CITY OF SOUTH FULTON, GEORGIA
VIRTUAL
Monday, June 1, 2020, 1:00 PM

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

SPECIAL CALLED MEETING AGENDA

1. Meeting Called to Order
2. Roll Call
3. Agenda Items
    1. Council 1st Reading of Mid-Year Budget Amendment (Finance)
    2. Council Discussion on Rescheduling the Public Hearing for the Zoning Ordinance
4. Executive Session

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

5. Adjournment of Meeting

CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL SPECIAL MEETING

SUBJECT: Council 1st Reading of Mid-Year Budget Amendment

DATE OF MEETING: 6/1/2020

DEPARTMENT: Finance

ATTACHMENTS:

Description	Type	Upload Date
Memo-Mid-Year Budget Amendment	Cover Memo	5/29/2020
Mid-Year Budget Amendment Ordinance	Cover Memo	5/29/2020

GOVERNMENT OF THE CITY OF SOUTH FULTON

OFFICE OF THE CITY MANAGER

WILLIAM "BILL" EDWARDS
MAYOR

FRANK S. MILAZI
CITY TREASURER

MEMORANDUM

TO: **Mayor Edwards and City Council Members**

FROM: Frank S. Milazi, CFO FM

DATE: **May 29, 2020**

SUBJECT: **2020 Budget Mid-Year Review Summary**

Overview:

Following the outbreak of the Coronavirus (COVID–19), Administrative measures were implemented to contain or prevent the spread of the disease that included the closing of the City Hall and all other facilities to the public. Hourly Employees whose day to day duties are to work with the public were given administrative leave with full pay while the rest of regular employees were to work regular hours remotely until further notice.

We experienced a reduction of approximately $400,000 from Local Option Sales Tax (LOST) revenues in April and May. The reduction of LOST revenue is a sign that spending habits across the State have been impacted by the COVID-19 Pandemic since early March. Sales Tax (LOST) revenue is the second largest source of revenue for general fund. In addition, other revenues that were not received due to the suspension and closure of services from various departments activities that bring in thousands of dollars for service fees include Parks and Recreation, Municipal Court fees, building and permit fees, zoning and inspection fees, alcohol license fees and miscellaneous service charge fees. Property tax collected to date is approximately $25 million. The City has collected 80 percent of property taxes, which is 45 percent of the total general fund revenues, Failure to collect the remainder, reduction in sales tax revenue, and many other revenue sources have direct negative impact on our 2020 projected revenues to support projected expenditures.

On monthly average, we receive between $11,000 and $15,000 in hotel/motel revenues but only $8,013 was received in March. This is the lowest since adoption of our 2020 budget in October 2019. April receipts for hotel/motel were even much less and the decline is expected to continue for months ahead as a result of people not travelling. This shortfall has a further impact in the City's tourism promotion and convention center related activities operation because of the negative impact on hotel/motel revenues, which is the source of funding. The City must brace for a sharp reduction of various tax related revenues as businesses close or suspend operations, workers lose jobs, and tourism comes to a near standstill. Other municipal governments across the country are facing the same decline in revenue inflow and are also projecting cuts in services. Federal government aid is unlikely to come soon enough for us to continue with our current budget and will not be enough to make up for the shortfall. Over six hundred cities countrywide project they may have to lay off some government employees, including their local police and other public safety personnel, as a result of revenue shortfall. Unfortunately, local governments cannot run at a deficit like the federal government which leaves us with no choice but to reduce spending in order to balance the budget as mandated by state law. The City opted not to furlough or lay off any of current City employees during the Coronavirus pandemic.

The City has made sure that there is enough cash on hand for all essential City services to include payroll for all our current employees, public safety emergency needs, and all essential City's obligations. In this case, we are slowing the outflow of cash and balancing the budget by reducing expenditures wherever possible. The strategy is to reduce spending and involves terminating some contracts and suspending or delaying some expenditures without compromising City's services delivery. The City has been fortunate in a way that our immediate capital needs are covered by Urban Redevelopment Agency (URA) and TSPLOST funding and that we started fiscal year 2020 with a healthy cash reserve from fiscal year 2019. Otherwise, the situation would have been worse.

The 2020 amended general fund budget projects a $11.4 million reduction in revenues representing 15 percent of the general fund operating budget due to the coronavirus pandemic outbreak. The following are proposed adjustments that have been made for adoption consideration as follows:

Revenue Account	**FY2020 Proposed Amendment 5**
Property Taxes	(5,150,020)
Local Option Sales Tax	(3,225,314)
Business and Occupation	(552,521)
Permits	(122,476)
IGA - City of Atlanta	(1,897,662)
Charges for Services	(397,220)
Municipal Court	(108,332)
TOTAL REVENUES	**(11,453,545)**

The following are expenditures reviewed by departments in order to reduce their respective budgets by approximately $7.9 million:

1. Freeze of unfilled non-essential positions
2. Termination of some Contractual Services
3. Elimination of all non-essential travels
4. Elimination of all non-essential training
5. Reduction of operating expenses

Department	**Proposed Amendment**
District 1	(10,000)
District 2	(10,000)
District 3	(10,000)
District 4	(10,000)
District 5	(10,000)
District 6	(10,000)
District 7	(10,000)
City Clerk	(72,300)
Mayor	(15,000)
City Manager	(218,972)
Finance	(415,320)
Information Technology	(402,240)
Human Resources	(113,950)
Communications	(124,259)
General Services	-
Municipal Court	(152,262)
Police Administration	(2,370,541)
Fire and Rescue Administration	(2,263,339)
Public Works	-
Parks and Recreation	(805,838)
Community and Regulatory Affairs	(759,406)
Economic Development–Destination SF	(113,769)
General Fund Expenditure Totals	**(7,897,196)**

Teamwork of all City departments has made it possible to reduce our 2020 budget in order to be in line with revenue shortfalls and have our general fund budget balanced. Additional appropriations of $4.25 million were identified and are outlined below. These appropriations are required to fund immediately identifiable needs to continue operations.

- Allocated $2 million as ending balance for fiscal year 2020 to make sure we do start our 2021 fiscal year with cash as we did in 2019 that has help us during this economic hardship due to the Coronavirus pandemic.
- General Services will need addition funding for Maintenance and other expenses and $500,000 has been added for that purpose.
- Litigation line in Legal Counsel will need additional funding following the transfer of $400,000 to COVI-19 Emergency
- Additional $500,000 is allocated to Public Works to meet operation short fall
- $500,000 is place in contingency to meet expenses in reopening preparation to be added to COVID-19 Emergency allocation and part to be used as local match for grants applications if need be.
- $250,000 has been put aside in the Economic Development Department for Small Business Sustainability

Appropriations	**Amounts**
Ending Balance	2,000,000
General Services	500,000
Legal	500,000
Public Works	500,000
Contingency	500,000
Economic Dev	250,000
Total	4,250,000

Consideration of the proposed 2020 Budget Amendment will make sure that the City is operating within its means during these trying times and for the rest of the fiscal year with assurance of good service delivery to the residents.

STATE OF GEORGIA
COUNTY OF FULTON
CITY OF SOUTH FULTON

AN ORDINANCE TO AMEND THE FISCAL YEAR 2020 BUDGET FOR EACH FUND OF THE CITY OF SOUTH FULTON, GEORGIA, APPROPRIATING THE AMOUNTS SHOWING IN EACH FUND AS EXPENDITURES/EXPENSES, ADOPTING THE SEVERAL ITEMS OF REVENUE ANTICIPATIONS, PROHIBITING EXPENDITURES OR EXPENSES FROM EXCEEDING THE ACTUAL FUNDING AVAILABLE AND FOR OTHER LAWFUL PURPOSES

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

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

WHEREAS, sound governmental operations require a budget in order to plan the financing of services for City residents;

WHEREAS, O.C.G.A. § 36-81-1 requires a balanced budget for the City's fiscal year, which runs from October 1st to September 30th of each year;

WHEREAS, O.C.G.A. § 36-81-3 authorizes a local government to amend "its budget so as to adapt to changing governmental needs during the budget period."

WHEREAS, Section 6.27 of the City Charter provides that "the City Council by majority vote may make changes in the appropriations contained in the current operating budget at any regular meeting or special or emergency meeting called for such purposes;"

WHEREAS, the City Council has reviewed the amended budget as presented by the City Manager;

WHEREAS, each of these funds is a balanced budget, so that anticipated revenues and other financial resources for each fund equal the proposed expenditures or expenses;

WHEREAS, the City Council wishes by this ordinance to adopt its Fiscal Year 2020 annual budget effective from October 1, 2019 through September 30, 2020; and

WHEREAS, this Ordinance will benefit the health and general welfare of the City, its citizens and general public.

NOW THEREFORE, THE COUNCIL OF THE CITY OF SOUTH FULTON HEREBY ORDAINS as follows:

Section 1. Amendment of Budget. The Amended Fiscal Year 2020 Budget, attached hereto and incorporated herein as a part of this ordinance, is hereby adopted as the final budget for the City for the Fiscal Year 2020, which begins October 1, 2019 and ends September 30, 2020. A summary is copied below of the of the current Fiscal Year 2020 budget

City of South Fulton

Proposed Budget Amendment for Fiscal Year 2020
October 1, 2019 to September 30, 2020

Funds Revenues:	FY2020 Adopted	FY2020 Amendment 4	FY2020 Proposed Amendment 5
General Fund	$73,821,952	75,361,671	68,760,907
Older American Fund	0	0	0
E- 911 Fund	0	0	0
Restricted Grant Fund	4,198,772	5,064,602	5,064,602
Hotel/Motel Fund	240,000	240,000	240,000
TSPLOST	17,592,330	17,592,330	17,592,330
Capital Project	$9,499,348	10,499,348	10,499,348
Capital Grant Fund	0	1,222,516	1,222,516
Solid Waste Fund	560,000	520,000	520,000
Debt Fund	0	0	0
Total Revenues	**$105,912,402**	**110,500,467**	**103,899,703**
Expenditures:			
General Fund	69,193,310	70,463,029	63,872,265
Older American Fund	10,000	10,000	0
Blighted Properties	0	200,000	200,000
E- 911 Fund	2,000,000	1,920,000	1,920,000
Restricted Grant Fund	4,198,772	5,064,602	5,064,602
Hotel/Motel Fund	240,000	240,000	240,000
TSPLOST	17,592,330	17,592,330	17,592,330
Capital Project	11,160,089	12,310,089	12,310,089
Capital Grant Fund	0	1,222,516	1,222,516
Solid Waste Fund	560,000	520,000	520,000
Debt Service	957,901	957,901	957,901
Total Expenses	**$105,912,402**	**110,500,467**	**103,899,703**
Net Surplus/Deficit	**$0**	**$0**	**$0**

1. **Appropriation**. That the several items of revenues, expenditures, other financial resources, and sources of cash shown in the budget for each fund in the amounts shown within the Adopted Fiscal Year 2020 Budget are hereby adopted, and that the several amounts shown in the budget for each fund as

proposed expenditures or expenses and uses of cash are hereby appropriated to the departments named in each fund.

2. **Legal Level of Control**. That the “legal level of control” as defined in O.C.G.A. § 36-81-2 is set at the department level, meaning that the City Manager in his/her capacity is authorized to move appropriations from one line item to another within a department, but under no circumstances may expenditures or expenses exceed the amount appropriated for a department without a further budget amendment approved by the City Council.

3. **Expiration of Appropriations.** That all appropriations shall lapse at the end of the fiscal year.

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

(b) To the greatest extent allowed by law, each and every section, paragraph, sentence, clause, or phrase of this Ordinance is severable from every other section, paragraph, sentence, clause, or phrase of this Ordinance. No section, paragraph, sentence, clause, or phrase of this Ordinance is mutually dependent upon any other section, paragraph, sentence, clause, or phrase of this Resolution.

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

Section 3. All Ordinance and Resolutions in conflict herewith are hereby expressly repealed.

Section 4. The City Attorney, City Clerk and contracted City Codifier are authorized to make non-substantive formatting and renumbering edits to this ordinance for proofing, codification, and supplementation purposes. The final version of all ordinances shall be filed with the clerk.

Section 5. The effective date of this Ordinance shall be on the date as set forth under Sec. 3.21 of the City Charter unless provided otherwise by applicable local, state and/or federal law.

FIRST READING ________________

SECOND READING ________________

THIS **ORDINANCE** adopted this _________ day of _________2020.

CITY OF SOUTH FULTON, GEORGIA

____
WILLIAM “BILL” EDWARDS, MAYOR

ATTEST:

____
S. DIANE WHITE, CITY CLERK

APPROVED AS TO FORM:

____
EMILIA C. WALKER, CITY ATTORNEY

The foregoing **ORDINANCE No. 2020-______** was adopted on _____________________ was moved for approval by Councilmember _________________ and seconded by Councilmember _________________________**,** and being put to a vote, the result was as follows:

	AYE	NAY
William “Bill” Edwards, Mayor	____________	____________
Catherine Foster Rowell	____________	____________
Carmalitha Lizandra Gumbs	____________	____________
Helen Zenobia Willis	____________	____________
Gertrude Naeema Gilyard	____________	____________
Corey A. Reeves	____________	____________
khalid kamau	____________	____________
Mark Baker	____________	____________

CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL SPECIAL MEETING

SUBJECT:	Council Discussion on Rescheduling the Public Hearing for the Zoning Ordinance
DATE OF MEETING:	6/1/2020
DEPARTMENT:	City Manager

ATTACHMENTS:

Description	Type	Upload Date
Memo_Zoning Rewrite Revised Schedule	Cover Memo	5/28/2020

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: May 28, 2020

SUBJECT: **Zoning Rewrite Revised Schedule**

This memorandum represents an updated draft timeline for potential adoption of the Zoning Rewrite. An updated timeline is necessary as the Planning Commission was unable to move for a vote and make a recommendation to Council for consideration. The Planning Commission requested more time to consider the proposal and have scheduled another Special Called Meeting for June 3, 2020. Additionally, the City Council moved the regular meetings to once per month and this action will push the current proposed first read to June 11, 2020 (Special Called Meeting) and the proposed final read and proposed adoption date to June 23, 2020. These dates are draft proposals for the Council to review, all of which may be changed at the Council's discretion with the understanding that all public hearing dates will require at least a 14-day notice period which requires a 3-day posting period prior to the 14 days.

- **Submittal of Draft Zoning Ordinance for Review**
  - Date scheduled: April 28 – May 14, 2020 – As scheduled

- **Virtual Public Open House**
  - Date scheduled: May 12, 2020 – Held as scheduled

- **Planning Commission (Special Called Meeting)**
  - Date scheduled: May 21, 2020 – Held as scheduled

- **Planning Commission (Special Called Meeting)**
  - Date scheduled: June 3, 2020– Revision to scheduled plan

- **Mayor and Council (Special Called Meeting)**
  - **1st Reading**
    - Date scheduled: June 11, 2020 – Original scheduled date

  - **Open Online Public Comments**
    - June 18, 2020 at 8:00am

  - **Close Online Public Comments**
    - June 22, 2020 at 5:00pm

- **2nd Reading – {Public Hearing and Final Adoption}**
  - Date scheduled: June 23, 2020– Revision to scheduled plan

- **Expiration of Current Moratorium**
  - June 30, 2020

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