



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

COUNCIL WORK SESSION MEETING AGENDA

- I. Call to Order
- II. Roll Call
- III. Agenda Items
 - 1. City Treasurer's Status Update on OpenGov
 - 2. Council Discussion on National Forum of Black Public Administrators (NFBPA) Technical Assistance for Small Municipalities Program
 - 3. Council Discussion of Forte Payment Processing System (CDRA)
 - 4. Council Discussion on Small Business Program (Destination South Fulton)
 - 5. Council Discussion on Re-Opening Municipal Courts
 - 6. Council Discussion on COSF Safe COVID-19 Re-Opening Plan (City Manager)
 - 7. City Attorney's 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
- V. Adjournment of Meeting



CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION



SUBJECT: Council Discussion on OpenGov Status Update

DATE OF MEETING: 6/10/2020

DEPARTMENT: Finance

ATTACHMENTS:

Description	Type	Upload Date
OpenGov Status Update	Cover Memo	6/10/2020

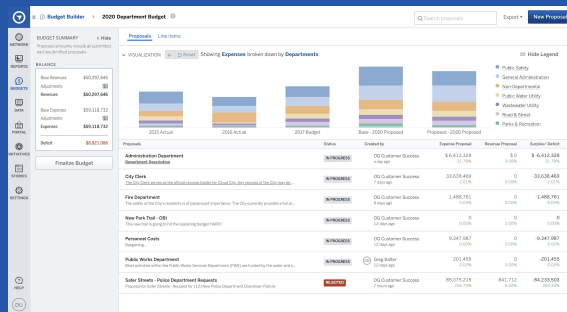


OpenGov + South Fulton Project Update

The OpenGov Cloud

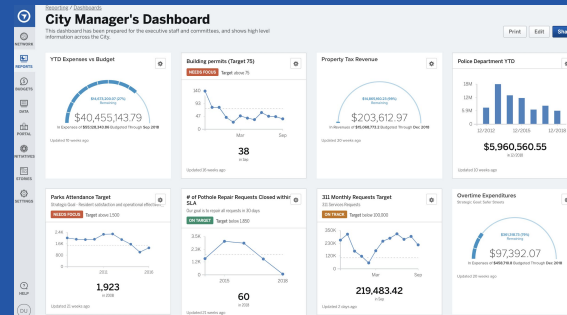
Budgeting and Planning

Streamline your budget process from start to finish



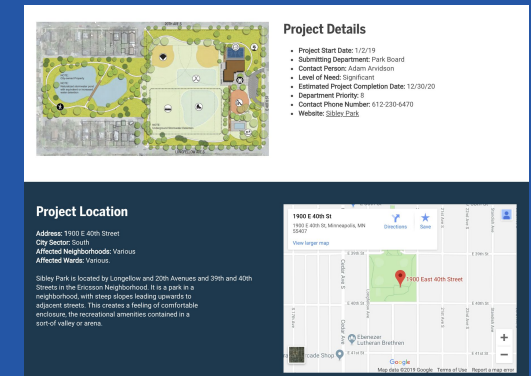
Operational Performance

Improve management decisions with actionable insights



Citizen Engagement

Tell your story and involve citizens to build trust



OpenGov Data Platform



Data Manager



Integrations & APIs



Horizontally Scalable



Chart of Accounts Management



Public Benchmarks



OpenGov Network

Parks & Rec



Utility Billing



Public Safety



Accounting System



Performance Metrics



311



Planning and Development



Legal Services



Reporting and Transparency- 100% complete

- 1) Platform created with internal and public facing financial reports
- 2) Transparency site live with high viewership
 - a) 111 unique visitors in the last 30 days
 - b) 301 unique visitors in the last 90 days
- 3) Team is trained on platform
- 4) Data is continued to be updated and will be automated after integration fix
- 5) Continue to enhance and build out reports

Edmunds Integration- 95% complete

- 1) Integration with City's current financial system (Edmunds) needs updated/finalized
 - a) OpenGov has provided change order for \$0 we are awaiting signature on
 - b) Connect with Brad on getting department code out of General Ledger (possible Edmunds support)
- 2) Once data source created and complete, OpenGov will

Current delays - Need signed change order to continue work and will potentially need to connect with Edmunds support one more time.

Budgeting and Planning – 85% complete

What's already been done?

- 1) CoA Mapped
- 2) Reference years assigned
- 3) Budget proposals and worksheets built out
- 4) Base budget uploaded

What's left to do?

- 1) Review budget access + permissions + update with new dept users
- 2) Review and update reference years
- 3) Confirm proposal structure (COSF sign off)
- 5) User and admin training

Estimated trainings/meetings to complete: Two admin working sessions (2-4 hrs total), Admin training (1-2 hrs total), User training (1-3 hrs total) = 6 hours total

Workforce Planning- 85% complete

What's already been done?

- 1) Position list uploaded
- 2) Cost drivers built out
- 3) Attached to 2020 operating budget proposals

What's left to do?

- 1) Review COSF positions (COSF needs to sign off)
- 2) Review cost drivers for COSF employees (see [the template](#) for possible outstanding questions)
- 3) Validate WFP (COSF needs to sign off)
- 4) Update with FY21 Data (files provided to OpenGov and updated by OpenGov)

Estimated trainings/meetings to complete: Working session to confirm cost elements and position data is up to date (2-3 hrs), Admin training (1-2 hrs) = 3-4 hours total



CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION



SUBJECT: Council Discussion on National Forum of Black Public Administrators

DATE OF MEETING: 6/10/2020

DEPARTMENT: Attorney

ATTACHMENTS:

Description	Type	Upload Date
Nt'l Forum of Black Public Administrators_Small Municipalities	Cover Memo	6/5/2020



**National Forum for Black Public Administrators
Technical Assistance for Small Municipalities
[TASM]**

Overview: The National Forum for Black Public Administrators (NFBPA), a professional organization of public administrators with over 2,500 members, is applying for a grant from the Economic Development Administration (EDA) that will be used to provide Technical Assistance for Small Municipalities (TASM). NFBPA under its consulting arm, the Institute for Excellence in Public Service (i4x), will assemble teams to provide expert support and consultation in economic growth and development for four to six small cities in the region. The TASM team will consist of subject matter experts with access to the latest research and techniques in economic development, creating access to capital, developing physical and other economic infrastructure, aligning business and workforce resources, and knowledge of how to encourage and leverage investment from private, non-profit, philanthropic and government sources. The cities of South Fulton, College Park and East Point are seen as excellent potential partners due to their leadership strength, proximity to one another and to major transportation infrastructure, the willingness of the Atlanta Regional Commission to consider partnering in this effort, and their proximity to a qualified Opportunity Zone and the Aerotropolis.

TASM will prioritize quick recovery from COVID-19 effects and developing an implementation plan for long- term sustainable growth. The long-term plan will address strengthening local assets, leveraging new opportunities, and enhancing the community's ability to respond to, recover from and prevent future economic crisis.

The program will begin with an assessment of the current economic environment. Based on the assessment, TASM will provide technical advice, guidance, and a framework for establishing a robust economic/community development function specific to each city.

The primary elements of the tailored technical assistance will generally include:

- Business Attraction --- Recommendations for building an effective business development and engagement platform, that targets selected industry sectors/clusters.
- Access to Capital --- Recommendations and tools for improving or expanding the infrastructure of city programs and resources available to promote inclusive entrepreneurship and small enterprise development.

- Catalytic Projects and Initiatives --- Recommendations for targeted catalytic project or initiatives and a 3-5 year local implementation plan a strategy for implementation in the short-term.
- Enhancement of Economic Development Infrastructure --- A toolbox for continuous capacity building, professional development and long term sustainable growth.

NFBPA/TASM will write and submit the grant, build the team of experts who will provide technical assistance to the selected local governments, and serve as extensions of their staff. The selected local government partners will, working with the TASM team, provide relevant existing information and data related to this initiative, actively participate in determining their locality's priorities and be responsible for follow up implementation.

The grant request assumes that the cost of technical assistance to each selected jurisdiction will range from \$100,000 to \$150,000 depending on the needs of that jurisdiction. Each grant requires a 20% match. The request also anticipates the possible creation of a locally administered, Revolving Loan Fund for small businesses, initially capitalized at \$500,000 with, \$400,000 from the EDA and a \$100,000 local match from the participating localities. The initial \$500,000 can potentially be leveraged to \$2,500,000.

NFBPA/TASM is working to meet a submission deadline of June 15, 2020 and will need letters of commitment to provide their required match from participating partners and cities by June 11, 2020.

Alignment with EDA Priorities: 1) Recovery & Resilience. The program will assist small municipalities to speed their recovery from the COVID-19 crisis by providing technical assistance to address economic rebuilding and growth and create a plan to proactively forecast and prepare for future crises. 2) Opportunity Zones. The program will include at least 2-3 municipalities with Opportunity Zones or where planned activities will benefit a nearby Opportunity Zone.

Program Goals: 1) Assist 4-6 small municipalities to build their capacity to generate economic and community development; 2) Develop individualized 3-5 year implementation plans, training, access to resources and capacity building for selected sites; 3) Create and prove a scalable model to provide technical assistance to small municipalities that can be used throughout the region.

Institute for Excellence in Public Service
www.i4xnps.com

777 North Capitol Street, Suite 550

202-408-9300, Ext 101

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CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION



SUBJECT: Council Discussion of Forte Payment Processing System

DATE OF MEETING: 6/10/2020

DEPARTMENT: Planning

ATTACHMENTS:

Description	Type	Upload Date
Forte Payment Processing System Agreement	Cover Memo	6/5/2020

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



CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION



SUBJECT: Council Discussion on Small Business Program

DATE OF MEETING: 6/10/2020

DEPARTMENT: City Manager

ATTACHMENTS:

Description	Type	Upload Date
Small Business Loan	Cover Memo	6/5/2020

SMALL BUSINESS SUSTAINABILITY PROGRAM



Christopher G. Pike, EDFP
Director of Economic Development

DATA FROM THE SMALL BUSINESSES SURVEY

- Destination South Fulton conducted a COVID-19/Coronavirus Business Survey from April 13 through April 22, 2020.
- Distributed via the City's website, eNewsletter, social media platforms, and direct email to businesses with a working email on file.
- 1,121 businesses with a current business licenses, a total of 146 responded to the survey.
- Survey was designed to help City leaders understand small businesses' ability to withstand what may be several months of suppressed revenue.
- Determine what kind of local support programs will be most beneficial.

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.

WORDLE



PROGRAM PURPOSE

- It has been established that certain small businesses owners, are being adversely impacted by COVID-19 and are in need of loans, small business coaching and assistance to ensure their continued well-being during this pandemic.



PROGRAM PURPOSE

- The Small Business Sustainability Program is being proposed in conjunction with CollabSOUTH to help small businesses deal with the impact of COVID-19. The program will help small businesses retain employees and identify resources necessary to pay needed business expenses through business coaching, gaining access to capital and other service needs.



PROGRAM OUTLINE

- Support will be provided only for business impacted by an inability to meet financial obligations such as lease or mortgage payments, payroll, inventory management, and working capital.
- Businesses will be able to request support via an online process.
- Direct business support will be restricted to for-profit businesses operating in the City of South Fulton.



PROGRAM OUTLINE

- Support will be provided to qualified businesses on a first-come, first-served basis.
- Company must be located within the City of South Fulton and have an active Occupational Tax Certificate.
- Demonstrate that the COVID-19 outbreak caused at least a 30% decrease in revenue.



PARTNERSHIP

- Capacity to provide small business support related to COVID-19.
- Outside resources for assistance.
- Identify a partner that has experience with working with underserved communities.



ACCESS TO CAPITAL FOR ENTREPRENEURS (ACE)

- ACE is a 20-year-old Georgia based not-for-profit organization and US Treasury certified Community Development Financial Institution (CDFI) since 2004.
- The mission of ACE is to help underserved business owners including people of color, women and low-to-moderate income persons to grow businesses and be financially self-sufficient thus caring for themselves, their families and their communities.



ACCESS TO CAPITAL FOR ENTREPRENEURS (ACE)

- In 2004 ACE was certified as a Community Development Financial Institution or CDFI. CDFI's are mission-driven private financial institutions who are committed to supporting low-income, low-wealth, and other underserved people and communities.
- Since 2000, ACE has made more than \$72 million in loans and created or retained more than 8,500 jobs.



FACTS ABOUT ACE

Facts about ACE's customers in 2019:

- 48% have businesses in Metro Atlanta
- 87% are from underserved populations
- 37% of loan funds provided to women business owners
- 45% of loan funds provided to African American small business owners
- 15% of loan funds provided to Hispanic small business owners
- Recently named as the U.S. Small Business Administration's Georgia Office as the Financial Services Champion of the Year.



PARTNERSHIP CONSIDERATION

- In consideration of the partnership, ACE will provide business coaching, technical support and provide access to capital for City of South Fulton small business owners that are affected by the COVID-19 pandemic.



PARTNERSHIP CONSIDERATION

- Services provided for a one-time fee proposed at \$250,000.
- Funds provided through the partnership will be leveraged to increase the amount of resources made available to City of South Fulton businesses on an on-going basis.



PARTNERSHIP CONSIDERATION



DeKalb County
G E O R G I A



FULTON
COUNTY



U.S. Small Business
Administration



DEVELOPMENT AUTHORITY
of FULTON COUNTY

QUESTIONS





CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION



SUBJECT: Council Discussion on Re-Opening Municipal Courts

DATE OF MEETING: 6/10/2020

DEPARTMENT: City Manager

ATTACHMENTS:

Description	Type	Upload Date
Virtual Reopening of Municipal Court	Cover Memo	6/10/2020



MUNICIPAL COURT

PHENIX GASTON

CITY COUNCIL WORK SESSION

JUNE 10, 2020

MISSION

The mission of the City of South Fulton Municipal Court is to ensure that each person accused of a violation, infraction or crime be guaranteed and provided constitution rights to a fair and speedy judicial process in such a manner that it preserves both the dignity and rights of the defendants, as well as the citizens of the City of South Fulton.

DEPARTMENT OVERVIEW

Establish and maintain a Municipal Court having jurisdiction over the violation of City ordinances and over such matters as are by general law made subject to the jurisdiction of Municipal Court. The Municipal Court is managed by a full-time Court Administrator and presided over by the Chief Judge.

- Principal activities of the Municipal Court include:
 - Conduct arraignments for all defendants charged with applicable traffic and criminal misdemeanors in the City of South Fulton. This is the defendants' opportunity to enter a plea or negotiate a settlement in their cases. *Felonies and certain criminal misdemeanors are prosecuted in the Fulton County State Court.*
 - Hold bench trials for those defendants who have pleaded "not guilty." A bench trial is heard by a Judge as opposed to a jury. *Jury trials are held in Fulton County State Court.*
 - Adjudicate all alleged violations of the City of South Fulton's environmental, building and development codes.
 - Maintain complete and accurate records of all court proceedings.

COSF MUNICIPAL COURT JURISDICTION

- Traffic Citations
- Criminal Cases
 - Diversion
- Code Enforcement Cases

TRAFFIC AND CRIMINAL CASES

The following offenses within the City of South Fulton cannot be paid online – they require a Municipal Court appearance to resolve:

- Aggressive driving
- All city nuisance/code enforcement offenses
- All under 21 offenses

***** All between the ages of 17-20 are encouraged to bring a parent *****

All accident offenses (unless proof of claim shown)

- All alcohol offenses(except Open Container)
- Any other charge that may result in jail time and/or license suspension
- Attempt to elude an officer
- Disorderly conduct
- Furnishing alcohol to a minor
- DUI (driving under the influence)
- Hit & run
- Habitual violator offense
- No insurance
- Reckless driving
- Shoplifting
- Speeding more than 30 MPH over posted speed limit
- Driving with suspended registration
- Driving with suspended license
- Vehicular homicide/serious injury
- VGCSA (Violation of Georgia Controlled Substance Act)

RESTORATIVE JUSTICE- 2ND CHANCE SOUTH FULTON

The 2nd Chance South Fulton program is a Pre-Trial Diversion Program that allows the imposition of certain conditions of behavior and conduct in exchange for a dismissal of charges or penalties in a traffic or criminal case.

The 2nd Chance South Fulton Pre-Trial Diversion program aims to:

- 1) Provides screening services to the court and the prosecuting authorities to help identify likely candidates for pretrial diversion program;
- (2) Establishes goals for diverted offenders and monitor performance of these goals;
- (3) Performs assessments of diverted offenders where indicated, make appropriate referrals for treatment, and monitor treatment;
- (4) Provides referrals for individual, group, and family counseling services;
- (5) Oversee the payment of victim restitution by diverted offenders;
- (6) Assist diverted offenders in identifying and contacting appropriate community resources;
- (7) Provide educational services to diverted offenders to enable them to earn a high school diploma or GED; and
- (8) Provide accurate information on how diverted offenders perform in the program to the court, prosecutors and defense attorneys.

Through the program we hope to discourage future criminal acts and give participants an opportunity at life improvements. Per your Agreement for the 2nd Chance South Pre-Trial Diversion Program – you must give honest and complete answers. Failure to give complete answers and providing false information can result in expulsion from the program. The answers provided will be kept confidential and shall only be used to design program specifically for you.

CODE ENFORCEMENT

Traditional court system that shares the docket with misdemeanor police infractions, speeding tickets, etc. Accused violators can plead guilty, or not guilty, opting for a trial instead.

- Meets once per month and processes an average of 5 cases each month.
- Offender has to be physically served with citation.
 - Nearly impossible to reach out of town vacant/abandoned/negligent/out of town property owners
 - Many residents work during normal business hours, making them difficult to cite.
 - Many residents will simply not come to the door if they know a citation is pending.
 - These factors result in officers making many trips to one location in attempt to cite, with no guarantee of success.
- Used primarily for severe violations (illegal dumping, environmental issues, commercial properties, and repeat offenders).
- Offers the threat of jail time for non-compliance.
- Offers probation for those unable to pay.

PROBATION SERVICES

If you would like to accept the plea recommendation of the solicitor but will need additional time to pay your fines you can pay via a payment plan or on a payment date **AFTER** your court date by signing up for "pay only" probation.

On pay only probation you can pay the fine within 30 days of the court date without any additional cost. After 30 days there will be an additional \$49 per month fee until the fine is paid in full.

Note: Probation cases are subject to a monthly service fee of \$40.00 pursuant to O.C.G.A. 42-8-100 and a Crime Victims Compensation Program fee of \$9.00 per month pursuant to O.C.G.A. 17-15-13 (f).

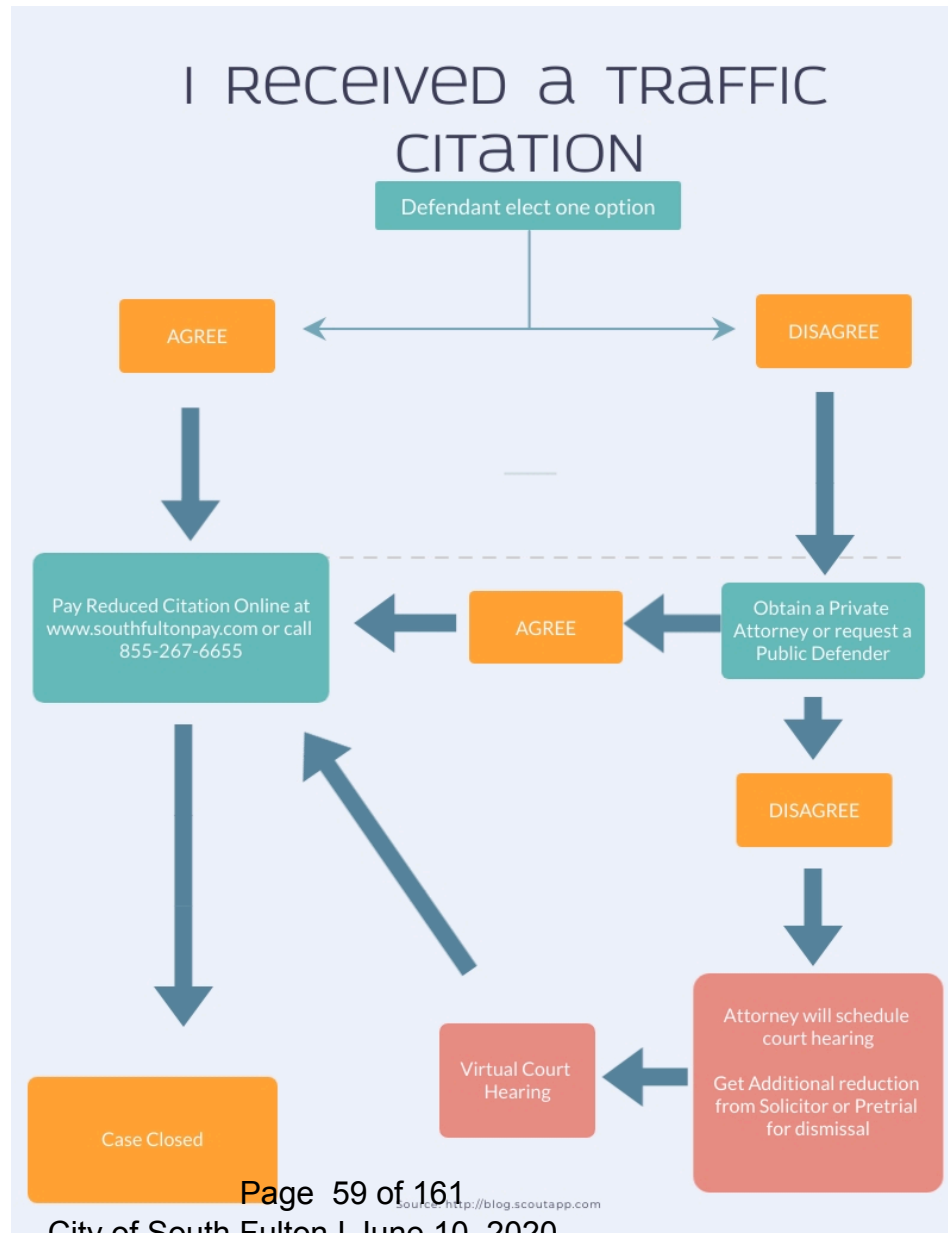
BACKLOG OVERVIEW

- Pre Covid-19
 - October 1, 2019- March 12, 2020, 471 cases open
 - 71% of the open cases are paid and closed
- Post Covid-19
 - March 13, 2020- June 5, 2020 432 cases open
 - 27% of the open cases are paid and closed.

*Open cases are defined cases that have been reset two or more times.

VIRTUAL COURT OPERATIONS

- Date of Opening- **Week of June 15, 2020**
 - Four court sessions will be held during this week at 9:00am and 1:00 pm with approximately 25 defendants each
- Code Enforcement Cases
 - Cases will be heard the last week of June as there are 7 cases to schedule
- Backlog
 - Open cases thru March 12, 2020 thru July 31, 2020- total 1990
 - Cases will be heard aggressively during the first few weeks to dwindle down the backlog number by at least **8%** per week increasing to **20%** per week by scheduling additional court sessions.
 - Defendants will have the ability to sign-up for Pay-Only probation to allow for additional time to pay citations.



VIRTUAL COURT FLOW CHART

COVID-19 EMERGENCY ORDER

A judicial emergency is defined as a state of emergency declared by the Governor, a public health emergency under O.C.G.A. 31-12-1.1, a local emergency under O.C.G.A. § 36-69-2, or another serious emergency when the emergency substantially endangers or infringers upon the normal functioning of the judicial system, including the ability of persons or litigants to have access to the court or meet time deadlines imposed by court order or rule, statute, or administrative rule or regulation. O.C.G.A. § 38-3-60(2).

FUTURE OF COSF MUNICIPAL COURT

- **Caseflow Management** the management and coordination of processes by which courts move cases from filing to disposition, including the monitoring of post disposition activity, to ensure the integrity of court orders. Effective caseflow management requires continuous evaluation and problem identification and skillful leadership to implement needed change.
- **Technology Management** evaluating opportunities for technologies that expand the capacity of the court system. These include the use of personal computers to navigate on line information systems; provisions for the electronic transmission of and access to data, images, and other files in automated records management and retrieval systems; assessment of emerging technologies for video and telecommunications systems, multimedia tools for education, training, and information delivery, and other computer-assisted systems that can improve court performance.
- **Space Management** managing physical space to assure access to all citizens, provide adequate room for work and circulation, and instill public confidence.
- **Fiscal Administration** preparing court budgets; administering accounting, purchasing, payroll, and financial control functions; and guiding the budget through state and local government review processes.



CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION



SUBJECT: Council Discussion on COSF Safe COVID-19 Re-Opening

DATE OF MEETING: 6/10/2020

DEPARTMENT: City Manager

ATTACHMENTS:

Description	Type	Upload Date
City Manager Letter_COSF SRP	Cover Memo	6/10/2020
COSF_SAFE Reopening Plan	Cover Memo	6/10/2020

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)

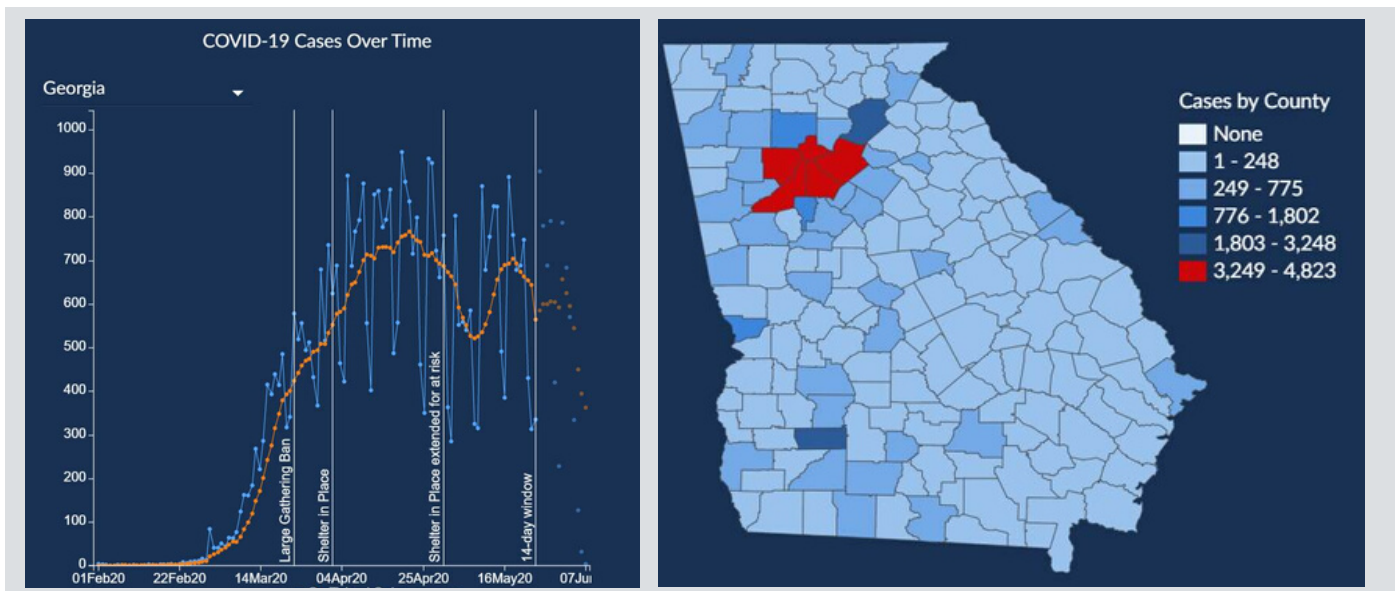
STATE, COUNTY & LOCAL ANALYSIS OF COVID-19



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

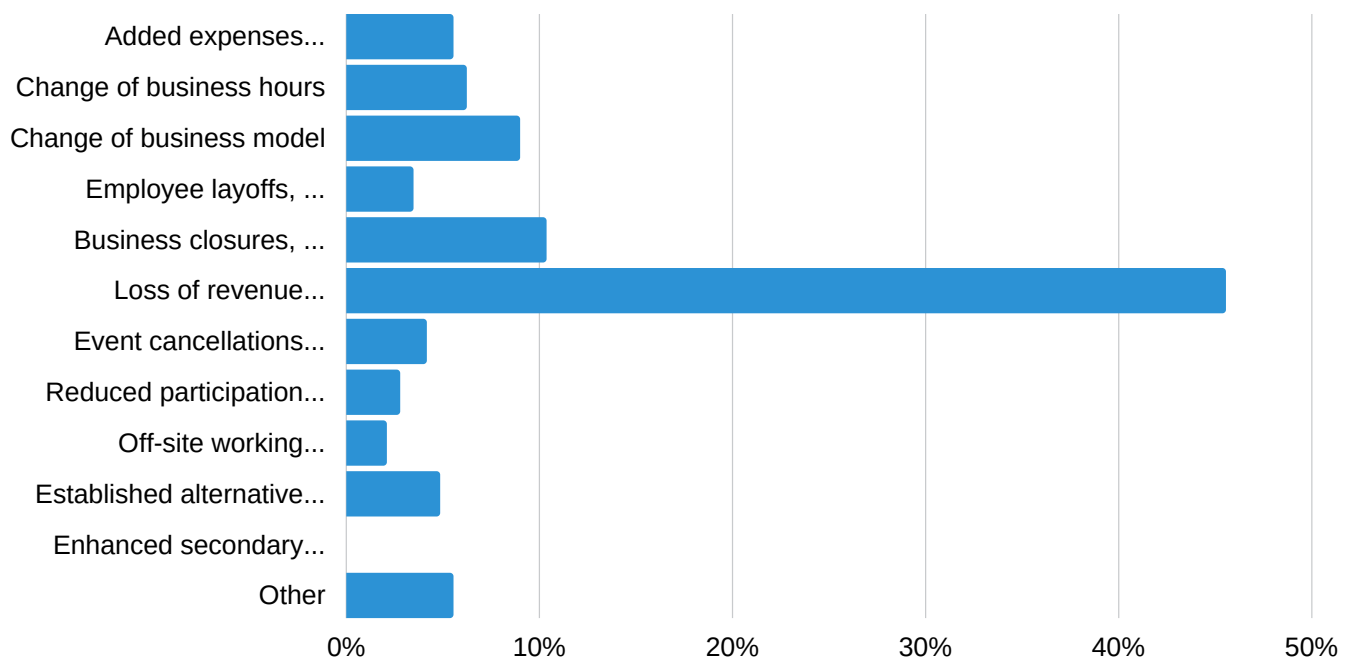


KEY FINDINGS

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?



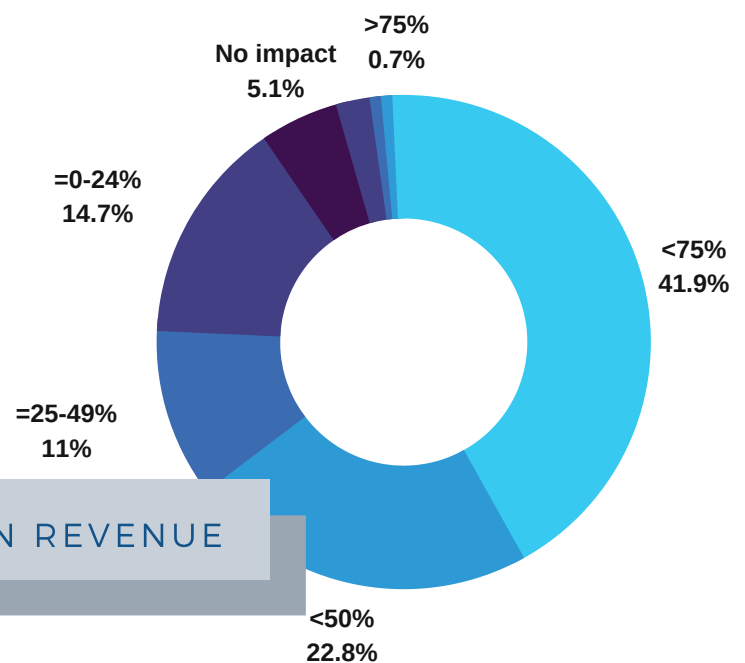
ECONOMIC IMPACT

- 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



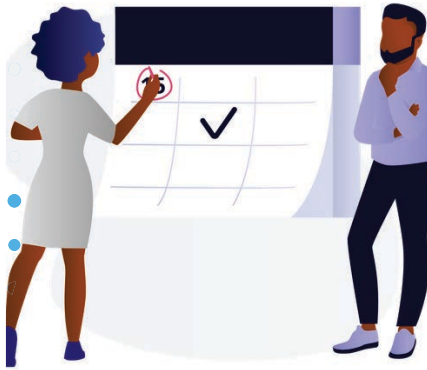
To view the full economic impact survey report, visit [Destination South Fulton](#)



EMPLOYEE FEEDBACK

Data from the City's Safe Reopening Questionnaire.

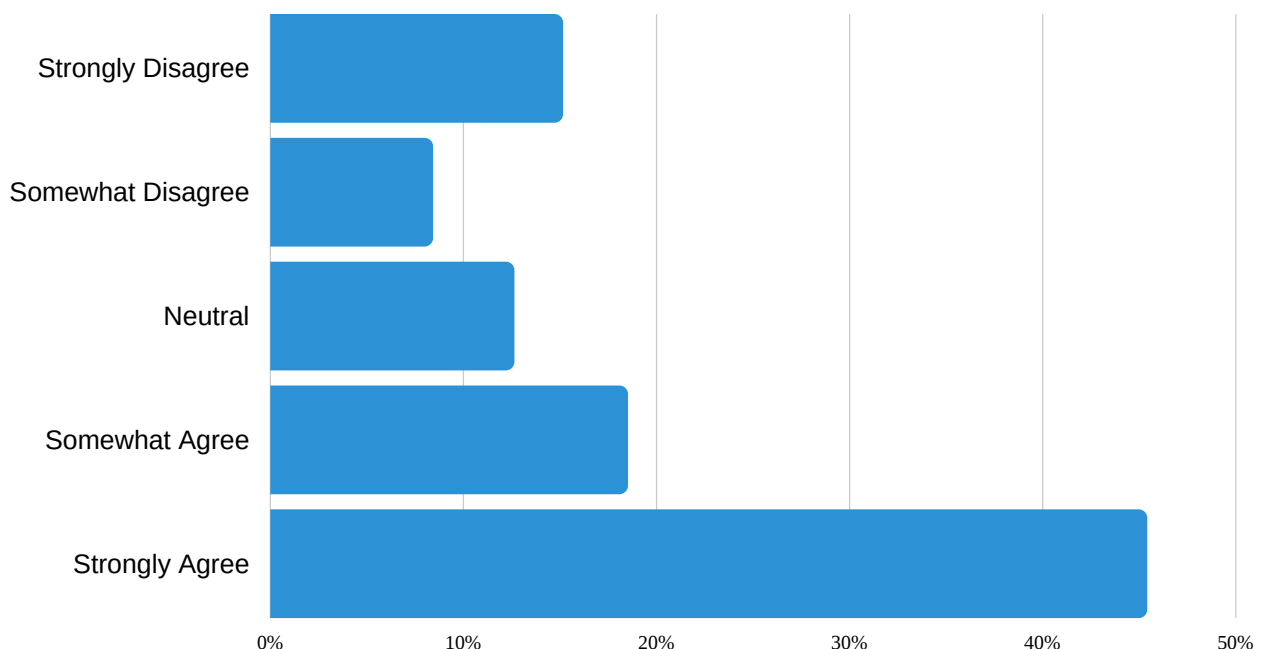
COVID-19 AND CITY EMPLOYEES



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.

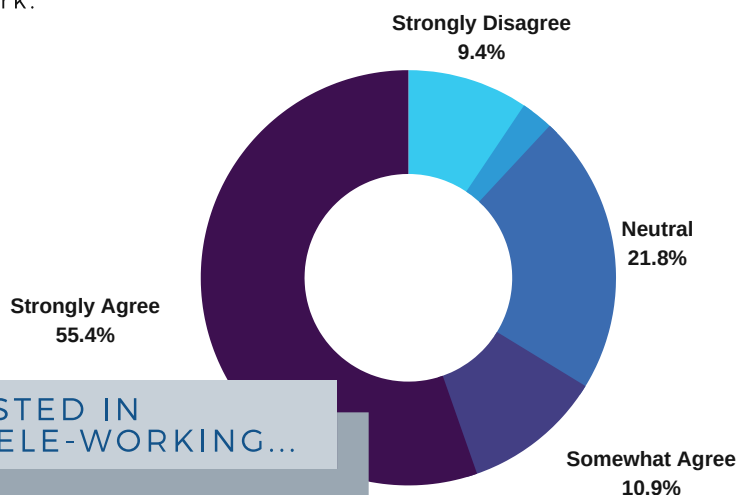
I AM COMFORTABLE WEARING A FACE MASK WHILE I AM AT WORK.



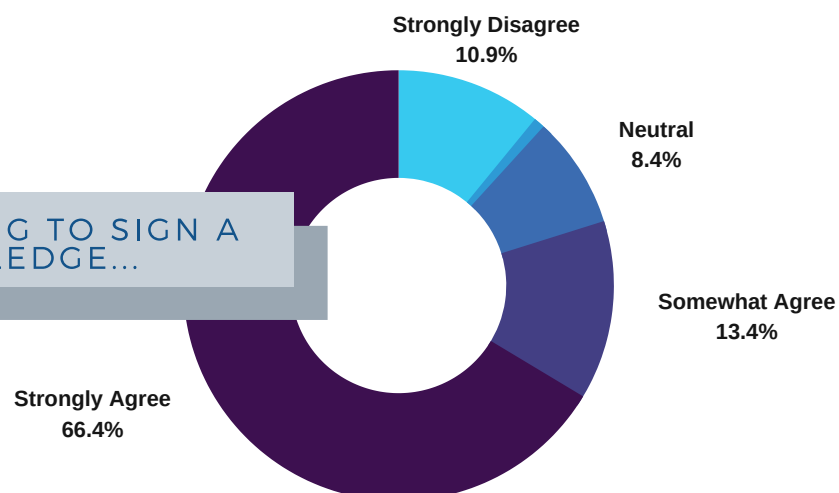
EMPLOYEE FEEDBACK

- **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:

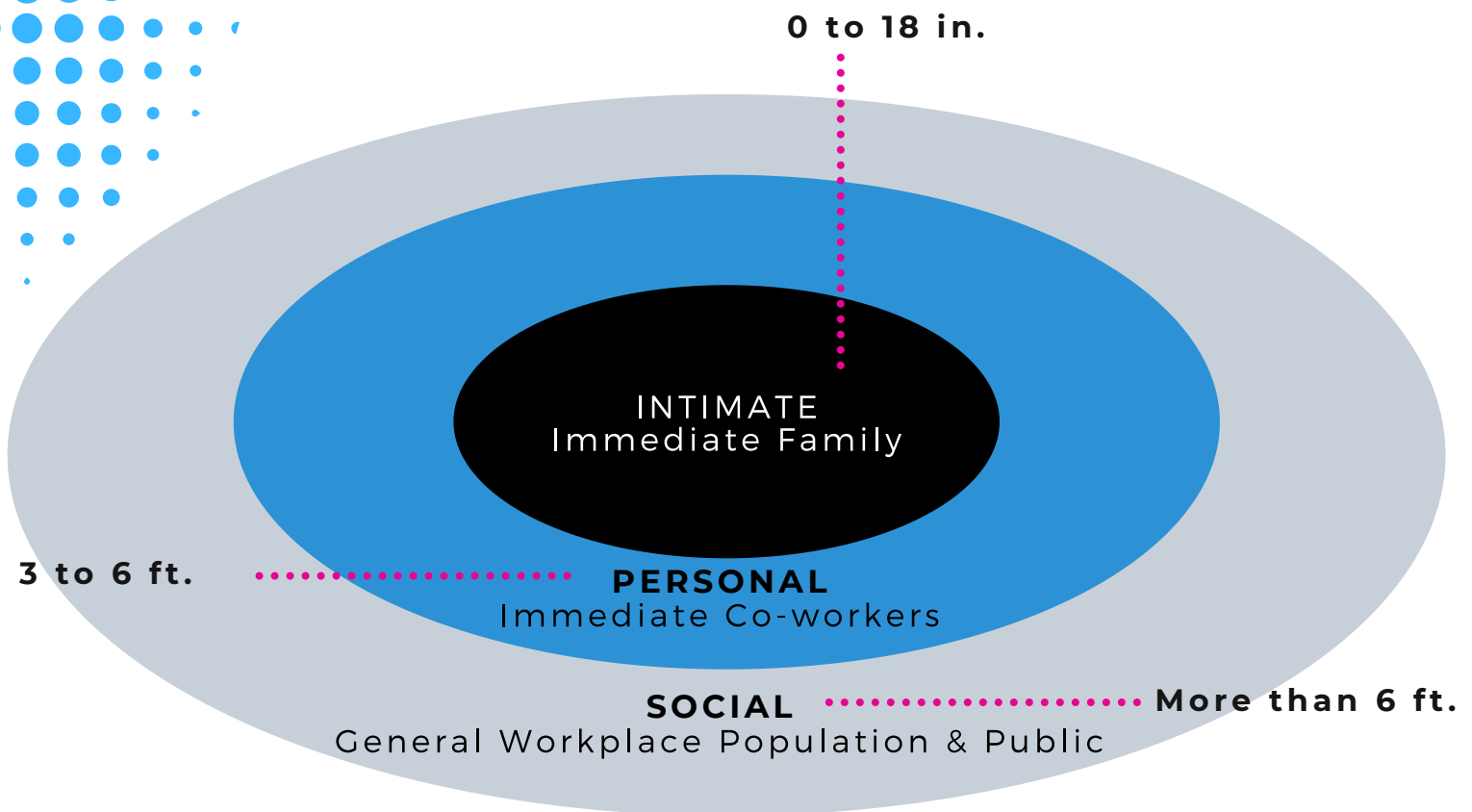
- Staying 1 to 2 meters (3 to 6 feet) away from others as a normal practice.
- Eliminating contact with others, such as handshakes or embracing coworkers, visitors, or friends.



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:

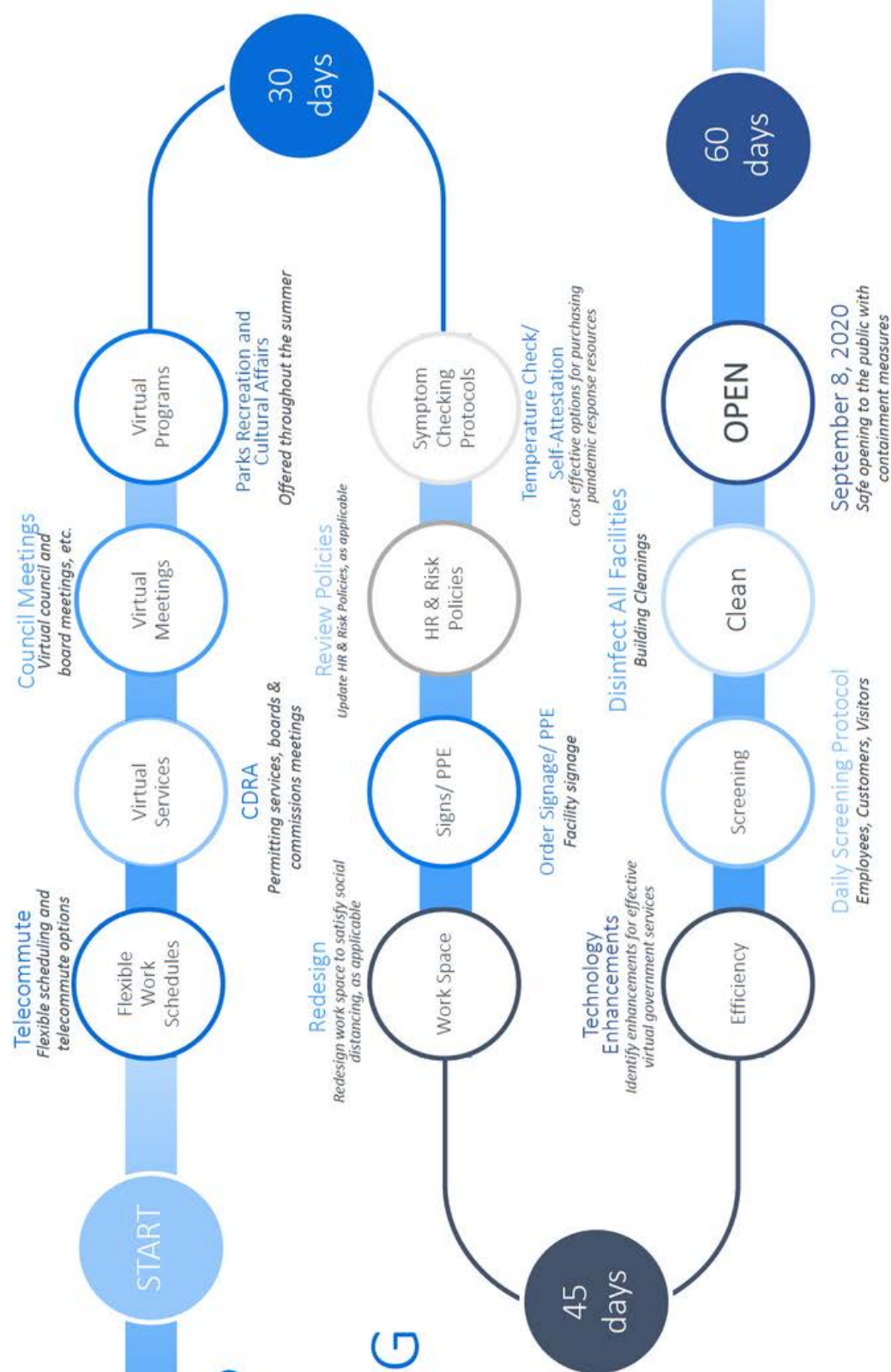
- Immediate removal from workplace and quarantine.
- Contact Tracing (Employees or person will be contacted and informed of potential exposure. COSF Employees will undergo COVID-19 Protocols).
- Telemedicine Call with Caduceus.
- Follow Physician Recommendations.
- COVID-19 Testing.
- Return to Work 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

ROADMAP TO REOPENING

JULY 5, 2020 -
SEPTEMBER 8, 2020
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.

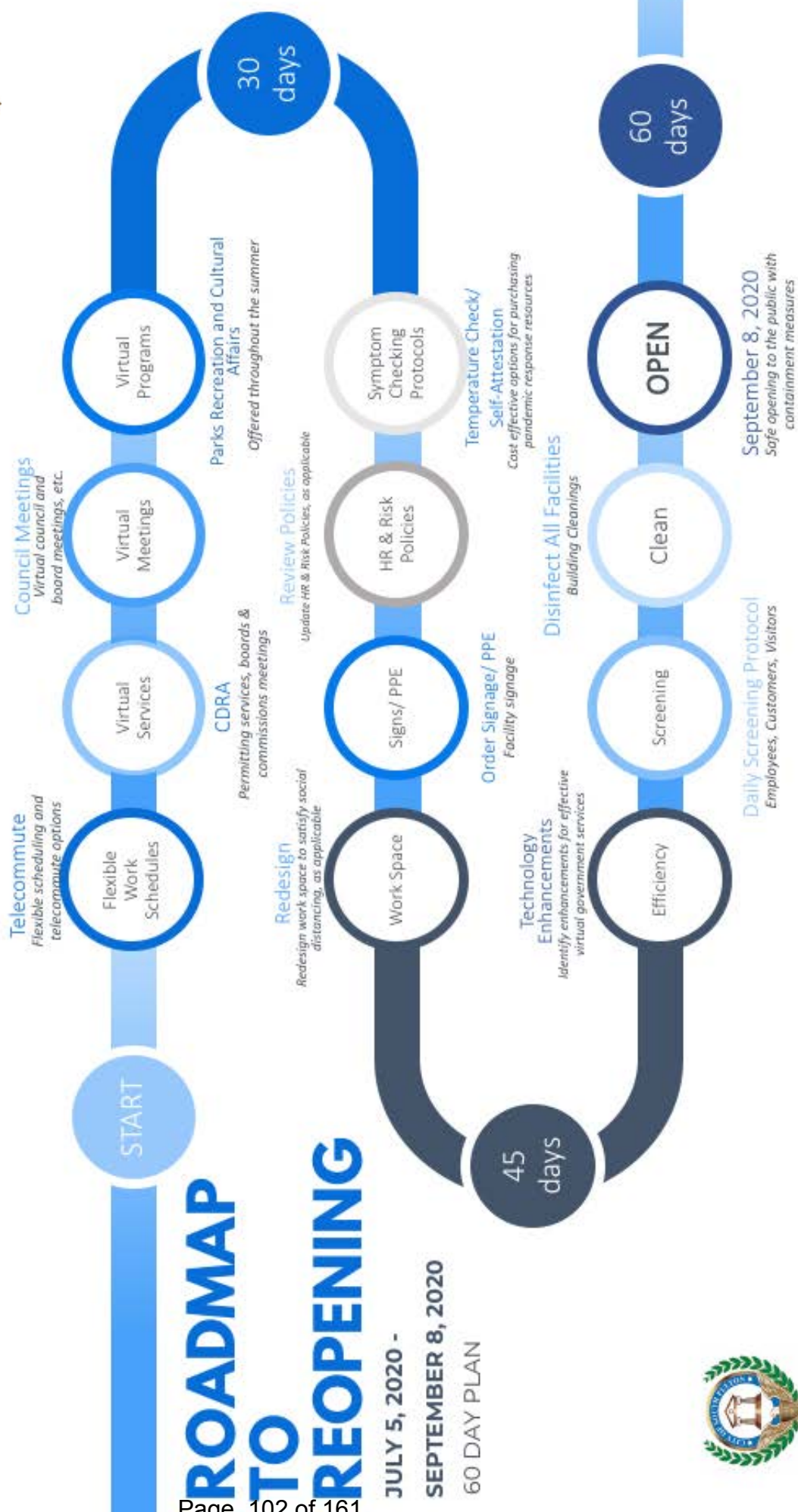
As a result, the City Manager's office and consortium appointed by South Fulton Mayors aimed at a regional approach to address mitigation of COVID-19.



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 sense 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.

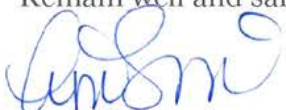
While it is not a one-size-fits-all approach, the document includes practices that are based on guidelines from the Centers for Disease Control and Prevention to address various scenarios you may face when returning to work. Departments with first responders and personnel who may have a greater risk 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:

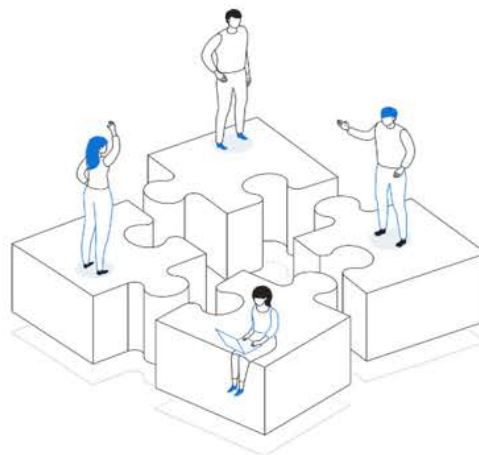
- [Daily Screening Protocol](#)
- [Social Distancing Protocol](#)
- [Flexible Work Scheduling](#)
- [Protection and Prevention](#)
- [Step-by-step guidance for appropriate use of personal protective equipment](#)
- [Protocols for isolating employees who become ill at work](#)
- [Frequently Asked Questions \(FAQs\)](#)

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.

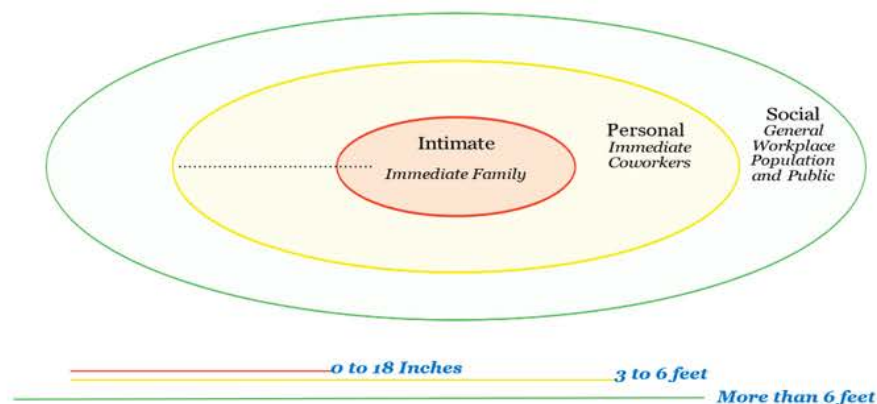
SOCIAL DISTANCING PROTOCOL

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



Note: No meetings of greater than 12 persons should occur during the time of a pandemic, even when the meeting area is large enough to accommodate appropriate social distancing.

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

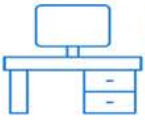
Contact the Risk Manager

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.

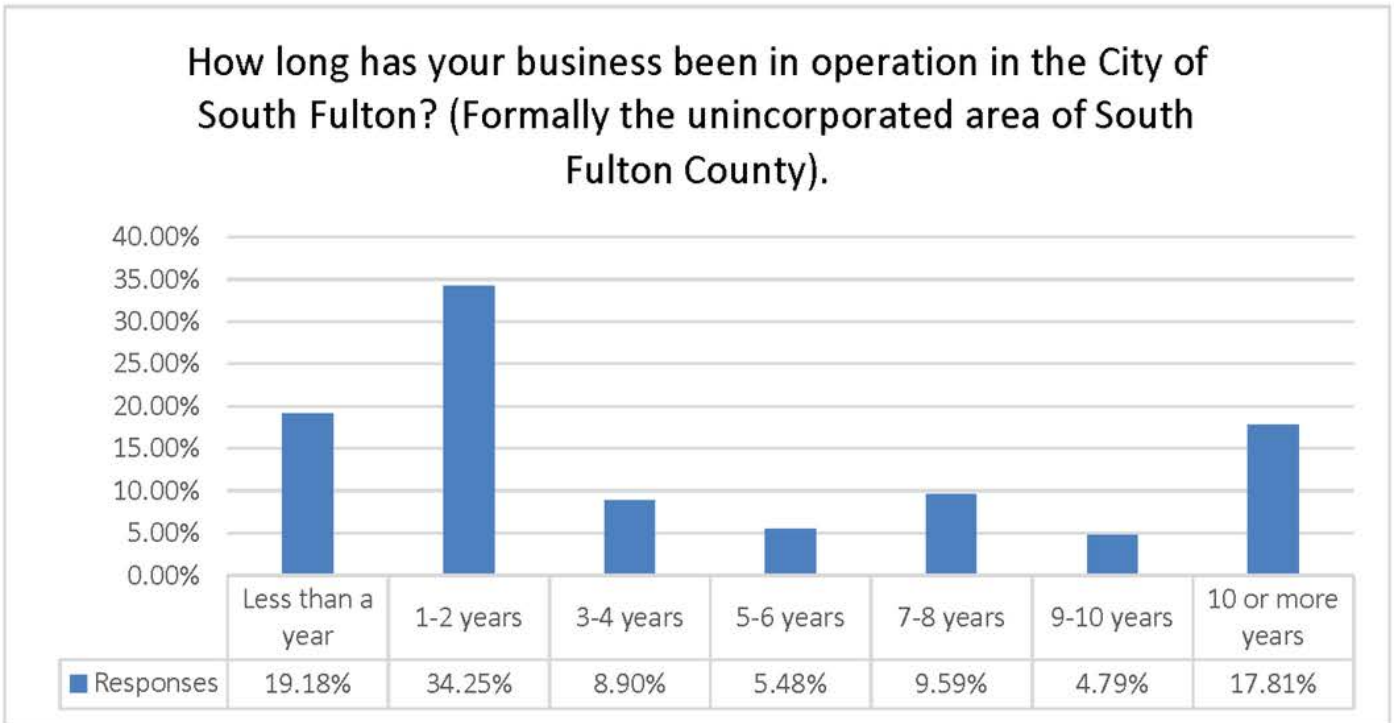


The survey was distributed via the City’s website, eNewsletter, social media platforms, and direct email to businesses with a working email on file. Of the 1,121 businesses with a current business licenses, a total of 146 responded to the survey.

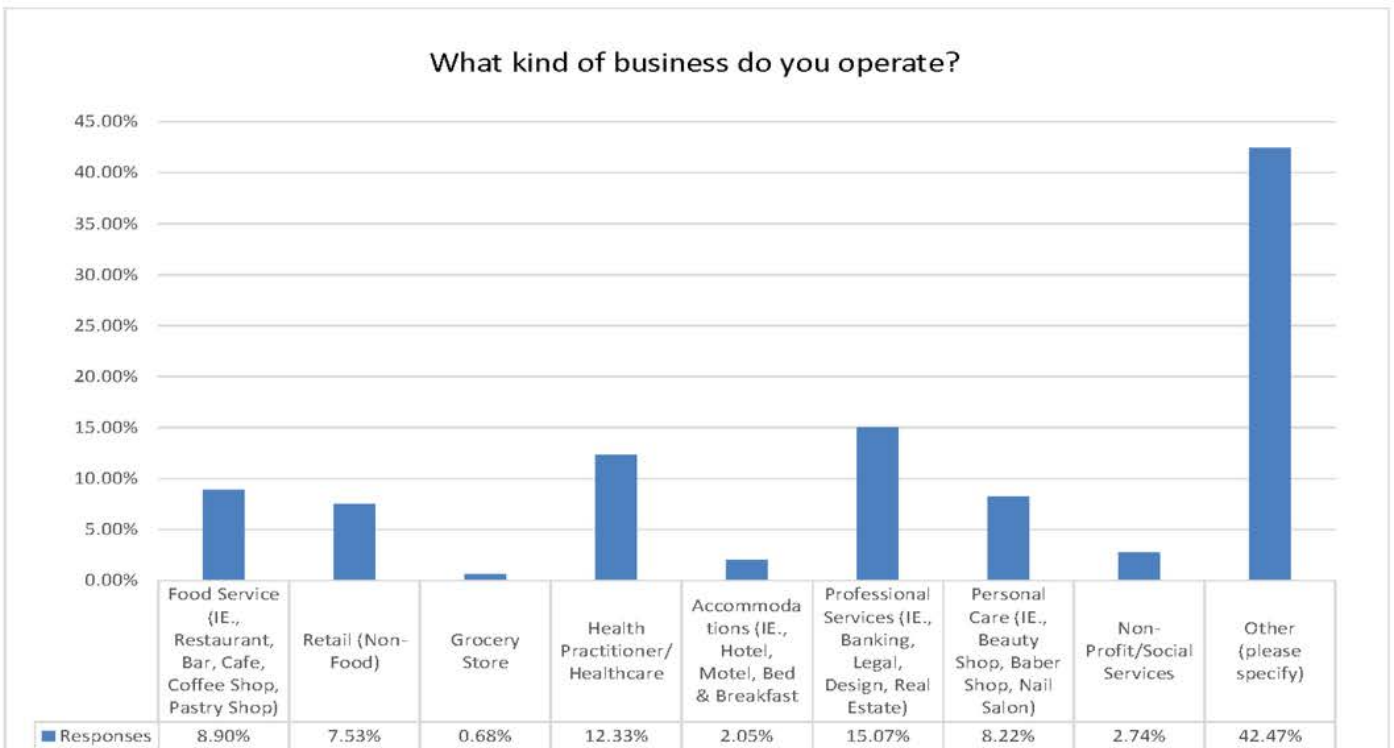
KEY FINDINGS

- **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.**

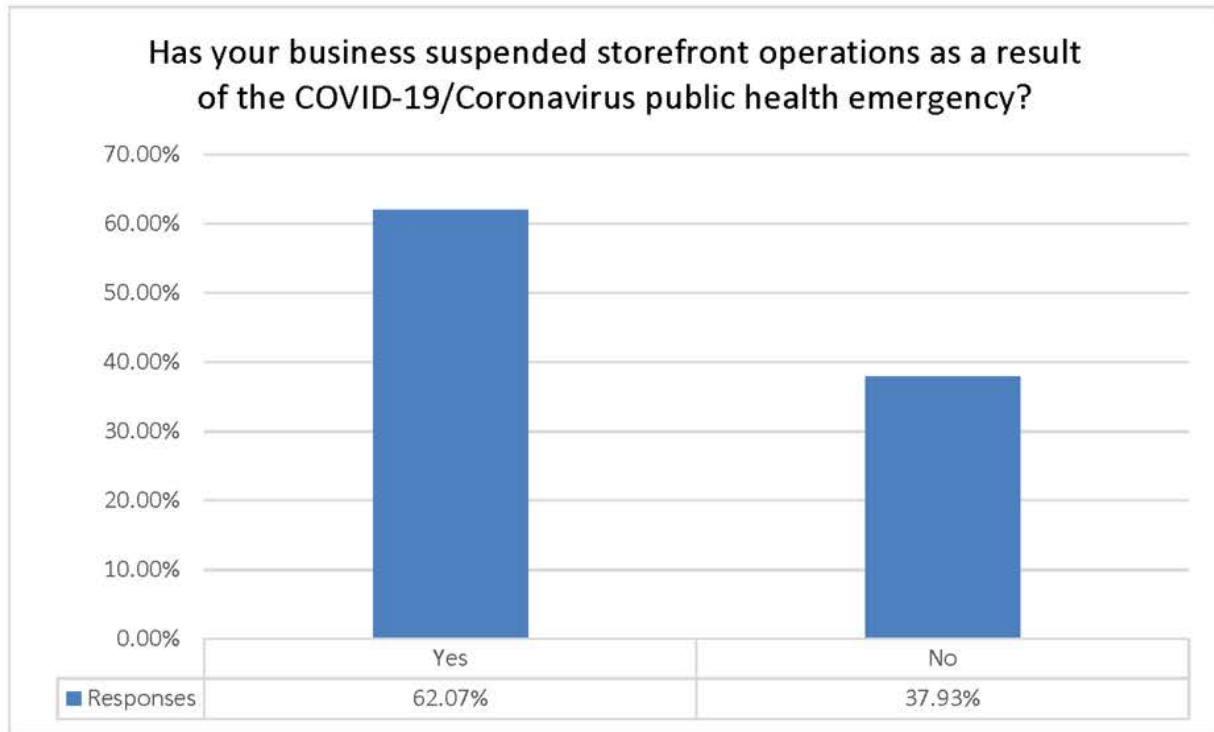
Q1: Over half of the businesses responding to the survey indicated they have been in business in the City of South Fulton for two years or less. 29% of companies have been operating in the area for 3 to 10 years, with 17% reporting ten or more years.



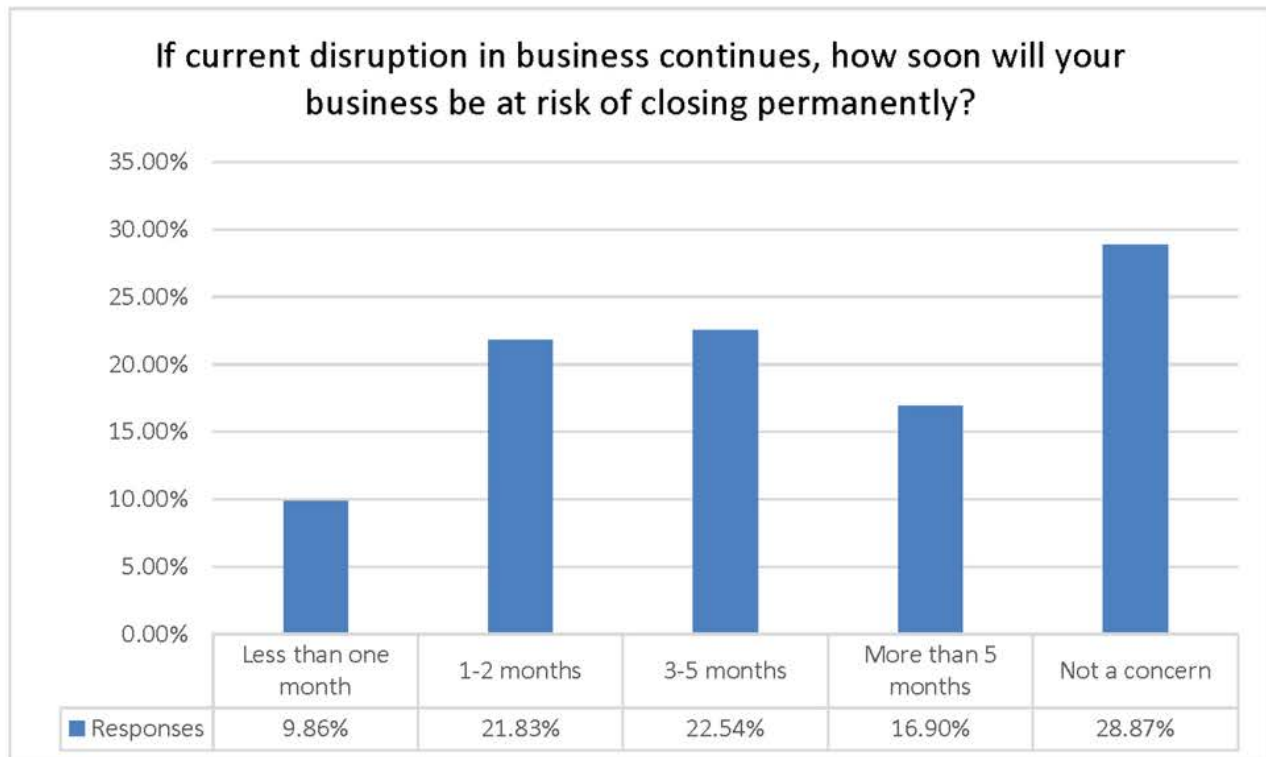
Q2: Over 17% of responding businesses fell in the foodservice, retail, and grocery store category. Health practitioners and professional services accounted for over 27% of the responses. Other business types include transportation, janitorial, cleaning, childcare, auto repair, and dry cleaning.



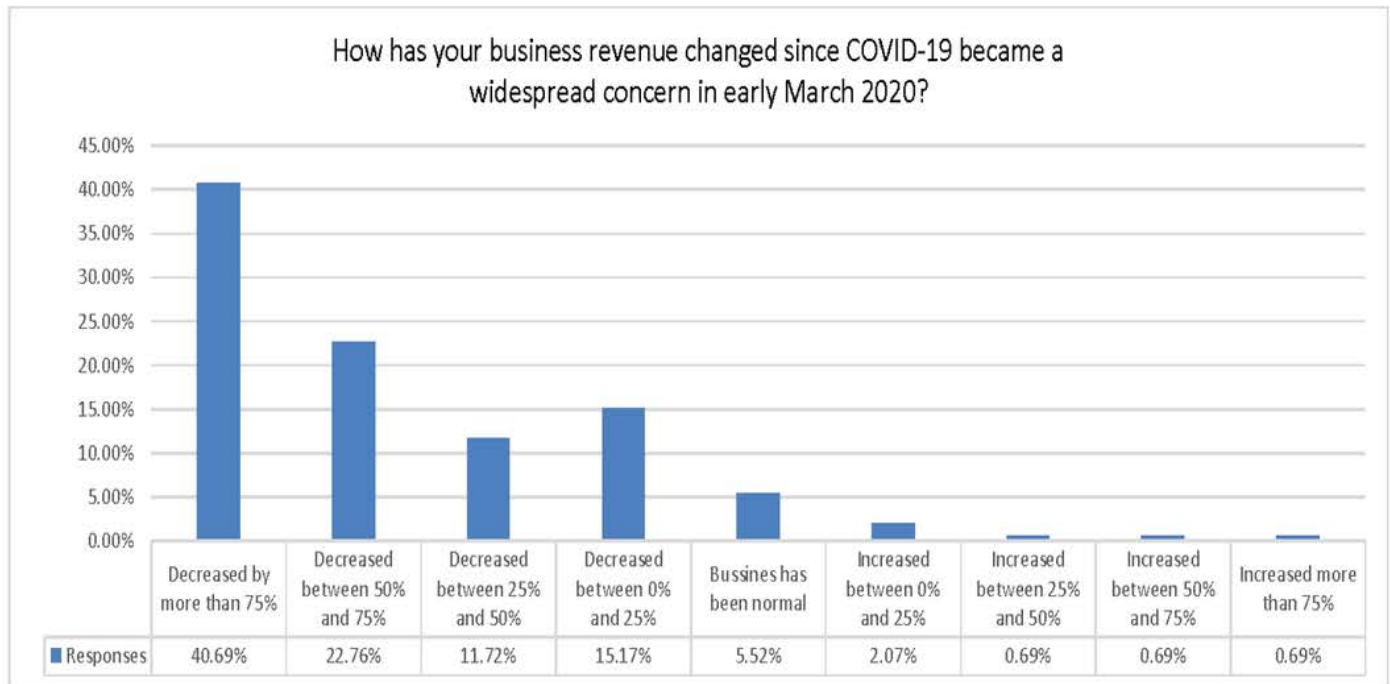
Q3: Of the businesses surveyed, over 62% indicated they had suspended all storefront operations due to the effects of COVID-19.



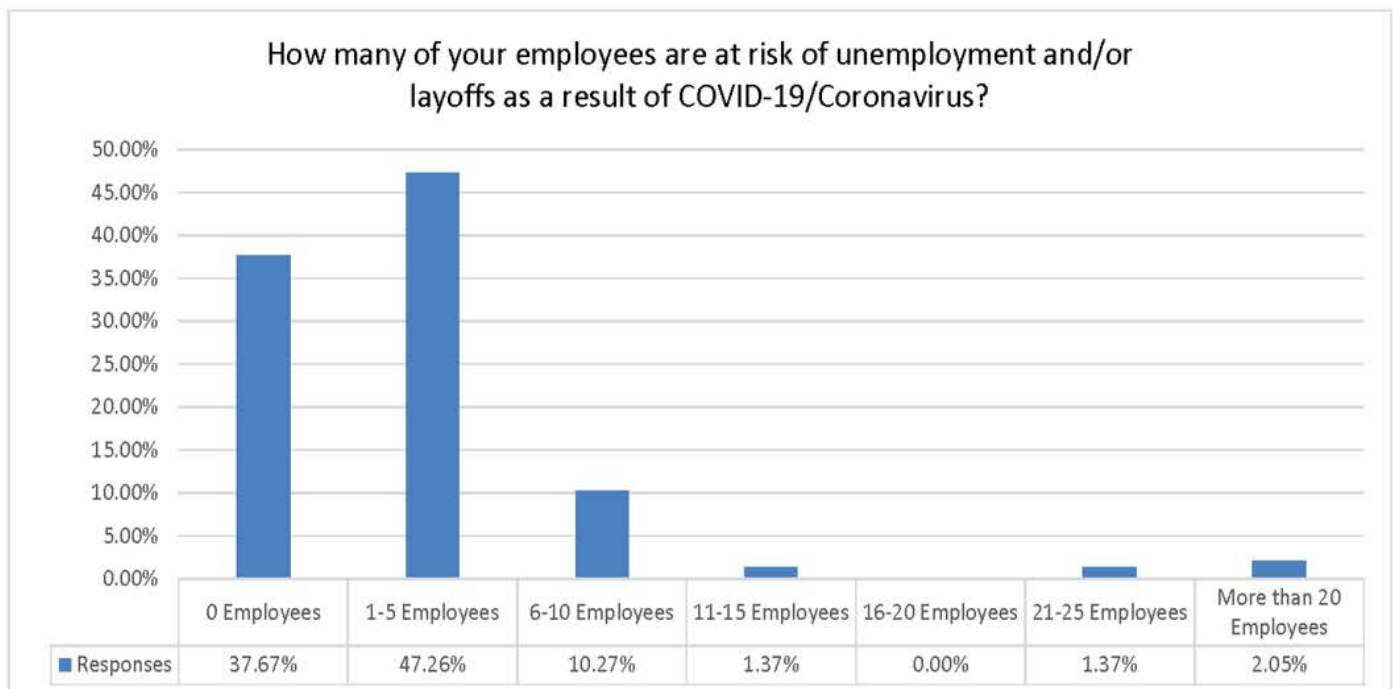
Q4: Over 31% of businesses surveyed indicated their business would permanently close within the next 60 days under current conditions. Another 23% reported they would be closed within the next five months. 29% of surveyed businesses indicated they were not in danger of closing.



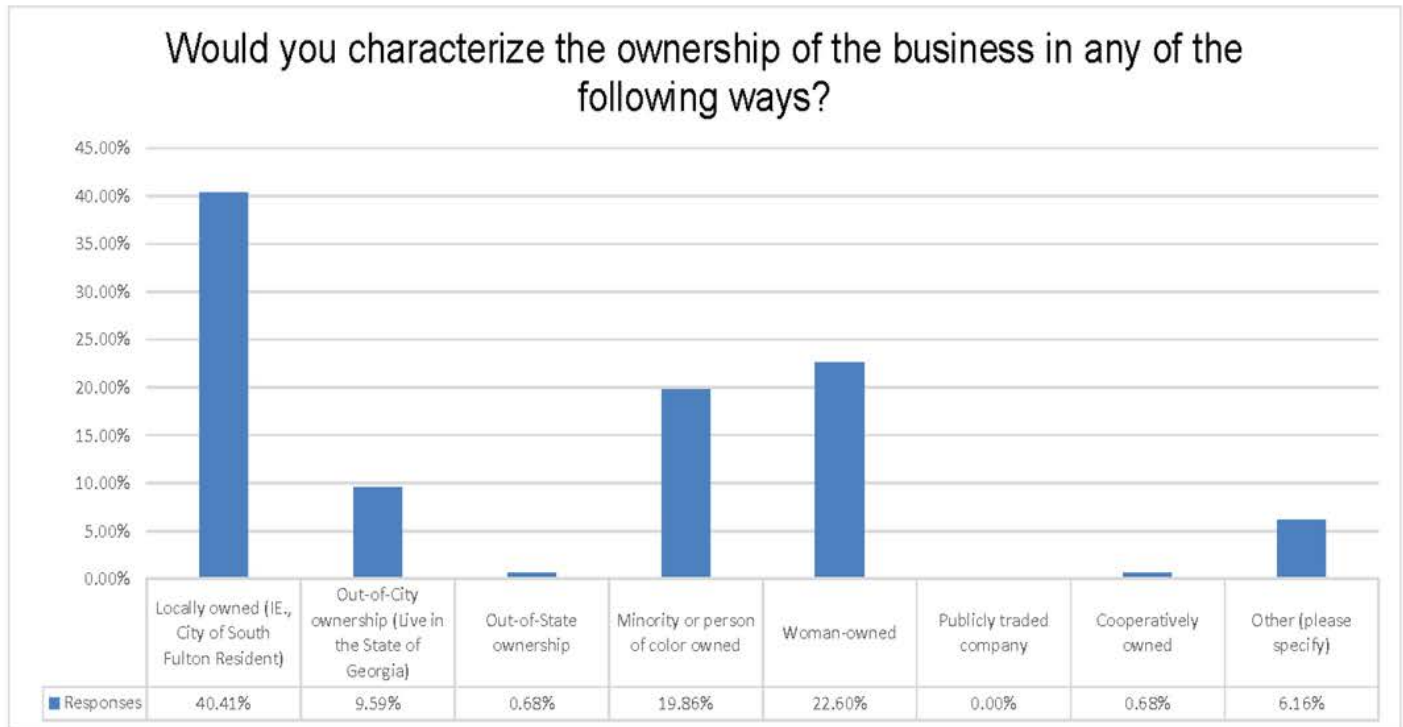
Q5: Over 63% of businesses completing the survey reported a 50% or greater decrease in revenue due to COVID-19. 41% of those businesses indicated decreased revenues of 75% or higher, while another 27% of companies reported a decline of up to 50%.



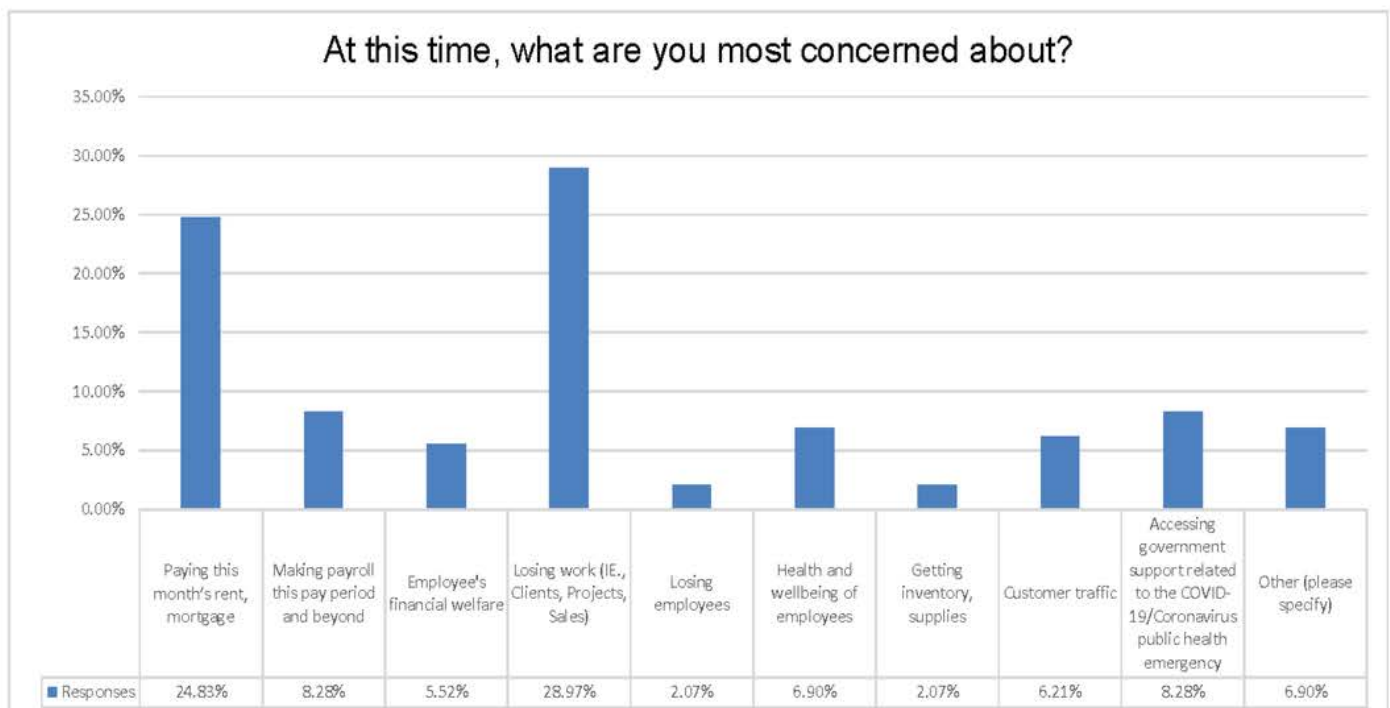
Q6: Of businesses responding to the survey, 47% indicated that 1-5 employees were at risk of losing their jobs due to the effects of COVID-19. Another 10% of businesses surveyed reported they have 6-10 employees who could lose their jobs.



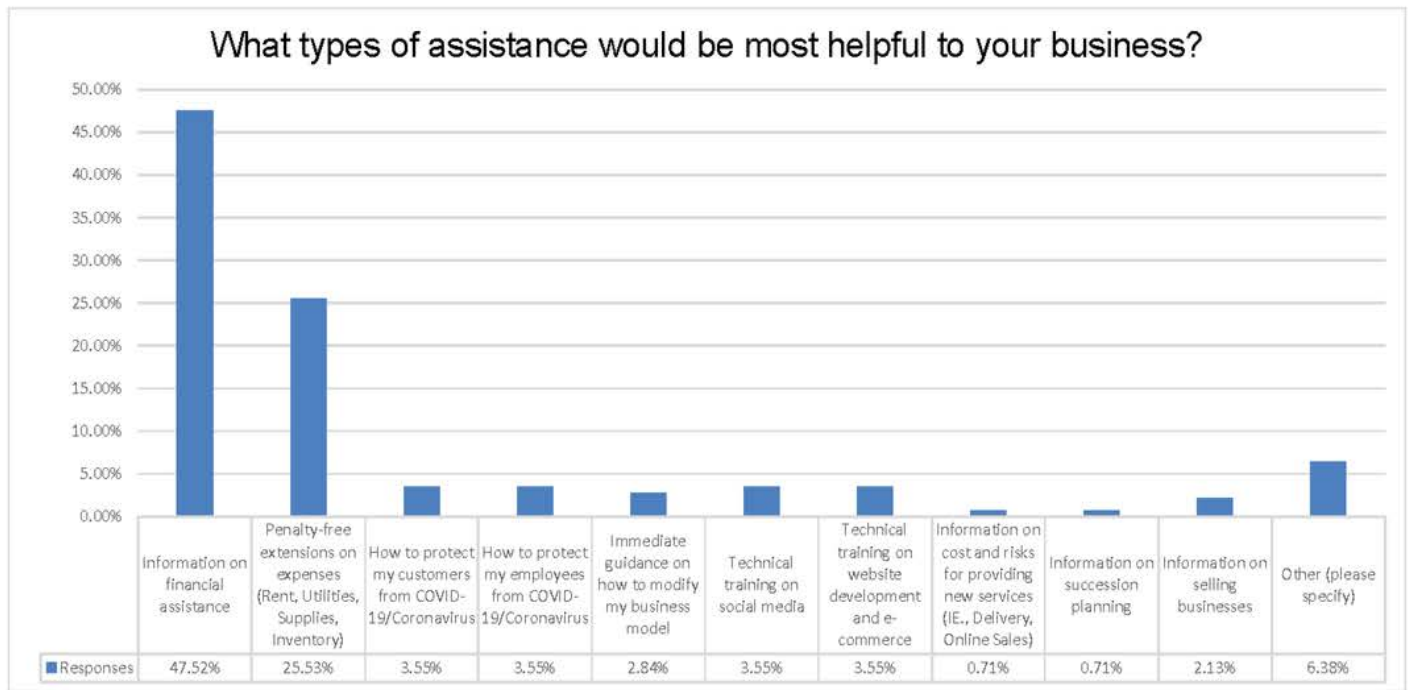
Q7: 40% of respondents to the survey indicated their businesses are locally owned with another 20% reporting a minority-owned business and another 23% being women-owned.



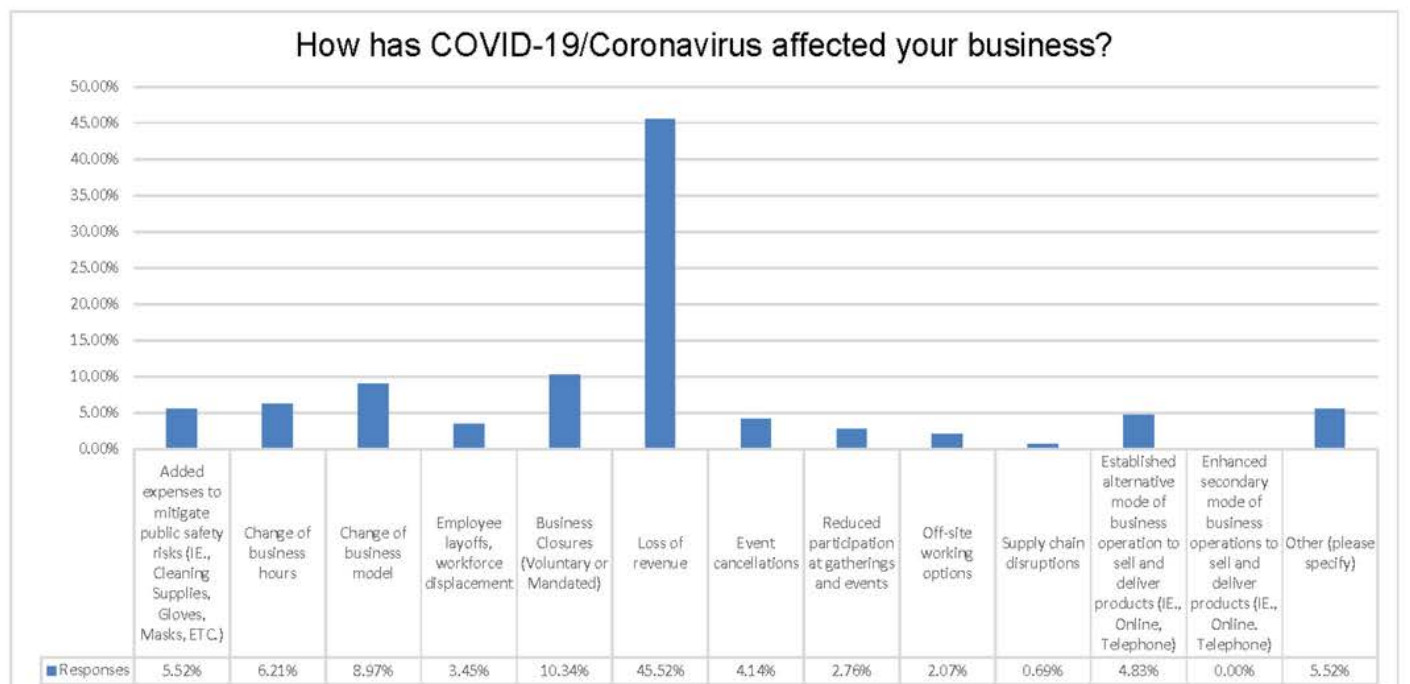
Q8: The top three concerns for business surveyed are losing work (clients, projects, sales), paying rent or mortgage, and accessing government support.



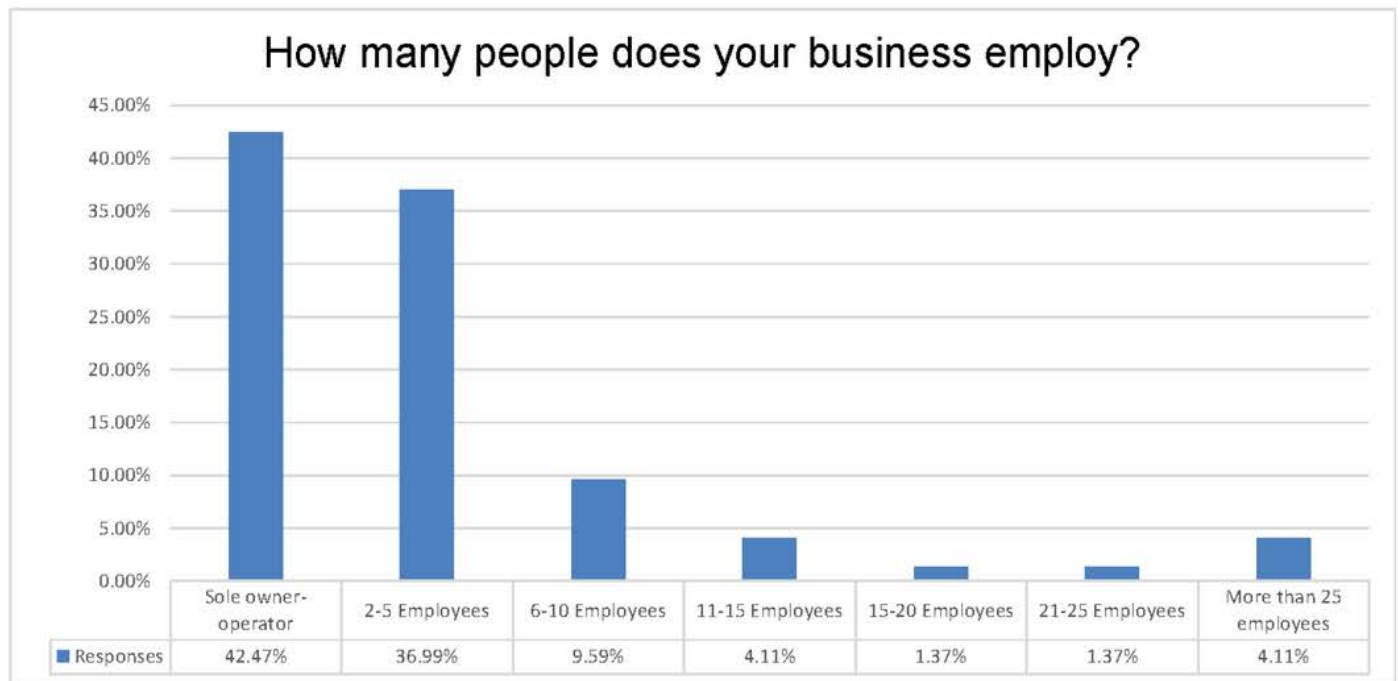
Q9: Businesses indicated information on financial assistance and penalty-free extensions on expenses such as rent, utilities, supplies, inventory, and taxes would be most helpful to their businesses.



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.



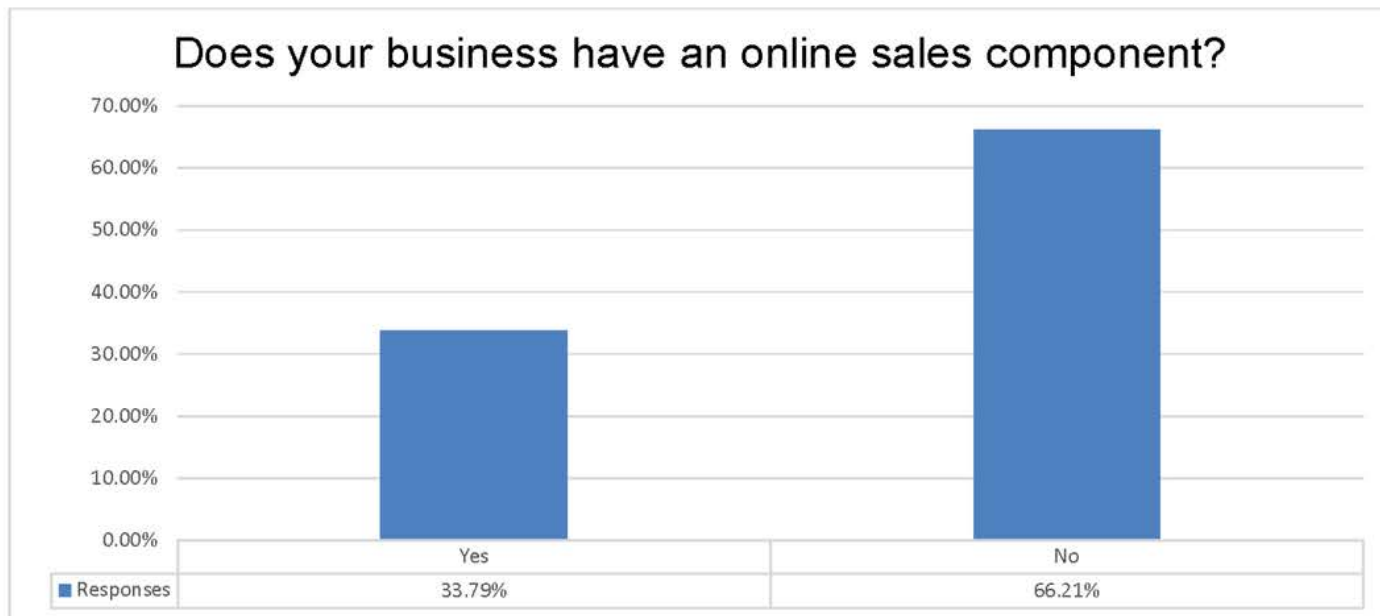
Q11: Small businesses with five or fewer employees make up over 79% of the businesses surveyed. Firms with six to ten employees made up 10% of responding companies.



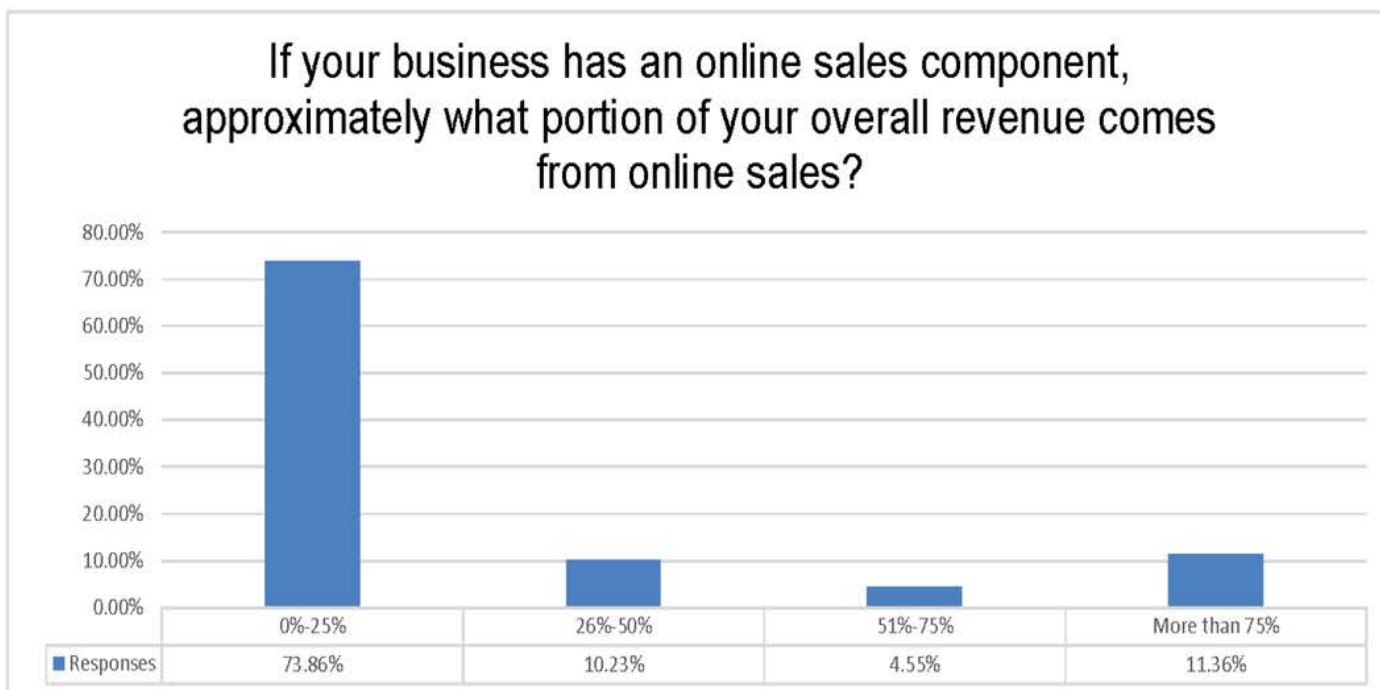
Q12: Over 55% of the businesses responding to the survey lease their location of operation.



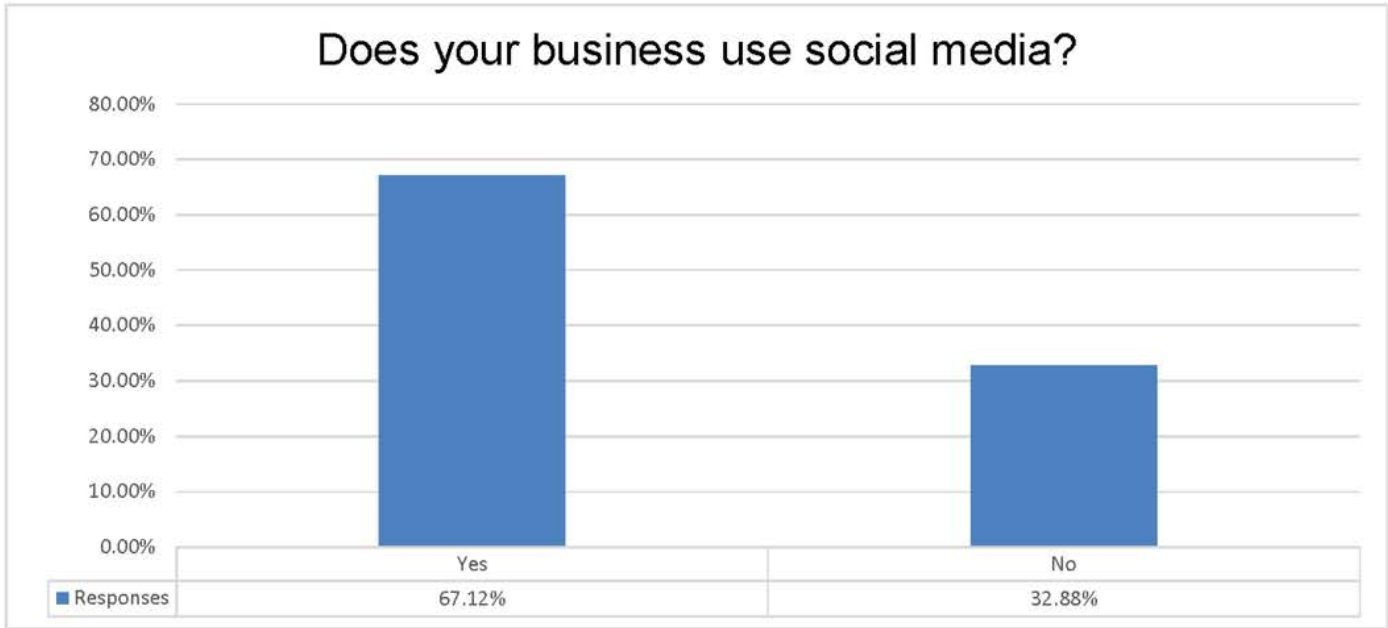
Q13: A significant number of businesses surveyed indicated they did not have an online sales presence.



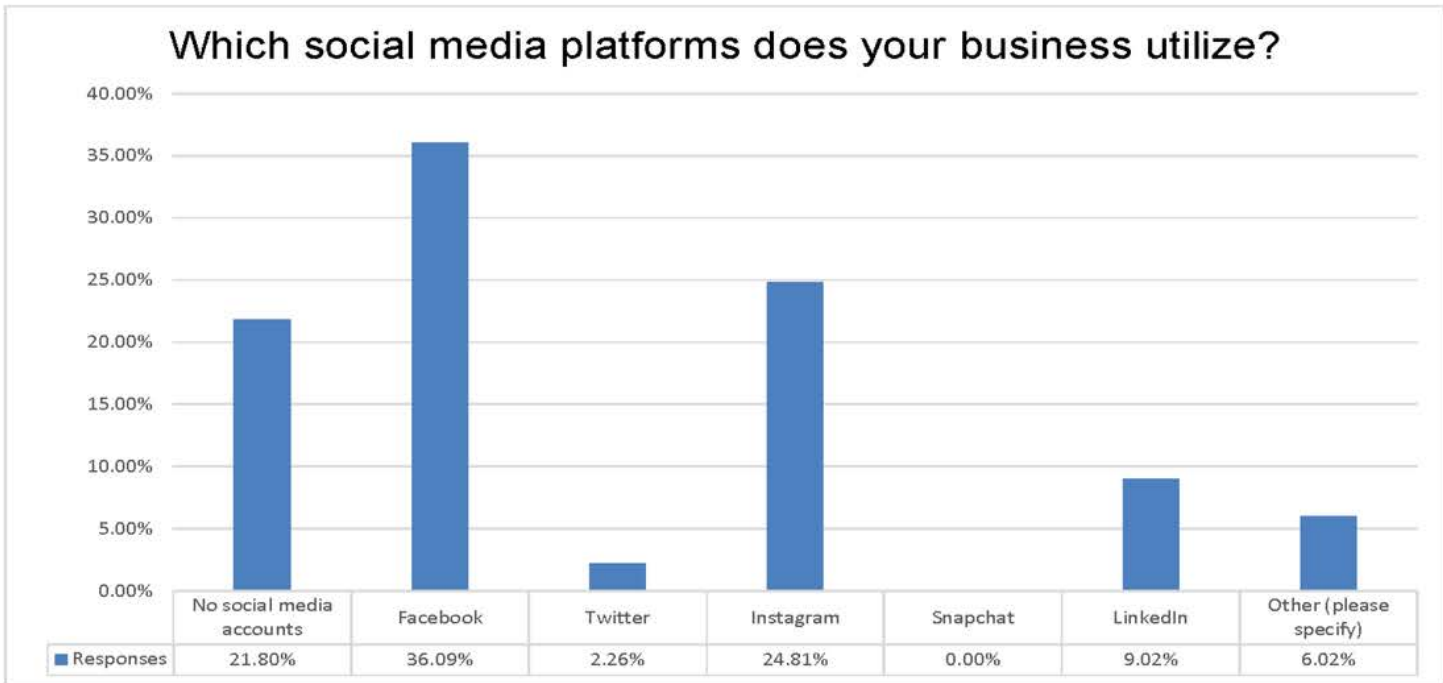
Q14: Over 73% of businesses with online sales indicated at least 25% of their business revenue is generated from online sales.



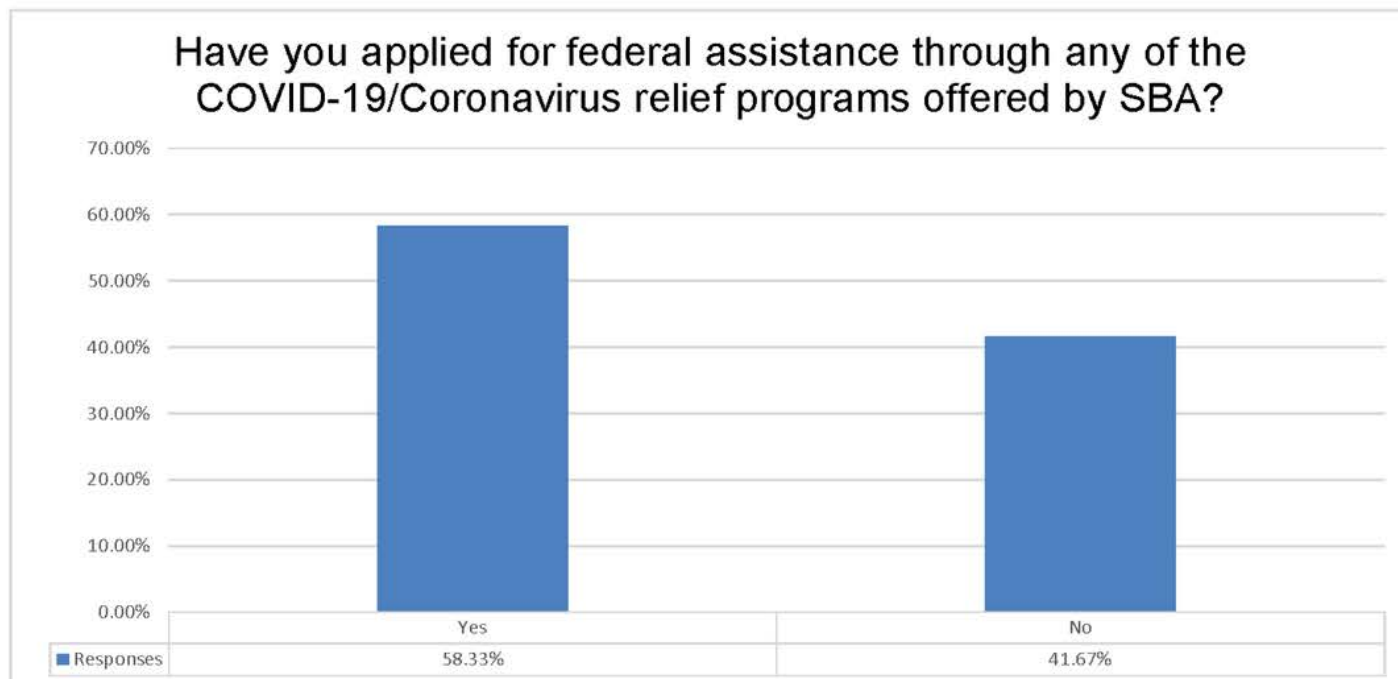
Q15: The majority of businesses indicated their business utilize social media.



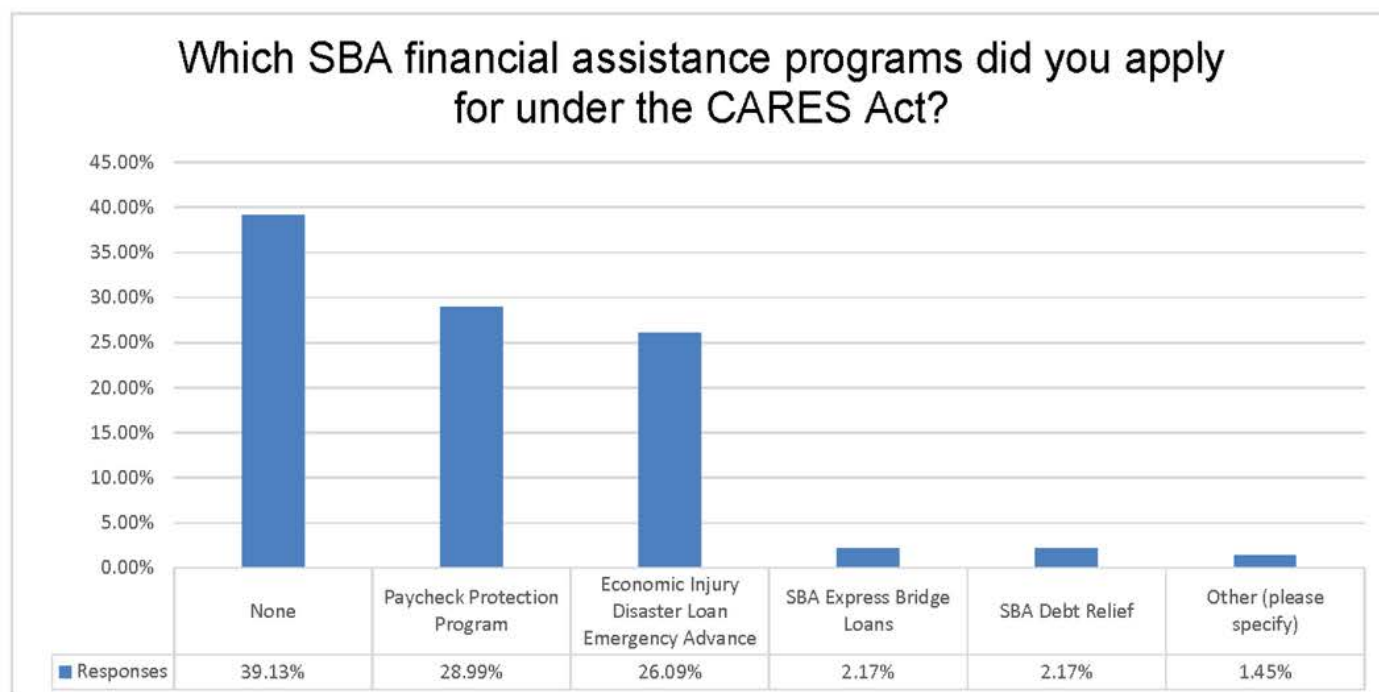
Q16: Facebook is the social media platform of choice for 36% of businesses, followed by Instagram at 25%.



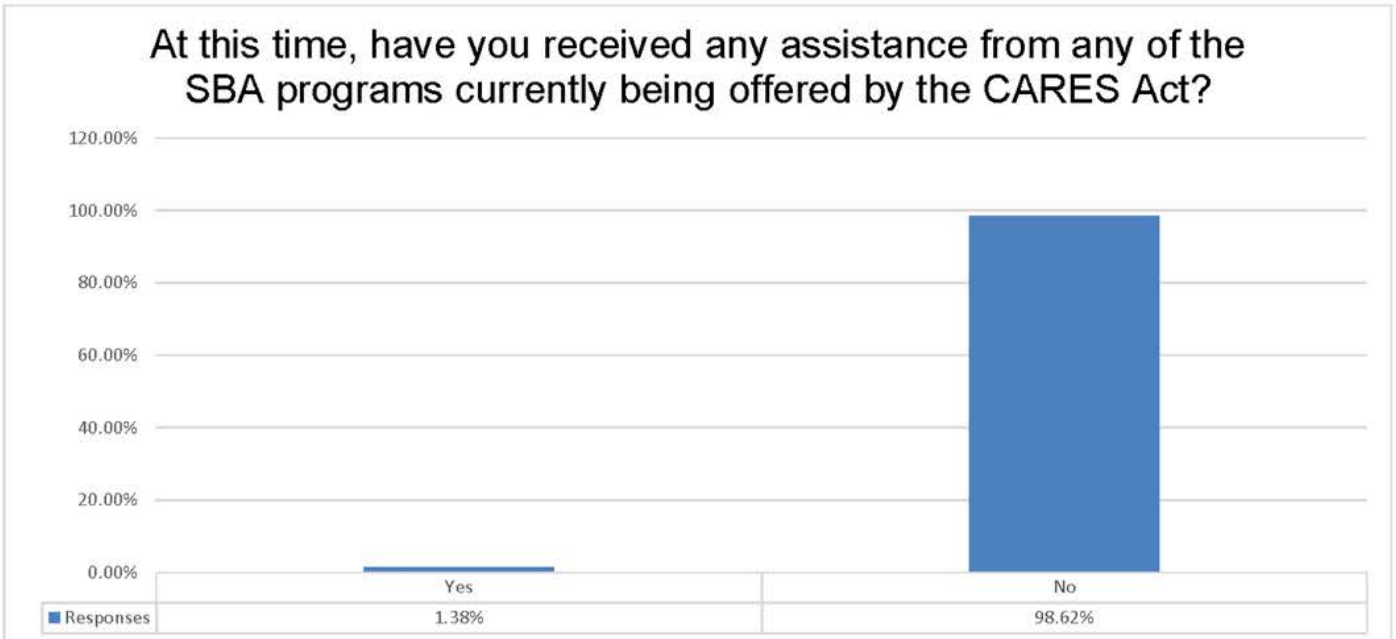
Q17: Over 58% of businesses indicated they applied for one or more federal assistance programs offered by SBA.



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

Christopher G. Pike, EDP
Director of Economic Development
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Atlanta, Ga 30336
Ph: 470.809.7211
DSF@CityOfSouthFultonGa.Gov



OPEN



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



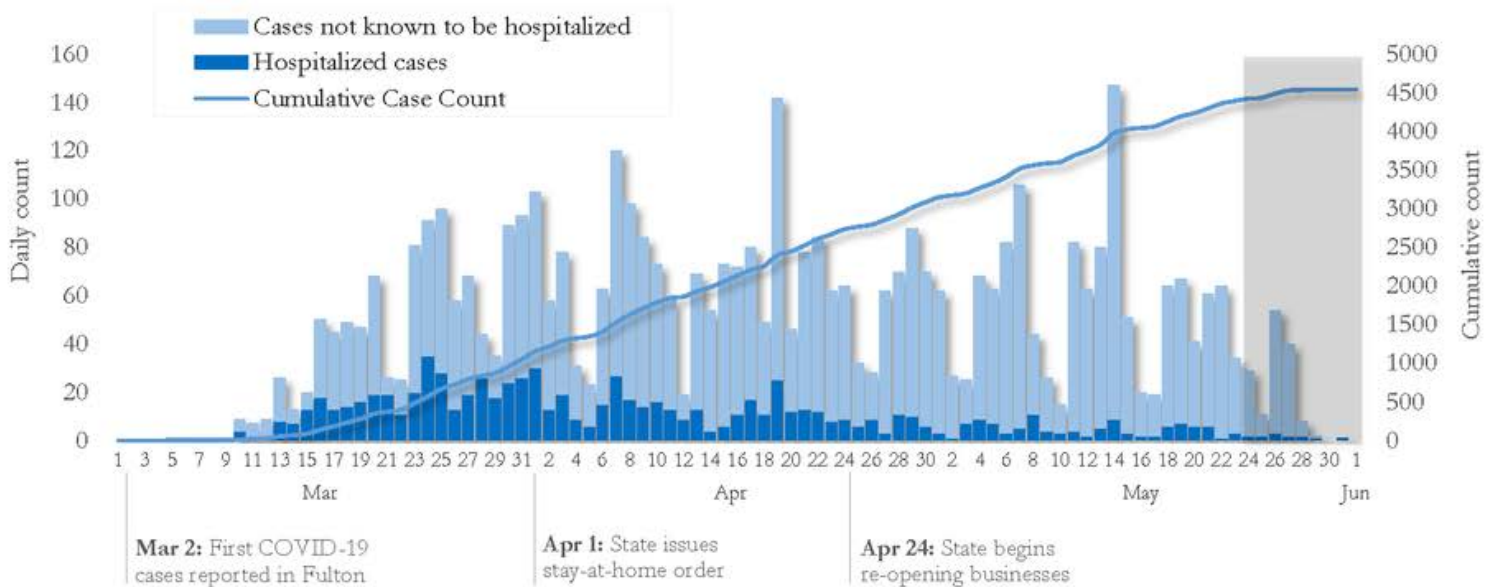
City of South Fulton
Safe Re-Opening Coronavirus (COVID-19) Questionnaire

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.

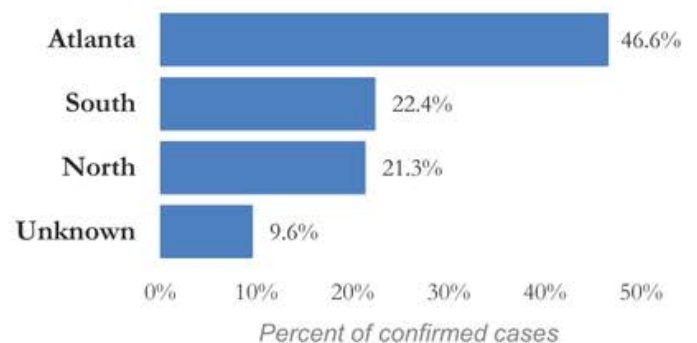
DISTRIBUTION OF COVID-19 DIAGNOSES BY REGION

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)

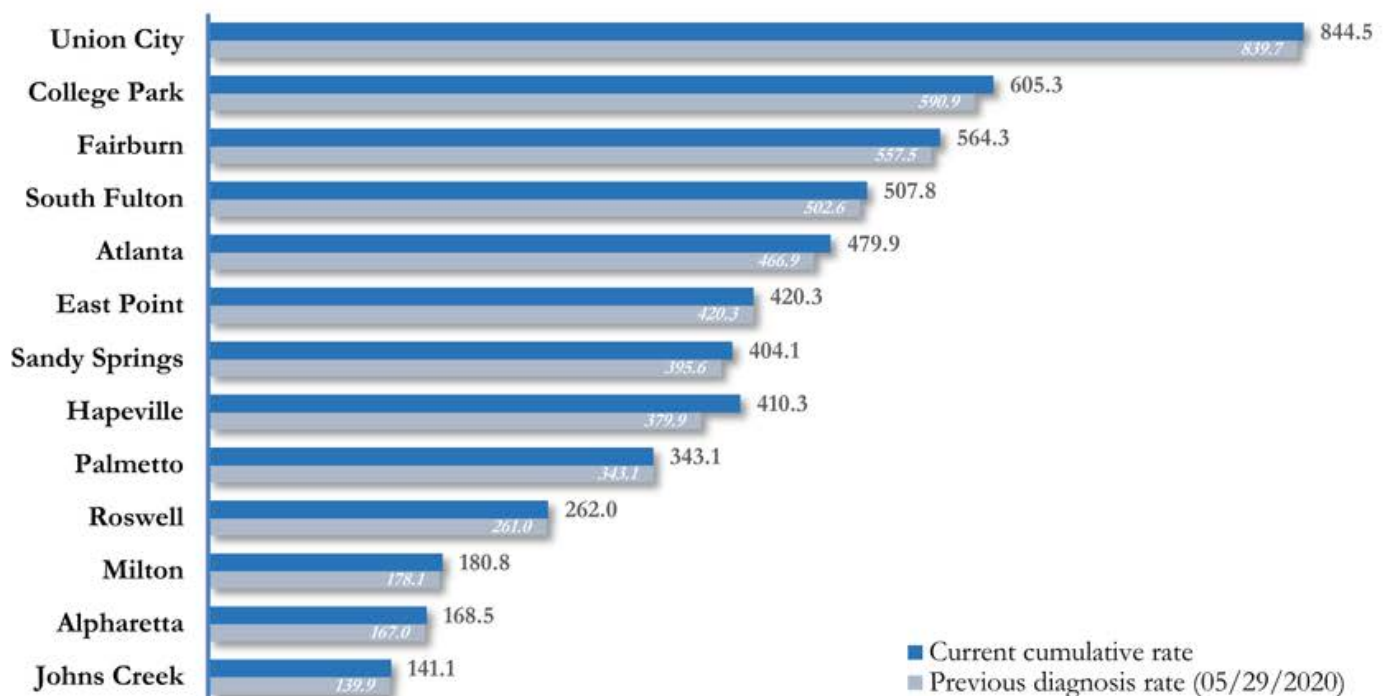


COVID-19 CASE COUNTS AND RATES BY CITY

	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%	-	-	-

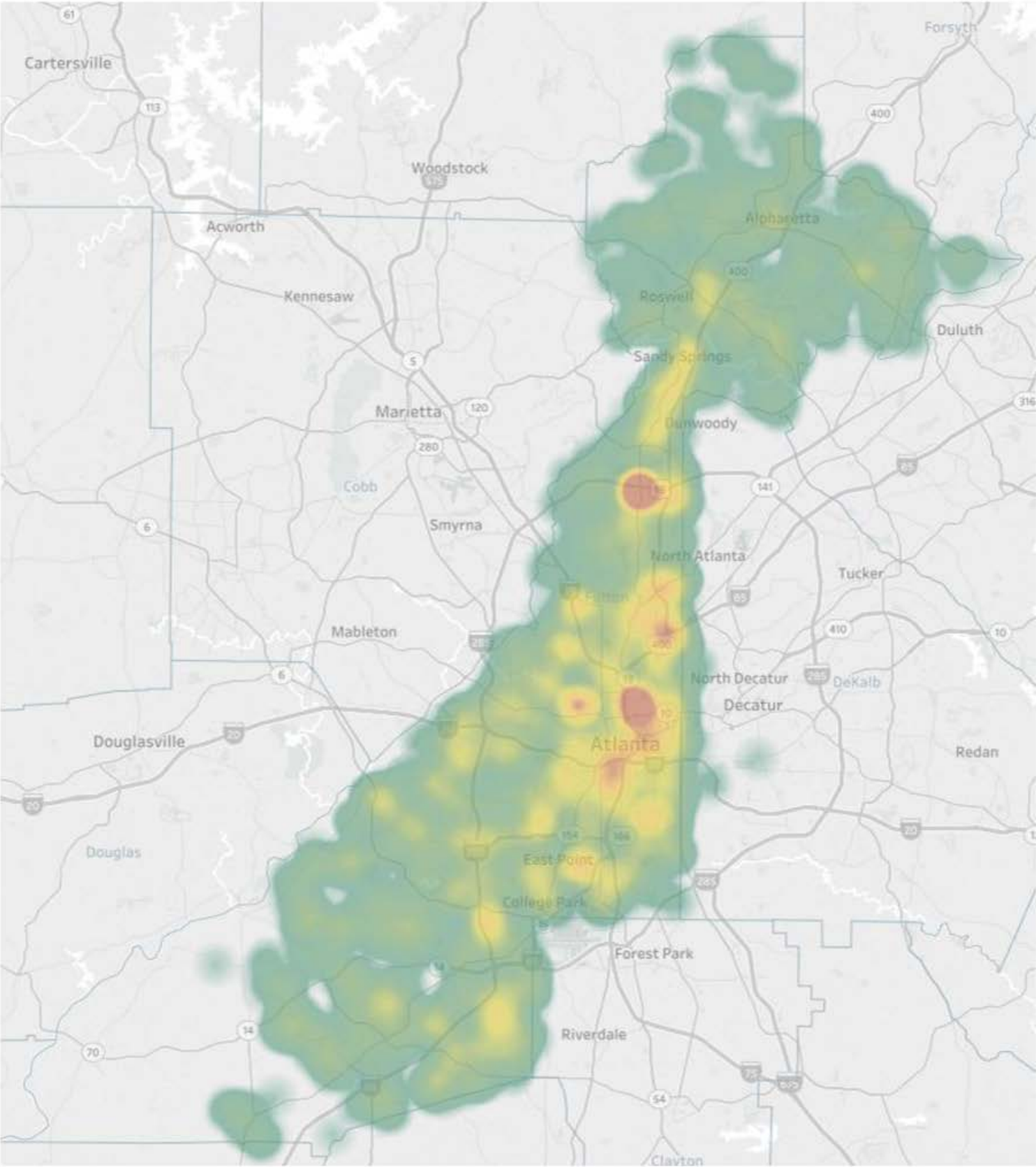
Population estimates from US Census Bureau used to calculate diagnoses rates. ** Data cleaning (either during case interviews or address geo-coding) may lead to reassignment of few cases from one territory to another based on their corrected addresses. These may appear as "decreases" when compared to 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)



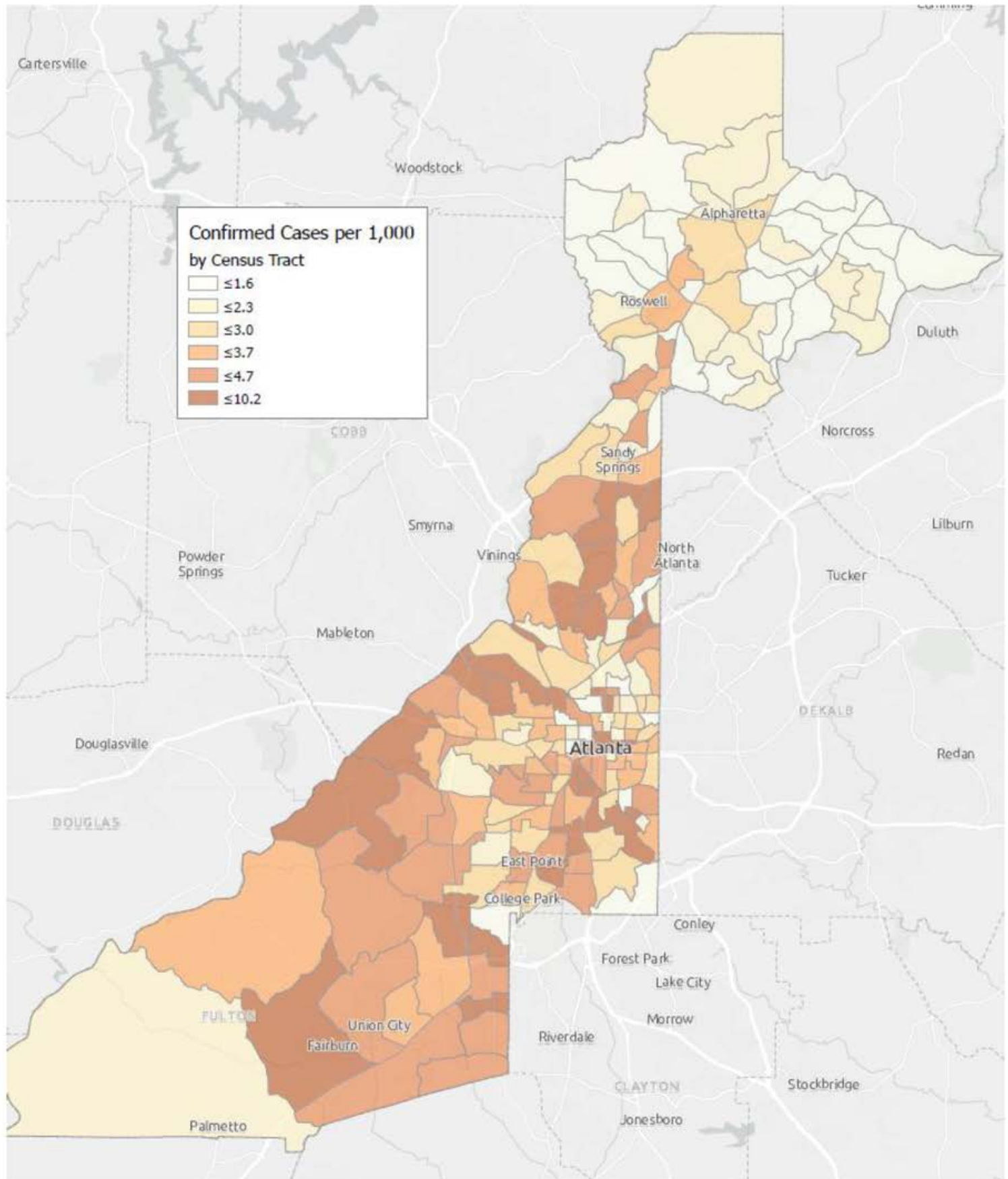
*Rates shown are per 100,000 persons | Note: Mass testing in specific locations (e.g. long term care facilities) may cause sharp increases in the cumulative rate of COVID-19 diagnosis in those territories. All data shown are preliminary and are subject to change as testing results get updated.

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%	-	-

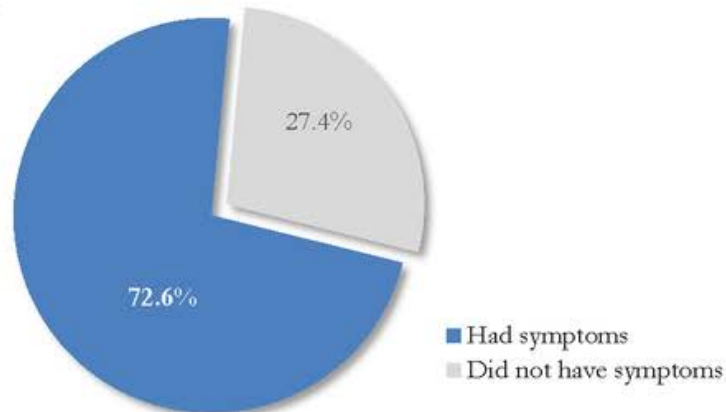
**** Data cleaning (either during case interviews or address geo-coding) may lead to reassignment of few cases from one territory to another based on their corrected addresses. These may appear as "decreases" when compared to the previous day's count. These do not reflect errors in the data collection 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>

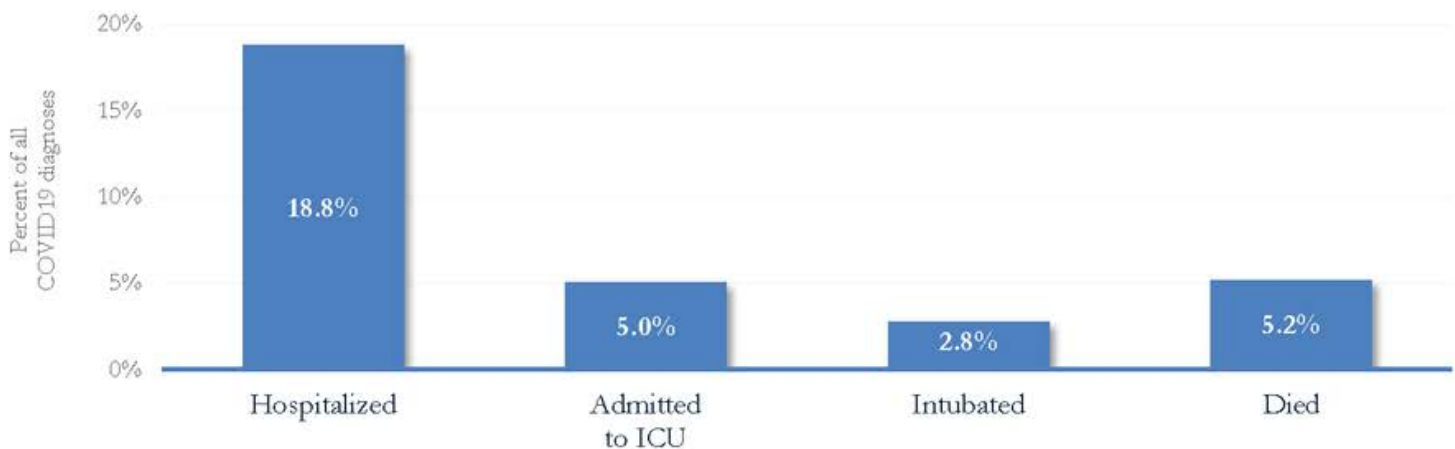
Fig. 6. Proportion reporting Symptoms in Fulton County (6/01/20)



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)

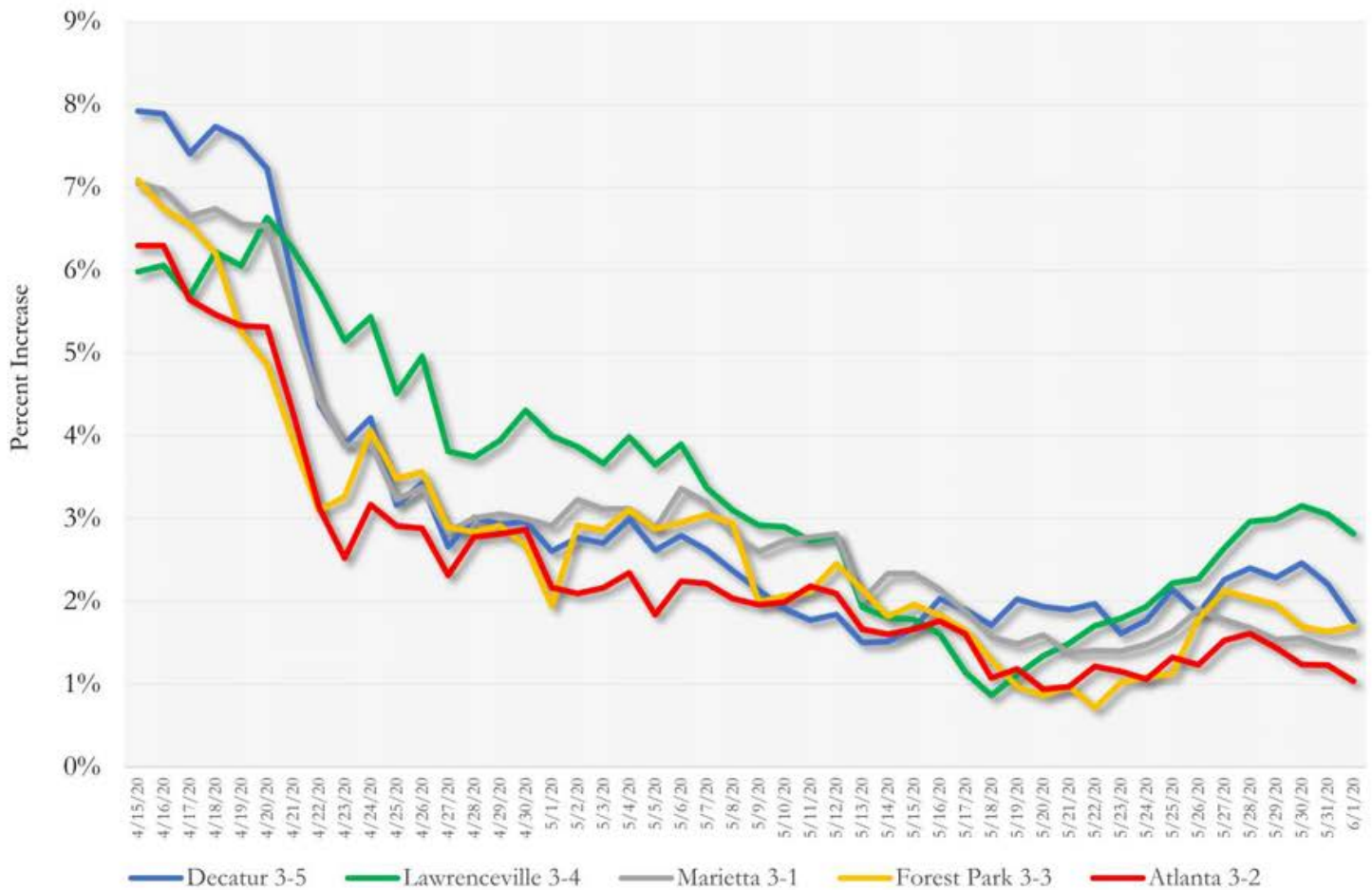
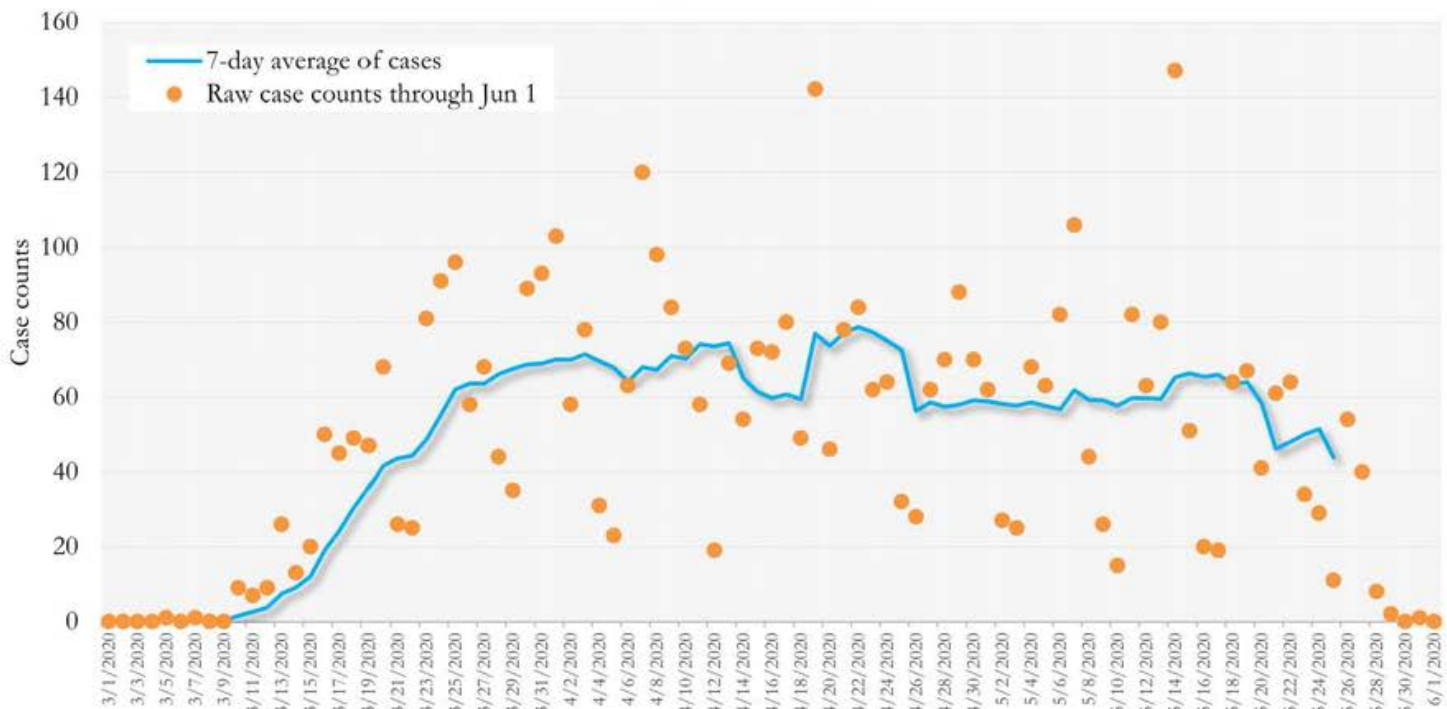
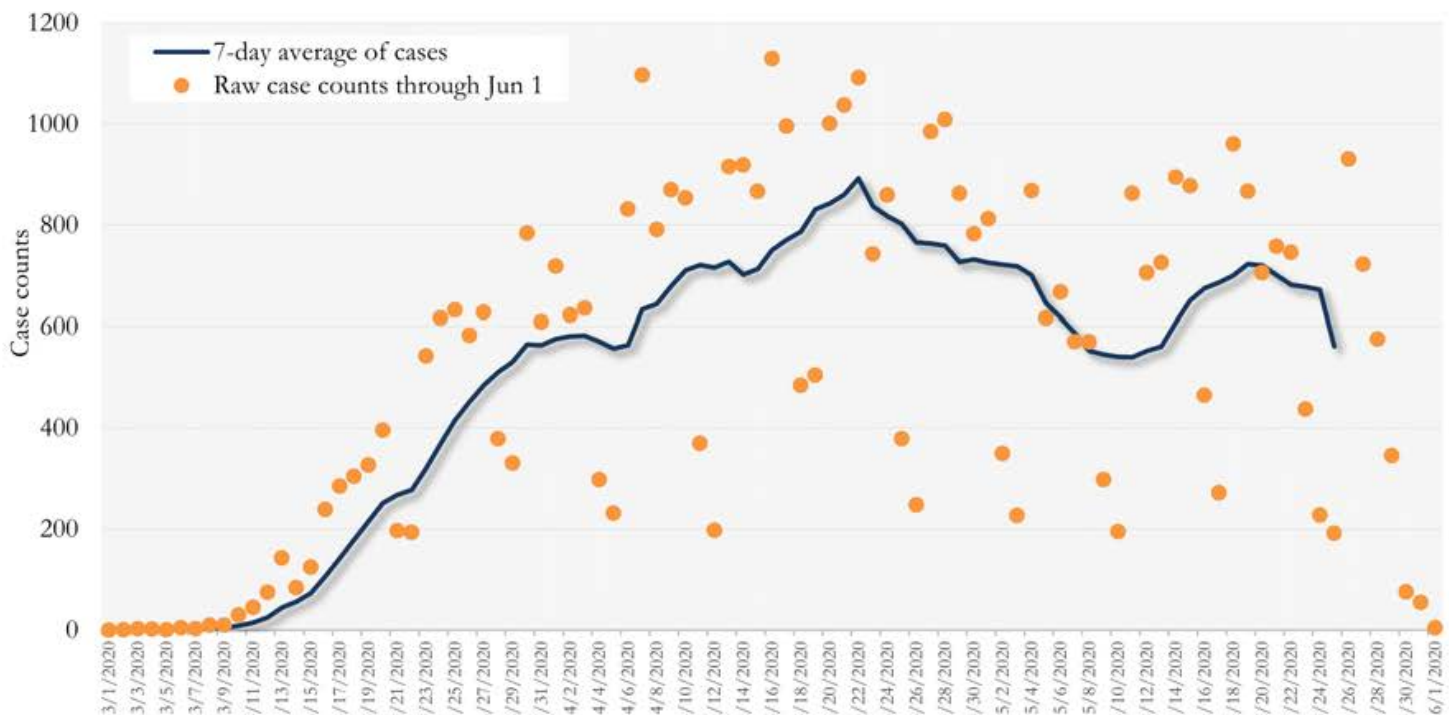


Fig 9. New COVID-19 Cases in Fulton County Daily (Averaged over 7 days)
March 01, 2020 - May 25, 2020



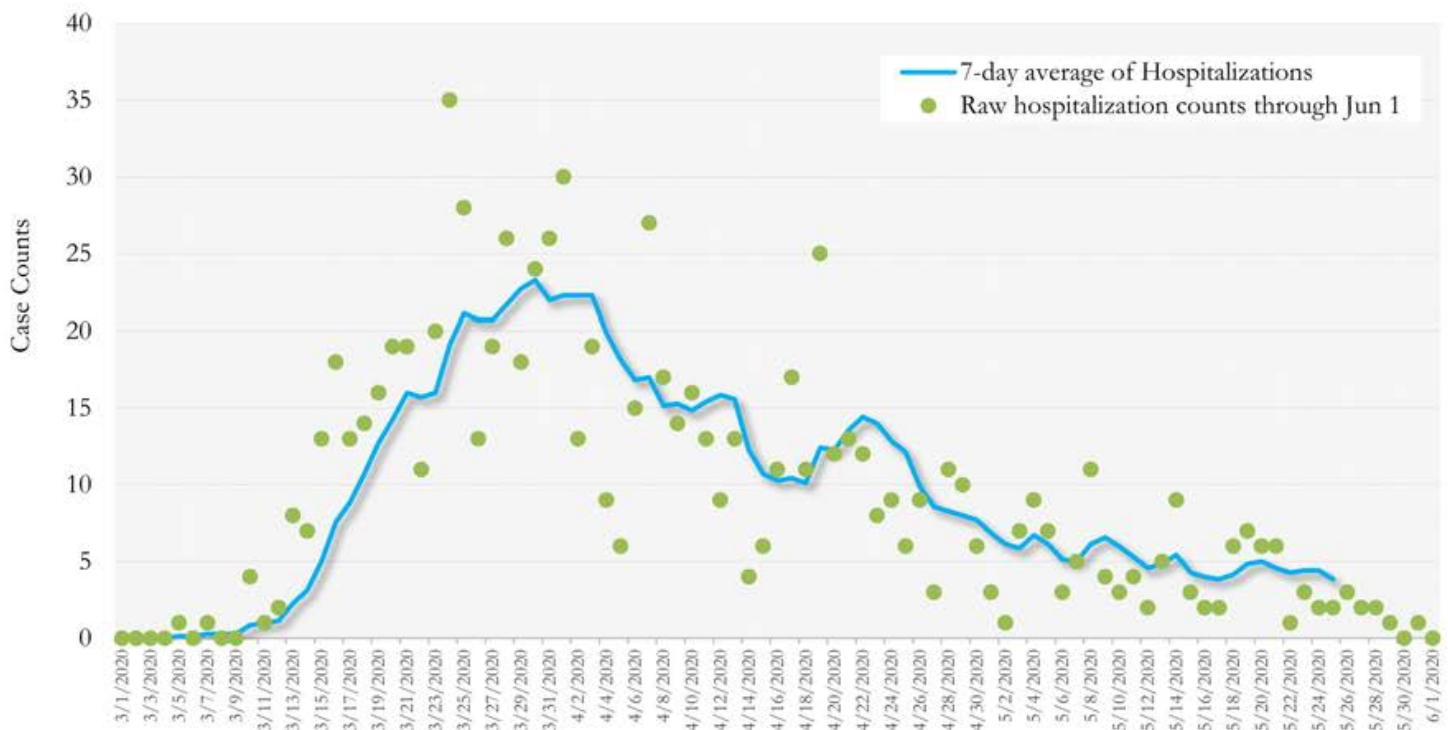
*Date of collection of first positive sample used (report creation date used where sample collection date is missing).

Fig 10. New COVID-19 Cases in Georgia State Daily (Averaged over 7 days)
March 01, 2020 - May 25, 2020



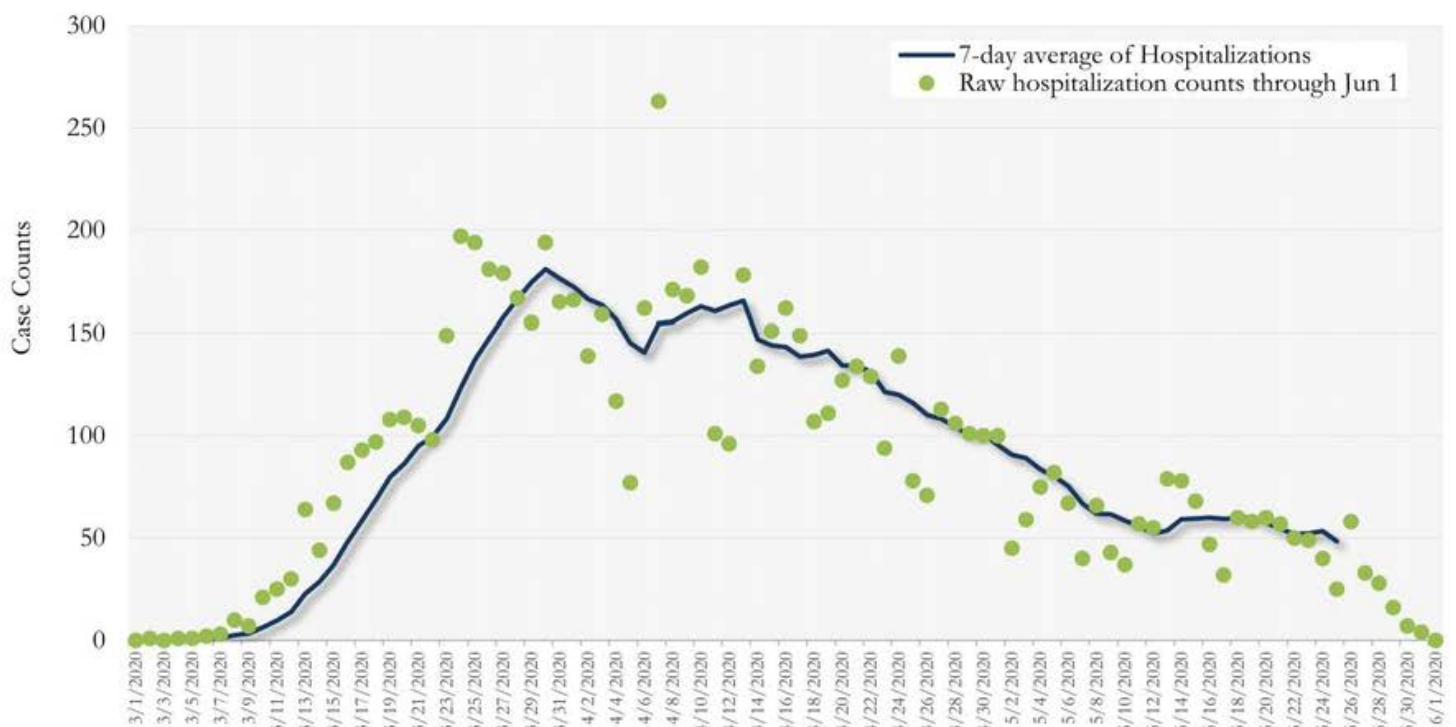
*Date of collection of first positive sample used (report creation date used where sample collection date is missing).

Fig 11. COVID-19 Hospitalizations in Fulton County Daily (Averaged over 7 days)
March 01, 2020 - May 25, 2020



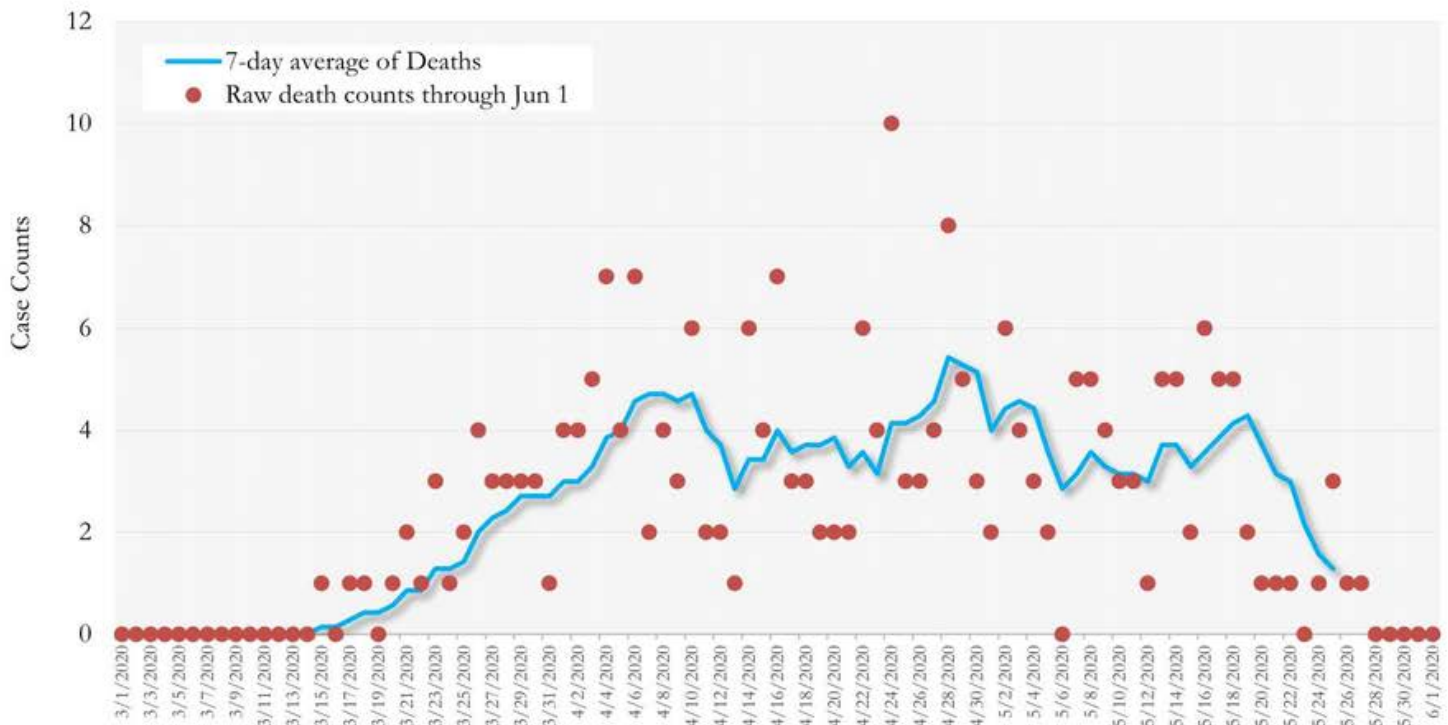
*Date of collection of first positive sample used (report creation date used where sample collection date is missing).

Fig. 12. COVID-19 Hospitalizations in Georgia State Daily (Averaged over 7 days)
March 01, 2020 - May 25, 2020



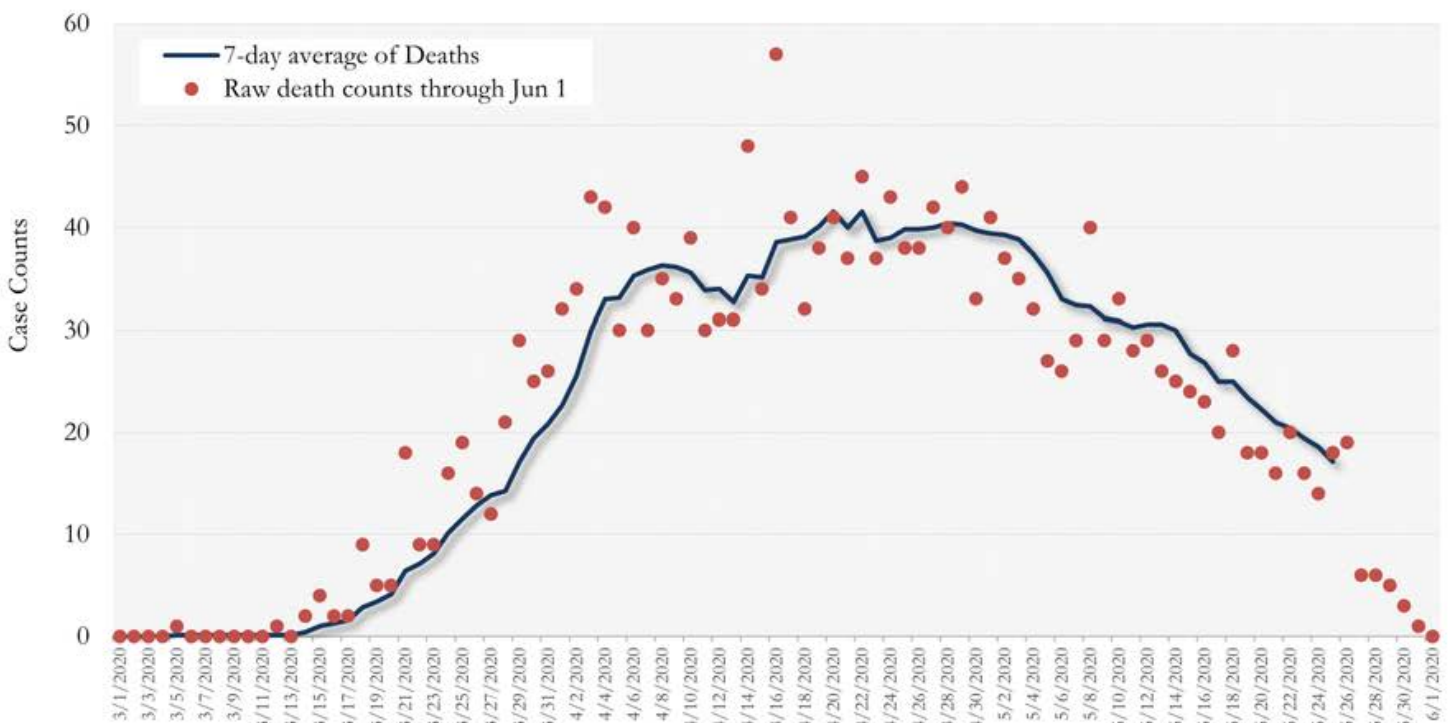
*Date of collection of first positive sample used (report creation date used where sample collection date is missing).

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

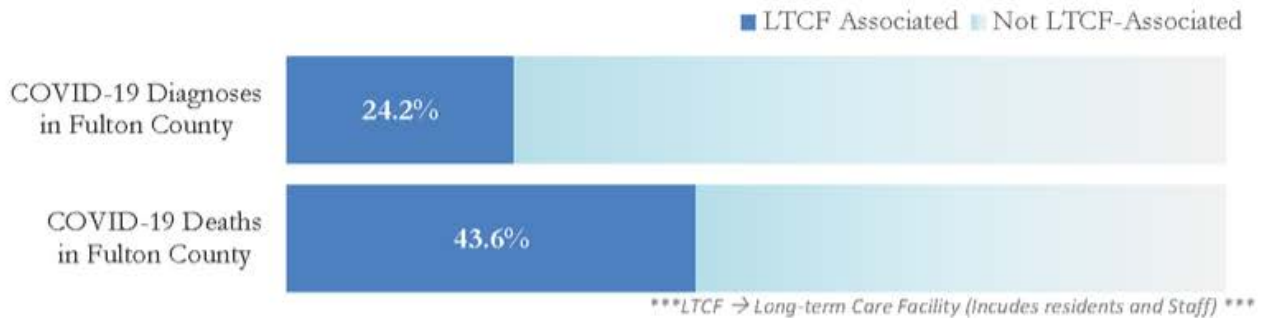


*Reported date of death used.

COVID-19 IN LONG-TERM CARE FACILITIES IN FULTON

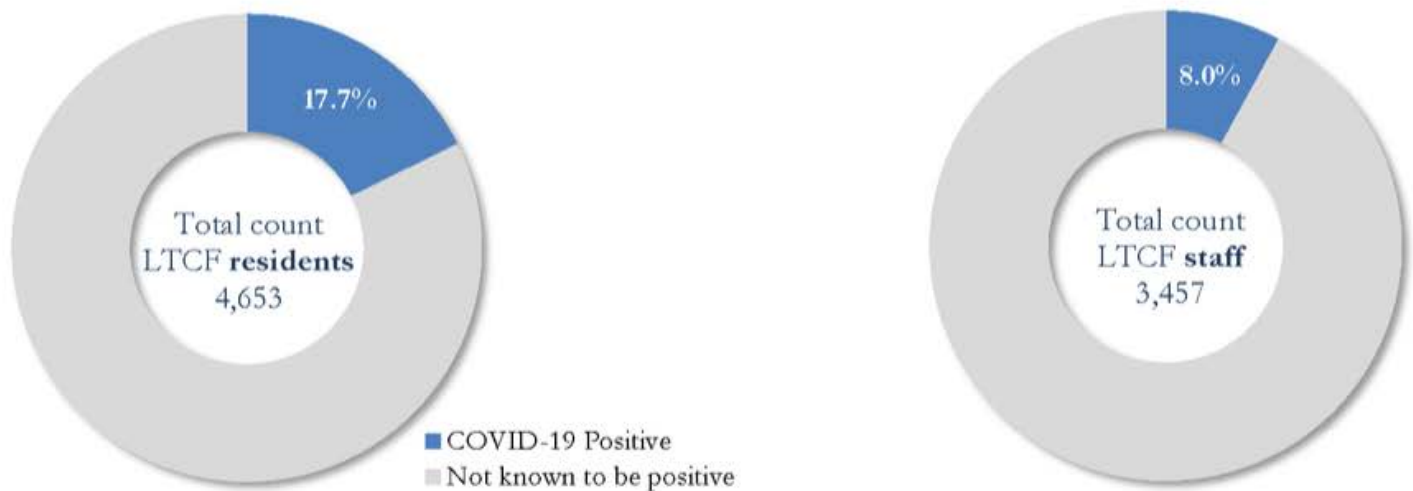
Older persons (aged 65 years and older) and persons who live in nursing homes or other long-term care facilities seem to be at higher risk for developing more serious complications from COVID-19. Extra precautions are recommended for individuals within this risk groups – Centers for Disease Control and 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)

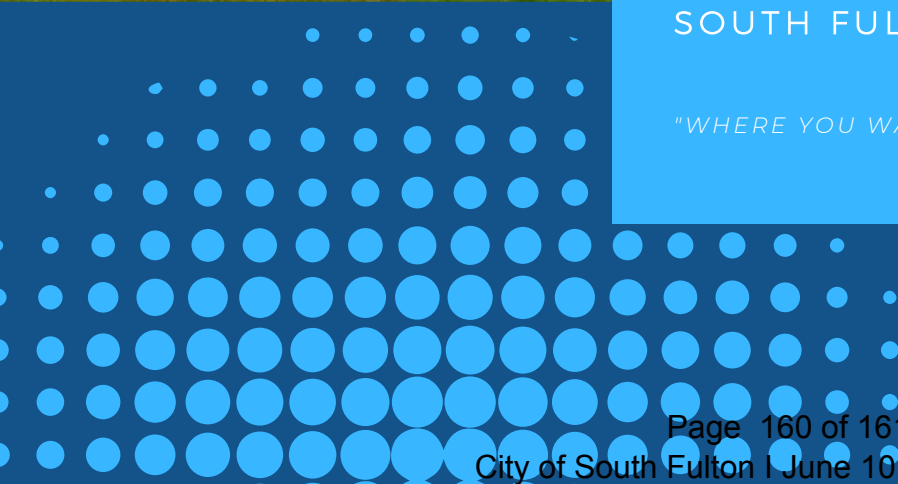
	LTCF Residents (n=4,653)			LTCF Staff (n=3,457)		
	Cases	Hospitalizations	Deaths	Cases	Hospitalizations	Deaths
Average (count per facility) ¹	20	4	2	7	<1	<0.1
Median (count per facility) ¹	3	3	1	4	0	0
Lowest counts	0	0	0	0	0	0
Highest counts	126	30	17	40	6	1
Total Count	824 (17.7%)^a	150 (18.2%)^b	91 (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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CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION



SUBJECT: City Attorney's Quarterly Legal Update

**DATE OF
MEETING:** 6/10/2020

DEPARTMENT: Attorney
