CITY OF SOUTH FULTON, GEORGIA
VIRTUAL - WORK SESSION
Tuesday, February 8, 2022, 4:00 PM

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, District 6 Councilmember
The Honorable Mark Baker, District 7 Councilmember

COUNCIL WORK SESSION MEETING AGENDA

I. Call to Order

1. **Roll Call**

II. Invocation - Pastor Warren L. Henry, Sr., City Chaplain

III. Monthly Reports

2. **Finance Report - Karen Slaton-Dixon, Finance Director**
3. **City Attorney's Report - Vincent D. Hyman, City Attorney**
4. **City Manager's Report - Tammi Saddler Jones, City Manager**

IV. Public Comment

V. Presentations

5. **Overview of Auditing Process**
   A. Doug Moses and David Roberts, Mauldin and Jenkins
   B. Kirkland Carden, Gwinnett County Commission, Internal Audit Committee
6. **Return to In-Person Meetings - Tammi Saddler Jones, City Manager**
7. **Fire Pay Proposal – Chad Jones, Fire Chief**

8. **Proposed Personnel Policies Revision and Plan For A Performance Appraisal Program – Niki Graham, Human Resources Director and Tammi Saddler Jones, City Manager**
9. **Discussion: $2,500 ARP Bonus for All City Employees – Mayor khalid**
10. **Georgia Power Resource Planning, Wan Smith, GA Conservation Voters Education Fund (may be discussed after 6PM Zoning Hearing)**

VI. Executive Session

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

VII. Adjournment of Meeting

CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION

SUBJECT: Roll Call

DATE OF MEETING: 2/8/2022

DEPARTMENT: City Clerk

CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION

SUBJECT: Finance Report

DATE OF MEETING: 2/8/2022

DEPARTMENT: Finance

ATTACHMENTS:

Description	Type	Upload Date
Monthy Financial Report - As of Dec 31 2021	Cover Memo	2/4/2022

CITY OF SOUTH FULTON

FINANCIALS FOR THE 2021 FISCAL YEAR AS OF DECEMBER 31, 2021

PRESENTED BY

KAREN SLATON-DIXON, MBA, CPFM

FINANCE DIRECTOR

General Fund Summary of Revenues
For the Month Ending December 31, 2021

REVENUE	FY2022 Budget	YTD Revenue	% of YTD Revenue Collected
Property Taxes	$ 33,452,911	$ 29,684,799	89%
Motor Vehicle	1,600,000	359,095	22%
Franchise	7,500,000	1,413,849	19%
Local Option Sales Tax	22,000,000	7,779,693	35%
Business and Occupation	2,500,000	121,117	5%
Other Taxes	7,400,000	7,488,875	101%
Licenses and Permits	3,729,000	1,474,185	40%
IGA FID and City of Atl	680,000	487,500	72%
Charges for Services	4,404,000	1,710,134	39%
Other Revenue	8,241,869	982,511	12%
TOTAL REVENUES	**$ 91,507,780**	**$ 51,501,757**	**56%**

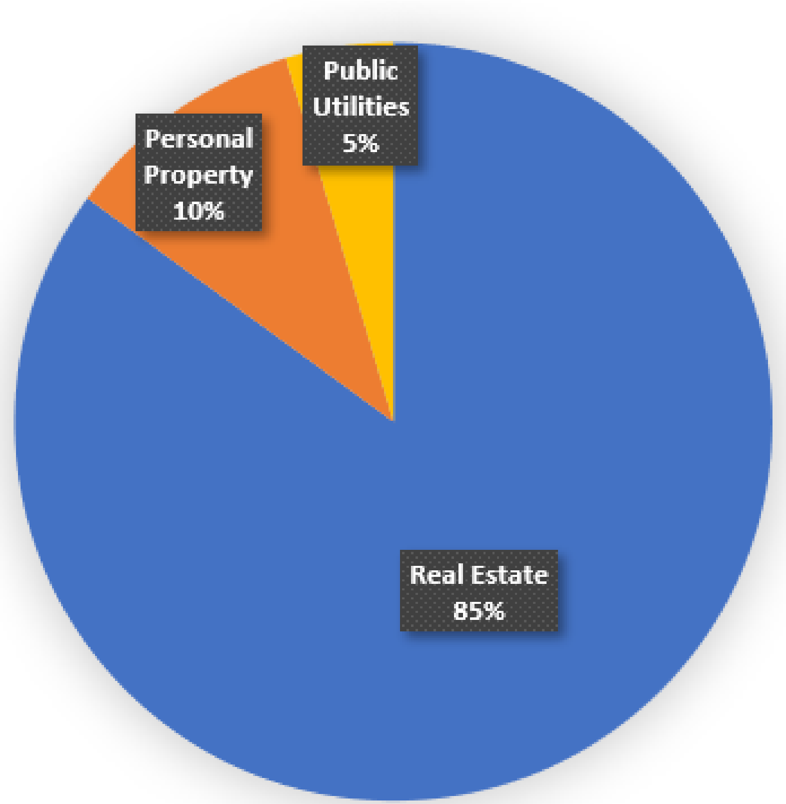
General Fund Summary of Expenditures
For the Month Ending December 31, 2021

ACCOUNT DESCRIPTION	FY2022 Budget	YTD Expenditure	% of Budget Used YTD
District Total	$ 1,281,756	$ 189,488	15%
City Clerk	590,374	62,315	11%
Mayor	261,538	48,246	18%
Personnel	-	24,538	
City Manager	1,034,482	170,069	16%
Finance	1,604,104	198,716	12%
Contracts & Procurement	415,242	61,028	15%
Law	1,550,610	114,163	7%
Information Technology	3,912,406	634,172	16%
Human Resources	783,567	64,586	8%
Risk Management	1,087,406	13,060	1%
Communications	732,926	73,484	10%
Facilities	1,416,000	282,033	20%
General Administrative Services	1,752,321	197,954	11%
Municipal Court	785,605	157,470	20%
Police Administration	20,963,782	3,117,788	15%
Fire Administration	16,906,025	2,271,621	13%
Public Works	10,820,135	2,205,762	20%
Parks and Recreation	4,965,328	538,714	11%
Cultural Affairs	1,029,474	140,909	14%
Community & Regulatory Affairs	3,127,941	706,037	23%
Code Enforcement	2,399,913	50,225	2%
Economic Development	663,639	72,693	11%
Main Street-Red Oak	126,176	4,329	3%
Main Street-Old National	133,176	1,965	1%
Debt Service/ Interfund Transfers	13,163,854	-	0%
GENERAL FUND EXPENDITURES TOTALS	**$ 91,507,780**	**$ 11,401,367**	**12%**
	-	-	

City of South Fulton – General Fund
YTD Tax Revenues
For the Month Ending December 31, 2021

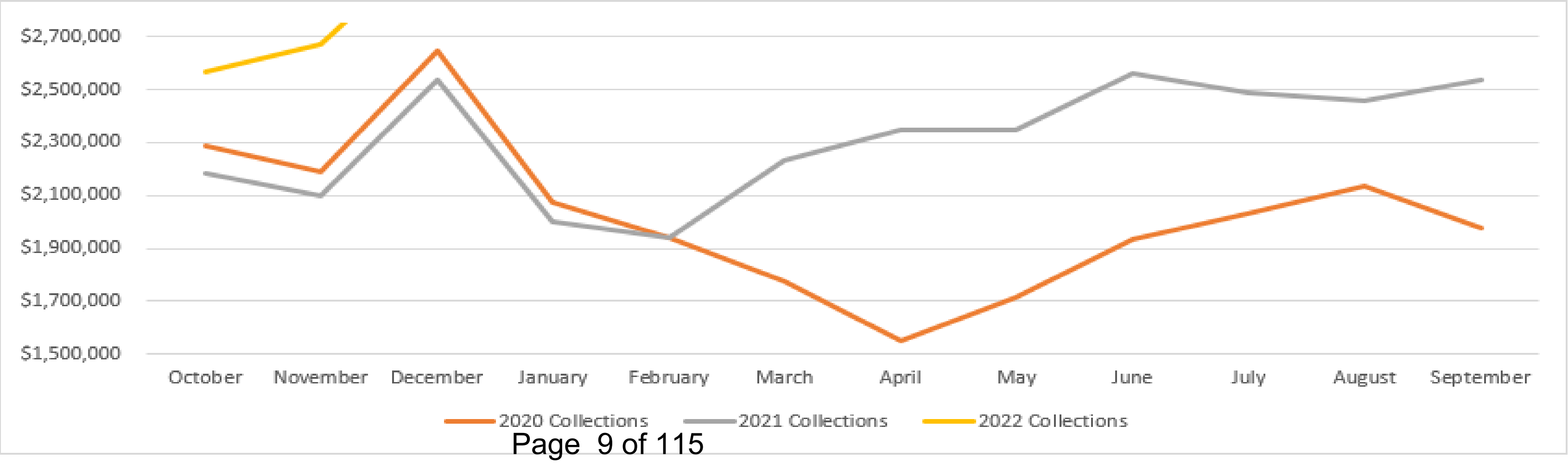
Property Taxes - Tax Year Billing Amounts	
2021	$ 32,975,343
2020	29,549,190
2019	29,549,032
2018	28,693,253
2017	$ 14,328,175

Tax Year Collection Amounts and Collection Rate		
2021	$ 28,908,263	87.67%
2020	29,099,204	98.48%
2019	29,141,377	98.62%
2018	28,563,820	99.55%
2017	$ 14,179,723	98.96%



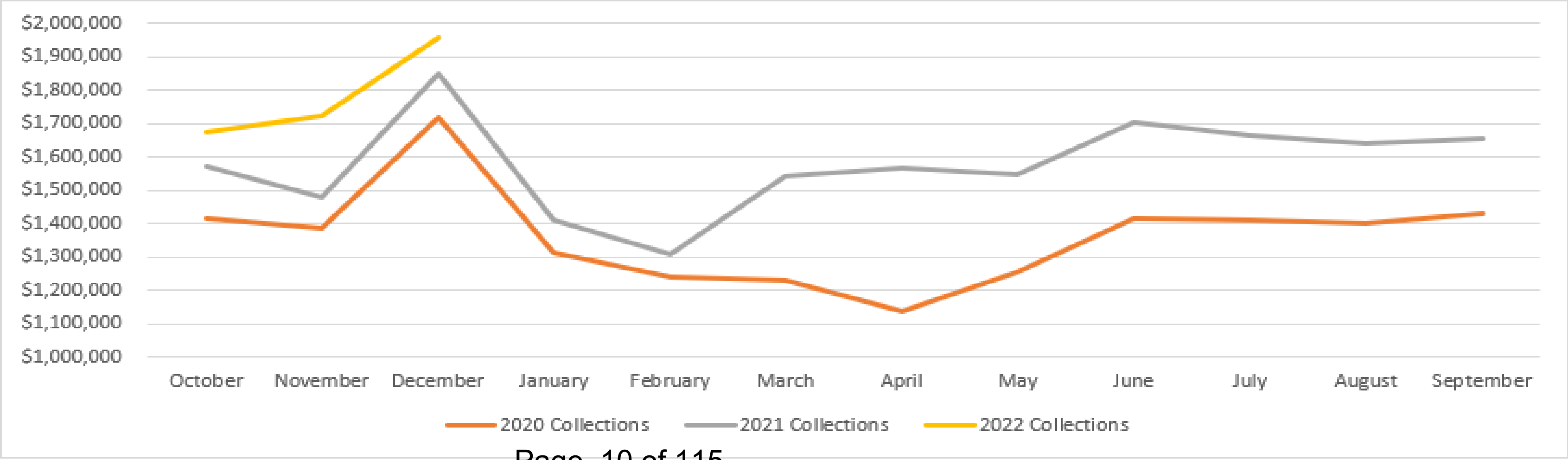
General Fund YTD LOST Revenues
For the Month Ending December 31, 2021

Month	2020 Collections	2021 Collections	2022 Collections	% Change from Prior Year
October	$ 2,286,786	$ 2,185,149	$ 2,569,622	17.59%
November	2,192,474	2,098,040	2,669,570	27.24%
December	2,650,082	2,539,331	3,078,156	21.22%
January	2,074,490	1,999,859		
February	1,939,328	1,939,710		
March	1,775,044	2,231,220		
April	1,547,744	2,350,323		
May	1,713,590	2,350,521		
June	1,931,084	2,560,204		
July	2,032,706	2,486,024		
August	2,134,752	2,457,732		
September	1,975,997	2,540,501		
TOTAL	**$ 24,254,078**	**$ 27,738,612**	**$ 8,317,348**	**66.06%**

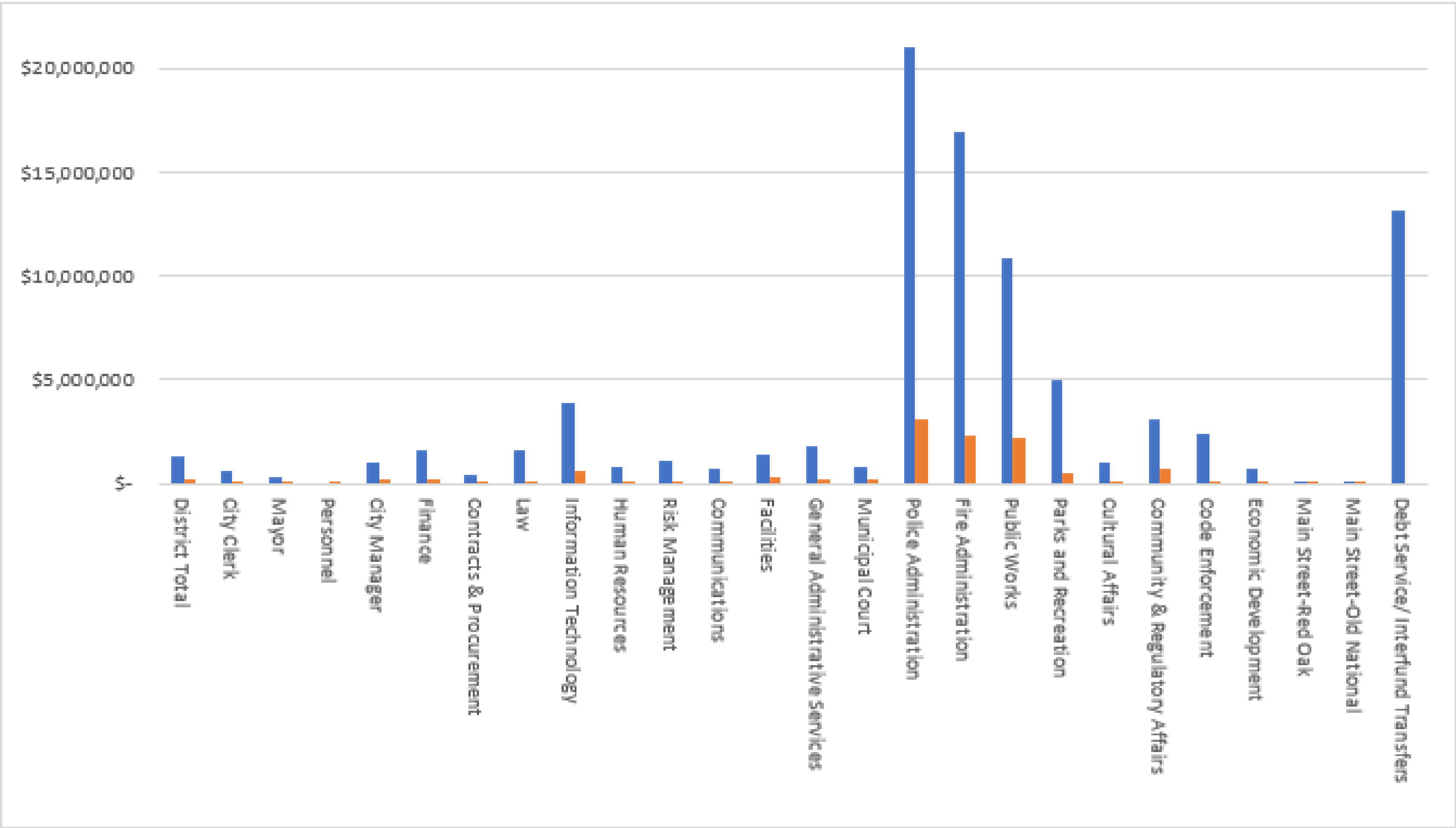


General Fund YTD TSPLOST Revenues
For the Month Ending December 31, 2021

Month	2020 Collections	2021 Collections	2022 Collections	% Change from Prior Year
October	$ 1,417,004	$ 1,572,407	$ 1,673,566	6.43%
November	1,387,637	1,480,262	1,723,042	16.40%
December	1,717,523	1,851,254	1,958,624	5.80%
January	1,311,619	1,409,863		
February	1,240,099	1,307,487		
March	1,232,016	1,539,997		
April	1,138,223	1,564,591		
May	1,251,964	1,545,970		
June	1,414,248	1,704,920		
July	1,408,633	1,662,616		
August	1,402,803	1,638,898		
September	1,428,963	1,652,359		
TOTAL	**$ 16,350,732**	**$ 18,930,624**	**$ 5,355,232**	**28.63%**



General Fund Summary of Expenditures
For the Month Ending December 31, 2021



All Funds Summary of Revenues & Expenditures
For the Month Ending December 31, 2021

REVENUE	FY2022 Budget	YTD Revenue
General Fund	91,507,780	51,501,757
Blighted Properties	300,000	-
Confiscated Assets	25,000	-
E-911 Fund	1,913,410	-
American Rescue Plan	5,500,000	-
Restricted Grants	1,000,000	24,084
Eastside TAD	-	30,983
Westside TAD	-	93,192
Hotel Motel	150,000	86,438
T-SPLOST	8,000,000	5,048,967
Capital Grant (LMIG)	1,500,000	-
Capital Local	12,257,869	-
Capital URA	-	-
Solid Waste	520,000	122,322
Wolf Creek Ampitheatre	50,000	-
ALL FUND TOTAL REVENUES	**122,674,059**	**56,907,743**
EXPENDITURES	FY2022 Budget	YTD Expenditure
General Fund (includes Court Operations)	91,507,780	11,401,367
Blighted Properties	300,000	6,235
Confiscated Assets	92,000	-
E-911 Fund	1,913,410	478,352
American Rescue Plan	5,787,626	10,000
Restricted Grants	1,000,000	152,268
Hotel Motel	150,000	43,179
T-SPLOST	8,000,000	10,432
Capital Grant (LMIG)	1,500,000	-
Capital Local	12,257,869	27,750
Capital URA	5,670,919	18,918
Solid Waste	520,000	63,875
Wolf Creek Ampitheatre	50,000	-
ALL FUND TOTAL EXPENDITURES	**128,699,604**	**12,212,376**
Excess (Deficit) of Revenues over (under) Expenditures	**(6,025,545)**	**44,695,367**

City of South Fulton
Cash Balance Report
For the Month Ending December 31, 2021

Bank Account (Last 4)	Account Description	Bank Balance
1185	Comm Dev Escrow	$ 6,222,308
1193	Tree Fund Escrow	2,470,503
2113	GMA Project Fund 1 PD	1,555,641
2164	GMA Project Fund 2 FD	1,369,501
2505	Confiscated Funds	247,292
1543	Grant Fund	6,293,248
9539	Hotel Motel	75,624
8141	TSPLOST	40,954,598
7193	URA Bond Proceeds	16,354,491
7207	URA Sinking Fund	-
4214	Solid Waste	240,185
1444	Court	1,154,358
3435	Pooled Cash	60,316,643
3427	Payroll	-
4342	Savings	23,882,446
	TOTAL	**$ 161,136,838**

City of South Fulton
Confiscated Assets Report
For the Month Ending December 31, 2021

Bank Balance	**Confiscated Funds**	**247,292**

Inflows:		
Cash Confiscated	Federal	-
Cash Confiscated	State	-
Cash Confiscated	Local	-
	TOTAL	**-**

Outflows:	
Vehicle Maintenance and Repairs	-
Small Tools and Equipment	-
TOTAL	**-**

QUESTIONS?

CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION

SUBJECT: City Attorney's Report

DATE OF MEETING: 2/8/2022

DEPARTMENT: Attorney

CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION

SUBJECT: City Manager's Report

DATE OF MEETING: 2/8/2022

DEPARTMENT: City Manager

CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION

SUBJECT: Overview of Auditing Process

DATE OF MEETING: 2/8/2022

DEPARTMENT: Finance

ATTACHMENTS:

Description	Type	Upload Date
2-8-22 City-wide Operational Audit Presentation	Cover Memo	2/4/2022

Overview of City-Wide Performance and Operati
for the City of South Fulton

February 8, 2022

David Roberts, Partner

Mauldin & Jenkins
CPAs & ADVISORS

Citywide Performance and Operational Audit – *Overview*

- An objective assessment based on proven methodologies to review and evaluate core City functions – *operations*, *communications*, *and customer service*

- Scope includes all City departments focusing on operating environment, key services, organization structures, workflow and business processes, use of technology, performance, governance, policies and procedures, and service delivery models

- Identification of “what is working well”, “what needs improvement”, and “areas for potential risk/concern”

MAULDIN & JENKINS
CPAs & ADVISORS

City-wide Performance and Operati
Audit: *Objectives*

- Understand leadership’s vision and goals for the future
- Identify areas that are performing well to replicate throughout the City
- Identify areas for improvement
- Compare City operations to leading practices
- Develop meaningful recommendations to improve/enhance City operations
- Create of a Strategic Roadmap for implementation of recommendations

MAULDIN & JENKINS
CPAs & ADVISORS

City-wide Performance and Operational Audit - *Goals*

- Enhance City operations and service delivery models to optimize efficiency and effectiveness
- Reduce risk and maintain compliance
- Strengthen internal controls, policies and procedures, and governance
- Increase transparency and accountability
- Enhance customer service

City-wide Performance and Operational Audit- *Why Now*

<u>The City of South Fulton: Where You Want to Be</u>

- Coming up on 5 years of incorporation
- Experiencing population growth and substantial planned economic growth - $2B in development over 20 years
- Great opportunity for reflection from the past 5 years and opportunity to strategically and intentionally plan for future growth
- A City-wide Performance and Operational Audit will assess your current environment and <u>help your future vision become reality</u>

About Mauldin & Jenkins' Advisory Practice

- Separate and distinct from the Audit/Assurance Practice
- Government Advisory Practice is led by David Roberts, who will serve as your engagement partner
  - Advisory Partner with 20+ years experience in serving federal, state, and local governments across the country
  - Led numerous similar projects across the country and local clients as well (Numerous State of Georgia agencies, City of Atlanta, City of Forest Park, DeKalb County, Fulton County, Gwinnett County.....)
  - Has helped clients achieve numerous government industry awards for transformation and innovation
- Consists of seasoned government consultants and C-level management executives
- Specializes in assessing and positively transforming government operations

M&J's Government Advisory Practice helps the governments of TODAY become the leaders of TOMORROW

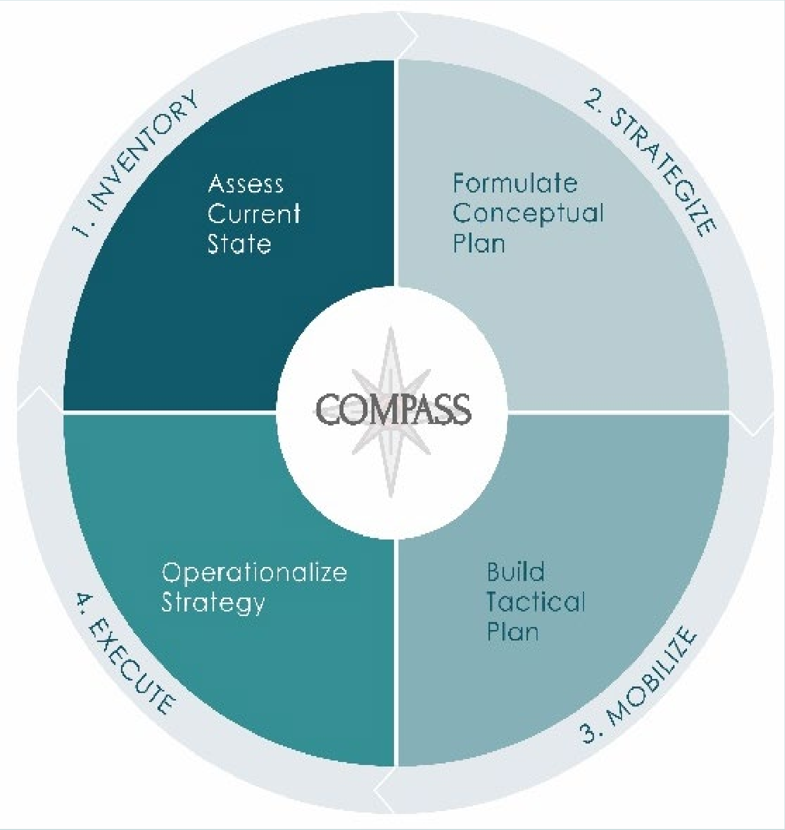
CPAs & ADVISORS

Audit Approach – COMPASS Methodology

M&J's approach for delivering this project will be based on our proprietary assessment and transformation methodology – COMPASS

The COMPASS methodology was developed based on best practices, client input, and proven project and change management activities

Our transformation experience, approach, and tools will help us to "hit the ground running" and to help the City of South Fulton realize its stated goals



MAULDIN & JENKINS
CPAs & ADVISORS

Audit Approach – Workplan Overview

1. Initiation & Planning

- Conduct Kick Off Meeting
- Prepare initial information & interview requests
- Prepare detailed work plan with proposed resource allocation
- Create and submit project charter

2. Information Gathering

- Conduct interviews
- Hold workshops
- Administer anonymous surveys
- Review City-provided information
- Perform benchmarking comparing operations to leading practices

3. Fieldwork & Data Analysis

- Conduct current state assessment
  - Organizational structure
  - Core functions and resource allocation
  - Customer & stakeholder satisfaction
  - Service delivery model
  - Internal controls & compliance
- Identify future vision
- Identify opportunities
- Develop meaningful recommendations
- Collaboratively strategize future models

4. Validation & Reporting

- Provide bi-weekly status reports
- Develop and share preliminary observations
- Receive feedback on preliminary observations
- Prepare and share draft report
- Receive feedback on draft report
- Prepare final report and present to appropriate stakeholders

Comparison of Audit Types

Financial

- Objective examination and evaluation of the financial statements of an organization
- Provide an opinion whether financial statements (the information is verified to the extent of reasonable assurance granted) are stated n accordance with specified criteria
- Leverages sampling techniques

Forensic

- Targeted audit focused on obtaining facts – *what happened; how did it happen; and if there is fraud, waste, or abuse, how can we prevent it in the future*
- Very specific in scope

Operational & Performance

- Broad scope focused on understanding current state, identifying leading practices, opportunities for improvement, and methods to achieve future goals
- Focused on enhancing efficiency and effectiveness of operations, performance, service delivery, and customer service
- Strategic in nature

MAULDIN & JENKINS CPAs & ADVISORS

Other Matters

Mauldin & Jenkins is committed to maintaining the integrity of the audit process, and ensures independence in all engagements performed by clients who also receive audit services from M&J.

This project will be conducted as an advisory engagement under the American Institute of Certified Public Accountant standards for consulting services, and follows specific independence requirements to ensure there are no real or perceived conflicts of interest. There is complete separation in the staff assigned to the audit and advisory projects.

For this project, to help ensure independence, M&J will advise and assist the City with recommendations. Mauldin & Jenkins will not perform any management functions, make management decisions, or otherwise perform in a capacity equivalent to that of an employee or officer of the City of South Fulton.

Contact Information

David Roberts, Partner
Government Advisory Services Practice Leader
Email: droberts@mjcpa.com
Phone: 770-980-2487

Mauldin & Jenkins
CPAs & Advisors

CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION

SUBJECT: Return to In-Person Meetings

DATE OF MEETING: 2/8/2022

DEPARTMENT: City Manager

CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION

SUBJECT: Fire Pay Proposal

DATE OF MEETING: 2/8/2022

DEPARTMENT: City Manager

ATTACHMENTS:

Description	Type	Upload Date
South Fulton Fire Rescue Department Pay Presentation	Cover Memo	2/4/2022
proposed pay plan 2022	Cover Memo	2/4/2022

South Fulton Fire Rescue Department

Pay Proposal

City Council Work Session

February 8, 2022

Current Pay for Fire Rescue

- A Classification and Compensation Study
  - final report completed in July 2019
- Employees moved to current pay ranges and rank
  - All current employees at base pay of ranges
  - Has caused pay compression within the department
  - Same pay since 2019
- Competing with firefighter/ EMTs/ Paramedic shortages in most fire departments
  - Had 10 resignations/retirements in last 7 months
- We are hiring to fill vacancies
  - Will take 3-4 months
- Funding For program
  - Have salary saving to implement this year
  - Working with Fiscal
  - Be fiscally responsible and can implement incentive program next fiscal year

Intentions of the proposal

1. Attract highly motivated and qualified firefighters and civilian employees
2. Retain firefighters and civilian employees
3. Compensate firefighters and civilian employees for their knowledge, skills, and abilities
4. Ensure no pay compression or equity issues
5. Inspire all employees to seek education and training
6. Ensure the department has qualified personnel at every rank
7. Promote from within

How the plan is implemented

Use	Use the current pay scale and salary savings
Create	Create a career path add steps within the pay ranks and adds pay for performance requirement
Add	Add Incentives for certifications above the current job descriptions to help us become and All Hazzard department
Include	Include all employees of the fire department: Sworn and Non-sworn
Include	Include longevity pay and implement the plan in Quarter 3

How it would work
Example for Firefighter

Title	Pay	Professional Development Requirements	Years on Job
Recruit	$42,786.00	In-training	0-1
Firefighter Probation	$48,926.00	Complete Probationary task book	1-2
Firefighter 1	$51,372.00	Extra Driver Certification	2-4
Firefighter 2*	$53,940.92	Acting Officer In Charge	4-6- eligible for promotion
Firefighter 3	$56,637.96	Leadership/Supervision	6-8
Longevity pay	3% every 2 years	Yearly required Training	8-Until top

Current Incentive Pay

Paramedic 6%

60% of department is a first responder- Need to be an EMT first

Does not include civilian

Our support group to assist with special events and education

Does not encourage our employees

To get certifications or education

Shift differential

Hard to fill support roles of training, community risk reduction, education, inspections

Does not include specialized skills above the normal job description

College

Technical Rescue

Language

Why consistent pay increases and incentives

New Firefighter

Requirement	Hours	Yearly Recert
Firefighter 1 & 2	480	Yes
EMT	360	Yes
EMT A	120	Yes
Hazardous Material Awareness and Operations	40	Yes
Special Certifications		
Driver	60	Yes
Special Operations Classes	40-160	Yes
Instructor I & II	80	No
Inspector I & II	80	No
Life Safety Educator	40	Yes

Yearly Recertification Hours

Requirement	Hours	Yearly
Firefighter	240	Yearly
EMT, EMT A, Paramedic	40	2-year
Hazardous Material	6	Yearly
Driver	12	Yearly
Officer	16	Yearly

Proposed Incentive Pay for Sworn and Non-sworn

Sworn
Shift Differential 40hr
10.00%
Associate Degree
$1,500.00
Bachelor Degree
$3,000.00
Paramedic
$6,000.00
Bi-lingual
$3,000.00
Special Response Team
$3,000.00 one only
Civilian Employees
Life safety Educator * allows the employee to get into State Pension
$2,000.00
EMT/A
$3,000.00
Paramedic
$6,000.00
Bi-lingual
$3,000.00

Retention of employees at every rank

- Longevity Pay-
  - The pay proposal will allow employees to progress up through the ranks and receive a pay increase every two year
  - The longevity pay is to allow employees who wish to stay at any particular rank to continue to receive a pay increase after they have reached the third tier of that range.
  - It would allow employees to reach the top of their respective range.
  - Civilians that work for the fire department are vital because of our unique work schedules, complex systems, FLSA laws, and equipment.

Comprehensive plan for recruitment and Retention of our employees

- This plan is designed:
  - to **recruit** highly qualified applicants
  - **Encourage** employees to increase their knowledge skills and ability
  - To **create** a career path and **promote** within
  - Be **fiscally responsible** and add a level of **accountability** for the employees
  - Have career employees by **retaining** them
- This plan **supports** our mission, vison, and core values and most importantly our people.

Questions?

Fire Personnel Paper 2022

FEBRUARY 4

South Fulton Fire
Authored by: Chad Jones

Fire Personnel Paper

Proposal 2022

The purpose of this proposal is to put in place a recruitment and retention plan for the city of South Fulton Fire Rescue department. This plan will benefit all employees in every rank and will promote the professional development and retention of our employees throughout the organization.

We are seeking approval to have a job audit done on our civilian employees and to reclass them as the following

Current	Proposed
Administrative Coordinator II	Executive Assistant
Administrative Coordinator I	Administrative Coordinator II
Administrative Manger Fire	Chief Administrative Officer (G122)
Administrative Specialist III	Administrative Coordinator I

These positions align more with their job duties and were identified in the 2019 Classification and Compensation Study final report. This would be three reclass with incumbents and one new hire.

We are seeking approval for a change of status. Currently, our Battalion Chiefs and Assistant Chiefs are exempt employees. However, they are on shift are required to be at work and cannot flex. We have had employees not want to promote up due to this factor. Changing their status to non-exempt would benefit our employees to promote up and continue their career path.

We are seeking approval of a new step program for our employees to assist with retention. The program is designed to be a pay for performance. As the employee stays and gets years in the grade they can take classes, get certifications, and education and move up the career ladder. It is based on the current pay scale and allows the employee to move from minimum to maximum pay of the ranges.

Some of the pay reform would be to add incentives for specialty certifications that would allow us to implement other programs and benefit the city, citizens, and our department and are in addition to their normal job descriptions.

We would like to implement a shift differential for these employees that are assigned a 40-hour work assignment. These positions are usually hard to fill because of the hours and lack of overtime and the loss of the FLSA 144 hours of overtime. We are asking for the approval of a 10% increase to make these positions more appealing. Most of our 40-hour assignments are the support functions that are vital to our organizations.

We would like to also offer our civilian employees an opportunity to earn incentives if they get certain certifications. We also want to have our civilian employees take the Life safety Educator program from GPSTC. This is two folds. One they will be able to help with our community outreach programs and we can enroll them in the state of Georgia FF pension fund.

Lastly, we would like to get approval for longevity pay. As the diagram shows below the end of the step is around the mid-range of the pay scale. The longevity pay is to continue an employee's pay increase to the point they reach the maximum of the scale they are on. This still allows for an increase in pay without forcing anyone to promote to get a pay raise. We need longevity in all ranks, and this helps us to meet our goals.

Below is the pay plan:

The sets and career path will be a partner plan with our career development plan. Each rank and step coincide with education, certification, and classes an employee must get to apply for the next step. Each rank would be through a promotional process which is outlined in the program and what the minimum requirements are for each rank.

COSF Fire Pay Proposal and Retention Plan							
Rank	Pay	Percentage increase	Civilian Positions	Year of service			
Recruit	$42,786.00			1			
FF-P	$48,926.00	5%		2			
FF-1	$51,372.30	5%		4			
FF-2	$53,940.92	5%		6			
FF-3	$56,637.96	5%	Administrative Coordinator 1	8			
Sergeant	$59,469.86	5%	Administrative Coordinator 2 and Fire Prevention Officer	4+			
SGT-1	$61,253.95	3%		1+			
Sgt-2	$63,091.57	3%		2+			
Sgt-3	$64,984.32	3%		2+			
LT	$66,933.85	3%		6+			
LT-1	$68,941.87	3%		1+			
LT-2	$71,010.12	3%		2+			
LT-3	$73,140.43	3%		2+			
CAPT	$75,334.64	3%	Executive Assistant, EMS coordinator	8+			
CAPT-1	$77,594.68	3%		1+			
CAPT-2	$79,922.52	3%		2+			
CAPT-3	$82,320.19	3%		2+			
BC	$84,789.80	3%	Chief Administrative Officer	11+			
BC-1	$87,333.49	3%		1+			
BC-2	$89,953.50	3%		2+			
BC-3	$92,652.10	3%		2+			
AC/Fire Marshal/EM	$95,431.67	3%		13+			
AC-1	$98,294.62	3%		1+			
AC-2	$101,243.45	3%		2+			
AC-3	$104,280.76	3%		2+			
DC	$107,409.18	3%		15+			
DC-1	$110,631.46	3%		1+			
DC-2	$113,950.40	3%		2+			
DC-3	$117,368.91	3%		2+			
Longevity pay: once an employee gets to the 3 status a 3% is given every two years until they top out.							
Incentive pays:		Eligible					
Shift Differential 40hr	10.00%	sworn- 40hr employees					
Associate Degree	$1,500.00	FF-CAPT					
Bachelor Degree	$3,000.00	FF-CAPT					
Paramedic	$6,000.00	ALL					
Bi-lingual	$3,000.00	ALL					
Tech* only 1	$3,000.00	FF-BC	HazMat	Rescue Tech	Swiftwater /Dive	SWAT	ARFF
				rope			
				collapse			
				trench			
				GSAR			
Civilian Employees							
Life safety Educator	5.00%	will be able to get into the state fire pension					
Paramedic	$6,000.00	ALL					
Bi-lingual	$3,000.00	ALL					

Cost of the program to implement. We have these funds in our current budget with salary savings.

Row Labels	Count of Title	Sum of pay						
Administrative Coordinator	1	51326.08			proposed	current	3% raise	difference
3.75	1	51326.08	56637.96	1	$63,091.57	$51,326.08	$52,865.86	$10,225.71
Administrative Coordinator	1	62104	63091.57	1	$79,927.52	$62,104.00	$63,967.12	$15,960.40
3.75	1	62104					$0.00	$0.00
Administrative Manager Fire	1	74773	84789.8	1	$89,953.50	$74,773.00	$77,016.19	$12,937.31
3.75	1	74773					$0.00	$0.00
Assistant Fire Chief	3	265614					$0.00	$0.00
0.1667	2	177900	95431.67	2	$190,863.34	$177,900.00	$183,237.00	$7,626.34
3.75	1	87714	95431.67	1	$95,431.67	$87,714.00	$90,345.42	$5,086.25
EMS Coordinator	1	62195					$0.00	$0.00
1.1667	1	62195	77594.68	1	$77,594.68	$62,195.00	$64,060.85	$13,533.83
Fire Battalion Chief	4	307352					$0.00	$0.00
3.75	4	307352	$89,953.50	4	$359,813.99	$307,352.00	$316,572.56	$43,241.43
Fire Captain	32	2143639.16					$0.00	$0.00
3.75	32	2143639.16	79922.5173	32	$2,557,520.55	$2,143,639.16	$2,207,948.33	$349,572.22
Fire Chief	2	242565					$0.00	$0.00
0.75	1	137990					$0.00	$0.00
1.8333	1	104575	104575	1	$107,712.25	$104,575.00	$107,712.25	$0.00
Fire Deputy Chief	2	216238					$0.00	$0.00
0.3333	2	216238	216238	2	$432,476.00	$216,238.00	$222,725.14	$209,750.86
Fire Lieutenant	5	303870.32					$0.00	$0.00
1.75	1	60205.08	68941.86549	1	$68,941.87	$60,205.08	$62,011.23	$6,930.63
2.1667	1	60205.08	68941.86549	1	$68,941.87	$60,205.08	$62,011.23	$6,930.63
3.75	3	183460.16	71010.12146	3	$213,030.36	$183,460.16	$188,963.96	$24,066.40
Fire Marshall	1	90643.98					$0.00	$0.00
3.75	1	90643.98	101243.4537	1	$101,243.45	$90,643.98	$93,363.30	$7,880.15
Fire Prevention Officer	1	44201.04					$0.00	$0.00
0.3333	1	44201.04					$0.00	$0.00
Fire Sergeant	28	1460468.62					$0.00	$0.00
3.75	28	1460468.62	63091.57319	28	$1,766,564.05	$1,460,468.62	$1,504,282.68	$262,281.37
Firefighter	69	3171195.32					$0.00	$0.00
0.0833	2	99477.56	48926	2			$0.00	$0.00
0.1667	1	33906.6	48926	1	$48,926.00	$33,906.60	$34,923.80	$14,002.20
0.4167	1	44926.18	48926	1	$48,926.00	$44,926.18	$46,273.97	$2,652.03
1	3	141859.38	48926	3	$146,778.00	$141,859.38	$146,115.16	$662.84
1.6667	11	494187.98	51372.3	11	$565,095.30	$494,187.98	$509,013.62	$56,081.68
1.75	9	404335.44	51372.3	9	$462,350.70	$404,335.44	$416,465.50	$45,885.20
2.0833	6	269557.08	51372.3	6	$308,233.80	$269,557.08	$277,643.79	$30,590.01
2.1667	9	404335.62	51372.3	9	$462,350.70	$404,335.62	$416,465.69	$45,885.01
3.75	26	1233683.3	53940.915	26	$1,402,463.79	$1,233,683.30	$1,270,693.80	$131,769.99
3.8333	1	44926.18	53940.915	1	$53,940.92	$44,926.18	$46,273.97	$7,666.95
Firefighter Recruit	8	357269.38					$0.00	$0.00
0.4167	5	224630.9					$0.00	$0.00
1	1	42786.12	48926	1	$48,926.00	$42,786.12	$44,069.70	$4,856.30
1.6667	1	44926.18	48926	1	$48,926.00	$44,926.18	$46,273.97	$2,652.03
1.75	1	44926.18	48926	1	$48,926.00	$44,926.18	$46,273.97	$2,652.03
(blank)			84789.79861	3	$254,369.40	$205,947.00	$212,125.41	$42,243.99
(blank)								**$1,363,623.80**

This is an example of the professional development handbook. It is a work in progress. We are improving what program that was already in place.

Pre-Requisite Training

Fire Lieutenant - Career Development Matrix - Pre-requisite Training and Eligibility Requirements											
Course	2022	Hrs Required	2023	Hrs Required	2024	Hrs Required	2025	Hrs Required	2026	Hrs Required	
Sergeant/ Apparatus Engineer Qualifications	X	1626	X	1626	X	1626	X	1626	X	1626	RANK
Fire Officer I NPQ	X	40	X	40	X	40	X	40	X	40	**Senior Fire Sergeant (Fire Sergeant III)** *- At the completion of the required pre-requisite training, years of service and time in grade as a Fire Sergeant II the individual will be eligible for appointment to Senior Sergeant (Fire Sergeant III).* *- These training classes will also serve as the pre-requisite training requirements for Fire Lieutenant Promotional Assessment Center eligibility.*
Fire Instructor II NPQ	X	40	X	40	X	40	X	40	X	40	
	X	16	X	16	X	16	X	16	X	16	
Fire & Life Safety Educator		80		80		80		80		80	
Leadership in Supervision 1: Creating Environments for Professional Growth		16		16		16		16		16	
EMS Functions in ICS		16		16		16		16		16	
Executive Skills Series: Exercising Leadership Through Difficult Conversations		16		16		16		16		16	
Incident Safety Officer (GFA)		16		16		16		16		16	
Fire Officer Responsibility Continuing Education Program: Core Level Fire Officer	X	112	X	112	X	112	X	112	X	112	
Total Hours		352		352		352		352		352	

Post-Requisite Training

Fire Lieutenant - Career Development Matrix - Post-requisite Training and Eligibility Requirements											Fire Lieutenant I
Course	2022	Hrs Required	2023	Hrs Required	2024	Hrs Required	2025	Hrs Required	2026	Hrs Required	RANK
Health & Safety Program Manager (GFA)	X	16	X	16	X	16	X	16	X	16	**Fire Lieutenant II** *At the completion of the required post-requisite training, years of service and time in grade as a Fire Lieutenant, the individual will become eligible for appointment to Fire Lieutenant II.*
Live Fire Instructor (NPQ)	X	24	X	24	X	24	X	24	X	24	
Hazardous Materials Technician	X	16	X	16	X	16	X	16	X	16	
Wildland Urban Interface Firefighting for the Structural Company Officer	X	16	X	16	X	16	X	16	X	16	
Fire Inspector I	X	80	X	80	X	80	X	80	X	80	
Blue Card Certification	X	84	X	84	X	84	X	84	X	84	
Total Hours		236		236		236		236		236	

Fire Lieutenant - Career Development Matrix - Continuing Education and Recertification										
Course	2022	Hrs Required	2023	Hrs Required	2024	Hrs Required	2025	Hrs Required	2026	Hrs Required
GFSTC Refresher	X	24	X	24	X	24	X	24	X	24
ISO Required Training	X	188	X	188	X	188	X	188	X	188
ISO Fire Company Officer	X	12	X	12	X	12	X	12	X	12
Command Sim Training	X	16	X	16	X	16	X	16	X	16
Total Hours		240		240		240		240		240

Total Career Development Matrix Hours through 2021	2214

CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION

SUBJECT:	Proposed Personnel Policies Revision & Performance Appraisal Program
DATE OF MEETING:	2/8/2022
DEPARTMENT:	City Manager

ATTACHMENTS:

Description	Type	Upload Date
Policy Revisions FY 2021-22 List	Cover Memo	2/8/2022
Performance Evaluation_COSF 2022 PowerPoint 2 8 2022	Cover Memo	2/8/2022

City of SOUTH FULTON

Human Resources Department

Niki Graham, Human resources Director

February 8, 2022

Human Resources Polices and Procedures Revisions

- Personnel Records Recordkeeping, # 122-18
- Reporting and Investigating, # 119-18
- Appeals Process adding Unclassified Employees, #200-18,
- Probation Period Requirements, #205-18
- Abandonment of Position, #206-18
- Demotions, #303-18
- Recruitment and Selection, #320-18
- Sick Leave and Prevention, # 322-18
- Substance Abuse/Drug and Alcohol, # 323-18
- Holiday Pay, #325-18 (**effective 10/1/2022 new budget**)
- Emergency/Bereavement Leave, #325-18
- Leave of Absence, #325-18- (add General Leave Policy)
- New Tuition Reimbursement

HUMAN RESOURCES

Any Questions

Plan for Employee Performance Evaluations and Employee Retention & Recruitment Efforts

Presented by:

Tammi Saddler Jones, City Manager

Niki Graham, Human Resources Director

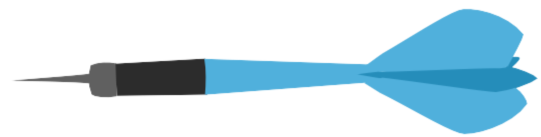
Tuesday, February 8, 2022

Council Work Session

Historical Background on Performance Evaluation Process

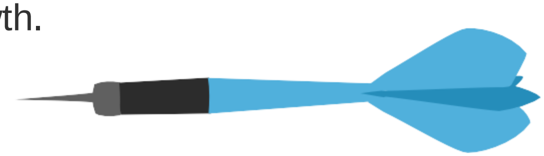
- There was an attempt to do a performance evaluation process in 2019. However, it did not start.
- Performance evaluation process began in October 2020. It was an online evaluation process using Paychex Flex our current payroll software.
- It was a 2 Part Process: 1) Self evaluation by the employee and 2) Supervisor/Management evaluation process.
- We has not done a citywide performance evaluation process since 2020 so the plan is to reinstitute the employee performance evaluation process.

Performance Evaluation Goals



Provide regular feedback on employee performance to help the employee gain greater clarity on the desired results.

Strengthen each employee's resolve to consistently provide superior service, fiscal stewardship and growth.



Encourage opportunities that represent on-going learning and development.

Evaluation Process

Employee Review Period (Bi-Annual) October 1, 2021 – March 30, 2022

Training

Supervisors/managers training before participating in the evaluation process

Employee

Completes of self evaluations

Manager

Completes the employee evaluations

Meeting

Supervisor/Manager schedule time with the employee to review the final evaluation

Action Plan

Next steps...

TIMELINE

Employee **March 1 – March 18**

Employee self evaluation period.

Manager **March 21 – April 15**

Directors/Managers will complete their employee evaluations.

Meetings **April 18 - May 20**

Supervisors/managers will hold evaluation discussion meetings and finalize all reviews.

A Glimpse of our Employee Benefits

- Competitive medical, dental, and vision rates plus voluntary benefits (i.e. pet insurance)
- Wellness Program
- Paid life insurance policies ($100,000).
- Paid Short Term Disability
- Accrued Vacation Days (at hire with 14 days)
- Sick Leave Accrual (max of 12 weeks)
- 15 Paid Holidays
- Compensatory Time
- 401a/457b employer match 8%.
- Fully vested at 100% at 3 years. Change was effective January 2022.
- 1% increase in employer contribution at 5 years and 10 years.
- Retirement insurance for eligible retirees.
- Employee Assistance Program (EAP)
- Financial Assistance Planning Program

Retention Incentives

- Eligible employees will receive 3% pay increase in April 2022. Eligible employees are those were employed with the City prior to September 30, 2021.
- Public Safety Housing Allowance Pilot Program - $450 per month.
- The above incentives were approved by the City Council in the Fiscal Year 2022 budget.
- Explore price quotes to do another class and comp study to stay competitive with other municipalities. Last study was done in 2019.
- HR Department is tracking employees for the first 3 months of an employee life cycle.
- New hire breakfast hosted by our HR Department on a quarterly basis.

Recruitment Efforts

APA

American Planning Association

Creating Great Communities for All

APWA

indeed

GLGPA

Georgia Local Government Personnel Association

Linked in

Talent Solutions

- Advertising job postings on the City's website.
- Advertising on the websites of various organizations (i.e., Georgia Local Government Access (GLGA).
- Advertising on City's LinkedIn Page and City's Facebook Page.
- Using Executive Recruitment Firms when necessary.
- Published Recruitment Brochures for specific executive level positions.
- Planning to do an in-person job fair in the summer of 2022.

Questions

Thank You


5440
CITY OF SOUTH FULTON
CITY OF SOUTH FULTON
EST. 2017
CITY HALL

CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION

SUBJECT: Discussion: $2,500 ARP Bonus for All City Employees

DATE OF MEETING: 2/8/2022

DEPARTMENT: Mayor

ATTACHMENTS:

Description	Type	Upload Date
ARPA with Final Rule - GMA February 2022	Cover Memo	2/9/2022

ARPA State and Local Fiscal Relief Overview of Final Rule

February 2022

Highlights of ARPA SLFRF

- $1.4 billion in ARPA Local Fiscal Recovery Funds for Georgia's cities
- 23 Metro cities – funding direct from Treasury
- 515 NEU cities – funding direct from Treasury via OPB pass-through portal
- Cities have received 1st Tranche of Funds
- Anticipate 2nd Tranche beginning May 2022

ARPA SLFRF is COVID Relief

- Response to and recovery from the COVID-19 public health emergency.
- The program ensures that governments have the resources needed to:
  - Fight the pandemic and support families and businesses struggling with its public health and economic impacts,
  - Maintain vital public services, even amid declines in revenue, and
  - Build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity.

Key Points

- ARPA is mainly for expenses incurred after March 3, 2021
- December 31, 2024: deadline to obligate funds
- December 31, 2026: deadline to spend funds
- April 30, 2022: Project and Expenditure Report Due (NEUs, Metros with a pop. below 250,000 which received less than $10 million in SLFRF funding)

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ARPA SLFRF Key Guidance Resources

- ***You don't have to rush spending these funds!***
- ***Read all Treasury Guidance:***
  - Final Rule
  - Treasury Overview of the Final Rule
  - Compliance and Reporting Guidance
  - NEU Agreements and Supporting Documents Guidance
  - Compliance Portal User Guide
  - SLFRF Compliance Statement
  - Award Terms and Conditions
- **Confer with your city attorney to discuss eligible uses**
- **Prepare to document spending & evaluate internal control policies**

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SLFRF Final Rule Highlights

- Takes effect **April 1, 2022**
- Prior to April 1, 2022, **recipients may take actions and use funds in a manner consistent with the final rule**, and Treasury will not take action to enforce the interim final rule if a use of funds is consistent with the terms of the final rule, regardless of when the SLFRF funds were used.
- Improves **revenue loss calculation formula** to include utility revenue and liquor store sales
- Clarifies eligible uses of funds for **capital expenditures**
- **Presumes certain populations "impacted" and "disproportionately impacted"** by the pandemic to be eligible to receive a range of services and support
- Expands share of eligible workers who can receive **premium pay**
- Allows funds to be used for **cybersecurity** modernization (hardware and software)
- Expands **water and sewer** project eligibility
- Expands **broadband infrastructure** investment eligibility

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SLFRF Uses Include

Support Public Health Response
Fund COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff

Address Negative Economic Impacts
Respond to economic harms to workers, families, small businesses, impacted industries, and the public sector

Replace Public Sector Revenue Loss
Use funds to provide government services to the extent of the reduction in revenue experienced due to the pandemic

Premium Pay for Essential Workers
Offer additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors

Water and Sewer Infrastructure
Make necessary investments to improve access to clean drinking water and invest in wastewater and stormwater infrastructure

Broadband Infrastructure
Make necessary investments to provide unserved or underserved locations with new or expanded broadband access

Final Guidance: Enumerated Uses

From Treasury's Overview of the Final Rule:

- ✓ **Public Health (p.14-15)**
  - **Assistance to households (p. 17-20)**
  - **Assistance to small business (p. 21-22)**
  - **Assistance to nonprofits (p.23)**
  - **Aid to impacted industries (p.25)**
- ✓ **Public Sector Capacity (p.26, 29)**
- ✓ **Capital Expenditure (p.30)**
- ✓ **Framework for eligible uses beyond those enumerated (p32)**
- ✓ **Premium Pay (p.35)**
- ✓ **Water & Sewer Infrastructure (p37-38)**
- ✓ **Broadband infrastructure (p. 39-40)**
- ✓ **Restrictions on use (p 41)**

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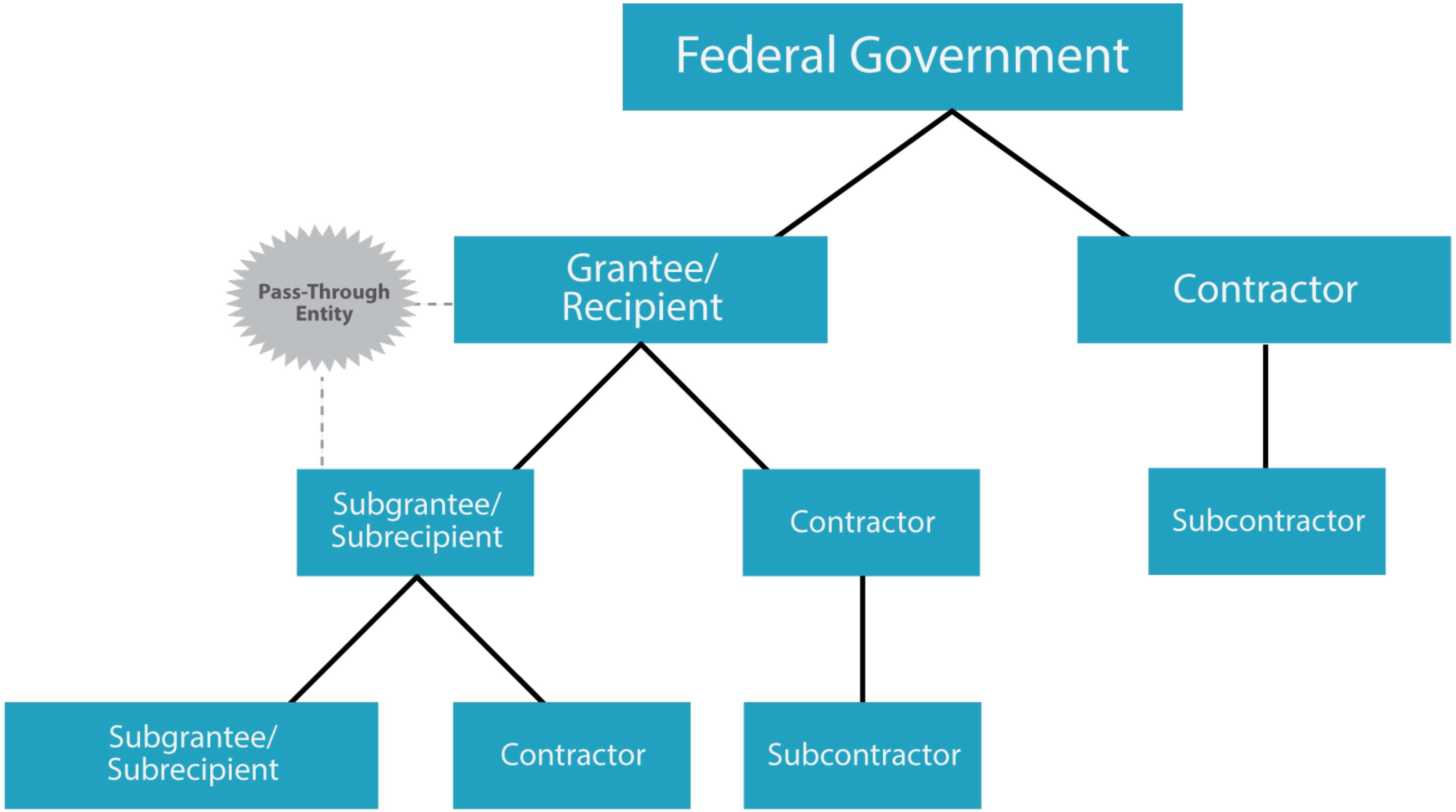
Sorting Out Federal Award Relationships



Replacing Lost Revenue

<u>Recipients must choose one option:</u>

- Standard allowance of up to $10 million
  - *Recipients may use up to $10 million of their SLFRF for government services*
  - *94% of Georgia NEUs received less than $10 million and could apply all their SLFRF to government services*
  - *Standard allowance greatly simplifies requirements for small cities*
- Use improved revenue loss formula
  - General revenue now includes utility revenue and liquor store revenue
  - May use calendar year OR fiscal year basis to calculate revenue loss
  - Must adjust actual revenue totals for the effect of tax cuts/ increases adopted after 1/6/22
- Treasury will update reporting guidance to clarify how recipients electing to use a fiscal year basis will adjust prior calculations, and a recipient may adjust its prior calculations to reflect these changes prior to April 1, 2022.

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Replacing Lost Revenue

"Government Services" generally include any service traditionally provided by a government, unless Treasury has stated otherwise.

Government services include, but are not limited to:

- maintenance or pay-go funded building of infrastructure, including roads;
- modernization of cybersecurity, including hardware, software, and protection of critical infrastructure;
- health services;
- environmental remediation;
- schools or educational services; and
- the provision of police, fire, and other public safety services (including police vehicles, fire trucks).
- *Note: this list of government services is not exclusive. However, recipients should be mindful that other restrictions may apply, including those articulated in the section Restrictions on Use. In the final rule, Treasury is maintaining the limitations on government services included in the interim final rule and has addressed and responded to public commenters on these issues in the section Restrictions on Use.*

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Replacing Lost Revenue

"Government Services" DOES NOT include:

- Extraordinary contribution to a pension fund
- Debt service payment, including Tax Anticipation Notes (TANs)
- Rainy day or reserve accounts
- Settlement agreement, judgement, consent decree, or judicially confirmed debt
- Any new activity that conflicts with the purpose of the ARPA statute (e.g. uses of funds that conflict with COVID-19 mitigation practices consistent with CDC guidance)
- Violations of Award Terms and Conditions (including conflict of interest) under the Uniform Guidance

(Public Health and Economic Response) Assistance to Households

- Impacted Households (Treasury assumes the following are impacted)
  - LMI households, defined as those at or below 300% of federal poverty guidelines or 65% of adjusted monthly income (AMI)
  - Households experiencing unemployment or food or housing insecurity
  - Households that qualify for certain federal programs (NEW)
- Disproportionately Impacted Households (these are presumed impacted)
  - Low income households, defined as those at or below 185% of FPG or 40% AMI (NEW)
  - Households located in QCTs
  - Households that qualify for certain federal programs (NEW)
- Treasury Website features "Tool for Determining LMI Households"

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(Public Health and Economic Response) Assistance to Households

- Impacted Households – Eligible Uses
  - Food assistance
  - Re-employment and job training
  - Rent, mortgage, or utility assistance & internet subsidies
  - Cash assistance
  - Health insurance coverage expansion and paid sick & family leave (NEW)
  - Financial services for unbanked and underbanked (NEW)
  - Affordable housing development and permanent supportive housing (NEW)
  - Childcare, early learning, and addressing learning loss for K-12 students (NEW)

(Public Health and Economic Response) Assistance to Households

- Disproportionately Impacted Households – Eligible Uses
  - All uses that respond to the impact and disparities that led to the disproportionate impact
  - Addressing health disparities (e.g. community health workers, lead remediation, health facilities)
  - Investments in neighborhoods to promote health outcomes
  - Addressing educational disparities; e.g. enhanced funding to high-poverty schools and educational facilities
  - Improvements to vacant and abandoned property (NEW)

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(Public Health & Economic Response) Assistance to Small Businesses

- Impacted Small Businesses – recipients may consider:
  - Decreased revenue or gross receipts
  - Financial insecurity
  - Increased costs (NEW)
  - And more
- Eligible Uses include
  - Loans or grants to mitigate financial hardship, such as supporting payroll and benefits
  - Technical assistance, counseling, or other services to support business planning

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(Public Health & Economic Response) Assistance to Small Businesses

- Disproportionately Impacted Small Businesses – presumed impacted:
  - Operating in QCTs
  - Operated by tribal governments or on tribal lands
  - Operating in U.S. territories
- Eligible Uses include (NEW)
  - Rehabilitation of commercial properties, storefront, & façade improvements
  - Technical assistance, business incubators, and grants for start-up or expansion
  - Support for microbusinesses (e.g., childcare, transportation)

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(Public Health & Economic Response) Assistance to Nonprofits

- Impacted – recipients may consider
  - Decreased revenue (lower donations or fees)
  - Financial insecurity
  - Increased costs (NEW)
  - Eligible uses include loans/ grants to mitigate financial hardship; technical or in-kind assistance or other services
- Disproportionately impacted – presumed are
  - Operating in QCTs
  - Eligible uses include responses that are related and reasonably proportional to addressing disparities that led to impacts

Capital Expenditures to Respond to Public Health and Economic Impacts of the Pandemic

The final rule clarifies that capital expenditures can be eligible in this category, when meeting certain standards, and provides an enumerated list of eligible capital expenditures.

1. Overall eligibility requirements
   - Capital expenditures subject to same "related and reasonably proportional" standard as other uses
   - Recipients must complete Written Justification (WJ) for capital expenditures at or over $1 million
     - *WJ requires recipients to explain why a capital expenditure is appropriate and why the proposed capital expenditure is superior to alternatives*
     - *Recipients may be required to submit WJ with reporting*
     - *No pre-approval*

2. Presumptions for capital expenditures
   - Eligible: testing labs & equipment; emergency operations center & equipment; affordable housing; childcare facilities; schools for disproportionately impacted communities)
   - Ineligible: construction of new correctional facilities as a response to an increase in rate of crime; construction of new congregate facilities to decrease spread of COVID in facility; construction of convention centers, stadiums, or other large capital projects

Responses to Restore and Bolster Government Employment

The final rule expands the uses of funds available to restore and bolster government employment, including:

- restoring employment by hiring up to 7.5% above a recipient's pre-pandemic baseline employment level,
- funding for employees that experienced pay reductions or were furloughed (NEW)
- maintaining current compensation levels to prevent layoffs (NEW)
- worker retention incentives, including reasonable increases in compensation (NEW)

Premium Pay

1. Eligible workers are those in critical infrastructure sectors
2. Essential work involves regular in-person interactions or physical handling of items handles by others
3. Pay must respond to worker needs:
   - Workers who earn at or below 150 percent of state or county average annual wage, or
   - Are not exempt from Fair Labor Standards Act overtime rules (NEW)
   - Or recipient provides written justification of how it meets needs
   - Pay can be up to $13/ hour in installments or lump sums to hourly, part time, or salaried/ non-hourly workers and may not exceed $25,000 for any single worker during the program
   - The final rule clarifies that all public employees of local governments are included in the defection of “eligible worker”
   - Volunteers are excluded from eligibility
   - The final rule clarifies that elected officials ***ARE NOT ELIGIBLE*** for compensation under the premium pay category

**The BLS shows the mean/ average wage across all occupations is $24.97. If the premium pay results in an employee earning more than 150% of this amount (or $37.46 per hour), written justification must be provided to Treasury in order to provide premium pay. If an employee’s regular salary is over $78,116.15, no premium pay can be added without written justification to Treasury, and Treasury’s approval.*

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Premium Pay

"Eligible worker" – final rule clarifies that all public employees of recipient governments are already included in the interim final rule definition of "eligible worker."

"Essential work" is work that

1. is not performed while teleworking from a residence and
2. involves either (i) regular, in-person interactions with patients, the public, or coworkers of the individual that is performing the work or (ii) regular physical handling of items that were handled by, or are to be handled by, patients, the public, or coworkers of the individual that is performing the work.

The statute defines premium pay as "an amount of up to $13 per hour . . . , in addition to wages or remuneration the eligible worker otherwise receives, for all work performed by the eligible worker during the COVID–19 public health emergency. Such amount may not exceed $25,000 with respect to any single eligible worker."

The final rule provides that premium pay is responsive to eligible workers performing essential work during the public health emergency if each eligible worker who receives premium pay falls into one of three categories:

1. the worker's pay is below the wage threshold,
2. the worker is not exempt from the FLSA overtime provisions, or
3. the recipient has submitted a written justification to Treasury.

This policy also prohibits, among other things, elected officials from steering funds to projects in which they have a financial interest or using funds to pay themselves premium pay.

Premium Pay

Retaining workers (p. 178 of final rule narrative).

The final rule allows for an expanded set of eligible uses to restore and support public sector employment. Eligible uses include hiring up to a pre-pandemic baseline that is adjusted for historic underinvestment in the public sector, providing additional funds for employees who experienced pay cuts or were furloughed, avoiding layoffs, providing worker retention incentives, and paying for ancillary administrative costs related to hiring.

- Funds may be used to provide worker retention incentives, which are designed to persuade employees to remain with the employer as compared to other employment options.
- Recipients must be able to substantiate that the employees were likely to leave employment in the absence of the retention incentive and should document their assessment. For example, a recipient may determine that a retention bonus is necessary based on the presence of an alternative employment offer for an employee.
- All worker retention incentives must be narrowly tailored to need and should not exceed incentives traditionally offered by the recipient or compensation that alternative employers may offer to compete for the employees.
- Further, because retention incentives are intended to provide additional incentive to remain with the employer, they must be entirely additive to an employee’s regular rate of wages and other remuneration and may not be used to reduce or substitute for an employee’s normal earnings.
- Treasury will presume that retention incentives that are less than 25 percent of the rate of base pay for an individual employee or 10 percent for a group or category of employees are reasonably proportional to the need to retain employees, as long as the other requirements are met.

Build Water and Sewer Infrastructure

The final rule expands the list of eligible water and sewer infrastructure projects to include a broader set of project types, including certain dam and reservoir rehabilitation projects, additional stormwater projects, private well projects, and a broader range of projects that remediate lead in water.

- Construction of publicly owned treatment works
- Decentralized wastewater treatment systems construction, upgrades & repair
- Management and treatment of stormwater or subsurface drainage water
- Water conservation, efficiency, or reuse measures
- Reuse or recycling of wastewater, stormwater, or subsurface drainage water
- New facilities to improve drinking water quality
- New sources to replace contaminated drinking water or increase drought resilience
- Green infrastructure
- Storage of drinking water
- Broad suite of lead remediation activities (NEW)
- Additional stormwater infrastructure including culvert repair, resizing, and removal, replacement of storm sewers (NEW)
- Residential wells (NEW)
- Certain dam and reservoir rehabilitation (NEW)

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Broadband Infrastructure

The final rule expands eligible areas for investment in broadband infrastructure to include locations where the recipient has identified need for additional broadband investment. Further, the final rule allows for modernization of cybersecurity for existing and new broadband infrastructure, regardless of their speed delivery standards.

1. **Identify an eligible area for investment**
   - Recipients are encouraged to invest in locations without reliable wireline service of at least 100/20 Mbps speed, but are broadly able to invest in locations where recipient has identified need for additional investment (NEW)
   - Such need can include lack of access to high speeds, affordability, and reliability
2. Design project to meet high-speed technical standards
   - Deliver reliable high-speed service of minimum 100 Mbps symmetrical speeds unless impracticable
3. Require enrollment in a low-income subsidy program (NEW)
   - Recipients must require service providers for a broadband project that provides service to households to either
     - Participate in the FCC's Affordable Connectivity Program
     - Provide access to a broad-based, low-income affordability program commensurate to the ACP

GEORGIA MUNICIPAL ASSOCIATION

REPORTING GUIDANCE

Uniform Administrative Requirement

- Generally subject to Uniform Administrative Requirements, Cost Principles, and Audit Requirements (Uniform Guidance)
- Implement robust internal controls and effective monitoring to ensure compliance

Administrative Costs

- Supporting effective management and oversight
- Ensuring compliance with legal, regulatory, and other requirements
- Including cost of consultants

Cash Management

- SLFRF can be placed in interest-bearing accounts
- Interest does not need remitted to Treasury
- Interest is not subject to SLFRF eligible uses

GEORGIA MUNICIPAL ASSOCIATION

ARPA SLFRF Reporting & Documentation

Applicable policies, guidance, and tips to prepare to report and document uses of ARPA SLFRF

- American Rescue Plan Act (PL 117-2)
- U.S. Treasury Department Regulations (31 CFR 35)
  - Interim Final Regulations (5/10/21)
  - Final Regulations (1/6/22)
- OMB Regulations (2 CFR 200) (12/26/14)
- OMB FAQ’s on 2 CFR Implementation Plans for New Programs of the ARP Act
- OMB 2021 Compliance Supplement, Addendum 1 (12/3/21)
- Treasury Department Guidance
  - Supplementary Information (5/10/21)
  - Supplementary Information (1/6/22)
  - Supplementary Information (CRF)
  - Compliance and Reporting Guidance (11/15/21)
  - Frequency Asked Questions (11/15/21)
  - NEU and Non-UGLG Agreements and Supporting Documents Users Guide (12/14/21)
  - Project and Expenditure Report User Guide (1/7/22)
  - Assistance Listing Number 21.027 (www.SAM.gov)
  - Overview of the Final Rule (1/6/22)
- Treasury Department Standard Terms and Conditions

Source: Lloyd Consulting Services

GEORGIA MUNICIPAL ASSOCIATION

Equipment and Real Property Management

- Must be used for originally authorized purpose

Procurement

- Defined by Uniform Guidance
- Procurement documenting procedures outlined in Uniform Guidance

Program Income

- Does not prohibit program income
- Additional guidance coming on uses and regulation

Recordkeeping Requirements

- Maintain records and financial documents for five years after program
- Recipients must provide these records upon request

GEORGIA MUNICIPAL ASSOCIATION

Civil Rights Act Compliance

- Ensure no discrimination on basis of race, color, national origin, disability, age, or sex
- Signed assurance when requesting funds
- Provide annual information on compliance

Subrecipients and Subawards (Internal Controls)

- Manage and monitor subrecipients for compliance
- Identify for subrecipient
    - Subaward of SLFRF
    - Compliance requirements for use
    - Reporting requirements
- Evaluate risk of noncompliance
- Develop written process/procedures for monitoring and risk assessment

Tips

- Create a program narrative – explain how your project and proposed use of funds are tied to the underlying purpose of ARPA SLFRF and guidance
- Create a simple budget to show sources and uses of funds
- Follow all city policies for purchasing, ethics, cash management, internal controls

Sample Budget (SF424A) Section B Budget Categories

- Non-construction
  - Personnel
  - Fringe benefits
  - Travel
  - Equipment
  - Supplies
  - Contractual
  - Construction (i.e. renovation)
  - Other
  - Indirect costs
  - TOTALS

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY (1)	(2)	(3)	(4)	Total (5)
a. Personnel	$	$	$	$	$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)					$
j. Indirect Charges					$
k. TOTALS (sum of 6i and 6j)	$	$	$	$	$
7. Program Income	$	$	$	$	$

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Sample Budget (SF424C)

- Construction Programs

OMB Approval No. 0348-0041

BUDGET INFORMATION - Construction Programs

NOTE: Certain Federal assistance programs require additional computations to arrive at the Federal share of project costs eligible for participation. If such is the case, you will be notified.

COST CLASSIFICATION	a. Total Cost	b. Costs Not Allowable for Participation	c. Total Allowable Costs (Columns a-b)
1. Administrative and legal expenses	$ .00	$ .00	$ .00
2. Land, structures, rights-of-way, appraisals, etc.	$ .00	$ .00	$ .00
3. Relocation expenses and payments	$ .00	$ .00	$ .00
4. Architectural and engineering fees	$ .00	$ .00	$ .00
5. Other architectural and engineering fees	$ .00	$ .00	$ .00
6. Project inspection fees	$ .00	$ .00	$ .00
7. Site work	$ .00	$ .00	$ .00
8. Demolition and removal	$ .00	$ .00	$ .00
9. Construction	$ .00	$ .00	$ .00
10. Equipment	$ .00	$ .00	$ .00
11. Miscellaneous	$ .00	$ .00	$ .00
12. SUBTOTAL *(sum of lines 1-11)*	$ 0 .00	$ 0 .00	$ 0 .00
13. Contingencies	$ .00	$ .00	$ .00
14. SUBTOTAL	$ 0 .00	$ 0 .00	$ 0 .00
15. Project (program) income	$ .00	$ .00	$ .00
16. TOTAL PROJECT COSTS *(subtract #15 from #14)*	$ .00	$ .00	$ .00
FEDERAL FUNDING			
17. Federal assistance requested, calculate as follows: (Consult Federal agency for Federal percentage share.) Enter the resulting Federal share.	Enter eligible costs from line 16c Multiply X _______%		$ 0.00

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ARPA Reporting Resources and Updates

- Treasury Reporting Guidance
- Treasury website for links to additional resources reporting requirements
- NLC Webinar June 24 on Treasury Reporting Requirements (with slides)
- Treasury Final Rule webinar and slides

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NEU Reporting

- Each NEU will also be asked to provide the following information with their first report submitted by April 30, 2022:
  - Copy of the signed award terms and conditions agreement (which was signed and submitted to the State as part of the request for funding)
  - Copy of the signed assurances of compliance with Title VI of the Civil Rights Act of 1964 (which was signed and submitted to the State as part of the request for funding)
  - Copy of actual budget documents validating the top-line budget total provided to the State as part of the request for funding

GEORGIA MUNICIPAL ASSOCIATION

Treasury Tier Assignments

- List of SLFRF recipients and their Associated Reporting Tiers is available on the Treasury website

1	**SLFRF Recipient Reporting Tiers**				
2	*List of non-tribal SLFRF recipients and their associated Reporting Tiers. Data to be updated regularly as new recipients are identified.*				
3					
4	Updated as of 12/27/2021				
5	**Recipient Name**	**State/Territory**	**Type of Recipient**	**Recipient Reporting**	
746	Albany, Georgia	Georgia	Local Government	Tier 2	
747	Alpharetta City, Georgia	Georgia	Local Government	Tier 5	
748	Appling County, Georgia	Georgia	Local Government	Tier 5	
749	Athens-Clarke County, Georgia	Georgia	Local Government	Tier 2	
750	Atkinson County, Georgia	Georgia	Local Government	Tier 5	
751	Augusta-Richmond, Georgia	Georgia	Local Government	Tier 2	
752	Bacon County, Georgia	Georgia	Local Government	Tier 5	
753	Baker County, Georgia	Georgia	Local Government	Tier 5	
754	Baldwin County, Georgia	Georgia	Local Government	Tier 5	
755	Banks County, Georgia	Georgia	Local Government	Tier 5	
756	Barrow County, Georgia	Georgia	Local Government	Tier 2	
757	Bartow County, Georgia	Georgia	Local Government	Tier 2	
758	Ben Hill County, Georgia	Georgia	Local Government	Tier 5	
759	Berrien County, Ga	Georgia	Local Government	Tier 5	
760	Bleckley County, Georgia	Georgia	Local Government	Tier 5	4/30/2022
761	Brantley County, Georgia	Georgia	Local Government	Tier 5	4/30/2022
762	Brookhaven, Georgia	Georgia	Local Government	Tier 5	4/30/2022
763	Brooks County, Georgia	Georgia	Local Government	Tier 5	4/30/2022
764	Brunswick, Georgia	Georgia	Local Government	Tier 5	4/30/2022
765	Bryan County Boc, Georgia	Georgia	Local Government	Tier 5	4/30/2022
766	Bulloch County, Georgia	Georgia	Local Government	Tier 2	1/31/2022
767	Burke County, Georgia	Georgia	Local Government	Tier 5	4/30/2022
768	Butts County, Georgia	Georgia	Local Government	Tier 5	4/30/2022
769	Calhoun County, Georgia	Georgia	Local Government	Tier 5	4/30/2022

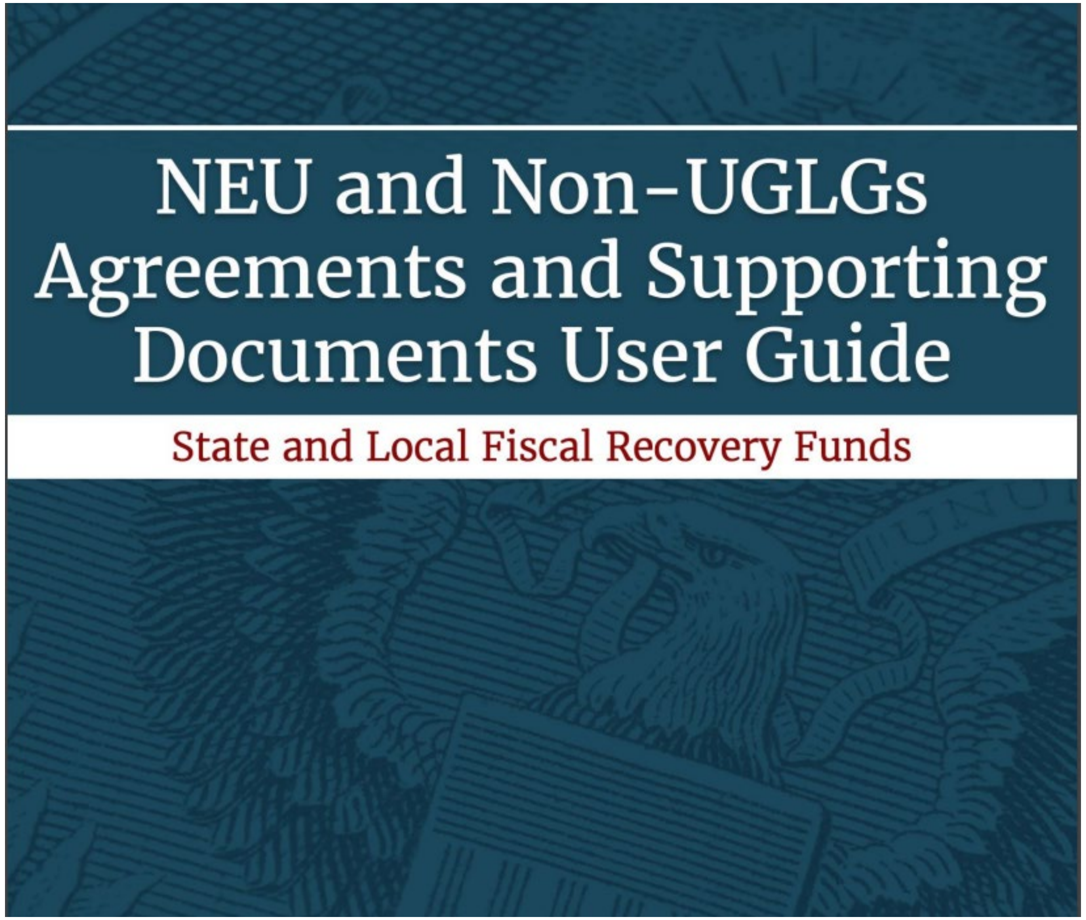
U.S. DEPARTMENT OF THE TREASURY

Table 2: Reporting requirements by recipient type

Tier	Recipient	Interim Report	Project and Expenditure Report	Recovery Plan Performance Report
1	States, U.S. territories, metropolitan cities and counties with a population that exceeds 250,000 residents	By August 31, 2021 or 60 days after receiving funding if funding was received by October 15, with expenditures by category	By January 31, 2022, and then 30 days after the end of each quarter thereafter[9]	By August 31, 2021 or 60 days after receiving funding, and annually thereafter by July 31[10]
2	Metropolitan cities and counties with a population below 250,000 residents which received more than $10 million in SLFRF funding			Not required
3	Tribal Governments which received more than $30 million in SLFRF funding			
4	Tribal Governments which received less than $30 million in SLFRF funding		By April 30, 2022, and then annually thereafter[11]	
5	Metropolitan cities and counties with a population below 250,000 residents which received less than $10 million in SLFRF funding			
6	NEUs	Not required		

Note: Based on the period of performance, reports will be collected through April 30, 2027. See the specific due dates listed in Sections B and C.

NEU Agreements and Supporting Documents User Guide



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NEU Account Setup: Designating SLFRF Points of Contact

II. NEU Account Setup- Designating SLFRF Points of Contact

This section provides a brief instruction for SLFRF Account Administrators on accessing Treasury's Portal and providing the names and contact information of individuals to be designated as your organization's points of contact for SLFRF reporting.

SLFRF recipients are required to designate staff or officials for the following three roles in managing reports for their SLFRF award. Recipients must make the required designations prior to accessing Treasury's Portal to submit report. The required roles are as follows:

- **Account Administrator** for the SLFRF award has the administrative role of maintaining the names and contact information of the designated individuals for SLFRF reporting. The Account Administrator is also responsible for working within your organization to determine its designees for the roles of Point of Contact for Reporting and Authorized Representative for Reporting and providing their names and contact information via Treasury's Portal. Finally, the Account Administrator is responsible for making any changes or updates to the user roles as needed over the award period. We recommend that the Account Administrator identify an individual to serve in his/her place in the event of staff changes. Please note, for NEUs, the point of contact initially provided to their State for determining eligibility will automatically be designated as an Account Administrator.
- **Point of Contact for Reporting** is the primary contact for receiving official Treasury notifications about reporting on the SLFRF award, including alerts about upcoming reporting, requirements, and deadlines. The Point of Contact for Reporting is responsible for completing the SLFRF reports.
- **Authorized Representative for Reporting** is responsible for certifying and submitting official reports on behalf of the SLFRF recipient. Treasury will accept reports or other official communications only when submitted by the Authorized Representative for Reporting. The Authorized Representative for Reporting is also responsible for communications with Treasury on such matters as extension requests and amendments of previously submitted reports. The official reports may include special reports, quarterly reports, interim reports, and final reports.

- Step by step instructions to access Treasury's portal
- Instructions on how to designate roles, users and register with Login.gov
- Overview of document requirements

GEORGIA MUNICIPAL ASSOCIATION

Treasury's Portal User Guide

Getting Started Using Treasury's Reporting Portal | Verifying your identity with login.gov

Creating credentials using Login.gov

To assist Treasury's American Rescue Plan (ARP) program, Treasury is now offering Login.gov access to Treasury's American Rescue Plan (ARP) Reporting and Compliance Portal.

Once you have created a Login.gov account, you will be able to access Treasury's ARP Reporting and Compliance portal.

https://portal.treasury.gov/compliance

Users that already have access to Treasury's portal using ID.me are *not* required to use Login.gov and can continue accessing their reporting records through ID.me.

https://portal.treasury.gov/cares/s/slt

To get started

1. Identify the Account Administrator for the specific Treasury program you support.
2. Verify that your account administrator pre-registered you in the portal. If you have received an email from the Treasury regarding Login.gov account setup, you are pre-registered and may proceed to create an account.
3. Navigate to https://portal.treasury.gov/compliance, click create an account and follow the instructions noted below.

Users may sign in using a pre-existing account or choose the create a new account option. Creating a new account is a one-time process that includes: 1) verifying your email address, 2) creating a password, and 3) receiving an authentication code. The entire process should take just a few minutes.

Using an existing Login.gov account

1. Enter your Login.gov e-mail address into the E-mail Address field.
2. Enter the password associated with your Login.gov account.

Creating a new Login.gov account

Step 1: Click 'Create an account' (*Figure 1*). You will be redirected to create an account.

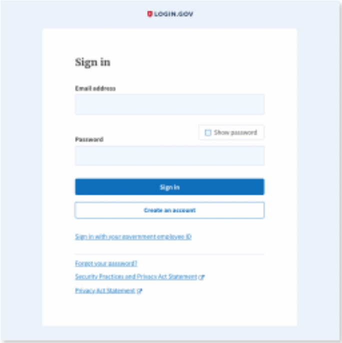


Figure 1: Landing Page

Step 2: Input your email address, select language preference, and accept the Login.gov 'Rules of Use' (*Figure 2*).

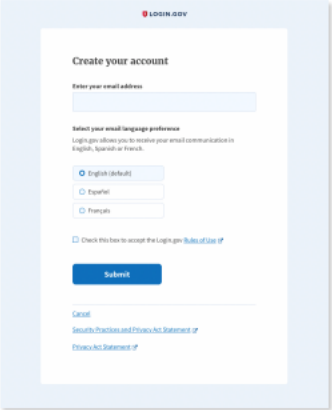


Figure 2: 'Create your account' page

Step 3: Once you click the *Submit* button, a new page displays notifying you to check your email inbox.

Treasury's Portal User Guide

Step 4: If necessary, click *Resend* or *use a different email address* for registration (*Figure 3*)

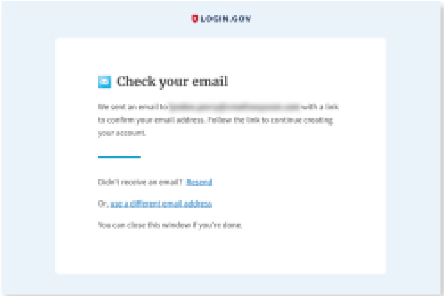


Figure 3: Check for email notification

Step 5: Within your email inbox, confirm you received an email notification email address by clicking the button provided. You can also copy and paste the provided link into their browser (*Figure 4*).

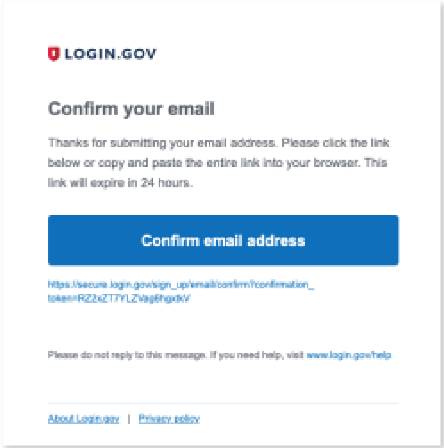


Figure 4: Confirmation email

Step 6: Once the email address is confirmed, create a new password (*Figure 5*).

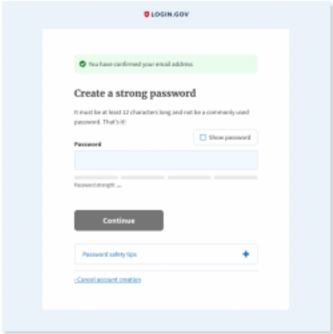


Figure 5: Password creation

Passwords must be at least 12 characters. There are no other restrictions. You can even use more than one word with spaces to get to 12 characters. Try using a phrase or a series of words that only you recognize.

Your Login.gov password should be different from passwords you use for other accounts such as your bank account or email. Using the same password for many accounts makes identity theft easier.

Step 7: Once the password is provided, set up their multi-factor authentication via one of the options provided (*Figure 6*).

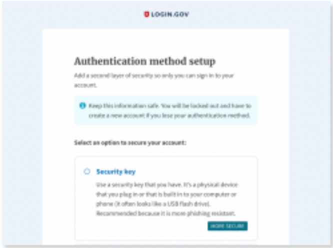


Figure 6: Multi-factor authentication setup (image is cropped; there are 4 additional methods)

Step 8: If the phone authentication method is selected, input a telephone number and select whether to receive the message via SMS or phone call.

Treasury's Portal User Guide

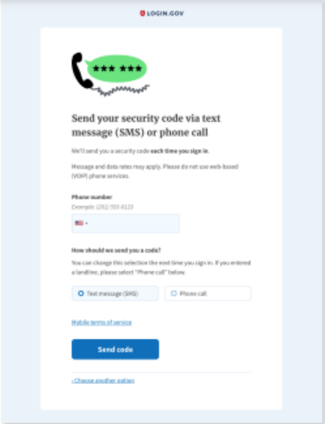


Figure 7: Security code via text or phone call

Step 9: Once a phone number is added, enter your one-time security to finish account creation (refer to *Figure 8*).

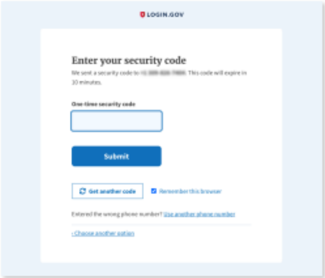


Figure 8: Enter security code

Step 10: If another authentication method other than phone is selected, users should consult the Authentication Options page located at the following URL:

https://www.login.gov/help/get-started/authentication-options/

Follow the onscreen instructions provided for your selected method.

Step 11: After successfully adding a phone number to your account, you will receive screen informing you are officially signing in for the first time.

Once the account is created, return to the URL:

https://portal.treasury.gov/compliance/

Figure 9: Tour

You will receive a message that you are entering the Department of the Treasury's portal (*Figure 9*). Click "Continue" to enter the 'Treasury Reporting Portal'.

Step 12: Once you have successfully logged in through Login.gov, you will arrive at the Introduction page of the Treasury portal (*Figure 10*).

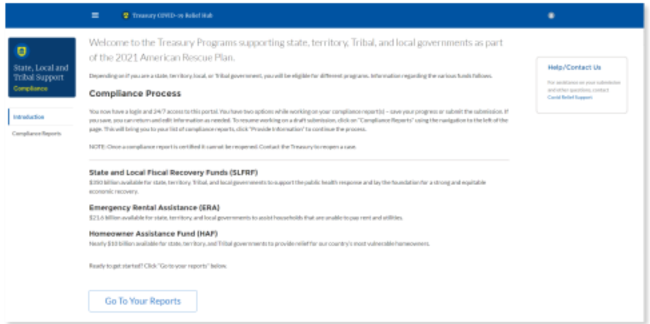


Figure 10: Compliance portal landing page

Webinars and Slides

- NLC Update on Final Rule and Bipartisan Infrastructure Law (1/25/22)

Questions?

- Becky Taylor
- 404-402-6110
- btaylor@gacities.com

CITY OF SOUTH FULTON

COUNCIL AGENDA ITEM

COUNCIL WORK SESSION

SUBJECT: Georgia Power Resource Planning

DATE OF MEETING: 2/8/2022

DEPARTMENT: Mayor

ATTACHMENTS:

Description	Type	Upload Date
IRP Georgia power	Cover Memo	2/9/2022

Georgia Power IRP

The residents of COSF need the city to intervene.

Wan R. Smith, Director of Organizing
Georgia Conservation Voters Education Fund

Who Are We?

GCV is a civic engagement organization focused on a people first governme
and
people first energy.

What Do We Do?

GCV organizes with communities, engages in the democratic process and advocates for energy justice.

How Do We Do What We Do?

People first, people centered.

What is the IRP?

Georgia Power must submit an Integrated Resource Plan (IRP) at least every three years to the Georgia PSC. The IRP must contain the company's usage forecast and describe the utility's program for meeting these forecasted requirements in an economical and reliable manner.

The IRP process dictates that the utilities develop the resources that prove the most cost-effective in helping Georgia meet its energy needs. Additionally, the IRP Act requires that the Georgia PSC determine whether a given IRP "...adequately demonstrates the economic, environmental, and other benefits to the state and to customers of the utility..." (O.C.G.A. § 46-3A-2) associated with improvements in energy efficiency and alternative energy as well as generation facilities.

Why should COSF leaders care?

1. The IRP directly impacts your constituents health, quality of life and financial stability.

1. You have been elected to represent COSF residents and we are intentionally being removed from the process.

1. You are our first line of defense and we need you.

1. There are direct implications for COSF

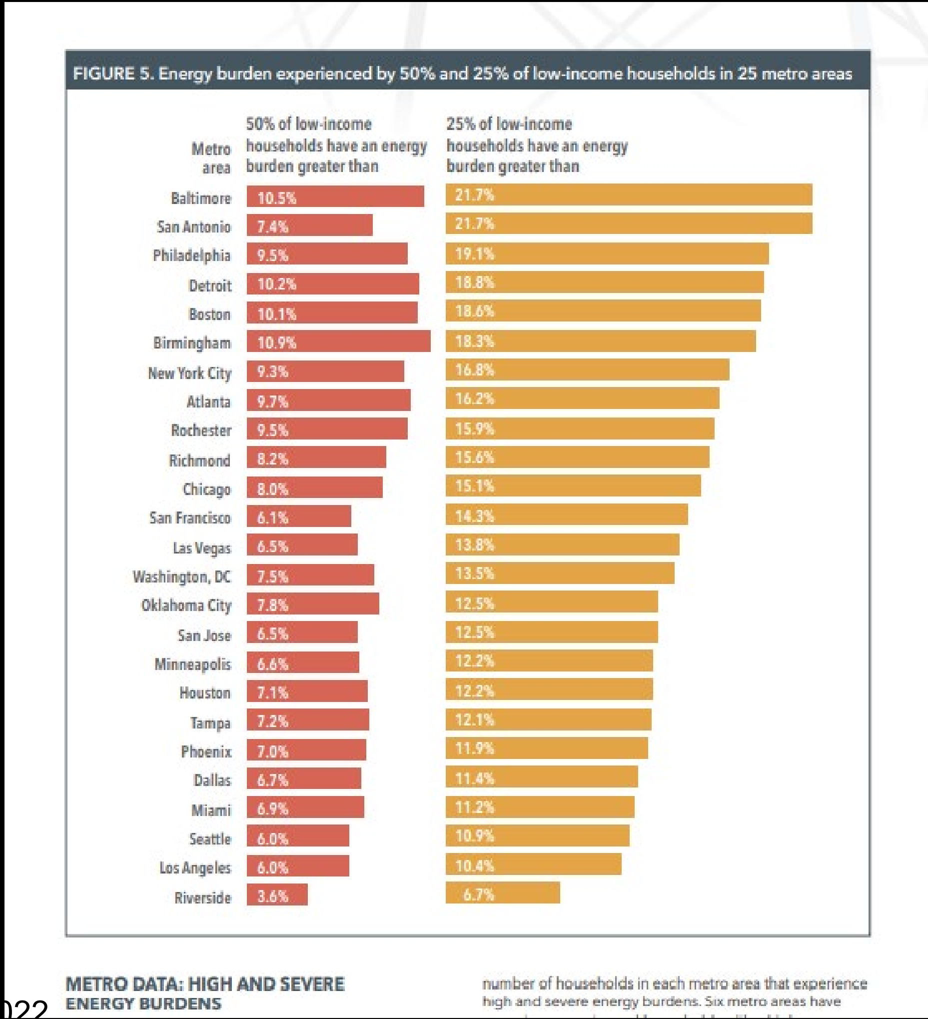
1. Cities failed residents in 2019

ONE
The IRP directly impacts your constituents health, quality of life and financial stability.

- Health
  - The Coal Ash Debacle (2019) water
  - Air pollution and water contamination from coal-fired power plants is linked with asthma, cancer, lung disease and other ailments.
  - Blacks are 3 times as likely to die from air pollution.

- High Energy Burdens
  - 1 in 5 have skipped basic necessities like food or medicine to pay their bill.
  - Black families pay higher electric bills, even when we make the same amount of money as others.

- Quality of life
  - Energy Efficiency
  - Weatherization



TWO

You have been elected to represent COSF residents and we are intentionally being removed from the process.

- Community voices have been locked out
  - Monthly meetings (2020-present)
  - Hearings to end the moratorium on shut-offs (2020)
  - Vogtle Construction Management Hearings (2021)

THREE

You are our first line of defense and we need you.

- With the information you can make better decisions for the city, residents, and businesses.

FOUR
Implications for COSF

- For municipalities, the amount of energy coming from fossil fuels can jack up costs for city-owned buildings.

- Not lifting the cap on solar can also limit city's ability to use solar on those government buildings. Solar is the cheapest energy the more we bring on the more affordable

- A seat at the table allows you to advocate to create strong business conditions for your business owners.

FIVE
Cities failed residents in 2019.

Critical for Georgia Power and the PSC to know that their largest customers are paying attention and have needs. It's not just non-profits and residents.

THE PROCESS

1. GA Power has to file the proposed IRP by January 31, 2022.Shortly after that, the PSC will give a public notice.

1. Applications requesting leave to intervene must be filed with the Commission within 30 days following the first published notice of the proceeding (Mid March or so).

1. Once a city becomes an Intervenor, the city decides the involvement level. Depending on the resources, some options include: simply reviewing the file, cross-examining witnesses, filing briefs, and/or putting expert witness(es) up for cross-examination. Basically you can scale the efforts as much or as little as you want.

1. Regardless of the level of intervention, as an Intervenor, the city will have a seat at the table. While participating in the "formal" proceedings, the city can also be part of the "settlement negotiations" towards a stipulation of dismissal (the legal document asking the PSC to discontinue the matter because the parties have reached an agreement).

V

Support and Next Steps

1. The Sierra Club has volunteered to assist.

1. Organizational Alliances

Wan R. Smith wan@gcvoters.org
Charline White
charline.whyte@sierraclub.org