

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

March 18, 2014

A G E N D A

1. Call to order.
2. Invocation and pledge of allegiance to the flag.
3. Adoption of agenda.
4. Approval of the March 4, 2014 Regular Business Meeting minutes.
5. PUBLIC COMMENT: Citizens will be given a three (3)-minute maximum time limit to speak before the Board of Commissioners about various topics, issues, and concerns. Following thirty minutes of hearing from the public, the Board of Commissioners will allow the remainder of citizens who have signed up to be heard at the next Tuesday business meeting.
6. PROCLAMATION: “Clayton County Recognizes March 25, 2014 as Master Gardener Day” (presented by Chairman Jeffrey E. Turner).
7. PROCLAMATION: “Clayton County Recognizes March 16-22, 2014 as Sunshine Week” (presented by Chairman Jeffrey E. Turner).
8. PROCLAMATION: “Clayton County Recognizes the Jonesboro High School Boys Basketball Team as 2013-2014 State Champions” (presented by Commissioner Michael Edmondson).
9. PROCLAMATION: “Clayton County Recognizes Phillip J. Watson as the 2014 Jonesboro High School Star Student” (presented by Commissioner Michael Edmondson).
10. PROCLAMATION: “Clayton County Recognizes Mr. Jeff Cox as the 2014 Jonesboro High School Star Teacher” (presented by Commissioner Michael Edmondson).
11. Consider requests of Theodis Locke, Director of Central Services/Risk Management. (NOTE: The entire Purchasing Ordinance for Clayton County, Georgia can be viewed on the MuniCode website. Citizens can access this website via the following website address: <http://library.municode.com/index.aspx?clientId=10562>.)

1) **Purchase of Ballistic Vests for Clayton County Police Department** (*GSA Contract #GS-07F-0512T with Dana Safety Supply, located in Sugar Hill, Georgia; \$43,319.35. Funding is available through the Narcotics Fund*), as requested by the Police Department. O.C.G.A., § 50-5-100 states, “The Department of Administrative Services is authorized to permit local political subdivisions, on an optional basis, to purchase their supplies through the state.” This allows the purchasing agent to utilize statewide contracts when this practice serves the best interest of Clayton County. The Clayton County Board of Commissioners make the final award for the state contract purchases of \$35,000.00 and greater.

2) **Real Vision Complete Software Imaging System, Annual Software Support Renewal Agreement** (*Real Vision Software Inc., located in Alexandria, Louisiana; \$6,000.00. Funding is available through the Information Technology Other Contract Service Budget FYE 2014*), as requested by the Information Technology Department. Per Section 2-136 (7) of the Clayton County Purchasing Ordinance (Sole Source Purchases), Central Services must determine if other products or service providers can satisfy the procurement requirements before making a determination of sole source procurement. Sound procurement practice requires that sole source purchases be used when it is the only option and not as an attempt to contract with a favored service provider for a favored product. The purchasing agent requires all sole source providers to supply a letter stating that they are the sole source for a given product or service and why they are considered to be the sole source (technology, patents, etc.). All sole source purchases will be clearly defined when presented to the Clayton County Board of Commissioners.

3) **RFP Pkg. #10-42 Inmate Pay Phone Services at the Clayton County Prison, Annual Contract Request for 90-Day Contract Extension, First Amendment** (*Bealls Communication Group, located in Columbus, Georgia*), as requested by the Clayton County Prison. Per Section 2-136 (2) of the Clayton County Purchasing Ordinance, Clayton County utilizes the competitive sealed proposal method when the competitive sealed bid method is neither practical nor advantageous and when cost is not the primary consideration. The competitive sealed proposal method will be used when the costs of goods and services exceed \$25,000.00. The Clayton County Board of Commissioners makes the final award for all non-budgeted proposals of \$35,000.00 and greater.

4) **RFP Pkg. #10-42 Inmate Pay Phone Services at the Clayton County Jail, Annual Contract Request for 90-Day Contract Extension, First Amendment** (*Securus Technologies, Inc., located in Dallas, Texas*), as requested by the Sheriff’s Office. Per Section 2-136 (2) of the Clayton County Purchasing Ordinance, Clayton County utilizes the competitive

sealed proposal method when the competitive sealed bid method is neither practical nor advantageous and when cost is not the primary consideration. The competitive sealed proposal method will be used when the costs of goods and services exceed \$25,000.00. The Clayton County Board of Commissioners makes the final award for all non-budgeted proposals of \$35,000.00 and greater.

5) **RFP Pkg. #11-14 Inmate Food Services at the Clayton County Jail, Annual Contract Request for 90-Day Contract Extension, First Amendment** (*Aramark Correctional Services, LLC, located in Downers Grove, Illinois*), as requested by the Sheriff's Office. Per Section 2-136 (2) of the Clayton County Purchasing Ordinance, Clayton County utilizes the competitive sealed proposal method when the competitive sealed bid method is neither practical nor advantageous and when cost is not the primary consideration. The competitive sealed proposal method will be used when the costs of goods and services exceed \$25,000.00. The Clayton County Board of Commissioners makes the final award for all non-budgeted proposals of \$35,000.00 and greater.

6) **RFB Pkg. #11-23 Clayton County Transportation and Development Aluminum Sign Blanks, Annual Contract, Amendment Request to add Aluminum Printed Signs, Second Amendment** (*Vulcan, Inc., located in Foley, Alabama*), as requested by the Transportation and Development Department. Per Section 2-136 (6) of the Clayton County Purchasing Ordinance, Clayton County has developed annual contracts for frequently used items and services. These contracts are a result of a sealed bid. The contract allows the county to order goods and services directly from the awarded suppliers through the use of an annual contract document.

7) **RFB Pkg. #11-36 Clayton County Janitorial Supplies, Annual Contract Request for 90-Day Contract Extension, Second Amendment** (*Multiple Award Vendors*), as requested by the Central Services Department. Per Section 2-136 (1) of the Clayton County Purchasing Ordinance, Clayton County utilizes the competitive sealed bid method when the costs of goods and services are in excess of \$25,000.00. The Clayton County Board of Commissioners has the final award approval for all non-budgeted bids \$35,000.00 and greater. All approved budgetary goods and services and annual contract purchases can be authorized by the Finance Director and purchased by the Director of Central Services without Board of Commissioners' approval.

8) **RFB Pkg. #12-34 Clayton County Police Vehicle Equipment, Annual Contract Amendment Request to add Additional Equipment, Third Amendment** (*Trans*

Comm Services, located in Griffin, Georgia), as requested by the Information Technology Department. Per Section 2-136 (6) of the Clayton County Purchasing Ordinance, Clayton County has developed annual contracts for frequently used items and services. These contracts are a result of a sealed bid. The contract allows the county to order goods and services directly from the awarded suppliers through the use of an annual contract document.

9) **RFP Pkg. #12-18 Non-Emergency Medical Transportation Services for the Clayton County Aging Program Annual Contract, Request for Second Amendment** (*MLB Transportation, Inc., located in Tucker, Georgia*), as requested by the Senior Services Department. Per Section 2-136 (2) of the Clayton County Purchasing Ordinance, Clayton County utilizes the competitive sealed proposal method when the competitive sealed bid method is neither practical nor advantageous and when cost is not the primary consideration. The competitive sealed proposal method will be used when the costs of goods and services exceed \$25,000.00. The Clayton County Board of Commissioners makes the final award for all non-budgeted proposals of \$35,000.00 and greater.

12. Consider requests of Ramona Thurman, Chief Financial Officer.
(See attached documentation for detailed information)

1) Budget Amendment #2-39/Probation Services/FYE 6-30-14 – to move budget revenue, in the amount of \$921,000.00.

2) Budget Amendment #2-40/Other General Government/FYE 6-30-14 – to provide funds, in the amount of \$60,000.00, for funding cuts as part of the ARC Aging Grant.

3) Budget Amendment #4-65/Fund 286 – Aging/FYE 6-30-14 – to increase the budget to repay funds, in the amount of \$2,908.00, inappropriately charged to the Aging grant.

4) Budget Amendment #4-61/Fund 307 Reimposition SPLOST/FYE 6-30-14 – to amend the budget for construction on the Meadovista Drive project (Mitchells Meadow Subdivision), in the amount of \$780,383.00. RFB #13-61 was approved by the Board of Commissioners on January 21, 2014.

5) Budget Amendment #4-62/Fund 307 Reimposition SPLOST/FYE 6-30-14 – to amend the budget for additional funds, in the amount of \$59,000.00, needed for the Pointe South Parkway sidewalk project land cost.

6) Budget Amendment #4-63/Fund 306 SPLOST – Roads & Recreation/FYE 6-30-14 – to amend the budget for funds, in the amount of \$150,000.00, needed for mitigation credits

on the Flint River Road project.

- 7) Budget Amendment #4-64/Fund 306 SPLOST – Roads & Recreation/FYE 6-30-14 – to amend the budget for construction for Thomas Road and Stockbridge Road sidewalk projects, in the amount of \$1,146,378.00. RFB #13-47 for Thomas Road sidewalk and RFB #13-50 for Stockbridge Road sidewalk were approved by the Board of Commissioners on January 21, 2014. This amendment also includes funds for Stockbridge Road sidewalk R/W cost and acquisition services.
13. Ordinance 2014-57 – An Ordinance to amend the Code of Clayton County, Georgia, as amended, specifically, Part II, Chapter 2 “Administration,” Article IV “Purchases and Property,” Division 3 “Purchasing Procedures” by deleting the existing Section 2-126 “Purchases only to be made through the Purchasing Agent; Exception,” and substituting in lieu thereof a new Section 2-126; to repeal conflicting laws, ordinances and resolutions; to provide severability; etc.
14. Ordinance 2014-58 – An Ordinance to amend the Code of Clayton County, Georgia, as amended, specifically, Part II, Chapter 2, “Administration,” Article III, “Boards, Commissions and Authorities,” Division 4 “Solid Waste Management Authority,” Section 2-85, “Solid Waste Management Authority; Creation; Membership; Powers” by amending Subsection (b)(6); to repeal conflicting laws, ordinances, and resolutions; to provide for severability; etc.
15. Ordinance 2014-59 – An Ordinance to amend the Code of Clayton County, Georgia, as amended, specifically, Part II, Chapter 2, “Administration,” Article IV “Purchases and Property,” Division 3 “Purchasing Procedures” by amending Section 2-145.5 “Purchasing – Supplier Relationships” adding subsection “(D) Disclosure of Information,”; to repeal conflicting laws, ordinances, and resolutions; to provide severability; to provide an effective date; and for other purposes.
16. Resolution 2014-60 – A Resolution authorizing Clayton County to enter into a Memorandum of Understanding (MOU) with University of Phoenix, Inc., providing for the terms and conditions under which county employees will be eligible to receive a tuition reduction (5%); to authorize the Chairman to execute the Memorandum of Understanding and otherwise perform all acts necessary to accomplish the intent of the resolution; to authorize the Chief Financial Officer to amend the budget where necessary to reflect an appropriate revenue source and expense; etc.
17. Resolution 2014-61 – A Resolution authorizing Clayton County to enter into Utility Relocation Agreements with Atlanta Gas Light, Quest Communications, LLC, and MCI Communications Services, Inc. for the relocation of utilities associated with the C.W. Grant Grade Separation Project; to authorize the Chairman to execute the agreement on behalf of the County and otherwise to perform all other acts necessary to accomplish the intent of the resolution; to authorize the Chief Financial Officer to amend the budget where necessary to reflect an

appropriate revenue source and expense, all as may be required under the terms of the agreements; to provide an effective date of this resolution; and for other purposes.

18. Resolution 2014-62 – A Resolution authorizing Clayton County to exercise its powers of Eminent Domain in accordance with provisions of Georgia Laws for the purpose of acquiring a certain property for use by the Clayton County Department of Transportation and Development for the Evans Drive Sidewalk and Improvement Project; to authorize the Chairman to execute any documents relating thereto, and to otherwise perform all acts necessary to accomplish the intent of this resolution; to authorize the Chief Financial Officer to amend the budget where necessary to reflect an appropriate revenue source and expense; to provide an effective date; etc.
19. Resolution 2014-63 – A Resolution authorizing Clayton County to allow the Kiwanis Club of Lovejoy to sponsor and host a 5K Scholarship Road Race at the Gerald Matthews Complex; to authorize the Chairman to perform all acts necessary to accomplish the intent of this resolution; to authorize the Chief Financial Officer to amend the budget where necessary to reflect an appropriate revenue source and expense, all as may be required; to provide an effective date; etc.
20. Resolution 2014-64 – A Resolution authorizing Clayton County to enter into a Performance Agreement with Contagious Band providing for the terms and conditions under which live entertainment will be performed at Clayton County International Park; to authorize the Chairman to execute the agreement, and otherwise perform all acts necessary to accomplish the intent of this resolution; to authorize the Chief Financial Officer to amend the budget where necessary to reflect an appropriate revenue source and expense; to provide an effective date of this resolution; and for other purposes.
21. Resolution 2014-65 – A Resolution authorizing Clayton County to enter into a License Agreement to allow Leneille Moon to sponsor and host a 5K Walk at Clayton County International Park; to authorize the Chairman to perform all acts necessary to accomplish the intent of this resolution; to provide an effective date of this resolution; and for other purposes.
22. Resolution 2014-66 – A Resolution authorizing Clayton County to enter into a Grant Agreement with the United States Secret Service, Financial Crimes Task Force, in the amount of \$500.00; to authorize the Chairman to execute the agreement and otherwise perform all acts necessary to accomplish the intent of this resolution; to authorize the Chief Financial Officer to amend the budget where necessary to reflect an appropriate revenue source and expense; etc.
23. Resolution 2014-67 – A Resolution to recognize the years of services of Police Canine Yasmine, to grant a conditional gift for her remaining years, and to provide for her retirement from active service.

24. Resolution 2014-68 – A Resolution authorizing Clayton County to enter into a new Lease Agreement with the Georgia Department of Human Services providing for the lease of office space located at 877 Battle Creek Road, Jonesboro, Georgia, for use by the Clayton County Department of Family and Children Services; to authorize the Chairman to execute the agreement and to otherwise perform all other acts necessary to accomplish the intent of this resolution; to authorize the Chief Financial Officer to amend the budget where necessary to reflect an appropriate revenue source and expense, all as may be required under the terms of the agreement; to provide an effective date of this resolution; and for other purposes.
25. Resolution 2014-69 – A Resolution authorizing Clayton County to enter into a contract with the Georgia Department of Human Services, Department of Family and Children Services on behalf of Clayton County Senior Services and, in accordance therewith, authorize a grant period for the provision of Kinship Care Services as described in the FY-2015 Promoting Safe and Stable Families Proposal; to authorize the Chairman to execute the contract, and otherwise perform all acts necessary to accomplish the intent of this resolution; to authorize the Chief Financial Officer to amend the budget where necessary to reflect an appropriate revenue source and expense, and to transfer any required match of local funds, all as may be required under the terms of the agreement; to provide an effective date of this resolution; and for other purposes.
26. Resolution 2014-70 – A Resolution authorizing Clayton County Cooperative Extension, on behalf of Clayton County, to submit an application to the Georgia Department of Human Services and, if awarded, to receive grant funds in connection with the Promoting Safe and Stable Families Program; to authorize the Chairman to execute the application and otherwise perform all acts necessary to accomplish the intent of this resolution; to authorize the Chief Financial Officer to amend the budget where necessary to reflect an appropriate revenue source and expense, and to transfer any required match of local funds, all as may be required; to provide an effective date of this resolution; and for other purposes.
27. Resolution 2014-71 – A Resolution authorizing Clayton County to enter into an agreement on behalf of the Clayton County Landfill with Quality Tire Recycling, LLC providing for the terms and conditions under which tire recycling will be rendered to the County; to authorize the Chairman to execute the agreement and otherwise to perform all other acts necessary to accomplish the intent of the resolution; to authorize the Chief Financial Officer to amend the budget where necessary to reflect an appropriate revenue source and expense; to provide an effective date of this resolution; and for other purposes.
28. Appointment to the Water Authority Board. The term of Marie Barber expired on 3-1-14. New term is for five (5) years; expiring on 3-1-19.

29. ZONING PETITION: **JIM EYRE OF J&E TULANE ASSOCIATES, LLC, REZONING FROM NMX TO LI FOR CASE NUMBER REZ201312-03**

The Applicant, Jim Eyre of J&E Tulane Associates, LLC, is requesting a rezoning from Article 3.26 Neighborhood Mixed Use to Article 3.30 Light Industrial (LI) District and a comprehensive plan land use map amendment from Mixed Use to Light Industrial for the continued use of storage of vehicles, including tractor trailer trucks upon the property located at 2124 Forest Parkway, Lake City, GA 30260; otherwise known as parcel number 12180C F001 d. The subject property is approximately 6.29 acres of land used for tractor trailer truck storage and is currently zoned Neighborhood Mixed Use (NMX).

{NOTE: The Zoning Advisory Group recommended **Denial.**}

Commission District 1 – Commissioner Sonna Singleton

30. ZONING PETITION: **MUNDY’S AT OVERLOOK SUBDIVISION/PUD201401-01**

The Applicant, Peachtree Communities, LLC, is requesting acceptance of the Conceptual Development Plan, the Detailed Development Plan, and an amendment to the official zoning map from Article 3.7 Single Family Residential RS-110 to Article 7.2 Planned Unit Development to modify the required setbacks for 87 lots known as Mundy’s At Overlook Subdivision. The properties are located off Highway 54 and otherwise known as parcel numbers, 05211B- A004 through 05211B A058; 05211B B001 through 05211B B018; and 05211B C001 through 05211B C017, which include addresses 546 through 564 Hideaway Drive; 495 through 601 Dahlia Drive; 9324 through 9487 Lantana Trail; and associated open space. The subject properties incorporate 26.3 acres of land.

{NOTE: The Zoning Advisory Group recommended **Approval with Stipulations.**}

Commission District 3 – Vice-Chairman Shana Rooks

EXECUTIVE SESSION

31. Consider any action(s) necessary based on decision(s) made in the Executive Session.

FINANCE SUPPORTING DOCUMENTATION

BEGINS ON NEXT PAGE

**CLAYTON COUNTY
INTER - OFFICE MEMO**

2-39

DATE: March 12, 2014

TO: Board of Commissioners

FROM: Ramona Thurman, Chief Financial Officer

SUBJECT: Request for Budget Amendment - Probation Services

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-14:

INCREASE REVENUE:

Court Supervision Fees	101-2125-3395	\$ 921,000
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DECREASE REVENUE:

Court Supervision Fees	101-2101-3395	\$ 921,000
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Reason: To move budget revenue to new department.

TO: Ramona Thurman, Chief Financial Officer

According to the Statement of Policy, the above listed amendment has been approved.

Date

Shelby Haywood, Clerk of Commission

sl

**CLAYTON COUNTY
INTER - OFFICE MEMO**

2-40

DATE: March 12, 2014
TO: Board of Commissioners
FROM: Ramona Thurman, Chief Financial Officer
SUBJECT: Request for Budget Amendment - Other General Government

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-14:

GENERAL FUND

INCREASE EXPENSE:

Operating Transfer Out	101-6501-7510	\$	60,000
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DECREASE EXPENSE:

Minor Computer Equipment	101-6501-4393	\$	60,000
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AGING FUND

INCREASE REVENUE:

Operating Transfer In	286-5803-7010-10000-1HR50	\$	60,000
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INCREASE EXPENSE:

Other Contract Service Fees	286-5803-4140-10000-1HR50	\$	60,000
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Reason: To provide funds for funding cuts as part of the ARC Aging Grant.

TO: Ramona Thurman, Chief Financial Officer

According to the Statement of Policy, the above listed amendment has been approved.

Date

Shelby Haywood, Clerk of Commission

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Clayton County Board of Commissioners Legislative Request Form

RECEIVED

MAR 07 2014

CLAYTON CO. 000

Agenda Meeting Date: March 12, 2014

Purpose

To request \$60,000 from the General fund to continue to provide services for the Clayton County Aging Program.

Rationale

Federal and State budget cuts were made in Aging Program service areas listed below.

Kinship Care Group- Funds used to assist family caregivers and older individuals who are caregivers.

a. Title IIE - \$2,362.00

Title IIB – Funds used to provide personal care services, homemaker services, transportation, case management and information and assistance. - \$31,926.00

Congregate Meals – Meals for clients in the Clayton Senior Adult Program. - \$33,187

Title IIIC – Funds to support nutrition services including nutritious meals, nutrition education and other appropriate services for seniors - \$16,640

Community Based Services- Funds used for various services for Seniors, Home Delivered Meals and Personal Care. -\$4,639

Nutrition Incentive Program (NSIP) – Funds used for Home Delivered Meals - \$6,966

Transportation- Funds for medical transportation for seniors with serious health conditions, heart conditions, needing dialysis and chemo therapy. Transportation is also provided to and from the Congregate Program. - \$5,063

Income Tax Check Off – Contribution to State Programs - \$304

Facts

If the additional funds requested are received the Aging Program will be able to continue to provide Medical Transportation, Meals on Wheels, In Home Care and Congregate Meals at its current service level. If additional funding is not received; Transportation will have to cease immediately, In-home Services, Congregate and Meals on Wheels will be reduced by over 50% of the clients currently being served.

Medical Transportation- Dialysis-18, Medical Demand Response (Dr. Appointments)-25, Fixed Route Congregate-34

In Home Care- Personal Care-43, Homemaker-79, Respite In home Alzheimer's- 34

Meals on Wheels- 170

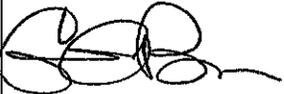
Congregate Meals- 70

Impact

General Fund: \$60,000

Supporting Documentation

2nd Amendment attached (waiting to receive it from ARC for final execution) and Resolution 2014-16 attached

Dept. Head	COO	Finance	Chm. of the Brd.	Legal
				
Date: 3/7/14	Date: 3/10/14	Date: 3/10/14	Date: 3/10/14	Date: 3/10/14

STATE OF GEORGIA

COUNTY OF CLAYTON

RESOLUTION 2014-46

A RESOLUTION AUTHORIZING CLAYTON COUNTY TO AMEND AN AGING SUBGRANT CONTRACT WITH THE ATLANTA REGIONAL COMMISSION PROVIDING FOR SERVICES TO BE RENDERED IN CONNECTION WITH OLDER ADULT PROGRAMS; TO AUTHORIZE THE CHAIRMAN TO EXECUTE THE AMENDMENT(S) AND OTHERWISE TO PERFORM ALL OTHER ACTS NECESSARY TO ACCOMPLISH THE INTENT OF THIS RESOLUTION; TO AUTHORIZE THE CHIEF FINANCIAL OFFICER TO AMEND THE BUDGET WHERE NECESSARY TO REFLECT APPROPRIATIONS AND EXPENDITURES, AND TO TRANSFER ANY REQUIRED MATCH OF LOCAL FUNDS, ALL AS MAY BE REQUIRED UNDER THE TERMS OF THE AMENDMENT(S); TO PROVIDE AN EFFECTIVE DATE OF THIS RESOLUTION; AND FOR OTHER PURPOSES.

WHEREAS, pursuant to Resolution 2013-184, Clayton County previously entered into an Aging Subgrant Contract ("Contract") with the Atlanta Regional Commission to render certain services associated with the Clayton County Aging Program; and

WHEREAS, the Board of Commissioners recognizes the need to amend certain aspects of the Contract to reflect the wishes of the parties thereto; and

WHEREAS, the Board deems it in the best interest of the County, and the County will best be served by amending the Contract with the Atlanta Regional Commission for the stated purpose.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS
OF CLAYTON COUNTY, GEORGIA AND IT IS HEREBY RESOLVED

Section 1. The Board of Commissioners hereby authorizes the Chairman to execute the Second Amendment of the Aging Subgrant Contract, ARC Contract No. AG1401.2, and to perform all other acts necessary to accomplish the intent of this Resolution. Further, the Board authorizes the Chief Financial Officer to amend the budget to reflect appropriations and expenditures, and to transfer any required match of local funds, all as may be required under the terms of the Amendment. The Amendment shall be in substantially the form attached hereto.

Section 2. This Resolution shall be effective on the date of its approval by the Board of Commissioners.

SO RESOLVED, this the 18th day of February, 2014.

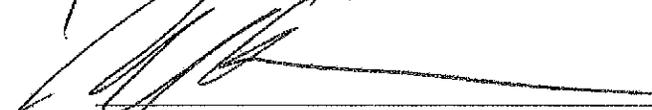
CLAYTON COUNTY BOARD OF COMMISSIONERS



JEFFREY E. TURNER, CHAIRMAN



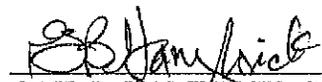
SHANA M. ROOKS, VICE CHAIRMAN



MICHAEL EDMONDSON, COMMISSIONER

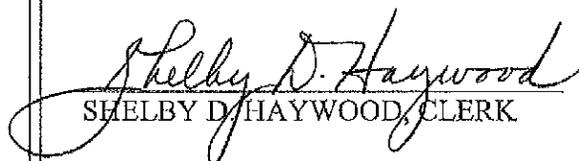


SONNA SINGLETON, COMMISSIONER



GAIL B. HAMRICK, COMMISSIONER

ATTEST:



SHELBY D. HAYWOOD, CLERK

**CLAYTON COUNTY
INTER - OFFICE MEMO**

4-65

DATE: March 12, 2014
TO: Board of Commissioners
FROM: Ramona Thurman, Chief Financial Officer
SUBJECT: Request for Budget Amendment - Fund 286- Aging

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-14:

APPROPRIATIONS FROM FUND BALANCE:

Appropriations from Aging Fund Balance	286-5803-7000	\$	2,908
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INCREASE EXPENSE:

General Assistance	286-5803-5010-10000-1HR50	\$	2,908
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Reason: To increase the budget to repay funds inappropriately charged to the Aging grant.

To: Ramona Thurman, Chief Financial Officer

According to the Statement of Policy, the above listed amendment has been approved.

Date

Shelby Haywood, Clerk of Commission



Clayton County Board of Commissioners
Legislative Request Form

RECEIVED

MAR 07 2014

CLAYTON CO. CO

Agenda Meeting Date: March 12, 2014

Purpose

To refund grant funds to Atlanta Regional Commission in the amount of \$2,907.88.

Rationale

Funds were used inappropriately from the ARC grant for FY' 12 & FY'13

Facts

Grant funds in the amount of \$2,907.88 were used for purchases outside of grant guidelines.

Impact

Funds in the amount of \$2,907.88 will be reimbursed to ARC from Senior Services operational budget.
101-5335-4760

Supporting Documentation

Findings spreadsheet from internal audit attached.

Dept. Head	COO	Finance	Chm. of the Brd.	Legal
Joni D. James				
Date: 3/7/14	Date: 3/10/14	Date: 3/10/14	Date: 3/10/14	Date:

Questioned Costs and Findings
for Grants Received by the
Atlanta Regional Commission

Federal	State	CFDA #	Grant	Acct. Description	G/L Date	Vendor	G/L Amount	Questioned Cost
1	X	93.044	Special Programs for the Aging, Title III-C, grant for Supportive Services and Senior Centers	Other Contract Services Fees	4/1/2013	MLB180 MLB Transportation, Inc.	\$ 8,915.00	\$ 8,915.00
Findings(s):			The invoice is for transportation costs for various purposes, none of which are related to information & assistance.					
2	X	93.044	Special Programs for the Aging, Title III-B, grant for Supportive Services and Senior Centers	Other Contract Services Fees	5/31/2013	SOU279 Southern Home Care Services	\$ 2,591.59	\$ 234.25
Findings(s):			Grant was overcharged \$234.25. Back up shows grant should have been charged \$2,297.28.					
3	X	93.045	Special Programs for the Aging, Title III-C, grant for Nutrition Services	Other Contract Services Fees	7/16/2012	SAW733 Danielle Samy	\$ 500.00	\$ 500.00
Findings(s):			Clown services were provided for a mandatory employee picnic, not related to congregate meals. Bid/RFP process was not utilized for this vendor per Central Services.					
4	X	93.045	Special Programs for the Aging, Title III-C, grant for Nutrition Services	Other Contract Services Fees	8/27/2012	SAW733 Danielle Samy	\$ 400.00	\$ 400.00
Findings(s):			Clown services were provided for a community event hosted by a Clayton Commissioner at Flat Shoals Park, not related to congregate meals. Bid/RFP process was not utilized for this vendor per Central Services.					
5	X	93.045	Special Programs for the Aging, Title III-C, grant for Nutrition Services	Other Contract Services Fees	10/16/2012	COU242 Courtesy Cleaners, Inc	\$ 449.12	\$ 449.12
Findings(s):			The invoice is for table clothes to be cleaned and pressed for Kinship Care, not related to congregate meals.					
6	X	93.045	Special Programs for the Aging, Title III-C, grant for Nutrition Services	Training, Travel and Meetings Expense	7/10/2012	THA040 Thanks Mom & Dad Fund	\$ 1,250.00	\$ 1,250.00
Findings(s):			The invoice is for a charity event for 10 people at the Georgia Aquarium, not related to home delivered meals. There is no listing of the people that attended.					
7	X	93.045	Special Programs for the Aging, Title III-C, grant for Nutrition Services	Training, Travel and Meetings Expense	4/17/2013	BR021E Broad Horizons Travel Inc	\$ 1,059.20	\$ 1,059.20
Findings(s):			Travel agencies should be on a contract through Central Services or the Legal Department per Ramona Thurman, CFO.					
8	X	93.045	Special Programs for the Aging, Title III-C, grant for Nutrition Services	Training, Travel and Meetings Expense	4/18/2013	BR021E Broad Horizons Travel Inc	\$ 541.80	\$ 541.80
Findings(s):			Travel agencies should be on a contract through Central Services or the Legal Department per Ramona Thurman, CFO.					
Total Federal Questioned Costs								\$ 11,748.37
9	X	n/a	Home & Community Based Services Program for various services	Training, Travel and Meetings Expense	4/30/2012	58ARRE Fanny Arredondo	\$ 108.76	\$ 108.76
Findings(s):			Employee is the principal secretary for the Aging Program but does not work exclusively for any particular grant so all her mileage should not be charged to any one grant.					
10	X	94.022	Retired and Senior Volunteer Program grant	Food and Dietary Supplies	8/21/2012	STR198 Mary H Stroud	\$ 2,100.00	\$ 2,900.00
Findings(s):			The invoice is for the annual volunteer appreciation dinner. There is no provision in the federal guidelines for use of the grant funds in this way. Bid/RFP process was not utilized for this vendor per the July 2013 Senior Service audit.					
11	X	94.022	Retired and Senior Volunteer Program grant	Food and Dietary Supplies	11/30/2012	GRH11Q Green Manor Restaurant Inc	\$ 800.00	\$ 800.00
Findings(s):			The invoice is for the annual volunteer holiday luncheon. There is no provision in the federal guidelines for use of the grant funds in this way. Payment was made for 40 people to attend but per Green Manor restaurant only 30 people actually attended. The \$200 refund was deposited into the Heritage Bank account used exclusively by the former Senior Services Director. Instead of being returned back to Finance Department and credited back to the grant.					
12	X	93.051	Alzheimer's Disease Demonstration Grants to States	Other Contract Services Fees	5/31/2013	SQU279 Southern Home Care Services	\$ 3,135.81	\$ 3,135.81
Findings(s):			Grant was overcharged \$385.41. Back up shows grant should have been charged \$2,150.40.					
Total State Questioned Costs								\$ 3,394.17
Total Questioned Costs								\$ 15,142.54

Areas of concern,
Areas requiring action.

\$ 12,236.56
\$ 15,142.54

**CLAYTON COUNTY
INTER - OFFICE MEMO**

DATE: March 7, 2014
TO: Board of Commissioners
FROM: Ramona Thurman, Chief Financial Officer
SUBJECT: Request for Budget Amendment - Fund 307 Reimposition SPLOST

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-14:

INCREASE REVENUE:

Appropriations from SPLOST Fund Balance	307-4001-7000	\$	780,383
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INCREASE EXPENSES:

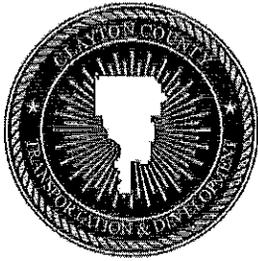
Roads, Bridges & Improvements	307-4001-6050-26476-7Y140	\$	780,383
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Reason: To amend the budget for construction on the Meadovista Drive project (Mitchells Meadow Subdivision). RFB #13-61 was approved by BOC on 1/21/14.

The above mentioned item was **APPROVED/ DISAPPROVED** by the Board of Commissioners during their meeting held _____.

Date

Shelby D. Haywood, Clerk of Commissioners



Clayton County Transportation & Development

DIVISIONS

Administration
Engineering Services
Landfill
Public Works
Traffic Engineering

INTEROFFICE MEMO

Jeff Metarko, Director
Keith Robling, Assistant Director

DATE: February 26, 2013
TO: Ramona Thurman, Chief Financial Officer, Finance
FROM: Jeff Metarko, Director, Transportation & Development
RE: 2009 SPLOST Program – Account Funding Request

Please set up an account, 307-4001-6050-26476-7Y140 and budget of \$780,383 for construction on the Meadovista Drive project (Mitchells Meadow Subdivision). RFB #13-61 was approved by the Board of Commissioners at the January 21, 2014 Regular Business Meeting.

If you have any questions or require additional information, please contact me at your convenience.

JCM/b

CC: Lisa McCoy
Sharon Stone
Project File

**CLAYTON COUNTY
INTER - OFFICE MEMO**

DATE: March 7, 2014
TO: Board of Commissioners
FROM: Ramona Thurman, Chief Financial Officer
SUBJECT: Request for Budget Amendment - Fund 307 Reimposition SPLOST

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-14:

INCREASE REVENUE:

Appropriations from SPLOST Fund Balance	307-4001-7000	\$	59,000
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INCREASE EXPENSES:

Roads, Bridges & Improvements	307-4001-6050-SW026-7Y140	\$	59,000
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Reason: To amend the budget for additional funds needed for the Pointe South Parkway sidewalk project land cost.

The above mentioned item was **APPROVED/ DISAPPROVED** by the Board of Commissioners during their meeting held _____.

Date

Shelby D. Haywood, Clerk of Commissioners



Clayton County Transportation & Development

DIVISIONS
Administration
Engineering Services
Landfill
Public Works
Traffic Engineering

INTEROFFICE MEMO

Jeff Metarko, Director
Keith Rohling, Asst. Director

DATE: March 6, 2014
TO: Ramona Thurman, Chief Financial Officer, Finance
FROM: Jeff Metarko, Director, Transportation & Development
RE: 2009 SPLOST Program – Budget Request

Please amend the budget \$59,000 for Pointe South Parkway Sidewalk Project.
Additional funds are needed for land cost. (307-4001-6050-SW026-7Y140)

If you have any questions or require additional information, please contact me at your convenience.

JCM/b

cc: Project File
Sharon Stone; Finance

**CLAYTON COUNTY
INTER - OFFICE MEMO**

DATE: March 7, 2014
TO: Board of Commissioners
FROM: Ramona Thurman, Chief Financial Officer
SUBJECT: Request for Budget Amendment - Fund 306 SPLOST - Roads & Recreation

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-14:

INCREASE REVENUE:

Appropriations from SPLOST Fund Balance	306-4001-7000	\$	150,000
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INCREASE EXPENSES:

Roads, Bridges & Improvements	306-4001-6050-33330-7Y140	\$	150,000
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Reason: To amend the budget for funds needed for mitigation credits on the Flint River Road project.

The above mentioned item was **APPROVED/ DISAPPROVED** by the Board of Commissioners during their meeting held _____.

Date

Shelby D. Haywood, Clerk of Commissioners



Clayton County Transportation & Development

DIVISIONS
Administration
Engineering Services
Landfill
Public Works
Traffic Engineering

INTEROFFICE MEMO

Jeff Metarko, Director
Keith Rohling, Asst. Director

DATE: February 26, 2014
TO: Ramona Thurman, Chief Financial Officer, Finance
FROM: *JM* Jeff Metarko, Director, Transportation & Development
RE: 2004 SPLOST Program – Budget Amendment Request

Please amend the budget \$150,000 in account 306-4001-6050-33330-7Y140 bringing the total budget to \$200,000. Funds are needed for mitigation credits on the Flint River Road Project.

If you have any questions or require additional information, please contact me at your convenience.

JCM/b

CC: Lisa McCoy
Sharon Stone
Bill Andrews
Project File

**CLAYTON COUNTY
INTER - OFFICE MEMO**

DATE: March 7, 2014
TO: Board of Commissioners
FROM: Ramona Thurman, Chief Financial Officer
SUBJECT: Request for Budget Amendment - Fund 306 SPLOST - Roads & Recreation

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-14:

INCREASE REVENUE:

Appropriations from SPLOST Fund Balance	306-4001-7000	\$ 1,146,378
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INCREASE EXPENSES:

Thomas Rd. Sidewalk -Roads, Bridges & Imp.	306-4001-6050-SW012-7Y140	\$ 404,255
Stockbridge Rd. Sidewalk -Roads, Bridges & Imp.	306-4001-6050-SW028-7Y140	\$ 742,123
		<u>\$1,146,378</u>

Reason: To amend the budget for construction for Thomas Road and Stockbridge Road sidewalk projects. RFB #13-47 for Thomas Road sidewalk and RFB #13-50 Stockbridge sidewalk were approved by the BOC on 1/21/14. This amendment also includes funds for Stockbridge Road sidewalk R/W cost and acquisition services.

The above mentioned item was **APPROVED/ DISAPPROVED** by the Board of Commissioners during their meeting held _____.

Date

Shelby D. Haywood, Clerk of Commissioners



Clayton County Transportation & Development

DIVISIONS
Administration
Engineering Services
Landfill
Public Works
Traffic Engineering

INTEROFFICE MEMO

Jeff Metarko, Director
Keith Rohling, Asst. Director

DATE: February 26, 2014
TO: Ramona Thurman, Chief Financial Officer, Finance
FROM: Jeff Metarko, Director, Transportation & Development
RE: 2004 SPLOST Program – Budget Amendment Request

Please set up the following accounts for construction. Both RFB's were approved by the Board of Commissioners at the January 21, 2014 Regular Business Meeting.

RFB #13-47 Thomas Road Sidewalk 306-4001-6050-SW012-7Y140 \$404,255

RFB# 13-50 Stockbridge Road Sidewalk 306-4001-6050-SW028-7Y140 \$732,423
R/W Cost & Acquisition Services 306-4001-6050-SW028-7Y140 \$ 9,700

If you have any questions or require additional information, please contact me at your convenience.

JCM/b

CC: Lisa McCoy
Sharon Stone
Project File