

GOVERNMENT OF THE CITY OF SOUTH FULTON


Office of the City Manager

WILLIAM "BILL" EDWARDS
MAYOR



ODIE DONALD II
CITY MANAGER

MEMORANDUM

TO: Honorable Mayor William "Bill" Edwards & City Council Members
FROM: Odie Donald II 
City Manager
DATE: October 22, 2020
SUBJECT: COSF CARES Act Funding Project Plan

Background

In August, Fulton County Mayors collectively filed suit to ensure proper distribution of CARES Act Funding. In late September, these Mayors came to a tentative agreement pending individual IGAs with member cities. The City of South Fulton, based on population, is prepared to receive CARES Act funding through Fulton County in the amount of \$4,136,829.00. All expenses must be incurred by December 15, 2020.

The City Manager's office convened cross functional teams of internal and external subject matter experts to develop a quick strike platform to implement CARES Act Funding strategies. The City Manager's plan development was led internally by the Grant Administrator and externally by MS Solutions, a minority and veteran owned business.

Proposed Plan

The plan proposals are a product of consolidating internal and external considerations based on the following criteria:

1. Eligibility per grant guidance.
2. Timeline to execute the project.
3. Ability to mitigate challenges to getting the project incurred by the deadline.
4. Ease and quickness of obtaining supporting documentation.

Project Plan exceeded total cost of CARES Act allocated funding.

Option #1 (Recommended Plan)

Cap payroll costs at \$1,241,205
Leave Other Expenses at \$2,895,624
Total allocation = \$4,136,829

The City Manager's recommendation is to deliver suite of services that provide a large amount of programming while balancing payroll costs for public safety.

Option #2

Cap payroll costs at \$2,500,000
Reduce Other Expenses to \$1,636,829
Total allocation = \$4,136,829

Option #3

Cap payroll costs at \$3,000,000
Reduce Other Expenses to \$1,136,829
Total allocation = \$4,136,829

Proposed Projects

Rental and Mortgage Assistance for Displaced Workers

Allocation = \$750,000

This program is a public private partnership (P3) with a local non-profit entity to deliver a one-time rent or mortgage subsidy on behalf of South Fulton residents who have suffered job loss due to COVID-19.

Small Business Grant Program

Allocation = \$500,000

The Small Business Stabilization Program is designed to provide a one-time equity injection into local South Fulton Businesses that are struggling because of the COVID-19 pandemic. The program is a public private partnership to issue one-time grants to South Fulton Businesses.

Child Care Program for Essential Personnel Return of Work

Allocation = \$40,000

Offering assistance through Care.com to employees with childcare issues or virtual schooling while they are working and are unable to send their child to school. Employees would have a slight co-pay if they want to take their child to one of the locations. The City will cover the remaining cost.

IT Infrastructure Security

Allocation = \$188,600

Provides added layer of security within Microsoft ECO System to protect users and endpoints remotely due to the explosion of teleworking requirements. Internal and external communications enhancement to improve:

1. Mobile connectivity
2. Mobile equipment
3. Virtual Conferencing

Education PODS – Virtual Learning

Allocation = \$137,706

Allows the City to continue with activities for seniors and youth through virtual programming and outdoor activities where the risk of contracting COVID-19 is limited.

Virtual learning PODS will allow the following:

1. Social distancing for students and related activities
2. Educational PODS for virtual school
3. Disinfecting of large areas
4. Social distancing signage
5. Outdoor exercising and programming
6. Virtual programming of Parks & Rec programs

Sanitizing and Protective Barriers

Allocation = \$900,000

Facility upgrades to enhance protective measures for employees and visitors to adhere to social distancing efforts.

Gladiator Benefits Payout

Allocation = \$379,318

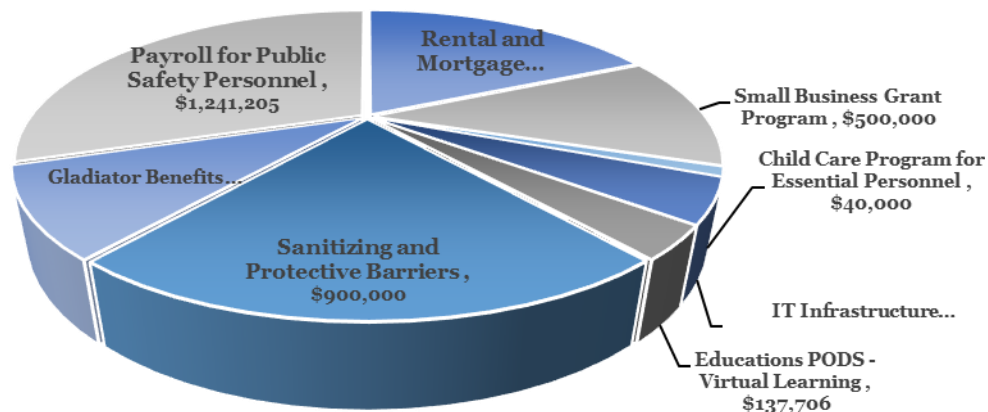
Cash payment to employees for hazard pay that has been incurred from time of implementation through present. Policy was implemented to provide hazard pay to essential personnel working under conditions impacted by COVID-19.

Payroll for Public Safety Personnel (Regular and OT)

Allocation = \$1,241,205

Reimbursement to regular and overtime payroll expenses incurred from March 1, 2020 – present for public safety personnel.

CARES Act Funding \$4,136,829



Attached is a high-level project timeline that depicts start and end times for each respective project. Each project is separated by the level of priority and distinguished by the color scheme.

Most of the tasks can be completed in 1 day, but others will take a bit of time due to their dependency on other factors.

Implementation Updates

After receiving technical assistance from Fulton County, the City Manager's office provided direction to submit the full reimbursement (\$4.1 million). Payment of REGULAR payroll costs for public safety and public health officials is allowed under the CARES Act. Since the City has \$4.1 million of these costs, we may proceed to forward the documents to the County, who reimburses the City free and clear with no further obligations. Payroll was submitted on October 19, 2020.

1. The Rental and Mortgage Assistance Program is in motion with the RFP on the streets.
2. The CARE.com contract is being developed and routed for signature.
3. Virtual programming is more of expansion to already existing programs and will execute soon.
4. Gladiator pay is being converted by Paychex and the conversion should be complete this week.
5. Other projects are being worked through.

The City of South Fulton is excited to announce several CARES Act funding initiatives that will benefit residents negatively affected by the COVID-19 pandemic. These include rental/mortgage assistance, small business relief and education/recreation opportunities. We are finalizing logistical details and plan to launch these efforts formally the week of October 26, 2020. Information will be included on the city's website (www.cityofsouthfultonga.gov) via the CARES Act Initiatives link under the Residents tab.


For more information about rent/mortgage assistance, please e-mail caresacterma@cityofsouthfultonga.gov, as the application for this particular program will launch first on Monday, October 26, 2020. The deadline for residents to complete the application is November 13, 2020. Applicants will receive notification of program award between November 16, 2020 and December 11, 2020.

Below is the link to the pre-screening and intake application that will be launching on Monday, October 26, 2020.




















[CARES Act ERMA](#)

Additional updates will be provided in the project chart and updated frequently through the City Manager's Office.

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

ID	 Task Mode	Task Name	Duration	Start	Finish	Predecessors	W	T	F	S	Oct 4, '20	S	M
1													
2	 	Develop project plan for Rent/Mortgage Asst Program	1 day	Thu 10/15/20	Thu 10/15/20								
3	 	Solicitation Announcement	1 day	Fri 10/16/20	Fri 10/16/20								
4		Vendor application vetting	6 days	Fri 10/23/20	Fri 10/30/20								
5		Application launch for residents	16 days	Fri 10/23/20	Fri 11/13/20								
6		Program awards	20 days	Mon 11/16/20	Fri 12/11/20								
7													
8		Expansion of Virtual Programs	40 days	Mon 10/19/20	Fri 12/11/20								
9		Large Facility Disinfecting/Social distancing supplies ordered	20 days	Mon 10/19/20	Fri 11/13/20								
10		In-person virtual learning	31 days	Mon 10/19/20	Mon 11/30/20								
11		Covid-19 Facility Signage	20 days	Mon 10/19/20	Fri 11/13/20								
12		Outdoor exercise equipment & programming	31 days	Mon 10/19/20	Mon 11/30/20								
13													
14		Convert Gladiator Pay to earning	4 days	Fri 10/16/20	Wed 10/21/20								
15		Reconciliation and testing of payout	7 days	Thu 10/22/20	Fri 10/30/20								
16		Payout to employees		Fri 11/6/20									
17													
18		Agreement signed for CARE.com		Fri 10/23/20									
19		Implementation		Fri 10/30/20									
20		Training		Fri 11/6/20									
21		Project online		Fri 11/6/20									
22													

Project: CARES Act Project Plan
Date: Mon 10/19/20

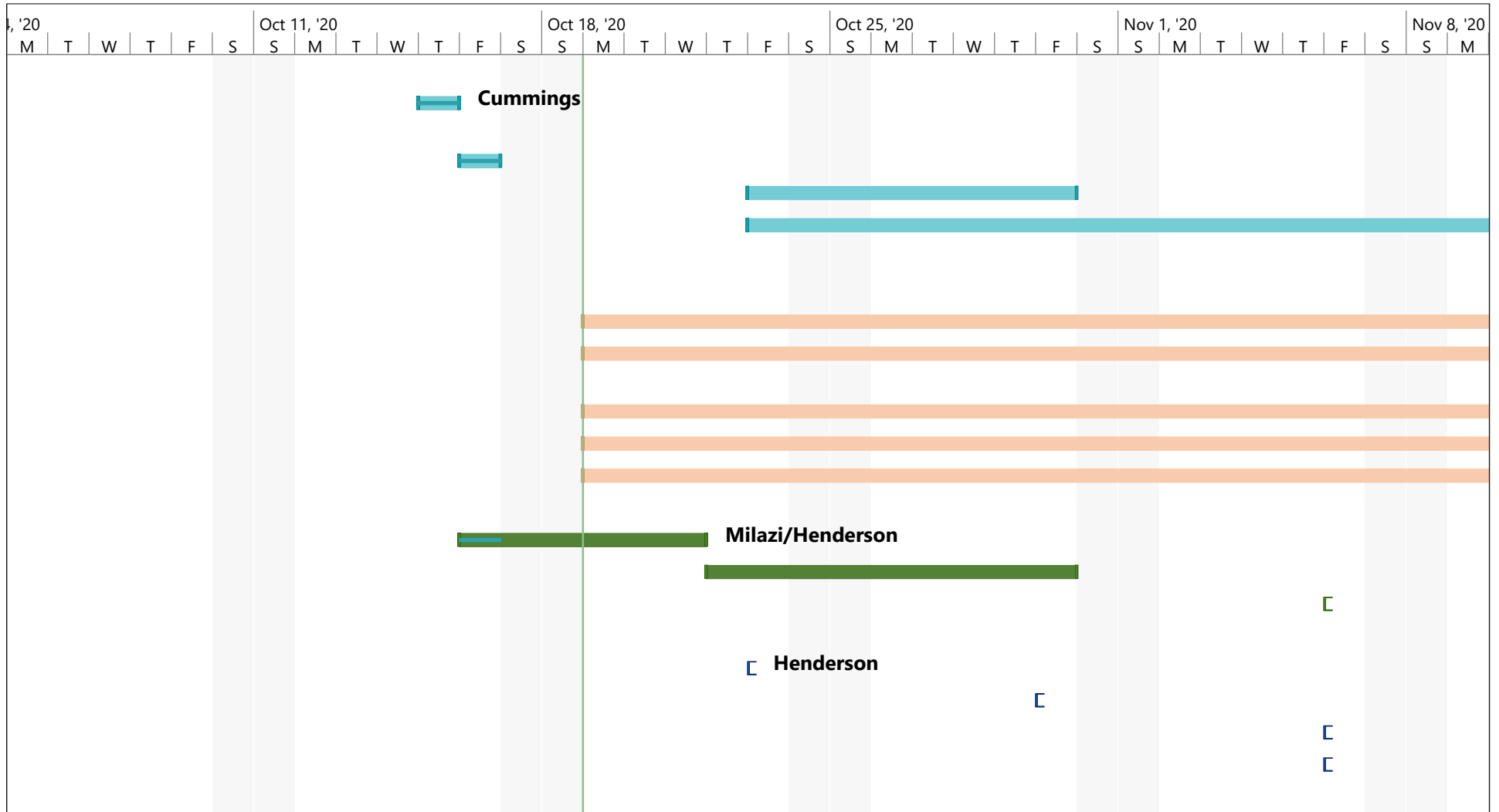
Task		Inactive Summary		External Tasks	
Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors					
							W	T	F	S	Oct 4, '20
23		Agreement executed		Fri 10/23/20							
24		Funds disbursed to CDFI		Fri 10/30/20							
25		Applications released to community		Thu 11/5/20							
26		Grant funds disbursed to small businesses		Mon 11/30/20							
27											
28		Perform deep sanitizing facility cleaning	31 days	Mon 10/19/20	Mon 11/30/20						
29		Acquire touchless automated fixtures	10 days	Mon 10/19/20	Fri 10/30/20						
30		Install touchless automated fixtures	26 days	Mon 11/2/20	Mon 12/7/20						
31		Acquire protective barriers for fire stations	10 days	Mon 10/19/20	Fri 10/30/20						
32											
33		Document Delivery	12 days	Thu 10/1/20	Fri 10/16/20						
34		Technical discovery		Thu 10/15/20							
35		Calls with vendors			Wed 10/21/20						
36		Vendor selection	5 days	Mon 10/19/20	Fri 10/23/20						
37		Requisition/PO	4 days	Wed 10/21/20	Mon 10/26/20						
38		Implementation Begins			Mon 10/26/20						
39		Technical kickoff	3 days	Wed 10/21/20	Fri 10/23/20						
40		Technical wrap up	10 days	Mon 11/16/20	Fri 11/27/20						
41		Technical close out	7 days	Wed 12/2/20	Thu 12/10/20						

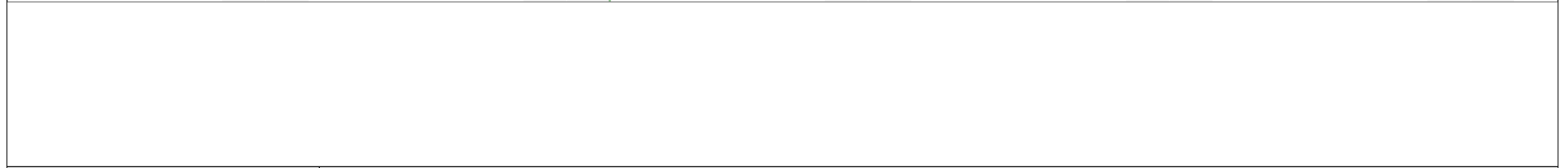
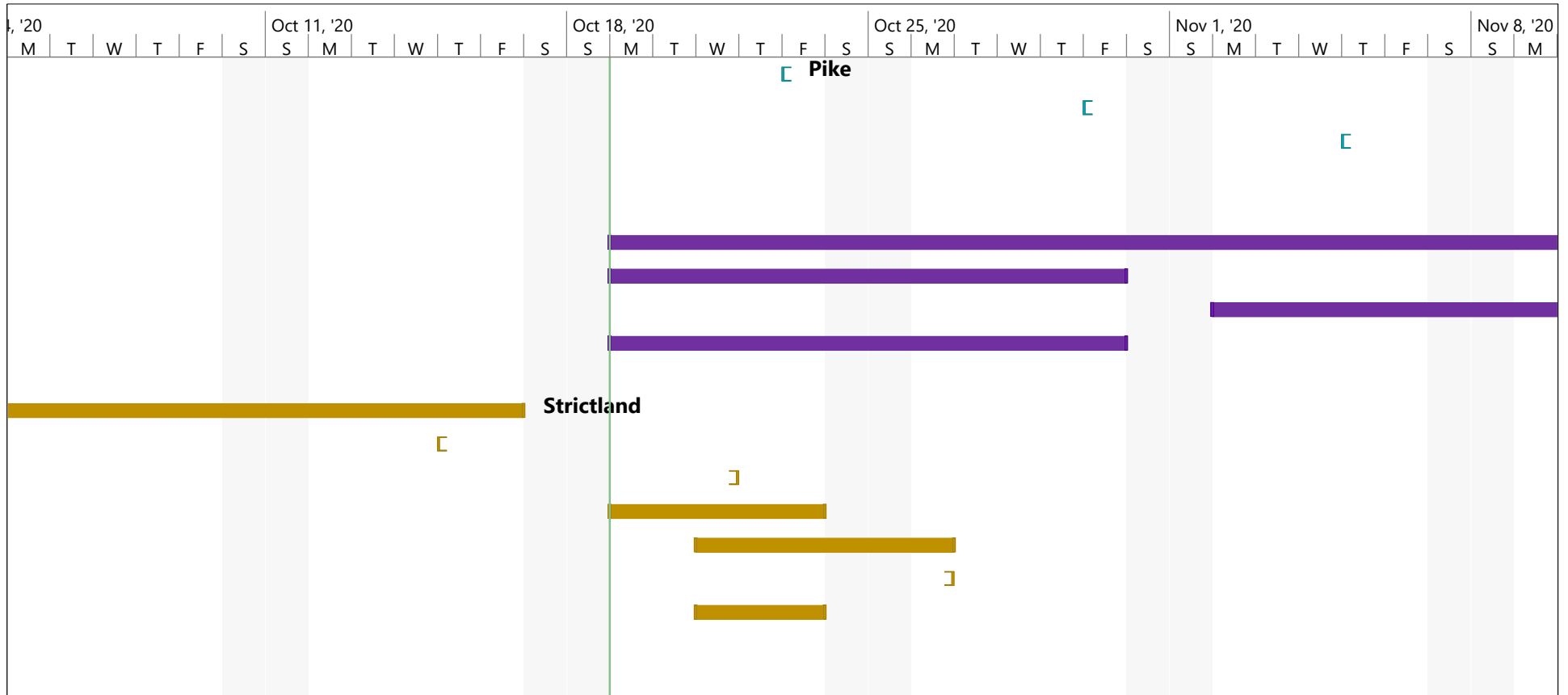
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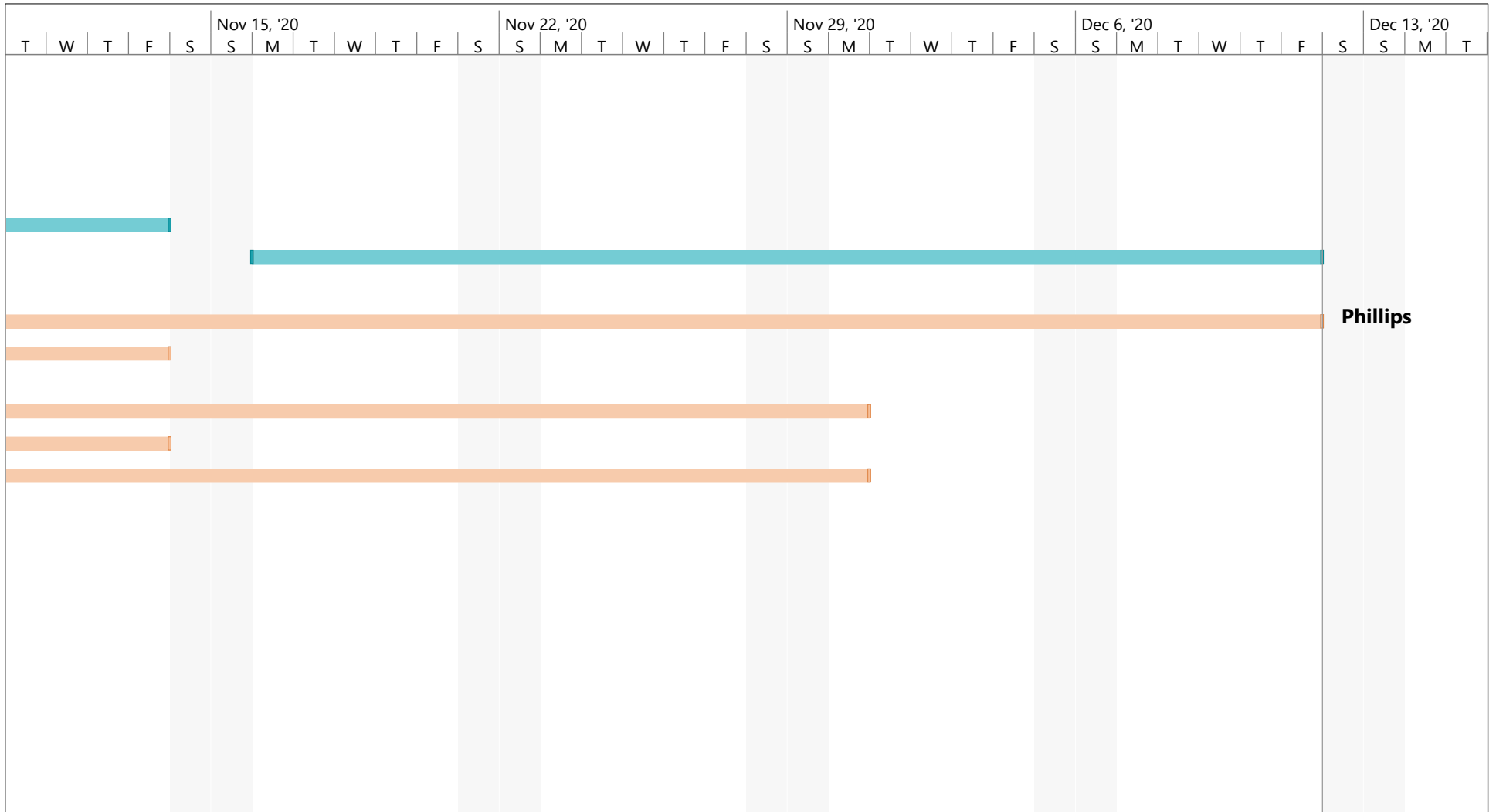
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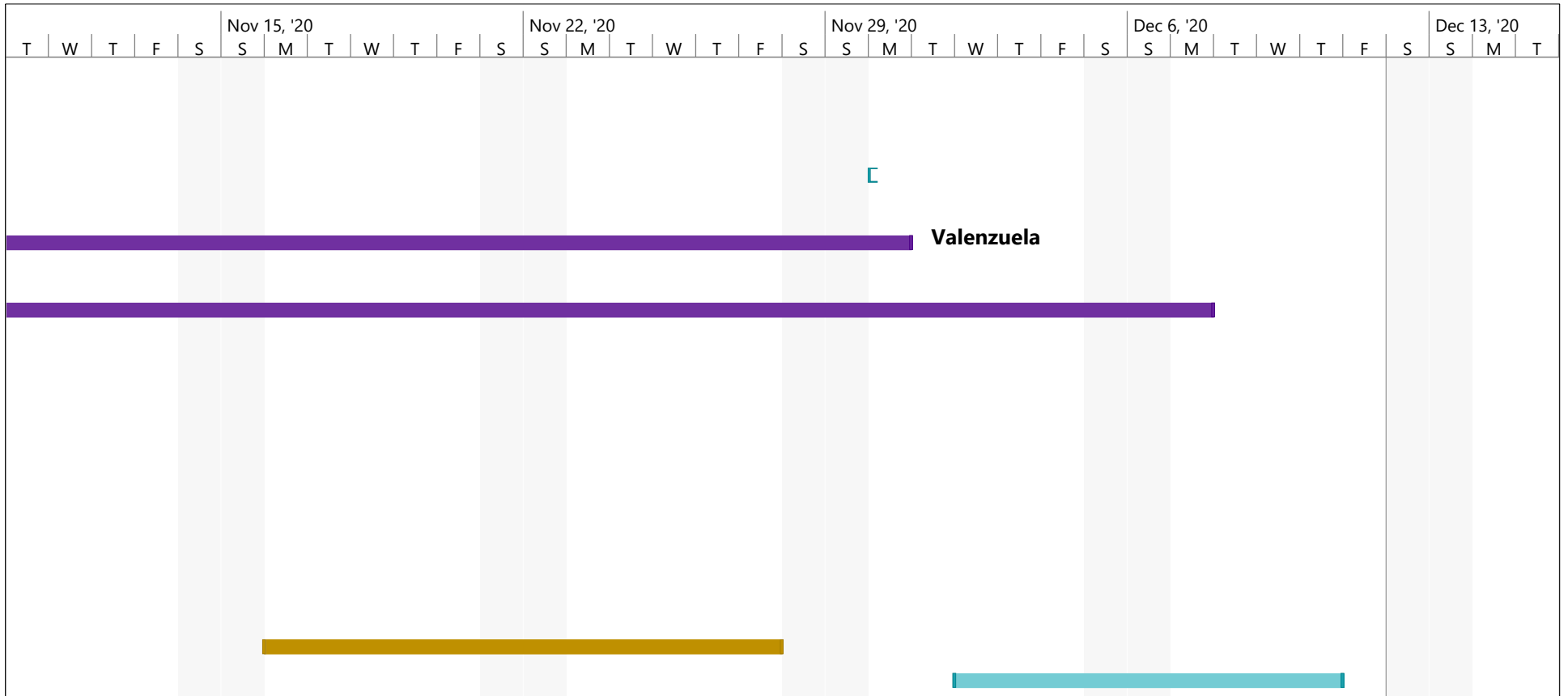
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Project: CARES Act Project Plan Date: Mon 10/19/20	Task		Inactive Summary		External Tasks	
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Project: CARES Act Project Plan Date: Mon 10/19/20	Task		Inactive Summary		External Tasks	
	Split		Manual Task		External Milestone	
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	Inactive Task		Start-only			
	Inactive Milestone		Finish-only			



Project: CARES Act Project Plan
 Date: Mon 10/19/20

Task		Inactive Summary		External Tasks	
Split		Manual Task		External Milestone	
Milestone		Duration-only		Deadline	
Summary		Manual Summary Rollup		Progress	
Project Summary		Manual Summary		Manual Progress	
Inactive Task		Start-only			
Inactive Milestone		Finish-only			



CITY OF SOUTH FULTON

CARES ACT *PROPOSED PROJECT PLAN*

Presented by Odie Donald II
City Manager

Background



Based on U.S. Treasurer's guidance all regular & overtime payroll for Public Safety personnel from March 1, 2020 – December 30, 2020 *is now an eligible expense.*



Public Safety payroll costs are **\$7,054,204.27** and included in the plan from the date range of *March 1, 2020 – October 2, 2020* to demonstrate the full cost to the city.



The project plan total cost is as follows:

Payroll Expenses
\$7,054,204.27

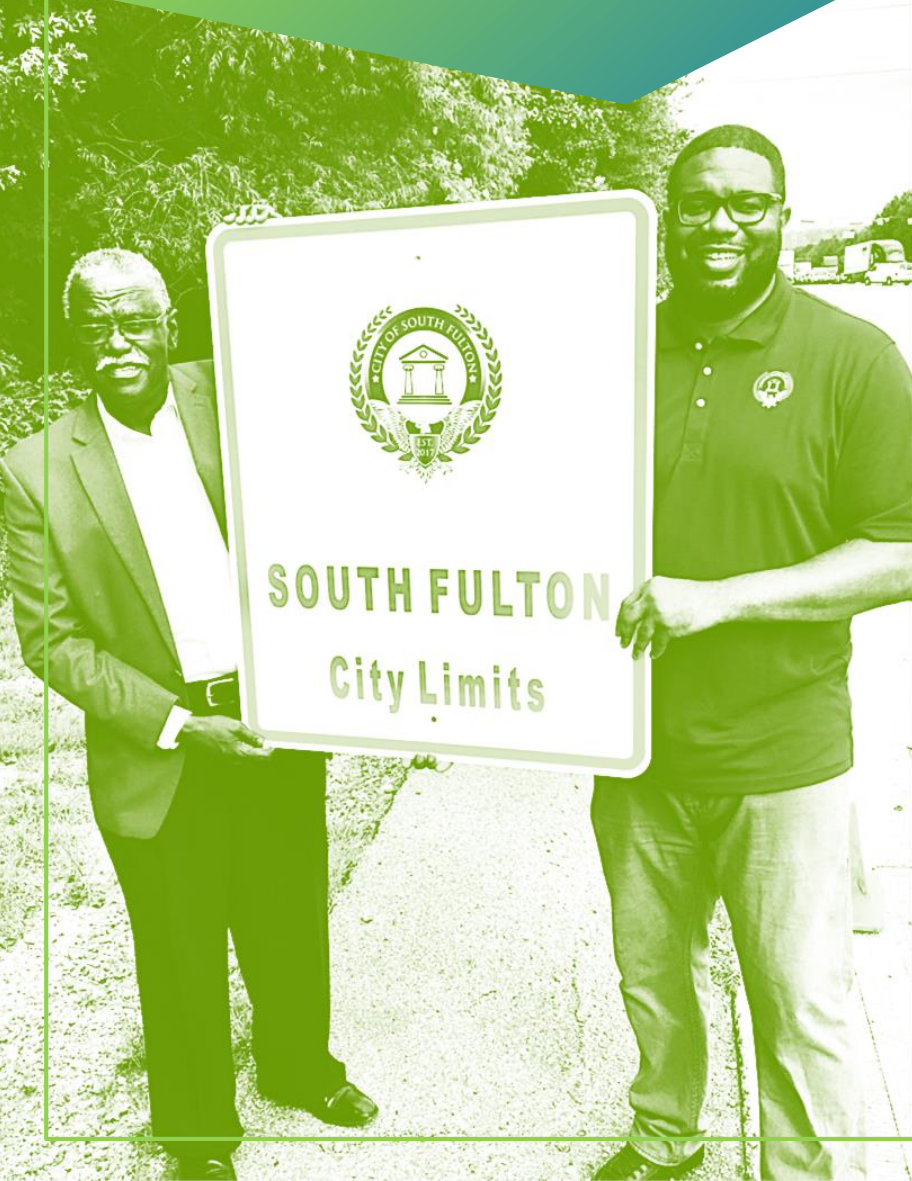
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Other Expenses
\$2,895,624.00

= \$9,949,828.27

01

Background – Advocacy



- **The Fulton County Mayors** collectively filed suit to ensure proper distribution of *Cares Act Funding*. In late September, Mayors came to a tentative agreement pending individual IGAs with member cities.
- **Fulton County** requirements are more stringent than Federal guidelines.
- In the most recent set of FAQs the County *relaxed the restriction on eligible cost* for Public Safety.

02

Summary



➤ The City of South Fulton, based on population, is prepared to receive *CARES Act* through **Fulton County** in the amount of \$4,136,829.00.

➤ All expenses must be incurred by **December 15, 2020**.

➤ The City Manager's office convened cross functional teams of internal and external subject matter experts to develop a quick strike platform to implement *Cares Act Funding strategies*.

➤ The City Manager's plan development was led internally by the Grant Administrator and externally by MS Solutions, a minority and veteran owned business.

➤ The plan proposals are a product of consolidating internal and external considerations based on the following criteria:

1. *Eligibility per grant guidance.*
2. *Timeline to execute the project.*
3. *Ability to mitigate challenges to getting the project incurred by the deadline.*
4. *Ease and quickness of obtaining supporting documentation.*

➤ **Project Plan exceeded total cost of Cares Act allocated funding**

Recommendations



1 Option

**Cap payroll costs at
\$1,241,205**

**Leave Other Expenses at
\$2,895,624**

= \$4,136,829

The City Manager's recommendation is to deliver suite of services that provide a large amount programming while balancing payroll costs for public safety

2 Option

Cap payroll costs at
\$2,500,000.00

Reduce Other Expenses to
\$1,636,829

= \$4,136,829

3 Option

Cap payroll costs at
\$3,000,000.00

Reduce Other Expenses to
\$1,136,829

= \$4,136,829

CARES ACT

PROPOSED PROJECT PLAN

PROPOSED PROJECTS



Rental & Mortgage Assistance for Displaced Workers

Rental & Mortgage Assistance for Displaced Workers



Primary City Recipient Department

Community Development & Regulatory Affairs

City Department Point of Contact

Shayla Reed and Christina Cummings

Program Purpose

This program is a public private partnership (P3) with a local non-profit entity to deliver a one-time rent or mortgage subsidy on behalf of South Fulton residents who have suffered job loss due to COVID-19.

COVID-19 Relationship

This program helps communities improve their quality of life and economic vitality through the development of locally based housing strategies in direct response to the COVID-19 global pandemic.

Timeline

60 days

Cost

\$750,000.00

Strengths

1. One-time direct rental or mortgage subsidy payment to displaced workers
2. In-house personnel to research and qualify non-profit organization to serve as a fiduciary. This will expedite the process.

Weaknesses

Public/Private Partnership with non-profit to act as fiduciary and pass-through agency to move money quickly may be timely to establish.

Notes

Costs are calculated as \$100,000 x 7(Districts) + \$50,000 Fiduciary Fee (non-profit) = \$750,000. Encouraged not to make payments to the citizens through the city.

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Small business Grant Program

Small Business Grant Program



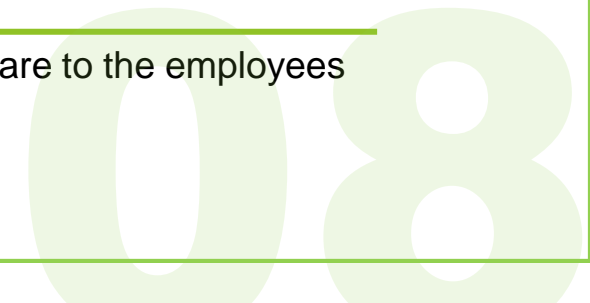
Primary City Recipient Department	Destination South Fulton
City Department Point of Contact	Christopher Pike
Program Purpose	The Small Business Stabilization Program that is designed to provide a one-time equity injection into local South Fulton Businesses that are struggling because of the COVID-19 pandemic. The program is a public private partnership to issue one-time grants to South Fulton Businesses.
COVID-19 Relationship	Destination South Fulton's Mainstreet Program supports economic development efforts that benefit low/moderate income persons and neighborhoods. The Small Business Stabilization Program that is designed to provide a one-time equity injection into local South Fulton Businesses that are struggling because of the COVID-19 pandemic. The program is a public private partnership to issue one-time grants to South Fulton Businesses.
Timeline	60 days (Frame work has been approved by Council)
Cost	\$500,000.00
Strengths	<ol style="list-style-type: none">1. Public/Private Partnership with non-profit to act as fiduciary and pass-through agency to move money quickly2. Has a list of non-profit organizations to contact
Weaknesses	No immediate weaknesses identified
Notes	Costs are calculated as $\$500,000 - 5\%(\text{Fiduciary Fee}) = \$475,000 / 25(\text{awards}) = \$19,000$ per award

Child Care Program for Essential Personnel Return to Work

Child Care Program for Essential Personnel Return to Work



Primary City Recipient Department	Human Resources
City Department Point of Contact	Anquilla Henderson
Program Purpose	Offering assistance to employees with childcare issues or virtual schooling while they are working and can't send their child to school. Through Care.com. gives childcare assistance. Employees would have a slight co-pay if they want to take their child to one of the locations. The city will cover the remaining cost.
COVID-19 Relationship	The project provides child care assistance to families that have been forced to telework or have children at home due to business closures as a result of the Covid-19 Pandemic.
Timeline	60 days
Cost	\$40,000.00
Strengths	<ol style="list-style-type: none"> 1. Subsidized, vetted care for children and adults when regular care isn't available 2. Employees have the option of using 10 days of in-home or in-center back up care
Weaknesses	No immediate weaknesses identified
Notes	It would be an immediate fix for childcare to the employees and could be implemented quickly.



IT Infrastructure Security

IT Infrastructure Security



Primary City Recipient Department

Information Technology

City Department Point of Contact

Namarr Strickland

Program Purpose

1. Added layer of security within Microsoft ECO System to protect users and endpoints remotely due to the explosion of teleworking requirements.
2. Internal and external communications enhancement to improve:
 - Mobile connectivity
 - Mobile equipment
 - Virtual Conferencing

COVID-19 Relationship

Implementation of a 24/7 active monitoring partnership to compliment current services due to the escalation of Cyber Security Attacks related to Covid19.

Timeline

30-60 days

Cost

\$188,600.00

Strengths

1. Enhances security to facilities
2. Better manage remote technology needs
3. Continuing telework capabilities

Weaknesses

No immediate weaknesses identified; More immediate needs for Cyber Security support also related to COVID (\$100K estimated costs)

Education PODS- Virtual Learning

Education PODS- Virtual Learning



Primary City Recipient Department	Parks and Recreation
City Department Point of Contact	Tony Phillips/Chapin Payne
Program Purpose	<ol style="list-style-type: none">1. Social distancing for students and related activities2. Educational PODS for virtual school3. Disinfecting of large areas4. Social distancing signage5. Outdoor exercising and programming6. Virtual programming of Parks & Rec programs
COVID-19 Relationship	Allows the city to continue with activities for seniors and youth through virtual programming and outdoor activities where the risk of contracting COVID-19 is limited
Timeline	60 days
Cost	\$137,706.00
Strengths	<ol style="list-style-type: none">1. Parents are comfortable bringing children to programs with2. Provide programming within the neighborhood with use of mobile hot spots. Bring P&R to various parts of the city and still have connectivity3. Consistent disinfecting of large venues, such as theatres
Weaknesses	No immediate weaknesses identified
Notes	Had to pivot all programming into an outdoor environment setting due to the virus

Sanitizing and Protective Barriers

Sanitizing and Protective Barriers



Primary City Recipient Department	Public Works
City Department Point of Contact	Antonio Valenzuela / Anou Sothsavath
Program Purpose	Facility upgrades to enhance protective measures to employees and visitors
COVID-19 Relationship	Social distancing efforts to provide protection measures against the COVID-19
Timeline	120 days-In progress (Less than 60 days to completion-eligible cost)
Cost	\$900,000.00
Strengths	<ol style="list-style-type: none">1. Touchless – no contact touch points to reduce the possible spread of the virus. Update to all city facilities2. Protective barriers in the sleeping quarters of the fire department stations
Weaknesses	Installation of facility upgrades could be challenged in meeting the deadline to have expenses incurred



Gladiator Benefits Payout

Gladiator Benefits Payout



Primary City Recipient Department	Finance and Human Resources
City Department Point of Contact	Frank Milazi and Anquilla Henderson
Program Purpose	Cash payment to employees of hazard pay that has been incurred from time of implementation through present
COVID-19 Relationship	Policy was implemented to provide hazard pay to essential personnel working under conditions impacted by Covid-19
Timeline	60 days
Cost	\$379,318.00
Strengths	Employees will receive cash compensation for work performed under hazardous circumstances
Weaknesses	No immediate weaknesses identified



Payroll for Public Safety Personnel (Regular and OT)



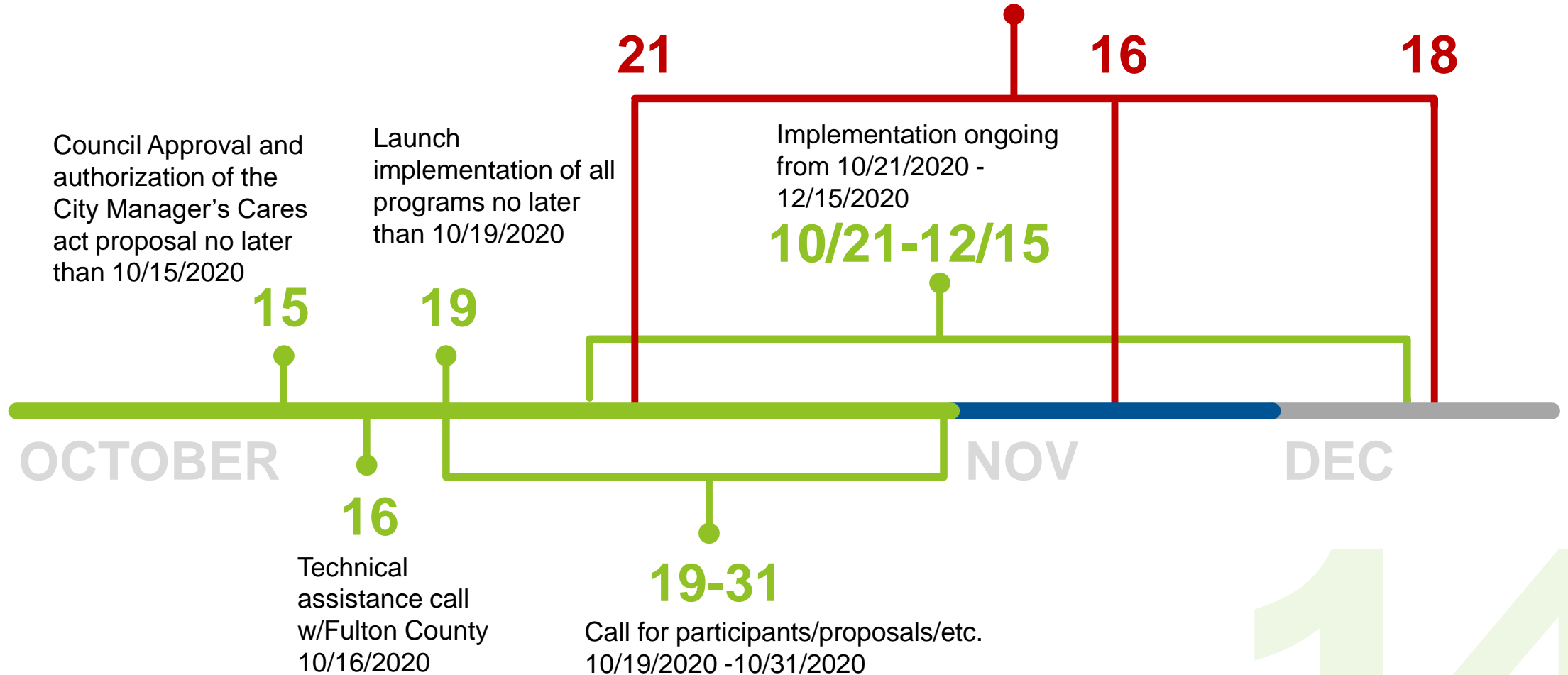
Payroll for Public Safety Personnel (Regular and OT)

Primary City Recipient Department	Fire and Police Departments
City Department Point of Contact	Sterling Jones / Keith Meadows
Program Purpose	Reimbursement to regular and overtime payroll expenses incurred from March 1, 2020 – present for public safety personnel
COVID-19 Relationship	Eligible expense per the grant guidance as of September 2, 2020.
Timeline	30 days
Cost	\$3,325,143.72 (Fire) + \$3,729,060.55 (Police) = \$7,054,204.27
Strengths	City reimbursed for unexpected expenses incurred
Weaknesses	No immediate weakness identified

Cares Act Proposed Timeline



Tentative touch point dates
with Council/County
10/21/2020, 11/16/2020,
12/18/2020 or as needed



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