

CITY OF SOUTH FULTON, GEORGIA
SPECIAL CALLED MEETING - Southwest Arts Center, 915 New Hope Road, South Fulton,
GA 30331
Tuesday, September 5, 2023, 10:00 AM



SOUTH FULTON CITY COUNCIL MISSION STATEMENT:

To provide exceptional customer service that sustains a safe, inclusive, innovative, and an economically vibrant city.

The Honorable khalid kamau, 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 Jaceey Sebastian, District 4 Councilmember
The Honorable Corey A. Reeves, District 5 Councilmember
The Honorable Natasha Williams-Brown, District 6 Councilmember
The Honorable Linda B. Pritchett, District 7 Councilmember

SPECIAL CALLED MEETING AGENDA

1. Meeting Called to Order
2. Roll Call
3. Agenda Items
 1. Presentation of FY2024 Budget: Sharon D. Subadan, Interim City Manager
 2. Public Budget Hearing
 3. First Read of An Ordinance Adopting the FY2024 Budget
 4. Request Approval of FY2024 Employee Benefits Renewal (Human Resources)
 5. Request Approval of Revised Purchasing Card Policy and Travel Policy (City Manager)
4. Adjournment of Meeting



CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL SPECIAL MEETING



SUBJECT: Presentation of FY2024 Budget

DATE OF MEETING: 9/5/2023

DEPARTMENT: City Manager

ATTACHMENTS:

Description	Type	Upload Date
BudgetPresentation2024-Revised (1)	Cover Memo	8/31/2023

FY24 BUDGET PRESENTATION

Sharon D. Subadan
Interim City Manager





VISION STATEMENT

The City of South Fulton will be an innovative, diverse community that is safe, environmentally conscious, healthy, transparent, and financially sustainable for all its citizens and visitors.

MISSION STATEMENT

Each day, we will exceed the expectations of our customers as we deliver municipal services with respect and professionalism.

CITY OF SOUTH FULTON FY24 CITY MANAGER'S PROPOSED BUDGET



The consideration and approval of the operating budget is considered the single most important policy decision that the City Council makes annually.



The budget sets the vision of Council and reflects the needs of the community.



The budget provides a 12-month roadmap for the staff to follow



FY24 BUDGET THEME: FUTURE FOCUSED



THE CITY HAS BEEN IN
EXISTENCE FOR 6 YEARS
(the past)



MANY CHALLENGES HAVE BEEN
OVERCOME (the past)



MANY CHALLENGES LAY
AHEAD (the future)



THE WINDSHIELD IS
LARGE AND PROVIDES
GREAT VISION (the future)



THE REAR VIEW MIRROR
IS SMALL BUT PROVIDES
IMPORTANT PERSPECTIVE
(the past)



MY VALUE PROPOSITION
IS TO BE **FUTURE
FOCUSED** IN 2024

FY24 BUDGET PLAN (revised)

THE BASE BUDGET INCLUDES:

- REFLECTS REDUCTION IN MILLAGE RATE (O.5 mil)
- Expenditures for continuing operation
- Annualization of expenses with CPI (leases)
- Increased cost of services (Animal Services – increased from \$890k to \$2.3M)
- 3% Cost of Living Adjustment for all City Employees effective 10/1/23 (COLA)

NEW KEY INITIATIVES OF THE FUTURE FOCUSED BUDGET:

- Quality of Life & Public Infrastructure Enhancements
- Public Safety
- Workforce Development and Implementation of Best Practices
- Future City Facilities for Public Service & Implementation Strategy
- Planning for the Future

IMPACT OF MILLAGE REDUCTION ON FY24 BUDGET PROPOSAL

- Reduces ongoing expenses by \$2.4M in FY2024
- Base Budget for continuing operations – unchanged
- Use of Fund Balance – unchanged
- Impact on new initiatives is manageable

PROPOSED REDUCTIONS TO FY24 BUDGET INITIATIVES BY .5 MIL (\$2.4)

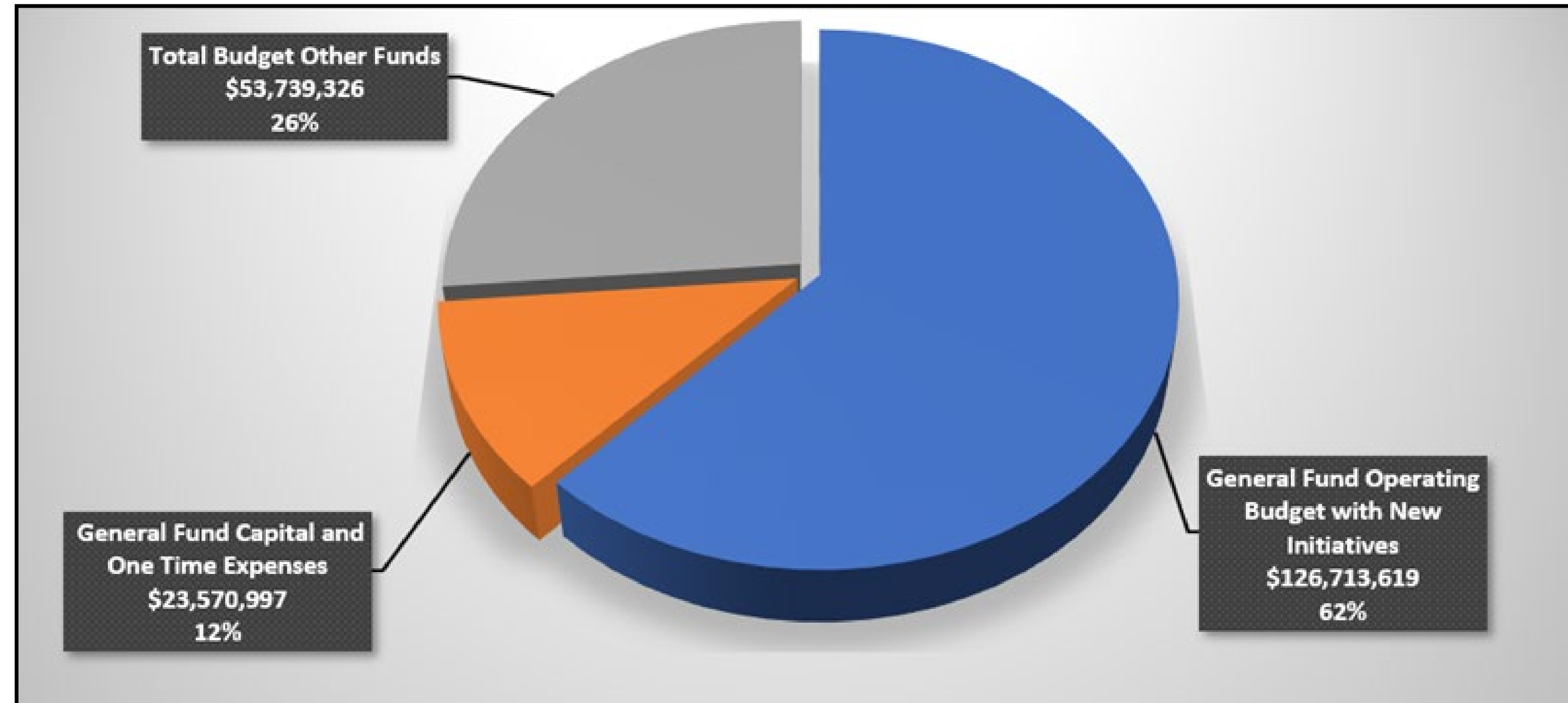
DESCRIPTION	ORIGINAL	PROPOSED	ON GOING	ONE TIME	ADJUSTMENT
Clerk Digitization Initiative	\$81.6K	\$0	(\$81.6K)	\$81.6K	Moved to one-time
Debt Service	\$7.5M	\$6.1M	(\$1.4M)	\$0	Changed Amortization to 5.5 % over 30 years
Council Priorities	\$2.8M	\$2.3M	\$0	(\$500K)	Reduced Holiday Décor by \$400K and Signage by \$100K
Fire Station Maintenance Program	\$615.7K	\$0	(\$615.7K)	\$615.7K	Moved to one-time
EMS Expansion Plan	\$1.5M	\$1.4M	(\$115.2K)	\$0	11 months vs 12 months funding
Re-Org & Establishment of Critical Operations	\$2.9M	\$2.7M	(\$227.5K)	\$0	11 months vs 12 months funding
Reduction of Grant Matching Fund	\$2.5M	\$2.3M	\$0	(\$200K)	Reduced one-time
TOTAL	\$17.9M	\$14,8M	(\$2,4M)	\$0	

NOTES:

1. Ongoing expenses reduced by \$2.4M to match .05 Mil reduction
2. Increases to one time (Fund Balance Reserve) offset by reductions
3. Grant match reduced by \$200k – still reflects an increase of \$1.3M over FY2023

CITYWIDE BUDGET

**THE PROPOSED
FISCAL YEAR 2024
BUDGET TOTALS
\$204 MILLION**



THE HIGHLIGHTS:

\$204,023,942

FY24 PROPOSED
OPERATING BUDGET

General Fund Operating Budget with New Initiatives	126,713,619
General Fund Capital and One Time Expenses	23,570,997
Grand Total General Fund Operating and Capital Projects	150,284,616
 Total 2024 Budget Other Funds	 53,739,326
COSF Total 2024 Proposed Operating and Capital All Funds Budgets	204,023,942

BUDGET COMPARISON

FY 23/FY24

		2023	2024	Variance Amount
General Fund Proposed Operating Budget				
General Fund Operating Budget with New Initiatives		103,142,360	126,713,619	23,571,259
General Fund Capital and One Time Expenses		27,877,310	23,570,997	(4,306,313)
Total General Fund Operating and Capital Projects		131,019,670	150,284,616	19,264,946
Total Budget Other Funds		47,380,376	53,739,326	6,358,950
CoSF Total Proposed Operating and Capital All Funds Budgets		178,400,046	204,023,942	25,623,896

HISTORICAL COMPARATIVE REVENUE ANALYSIS

HISTORICAL COMPARATIVE REVENUE ANALYSIS				
Revenue Account Description	2023 Revenue Budget	2024 Proposed Revenue Budget	Variance	% Variance
Property Taxes	53,018,000	59,506,871	6,488,871	12.24%
Motor Vehicle	1,700,000	1,700,000	-	0.00%
Franchise	7,100,000	7,100,000	-	0.00%
Local Option Sales Tax	21,500,000	33,700,000	12,200,000	56.74%
Business and Occupation	2,400,000	5,500,000	3,100,000	129.17%
Insurance Premium Taxes	7,127,000	11,500,000	4,373,000	61.36%
Other Taxes	725,000	1,250,000	525,000	72.41%
Permits	2,608,000	4,000,000	1,392,000	53.37%
IGA FID and City of Atl	896,664	900,000	3,336	0.37%
Charges for Services	1,617,865	1,600,000	(17,865)	-1.10%
General Fund Total Revenue	98,692,529	126,756,871	28,064,342	28.44%
OTHER FUNDING SOURCES				
Special Revenue Funds				
TSPLOST1 & II Sales and Use Tax	17,500,000	21,400,000	3,900,000	22.29%
Pedestrian Safety Funds (Traffic Cameras)	4,700,000	4,700,000	-	0.00%
Hotel Motel Tax (for promotion of Tourism)	545,600	545,600	-	0.00%
Eastside TAD Real Property Current Year	0	350,000	350,000	0.00%
Westside TAD Real Property Current Year	0	380,000	380,000	0.00%
Fine and Forfeitures Confiscated Assets	100,000	100,000	-	0.00%
Total Special Revenue Funds	22,845,600	27,475,600	4,630,000	20.27%
Enterprise Fund Sanitation Solid Waste	0	8,900,000	8,900,000	0.00%
Trust Funds for Tree Conservation (2023 In General Fund)	0	6,530,726	6,530,726	0.00%
Grants	1,000,000	2,833,000	1,833,000	183.30%
American Rescue Plan (Brought Forward Allocation)	6,993,648	8,000,000	1,006,352	14.39%
Total 2024 Proposed Revenue	129,531,777	180,496,197	50,964,420	39.35%
Transfers From/Use of Fund Balance General Fund	48,868,269	23,527,745	(25,340,524)	-51.85%
Grand Total Funds Available For The Budget	178,400,046	204,023,942	25,623,896	14.36%

REVENUE SOURCES

**WHERE DOES THE
\$\$\$\$\$ COME FROM**

DESCRIPTION	AMOUNT	PERCENTAGE
General Fund Revenue	126,756,871	62%
Total Special Revenue Funds	27,475,600	13%
Enterprise Fund Sanitation Solid Waste	8,900,000	4%
Trust Funds for Tree Conservation	6,530,726	3%
Grants	2,833,000	1%
American Rescue Plan (Brought Forward Allocation)	8,000,000	4%
Use of Fund Balance	23,527,745	12%
Total Funds Available for the Budget	204,023,942	100%

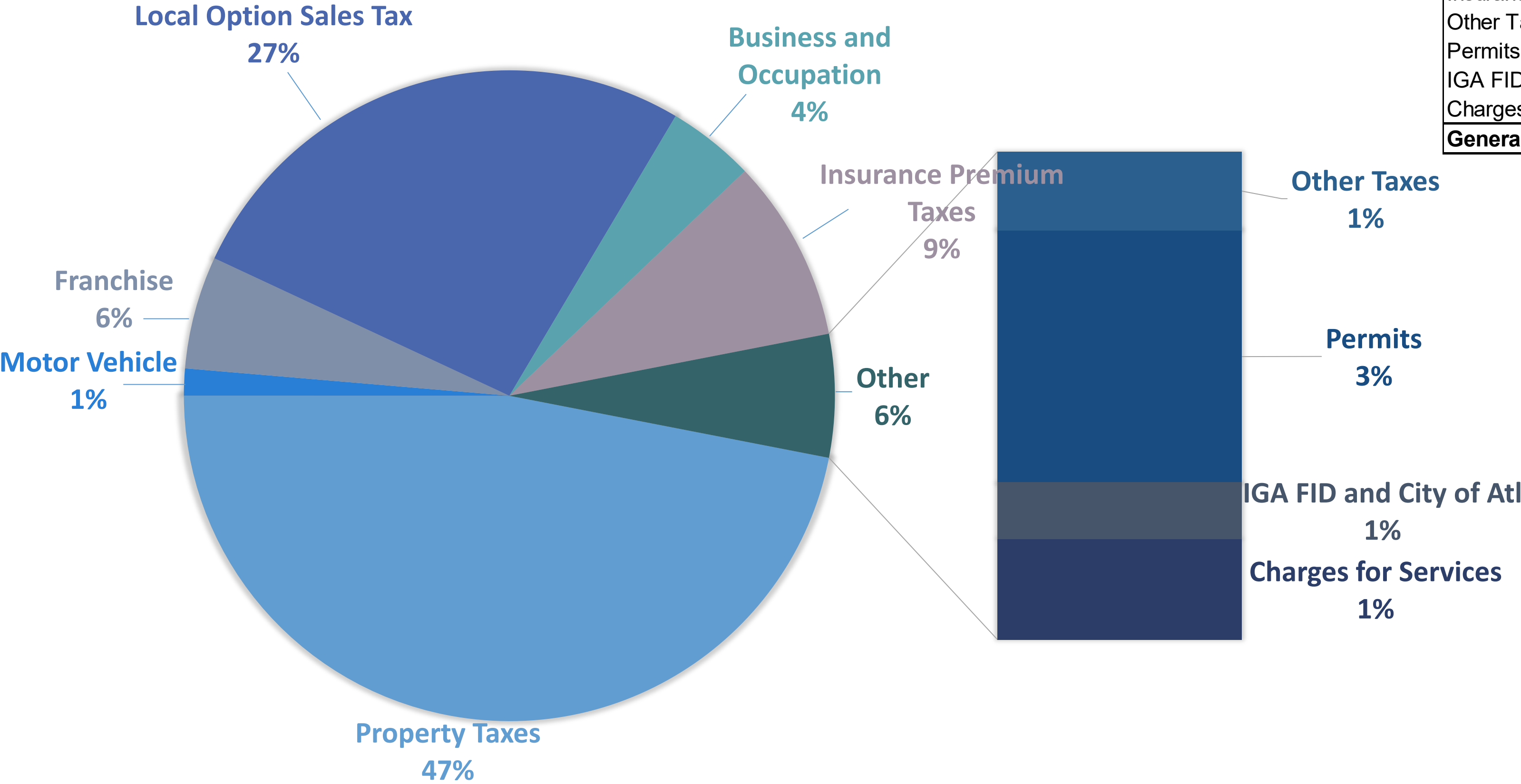
REVENUE

General Fund Revenue			
Revenue Account Description	% of Total GF Revenue	2024 Proposed Revenue Budget	% of Total Revenue
Property Taxes	47%	59,506,871	32.97%
Motor Vehicle	1%	1,700,000	0.94%
Franchise	6%	7,100,000	3.93%
Local Option Sales Tax	27%	33,700,000	18.67%
Business and Occupation	4%	5,500,000	2.70%
Insurance Premium Taxes	9%	11,500,000	6.37%
Other Taxes	1%	1,250,000	0.69%
Permits	3%	4,000,000	2.22%
IGA FID and City of Atl	1%	900,000	0.50%
Charges for Services	1%	1,600,000	0.89%
General Fund Total Revenue		126,756,871	70.23%
Other Funding Sources			
Special Revenue Funds			
TSPLOST1 & II Sales and Use Tax		21,400,000	11.86%
Pedestrian Safety Funds (Traffic Cameras)		4,700,000	2.60%
Hotel Motel Tax (for promotion of Tourism)		545,600	0.30%
Eastside TAD Real Property Current Year		350,000	0.19%
Westside TAD Real Property Current Year		380,000	0.21%
Fine and Forfeitures Confiscated Assets		100,000	0.06%
Total Special Revenue Funds		27,475,600	15.22%
Enterprise Fund Sanitation Solid Waste		8,900,000	4.93%
Trust Funds for Tree Conservation (2023 In General Fund)		6,530,726	3.62%
Grants		2,833,000	1.57%
American Rescue Plan (Brought Forward Allocation)		8,000,000	4.43%
Total 2024 Proposed Revenue		180,496,197	

GENERAL FUND REVENUE

General Fund Revenue Summary

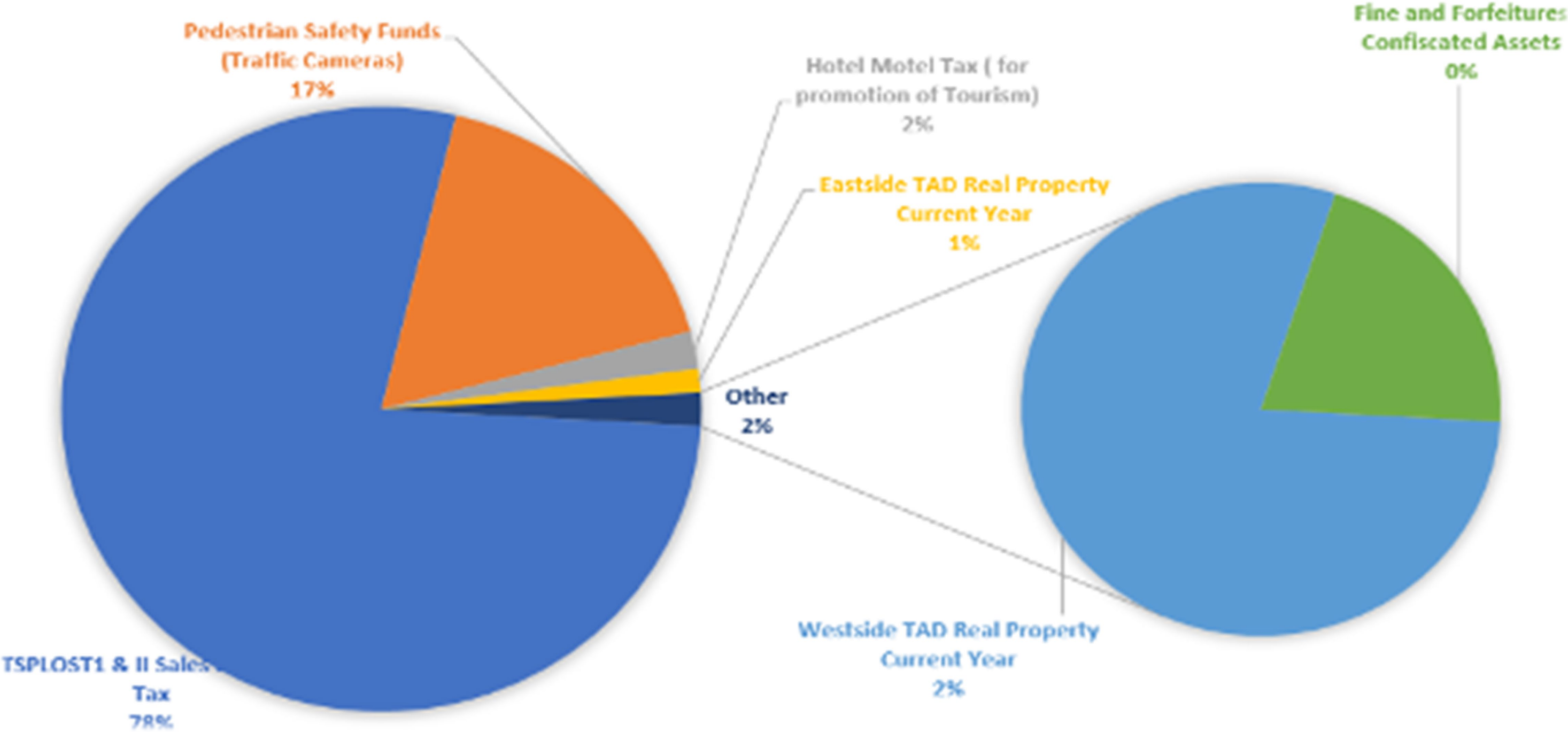
Revenue Account Description	% of Total GF Revenue	2024 Proposed Revenue Budget
Property Taxes	47%	59,506,871
Motor Vehicle	1%	1,700,000
Franchise	6%	7,100,000
Local Option Sales Tax	27%	33,700,000
Business and Occupation	4%	5,500,000
Insurance Premium Taxes	9%	11,500,000
Other Taxes	1%	1,250,000
Permits	3%	4,000,000
IGA FID and City of Atl	1%	900,000
Charges for Services	1%	1,600,000
General Fund Total Revenue	100%	126,756,871



SPECIAL REVENUE FUNDS

Special Revenue Funds	% of Special Revenue Fund	Amount
TSPLOST1 & II Sales and Use Tax	77.89%	21,400,000
Pedestrian Safety Funds (Traffic Cameras)	17.11%	4,700,000
Hotel Motel Tax (for promotion of Tourism)	1.99%	545,600
Eastside TAD Real Property Current Year	1.27%	350,000
Westside TAD Real Property Current Year	1.38%	380,000
Fine and Forfeitures Confiscated Assets	0.36%	100,000
Total Special Revenue Funds	100%	27,475,600

% OF SPECIAL REVENUE FUND

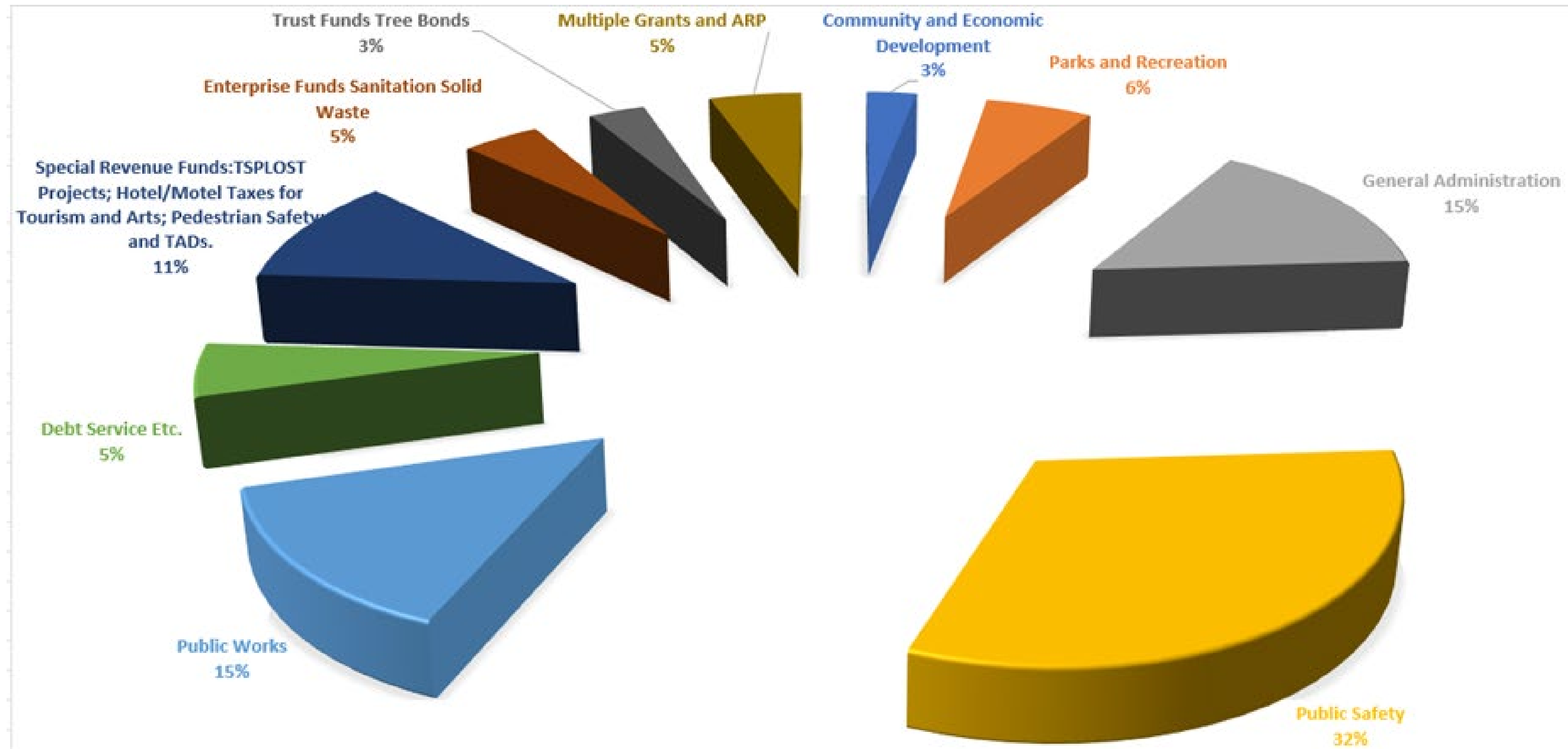


GENERAL FUND

EXPENDITURES

FY24 General Fund Proposed Operating Budget Detail	
Total General Fund Operating Budget	111,661,842
Total General Funds Operating New Initiatives	15,051,777
Total Operating General Fund Budget (Reoccurring Expenditures)	126,713,619
Less Total Reoccurring General Fund Revenue	126,756,871
Difference Surplus/(deficit)	43,252
Capital and One Time Expenditures	
General Fund Capital Budget	21,070,997
Grants Matching Funds	2,500,000
Total Capital and One Time Expenditures	23,570,997
Less Estimated Fund balance	(70,000,000)
Estimated Fund Balance Reserved for Encumbrances, Restricted, Rainy-day, etc	(46,429,003)
Grand Total General Fund Operating and Capital Projects	150,284,616

EXPENDITURES BY CATEGORY



EXPENDITURES BY CATEGORY

Description	Base	New Initiatives	Total	% of Total
Community and Economic Development	4,969,232	906,137	5,875,369	3%
Parks and Recreation	7,292,607	5,175,000	12,467,607	6%
General Administration	21,506,397	9,201,599	30,707,996	15%
Public Safety	57,816,178	7,253,322	65,069,500	32%
Public Works	17,579,097	12,186,717	29,765,814	15%
Debt Service Etc.	4,998,330	6,100,000	11,098,330	5%
Special Revenue Funds:TSPLOST Projects; Hotel/Motel Taxes for Tourism and Arts; Pedestrian Safety; and TADs.	27,475,600	(4,700,000)	22,775,600	11%
Enterprise Funds Sanitation Solid Waste	8,900,000		8,900,000	4%
Trust Funds Tree Bonds	6,530,726		6,530,726	3%
Multiple Grants and ARP	10,833,000		10,833,000	5%
Total Use of Fund			204,023,942	100%

QUALITY OF LIFE & PUBLIC INFRASTRUCTURE ENHANCEMENTS



Quality of Life & Public Infrastructure Enhancements

Description	TOTAL BY CATEGORY
Streetlight Masterplan (1st one 3rd)	\$1,000,000
Parks Masterplan (initial investment)	\$3,000,000
Customer Service Initiative (call center)/Phone System	\$129,502
Council Priorities: Signage, Lighting, Transportation improvements	\$2,635,997
Match for key ARC Projects & Gravel Road Improvements	\$3,650,000
PW: Transportation - Signs, Signals, Bridge Repair, Guardrail repair	\$3,345,000
PW: Pedestrian Safety - Traffic Calming & Sidewalks	\$1,600,000
Economic Development: Added Operating funds & Personnel to support districts	\$136,137
CDRA: Additional staff for Site Inspections	\$120,000
PW: Utility Inspector & Updated Software	\$55,720
TOTAL PUBLIC INFRASTRUCTURE	\$15,672,356

FUTURE CITY FACILITIES FOR PUBLIC SERVICE & IMPLEMENTATION STRATEGY



Future City Facilities for Public Service & Implementation Strategy

Description	TOTAL BY CATEGORY
Debt Service for Public Safety; PD HQ & City Hall	\$6,100,000
Facilities: City Facility improvements including CDRA	\$500,000
Facilities: Parks CIP	\$3,905,000
Facilities: Cultural Affairs	\$170,000.00
TOTAL FACILITIES	\$10,675,000

PUBLIC SAFETY



Public Safety

Description	TOTAL BY CATEGORY
Code Enforcement: Environmental Inspector	\$45,000
Police: 15 Additional Sworn FTEs & Civilian Personnel	\$870,000
Police: 30 Leased Vehicles & Equipment	\$850,000
Police: Additional Capital & Property/Evidence build out	\$1,380,000
Fire: EMS Expansion Plan	\$1,203,571
Fire: Expand Fire Station Maintenance Program	\$615,667
Fire: Expand Fire Fleet Program	\$187,318
Fire: Warehouse	\$310,000
Fire: Turnout Gear & Cleaning	\$240,000
Fire: CIP	\$1,545,000
TOTAL PUBLIC SAFETY	\$7,246,555

WORKFORCE DEVELOPMENT & IMPLEMENTATION OF BEST PRACTICES



Workforce Development and Implementation of Best Practices

Description	Annual Amount
Funding to bring staff up to \$20/hour Minimum Wage	\$1,500,000
Funding for the pay study	\$1,500,000
Re-organization & Establishment of critical operating departments	\$2,676,290
Risk: Safety Awards Program	\$50,000
HR: Addition of Talent Acquisition & other key supporting staff	\$386,625
Clerk: Digitization Initiative	\$81,632
Fire: Training & Support Programs	\$214,266
TOTAL WORKFORCE	\$6,408,813

PLANNING FOR THE FUTURE

Planning For The Future

Description	One Time Amount
Development Impact Fee Study	\$100,000
Comprehensive Plan Update	\$150,000
Historic Resources Survey Phase 1	\$50,000
Cumulate Resiliency (Local EOC plan/Risk Analysis)	\$20,000
Trail Master Plan	\$100,000
Comprehensive Transportation Plan Update	\$250,000
Facility Master Planning	\$150,000
TOTAL PLANNING	\$820,000

TRANSPORTATION SPECIAL PURPOSE LOCAL OPTION SALES TAX (T-SPLOST)

TSPLOST II BUDGET RECOMMENDATIONS 2024

1. Maintenance and Safety Enhancements	\$3,863,124
Projects include approximately twelve corridors and five subdivisions that have a pavement condition index of less than 40.	
Resurfacing of Corridors	\$2,747,364
Subdivision Resurfacing	\$1,115,760
2. Bridges	\$3,644,375
Includes the design of 2 bridges (Derrick Rd over Deep Creek tributary and Koweta over Deep Creek), right of way acquisition for one bridge (Stacks Rd over CSX) and the construction of three bridges (Cochran over Deep Creek and Fairburn Rd over N Utoy Creeks)	
Design	\$437,500
ROW Acquisition	\$406,875
Construction	\$2,800,000
3. Operations and Safety Improvements	\$1,457,250
To initiate the design of eight intersections and conduct intersection control studies (ICE), where warranted.	
Design	\$1,357,250
Intersection Control Evaluation (ICE)	\$100,000
4. Pedestrian Bike Improvements	\$2,293,120
Design of sidewalks along seven corridors that include Bethsaida Rd, Cascade Rd, Flat Shoals Rd, Jerome Rd, Merk Rd, Union Rd, and Welcome All Rd.	
Design	\$2,293,120
5. Quick Response Projects	\$1,000,000
These are items that require immediate attention that include deep base repairs, full depth reclamation of the road, sinkholes, etc.	
Quick Response	\$1,000,000
6. PM/CM	\$520,000
For the management of the TSPLOST program and the Construction Engineering and Inspections (CEI) of projects	
PMCM Services (CEI/PM)	\$520,000
PROJECTED BUDGET 2024	\$12,777,869

NEXT STEPS

Budget Adoption
September 12 (PM)

A portrait of Sharon D. Subadan, a woman with long, wavy brown hair, wearing a blue blazer and a pearl necklace. She is smiling and has her arms crossed. In the background, there is an American flag and a blue banner with white stars and the word "FULTON" in yellow.

Thank you

FOR THE OPPORTUNITY TO PRESENT THE
FUTURE-FOCUSED COSF BUDGET FOR FY24

SPECIAL THANKS TO:
THE BUDGET & FINANCE TEAM
PUBLIC AFFAIRS
DEPARTMENTS
SUPPORTING CAST OF CONSULTANTS

SHARON D. SUBADAN

QUESTIONS?



CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL SPECIAL MEETING



SUBJECT: Public Budget Hearing

**DATE OF
MEETING:** 9/5/2023

DEPARTMENT: City Council



CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL SPECIAL MEETING



SUBJECT: First Read of An Ordinance Adopting the FY2024 Budget

DATE OF MEETING: 9/5/2023

DEPARTMENT: Finance

ATTACHMENTS:

Description	Type	Upload Date
Ord2023 Ordinance Adopting FY2024 City Budget Final (rev'd vdh 083023)	Cover Memo	8/31/2023

4
5
6 **AN ORDINANCE TO ADOPT THE FISCAL YEAR 2024 BUDGET FOR**
7 **EACH FUND OF THE CITY OF SOUTH FULTON, GEORGIA,**
8 **APPROPRIATING THE AMOUNTS SHOWING IN EACH FUND AS**
9 **EXPENDITURES/EXPENSES, ADOPTING THE SEVERAL ITEMS OF**
10 **REVENUE ANTICIPATIONS, PROHIBITING EXPENDITURES OR**
11 **EXPENSES FROM EXCEEDING THE ACTUAL FUNDING AVAILABLE**
12 **AND FOR OTHER LAWFUL PURPOSES**
13

14 **WHEREAS**, the City of South Fulton ("City") is a municipal corporation duly
15 organized and existing under the laws of the State of Georgia; and
16

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

19 **WHEREAS**, sound governmental operations require a budget in order to plan
20 the financing of services for the City and its residents; and
21

22 **WHEREAS**, O.C.G.A. § 36-81-1 requires a balanced budget for the City's fiscal
23 year, which runs from October 1st to September 30th of each year; and
24

25 **WHEREAS**, Section 6.27 of the City Charter provides that "the City Council by
26 majority vote may make changes in the appropriations contained in the current
27 operating budget at any regular meeting or special or emergency meeting called for
28 such purposes;" and
29

30 **WHEREAS**, the City Council has reviewed the budget as presented by the City
31 Manager; and
32

33 **WHEREAS**, each of these funds is a balanced budget, so that anticipated
34 revenues and other financial resources for each fund equal the proposed expenditures
35 or expenses; and
36

37 **WHEREAS**, the City Council wishes by this ordinance to adopt its Fiscal Year
38 2024 annual budget effective from October 1, 2023 through September 30, 2024; and
39

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

42
43 **NOW THEREFORE, THE COUNCIL OF THE CITY OF SOUTH FULTON**
44 **HEREBY ORDAINS** as follows:

Section 1. Adoption of Budget. The Adopted Fiscal Year 2024 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 2024, which begins October 1, 2023 and ends September 30, 2024. A summary is copied below of the Proposed Fiscal Year 2024 budget

**City of South Fulton
Proposed Budget for Fiscal Year 2024
October 1, 2023 to September 30 2024**

Funds	
Revenues:	FY 2024 Proposed
General Fund	126,756,871
Special Revenue	27,475,600
Trust Fund for Tree Conservation	6,530,726
American Rescue Plan (Brought Forward Allocation)	8,000,000
Grant Funds	2,833,000
Solid Waste Fund	8,900,000
Use of Fund Balance	23,527,745
Total Revenues	204,023,942
Expenditures:	
General Fund	126,756,871
Special Revenue	27,475,600
Trust Fund for Tree Conservation	6,530,726
American Rescue Plan (Brought Forward Allocation)	8,000,000
Grant Funds	2,833,000
Solid Waste Fund	8,900,000
Use of Fund Balance	23,527,745
Total Expenditures	204,023,942
Net Surplus/Deficit	\$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 2024 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. See also City Charter § 3.10A(9).

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

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

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

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

Section 3. All Ordinances and/or Resolutions in conflict herewith are hereby expressly repealed.

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

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

THIS ORDINANCE adopted this _____ day of _____ 2023.

CITY OF SOUTH FULTON, GEORGIA

Khalid kamau, MAYOR

ATTEST:

Corey Adams, CITY CLERK

APPROVED AS TO FORM:

Vincent Hyman, CITY ATTORNEY

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

147
148 **“FIRST READING”**

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khalid kamau , Mayor
Natasha Williams-Brown,
Mayor Pro Tem
Dr. Catherine Foster Rowell
Carmalitha Lizandra Gumbs
Helen Zenobia Willis
Jaceey Sebastian
Corey Reeves

AYE

NAY

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CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL SPECIAL MEETING



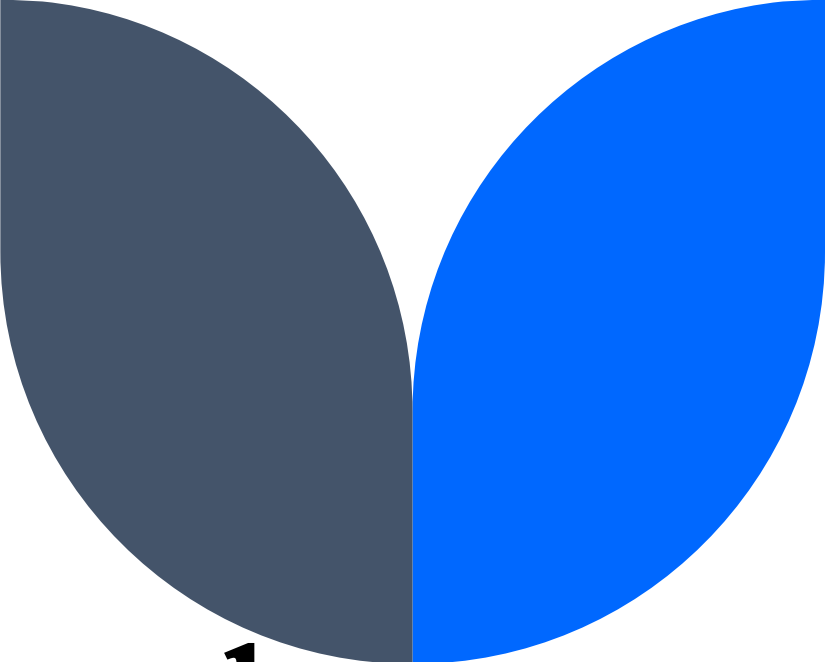
SUBJECT: Request Approval of FY2024 Employee Benefits Renewal

DATE OF MEETING: 9/5/2023

DEPARTMENT: City Manager

ATTACHMENTS:

Description	Type	Upload Date
FY2024 Benefits Renewal 8.31.2023	Cover Memo	8/31/2023



FY2024 Benefits Renewal

Human Resources Department

Background

- Current plan structures rolled over from Fulton County
- Looking towards the future = Self-Funded
 - First step is to get group on one plan
- Considered access to care, cost to employees, and cost to City

Background

- We currently have 240 employees on Kaiser Medical and 178 on Anthem Medical
- Reporting shows the Anthem population has had more costly claims, and thus the renewals are not favorable at 40%
- Kaiser quoted an 11% increase on the split, and a 25% increase on a total replacement, due to the potential for more costly claims coming from the Anthem population

Medical Renewal – No Changes

2023	Anthem / \$500 / POS				2024	Anthem / \$500 / POS		
	Employee	COSF	Total Monthly			Employee	COSF	Total Monthly
Employee Only	\$226.76	\$685.85	\$912.61	75.2	Employee Only	\$313.19	\$949.67	\$1,262.86
Employee / Spouse	\$418.52	\$1,265.89	\$1,684.41	75.2	Employee / Spouse	\$578.07	\$1,752.85	\$2,330.92
Employee / Child(ren)	\$418.52	\$1,265.89	\$1,684.41	75.2	Employee / Child(ren)	\$578.07	\$1,752.85	\$2,330.92
Family	\$567.91	\$1,717.67	\$2,285.58	75.2	Family	\$784.38	\$2,378.43	\$3,162.81

	Anthem / \$2000 / HSA					Anthem / \$2000 / HSA		
	Employee	COSF	Total Monthly			Employee	COSF	Total Monthly
Employee Only	\$152.64	\$594.14	\$746.78	79.6	Employee Only	\$224.50	\$875.98	\$1,100.48
Employee / Spouse	\$281.75	\$1,096.59	\$1,378.34	79.6	Employee / Spouse	\$414.37	\$1,616.84	\$2,031.21
Employee/ Child(ren)	\$281.75	\$1,096.59	\$1,378.34	79.6	Employee/ Child(ren)	\$414.37	\$1,616.84	\$2,031.21
Family	\$382.29	\$1,487.96	\$1,870.25	79.6	Family	\$562.25	\$2,193.89	\$2,756.14

	Kaiser / \$0 / HMO					Kaiser / \$0 / HMO		
	Employee	COSF	Total Monthly			Employee	COSF	Total Monthly
Employee Only	\$116.89	\$449.61	\$566.50	79.4	Employee Only	\$129.53	\$499.28	\$628.81
Employee / Spouse	\$223.45	\$859.47	\$1,082.92	78.5	Employee / Spouse	\$258.44	\$943.60	\$1,202.04
Employee/ Child(ren)	\$223.45	\$859.47	\$1,082.92	78.5	Employee/ Child(ren)	\$258.44	\$943.60	\$1,202.04
Family	\$291.31	\$1,120.46	\$1,411.77	78.5	Family	\$336.92	\$1,230.14	\$1,567.06

*City cost share shown as a percentage of total in red

Medical Renewal – Cigna

2023	Anthem / \$500 / POS				2024	Cigna / \$500 / 80%		
	Employee	COSF	Total Monthly			Employee	COSF	Total Monthly
Employee Only	\$226.76	\$685.85	\$912.61	76	Employee Only	\$176.37	\$558.50	\$734.87
Employee / Spouse	\$418.52	\$1,265.89	\$1,684.41	76	Employee / Spouse	\$370.37	\$1,172.83	\$1,543.20
Employee / Child(ren)	\$418.52	\$1,265.89	\$1,684.41	76	Employee / Child(ren)	\$335.09	\$1,061.13	\$1,396.22
Family	\$567.91	\$1,717.67	\$2,285.58	76	Family	\$529.09	\$1,675.47	\$2,204.56

	Anthem / \$2000 / HSA					Cigna / \$1500 / 80%		
	Employee	COSF	Total Monthly			Employee	COSF	Total Monthly
Employee Only	\$152.64	\$594.14	\$746.78	80	Employee Only	\$140.64	\$562.56	\$703.20
Employee / Spouse	\$281.75	\$1,096.59	\$1,378.34	80	Employee / Spouse	\$295.34	\$1,181.35	\$1,476.69
Employee/ Child(ren)	\$281.75	\$1,096.59	\$1,378.34	80	Employee/ Child(ren)	\$267.21	\$1,068.85	\$1,336.06
Family	\$382.29	\$1,487.96	\$1,870.25	80	Family	\$421.92	\$1,687.66	\$2,109.58

	Kaiser / \$0 / HMO					Cigna / \$2500 / 80%		
	Employee	COSF	Total Monthly			Employee	COSF	Total Monthly
Employee Only	\$116.89	\$449.61	\$566.50	82	Employee Only	\$121.52	\$553.61	\$675.13
Employee / Spouse	\$223.45	\$859.47	\$1,082.92	82	Employee / Spouse	\$255.19	\$1,162.55	\$1,417.74
Employee/ Child(ren)	\$223.45	\$859.47	\$1,082.92	82	Employee/ Child(ren)	\$230.89	\$1,051.83	\$1,282.72
Family	\$291.31	\$1,120.46	\$1,411.77	82	Family	\$364.56	\$1,660.80	\$2,025.36

*Cost share was adjusted on the Cigna plans to minimize change for employees

Rate Splits

We adjusted cost shares to minimize harm to employees, and capitalize on the savings gained from Anthem and ancillary benefits

Current City share is 75.2%on Anthem POS, 79.6%on Anthem HSA, and 78.5%on Kaiser.

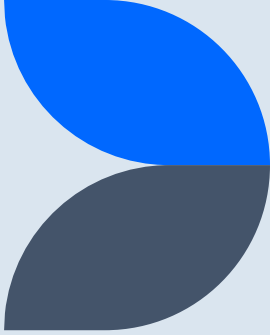
Cost shares were adjusted to 76%, 80%, and 82%

Additional Savings

Through bundling all ancillary services, we reduced the medical rate increases, and will see savings across the board:

- Dental – 6% savings
- Vision – 4% savings
- Short-Term Disability – 24% savings
- Additional savings on EE paid Voluntary Life, Critical Illness, Accident, and Hospital Plans

Recommendations



- Cigna offers 99.8% reliability of no disruption in service for the Anthem members
- Cigna's quote is a 6.5% increase on Medical if all services are moved to Cigna
- Combining populations into 1 plan allows for better reporting, more efficiency, and a better roadmap towards a streamlined, personalized, self-funded plan
- The goal of self-funded will allow for flexibility in plan design, and additional cost-savings down the road



Questions?



CITY OF SOUTH FULTON



COUNCIL AGENDA ITEM

COUNCIL SPECIAL MEETING

SUBJECT: Request Approval of Revised Purchasing Card Policy and Travel Policy

DATE OF MEETING: 9/5/2023

DEPARTMENT: Finance

ATTACHMENTS:

Description	Type	Upload Date
Res2023 Resolution to adopt Purchasing Card and Credit Card Policy	Cover Memo	8/22/2023
PCard Policy Draft v1 8.17.2023	Cover Memo	8/22/2023
Res2023 Resolution to adopt City Travel Policy	Cover Memo	8/22/2023
Travel Policy v4 8.17.2023	Cover Memo	8/22/2023

A RESOLUTION APPROVING THE IMPLEMENTATION OF THE CITY OF SOUTH FULTON'S PURCHASING CARD AND CITY CREDIT CARD POLICY; AND FOR OTHER LAWFUL PURPOSES

(Sponsored by_____)

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

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

WHEREAS, the City Council has authority to adopt and provide for the execution of such ordinances, resolutions, rules, and regulations, not inconsistent with the Charter, the Constitution and the laws of the State of Georgia; and

WHEREAS, the City Council desires to adopt a Purchasing Card and City Credit Card Policy for all City employees, including elected and appointed employees; and

WHEREAS, the City Council desires to adopt such Purchasing Card and Credit Card Policies by way of this Resolution; and

WHEREAS, this Resolution is in the best interests of the health and general welfare of the City, its residents and general public.

NOW THEREFORE, THE COUNCIL OF THE CITY OF SOUTH FULTON, GEORGIA, HEREBY RESOLVES:

Section 1. The Purchasing Card and City Credit Card Policy which is attached hereto as Exhibit "A" to this resolution is hereby adopted by Council.

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

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

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

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

Section 4. All Resolutions and parts of Resolutions in conflict herewith are hereby expressly repealed.

Section 5. The effective date of this Resolution shall be the date of adoption unless provided otherwise by the City Charter or state and/or federal law.

[signatures and voting tabulations appear on the following page]

PURCHASING CARD AND CITY CREDIT CARD POLICY (DRAFT 8/16/23)

PURPOSE

The purpose of this policy is to set requirements and standards for the City of South Fulton Purchasing Card Program. The policy is not intended to replace current State of Georgia statutes but is intended to comply with such state laws and establish more efficient guidelines for employees using such purchasing cards. At no time should a city issued purchasing card or credit card be used for personal purchases regardless of the circumstances. Utilizing the purchasing card or credit card for personal use or for any item or service not directly related to such employee's public duty may result in disciplinary action including, but not limited to, felony criminal prosecution. All purchases utilizing a city purchasing card or city credit card must be in accordance with these guidelines and with state law.

SCOPE

This purchasing card policy, as set forth under all applicable state laws, authorizes the use of city purchasing and credit cards by the positions named below who shall abide by all applicable local, state and federal laws concerning such use:

1. Mayor and City Council.
2. Appointed Positions.
3. Full-time employees.

PROGRAM OVERVIEW

The City of South Fulton, Georgia ("City") Purchasing Card (P-Card) program streamlines payments for goods and services for City business use by eliminating the administrative burdens and costs associated with traditional methods of payment. Per City Ordinance, the P-Card may be used as the method of payment for unplanned, non-routine, or urgent point of sale purchases. Point of sale transactions include purchases made at a physical store, in person, online, or over the phone. The roles and responsibilities addressed in this Policy pertain exclusively to city and its Program participants, unless city otherwise authorizes in writing.

PROGRAM PARTICIPATION

The city facilitates the Purchasing Card Program (Program) because it is an efficient method of purchasing and paying for goods and services for official city business use within established limits. The Program reduces the number of purchase orders and vouchers issued, thereby enhancing efficiency and cost-cutting measures for the city.

PROGRAM COMPLIANCE

This Policy establishes internal policies and procedures for all City Program participants to ensure compliance with all applicable procurement laws and regulations as defined in the Procurement Ordinance, and the City's Procurement Policy.

P-CARD ISSUANCE

Department Directors are primarily responsible for identifying employees whose job duties require frequent/routine procurement transactions for the purpose of issuing a P-Card. Requests for P-Cards must be submitted on the P-Card Application and be approved.

A list of all new P-Cards issued within the month shall be submitted on the last business day of the month to the City Manager and Internal Auditor along with the limits assigned.

CARDHOLDER TRAINING

Approved applications are entered on the 1st of each month to be followed up with Cardholder training prior to the issuance of the P-cards. Acknowledgment agreement and understanding of policies and procedures of the P-Card program must be successfully completed. Employees may be required to attend additional training as identified by the Chief Financial Officer or Purchasing Director.

P-CARD ACTIVATION

Prior to the initial use of the P-Card, the cardholder must activate the card. Activation procedures are provided at the mandatory Cardholder training. If the P-Card has not been picked up from the Program Administrator after thirty (30) days from the date of notification that the P-Card is ready for pick-up, the P-Card may be cancelled, and a new application may be required. It is the sole responsibility of the Cardholder to set the PIN as well as maintain the PIN if one is required.

MONTHLY SPENDING LIMITS

Position	Monthly Limit
Mayor & Council	\$10,000
City Manager	\$25,000
Purchasing Director	\$25,000

Chief Financial Officer	\$25,000
City Clerk/City Attorney	\$10,000
Deputy/Assistant City Manager	\$10,000
Directors	\$10,000
Employees Level 1	\$10,000
Employees Level 2	\$5,000
Employee Level 3	\$2,500

1. Employee Level 1 – Has responsibilities within a department for ordering supplies or coordinating training, travel, testing for employees beyond themselves.
2. Employee Level 2 – Has responsibilities within a department where a higher level of responsibility is required, travels frequently for business purposes or may be required to make emergency purchases.
3. Employee Level 3 – Has general responsibilities that may require the need for a purchase card.

SPENDING CONTROLS AND LIMITS

1. **Travel Expenses:** Travel expenses using the P-Card must align to the City's Travel Policy and Federal GSA regulations when Federal reimbursement as applicable. Refer to City's travel policy.
2. **Split Transactions:** Purchases will not be split into multiple transactions for the purpose of circumventing Purchasing Policy and State Government Code thresholds.
3. **Use Fee:** The City will not pay additional credit card use fees. A purchase order will be issued for on-going services and memberships (when applicable). The employee will be required to obtain written authorization from the Purchasing Director and City Manager for any exceptions.
4. **Temporary Increase:** All temporary limit increases requests will be reviewed on a case-by-case basis. P-Card limit increases are to be submitted on the Temporary Increase Request form to the P-Card Administrator. The form requires Department Director signature and approval by the Purchasing Director. The Cardholder and supervisor will be notified of approval. At the end of the timeframe, spending controls will revert back to their original limits. Increases

requested by an elected official or appointed position will require two signatures from the 1) City Manager, and 2) Finance Director.

5. **Credit Limit Increases:** All P-Cards have a per cycle credit limit. Cycle limits will reset on the 1st of each month. All cycle limit requests that exceed the standard cycle limit set to the card MUST be accompanied with an explanation detailing the need and authorized by the Cardholder's Department Director or when applicable the City Manager.
6. **Inactivity:** If a P-Card shows no activity for six (6) months, transaction limits will be reduced to \$1,000 and the Cardholder will be notified. If a P-Card shows no activity for twelve (12) months, the P-Card may be closed. If a Cardholder has an extended absence from work or placed on disciplinary suspension or FMLA, the Cardholder or Cardholder's supervisor will contact the Program Administrator so that a temporary suspension is applied to the P-card.
7. **Tax Exempt:** All purchases made with the P-Card are exempt from State of Georgia sales tax. The Cardholder will inform the Vendor of the city's tax exempt status prior to placing an order. Sales tax cannot be resolved through the financial institution as this is a request conducted with the vendor. A copy of the Sales Tax Exemption Certificate is available from the Finance Department. Exceptions shall be made for individual meals and airfare purchases or minor purchases under \$20 when traveling outside of the city limits.
8. **Lost Receipts:** If a credit card receipt has been lost, the Missing Card Receipt form must be completed by the Cardholder detailing the transaction, the Vendor, and the amount. After obtaining the Department Director's signature, submit the completed form to the Program Administrator. To avoid lost receipts employees are encouraged to take a picture of receipts at the time of the purchase as a backup. All lost receipts in an amount greater than \$500 shall be reported to the City Manager within two (2) business days.
9. **Accidental Personal Use:** If a personal charge is made, a Reimbursement Memo will be completed by the Cardholder. The memo will be signed by the Department Director and submitted to the Program Administrator with reimbursement check made payable to the City of South Fulton within two (2) business days from discovering the mistake. The P-Card shall be suspended for a minimum of thirty (30) days for employees making two (2) accidental purchases within a 120-day period. The city reserves the right to deduct personal purchases through payroll deductions in accordance with all applicable laws and regulations. Accidental purchases not brought to the attention of the Program Administrator by the Cardholder may be considered as fraudulent and subject to other disciplinary actions.
10. **State of Emergency:** The City Manager and the Purchasing Director along with other key positions maintain a higher transaction limit for use in situations during a declared disaster or state of emergency. The City Manager will determine which additional card limits may be increased during such emergency situations.

GROUP MEAL EXPENSES

The City requires **pre**-approval for any item in this category before the P-Card is used by cardholders. All of the supporting documents shall be submitted with the payment request to document purchase card expenditures.

P-Card expenses will require approval by the City Manager, Deputy/Assistant City Manager, or designee for the following areas:

1. Internal employee programs (such as training) which include food, beverages, snacks, etc., that in total would exceed \$200 or \$20 per person attending the program. This provision may also include intra-departmental meetings or training sessions, where the meeting or training session continues during the meal period and the employees are not permitted to leave the premises of the meeting site.
2. Professional milestones, holiday and end-of-year events, and other lawful events that do not violate gratuity policies.
3. Food purchases and reimbursements for group meals that include the public.
4. Catering to support a city event and/or other official City business.

REQUIRED DOCUMENTATION FOR APPROVED MEALS

Payment will be authorized for the actual cost of meals for business meetings or training sessions where attendance is advantageous to the city. Food purchased by the city in conjunction with its official business or for City events must include an itemized receipt along with documentation showing the purpose of the business being conducted, and a list of attendees and affiliation. Meals should be appropriate and consistent with the maintenance of a reasonable allowance.

Exceptions to these guidelines must be pre-approved by the City Manager.

ALLOWABLE PURCHASES

P-Cards may be used to purchase any good or service for immediate use not prohibited by law, this policy, or other policies approved by the City Manager and/or City Council. The total purchase with a P-Card will not exceed the limits established for that card.

Examples of allowable purchases include but are not limited to:

1. Point of sale/single vendor purchases as allowable by individual P-Card limits.
2. Expenditures to City Business Accounts such as Amazon, Staples, Office Depot, and Sam's Club.

3. Travel expenses, which must align with the City's Travel Policy.
4. Professional dues and subscriptions.
5. Supplies and general items that do not require a purchase order or requisition.
6. Registrations for conferences, workshops, and training.
7. Emergency purchases for life safety.
8. Rental equipment that does not require a purchase order or requisition.
9. Food/Meals within a program budget and documented for the public benefit.
10. Food/Meals for approved business travel in conjunction with training, workshops, and conferences when per diem does not apply.

PROHIBITED PURCHASES

The P-Card will not be used for the following expenditures:

1. Personal non-business expenditures.
2. Unbudgeted items.
3. Cash advances, refunds, and gift cards/certificates.
4. PayPal, Cash App, Venmo, Zelle, or similar money transfer services.
5. Items that circumvent a purchase order or requisition process.
6. Donations, political contributions, raffles, or sponsorships.
7. Transactions greater than Cardholder's limit, unless prior written approval is obtained.
8. Sales tax, except in cases where State law does not exempt local governments from hotel tax and meals. (Note: Sales tax of any kind is not reimbursable by federally funded programs.)
9. Consulting or professional services.
10. Computer/technology equipment (except small items such as keyboards, mice, USB, etc.).
11. Software, licenses, and maintenance (Exception for the Information Technology Department in accordance with the Purchasing Policy).
12. To pay for the labor of temporary personnel.
13. Maintenance agreements/warranties.
14. Alcoholic beverages.
15. Individual meals or beverages not associated with approved travel.
16. Fuel not associated with approved travel.
17. Tobacco or related items.
18. Entertainment. Any entertainment for city employee engagement, appreciation, or recognition events shall be approved in advance (i.e. external award banquet or training excursion)
19. City funds are not to be expended on events, milestones, parties, or celebrations that are primarily personal in nature, where employees may choose to acknowledge or celebrate with other employees. These types of occasional short department celebrations are permitted, but the use of City funds is not allowed.

20. Other purchases are specifically excluded in other city policies, state, or federal law.

EXEMPTIONS/WAIVERS

On a case-by-case basis, City Manager or Deputy City Manager may approve certain exceptions to the list of allowable and disallowable purchases, dependent upon specific City business requirements. Cardholders **MUST** obtain **PRIOR** written approval prior to the purchase.

The exception request must state the reason, including the date of the event, the nature of the event, and, if applicable, the names of the participants at the event. The request must be submitted to the Program Administrator a minimum of two (2) business days **PRIOR** to the intended purchase date for final approval. The waiver request **MUST** be signed by the Cardholder, the Department Director, and the Purchasing Director. A waiver request must be submitted for each event. There are no “blanket” waivers.

PUBLIC INSPECTION

In accordance with applicable State of Georgia laws, any documents related to purchases using city purchasing cards or city credit cards shall be available for public inspection.

ADMINISTRATION

The city hereby designates the Chief Financial Officer, in coordination with procurement guidelines, as the program administrator of city purchasing and credit cards. The finance department shall issue such cards receive and review monthly credit card statements, reconcile and inform the Chief Financial Officer of any discrepancies. The Chief Financial Officer shall act on reported findings. In addition, the Chief Financial Officer and Procurement Department shall:

1. Serve as a liaison between the city's cardholders and the issuers of such cards;
2. Maintain all credit card statements and records;
3. Provide instruction, training, and assistance to cardholders;
4. Secure all cardholder information;
5. Keep cardholders up-to-date on new or changing information;
6. Upon receipt of information indicating fraudulent use or lost/stolen cards immediately report it to appropriate parties, including the issuer;
7. Ensure all card accounts are being utilized properly as set forth by local, state and federal law;
8. Enforce the city's policy and procedures for proper documentation and storage of receipts, logs, and approvals required under this policy;
9. Identify any changes to named persons authorized to use a city purchasing or credit card;
10. Perform any other duties assigned by the city or chief financial officer in complying with local state and federal law.

ACCOUNTING AND AUDITING

The Chief Financial Officer and/or the Internal Auditor, or designee in an effort to ensure compliance with city policy and state law, will conduct monthly reviews and audits of all city purchasing card or city credit card transactions. The review is designed to ensure compliance, identify non-compliance issues and misuse, and through corrective measures assist the city with improving compliance. The monthly review and audit should happen within 15 days of the start of each month. After completing the monthly audit the administrator shall notify cardholders of any violations or questions the chief financial officer has noted that occurred within that previous month. Depending on the severity of the violation, the internal auditor may recommend to the chief financial officer to suspend or revoke the use of the city purchasing card or city credit card after notification to the cardholder and to the city manager. Any unresolved violations should be reported to the City Manager, Internal Auditor, and City Attorney in writing immediately.

All cardholders are responsible for completing transactions in the designated accounting system and uploading receipts within three (3) working days. Procedures will be provided by the Purchasing Director and will supplement this policy.

EMPLOYEE TERMINATION

The city purchasing card or city credit card shall be revoked whenever a cardholder's employment ends with the city. It shall be the responsibility of the employee's immediate supervisor to retrieve the P-Card. The HR Department shall confirm with the supervisor that the P-Card has been retrieved during the termination process.

MISUSE/FRAUD/ABUSE

The P-Card is for official city business only, must have a public purpose, and must support the core values of the City of South Fulton. Purchases shall never be used for unauthorized personal transactions. Improper use, or abuse may result in suspension of the P-Card and/or disciplinary action consistent with City Human Resources Policy.

1. **Repayment:** Employee will be required to repay the City of South Fulton for any unauthorized transaction made by the employee within two (2) business days from notification.
2. **Fraud or Illegal Activity:** A P-Card may be suspended or terminated if Cardholder is suspected of fraud, theft, or illegal activity. The chief financial officer or internal auditor shall notify the Police and HR Department in writing of any

suspected fraud or illegal activities. The cardholder shall be notified by the HR department of any pending investigations into the allegations.

3. ***Reporting Violations:*** Any employee having knowledge of violations of this policy and procedure governing the use of the P-Card must immediately report such activity to the appropriate Department Director or City Manager. If the violation is suspected against the City Manager or any elected official, the violation shall be reported to the City Attorney.
4. ***Violations:*** The use of a city purchasing card or city credit card may be suspended or revoked when the Chief Financial Officer, after consultation with the City Attorney, determines that the cardholder has violated the approved policies or state law regarding the use of the city purchasing card or city issued credit card.
5. ***Removal for other causes:*** The City Manager or designee may suspend the use of any P-Card within their chain of command due to an investigation or at the sole discretion due to the assigned duties of the employee.

A RESOLUTION APPROVING THE IMPLEMENTATION OF THE CITY OF SOUTH FULTON'S TRAVEL POLICY; AND FOR OTHER LAWFUL PURPOSES

(Sponsored by _____)

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

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

WHEREAS, the City Council has authority to adopt and provide for the execution of such ordinances, resolutions, rules, and regulations, not inconsistent with the Charter, the Constitution, and the laws of the State of Georgia; and

WHEREAS, the City Council desires to adopt a Travel Policy for all City employees, including elected and appointed employees; and

WHEREAS, the City Council desires to adopt such Travel Policies by way of this Resolution; and

WHEREAS, this Resolution is in the best interests of the health and general welfare of the City, its residents and general public.

NOW THEREFORE, THE COUNCIL OF THE CITY OF SOUTH FULTON, GEORGIA, HEREBY RESOLVES:

Section 1. The Travel Policy which is attached hereto as Exhibit "A" to this resolution is hereby adopted by Council.

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

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

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

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

Section 4. All Resolutions and parts of Resolutions in conflict herewith are hereby expressly repealed.

Section 5. The effective date of this Resolution shall be the date of adoption unless provided otherwise by the City Charter or state and/or federal law.

[signatures and voting tabulations appear on the following page]

I. Purpose

All associated travel, whether in-state or out-of-state, shall fall under this policy. When employees, appointed committees/boards, or elected officials of the City are required to travel on official business for meetings, conferences, and training programs, the City shall pay reasonable amounts for transportation, meals, lodging, and miscellaneous approved expenses. Education and training opportunities shall be considered on the basis of merit to the City and allocated resources.

II. Provisions

- A. All business travel where expenses may occur outside of a fifty (50) mile radius of the city limits must be authorized in advance. Requests for training, conferences, meetings, or other official functions which require overnight accommodations must be approved by the Department Head. Travel out-of-state or where the total cost of the travel (including registration fees) exceeds \$1,500, must be approved by the City Manager, Deputy, or Assistant City Manager within the chain of command. Approval will be documented on the "Request for Travel Expenditures Form," and submitted through the employee's direct supervisor.
- B. All travel is subject to review and audit. By requesting funds through the City (for travel) the traveler agrees to only use the money as intended according to this policy and within compliance of all applicable laws.
- C. This policy may not apply to contract employees.
- D. Travelers who choose to extend a business trip for personal reasons either before or after business is conducted, will be responsible for all non-business-related charges.
- E. Travel expenses must be authorized, or the traveler will be held responsible for all non-authorized expenses to include taxes when exemptions should apply (in-state travel).
- F. The City Manager or the City Clerk shall authorize any required travel expenses for elected officials.

III. Meal Expenses Per Diem

- A. Any employee traveling on city business may receive a ~~daily~~ allowance ~~of up to \$60.00 per day~~ up to the maximums outlined at [Travel Resources | GSA](#),

including tax and tip, for meals ~~if all meals are paid for by the employee and incidentals.~~ The daily Per Diem is intended to supplement the high cost incurred due to business travel and is not intended to cover excessive expenses.

- B. A traveler on a one-day business trip may be eligible for meals and incidentals if the employee's travel schedule (for the business of the City) extends beyond four (4) hours. Breakfast is allowable when travel is required before 8am, and dinner is allowable with the expected return is after 6pm. The per diem will be calculated using the rates at Travel Resources | GSA. If the destination city is not listed, the rates for Atlanta, GA will be used.

~~1. Breakfast — \$15.00~~

~~————— *When required to travel before 8:00 a.m.*~~

~~2. Lunch — \$20.00~~

~~3. Dinner — \$25.00~~

~~————— *When expected return is estimated to be after 6:00 p.m.*~~

- C. Where conference registration or training tuition fees include one or more meals, only those meals not covered by such fees shall be reimbursed by the city.
- D. No receipts are required for meals up to the maximum per diem rates outlined ~~in III.B.~~ at Travel Resources | GSA.

~~E. If an employee is traveling to a city where the federal per diem rate is higher than what is authorized in this policy, a request shall be made to use the documented federal per diem rate.~~

~~F.E.~~ City issued P-cards shall not be used for meals when a per diem reimbursement is authorized, requested, or made available.

~~G.F.~~ Business related meals may be reimbursed when authorized by the City Manager, Deputy, or Assistant City Manager, to pay for meals for others. For groups over 10, the itemized receipt must be included. For groups of 10 or less, in addition to the restaurant's itemized receipts, all of the following information must be documented:

1. The name and location of the restaurant
2. The number of people served and names
3. The date
4. Total expense

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5. Gratuity amount (not to exceed 18%)

IV. Use of City Owned Vehicle for Business Travel

- A. Employees shall notify the Risk Manager in advance if anyone under the age of 16 is being requested to ride in a city vehicle.
- B. Receipts for gas, oil, and out of town repairs should also be submitted along with any expense reports.
- C. Insurance identification card must be kept in the City vehicles at all times.
- D. When any employee is driving a city-owned vehicle, they are expected to observe all traffic laws and accept responsibility for the payment of any fines incurred. If a traffic citation is received while operating any City vehicle or an accident occurs the employee must report it immediately to the employee's supervisor. The supervisor will be responsible for reporting the incident to the Department Head and the Human Resources Department/Risk Management. Appointed or elected officials must notify the City Manager and Risk Manager immediately.

V. Transportation

- A. When practical, employees will carpool when attending the same conference, community meeting, or training. When the starting destination, travel destination, and final return destination are the same (such as 2 City Hall employees attending an offsite meeting/training then returning to City Hall), and an employee chooses not to carpool when practical, they may take their own car but may not be reimbursed for mileage, or upon agreement split the reimbursement with the other drivers when a personal vehicle is authorized. Cost-sharing measures are encouraged and may be enforced by their Department Head when the length of travel is less than 24 hours or when practical and appropriate.
- B. *Personal Vehicle* - Travel by personal vehicle will be reimbursed for mileage at the same cents per mile as stated by the IRS mileage allowance at the time of travel, and is available [here](#) Travel Resources | GSA.
 1. If more than one employee rides in the vehicle, only the owner of the vehicle will be reimbursed for vehicle expenses.
 2. All personal vehicles used for City business must be adequately insured for liability, personal injury, and property damage.
- C. When using a personal automobile for a day trip that originates from home, the mileage reported for reimbursement should be the actual origination point of the travel (home or work location). Requests for mileage must include a printout from Google Maps with the starting and ending destination addresses. Mileage requests must be for the shortest route option.

- D. *Rental Vehicles* –Travelers may rent a vehicle at their destination when it is less expensive or more convenient than other transportation modes such as taxis and airport shuttles. Employees are authorized for a midsize/standard vehicle. Larger vehicles may be requested and approved with proper documentation.
- E. *Rental Vehicles Insurance* - Employees are authorized to accept the minimum insurance to cover the rental car and personal liability during a business trip.
- F. *Ride Sharing Services or public transportation* – will be reimbursed for transportation between the destination airport to the place of lodging or to the meeting site (or vice versa). Shuttle service should be used if it is reasonably and economically available. Gratuities will not be reimbursed by the city and are at the sole discretion of the traveler.
- G. *Air travel* – will only be considered for out-of-state travel at the lowest reasonable rate available for a direct flight. Employees are strongly encouraged to book airfares at least fifteen (15) days in advance of travel to take advantage of discounted airfares.
 - i. The city will pay for up to two (2) checked bags if bags are not included.
 - ii. ~~Employees may at their own expense upgrade the travel class from economy/basic. The employer will pay for the Economy/Basic class ticket. An upgraded class ticket may be requested and approved with proper documentation.~~
 - iii. Travel insurance is not authorized for tickets under \$300, or when the cost of insurance is greater than 25% of the ticket price, without the approval of the Procurement Director.
 - iv. When flying out of Atlanta, GA, Delta Airlines shall serve as the ~~base level-preferred~~ airline, ~~provided they are within 20% of the lowest available direct fare and they travel to the destination required.~~

VI. Lodging

- A. Employees are eligible for lodging when traveling greater than fifty (50) miles one-way. Employees must reserve lodging at the government rate or at the least costly room rate within the designated hotel. If an employee is attending a conference, reimbursement will be made for the standard room rate, at the conference facility. A conference facility is either directly at the site of the conference or listed as a conference hotel participant.
- B. An employee may submit a request to stay at an alternative comparable hotel based on price and amenities provided it is within twenty (20%) percent of the rate of the conference hotel or provided the conference hotel is not available.

- C. The city will only pay the actual room rental cost supported by the hotel bill for each day that lodging was approved. Upgrades and other amenities will not be reimbursed without prior approval from the appropriate Department Head.
- D. The city will not reimburse for taxes paid on lodging when traveling in Georgia. It is the responsibility of the traveler to obtain a sales/use exemption form and a hotel/motel tax form from the Finance Department.

VII. Non-Reimbursed Expenses

- A. Expenses of spouse, family, or other persons not directly employed by the city during travel. This does not apply to authorized business meals with proper documentation.
- B. Alcoholic Beverages.
- C. Fines for parking or traffic violations.
- D. Airline and other trip insurance or upgrades not approved in advance.
- E. Lost or damaged personal property.
- F. Personal entertainment (in-room movies, etc.).
- G. Non-approved travel upgrades or extensions.
- H. Other items not clearly identified by this policy or in conflict with city ordinance or written directives.

VIII. Miscellaneous Expenses

- A. Miscellaneous expenses, such as parking fees, internet, tolls, fax transmissions, non-negotiable hotel fees, baggage handling and other bona fide business expenses, shall be paid upon presentation of actual receipts or other suitable documentation. No receipt is needed for baggage handling if the requested amount is less than \$5 and documented. Expenses determined to be excessive may be reimbursed at a lower rate at the discretion of the City Manager or Procurement Director.
- B. *Clothes laundering* – when business travel extends over five (5) consecutive days, employees may be reimbursed for moderate expenses (i.e. dry cleaning business clothes). Employees must submit all receipts for claimed expenses.

IX. Cash Advance for Travel Per Diem

- A. Cash advances for predetermined and approved expenses for travel, may be granted if the request is submitted to the Finance Department five (5) business days in advance.

- B. The amount of the travel advance will be based on the estimated cost of travel (excluding lodging and registration).

X. Compliance Auditing

- A. The Department Head/Supervisor signing the Request for Travel Expenditures Form is responsible for ensuring that all travel claims originating from their department are in compliance with the City's Travel Policy. Department Heads should review all submissions for completeness, mathematical accuracy, compliance with expense limitations, and overall compliance with this policy. Appointed officials are required to ensure that their forms meet the standard of this policy.
- B. The traveler is responsible for submitting all receipts and expense documents related to their travel within three (3) business days of returning. The traveler may delegate responsibility for preparation of the forms but will always retain accountability for travel expenses and must sign all appropriate documentation. In the event that receipts are lost, the employee is responsible for reaching out to vendors to obtain copies of receipts. Failure to provide sufficient documentation as required by this policy could delay or prevent reimbursement.
- C. The Procurement Director or designee is responsible for compliance verification with the City's Travel Policy. Travel claims which are submitted to the Finance Director for payment processing will be processed only if they contain all the necessary documentation.
- D. All travel claims which are incomplete will be returned by the Finance Director to the employee's respective Department Head for corrections.
- E. The Finance Director will return any requests unpaid to the employees that are not in compliance with this policy.

XI. Exceptions

- A. The City Manager, provided the decision does not violate any city ordinance or state laws, shall have the authority to grant exceptions from any part of this policy when deemed in the best interest of the city.
- B. Those employees not within the chain of command of the City Manager shall obtain approval through their chain of command.
- C. All exceptions must be stated in writing, signed by the appropriate parties, and attached to the Request for Travel Expenditures Form for audit inspection.