
Sandtown Recreation Park	Georgia Power	Completed - 2/21/2020
South Fulton Tennis Center	Georgia Power	Under Construction
Trammell Crow Park	Georgia Power	Completed - 7/23/2019
Welcome All Park Recreation Center	Georgia Power	Completed - 12/20/19
Wilkerson Mill Farris Park	Georgia Power	Under Construction

- Program Participation:**

Program	May 2020	YTD
Afterschool	0	374
Club 55	0	207
Daily Fitness	0	763
Daily Fitness 55 & Up	0	398
Line Dancing	0	98
Open Gym	0	511
Open Swim	0	158
Open Swim 55 & Up	0	51
Total Body Fitness	0	0
Walking Track	0	310
Yoga	0	24
Youth Track & Field	0	230
Total	0	3,124



- **COVID-19 Response:** Facilities closed to the public and active programming was suspended on March 12, 2020.
- **Join Our Fun:** The City's Covid-19 response has required the Parks, Recreation and Cultural Affairs Department (PRCA) to find alternative ways to connect with the communities we serve. PRCA staff currently distributes a daily "Join the Fun with South Fulton PRCA" that began on March 18, 2020. Additionally, PRCA launched a Virtual Recreation Program Series that began on April 22, 2020 with a Virtual Wind Down Wednesday. Staff has developed a weekly, daily virtual schedule for our citizens, families, and youth with activities they can do at home during this period of social distancing. Our goal is to continue to keep our citizens engaged with PRCA programming and to increase activity during this unprecedented time.

Project Status

Project	Status	Task Remaining
City-wide Concessions	In Progress	RFP is currently posted and open for bids
LED Lighting Upgrades	In Progress	Exterior lighting upgrades have been completed at 14 parks with two (2) parks currently under construction
KaBoom Grant	In Progress	Grant application completed for Fall 2020 grant cycle; Land issues under review pending resolution with Fulton County Schools
Parks Master Plan	In Progress	Two Steering Committee meetings have been conducted. Public Focus Group meetings and surveys are being converted to virtual platforms in response to social distancing requirements.
Tennis Court Resurfacing	In Progress	Tennis courts are currently under construction



2. IMPROVE PUBLIC SAFETY - **CODE ENFORCEMENT, POLICE AND FIRE**

Code Enforcement and Code Board

SeeClickFix Violations

	May 2020	YTD
Open	50	184
Closed	227	509
Total	277	693

Violations Reported in Edmunds

	May 2020	YTD
Open	118	555
Closed	75	256
Total	193	818

Code Enforcement Board

	May 2020	YTD
Code Board Cases	0	114
Municipal Court	0	6

**Average cases include maintenance of property (trash, debris, and high weeds), junk vehicles, and property maintenance violations.*

***Code Board/Municipal Court Cases – No change from February 2020. May Court has been postponed due to the Coronavirus (COVID-19) pandemic.*



Fire Department

CRR - South Fulton Fire Rescue Monthly Report - May 2020		
Fire Rescue Activities	Current Month	YTD
COLUMN #1:		
Emergency Call Volume		
Fire	30	281
Overpressure Rupture, Explosion, Overheat	1	14
EMS/Rescue	731	5,650
Hazardous Condition	25	223
Service Calls	133	1,043
Good Intent Calls	329	2,598
False Alarms & False Calls	72	590
Severe Weather/Natural Disaster	0	2
Special Incident Types	1	7
Non-Specific	0	1
Total	1,322	10,409
Average Response Time		6:59
COLUMN #2		
Community Risk Reduction (CRR) Activities		
Company Level Inspections	0	421
CRR Final and Existing Business Inspection Requests	21	169
Company Level Inspections - Vacant Buildings	0	0
COLUMN #3		
Fire Safety Education		
Number of Classes	0	54
Number of Students	0	4,328
Number of Special Events	0	10
Number of Persons Contacted	0	232
Number of Apparatus Requests	0	53



COLUMN #4		
Homes Visited	0	65
Smoke Detectors Installed (via fire station requests)	0	74
COLUMN #5		
Fee Schedule Collection		
Fire Safety Inspections	\$ 1,050.00	\$ 14,891.00
Personal Care Homes/ Day Care Inspections	\$ 525.00	\$ 4,925.00
Fire Alarm Reviews	\$ -	\$ 384.00
Fire Sprinkler Review	\$ 30.00	\$ 1,141.50
Blasting Permits	\$ 600.00	\$ 1,200.00
Open Records Request	\$ -	\$ 110.00
Special Events	\$ -	\$ -
Combustible Permits	\$ -	\$ -
Fireworks Permits	\$ -	\$ -
Business Inspections	\$ -	\$ -
Burn Permits	\$ -	\$ 500.00
Tent Permit	\$ -	\$ -
Fire Extinguisher Training	\$ -	\$ -
2020 Year-To Date Total	\$ 2,205.00	\$ 23,151.50

**The YTD numbers reported above are for fiscal year 2020 (FY20).*

Department Updates

- South Fulton Fire personnel have been assisting with the weekly food distributions.
- South Fulton Fire personnel participated in Fulton County's 2020 Census Fire Station Video Challenge.
- The South Fulton Fire Rescue Department completed 3,470 hours of training during May 2020.



Police Department

28 DAY COMPSTAT								
Crime by MONTH	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
AGG ASSAULT-GUN	17	8	1	1	8	2	1	38
AGG ASSAULT-OTHER WEAPON	3	2	1					6
AGG BATTERY								0
BURGLARY-FORCED ENTRY-RESIDENCE	1	1	1	2				5
BURGLARY-FORCED ENTRY-NONRESIDENCE	1		2	1				4
BURGLARY-NO FORCED ENTRY-RESIDENCE			2	1		2	1	6
BURGLARY-NO FORCE ENTRY-NON RESIDENCE								0
ARSON		1				1		2
MURDER					1			1
RAPE								0
ROBBERY-BUSINESS							1	1
ROBBERY-STREET	1			2			1	4
THEFT-ARTICLES FROM VEHICLE	7	4	3	4	4	1	1	24
THEFT-OTHER OFFENSES	14	19	22	23	24	19	11	132
THEFT BY TAKING AUTO	5	7	4	2	2	6	2	28
TOTALS	49	42	36	36	39	31	18	251

Department Updates

- In response to the Coronavirus (COVID-19) pandemic, the South Fulton Police Department Background and Recruiting division conducted a virtual hearing board for three (3) Police Officer I and three (3) Police Officer II candidates.
- The South Fulton Police Department currently has four (4) Police Officers in the Field Training Program.
- The South Fulton Police Department Field Operations Division responded to 9,244 Calls for Service during the month of May and had an average response time of 11:24.



Confiscated Funds

Analysis provided by the Finance Department of Confiscated Funds is reviewed and updated periodically. There has been no update to the information since the November 2019 Report.

Balance Sheet, Revenue, Expenditures and Fund Balances		
Assets		
Account ID	Account Description	2020
210-11-1111	COSF Police Custodial Funds	\$ 135,157
	Total Assets	\$ 135,157
Liabilities & Fund Balance (Current Liabilities)		
Account ID	Account Description	2020
210-12-1100	Accounts Payable	\$ -
210-12-1901	Due to GF	\$ -
	Total Current Liabilities	\$ -
Deferred Inflows of Resources		
Account ID	Account Description	2020
210-12-9900	Appropriated Budget	\$ -
	Total Deferred Inflows of Resources	\$ -
	Total Liabilities	\$ -
Fund Balance (Governmental Fund Types)		
Account ID	Account Description	2020
210-13-5500	Fund Balance Unassigned	\$ 135,157
	Total Fund balance (Governmental Fund Types)	\$ -
Revenue		
	Revenue	\$ -
	Less Expenses	\$ -
	Net	\$ -
	Total Fund Balance	\$ 135,157
	Total Liabilities & Fund Balance	\$ 135,157



Summary of Pending Cases for Equitable Sharing (2017-2019)

FULTON COUNTY POLICE DEPARTMENT FEDERAL RICO 2017-2018 CASES			
DATE	CASE #	ADDRESS	CURRENCY
5/14/2017		Flat Shoals @ Old National	\$ 500.00
5/16/2017		Hackamore Dr. @ Old National	\$ 1,716.00
6/29/2017		4555 Washington Rd.	\$ 2,379.00
6/29/2017		4810 Hwy 92	\$ 23,660.00
8/10/2017		1102 Westchase Lane	\$ 3,270.00
10/6/2017		4334 Fulton Industrial Blvd.	\$ 1,515.00
10/13/2017		85N / Flat Shoals Rd.	\$ 1,294.00
11/5/2017		1925 Waycrest Dr.	\$ 772.00
11/12/2017		5638 S. Monte Vista	\$ 553.00

FULTON COUNTY POLICE DEPARTMENT FEDERAL RICO 2017-2018 CASES			
DATE	CASE #	ADDRESS	CURRENCY
11/16/2018		Hwy 92 @ SR14	\$ 110,999.00
11/29/2018		701 Walden Blvd.	\$ 358,000.00

CITY OF SOUTH FULTON POLICE DEPARTMENT						
DATE	CASE #	ADDRESS	YEAR	MODEL	Appraisal	STATUS
10/13/2017		85N / Flat Shoals Rd.	216	Challenger	\$ 32,990.00	Pending
4/18/2018		2653 Bluestone Dr.	2015	Sprinter Van	\$ 35,479.00	Pending
6/13/2018		3180 Spring St.	2000	Sienna	\$ 1,050.00	Pending
9/25/2018		5225 Campbellton Rd.	1999	Avalon	\$ 1,982.00	Pending
10/30/2018		5460 Lemonyne Dr.	2018		\$71,187.00	Pending - GBI
10/30/2018		5460 Lemonyne Dr.	2018	Escalade	\$ 59,044.00	Pending - GBI
10/30/2018		5460 Lemonyne Dr.	2018	Suburban	\$ 44,623.00	Pending - GBI
10/30/2018		5460 Lemonyne Dr.	2018	Charger	\$ 19,74.00	Pending - GBI
12/26/2018		2727 Godby Rd.	2011	Cruze	\$ 4,415.00	Pending

**Note: The Summary of Pending Cases for Equitable Sharing is reviewed and updated periodically. There has been no update to the information since the October 2019 Report.*



3. ECONOMIC DEVELOPMENT



AT WORK

Economic Development Project List

- **Lead** - A lead is a potential project that has not been qualified but might eventually become a prospect. A Lead is generally a project that is going through a due diligence phase and working to secure funding.
- **Prospect** - Projects that have been qualified. A Prospect is generally a project that has gone through a due diligence phase and has secured the resources necessary to bring the project to fruition.

Project	Description	Status	Action	District
Motherland Project	Proposal for an African Cultural Museum	Lead	Developer is in due diligence phase and currently looking for a location	City
Sandtown Crossing	Possible townhome development around passive park adjacent to Publix	Lead	Developer is in due diligence phase	1
RiverFront District	200 Acre mixed-use Development along the Chattahoochee River	Prospect	Developer has purchased property and is currently working on site plan design	2
Town Center	600 Acre Development potential site for City center	Lead	Developer is in due diligence phase	2
Camp Creek Parkway & Enon Road	46 Acre mixed-use Development. Townhomes, multi-family, retail.	Prospect	Developer is currently working to develop concept and plans to submit	3
Vista Camp Creek	Workforce housing project	Prospect	Renovation has started and residents have begun to move in.	3
Halperns Steak & Seafood	Expansion project	Prospect	Secured bond funding but no construction date set	3



Cedar Grove & South Fulton Parkway	42 Acre Residential Development with small commercial	Prospect	Developer has purchased property and is currently working on site plan design	4
Campbellton Old Town Master Plan	Mixed-use redevelopment plan for historic Campbellton	Prospect	COSF and Chatt Hills working the PONDS on a development plan for historic town center.	4
Old National Park Development (Hyatt)	Mixed-use development	Lead	Developer is in due diligence phase	6
Renaissance at South Fulton	16 Acre Mixed Tenancy, Family and HFOP Development	Lead	Developer is in due diligence phase	6
Old National & Jonesboro Road	13 Acre mixed-use development	Lead	Developer is in due diligence phase	7



Business License

- **May 2020 Business Licenses Processed**
 - 14 New Business Licenses
 - 34 Renewed Business Licenses
- **Total Business Licenses Processed**
 - 1,043 (YTD)
 - 14 (May 2020)

Permits and Buildings

	May 2020	YTD
Residential	121	416
Commercial/Industrial	0	6
Industrial	0	0
Miscellaneous*	85	426
Land Disturbance Permits	3	10
Total	209	858

**Miscellaneous permits would include, but are not limited to, fence, pool, plumbing, trade, and electrical.*



Geographic Information System

	Map Requests	Addressing	Demographics	Data Analysis	Deed/Plat Research	Total Requests
2018 Total	165	90	21	175	75	526
2019 Total	166	115	5	141	129	556
2020 May	5	21	0	5	18	49
2020 YTD	30	62	7	33	78	210

Online GIS Application Views

- Public Facing
 - Public Works Information Viewer – 50
 - Zoning and Land Use Viewer – 288
 - Property Information Viewer – 815
 - Undeveloped Properties Viewer – 1
 - My Elected Representative – 75
 - Hard to Count Areas Viewer – 4
- Internal Only
 - Fire Information Viewer – 8
 - FID Viewer – 1
 - Public Notification Viewer – 4
 - Sewer Data Information Viewer – 10

Project Status

Project	Status
GIS Landing Page	In Progress
Zoning Rewrite GIS Layer Cleanup	Complete
Fire Department GIS Toolset	Complete



4. PLANNING – REVIEW AND UPDATE COMPREHENSIVE AND LAND USE PLAN

Moratorium

On July 23, 2019 a moratorium was implemented City-wide to impose that no new applications for land use permits or occupation tax certificates/business licenses for alcohol package stores and any expansions of the same, tobacco retail sales, automobile gas stations/service stations, convenience stores, check cashing establishments, personal care services, automotive repair shops, group homes and residences, pawn shops, tobacco retail sales, cannabis dispensary, extended stay hotels, gun range, open air market, and tiny homes to be accepted in the City until 5:00 p.m. on June 30, 2020. As of May 31, 2020, there were 2 requests for personal care homes, 1 request for a group home, 1 request for a liquor store and 1 request for a smoke shop. These are uses that are restricted by the current moratorium.

- 1 project is located within Council District 1;
- 22 projects are located within Council District 2;
- 27 projects are located within Council District 3;
- 31 projects are located within Council District 4;
- 13 projects are located within Council District 5;
- 11 projects are located within Council District 6;
- 5 projects are located within Council District 7;
- 24 projects are within an unspecified Council district; and
- 17 unknown.

Zoning Applications & Certifications

Staff has processed a total of 80 zoning applications, 117 zoning certifications and 72 open records reports as of May 31, 2020.

Zoning Cases

There were 0 zoning applications received during the filing deadline period for May 2020.

- 0 Rezoning
- 0 Use Permit
- 0 Modification
- 0 Variance
- 0 Administrative Variance

**Note: Due to the Coronavirus (COVID-19) pandemic, the Community Development & Regulatory Affairs Department has postponed the intake of petitions.*



5. CREATE AND IMPLEMENT BRANDING AND MESSAGING

I. Website Launch

Host	Statistics	Progress
CivicPlus	Visits: 29,266 Pageviews: 52,055 Unique pageviews: 41,055	Coronavirus Update Alert Bar Zoning Rewrite Virtual Special Called Meetings

II. “The South Fulton Monthly” E-Newsletter

Current Number of Subscribers	Frequency	Host	Next Issue
5,322 *21 New Contacts in last 30 days	Monthly	Constant Contact	June 3, 2020

Link to latest Issue: <https://conta.cc/2Mq7mLK>

III. COSF Social Media

 <u>Twitter</u> -Followers: 1,355 -Tweets: 320 -Likes & Retweets: 241	 <u>Instagram</u> -Followers: 2,024 -Posts: 208 -Engagement (Likes & Comment): 741	 <u>Facebook</u> -Followers: 1,911 -Posts: 327 -Engagement (Reactions, Shares & Comments): 1,770	 <u>Nextdoor</u> -Members: 28,305 -New Members: 444 -Posts: 38	 <u>YouTube</u> -Views: 4,597 -Impressions: 20,618 -Subscribers: 723
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IV. **Mayor's Community Walk**

a. Summary:

- Mayor's Walk (internally referred to as Community Walk Wednesdays) is a monthly activity that is focused on increasing access to City services, improved community relations, and proactively addressing community issues. Each month administrative staff, community stakeholders, and other interested parties will walk key corridors throughout the City to introduce key staff and available services, receive stakeholder feedback, and address problems in real time. Council Members are encouraged and welcomed to join the walks, especially those taking place in your District.

b. Next Date: TBD

c. Location: TBD

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



CALENDAR OF EVENTS



CITY OF SOUTH FULTON MAY CALENDAR 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 City Anniversary	2
3 National Travel and Tourism Week (3rd- 9th)	4 Economic Development Week 4th - 9th	5	6	7 Community Zoning Information Meeting 6 p.m. at South Fulton Service Center	8 Feeding The City of South Fulton Community Drive-Through Giveaway 11a.m.	9
10	11 Big Brothers Big Sisters / COSF Mayor Edwards 60- for-60 mentoring challenge livestream 6p.m.		13	14	15 Feeding The City of South Fulton Community Drive- Through Giveaway 11a.m.	16
17	18	19	20	21	22 Feeding The City of South Fulton Community Drive-Through Giveaway 11a.m.	23
24 Memorial Day	25	26 City Council Work Session 5 p.m. You Tube Livestream	27	28	29 Feeding The City of South Fulton Community Drive-Through Giveaway 11a.m.	30
31						



CITY MANAGER MEMORANDUMS TO CITY COUNCIL

May 1, 2020	Today @ 2pm- Fulton Providing Six Medical Transport Units to Aid in COVID-19 Response	Email
May 4, 2020	Memo – National Economic Development & National Travel & Tourism Week 2020	Memorandum with attachment
May 4, 2020	Memo – Project Update Livable Centers Initiative and Community Development Assistance Program Projects	Email with attachment
May 4, 2020	Memorandum: 2019 Resurfacing Status (LMIG and TSPLOST)	Memorandum
May 4, 2020	City Manager's Report	Email
May 4, 2020	5.03.20 – 12pm Georgia Department of Public Health COVID-19 Daily Status Report	Email with attachment
May 6, 2020	Departmental Goals and Strategic Planning Update	Email
May 6, 2020	Jacobs Invoice and Contract for the City	Email
May 7, 2020	COSF Census Communications Plan Addendum	Memorandum
May 8, 2020	COVID-19 Epidemiology Report by City & Zip Code (May 8, 2020)	Email w/ attachment
May 8, 2020	Key Hires	Email
May 11, 2020	New Life AME Zion	Email
May 11, 2020	Memorandum: Status Update – Public Safety Building	Memorandum
May 11, 2020	HR Excellence Awards Finalists – Atlanta Business Chronicle	Email
May 11, 2020	Construction Project Status	Email with attachment
May 12, 2020	Memorandum: Status Update – Public Safety Building	Email
May 13, 2020	Memorandum: Status Update – Public Safety Building	Email
May 13, 2020	Funding Assistance for City of South Fulton Bridger	Email with attachment
May 13, 2020	Fulton County COVID-19 cases by City and ZIP Code – as of May 11, 2020	Email
May 13, 2020	Corner of Jaillette & Pullen Abandoned House	Email
May 12, 2020	Memorandum: Status Update – Public Safety Building	Email
May 13, 2020	Memorandum: Status Update – Public Safety Building	Email

May 13, 2020	Funding Assistance for City of South Fulton Bridges	Email
May 14, 2020	Article 4 of the Zoning Rewrite	Email with attachment
May 14, 2020	2020 Census Daily Municipal Self-Response Rates	Email with attachment
May 15, 2020	5.15.20 – 1pm Georgia Department of Public Health COVID-19 Status Report	Email
May 18, 2020	Request URA Meeting	Email
May 18, 2020	FEMA Public Assistance Grant – Cost Recovery Funding	Email
May 18, 2020	Urban Redevelopment Authority (URA) – Respond to Inquiries	Memorandum with attachments
May 18, 2020	Article 7 of the Zoning Ordinance Rewrite	Email with attachment
May 18, 2020	Memorandum – 2019 TSPLOST LIMG Resurfacing Projects Status Update	Memorandum
May 18, 2020	Request URA Meeting	Email with attachment
May 20, 2020	Memorandum – 2019 TSPLOST LIMG Resurfacing Projects Status Update	Email
May 24, 2020	2020 Census Daily Municipal Self-Response Rates	Email with attachment
May 24, 2020	Tax Allocation District/Bleakly Advisory Group	Memorandum
May 24, 2020	Fulton County COVID-19 cases by City and Zip code distribution – as of May 18, 2020	Email with attachment
May 24, 2020	Speed Limit Change on Ridge Road (TSPLOST Question)	Email
May 24, 2020	5.23.20 – 1pm Georgia Department of Public Health COVID-19 Daily Status Report	Email
May 24, 2020	Discussion on New SOCA Date 5/26/2020	Email
May 24, 2020	Memo – Destination South Fulton Virtual Open House & Community Update	Memorandum
May 24, 2020	Memo – Destination South Fulton Virtual Open House & Community Update	Email
May 24, 2020	Re-Opening Plan & Mid-Year Budget Modification	Email
May 25, 2020	Tax Allocation District/Bleakly Advisory Group	Email

May 26, 2020	Development of Old National in our Next Work Session	Email
May 26, 2020	Zoning Rewrite Revised Schedule	Email with attachments
May 28, 2020	2020 Census Daily Municipal Self-Response Rates	Email with attachment
May 28, 2020	Mid-Year Budget Amendment	Email
May 30, 2020	Ongoing Public Disturbances	Email



COUNCIL REQUEST SUMMARY

COUNCIL REQUEST MAY 2020

	Total Requests	Requests Completed	Completion Percentage
COUNCIL REQUESTS			
City Manager	7	7	100%
City Clerk	1	1	100%
Communications & External Affairs	3	3	100%
Community Development & Regulatory Affairs	10	10	100%
Destination South Fulton	1	1	100%
Facilities	--	--	--
Finance	5	5	100%
Fire	--	--	--
Human Resources	--	--	--
Information Technology	2	2	100%
Legal	5	5	100%
Municipal Courts	--	--	--
Parks, Recreation & Cultural Affairs	5	5	100%
Police	5	3	60%
Programs & Performance	1	1	100%
Public Works	22	22	100%
Total	67	65	97%
YTD Total	1,291	1,155	89.5%

2 In-Progress/Pending Council Requests:

- 2 – Police

Please note: *Outstanding Requests are in progress and/or await response from requestor(s)/department staff for follow up and completion of deliverables.*



HUMAN RESOURCES ACTIVITY

HUMAN RESOURCES

MAY 2020

Active Headcount

Department	Filled	Vacant	Grand Total
City Council- Baker	2		2
City Council- Foster Rowell	2		2
City Council- Gilyard	2		2
City Council- Gumbs	3		3
City Council- kamau	2		2
City Council- Reeves	2		2
City Council- Willis	2		2
City Manager	8		8
Clerk	4		4
Communications	3	2	5
Community Development & Regulatory Affairs	31	7	38
Contracts & Procurement	3		3
Court	6	1	7
Destination South Fulton	2	2	4
Finance	14	3	17
Fire	163	30	193
General Services	8	1	9
Human Resources	5		5
Information Technology	4	5	9
Mayor	3		3
Parks Recreation and Cultural Affairs	54	29	83
Police	152	26	178
Public Works	3	3	6
Risk Management	1		1
Grand Total	479	109	588

Vacancy Rate

This calculation measures the city's vacancy rate resulting from employee turnover and the addition of new positions. The formula is the total number of vacant positions as of a specified date divided by the total number of authorized positions (current employees in positions + positions authorized to fill) as of the same specified date.

**Does not include elected official*

Department	Total # Vacant Position	Total # Position	Vacancy Rate
City Council	0	8*	0.0%
City Manager	0	8	0.0%
Clerk	0	4	0.0%
Communications	2	5	40.0%
Community & Regulatory Affairs	7	38	18.4%
Contracts & Procurement	0	3	0.0%
Court	1	7	14.3%
Destination South Fulton	2	4	50.0%
Finance	3	17	17.6%
Fire	30	193	15.5%
General Services	1	9	11.1%
Human Resources	0	5	0.0%
Information Technology	5	9	55.6%
Mayor	0	2*	0.0%
Parks & Rec	29	83	34.9%
Police	26	178	14.6%
Public Works	3	6	50.0%
Risk Management	0	1	0.0%

Time to Fill

Time to fill captures the hiring process, from job requisition to job acceptance

Position Title	Department	Requisition Position Date	Date Offer Accepted	Time (Days) to Fill
Code Enforcement Officer	CDRA	2/10/2020	4/24/2020	74
Deputy Director, CDRA	CDRA	3/10/2020	4/28/2020	49
Planning & Zoning Administrator	CDRA	3/10/2020	4/30/2020	51
Police Recruit (3)	Police	6/28/2019	On going recruitment	0
Total				174
City Average				44
Industry Standard				42

Turnover Rates

*The turnover rate shows the percentage of employees who leave the city in a specified period of time. *Does not include elected official*

Department	Number of Separated Employees	Average Number of Employees	Monthly Turnover Rates (Percentage)
City Council	0	8*	0.0%
City Manager	0	8	0.0%
Clerk	0	4	0.0%
Communications	0	3	0.0%
Community & Regulatory Affairs	0	31	0.0%
Contracts & Procurement	0	3	0.0%
Court	0	6	0.0%
Destination South Fulton	0	2	0.0%
Finance	0	14	0.0%
Fire	2	165	1.2%
General Services	0	8	0.0%
Human Resources	0	5	0.0%
Information Technology	0	4	0.0%
Mayor	0	2*	0.0%
Parks & Rec	0	54	0.0%
Police	2	154	1.3%
Public Works	0	3	0.0%
Risk Management	0	1	0.0%

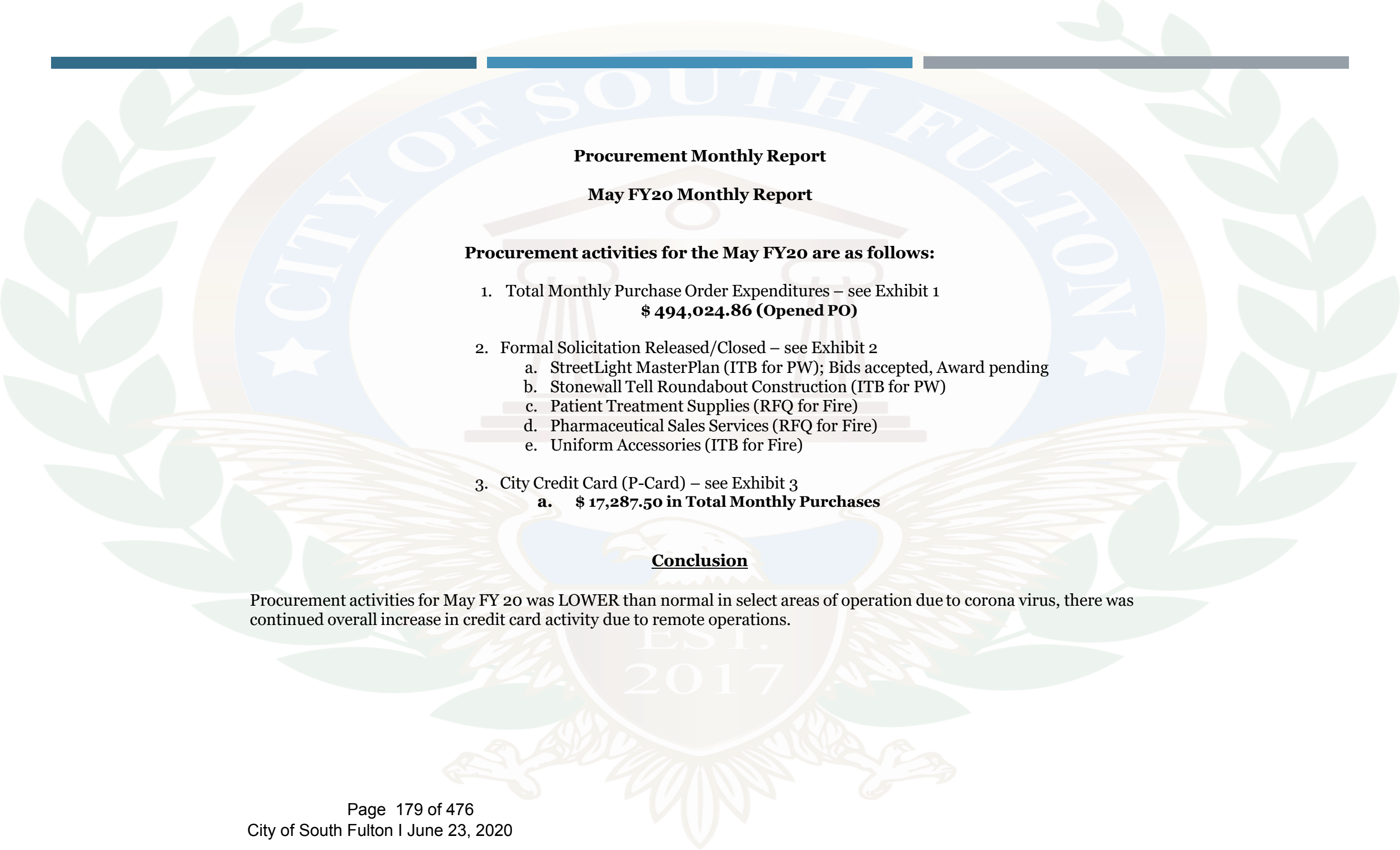
Voluntary/Involuntary Turnover

This metric captures the reason for the turnover

Department	Voluntary	Involuntary
City Council	0	0
City Manager	0	0
Clerk	0	0
Communications	0	0
Court	0	0
Finance	0	0
Fire	2	0
Human Resources	0	0
Information Technology	0	0
Mayor	0	0
Parks & Rec	0	0
Police	2	0
Contracts & Procurement	0	0
Community & Regulatory Affairs	0	0
Destination South Fulton	0	0
General Services	0	0
Risk Management	0	0
Public Works	0	0
Totals	4	0



PURCHASING ACTIVITY



Procurement Monthly Report

May FY20 Monthly Report

Procurement activities for the May FY20 are as follows:

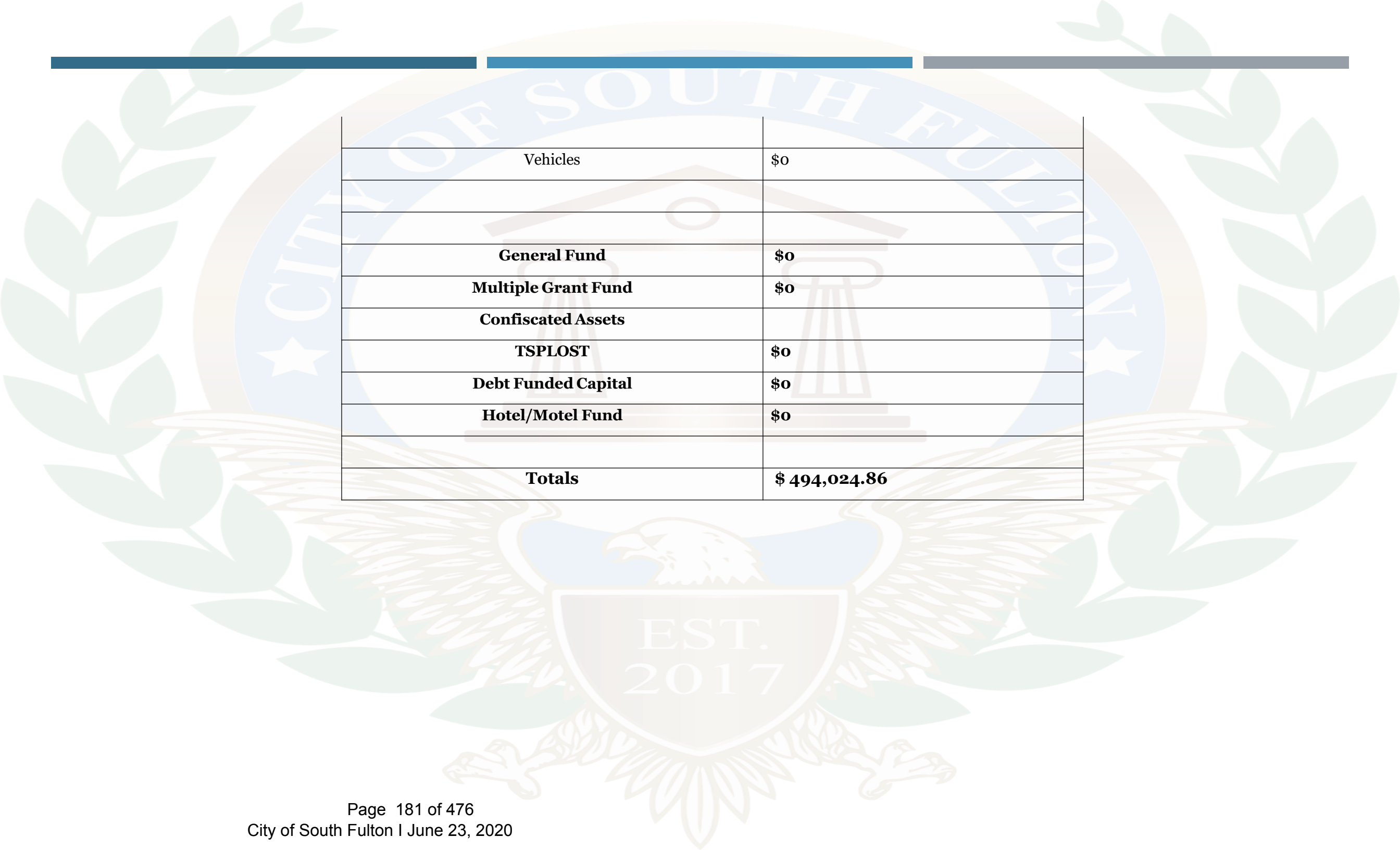
1. Total Monthly Purchase Order Expenditures – see Exhibit 1
\$ 494,024.86 (Opened PO)
2. Formal Solicitation Released/Closed – see Exhibit 2
 - a. StreetLight MasterPlan (ITB for PW); Bids accepted, Award pending
 - b. Stonewall Tell Roundabout Construction (ITB for PW)
 - c. Patient Treatment Supplies (RFQ for Fire)
 - d. Pharmaceutical Sales Services (RFQ for Fire)
 - e. Uniform Accessories (ITB for Fire)
3. City Credit Card (P-Card) – see Exhibit 3
 - a. **\$ 17,287.50 in Total Monthly Purchases**

Conclusion

Procurement activities for May FY 20 was LOWER than normal in select areas of operation due to corona virus, there was continued overall increase in credit card activity due to remote operations.

Exhibit 1 : Total Expenditure & PO Report

Department	Total PO Expenditure
District 1	\$0
District 2	\$0
District 3	\$0
District 4	\$0
District 5	\$0
District 6	\$0
District 7	\$0
City Clerk	\$7,395.00
Mayor's Office	\$0
City Manager	\$0
Finance	\$1250.00
Procurement	\$720
Legal/ LAW	\$0
Information Technology	\$193,689.16
Human Resources	\$5,000.00
Risk Management	\$0
Communication	\$0
General Services	\$58,428.42
Courts	\$0
Police	\$55,376.27
Fire	\$7,367.11
Public Works	\$0
Parks & Cultural Affairs	\$68.90
Community Regulatory Affairs	\$990.00
Economic Development	\$15,000.00
Computer & Software (Local Capital)	\$148,740.00



Vehicles	\$0
General Fund	\$0
Multiple Grant Fund	\$0
Confiscated Assets	
TSPLOST	\$0
Debt Funded Capital	\$0
Hotel/Motel Fund	\$0
Totals	\$ 494,024.86

Exhibit 2 – Formal Solicitations Report

Monthly Contract and Solicitation Report			
Department	Solicitation Release	Solicitation Accepted	Contract Awarded
District 1	0	0	0
District 2	0	0	0
District 3	0	0	0
District 4	0	0	0
District 5	0	0	0
District 6	0	0	0
District 7	0	0	0
	0	0	0
City Clerk	0	0	0
Mayor's Office	0	0	0
City Manager	0	0	0
	0	0	0
Finance	0	0	0
Information Technology	0	0	0
Human Resources	0	0	0
Economic Development	0	0	0
Risk Management	0	0	0
	0	0	0
Law	0	0	0
Code Enforcement	0	0	0
Courts	0	0	0
Police	0	0	0
Fire	3	0	0
	0	0	0
Public Works	1	1	0

Parks & Recreation	0	0	0
Communication	0	0	0
General Administrative Services	0	0	0
Community Regulatory Affairs	0	0	0
E 911	0	0	0
Totals	4	0	0

Exhibit 3 – Monthly P-Card Activity Report

Monthly Procurement P Card Report	
Department	Total P-Card Spend
District 1 - Rowell	\$1,547.59
District 2-Gumbs	\$1,724.99
District 3-willis	\$3,235.95
District 4- Gilyard	\$899.99
District 5-Reeves	\$1,886.41
District 6-KUMA	\$0
District 7-Baker	\$1747.48
City Clerk	\$0
Mayor's Office	\$0
City Manager	\$0
Finance 1 (City)	\$273.99
Finance- City Generally	\$924.48
Contracts & Procurement	\$14.99
Information Technology	\$799.80
	\$580.32

Economic Development	\$1364.99
Risk Management	\$0
Law	\$0
Community Development	\$107.02
Municipal Courts	\$0
Police	\$74.99
Police Chief	\$90.88
Fire 1	\$0
Fire 2	\$24.97
Parks & Recreation	\$899.83
Public Works	\$275.00
Communication	\$149.00
Facilities Management	\$669.83
Community Regulatory Affairs	\$0
Fleet Management	\$0
Totals	\$ 17,287.50



FINANCIAL SERVICES



GRANTS ADMINISTRATION

MONTHLY STATUS REPORT
Grants Administration Division

Project Status & Accomplishments

Project or Task	Activity Completed & Status Update	State	%
Task/Assignments	▪ Duns & Bradstreet city's credit score; investigating what is influencing the score decline		50%
	▪ Meeting w/Community Affairs to discuss grant planning for 2020		0%
	▪ Meeting w/Economic Affairs to discuss grant planning for 2020		0%
	▪ Participated in the National Grants Management Association – Virtual Annual Grants Training & Summit		100%
	▪ Participated in the National Grants Management Association – GMBok Training		100%
Grant Opportunities/Networking	▪ Continuing to search for grant opportunities, providing assessment, and sharing with departments and city council		
Grants Activity	CORONAVIRUS SUPPORT		
	▪ Seeking funding support from FEMA through the Public Assistance Grant Program		75%
	▪ Seeking funding support from CARES Act through FC		25%
	▪ Seeking funding support from CARES Act through State		25%
	▪ Maintain tracking tool of all expenditures incurred in response to COVID-19 and disseminated to departments; tracking expenditures for reimbursement		ongoing
	COMMUNITY DEVELOPMENT AND REG AFFAIRS		
	▪ Working with department on FC 2020 CDBG application submission and next steps		75%
	▪ Working with department on Entitlement Designation and next steps		25%
	ECONOMIC DEVELOPMENT		
	▪ Working with department on EDA COVID-19 grant opportunity		25%
	POLICE		
	▪ Asset Forfeiture Fund: reconciling forfeiture funding received and expenses paid out by police		75%
	▪ Criminal Gun Intelligence Grant – technical support to department on application requirements and budget development; application submitted		100%
	▪ Working with department on reconciliation and submittal of payment request for Bulletproof Vest grant; awaiting department to submit payment request		75%
	PUBLIC WORKS		
	▪ 2019 LMIG: Working with department to reconcile account in compliance with the grant guidelines and financial procedures		75%
	▪ 2020 LMIG: Working with department to reconcile account in compliance with the grant guidelines and financial procedures		50%

	Federally Funded Projects: reconciliation, activity tracking, and set up fund account in Edmunds		25%
	FIRE 2015 SAFE Closeout with grantor; awaiting notification from FEMA; grant closed by the grantor		100%
	Developed tracking tool of 2018 SAFER personnel costs; training department on use of tool; developing reimbursement request 1		75%
	2019 Fire Prevention Grant – technical support to department on grant application requirements; application submitted		100%
	2020 COVID-19 Supplemental Grant Funding for Fire Departments; application submitted		100%
Building Capacity	Kickoff of Grant Writing/Peer Review Team with members that attended the Grant Writing Workshop. Postponed due to the Coronavirus impact to the departments.		10%
	Exploratory Call for external support with grant writing; awaiting proposal from vendor		100%
	Reviewing proposals and selection of grant writing support		25%

ACTIVITY REPORT - GRANTS AWARDED

Report Range: May 1, 2020 - May 31, 2020

	Federal	State	Private	Total
Awarded Grants:	3	2	1	6
Awarded Funds:	\$ 2,298,523.22	\$ 2,250,288.01	\$ 18,300.00	\$ 4,567,111.23
Cash Match:	\$ 1,404,662.52	\$ 675,086.40	\$ -	\$ 2,079,748.92
In-Kind Match:	\$ -	\$ -	\$ -	\$ -
Total:	\$ 3,703,185.74	\$ 2,925,374.41	\$ 18,300.00	\$ 6,646,860.15

Department	Year	Agency Type	Grantor	Grant Name	Grant Description	Purpose	Project Amount	Award Amount	Match	Start Date	End Date	Status
Fire	2018	Federal	FEMA	Staffing for Adequate Fire and EM Response (SAFER)	Funding for fire departments and volunteer firefighter interest organizations to increase or maintain the number of trained front line firefighters	Hiring 15 Firefighters	\$ 3,636,485.30	\$ 2,242,499.00	\$ 1,393,986.30	3/17/2020	3/16/2023	Recruiting firefighters for the grant; start date 3/17; All 15 firefighters are onboard
Police	2019	Federal	DOJ	Project Safe Neighborhoods	Nationwide initiative that brings together federal, state, local and tribal law enforcement officials, prosecutors, and community leaders to identify the most pressing violent crime problems in a community and develop comprehensive solutions to address them	Equipment, training, other	\$ 45,348.00	\$ 45,348.00	\$ -	9/1/2019	8/30/2021	Official award letter on the way; police received award; scheduling kick off meeting;
Police	2019	Federal	DOJ	Bulletproof Vests Partnership	Reimburse states, counties, federally recognized tribes, cities, and local jurisdictions that employ law enforcement officers for up to 50% of the total cost of body armor vests purchased	Purchase 30 vests	\$ 21,352.44	\$ 10,676.22	\$ 10,676.22			Purchased 6 vests
Total Federal Grants							\$ 3,703,185.74	\$ 2,298,523.22	\$ 1,404,662.52			
Public Works	2020	State	State of Georgia	Local Maintenance & Improvement Grant (LMIG)	Funding for improvements to local roadways and bridges	Resurfacing of Streets: Demooney Road, East Stubbs Road, Cascade Palmetto Highway	\$ 1,589,271.72	\$ 1,222,516.71	\$ 366,755.01	10/1/2019		?
Public Works	2019	State	State of Georgia	Local Maintenance & Improvement Grant (LMIG)	Funding for improvements to local roadways and bridges	Resurfacing of Streets: Demooney Road, East Stubbs Road, Cascade Palmetto Highway	\$ 1,336,102.60	\$ 1,027,771.30	\$ 308,331.39	10/1/2018		?
Total State Grants							\$ 2,925,374.32	\$ 2,250,288.01	\$ 675,086.40			
Fire	2020	Private	Firehouse Subs	Firehouse Subs Grant	Provide lifesaving equipment and needed resources to first responders and public safety organizations	2 Front-Loading Extractors 2 Gear Drying Cabinets	\$ 18,300.00	\$ 18,300.00	\$ -	4/28/2020		AWARDED
Total Private Grants							\$ 18,300.00	\$ 18,300.00	\$ -			

Grand Total

\$ 6,646,860.06 \$ 4,567,111.23 \$ 2,079,748.92

ACTIVITY REPORT - POTENTIAL GRANTS
Report Range: May 1, 2020 - May 31, 2020

	Federal	State/County	Private	Total
Anticipated Grants:	4	5	2	11
Anticipated Awarded Funds:	\$ 587,809.48	\$ 423,353.28	\$ 32,200.00	\$ 1,043,362.76
Anticipated Cash Match:	\$ 36,244.00	\$ 107,760.00	\$ -	\$ 144,004.00
Anticipated In-Kind Match:	\$ -	\$ -	\$ -	\$ -
Total:	\$ 624,053.48	\$ 531,113.28	\$ 32,200.00	\$ 1,187,366.76

Department	Year	Agency Type	Grantor	Grant Name	Grant Description	Purpose	Project Amount	Award Amount	Match	Start Date	End Date	Status
Police	2020	Federal	DOJ/COBB	Crime Gun Intel Center Integration Initiative Grant	This opportunity supports entities that are experiencing precipitous increases in gun crime to implement comprehensive and holistic models to reduce violent crime and the illegal use of firearms within their jurisdictions by enabling them to integrate with their local ATF Crime Gun Intelligence Centers (CGIC)	NBIN Machine, Personnel, Training	\$ 246,077.00	\$ 246,077.00	\$ -			Application submitted
Fire	2020	Federal	FEMA	AFG COVID-19 Supplemental Funding	To provide critically needed resources that equip personnel to respond to the COVID-19 public health emergency and support community resilience	Equipment to firefighters in response to COVID-19	\$ 26,142.76	\$ 23,528.48	\$ 2,614.00			Application submitted
Fire	2019	Federal	FEMA	Assistance to Firefighters Grant	Funding to enhance the safety of the public and firefighters with respect to fire and fire-related hazards	(9) Equipment (PPE Washer/Extractor/Dryer): Extractor to wash and dry 2 sets of gear at a time. Correctly cleaning of PPE eliminating dangerous carcinogens. Place in each fire station \$87,615 (15) Equipment - Vehicle Mounted Exhaust System: Ward diesel No Smoke linear source-filter system that connects to the exhaust train of the vehicle \$131,085 Training \$117,600	\$ 336,300.00	\$ 302,670.00	\$ 33,630.00			Application submitted
Fire	2020	Federal	FEMA	Homeland Security Grant Program	Funding to enhance the ability of state, local, tribal, and territorial governments, as well as nonprofits, to prevent, protect against, respond to, and recover from terrorist attacks.	Hazmat equipment	\$ 15,534.00	\$ 15,534.00	\$ -			Application submitted

Department	Year	Agency Type	Grantor	Grant Name	Grant Description	Purpose	Project Amount	Award Amount	Match	Start Date	End Date	Status
Total Federal Grants							\$ 624,053.76	\$ 587,809.48	\$ 36,244.00			
Public Works	2020	State		SCRAP Right-of-Way Program	This opportunity will support tire abatement and costs of removing, transporting, and processing scrap tires cleaned up from scrap tire dumps; removed from city and county right-of-way's; and collected during scrap tire amnesty events	Right-of-way clean up	\$ 59,712.64	\$ 59,712.64				Application Submitted
Public Works	2020	State		SCRAP Tire Abatement Reimbursement Grant	This opportunity will support tire abatement and costs of removing, transporting, and processing scrap tires cleaned up from scrap tire dumps; removed from city and county right-of-way's; and collected during scrap tire amnesty events	Reimbursement for Tire Amnesty Day event	\$ 10,036.24	\$ 10,036.24	\$ -			Application Submitted
Public Works	2020	State	State of GA DOT	Roadside Enhancement and Beautification Council (REBC)	This opportunity will support roadside enhancement and beautification projects along Georgia's roadsides, e.g. landscape plant material and its installation for the furtherance of roadside enhancement and beautification projects along state routes in Georgia.	Beautification project to the Cascade Road at I-285 Interchange ramps	\$ 97,400.00	\$ 50,000.00	\$ 47,400.00			Application Submitted
Fire	2020	State	State of Georgia	GFSTC Fireworks Tax Grant	Funding to improve ISO ratings and achieve or maintain a Certificate of Compliance for a Fire Department as established by the GFSTC	Purchase fire extinguisher training system package	\$ 3,964.40	\$ 3,604.40	\$ 360.00			Application submitted

Department	Year	Agency Type	Grantor	Grant Name	Grant Description	Purpose	Project Amount	Award Amount	Match	Start Date	End Date	Status
CDRA	2020	County	Fulton County	CDBG Program	The federally funded Community Development Block Grant (CDBG) Entitlement Program provides annual grants on a formula basis to entitled cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons.	Address asbestos, demolition and debris removal of 47 residential homes and/or blighted commercial properties in the city	\$ 360,000.00	\$ 300,000.00	\$ 60,000.00			Application submitted; FC provided feedback on project alternative
Total State Grants							\$ 531,113.28	\$ 423,353.28	\$ 107,760.00			
Parks & Rec	2020	Private	AARP			Creating a dedicated space for residents 55+	\$ 57,200.00	\$ 22,200.00	\$ -			Application Submitted
Parks & Rec	2020	Private	US Tennis Association	US Tennis Association - Facility Assistance	Support building of tennis courts	Rebuild 20 hard courts and heavy duty top dressing for 4 clay courts at the South Fulton Tennis Center	\$ 133,400.00	\$ 10,000.00	\$ -			Department will continue with the application
Total Private Grants							\$ 190,600.00	\$ 32,200.00	\$ -			
Grand Total							\$ 1,345,767.04	\$ 1,043,362.76	\$ 144,004.00			



RISK MANAGEMENT

Risk Management –Monthly Status Report

- I. South Fulton Safety Accident Review Board
- a) Motor Vehicle Accident Review Committee
 - b) Fleet Safety Policy
 - c) Scoring System for Disciplinary
 - d) Deductible Repayment

- II. COVID-19 Trend Analysis
- a) South Fulton Zip Code Data
 - b) Infection, Hospitalization, Mortality Rate
 - c) Inaccurate reporting
 - d) COVID-19 personal precautions

- III. GMA Safety Grant Application
- a) \$10K Eligibility (WC)
 - b) \$10k Eligibility (GIRMA)

- IV. COVID-19 Engineering/Administrative Controls
- Screening Controls (Qualtrics, Thermo Detection)
 - City Hall Logistics
 - First Responder Precautions
 - Medical Protocols
 - Signage

- V. Parks Admin Building Security Study
- Equipment Inventory
 - Tracking System
 - New LED Lighting system
 - JCI Monitoring System Layout
 - Tree Removal/Brush Clearance and Fence Repair
 - All current employees will begin a rotating schedule by department.

VI. FEMA COVID-19 Expense Reimbursement Program

- Caduceus Telehealth COVID-19 Employee Calls (\$225 per)
- April \$9225

VII. City of South Fulton Georgia Cancer Fund

- Update Quarterly Spreadsheet

VIII. Claims Standard Loss Run

- Worker Compensation
- Property Liability



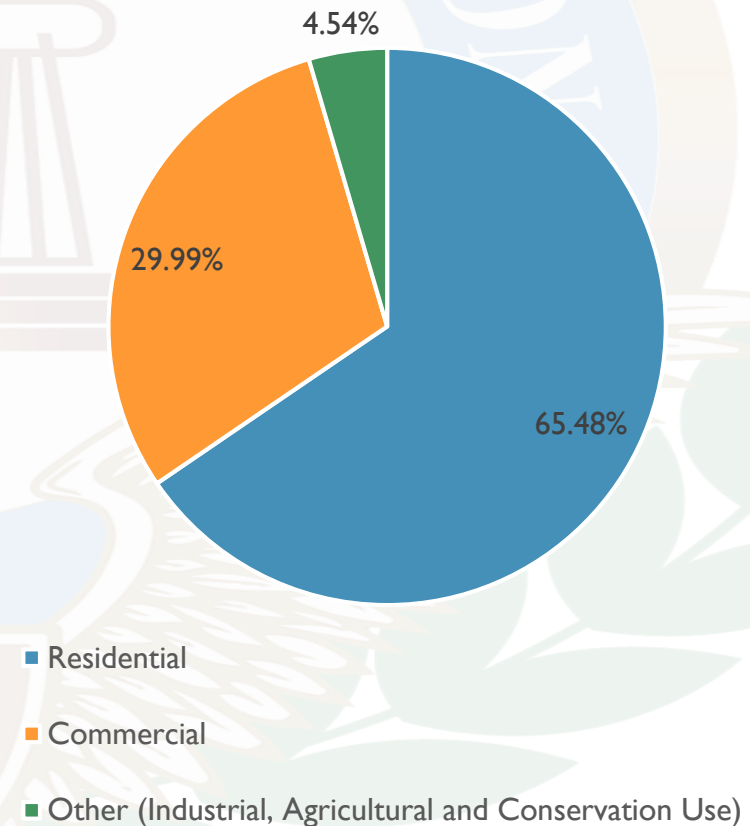
TAX ADMINISTRATION

FY2020 YTD Tax Revenue Highlights

as of 5/31/2020

Property Taxes

- Tax year billing amounts
 - 2019 - \$29,409,341.24
 - 2018 - \$28,740,491.85
 - 2017 - \$14,415,866.64
- Tax year collection amounts and rate%
 - 2019 - \$28,939,430.39 (98.40%)
 - 2018 - \$28,537,783.05 (99.29%)
 - 2017 - \$14,200,898.17 (98.51%)



FY2020 YTD Tax Revenue Highlights

as of 5/31/2020 continued...

2019 Property Tax Breakdown:

Month	Real Estate	Personal Property	Mobile Home	Public Utilities	Totals
October	14,025,255.07	2,182,239.27			16,207,494.34*
November	3,690,488.64	1,735,238.20			5,425,726.84
December	732,249.68	50,166.42			782,416.10
January	230,512.91	122,126.66			352,639.57
February	105,903.92	(19,971.79)	10.19		85,932.13
March	708,485.95	2,169.73		726,458.65	1,437,114.33
April	15,227.60	148.79		514,846.59	530,222.98
May	3,125.47	4,825.53		556,433.85	564,384.85
Totals	19,511,249.24	4,076,942.81	10.19	1,797,739.09	25,385,941.33

FY2020 YTD Tax Revenue Highlights

as of 5/31/2020 continued...

- **Hotel Motel Tax \$84,038.15**
 - \$82,806.37 – Fairfield Inn & Suites
 - \$471.96 – Health Casino (Air B&B)
 - \$759.82 – Wiseman Group LLC (Air B&B)
 - **Allocation Totals:**
 - \$31,514.31 - General Fund
 - \$52,523.84 - Convention Visitors Bureau (CVB)

FY2020 YTD Tax Revenue Highlights

as of 5/31/2020 continued...

- **Franchise Fee Tax \$3,118,407.08**
 - \$171,972.50 – AT&T/Bell South
 - \$319,160.66 – Comcast
 - \$86,633.71 – EMC Coweta-Fayette
 - \$1,320,971.33 – Georgia Power
 - \$1,213,512.78 – Greystone Power
 - \$6,156.10 – Verizon

FY2020 YTD Tax Revenue Highlights

as of 5/31/2020 continued...

- Motor Vehicle Tax **\$568,540.77**
- LOST (Local Option Sales Tax) **\$14,465,948.58**
- TSPLOST (Transportation Special Purpose Local Option Sales Tax)
\$9,444,120.90
- Alcohol Excise Tax **\$80,158.49**
- Insurance Premium Tax **\$7,154,212.59**

FY2020 YTD Tax Revenue Highlights

as of 5/31/2020 continued...

- **Intangible Tax \$508,577.33**

**a tax levied on gross earnings received from intangible property such as savings accounts, stocks, bonds, accounts receivable, and mortgages.*

- **Real Estate Transfer Tax \$170,689.93**

**a tax that is levied on the transfer of ownership or title to property from one entity to another.*

FY2020 YTD Tax Revenue Highlights

as of 5/31/2020 continued...

- **Financial Institutions Tax: \$154,016.00**

- SunTrust Bank – \$3,831.00
- Bank of America – \$92,757.00
- Wells Fargo – \$57,428.00

- **Business License Tax: \$1,631,560.89**

- **Total processed for the month of March:**

- 53 – New Businesses
- 122 – Renewals



COSF 311 DASHBOARD

Summary Dashboard | Citywide CRC (to date)



NUMBER OF REQUESTS OPEN

22,069



NUMBER OF REQUESTS CLOSED

20,905 / 94%

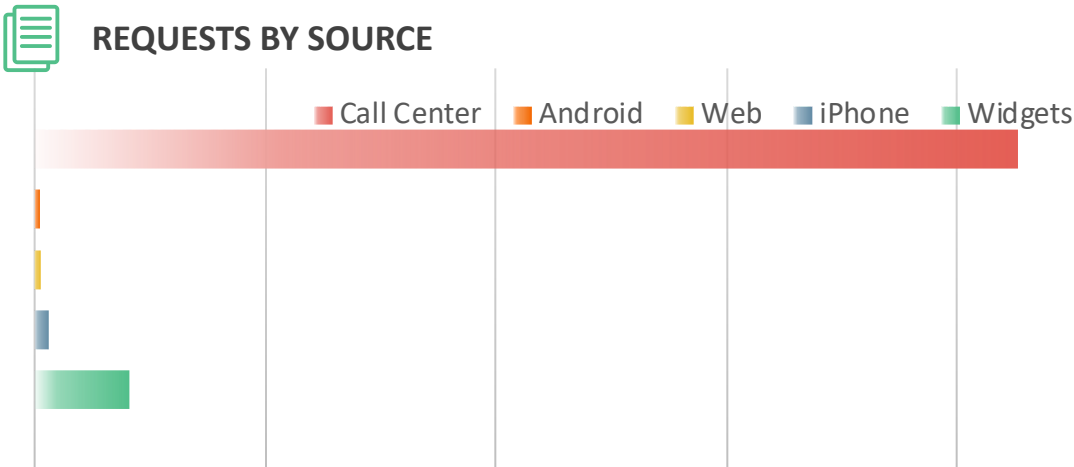
Goal: 90%



AVERAGE TIME TO CLOSE

13.1 days

Goal: varies based on SLA



OVERALL STATUS OF REQUESTS

1164

Total Open Status

12769

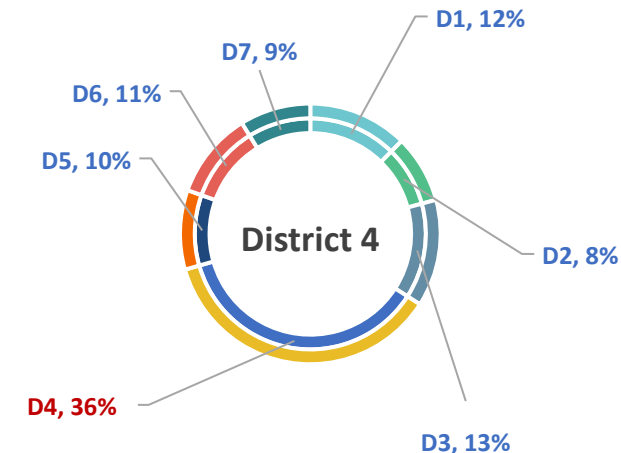
Total Acknowledged



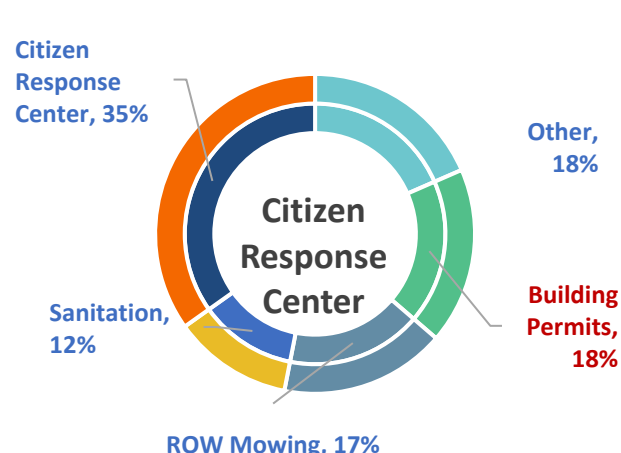
Average time to acknowledge a request is 1.4 days.

Goal: 1 day

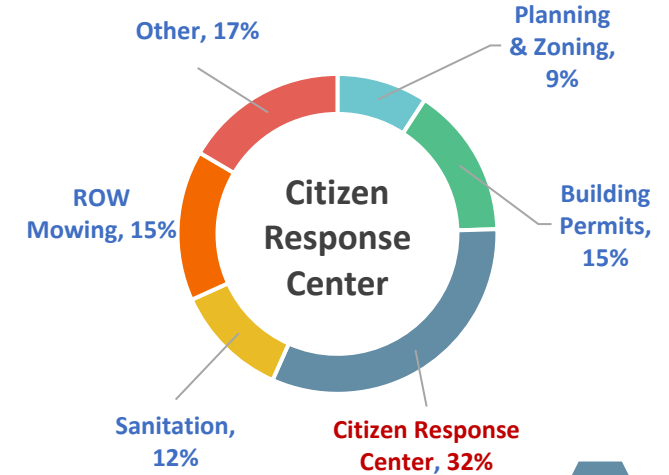
% REQUESTS BY DISTRICT



% REQUESTS BY DEPARTMENT



TOP REQUESTED (ISSUES)



Summary Dashboard | Citywide CRC (May 1 – May 31, 2020)



NUMBER OF REQUESTS OPEN

2,028



NUMBER OF REQUESTS CLOSED

1,668 / 82%

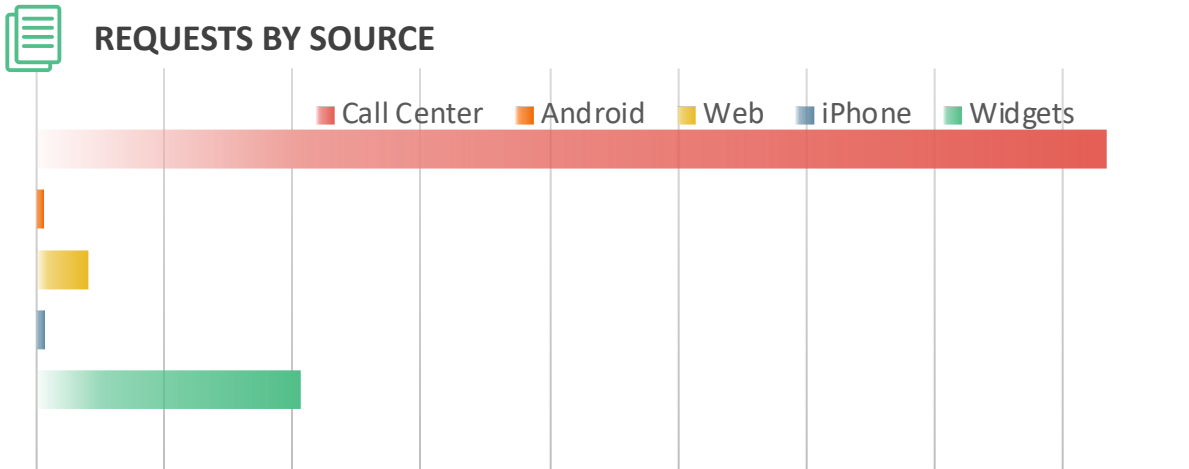
Goal: 90%



AVERAGE TIME TO CLOSE

2.4 days

Goal: varies based on SLA



OVERALL STATUS OF REQUESTS

360

Total Open Status

844

Total Acknowledged



Average time to acknowledge a request is 0.7 day.

Goal: 1 day



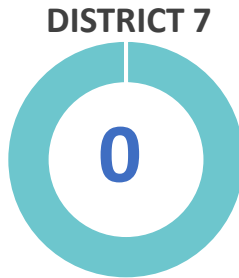
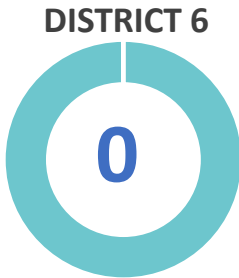
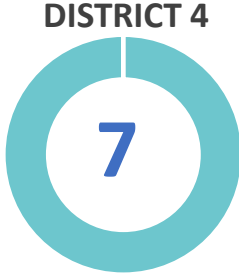
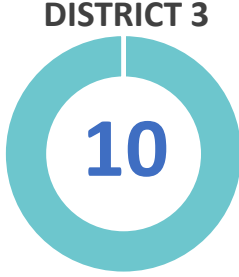
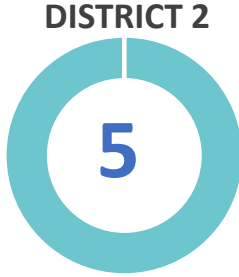
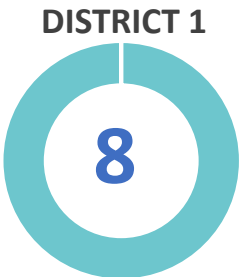
Dashboard | Airport Noise Complaints *(to date)*



TOTAL NUMBER OF
REQUESTS

35

District	# of Requests
1	8
2	5
3	10
4	7
5	5
6	0
7	0



Dashboard | Citizen Response Center *(May 1 – May 31, 2020)*



NUMBER OF CALLS

1,955



AVERAGE SPEED OF ANSWER



1m 16ss

Goal: 0:30



AVERAGE TALK TIME



3m 37ss

Goal: 3:00



ABANDONED CALL %



9%

Goal: 5%

	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Rolling 12-Month (April 2019 thru -)
Inbound Call Volume	1020	1123	580	1026	1070	1165	1,483	1,955					13,889
Average Calls/Day	32.9	37.4	18.7	33.1	36.9	37.6	49.4	63.1					38.0
Average Speed of Answer (KPI 0:30)	0:44	1:12	0:59	1:04	0:33	0:28	0:45	1:16					0:46
Average Talk Time (KPI 3:00)	0:03:45	0:03:49	0:04:17	0:04:10	0:03:27	3:37:00	3:47:00	3:37:00					0:57:48
Short Abandon Calls	22	17	9	39	42	42	61	59					407
Abandon Calls	73	100	67	111	93	84	142	238					1215
Abandon % (KPI 5%)	5%	7%	10%	7%	5%	4%	5%	9%					5.8%
Non-Request Calls	181	199	106	222	276	273	320	293					2524
Total Requests in SCF	737	713	389	764	706	788	924	1362					9471

COSF CRC Report

District 1

October 1, 2019 - May 31, 2020

Prepared for Councilwoman Rowell by the Office of Programs and Performance

Requests filtered by that have been created and and filtered to **all categories** within

DTA: Days to Acknowledge **DTC:** Days to Close **O&O:** Open and Overdue

Category	Created	Ack	Closed	DTA	DTC	SLA Days	% in SLA	Overdue	Open	O&O
Right-of-Way Mowing (Roadway Maintenance - Field Operations)	310	293	309	0.0	3.1	10.0	100%	1	1	1
Other	304	297	260	0.4	17.5	0.0	0	9	44	6
Property Maintenance (Zone 2)	261	232	258	0.6	4.7	21.0	95%	14	3	2
Yard Issue (Zone 2)	134	122	132	0.4	3.6	21.0	96%	6	2	1
Building Permits	120	6	84	25.1	33.0	2.0	39%	47	36	35
Remove / Pick-Up Litter (Field Operations)	111	99	111	0.0	2.2	10.0	89%	8	0	0
Reception Call	100	11	97	1.7	1.8	1.0	81%	15	3	3
Sanitation (Public Works - Field Operations)	81	45	79	0.9	1.6	0.0	98%	2	2	0
Sign - Other Sign Down/Missing (Traffic Services)	72	44	72	0.0	1.1	10.0	99%	0	0	0
Planning & Zoning (Community & Regulatory Affairs)	71	5	68	5.6	121.3	0.0	0	2	3	0
Pothole (Asphalt Paved Maintenance - Field Operations)	55	54	55	0.2	1.7	3.0	69%	9	0	0
Blighted / Vacant Property (Zone 2)	54	44	54	1.9	6.2	21.0	96%	0	0	0
Illegal Dumping in Right-of-Way (Field Operations)	52	44	52	0.7	1.6	3.0	83%	2	0	0
Abandoned / Inoperative / Junk Vehicle (Zone 2)	49	47	49	0.6	5.8	21.0	92%	2	0	0
High Grass/Weeds in Right-of-Way (Field Operations)	44	44	44	0.2	4.5	10.0	82%	3	0	0
Signal - In Flash or Dark (Traffic Issues)	43	19	43	0.0	0.0	1.0	100%	1	0	0
Additional Patrol Request	41	11	41	0.4	2.1	1.0	46%	22	0	0
Other Regulatory Agencies	40	39	40	0.0	6.9	0.0	0	0	0	0
Signal - Other (Traffic Services)	39	39	39	0.0	0.9	10.0	97%	0	0	0
Clean Up Day	38	34	38	0.5	6.5	0.0	0	4	0	0
Other	33	9	33	14.3	15.0	0.0	0	2	0	0
Sign - Stop/Yield Sign Down/Missing (Traffic Services)	31	25	31	0.0	0.1	1.0	94%	1	0	0
Illegal Dumping on Private Property (Zone 2)	27	22	23	1.6	8.4	21.0	83%	3	4	4
Totals	2,648	1,984	2,480	0.8	10.9	-	86%	232	168	94

Category	Created	Ack	Closed	DTA	DTC	SLA Days	% in SLA	Overdue	Open	O&O
Construction	27	26	11	3.6	73.7	0.0	0	0	16	3
Signal - Preventative Maintenance (Traffic Services)	22	22	22	0.0	8.6	90.0	100%	0	0	0
Commercial Vehicles in Residential Zones (Zone 2)	20	18	20	0.7	2.8	21.0	100%	0	0	0
Tree Hindering Sight Distance (Roadside Maintenance - Field Operations)	19	19	19	0.1	4.6	10.0	63%	4	0	0
Open Records Request	17	15	15	0.5	4.6	3.0	53%	7	2	2
Remove Dead Animals in Right-of-Way (Field Operations)	17	17	17	0.2	1.2	3.0	94%	0	0	0
Sink Holes (Drainage Maintenance - Field Operations)	17	17	16	0.1	4.2	10.0	38%	4	1	1
Clogged Culvert (Drainage Maintenance - Field Operations)	16	15	16	0.1	2.2	10.0	75%	1	0	0
Remove Dead Animals in Roadway - Small (Field Operations)	16	15	16	0.1	1.1	3.0	75%	2	0	0
Roadway Maintenance (Field Operations)	15	15	15	0.1	3.8	10.0	93%	0	0	0
Sign - Preventative Maintenance (Traffic Services)	15	15	15	0.8	15.8	30.0	93%	0	0	0
Streetlights (Outages, New Requests, Repairs, Maintenance)	15	13	13	0.5	11.8	15.0	62%	3	2	0
Dead Trees (Zone 2)	14	1	9	1.0	66.7	7.0	11%	7	5	5
Clogged Inlet (Storm Water Issues - Field Operations)	14	14	14	0.1	1.7	3.0	86%	0	0	0
Illegal Dumping In Roadway (Field Operations)	14	13	14	0.0	0.4	1.0	79%	1	0	0
Other	13	6	12	3.0	53.4	3.0	8%	9	1	1
Sign - Long Term Repair (Traffic Services)	13	13	10	0.0	37.4	120.0	100%	0	3	0
Tree Danger/Removal (Roadside Maintenance - Field Operations)	13	10	13	0.1	1.0	3.0	77%	2	0	0
Permit / Licensing Issue (Zone 2)	12	8	11	0.4	4.2	21.0	100%	0	1	0
Other	11	5	9	1.0	3.4	0.0	0	0	2	0
Trash & Litter or Cleaning Requests - Parks & Rec. Facilities	10	1	1	8.2	41.0	2.0	0	1	9	9
Remove Dead Animals in Roadway - Large (Field Operations)	10	10	10	0.0	0.4	1.0	100%	0	0	0
Business Licenses (Economic Development - Destination South Fulton)	9	1	9	0.6	1.1	2.0	78%	2	0	0
Capital Improvement Projects (CIP) - Public Works	9	8	9	1.9	3.8	0.0	57%	2	0	0
Totals	2,648	1,984	2,480	0.8	10.9	-	86%	232	168	94

Category	Created	Ack	Closed	DTA	DTC	SLA Days	% in SLA	Overdue	Open	O&O
Damaged Fire Hydrant	9	7	8	1.7	12.2	30.0	75%	2	1	0
Down Tree Removal from Right of Way (Field Operations)	9	9	9	0.0	1.1	3.0	100%	0	0	0
GIS (Geographic Information Systems)	8	0	8	0.0	2.9	2.0	63%	3	0	0
Outdoor Requests (Other)	8	2	0	82.5	0.0	3.0	0	0	8	7
Damaged Inlet/Catch Basin (Storm Water Issues - Field Operations)	8	8	8	0.1	5.2	30.0	88%	1	0	0
Noise Complaint (Hartsfield-Jackson Atlanta International Airport)	8	0	8	0.0	26.0	0.0	0	0	0	0
Fire Apparatus Request (for Community Events)	7	4	6	1.7	3.2	2.0	17%	5	1	1
Excessively Barking Dog – Late Night Nuisance (Zone 2)	7	4	7	1.5	18.4	7.0	71%	3	0	0
Down Tree Removal from Roadway (Field Operations)	7	7	7	0.0	1.1	3.0	86%	1	0	0
Rough Road (Unpaved Road Maintenance - Field Operations)	7	7	7	0.1	3.3	10.0	100%	0	0	0
Street Flooding (Drainage Maintenance - Field Operations)	7	6	7	0.1	1.0	1.0	43%	1	0	0
Land Development (Community and Regulatory Affairs)	6	1	5	76.0	50.4	3.0	20%	3	1	0
Live Domestic Animals	6	0	5	0.0	0.0	0.0	0	0	1	0
Live Wild Animals	6	0	3	0.0	0.0	1.0	100%	0	3	3
Dead Animal Pickup on Private Property (Zone 2)	5	2	5	0.5	7.7	7.0	60%	0	0	0
Tree Fallen (Zone 2)	5	1	3	14.0	43.9	7.0	33%	2	2	2
Roadside Maintenance (Field Operations)	5	5	5	0.0	7.0	10.0	80%	0	0	0
Traffic Calming Requests (Traffic Services)	5	5	4	0.1	24.4	120.0	100%	0	1	0
Restroom, Kitchen, Activity, Cardio, Locker Rooms or Water Fountains - Parks & Rec. Facilities	4	0	0	0.0	0.0	14.0	0	0	4	4
Bridge Maintenance	4	4	3	0.2	55.2	365.0	100%	0	1	0
Street Lights	4	3	4	0.3	0.3	7.0	100%	0	0	0
COVID-19 (Coronavirus) Inquiry	3	1	3	2.0	5.4	0.0	0	1	0	0
Weight, Gymnasium, Pool or Walking Track - Parks & Rec. Facilities	3	1	3	258.6	175.6	21.0	0	3	0	0
Curb/Gutter Installation (Roadway Construction - Field Operations)	3	3	3	0.0	10.3	30.0	100%	0	0	0
Totals	2,648	1,984	2,480	0.8	10.9	-	86%	232	168	94

Category	Created	Ack	Closed	DTA	DTC	SLA Days	% in SLA	Overdue	Open	O&O
Curb/Gutter Maintenance (Roadway Maintenance - Field Operations)	3	1	3	0.0	0.8	30.0	100%	0	0	0
Damaged Curb (Roadway Maintenance - Field Operations)	3	3	3	0.0	9.2	10.0	100%	0	0	0
Deep Patch/Base Repair (Asphalt Paved Maintenance - Field Operations)	3	3	3	0.0	4.8	30.0	100%	0	0	0
Communications & External Affairs	2	0	2	0.0	20.3	2.0	0	2	0	0
Business Inquiry	2	1	2	0.2	0.1	10.0	100%	0	0	0
Outdoor Equipment Requests	2	0	0	0.0	0.0	14.0	0	0	2	2
Lobby - Parks & Rec. Facilities	2	0	0	0.0	0.0	3.0	0	0	2	2
Roads / Bridges Weight Restrictions Signs Down / Gone (Traffic Services)	2	2	2	0.0	1.0	3.0	50%	1	0	0
Sidewalk Cracking / Broken (Field Operations)	2	2	2	0.6	10.6	10.0	50%	0	0	0
Accounts Receivable (Finance & Administrative Services)	1	0	1	0.0	9.2	2.0	0	1	0	0
City Clerk	1	0	1	0.0	23.4	5.0	0	1	0	0
Municipal Court	1	0	0	0.0	0.0	0.0	0	0	1	0
Unlicensed Business Complaint	1	0	1	0.0	0.0	5.0	100%	0	0	0
Sprinkler System Review (Businesses Only)	1	0	1	0.0	3.5	3.0	0	1	0	0
Trespassing	1	1	1	0.1	1.1	1.0	0	1	0	0
Recreation Programs	1	1	1	0.9	0.9	3.0	100%	0	0	0
Property Maintenance (Zone 5)	1	1	1	0.9	11.4	21.0	100%	1	0	0
Damaged Guard Rail (Roadway Construction - Field Operations)	1	1	1	0.0	28.0	30.0	100%	0	0	0
Right-of-Way Permits/Utility Permits (Field Operations)	1	1	1	0.0	17.0	10.0	0	0	0	0
Signal - Long Term Repair (Traffic Services)	1	1	1	0.0	31.0	120.0	100%	0	0	0
Snow/Ice Removal (Inclement Weather - Field Operations)	1	1	1	0.2	0.2	1.0	100%	0	0	0
Special Projects (Field Operations)	1	1	1	0.0	0.0	30.0	100%	0	0	0
Street Signs Gone (Traffic Issues)	1	1	1	0.0	0.4	3.0	100%	0	0	0
Traffic Operations - Other (Traffic Services)	1	1	1	0.0	30.0	30.0	0	1	0	0
Totals	2,648	1,984	2,480	0.8	10.9	-	86%	232	168	94

COSF CRC Report

District 2

October 1, 2019 - May 31, 2020

Prepared for Mayor Pro Tem Gumbs by the Office of Programs and Performance

Requests filtered by that have been created and and filtered to **all categories** within

DTA: Days to Acknowledge **DTC:** Days to Close **O&O:** Open and Overdue

Category	Created	Ack	Closed	DTA	DTC	SLA Days	% in SLA	Overdue	Open	O&O
Other	176	171	149	0.5	20.0	0.0	0	6	27	3
Right-of-Way Mowing (Roadway Maintenance - Field Operations)	153	146	153	0.0	2.6	10.0	100%	0	0	0
Building Permits	90	6	57	10.8	23.8	2.0	51%	28	33	33
Illegal Dumping in Right-of-Way (Field Operations)	87	84	87	0.2	2.0	3.0	80%	7	0	0
Remove / Pick-Up Litter (Field Operations)	83	77	83	0.0	1.9	10.0	86%	5	0	0
Property Maintenance (Zone 4)	82	52	81	5.5	15.1	21.0	64%	22	1	1
Planning & Zoning (Community & Regulatory Affairs)	78	1	71	1.7	104.6	0.0	0	1	7	0
Reception Call	74	7	73	8.4	5.7	1.0	84%	11	1	1
Sign - Other Sign Down/Missing (Traffic Services)	67	45	67	0.0	1.0	10.0	100%	0	0	0
Pothole (Asphalt Paved Maintenance - Field Operations)	63	62	63	0.1	1.6	3.0	78%	6	0	0
Sanitation (Public Works - Field Operations)	62	40	59	0.2	0.6	0.0	91%	1	3	0
Additional Patrol Request	42	16	42	1.3	1.8	1.0	48%	17	0	0
Abandoned / Inoperative / Junk Vehicle (Zone 4)	37	24	37	7.3	19.8	21.0	49%	19	0	0
Open Records Request	35	25	34	0.5	13.1	3.0	41%	16	1	1
Construction	32	28	18	0.5	39.4	0.0	0	0	14	1
Other	30	4	30	0.5	8.2	0.0	0	0	0	0
Illegal Dumping on Private Property (Zone 4)	30	20	30	6.3	17.9	21.0	53%	13	0	0
Signal - In Flash or Dark (Traffic Issues)	28	18	28	0.0	0.0	1.0	100%	0	0	0
Yard Issue (Zone 4)	26	14	25	7.9	15.4	21.0	68%	6	1	1
Signal - Other (Traffic Services)	21	21	21	0.0	2.0	10.0	90%	0	0	0
Blighted / Vacant Property (Zone 4)	20	13	20	4.8	14.3	21.0	65%	6	0	0
Sign - Stop/Yield Sign Down/Missing (Traffic Services)	20	17	20	0.0	0.1	1.0	95%	0	0	0
Illegal Dumping In Roadway (Field Operations)	18	16	17	0.2	1.7	1.0	71%	4	1	1
Totals	1,836	1,298	1,720	1.4	13.3	-	79%	220	116	56

Category	Created	Ack	Closed	DTA	DTC	SLA Days	% in SLA	Overdue	Open	O&O
Sign - Long Term Repair (Traffic Services)	18	18	15	0.0	41.4	120.0	100%	0	3	0
Deep Patch/Base Repair (Asphalt Paved Maintenance - Field Operations)	17	17	17	0.5	9.4	30.0	76%	1	0	0
Remove Dead Animals in Right-of-Way (Field Operations)	17	17	17	0.0	1.6	3.0	88%	0	0	0
Down Tree Removal from Right of Way (Field Operations)	16	12	16	0.0	0.2	3.0	100%	0	0	0
Signal - Preventative Maintenance (Traffic Services)	16	14	16	0.0	8.6	90.0	100%	0	0	0
Tree Hindering Sight Distance (Roadside Maintenance - Field Operations)	16	15	16	8.4	15.7	10.0	81%	1	0	0
Commercial Vehicles in Residential Zones (Zone 4)	15	11	15	3.6	54.6	21.0	33%	10	0	0
Remove Dead Animals in Roadway - Small (Field Operations)	15	14	15	0.0	1.0	3.0	80%	1	0	0
Clean Up Day	14	14	14	0.0	7.3	0.0	0	0	0	0
Yard Issue (Zone 2)	14	11	13	0.6	5.9	21.0	92%	3	1	0
Other Regulatory Agencies	14	14	13	0.0	1.7	0.0	0	0	1	0
Tree Danger/Removal (Roadside Maintenance - Field Operations)	14	12	14	2.2	5.6	3.0	71%	2	0	0
Sink Holes (Drainage Maintenance - Field Operations)	13	13	12	0.6	3.0	10.0	67%	1	1	1
Abandoned / Inoperative / Junk Vehicle (Zone 2)	12	12	11	0.3	5.7	21.0	91%	1	1	1
Rough Road (Unpaved Road Maintenance - Field Operations)	12	11	11	0.0	1.4	10.0	100%	0	1	1
Sidewalk Cracking / Broken (Field Operations)	11	11	11	0.1	5.7	10.0	73%	0	0	0
Sign - Preventative Maintenance (Traffic Services)	11	11	11	0.0	17.3	30.0	100%	0	0	0
Damaged Fire Hydrant	10	8	10	11.5	23.0	30.0	60%	4	0	0
Property Maintenance (Zone 2)	10	10	10	0.7	3.2	21.0	100%	1	0	0
Down Tree Removal from Roadway (Field Operations)	10	8	10	0.0	0.6	3.0	90%	0	0	0
Remove Dead Animals in Roadway - Large (Field Operations)	10	9	10	0.0	0.3	1.0	90%	0	0	0
Streetlights (Outages, New Requests, Repairs, Maintenance)	9	5	7	0.6	7.3	15.0	57%	2	2	1
Permit / Licensing Issue (Zone 4)	8	5	8	4.4	12.3	21.0	75%	2	0	0
Totals	1,836	1,298	1,720	1.4	13.3	-	79%	220	116	56

Category	Created	Ack	Closed	DTA	DTC	SLA Days	% in SLA	Overdue	Open	O&O
Damaged Curb (Roadway Maintenance - Field Operations)	8	7	8	0.0	9.6	10.0	88%	0	0	0
High Grass/Weeds in Right-of-Way (Field Operations)	8	8	8	0.0	2.5	10.0	100%	0	0	0
Other	7	4	7	39.5	37.6	3.0	29%	2	0	0
Other	7	4	6	9.5	15.1	0.0	0	1	1	0
Excessively Barking Dog – Late Night Nuisance (Zone 4)	7	4	7	2.8	4.7	7.0	71%	1	0	0
Bridge Maintenance	7	7	7	0.0	15.8	365.0	100%	0	0	0
Damaged Inlet/Catch Basin (Storm Water Issues - Field Operations)	7	7	7	0.1	2.8	30.0	86%	1	0	0
Roadside Maintenance (Field Operations)	7	6	7	0.1	3.1	10.0	86%	0	0	0
Live Domestic Animals	6	0	4	0.0	0.0	0.0	0	0	2	0
Illegal Dumping on Private Property (Zone 2)	6	6	6	0.3	8.5	21.0	83%	1	0	0
Clogged Inlet (Storm Water Issues - Field Operations)	6	6	6	0.0	3.4	3.0	83%	0	0	0
Business Licenses (Economic Development - Destination South Fulton)	5	0	5	0.0	0.1	2.0	100%	0	0	0
Capital Improvement Projects (CIP) - Public Works	5	3	4	12.9	15.7	0.0	0	2	1	1
Trash & Litter or Cleaning Requests - Parks & Rec. Facilities	5	0	1	0.0	10.3	2.0	0	1	4	4
Blighted / Vacant Property (Zone 2)	5	5	5	0.2	9.5	21.0	80%	0	0	0
Commercial Vehicles in Residential Zones (Zone 2)	5	4	5	2.7	5.7	21.0	80%	1	0	0
Tree Fallen (Zone 4)	5	0	2	0.0	115.3	7.0	0	2	3	3
Curb/Gutter Maintenance (Roadway Maintenance - Field Operations)	5	5	5	1.2	2.1	30.0	80%	1	0	0
Signal - Long Term Repair (Traffic Services)	5	4	4	0.0	39.6	120.0	100%	0	1	0
Street Signs Down in Road (Signage Issues)	5	5	5	0.0	1.2	1.0	80%	0	0	0
Street Signs Gone (Traffic Issues)	5	3	5	0.0	2.9	3.0	60%	0	0	0
Noise Complaint (Hartsfield-Jackson Atlanta International Airport)	5	0	5	0.0	26.0	0.0	0	0	0	0
Unlicensed Business Complaint	3	2	3	15.1	20.6	5.0	0	2	0	0
Permit / Licensing Issue (Zone 2)	3	3	3	7.2	16.5	21.0	67%	2	0	0

Totals	1,836	1,298	1,720	1.4	13.3	-	79%	220	116	56
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Category	Created	Ack	Closed	DTA	DTC	SLA Days	% in SLA	Overdue	Open	O&O
Dead Trees (Zone 4)	3	2	3	4.2	42.5	7.0	67%	1	0	0
Clogged Culvert (Drainage Maintenance - Field Operations)	3	3	3	0.2	0.3	10.0	100%	0	0	0
Street Lights	3	2	3	0.2	0.2	7.0	100%	0	0	0
Traffic Calming Requests (Traffic Services)	3	2	0	1.0	0.0	120.0	0	0	3	0
Traffic Operations - Other (Traffic Services)	3	2	3	0.0	25.0	30.0	67%	1	0	0
City Manager	2	0	2	0.0	0.2	2.0	100%	0	0	0
Land Development (Community and Regulatory Affairs)	2	0	0	0.0	0.0	3.0	0	0	2	2
Live Wild Animals	2	0	2	0.0	0.0	1.0	100%	0	0	0
Outdoor Requests (Other)	2	1	2	10.1	8.5	3.0	50%	1	0	0
Dead Animal Pickup on Private Property (Zone 4)	2	2	2	7.3	22.0	7.0	50%	1	0	0
Cross Drain Maintenance (Unpaved Road Maintenance - Field Operations)	2	2	2	0.1	16.3	30.0	50%	0	0	0
Manhole Covers (Roadside Maintenance - Field Operations)	2	2	2	0.5	2.0	3.0	100%	0	0	0
Roadway Maintenance (Field Operations)	2	2	2	0.0	0.3	10.0	100%	0	0	0
Special Projects (Field Operations)	2	2	2	0.0	0.0	30.0	100%	0	0	0
Street Flooding (Drainage Maintenance - Field Operations)	2	2	2	4.6	10.2	1.0	0	0	0	0
GIS (Geographic Information Systems)	1	0	1	0.0	0.1	2.0	100%	0	0	0
Human Resources	1	0	1	0.0	1.9	2.0	100%	0	0	0
Municipal Court	1	0	1	0.0	0.1	0.0	0	0	0	0
Business Inquiry	1	1	1	0.4	1.1	10.0	100%	0	0	0
Sprinkler System Review (Businesses Only)	1	0	1	0.0	5.0	3.0	0	1	0	0
Dead Trees (Zone 2)	1	0	1	0.0	80.1	7.0	0	1	0	0
Dead Animal Pickup on Private Property (Zone 2)	1	0	1	0.0	5.0	7.0	100%	0	0	0
Yard Issue (Zone 5)	1	1	1	0.7	6.9	21.0	100%	0	0	0
Totals	1,836	1,298	1,720	1.4	13.3	-	79%	220	116	56

COSF CRC Report

District 3

October 1, 2019 - May 31, 2020

Prepared for Councilwoman Willis by the Office of Programs and Performance

Requests filtered by that have been created and and filtered to **all categories** within

DTA: Days to Acknowledge **DTC:** Days to Close **O&O:** Open and Overdue

Category	Created	Ack	Closed	DTA	DTC	SLA Days	% in SLA	Overdue	Open	O&O
Right-of-Way Mowing (Roadway Maintenance - Field Operations)	386	368	385	0.0	2.9	10.0	99%	2	1	1
Other	275	270	238	1.6	14.7	0.0	0	9	37	4
Building Permits	157	13	138	8.3	37.6	2.0	39%	75	19	19
Illegal Dumping in Right-of-Way (Field Operations)	153	150	153	0.1	1.4	3.0	92%	5	0	0
Remove / Pick-Up Litter (Field Operations)	140	129	138	0.2	1.7	10.0	88%	8	2	2
Reception Call	131	14	128	3.0	1.8	1.0	85%	15	3	3
Pothole (Asphalt Paved Maintenance - Field Operations)	105	100	105	0.2	1.9	3.0	67%	18	0	0
Sanitation (Public Works - Field Operations)	102	56	99	0.1	1.1	0.0	100%	1	3	0
Planning & Zoning (Community & Regulatory Affairs)	101	1	96	0.1	122.5	0.0	0	0	5	0
Sign - Other Sign Down/Missing (Traffic Services)	81	49	81	0.0	0.8	10.0	100%	0	0	0
Property Maintenance (Zone 6)	76	71	74	0.6	8.3	21.0	88%	6	2	0
Property Maintenance (Zone 4)	60	34	60	4.5	14.4	21.0	68%	17	0	0
Additional Patrol Request	46	21	46	0.5	2.7	1.0	41%	24	0	0
Sign - Stop/Yield Sign Down/Missing (Traffic Services)	40	34	40	0.0	0.1	1.0	98%	1	0	0
Yard Issue (Zone 6)	38	38	37	0.9	11.4	21.0	81%	7	1	0
Construction	36	36	22	0.9	25.9	0.0	0	0	14	1
Yard Issue (Zone 4)	35	23	35	4.7	13.7	21.0	71%	9	0	0
Illegal Dumping on Private Property (Zone 4)	34	22	33	3.3	9.7	21.0	85%	4	1	0
Illegal Dumping on Private Property (Zone 6)	34	31	34	0.5	9.6	21.0	88%	2	0	0
Remove Dead Animals in Right-of-Way (Field Operations)	34	34	34	0.1	1.4	3.0	97%	0	0	0
Other Regulatory Agencies	33	32	33	2.7	11.6	0.0	0	0	0	0
Abandoned / Inoperative / Junk Vehicle (Zone 6)	30	26	30	2.7	19.3	21.0	73%	7	0	0
Signal - In Flash or Dark (Traffic Issues)	30	23	30	0.0	0.0	1.0	100%	0	0	0
Totals	2,855	2,067	2,725	1.2	12.9	-	82%	315	130	56

Category	Created	Ack	Closed	DTA	DTC	SLA Days	% in SLA	Overdue	Open	O&O
Clean Up Day	29	26	29	0.0	7.1	0.0	0	1	0	0
Abandoned / Inoperative / Junk Vehicle (Zone 4)	26	17	26	6.1	10.0	21.0	77%	6	0	0
Rough Road (Unpaved Road Maintenance - Field Operations)	24	21	24	0.0	3.8	10.0	96%	0	0	0
Open Records Request	23	16	23	0.9	4.8	3.0	57%	8	0	0
Other	23	6	23	1.5	11.2	0.0	0	1	0	0
Signal - Other (Traffic Services)	23	23	23	0.2	0.8	10.0	100%	0	0	0
Blighted / Vacant Property (Zone 6)	22	17	22	1.1	10.1	21.0	82%	2	0	0
Illegal Dumping In Roadway (Field Operations)	20	20	20	0.0	1.2	1.0	60%	3	0	0
Property Maintenance (Zone 5)	18	9	16	7.7	11.2	21.0	81%	4	2	1
Clogged Inlet (Storm Water Issues - Field Operations)	18	14	18	0.1	1.5	3.0	72%	1	0	0
Down Tree Removal from Right of Way (Field Operations)	15	13	15	0.0	1.0	3.0	100%	0	0	0
Sign - Long Term Repair (Traffic Services)	15	15	13	0.0	37.4	120.0	100%	0	2	0
Tree Danger/Removal (Roadside Maintenance - Field Operations)	15	15	15	0.1	2.0	3.0	73%	0	0	0
Blighted / Vacant Property (Zone 4)	14	9	14	2.8	8.9	21.0	93%	1	0	0
Down Tree Removal from Roadway (Field Operations)	14	10	14	0.2	0.3	3.0	93%	0	0	0
High Grass/Weeds in Right-of-Way (Field Operations)	14	10	14	1.1	3.7	10.0	93%	0	0	0
Remove Dead Animals in Roadway - Small (Field Operations)	14	11	14	0.3	1.0	3.0	71%	2	0	0
Sign - Preventative Maintenance (Traffic Services)	14	14	14	0.0	16.9	30.0	100%	0	0	0
Signal - Preventative Maintenance (Traffic Services)	13	13	13	0.0	19.8	90.0	100%	0	0	0
Other	12	7	11	0.3	3.1	0.0	0	1	1	0
Commercial Vehicles in Residential Zones (Zone 4)	12	4	12	1.8	13.5	21.0	67%	4	0	0
Curb/Gutter Maintenance (Roadway Maintenance - Field Operations)	12	9	12	0.0	2.3	30.0	100%	0	0	0
Other	11	4	11	13.8	15.6	3.0	45%	5	0	0
Remove Dead Animals in Roadway - Large (Field Operations)	11	10	11	0.0	0.3	1.0	91%	0	0	0
Totals	2,855	2,067	2,725	1.2	12.9	-	82%	315	130	56

Category	Created	Ack	Closed	DTA	DTC	SLA Days	% in SLA	Overdue	Open	O&O
Sink Holes (Drainage Maintenance - Field Operations)	11	11	11	0.8	6.6	10.0	55%	1	0	0
Dead Animal Pickup on Private Property (Zone 4)	10	7	10	3.7	5.3	7.0	70%	3	0	0
Tree Hindering Sight Distance (Roadside Maintenance - Field Operations)	10	10	10	0.0	3.8	10.0	80%	1	0	0
Noise Complaint (Hartsfield-Jackson Atlanta International Airport)	10	0	10	0.0	10.3	0.0	0	0	0	0
Deep Patch/Base Repair (Asphalt Paved Maintenance - Field Operations)	9	8	8	0.1	10.0	30.0	88%	1	1	0
Sidewalk Cracking / Broken (Field Operations)	9	9	9	0.2	6.0	10.0	67%	1	0	0
Street Flooding (Drainage Maintenance - Field Operations)	9	6	9	0.1	0.7	1.0	56%	1	0	0
Business Licenses (Economic Development - Destination South Fulton)	8	4	8	0.2	0.7	2.0	88%	1	0	0
Live Domestic Animals	8	0	4	0.0	35.9	0.0	0	0	4	0
Outdoor Requests (Other)	8	3	6	14.6	95.2	3.0	0	6	2	2
Trash & Litter or Cleaning Requests - Parks & Rec. Facilities	8	1	1	236.0	236.0	2.0	0	1	7	7
Capital Improvement Projects (CIP) - Public Works	7	5	5	9.0	91.7	0.0	50%	2	2	1
Land Development (Community and Regulatory Affairs)	7	1	3	0.4	76.6	3.0	0	3	4	4
Municipal Court	7	1	4	135.4	100.0	0.0	0	0	3	0
Clogged Culvert (Drainage Maintenance - Field Operations)	7	6	7	1.8	2.2	10.0	86%	0	0	0
Roadside Maintenance (Field Operations)	7	6	7	0.0	1.4	10.0	100%	0	0	0
Traffic Calming Requests (Traffic Services)	7	7	5	6.6	50.6	120.0	80%	1	2	0
Damaged Curb (Roadway Maintenance - Field Operations)	6	6	6	0.1	5.1	10.0	83%	1	0	0
Streetlights (Outages, New Requests, Repairs, Maintenance)	6	5	6	0.2	1.7	15.0	83%	1	0	0
Unlicensed Business Complaint	5	3	5	0.4	18.3	5.0	60%	1	0	0
Damaged Fire Hydrant	5	5	5	7.1	9.7	30.0	80%	1	0	0
Tree Fallen (Zone 6)	5	1	2	2.0	23.6	7.0	0	2	3	3
Commercial Vehicles in Residential Zones (Zone 6)	5	5	5	0.1	12.7	21.0	60%	2	0	0
Abandoned / Inoperative / Junk Vehicle (Zone 5)	4	3	4	2.9	5.5	21.0	100%	0	0	0
Totals	2,855	2,067	2,725	1.2	12.9	-	82%	315	130	56

Category	Created	Ack	Closed	DTA	DTC	SLA Days	% in SLA	Overdue	Open	O&O
Excessively Barking Dog – Late Night Nuisance (Zone 5)	4	1	4	0.1	32.0	7.0	50%	2	0	0
Commercial Vehicles in Residential Zones (Zone 5)	4	2	4	0.5	63.1	21.0	25%	3	0	0
Permit / Licensing Issue (Zone 6)	4	2	4	0.7	19.1	21.0	75%	1	0	0
Property Maintenance (Zone 12)	4	3	4	23.6	21.7	21.0	75%	1	0	0
Roadway Maintenance (Field Operations)	4	3	3	0.4	3.0	10.0	100%	0	1	1
Signal - Long Term Repair (Traffic Services)	4	3	3	0.0	0.2	120.0	100%	0	1	0
Street Signs Gone (Traffic Issues)	4	1	4	0.0	0.1	3.0	100%	0	0	0
GIS (Geographic Information Systems)	3	0	3	0.0	3.5	2.0	33%	2	0	0
Property Maintenance (Zone 2)	3	3	3	0.7	14.8	21.0	67%	1	0	0
Tree Fallen (Zone 4)	3	2	2	0.0	20.5	7.0	50%	1	1	1
Illegal Dumping on Private Property (Zone 5)	3	3	3	1.1	3.7	21.0	100%	0	0	0
Dead Animal Pickup on Private Property (Zone 5)	3	2	3	2.0	13.6	7.0	67%	1	0	0
Yard Issue (Zone 5)	3	3	3	1.1	1.4	21.0	100%	0	0	0
Dead Trees (Zone 6)	3	2	3	0.8	7.0	7.0	33%	2	0	0
Damaged Guard Rail (Roadway Construction - Field Operations)	3	3	3	0.3	5.6	30.0	100%	0	0	0
Roads / Bridges Weight Restrictions Signs Down / Gone (Traffic Services)	3	3	3	0.0	0.5	3.0	100%	0	0	0
Snow/Ice Removal (Inclement Weather - Field Operations)	3	1	3	0.0	0.0	1.0	100%	0	0	0
Street Signs Down in Road (Signage Issues)	3	2	3	0.0	0.3	1.0	67%	1	0	0
Traffic Operations - Other (Traffic Services)	3	3	3	0.0	0.0	30.0	100%	0	0	0
Trespassing	2	0	2	0.0	26.3	1.0	0	2	0	0
Recreation Programs	2	2	2	11.6	13.1	3.0	0	2	0	0
Illegal Dumping on Private Property (Zone 2)	2	1	2	0.0	20.1	21.0	50%	0	0	0
Dead Trees (Zone 4)	2	0	1	0.0	48.1	7.0	0	1	1	1
Excessively Barking Dog – Late Night Nuisance (Zone 4)	2	2	2	0.6	7.4	7.0	50%	1	0	0
Permit / Licensing Issue (Zone 4)	2	1	2	4.5	13.2	21.0	50%	1	0	0
Totals	2,855	2,067	2,725	1.2	12.9	-	82%	315	130	56

Category	Created	Ack	Closed	DTA	DTC	SLA Days	% in SLA	Overdue	Open	O&O
Tree Fallen (Zone 5)	2	1	0	12.1	0.0	7.0	0	0	2	2
Property Maintenance (Zone 5C)	2	0	2	0.0	8.8	21.0	100%	1	0	0
Dead Animal Pickup on Private Property (Zone 6)	2	2	2	1.4	29.1	7.0	0	2	0	0
Abandoned / Inoperative / Junk Vehicle (Zone 12)	2	1	2	3.0	24.2	21.0	0	2	0	0
Yard Issue (Zone 12)	2	2	2	12.5	23.8	21.0	50%	1	0	0
Damaged Inlet/Catch Basin (Storm Water Issues - Field Operations)	2	2	2	0.0	0.0	30.0	100%	0	0	0
Remove Graffiti in Right-of-Way (Field Operations)	2	2	2	3.1	18.5	10.0	50%	0	0	0
City Manager	1	0	1	0.0	5.8	2.0	0	1	0	0
Communications & External Affairs	1	0	1	0.0	110.8	2.0	0	1	0	0
Contract and Purchasing Oversight (Finance & Administrative Services)	1	0	1	0.0	0.0	2.0	100%	0	0	0
Live Wild Animals	1	0	0	0.0	0.0	1.0	0	0	1	1
Fire Apparatus Request (for Community Events)	1	0	1	0.0	6.0	2.0	0	1	0	0
Outdoor Equipment Requests	1	0	0	0.0	0.0	14.0	0	0	1	1
Restroom, Kitchen, Activity, Cardio, Locker Rooms or Water Fountains - Parks & Rec. Facilities	1	1	1	15.0	18.1	14.0	0	1	0	0
Weight, Gymnasium, Pool or Walking Track - Parks & Rec. Facilities	1	0	0	0.0	0.0	21.0	0	0	1	1
Dead Trees (Zone 2)	1	1	1	0.3	154.7	7.0	0	1	0	0
Permit / Licensing Issue (Zone 2)	1	0	1	0.0	25.2	21.0	0	1	0	0
Blighted / Vacant Property (Zone 5)	1	1	1	1.8	2.9	21.0	100%	0	0	0
Dead Trees (Zone 5)	1	0	1	0.0	137.2	7.0	0	1	0	0
Illegal Dumping on Private Property (Zone 5C)	1	0	1	0.0	3.6	21.0	100%	0	0	0
Blighted / Vacant Property (Zone 12)	1	1	1	0.0	6.4	21.0	100%	0	0	0
Illegal Dumping on Private Property (Zone 12)	1	1	1	0.9	11.5	21.0	100%	0	0	0
Bridge Maintenance	1	1	1	0.0	0.8	365.0	100%	0	0	0
Cross Drain Maintenance (Unpaved Road Maintenance - Field Operations)	1	1	1	0.0	2.3	30.0	100%	0	0	0
Curb/Gutter Installation (Roadway Construction - Field Operations)	1	1	1	0.0	10.0	30.0	0	1	0	0
Totals	2,855	2,067	2,725	1.2	12.9	-	82%	315	130	56

COSF CRC Report

District 4

October 1, 2019 - May 31, 2020

Prepared for Councilwoman Gilyard by the Office of Programs and Performance

Requests filtered by that have been created and and filtered to **all categories** within

DTA: Days to Acknowledge **DTC:** Days to Close **O&O:** Open and Overdue

Category	Created	Ack	Closed	DTA	DTC	SLA Days	% in SLA	Overdue	Open	O&O
Reception Call	2,415	46	2,408	2.3	0.9	1.0	92%	144	7	7
Building Permits	891	32	676	3.4	25.3	2.0	53%	308	215	215
Open Records Request	638	566	635	0.6	5.6	3.0	54%	233	3	3
Sanitation (Public Works - Field Operations)	485	142	480	2.0	0.9	0.0	97%	3	5	0
Planning & Zoning (Community & Regulatory Affairs)	435	7	426	0.4	130.0	0.0	0	4	9	2
Other	324	12	324	0.7	4.1	0.0	0	3	0	0
Other	306	288	271	1.1	17.6	0.0	0	8	35	5
Right-of-Way Mowing (Roadway Maintenance - Field Operations)	239	231	239	0.0	3.4	10.0	99%	0	0	0
Additional Patrol Request	201	28	201	1.2	1.5	1.0	60%	71	0	0
Pothole (Asphalt Paved Maintenance - Field Operations)	157	143	157	0.4	2.2	3.0	66%	24	0	0
Business Licenses (Economic Development - Destination South Fulton)	133	34	130	1.9	1.7	2.0	85%	13	3	1
Property Maintenance (Zone 5)	124	87	123	3.5	10.0	21.0	84%	20	1	1
Municipal Court	123	3	63	279.7	39.9	0.0	0	0	60	1
Illegal Dumping in Right-of-Way (Field Operations)	108	102	108	0.1	1.7	3.0	86%	8	0	0
Live Domestic Animals	100	0	86	0.0	1.7	0.0	0	0	14	1
Remove / Pick-Up Litter (Field Operations)	88	80	88	0.1	1.7	10.0	89%	4	0	0
Abandoned / Inoperative / Junk Vehicle (Zone 5)	81	61	81	1.9	14.9	21.0	79%	15	0	0
Sign - Other Sign Down/Missing (Traffic Services)	71	47	71	0.1	1.1	10.0	93%	2	0	0
Construction	66	66	42	0.2	42.2	0.0	0	1	24	4
Other	62	8	62	2.3	11.8	3.0	75%	13	0	0
Yard Issue (Zone 5)	60	37	60	1.7	8.1	21.0	93%	4	0	0
Signal - In Flash or Dark (Traffic Issues)	57	34	57	0.0	0.0	1.0	100%	4	0	0
Clean Up Day	56	28	56	0.5	3.7	0.0	0	1	0	0
Rough Road (Unpaved Road Maintenance - Field Operations)	52	49	52	0.1	2.9	10.0	92%	2	0	0
Totals	8,400	2,831	7,953	1.4	13.4	-	79%	1,067	447	295

Category	Created	Ack	Closed	DTA	DTC	SLA Days	% in SLA	Overdue	Open	O&O
Illegal Dumping on Private Property (Zone 5)	50	41	50	2.6	13.0	21.0	86%	6	0	0
Sign - Stop/Yield Sign Down/Missing (Traffic Services)	48	41	48	0.0	0.1	1.0	100%	1	0	0
COVID-19 (Coronavirus) Inquiry	44	1	44	2.7	3.4	0.0	0	0	0	0
Remove Dead Animals in Right-of-Way (Field Operations)	41	39	41	0.1	1.0	3.0	85%	2	0	0
Other Regulatory Agencies	40	38	38	1.3	6.6	0.0	0	2	2	0
Live Wild Animals	36	0	33	0.0	0.0	1.0	100%	0	3	3
Remove Dead Animals in Roadway - Small (Field Operations)	35	32	35	0.1	1.1	3.0	71%	4	0	0
GIS (Geographic Information Systems)	32	0	32	0.0	4.0	2.0	50%	16	0	0
Human Resources	31	0	31	0.0	0.5	2.0	90%	3	0	0
Sign - Preventative Maintenance (Traffic Services)	31	30	31	0.0	17.5	30.0	97%	1	0	0
Signal - Other (Traffic Services)	31	28	31	0.0	0.9	10.0	97%	0	0	0
Illegal Dumping In Roadway (Field Operations)	30	30	30	0.1	1.1	1.0	63%	6	0	0
High Grass/Weeds in Right-of-Way (Field Operations)	29	24	29	0.0	2.9	10.0	79%	0	0	0
Land Development (Community and Regulatory Affairs)	27	3	23	1.1	36.1	3.0	30%	15	4	4
Blighted / Vacant Property (Zone 5)	26	16	24	1.8	5.5	21.0	100%	0	2	2
Sink Holes (Drainage Maintenance - Field Operations)	26	24	26	0.3	2.5	10.0	65%	5	0	0
Streetlights (Outages, New Requests, Repairs, Maintenance)	25	19	23	0.7	8.2	15.0	65%	5	2	1
Other	23	10	17	1.2	8.5	0.0	0	1	6	1
City Clerk	20	1	18	0.1	13.2	5.0	50%	9	2	2
Commercial Vehicles in Residential Zones (Zone 5)	20	12	20	10.3	48.8	21.0	60%	8	0	0
Down Tree Removal from Roadway (Field Operations)	20	19	20	0.0	0.3	3.0	90%	3	0	0
Tree Hindering Sight Distance (Roadside Maintenance - Field Operations)	20	20	20	0.2	3.2	10.0	95%	0	0	0
Dead Animal Pickup on Private Property (Zone 5)	19	7	18	2.7	5.0	7.0	78%	4	1	1
Accounts Receivable (Finance & Administrative Services)	17	0	14	0.0	16.0	2.0	14%	11	3	3
Totals	8,400	2,831	7,953	1.4	13.4	-	79%	1,067	447	295

Category	Created	Ack	Closed	DTA	DTC	SLA Days	% in SLA	Overdue	Open	O&O
Sign - Long Term Repair (Traffic Services)	17	17	14	0.0	39.0	120.0	100%	0	3	0
Capital Improvement Projects (CIP) - Public Works	16	5	12	6.8	95.5	0.0	75%	2	4	0
Communications & External Affairs	16	2	11	25.6	93.4	2.0	9%	9	5	5
Clogged Inlet (Storm Water Issues - Field Operations)	16	14	16	0.1	1.4	3.0	88%	2	0	0
Sidewalk Cracking / Broken (Field Operations)	14	14	14	0.3	8.0	10.0	93%	0	0	0
Tree Danger/Removal (Roadside Maintenance - Field Operations)	14	12	13	5.5	5.9	3.0	77%	1	1	1
Accounts Payable (Finance & Administrative Services)	13	0	9	0.0	27.1	2.0	44%	5	4	4
Permit / Licensing Issue (Zone 5)	13	7	9	1.1	9.8	21.0	78%	2	4	4
Cross Drain Maintenance (Unpaved Road Maintenance - Field Operations)	13	13	13	0.6	5.1	30.0	77%	0	0	0
Remove Dead Animals in Roadway - Large (Field Operations)	13	13	12	0.0	0.3	1.0	100%	0	1	1
Contract and Purchasing Oversight (Finance & Administrative Services)	10	3	9	28.3	36.1	2.0	11%	8	1	1
Lobby - Parks & Rec. Facilities	10	1	3	18.0	6.0	3.0	67%	1	7	7
Clogged Culvert (Drainage Maintenance - Field Operations)	10	10	10	0.1	3.0	10.0	80%	0	0	0
Deep Patch/Base Repair (Asphalt Paved Maintenance - Field Operations)	10	9	9	0.5	3.5	30.0	100%	0	1	1
Down Tree Removal from Right of Way (Field Operations)	9	7	9	0.0	0.6	3.0	100%	0	0	0
Damaged Fire Hydrant	8	6	8	10.0	12.5	30.0	75%	3	0	0
Illegal Dumping on Private Property (Zone 4)	8	6	8	5.0	10.1	21.0	88%	1	0	0
Signal - Preventative Maintenance (Traffic Services)	8	8	8	0.0	20.9	90.0	100%	0	0	0
Yard Issue (Zone 4)	7	3	6	9.8	16.8	21.0	83%	1	1	1
Dead Trees (Zone 5)	7	3	6	0.1	17.6	7.0	33%	4	1	1
Bridge Maintenance	7	7	6	0.1	2.1	365.0	100%	0	1	0
Remove Graffiti in Right-of-Way (Field Operations)	7	7	7	1.0	4.2	10.0	86%	0	0	0
Street Flooding (Drainage Maintenance - Field Operations)	7	4	7	0.0	0.0	1.0	100%	0	0	0
Street Signs Down in Road (Signage Issues)	7	5	7	0.1	1.8	1.0	71%	1	0	0
Totals	8,400	2,831	7,953	1.4	13.4	-	79%	1,067	447	295

Category	Created	Ack	Closed	DTA	DTC	SLA Days	% in SLA	Overdue	Open	O&O
Street Signs Gone (Traffic Issues)	7	4	7	0.6	1.3	3.0	86%	1	0	0
Noise Complaint (Hartsfield-Jackson Atlanta International Airport)	7	0	7	0.0	8.5	0.0	0	0	0	0
Fire Alarm System Review (Businesses Only)	6	1	6	0.6	4.1	3.0	17%	5	0	0
Tree Fallen (Zone 5)	6	2	2	3.6	6.3	7.0	50%	1	4	4
Curb/Gutter Maintenance (Roadway Maintenance - Field Operations)	6	6	6	0.0	8.0	30.0	67%	0	0	0
Roadway Maintenance (Field Operations)	6	3	6	0.0	2.4	10.0	100%	0	0	0
Traffic Operations - Other (Traffic Services)	6	6	6	0.5	5.7	30.0	83%	1	0	0
Business Inquiry	5	1	5	0.1	0.4	10.0	100%	0	0	0
Trespassing	5	2	5	0.1	19.6	1.0	0	4	0	0
Property Maintenance (Zone 4)	5	5	5	5.9	19.7	21.0	60%	2	0	0
Roadside Maintenance (Field Operations)	5	5	5	1.6	4.5	10.0	60%	2	0	0
Budget Development and Oversight, Financial Auditing Support and Compliance (Finance & Administrative Services)	4	0	4	0.0	49.5	2.0	0	4	0	0
City Manager	4	0	4	0.0	1.4	2.0	50%	2	0	0
Trash & Litter or Cleaning Requests - Parks & Rec. Facilities	4	0	4	0.0	174.8	2.0	0	4	0	0
Illegal Dumping on Private Property (Zone 2)	4	4	4	1.0	6.7	21.0	100%	3	0	0
Excessively Barking Dog – Late Night Nuisance (Zone 5)	4	2	4	0.0	2.7	7.0	75%	1	0	0
Damaged Inlet/Catch Basin (Storm Water Issues - Field Operations)	4	3	4	0.0	5.3	30.0	100%	0	0	0
Manhole Covers (Roadside Maintenance - Field Operations)	4	2	4	0.0	1.6	3.0	75%	0	0	0
Roads / Bridges Weight Restrictions Signs Down / Gone (Traffic Services)	4	4	4	0.0	1.0	3.0	75%	0	0	0
Outdoor Requests (Other)	3	2	2	1.7	29.4	3.0	50%	1	1	1
Recreation Programs	3	2	3	0.2	1.2	3.0	67%	1	0	0
Yard Issue (Zone 2)	3	3	3	4.2	16.0	21.0	67%	1	0	0
Curb/Gutter Installation (Roadway Construction - Field Operations)	3	3	2	0.7	5.8	30.0	100%	0	1	1
Damaged Curb (Roadway Maintenance - Field Operations)	3	3	2	0.0	8.9	10.0	100%	0	1	1
Totals	8,400	2,831	7,953	1.4	13.4	-	79%	1,067	447	295

Category	Created	Ack	Closed	DTA	DTC	SLA Days	% in SLA	Overdue	Open	O&O
Install Side Drain (Unpaved Road Maintenance - Field Operations)	3	3	3	0.0	5.7	10.0	100%	0	0	0
Right-of-Way Permits/Utility Permits (Field Operations)	3	2	2	0.2	0.1	10.0	100%	0	1	1
Information Technology	2	1	1	9.0	2.2	2.0	0	1	1	1
Occupational Tax Certificate	2	1	2	0.6	0.3	10.0	100%	0	0	0
Fire Apparatus Request (for Community Events)	2	0	1	0.0	7.4	2.0	0	1	1	1
Weight, Gymnasium, Pool or Walking Track - Parks & Rec. Facilities	2	1	1	258.6	258.6	21.0	0	1	1	1
Property Maintenance (Zone 2)	2	2	2	0.4	11.4	21.0	100%	1	0	0
Abandoned / Inoperative / Junk Vehicle (Zone 4)	2	2	2	0.7	0.9	21.0	100%	0	0	0
Dead Animal Pickup on Private Property (Zone 4)	2	2	2	1.5	3.8	7.0	100%	0	0	0
Signal - Long Term Repair (Traffic Services)	2	2	2	0.0	24.5	120.0	100%	0	0	0
Support/Respond to Natural Disasters (Inclement Weather - Field Operations)	2	1	2	0.0	0.0	1.0	100%	0	0	0
Unlicensed Business Complaint	1	0	1	0.0	5.8	5.0	0	0	0	0
Sprinkler System Review (Businesses Only)	1	0	1	0.0	5.3	3.0	0	1	0	0
Abandoned / Inoperative / Junk Vehicle (Zone 2)	1	1	1	0.1	1.4	21.0	100%	1	0	0
Permit / Licensing Issue (Zone 2)	1	1	1	0.9	1.0	21.0	100%	0	0	0
Blighted / Vacant Property (Zone 4)	1	1	0	24.3	22.3	21.0	0	1	1	1
Tree Fallen (Zone 4)	1	0	1	0.0	0.7	7.0	100%	0	0	0
Property Maintenance (Zone 6)	1	1	1	0.2	2.7	21.0	100%	0	0	0
Yard Issue (Zone 7)	1	1	1	14.1	36.7	21.0	0	0	0	0
Property Maintenance (Zone 12)	1	1	1	7.2	54.0	21.0	0	0	0	0
Damaged Guard Rail (Roadway Construction - Field Operations)	1	1	1	0.0	2.4	30.0	100%	0	0	0
Special Projects (Field Operations)	1	1	1	0.0	0.0	30.0	100%	0	0	0
Traffic Calming Requests (Traffic Services)	1	1	1	0.0	120.3	120.0	0	0	0	0
Totals	8,400	2,831	7,953	1.4	13.4	-	79%	1,067	447	295

COSF CRC Report

District 5

October 1, 2019 - May 31, 2020

Prepared for Council a e e e by the Office of Programs and Performance

Requests filtered by that have been created and and filtered to **all categories** within

DTA: Days to Acknowledge **DTC:** Days to Close **O&O:** Open and Overdue

Category	Created	Ack	Closed	DTA	DTC	SLA Days	% in SLA	Overdue	Open	O&O
Other	180	175	157	0.3	16.7	0.0	0	4	23	1
Right-of-Way Mowing (Roadway Maintenance - Field Operations)	149	146	149	0.0	3.0	10.0	97%	0	0	0
Property Maintenance (Zone 8)	121	102	121	2.3	10.5	21.0	79%	22	0	0
Reception Call	108	11	107	5.0	3.9	1.0	81%	14	1	1
Building Permits	95	3	78	32.1	27.5	2.0	50%	37	17	17
Sanitation (Public Works - Field Operations)	86	41	85	0.2	0.8	0.0	100%	0	1	0
Yard Issue (Zone 6)	82	75	81	0.3	10.2	21.0	81%	13	1	1
Property Maintenance (Zone 6)	79	75	79	0.3	8.8	21.0	87%	5	0	0
Planning & Zoning (Community & Regulatory Affairs)	71	1	69	0.5	117.6	0.0	0	1	2	0
Remove / Pick-Up Litter (Field Operations)	70	67	70	0.1	2.7	10.0	77%	7	0	0
Property Maintenance (Zone 12)	68	55	68	13.5	26.1	21.0	56%	28	0	0
Additional Patrol Request	59	22	59	0.8	1.6	1.0	56%	21	0	0
Illegal Dumping in Right-of-Way (Field Operations)	59	56	59	0.0	1.8	3.0	81%	2	0	0
Yard Issue (Zone 8)	57	47	57	2.2	8.5	21.0	84%	6	0	0
Pothole (Asphalt Paved Maintenance - Field Operations)	55	49	55	0.6	3.0	3.0	69%	7	0	0
Abandoned / Inoperative / Junk Vehicle (Zone 6)	47	40	47	1.0	18.4	21.0	72%	10	0	0
Sign - Other Sign Down/Missing (Traffic Services)	41	34	41	0.0	1.0	10.0	100%	0	0	0
Signal - Other (Traffic Services)	37	37	37	0.0	0.8	10.0	100%	0	0	0
Signal - In Flash or Dark (Traffic Issues)	35	18	35	0.1	0.1	1.0	94%	0	0	0
Abandoned / Inoperative / Junk Vehicle (Zone 8)	31	23	30	3.3	14.5	21.0	63%	9	1	1
Clean Up Day	24	24	24	0.0	5.4	0.0	0	1	0	0
Other	24	5	24	0.4	9.1	0.0	0	2	0	0
Blighted / Vacant Property (Zone 8)	23	19	23	3.1	21.6	21.0	70%	8	0	0
Clogged Inlet (Storm Water Issues - Field Operations)	23	21	23	0.1	1.7	3.0	83%	1	0	0
Totals	2,113	1,532	2,028	1.5	13.4	-	78%	274	85	32

Category	Created	Ack	Closed	DTA	DTC	SLA Days	% in SLA	Overdue	Open	O&O
Illegal Dumping on Private Property (Zone 8)	20	18	20	1.9	8.5	21.0	90%	2	0	0
Construction	20	20	5	0.1	52.2	0.0	0	0	15	1
Blighted / Vacant Property (Zone 6)	19	18	19	0.3	12.5	21.0	79%	1	0	0
Other Regulatory Agencies	18	17	16	0.2	9.8	0.0	0	0	2	0
Sink Holes (Drainage Maintenance - Field Operations)	18	18	18	0.2	2.8	10.0	67%	2	0	0
Illegal Dumping on Private Property (Zone 6)	17	17	17	0.6	11.6	21.0	82%	2	0	0
Damaged Inlet/Catch Basin (Storm Water Issues - Field Operations)	15	14	14	0.0	10.4	30.0	86%	1	1	0
High Grass/Weeds in Right-of-Way (Field Operations)	15	13	15	0.1	3.7	10.0	93%	0	0	0
Streetlights (Outages, New Requests, Repairs, Maintenance)	15	5	14	0.1	0.1	15.0	100%	0	1	0
Other	14	8	14	0.9	25.1	3.0	25%	9	0	0
Open Records Request	14	11	14	0.3	4.0	3.0	57%	4	0	0
Sign - Stop/Yield Sign Down/Missing (Traffic Services)	13	11	13	0.0	0.1	1.0	92%	1	0	0
Remove Dead Animals in Right-of-Way (Field Operations)	12	12	12	0.2	1.2	3.0	83%	1	0	0
Other	11	6	11	0.7	4.5	0.0	0	0	0	0
Commercial Vehicles in Residential Zones (Zone 6)	11	9	11	0.1	5.9	21.0	91%	1	0	0
Clogged Culvert (Drainage Maintenance - Field Operations)	11	9	11	0.1	4.6	10.0	82%	0	0	0
Tree Danger/Removal (Roadside Maintenance - Field Operations)	10	10	10	11.2	12.6	3.0	80%	0	0	0
Excessively Barking Dog - Late Night Nuisance (Zone 6)	9	3	9	0.0	75.1	7.0	44%	5	0	0
Permit / Licensing Issue (Zone 6)	9	8	8	0.3	10.7	21.0	63%	2	1	1
Illegal Dumping In Roadway (Field Operations)	9	8	9	0.0	0.8	1.0	67%	1	0	0
Signal - Preventative Maintenance (Traffic Services)	9	9	9	0.0	39.3	90.0	100%	0	0	0
Live Domestic Animals	8	1	7	2.0	17.4	0.0	0	1	1	0
Down Tree Removal from Roadway (Field Operations)	8	6	8	0.1	0.4	3.0	88%	0	0	0
Business Licenses (Economic Development - Destination South Fulton)	7	2	7	0.4	1.3	2.0	67%	1	0	0
Totals	2,113	1,532	2,028	1.5	13.4	-	78%	274	85	32

Category	Created	Ack	Closed	DTA	DTC	SLA Days	% in SLA	Overdue	Open	O&O
Damaged Fire Hydrant	7	7	7	9.1	10.0	30.0	71%	2	0	0
Commercial Vehicles in Residential Zones (Zone 8)	7	2	7	4.8	8.4	21.0	71%	2	0	0
Rough Road (Unpaved Road Maintenance - Field Operations)	7	7	7	0.1	2.3	10.0	100%	0	0	0
Sign - Long Term Repair (Traffic Services)	6	6	6	0.0	38.6	120.0	100%	0	0	0
Sign - Preventative Maintenance (Traffic Services)	6	6	6	0.6	8.4	30.0	100%	0	0	0
Capital Improvement Projects (CIP) - Public Works	5	2	3	15.3	16.6	0.0	0	1	2	0
Land Development (Community and Regulatory Affairs)	5	1	2	0.9	57.0	3.0	0	2	3	1
Trespassing	5	2	5	0.1	9.2	1.0	40%	2	0	0
Permit / Licensing Issue (Zone 8)	5	5	5	1.8	17.7	21.0	60%	2	0	0
Tree Fallen (Zone 8)	5	0	5	0.0	38.0	7.0	0	5	0	0
Remove Dead Animals in Roadway - Small (Field Operations)	5	5	5	0.1	0.7	3.0	100%	0	0	0
Sidewalk Cracking / Broken (Field Operations)	5	5	5	0.2	7.6	10.0	80%	0	0	0
Traffic Calming Requests (Traffic Services)	5	3	2	1.4	0.1	120.0	100%	0	3	0
Tree Hindering Sight Distance (Roadside Maintenance - Field Operations)	5	5	5	0.0	1.5	10.0	80%	0	0	0
Noise Complaint (Hartsfield-Jackson Atlanta International Airport)	5	0	5	0.0	19.7	0.0	0	0	0	0
Property Maintenance (Zone 2)	4	3	4	1.4	16.6	21.0	50%	1	0	0
Illegal Dumping on Private Property (Zone 12)	4	4	4	3.4	12.8	21.0	75%	1	0	0
Down Tree Removal from Right of Way (Field Operations)	4	4	4	0.0	0.1	3.0	100%	0	0	0
Roadway Maintenance (Field Operations)	4	4	4	0.0	2.4	10.0	100%	0	0	0
Street Flooding (Drainage Maintenance - Field Operations)	4	4	4	3.0	3.6	1.0	50%	1	0	0
Trash & Litter or Cleaning Requests - Parks & Rec. Facilities	3	2	1	117.9	1.6	2.0	100%	0	2	2
Abandoned / Inoperative / Junk Vehicle (Zone 2)	3	3	3	0.0	16.5	21.0	33%	1	0	0
Illegal Dumping on Private Property (Zone 2)	3	3	3	1.4	12.3	21.0	67%	0	0	0
Yard Issue (Zone 2)	3	3	3	0.3	9.8	21.0	100%	0	0	0
Totals	2,113	1,532	2,028	1.5	13.4	-	78%	274	85	32

Category	Created	Ack	Closed	DTA	DTC	SLA Days	% in SLA	Overdue	Open	O&O
Dead Trees (Zone 8)	3	2	3	0.1	72.1	7.0	0	3	0	0
Excessively Barking Dog – Late Night Nuisance (Zone 8)	3	2	3	1.6	4.6	7.0	67%	1	0	0
Blighted / Vacant Property (Zone 12)	3	3	3	26.1	35.7	21.0	33%	2	0	0
Street Signs Down in Road (Signage Issues)	3	3	3	0.2	0.3	1.0	100%	0	0	0
Communications & External Affairs	2	0	2	0.0	79.9	2.0	0	2	0	0
Unlicensed Business Complaint	2	1	2	0.1	12.1	5.0	50%	1	0	0
Outdoor Requests (Other)	2	1	1	0.9	25.3	3.0	0	1	1	1
Dead Trees (Zone 6)	2	0	1	0.0	83.4	7.0	0	1	1	1
Abandoned / Inoperative / Junk Vehicle (Zone 12)	2	2	2	11.4	16.8	21.0	50%	0	0	0
Tree Fallen (Zone 12)	2	0	1	0.0	15.2	7.0	0	1	1	1
Cross Drain Maintenance (Unpaved Road Maintenance - Field Operations)	2	2	2	1.1	1.7	30.0	100%	0	0	0
Curb/Gutter Maintenance (Roadway Maintenance - Field Operations)	2	2	2	0.7	2.8	30.0	50%	0	0	0
Damaged Curb (Roadway Maintenance - Field Operations)	2	2	2	0.6	12.6	10.0	0	2	0	0
Deep Patch/Base Repair (Asphalt Paved Maintenance - Field Operations)	2	2	1	0.0	0.0	30.0	100%	0	1	0
Install Side Drain (Unpaved Road Maintenance - Field Operations)	2	2	2	0.2	5.2	10.0	50%	0	0	0
Manhole Covers (Roadside Maintenance - Field Operations)	2	2	2	0.5	1.7	3.0	100%	0	0	0
Remove Dead Animals in Roadway - Large (Field Operations)	2	2	2	0.0	0.6	1.0	100%	0	0	0
Traffic Operations - Other (Traffic Services)	2	2	2	0.0	0.4	30.0	100%	0	0	0
Accounts Receivable (Finance & Administrative Services)	1	0	1	0.0	11.4	2.0	0	1	0	0
GIS (Geographic Information Systems)	1	0	1	0.0	0.0	2.0	100%	0	0	0
Occupational Tax Certificate	1	1	1	0.9	48.9	10.0	0	1	0	0
Fire Alarm System Review (Businesses Only)	1	1	1	0.0	3.1	3.0	0	1	0	0
Blighted / Vacant Property (Zone 2)	1	1	1	9.1	114.0	21.0	0	1	0	0
Permit / Licensing Issue (Zone 2)	1	1	1	2.1	6.9	21.0	100%	1	0	0

Totals	2,113	1,532	2,028	1.5	13.4	-	78%	274	85	32
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Category	Created	Ack	Closed	DTA	DTC	SLA Days	% in SLA	Overdue	Open	O&O
Commercial Vehicles in Residential Zones (Zone 2)	1	1	1	0.0	6.7	21.0	100%	0	0	0
Illegal Dumping on Private Property (Zone 4)	1	1	0	5.1	0.0	21.0	0	0	1	1
Commercial Vehicles in Residential Zones (Zone 4)	1	1	1	10.2	10.2	21.0	100%	0	0	0
Property Maintenance (Zone 5)	1	1	1	7.6	7.7	21.0	100%	1	0	0
Dead Animal Pickup on Private Property (Zone 6)	1	1	0	0.2	0.0	7.0	0	0	1	1
Tree Fallen (Zone 6)	1	0	0	0.0	0.0	7.0	0	0	1	1
Dead Trees (Zone 12)	1	1	1	0.4	3.3	7.0	100%	0	0	0
Dead Animal Pickup on Private Property (Zone 12)	1	1	1	20.1	20.1	7.0	0	1	0	0
Permit / Licensing Issue (Zone 12)	1	1	1	0.8	3.2	21.0	100%	0	0	0
Yard Issue (Zone 12)	1	0	1	0.0	31.2	21.0	0	1	0	0
Bridge Maintenance	1	1	0	0.0	0.0	365.0	0	0	1	0
Roadside Maintenance (Field Operations)	1	1	1	0.2	7.8	10.0	100%	0	0	0
Signal - Long Term Repair (Traffic Services)	1	1	1	0.0	23.7	120.0	100%	0	0	0
Special Projects (Field Operations)	1	1	1	0.0	0.0	30.0	100%	0	0	0
Street Lights	1	1	1	0.0	0.0	7.0	100%	0	0	0
Street Signs Gone (Traffic Issues)	1	0	1	0.0	0.0	3.0	100%	0	0	0
Totals	2,113	1,532	2,028	1.5	13.4	-	78%	274	85	32

COSF CRC Report

District 6

October 1, 2019 - May 31, 2020

Prepared for Councilman khalid by the Office of Programs and Performance

Requests filtered by that have been created and and filtered to **all categories** within

DTA: Days to Acknowledge **DTC:** Days to Close **O&O:** Open and Overdue

Category	Created	Ack	Closed	DTA	DTC	SLA Days	% in SLA	Overdue	Open	O&O
Other	198	192	162	0.8	18.0	0.0	0	5	36	1
Sanitation (Public Works - Field Operations)	148	80	142	1.9	2.0	0.0	98%	1	6	0
Building Permits	136	5	106	1.7	26.2	2.0	54%	47	30	30
Reception Call	133	9	130	0.9	6.3	1.0	80%	23	3	3
Property Maintenance (Zone 9)	116	104	116	3.6	17.3	21.0	63%	34	0	0
Right-of-Way Mowing (Roadway Maintenance - Field Operations)	88	85	88	0.0	2.6	10.0	97%	0	0	0
Property Maintenance (Zone 7)	87	72	87	5.1	18.9	21.0	57%	36	0	0
Planning & Zoning (Community & Regulatory Affairs)	78	4	77	37.4	118.7	0.0	0	2	1	0
Illegal Dumping in Right-of-Way (Field Operations)	70	68	70	0.3	1.9	3.0	83%	4	0	0
Remove / Pick-Up Litter (Field Operations)	70	63	70	0.6	2.5	10.0	79%	7	0	0
Yard Issue (Zone 9)	69	62	69	5.0	19.4	21.0	57%	22	0	0
Yard Issue (Zone 7)	66	46	66	6.0	19.9	21.0	55%	29	0	0
Other	55	47	45	2.4	12.1	0.0	0	3	10	0
Clean Up Day	45	42	45	0.5	5.7	0.0	0	3	0	0
Abandoned / Inoperative / Junk Vehicle (Zone 7)	40	31	40	4.7	18.3	21.0	53%	14	0	0
Illegal Dumping on Private Property (Zone 9)	40	36	40	4.9	18.4	21.0	65%	11	0	0
Blighted / Vacant Property (Zone 9)	37	32	37	2.3	16.2	21.0	68%	11	0	0
Additional Patrol Request	34	16	34	0.6	5.6	1.0	53%	14	0	0
Property Maintenance (Zone 8)	34	30	34	1.2	7.3	21.0	88%	4	0	0
Other Regulatory Agencies	34	34	33	4.0	8.5	0.0	0	1	1	0
Abandoned / Inoperative / Junk Vehicle (Zone 9)	32	28	32	3.6	38.0	21.0	38%	18	0	0
Other	30	4	30	0.3	12.8	0.0	0	0	0	0
Pothole (Asphalt Paved Maintenance - Field Operations)	29	29	29	0.2	1.7	3.0	66%	6	0	0
Signal - In Flash or Dark (Traffic Issues)	29	18	29	0.0	0.0	1.0	97%	1	0	0
Totals	2,308	1,632	2,189	2.2	15.5	-	72%	389	119	43

Category	Created	Ack	Closed	DTA	DTC	SLA Days	% in SLA	Overdue	Open	O&O
Blighted / Vacant Property (Zone 7)	25	22	24	4.3	18.1	21.0	58%	9	1	0
Signal - Preventative Maintenance (Traffic Services)	23	23	23	0.3	19.5	90.0	100%	0	0	0
Clogged Inlet (Storm Water Issues - Field Operations)	22	18	22	0.0	2.4	3.0	82%	1	0	0
Sign - Other Sign Down/Missing (Traffic Services)	22	17	22	0.0	1.2	10.0	100%	0	0	0
Signal - Other (Traffic Services)	22	22	22	0.1	1.0	10.0	95%	0	0	0
Remove Dead Animals in Right-of-Way (Field Operations)	21	19	21	0.2	1.1	3.0	90%	0	0	0
Illegal Dumping on Private Property (Zone 8)	20	11	19	6.5	11.7	21.0	79%	6	1	1
Construction	20	20	7	0.5	32.0	0.0	0	0	13	1
Illegal Dumping In Roadway (Field Operations)	20	20	20	0.3	0.9	1.0	60%	4	0	0
Clogged Culvert (Drainage Maintenance - Field Operations)	19	18	19	0.2	4.1	10.0	68%	0	0	0
High Grass/Weeds in Right-of-Way (Field Operations)	19	19	19	0.6	4.2	10.0	79%	1	0	0
Streetlights (Outages, New Requests, Repairs, Maintenance)	18	13	17	1.0	3.6	15.0	71%	2	1	0
Illegal Dumping on Private Property (Zone 7)	16	10	15	5.4	11.0	21.0	87%	1	1	1
Sign - Stop/Yield Sign Down/Missing (Traffic Services)	16	14	16	0.0	0.1	1.0	100%	0	0	0
Blighted / Vacant Property (Zone 8)	15	12	15	0.8	8.5	21.0	87%	1	0	0
Open Records Request	14	8	14	0.3	7.5	3.0	50%	6	0	0
Sink Holes (Drainage Maintenance - Field Operations)	14	14	14	0.0	3.8	10.0	71%	2	0	0
Remove Dead Animals in Roadway - Small (Field Operations)	13	13	13	0.0	1.7	3.0	77%	0	0	0
Business Licenses (Economic Development - Destination South Fulton)	12	4	12	1.4	0.8	2.0	82%	1	0	0
Yard Issue (Zone 8)	12	11	12	8.6	16.8	21.0	75%	2	0	0
Commercial Vehicles in Residential Zones (Zone 9)	11	11	11	0.4	8.6	21.0	73%	2	0	0
Tree Hindering Sight Distance (Roadside Maintenance - Field Operations)	10	8	10	0.0	2.7	10.0	70%	3	0	0
Other	9	7	9	7.3	22.1	3.0	14%	5	0	0
Abandoned / Inoperative / Junk Vehicle (Zone 8)	8	7	7	2.4	9.7	21.0	86%	1	1	1
Totals	2,308	1,632	2,189	2.2	15.5	-	72%	389	119	43

Category	Created	Ack	Closed	DTA	DTC	SLA Days	% in SLA	Overdue	Open	O&O
Illegal Dumping on Private Property (Zone 12)	8	6	8	5.1	9.1	21.0	100%	0	0	0
Rough Road (Unpaved Road Maintenance - Field Operations)	8	8	8	0.5	1.5	10.0	100%	0	0	0
Street Lights	8	6	8	0.0	1.8	7.0	88%	1	0	0
Curb/Gutter Maintenance (Roadway Maintenance - Field Operations)	7	6	6	0.0	6.5	30.0	83%	1	1	0
Damaged Inlet/Catch Basin (Storm Water Issues - Field Operations)	7	7	7	0.1	16.3	30.0	71%	1	0	0
Sign - Preventative Maintenance (Traffic Services)	7	7	7	0.5	7.7	30.0	100%	0	0	0
Tree Danger/Removal (Roadside Maintenance - Field Operations)	7	7	7	0.2	3.5	3.0	57%	0	0	0
COVID-19 (Coronavirus) Inquiry	6	0	6	0.0	5.4	0.0	0	0	0	0
Live Domestic Animals	6	0	5	0.0	0.0	0.0	0	0	1	0
Illegal Dumping on Private Property (Zone 2)	6	6	6	1.3	23.7	21.0	33%	2	0	0
Sign - Long Term Repair (Traffic Services)	6	6	5	0.0	25.2	120.0	100%	0	1	0
Property Maintenance (Zone 12)	5	5	5	0.5	3.7	21.0	100%	0	0	0
Down Tree Removal from Right of Way (Field Operations)	5	5	5	0.0	1.3	3.0	100%	0	0	0
Street Flooding (Drainage Maintenance - Field Operations)	5	5	5	0.0	0.7	1.0	80%	1	0	0
Traffic Calming Requests (Traffic Services)	5	4	4	0.0	42.9	120.0	100%	0	1	0
Municipal Court	4	0	1	0.0	0.0	0.0	0	0	3	0
Damaged Fire Hydrant	4	3	4	21.7	27.8	30.0	25%	3	0	0
Property Maintenance (Zone 2)	4	4	4	14.7	29.6	21.0	25%	3	0	0
Commercial Vehicles in Residential Zones (Zone 7)	4	2	4	1.6	10.7	21.0	75%	1	0	0
Dead Animal Pickup on Private Property (Zone 9)	4	2	4	1.3	6.6	7.0	75%	1	0	0
Cross Drain Maintenance (Unpaved Road Maintenance - Field Operations)	4	4	4	0.1	2.1	30.0	75%	0	0	0
Roads / Bridges Weight Restrictions Signs Down / Gone (Traffic Services)	4	4	4	0.2	0.7	3.0	100%	0	0	0
City Manager	3	2	3	6.3	25.3	2.0	0	3	0	0
GIS (Geographic Information Systems)	3	0	3	0.0	1.3	2.0	67%	1	0	0
Totals	2,308	1,632	2,189	2.2	15.5	-	72%	389	119	43

Category	Created	Ack	Closed	DTA	DTC	SLA Days	% in SLA	Overdue	Open	O&O
Land Development (Community and Regulatory Affairs)	3	2	3	21.0	65.5	3.0	0	1	0	0
Fire Alarm System Review (Businesses Only)	3	2	3	1.9	2.5	3.0	33%	2	0	0
Trash & Litter or Cleaning Requests - Parks & Rec. Facilities	3	2	2	9.2	132.7	2.0	0	1	1	1
Property Maintenance (Zone 4)	3	2	3	16.6	12.2	21.0	67%	2	0	0
Dead Animal Pickup on Private Property (Zone 7)	3	2	3	4.9	4.2	7.0	67%	1	0	0
Excessively Barking Dog – Late Night Nuisance (Zone 8)	3	1	3	0.2	110.2	7.0	0	3	0	0
Permit / Licensing Issue (Zone 8)	3	3	2	1.7	5.0	21.0	100%	0	1	1
Manhole Covers (Roadside Maintenance - Field Operations)	3	3	3	0.4	1.0	3.0	100%	0	0	0
Remove Dead Animals in Roadway - Large (Field Operations)	3	3	3	0.0	0.1	1.0	100%	0	0	0
Roadway Maintenance (Field Operations)	3	3	3	2.5	3.2	10.0	100%	0	0	0
Street Signs Down in Road (Signage Issues)	3	1	3	2.3	2.7	1.0	33%	1	0	0
Unlicensed Business Complaint	2	2	2	0.3	19.6	5.0	50%	1	0	0
Trespassing	2	1	2	1.5	0.9	1.0	50%	1	0	0
Outdoor Requests (Other)	2	0	2	0.0	156.1	3.0	0	2	0	0
Blighted / Vacant Property (Zone 2)	2	2	2	1.8	57.2	21.0	0	2	0	0
Permit / Licensing Issue (Zone 2)	2	2	2	0.6	7.7	21.0	100%	1	0	0
Yard Issue (Zone 2)	2	2	2	0.3	115.2	21.0	50%	0	0	0
Dead Animal Pickup on Private Property (Zone 8)	2	2	2	1.2	1.2	7.0	100%	0	0	0
Dead Trees (Zone 9)	2	1	1	0.0	30.1	7.0	0	1	1	1
Abandoned / Inoperative / Junk Vehicle (Zone 12)	2	2	2	2.4	21.5	21.0	0	2	0	0
Capital Improvement Projects (CIP) - Public Works	1	1	0	0.0	0.0	0.0	0	0	1	0
Cash and Debt Service, Financial Records, and General Financial Management (Finance & Administrative Services)	1	0	1	0.0	8.9	2.0	0	1	0	0
Communications & External Affairs	1	0	0	0.0	0.0	2.0	0	0	1	1
Live Wild Animals	1	0	1	0.0	0.0	1.0	100%	0	0	0

Totals	2,308	1,632	2,189	2.2	15.5	-	72%	389	119	43
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Category	Created	Ack	Closed	DTA	DTC	SLA Days	% in SLA	Overdue	Open	O&O
Sprinkler System Review (Businesses Only)	1	1	1	2.8	3.3	3.0	0	1	0	0
Lobby - Parks & Rec. Facilities	1	0	1	0.0	0.0	3.0	100%	0	0	0
Abandoned / Inoperative / Junk Vehicle (Zone 2)	1	0	1	0.0	1.5	21.0	100%	0	0	0
Dead Animal Pickup on Private Property (Zone 2)	1	0	1	0.0	10.1	7.0	0	0	0	0
Illegal Dumping on Private Property (Zone 5)	1	1	1	0.0	10.7	21.0	100%	0	0	0
Property Maintenance (Zone 5)	1	1	1	1.7	8.2	21.0	100%	0	0	0
Excessively Barking Dog – Late Night Nuisance (Zone 7)	1	1	1	2.0	52.0	7.0	0	1	0	0
Permit / Licensing Issue (Zone 7)	1	0	1	0.0	3.2	21.0	100%	0	0	0
Tree Fallen (Zone 7)	1	0	1	0.0	8.1	7.0	0	1	0	0
Dead Trees (Zone 8)	1	1	1	41.6	42.5	7.0	0	1	0	0
Tree Fallen (Zone 8)	1	0	0	0.0	0.0	7.0	0	0	1	1
Excessively Barking Dog – Late Night Nuisance (Zone 9)	1	1	1	0.5	7.7	7.0	0	0	0	0
Tree Fallen (Zone 9)	1	0	1	0.0	83.2	7.0	0	1	0	0
Blighted / Vacant Property (Zone 12)	1	1	1	0.5	2.8	21.0	100%	0	0	0
Dead Trees (Zone 12)	1	0	1	0.0	17.3	7.0	0	1	0	0
Bridge Maintenance	1	1	0	0.0	0.0	365.0	0	0	1	0
Curb/Gutter Installation (Roadway Construction - Field Operations)	1	1	1	0.1	28.8	30.0	100%	0	0	0
Damaged Curb (Roadway Maintenance - Field Operations)	1	1	1	0.0	0.3	10.0	100%	0	0	0
Deep Patch/Base Repair (Asphalt Paved Maintenance - Field Operations)	1	1	1	2.2	29.0	30.0	100%	0	0	0
Down Tree Removal from Roadway (Field Operations)	1	1	1	0.3	0.4	3.0	100%	0	0	0
Remove Graffiti in Right-of-Way (Field Operations)	1	1	1	0.0	4.5	10.0	100%	0	0	0
Sidewalk Cracking / Broken (Field Operations)	1	1	1	0.0	0.0	10.0	100%	0	0	0
Snow/Ice Removal (Inclement Weather - Field Operations)	1	1	1	0.0	0.7	1.0	100%	0	0	0
Street Signs Gone (Traffic Issues)	1	1	1	0.1	0.1	3.0	100%	0	0	0
Totals	2,308	1,632	2,189	2.2	15.5	-	72%	389	119	43

COSF CRC Report

District 7

October 1, 2019 - May 31, 2020

Prepared for Councilor Baker by the Office of Programs and Performance

Requests filtered by that have been created and and filtered to **all categories** within

DTA: Days to Acknowledge **DTC:** Days to Close **O&O:** Open and Overdue

Category	Created	Ack	Closed	DTA	DTC	SLA Days	% in SLA	Overdue	Open	O&O
Other	184	179	157	2.0	22.1	0.0	0	6	27	5
Right-of-Way Mowing (Roadway Maintenance - Field Operations)	150	145	150	0.0	3.3	10.0	96%	1	0	0
Reception Call	105	16	103	1.6	2.7	1.0	84%	11	2	2
Sanitation (Public Works - Field Operations)	99	58	98	0.1	1.0	0.0	94%	3	1	0
Building Permits	84	2	62	40.6	24.8	2.0	56%	27	22	22
Illegal Dumping in Right-of-Way (Field Operations)	71	65	71	0.6	2.0	3.0	86%	5	0	0
Property Maintenance (Zone 9)	64	56	63	2.3	15.9	21.0	68%	18	1	1
Property Maintenance (Zone 11)	64	61	64	1.6	9.1	21.0	86%	4	0	0
Pothole (Asphalt Paved Maintenance - Field Operations)	58	57	58	0.3	1.6	3.0	67%	8	0	0
Additional Patrol Request	55	23	55	0.7	2.7	1.0	35%	32	0	0
Planning & Zoning (Community & Regulatory Affairs)	50	3	49	3.8	122.1	0.0	0	2	1	0
Remove / Pick-Up Litter (Field Operations)	48	42	48	0.0	1.6	10.0	88%	3	0	0
Clean Up Day	39	37	39	0.4	5.6	0.0	0	2	0	0
Other	39	35	32	1.7	14.2	0.0	0	0	7	0
Other	37	4	37	0.8	8.2	0.0	0	1	0	0
Yard Issue (Zone 9)	37	28	37	4.9	17.0	21.0	51%	14	0	0
Sign - Other Sign Down/Missing (Traffic Services)	36	34	36	0.1	1.3	10.0	94%	2	0	0
Construction	32	32	15	0.7	51.5	0.0	0	0	17	1
Abandoned / Inoperative / Junk Vehicle (Zone 9)	27	22	27	4.3	34.3	21.0	56%	8	0	0
Illegal Dumping on Private Property (Zone 11)	26	22	26	0.9	12.3	21.0	69%	7	0	0
Blighted / Vacant Property (Zone 9)	25	23	25	9.1	17.9	21.0	56%	6	0	0
Yard Issue (Zone 11)	25	24	25	1.4	9.3	21.0	84%	3	0	0
Yard Issue (Zone 7)	22	14	22	11.4	26.7	21.0	50%	10	0	0
Abandoned / Inoperative / Junk Vehicle (Zone 11)	20	16	20	2.0	26.4	21.0	75%	5	0	0
Totals	1,889	1,412	1,790	1.9	13.8	-	76%	251	99	40

Category	Created	Ack	Closed	DTA	DTC	SLA Days	% in SLA	Overdue	Open	O&O
Open Records Request	19	16	19	0.3	4.7	3.0	68%	7	0	0
Sink Holes (Drainage Maintenance - Field Operations)	18	18	18	0.3	7.3	10.0	61%	0	0	0
Sign - Stop/Yield Sign Down/Missing (Traffic Services)	17	16	17	0.0	0.4	1.0	94%	2	0	0
Clogged Inlet (Storm Water Issues - Field Operations)	15	14	15	0.1	2.7	3.0	80%	0	0	0
Rough Road (Unpaved Road Maintenance - Field Operations)	15	14	15	0.0	2.3	10.0	100%	0	0	0
Signal - Other (Traffic Services)	15	15	15	0.0	1.6	10.0	87%	0	0	0
Property Maintenance (Zone 7)	14	8	13	3.6	11.5	21.0	69%	4	1	1
Commercial Vehicles in Residential Zones (Zone 9)	14	14	14	1.9	13.9	21.0	71%	3	0	0
Remove Dead Animals in Right-of-Way (Field Operations)	14	13	14	0.0	1.0	3.0	100%	0	0	0
Illegal Dumping on Private Property (Zone 9)	13	10	13	11.4	15.4	21.0	62%	2	0	0
Clogged Culvert (Drainage Maintenance - Field Operations)	13	11	13	0.0	4.9	10.0	85%	1	0	0
Illegal Dumping In Roadway (Field Operations)	13	13	13	0.0	0.7	1.0	77%	0	0	0
Sign - Long Term Repair (Traffic Services)	13	13	12	0.0	31.9	120.0	100%	0	1	0
Curb/Gutter Maintenance (Roadway Maintenance - Field Operations)	12	12	8	0.2	4.6	30.0	88%	1	4	0
High Grass/Weeds in Right-of-Way (Field Operations)	12	9	12	0.3	2.8	10.0	100%	0	0	0
Other Regulatory Agencies	12	11	10	7.8	14.3	0.0	0	0	2	0
Sign - Preventative Maintenance (Traffic Services)	12	12	12	0.0	11.0	30.0	100%	0	0	0
Signal - Preventative Maintenance (Traffic Services)	11	11	11	4.1	28.0	90.0	100%	0	0	0
Other	10	7	10	5.0	29.7	3.0	22%	4	0	0
Blighted / Vacant Property (Zone 7)	10	8	10	5.1	21.1	21.0	50%	5	0	0
Commercial Vehicles in Residential Zones (Zone 11)	9	7	9	3.0	4.9	21.0	100%	0	0	0
Remove Dead Animals in Roadway - Small (Field Operations)	9	9	9	0.0	0.5	3.0	89%	1	0	0
Roadside Maintenance (Field Operations)	9	9	9	0.4	4.8	10.0	89%	0	0	0
Signal - In Flash or Dark (Traffic Issues)	9	7	9	0.0	0.0	1.0	100%	0	0	0
Totals	1,889	1,412	1,790	1.9	13.8	-	76%	251	99	40

Category	Created	Ack	Closed	DTA	DTC	SLA Days	% in SLA	Overdue	Open	O&O
Illegal Dumping on Private Property (Zone 7)	8	6	8	13.6	24.3	21.0	50%	4	0	0
Down Tree Removal from Right of Way (Field Operations)	8	8	8	0.0	1.7	3.0	88%	0	0	0
Street Flooding (Drainage Maintenance - Field Operations)	8	7	8	0.4	5.7	1.0	50%	0	0	0
Blighted / Vacant Property (Zone 11)	7	7	7	2.3	7.5	21.0	86%	1	0	0
Abandoned / Inoperative / Junk Vehicle (Zone 7)	6	4	6	1.2	12.3	21.0	67%	2	0	0
Property Maintenance (Zone 12)	6	4	6	0.3	17.7	21.0	67%	2	0	0
Damaged Inlet/Catch Basin (Storm Water Issues - Field Operations)	6	5	4	1.8	13.7	30.0	75%	0	2	0
Tree Danger/Removal (Roadside Maintenance - Field Operations)	6	5	6	32.6	31.2	3.0	33%	1	0	0
Trespassing	5	0	5	0.0	18.6	1.0	20%	4	0	0
Illegal Dumping on Private Property (Zone 2)	5	5	5	10.7	18.0	21.0	60%	2	0	0
Property Maintenance (Zone 2)	5	4	5	0.7	11.4	21.0	80%	1	0	0
Streetlights (Outages, New Requests, Repairs, Maintenance)	5	4	5	0.5	0.9	15.0	60%	0	0	0
Land Development (Community and Regulatory Affairs)	4	1	2	5.0	73.8	3.0	0	2	2	2
Damaged Fire Hydrant	4	3	4	20.1	15.1	30.0	50%	2	0	0
Dead Trees (Zone 9)	4	1	4	6.7	21.7	7.0	25%	2	0	0
Dead Trees (Zone 11)	4	3	3	5.2	6.2	7.0	33%	2	1	1
Tree Fallen (Zone 11)	4	1	3	0.0	83.0	7.0	33%	2	1	1
Illegal Dumping on Private Property (Zone 12)	4	4	4	18.3	24.4	21.0	75%	1	0	0
Cross Drain Maintenance (Unpaved Road Maintenance - Field Operations)	4	4	3	0.2	1.7	30.0	100%	0	1	0
Deep Patch/Base Repair (Asphalt Paved Maintenance - Field Operations)	4	4	4	0.0	10.4	30.0	50%	2	0	0
Remove Dead Animals in Roadway - Large (Field Operations)	4	3	4	0.1	0.4	1.0	75%	0	0	0
Tree Hindering Sight Distance (Roadside Maintenance - Field Operations)	4	4	4	0.0	4.1	10.0	100%	0	0	0
Communications & External Affairs	3	1	2	57.2	35.0	2.0	0	2	1	1
GIS (Geographic Information Systems)	3	0	2	0.0	1.9	2.0	50%	1	1	1

Totals	1,889	1,412	1,790	1.9	13.8	-	76%	251	99	40
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Category	Created	Ack	Closed	DTA	DTC	SLA Days	% in SLA	Overdue	Open	O&O
Live Domestic Animals	3	0	2	0.0	149.2	0.0	0	0	1	0
Abandoned / Inoperative / Junk Vehicle (Zone 2)	3	3	3	7.6	44.6	21.0	0	1	0	0
Yard Issue (Zone 2)	3	3	3	33.6	60.5	21.0	0	1	0	0
Excessively Barking Dog – Late Night Nuisance (Zone 9)	3	3	3	1.7	6.1	7.0	67%	0	0	0
Dead Animal Pickup on Private Property (Zone 9)	3	3	3	4.6	20.1	7.0	33%	2	0	0
Excessively Barking Dog – Late Night Nuisance (Zone 11)	3	2	3	2.4	4.9	7.0	67%	1	0	0
Roadway Maintenance (Field Operations)	3	3	3	2.7	6.0	10.0	100%	0	0	0
Street Signs Down in Road (Signage Issues)	3	3	3	0.1	0.6	1.0	67%	1	0	0
Business Licenses (Economic Development - Destination South Fulton)	2	0	2	0.0	0.0	2.0	100%	0	0	0
Business Inquiry	2	1	2	0.1	0.3	10.0	100%	0	0	0
Blighted / Vacant Property (Zone 2)	2	2	2	0.0	0.3	21.0	100%	0	0	0
Illegal Dumping on Private Property (Zone 5)	2	2	2	1.0	3.9	21.0	100%	0	0	0
Property Maintenance (Zone 5)	2	2	2	0.0	7.2	21.0	100%	0	0	0
Dead Trees (Zone 7)	2	0	0	0.0	0.0	7.0	0	0	2	2
Tree Fallen (Zone 9)	2	2	2	1.4	3.0	7.0	100%	0	0	0
Permit / Licensing Issue (Zone 11)	2	2	2	0.2	3.7	21.0	100%	0	0	0
Remove Graffiti in Right-of-Way (Field Operations)	2	1	2	3.0	23.7	10.0	0	1	0	0
Sidewalk Cracking / Broken (Field Operations)	2	2	2	0.0	9.7	10.0	50%	0	0	0
Traffic Calming Requests (Traffic Services)	2	2	2	0.1	0.0	120.0	100%	0	0	0
Budget Development and Oversight, Financial Auditing Support and Compliance (Finance & Administrative Services)	1	0	1	0.0	0.0	2.0	100%	0	0	0
City Manager	1	0	1	0.0	3.0	2.0	0	1	0	0
Municipal Court	1	0	0	0.0	0.0	0.0	0	0	1	0
Illegal Dumping on Private Property (Zone 8)	1	1	1	0.6	0.6	21.0	100%	0	0	0
Permit / Licensing Issue (Zone 8)	1	1	1	0.6	12.8	21.0	100%	0	0	0

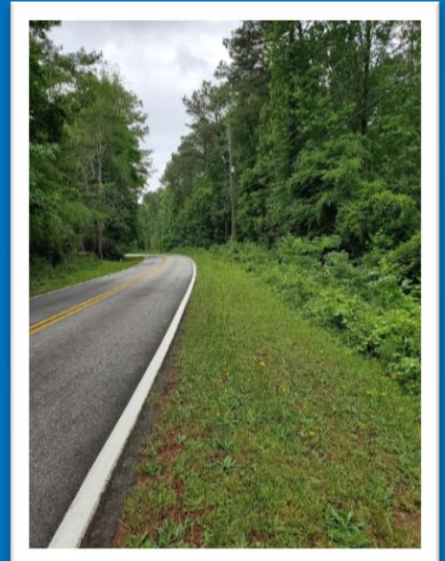
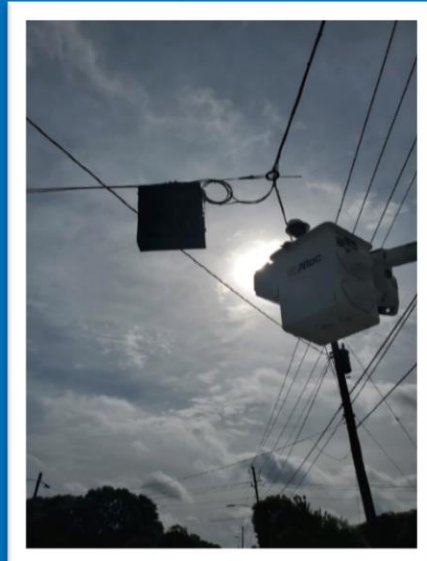
Totals	1,889	1,412	1,790	1.9	13.8	-	76%	251	99	40
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Category	Created	Ack	Closed	DTA	DTC	SLA Days	% in SLA	Overdue	Open	O&O
Dead Animal Pickup on Private Property (Zone 11)	1	1	1	0.4	6.3	7.0	100%	0	0	0
Blighted / Vacant Property (Zone 12)	1	0	1	0.0	65.8	21.0	0	1	0	0
Yard Issue (Zone 12)	1	1	1	16.4	22.4	21.0	0	0	0	0
Curb/Gutter Installation (Roadway Construction - Field Operations)	1	1	1	3.6	3.6	30.0	100%	0	0	0
Down Tree Removal from Roadway (Field Operations)	1	1	1	0.0	0.7	3.0	100%	0	0	0
Right-of-Way Permits/Utility Permits (Field Operations)	1	1	1	0.0	9.6	10.0	100%	0	0	0
Sign - Do Not Enter/Wrong Way Down Missing (Traffic Services)	1	1	1	0.0	6.6	3.0	0	1	0	0
Signal - Long Term Repair (Traffic Services)	1	1	1	0.0	0.0	120.0	100%	0	0	0
Street Lights	1	1	1	0.0	0.1	7.0	100%	0	0	0
Street Signs Gone (Traffic Issues)	1	1	1	0.0	0.0	3.0	100%	0	0	0
Support/Respond to Natural Disasters (Inclement Weather - Field Operations)	1	1	1	0.0	1.4	1.0	0	0	0	0
Traffic Operations - Other (Traffic Services)	1	1	1	0.1	0.8	30.0	100%	0	0	0
Totals	1,889	1,412	1,790	1.9	13.8	-	76%	251	99	40



PUBLIC WORKS REPORT

City of South Fulton Public Works Department



May 2020: A Month in Review

Page 251 of 476

City of South Fulton | June 23, 2020

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Reinventing tomorrow.



Month in Review: May 2020 City of South Fulton Public Works

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Call Center and SeeClickFix May Activities

The Call Center, also known as SeeClickFix or 311 is the main connection between the City and its citizens. Although this service is operated through the Public Works Department, citizens can access any City department through this program.

Highlights of Call Center & See Click Fix: May 2020	
Metric Description	Number or Percent
Total Call Center Requests	655
Total SeeClickFix Request	502
Total Work Orders	655
Total Work Orders Completed that met Service Level Agreement	455
Total Work Orders Completed that met Service Level Agreement as Percentage	95%
Total Work Order/Requests Open or In-Progress	153
Total Work Requests did not meet Service Level Agreement	10
Total Work Requests without Service Level Agreement or not due in current month	32
Total SeeClickFix Request Closed/Archived	502

Each day, citizens and businesses connect to the City of South Fulton to address issues ranging from fallen trees to information about upcoming events. Operators are knowledgeable and available to take calls from the public 24 hours a day 7 days per week. Citizens may also download an app from the from Google Play Store or Apple's App Store to enter requests at any time directly into the system.



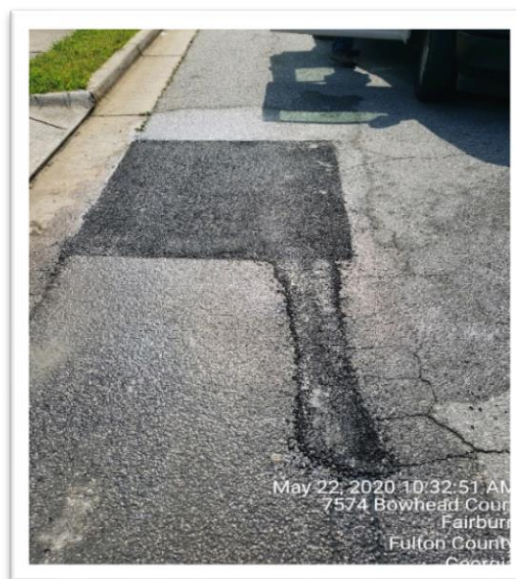
Month in Review: May 2020 City of South Fulton Public Works

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Monthly Focus: Pavement Management Plan

The conditions of a roadway affect the safety of vehicle operation and how people feel about their community. Of specific concern in the City of South Fulton are potholes. Pothole repairs must be addressed quickly because they create safety problems, increase liability claims for damage to vehicles and can reduce the useful life of a road. For these reasons, reported potholes are required to be filled within 3 business days.

For the **COSF Pavement Management Plan**, Public Works saw cut the pavement failure areas that have section loss and replaced with hot mix asphalt (HMA). This process repairs the pavement at a depth of 4 inches and strengthens the roads for longer serviceability. In May of 2020, Public



Repair at 643 Superior Way

Works completed 18 pothole repairs using this method on the following roads.

MAY POTHOLE REPORT 2020				
Location	Completed Date	Material*	Number of Potholes	SCF Number
White Mill Road	5/5/2020	Hot Asphalt	1	#7726607
4620 Union Road	5/5/2020	Hot Asphalt	1	#7721700
Emily Way @ Newborn Rd	5/5/2020	Hot Asphalt	1	#7721316
Woodside Drive	5/5/2020	Hot Asphalt	2	#7340781
3845 Old Fairburn Road	5/13/2020	Perma Patch	1	#7780491
4311 Stonewall Tell	5/13/2020	Perma Patch	1	#7780483
6405 Snowden Dr	5/21/2020	Hot Asphalt	1	#7814673
4125 Cranwood Dr	5/21/2020	Hot Asphalt	1	#7803435
7058 Cavender Dr	5/21/2020	Hot Asphalt	1	#7802099
Old Fairburn Rd	5/21/2020	Hot Asphalt	1	#7797502
2765 Butner Rd	5/21/2020	Hot Asphalt	3	#7792079
8101-8149 Lees Mill Rd	5/18/2020	Hot Asphalt	1	#7725204
Cedar Grove Rd & Rivertown Rd	5/27/2020	Perma Patch	1	#7893059
3501 Sable Glen Ln	5/26/2020	Perma Patch	1	#7844501
Rock Hill Rd	5/26/2020	Perma Patch	1	#7839402
643 Superior Way	6/17/2020	Hot Asphalt	1	#7816234
643 Superior Way	6/17/2020	Hot Asphalt	1	#7816229
623 Superior Way	6/17/2020	Hot Asphalt	1	#7816209
2875 Butner Rd	6/17/2020	Hot Asphalt	5	#7814682
Total			18	
*Perma Patch is used to address emergencies. Hot Patch will replace Perma Patch.				



Month in Review: May 2020 City of South Fulton Public Works

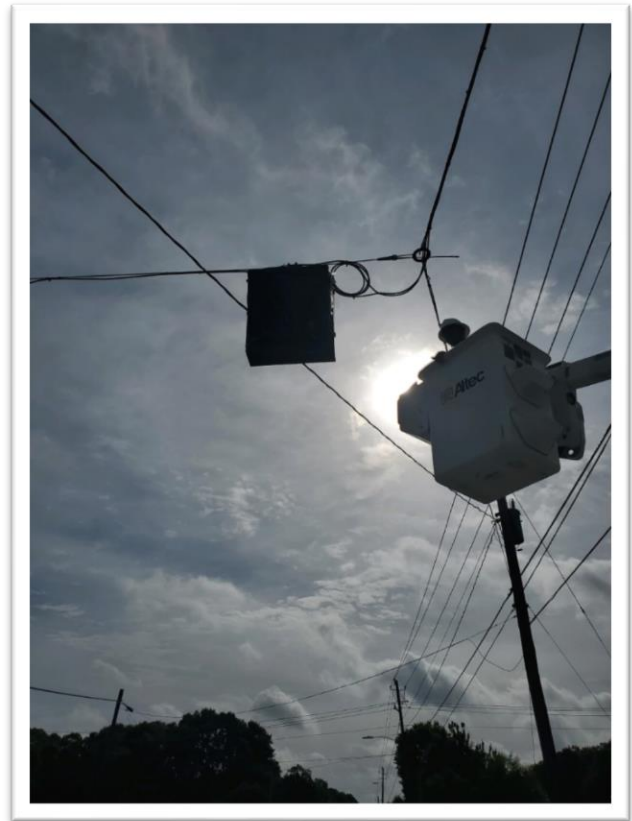
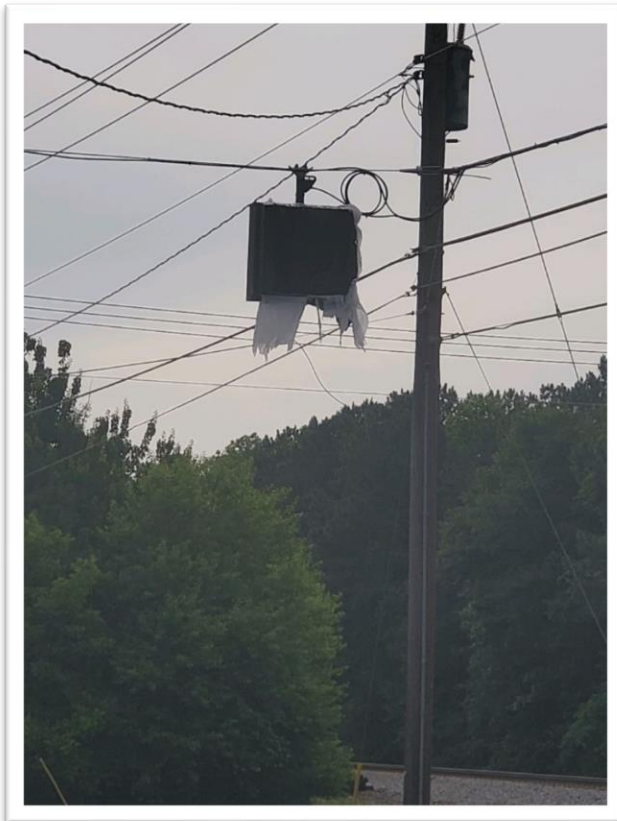
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Traffic Systems and Studies

Signs, signals and pavement markings help us understand where we are and get to our destination safely and efficiently. Because this equipment is required to be in the right of way, it can often be damaged from passing vehicles, accidents and weather.

Traffic Activities in May

During this reporting period ninety-one (91) traffic work orders were completed. These range from completing the preventive maintenance program to replacement of stop signs.



SCF#7875320

The team is on call for traffic signals maintenance around the clock 24/7. This is Roosevelt Hwy & Buffington Road. By constantly maintaining the traffic signals and signs our traffic team keeps the city safe.



Month in Review: May 2020

City of South Fulton Public Works

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Field Services

Field Services represents the largest number of tasks and requests each month. This area includes the following activities:

- Litter Removal
- Mowing
- Brush Cutting
- Graffiti Removal
- Pothole Repair
- Bridge Maintenance (cosmetic repair)
- Street Sweeping
- Tree Removal
- Dead Animal Removal
- Illegal Dumping
- Concrete Repairs

Mowing

Mowing and litter removal are the largest scheduled items that Public Works completes on a regular basis. Each month, over 200 miles of road are cleared of litter and mowed. For a complete schedule, please visit the Public Works Website.

Illegal Dumping

Illegal Dumping is defined by the City of South Fulton as, "illegally dumping of waste instead of using an authorized use of collection." There were eighty-six (86) requests completed to service illegal dumping sites during the month of May.

Litter Removal

Every four weeks Public Works collects litter on 204 miles of road as part of the mowing process. During this time roads needing additional treatment are cleaned as well. In the month of May, **Public Works completed forty (40) SeeClickFix requests for litter** in addition to those roads scheduled. Requests for litter removal in SeeClickFix are required to be completed within ten (10) business days.



Our team often fixes sidewalks to reduce or eliminate trip hazards. Work pictured here was completed at 525 Essex Circle on May 26.



Month in Review: May 2020

City of South Fulton Public Works

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Dead Animal Removal

As a service, dead animals are removed from the right of way and roadway each month. During the month of May, Public Works removed fifteen (15) dead animals in the roadway or on the right-of-way. Large animals must be removed from the roadway within one day. For any animal on the right of way is 3 business days.

Gravel/Dirt Road Maintenance

There are fifty-three (53) dirt roads encompassing approximately twenty miles within the City of South Fulton. Heavy and prolonged periods of rain during late winter and early spring increased the number of requests to improve the surfaces of these roads. Six (6) roads were scraped during May to ensure improve the ride along these roadways.

Gravel Road Maintenance: May 2020							
Name	District	Miles	Estimated Start	Date Completed	Loads Of Gravel	Status	SCF #
Porter Terry Road	4	0.28	Mar 27, 2020	May 01, 2020		Complete	#7414929
Terry Road	4	0.97	Jun 29, 2020	May 01, 2020	0	Complete	#7744983
Old Bethlehem Road	4	0.23	Apr 27, 2020	May 04, 2020		Complete	#7757130
Old Ridge Road	4	0.16	May 11, 2020	May 04, 2020	0	Complete	#7757070
N. Wexford Road	3	0.34	Nov 02, 2020	May 04, 2020		Complete	#7757234
Bell Tell Road	4	0.58	Nov 16, 2020	May 04, 2020		Complete	#7754511



Month in Review: May 2020 City of South Fulton Public Works

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Storm Water Management

Storm Water Management consists of maintenance of piping, inlets and catch basins in city right of way that form the system to direct storm water to natural water ways. Twelve (12) requests were received and completed in the month of May.

A successful stormwater system keeps people away from the water and the water away from the people. The system is free of pollution and enables aesthetic pleasures as well as recreational activities. Our stormwater department is dedicated to keeping our system healthy as well as the residents safe.

When a stormwater system fails to operate properly it can damage other systems negatively impact water quality and cause unsafe driving conditions especially during periods of rain.

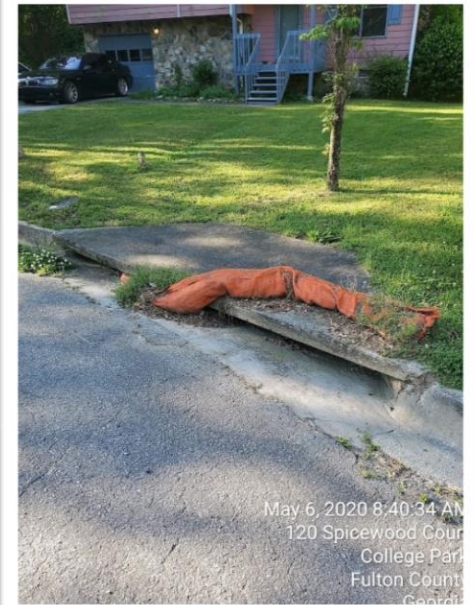
Solid Waste Management

Solid Waste Management includes overseeing compliance of the Solid Waste Ordinance, management of Merk Miles Transfer Station, Beautification Plan and coordination of residential and commercial collection providers.

During May:

The team has been attempting to determine why compliance to the Sanitation Ordinance has remained stagnant. In order to accomplish this, staff are reviewing the data used to determine who should be considered under the ordinance by parcel.

Public works also met with Code Enforcement to propose new means of enforcement of the ordinance.



Abandoned erosion control devices such as silt socks can be a major problem. We removed this device from 110 Spicewood Ct to increase the flow of water to the catch basin after construction is finished causing the street to flood.

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

June 10, 2020

The Honorable Mayor William "Bill" Edwards
5440 Fulton Industrial Blvd. SW
South Fulton, Georgia 30336

Dear Honorable Mayor Edwards,

On behalf of the citizens of the City of South Fulton and the multiple departments and staff, I am pleased to transmit to you the proposed City of South Fulton Safe Reopening Plan. The purpose of the COVID-19 Safe Reopening Plan is to provide a framework to safely resume City operations in line with federal guidelines, and in a manner that fully responds to the health and service needs of South Fulton residents. This plan also ensures workplace safety during a phased approach to reopening.

The City is committed to maintaining a "business friendly" environment that supports retention, expansion, and relocation in key business sectors. To ensure our investments support the overall economic recovery of our local economy, the City has engaged industry via a variety of mediums, including a survey of all registered businesses within the City's corporate limits. The City Manager's Office also understands the role our staff plays in the overall success of the City. To ensure that the concerns, recommendations, and preferences are considered in reopening activities and strategies staff members were also provided access to a survey focused on safe reopening.

This data, along with federal and state guidelines, serve as key tools supporting City administrative leaders creation of the framework for safe reopening. The City of South Fulton has continued to be proactive in its efforts to mitigate the impacts of COVID-19. In many cases, South Fulton has led both the region and the state in its efforts to respond to the global pandemic. The proposed safe reopening plan aligns with your priorities as Mayor and delivers on our unified commitment of world class service delivery for every South Fulton resident.

It is my hope that Mayor and Council accept the proposed plan for a safe reopening, ensuring a *Safer Stronger South Fulton* through recovery efforts related to the COVID-19 pandemic. In a city with the potential of ours, we can and should make all of the critical investments necessary to ensure that residents citywide receive world class service delivery in a safe environment focused on inclusive prosperity. I am honored to serve with you and our dynamic elected officials to reach this goal.

In Service,

Odie Donald II

5440 Fulton Industrial Blvd., SW • South Fulton, GA 30336 • Office: 470.809.7700

SAFE REOPENING

COVID-19 RETURN TO WORK GUIDE
FOR EMPLOYEES



WWW.CITYOFSOUTHFULTONGA.GOV
SOUTH FULTON, GEORGIA

"WHERE YOU WANT TO BE!"



PRESENTED BY
ODIE DONALD II, CITY MANAGER

A WORD FROM THE CITY MANAGER

DEDICATED TO SERVICE AND THE SAFETY OF OUR COMMUNITY



CITY MANAGER

South Fulton residents are battling a colossal challenge—an invisible enemy that has tested our lives and our livelihoods—but overcoming challenges is part of the makeup of Georgia's fifth largest city. We have shown the ability to continue our efforts to contain COVID-19, while also adhering to safe standards that will allow us to begin the process of reopening this great City. To do so, we are each called upon to lead in only the ways our City can: to act responsibly as we re-engage in the economy, to continue following all health precautions and sanitizing guidelines, and to care for our vulnerable neighbors. Lives depend on our actions.

We will do that as quickly as we possibly can in a safe, gradual and effective way. Since the first days of this crisis, we have been making decisions based on the best advice from an incredible team of experts who have been instrumental in creating the reopening strategies for the entire nation. These associations include the White House Coronavirus Task Force's Guidelines for Opening Up America Again, Johns Hopkins' Public Health Principles for a Phased Reopening During COVID-19: Guidance for Governors, and the American Enterprise Institute's National Coronavirus Response: A Road Map to Reopening. Leveraging the steadfast leadership and guidance of Mayor William "Bill" Edwards and the South Fulton City Council, we have worked to set up the building blocks needed to put South Fulton in a position to attack the virus from every direction and protect our residents. This has put us on solid footing to begin our reopening and recovery as soon as we reach the necessary downward trends in the critical gating metrics required in all of the experts' plans before municipal organizations should reopen.

The South Fulton Strong Reopening Roadmap is designed to get the City, and in effect, the region moving again. Other than keeping residents safe and saving lives by defeating COVID-19, there is absolutely nothing more important than getting our staff back to work and getting businesses reopened. In line with our elected leaders and our six hundred employees, our focus is to get people back on their feet and keep our local economy on track. That starts with ensuring government services remain intact and at effective levels. I am hopeful that as our residents continue staying home and practicing aggressive physical distancing for a little while longer, we should soon be able to activate this recovery roadmap.

In Service,

A stylized, handwritten signature in black ink, likely belonging to Odie Donald II.

ODIE DONALD II



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INTRODUCTION TO COVID-19 SRP

The purpose of the COVID-19 Safe Reopening Plan is to provide a framework to safely resume City operations in line with federal guidelines, and in a manner that fully responds to the health and service needs of South Fulton residents and staff. This plan also ensures workplace safety and personnel protective equipment (PPE) during a phased approach to reopening.

HOW DID WE GET HERE?



INCIDENT OVERVIEW

On December 31, 2019, a cluster of pneumonia cases of unknown etiology was reported in Wuhan, Hubei Province, China. The disease associated to it is now referred to as novel coronavirus disease (COVID-19). Since then, thousands of cases of COVID-19 have been reported world-wide. The United States, State of Georgia, and Fulton County are responding to this public health pandemic.

April 2, 2020, Governor Kemp announced an Executive Order for Georgia Citizens to shelter-in-place to help slow the spread of COVID-19. The Governor authorized residents to stay at home and take every possible precaution to limit social interactions during the implementation of the order. The order was effective beginning Friday, April 3rd, at 6:00 PM and expired Monday, April 13th, at 11:59 PM.

On April 20, 2020, Governor Kemp implemented a new Executive Order authorizing various businesses to re-open. Governor Kemp's executive order eases previous restrictions on Georgia businesses. Such businesses include, but are not limited to: barbershops, hair salons, massage parlors, and nail shops. Many individuals, including President Trump and healthcare professionals, have expressed that such actions should be considered premature due to the remaining unanswered questions related to COVID-19 and the limited testing that has been administered to date assessing the current situation. There are currently 52,497 confirmed cases with 2,208 deaths. At least 8,746 cases required hospitalization. The DPH does not track the number of recoveries because it cannot accurately quantify the number at this time. Fulton County became the first county in the state to hit 1,000 cases with 1,027, currently at 4,887 with 256 deaths and 444.6 per 100K. Georgia has performed more than 649,384 COVID-19 tests and now offers tests for all citizens regardless of symptoms.

For information on the number of cases, the Department of Public Health provides updated data in the following link: <https://dph.georgia.gov/covid-19-daily-status-report>



TREND ANALYSIS

Trend Analysis (as of June 8, 2020 for Georgia, Fulton County, City of South Fulton)

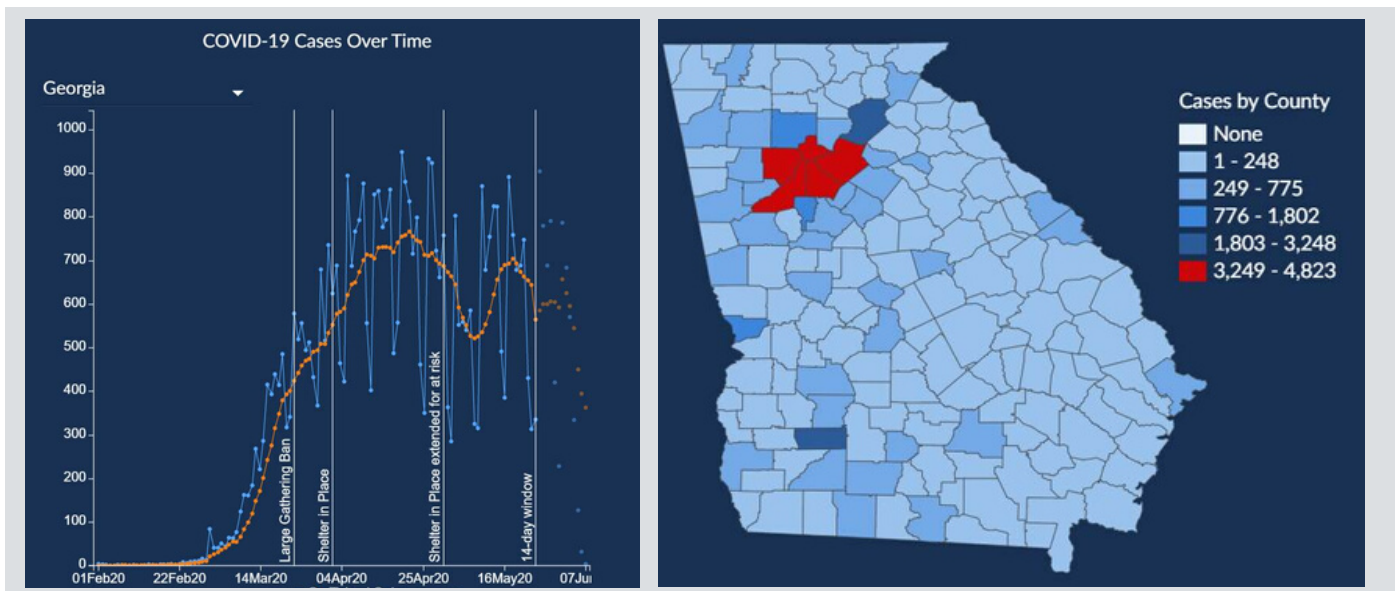
STATE, COUNTY & LOCAL ANALYSIS OF COVID-19



THE NUMBERS

- As of June 8, 2020, Fulton County has recorded 4,887 cases of the 2019 novel coronavirus (COVID-19) and 256 deaths.
- The central portion of the county (Atlanta metro) accounts for 47% of the cumulative case count while the northern and southern parts of the county together account for 44% of the COVID-19 cumulative case count in the county.

GEORGIA DEPARTMENT OF PUBLIC HEALTH



TREND ANALYSIS

- By city, cumulative COVID-19 diagnoses rates range from **141.1** per 100,000 persons (Johns Creek) to **844.5** per 100,000 persons (Union City).
- Among all persons diagnosed with COVID-19 in Fulton County, **18.8%** (922) required hospitalization and **5.2% died**.
- Residents and staff of long-term care facilities account for **24.2%** of COVID-19 diagnoses and **43.6%** of COVID-19 deaths in Fulton County.
- Among persons diagnosed with COVID-19 in Fulton County, **20.8%** (726 cases) have not experienced any symptoms.
- South Fulton County has recorded **22% of total Fulton Cases** (1,084 cases) and **18.3%** of all new cases within the last 14 days.
- The City of South Fulton has recorded **1,288** cases of total Fulton County Cases (**26.35%**).
- Infection rate estimates are between **4% - 6.4%**.
- Mortality rate has increased from **4%** in March to **5.2%** as of June.
- Viral tests shows **8.7%** rate of positivity while antibody tests shows **5.9%** rate of positivity.
- Statewide the daily infections hit a peak on 4/17 (1,525) and a low on 6/2 (305).
- Fulton County Hospitalization Rate is **18.8%**.
- Since 4/24, 2,141 new cases and **136** deaths; **43.8%** increase in new cases since Relaxed Reopening Guidelines.

In collaboration with the Fulton County Board of Health, we will begin posting this information on the City website on June 15, 2020. The report illuminates that progress has been made due to local efforts. Further, the fiscal impact of COVID-19 both in the near and long term provide a unique parallel crisis that requires all stakeholders of the economy (including cities) to make a variety of difficult decisions on an almost daily basis. In consultation with the City Attorney, it has been determined that the Governor's executive order does not mandate the opening of City Hall and related facilities.

The City may keep its own property closed and administrative operations at a reduced capacity until it determines that it is safe to reopen to the public. While the City has taken a variety of proactive steps to mitigate the spread of COVID-19, at this time, it is not the recommendation of administrative staff to reopen City facilities.



ECONOMIC IMPACT

Data from the City's Small Business Survey and the Impact of COVID-19.

COVID-19 AND CITY BUSINESSES

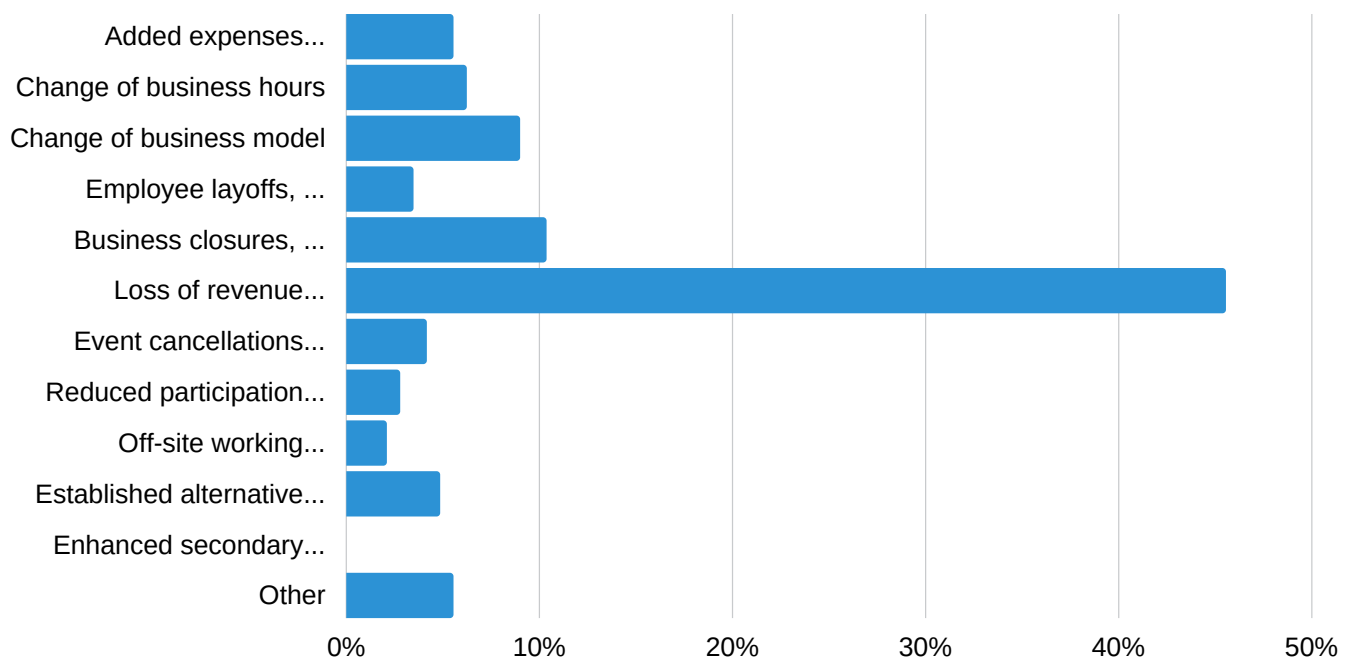


KEY FINDINGS

The City is committed to ensuring a business friendly environment that supports retention, expansion, and relocation in key business sectors.

To ensure our investments support the overall economic recovery of our local economy, the City has engaged industry via a variety of mediums including a survey of all registered businesses within the City's corporate limits.

HOW HAS COVID-19/CORONAVIRUS AFFECTED YOUR BUSINESS?



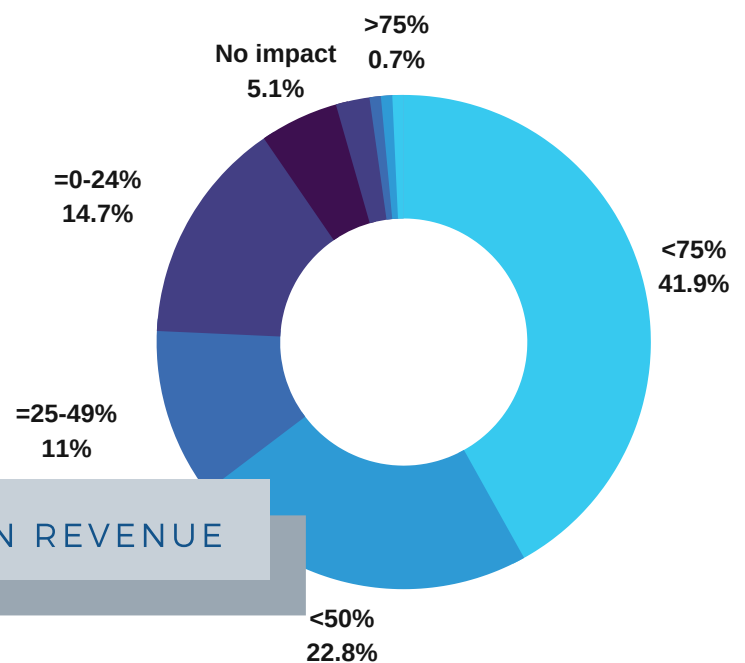
ECONOMIC IMPACT

- 61% of businesses indicated they have suspended storefront operations due to COVID- 19.
- Over 65% of the responding businesses indicated a 50% or more reduction of revenue, with over 42% reporting a decrease in revenue of 75% or higher.
- 64% of businesses reported the possibility of permanent job loss if conditions remain the same.
- Over 30% of the businesses surveyed indicated their business was at risk of permanently closing within the next two months.
- 59% of responding businesses indicated they applied for federal assistance.
- 98% of businesses surveyed indicated they did not receive federal assistance.

SUSPENDED STOREFRONT OPERATIONS



REDUCTION IN REVENUE



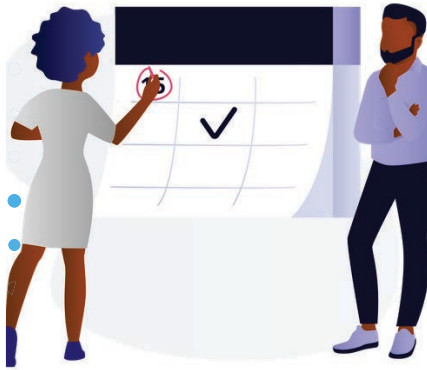
To view the full economic impact survey report, visit [Destination South Fulton](#)



EMPLOYEE FEEDBACK

Data from the City's Safe Reopening Questionnaire.

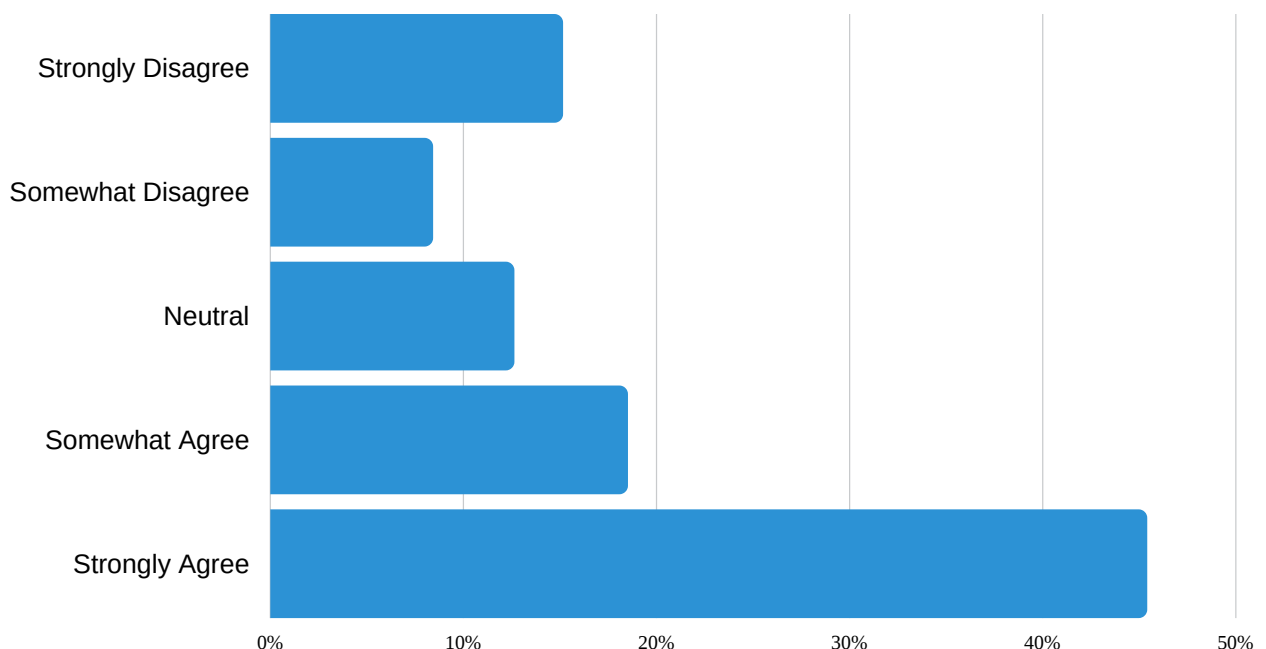
COVID-19 AND CITY EMPLOYEES



KEY FINDINGS

The City Manager's Office understands the role our staff plays in the overall success of the City. To ensure that the concerns, recommendations, and preferences are considered in reopening activities and strategies staff members were provided access to a survey focused on safe reopening.

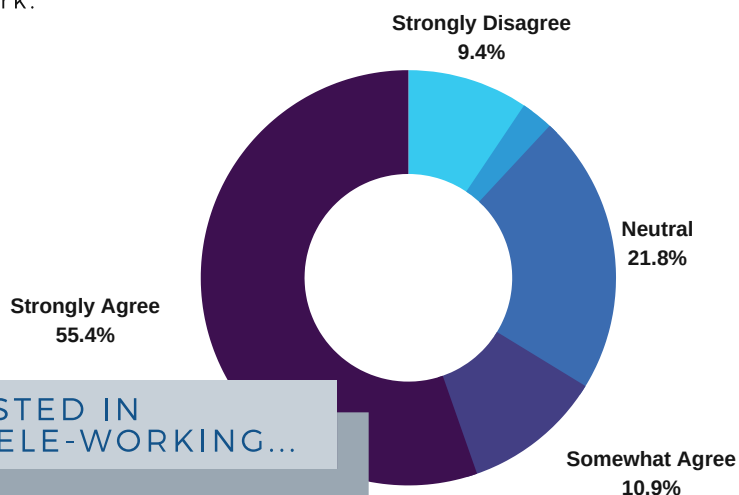
I AM COMFORTABLE WEARING A FACE MASK WHILE I AM AT WORK.



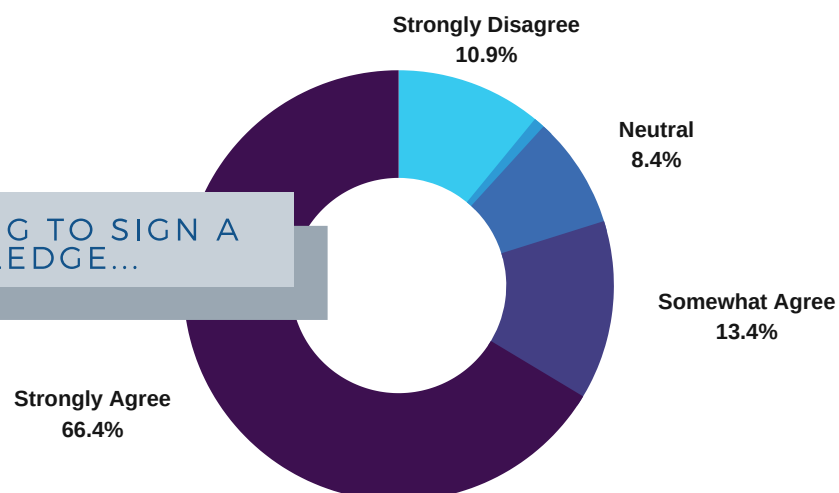
EMPLOYEE FEEDBACK

- **38.6%** of employees are interested in taking a COVID-19 diagnostic test before returning to work while **36.1%** are not interested in testing.
- **46.2%** of employees disagree that COVID-19 diagnostic testing should be required to return to work and **29.4%** agree.
- **70.5%** of employees believe the COVID-19 test is not 100% accurate.
- **50.4%** of employees are interested in working a staggered shift in support of social distancing.
- **79.8%** agree to take the Purest Hygiene Pledge.
- **65.5%** of employees would not feel uncomfortable having their temperature taken before entering the office.
- **63.8%** of employees would feel comfortable wearing a face mask at work.

I AM INTERESTED IN
PART-TIME TELE-WORKING...



I AM WILLING TO SIGN A
HYGIENE PLEDGE...



Complete questionnaire results are included in the Appendix.



THE CITY'S RESPONSE

On March 12, the City Manager released the initial COVID-19 administrative response to City Council.

WHAT WE ARE DOING



TIMELINE

The safety of all residents – and city staff – remains the City's top priority. The City continues to work closely with Fulton County health officials and the Centers for Disease Control and Prevention (CDC) to monitor the situation.

Residents of the City were advised to check the City's website and social media for regular updates. They may also contact the 24-hour Citizen Response Center for the latest information related to City operations and COVID-19.

COSF RESPONSE TIMELINE

March 9, 2020 - The City of South Fulton learned of its first confirmed case of COVID-19.

March 12, 2020 - City of South Fulton leaders approved a change in operations during a special called meeting.

March 12, 2020 - Outlined the City's initial response to the COVID-19 pandemic. (*Memo*)

March 13, 2020 - City of South Fulton officials held a COVID-19 Response Press Conference.

March 13, 2020 - City Hall was closed Friday, March 13, 2020 to the public.

March 15, 2020 - The City of South Fulton discontinued all in-person services and programs indefinitely.

March 18, 2020 - City of South Fulton Mayor William "Bill" Edwards Declared State of Emergency. The resolution implemented a curfew for residents to be in their homes between 9:00 p.m. and 7:00 a.m., prohibited public gatherings of ten or more people within the City, required all businesses within the City, with the exception of medical and pharmaceutical establishments, were ordered to close indoor access to the general public daily by 9:00 p.m., and canceled all City Meetings, including City boards, agencies and commissions, with the exception of emergency City Council meetings.



THE CITY'S RESPONSE

COSF RESPONSE TIMELINE (CONT.)

March 23, 2020 - South Fulton Leaders Encourage Residents to Follow Governor's Executive Order for COVID-19.

March 27, 2020 - Detailed the fiscal and programmatic impact of the COVID-19 pandemic. *(Memo)*

April 1, 2020 - Set forth hazard pay recommendations for essential employees. *(Memo)*

April 2, 2020 - City of South Fulton officials issued a shelter-in-place order including the closure of non-essential businesses. *(Memo)*

April 7, 2020 - Provided additional information about hazard pay recommendations. *(Memo)*

April 10, 2020 - Provided information regarding a gladiator benefits program. *(Memo)*

April 13, 2020 - Presented details affecting the proposed gladiator benefits program. *(Memo)*

April 28, 2020 - Provided details about the City's 30-day reopening strategy. *(Memo)*

May 1, 2020 - Acquired fire equipment from Fulton County to support COVID-19 response.

May 14, 2020 - Permission to apply for fire fighter's grant for PPE related to COVID-19.

May 26, 2020 - Discussed budget modifications related to COVID-19.

June 5, 2020 - Partnered with Purest Hygiene to provide 1,000 bottles of hand sanitizer to COSF.

SOUTH FULTON 101

City Manager Donald detailed the initial impact on City and departmental operations in Episode 4 of South Fulton 101. You may watch by visiting the City's Youtube page at <https://www.youtube.com/watch?v=62Jt8zWzAQk>

To review memos and detailed information about other activities
<https://www.cityofsouthfultonga.gov/2876/About-Coronavirus-Disease-2019-COVID-19>



THE CITY'S RESPONSE

Currently, the City of South Fulton is implementing a phased reopening plan to resume city operations. The plan will allow city staff to conduct necessary operations in a flexible way to varying levels of disease transmission in the community and be prepared to refine the re-opening plan as needed. Additionally, this plan considers how best to decrease the spread of COVID-19 and lower the impact in City Hall.

Three key areas this plan focuses on are:

- 1.Reduce employee transmission
- 2.Maintain healthy business operations
- 3.Maintain a healthy work environment

A. REDUCE EMPLOYEE TRANSMISSION

City Hall will take proactive steps to make sure we reduce employee transmission. This includes adjusting the work schedule of administrative staff making it more flexible. Any staff who is showing any symptoms are strongly encouraged to stay home. Furthermore, we have put in place proper protocols for any staff member presumed to be showing symptoms. All employees and visitors are required to fill-out and sign the **COVID-19 Visitor and Employee Self-Screening Form**.

i. Flexible Work Scheduling

The City of South Fulton will continue offering flexible work schedules, in accordance with HR Policies and Procedures: Telecommuting 324-18, Flextime and Compressed Work Week 308-18

Office personal hours/shifts

- Adopt an alternative work schedule of 3-day onsite work week (T, W, TH) to limit access to facilities and maintain face-to-face contact.
- Teleworking on Monday and Friday. This will allow for deep cleaning of COSF facilities and will decrease the exposure and transmission rate staggering work shifts.
- Determine the number of employees who can work an extended number of hours in fewer days.



THE CITY'S RESPONSE

ii. Restrict Workplace Entry of People with COVID-19 Symptoms

There is an effective way to limit the spread of COVID-19, and that is to ask infected individuals to remain home. Applying the following actions will promote the safety and protection of employees:

- Notify employees they should not come to work if they are not well, particularly if they are exhibiting any COVID-19 symptoms.
- Post notices at all workplace/facility entry points advising employees and visitors not to enter if they feel sick or are showing COVID-19 symptoms.
- Advise employees to email and call their supervisor for reporting illness.
- Managers should notify the Director of Human Resources and the Risk Manager about any employee absence due to sickness involving COVID-19.
- Risk Manager will speak with the individual by phone instead of face-to-face to maintain safe distance and the appropriate barrier .
- Ensure that ill employees have completed the required self-quarantine period, are healthy and no longer infectious before allowing them to return to work.

iii. Protocol for Employees Who Become Ill at Work

Advise employees that if a person feels ill, or if someone observes that another person is sick or exhibiting symptoms of COVID-19 at work, they are to contact their Supervisor, Risk Management and separate themselves from their co-workers.

If the employee is symptomatic at work, instruct him/her to contact their medical practitioner and remove them from the workplace to reduce the risk of transmission.

- Instruct the employee to leave work.
- If possible, public transportation should be avoided.
- If public transportation is unavoidable, instruct the employee to cover their mouths and cough or sneeze into a tissue or their sleeve while traveling.



THE CITY'S RESPONSE

iii. Protocol for Employees Who Become Ill at Work (CONT.)

- Remind employee not to touch nose, mouth or eyes and immediately wash hands when they arrive at their destination.
- Advise the employee to contact a medical professional.
- Advise the employee on the self-quarantine period of 14 days.
- The employee's workstation and exposed areas will be disinfected.
- Risk Management will reach out to the ill employee by telephone or email on a regular basis regarding their health status during his/her absence from work.

B. MAINTAIN HEALTHY BUSINESS OPERATIONS

The City of South Fulton is prepared to alter business practices as needed to maintain critical operations. It is our priority to provide and maintain high standard customer-service while ensuring we put in place best practices to reduce the spread of COVID-19.

i. Establishing Policies and Practices for Social Distancing

As recommended by the CDC, State of Georgia and City authorities, the City of South Fulton will practice social distancing measures during business operations. Social distancing means avoiding large gatherings and maintaining distance (approximately six feet or two meters) from others when possible (e.g. breakrooms and cafeterias).

Social distancing is a simple yet very effective mechanism to prevent potential infection, that relies on simple distance to avoid infection. In practice this means:

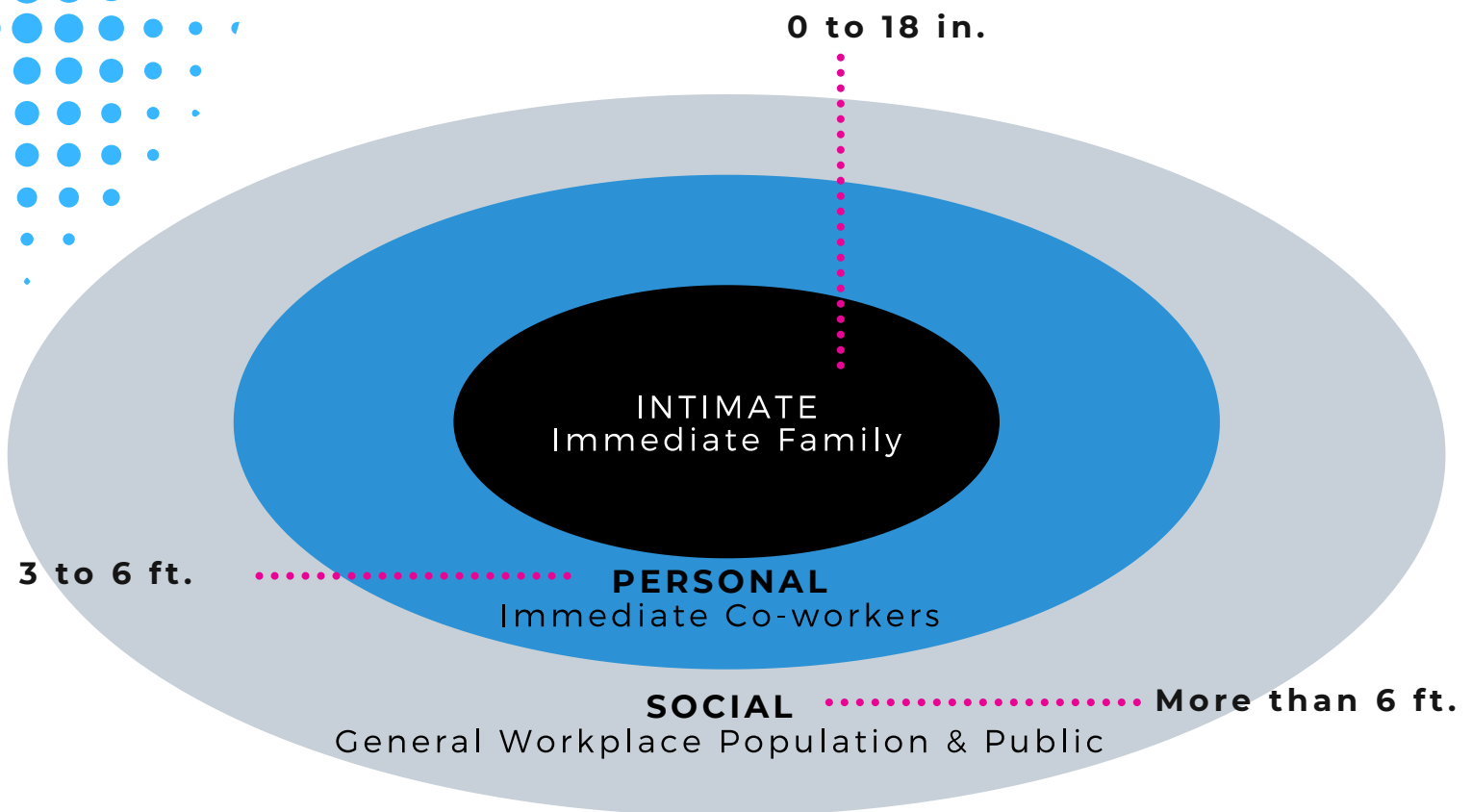
- Staying 1 to 2 meters (3 to 6 feet) away from others as a normal practice.
- Eliminating contact with others, such as handshakes or embracing coworkers, visitors, or friends.



THE CITY'S RESPONSE

i. Establishing Policies and Practices for Social Distancing (CONT.)

- Avoiding touching surfaces touched by others, to the extent feasible.
- Avoiding anyone who appears to be sick, or who is coughing or sneezing.



Note: The city shall not allow any meeting of greater than 10 persons to occur until further notice, even when the meeting area is large enough to accommodate appropriate social distancing. This practice of social distancing includes but is not limited to breakrooms, common areas, entrance/exit areas of work locations, and offices. These are examples, but the principle of social distancing is universally applicable.



THE CITY'S RESPONSE

ii. Virtual Programming

Some services will be moved to a virtual programming platform while continuing to operate for South Fulton Residents. These services include Community Development and Regulatory Affairs (CDRA), Permitting, Boards & Commissions, etc.

Parks, Recreation and Cultural Affairs

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

- Virtual Wind Down Wednesday
- Sport Clinics
- Dance Classes
- General Entertainment
- Physical Fitness

iii. Ongoing Services

Ongoing services will continue to be offered by the city in both on-location essential services as well as in virtual formats that may be adjusted as the City continues re-opening in phases. These services include:

- Public Works
- Fire
- Police
- Community Development and Regulatory Affairs (CDRA),
- Boards & Commissions, and
- City Council Meetings



THE CITY'S RESPONSE

C. MAINTAIN A HEALTHY WORK ENVIRONMENT

As recommended by the Occupational Safety and Health Administration, the City of South Fulton will implement engineering controls to ensure City Hall is a healthy environment. These types of controls reduce exposure to hazards without relying on worker behavior and are the most cost-effective solutions to implement.

- Supplies on hand for staff and citizens, such as soap, alcohol-based hand sanitizers that contain at least 60% alcohol, tissues, trash baskets, disposable masks and gloves.
- Require all employees wear a mask when in COSF facilities and when interacting with the public and other colleagues.
- Limit occupancy of citizens in the facility.
- Continue to encourage meetings via Microsoft Teams or Skype instead of in-person meetings.
- Use physical barriers to protect staff who will have direct interactions with the public. For example, install plexi-glass or a sneeze guard at the check-in desk or place an additional table between staff and clients to increase the distance between them to at least 6 feet.
- Better quality anti-bacterial soap with dispensers.
- Touchless hand sanitizer dispensers throughout the building.
- Breakroom and Fitness Center restrictions: limit occupancy, require disinfecting after use.
- Require the cleaning crew to disinfect all door handles every day.
- Disinfectant placed and kept at all copy machines.
- With enough notice to the public, individuals doing business with the City should schedule an appointment, particularly those having business with the permit division or courts.



THE CITY'S RESPONSE

D. SUPPORT RESPIRATORY ETIQUETTE AND HAND HYGIENE FOR EMPLOYEES, CUSTOMERS, AND WORKSITE VISITORS

At all times, the City will promote proper etiquette as recommended by the CDC to reduce face-to-face and surface area spread of COVID-19. Steps will include administrative controls, personal protective equipment (PPE), training, and any additional operational controls.

i. Administrative Controls

- Encourage employees to perform daily self-health checks prior to returning to work.
- Verify health of entering employees, customers and guests using health questionnaires and thermal temperature imaging. Employees with adverse health screenings will not be allowed to enter and referred for medical care with a physician.
- All employees and guests who enter will wear a daily color coded "Screened Sticker" with Date (See example). Stickers must always be visible.



ii. PPE

- Purchase CDC approved reusable face masks, face shields, gloves, and protective eyewear. All employees must wear facial mask and gloves while in COSF facilities (eyewear and Face shield used where applicable).
- All employees must follow handwashing protocols and exchange gloves after use.
- 65% Alcohol hand sanitizer will be available for employee use in offices and communal areas.



THE CITY'S RESPONSE

iii. Training

Provide refresher compliance safety training for all new and existing employees.

Training will be completed online. **Topics to cover include the following:**

- Hazard communications (cleaning and disinfecting chemicals).
- Personal protective equipment requirements and process.
- Bloodborne pathogens/infection control.
- COVID-19 personal precautions.

iv. Additional Operational Controls

- All employees must enter through the front lobby of City Hall for screening. No rear or side entrance will be available for use even after screening.
- City Hall Restrooms are closed to the public.
- No Group Activities or meetings with more than 10 people (Meetings, Group Fitness Classes, Theatre Productions)
- Virtual Meetings only; Meetings should be held using Microsoft Teams from respective offices or teleworking locations.

v. Office/Service Areas

- Post handwashing reminders and proper handwashing technique posters around the facility.
- Add hand sanitizing dispensers, tissues, disposable wipes, no-touch disposal receptacles, and handwashing poster reminders at key locations and communal areas in the workplace. (e.g. Copy room).
- Discontinue communal food and beverages, including coffee and water.



THE CITY'S RESPONSE

v. Office/Service Areas

- Eliminate staff sharing of pens and pencils or other office items.
- Clean and disinfect high-touch and flat surfaces daily.
- Discontinue public drinking fountains, water dispensers, and headphones/earbuds.

vi. Public Areas/Restrooms

- Clean and disinfect public restrooms every 2 hours and shut down for deep clean every 24 hours using disposable cleaning cloths and mop heads.
- Clean and disinfect mop buckets after use.
- Clean and disinfect high-touch and flat surfaces daily. (Telephones, Keyboards, Desks, Countertops, Tape dispensers, Doorknobs, Office furniture (chairs, tables, etc.).

vii. Medical Protocol

- Implement pre-/post-work shift temperature checks. Employees should not be permitted to work with temperatures over 100.4°F.
- Employees will enter through X-ray monitoring machines at designated location.
- Temperatures will be screened using “non-touch” thermometers.

EMPLOYEES WHO HAVE BEEN EXPOSED to COVID-19 will follow the existing protocols. *(See Attached)*

EMPLOYEES WHO TEST POSITIVE must retest negative and be clear of symptoms for 3 days after the negative test to gain medical clearance from a panel physician in order to return to work.



THE CITY'S RESPONSE

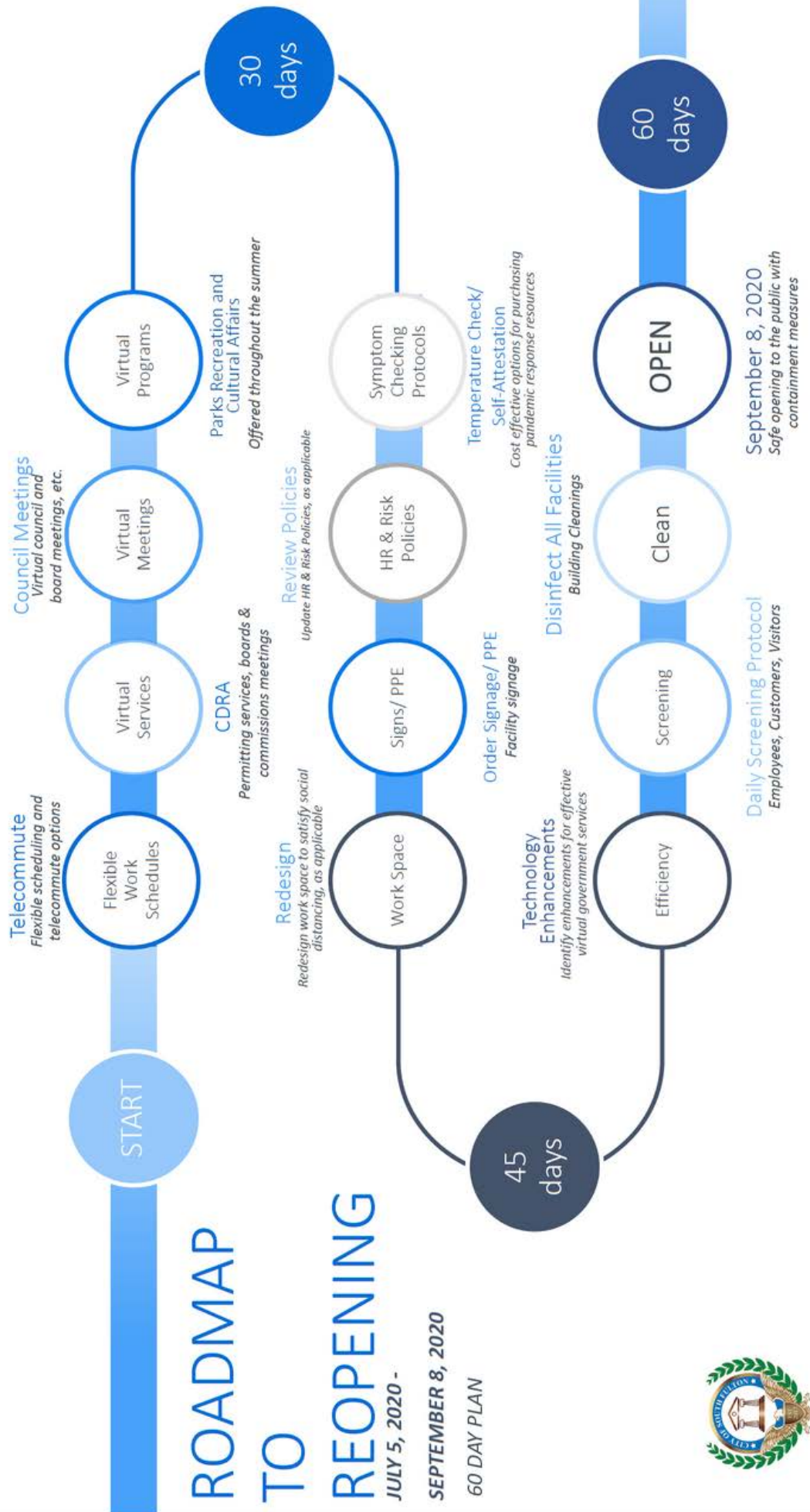
vii. Medical Protocol (CONT.)

EMPLOYEES WHO COME IN CONTACT with an infected person or employee will undergo the following:

- Immediate removal from workplace and quarantine.
- Contact Tracing (Employees or person will be contacted and informed of potential exposure. COSF Employees will undergo COVID-19 Protocols).
- Telemedicine Call with Caduceus.
- Follow Physician Recommendations.
- COVID-19 Testing.
- Return to Work Medical Clearance COSF Facilities where the exposure occurred will be closed, cleaned and disinfected using the appropriate measures and will not be reopened until completed.



30 - 45 - 60 DAY PLAN





PHASED REOPENING

PHASE 1

Employees shall always wear a Surgical Mask in enclosed spaces until October 1, 2020 date or requirement is achieved.

Employees will be tested (prior to entry to the work site) daily for an elevated temperature, those who have a fever or other symptoms of COVID-19 will not be allowed to work.

Employees will take reasonable steps to comply with guidelines on sanitation from the CDC and Georgia Department of Public Health.

The number of individuals inside all spaces is limited to 50% of fire capacity occupancy or 8 customers per 1,000 square feet.

Employees shall be trained in proper hygiene practices.

Employees will have a place to wash hands or have access to hand sanitizer/alcohol-based hand rubs containing at least 60% alcohol.

Employees will be provided with safety masks and all PPE required to complete their jobs safely.

Practice sensible social distancing, maintaining six feet between co-workers.

Employees are encouraged to report any safety and/or health concerns to their immediate supervisor.

Signs will be posted stating individuals with fever, cough or any sign of sickness should not enter City facilities.

All visitors entering City facilities will be required to maintain a social distance of at least six feet between another person.

Settings of more than 10 people, where appropriate distancing may not be practical, should be avoided unless precautionary measures are observed.

In locations where employees must interact with visitors less than six feet apart, masks shall be worn by both the visitor and employee. If a visitor does not have a mask, there will be no interaction between the visitor and employee until social distancing can be maintained.

All travel should be restricted.

All break rooms will be closed to employee functions but may remain open provided social distancing can be maintained.

Council meetings and Board & Commission meetings will be virtual during June.

***Phase One Guidelines** will be activated only when Fulton County shows a sustained 14-day period of a downward trajectory of documented cases; following the Opening Up America Again, Proposed State or Regional Gating Criteria, issued by the President of the United States.



PHASED REOPENING

Continue all recommendations in **Phase One** guidelines except:

Social and business settings of more than 50 people, where appropriate distancing may not be practical, should be avoided unless precautionary measures are observed

PHASE

2



***Phase Two Guidelines** will be activated only when there is no evidence of a rebound and the gating criteria is satisfied a second time (i.e., showing a continued downward trajectory of documented cases within a 14-day period; following the Opening Up America Again, Proposed State or Regional Gating Criteria, issued by the President of the United States).



PHASED REOPENING

The City may choose to eliminate, modify, or continue any of the Phase Two Guidelines, as deemed prudent by City Management entering Phase Three deployment.

Social and business settings may now exceed 50 people.

Travel limitations may be lessened or removed.

Resume unrestricted staffing of City facilities.

Essential travel can be resumed.

Council meetings and Board & Commission meetings will be open to the public.



PHASE 3

***Phase Three Guidelines** will be activated only when there is no evidence of a rebound and the gating criteria is satisfied a third time (i.e., showing a continued downward trajectory of documented cases within a 14-day period; following the Opening Up America Again, Proposed State or Regional Gating Criteria, issued by the President of the United States).

THE CITY'S RESPONSE

E. WORK PRIORITIES FOR PHASED REOPENING

The table below is an example of routine functions that are conducted by offices and the priority relative to the COVID-19 re-opening phases.

Priority			Item
1	2	3	
X			Conduct essential department operations
X			Stagger shifts or days for staff
X	X		Allow some staff to conduct business virtually
X	X		Shut down some parts of office, if possible
	X		Conduct quarterly meeting at City offices
		X	Consider moving some services permanently online
		X	Hold weekly staff meeting
		X	Hold monthly finance meeting

F. SERVICE DELIVERY REOPENING GUIDELINES

i. Public Works

All Public Works staff are still active and engaged, with the exception of one admin. Additionally, all operations and maintenance activities remain in place including, but not limited to:

- ROW maintenance
- Call Center/SeeClickFix
- Traffic signal/sign repairs
- Litter removal



THE CITY'S RESPONSE

i. Public Works (CONT.)

- Illegal dumping
- Potholes repair
- Stormwater maintenance
- Dead animal removal
- Dirt road maintenance
- Sanitation
- Merk Miles operations

ii. TSPLOST Resurfacing Projects

- Continue with resurfacing projects.
- Continue with electronic reporting.
- Continue with online meetings (Teams, Zoom).
- Invoices are to be submitted electronically. Payments are made via direct deposit.

iii. URA/Safety Building Projects

- Continue executing scope of services as approved.
- Continue with assessments of facilities.
- Continue with electronic reporting.
- Continue with online meetings (Teams, Zoom).



THE CITY'S RESPONSE

iv. Community Development and Regulatory Affairs

CDRA currently houses a blend of essential and non-essential staff who are all providing services either in the field or via telework options. Below is a high-level draft plan of action to bring services online within a thirty-day period.

Facility Additions and Amendments (Pre-operations)

- All chairs will be removed from the lobby area and seating count reduced to ensure 6 feet of distancing.
- Permitting counter seating will be reduced to allow for seating to comply with social distancing. We encourage residents to complete permitting online through our city website at <https://www.cityofsouthfultonga.gov/2852/Building-Permits>
- Plexiglass added to the front desk and Permitting counter to allow for space to exchange files (civil drawings, applications, and other supporting files).
- Website and front door will include notice to identify all operational changes. Press release to do the same.
- Front door will be locked, while allowing the door to be accessed only by remote access from the Front Desk Receptionist. Consideration under evaluation for adding a speaker for 2-way discussions to confirm arrivals.
- Arrivals by appointment only, wherein residents can schedule online or via telephone.
- Employees will provide an appointment confirmation back to Receptionist to confirm appointments and scheduling.
- Considerations for permitting cubicle office space regarding reconfiguring this division and the staff layout is currently underway. (Pending)



THE CITY'S RESPONSE

The following facilities, outside of City Hall, will adhere to all CDC guidelines for cleaning and disinfecting. The operations of each facility will have a phased re-opening to reduce the spread of COVID-19 while providing quality customer service to the citizens of South Fulton.

v. City Municipal Court

Phase One

This phase will continue through at least June 12, 2020. During this phase court will operate virtually via cell phone and email with the public to ensure that court operations to answer public questions and concerns are not interrupted.

Phase Two

Mock Court Calendar will be held the week of June 8, 2020. Court personnel will work in staggered shifts to maintain social distancing protocols and maintain a healthy work environment.

Beginning on June 15, 2020 court operations will begin virtual operations, including the introduction of virtual court services with limited calendars focused on Code Enforcement activities. Such activities will be expanded to the implementation of full virtual court calendars on or before June 29, 2020.

Phase Three

August 1, 2020 will serve as the earliest proposed date for limited in -person calendars to resume. Court calendars will be held twice weekly at the South Fulton Arts Center on Wednesdays and Fridays, limiting the calendars to no more than 30 citations per calendar.

Phase Four

Full re-opening of Municipal Court operations.



THE CITY'S RESPONSE

vi. Parks, Recreation and Cultural Affairs

Phase One

Only parks and trails will open for “passive use” (no facilities, park amenities and restrooms available). Reopen six COSF Parks with modified hours:

- Trammell Crow Park
- Cliftondale Park
- Welcome All Park
- Wilkerson Mill – Farris Park
- Burdett Park
- Creel Park

Days and Hours of Park Access

Tuesday – Sunday 8:00 am – 1:00 pm & 3:00 pm – 8:00 pm

Phase Two

PRCA will continue passive programming for 30-60 days (physical distancing to minimize virus transmission maintained at current levels)

- Selected facilities re-open on a limited basis for passive/individual uses (10 or less) - Tuesday – Sunday
- Parks remain open per Phase I scheduling. Additional parks to open in Phase II: Sandtown Park and Delano Park.

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

(On Mondays, Park facilities will be thoroughly cleaned and disinfected)



THE CITY'S RESPONSE

vi. Parks, Recreation and Cultural Affairs (CONT.)

Phase Three

During phase three, PRCA will begin “New Normal” programming. All facilities will re-open including Fall athletics, recreation, arts programs, and virtual programming. Furthermore, PRCA will continue to follow public health, CDC/NRPA guidelines on using parks, facilities and open space, while maintaining distancing.

vii. Police Department

Phase One

- Copies of incident/accident reports available.
- Public allowed access to make police reports.

Phase Two

- Police reports
- Incident/accident reports
- Public background checks
- Employment Fingerprints/Background Checks
- Issuing work licenses and permits
- Process Alcohol License Applications



THE CITY'S RESPONSE

vii. Police Department (CONT.)

Old National Precinct

All Sworn personnel working out of the Old National Precinct will adhere to the protocols outlined above. In addition, the following additional protocols will be implemented and adhered to:

- If Detectives, SOD or patrol must bring citizens inside the building they should be provided a mask to wear to limit possible exposure to other employees.
- All interviews and citizens contacts should be conducted 6ft apart. (except in emergency, response to resistance or physical arrests)
- Exchange of paperwork with citizens should be conducted with gloves on.
- To limit possible exposure to other employees and citizens, the interview room will be wiped down by the personnel conducting the interview prior to and after an interview is conducted. A log will be placed outside the door to log date and time cleaned to ensure the room has been sanitized and ready for the next person's use.
- To limit possible exposure to other employees and detainees, the arrest bench will be wiped down before and after placing a detainee on the bench. A log will be placed beside the bench to ensure the bench has been sanitized prior to use.



THE CITY'S RESPONSE

vii. Police Department (CONT.)

Butner Road, Cedar Grove, Cascade Precincts

- Continue practicing routine cleaning/disinfecting of frequently touched surfaces ex. doorknobs, light switches, lobby counter, etc. (Clorox wipes/Lysol)
- Electronics- Tablets, touch screen, remotes, keyboards and remote controls, phones (Clorox wipes/Lysol)
- Hand Sanitizer for front lobby area.
- Post signs and symptoms of COVID-19 (door and lobby area) to encourage staff and community members to protect their personal health.
- Limit citizens entering precinct to two people at a time to remain in line with the 6ft. distancing rule. If there are more than two people in the lobby, we will ask the third person to wait outside until retrieved.
- Table will be placed in lobby to keep 6ft. distancing between staff and citizens.
- Gloves available for (officers/employees) when handling documents from citizens. (licenses, etc.)
- Only officers will be allowed in the back area.
- Unit meetings will be done via conference call when 6ft. distancing rule cannot be maintained.
- Post contact information on how to retrieve reports via phone and or make complaints. This will limit how many people will come inside.
- In case of a possible outbreak, follow emergency plan set by department.



THE CITY'S RESPONSE

viii. Fire Department

- Continue practicing routine cleaning/disinfecting of frequently touched surfaces ex. doorknobs, light switches, etc. (Clorox wipes/Lysol)
- Electronics- Tablets, touch screen, remotes, keyboards and remote controls, phones (Clorox wipes/Lysol)
- Hand Sanitizer for all fire stations.
- Post signs and symptoms of COVID-19 (door and lobby area) to encourage staff and community members to protect their personal health.
- Gloves available for (officers/employees) when handling documents from citizens. (licenses, etc.)
- Station meetings will be done via conference call when 6ft. distancing rule cannot be maintained.
- Post contact information on how to retrieve reports via phone and or make complaints this will limit how many people will come inside.
- In case of a possible outbreak, follow emergency plan set by department.



THE CITY'S RESPONSE

G. WORKING WITH OTHER MUNICIPALITIES

i. Evaluating Re-Opening

It is the advisement of the City Manager's Office that any final decision related to a return to full operations be expanded beyond the purview of the City, but instead be done in concert with regional leaders and neighboring jurisdictions.

Due to decisions made on the federal and state level, cities across the Country have been forced to make independent decisions on behalf of their citizens. While these decisions have helped to mitigate the spread of COVID-19, implementing a regional task force consisting of South Fulton County municipalities and a diverse group of business and community leaders would ensure unintended issues are mitigated, while also increasing capacity across the region.

Currently, curfews, business restrictions, and emergency orders vary throughout a region that shares very unique boundaries. This makes it very difficult for public safety officials to execute emergency orders, and more difficult for traveling citizens to willfully abide by temporary orders of law. A regional approach would allow for municipalities in the region to sync orders, enforcement, and most importantly operations.

As COVID-19 continues to spread, due to the current lack of information, a regional response mitigates the impact when key team members and facilities are removed from service.



THE CITY'S RESPONSE

ii. Exploring a Regional Consortium (South Fulton Cities)

Additionally, a taskforce or consortium of South Fulton municipalities would be able to more easily procure and acquire required PPE and other goods and services at costs more in line with budgets in abiding by guidelines required to re-open government. Further, mitigating the impact of COVID-19 on the City, requires input from business stakeholders, who serve the City as well as the region as a whole (e.g. Publix, Kroger, Georgia Power, SCANA, etc.).

Finally, any efforts to re-open the City will require data that we do not currently have access to, including more detailed City-level COVID-19 data, a larger set of fiscal data to develop more accurate projections, better access to a supply chain of vital PPE, and better coordination between the federal, state, and local governments related to the distribution of resources. As we continue to evaluate the current impact of COVID-19 on the City, it is the intent of the manager's office to provide recommendations and insights into key activities that may allow for broader advocacy and inclusionary planning across the City and the South Fulton region.

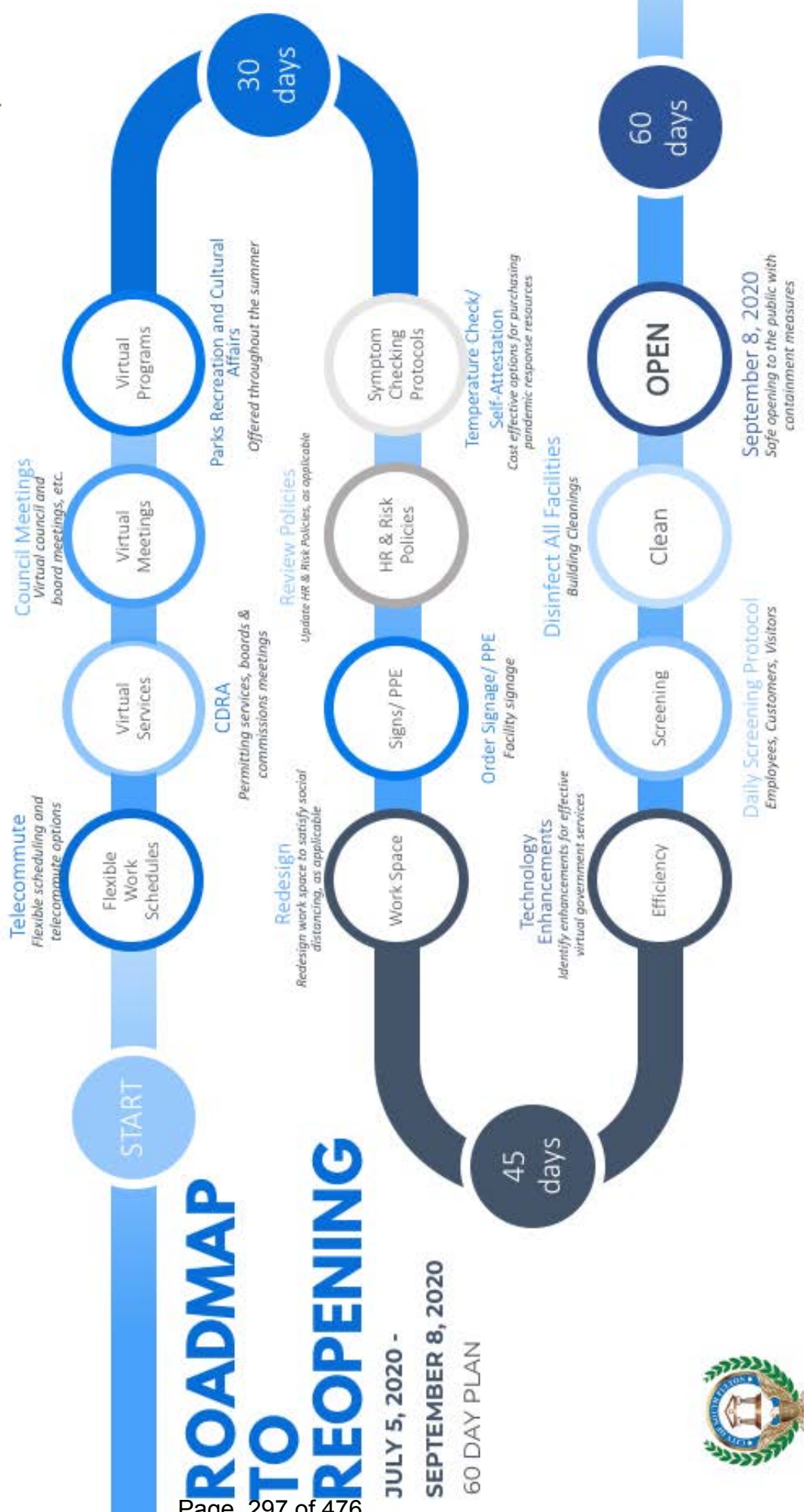
As a result, the City Manager's office and consortium appointed by South Fulton Mayors aimed at a regional approach to address mitigation of COVID-19.



APPENDIX

- ✓ Roadmap to Reopening
- ✓ Contagious Virus Standard Operating Guidelines for Employees
- ✓ Visitors & Contractors Self-Screening Checklist/Form
- ✓ GMA Face Mask Policy (Draft)
- ✓ COVID-19 Business Survey Results Report
- ✓ Safe Reopening Questionnaire Results
- ✓ June 1, 2020 Fulton County Epidemiology Report





Employee Symptom Monitoring

Daily self-attestation of symptoms completed by employees using an automated platform.



- 1 Completed by the employee each day if they are returning to the city location.
- 2 Employee answers predefined questions related to COVID-19 symptoms and submits response via online portal. **Only HR and Risk Manager will receive medical data related to employee responses.*
- 3 Automatic notification to the supervisor sent daily certifying an employee's work status for the day.

COVID-19 SYMPTOM MONITORING QUESTIONNAIRE FOR HOME SCREENING

Each day, you must be screened for potential COVID-19 symptoms before the start of your shift. Screening from home requires that you take your temperature (if possible), complete this questionnaire below and submit it to your agency/division supervisor. The information provided will be treated as confidential. By submitting the questionnaire, you are attesting that your responses are truthful.

Are you creating this screening for someone else?
☐ Yes ☒ No

We have your name already, no need to enter your name

If you answer yes to any question or have a temperature of 100.4 or more, you may not report to work and should follow the instructions below.

- Stay home until you are fever free without medication for 72 hours and 10 days have passed since your first symptoms.
- Use the symptom tracker at the following link: <https://portal319.cafedaily.com/symptom-tracker>
- Contact your supervisor and keep your supervisor informed.
- Call your physician or "healthcare provider."
- If you are well enough, and your supervisor approves, you may work from home.

Do you have a fever?
☐ Yes ☒ No

Over 100.4 degrees or more

Do you have shortness of breath?
☐ Yes ☒ No

Other symptoms?
☐ Yes ☒ No

*Other symptoms may include body aches, chills, sore throat, chest tightening, recent loss of smell or taste, fatigue or gastrointestinal symptoms (nausea, vomiting, diarrhea)

Do you have a cough?
☒ Yes ☐ No

Not attributed to allergies or other known medical conditions

Is any member of your household currently infected by COVID-19 or being tested for COVID-19?
☐ Yes ☒ No

DO NOT REPORT TO WORK! Please notify your supervisor!



Facility Guidelines

We are preparing for employee's safe return to the office.

We will not
surpass 50%
capacity

Must wear
face covering
daily

Hand
sanitizing
stations

Enhanced
cleaning of
offices

Social
distancing
redesign



CONTAGIOUS VIRUS STANDARD OPERATING GUIDELINES FOR EMPLOYEES

INFECTIOUS DISEASE OUTBREAK
PREPAREDNESS AND RESPONSE

Prepared by:

City of South Fulton

Department of Human Resources

May 2020

City of South Fulton Employees:

We are intensely focused on keeping you safe while working at city facilities and providing critical services to residents.

As we continue to navigate this new normal, we have developed a standard operating guideline that lays out processes to raise awareness of new health and well-being protocols and potentially helpful practices for enhanced teamwork, operating discipline and training for employees.

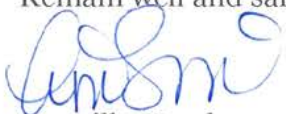
While it is not a one-size-fits-all approach, the document includes practices that are based on guidelines from the Centers for Disease Control and Prevention to address various scenarios you may face when returning to work. Departments with first responders and personnel who may have a greater risk for exposure to contagious viruses have developed specific guidelines for employees to follow. Please also adhere to any specific guidelines established by your department.

These guidelines cover a wide range of topics, including:

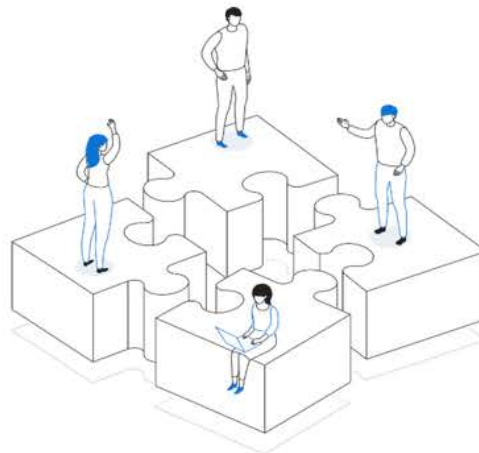
- [Daily Screening Protocol](#)
- [Social Distancing Protocol](#)
- [Flexible Work Scheduling](#)
- [Protection and Prevention](#)
- [Step-by-step guidance for appropriate use of personal protective equipment](#)
- [Protocols for isolating employees who become ill at work](#)
- [Frequently Asked Questions \(FAQs\)](#)

This has been a challenging time for everyone, and reestablishing a workplace where employees feel comfortable performing their jobs safely is a unique challenge. It is our hope that by establishing these guidelines we can reassure you that your health and well-being is our number one concern.

Remain well and safe,



Anquilla Henderson
Director of Human Resources



DAILY SCREENING PROTOCOL

During an infectious disease outbreak, all employees reporting to work will be screened for respiratory symptoms and have their body temperature taken as a precautionary measure to reduce the spread of a contagious virus.

Temperature Checks

Every employee will be screened, including having his or her temperature taken, when reporting to work. Each employee will be screened using a touchless forehead/temporal artery thermometer or touchless thermal detection device. The employee's temperature and answers to respiratory symptom questions will be documented, and the record will be maintained as a private medical record.

Time spent waiting for the health screening will be recorded as time worked for non-exempt employees.

An employee who has a fever at or above 100.4 degrees Fahrenheit, or who is experiencing coughing or shortness of breath, will be sent home. The employee should monitor his or her symptoms and call a doctor or use telemedicine if concerned about the symptoms.

An employee sent home can return to work when:

- He or she has had no fever for at least three (3) days without taking medication to reduce fever during that time; AND
- Any respiratory symptoms (cough and shortness of breath) have improved; AND
- At least ten (10) days have passed since the symptoms began.

An employee may return to work earlier if a doctor confirms the cause of an employee's fever or other symptoms is not related to a communicable virus and releases the employee to return to work in writing.

An employee who experiences fever and/or respiratory symptoms while at home should not report to work. Instead, the employee should contact his or her immediate supervisor for further direction. The employee will be required to utilize their accrued leave in accordance with the Time Away from Work policy 325-18.

Self-Attestation

Employees who work on-site at any city work location are required to:

- Attest that they are symptom-free each scheduled workday.
- Stay away from their city work location if they are experiencing contagious virus symptoms and therefore unable to complete the attestation.
- Follow their department's normal call-in process to either take the day off or work from home when ill, as applicable.
- Contact a member of human resources if:
 - diagnosed with a contagious virus;



- a healthcare provider instructs the employee to self-isolate because they are experiencing contagious virus symptoms;
- experiencing contagious virus like symptoms; and/or
- been in close contact with someone who has a contagious virus (even if not experiencing symptoms).

Employees will be required to respond to the following questions:

Have you or an immediate family member living in your home returned from an international location within the last 14 days?

Have you or an immediate family member living in your home returned from a domestic (US) COVID-19 epicenter in the last 14 days?

Have you had close contact with or cared for someone diagnosed with a contagious virus within the last 14 days?

Have you experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing, gastrointestinal discomfort, COVID-Toes rash, or disease)?

Confidentiality of Medical Information

All declarations should be treated confidentially and maintained in accordance with compliance protocols. Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with supervisors, managers, first aid and safety personnel, and government officials as required by law.

INFORMATION FOR SUPERVISORS

Employees unable to complete the attestation

If an employee directly informs his or her supervisor that they are experiencing contagious virus symptoms or are unable to complete the attestation because they are experiencing symptoms, supervisors should instruct the employee to:

- Go home, remain at home, or work from home (if applicable).
- Request appropriate time off if not teleworking.
- Contact their health care provider by phone.
- Follow up after consultation with their medical provider.

Monitoring attestations

Supervisors who have employees working on-site should monitor attestation completion regularly and follow-up with individuals who are expected to be working on-site, have



not completed their attestation, and have not requested or been approved for any time off.

Refusal to comply with requirements

These requirements are in place to comply with the direction of federal, state, and local authorities, and, more importantly, are in place for everyone's health and safety. Departments should ensure all of their employees have a thorough understanding of these requirements. If an employee refuses to complete the attestation, the supervisor must:

1. Document the reason for the employee's refusal to comply.
2. Send the employee home if they are on-site and contact a member of human resources for advisement.
3. Place the employee on unpaid time off (FLSA non-exempt). FLSA exempt employees who refuse to complete the attestation will not lose pay, however their refusal will be treated as a disciplinary issue.

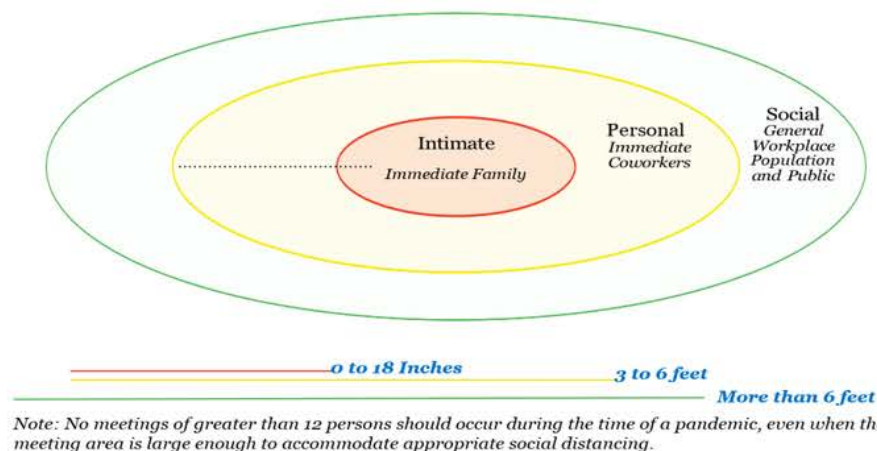
SOCIAL DISTANCING PROTOCOL

The following social distancing guidelines are implemented to minimize the spread of a contagious virus among employees.

Social distancing is a simple yet very effective mechanism to prevent potential infection, that relies on simple distance to avoid infection.

In practice this means:

- Staying 1 to 2 meters (3 to 6 feet) away from others as a normal practice
- Eliminating contact with others, such as handshakes or embracing coworkers, visitors, or friends
- Avoiding touching surfaces touched by others, to the extent feasible
- Avoiding anyone who appears to be sick, or who is coughing or sneezing



The practice of social distancing includes but is not limited to breakrooms, common areas, entrance/exit areas of work locations, and offices. These are examples, but the principle of social distancing is universally applicable.



During the workday:

During the workday, employees are requested to:

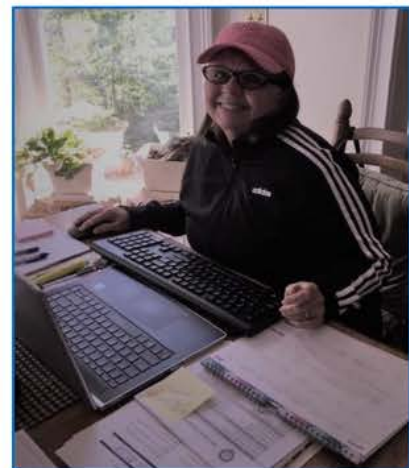
1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least one yard from each other if possible; avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
4. Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
5. Bring lunch and eat at your desk or away from others (avoid breakrooms and crowded areas).
6. Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

FLEXIBLE WORK SCHEDULING

Unless otherwise notified, our normal attendance and leave policies will remain in place. Individuals who believe they may face particular challenges reporting to work during an infectious disease outbreak should take steps to develop any necessary contingency plans. For example, employees might want to arrange for alternative sources of childcare should schools close and/or speak with supervisors about the potential to work from home temporarily or on an alternative work schedule.

Eligible employees may be offered flexible work schedules, in accordance with HR Policies and Procedures: Telecommuting 324-18 and Flextime and Compressed Work Week 308-18. In an effort to encourage social distancing, departments with office personnel should consider scheduling employees using a staggered hours schedule, where applicable.

Arrangements for flexible work scheduling must accompany an agreement [Telecommuting](#) or [Flexible Work Arrangement Proposal](#). Employees should contact a member of human resources for assistance with completing the appropriate forms.



PROTECTION AND PREVENTION

The city will take proactive steps to protect the workplace in the event of an infectious disease outbreak to include implementing a regular cleaning and disinfecting schedule.



It is the goal of the city to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

The city will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. A committee will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety through infection control.

We ask all employees to cooperate in taking steps to reduce the transmission of infectious diseases in the workplace. The best strategy remains the most obvious—frequent hand washing with warm, soapy water; covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. Alcohol-based hand sanitizers are installed throughout the workplace and in common areas.

The city is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to minimize the spread.

STOP THE SPREAD OF GERMS AT WORK



- **COVER YOUR MOUTH AND NOSE WHEN YOU SNEEZE OR COUGH.** Cough or sneeze into a tissue and then throw it away; use your arm or sleeve to cover if you do not have a tissue.

CLEAN YOUR HANDS OFTEN.

Wash your hands with soap and water, vigorously rubbing together front and back for 20 seconds. Or use alcohol-based hand sanitizers, rubbing hands until they are dry.



- **CLEAN SHARED SURFACES AND EQUIPMENT OFTEN.** Use disinfectants to clean commonly touched items such as doorknobs, faucet handles, copy machines, coffee pot handles, desktops, handrails, microwave buttons, keyboards, and elevator buttons. Germs travel fast with multiple hands touching shared surfaces.

AVOID TOUCHING YOUR EYES, NOSE OR MOUTH.

Germs need an entry point, and the average adult touches his or her face once every three or four minutes. Keep hand sanitizer at your desk to use after meetings or before grabbing one of those doughnuts from the breakroom.



- **STAY HOME WHEN YOU ARE SICK AND CHECK WITH A HEALTH CARE PROVIDER WHEN NEEDED.** When you are sick or have flu symptoms, stay home, get plenty of rest and check with a health care provider as needed.



Limiting Travel

All nonessential travel should be avoided during an infectious disease outbreak. Employees who travel as an essential part of their job should consult with management on appropriate actions. City-related travel within or outside of the United States will be evaluated by the City Manager.

Employees should avoid crowded public transportation when possible. Alternative scheduling options, ride-share resources and/or parking assistance may be provided on a case-by-case basis. Contact human resources for more information.

STEP-BY-STEP GUIDANCE FOR APPROPRIATE USE OF PERSONAL PROTECTIVE EQUIPMENT

City employees may be required to wear a mask while onsite at a city facility during an infectious disease outbreak. The city will issue employees any required personal protective equipment (PPE) necessary to prevent exposure and spread of a contagious disease. Other PPE may include face shields, gloves, and specialized masks, as required for the employee's essential job functions.

Face Masks



What is a face mask? Face masks are one tool utilized for preventing the spread of disease. Face masks are loose-fitting masks that cover the nose and mouth and have ear loops, ties or bands at the back of the head.

Why is a face mask used? Facemasks help limit the spread of germs. When someone talks, coughs, or sneezes they may release tiny drops into the air that can infect others. If someone is ill, a face masks can reduce the number of germs that the wearer releases and can protect other people from becoming sick. A face mask also protects the wearer's nose and mouth from splashes or sprays of body fluids.

Disposable face masks should be used once and then thrown in the trash. You should also remove and replace masks when they become moist.

Always follow product instructions on use and storage of the mask, and procedures for how to put on and remove a mask. If instructions for putting on and removing the mask are not available, then follow the steps below.

1. Clean your hands with soap and water or hand sanitizer before touching the mask.
2. Remove a mask from the box and make sure there are no obvious tears or holes in either side of the mask.
3. Determine which side of the mask is the top. The side of the mask that has a stiff bendable edge is the top and is meant to mold to the shape of your nose.



4. Determine which side of the mask is the front. The colored side of the mask is usually the front and should face away from you, while the white side touches your face.
5. Mold or pinch the stiff edge to the shape of your nose.
6. If using a face mask with ties: Then take the bottom ties, one in each hand, and secure with a bow at the nape of your neck.
7. Pull the bottom of the mask over your mouth and chin.

Gloves



For the general public, CDC recommends wearing gloves when you are cleaning or caring for someone who is sick. Gloves often create a false sense of security for the individuals wearing them; people are more likely to touch contaminated surfaces because they feel they are protected from the virus because of the gloves. Instead, practice everyday preventive actions like keeping social distance (at least 6 feet) from others, washing your hands with soap

and water for 20 seconds (or using a hand sanitizer with at least 60% alcohol), and wearing a face covering.

PROTOCOLS FOR ISOLATING EMPLOYEES WHO BECOME ILL AT WORK

Many times, with the best of intentions, employees report to work even though they feel ill. The city provides paid sick time and other benefits to compensate employees who are unable to work due to illness. Review the Time Away from Work policy 325-18.

During an infectious disease outbreak, it is critical that employees do not report to work while they are ill and/or experiencing symptoms such as fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills and fatigue. The Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Employees who report to work ill will be sent home in accordance with these health guidelines.

1

Assess the wellbeing of the employee

2

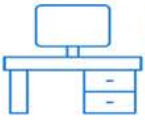
Contact the Risk Manager

3

Adhere to all follow-up instructions



FAQs



Can I continue to work from home?

We expect all employees to report to work at your normal work location unless there is a legitimate reason for continued telework, such as an employee with a compromised immune system or caregiving responsibilities that prevent the employee from returning to the workplace temporarily. You should discuss your specific circumstances with your manager.



Is it safe to return to work?

We are taking every precaution to ensure our workplace is safe. We are following federal, employee health screenings and social distancing practices to keep our workplace healthy.



What if I can't get to work?

It is likely that some employees will have to change their normal commuting practice. Using mass transit may not be an option or may be considered too risky for some. You should take steps to identify all potential options for a safe commute, such as using a personal vehicle or ride-share services. If you have difficulty with transportation to work, please discuss this with your manager.



How will staggered work shifts impact me?

Some departments may stagger the start and end times of work shifts to reduce the number of people coming and going at any particular time. For example, instead of everyone working 8:30 a.m. to 5 p.m. and entering the buildings at the same time, we will have some employees start and end their day a bit earlier or later than their original hours. Your manager will meet with you to discuss a schedule that works for you, if applicable.



Do I have to answer medical questions when reporting to work?

All employees and visitors will be required to answer questions regarding contagious virus symptoms before entering our buildings. Individuals who refuse to answer health screening questions will not be permitted entry into the building. Employees will be marked with an unexcused absence in these circumstances and may be subject to disciplinary action. Please see your HR policies regarding use of paid and unpaid leave for unexcused absences.



What should I do if I feel sick?

Employees who feel ill should notify their manager per the department and HR policy and not report to work. If you are already at work and begin feeling sick, you should notify your manager and go home immediately. Employees can utilize accrued paid-time-off hours and/or other paid leave that may be available. Contact human resources for more information on available paid time off.



Do I have to wear a mask at work?

The city may require all employees to wear a mask at work during an infectious disease outbreak. Employees in positions with frequent person-to-person contact will be required to wear masks. If masks are mandated by law and you have a medical condition that restricts you from wearing one, please speak with human resources.



**Will we continue to have in-person meetings?**

In order to promote social distancing in the workplace, some meetings will need to be restructured. You may be asked to attend an in-person meeting with limited attendees in a space that is large enough to allow for distancing between participants. In addition, some meetings will include a virtual option for employees to participate from their personal workspace. The meeting organizer and your manager can provide you with guidance specific to your role.

**How will positive cases of a contagious virus be handled in the workplace?**

Despite all precautionary measures, there is always a risk of workplace exposure to communicable diseases. Should an employee contract a contagious virus and expose others in our workplace, we will immediately inform all employees of the possible exposure. Employees who have been potentially exposed will be sent home and asked to quarantine, as directed by the Risk Manager and medical providers. A thorough cleaning of the workspace used by the infected individual will be conducted after the area has been closed off for at least 24 hours.



Acknowledgement Form

I have received a copy of the Contagious Virus Standard Operating Guidelines for Employees, Infectious Disease Outbreak Preparedness and Response for City of South Fulton ("City") employees. I accept responsibility for reading the guidelines and becoming familiar with its contents. I acknowledge that I am responsible for complying with the expectations and guidelines outlined in the document and that my violation of any expectation or policy therein may subject me to disciplinary action, up to and including termination of employment.

I understand that the guidelines are intended to assist with the management of responding to and preventing infectious disease outbreaks and is not intended to address every situation that may arise or to create specific policy to be applied in every instance. The provisions in the guidelines are binding on the City and may be changed, interpreted, modified, revoked, suspended, terminated, or added to by the City at any time, at the City's sole option, and with prior notice as addressed herein.

I acknowledge that nothing in the guidelines are intended to create, comprise, or define, nor should it be construed to constitute, any type of oral or written employment contract, promise, or guarantee, expressed or implied, between the City and any person or its employees. Nothing in the guidelines provide me with any assurance of, or property right in, employment or continued employment with the City. In the absence of a specific agreement to the contrary, my employment with and compensation from the City are for no definite period of time and may be terminated by me or the City at any time, for any reason, with or without cause, and with or without notice unless otherwise spelled out in the HR Policies and Procedures (notwithstanding the provisions permitted for classified employees).

Signature

Witness

Print name

Print name

Date





Visitors & Contractors Self-Screening Checklist

COVID-19 Visitor & Employee Self-Screening Form

The safety of our employees, customers and visitors, remains the city's primary concern. As the coronavirus (COVID-19) outbreak continues to evolve and spread globally, the city is monitoring the situation closely and will periodically update city guidance on current recommendations from the Center for Disease Control and Prevention and the World Health Organization.

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and visitors we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in the building.

Thank you for your time and cooperation.

I am a: ☐ City employee ☐ Visitor

Contact Information

Name: _____ Mobile Number: _____

E-mail Address: _____ Location Name: _____

Employee Details

Employee Name: _____

Visitor Details

Visitor's Name: _____

Name of City Staff Visiting: _____

If the answer to question 1 below is yes, access to the facility will be denied.

1. Are you showing any signs of one or more of the following symptoms?

Temperature >38°C (100.4 °F) or higher, cough, shortness of breath, difficulty breathing, tiredness?

Yes ☐ No ☐

2. Is the information you provided on this form true and correct to the best of your knowledge?

Yes ☐ No ☐



Model Policy Requiring Face Coverings in City Buildings

WHEREAS, the novel coronavirus, an infectious virus known to cause the respiratory disease "COVID-19" can spread from person to person, and can result in no symptoms, minor symptoms, or serious illness causing permanent organ damage and death; and

WHEREAS, individuals age 65 or over or living with certain medical conditions identified by the CDC (members of Vulnerable Populations) and members of other populations identified by the CDC ("Other Populations at Risk") are at risk of severe and lasting harm to health or death from COVID-19; and

WHEREAS, COVID-19 also has been reported to cause severe and permanent damage to some children; and

WHEREAS, there is no vaccine or approved treatment for COVID-19; and

WHEREAS, on March 14, 2020, Governor Brian Kemp declared a Public Health State of Emergency in Georgia, and renewed this declaration on April 8, 2020 and again on April 30, 2020, so that it will remain in effect at least through June 12, 2020; and

WHEREAS, over _____ Georgians have tested positive for the novel coronavirus as of _____, and over _____ Georgians have died from COVID-19; and

WHEREAS, the Centers for Disease Control and Prevention ("CDC") has noted that COVID-19 spreads very easily and sustainably when an infected person (who may have no symptoms at all, or minor symptoms) talks, sneezes, or coughs in close proximity with others (within six feet); and

WHEREAS, one Georgia community experienced an outbreak of COVID-19 due in part to an infected person being present in a public building without face coverings, with the result being the infection of many persons and the death of a judge and other individuals; and

WHEREAS, the Governor, through Executive Orders 04.30.20.01 and 05.12.20.02 recognized the need to take extra precautions to protect certain vulnerable populations who meet the criteria for higher risk of severe illness as defined by the CDC and identified in Section III of the Governor's Executive Order 05.12.20.02 ("Vulnerable Populations"); and

WHEREAS, Executive Orders 04.30.20.01 and 05.12.20.02 require Vulnerable Populations to continue to shelter in place, with exceptions that include participating in essential services and working, through June 12, 2020; and

WHEREAS, many City employees and many members of the public who visit City Hall and other City buildings may be members of Vulnerable Populations; and



WHEREAS, some City employees and many members of the public who visit City Hall and other City properties are members of the following “Other Populations at Risk” identified by the CDC: pregnant women, individuals experiencing homelessness, people with disabilities, and racial and ethnic minorities; and

WHEREAS, the Mayor and Council desire to protect individuals in said Vulnerable Populations and Other Populations at Risk, in a reasonable manner and as recommended by the CDC and by the Georgia Department of Public Health, while such individuals are working in, conducting business in, or visiting City Hall and other City buildings; and

WHEREAS, the CDC¹, Dr. Kathleen Toomey (Georgia’s Commissioner of Public Health), and Governor Kemp through Executive Order 05.12.20.02 recommend that individuals wear face coverings over the nose and mouth to mitigate the spread of COVID-19 when they are in public places where they cannot practice social distancing (i.e., stay at least six feet away from other individuals who do not share the same household); and

WHEREAS, the CDC states that wearing a face covering over the nose and mouth is a recommended precaution designed to prevent symptomatic and asymptomatic individuals who have contracted COVID-19 from spreading it to other individuals; and

WHEREAS, to be an effective precaution, it is necessary to require all City employees and members of the public to wear a face covering over the nose and mouth while in public areas in the City building and while meeting in the City building; and

WHEREAS Dr. Toomey and Governor Kemp have modeled the behavior of wearing face coverings as examples for Georgians to follow; and

WHEREAS, having City Hall and other City offices open and accessible to the public as necessary to conduct in-person business that cannot be conducted by other means is important for the economic vitality of the City;

¹ [CDC recommends](#) wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

“In light of new data about [how COVID-19 spreads](#), along with evidence of widespread COVID-19 illness in communities across the country, CDC recommends that people wear a [cloth face covering](#) to cover their nose and mouth in the community setting. This is to protect people around you if you are infected but do not have symptoms.”

A cloth face covering should be worn whenever people are in a community setting, especially in situations where you may be near people. These settings include grocery stores and pharmacies. These face coverings are not a substitute for social distancing. Cloth face coverings are especially important to wear in public in areas of widespread COVID-19 illness.

Yes. Wearing cloth face coverings is an additional public health measure people should take to reduce the spread of COVID-19. CDC still recommends that you stay at least 6 feet away from other people (social distancing), frequent hand cleaning and other everyday preventive actions. A cloth face covering is not intended to protect the wearer, but it may prevent the spread of virus from the wearer to others. This would be especially important if someone is infected but does not have symptoms.



WHEREAS, certain activities, such as discussing and reviewing construction and other permits, benefit from or require face-to-face interactions between City employees and other individuals; and

WHEREAS, City Hall [insert any other city buildings, as appropriate] was closed on _____ and the City is in process of reopening City Hall [and these other city buildings] to the public; and

WHEREAS, if a City employee is exposed to the novel coronavirus, by an individual visiting a City building or otherwise, in accordance with CDC guidance² such employee will need to quarantine at home for at least 14 days; and

WHEREAS, if a City employee is diagnosed with COVID-19 or develops COVID-19 symptoms, such employee will be required to isolate at home³ in accordance with CDC guidance; and

WHEREAS, O.C.G.A. §36-35-3 allows city governments to establish rules for use of and access to its own property for which no provision has been made by general law and which are not inconsistent with the Constitution or any charter provision applicable thereto; and

WHEREAS, the City is authorized to establish policies for how the public can access City buildings during the Public Health State of Emergency and thereafter, including closing City buildings, or opening City buildings to the public but placing restrictions on public access; and

WHEREAS, the City has made and continues to make efforts to reduce the need for members of the public to physically visit City Hall and other City buildings to interact with City employees, pay bills, and conduct other business with the City; and

WHEREAS, the City intends to assist its employees and the public with mitigating the spread of COVID-19 in City buildings by providing hand sanitizer, designating an entrance door and an exit door, disinfecting common surfaces regularly, prohibiting handshaking, and encouraging social distancing of non-cohabitating persons, as well as other mitigating measures described in Executive Order 05.12.20.02; and

WHEREAS, despite these precautions, the City recognizes that it is not possible to ensure social distancing within the City buildings; and

WHEREAS, the following actions are necessary and appropriate to balance the public's interest in having access to City buildings for the conduct of business and other purposes with the compelling public interest of providing for the health, safety and welfare of the City's employees and individuals who visit City Hall and other City buildings and preventing an outbreak of COVID-19 in the City and the surrounding community;

² <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

³ <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>



NOW THEREFORE BE IT RESOLVED, that for the protection of members of the public and other City employees, including members of Vulnerable Populations and members of Other Populations at Risk, City employees are required to wear face coverings over the nose and mouth, which face coverings are cloth face coverings as defined by the CDC or are face coverings designed to protect others from infection by the wearer, when in public areas of City buildings and when participating in physical meetings with other individuals within non-public areas of City buildings.

BE IT FURTHER RESOLVED, that for the protection of members of the public and City employees, including members of Vulnerable Populations and members of Other Populations at Risk, members of the public are required to wear face coverings over the nose and mouth, which face coverings are cloth face coverings as defined by the CDC or are face coverings designed to protect others from infection by the wearer, when entering and while inside City buildings except as expressly stated in a separate policy, if any, that applies to certain uses of portions of City buildings, such as courtrooms and polling locations.

BE IT FURTHER RESOLVED, that the City will communicate ways to perform city business that do not require entry into a City building.

BE IT FURTHER RESOLVED, for City business that must be done in person, the City will take reasonable steps to provide such in-person service to members of the public who affirm they cannot wear a face covering because they are physically unable to remove such a face covering, have trouble breathing, or must be accompanied by children under age two (CDC states that children under age two should never wear face coverings).

BE IT FURTHER RESOLVED, that the City will communicate the types of acceptable face coverings required for entry into City buildings and instructions by the CDC about how to make such face coverings easily and inexpensively.

BE IT FURTHER RESOLVED, that the City will display information from the CDC explaining or illustrating the proper way to wear and remove face coverings.

BE IT FURTHER RESOLVED, that the City will provide face coverings to individuals visiting City buildings who do not otherwise have a face covering that meets these requirements.

This the ____ day of _____, 2020

Mayor



WELCOME



THE IMPACT OF COVID-19 ON CITY OF SOUTH FULTON BUSINESSES

Findings & Recommendations from the Business Survey



DESTINATION SOUTH FULTON
— Office of Economic Development —



OPEN

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CITY OF SOUTH FULTON

The City of South Fulton was incorporated on May 1, 2017, due to a desire for more citizen input into the delivery of services and self-determination concerning the City's economic development future. Within the first two years of incorporation, South Fulton has exemplified stellar results and significant progress in establishing a foundation for economic development initiatives in line with the vision of its more than 100,000 residents. Central to these achievements is the launch of the City's economic development arm: Destination South Fulton (DSF).



DESTINATION SOUTH FULTON

Created in 2018, Destination South Fulton serves as the flagship economic development organization for the City of South Fulton. The Department is responsible for the creation and administration of key economic development initiatives and helps to provide access to resources and incentives to support and attract businesses.

Destination South Fulton spearheaded the launch of the South Fulton Development Authority, the establishment of Tax Allocation Districts, adjusting the Hotel/Motel Tax rate to 8%, the establishment of the South Fulton Convention and Visitors Bureau, the creation of CollabSOUTH Small Business Resource Center, and providing key incentives to sustain thriving industries highlighted by the Freeport Tax Exemption. In January 2020, DSF presented the City's first Economic Development Strategic Plan for the City of South Fulton.

DATA FROM THE CITY OF SOUTH FULTON SMALL BUSINESSES SURVEY AND THE IMPACT OF COVID-19

The impact of COVID-19 is not felt evenly across all communities. Many small businesses in America have cash-flow issues similar to many households and effectively live the equivalent of “paycheck-to-paycheck”. In an effort to better understand the challenges that businesses in the City of South Fulton face during the COVID-19 global pandemic, Destination South Fulton conducted a COVID-19/Coronavirus Business Survey from April 13 through April 22, 2020.

The survey was designed to help City leaders understand small businesses’ ability to withstand what may be several months of suppressed revenue and what kind of local support programs will be most beneficial. The information provided in the survey will help to inform the decision-making that occurs to help support local businesses in the City.



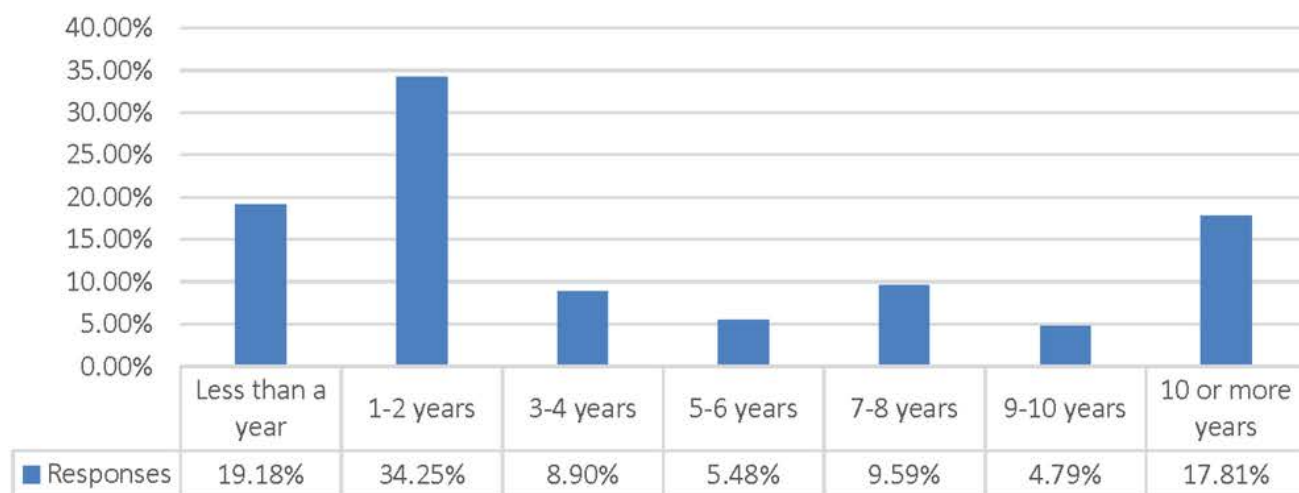
The survey was distributed via the City’s website, eNewsletter, social media platforms, and direct email to businesses with a working email on file. Of the 1,121 businesses with a current business licenses, a total of 146 responded to the survey.

KEY FINDINGS

- **61% of businesses responding to the survey indicated they have suspended storefront operations due to COVID- 19.**
- **Over 65% of the responding businesses indicated a 50% or more reduction of revenue, with over 42% reporting a decrease in revenue of 75% or higher.**
- **64% of businesses reported the possibility of permanent job loss if conditions remain the same.**
- **Over 30% of the businesses surveyed indicated their business was at risk of permanently closing within the next two months.**
- **59% of responding businesses indicated they applied for federal assistance.**
- **98% of businesses surveyed indicated they did not receive federal assistance.**

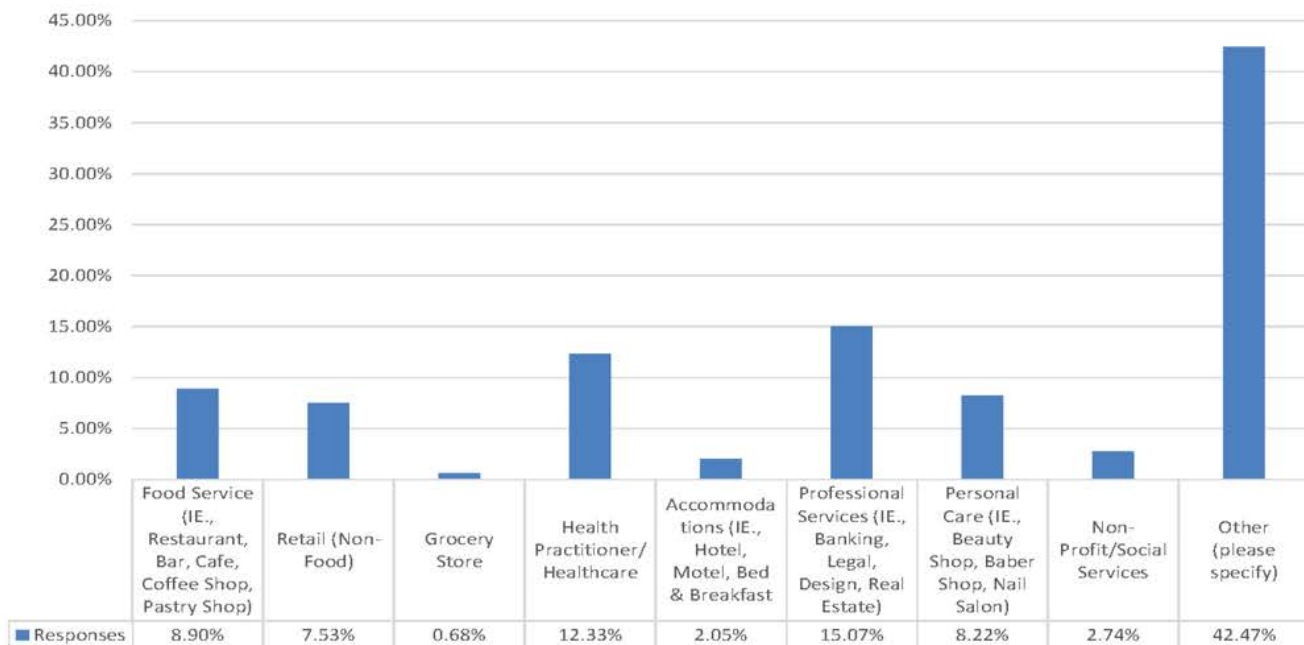
Q1: Over half of the businesses responding to the survey indicated they have been in business in the City of South Fulton for two years or less. 29% of companies have been operating in the area for 3 to 10 years, with 17% reporting ten or more years.

How long has your business been in operation in the City of South Fulton? (Formally the unincorporated area of South Fulton County).

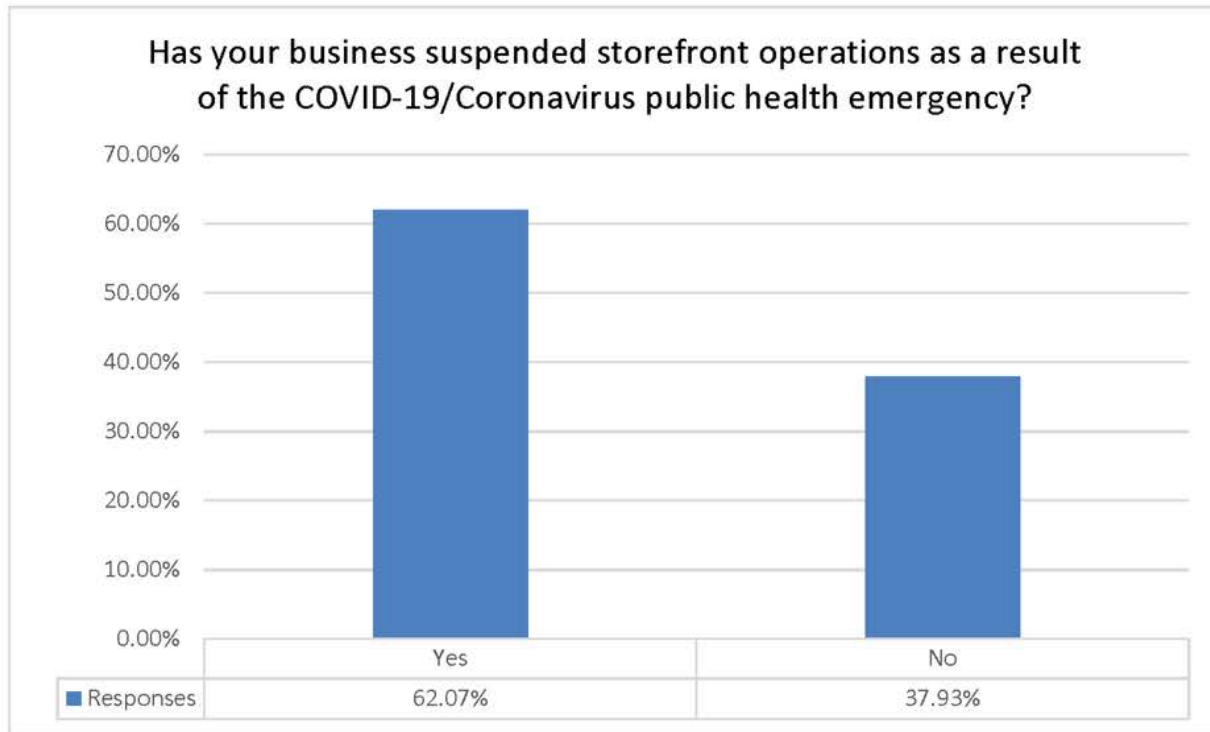


Q2: Over 17% of responding businesses fell in the foodservice, retail, and grocery store category. Health practitioners and professional services accounted for over 27% of the responses. Other business types include transportation, janitorial, cleaning, childcare, auto repair, and dry cleaning.

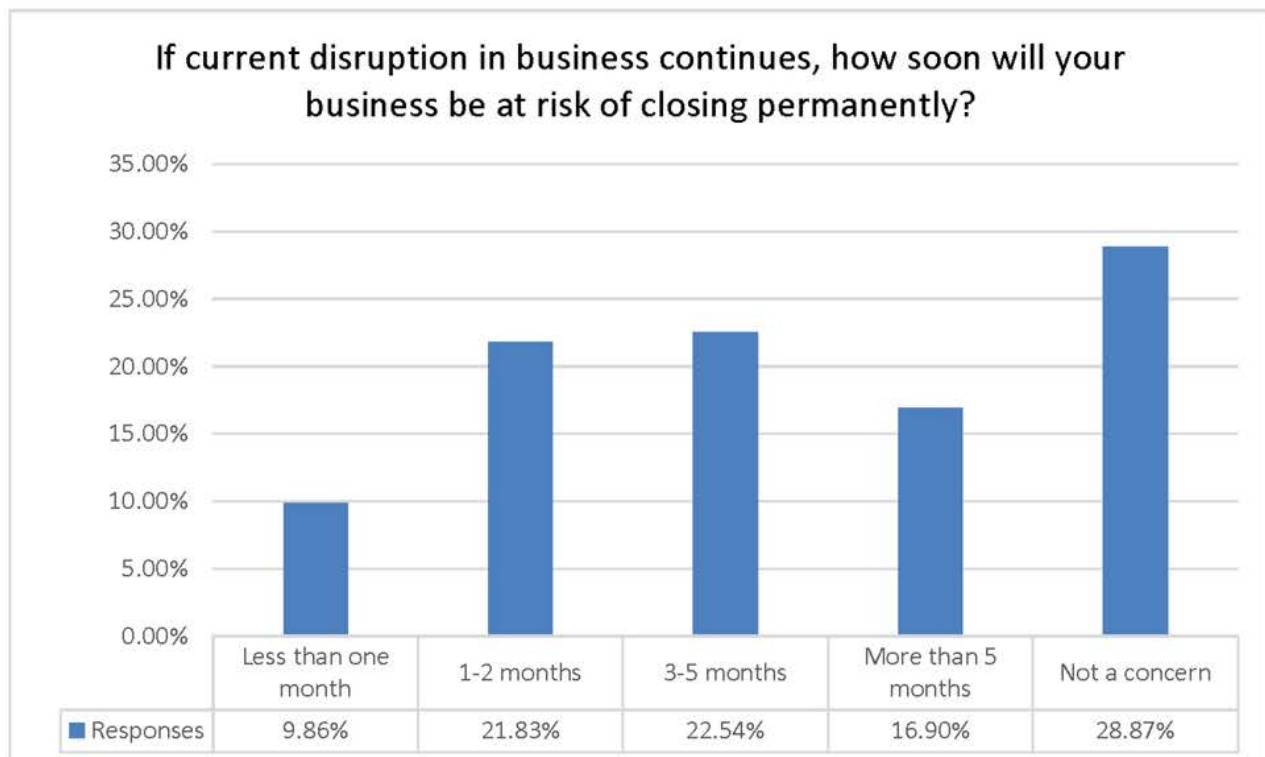
What kind of business do you operate?



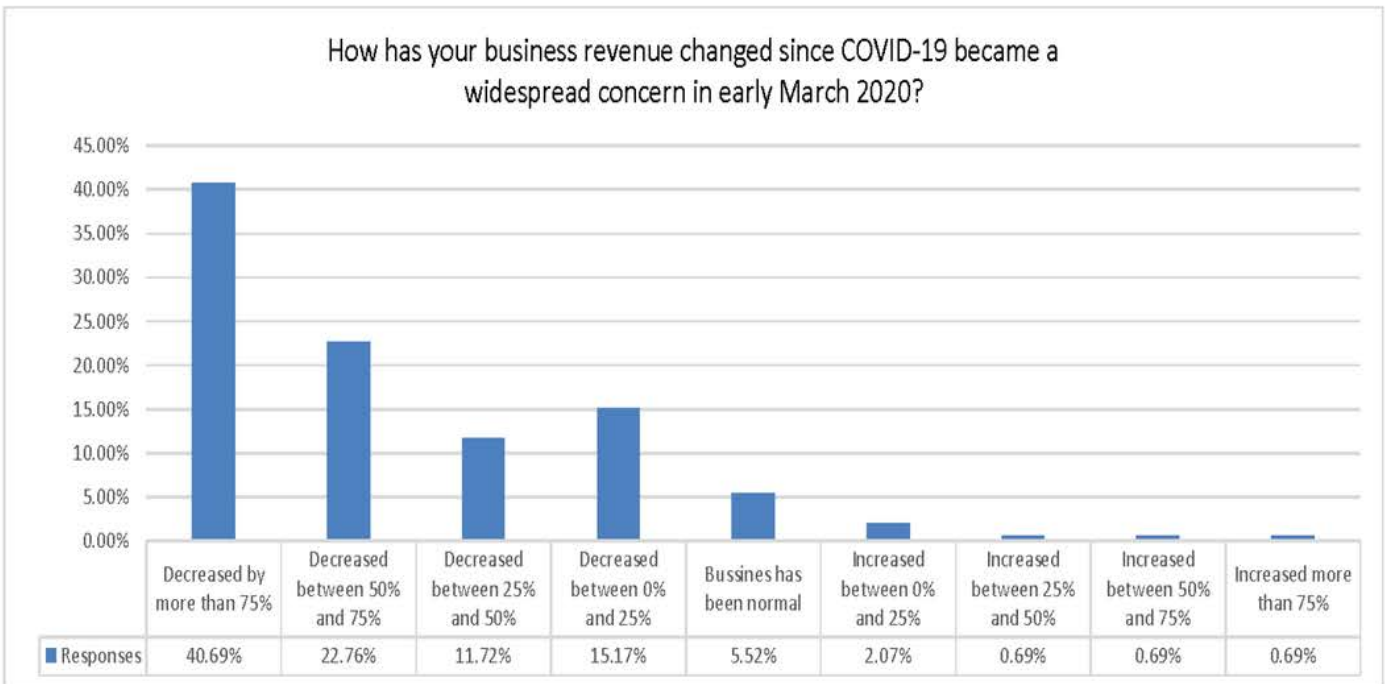
Q3: Of the businesses surveyed, over 62% indicated they had suspended all storefront operations due to the effects of COVID-19.



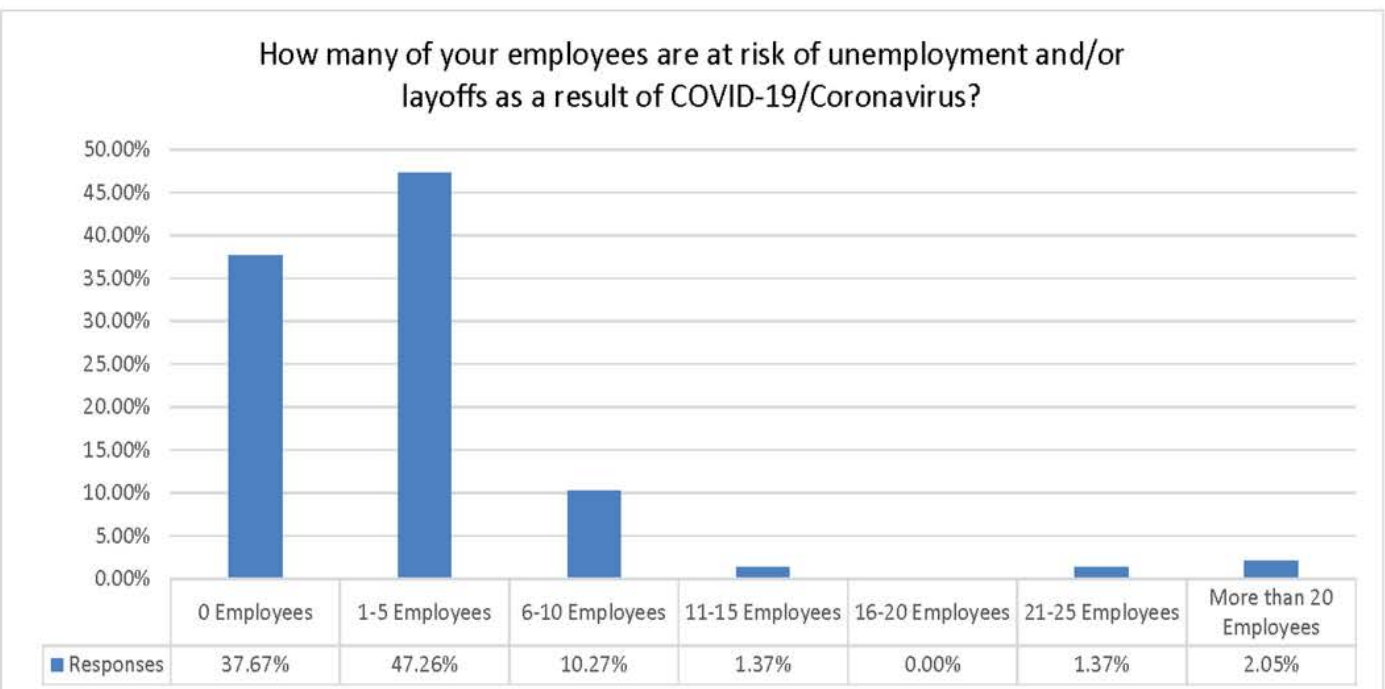
Q4: Over 31% of businesses surveyed indicated their business would permanently close within the next 60 days under current conditions. Another 23% reported they would be closed within the next five months. 29% of surveyed businesses indicated they were not in danger of closing.



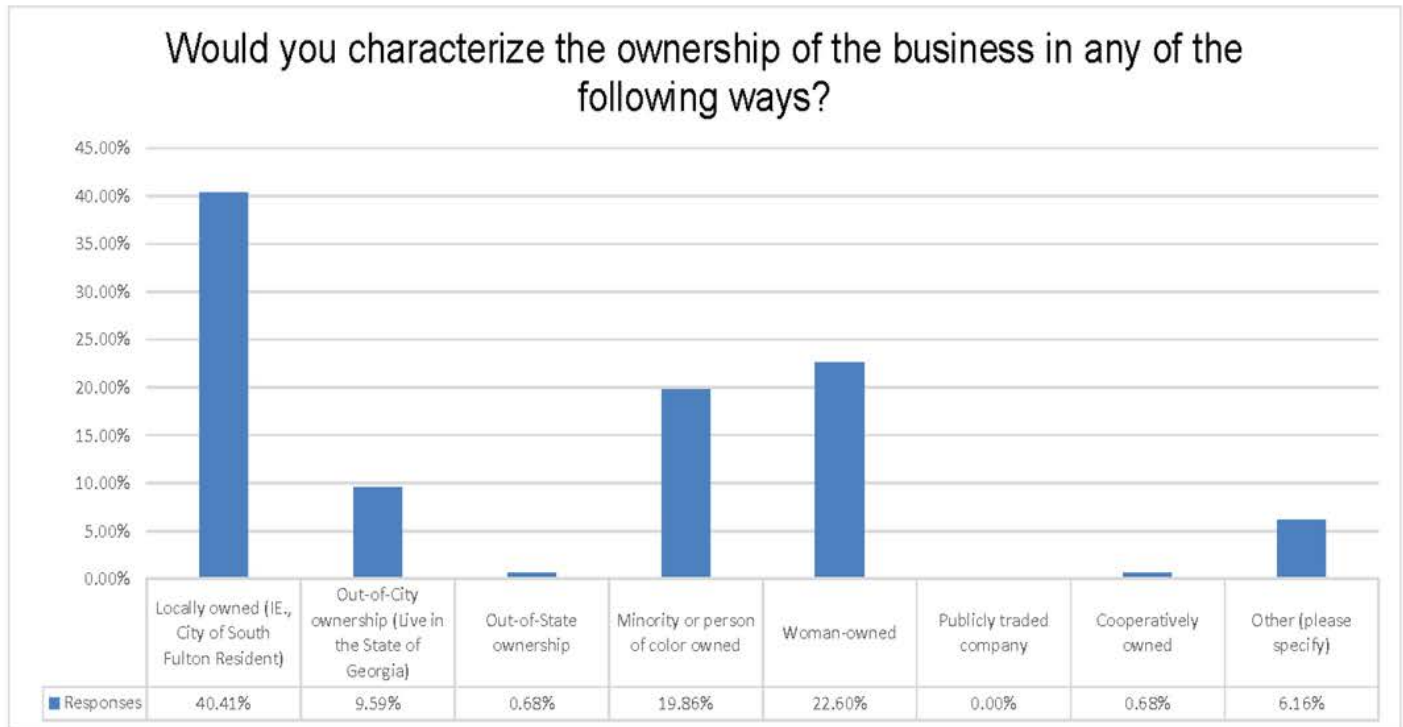
Q5: Over 63% of businesses completing the survey reported a 50% or greater decrease in revenue due to COVID-19. 41% of those businesses indicated decreased revenues of 75% or higher, while another 27% of companies reported a decline of up to 50%.



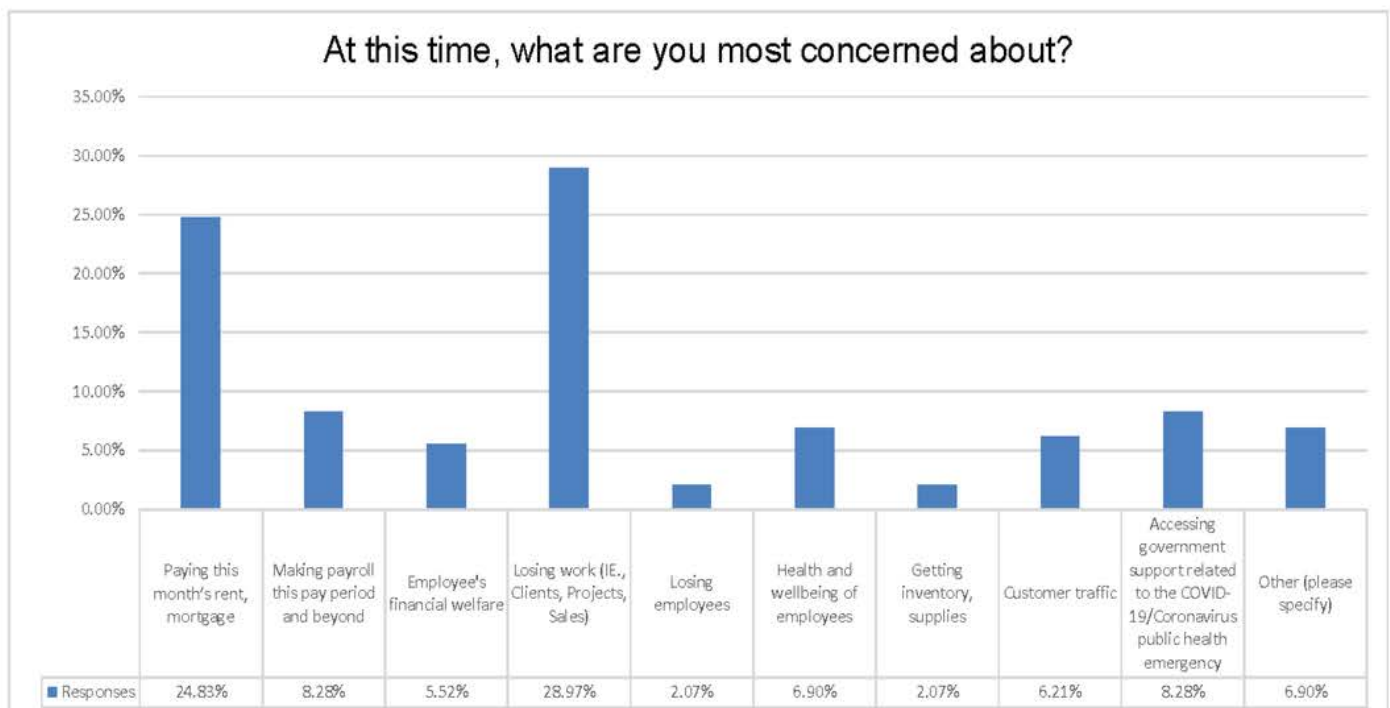
Q6: Of businesses responding to the survey, 47% indicated that 1-5 employees were at risk of losing their jobs due to the effects of COVID-19. Another 10% of businesses surveyed reported they have 6-10 employees who could lose their jobs.



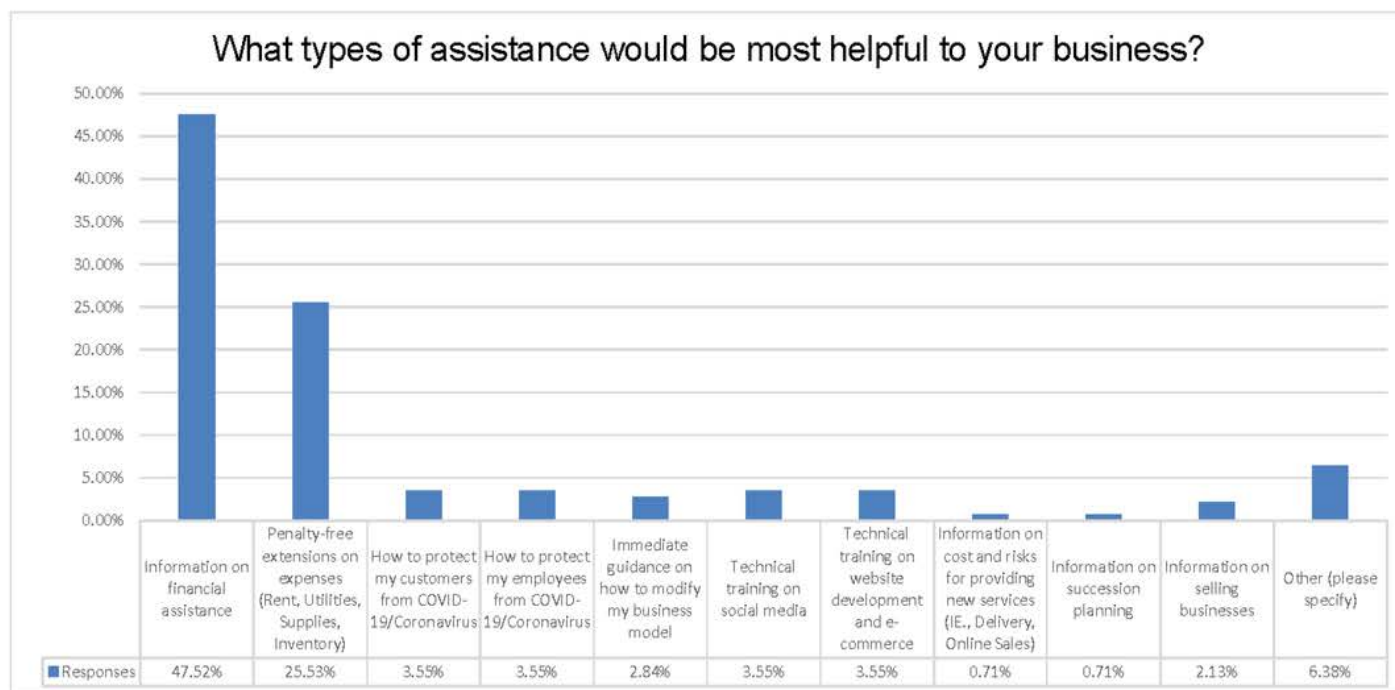
Q7: 40% of respondents to the survey indicated their businesses are locally owned with another 20% reporting a minority-owned business and another 23% being women-owned.



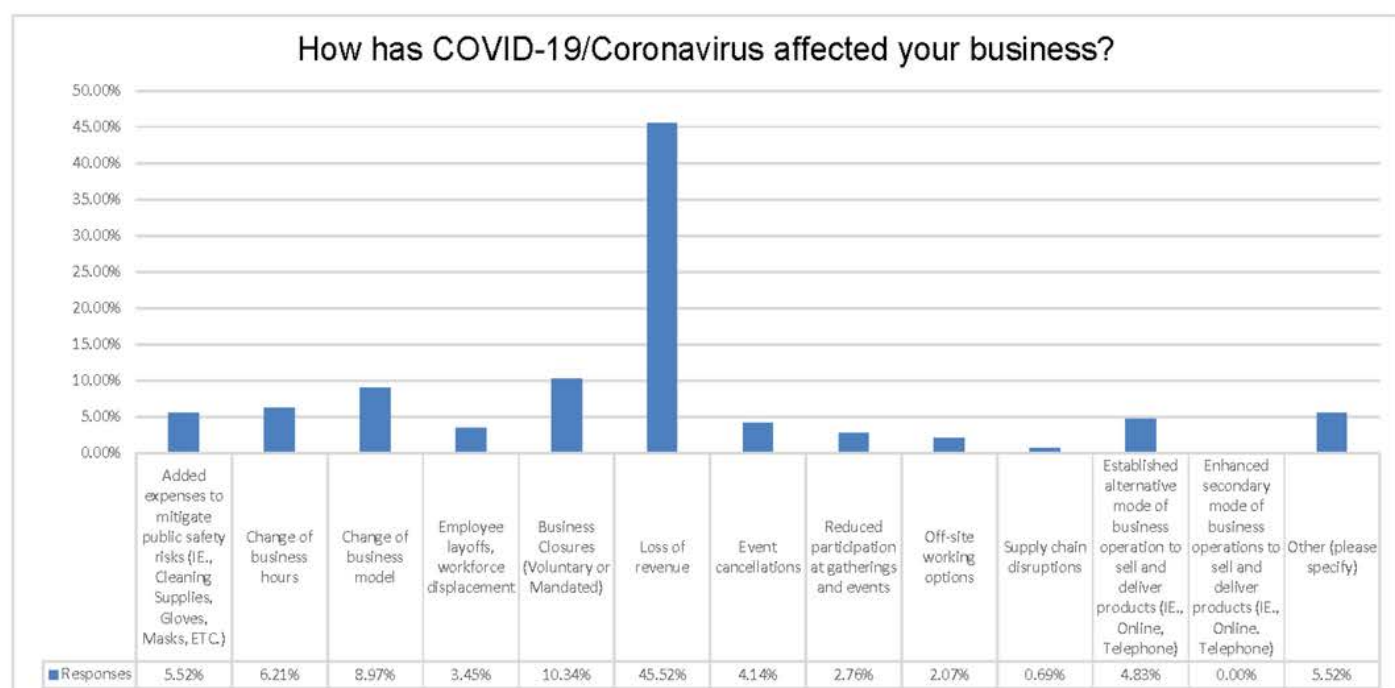
Q8: The top three concerns for business surveyed are losing work (clients, projects, sales), paying rent or mortgage, and accessing government support.



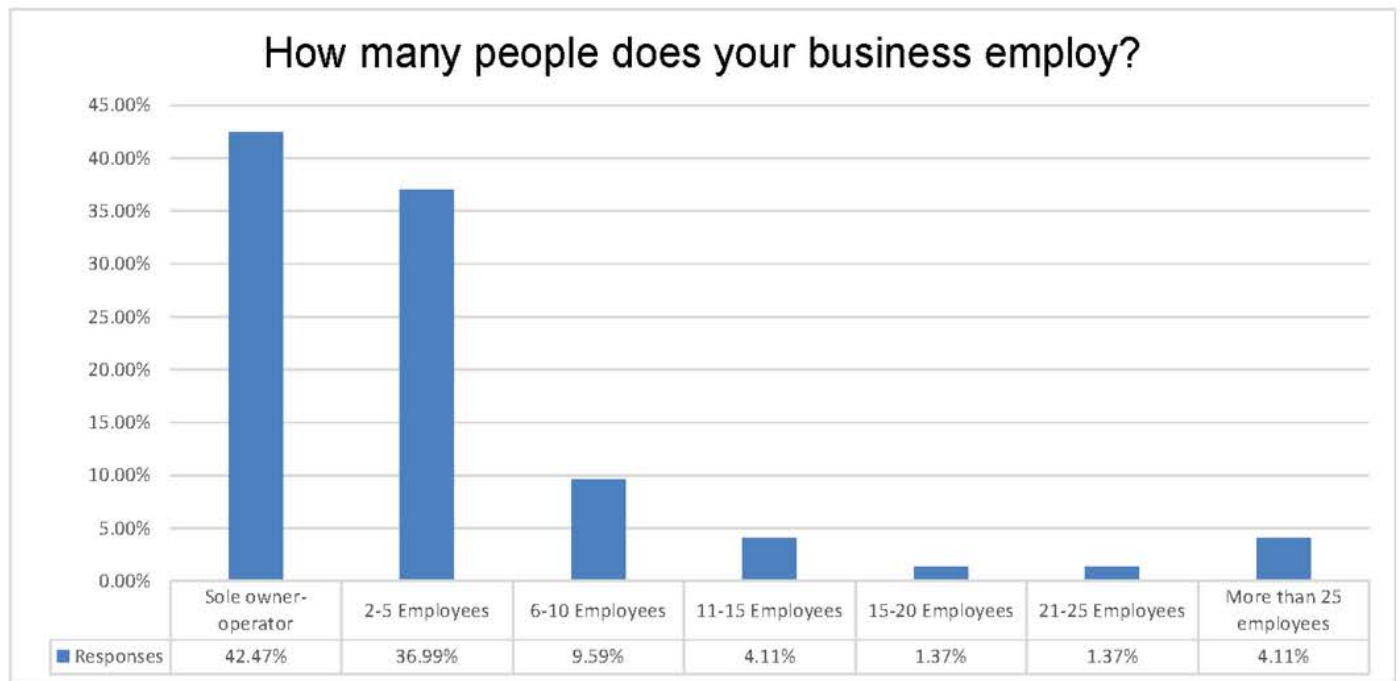
Q9: Businesses indicated information on financial assistance and penalty-free extensions on expenses such as rent, utilities, supplies, inventory, and taxes would be most helpful to their businesses.



Q10: Over 45% of respondents reported a loss of revenue as having the most significant impact on their business. Additionally, business closure and change of business model were critical factors for respondents.



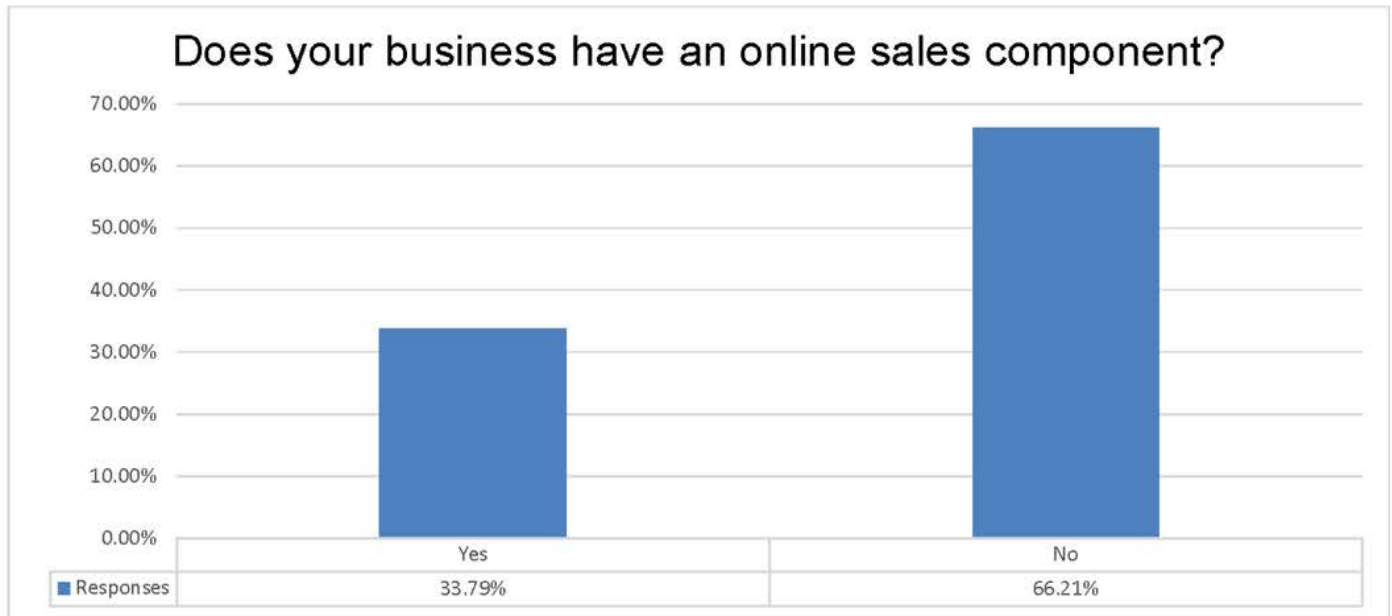
Q11: Small businesses with five or fewer employees make up over 79% of the businesses surveyed. Firms with six to ten employees made up 10% of responding companies.



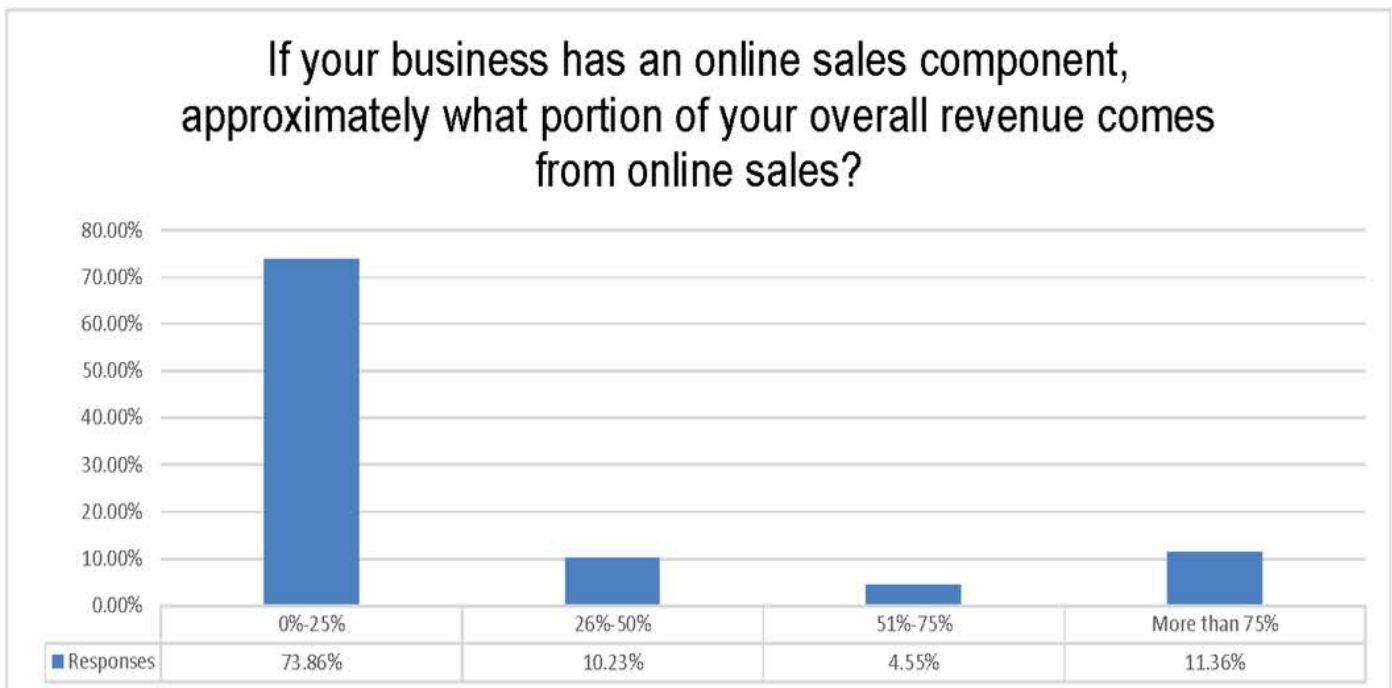
Q12: Over 55% of the businesses responding to the survey lease their location of operation.



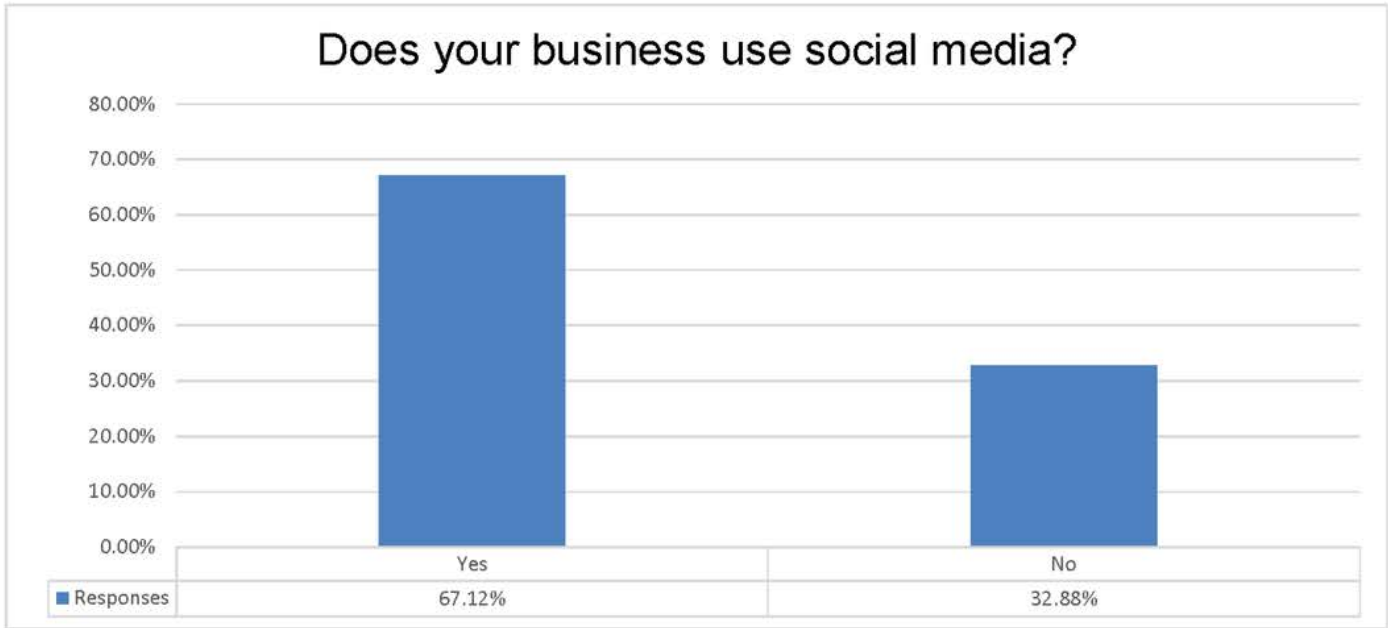
Q13: A significant number of businesses surveyed indicated they did not have an online sales presence.



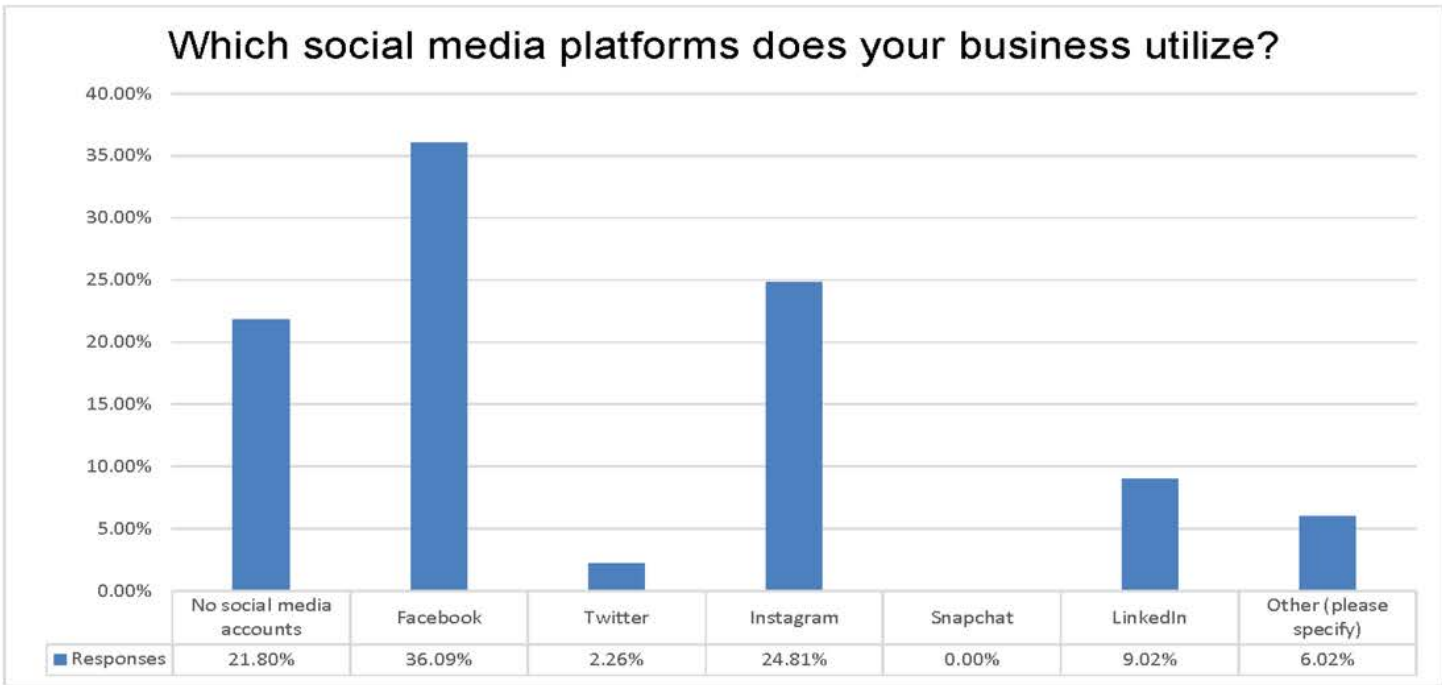
Q14: Over 73% of businesses with online sales indicated at least 25% of their business revenue is generated from online sales.



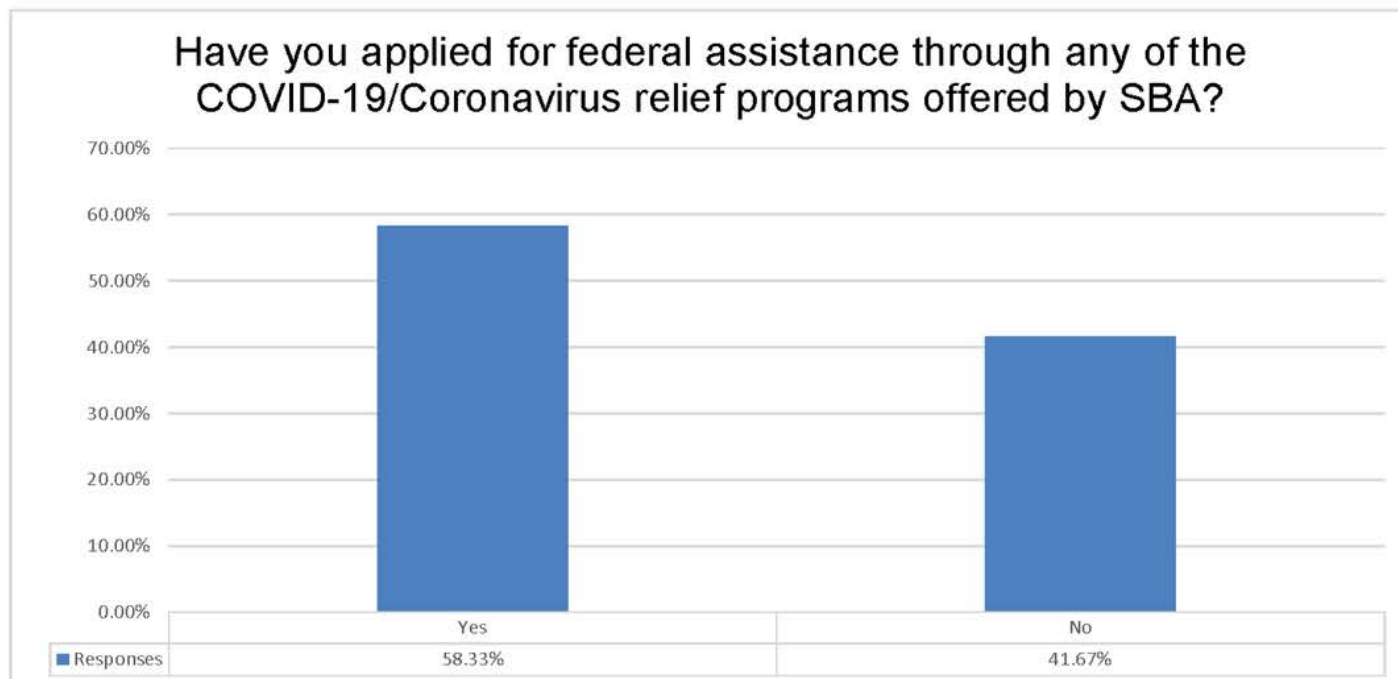
Q15: The majority of businesses indicated their business utilize social media.



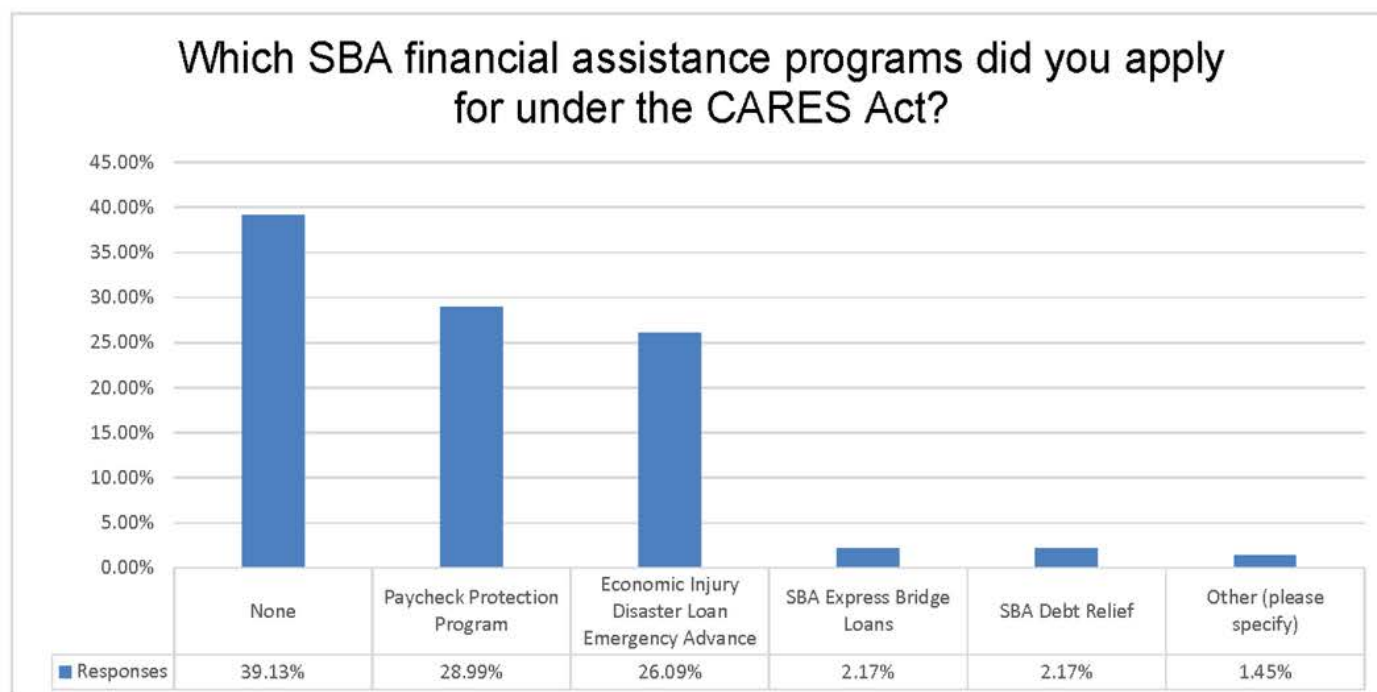
Q16: Facebook is the social media platform of choice for 36% of businesses, followed by Instagram at 25%.



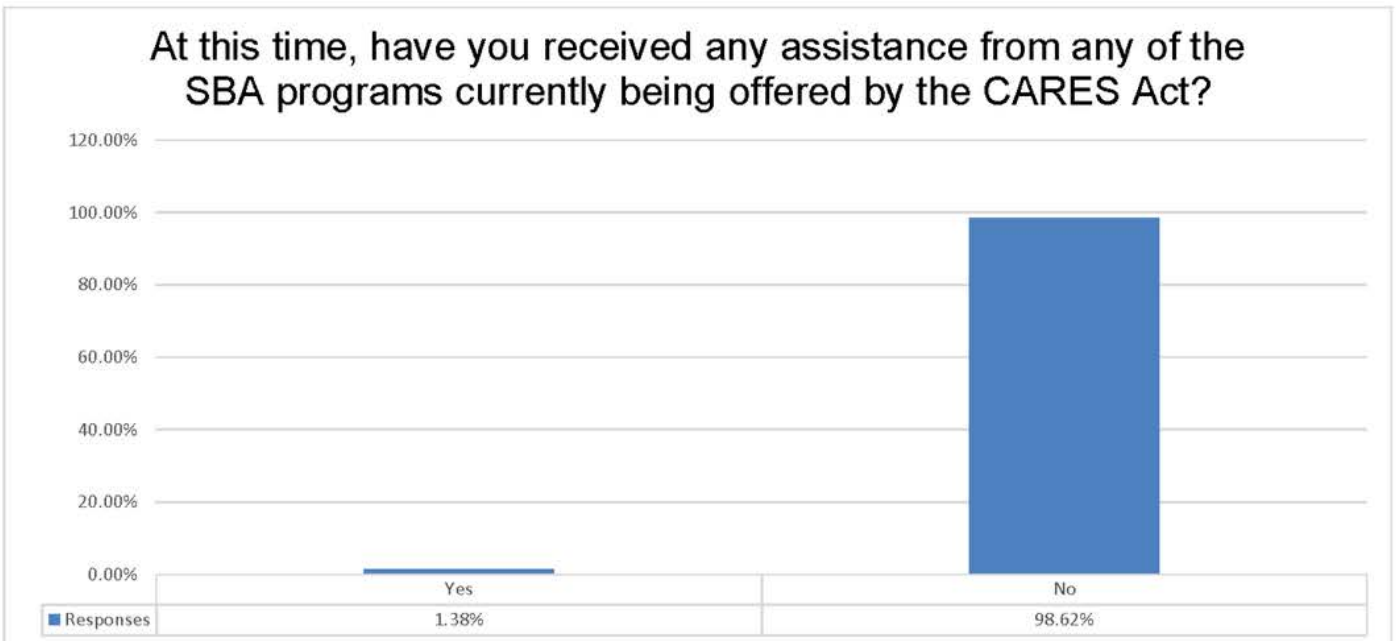
Q17: Over 58% of businesses indicated they applied for one or more federal assistance programs offered by SBA.



Q18: Over half of responding companies indicated they applied for the Paycheck Protection Program or the Economic Injury Disaster Loan Emergency Advance Program.



Q19: Over 98% of businesses surveyed indicated they received no assistance for the Federal CARES Act.



Q20: Ninety eight respondents provided feedback on specific assistance or services to be considered by the City.

- Utility assistance by extending no disconnect due to non-pay and offer extensions when things resume.
- Any and all services would be greatly appreciated
- I need license renewed but can't do that online. I need to update and verify my business to get up and running online so that updated paperwork is vital.
- Reduce tax
- Any financial assistance available.
- Financial assistance
- Information on financial assistance
- Information on Federally funded programs...
- Following the science as it relates to opening.
- SBA Loan
- Abatement/reduced in monthly lease/rental space.
- Utility assistance by extending no disconnect due to non-pay and offer extensions when things resume.
- Keep crime low
- Financial assistance and mortgage tax relief.
- None known. Help with funding
- The assistance we need most right now is paying the rent for our shop and more supplies to protect our customers from the virus.
- Extension on business renewal
- Provide information on the SBA debt relief program
- Grants for rent, utilities, ins, etc.

Q20: Continued: Ninety eight respondents provided feedback on specific assistance or services to be considered by the City.

- It would be nice if the big companies that own the office parks in South Fulton could show some lenience.
- A business loan \$7000.00
- Risk-free forgivable Loans for sole- proprietors.
- Guidance.
- Any type of support would be greatly appreciated.
- Any financial assistance directly offered for routine operating that we're unable to cover.
- Any type that's available
- I appreciate your concern and support
- Financial
- Suspended rent for tenants in the Promenade Park office complex.
- None at this time, but I greatly appreciate the assessment of needs in order to offer support in the future. Thank you!
- Continue to be informative
- SBA Debt Relief Paycheck Protection Program SBA Express Bridge Loans.
- Funds or extensions
- Connections with Direct Manufacturers. The head logistics person in charge, their name, and email.
- Information on succession planning, How to protect my employees from COVID- 19/ Coronavirus, Immediate guidance on how to modify my business model
- A long-term low-interest loan or grant Waiver of business license fees, etc. Financial
- Money to keep the doors open and pay employees.
- Information on any loan programs or grants for small business owners.
- Delay or waiver of sales tax;
- I have no idea. Obviously, financial relief is in need, but how South Fulton helps with that is unknown to me.
- Financial assistance would be greatly appreciated because, as a single contract worker, none of the loan programs are tailored for me, and unemployment is a long process giving the fact that it also was not tailored to contract workers.
- True outreach to small businesses in the community to use their products and services would be a great start, instead of using larger firms from old Fulton county contracts that do not give back to this community. Also, create a certification program that can help develop small businesses get the entity to the next level of business.
- I'm in the healthcare industry; it's really nothing to do but wait. Thanks
- 10,000
- Any type of grant assistance available
- Be safe
- More policemen patrolling. Cars are being broken into
- Any information on grants, forgivable loans, or other money
- Nothing, additional information on best practices for growing a clothing brand locally would be appreciated. Thank you
- None
- SBA assistance, Loan assistance, Rent assistance and Payroll assistance.

Q20: Continued: Ninety eight respondents provided feedback on specific assistance or services to be considered by the City.

- Expanding the business adding new products to my store
- Training on how to do business with the City.
- Loan options, Information on Cleaning Supplies, PPE, Information on how to Keep Employees Safe.
- Grant and loan for small businesses Direction for financial relief.
- Procurement opportunities in software and/or cybersecurity.
- Information on financial assistance
- A clearer line of communication (i.e. a phone number to speak to someone other than a voicemail).
- Early testing and making the community aware of precautions as it relates to COVID 19.
- PPE (masks, gloves, HAND SANITIZER) for employees.
- Online training on e-commerce.
- Financial services
- Financial assistance
- You are and always remain professional.
- I would be interested in the small business loan that you all will be doing in May. My business has been closed since March 13, 2020.
- Anything at this point.
- Truckloads are down, and if this continues, I foresee additional problems with maintaining the business and personal expenses. We relocated to GA on 5/19 to start our business. Thanks for your help and stay safe.
- Assistance on renewing business licenses.
- Promotion of the City of South Fulton Businesses to Support each other and Social Media training.



Q20: Continued: Ninety eight respondents provided feedback on specific assistance or services to be considered by the City.

- Just some assistance to make it through the next couple of months because I was funding my business with the money I make as a barber, but I don't have any work. Since I was self-employed, I don't receive unemployment, so I have had no income in almost a month, and there is none in sight. Until maybe
- Information resources. Continue to help front line workers with meals - first responders, grocery stores. Healthcare, package delivery/mail persons.
- Free food. Medical Benefits.
- Help me to get assistance loans to stay in business.
- Support the business with purchasing food or government contracts.
- Any assistance as a grant and/or short- term low-interest loans.
- Financial Grant
- NA



May 14th, if that date holds true, if not, it will be longer... So at this point, most anything would help. But the government loans have way too many stipulations for a new business and a person funding it out of pocket. Thanks for your help.

- Preferably loan to stay in business; can pay it back just need immediate cushion.
- Financial support to the business in South Fulton.
- None
- All assistance
- Exposure
- A grant or loan
- Financial Assistance Financial
- Low rate loan

RECOMMENDATION: Based on feedback and analysis of the information gathered from the COVID-19 Small Business Survey, Economic Development staff provides the following recommendations.

Business Newsletter: Establish a business-specific newsletter to provide pertinent information such as available loan programs, business best practices, public education promotions, and city information.

COVID-19 Business Webpage: Develop a webpage on the Economic Development section of the city website to provide information relevant to businesses related to COVID-19 relief efforts.

Extend Deadline for Municipal Business Taxes: Extend the deadline on all municipal business taxes until July 1, 2020. These taxes include business licenses, alcohol excises tax, hotel-motel tax.

Public Education Campaign: Develop a campaign to educate the community about the importance of and ways to support local businesses.

South Fulton United Fund: Raise money to support locally owned restaurants in the City of South Fulton by purchasing meals daily for all frontline employees.

Shop Local Promotion: Shop local campaign to encourage residents to make necessary purchases from local businesses in the City of South Fulton.



Business Development Workshops: Online training courses designed to help businesses become efficient in areas of need related to business ownership and management.

Technology Access Grant (TAG): Grant designed to help businesses establish online sales capabilities.

Microbusiness Incubation Loan: Implement of a loan program for businesses with five or fewer employees that have been in business for six months – two years in the City of South Fulton. Loan amounts up to \$5,000.

Small Business Sustainability Loan: Design a loan program for businesses with five to fifteen employees in business for at least one year in the City of South Fulton. Loan amounts up to \$15,000.

PRELIMINARY STEPS

Scope/Unit	Activities/Processes	Demand/Targets
COVID-19 Business Support Programs	To achieve the objectives, we will implement a set of new programs specifically designed to minimize the impact of the COVID-19 Pandemic by providing financial assistance, training, promotion, access and resources to businesses. Data – staff will collect data identifying the effects of COVID-19 on businesses. Data will be used to provide insight for program development. Partnerships – DSF will seek out partnerships with other organizations to provide assistance, where appropriate. Funding – Staff will identify funding to assist with program implementation.	There are a total of 1,121 registered businesses in the City of South Fulton. Target - While DSF will work to minimize the effects of COVID-19 on all businesses, the target businesses specific to new programming are retail, microbusinesses and restaurants. Program - DSF expects to provide some form of assistance through programming to at least 300 businesses in the City of South Fulton.
Problem/Opportunity		
COVID-19 has had a devastating impact on business revenue and citizens may be at risk of unemployment as a result.		
Response		
DSF will create and implement a series of programs aimed to support businesses in the City of South Fulton affected by the COVID-19 Pandemic.		
Objective		
Reduce the number of businesses permanently closing. Retain jobs in the City.		

PERFORMANCE MEASURES

Inputs	Outputs	Efficiency/Quality	Outcomes	Explanatory Info
To accomplish objectives, DSF will need to acquire \$310,830 in funding Small Business Loan Program: \$250,000 Public Education Campaign: \$1,750 South Fulton United Fund: \$42,000 Shop Local Promotion: \$2,500 Technology Access Grant (TAG): \$10,000 Online Business Development Workshops: \$2,500 Business Newsletter, Social Media and Webpage: \$2,080	We expect these outputs to produce: 30 Small Business Loans 10 public education campaign opportunities 5,250 meals served and 21 restaurants supported 150 businesses supported by Shop Local campaign 15 TAG Grants Awarded 25 Business owners participate in Online Business Development Workshops Business Newsletter distributed each Monday Daily Social Media post with important business information	Average Small business loan = \$8,333 Cost for each public education campaign = \$175 Average cost of Frontline Meals = \$2,000 per day Cost of Shop Local Campaign \$1,000 plus \$1,500 for promotion Average TAG Award = \$650 Cost per Business Development Workshop participant = \$100 Cost for distribution and design of business newsletter and webpage = \$40 per issue	Desired outcomes of the program include the following: 30 Small Business Loans offered at low or 0% Interest Increased public awareness of the effects of COVID-19 on businesses and how individuals can support 250 meals served each workday to frontline workers 150 businesses supported by local residents through the Shop Local Campaign 15 Businesses increase technology efficiency through TAG Awards 25 Businesses increase business management proficiency by participating in development workshops Businesses receive timely and helpful information	Program success is dependent upon the following: Allocation of funding from the City Council for Small Business Loans Partnership with non-profit entity to help facilitate South Fulton United Fund Support for local businesses is Increased Support from Corporate Citizens Donations from citizens and other businesses Partnership with trainers and workshop facilitators to host development workshops



DESTINATION SOUTH FULTON

Office of Economic Development

DESTINATION SOUTH FULTON Department of Economic Development

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Director of Economic Development
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Atlanta, Ga 30336
Ph: 470.809.7211
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City of South Fulton
Safe Re-Opening Coronavirus (COVID-19) Questionnaire

Q1. I have already been tested with a coronavirus (COVID-19) diagnostic test kit (checking if you currently have the virus).

Answer Choices	Responses	
True	18.49%	22
False	81.51%	97
Answered	119	
Skipped	0	

Q2. I have already been tested with a coronavirus (COVID-19) antibody test kit (checking if you had the virus in the past).

Answer Choices	Responses	
True	2.52%	3
False	97.48%	116
Answered	119	
Skipped	0	

Q3. I am interested in being tested with a coronavirus (COVID-19) diagnostic test kit before returning to work.

Answer Choices	Responses	
Strongly Disagree	30.25%	36
Somewhat Disagree	5.88%	7
Neutral	25.21%	30
Somewhat Agree	13.45%	16
Strongly Agree	25.21%	30
Answered	119	
Skipped	0	

Q4. I am interested in being tested with a coronavirus (COVID-19) antibody test kit before returning to work.

Answer Choices	Responses	
Strongly Disagree	33.61%	40
Somewhat Disagree	5.88%	7
Neutral	20.17%	24
Somewhat Agree	12.61%	15
Strongly Agree	27.73%	33
Answered	119	
Skipped	0	

Q5. I do not think my employer should require employees to be tested for the coronavirus (COVID-19) before returning to work on-site.

Answer Choices	Responses	
Strongly Disagree	32.77%	39
Somewhat Disagree	13.45%	16
Neutral	24.37%	29
Somewhat Agree	5.88%	7
Strongly Agree	23.53%	28
Answered	119	
Skipped	0	



City of South Fulton
Safe Re-Opening Coronavirus (COVID-19) Questionnaire

Q6. I would feel safer if my employer required all employees to be tested for coronavirus (COVID-19) before returning to work on-site.

Answer Choices	Responses	
Strongly Disagree	21.01%	25
Somewhat Disagree	3.36%	4
Neutral	20.17%	24
Somewhat Agree	17.65%	21
Strongly Agree	37.82%	45
Answered	119	
Skipped	0	

Q7. I am likely to seek out a coronavirus (COVID-19) diagnostic test on my own before I am asked to return to work.

Answer Choices	Responses	
Strongly Disagree	31.09%	37
Somewhat Disagree	14.29%	17
Neutral	26.89%	32
Somewhat Agree	10.92%	13
Strongly Agree	16.81%	20
Answered	119	
Skipped	0	

Q8. I am likely to seek out a coronavirus (COVID-19) antibody test on my own before I am asked to return to work.

Answer Choices	Responses	
Strongly Disagree	33.61%	40
Somewhat Disagree	14.29%	17
Neutral	26.89%	32
Somewhat Agree	9.24%	11
Strongly Agree	15.97%	19
Answered	119	
Skipped	0	

Q9. I am interested in getting more information on coronavirus (COVID-19) testing and what the process is like including firsthand experiences in the form of a memo, video/webinar.

Answer Choices	Responses	
True	57.14%	68
False	42.86%	51
Answered	119	
Skipped	0	

Q10. I have avoided taking a coronavirus (COVID-19) test because I heard it can be painful.

Answer Choices	Responses	
True	26.05%	31
False	73.95%	88
Answered	119	
Skipped	0	



City of South Fulton
Safe Re-Opening Coronavirus (COVID-19) Questionnaire

Q11. I have avoided taking a coronavirus (COVID-19) test because I heard the results are not 100% accurate.

Answer Choices	Responses	
True	29.41%	35
False	70.59%	84
Answered	119	
Skipped	0	

Q12. I am interested in teleworking/part-time teleworking or continuing to telework from home even after employees return to working on-site.

Answer Choices	Responses	
Strongly Disagree	9.24%	11
Somewhat Disagree	2.52%	3
Neutral	21.85%	26
Somewhat Agree	10.92%	13
Strongly Agree	55.46%	66
Answered	119	
Skipped	0	

Q13. I am interested in working staggered shifts to support social distancing with the possibility that I may work on evenings or weekends.

Answer Choices	Responses	
Strongly Disagree	24.37%	29
Somewhat Disagree	4.20%	5
Neutral	21.01%	25
Somewhat Agree	15.97%	19
Strongly Agree	34.45%	41
Answered	119	
Skipped	0	

Q14. I am willing to sign a hygiene pledge, vowing to increase hand washing, sanitizer use, wipe down my work desk, and wipe down city vehicles when necessary.

Answer Choices	Responses	
Strongly Disagree	10.92%	13
Somewhat Disagree	0.84%	1
Neutral	8.40%	10
Somewhat Agree	13.45%	16
Strongly Agree	66.39%	79
Answered	119	
Skipped	0	

Q15. I would feel uncomfortable having my temperature taken before entering the office.

Answer Choices	Responses	
Strongly Disagree	53.78%	64
Somewhat Disagree	11.76%	14
Neutral	12.61%	15
Somewhat Agree	9.24%	11
Strongly Agree	12.61%	15
Answered	119	
Skipped	0	



City of South Fulton Safe Re-Opening Coronavirus (COVID-19) Questionnaire

Q16. I am comfortable wearing a face mask while I am at work.

Answer Choices	Responses	
Strongly Disagree	15.13%	18
Somewhat Disagree	8.40%	10
Neutral	12.61%	15
Somewhat Agree	18.49%	22
Strongly Agree	45.38%	54
Answered		119
Skipped		0

Q17. I have a question, concern or suggestion about requiring employees to have a coronavirus (COVID-19) test before returning to working on-site that was not addressed by this survey. Please comment below.

Answered	47
Skipped	72

Respondents	Response Date	Responses
1	Jun 04 2020	Everybody should be tested for Covid-19 before reporting back to work. Antibodies are only good for 60 days so regardless of getting an antibody test people will be vulnerable to the virus after the 60 day window. Hygiene and social distancing should still be implemented until there is a cure for the virus. Face mask should mandatory as well. Temperatures should be checked before any employee enters the building. The buildings themselves should be sanitized periodically through out the day and at the end of each work day. No shortcuts.
2	Jun 04 2020	Getting tested before returning back to work isn't really effective unless you are going to test everyday. I could test negative today, only to contract the virus the next day or later and no one would ever know.
3	Jun 04 2020	I have worked in office since COVID - 19 since the pandemic has started. Brining those back that have not been working would put those who have worked every day in the office at risk for the virus.
4	Jun 04 2020	none
5	Jun 03 2020	None
6	Jun 03 2020	Teleworking should continue at least until a vaccine is available. Those who telework successfully avoid the unintentional exposure to the virus, and it is stressful to think that forgetting to wipe something down or chancing contraction from an asymptomatic team member could be a deadly experience. Our workplace would become a haven for stress, anxiety, and susceptibility to an unhealthy work environment.
7	Jun 03 2020	Will the community at large be required to ware mask, and be required to have temperature ?
8	Jun 02 2020	GREAT QUESTIONS ABOVE! LET'S KEEP AMERICA SAFE!
9	Jun 02 2020	I strongly suggest
10	Jun 02 2020	none
11	Jun 02 2020	Testing kits are inaccurate and are showing a 30% false positive rate. Employee exposure outside of work cannot be controlled by employer. Employees would need to be tested every 10 days to monitor the virus in the workforce.
12	Jun 02 2020	The test is not 100%, I feel that tele working is keeping employees more safe.
13	Jun 02 2020	Just because the test is negative one day, does not mean you can not contract it in the future.
14	Jun 02 2020	I am ok with wearing a mask but my understanding is that wearing a mask too long isn't good for my health.
15	Jun 02 2020	Reason I haven't gotten the test is it's not convenient and I am time limited since I am considered essential and have continued to work through the crisis.



City of South Fulton Safe Re-Opening Coronavirus (COVID-19) Questionnaire

- 16 Jun 02 2020 none
- 17 Jun 02 2020 N/A
- 18 Jun 01 2020 I think we should work 1 week on, 1 week off with employees rotating shifts
- 19 Jun 01 2020 N/A
- I disagree with having employees be tested before returning to work because it seems to not be a long-term preventive measure unless employees are tested daily. Otherwise, employees are returning home after the test and interacting with their families and friends and then returning to work the next day. The continuous sanitation, wearing of masks, and staggered shifts seems to be the most effective preventative measure.
- 20 Jun 01 2020 This seems directed at folks that aren't already working in a city office.
- My concern is that we will open offices and will have to close them again if and when the second wave hits. I'd rather keep the public out of the police department longer, for our safety.
- 21 May 31 2020 Thank for your time and consideration!
- 22 May 30 2020 N/A
- I am considered an essential employee, so I have been working since the city closure. That is why I answered the questions they eat I did. However, the employees that were on admin leave or working from home should be required to be tested.
- 23 May 30 2020 It would be beneficial for those whom haven't contracted COVID-19 and worked around those that have, are made aware so that further employees won't run the risk of endangering themselves or their families without precaution.
- 24 May 30 2020 I have been some what working. I have not been tested for the Coronavirus and I am confident my co-workers have not as well.
- 25 May 29 2020 I'm leery about the test it could contain the virus
- 26 May 29 2020 Since we are a government entity we deal directly with the public. I am more so concerned about exposure to the public then my coworkers. Will city hall be open to the public? Will the public be required to wear mask? Will the public receive temperature checks? Thus far from what I see we are have mastered teleworking. What is the rush to return to the office? If we are productive at home what's the rush? I thought we would not return to the office until August or September. After the Summer we may have a better idea what the future will hold for us. Also I have came into the office when I needed to so once again I don't see the rush. If someone needs to come in for a specific reason let them but opening now to me is a bit premature. Honestly I am not worried about contracting Covid-19 I am worried about contracting it and passing it along to my elderly parents who I care for. I could be asymptomatic and not even know that I am putting them at risk. Last year my father spent a month in the hospital due to issues with his heart. I would be devastated if I end up being the cause of his demise. I refuse to risk their health for ANYTHING.
- 27 May 29 2020 How often would employees be required to test if it is mandatory? Who would administer the test? How long would it take to get the results? What is the point if people are able to interact with others and can come in contact with someone or something and contract the virus after the test? Are other cities requiring test? What happens if I refuse to take the test? Please provide accommodations for employees that have health conditions that may suppress their immune systems.
- 28 May 29 2020 Employees who were not afforded the opportunity of schedule adjustment, telecommuting or allowed to adhere to the state's stay home order because they were deemed essential should not be subject to testing.
- 29 May 29 2020 I have taken the Covid-19 Test on April 25 2020 my test was negative, I also take my own temp daily first thing in morning will I be required to take another test.
- 30 May 29 2020 The covid test results are only valid when the person takes the test and then shelters in place. The results are a snapshot in time at the moment that the test is taken and has proven to provide both false positive and negative results. If an individual is capable of tele working, please consider this
- 31 May 29 2020
- 32 May 29 2020



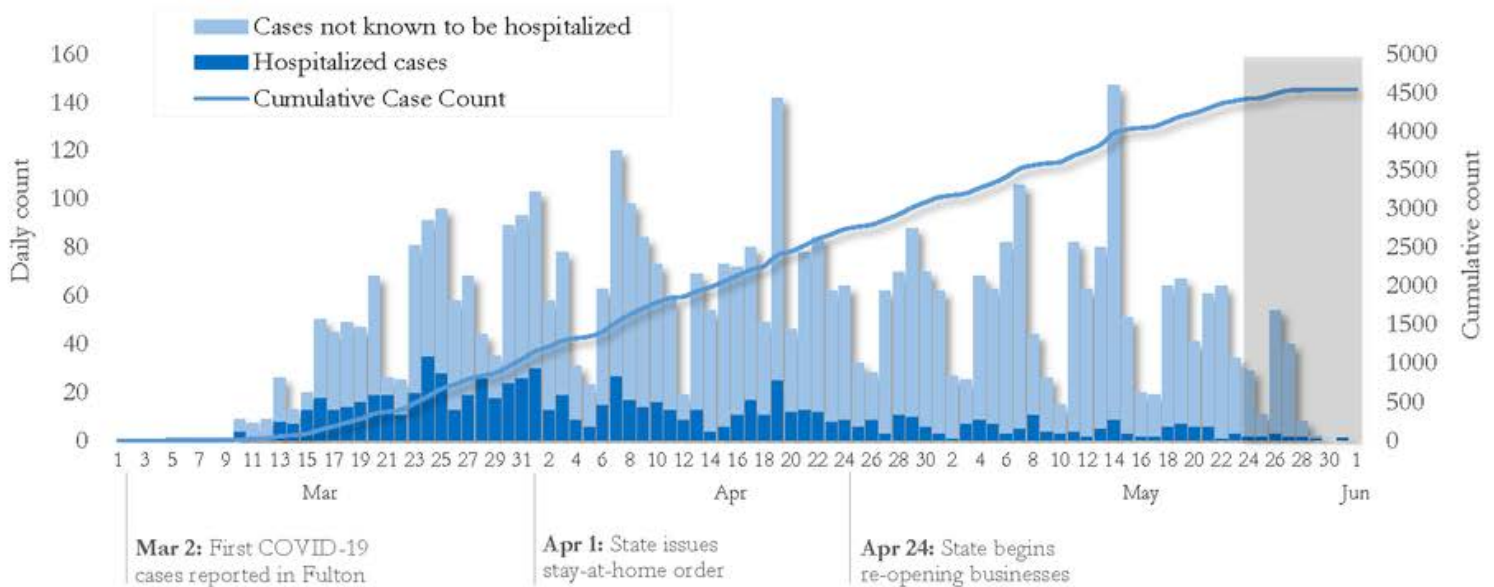
City of South Fulton
Safe Re-Opening Coronavirus (COVID-19) Questionnaire

33	May 29 2020	I believe staggered shifts or giving employees the option to work from home would be beneficial as we continue to flatten the curve.
34	May 29 2020	No
35	May 29 2020	City government will mandate safety precautions to protect the workforce. Which makes great business sense. Loss of production by employees being out sick
36	May 29 2020	One opinion that the department isn't making it mandatory for police to get tested is the concern of too many Positive results(ASYMPTOMATIC) which could result in having to pull officers from the field.
37	May 29 2020	I am for having my temperature checked daily upon arrival to work, wipe down and sanitize of my own area, upon leaving daily take my own trash out, and the wearing masks and gloves, but because I have issues with my deviated septum which is requiring surgery, I do not want to do this procedure.
38	May 29 2020	For employees that have immune issues what options do we have?
39	May 29 2020	Let's get the city back open. Enough lost revenue
40	May 29 2020	I'm not against the Covid-19 test to return to work. However, those that test negative on Tuesday could possibly be positive next week.
41	May 29 2020	Everyone needs to be tested before returning to work in this city.
42	May 29 2020	Before employees return to work, I believe the employer should be safety measures in place for those employees who have direct contact with the public. A sneeze guard, allowing only a few customers in
43	May 29 2020	N/a
44	May 29 2020	NA
45	May 29 2020	I have no comments or questions.
46	May 29 2020	None
47	May 29 2020	None

SUMMARY

- As of June 1, 2020, Fulton County has recorded **4,540** cases of the 2019 novel coronavirus (COVID-19) and **235** deaths.
- The central portion of the county (Atlanta metro) accounts for 47% of the cumulative case count while the northern and southern parts of the county together account for 44% of the COVID-19 cumulative case count in the county.
- By city, cumulative COVID-19 diagnoses rates range from 141.1 per 100,000 persons (Johns Creek) to 844.5 per 100,000 persons (Union City).
- Among all persons diagnosed with COVID-19 in Fulton County, 18.8% required hospitalization and 5.2% died.
- Residents and staff of long-term care facilities account for 24% of COVID-19 diagnoses and 44% of COVID-19 deaths in Fulton County.

Daily and Cumulative COVID-19 diagnoses in Fulton County, GA (6/01/20)



*Counts shown reflect the number of confirmed cases as of 9:00am on 6/01/20 using the date of first positive sample collection. Where date of sample collection was not available or missing, the date of report creation in GA SENDSS was used instead. **Note:** All data reported are preliminary and subject to change. Delays in data reporting may cause changes in data counts, particularly in the shaded portion.

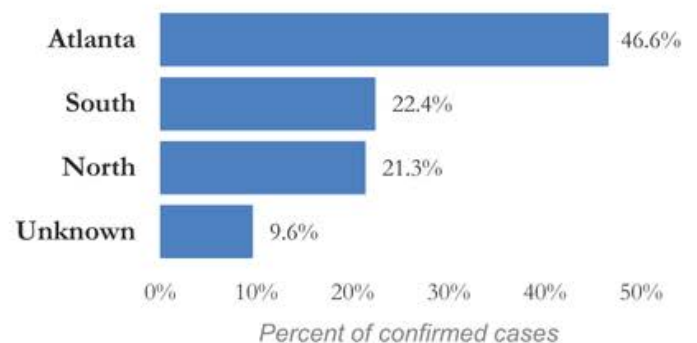
DISTRIBUTION OF COVID-19 DIAGNOSES BY REGION

New cases: 54% of the new COVID-19 cases diagnosed in the past 2 weeks occurred in Atlanta while 20% and 19% occurred in the Northern and Southern regions of the county respectively.

Fulton Region	% Cumulative count	% New cases*
Atlanta	46.6%	54.2%
North ¹	21.3%	20.4%
South ²	22.4%	19.1%
Unincorporated/Unknown	9.6%	6.3%

¹Includes all Fulton County cities north of Atlanta metro (Alpharetta, Milton, Johns Creek, Roswell, Sandy Springs, Mountain Park) ²Includes all cities south of Atlanta (College Park, Chattahoochee Hills, East Point, Hapeville, Palmetto, South Fulton, Fairburn, and Union City) ***New cases:** Cases diagnosed in the past 2 weeks only (using the date of sample collection).

Distribution of COVID 19 cases by Region (6/01/20)

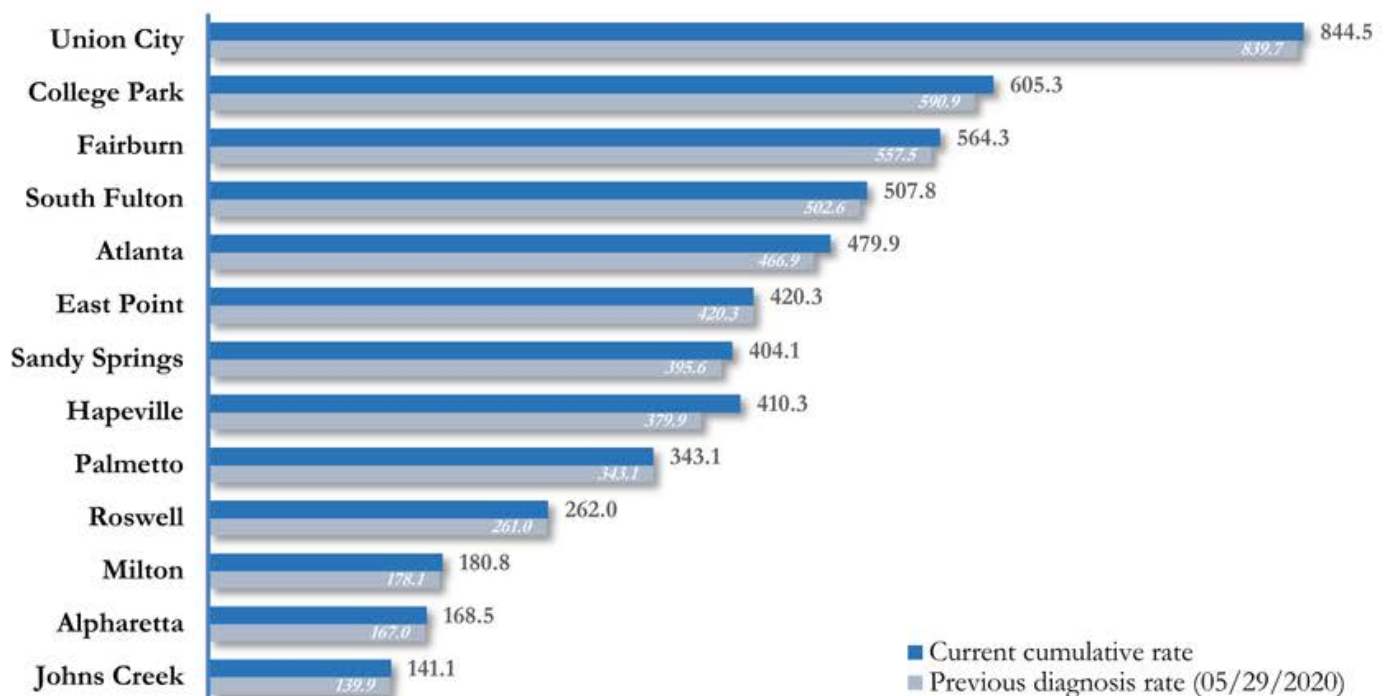


COVID-19 CASE COUNTS AND RATES BY CITY

	Prior Count (5/29/2020)	Current Count (6/01/20)	Percent (County Total)	% Change from prior Count	Cumulative Rate (Per 100,000 pop.)	New Cases Diagnosed in Past 14 Days ¹ (Count)
Atlanta	2060	2117	46.6%	2.8%	479.9	258
South Fulton	478	483	10.6%	1.0%	507.8	30
Sandy Springs	417	426	9.4%	2.2%	404.1	59
Roswell	246	247	5.4%	0.4%	262.0	18
East Point	147	147	3.2%	0.0%	420.3	16
Johns Creek	117	118	2.6%	0.9%	141.1	<10
Union City	176	177	3.9%	0.6%	844.5	20
Alpharetta	108	109	2.4%	0.9%	168.5	11
Milton	68	69	1.5%	1.5%	180.8	<10
Fairburn	82	83	1.8%	1.2%	564.3	<10
College Park	82	84	1.9%	2.4%	605.3	12
Palmetto	15	15	0.3%	0.0%	343.1	No new cases
Hapeville	25	27	0.6%	8.0%	410.3	<10
Mountain Park	0	0	0.0%	-	-	No new cases
Unknown	461	438	9.6%	-	-	-

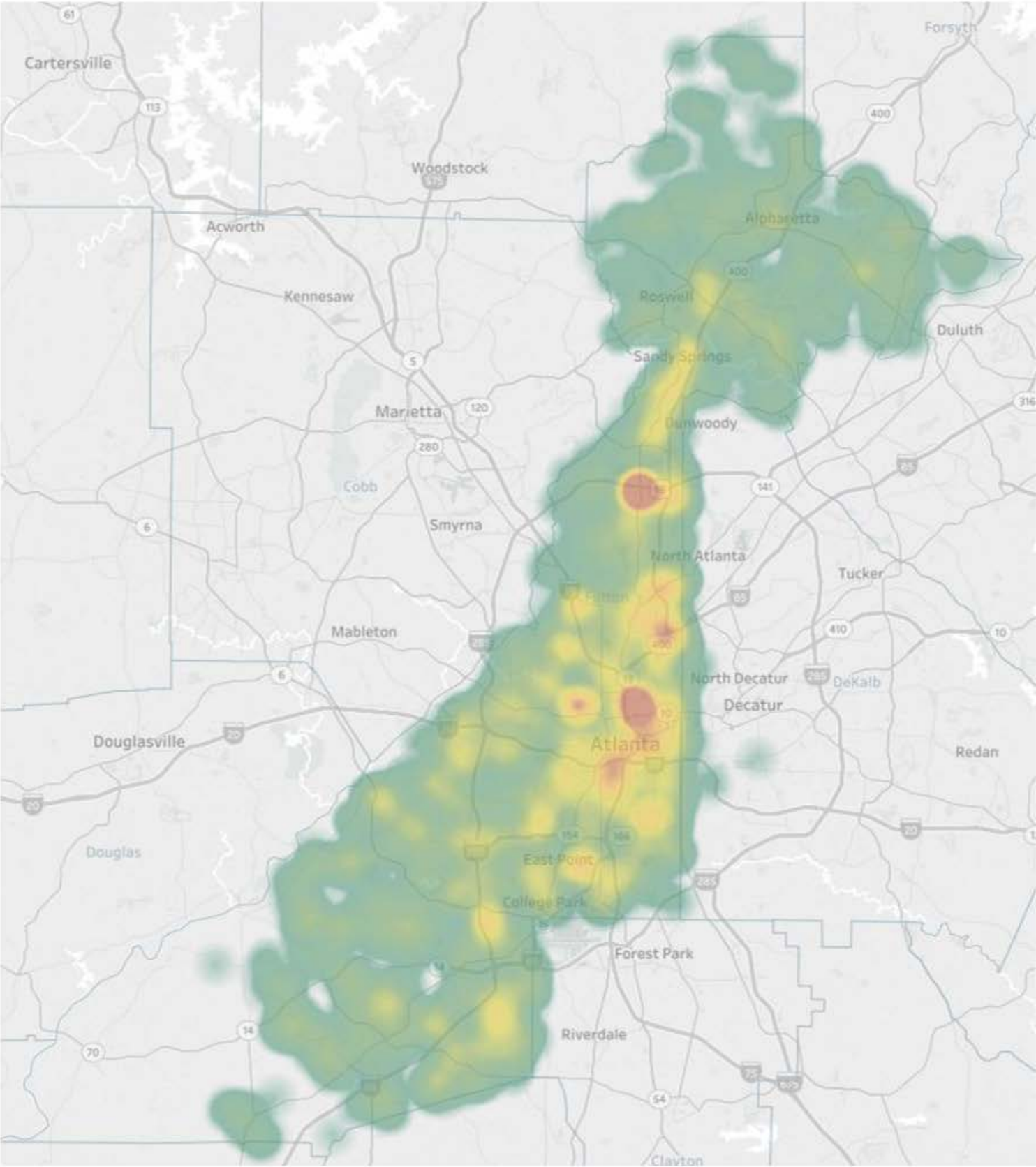
Population estimates from US Census Bureau used to calculate diagnoses rates. ** Data cleaning (either during case interviews or address geo-coding) may lead to reassignment of few cases from one territory to another based on their corrected addresses. These may appear as "decreases" when compared to the previous day's count. These do not reflect errors in the data collection or analysis process but only reflect the minor day-to-day fluctuations in case counts that arise in an evolving public health database like COVID's. Note: Sharp increases in territorial COVID case counts often reflect new cases diagnosed at long term care facilities located in those territories during facility-wide /mass screening events. ¹New cases: Cases diagnosed in the past 2 weeks only (using the date of sample collection). All data reported are preliminary and subject to change.

Fig. 3. COVID-19 Diagnoses Rate in Fulton County by City (6/01/20)



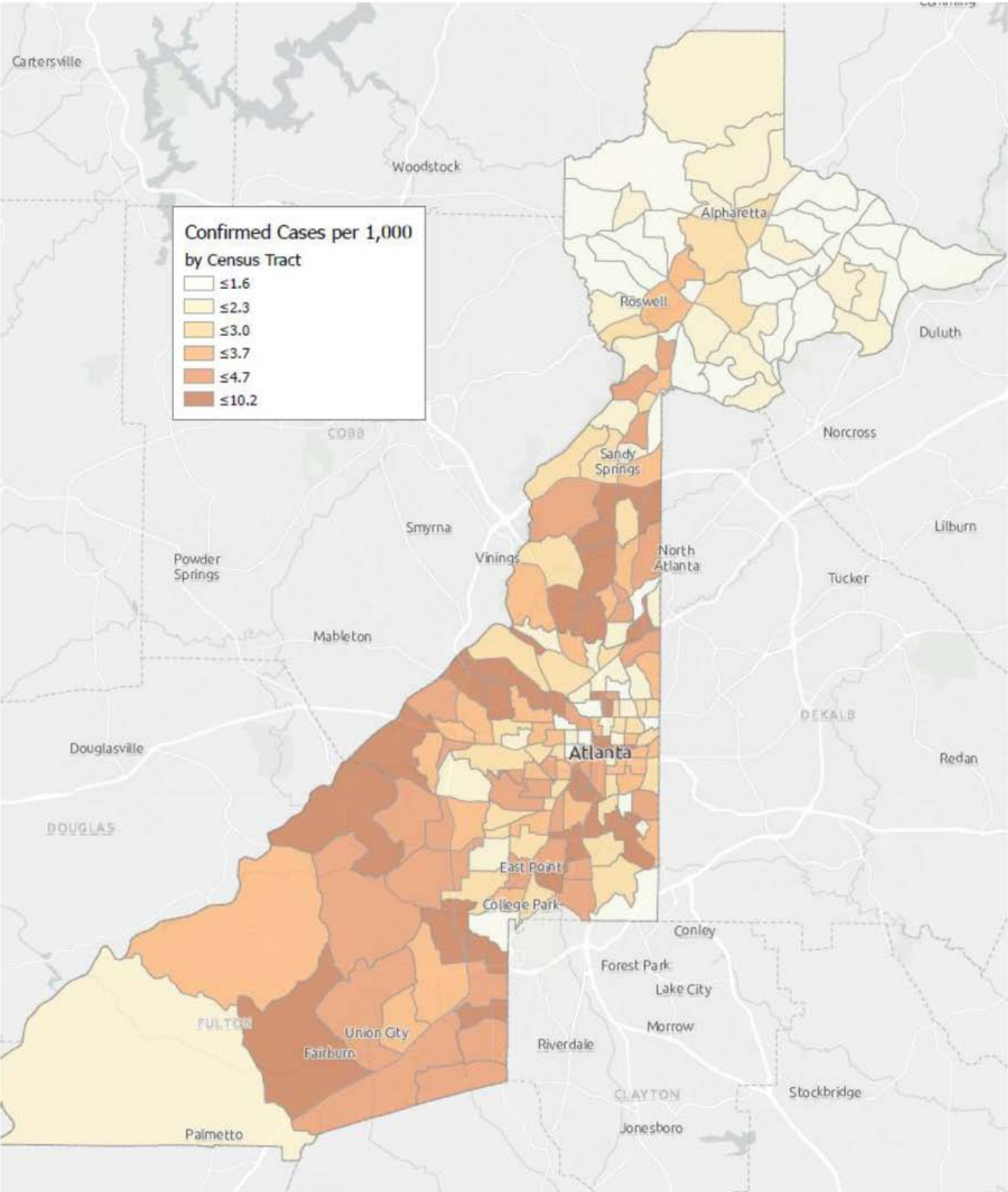
*Rates shown are per 100,000 persons | Note: Mass testing in specific locations (e.g. long term care facilities) may cause sharp increases in the cumulative rate of COVID-19 diagnosis in those territories. All data shown are preliminary and are subject to change as testing results get updated.

Fig. 4. Density Map of COVID-19 Cases in Fulton County (6/01/20)



NB. Data used excludes the outbreak-related cases diagnosed at long-term care facilities and reflects the current geographical distribution of COVID19 diagnoses in the general Fulton County community.

Fig. 5. COVI-19 Diagnosis Rates in Fulton County by Census Tract (6/01/2020)



*Rates shown are per 1,000 populations.
NB. Data used excludes the outbreak-related cases diagnosed at long-term care facilities and reflects the current geographical distribution of COVID19 diagnoses in

COVID-19 CASE COUNTS BY ZIP CODE

ZIP code	Prior Count (5/29/2020)	Current Count (6/01/20)	Percent (County Total)	% Change from Prior ZIP-level Count	New Cases Diagnosed in Past 14 Days ¹ (Count)
30331	355	357	7.9%	0.6%	20
30318	261	288	6.3%	10.3%	59
30349	255	260	5.7%	2.0%	20
30213	186	187	4.1%	0.5%	15
30315	146	147	3.2%	0.7%	<10
30344	141	142	3.1%	0.7%	16
30311	129	129	2.8%	0.0%	<10
30342	217	225	5.0%	3.7%	37
30314	170	182	4.0%	7.1%	22
30310	152	162	3.6%	6.6%	44
30308	80	80	1.8%	0.0%	No new cases
30022	103	105	2.3%	1.9%	11
30327	107	109	2.4%	1.9%	24
30004	95	95	2.1%	0.0%	<10
30309	138	137	3.0%	-0.7%**	<10
30076	90	93	2.0%	3.3%	<10
30291	200	202	4.4%	1.0%	22
30350	92	95	2.1%	3.3%	11
30075	138	140	3.1%	1.4%	<10
30328	103	104	2.3%	1.0%	11
30316	43	42	0.9%	-2.3%**	<10
30312	218	217	4.8%	-0.5%	<10
30005	47	47	1.0%	0.0%	<10
30305	106	111	2.4%	4.7%	24
30306	45	43	0.9%	-4.4%**	<10
30324	111	111	2.4%	0.0%	19
30337	76	77	1.7%	1.3%	11
30009	48	48	1.1%	0.0%	<10
30313	38	38	0.8%	0.0%	No new cases
30326	29	28	0.6%	-3.4%**	<10
30097	40	40	0.9%	0.0%	<10
30354	43	47	1.0%	9.3%	<10
30303	31	31	0.7%	0.0%	<10
30339	12	13	0.3%	8.3%	No new cases
30268	21	20	0.4%	-4.8%**	No new cases
30307	18	18	0.4%	0.0%	<10
30319	28	26	0.6%	-7.1%**	<10
30336	17	17	0.4%	0.0%	<10
30296	10	10	0.2%	0.0%	No new cases
30363	<10	<10	0.2%	-	No new cases
30301	<10	<10	<0.1%	-	No new cases
30345	13	<10	0.2%	-46.2%**	No new cases
31131	<10	<10	<0.1%	-	No new cases
30023	<10	<10	<0.1%	-	<10
30080	<10	<10	<0.1%	-	No new cases
30135	<10	<10	<0.1%	-	No new cases
30138	<10	<10	<0.1%	-	No new cases
30139	<10	<10	<0.1%	-	No new cases
30321	<10	<10	<0.1%	-	No new cases
30340	<10	<10	0.2%	-	<10
30341	17	11	0.2%	-35.3%**	<10
30358	<10	<10	<0.1%	-	No new cases

30374	18	18	0.4%	0.0%	No new cases
30606	<10	<10	<0.1%	-	No new cases
31150	<10	<10	<0.1%	-	No new cases
30024	<10	<10	<0.1%	-	No new cases
30098	<10	<10	<0.1%	-	No new cases
30334	<10	<10	<0.1%	-	No new cases
30338	<10	<10	<0.1%	-	<10
Unknown	264	245	5.4%	-	-

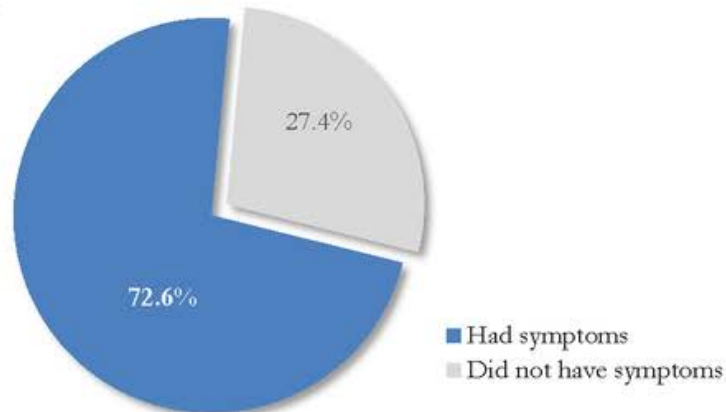
**** Data cleaning (either during case interviews or address geo-coding) may lead to reassignment of few cases from one territory to another based on their corrected addresses. These may appear as "decreases" when compared to the previous day's count. These do not reflect errors in the data collection or analysis process but only reflect the minor day-to-day fluctuations in case counts that arise in an evolving public health database like COVID's. Note: Sharp increases in territorial COVID case counts often reflect new cases diagnosed at long term care facilities located in those territories during facility-wide/mass screening events. New cases: Cases diagnosed in the past 2 weeks only (using the date of sample collection). All data reported are preliminary and subject to change.**

REPORTING SYMPTOMS AMONG PERSONS DIAGNOSED WITH COVID-19 IN FULTON

People with COVID-19 have reported a wide range of symptoms ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Symptoms reported include: cough, shortness of breath/difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell – Centers for Disease Control and Prevention (CDC)

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

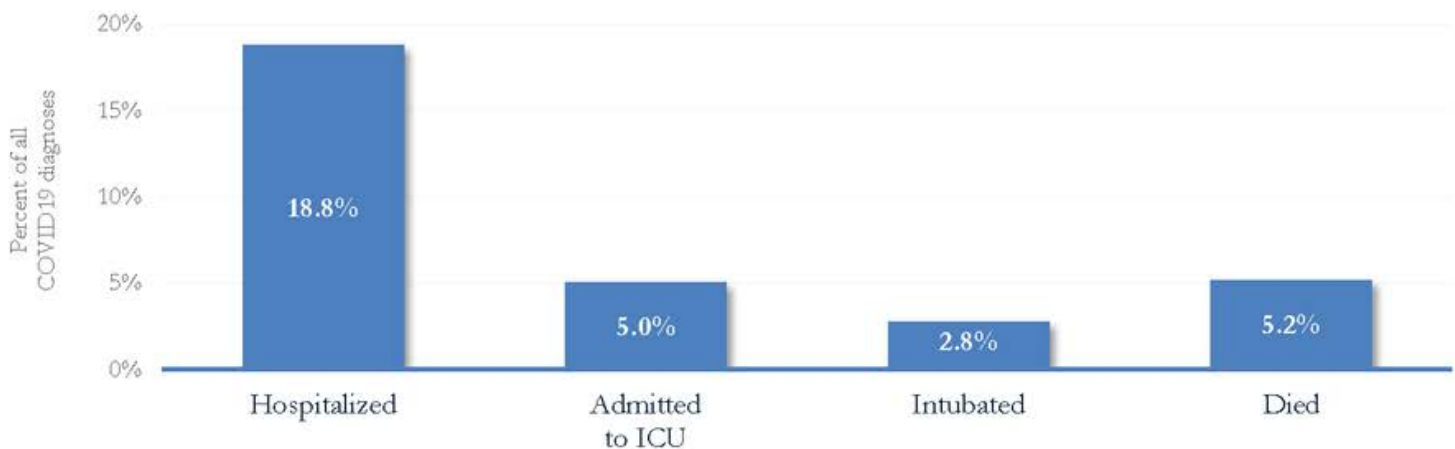
Fig. 6. Proportion reporting Symptoms in Fulton County (6/01/20)



COVID-19 cases who have been case interviewed or had medical charts reviewed as at 6/01/20 only

COVID-19 HOSPITALIZATIONS, ICU ADMISSIONS AND DEATHS IN FULTON

Fig. 7. Hospitalizations, ICU Admissions and Deaths among COVID-19 Diagnoses in Fulton County (6/01/20)



DEMOGRAPHIC DISTRIBUTIONS – COVID 19 DIAGNOSES AND DEATHS IN FULTON

Distribution of COVID-19 diagnoses in Fulton County by Fulton Region – 06/01/20

	North Fulton Cities ¹ Count (%)	Atlanta Count (%)	South Fulton Cities ² Count (%)	Unknown City Count (%)	All Fulton Count (%)
Total COVID-19 cases	969	2117	1016	438	4540
Gender: Female	467 (48.2%)	1033 (48.8%)	579 (57.0%)	236 (53.9%)	2315 (51.0%)
Male	493 (50.9%)	1052 (49.7%)	424 (41.7%)	193 (44.1%)	2162 (47.6%)
Unknown	<10	32 (1.5%)	13 (1.3%)	<10	63 (1.4%)
Age: <15	22 (2.3%)	19 (0.9%)	<10	<10	59 (1.3%)
15-24	98 (10.1%)	129 (6.1%)	52 (5.1%)	26 (5.9%)	305 (6.7%)
25-34	140 (14.4%)	326 (15.4%)	107 (10.5%)	84 (19.2%)	657 (14.5%)
35-44	167 (17.2%)	314 (14.8%)	152 (15.0%)	69 (15.8%)	702 (15.5%)
45-54	179 (18.5%)	302 (14.3%)	185 (18.2%)	72 (16.4%)	738 (16.3%)
55-64	161 (16.6%)	326 (15.4%)	188 (18.5%)	61 (13.9%)	736 (16.2%)
65-74	100 (10.3%)	327 (15.4%)	152 (15.0%)	34 (7.8%)	613 (13.5%)
≥75	100 (10.3%)	357 (16.9%)	168 (16.5%)	78 (17.8%)	703 (15.5%)
Unknown	<10	17 (0.8%)	<10	<10	27 (0.6%)
Race: Asian, NH	46 (4.7%)	21 (1.0%)	<10	11 (2.5%)	79 (1.7%)
Black, NH	134 (13.8%)	1121 (53.0%)	723 (71.2%)	172 (39.3%)	2150 (47.4%)
White, NH	337 (34.8%)	333 (15.7%)	73 (7.2%)	76 (17.4%)	819 (18.0%)
Hispanic	135 (13.9%)	68 (3.2%)	35 (3.4%)	35 (8.0%)	273 (6.0%)
Other, NH	29 (3.0%)	38 (1.8%)	14 (1.4%)	12 (2.7%)	93 (2.0%)
Unknown	288 (29.7%)	536 (25.3%)	170 (16.7%)	132 (30.1%)	1126 (24.8%)

¹Includes all Fulton County cities north of Atlanta metro (Alpharetta, Milton, Johns Creek, Roswell, Sandy Springs, Mountain Park) ²Includes all cities south of Atlanta (College Park, Chattahoochee Hills, East Point, Hapeville, Palmetto, South Fulton, Fairburn, Union City). **Note:** All data reported are preliminary and subject to change.

Distribution of COVID-19 Deaths in Fulton County by Fulton Region – 06/01/20

	North Fulton Cities ¹ Count (%)	Atlanta Count (%)	South Fulton Cities ² Count (%)	Unknown City Count (%)	All Fulton Count (%)
Total COVID-19 deaths	29	109	75	22	235
Gender: Female	<10	44 (40.4%)	41 (54.7%)	14 (63.6%)	106 (45.1%)
Male	22 (75.9%)	65 (59.6%)	34 (45.3%)	<10	129 (54.9%)
Unknown	0	0	0	0	0
Age: <65	<10	18 (16.5%)	21 (28.0%)	<10	46 (19.6%)
65-74	<10	27 (24.8%)	19 (25.3%)	<10	51 (21.7%)
75-84	<10	29 (26.6%)	15 (20.0%)	<10	58 (24.7%)
≥85	12 (41.4%)	35 (32.1%)	20 (26.7%)	13 (59.1%)	80 (34.0%)
Unknown	0	0	0	0	0
Race: Asian, NH	0	<10	0	0	<10
Black, NH	<10	93 (85.3%)	66 (88.0%)	11 (50.0%)	176 (74.9%)
White, NH	21 (72.4%)	13 (11.9%)	<10	11 (50.0%)	52 (22.1%)
Hispanic	<10	0	<10	0	<10
Other, NH	0	<10	0	0	<10
Unknown	0	0	0	0	0

¹Includes all Fulton County cities north of Atlanta metro (Alpharetta, Milton, Johns Creek, Roswell, Sandy Springs, Mountain Park) ²Includes all cities south of Atlanta (College Park, Chattahoochee Hills, East Point, Hapeville, Palmetto, South Fulton, Fairburn, Union City). **Note:** All data reported are preliminary and subject to change.

MORBIDITY AND MORTALITY TRENDS

Fig. 8. Daily Percent Increase for Atlanta Metro Districts
(Averaged over 7 days)

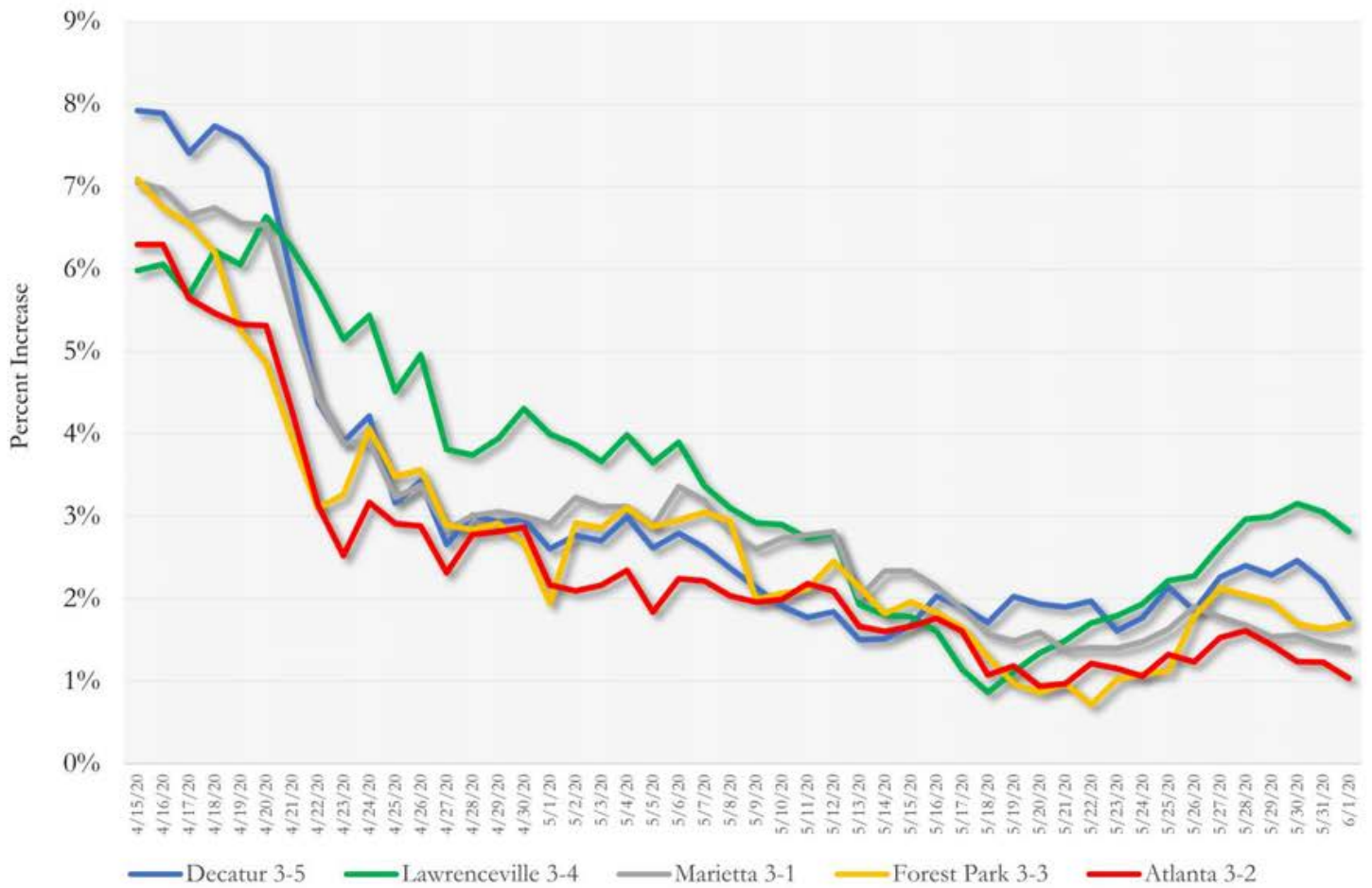
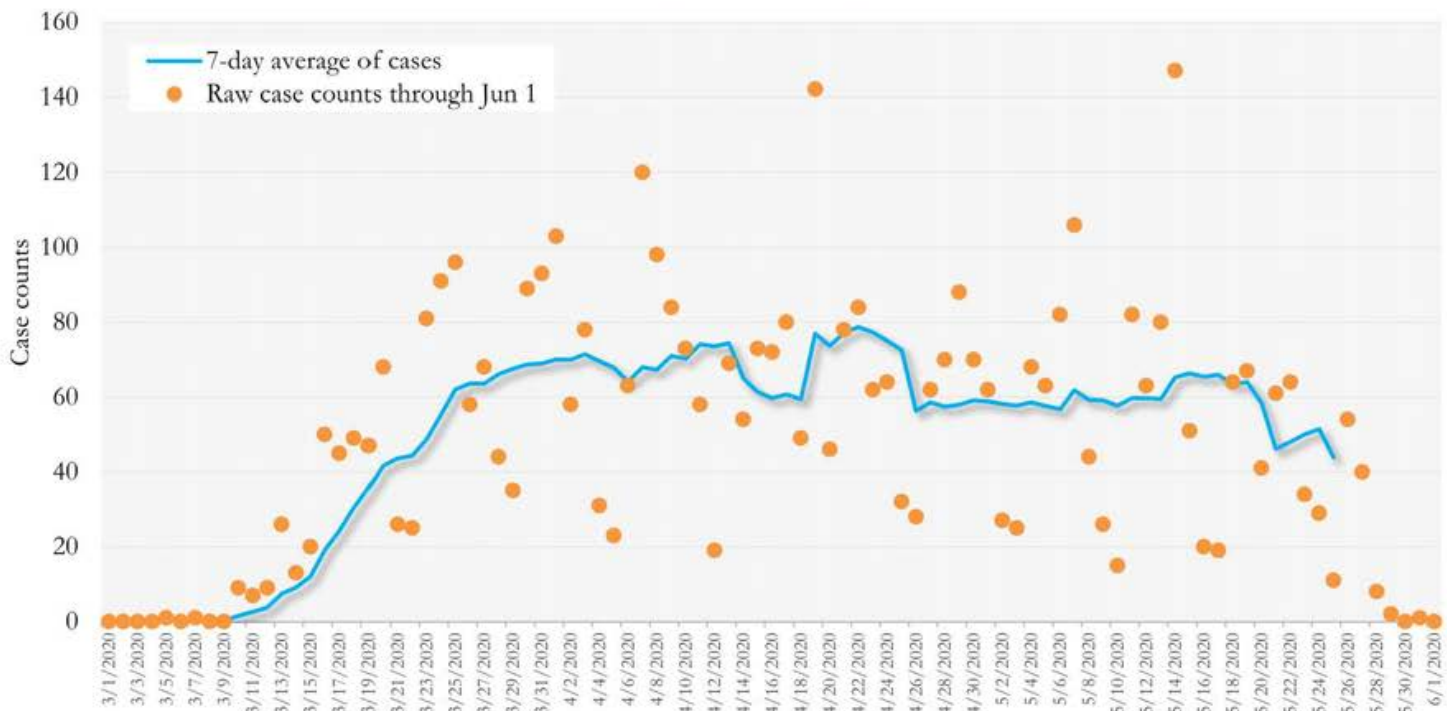
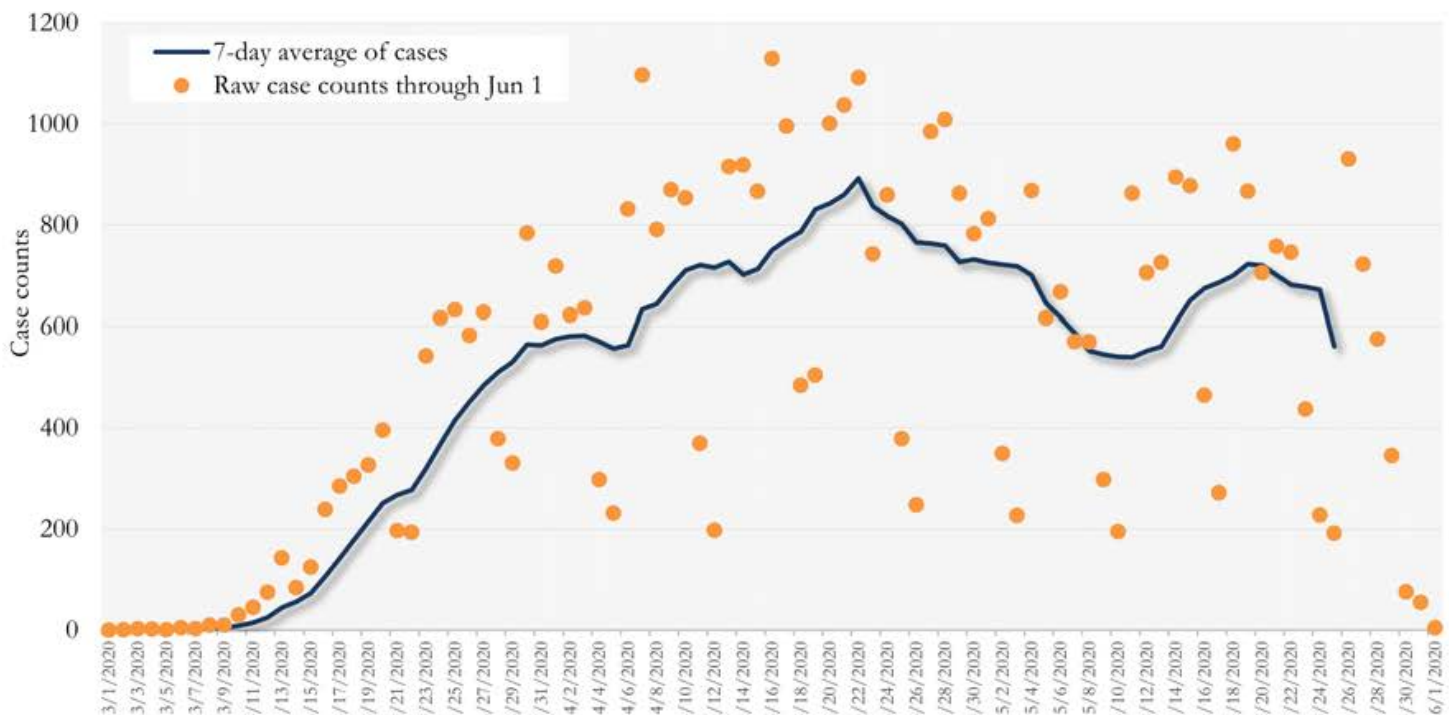


Fig 9. New COVID-19 Cases in Fulton County Daily (Averaged over 7 days)
March 01, 2020 - May 25, 2020



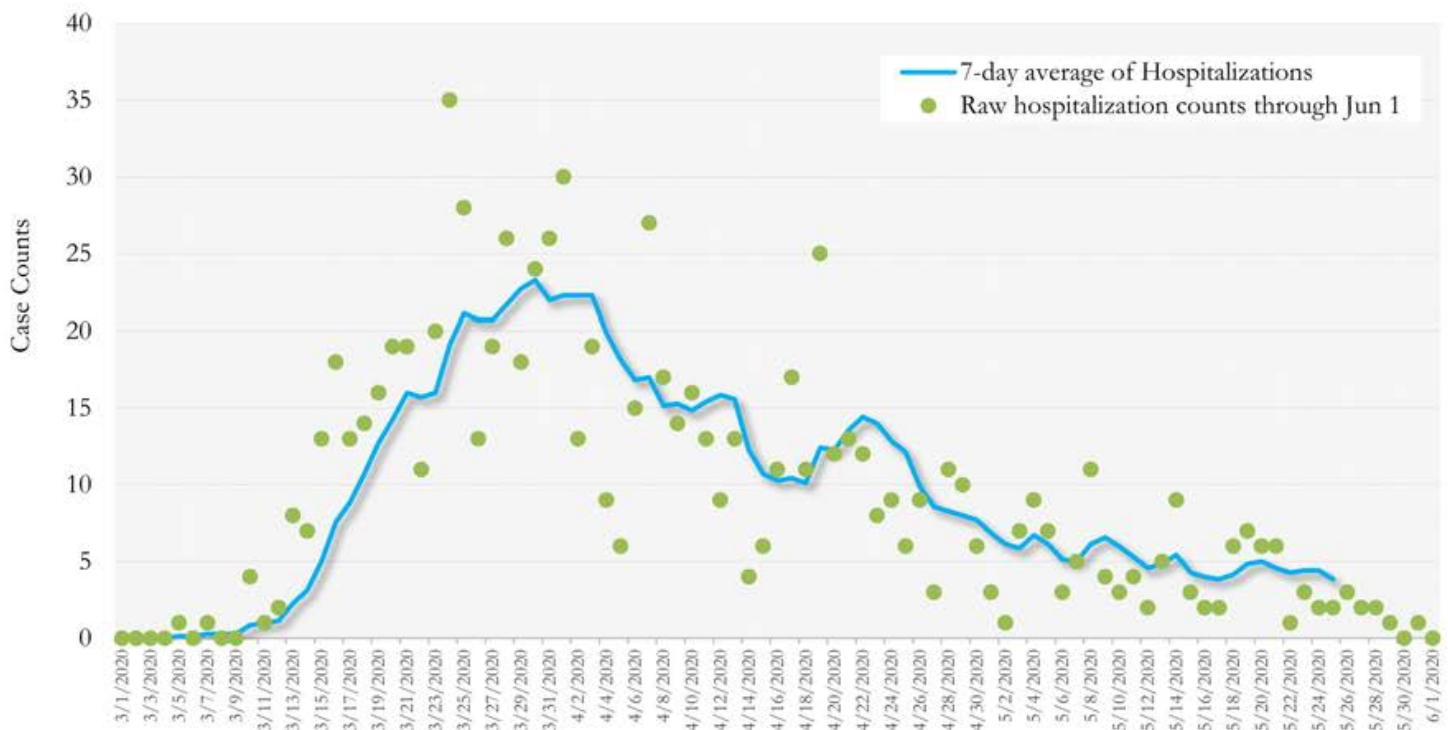
*Date of collection of first positive sample used (report creation date used where sample collection date is missing).

Fig 10. New COVID-19 Cases in Georgia State Daily (Averaged over 7 days)
March 01, 2020 - May 25, 2020



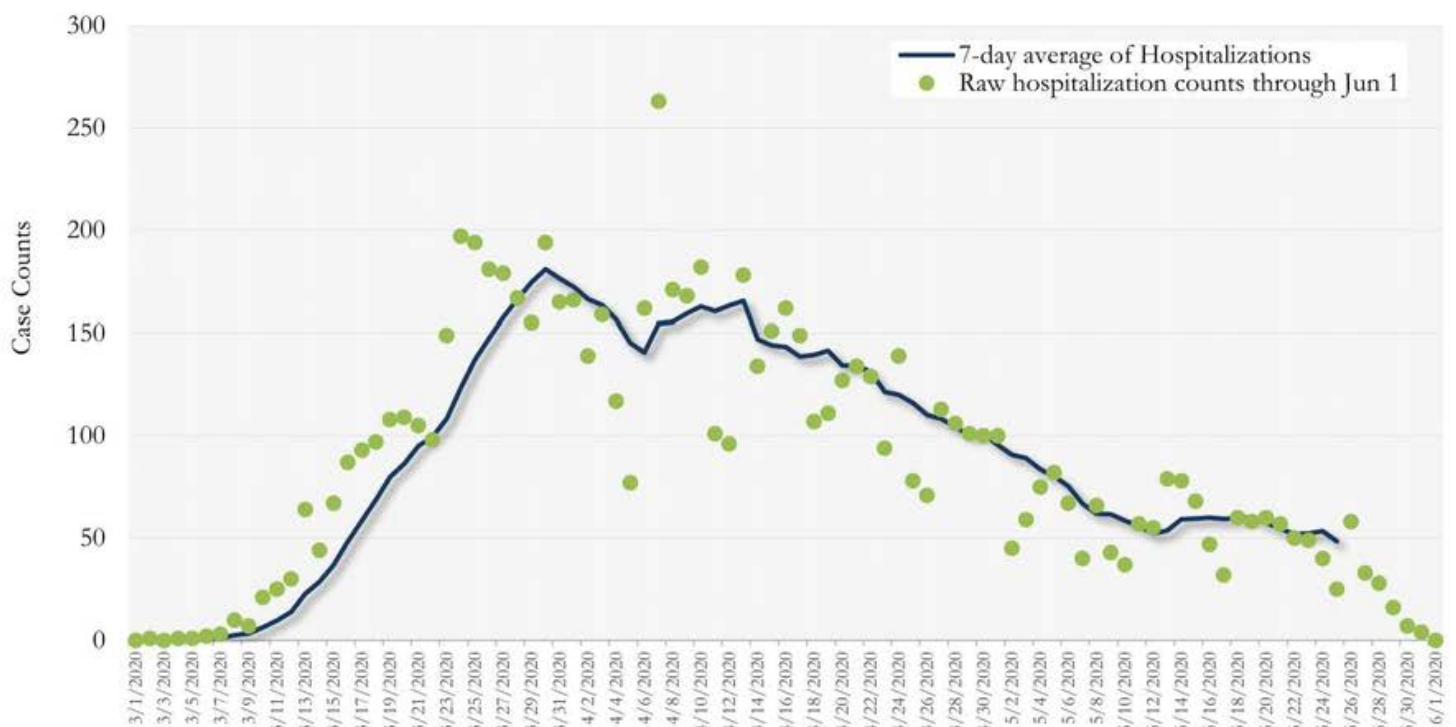
*Date of collection of first positive sample used (report creation date used where sample collection date is missing).

Fig 11. COVID-19 Hospitalizations in Fulton County Daily (Averaged over 7 days)
March 01, 2020 - May 25, 2020



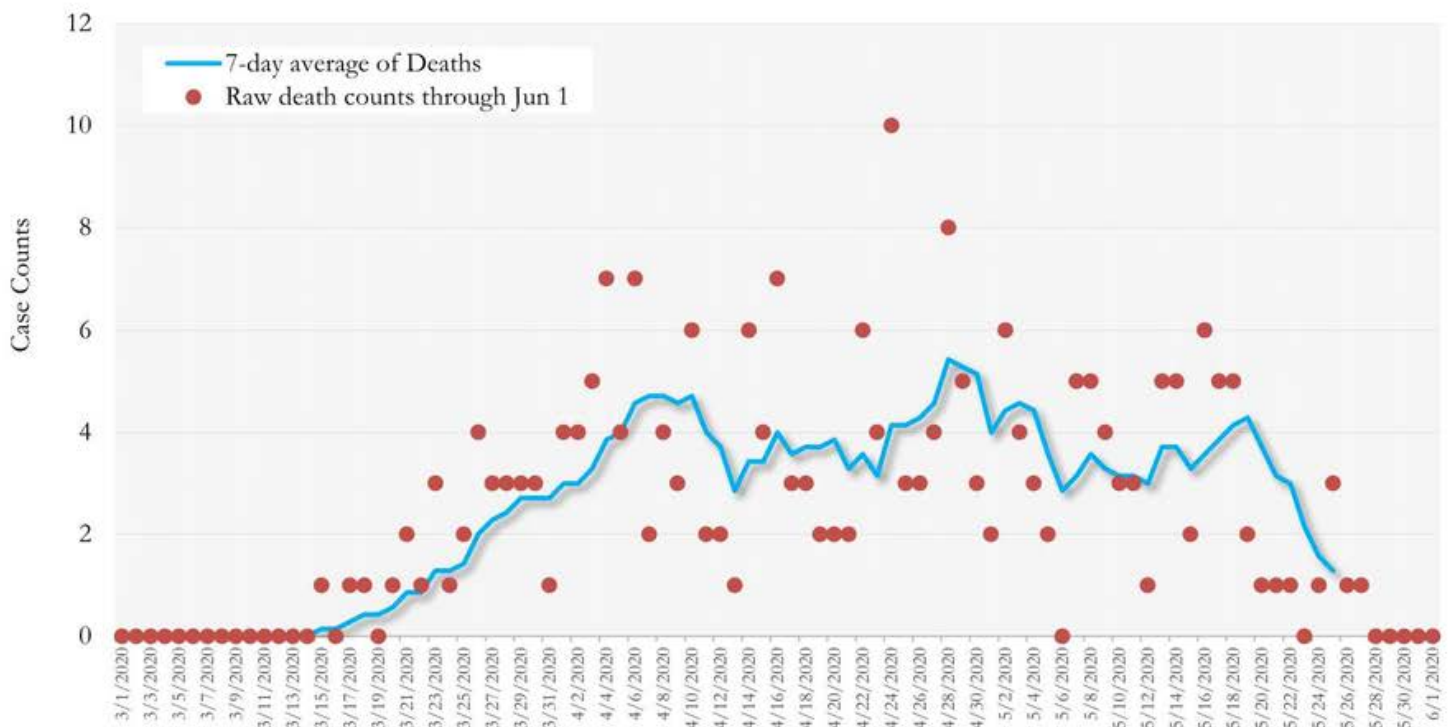
*Date of collection of first positive sample used (report creation date used where sample collection date is missing).

Fig. 12. COVID-19 Hospitalizations in Georgia State Daily (Averaged over 7 days)
March 01, 2020 - May 25, 2020



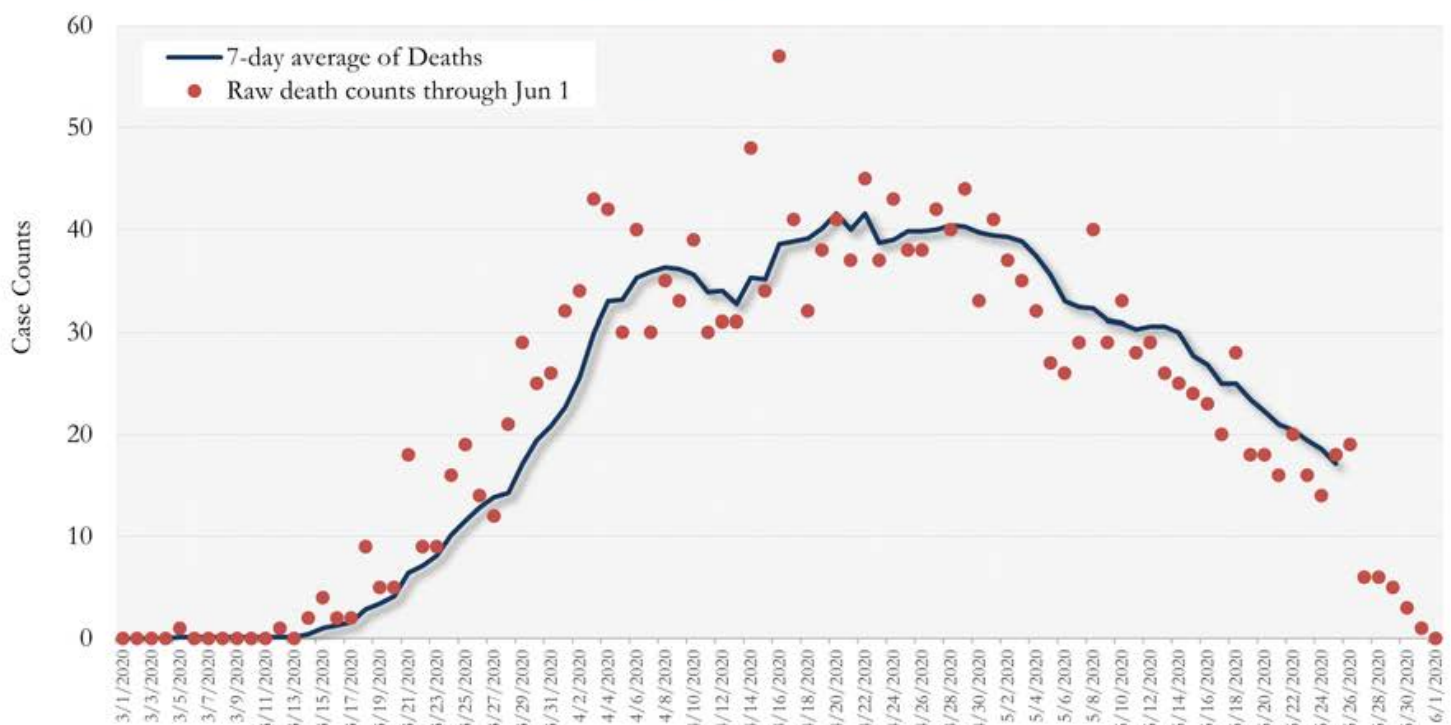
*Date of collection of first positive sample used (report creation date used where sample collection date is missing).

Fig. 13. COVID-19 Deaths in Fulton County Daily (Averaged over 7 days)
March 01, 2020 - May 25, 2020



*Reported date of death used.

Fig 14. COVID-19 Deaths in Fulton County Daily (Averaged over 7 days)
March 01, 2020 - May 25, 2020

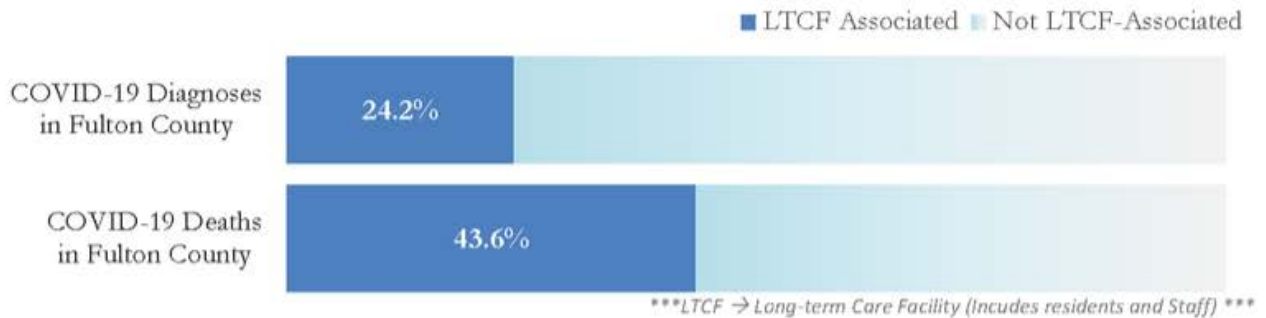


*Reported date of death used.

COVID-19 IN LONG-TERM CARE FACILITIES IN FULTON

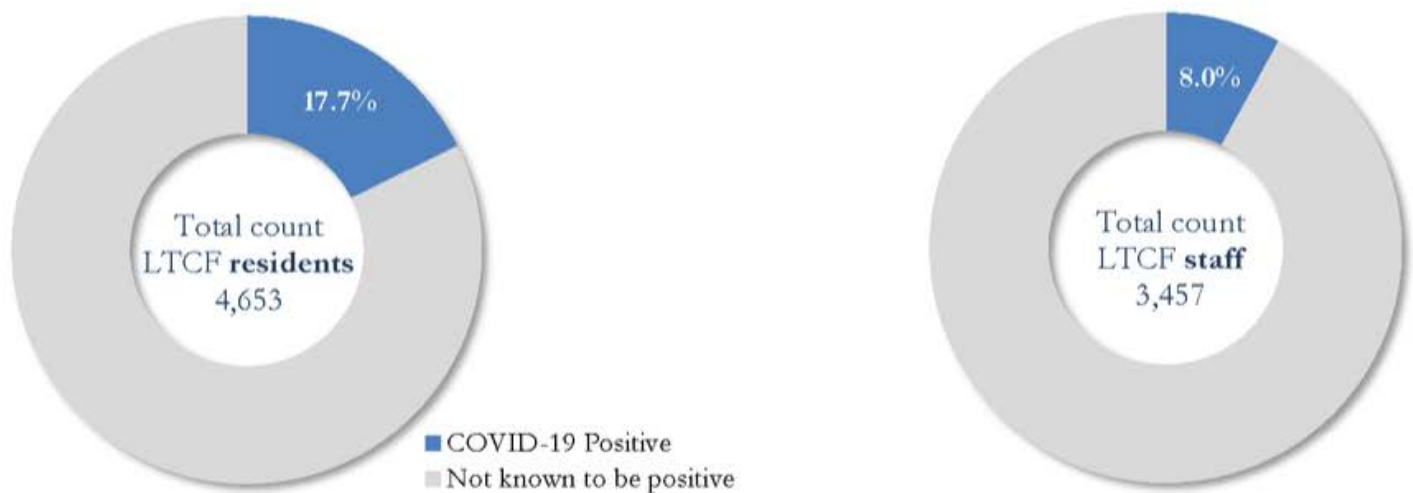
Older persons (aged 65 years and older) and persons who live in nursing homes or other long-term care facilities seem to be at higher risk for developing more serious complications from COVID-19. Extra precautions are recommended for individuals within this risk groups – Centers for Disease Control and Prevention (CDC 2020) <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

COVID-19 Diagnoses and Deaths in Fulton County Associated with Long-Term Care Facilities (6/01/20)



COVID-19 POSITIVITY: COVID-19 testing is currently being provided at various long-term care facilities in Fulton County through the efforts of the Board of Health and the National Guard. See <https://dch.georgia.gov/> for a line listing of COVID-19 cases at all facilities in Georgia.

COVID-19 Positivity at 42 reporting Long-Term Care Facilities (LTCF) in Fulton County (6/01/20)



COVID-19 Cases, Hospitalizations, and Deaths among reporting Long-Term Care Facilities in Fulton County (6/01/20)

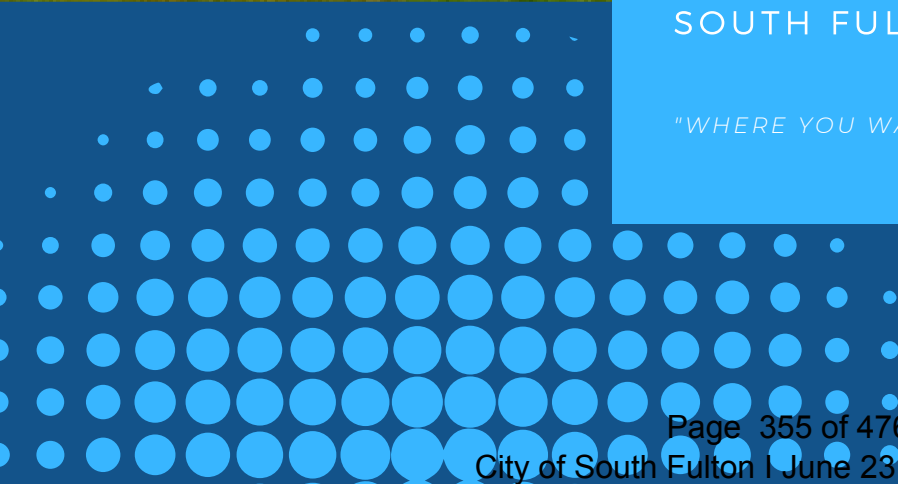
	LTCF Residents (n=4,653)			LTCF Staff (n=3,457)		
	Cases	Hospitalizations	Deaths	Cases	Hospitalizations	Deaths
Average (count per facility) ¹	20	4	2	7	<1	<0.1
Median (count per facility) ¹	3	3	1	4	0	0
Lowest counts	0	0	0	0	0	0
Highest counts	126	30	17	40	6	1
Total Count	824 (17.7%)^a	150 (18.2%)^b	91 (11.0%)^b	275 (8.0%)^a	16 (5.8%)^b	1 (0.4%)^b

^a Percentage shown reflects proportion of total residents/staff tested who were positive (i.e. COVID-19 Positivity). | ^b Percentages shown are proportions of persons residents/staff diagnosed with COVID-19 who were hospitalized or died after diagnoses.



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GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Council Approval of Agreement with CSG Forte Payments

DATE: June 23, 2020

SUBJECT: Council Approval of Agreement with CSG Forte Payments

REFERENCE:

CONCLUSION:

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
CSG Forte Payments Agreement	Cover Memo	6/17/2020

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: June 5, 2020

SUBJECT: Agreement with CSG Forte Payments, Inc.

The Finance Department is requesting approval to proceed with executing an Agreement with CSG Forte Payments, Inc. for the purpose of providing the following service to the City of South Fulton:

- FORTE and its affiliates provide payment processing and related services including but not limited to Automated Clearing House (“ACH”), Credit and Debit Card processing, account verification and customer identification (collectively and individually, as applicable, the “Services”) to AGENCY who provides services to, or otherwise has a business relationship with, individuals and other entities (“Constituents”). These services are necessary to allow efficient payment processing of permits for the City.

Should you need further information regarding this correspondence, please contact Frank Milazi at frank.milazi@cityofsouthfultonga.gov.

PAYMENT PROCESSING AGREEMENT

This Payment Processing Agreement (“Agreement”), including all applicable appendices and addendums hereto, is entered into by and between **CSG Forte Payments, Inc.** (“FORTE” or “Party”) a Delaware corporation, 500 W Bethany, Suite 200, Allen, TX 75013 and the City of South Fulton, Georgia, a Georgia municipality, 5440 Fulton Industrial Boulevard SW, Atlanta, GA 30336 (“AGENCY” or “Party”). The effective date shall be the date upon which this Agreement has been approved and signed by the AGENCY’s governing authority (the “Effective Date”).

FORTE and its affiliates provide payment processing and related services including but not limited to Automated Clearing House (“ACH”), Credit and Debit Card processing, account verification and customer identification (collectively and individually, as applicable, the “Services”) to AGENCY who provides services to, or otherwise has a business relationship with, individuals and other entities (“Constituents”).

1. GENERAL

The Agreement shall consist of these terms and conditions, each of the Appendices attached hereto if applicable, and all executed modifications and amendments thereto. Under the terms of the Agreement, AGENCY will be furnished with the products and services described in the Agreement and attached Appendices, which are selected by Agency and approved by FORTE. For any terms herein that are specifically applicable to any particular product or service offered by FORTE, only the terms and conditions that apply to the specific Service(s) requested by Agency at any given time shall apply.

2. USAGE

2.1 Subject to the terms and conditions of this Agreement, FORTE hereby grants to AGENCY a non-exclusive and non-transferable license to access and use FORTE's products and services contracted for and AGENCY hereby accepts such license and agrees to utilize and access the Services in accordance with the practices and procedures established by FORTE. AGENCY may use the Services (a) for its own internal business purposes and operations, and/or (b) as a service provided to its Constituents, unless otherwise notified by FORTE. No license or right to use, reproduce, translate, rearrange, modify, enhance, display, sell, lease, sublicense or otherwise distribute, transfer or dispose of any of FORTE's Proprietary Property, as defined in Section 3 below, in whole or in part, is granted except as expressly provided by this Agreement. Neither AGENCY nor any of its affiliates shall reverse engineer, decompile or disassemble the Proprietary Property. Additionally, nothing in this Agreement shall be construed to provide AGENCY with a license of any third-party proprietary information or property.

2.2 AGENCY shall ensure that its Users comply with all applicable requirements of this Agreement. AGENCY is responsible for protecting the confidentiality of any and all passwords and credentials provided to AGENCY by FORTE for the purpose of utilizing the Services or other forms of access to AGENCY’s accounts with FORTE. AGENCY is responsible for the security of its systems, locations and equipment used in processing transactions under this Agreement and for developing security procedures and training its employees on the procedures. AGENCY expressly assumes responsibility for the acts or omissions of all Users on its account(s) with FORTE, and for User access to FORTE’s systems either directly or through software.

3. OWNERSHIP

All computer programs, trademarks, service marks, patents, copyrights, trade secrets, know-how, and other proprietary rights in or related to FORTE's products and services (the “Proprietary Property”), are and will remain the sole and exclusive property of FORTE, whether or not specifically recognized or perfected under applicable law. FORTE shall own all rights, title and interest, including all intellectual property rights, in and to any improvements to the existing FORTE products or services and/or any new programs, upgrades, modifications or enhancements developed by FORTE in connection with rendering any services to AGENCY (or any of its affiliates), even when refinements and improvements result from AGENCY’s request. To the extent, if any, that ownership in such refinements and improvements does not automatically vest in FORTE by virtue of this

Agreement or otherwise, AGENCY hereby expressly transfers and assigns (and, if applicable, shall cause its affiliates to transfer and assign) to FORTE all rights, title, and interest which AGENCY or any of its affiliates may have in and to such refinements and improvements. All reference to any of FORTE's service marks, trademarks, patents or copyrights, or those of FORTE's partners or vendors, shall be made in compliance with the requirements, including periodic updates thereto, as provided at <http://www.forte.net/trademark>.

4. CONFIDENTIALITY

The Parties acknowledge that, by virtue of this Agreement, each has been and will continue to be entrusted with certain Confidential Information (as defined in Appendix A) pertaining to the other's business, including but not limited to proprietary information developed by, acquired by, or licensed to each Party. Each Party agrees that, except to the extent and in the manner necessary to perform its duties hereunder, it will not disclose to others or use for its own benefit any Confidential Information of the other Party and it will hold all Proprietary Property as defined herein confidential in perpetuity. Nothing in this Agreement shall be interpreted to prevent or limit AGENCY'S compliance with the Georgia Open Records Act and/or other applicable laws.

Additionally, in the course of providing and receiving the Services, each Party acknowledges that it may receive or have access to information which can be used to identify an individual consumer (including, without limitation, names, signatures, addresses, telephone numbers, e-mail addresses, payment history, and other unique identifiers) ("Personal Information"). As such, each Party shall: (i) keep all Personal Information in strict confidence, with the degree of care necessary to avoid unauthorized access, use or disclosure; (ii) use Personal Information solely and exclusively for the purposes provided in this Agreement; (iii) implement administrative, physical and technical safeguards to protect Personal Information that are at least as rigorous as accepted industry practices; (iv) as applicable, have in place a program that complies with applicable legal requirements regarding Personal Information.

Except with respect to Personal Information, this section will not apply to Confidential Information that (i) was already available to the public at the time of disclosure, (ii) becomes generally known to the public after disclosure to the other party, through no fault of the other party, (iii) is disclosed under force of law, governmental regulation or court order, (iv) is required to be disclosed by a banking partner, an Acquirer or an applicable Payment Association.

5. TERM AND TERMINATION

5.1 Term. This Agreement shall have an initial term commencing upon the Effective Date and expiring thereafter on December 31, 2020. Thereafter, this Agreement will automatically renew for three (3) additional one (1) year terms unless either Party provides at least thirty (30) days' prior written notice of termination to the other Party.

5.2 Termination. In the event of a material breach of this Agreement by one Party and failure to cure within thirty (30) days of receipt of written notice of the breach, the other Party may terminate immediately by providing written notice of termination. Either Party may immediately terminate this Agreement without prior notice in the event that (i) there is a material adverse change to a Party's financial condition; or (ii) a Party experiences an actual or suspected data security breach; or (iii) the other Party violates any applicable Law, Rule or Regulation. Additionally, FORTE may immediately terminate this Agreement without prior notice in the event that (iv) AGENCY experiences excessive chargebacks or (v) if FORTE is instructed to terminate by any Financial Institution, Acquirer or Payment Association. Pursuant to O.C.G.A. 36-60-13, this Agreement will terminate immediately and absolutely at such time as appropriated and otherwise unobligated funds are no longer available to satisfy the obligations of AGENCY under the Agreement.

6. TRANSACTION PROCESSING

6.1 **Accepting Transactions.** FORTE shall process Credit Card, Debit Card and ACH Transactions on the AGENCY's behalf on a 24-hour basis. Transactions which are received before the daily designated cut-off time will be originated for settlement through the corresponding Payment Network. Transactions which are received after the designated cut-off time will be included in the next business day's settlement processing.

6.1.1 **Sale Transactions.** If a Transaction is sent to FORTE as a sale of goods or services, it will automatically be captured for settlement in time for the next designated cut-off time.

6.1.2 **Auth/Capture Transactions.** If a Transaction is sent to FORTE for authorization only or for delayed processing, then it will be the responsibility of AGENCY to submit a corresponding “capture” Transaction within 48 hours of the authorization in order to complete the Transaction process for settlement. Transactions which are not captured within 48 hours of Authorization are untimely and may be rejected by FORTE.

6.2 **Transaction Format.** FORTE is responsible only for processing Transactions which are received and approved by FORTE in the proper format, as established by FORTE.

6.2.1 **Card Not Present Transactions.** For card-based transactions in which the card is not present, AGENCY must obtain and include as part of the authorization request the 3 or 4 digit Validation Code and cardholder’s billing address information.

6.3 **AGENCY Account.** In order to provide transaction processing services, FORTE may need to establish one or more service accounts on AGENCY’s behalf or require AGENCY to establish a service account with a third party provider sub-contracting with FORTE.

6.4 **Limited-Acceptance Agency.** If appropriately indicated on AGENCY’s application attached hereto, AGENCY may be a Limited-Acceptance Agency, which means that AGENCY has elected to accept only certain Visa and MasterCard card types (i.e., consumer credit, consumer debit, and commercial cards) and must display appropriate signage to indicate the same. FORTE and its associated credit card acquirer have no obligation other than those expressly provided under the Payment Association Operating Regulations and applicable law as they may relate to limited acceptance. AGENCY, and not FORTE or Acquirer, will be solely responsible for the implementation of its decision for limited acceptance, including but not limited to policing the card type(s) accepted at the point of sale.

6.5 **Bona Fide Sales.** AGENCY shall only complete sales transactions produced as the direct result of bona fide sales made by AGENCY to cardholders, and is expressly prohibited from processing, factoring, laundering, offering, and/or presenting sales transactions which are produced as a result of sales made by any person or entity other than AGENCY, or for purposes related to financing terrorist activities.

6.6 **Setting Limits on Transaction Amount.** AGENCY may set a minimum transaction amount to accept a card that provides access to a credit account, under the following conditions: i) the minimum transaction amount does not differentiate between card issuers; ii) the minimum transaction amount does not differentiate between MasterCard, Visa, or any other acceptance brand; and iii) the minimum transaction amount does not exceed ten dollars (or any higher amount established by the Federal Reserve). AGENCY may set a maximum transaction amount to accept a card that provides access to a credit account, under the following conditions: AGENCY is a i) department, agency or instrumentality of the U.S. government; ii) corporation owned or controlled by the U.S. government; or iii) agency whose primary business is reflected by one of the following MCCs: 8220, 8244, 8249 –Schools, Trade or Vocational; and the maximum transaction amount does not differentiate between MasterCard, Visa, or any other acceptance brand.

6.7 **Modifying Transactions.** AGENCY shall regularly and promptly review all Transactions and shall immediately notify FORTE upon discovery of any and all discrepancies between the records of AGENCY compared with those provided by FORTE or AGENCY’s bank, or with respect to any Transaction that AGENCY believes was made erroneously or without proper authorization. At AGENCY’s request, FORTE will make commercially reasonable efforts to reverse, modify, void or delete a Transaction after it has been submitted for settlement. All requests must be made in writing (electronic mail will be deemed as “in writing” for these purposes), signed or sent by an individual pre-authorized by AGENCY to make such requests, and delivered to FORTE. AGENCY agrees that FORTE will not be held responsible for any losses, directly or indirectly, incurred by AGENCY or other third parties as a result of FORTE’s failure to accomplish the request before the Transaction has been processed through the applicable Payment Network.

6.8 **Delay or Rejection of Transactions.** FORTE may delay or reject any Transaction without prior notification to AGENCY which is improperly formatted, is untimely, is missing information, which may cause it to downgrade or if FORTE has reason to believe such Transaction is fraudulent or improperly authorized or for any reason permitted or required under the Rules or Regulations. FORTE shall have no liability to AGENCY by

reason of the rejection of any such Transaction.

6.9 Returned Items. FORTE shall make available to AGENCY details related to the receipt of any Transaction that is returned unpaid or Transaction which is charged back and shall credit or charge such returned item to AGENCY's Settlement Account.

6.10 Chargebacks. AGENCY acknowledges and agrees that it is bound by the Rules and Regulations of the Payment Associations with respect to any Chargeback. AGENCY understands that obtaining an authorization for any sale shall not constitute a guarantee of payment, and such sales can be returned or charged back to AGENCY like any other item hereunder. In the event a Transaction is charged back, for any reason, the amount of such Transaction will be deducted from AGENCY's designated Settlement Account or any payment due to AGENCY.

6.11 Excessive Chargebacks. Using limits established by Associations as a standard for review, FORTE reserves the right to suspend and/or terminate AGENCY's access to the Services should AGENCY's chargeback ratio exceed allowable limits in any given period. FORTE will make reasonable efforts to provide AGENCY with notice and a time to cure its excessive chargebacks prior to suspending or terminating AGENCY's access to the Services. AGENCY acknowledges and expressly authorizes FORTE, in compliance with Payment Association Rules and Regulations, to provide to the Payment Associations and applicable regulatory bodies, AGENCY's name and contact information as well as transaction details should AGENCY's chargeback ratio exceed the allowable limits in any given period.

6.12 Resubmitting Transactions. AGENCY shall not re-submit any Transaction unless it is returned as (i) Insufficient funds (R01); or (ii) Uncollected funds (R09); or unless a new authorization is obtained from Constituent.

6.13 Settlement. Settlement of AGENCY's funds for Transactions, less any Chargebacks or Returns, to AGENCY's designated Settlement Account will occur within 72 hours of origination excluding weekends and US federal banking holidays. Settlement of Transactions will occur via electronic funds transfer over the ACH Network. Upon receipt of Agency's sales data for card transactions through FORTE's Services, Acquirer will process AGENCY's sales data to facilitate the funds transfer between the various Payment Associations and AGENCY. After Acquirer receives credit for such sales data, Acquirer will fund AGENCY, either directly to the AGENCY-Owned Designated Account or through FORTE to an account designated by FORTE ("FORTE Designated Account"), at Acquirer's sole option, for such card transactions. AGENCY agrees that the deposit of funds to the FORTE Designated Account shall discharge Acquirer of its settlement obligation to AGENCY, and that any dispute regarding the receipt or amount of settlement shall be between FORTE and AGENCY. Acquirer will debit the FORTE Designated Account for funds owed to Acquirer as a result of the Services provided hereunder, unless an Agency-owned account is otherwise designated by AGENCY. Further, if a cardholder disputes a Transaction, if a Transaction is charged back for any reason, or if FORTE or Acquirer reasonably believe a Transaction is unauthorized or otherwise unacceptable, the amount of such Transaction may be charged back and debited from AGENCY if settled to an Agency-owned account or debited from the FORTE Designated Account if settled to that account.

6.14 Provisional and Final Payment. AGENCY, AGENCY's third party senders (if applicable), and/or AGENCY's agent(s) understand and agree that Entries may be transmitted through the ACH Network, that payment of an Entry by the RDFI to the Receiver is provisional until receipt by the RDFI of final settlement for such Entry, and that if such settlement is not received, then the RDFI will be entitled to a refund from the Receiver of the amount credited and AGENCY will not be deemed to have paid the Receiver the amount of the Entry. The rights and obligations of AGENCY concerning the Entry are governed by and construed in accordance with the laws of the state in which the processing ODFI is located unless AGENCY and FORTE have agreed that the laws of another jurisdiction govern their rights and obligations..

6.15 Reporting. FORTE will make daily origination and deposit reports available to AGENCY on a 24/7 basis through the Internet-based FORTE platform.

7. TRANSACTION AUTHORIZATION

7.1 Constituent Authorization. AGENCY shall obtain authorization from Constituent prior to requesting a Transaction to or from Constituent's account.

7.2 Retention. AGENCY shall retain proof of Constituent's authorization for a period of not less than two (2)

years for standard Transactions and for a period of five (5) years for health- related Transactions from the authorization date or revocation of authorization date and shall provide such proof of authorization to FORTE upon request within five (5) business days of the request.

7.3 Revoked Authorization. AGENCY shall cease initiating Transactions to or from a Constituent's account immediately upon receipt of any actual or constructive notice of that Constituent's termination or revocation of authorization. AGENCY may re-initiate Transactions to or from a Constituent's account only upon receiving new authorization from the Constituent.

8. AGENCY PROHIBITIONS

AGENCY must not i) require a cardholder to complete a postcard or similar device that includes the cardholder's account number, card expiration date, signature, or any other card account data in plain view when mailed, ii) add any tax to Transactions, unless applicable law expressly requires that AGENCY impose a tax (any tax amount, if allowed, must be included in the Transaction amount and not collected separately), iii) request or use an account number for any purpose other than as payment for its goods or services, iv) disburse funds in the form of travelers checks if the sole purpose is to allow the cardholder to make a cash purchase of goods or services from AGENCY, v) disburse funds in the form of cash unless AGENCY is dispensing funds in the form of travelers checks, TravelMoney cards, or foreign currency (in such case, the Transaction amount is limited to the value of the travelers checks, TravelMoney cards, or foreign currency, plus any commission or fee charged by AGENCY), or AGENCY is participating in a cash back service, vi) submit any Transaction receipt for a Transaction that was previously charged back to the Acquirer and subsequently returned to AGENCY, irrespective of cardholder approval, vii) accept a Visa consumer credit card or commercial Visa product issued by a U.S. issuer to collect or refinance an existing debt that has been deemed uncollectable by AGENCY, or ix) submit a Transaction that represents collection of a dishonored check. AGENCY further agrees that, under no circumstance, will AGENCY store cardholder data in violation of the Laws or the operating regulations of any Payment Association including but not limited to the storage of track-2 data. Neither AGENCY nor its agent shall retain or store magnetic-stripe data subsequent to the authorization of a sales Transaction.

9. AUTHORIZATION

9.1 ACH Authorization. AGENCY authorizes FORTE to electronically debit and credit AGENCY's designated bank account(s) for any amounts owed to or by AGENCY in accordance with the terms of this Agreement.

9.2 Third Party Service Provider. If AGENCY uses the Services through or in conjunction with a third party service provider that is not a party to this Agreement, AGENCY authorizes FORTE to provide [Sages Networks](#) ("Partner") with its FORTE merchant account information and credentials. If applicable, AGENCY authorizes Partner to originate Transactions and receive the corresponding results on its behalf.

10. CONSTITUENT DISPUTES

All disputes between AGENCY and its Constituent (s) relating to any Transaction processed under this Agreement will be settled by and between AGENCY and Constituent. AGENCY agrees that FORTE bears no responsibility or involvement in any such dispute, except as set for by applicable law.

11. COMPLIANCE WITH LAWS, RULES AND REGULATIONS

In performing its duties under this Agreement, each Party agrees to comply with all applicable Rules, Regulations and Laws, including but not limited to all confidentiality and security requirements of the USA Patriot Act (or similar law, rule or regulation), all Rules of any applicable Payment Associations, all requirements under the Payment Card Industry Data Security Standard (or similar applicable data security law, rule or regulation) including but not limited to the VISA Cardholder Information Security Program, the MasterCard Site Data Protection Program, and any other program or requirement that may be published and/or mandated by the Associations. Each Party agrees to cooperate and provide information reasonably requested by the other to facilitate its compliance with any applicable Law, Rule or Regulation. Additionally, should a Payment Association or regulatory body impose a fee or fine on AGENCY for any violation of the Rules or Laws by

AGENCY, such fee or fine may be charged to FORTE as a pass-through to AGENCY. If any such fee or fine is charged to FORTE, AGENCY shall reimburse FORTE for any such fees or fines.

12. PRICING AND PAYMENT

12.1 FORTE will provide the Services in accordance with the fees listed on the Pricing Fee Schedule attached as Schedule 1 hereto or any written amendments executed thereto. Pricing which utilizes an Absorbed Fee Model will be billed to the AGENCY monthly in arrears and will automatically be debited from AGENCY's designated account via ACH Debit. Pricing which utilizes a Service Fee Model will result in a processing fee being charged to the Constituent in the form of a non-refundable service fee as established under the Pricing Fee Schedule, which is either (i) added to; or (ii) charged as a separate transaction to the Constituent at the time of payment.

12.2 Pricing which utilizes a flat service fee model are calculated based on historical or estimated transactional amount activity by AGENCY.

12.3 FORTE's pricing is subject to the underlying fees established by the Payment Associations and its service providers. As such, in the event FORTE experiences an increase in cost for any processing services utilized by AGENCY during any term of this Agreement, FORTE will pass through the increases with no additional markup to AGENCY. FORTE will provide AGENCY a minimum of thirty (30) days' notice of any change or adjustment in fees.

13. LIMITS OF LIABILITY

13.1 UNDER NO CIRCUMSTANCES SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, PUNITIVE OR EXEMPLARY DAMAGES OF ANY KIND OR NATURE (WHETHER BASED ON TORT OR CONTRACT AND EVEN IF THAT PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES), OR SUCH PARTY'S LIABILITIES TO THIRD PARTIES ARISING FROM ANY SOURCE. UNDER NO CIRCUMSTANCES SHALL THE ENTIRE LIABILITY OF EITHER PARTY TO THE OTHER PARTY UNDER THIS AGREEMENT, WITH RESPECT TO ANY SUBJECT MATTER OF THIS AGREEMENT UNDER ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY OR OTHER LEGAL OR EQUITABLE THEORY, EXCEED THE GREATER OF (1) ONE TIMES THE FEES PAID BY AGENCY HEREUNDER DURING THE TWELVE CONSECUTIVE CALENDAR MONTHS IMMEDIATELY PRECEDING THE ORIGINATION OF THE CLAIM GIVING RISE TO LIABILITY, OR (2) FIFTY THOUSAND (\$50,000.00). THE PROVISIONS OF THIS SECTION WILL SURVIVE THE TERMINATION OF THIS AGREEMENT.

13.2 FORTE shall not be held responsible for errors, acts or failures to act of others, including, and among other entities, banks, other processors, communications carriers or clearing houses through which Transactions may be originated or through which FORTE may receive or transmit information, and no such entity shall be deemed an agent of FORTE.

14. REPRESENTATIONS AND WARRANTIES.

14.1 **FORTE's Representations and Warranties.** FORTE makes no representations or warranties concerning its services except as may be specifically authorized, in writing, or set out herein.

14.1.1 FORTE hereby warrants that its software solutions and services will perform in accordance with their published specifications in all material respects.

14.1.2 FORTE further warrants that in performing its obligations hereunder, it shall exercise due care and reasonable efforts to ensure that information originated by AGENCY is transmitted accurately.

14.2 **AGENCY's Representations and Warranties.** AGENCY represents and warrants to FORTE that:

14.2.1 If applicable, with respect to all Transactions originated by FORTE on behalf of AGENCY that (i) each Transaction in all respects has been properly authorized by Receiver; (ii) each Transaction is for an amount agreed to by the Receiver and; (iii) AGENCY shall provide proof of authorization in compliance with applicable Rules for any Transaction to FORTE upon request within five (5) Business Banking Days.

14.2.2 AGENCY agrees to adhere to the warranties within the applicable Rules for each Transaction

FORTE processes on AGENCY's behalf.

14.3 Mutual Representations and Warranties. Each Party represents and warrants to the other that:

14.3.1 The execution of this Agreement does not violate any applicable international, federal, state, or local law, Payment Network rule or contract to which such Party is subject.

14.3.2 There are no actions, suits or proceedings existing or pending against or affecting it before any judicial or regulatory authority which would have a material adverse effect on its ability to perform its obligations hereunder.

14.3.3 When executed and delivered, this Agreement will constitute a legal, valid, and binding obligation, enforceable in accordance with its terms.

15. FORTE SERVICE POLICY.

FORTE makes no representations or warranties concerning its services except as may be specifically authorized, in writing, or set out herein. AGENCY acknowledges and understands that FORTE does not warrant that the Services will be uninterrupted or error free and that FORTE may occasionally experience delays or outages due to disruptions that are not within FORTE's control. Any such interruption shall not be considered a breach of the Agreement by FORTE. FORTE shall use its best efforts to remedy any such interruption in service as quickly as possible.

16. FORCE MAJEURE

Neither Party shall be liable for, or be considered in breach of or default under the Agreement on account of any delay or failure to perform its obligations hereunder as a result of any causes or conditions that are beyond such Party's reasonable control and that such Party is unable to overcome through the exercise of commercially reasonable diligence. If any force majeure event occurs, the affected Party shall give prompt written notice to the other Party and shall use all commercially reasonable efforts to minimize the impact of the event.

17. ASSIGNMENT

The rights granted under this Agreement shall not be assigned by either Party without the prior written consent of the other Party, which shall not be unreasonably withheld.

18. CHOICE OF LAW

This Agreement shall be governed by and construed in accordance with the internal laws of the state of Georgia. Merchant hereby agrees that claims applicable to American Express may be resolved through arbitration as further described in the American Express Merchant Operating Guide, see Appendix D, Section 4 herein.

19. AMENDMENT

Except as otherwise provided for herein, the terms and conditions of this Agreement shall not be modified or amended except in writing, signed by the parties hereto and specifically referring to this Agreement.

20. PUBLICITY

Neither Party shall use the other Party's name, logo or service marks in conjunction with a press release or advertisement without first obtaining written approval.

21. NOTICE

Any notice required to be given by either Party hereunder, shall be in writing and delivered personally to the other designated Party, or sent by any commercially reasonable means of receipted delivery, addressed, to that Party at the address most recently provided in writing. Either Party may change the address to which notice is to be sent by written notice to the other under any provision of this paragraph.

Notices to FORTE:

CSG Forte Payments, Inc.
500 W. Bethany Drive, Suite 200

Notices to Agency:

City of South Fulton, GA
5440 Fulton Industrial Boulevard SW

Allen, TX 75013
Attn: Chief Counsel _____

Atlanta, GA 30336
Attn: _Nina Robinson, Controller

with a copy to:

CSG Systems, Inc.
6175 S Willow Drive, 10th Floor
Greenwood Village, CO 80111
Attn: General Counsel

22. HEADINGS

The headings contained in this Agreement are for convenience of reference only and shall not affect the meaning of any provision of this Agreement.

23. SEVERABILITY

Should any term, clause or provision herein be found invalid or unenforceable by a court of competent jurisdiction, such invalidity shall not affect the validity or operation of any other term, clause or provision and such invalid term, clause or provision shall be construed to most closely reflect the original intent of the parties.

24. ENTIRE AGREEMENT; WAIVER; COUNTERPARTS

This Agreement constitute the entire understanding of the Parties, and revoke and supersede all prior agreements between the Parties and are intended as a final expression of their agreement. Either Party's waiver of any breach of any provision of this Agreement shall not be deemed a waiver of any subsequent breach of same or other provision. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one instrument.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto by their respective organizations, have executed this Agreement as of the date set forth below.

CSG FORTE PAYMENTS, INC:

By: _____

Name: _____

Title: _____

Date: _____

CITY OF SOUTH FULTON:

By: _____

Name: _____

Title: _____

Date: _____

Approval as to form:

Emilia C. Walker, City Attorney

APPENDIX A DEFINITIONS

ACH Network – Automated Clearing House Network is a batch processing, store-and-forward system that accumulates and distributes ACH transactions that are received from ODFI (defined below) and are forwarded to the specified RDFI (defined below) according to the specific schedules established by the participants.

Acquirer – A sponsoring financial institution or payment processor that enters into an agreement which enables merchants or their Agent(s) to submit Transactions to a payment network.

Affiliate – A business entity effectively controlling or controlled by another or associated with others under common ownership or control.

Agent Any director, officer, employee, representative, affiliate, third-party vendor or any other person acting on behalf of the Merchant with the actual, implied or apparent authority of Merchant.

Business Banking Day – Monday through Friday excluding banking holidays.

Chargeback – A Transaction that is rejected by the owner of the account debited or charged because a dispute exists between the Originator of the Transaction (typically a Merchant) and the account owner.

Confidential Information - Confidential Information may include information regarding all of the computer software and technologies, systems, structures, architectures, processes, formulae, compositions, improvements, devices, know-how, inventions, discoveries, concepts, ideas, designs, methods, and information and databases developed, acquired, owned, produced or practiced at any time by a Party or any affiliate thereof, including software programs and documentation licensed by third parties to the disclosing Party, any business or financial

information directly or indirectly related to the disclosing Party's company(s) or investments or its internal administrative, billing and accounting systems, customer and vendor lists and information, employee personnel information and policies and procedures, information regarding the disclosing Party's products and services that is not generally available to the public.

Credit Entry (or "Entry") – An ACH/EFT Transaction that is intended to deposit funds into a Receiver's (defined below) account which has been withdrawn from Merchant's Settlement Account (defined below).

Debit Entry (or "Entry") – An ACH/EFT Transaction that is intended to withdraw funds from a Receiver's account for deposit into Merchant's Settlement Account (defined below).

Laws – All international, national, regional and local regulations or laws which are applicable to the services provided herein.

NACHA – National Automated Clearing House Association responsible for establishing, revising and enforcing the Operating Rules for the US ACH Network.

ODFI – Originating Depository Financial Institution is the financial institution that receives ACH Transactions from Merchant through FORTE and then forwards these Transactions (defined below) to the ACH Network.

Originator – A Merchant who has contracted with FORTE to initiate ACH entries, on their behalf, to the ACH Network.

Payment Association – Any entity governing a payment network, including but not limited to VISA, M/C, Discover, American Express, NACHA, CPA.

PCI-DSS – System security measures

established by the various credit card companies, known as the Payment Card Industry Data Security Standards.

RDFI – Receiving Depository Financial Institution is the financial institution that receives the ACH Transactions from the ODFI through the ACH Network and posts these Transactions to the accounts of Receivers (defined below).

Receiver –An entity or individual consumer that has an established account with a card issuer or financial institution upon which a Transaction is or may be acted upon.

Reserve – A specific amount of money that is held in your Merchant account to be used by FORTE to offset amounts owed to FORTE for Services provided, such as returned items, chargebacks, fees/fines, billing or other Merchant obligations to FORTE that FORTE is unable to collect from Merchant.

Returned Entries – Any Transaction that is not able to be completed successfully and is returned/rejected back to the Originator.

Rules – The operational rules, policies and procedures established by each applicable Payment Association to govern all transactions

and parties that participate in the associated payment network.

Settlement Account – An account established and maintained by Merchant with a financial institution through which the following may occur: (a) deposit of funds for Debit Entries, (b) the extractions of funds for Credit Entries, reserve funds or fee obligations unless otherwise agreed to by the parties.

Settlement Entry – A Debit or Credit Entry to Merchant's Settlement Account which corresponds to the net amount owed Merchant by FORTE at the end of each Business Banking Day.

Transactions –Any transfer of data or information to FORTE in a format pre-approved by FORTE, including but not limited to payment, verification and authentication items.

Users - All individuals who access a FORTE website or utilize any portion of the FORTE Services on behalf of Merchant directly or through software that accesses the FORTE systems through Merchant's systems, by using Merchant's access credentials or any other access reasonably presumed to be on behalf of Merchant.

APPENDIX B

ACCOUNT VERIFICATION AND AUTHENTICATION SERVICES

1. Representation by Agency. Each request for data through the verification and authentication services shall constitute a representation, warranty and certification by Agency that the data (i) shall be used and disclosed only in accordance with the terms of the Agreement, and in accordance with any applicable Rules or Laws; and (ii) shall be used solely for the intended use as stated by Agency on the application and that use is in compliance with the permissible uses under the Fair Credit Reporting Act (“FCRA”) as provided in the FCRA Requirements Addendum located at <http://www.forte.net/fair-credit-reporting-act>; (iii) Agency will follow proper procedures for adverse action notification to its Constituents, as provided by the FCRA Requirements Addendum; and (iv) Agency acknowledges it has implemented security measures to prohibit the unauthorized access to the information provided.

2. Use of Services.

2.1 AGENCY SHALL USE THE VERIFICATION SERVICES ONLY IN CONNECTION WITH PAYMENTS PRESENTED TO AGENCY BY ITS CONSTITUENTS IN EXCHANGE FOR GOODS OR SERVICES. AGENCY SHALL NOT RESELL THE VERIFICATION DATA OR SERVICES TO ANY THIRD PARTIES.

2.2 Agency understands and agrees that it cannot decline services to a consumer or customer after receiving an approval result from FORTE on a verification inquiry unless Agency is declining based on other grounds and/or information. Further, if Agency does decline services to a FORTE approved consumer or customer based on alternate information, Agency shall not provide FORTE’s contact information as recourse for the consumer to pursue a dispute of the result under FCRA Adverse Action requirements.

2.3 Agency shall provide to FORTE, as part of a verification inquiry, the accurate amount for each transaction Agency wants to verify.

3. Retention of Data. Agency acknowledges and agrees that it shall not retain, store, compile or aggregate the results of verification or authentication inquiries received from FORTE except as required by applicable law or to perform its obligations under this Agreement.

APPENDIX C

ACCOUNT UPDATER SERVICES

- 1. Description of Services.** Participating Visa/MasterCard Issuers submit their account changes to the Account Updater Database. On a monthly basis, FORTE will compare all of AGENCY's recurring tokenized transactions against the Account Updater Database. FORTE will then update the tokenized card information on file with updated account information.
- 2. Agency Requirements for Account Updater Participation.**
 - a. AGENCY must be properly established and registered in the United States.
 - b. AGENCY must not have been disqualified from participating in the Visa, MasterCard, American Express, or Discover programs.
 - c. AGENCY must be in compliance with all Card Association Operating Regulations.
 - d. AGENCY must submit inquiries only for those accounts with which the merchant has an ongoing customer relationship and customer's authority to submit such payments.
 - e. AGENCY may not request authorization on accounts that have returned "Contact Cardholder" or "Closed."
 - f. AGENCY must not submit inquiries on behalf of any other entity.
 - g. AGENCY assumes all risk associated with the use of the Account Updater Service. FORTE shall have no liability whatsoever to AGENCY for any liability associated with the Account Updater Service, including but not limited to the accuracy or completeness of the information provided via the Account Updater Service.

APPENDIX D AMERICAN EXPRESS CARD ACCEPTANCE

1. Merchant hereby acknowledges and agrees that for purposes of acceptance of American Express, the American Express Merchant Operating Guide and any amendments thereto (the “Operating Guide”) is hereby incorporated by reference into this Agreement and can be found at www.americanexpress.com/merchantopguide.

All capitalized terms found in this section shall have the attributed meaning from the Operating Guide.

2. Merchant hereby acknowledges and agrees that it is not a party to any agreement between FORTE and American Express.

3. Merchant hereby authorizes FORTE and/or Acquirer to submit American Express transactions to, and receive settlement from, American Express on behalf of Merchant. Merchant must accept the American Express card as payment for goods and services (other than those goods and services prohibited under the Operating Guide) sold, or (if applicable) for charitable contributions made, at all of its establishments, except as expressly permitted by applicable Law. Merchant is jointly and severally liable for the obligations of Merchant’s establishments under the Agreement. For the avoidance of doubt, “cardholder” as used in this Agreement shall include Cardmembers as defined in the Operating Guide.

4. Merchant hereby acknowledges and agrees that (i) FORTE or Acquirer may disclose American Express Transaction Data (which for purposes of this section shall have the same definition as “Transaction Data” in the Operating Guide), Merchant Data (as defined below), and other information about Merchant to American Express, (ii) American Express may use such information to perform its responsibilities in connection with the American Express Program, promote the American Express Network, perform analytics and create reports, and for any other lawful business purpose, including marketing purposes, and (iii) American Express may use the information obtained in this application at the time of setup to screen and/or monitor Merchant in connection with American Express Card (the “Card”) marketing and administrative purposes. If Merchant has provided a wireless phone number in connection with this Agreement, Merchant hereby agrees that it may be contacted at that number and the communications sent may include autodialed text messages or automated prerecorded calls. If Merchant has provided a fax number, Merchant hereby agrees that it may be sent fax communications. To opt out of American Express-related marketing communications, Merchant may contact FORTE customer service as described in this Agreement. For purposes of this section, “Merchant Data” means names, postal and email addresses, tax ID numbers, names and social security numbers of the authorized signer of Merchant and similar identifying information about Merchant. For clarification, Merchant Data does not include American Express Transaction Data.

5. Merchant will adhere to the following website information display guidelines in the event Merchant has a website and/or operates an e-commerce business. Merchant’s website must display the following:

- An accurate description of the goods/services offered, including the currency type for the Transaction (e.g., U.S. Dollars). Note: Transaction currency must be in U.S. Dollars.
- Merchant's physical address in the U.S.
- An email address or telephone number for customer service disputes.
- Return/refund policy.
- A description of Merchant's delivery policy (e.g., no overnight delivery).
- A description of Merchant's security practices (e.g., information highlighting security practices Merchant uses to secure Transactions on its systems, including Transactions conducted on the Internet).
- A statement of known export restrictions, tariffs, and any other regulations.

- A privacy statement regarding the type of personal information collected and how the information is used. Additionally, Merchant must provide to customers the option to decline being included in marketing campaigns or having their personal information included on lists sold to third parties.

6. Merchant hereby agrees that, in the event that Merchant becomes a High Charge Volume Merchant (as defined below), Merchant will be converted from the American Express Program to a direct American Express Card acceptance relationship with American Express, and upon such conversion, (i) Merchant will be bound by American Express' then-current card acceptance agreement, and (ii) American Express will set pricing and other fees payable by Merchant for American Express Card acceptance. "High Charge Volume Merchant" for purposes of this section means an American Express Program Merchant with either (i) greater than \$1,000,000 in American Express charge volume in a rolling twelve (12) month period or (ii) greater than \$100, 000 in American Express charge volume in any three (3) consecutive months. For clarification, if Merchant has multiple establishments, the American Express charge volume from all establishments shall be summed together when determining whether Merchant has exceeded the thresholds above.

7. Except as expressly permitted by applicable Law, Merchant must not: (a) indicate or imply that Merchant prefers, directly or indirectly, any Other Payment Products over the Card, (b) try to dissuade Cardmembers from using the Card, (c) criticize or mischaracterize the Card or any of American Express' services or programs, (d) try to persuade or prompt Cardmembers to use any Other Payment Products or any other method of payment (e.g., payment by check), (e) impose any restrictions, conditions, disadvantages, or fees when the Card is accepted that are not imposed equally on all other payment products, except for electronic funds transfer, cash or check, (f) suggest or require Cardmembers to waive their right to dispute any Transaction, (g) engage in activities that harm American Express' business or the American Express Brand (or both), (h) promote any Other Payment Products (except, if applicable, Merchant's own private label card that it issues for use solely at its Establishments) more actively than Merchant promotes the Card, or (i) convert the currency of the original sale Transaction to another currency when requesting Authorization or submitting Transactions (or both).

8. Merchant may offer discounts or in-kind incentives from its regular prices for payments in cash, ACH funds transfer, check, debit card, or credit/charge card, provided that (to the extent required by applicable Law): (i) Merchant clearly and conspicuously discloses the terms of the discount or in-kind incentive to its customers, (ii) the discount or in-kind incentive is offered to all of Merchant's prospective customers, and (iii) the discount or in-kind incentive does not differentiate on the basis of the Issuer or, except as expressly permitted by applicable state statute, payment card network (e.g., Visa, MasterCard, Discover, JCB, American Express). The offering of discounts or in-kind incentives in compliance with the terms of this paragraph will not constitute a violation of the provisions set forth Section 3.2 of the Operating Guide.

9. Whenever payment methods are communicated to customers, or when customers ask what payments are accepted, Merchant must indicate its acceptance of the Card and display American Express' Marks (including any Card application forms provided to Merchant) as prominently and in the same manner as any Other Payment Products. Merchant must not use American Express' Marks in any way that injures or diminishes the goodwill associated with the American Express Mark, nor in any way (without American Express' prior written consent) indicate that American Express endorses Merchant's goods or services. Merchant shall use the American Express brand and marks in accordance with the requirements set forth in the Operating Guide and shall remove the American Express brand and marks from Merchant's website and wherever else they are displayed upon termination Merchant's acceptance of American Express cards.

10. Any and all Cardmember Information is confidential and the sole property of the Issuer, American

Express or its Affiliates. Except as otherwise specified in this Agreement, Merchant must not disclose Cardmember Information, nor use nor store it, other than to facilitate Transactions in accordance with this Agreement. For more information, refer to the Operating Guide, Section 4.2, "Completing a Transaction at the Point of Sale" and Chapter 8, "Protecting Cardmember Information".

11. Merchant shall not assign to any third party any American Express-related payments due to it under this Agreement, and all indebtedness arising from American Express Charges (as defined below) will be for bona fide sales of goods and services (or both) at its establishments (as defined below) and free of liens, claims, and encumbrances other than ordinary sales taxes; provided, however, that Merchant may sell and assign future American Express transaction receivables to FORTE, its affiliated entities and/or any other cash advance funding source that partners with FORTE or its affiliated entities, without consent of American Express.

12. Merchant hereby agrees that American Express shall have third party beneficiary rights, but not obligations, to enforce this Agreement as against Merchant to the extent applicable to American Express processing. Merchant understands and agrees that it shall have no third party beneficiary rights under any agreement between FORTE and American Express and/or Acquirer. Merchant shall maintain refund policies for purchases on the American Express card that are at least as favorable as its refund policy for purchases on any other payment product. Merchant will disclose any such refund policy to Cardmembers at the time of purchase and in compliance with the Operating Guide and all applicable Laws. Merchant's termination of American Express Card acceptance shall have no direct or indirect effect on Merchant's rights to accept other card brands. To terminate American Express acceptance, Merchant may contact FORTE customer service as described in this Agreement.

13. Without limiting any other rights provided herein, FORTE and/or Acquirer shall have the right to immediately terminate Merchant's acceptance of American Express cards upon request of American Express. Merchant may not bill or collect from any Cardmember for any purchase or payment on the Card unless a chargeback has been exercised, Merchant has fully paid for such charge, and it otherwise has the right to do so. Merchant will comply with all procedural requirements relating to chargebacks, as provided in the Operating Guide, Chapter 11.

14. American Express Liability. SPONSORED MERCHANT ACKNOWLEDGES AND AGREES THAT IN NO EVENT SHALL AMERICAN EXPRESS, ITS AFFILIATES, AGENTS, SUCCESSORS, OR ASSIGNS BE LIABLE TO SPONSORED MERCHANT FOR ANY DAMAGES, LOSSES, OR COSTS INCURRED, INCLUDING INCIDENTAL, INDIRECT, SPECULATIVE, CONSEQUENTIAL, SPECIAL, PUNITIVE, OR EXEMPLARY DAMAGES OF ANY KIND (WHETHER BASED ON CONTRACT, TORT, INCLUDING NEGLIGENCE, STRICT LIABILITY, FRAUD, OR OTHERWISE, OR STATUTES, REGULATIONS, OR ANY OTHER THEORY), ARISING OUT OF OR IN CONNECTION WITH THE AGREEMENT.

SCHEDULE 1

PRICING FEE SCHEDULE

1. Service Fee Pricing Option:

MasterCard, Visa, Discover and American Express cards

2.50% of the payment amount with a minimum fee of \$1.95, whichever is greater

Electronic check – online WEB payments (Includes Forte Verification for known accounts)

eCheck Transaction Tiers	Fees	Frequency
\$0.00 to \$50,000.00	\$1.75 w/Verification	Per Transaction
\$50,000.01 to \$75,000.00	\$3.00 w/Verification	Per Transaction
\$75,000.01 to \$100,000.00	\$6.00 w/Verification	Per Transaction
\$100,000.01 to \$150,000.00	\$10.00 w/Verification	Per Transaction
\$150,000.01 + \$250,000.00	\$15.00 w/Verification	Per Transaction

2. Absorbed Pricing Option:

Emerging Market and Public-Sector Rate Structure

Processing Costs:	Fees	Frequency
Visa, MasterCard, Discover	*Pass Thru pricing + \$0.12 + .30bpts*	Per Transaction
American Express	*Pass Thru pricing + \$0.12	Per Transaction
Forte Protect (End-2-End Encryption)	\$0.10	Per Transaction
Account Updater (Optional)	\$0.35 + \$25.00	Per Transaction + Monthly Fee
Chargeback Fee	\$25.00	Per Chargeback
Batch Fee	\$0.00	No Charge - Waived
Gateway Fee	\$0.00	No Charge - Included
ACH Fee - debits/credits	\$0.25	Per Transaction
FORTE Verify (optional)	\$0.30	Per Transaction
ACH Return Fee	\$2.00	Per Return
IVR Call Fee (pay-by-phone)	\$0.50	Per Call
Statement Fee	\$5.00	Each Month per merchant account

* Pass Thru pricing includes the direct interchange dues, assessments and all other fees that are charged directly from Payment Associations. Interchange pass thru pricing is a form of credit card processing that allows the actual cost of the processing (*interchange fees and assessments) to be passed directly through to AGENCY's office and includes total transaction volume processed multiplied by basis points "bpts"; total number of transactions processed by per item fee.

3. Equipment and Service Pricing:

Standard Product and Optional Service Pricing	Description	Fees and Cost of Equipment
VeriFone Vx520 EMV Terminal		\$299.00 per terminal plus shipping *equipment is place at no-cost at Forte's expense and will remain the asset of Forte.
VeriFone Vx520 Hybrid Cable Requirement	Used for Hybrid Load Terminals	\$24.95
MagTek eDynamo		\$155.00 per device plus shipping
On-line Reporting Tools	All Channels (INT, IVR, POS)	Unlimited Users \$0.00
Set-Up Fee	Configuration, Implementation, Training	WAIVED

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Council Approval of IGA with City of College Park Fire Rescue

DATE: June 23, 2020

SUBJECT: Council Approval of IGA with City of College Park Fire Rescue

REFERENCE:

CONCLUSION:

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
IGA City of College Park Fire Rescue Automatic Aid	Cover Memo	6/17/2020

AGREEMENT OF AUTOMATIC AID

City of South Fulton Fire Rescue and City of College Park Fire Rescue

This Agreement of Automatic Aid (referred to herein as “Agreement”) is entered into by and between the City of South Fulton, Georgia a political subdivision of the State of Georgia, acting by and through its duly elected Mayor and Council, and the City of College Park, Georgia, a political subdivision of the State of Georgia (referred to herein as “College Park”), acting by and through its duly elected Mayor and Council (the parties collectively referred to herein as the “Parties”).

WITNESSETH:

WHEREAS, City of South Fulton and City of College Park are contiguous;

WHEREAS, City of South Fulton and City of College Park each maintain and staff a fire department for fire prevention, fire suppression, hazardous material, technical rescue, and support services;

WHEREAS, City of South Fulton and City of College Park have determined that it is to the mutual advantage and benefit of each of the Parties hereto that they render supplemental automatic assistance to the other Party for fire suppression in accordance with this Agreement, and to take part in joint training exercises; and

WHEREAS, it is the desire of the Parties hereto to enter into this Agreement for automatic aid (referred to herein as “Automatic Aid”) pursuant to the 1983 Constitution of the State of Georgia, Article IX, Section II, Paragraph 3, Article IX, Section III, Paragraph 1, and the Official Code of Georgia Annotated (O.C.G.A.) § 36-69-3, et seq.- “The Georgia Mutual Aid Act.”

NOW THEREFORE, in consideration, of the mutual covenants contained herein, and for other good and valuable consideration, the Parties hereunto agree as follows:

ARTICLE 1: AUTOMATIC AID

Paragraph 1.0 The Parties shall establish a mutually beneficial response district (referred to herein as the “Response District”) which shall exist within and up to certain feasible boundary limits as designated and agreed upon by the City of South Fulton Fire Chief and City of College Park Fire Chief.¹ Said agreed upon bounds will be recorded in a document written and signed by both the City of South Fulton Fire Chief and the City of College Park Fire Chief. Subsequently, that document shall be attached and incorporated into this Agreement as “Addendum A.” The Response District may be changed to reflect additions or deletions of response areas with the written approval or both parties.

Paragraph 1.1 In the event of a fire emergency in the Response District, City of South Fulton and City of College Park shall furnish such fire resources as defined in the Memorandum of Understanding (“MOU”), attached as “Addendum B” hereto and incorporated by reference

¹ An acting Interim Fire Chief of either jurisdiction shall have full authority to perform as authorized under this Agreement as their respective jurisdiction’s Fire Chief.

herein, to cope with the fire emergency, in addition to the first response assignment, but subject to the limitations herein after set forth in this Agreement. In consideration of each Party's automatic assistance to the other upon the occurrence of an emergency condition in any portion of the Response District, a predetermined number of firefighting equipment and personnel of both parties shall be dispatched, to such point where the emergency condition hereinafter stated. Details as to amounts and types of assistance to be dispatched, methods of dispatching and communications, training programs and procedures will be developed by the City of South Fulton Fire Chief and City of College Park Fire Chief. These details are stipulated in the MOU and signed by the Chiefs of both Parties. Said MOU may be revised or amended at any time by mutual agreement of the Fire Chiefs as conditions may warrant.

Paragraph 1.2 The level of Automatic Aid shall exist at a level mutually agreed upon by the South Fulton Fire Chief and College Park Fire Chief as stated in the MOU. Any dispatch of equipment and personnel pursuant to this Agreement is subject to the following conditions:

- a. The predetermined amount of aid, type of equipment and number of personnel shall be sent, unless such amount of assistance is unavailable due to emergency conditions confronting either Party's forces at the time of need for assistance under this Agreement.
- b. In fulfilling their obligations provided in this Agreement, both Parties shall comply with the procedures set forth in the MOU attached in Addendum B.

Paragraph 1.3 It is further agreed that the Fire Chiefs of both City of South Fulton and College Park, or their designees, will ensure training is scheduled between South Fulton Fire Rescue and College Park Fire Rescue, at a minimum, Quarterly in accordance with the MOU. This will ensure the operational efficiency of this Agreement.

Paragraph 1.4 The amount and type of assistance, fire rescue response, limitations, training, communications, dispatch to emergencies, incident command, fire incident reporting are stated in detail in the MOU.

ARTICLE 2: SUPERVISION

Paragraph 2.0 The furnishing jurisdiction shall dispatch a Chief Officer [Incident Command System (referred to herein as "ICS"), National Incident Management System (referred to herein as "NIMS") Qualified Incident Commander]. The Chief Officer shall coordinate resources of the furnishing jurisdiction and shall report to the Chief Officer of the receiving jurisdiction.

Paragraph 2.1 When the furnishing jurisdiction's [Incident Command System, National Incident Management System Qualified Incident Commander] Chief Officer arrives before the [Incident Command System, National Incident Management System Qualified Incident Commander] Chief Officer of the receiving jurisdiction, the furnishing jurisdiction's Chief Officer shall coordinate and give the general directions as to the work to be done. This officer will be in command until properly relieved by the Chief Officer of the jurisdiction receiving aid.

Paragraph 2.2 Personnel who are being furnished will work under their own supervisors and with their own equipment except as provided in paragraph 2.0.

Paragraph 2.3 All general direction, relative to the work, will be given by the appropriate officers of the receiving jurisdiction to the [Incident Command System, National Incident Management

System Qualified Incident Commander] Chief Officer of the furnishing jurisdiction under the authority of O.C.G.A. 36-69-3(b) & (e), except as provided in paragraph 2.1.

ARTICLE 3: LIABILITY

Paragraph 3.0 There is no special duty imposed by this Agreement on either Party and/or its respective personnel to respond to fire, rescue, or any other calls and/or requests pursuant to this Agreement as per O.C.G.A. 25-6-5-(a) and other applicable laws.

Paragraph 3.1 No employee of a Party shall be deemed to be an employee and/or agent of the other party because of any action or incident arising pursuant of this Agreement, as per O.C.G.A.25-6-5-(b) and other applicable laws.

Paragraph 3.2 All damages or repairs to any equipment or apparatus shall be the responsibility of the owner jurisdiction as per O.C.G.A.25-6-5-(c) and other applicable laws.

Paragraph 3.3 Equipment, personnel, and/or services provided pursuant to the Agreement as Automatic Aid, for periods or durations not exceeding 24 hours, shall be provided at no charge to the party requesting aid, unless an expendable item such as foam was provided. These expendable items shall be replaced by the party requesting aid. However, any expenses recoverable from third Parties shall be equitably distributed among responding parties. Nothing herein shall operate to bar recovery of funds from any state or federal agency under any existing statute, regulation or law.

ARTICLE 4: CONSIDERATIONS

Paragraph 4.0 No party under this Agreement will be required to pay any compensation to any other party under this Agreement for services rendered pursuant to this Agreement.

Paragraph 4.1 It is expressly agreed that the mutual advantage and protection afforded by this Agreement is adequate consideration to both Parties for services rendered pursuant to this Agreement.

Paragraph 4.2 Each Party to this Agreement shall comply with the Workers' Compensation laws of the State of Georgia at no cost to the other party.

Paragraph 4.3 Each Party shall pay the salaries, benefits, and all other compensation of its own personnel at no cost to the other party.

ARTICLE 5: RELEASE OF CLAIMS

Paragraph 5.0 Each Party agrees to release the other party from all liabilities, claims, judgements, costs, or demands for damage to its own property, whether directly or indirectly arising out of the use of any vehicle, equipment, or apparatus by the party to which said property does not belong during the provision of service pursuant to this Agreement.

ARTICLE 6: INJURIES TO PERSONNEL

Paragraph 6.0 Any damage or other compensation which is legally required to be paid to any employee by reason of an injury occurring while their services are being utilized by the responding and/or receiving jurisdictions, pursuant to this Agreement, shall be the sole liability and responsibility of the party regularly employing that employee.

ARTICLE 7: THIRD PARTY BENEFICIARIES

Paragraph 7.0 This Agreement shall not be construed as, or deemed to be, an Agreement for the benefit of any third party, and no third party shall have any right of action hereunder, for any cause whatsoever.

ARTICLE 8: TERM OF AGREEMENT

Paragraph 8.0 This Agreement shall commence upon its approval and appropriate recording in the minutes by the respective governing bodies of the Parties. This Agreement shall stand automatically renewed by the Parties on January 1, and each year thereafter on January 1, unless and until such time as written notice of termination or notification is received by either Party at least ninety (90) days prior to the expiration of the first term or any renewal term thereafter.

ARTICLE 9: DISPATCHING OF ALARM AUTOMATIC AID

Paragraph 9.0 Fulton County emergency services (referred to herein as the "Fulton County 911 Center") will dispatch all first responder units as per this Agreement. Fire apparatus will respond on first and multiple alarm structural fire in the Response District. Aid will be dispatched to reported structural fires on the initial alarm. The aid shall be provided 24 hours a day, 365 days a year.

ARTICLE 10: ENTIRE AGREEMENT

Paragraph 10.0 This Agreement shall constitute the entire Agreement between the Parties and no modification thereof shall be binding unless evidenced by a subsequent signed written agreement.

Paragraph 10.1 This Agreement shall be the sole instrument for the provision of emergency fire and rescue service aid between the parties.

ARTICLE 11: TERMINATION

Paragraph 11.0 Either Party to this Agreement may terminate the Agreement, for any cause, by giving not less than ninety (90) days advance written notice to the other party.

ARTICLE 12: SEVERABILITY OF TERMS

Paragraph 12.0 In the event any part or provision of this Agreement is held to be invalid, the remainder of this Agreement shall not be affected thereby and shall continue in full force and effect.

ARTICLE 13: NOTICES

Paragraph 13.0 All notices or other communications required or permitted to be given under this Agreement shall be in writing.

All notices shall be deemed to have been duly delivered to the party intended to receive said notice or communication when delivered personally, in hand, or when mailed by certified or registered mail, return receipt requested, with proper postage prepaid and addressed to the appropriate party at the appropriate address as identified below:

To City of South Fulton:

City of South Fulton
Attn: City Manager
5440 Fulton Industrial Blvd
Atlanta, Ga 30336

City of South Fulton
Attn: Fire Chief
5440 Fulton Industrial Blvd
Atlanta, Ga 30336

To City of College Park

City of College Park
Attn: City Manager
3667 Main St.
College Park, GA 30337

City of College Park
Attn: Fire Chief
3737 College St.
College Park, GA 30337

ARTICLE 14: GOVERNING LAW

Paragraph 14.0 This Agreement shall be governed in all respects by the laws of the State of Georgia. Should any litigation arise under the provisions of the Agreement or related to this Agreement, proper venue shall lie in a court of competent jurisdiction in Fulton County.

ARTICLE 15: ADEQUATE COVERAGE FOR OWN JURISDICTION

Paragraph 15.0 Each Party is responsible for providing adequate coverage for its own jurisdiction. Each Party's foremost responsibility is to its own citizens. The provisions of this Agreement shall not be construed to impose any responsibility or unconditional obligation on any Party to this Agreement to provide aid and assistance pursuant to a request from another Party. When a Party is unable to honor a request for aid and assistance, the Party will immediately inform the Party requesting aid that it will not be able to provide mutual Automatic Aid.

ARTICLE 16: INSURANCE

Paragraph 16.0 Each party to this Agreement shall procure and maintain such insurance as is required by applicable federal and state law to cover its personnel, equipment, vehicles, property, and obligations hereunder, including but not limited to liability insurance, workers' compensation insurance, automobile liability insurance and property insurance. Each Party may self-fund its insurance obligation.

ARTICLE 17: COUNTERPARTS

Paragraph 17.0 This Agreement may be executed in any number of duplicate originals and each duplicate original shall be deemed to be an original and all of which shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed by their authorized representatives below.

BY CITY OF SOUTH FULTON, GEORGIA:

Attest:

Diane White, City Clerk

William Bill Edwards, Mayor
Date:

Approved as to Form:

Emilia C. Walker, City Attorney

Sterling Jones, Interim Fire Chief
Date:

BY CITY OF COLLEGE PARK, GEORGIA:

Attest:

Shavala Moore, City Clerk

Bianca Motley Broom, Mayor
Date:

Approved as to Form:

Winston A. Denmark, City Attorney

Wade Elmore, Fire Chief
Date:

Addendum A

The 'Response District' for the 'Automatic Aid Response' Agreement between the City of South Fulton and the City of College Park Fire Departments will be considered the corporate limits of both cities. The assistance that will be furnished to each other in the 'Response District' is addressed in Addendum B. This 'Response District' is mutually beneficial to both City of South Fulton and City of College Park in responding to fire related emergencies. The 'Response District' may be modified through a written agreement of both the Fire Chiefs of City of South Fulton and City of College Park, or their designees, as staffing, equipment, and local conditions within both municipalities evolve.

Addendum B

MEMORANDUM OF UNDERSTANDING

AGREEMENT OF AUTOMATIC AID BETWEEN THE CITY OF SOUTH FULTON FIRE RESCUE AND THE CITY OF COLLEGE PARK FIRE RESCUE

This Memorandum of Understanding ("MOU") is authorized by the Mayor and council of both The City of South Fulton and The City of College Park in an agreement dated _____.

The purpose of this MOU is to outline the procedures for implementing the Automatic Aid or Assistance response between the City of South Fulton Fire Rescue and the City of College Park Fire Rescue. This MOU is a guide for routine operations.

I. AMOUNT AND TYPE OF ASSISTANCE

- a. This MOU is for the exchange of fire service in specified Response District. Fire apparatus will respond on first or multiple alarm structural fire incidents in the Response District.
- b. Companies required in addition to first or multiple alarm assignment must be requested in accordance with procedures established in this Agreement.
- c. The 'Automatic Response' that may normally be expected within the 'Automatic Response District' for structure fire responses only will be:

South Fulton Fire Department:

1. One (1) Ladder Truck with 3-4 Firefighters and/ or Engine Company (Class A) with 3-4 Firefighters, and
2. One (1) Battalion Chief.

College Park Fire Department:

1. One (1) Ladder Truck with 3-4 Firefighters or Engine Company (Class A) with 3-4 Firefighters, and
2. One (1) Battalion Chief.

These response levels may be altered by written agreement between the Fire Chiefs of both City of South Fulton and the City of College Park, or their designees, depending on local conditions or circumstances. Additionally, these response levels may be altered in the future as local staffing, equipment, and conditions evolve.

II. EMERGENCY MEDICAL SERVICE RESPONSE

Hospital destination will be in accordance with the policy of the jurisdiction where the run is made. Medical control and protocol will be in accordance with the policy of the EMS unit making the run. Collection of patient transportation fees shall be the responsibility of the department providing the transportation.

III. LIMITATIONS

If the agreed upon response from either Party is not available or is temporarily depleted, the assisting department need not respond. However, if a fill-in company is in quarters at a fire station, which is part of the Agreement, that company will respond. If the response is not available, the other party will be notified immediately.

IV. TRAINING

Joint training exercises are to be conducted, at a minimum, Quarterly. The training exercises will be coordinated and observed by the City's Fire Chiefs, for the purpose of maintaining coordination in firefighting procedures, dispatching, and communications. The following topics may be utilized for the establishment of training parameters, when applicable:

- Apparatus Familiarization
- Coordination of Engine Companies and MICUs
- EMS Procedures
- Equipment/Minor Tools Carried
- 5-inch Hose Program Procedures
- HART Procedures and Capabilities
- High-Rise Plan
- Incident Command System
- Communications Manual of Procedures
- Fire Ground Strategy and Tactics
- Live Fire Evolutions
- Water Shuttle Operations
- Search and Rescue Operations
- RIC (Rapid Intervention Crew) Operations
- Incident Safety Officer
- Use of Water Additives
- Water Rescue and Underwater Recovery Operations

V. COMMUNICATIONS

- a. Communications between both cities is provided by Fulton County 911 center.
- b. Communications from dispatch center to mobile units will be on 800MHZ frequency.
- c. Communications procedures and documents for verifying response and communicating at incidents will be developed between departments and updated as needed thereafter. Radios necessary for communications will be responsibility of each department. Maintenance training and replacement of radios will be the responsibility of the department that owns the radios.

VI. DISPATCH TO EMERGENCIES

Upon receipt of an alarm in any of the designated response areas, the dispatch center receiving the alarm will dispatch the proper assignment and immediately notify the other dispatch center via inter-city radio frequency and request the agreed upon assistance. Should the agreed upon assistance not be available, the requesting department will be notified.

VII. INCIDENT COMMAND

The officer on the first arriving company will take command of the incident until relieved by the appropriate authority. Overall, the jurisdictional department upon arrival at the scene will assume command of the incident.

VIII. FIRE INCIDENT REPORTING

Each department will be responsible for obtaining needed information to complete fire and emergency medical service reports for incidents within their respective jurisdictions. Assisting units shall cooperate with jurisdictional units to provide necessary information.

IX. REVISIONS

This MOU may be revised or amended at any time, in writing, by mutual agreement of the Fire Chief(s) of the City of South Fulton and the City of College Park.

So agreed by:

CITY OF SOUTH FULTON, GEORGIA:

Sterling Jones, City of South Fulton Interim Fire Chief

Date _____

CITY OF COLLEGE PARK, GEORGIA:

Wade Elmore, City of College Park Fire Chief

Date _____

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Council 2nd Reading and Adoption of Unlawful Discharge Ordinance

DATE: June 23, 2020

SUBJECT: Council 2nd Reading and Adoption of Unlawful Discharge Ordinance

REFERENCE:

CONCLUSION:

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
Amend Ordinance Unlawful Discharge	Cover Memo	6/17/2020

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

7 **AN ORDINANCE AMENDING TITLE 15, CRIMINAL OFFENSES, OF THE CITY OF**
8 **SOUTH FULTON, GEORGIA, CODE OF ORDINANCES; PROVIDING**
9 **REGULATIONS FOR THE CONTROL OF WEAPONS DISCHARGE; ENHANCING**
10 **PUBLIC SAFETY AND FOR OTHER LAWFUL PURPOSES**

11 **(Sponsored by Councilpersons Rowell, Mayor Edwards, Gilyard, Willis & Reeves)**
12
13

14 **WHEREAS**, the City of South Fulton ("City") is a municipal corporation duly
15 organized and existing under the laws of the State of Georgia;
16

17 **WHEREAS**, the duly elected governing authority of the City, is the Mayor and
18 Council thereof ("City Council");
19

20 **WHEREAS**, Section 1.12(b)(13) of the City Charter authorizes the City to enact
21 ordinances for the safety and order of the City;
22

23 **WHEREAS**, the right to keep and bear arms is constitutionally protected, but
24 municipalities have the right to restrict how and when people can use firearms;
25

26 **WHEREAS**, the City seeks to prevent people from randomly firing or discharging
27 a weapon where such actions are deemed reckless and negligent;
28

29 **WHEREAS**, loud, unexpected noises such as fireworks and firearms are
30 extremely common triggers for combat veterans suffering from posttraumatic stress
31 disorder, because the noises can remind them of gunfire or explosions they
32 experienced on the battlefield;
33

34 **WHEREAS**, the reckless discharge of firearms for celebratory shooting or firing,
35 such as shooting a pistol into the air for New Years' or the 4th of July may result in
36 psychological or physical injury or the loss of life;
37

38 **WHEREAS**, the City Council through this Ordinance, desires to reduce the risk of
39 gun related accidents and injury, thereby making the City a safer place; and
40

41 **WHEREAS**, this Ordinance is in the best interests of the health and general
42 welfare of the City, its residents and general public.

43 **THE COUNCIL OF THE CITY OF SOUTH FULTON HEREBY ORDAINS** as
44 follows:

Section 1. The City of South Fulton Code of Ordinances, Title 15, Criminal Offenses, is hereby amended by creating a new Chapter 8, Unlawful Discharge, which shall read as follows:

TITLE 15 – CRIMINAL OFFENSES

...

CHAPTER 8. – UNLAWFUL DISCHARGE

Sec. 15-8001. - Discharging firearms.

It shall be unlawful for any person to discharge any firearms within the corporate limits of the City, unless in a licensed shooting gallery or by permission of the police chief for a military parade or funeral.

Sec. 15-8002. - Exceptions.

Nothing in this chapter shall prohibit:

(a) the lawful use of a weapon for self-defense; or

(b) the acquisition, possession or disposition of weapons by police departments, sheriff's offices, marshal's offices, other local, state and federal law enforcement agencies, or the military and naval forces of this state or of the United States for use in the discharge of their official duties.

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

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

Section 3. All Ordinance and Resolutions in conflict herewith are hereby expressly repealed.

Section 4. The City Attorney, City Clerk and contracted City Codifier are authorized to make non-substantive formatting and renumbering edits to this ordinance for proofing, codification, and supplementation purposes. The final version of all ordinances shall be filed with the clerk.

Section 5. The effective date of this Ordinance shall be on the date as set forth under Sec. 3.21 of the City Charter unless provided otherwise by applicable local, state and/or federal law.

THIS ORDINANCE so adopted this _____ day of _____ 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

The foregoing Ordinance No. 2020-xxx was moved for approval by Councilmember _____ . The motion was seconded by Councilmember _____ , and being put to a vote, the result was as follows:

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

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Council 2nd Reading and Adoption of Amending Title 18 Animal Control

DATE: June 23, 2020

SUBJECT: Council 2nd Reading and Adoption of Amending Title 18 Animal Control

REFERENCE:

CONCLUSION:

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
Curb Your Dog and Horse Amended Ordinance	Cover Memo	6/17/2020

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

6 **AN ORDINANCE AMENDING TITLE 18, ANIMAL CONTROL, OF THE CITY OF**
7 **SOUTH FULTON, GEORGIA, CODE OF ORDINANCES; PROVIDING**
8 **REGULATIONS FOR THE CURBING OF DOG AND HORSE WASTE; INCREASING**
9 **PUBLIC SAFETY; ENHANCING THE SAFETY AND LIVABILITY OF THE CITY AND**
10 **FOR OTHER LAWFUL PURPOSES**

11 **(Sponsored by Councilperson 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

19 **WHEREAS**, Section 1.12(b)(2) of the City Charter authorizes the City to enact
20 ordinances for the regulation of animals for the safety and order of the City;
21

22 **WHEREAS**, the City Council finds that dog and horse waste can compromise the
23 quality of the water, air, and resources needed by plants and animals to thrive;
24

25 **WHEREAS**, exposure to dog and horse waste can pose serious risks to humans,
26 as well as young and/or unvaccinated animals throughout the City;
27

28 **WHEREAS**, exposure to dog and horse waste can cause sickness and disease,
29 such as parasites diarrhea, vomiting, dehydration, E. coli, Giardia and Salmonella;
30

31 **WHEREAS**, the City Council through this Ordinance, desires to reduce the risk of
32 sickness and disease within the City, thereby making the City a safer and more
33 enjoyable place; and
34

35 **WHEREAS**, this Ordinance is in the best interests of the health and general
36 welfare of the City, its residents and general public.
37

38 **THE COUNCIL OF THE CITY OF SOUTH FULTON HEREBY ORDAINS** as
39 follows:
40

41 **Section 1.** The City of South Fulton Code of Ordinances, Title 18, Animal
42 Control, Article 3, Dogs and Cats, is hereby amended to 1) change the title of Article 3
43 to "Dogs, Horses and Cats" and 2) to establish a new Section 18-3004, which shall read
44 as follows:

TITLE 18 – ANIMAL CONTROL

...

ARTICLE 3. – DOGS, HORSES AND CATS

...

Sec. 18-3004. - Dog and Horse feces to be removed by owner or custodian.

(a) **Violation.** It is unlawful for any dog and/or owner, and/or person having custody of any dog and/or horse, to fail to immediately remove and dispose of in a legal manner, any feces deposited by such animal upon:

(1) Any City sidewalk, gutter, street, or other public area; or

(2) Private property, without the consent of the property owner or person in lawful possession of the property.

(b) **Exception.** The provisions of this section shall not apply to a blind person being accompanied by a guide dog.

(c) **Penalty.** Violators of this section shall be subject to punishment and/or fines, as allowed by law.

(d) **Encouragement to Persons Filing Complaints.** Persons wishing to file a complaint against another for violating this ordinance are encouraged to provide the City police department with:

(1) The name and address of the violator; and

(2) Recordings and/or other evidence showing sufficient proof of such violation against the person alleged.

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

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

Section 3. All Ordinance and Resolutions in conflict herewith are hereby expressly repealed.

Section 4. The City Attorney, City Clerk and contracted City Codifier are authorized to make non-substantive formatting and renumbering edits to this ordinance for proofing, codification, and supplementation purposes. The final version of all ordinances shall be filed with the clerk.

Section 5. The effective date of this Ordinance shall be on the date as set forth under Sec. 3.21 of the City Charter unless provided otherwise by applicable local, state and/or federal law.

THIS ORDINANCE so adopted this _____ day of _____ 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

123 The foregoing Ordinance No. 2020-xxx was moved for approval by Councilmember
124 _____. The motion was seconded by Councilmember
125 _____, and being put to a vote, the result was as
126 follows:
127

127

128

129

AYE

NAY

130

131 William "Bill" Edwards, Mayor
132 Carmalitha Gumbs, Mayor Pro Tem
133 Catherine Foster Rowell
134 Helen Zenobia Willis
135 Gertrude Naeema Gilyard
136 Corey Reeves
137 khalid kamau
138 Mark Baker

139

140

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Council 2nd Reading and Adoption of FY20 Mid-Year Budget Amendment

DATE: June 23, 2020

SUBJECT: Council 2nd Reading and Adoption of FY20 Mid-Year Budget Amendment

REFERENCE:

CONCLUSION:

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
FY20 Mid Year Budget Amendment	Cover Memo	6/17/2020

STATE OF GEORGIA
COUNTY OF FULTON
CITY OF SOUTH FULTON

**AN ORDINANCE TO AMEND THE FISCAL YEAR 2020 BUDGET FOR EACH
FUND OF THE CITY OF SOUTH FULTON, GEORGIA, APPROPRIATING
THE AMOUNTS SHOWING IN EACH FUND AS
EXPENDITURES/EXPENSES, ADOPTING THE SEVERAL ITEMS OF
REVENUE ANTICIPATIONS, PROHIBITING EXPENDITURES OR
EXPENSES FROM EXCEEDING THE ACTUAL FUNDING AVAILABLE AND
FOR OTHER LAWFUL PURPOSES**

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

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

WHEREAS, sound governmental operations require a budget in order to plan the financing of services for City residents;

WHEREAS, O.C.G.A. § 36-81-1 requires a balanced budget for the City's fiscal year, which runs from October 1st to September 30th of each year;

WHEREAS, O.C.G.A. § 36-81-3 authorizes a local government to amend "its budget so as to adapt to changing governmental needs during the budget period."

WHEREAS, Section 6.27 of the City Charter provides that "the City Council by majority vote may make changes in the appropriations contained in the current operating budget at any regular meeting or special or emergency meeting called for such purposes;"

WHEREAS, the City Council has reviewed the amended budget as presented by the City Manager;

WHEREAS, each of these funds is a balanced budget, so that anticipated revenues and other financial resources for each fund equal the proposed expenditures or expenses;

WHEREAS, the City Council wishes by this ordinance to adopt its Fiscal Year 2020 annual budget effective from October 1, 2019 through September 30, 2020; and

WHEREAS, this Ordinance will benefit the health and general welfare of the City, its citizens and general public.

47 **NOW THEREFORE, THE COUNCIL OF THE CITY OF SOUTH FULTON**
48 **HEREBY ORDAINS** as follows:

49 **Section 1. Amendment of Budget.** The Amended Fiscal Year 2020 Budget,
 attached

hereto and incorporated herein as a part of this ordinance, is hereby adopted as the final budget for the City for the Fiscal Year 2020, which begins October 1, 2019 and ends September 30, 2020. A summary is copied below of the of the current Fiscal Year 2020 budget

City of South Fulton
Proposed Budget Amendment for Fiscal Year 2020
October 1, 2019 to September 30, 2020

Funds

Revenues:	FY2020 Adopted	FY2020 Amendment 4	FY2020 Proposed Amendment 5
General Fund	\$73,821,952	75,361,671	68,760,907
Older American Fund	0	0	0
E- 911 Fund	0	0	0
Restricted Grant Fund	4,198,772	5,064,602	5,064,602
Hotel/Motel Fund	240,000	240,000	240,000
Confiscated Asset			60,000
TSPLOST	17,592,330	17,592,330	17,592,330
Capital Project	\$9,499,348	10,499,348	10,499,348
Capital Grant Fund	0	1,222,516	1,222,516
Solid Waste Fund	560,000	520,000	520,000
Debt Fund	0	0	0
Total Revenues	\$105,912,402	110,500,467	103,959,703
Expenditures:			
General Fund	69,193,310	70,463,029	63,872,265
Older American Fund	10,000	10,000	0
Blighted Properties	0	200,000	200,000
E- 911 Fund	2,000,000	1,920,000	1,920,000
Restricted Grant Fund	4,198,772	5,064,602	5,064,602
Hotel/Motel Fund	240,000	240,000	240,000
Confiscated Asset			60,000
TSPLOST	17,592,330	17,592,330	17,592,330
Capital Project	11,160,089	12,310,089	12,310,089
Capital Grant Fund	0	1,222,516	1,222,516
Solid Waste Fund	560,000	520,000	520,000
Debt Service	957,901	957,901	957,901
Total Expenses	\$105,912,402	110,500,467	103,959,703
Net Surplus/Deficit	\$0	\$0	\$0

- Appropriation.** That the several items of revenues, expenditures, other financial resources, and sources of cash shown in the budget for each fund in the amounts shown within the Adopted Fiscal Year 2020 Budget are hereby adopted, and that the several amounts shown in the budget for each fund as proposed expenditures

or expenses and uses of cash are hereby appropriated to the departments named in each fund.

2. **Legal Level of Control.** That the “legal level of control” as defined in O.C.G.A. § 36-81-2 is set at the department level, meaning that the City Manager in his/her capacity is authorized to move appropriations from one line item to another within a department, but under no circumstances may expenditures or expenses exceed the amount appropriated for a department without a further budget amendment approved by the City Council.
3. **Expiration of Appropriations.** That all appropriations shall lapse at the end of the fiscal year.

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

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

Section 3. All Ordinance and Resolutions in conflict herewith are hereby expressly repealed.

Section 4. The City Attorney, City Clerk and contracted City Codifier are authorized to make non-substantive formatting and renumbering edits to this ordinance for proofing, codification, and supplementation purposes. The final version of all ordinances shall be filed with the clerk.

Section 5. The effective date of this Ordinance shall be on the date as set forth under Sec. 3.21 of the City Charter unless provided otherwise by applicable local, state and/or federal law.

FIRST READING May 26, 2020

SECOND READING _____

THIS ORDINANCE adopted this _____ day of _____ 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

The foregoing **ORDINANCE No. 2020-**_____ was adopted on _____
was moved for approval by Councilmember _____ and seconded by
Councilmember _____, and being put to a vote, the result was as
follows:

	AYE	NAY
William "Bill" Edwards, Mayor	_____	_____
Catherine Foster Rowell	_____	_____
Carmalitha Lizandra Gumbs	_____	_____
Helen Zenobia Willis	_____	_____
Gertrude Naeema Gilyard	_____	_____
Corey A. Reeves	_____	_____
khalid kamau	_____	_____
Mark Baker	_____	_____

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Council Approval of Resolution Authorizing Agreement

DATE: June 23, 2020

SUBJECT: Council Approval of Resolution Authorizing Agreement

REFERENCE:

CONCLUSION:

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
Letter from Fulton County to COSF Mayor	Cover Memo	6/17/2020
Resolution and Agreement_CARES	Cover Memo	6/17/2020

OFFICE OF THE FULTON COUNTY MANAGER

Fulton County Government Center

141 Pryor Street, SW, Suite 10061
Atlanta, Georgia 30303



Telephone: 404-612-8320

Facsimile: 404-612-2184

June 12, 2020

The Honorable William "Bill" Edwards
Mayor, City of South Fulton
5440 Fulton Industrial Blvd SW
Atlanta, GA 30336

Re: Fulton County C.A.R.E.S. Act Municipal Reimbursement Program

Dear Mayor Edwards:

Over the past several weeks, Fulton County and every municipality within the County have been working diligently to respond to the financial, operational and psychological challenges associated with the COVID-19 pandemic. At its June 3, 2020 regular meeting, the Board of Commissioners expressed its understanding of the financial burden the pandemic has caused municipalities within the County by approving a resolution establishing a program to assist them in mitigating some of the financial pressures that emerged as a result of this crisis.

Through the Coronavirus Relief Fund, the Federal CARES Act provided Fulton County with \$104 million to navigate and mitigate the financial impact of the COVID-19 outbreak. Fulton County has used this funding to cover unbudgeted county expenses and launched a comprehensive county-wide community relief program to assist our most vulnerable citizens and to lend a hand to local businesses.

With the exception of the City of Atlanta, no other Fulton County municipality received an allocation from the Federal Coronavirus Relief Fund to mitigate the financial impact of the virus. Consequently, through the new program referenced above, those municipalities that submitted a request to the Chairman are eligible to be reimbursed for their documented COVID-19 expenditures.

The new program is called the "C.A.R.E.S. Act Municipal Reimbursement Program" and will provide up to \$2,500,000 total in reimbursements from Fulton County's Coronavirus Relief Fund Allocation.

Each Fulton County municipality that wishes to participate in this program is required to complete a CARES Act Municipal Reimbursement Program Certification and return the same to the County Attorney by June 30, 2020.

Fulton County's Finance Department has been tasked with administering this program under my supervision and support from the County Attorney's Office. A reimbursement process was designed to facilitate a simple submission, review and reimbursement process.

Each municipality participating in the program is also required to submit a "Municipal Reimbursement Package", which includes the following information;

- A) A signed copy of the CARES Act Municipal Reimbursement Program Certification and agreement.
- B) A "Reimbursement Attestation/Summary" Form (please submit an excel version and a signed PDF version). This form requires your municipality to describe each reimbursable item, how it relates to the COVID 19 emergency, if it meets all of the criteria outlined in the CARES Act Municipal Reimbursement Program Certification, the amount to be reimbursed and other characteristics of the expense. Please ensure each reimbursable item is included in this form. A blank excel version of this form is enclosed with to this letter.
- C) Supporting Documentation (please provide a PDF of each invoice and a PDF of the form of payment). Each item included in the Reimbursement Attestation/Summary Form must have support documentation including invoices (or cost sheet) and evidence of payment. The support documentation must match the amount being requested for reimbursement.

To qualify as a reimbursable item, each expense submitted by a municipality shall meet the eligibility criteria outlined in CARES Act Municipal Reimbursement Program Certification. Only costs incurred between March 1st, 2020, and May 15th, 2020, and fully paid by August 1, 2020, will be eligible for reimbursement.

Each Municipal Reimbursement Package is to be submitted to Fulton County's Finance Department electronically by August 1, 2020. Please submit the package to Mr. Hakeem Oshikoya, Director of Finance, at Hakeem.Oshikoya@fultoncountyga.gov and to Mr. Ray Turner, Deputy Director of Finance, at Ray.Turner@fultoncountyga.gov. If you have any question about the reimbursement process, feel free to reach out to Mr. Oshikoya or Mr. Turner.

Sincerely,



Richard "Dick" Anderson
County Manager

Enclosure: Reimbursement Attestation/Summary Form (electronic version)

cc:

Sharon Whitmore, Chief Financial Officer
Anna Roach, Chief Operating Officer
Patrise Perkins-Hooker, Esq., County Attorney
Hakeem Oshikoya, Director of Finance
Ray Turner, Deputy Director of Finance

Fulton County Government Reimbursement Attestation/Summary Form

Board of Commissioners of Fulton County established the "C.A.R.E.S. Act Municipal Reimbursement Program" for the purpose of providing up to a total of Two and a Half Million dollars (\$2,500,000) of financial support to municipalities to address the emergency created by COVID-19. To be eligible for reimbursement, the following requirements must be met:

- The municipality is not eligible to receive funding directly from the Coronavirus Aid, Relief and Economic Security Act, or any other federal source.
- The cost to be reimbursed;
- Was a necessary expenditure incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- Was not accounted for in the municipality's budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act);
- Was incurred during the period that began on March 1, 2020, and ended on May 15, 2020, and paid by August 1, 2020.
- The reimbursements issued pursuant to this Agreement will not be used to offset any revenue shortfalls of the Sub recipient.
- The reimbursed costs have not been included in an application for any other grant funds.
- The reimbursed costs were incurred by following the municipality's internal purchasing policies and protocols.
- The municipality certifies that it will not seek reimbursement from the State of Georgia or any federal source for the same expenses for which they are being reimbursed pursuant to the Fulton County S. Act Municipal Reimbursement Program.

The primary function of this form is to summarize each expense the municipality is seeking reimbursement for. The description for each reimbursable expense must be complete, accurate, concise, and written. Furthermore, each individual expense must have sufficient documentation (invoices and payment support) to withstand a financial and federal audit. Please complete only the cells in blue.

Municipality Name		Authorized Signatory / Elected Official / City Manager	
--------------------------	--	---	--

Total Reimbursement Amount Requested	
---	--

Description of cost	Vendor	Explain how this is a COVID related expense	Does it meet all of the 6 characteristics outlined above Yes or No	Costs \$	Invoice and payment support information matches the total included in this line ? Yes or No	Date Purchased / Cost Incurred Mm/dd/yyyy	Date Received if Supplies or Goods Mm/dd/yyyy	Service Period for HR Costs or Contracts Mm/dd/yyyy	Date Paid Mm/dd/yyyy	Method of Payment

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

6 **A RESOLUTION BY THE CITY AUTHORIZING THE EXECUTION OF THE**
7 **ARGEEMENT AND PAPERWORK RELATED TO THE FULTON COUNTY C.A.R.E.S.**
8 **ACT MUNICIPAL REIMBURSEMENT PROGRAM AND FOR OTHER LAWFUL**
9 **PURPOSES**
10

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

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

16 **WHEREAS**, the City Council desires to authorize the Mayor, City Manager, Chief
17 Financial Officer ("CFO") and City Attorney, to execute documentation related to the
18 Fulton County C.A.R.E.S. Act Municipal Reimbursement Program; and

19 **WHEREAS**, this Resolution is in the best interests of the health and general
20 welfare of the City, its residents and general public.

21 **THE COUNCIL OF THE CITY OF SOUTH FULTON, GEORGIA, HEREBY**
22 **RESOLVES** as follows:
23

24 **Section 1.** The City Council hereby authorizes the Mayor, City Manager and City
25 Attorney to facilitate and execute, in substantial form as attached hereto, the Certification
26 form and Agreement with Fulton County, pertaining to the Fulton County C.A.R.E.S. Act
27 Municipal Reimbursement Program. The Mayor, City Manager, CFO and City Attorney
28 are further authorized to facilitate and execute paperwork incidental to and not
29 inconsistent with the Certification and Agreement authorized herein.
30
31

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

36 (b) To the greatest extent allowed by law, each and every section, paragraph, sentence,
37 clause or phrase of this Resolution is severable from every other section, paragraph,
38 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 _____ day of _____ 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

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

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AYE

NAY

William "Bill" Edwards, Mayor
Carmalitha Gumbs, Mayor Pro Tem
Catherine Foster Rowell
Helen Zenobia Willis
Gertrude Naeema Gilyard
Corey Reeves
khalid kamau
Mark Baker

_____	_____
_____	_____
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**AN AGREEMENT BETWEEN FULTON COUNTY
AND
ADD MUNICIPALITY
C.A.R.E.S. ACT MUNICIPAL REIMBURSEMENT PROGRAM**

Reimbursement Date:
Total Reimbursement:

00/00/2020
\$ ADD AMOUNT

THIS AGREEMENT ("Agreement"), between Fulton County, Georgia, acting through its County Manager (hereinafter referred to as "the County"), a political subdivision of the State of Georgia, and _____ hereinafter referred to as "the Municipality"), a non-profit corporation organized and existing in Fulton County under the laws of the State of Georgia.

WITNESSETH THAT:

WHEREAS, on _____, 2020, the Board of Commissioners created a program through which Fulton County municipalities that are not eligible for C.A.R.E.S. Act funding may be able to a one time reimbursement for some of their eligible expenditures incurred during the emergency created by COVID-19 to purchase goods, supplies and equipment; and

WHEREAS, this funding mechanism, to be called the "C.A.R.E.S. Act Municipal Reimbursement Program" will provide up to \$2,500,000 in reimbursement from Fulton County C.A.R.E.S. Act funds to support the aforementioned cities for the C.A.R.E.S. Act eligible services, projects and programs; and

WHEREAS, the Municipality has been selected to be reimbursed for some of its expenditures during the emergency created by COVID-19 to purchase goods, supplies and equipment; and

NOW THEREFORE, for and in consideration of the mutual covenants contained herein, the parties hereby agree as follows:

SECTION 1.0 – ELIGIBLE SERVICES, PROJECTS AND PROGRAMS

The C.A.R.E.S. Act Municipal Reimbursement Program is designed to support cities located within Fulton County that are not eligible to receive Coronavirus Aid, Relief, and Economic Security (C.A.R.E.S) Act funding directly from the U.S. Federal Government to mitigate the financial impact of COVID-19 on their cities.:

The only costs that will be eligible for consideration for reimbursement are:

1. Costs that are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. Costs that were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government;
3. Costs that were incurred during the period that begins on March 1, 2020, and ends on May 14, 2020.

SECTION 2.0 – REIMBURSEMENT FOR COSTS AND SERVICES

1. The County shall make reimbursement for the eligible approved costs described in Section 1.0 herein based upon the review and approval of the same by the Finance Department and the County Manager. The amount of any reimbursement shall be limited by the request from the Municipality submitted to the Chairman of the Fulton County Board of Commissioners on May 15, 2020.

2. The County agrees to review and consider for reimbursement to the Municipality previously incurred costs upon presentation of invoices and other supporting documentation demonstrating payment for goods or services that have been previously paid for by the Municipality.
3. Such documentation shall include, but not be limited to copies of checks issued for payment, time sheets, vendors' and suppliers' invoices or vouchers, a description of the purpose of the expenditure, etc.
4. This documentation, along with a written request for reimbursement and a statement of costs incurred and a certification statement that all of the requested expenses qualify as eligible COVID-19 expenses under the C.A.R.E.S. Act shall be submitted to the attention of the Director of Finance. A minimum of two copies of the request and the statement shall be included with the submission along with accompanying documentation supporting the eligible costs
5. To be eligible for reimbursement, all invoices and supporting documentation must be presented by August 1, 2020.

SECTION 3.0 – TERM OF AGREEMENT

1. The term of this Agreement shall be June ____, 2020 through October 1, 2020.
2. The completion date of this Agreement shall not exceed October 1, 2020, unless otherwise extended in writing, terminated by mutual agreement, or by the County, or in accordance with other terms and provisions contained herein. Any modifications to the term of the Agreement shall be documented through an amendment process.
3. Any eligible and accepted expense shall be paid by the County on or before October 1, 2020.

SECTION 4.0 - MODIFICATIONS TO AGREEMENT

1. This Agreement constitutes the entire contractual arrangement between the County and the Municipality, and there are no further written or oral agreements with respect thereto. No variation or modification of this Agreement and no waiver of its provisions shall be valid unless in writing and signed by the County's and the Municipality's' duly authorized representatives.
2. Further, in the event of any material change or modification in the Municipality's Agreement or agreement with any other funding source during the course of this Agreement, the Municipality shall immediately notify the County of such change. In such event, the County shall have the right to terminate its obligations under this Agreement, discontinue future funding hereunder, and demand the refund or return of funds previously advanced.

SECTION 5.0 – TERMINATION OF AGREEMENT

1. Termination for Cause

Time is of the essence and if, through any cause, the Municipality shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or in the event that any of the provisions or stipulations of this Agreement are violated by the Municipality, the County shall thereupon have the right to terminate this Agreement by providing written notice to the Municipality of the County's intent to terminate the Agreement, specifying the reasons for such intention for termination. Unless within three (3) calendar days after serving of such notice (by hand delivery or posting in the U.S. Mail) to the Municipality such violation or delay shall cease or arrangements for correction satisfactory to the County be made, the Agreement shall, upon expiration of said three (3) calendar days, be terminated without further notice. Upon such termination, the Municipality will be compensated by the County for expenses accepted by the County as eligible.

2. Termination for Convenience of the County

In the event the County determines that it is no longer feasible or in its best interest to continue with the funding program covered by this Agreement, the County may terminate this Agreement immediately and notify the Municipality of the termination by email and by U.S. mail.

SECTION 6.0 – INDEPENDENT SUBRECIPIENT STATUS

Nothing herein contained shall be deemed to create a relationship other than that of independent subrecipient between the County and the Municipality. Under no circumstances shall the Municipality, its principals, employees, subcontractors, associates, or agents be deemed employees, agents, partners, successors, assigns, or legal representatives of the County except as specifically required herein.

SECTION 7.0 – ASSIGNMENT OF AGREEMENT

The Municipality shall not make any purported assignment of this Agreement or any part thereof, or delegate the duties herewith without prior written consent of the County. Any attempted assignment or delegation of duties by the Municipality without prior expressed written consent of the County shall at the County's sole option terminate this Agreement without any notice to the Municipality of such termination. The Municipality binds itself, its successors, assigns, and legal representatives of such other party in respect to all covenants, agreements and obligations contained herein.

SECTION 8.0 – RECORDS AND REPORTS

1. Records

The Municipality shall maintain accounts and records, (including an annual Audit) personal property and financial records, adequate to identify and account for all costs pertaining to this Agreement and such other records as may be requested by the County to assure proper accounting for all funds. Said records shall be made available for audit purposes to the County or any authorized representative thereof, upon reasonable request and within three (3) days of said request.

2. Retention

The Municipality's records and accounts shall at all times meet or exceed the applicable requirements of federal, state, and local laws, rules, and regulations. The Municipality's duty to retain records and permit inspections and copying shall remain in force and effect even after the expiration or termination of this Agreement.

SECTION 9.0 – INSPECTION OF FILES AND RECORDS

The County shall at all reasonable times have access to the pertinent offices and books and records (including an annual Balance Sheet or Independent Audit) of the Municipality for inspection of the activities performed and expenses incurred under this Agreement. The County may perform and the Municipality shall be prepared to meet the requirements of, at least, one (1) audit per year.

SECTION 10.0 – CONFLICT OF INTEREST

No member, officer, or employee of the County or its designee or agents, no member of the governing body of the County, and no other official of the County who exercises or has exercised any functions or responsibilities with respect to the C.A.R.E.S. Act funding program or who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit in any Agreement, subcontract or agreement with respect thereto,

or the proceeds there under, either for themselves or for those with whom they have family or business ties, during their tenure or for one (1) year thereafter.

SECTION 11.0 – INDEMNIFICATION AND HOLD HARMLESS

The Municipality, to the extent legally possible, hereby warrants, represents, covenants and agrees to release, indemnify, defend and hold harmless the County, its commissioners, officers, and employees, from any and all claims, losses, liabilities, damages, deficiencies, penalties, fines or costs (including without limitation, reasonable attorney's fees and legal expenses) suffered or incurred by such parties arising in any way from the wrongful actions or omissions of the Municipality, its agents, employees, officers, or directors in facilitating this Agreement, whether arising in tort, contract, strict liability or otherwise, and including without limitation, personal injury, wrongful death or property damage, arising in any way from the wrongful actions or omissions of the Municipality, its agents, employees, officers, or directors in facilitating this Agreement. This indemnification shall also cover any adjustments that may be required from an audit by the federal government of the use of the C.A.R.E.S. Act funds provided by the County due to the fact that the expenses for which reimbursement was made were deemed ineligible. The language of this indemnification clause shall survive termination of this Agreement, even if the County terminates the Agreement for its convenience.

SECTION 15.0 – GOVERNING LAW

1. This Agreement shall be governed in all respects, as to validity, construction, capacity, and performance or otherwise, by the laws of the State of Georgia.
2. A waiver by either party of any breach or any provision, term, covenant or condition of this Agreement shall not be deemed a waiver of any subsequent breach of the same or any other provision, term, covenant or condition.
3. The parties agree that each of the provisions included in this Agreement is separate, distinct and severable from the other remaining provisions of this Agreement, and that the invalidity of any agreement provision shall not affect the validity of any other provision of this agreement.
4. The parties agree that the terms of this Agreement include the entire Agreement between the parties and as such, shall exclusively bind the parties. No other representations, either oral or written, may be used to contradict the terms of this Agreement.
5. Any notices or communications required or permitted herein shall be sufficiently given if sent by Registered or certified mail, return receipt request, postage prepaid, addressed as follows:

As to the County:

As to the Municipality:

Add contact person, name and address of agency

Alternatively, such other addressed as shall be furnished by such notice of the other party.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK.

IN WITNESS HEREOF, the parties hereunto have set their hands and seal.

Municipality

FULTON COUNTY

Robert L. Pitts, Chairman
Fulton County Board of Commissioners

ATTEST

ATTEST

Tanya Grier, Interim Clerk to the Commission

DATE:

DATE:

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Office of the City Attorney

Office of the County Attorney

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GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Council Approval of Recognizing Juneteenth as City Holiday

DATE: June 23, 2020

SUBJECT: Council Approval of Recognizing Juneteenth as City Holiday

REFERENCE:

CONCLUSION:

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
FIS_Juneteenth as Holiday	Cover Memo	6/17/2020
Resolution_Juneteenth	Cover Memo	6/18/2020

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM “BILL” EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Diane White, City Clerk

FROM: Frank S. Milazi, CFO *FM*

DATE: June 15, 2020

SUBJECT: Recognize June nineteenth (Juneteenth) as an official City holiday.

CONCLUSION

The resolution seeks to amend the city's holiday schedule to recognize June nineteenth (Juneteenth) as an official city holiday and for other lawful purposes. Funds are needed for the implementation of the proposed resolution.

BACKGROUND

Juneteenth is the oldest nationally celebrated commemoration of the ending of the sinful practice of legally-sanctioned slavery in the United States, dating back to June 19, 1865 where Union soldiers arrived in Galveston, Texas to inform and liberate Africans still being held as slaves two years after the Civil War had ended. In efforts to recognize Juneteenth, the City of South Fulton will annually commit \$250,000 in the annual budget for commemoration of the holiday. The coordination of the annual commemoration will be organized by the City's Parks Department and/or Bureau of Cultural Affairs. The City will observe Juneteenth as an official paid holiday on the days in which it falls on a regular workday between Monday and Friday. There will be no city business conducted on June 19, except to facilitate the celebration or commemoration of the day. For city employees who services are critical to the mission of the commemoration shall be offered flex time for the hours in which they work on this day.

FINANCIAL IMPACT

There will be a financial impact in the amount of \$250,000 annually affecting the FY budget and/or fiscal year appropriations/allocations.

1 **STATE OF GEORGIA**
2 **COUNTY OF FULTON**
3 **CITY OF SOUTH FULTON**
4

5
6 **A RESOLUTION TO AMEND THE CITY’S HOLIDAY SCHEDULE TO RECOGNIZE**
7 **JUNE NINETEENTH (“JUNETEENTH”) AS AN OFFICIAL CITY HOLIDAY AND FOR**
8 **OTHER LAWFUL PURPOSES**

9 **(Sponsored by Councilpersons khalid, Baker, Gumbs and Gilyard)**
10

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

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

17 **WHEREAS**, the City wishes to celebrate the heritage of its African-American
18 residents, a majority of which are descendants of African slaves;
19

20 **WHEREAS**, 2019 marks the 400th anniversary of the arrival of the “White Lion”
21 Trading Ship which brought the first kidnapped Africans to America who would toil until
22 their death as slaves, along with 12 generations of their children, whom for 246 years
23 would also toil from birth to death as slaves;
24

25 **WHEREAS**, Juneteenth is the oldest nationally celebrated commemoration of the
26 ending of the sinful practice of legally-sanctioned slavery in the United States, dating back
27 to June 19, 1865 where Union soldiers arrived in Galveston, Texas to inform and liberate
28 Africans still being held as slaves 2 years after the Civil War had ended;
29

30 **WHEREAS**, the State of Georgia currently recognizes two holidays — the birthday
31 of Confederate Army Commander Robert E. Lee on January 19 (also known as
32 Confederate Heroes Day) and Confederate Memorial Day on the 4th Monday in April —
33 which commemorate the Confederate States of America, an illegal act of succession the
34 State of Georgia actively participated in, including supporting a four-year long Civil War
35 killing over 620,000 Americans to preserve the practice of legally enslaving African
36 Americans;
37

38 **WHEREAS**, the State of Georgia has made no formal apology or reparations to
39 African slaves or their descendants for these actions, and created no Holiday to
40 commemorate the emancipation of its African-American citizens from slavery; and
41

42 **WHEREAS**, the City desires to safeguard and promote the public health, safety,
43 and general welfare of all citizens through the adoption of this Resolution.
44

45 THE COUNCIL OF THE CITY OF SOUTH FULTON, GEORGIA, HEREBY
46 **RESOLVES** as follows:

- 47 1. **Observation of Holiday.** June 19th is hereby declared “Juneteenth,” an official
48 City Holiday:

- 50 a. The City, annually, shall commit Two Hundred and Fifty Thousand in the
51 annual budget for commemoration of the Holiday. The coordination of this
52 annual commemoration shall be organized by the City's Parks Department
53 and/or Bureau of Cultural Affairs.

- b. The City shall observe June 19 as an official paid holiday on the days in which it falls on a regular workday between Monday and Friday. No City business shall be conducted on that day, except to facilitate the celebration or commemoration of the day. City employees who are mission critical on June 19 will be offered flex time for the hours they work on such day.

- 61 **2. Local, State and Federal Encouragement.** The City Council hereby encourages:

- 63 a. Residents Business owners in the City and Georgia municipal, county and
64 school board leaders to enact Juneteenth policies and resolutions for their
65 employees and students; and

- 67 b. State and Federal Leaders to adopt resolutions making Juneteenth an official
68 holiday.

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

(b) To the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Resolution is severable from every other section, paragraph, 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 _____ day of _____ 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

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

138

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140

AYE

NAY

141 William "Bill" Edwards, Mayor

142 Carmalitha Gumbs, Mayor Pro Tem

143 Catherine Foster Rowell

144 Helen Zenobia Willis

145 Gertrude Naeema Gilyard

146 Corey Reeves

147 khalid kamau

148 Mark Baker

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GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Council Approval of Resolution Asking General Assembly

DATE: June 23, 2020

SUBJECT: Council Approval of Resolution Asking General Assembly

REFERENCE:

CONCLUSION:

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
FIS_GA General Assembly Hate Crime	Cover Memo	6/17/2020
Resolution_GA General Assembly Enact Legislation Hate Crime	Cover Memo	6/17/2020

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM “BILL” EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Diane White, City Clerk

FROM: Frank S. Milazi, CFO *FM*

DATE: June 4, 2020

SUBJECT: Fiscal Impact Statement – Asking Georgia General Assembly to Enact Hate Crime Resolution

CONCLUSION

Funds are not needed for the implementation of the proposed resolution.

BACKGROUND

The purpose of this proposed resolution is to ask the Georgia General Assembly to enact hate crime legislation within Georgia, and for other lawful purposes. Since Georgia is one of only four states in the U.S. with no enacted hate crime legislation, the City desires to ask the Georgia General Assembly to stand with the Nation in making criminal activity motivated by hatred and racial bias illegal in Georgia.

FINANCIAL IMPACT

There is no financial impact on the FY 2020 budget or FY2020 fiscal year appropriations/allocations.

1 **STATE OF GEORGIA**
2 **COUNTY OF FULTON**
3 **CITY OF SOUTH FULTON**
4

5
6 **A RESOLUTION OF THE CITY OF SOUTH FULTON, GEORGIA, ASKING THE**
7 **GEORGIA GENERAL ASSEMBLY AND GOVERNOR TO ENACT HATE CRIME**
8 **LEGISLATION WITHIN GEORGIA AND FOR OTHER LAWFUL PURPOSES**
9

10 **(Sponsored by Councilpersons Willis, Mayor Edwards and Rowell)**
11

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

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

17 **WHEREAS**, the United States and Georgia have pervasive histories of racism,
18 hatred and prejudice against people of color;

19 **WHEREAS**, the majority of states in the U.S. have enacted hate crime legislation
20 to address harms against others motivated by racism, hatred and prejudice;

21 **WHEREAS**, Georgia is one of only four states in the U.S. with no enacted hate
22 crime legislation;

23 **WHEREAS**, the recent killing of Ahmaud Arbery's in Brunswick, Georgia, has
24 broken hearts across the nation and incited a renewed interest in ensuring that Georgia
25 denounces and condemns crimes motivated by hatred and racial bias;

26 **WHEREAS**, House Bill 426 is pending in the Georgia General Assembly and would
27 amend the Georgia state code so that anyone convicted of a hate crime would face stricter
28 sentencing and penalties;

29 **WHEREAS**, a person convicted of a misdemeanor hate crime would face three to
30 twelve months in prison. A person convicted of a felony hate crime would face at least
31 two years in prison;

32 **WHEREAS**, House Bill 426 passed through the Georgia House of Representatives
33 and is now in the Senate;

34 **WHEREAS**, State Rep. Karen L. Bennett, who serves as the Georgia Legislative
35 Black Caucus Chair, has asked for a hearing in the Judicial Committee when the General
36 Assembly reconvenes on or about June 11, 2020;

37 **WHEREAS**, the City represents more than 100,000 Georgia residents and urges
38 the Senate and the Governor to come together in solidarity and pass House Bill 426 for
39 the protection of the City;

40 **WHEREAS**, the City asks the Georgia General Assembly to thus stand with the
41 Nation in making hate crimes illegal in Georgia; and

42 **WHEREAS**, this Resolution is in the best interests of the health and general
43 welfare of the City, the State of Georgia and the Nation.

44 **THE COUNCIL OF THE CITY OF SOUTH FULTON, GEORGIA, HEREBY**
45 **RESOLVES** that the City respectfully asks the Georgia General Assembly and Governor
46 to stand in solidarity with the Nation, and approve House Bill 426 making hate crimes
47 illegal in Georgia.
48
49
50

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

55 (b) To the greatest extent allowed by law, each and every section, paragraph, sentence,
56 clause or phrase of this Resolution is severable from every other section, paragraph,
57 sentence, clause or phrase of this Resolution. No section, paragraph, sentence, clause
58 or phrase of this Resolution is mutually dependent upon any other section, paragraph,
59 sentence, clause or phrase of this Resolution.

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

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

71 **Section 4.** The effective date of this Resolution shall be the date of adoption, unless
72 provided otherwise by the City Charter or state and/or federal law.
73

Section 5. Instruction to City Clerk. The City Clerk is hereby instructed to email a fully executed copy of this Resolution to all members of the Georgia General Assembly.

THIS RESOLUTION adopted this _____ day of _____ 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

The foregoing RESOLUTION No. 2020-_____, adopted on _____
was offered by Councilmember _____, who moved its approval. The motion

118 was seconded by Councilmember _____, and being put to a vote, the result
119 was as follows:
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AYE

NAY

William "Bill" Edwards, Mayor

Carmalitha Gumbs, Mayor Pro Tem

Catherine Foster Rowell

Helen Zenobia Willis

Gertrude Naeema Gilyard

Corey Reeves

khalid kamau

Mark Baker

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Council Approval of Resolution Denouncing Racism and Injustice

DATE: June 23, 2020

SUBJECT: Council Approval of Resolution Denouncing Racism and Injustice

REFERENCE:

CONCLUSION:

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
FIS_Denouncing Racism and Injustice	Cover Memo	6/17/2020
Resolution Denouncing Racial Injustice	Cover Memo	6/18/2020

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM “BILL” EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Diane White, City Clerk

FROM: Frank S. Milazi, CFO *FM*

DATE: June 4, 2020

SUBJECT: Fiscal Impact Statement – Denouncing Racism and Injustice Resolution

CONCLUSION

Funds are not needed for the implementation of the proposed resolution.

BACKGROUND

The purpose of this proposed resolution is to denounce racism and injustice, promote peace, acceptance, and equality, and for other lawful purposes. Whereas the City is committed to eradicating systematic racism, social bias and prejudice, the City values a community characterized by diversity and respect for individuals of all races, ethnicities and national origins as an integral part of its cultural fabric. Through this resolution, the City Council desires to affirm its commitment to the well-being and safety of all residents, businesses and visitors, and commitment to ending the spread of all forms of racism, intolerance and unlawful discrimination.

FINANCIAL IMPACT

There is no financial impact on the FY 2020 budget or FY2020 fiscal year appropriations/allocations.

1 **STATE OF GEORGIA**
2 **COUNTY OF FULTON**
3 **CITY OF SOUTH FULTON**
4

5
6 **A RESOLUTION OF THE CITY OF SOUTH FULTON DENOUNCING RACISM AND**
7 **INJUSTICE; PROMOTING PEACE, ACCEPTANCE AND EQUALITY AND FOR**
8 **OTHER LAWFUL PURPOSES**
9

10 **(Sponsored by Mayor Edwards)**
11

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

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

17 **WHEREAS**, the United States is currently in a state of civil unrest, in protest of
18 racism, police brutality and injustice occurring throughout the Nation;

19 **WHEREAS**, U.S. history conjures painful memories of abuses and atrocities
20 against minorities and people of color;

21 **WHEREAS**, multiple recent events throughout the U.S. have direct ties to racism,
22 prejudice and atrocities against minorities and people of color;

23 **WHEREAS**, the trauma and consequences of historical prejudice and racism
24 within the U.S. has negatively impacted educational, economic and social opportunities
25 and outcomes;

26 **WHEREAS**, history serves a critical role in understanding the roots of racism,
27 intolerance and prejudice;

28 **WHEREAS**, understanding and acknowledging the roots of racism, intolerance
29 and prejudice is critical in ensuring that history doesn't repeat itself;

30 **WHEREAS**, the City is committed to eradicating systematic racism, social bias and
31 prejudice;

32 **WHEREAS**, the City values a community characterized by diversity and respect
33 for individuals of all races, ethnicities and national origins as an integral part of its cultural
34 fabric;

35 **WHEREAS**, every American citizen has the responsibility to promote
36 inclusiveness, celebrate diversity and reject hate and bias in all forms;

WHEREAS, the City Council desires through this Resolution to affirm its commitment to the well-being and safety of all residents, businesses and visitors, and commitment to ending the spread of all forms of racism, intolerance and unlawful discrimination; and

WHEREAS, this Resolution is in the best interests of the health and general welfare of the City and Nation.

THE COUNCIL OF THE CITY OF SOUTH FULTON, GEORGIA, HEREBY RESOLVES AND DECLARES the City's commitment to promote inclusiveness, celebrate diversity and reject hate and bias in all forms and to uphold the values of respect and inclusiveness. The City further hereby denounces and condemns racism, prejudice, and cultural intolerance, as well as those who wish to propagate hate, intimidation and the violation of human rights.

Section 1. It is hereby declared to be the intention of the City Council that: (a) All sections, paragraphs, sentences, clauses and phrases of this Resolution are or were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.

(b) To the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Resolution is severable from every other section, paragraph, 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 2. 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 3. 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.

74
75
76 THIS RESOLUTION adopted this _____ day of _____ 2020.
77

78 **CITY OF SOUTH FULTON, GEORGIA**
79
80
81

82 _____
83 WILLIAM "BILL" EDWARDS, MAYOR
84
85

86 ATTEST:
87
88

89 _____
90 S. DIANE WHITE, CITY CLERK
91

92 APPROVED AS TO FORM:
93
94

95 _____
96 EMILIA C. WALKER, CITY ATTORNEY
97
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114 The foregoing RESOLUTION No. 2020-_____, adopted on _____
115 was offered by Councilmember _____, who moved its approval. The motion
116 was seconded by Councilmember _____, and being put to a vote, the result
117 was as follows:

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130

William “Bill” Edwards, Mayor
Carmalitha Gumbs, Mayor Pro Tem
Catherine Foster Rowell
Helen Zenobia Willis
Gertrude Naeema Gilyard
Corey Reeves
khalid kamau
Mark Baker

AYE

NAY

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Council Approval of Resolution Adopting a Green Building Sustainability Policy

DATE: June 23, 2020

SUBJECT: Council Approval of Resolution Adopting a Green Building Sustainability Policy

REFERENCE:

CONCLUSION:

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
Resolution Adopting Green Building Sustainability Policy	Cover Memo	6/17/2020
FIS Green Building Sustainability	Cover Memo	6/17/2020

1 **STATE OF GEORGIA**
2 **COUNTY OF FULTON**
3 **CITY OF SOUTH FULTON**
4

5
6 **A RESOLUTION ADOPTING A CITY OF SOUTH FULTON GREEN BUILDINGS**
7 **POLICY; ENHANCING ENVIRONMENTAL SUSTAINABILITY AND FOR OTHER**
8 **LAWFUL PURPOSES**
9

10 **(Sponsored by Councilperson Rowell)**
11

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

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

17 **WHEREAS**, "green buildings" are designed to reduce the overall impact of the built
18 environment on human health and the natural environment;
19

20 **WHEREAS**, green buildings accomplish these goals in three main areas, first, by
21 efficiently using energy, water, and other resources; second, by protecting occupant
22 health and improving employee productivity; and third, by reducing waste, pollution, and
23 environment degradation;
24

25 **WHEREAS**, the City Council desires through this Resolution to establish
26 guidelines for the City to plan, design, construct, manage, renovate, and maintain its
27 facilities and buildings in a sustainable manner;
28

29 **WHEREAS**, this Resolution is in the best interests of the health and general
30 welfare of the City, its residents and general public.
31

32 **THE COUNCIL OF THE CITY OF SOUTH FULTON, GEORGIA HEREBY**
33 **RESOLVES** as follows:
34

35 **Section 1.** *The City of South Fulton Green Buildings Policy*, attached hereto, is
36 hereby adopted as a formal policy of the City.
37

38 *****

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

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

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

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

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

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

81
82 THIS RESOLUTION adopted this _____ day of _____ 2020.
83

84 **CITY OF SOUTH FULTON, GEORGIA**
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89 _____
90 WILLIAM "BILL" EDWARDS, MAYOR
91

92 ATTEST:
93
94

95
96 _____
97 S. DIANE WHITE, CITY CLERK
98

99 APPROVED AS TO FORM:
100

101
102 _____
103 EMILIA C. WALKER, CITY ATTORNEY
104
105

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

110

111

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113 William "Bill" Edwards, Mayor

114 Carmalitha Gumbs, Mayor Pro Tem

115 Catherine Foster Rowell

116 Helen Zenobia Willis

117 Gertrude Naeema Gilyard

118 Corey Reeves

119 Khalid Kamau

120 Mark Baker

121

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AYE

NAY



CITY OF SOUTH FULTON

GREEN BUILDINGS POLICY

Adopted x/x/2020

TABLE OF CONTENTS

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III. SCOPE	3
IV. EXCEPTIONS	4
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I. Purpose

The purpose of this policy is to establish guidelines for the City of South Fulton to plan, design, construct, manage, renovate, and maintain its facilities and buildings in a sustainable manner. Green buildings are designed to reduce the overall impact of the built environment on human health and the natural environment. Green buildings accomplish these goals in three main areas, first, by efficiently using energy, water, and other resources; second, by protecting occupant health and improving employee productivity; and third, by reducing waste, pollution, and environment degradation.

Several different certification programs and benchmarks exist to rate the sustainability of a building. One such standard is the United States Green Building Council's Leadership in Energy and Environmental Design (LEED) rating system. Additionally, the Environmental Protection Agency and United States Department of Energy's EnergyStar and EarthCraft Light Commercial programs include guidelines for buildings that are not LEED certified.

The intent of this policy is to ensure that all new buildings constructed by the City of South Fulton shall be designed and measured using these programs. The LEED, EnergyStar, and EarthCraft programs will be used to determine what constitutes sustainable building under this policy.

II. Definitions

When used in this policy, the following words, terms and phrases, and their derivations, shall be the meaning ascribed to them in this section, except where the context clearly indicates a different meaning:

- A. AGENT means an official contracted or subcontracted person who is authorized to act on behalf of the City of South Fulton and represent their interests.
- B. CITY DIRECTOR OF SUSTAINABILITY means the Director of Community Development and Regulatory Affairs.
- C. ENERGY STAR means a joint program of the United States Environmental Protection Agency and the United States Department of Energy which aims to protect the environment through energy efficient products and practices. ENERGY STAR is also an energy performance rating system. The EPA also recognizes top performing buildings with the ENERGY STAR designation.

- D. GOVERNING AUTHORITY means the City of South Fulton, Georgia.
- E. LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED) means a regulatory system for construction that establishes several levels of environmental achievement from a Certified rating to a Platinum rating.
- F. OFFICIAL means any elected or appointed person who holds office or serves in a position of public capacity.
- G. UNITED STATES GREEN BUILDING COUNCIL (USGBC) means an entity that promulgates the LEED Rating System.

III. **Scope**

This policy applies to both new construction and renovations.

A. New Construction

1. The Leadership in Energy and Environmental Design (LEED) rating system, developed by the U.S. Green Building Council shall be used as guidance for a design and a measuring tool to ensure that new construction and renovations are designed sustainably and according to national standards.
2. Facilities and buildings over 5,000 gross square feet of occupied space or one million dollars total project cost shall be certified under the Leadership in Energy and Environmental Design for New Construction (LEED-NC) certification standards. The specified certification can be one of four certification levels: Certified, Silver, Gold, or Platinum. Ideally, new construction should achieve the LEED-NC Silver rating or higher, when feasible.
3. Facilities and buildings under 5,000 gross square feet of occupied space or less than one million dollars total project cost are encouraged to be designated LEED-NC Certified. However, if LEED-NC certification is not feasible, per the exceptions in Section IV, smaller buildings must be certified using Energy Star or EarthCraft Light Commercial standards.

B. Renovations

1. Renovations are defined as a project that includes construction activity that make substantial changes to at least one entire room in the building and

requires the isolation of the work site from the regular building occupants for the duration of the work. Renovations can affect no more than 50% of the total building floor area or affect over 50% of the regular building occupants. Work that exceeds these limits must be considered new construction. Renovations that affect less than 5% of the floor area are considered minor and are exempt from this policy.

2. All renovations must follow the LEED Guidelines for Existing Buildings. If LEED Existing Building certification is not feasible, per the exceptions in Section IV, renovations must be certified using Energy Star or EarthCraft Light Commercial standards.

IV. Exceptions

The City of South Fulton's practice to incorporate green building techniques, methods, and materials is not always practicable. The following project situations are exceptions to the Green Building Policy:

- A. Historically designated buildings with design considerations which limit the inclusion of green materials or building techniques.
- B. Projects for which achieving LEED certification would increase costs by 20% or more such that the project is no longer financially feasible. Some projects may be burdened with other extraordinary upfront costs that act as a financial barrier to development, for example, development on Brownfield sites, development on sites without infrastructure, or historic preservation projects.
- C. No practical green alternative exists for the proposed improvement.

V. Responsibility

Director of Sustainability. The Director of Community Development and Regulatory Affairs shall serve as the Director of Sustainability. The Director of Sustainability shall have the following duties and powers in regard to the Green Buildings Policy:

- A. Work with all department heads to make certain that employees are aware and educated about this Green Buildings Policy;
- B. Work with Chief Building Official to ensure that the Green Buildings Policy is practiced in all City building projects; and
- C. Work with all department heads to make certain that this practice is monitored.

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM “BILL” EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Diane White, City Clerk

FROM: Frank S. Milazi, CFO *FM*

DATE: May 13, 2020

SUBJECT: Fiscal Impact Statement – ARC Green Program Participation Resolution

CONCLUSION

Funds are not needed for the implementation of the proposed resolution.

BACKGROUND

The purpose of this resolution is to develop a sustainability plan and participate in the Atlanta Regional Commission’s (“ARC”) Green Communities Certification Program; and for other lawful purposes. The ARC Green Communities Program (“GCP”) is a voluntary certification program that aims to create a greener, healthier and livable region. Through this resolution, Council desires to obtain an ARC Green Communities Bronze Certification by May 2022, which will involve establishing a “Green Team” and an implementation phase with the Director of Performance Management being responsible for spearheading the process.

FINANCIAL IMPACT

There is no financial impact on the FY 2020 budget or FY2020 fiscal year appropriations/allocation.

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Council Approval of Resolution Extending the
Moratorium

DATE: June 23, 2020

SUBJECT: Council Approval of Resolution Extending the
Moratorium

REFERENCE:

CONCLUSION:

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
Resolution Extending Moratorium	Cover Memo	6/17/2020

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

6 **A RESOLUTION IMPOSING A MORATORIUM ON THE ACCEPTANCE OF**
7 **APPLICATIONS FOR AND THE ISSUANCE OF LAND USE PERMITS OR**
8 **OCCUPATION TAX CERTIFICATES/BUSINESS LICENSES PERTAINING TO:**
9 **ALCOHOL PACKAGE STORES AND ANY EXPANSIONS OF THE SAME,**
10 **TOBACCO RETAIL SALES, AUTOMOBILE GAS STATIONS/SERVICE**
11 **STATIONS, CONVENIENCE STORES, CHECK CASHING ESTABLISHMENTS,**
12 **PERSONAL CARE SERVICES, AUTOMOTIVE REPAIR SHOPS, GROUP**
13 **HOMES AND RESIDENCES, PAWN SHOPS, TOBACCO RETAIL SALES,**
14 **CANNABIS DISPENSARY, FARMER’S MARKET, GUN RANGE, OPEN AIR**
15 **MARKET, AND TINY HOMES IN THE CITY OF SOUTH FULTON, GEORGIA,**
16 **AND FOR OTHER PURPOSES, EXCLUDING PARCELS IMMEDIATELY**
17 **FACING FULTON INDUSTRIAL BOULEVARD AND FOR OTHER LAWFUL**
18 **PURPOSES**
19

20 **WHEREAS**, the City of South Fulton (“City”) is a municipal corporation duly
21 organized and existing under the laws of the State of Georgia;
22

23 **WHEREAS**, the duly elected governing authority of the City is the Mayor and
24 Council thereof (“City Council”);

25 **WHEREAS**, the City has been vested with the power and authority to regulate
26 the practice, conduct or use of property for the purposes of maintaining health,
27 morals, safety, security, peace and the general welfare of the City;
28

29 **WHEREAS**, Georgia cities are authorized to impose moratoria on zoning
30 decisions, permits and other development approvals. *See City of Roswell et al v.*
31 *Outdoor Systems, Inc.*, 274 Ga. 130 (2001); *Lawson v. Macon*, 214 Ga. 278 (1958);
32 *Taylor v. Shetzen*, 212 Ga. 101;
33

34 **WHEREAS**, the City Council seeks to impose a moratorium while the City
35 is undertaking revisions to the Zoning Code (the "Code") and the land use map;
36

37 **WHEREAS**, the City Council intends to allow its staff and consultant further
38 time to review its current ordinances to ensure that its laws preserve the quality
39 of life for citizens while imposing limited and effective land use regulations that
40 impact quality of life issues;
41

42 **WHEREAS**, the City Council must take immediate and responsive action
43 to protect the interests of the City, and it is in the best interests of the health,
44 safety and welfare of the citizens of the City, that no new applications for land
45 use permits or occupation tax certificates/business licenses for alcohol package
46 stores and any expansions of the same, tobacco retail sales, automobile gas
47 stations/service stations, convenience stores, check cashing establishments,
48 personal care services, automotive repair shops, group homes and residences,

pawn shops, tobacco retail sales, cannabis dispensary, extended stay hotel, gun range, open air market, and tiny homes to be accepted in the City until 11:59 p.m. on September 30, 2020;

WHEREAS, the City Council finds that the concept of "public welfare" is broad and inclusive; that the values it represents are spiritual as well as physical, aesthetic as well as monetary; and that it is within the power of the City "to determine that a community should be beautiful as well as healthy, spacious as well as clean, well balanced as well as carefully patrolled," *Berman v. Parker*, 348 U.S. 26 (1954); *Kelo v. City of New London*, 545 U.S. 469 (2005);

WHEREAS, the City Council finds that "general welfare" includes the valid public objectives of aesthetics, conservation of the value of existing lands and buildings within the City, making the most appropriate use of resources, preserving neighborhood characteristics, enhancing and protecting the economic well-being of the community, facilitating adequate provision of public services, and the preservation of the resources of the City;

WHEREAS, this moratorium is enacted as a limited measure to preserve the status quo pending the City's review of its Zoning Code; and

WHEREAS, by enactment of this extension of this moratorium the City Council does not intend to disturb the operation of any business located in the city limit that possesses a valid land use permit and/or business license/occupation tax certificate and was operating on the date of adoption of this moratorium.

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

Section 1.

1. The moratorium imposed herein incorporates the findings and statements set forth in the preceding "Whereas" clauses and such clauses are made a part of this moratorium.
2. Except as allowed in paragraph 4 below, for a period beginning from the date of adoption of this Resolution until 11:59 p.m. on September 30, 2020, there shall be a complete moratorium on the acceptance of any land use permit application or application for an occupation tax certificate/business license relating to alcohol package stores and any expansions of the same, tobacco retail sales, automobile gas stations/service stations, convenience stores, check cashing establishments, personal care services, automotive repair shops, group homes and residences, pawn shops, tobacco retail sales, cannabis dispensary, extended stay hotels, gun range, open air market, and tiny homes in the City, excluding parcels immediately facing Fulton Industrial Boulevard.
3. Except as allowed in paragraph 4 below, for a period beginning on the date

of adoption of this Resolution and ending at 11:59 p.m. on September 30, 2020 `no land use permit or occupation tax certificate/business license shall be issued and no land use permit application or occupation tax certificate/business license application shall be granted or denied for the establishment or expansion of alcohol package stores and any expansions of the same, tobacco retail sales, automobile gas stations/service stations, convenience stores, check cashing establishments, personal care services, automotive repair shops, group homes and residences, pawn shops, tobacco retail sales, cannabis dispensary, extended stay hotels, gun range, open air market, and tiny homes in the City, excluding parcels immediately facing Fulton Industrial Boulevard.

4. This moratorium has no effect whatsoever on those valid and proper land use permit applications and/or occupation tax certificate/business license applications filed on or before the imposition of this moratorium and those applications may be considered, deferred, decided, granted or denied for the establishment or expansion of alcohol package stores and any expansions of the same, tobacco retail sales, automobile gas stations/service stations, convenience stores, check cashing establishments, personal care services, automotive repair shops, group homes and residences, pawn shops, tobacco retail sales, cannabis dispensary, extended stay hotels, gun range, open air market, and tiny homes in the City, pursuant to the ordinances of the City as they existed on the date the application was filed.
5. The moratorium shall expire at 11:59 p.m. on September 30, 2020, unless shortened or extended by official action of the City Council.
6. Nothing in this Resolution shall prevent the continued operation of any business operating under a validly issued land use permit and/or occupation tax certificate/business license as of the date of enactment of this moratorium.
7. As of the effective date of this Resolution, any action taken by any City employee, representative or agent which is contrary to this Resolution will be deemed in error, null and void and of no effect whatsoever and shall constitute no assurance whatsoever of any right to engage in any act, and any action in reliance on any such action shall be unreasonable.

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

(b) To the greatest extent allowed by law, each and every section, paragraph, sentence, clause or phrase of this Resolution is severable from every other section,

paragraph, 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. All prior City zoning moratoriums are hereby concluded and replaced by this moratorium. In addition, all Resolutions and parts of Resolutions in conflict herewith are hereby expressly repealed.

Section 4. 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 ordinances shall be filed with the city clerk.

Section 5. 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.

Section 6. Instruction to City Clerk: The City Clerk is hereby directed to circulate a copy of this Resolution to the Director of the City Department of Community and Regulatory Affairs and contracted Zoning Consultants promptly following its adoption.

THIS RESOLUTION adopted this _____ day of _____ 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

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

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

THIS RESOLUTION adopted this _____ day of _____ 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

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Council Approval of 1st Reading of Amending Appendix
G

DATE: June 23, 2020

SUBJECT: Council Approval of 1st Reading of Amending Appendix
G

REFERENCE:

CONCLUSION:

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
FIS_Committee Disbandment	Cover Memo	6/17/2020
Amending Ordinance_Disbanding Committees	Cover Memo	6/17/2020

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM “BILL” EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: **Diane White, City Clerk**

FROM: Frank S. Milazi, CFO *FM*

DATE: June 5, 2020

SUBJECT: Fiscal Impact Statement – Committee Disbandment Ordinance

CONCLUSION

Funds are not needed for the implementation of the proposed ordinance.

BACKGROUND

The purpose of this proposed ordinance is to amend Appendix G of the City of South Fulton, Georgia, Code of Ordinances, to dissolve certain City Committees due to budgetary and staffing hardships, and for other lawful purposes.

The City entities below are the proposing to be dissolved.

1. South Fulton Business and Community Council
2. City Anniversary Taskforce
3. Community Renaming Taskforce
4. City Finance Committee
5. Older Americans Board

FINANCIAL IMPACT

There is no financial impact on the FY 2020 budget or FY2020 fiscal year appropriations/allocation. However, the City Manager and CFO shall make adjustments in the proposed FY2021 budget for the redistribution of funding allocated to the entities.

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

7 **AN ORDINANCE AMENDING APPENDIX G OF THE CITY OF SOUTH FULTON,**
8 **GEORGIA, CODE OF ORDINANCES; DISSOLVING CERTAIN CITY ENTITIES DUE**
9 **TO BUDGETARY AND STAFFING HARDSHIPS AND FOR OTHER LAWFUL**
10 **PURPOSES**
11

12 **(Sponsored by Councilpersons Willis, Rowell, Gumbs & Reeves)**
13

14 **WHEREAS**, the City of South Fulton ("City") is a municipal corporation duly
15 organized and existing under the laws of the State of Georgia;
16

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

19 **WHEREAS**, over the last three years, the City Council has established at least 17
20 boards, committees, authorities and taskforces and a number of these entities have not
21 convened due to staff capacity;
22

23 **WHEREAS**, recent state emergencies and related events have added additional
24 budgetary and staffing strains on keeping these entities operational;
25

26 **WHEREAS**, the City Council finds that a reduction in the number of these entities
27 will allow the staff and the City Council to focus on the most critical areas of City
28 operations and support mid-year budget reductions;

29 **WHEREAS**, this Ordinance is in the best interests of the health and general
30 welfare of the City, its residents, and the general public.

31 **THE COUNCIL OF THE CITY OF SOUTH FULTON, GEORGIA HEREBY**
32 **ORDAINS** as follows:

33 **Section 1.**
34

35 **A. Dissolution.** Due to budgetary and staffing hardships, and the reasons set forth
36 herein, the below City entities are hereby dissolved and eliminated in their entirety:
37

- 38 1. South Fulton Business and Community Council
- 39 2. City Anniversary Taskforce
- 40 3. Community Renaming Taskforce

- 4. City Finance Committee
- 5. Older Americans Board

The members of these bodies are hereby released and discharged from all rights, duties and responsibilities associated with their service.

- B. Budget Adjustment.** The City Manager and CFO shall make adjustments in the proposed FY2021 budget for the redistribution of funding allocated to the aforementioned entities.

Section 2. The City hereby amends Appendix G, Committees and Boards, of the City Code of Ordinances by deleting Sec. 1, Finance Committee, in its entirety, and replacing said section to read as follows:

APPENDIX G - COMMITTEES AND BOARDS, GENERALLY

Sec. 1 – Reserved.

Section 3. It is hereby declared to be the intention of the City Council that: (a) All sections, paragraphs, sentences, clauses and phrases of this Ordinance are or were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.

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

Section 4. All Ordinance and Resolutions in conflict herewith are hereby expressly repealed.

Section 5. The City Attorney, City Clerk and contracted City Codifier are authorized to make non-substantive formatting and renumbering edits to this ordinance for proofing, codification, and supplementation purposes. The final version of all ordinances shall be filed with the clerk.

Section 6. The effective date of this Ordinance shall be on the date as set forth under Sec. 3.21 of the City Charter unless provided otherwise by applicable local, state and/or federal law.

Section 7. *Instruction to City Clerk.* The City Clerk is hereby directed to forward a copy of this Ordinance to the members of the City entities dissolved by this Ordinance.

THIS ORDINANCE so adopted this _____ day of _____ 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

109 The foregoing Ordinance No. 2020-xxx was moved for approval by Councilmember
110 _____. The motion was seconded by Councilmember
111 _____, and being put to a vote, the result was as follows:
112
113
114

	AYE	NAY
115		
116		
117 William "Bill" Edwards, Mayor	_____	_____
118 Carmalitha Gumbs, Mayor Pro Tem	_____	_____
119 Catherine Foster Rowell	_____	_____
120 Helen Zenobia Willis	_____	_____
121 Gertrude Naeema Gilyard	_____	_____
122 Corey Reeves	_____	_____
123 khalid kamau	_____	_____
124 Mark Baker	_____	_____

125
126
127

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Council Approval and 1st Reading of Amending Title 14

DATE: June 23, 2020

SUBJECT: Council Approval and 1st Reading of Amending Title 14

REFERENCE:

CONCLUSION:

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
Amending Title 14 Ordinance	Cover Memo	6/17/2020
FIS - Green Builders Incentives	Cover Memo	6/17/2020

1 **STATE OF GEORGIA**
2 **COUNTY OF FULTON**
3 **CITY OF SOUTH FULTON**
4

5
6 **AN ORDINANCE AMENDING TITLE 14, ENVIRONMENT, OF THE CITY OF SOUTH**
7 **FULTON, GEORGIA, CODE OF ORDINANCES; ESTABLISHING A CHAPTER FOR**
8 **CITY OF SOUTH FULTON GREEN BUILDING COMMUNITY INCENTIVES;**
9 **ENHANCING ENVIRONMENTAL SUSTAINABILITY AND FOR OTHER LAWFUL**
10 **PURPOSES**
11

12 **(Sponsored by Councilperson Rowell)**
13

14 **WHEREAS**, the City of South Fulton ("City") is a municipal corporation duly
15 organized and existing under the laws of the State of Georgia;
16

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

19 **WHEREAS**, the City Council desires through this Ordinance to establish green
20 building community incentives to help reduce the overall impact of the built environment
21 on human health and the natural environment;
22

23 **WHEREAS**, green buildings accomplish these goals in three main areas, first, by
24 efficiently using energy, water, and other resources; second, by protecting occupant
25 health and improving employee productivity; and third, by reducing waste, pollution and
26 environment degradation; and
27

28 **WHEREAS**, this Ordinance is in the best interests of the health and general
29 welfare of the City, its residents and general public.

30 **THE COUNCIL OF THE CITY OF SOUTH FULTON HEREBY ORDAINS** as
31 follows:
32

33 **Section 1.** The City of South Fulton Code of Ordinances, Title 18, Environment,
34 is hereby amended to create a new Chapter 13, Green Building Community Incentives,
35 which shall read as follows:
36

37 **TITLE 18 – ENVIRONMENT**

38 **Chapter 13 - Green Building Community Incentives**

39 **Sec. 14-13001. – Purpose and Intent.**

- 40 a. The purpose of this Chapter is to establish incentives for the community to
41 incorporate green building practices in building projects within the City. This
42 Chapter recognizes four different areas in which sustainable concepts can be

incorporated into City building projects – green building certifications, incorporation of solar energy, reduction and efficiency of water use through the WaterSense certification, and integration of pervious paving materials. Green buildings are designed to reduce the overall impact of the built environment on human health and the natural environment.

- b. The intent of this Chapter is to incentivize the participation in these green building practices by offering expedited plan review for both new construction and renovations.

Sec. 14-13002. – Definitions.

When used in this Chapter, the following words, terms and phrases, and their derivations, shall be the meaning ascribed to them in this section, except where the context clearly indicates a different meaning:

- A. AGENT means an official contracted or subcontracted person who is authorized to act on behalf of the City of South Fulton and represent their interests.
- B. CITY DIRECTOR OF SUSTAINABILITY means the Director of Community Development and Regulatory Affairs.
- C. EARTHCRAFT HOUSE means a certification program created in 1999, a residential green building program of the Greater Atlanta Home Builders Association in partnership with Southface. This program serves as a blueprint for energy and resource efficient homes. Information can be found at the EARTHCRAFT HOUSE website <http://www.earthcrafthouse.com/>.
- D. ENERGY STAR means a joint program of the United States Environmental Protection Agency and the United States Department of Energy which aims to protect the environment through energy efficient products and practices. ENERGY STAR is also an energy performance rating system. The EPA also recognizes top performing buildings with the ENERGY STAR designation.
- E. LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED) means a regulatory system for construction that establishes several levels of environmental achievement from a Certified rating to a Platinum rating. Information can be found at the United States Green Building Council's website <http://www.usgbc.org/LEED/>.
- F. GOVERNING AUTHORITY means the City of South Fulton, Georgia.

- 84 G. OFFICIAL means any elected or appointed person who holds office or serves in a
85 position of public capacity.
86
- 87 H. PERVIOUS PAVING MATERIALS means materials that permit water to enter the
88 ground by virtue of their porous nature or by large spaces in the material. By way
89 of example, water-pervious materials include gravel, crushed stone, open paving
90 blocks porous asphalt, concrete pavement, or pervious paving blocks.
91
- 92 I. PHOTOVOLTAIC means a solar power technology that uses arrays of
93 photovoltaic cells to convert light from the sun directly into electricity.
94
- 95 J. SOLAR WATER HEATER means water heating systems include storage tanks
96 and solar collectors. There are two types of solar water heating systems: active,
97 which have circulating pumps and controls, and passive, which do not have
98 circulating pumps.
99
- 100 K. UNITED STATES GREEN BUILDING COUNCIL (USGBC) means an entity that
101 promulgates the LEED Rating System. Information can be found at the United
102 States Green Building Council's website <http://www.usgbc.org/>. M.
103 WATERSENSE is a program developed by the United States Environmental
104 Protection Agency and the new home certification is available as of December
105 2009. Information can be found at the Environmental Protection Agency's website
106 <http://www.epa.gov/WaterSense/>.
107

108 **Sec. 14-13003. – Incentives.**
109

110 This Chapter recognizes four different areas in which builders may be granted
111 expedited plan review for incorporating sustainable concepts into building projects:
112

113 A. Green Building:
114

- 115 1. Several different certification programs exist to rate the sustainability of a
116 building. One such standard is the United States Green Building Council's
117 Leadership in Energy and Environmental Design (LEED) rating system.
118 Additionally, the Environmental Protection Agency and United States
119 Department of Energy's EnergyStar and EarthCraft programs include
120 guidelines for buildings that are not LEED certified.
121
- 122 2. Builders seeking green building certification(s) including LEED, EarthCraft,
123 and ENERGY STAR must submit proof of LEED, EarthCraft House or
124 ENERGY STAR registration and the corresponding program's checklist
125 indicating all of the credits they plan to pursue. Additionally, intentions must
126 be shown on building plans and indicated on their Building Permit

Application in order to be granted expedited plan review.

B. Solar Energy

1. Multiple uses for solar energy can be incorporated into buildings. One of the most common uses of solar energy is photovoltaic, or solar panels, which use solar power technology through an array of photovoltaic cells to convert light from the sun directly into electricity. Solar cells produce direct current (DC) electricity from light, which can be used to power DC equipment or to recharge a battery. An inverter is required to convert the DC electricity to alternating current (AC) electricity to power almost all uses of electricity in the home. The basic photovoltaic cell typically produces only a small amount of power. To produce more power, cells can be interconnected to form modules, which can in turn be connected into arrays to produce yet more power. A second method of using solar energy is solar water heaters. Solar water heating systems include storage tanks and solar collectors. There are two types of solar water heating systems: active, which have circulating pumps and controls, and passive, which do not have circulating pumps.
2. Builders incorporating solar energy elements, such as photovoltaic or solar water heaters, as shown on building plans and indicated on their Building Permit Application shall be granted expedited plan review.

C. WaterSense

1. WaterSense is a program developed by the United States Environmental Protection Agency and the new home certification is available as of December 2009. WaterSense labeled new homes are designed to reduce residential water use indoors, as well as outdoors, compared to typical new homes. WaterSense labeled homes have been independently verified to use 20 percent less water than typical new homes.
2. Builders seeking WaterSense new home certification must submit a checklist of EPA WaterSense measures with intentions for meeting certification measures shown on building plans. Additionally, intentions must be indicated on their Building Permit Application shall be granted expedited plan review.

D. Pervious Paving

1. Pervious paving materials permit water to enter the ground by virtue of their porous nature or by large spaces in the material. Water-pervious materials such as gravel, crushed stone, open paving blocks, porous asphalt, concrete pavement, or pervious paving blocks for driveways, parking areas, walkways,

and patios minimize runoff from those areas, as well as increase infiltration. Some pervious paving options can retain turf and carry autos and trucks evenly without creating tracks or other heavy traffic wear signs.

2. Building projects incorporating pervious paving materials, such as open paving blocks, porous asphalt, concrete pavement, or pervious paving blocks for driveways, parking areas, walkways, and patios, as shown on building plans and indicated on their Building Permit Application shall be granted expedited plan review.

Sec. 14-13004. – Exceptions.

The City's intent to expedite building plan review is not always practicable. For example, projects requiring reviews by other agencies may extend the period of review. The City will endeavor to make every effort to expedite its review of building plans qualifying under this Chapter.

Sec. 14-13005. – Responsibility.

The Director of Community Development and Regulatory Affairs shall serve as the Director of Sustainability. The Director of Sustainability shall have the following duties and powers in regards to this Chapter:

- A. Work with all Department Heads to make certain that employees are aware and educated about this Chapter; and
- B. Work with Chief Building Official and Department Heads to help ensure that expedited review is practiced in all appropriate projects.

Section 5. It is hereby declared to be the intention of the City Council that: (a) All sections, paragraphs, sentences, clauses and phrases of this Ordinance are or were, upon their enactment, believed by the City Council to be fully valid, enforceable and constitutional.

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

Section 6. All Ordinance and Resolutions in conflict herewith are hereby expressly repealed.

Section 7. The City Attorney, City Clerk and contracted City Codifier are authorized to make non-substantive formatting and renumbering edits to this ordinance for proofing, codification, and supplementation purposes. The final version of all ordinances shall be filed with the clerk.

Section 8. The effective date of this Ordinance shall be on the date as set forth under Sec. 3.21 of the City Charter unless provided otherwise by applicable local, state and/or federal law.

THIS ORDINANCE so adopted this _____ day of _____ 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

249
250 The foregoing Ordinance No. 2020-_____ was moved for approval by Councilmember
251 _____. The motion was seconded by Councilmember
252 _____, and being put to a vote, the result was as
253 follows:
254
255

	AYE	NAY
256		
257		
258 William "Bill" Edwards, Mayor	_____	_____
259 Carmalitha Gumbs, Mayor Pro Tem	_____	_____
260 Catherine Foster Rowell	_____	_____
261 Helen Zenobia Willis	_____	_____
262 Gertrude Naeema Gilyard	_____	_____
263 Corey Reeves	_____	_____
264 khalid kamau	_____	_____
265 Mark Baker	_____	_____
266		
267		

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM “BILL” EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Diane White, City Clerk

FROM: Frank S. Milazi, CFO *FM*

DATE: May 15, 2020

SUBJECT: Fiscal Impact Statement – Green Builder Community Incentives

CONCLUSION

No funds will be needed for the implementation of the proposed ordinance.

BACKGROUND

The ordinance is in place to establish Green Builder Community incentives in efforts to assist in reducing the overall impact of the environment on human health as well as the natural environment. A Green building can efficiently use energy, water and other resources, protect occupant health coupled with improving employee productivity as well as reducing waste, pollution and environment degradation. This ordinance is centered around the best interest of the health and general welfare of our beloved City, residents and general public.

FINANCIAL IMPACT

There will be no financial impact on the FY 2020 budget or FY2020 fiscal year appropriations/allocations.

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Council Approval and 1st Reading of Ordinance
Mandating

DATE: June 23, 2020

SUBJECT: Council Approval and 1st Reading of Ordinance
Mandating

REFERENCE:

CONCLUSION:

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
Ordinance Mandating COVID-19 Testing for City Employees	Cover Memo	6/17/2020

1 **STATE OF GEORGIA**
2 **COUNTY OF FULTON**
3 **CITY OF SOUTH FULTON**
4

5
6 **AN ORDINANCE 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 Ordinance, 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 Ordinance to implement
44 employment measures for mitigating the spread and impact of COVID-19; and
45

46 **WHEREAS**, this Ordinance 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 ORDAINS** 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 Ordinance shall be subject to disciplinary action.
61

62 **B. Agency Collaboration.** The City Manager shall confer with the County and/or
63 State Health Departments to discuss the facilitation of such testing by and/or
64 through one or more of such agencies. In the event neither agency may facilitate
65 the same, the City Manager shall bring back to the Council a proposal for testing
66 from an outside contractor. The City Manager shall report back to the council on
67 these findings within 10 days of the date of the adoption of this Ordinance.
68

69
70 *****

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

75 (b) To the greatest extent allowed by law, each and every section, paragraph,
76 sentence, clause, or phrase of this Ordinance is severable from every other section,
77 paragraph, sentence, clause, or phrase of this Ordinance. No section, paragraph,
78 sentence, clause, or phrase of this Ordinance is mutually dependent upon any other
79 section, paragraph, sentence, clause, or phrase of this Resolution.

80 (c) In the event that any phrase, clause, sentence, paragraph or section of this
81 Ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or
82 otherwise unenforceable by the valid judgment or decree of any court of competent
83 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 Ordinance.

Section 3. All Ordinance and Resolutions in conflict herewith are hereby expressly repealed. This Ordinance shall further supersede and replace the Emergency Declaration Resolution adopted by the City Council on March 17, 2020.

Section 4. The City Attorney, City Clerk and contracted City Codifier are authorized to make non-substantive formatting and renumbering edits to this ordinance for proofing, codification, and supplementation purposes. The final version of all ordinances shall be filed with the clerk.

Section 5. The effective date of this Ordinance shall be on the date as set forth under Sec. 3.21 of the City Charter unless provided otherwise by applicable local, state and/or federal law.

THIS ORDINANCE so adopted this _____ day of _____ 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

124 The foregoing Ordinance No. 2020-_____ was moved for approval by Councilmember
125 _____. The motion was seconded by Councilmember
126 _____, and being put to a vote, the result was as follows:
127

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AYE

NAY

William "Bill" Edwards, Mayor
Carmalitha Gumbs, Mayor Pro Tem
Catherine Foster Rowell
Helen Zenobia Willis
Gertrude Naeema Gilyard
Corey Reeves
Khalid Kamau
Mark Baker

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

GOVERNMENT OF THE CITY OF SOUTH FULTON

Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Council Approval of Amended IGA with Union City

DATE: June 23, 2020

SUBJECT: Council Approval of Amended IGA with Union City

REFERENCE:

CONCLUSION:

BACKGROUND:

FISCAL IMPACT:

ATTACHMENTS:

Description	Type	Upload Date
Memo_Agreement-IGA Resurfacing Hunter Road	Cover Memo	6/19/2020

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: June 19, 2020

SUBJECT: Resurfacing and Striping of Hunter Road

The Hunter Road project consisted of resurfacing and striping Hunter Road from South Fulton Parkway to Roosevelt Highway, approximately 1.2 miles. Classified as a local road, Hunter Road was resurfaced per Georgia Department of Transportation standards and specifications and completed in April 2020 at a cost of \$488,708.04.

The Department of Public Works requests approval to accept reimbursement from Union City in the amount of \$317,660.23, in accordance with the Intergovernmental Agreement (IGA) between the City of South Fulton and Union City for the resurfacing and striping of Hunter Road. The reimbursement represents Union City's total participation in the project. Upon receipt, the money will be returned to the TSPLOST fund.

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

**INTERGOVERNMENTAL
AGREEMENT HUNTER ROAD
RESURFACING**

This agreement ("Agreement") is made on this _____ day of _____, 2020, by and between the City of South Fulton ("South Fulton") a Georgia Municipal Corporation and the City of Union City, a Georgia Municipal Corporation ("Union City"), as follows:

WITNESSETH:

WHEREAS Hunter Road, as depicted on the map attached hereto as Exhibit "A," is shared by Union City and South Fulton; and

WHEREAS Hunter Road, is in substantial need of resurfacing and repair; and

WHEREAS the governing authorities of South Fulton and Union City are authorized to enter into an intergovernmental agreement pursuant to Article 9, Section 3, Paragraph 1 of the Georgia Constitution to provide for the resurfacing of Hunter Road; and

WHEREAS South Fulton and Union City desire to enter into this Agreement to set forth the rights and responsibilities of the local governments with respect to the resurfacing of Hunter Road (the "Project").

NOW, THEREFORE, for and in consideration of the mutual promises and covenants set forth herein and for other good and valuable consideration, the receipt, sufficiency and adequacy of which are hereby acknowledged, the parties agree as follows:

1. **Project** - The Project shall consist of the resurfacing of Hunter Road from South Fulton Parkway to Roosevelt Highway, as identified on the map attached hereto as "Exhibit A." Said Exhibit "A" is incorporated herein by this reference. South Fulton shall contract with an outside vendor for such work to be performed in substantial conformity with the quote attached hereto as "Exhibit B." Said Exhibit "B" is incorporated herein by this reference.
2. **Payment** - Union City agrees to reimburse South Fulton sixty-five (65 %) percent of the total cost of the Project (Union City's Share) with such total cost of the Project not to exceed **FOUR HUNDRED EIGHTY-EIGHT THOUSAND SEVEN HUNDRED EIGHT DOLLARDS AND FOUR CENTS (\$488,708.04)**. Union City's Share shall be responsible at **THREE HUNDRED SEVENTEEN THOUSAND SIX HUNDRED SIXTY-SIX DOLLARDS AND TWENTY-THREE CENTS (\$317,660.23)** as Union City's total participation in the Project. The cost of striping Hunter Road has been included in the total cost of the Project.

3. Term of Agreement - This Agreement shall become effective upon its approval and execution by South Fulton and Union City and shall terminate either one (1) year from the date of execution or when the Project has been completed and fulfilled, whichever is the first to occur. Should the Project not be completed and fulfilled one (1) year from the date of execution of this Agreement, the parties agree this Agreement shall automatically renew for an additional one (1)-year term, or to such time as the Project has been completed and fulfilled, whichever is the first to occur. Either South Fulton or Union City may terminate this Agreement in the event the other party fails to perform a material term of the Agreement, by giving thirty (30) days prior written notice to the other party.
4. Governing Law - This Agreement shall be governed in all respects as to validity, construction, and performance by the laws of the State of Georgia.

Entire Agreement – This Agreement incorporates and includes all prior negotiations, correspondence, agreements or understandings applicable to the matters contained herein, and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. No other writings or oral agreements or conversations shall affect or modify any of the terms or obligations herein contained. This Agreement is for the benefit of the parties hereto only and is not intended to benefit any third party, and no provisions contained within this Agreement are intended to nor shall they in any way be construed to relieve any contractor performing service in connection with this Project of any liability or responsibility to perform the services in a safe and responsible manner or to complete the work in a good, substantial and workmanlike manner. No provision in this Agreement is intended to nor shall it be construed to in any way waive immunities or protections provided to either South Fulton or to Union City by the Constitution and laws of the State of Georgia.

5. Amendment - No variation or modification of this Agreement shall be valid unless made in writing and executed by all parties.
6. Severability - If any section of this Agreement is found to be void or invalid by a court of competent jurisdiction, such invalidity shall not affect the remaining terms of this Agreement, which shall continue in full force and effect.
7. Counterparts - This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement.
8. Notices - All notices, consents, waivers, directions, requests or other instruments or communications provided for under this Agreement shall be deemed properly given if, and only if, delivered personally or sent by registered or certified United States mail, postage prepaid, as follows:

To South Fulton:	Antonio Valenzuela, Director Department of Public Works 5440 Fulton Industrial Boulevard Atlanta, Georgia 30336
With a copy to:	Emilia C. Walker, City Attorney 8024 Fair Oaks Court
To Union City:	Lonnie Ferguson, Director Union City Public Services 5047 Union Street Union City, GA 30291
With a copy to:	Dennis A. Davenport, City Attorney 100 Habersham Drive Fayetteville, Georgia 30214

Any party may at any time change the address where notices are to be sent or the person to whom such notices should be directed by the delivery or mailing to the above persons a notice stating the change.

IN WITNESS WHEREOF, the parties hereto acting through their duly authorized agents have caused this agreement to be fully signed and executed as set forth by their signatures appearing below.

CITY OF SOUTH FULTON, GEORGIA

ATTEST:

BY:

Diane White, City Clerk

Honorable William "Bill" Edwards, Mayor

APPROVED AS TO CONTENT:

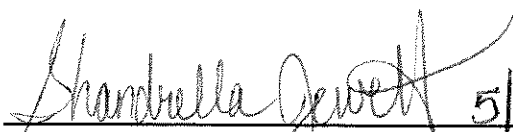
APPROVED AS TO FORM:

Antonio Valenzuela
Director Department of Public Works

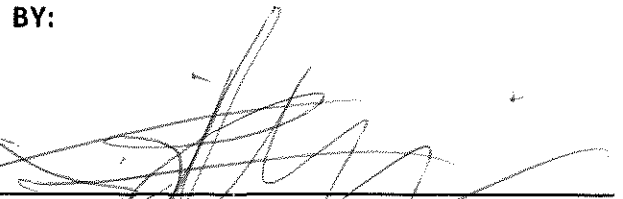
Emilia Walker
City Attorney

ATTEST:

BY:

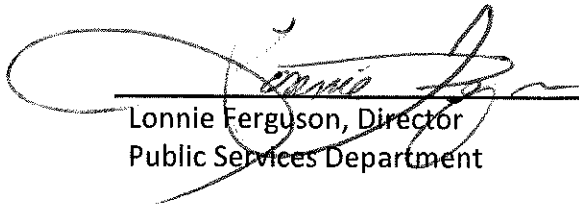

Shandrella Jewett, City Clerk

5/19/2020


Honorable Vince Williams, Mayor

APPROVED AS TO CONTENT:

APPROVED AS TO FORM:


Lonnie Ferguson, Director
Public Services Department


Dennis A. Davenport, City Attorney