

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

April 1, 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 18, 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 Hailey Bankhead” (presented by Vice-Chairman Shana M. Rooks).
7. PROCLAMATION: “Clayton County Recognizes Phillip J. Watson as the 2014 Jonesboro High School Star Student” (presented by Commissioner Michael Edmondson).
8. PROCLAMATION: “Clayton County Recognizes Mr. Jeff Cox as the 2014 Jonesboro High School Star Teacher” (presented by Commissioner Michael Edmondson).
9. PRESENTATION: “Legislative Update from the 2014 Georgia General Assembly Session” (presented by Mr. John Clayton of Georgia Public Affairs; County Lobbyist).
10. 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) **Facility Maintenance for Clayton County Pool Equipment, Request for Contract Amendment** (Statewide Contract #90806; Carter Goble Lee, located in Fayetteville, Georgia. Funding is available through the Clayton County Building Maintenance Contract Vendor 2014 budget), as requested by the Building Maintenance Department. Per 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

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allows the purchasing agent to utilize statewide contracts when this practice serves the best interest of Clayton County. The Clayton County Board of Commissioners makes the final award for the state contract purchases of \$35,000.00 and greater.

2) **Pkg. #2014-A Ambulance Purchase for Clayton County Fire and Emergency Services, Cooperative Purchase** (Florida Sheriff's Association, located in Tallahassee, Florida; \$141,280.00. Funding is available through the County's General Fund for Vehicle Replacements), as requested by Fire and Emergency Services. Per Section 2-114 of the Clayton County Purchasing Ordinance; Cooperative purchasing methods, the County may join with other governmental units in cooperative purchasing plans when the best interest of the county would be served thereby. The Clayton County Board of Commissioners makes the final award for cooperative purchases of \$35,000.00 and greater.

3) **RFQ Pkg. #2014-B Environmental Assessment for Community Development** (Nova Engineering and Environmental, located in Kennesaw, Georgia; \$2,400.00. Funding is available through HUD Grant 2013 funds), as requested by the Community Development Department. Per Section 2-136 (4) of the Clayton County Purchasing Ordinance, the written quote method is used for all purchases from \$500.00 to \$24,999.99. Buyers are required to solicit quotations and receive written response from vendors. All reasonable efforts will be made to obtain three written quotations for each item solicited. Awards for written quotations are given strictly on a lowest quote.

4) **RFQ Pkg. #2014-M Internet Connectivity Services for the Police Department Sector 4 Precinct** (Comcast Cable Communications Management, LLC, located in Plymouth, Michigan; \$10,632.60. Funding is available through the Information Technology's General 2014 Fund), as requested by the Information Technology Department. Per Section 2-136 (4) of the Clayton County Purchasing Ordinance, the written quote method is used for all purchases from \$500.00 to \$24,999.99. Buyers are required to solicit quotations and receive written response from vendors. All reasonable efforts will be made to obtain three written quotations for each item solicited. Awards for written quotations are given strictly on a lowest quote.

5) **Pkg. #2014-P Purchase of VMWare Subscription** (GA State Contract #WSC99999-SPD-SPD0000060-0003 with SHI International Corporation, located in Somerset, New Jersey; \$39,217.34. Funding is available through Information Technology's General

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Fund), as requested by the Information Technology Department. Per 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 makes the final award for the state contract purchases of \$35,000.00 and greater.

6) **RFP Pkg. #10-05 SPLOST Project Management & Consultant Services for Police Precincts & Renovations, Library, Animal Control Facility, Fueling Facility and Fire Multipurpose Building Construction Projects, Request for Work Authorization #006 Animal Kennel/Fueling Facility Site Clean-up** (Silverman Construction Program Management, located in Atlanta, Georgia; \$15,000.00 and a reimbursable fee Not to Exceed \$1,100.00. Funding is available through 2009 SPLOST funds). 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. All goods and services in the excess of \$25,000.00 are required to be purchased through the sealed proposal process, or negotiated by the Director of Central Services with full Board of Commissioners’ approval. The Clayton County Board of Commissioners makes the final award for all non-budgeted proposals of \$35,000.00 and greater.

7) **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). 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.

8) **RFP Pkg. #12-27 Water Slide Package for Clayton County International Park “The Beach” Contract Amendment IV** (Sunbelt Pools of Georgia, LLC, located in Woodstock, Georgia; Not to Exceed \$41,800.00. Funding is available through 2004 SPLOST funds), as requested by the Parks & Recreation 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

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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. All goods and services in the excess of \$25,000.00 are required to be purchased through the sealed proposal process, or negotiated by the Director of Central Services with full Board of Commissioners' approval. The Clayton County Board of Commissioners makes the final award for all non-budgeted proposals of \$35,000.00 and greater.

9) **RFB #13-50 Stockbridge Road Sidewalk, Clayton County, Georgia, Request to Rescind Contract Award** (Southeastern Site Development, Inc., located in Newnan, Georgia), as requested by the Transportation and Development Department.

10) **RFB #13-50 Stockbridge Road Sidewalk, Clayton County, Georgia** (SD&C, Inc., located in Clarkston, Georgia; \$618,953.50. Funding is available through the 2004 SPLOST funds), as requested by the Transportation and Development 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.

11) **RFB Pkg. #13-60 Clayton County Parks & Recreation and Senior Services Screen Printed T-Shirts, Annual Contract** (Greenlight Communications, located in Norcross, Georgia. Funding is available through the Parks and Recreation and Senior Services Departments' 2014 budget), as requested by the Parks and Recreation and Senior Services Departments. 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.

12) **RFP Pkg. #13-64 SPLOST Construction Management-At-Risk Services for the Construction of the Clayton County Animal Control Kennel, Animal Kennel/Fueling Station Pre-construction Work** (Hogan Construction Group, LLC, located in Norcross, Georgia; \$3,000.00 monthly/Not to Exceed \$9,000.00. Funding is available through 2009

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SPLOST funds). 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. All goods and services in the excess of \$25,000.00 are required to be purchased through the sealed proposal process, or negotiated by the Director of Central Services with full Board of Commissioners' approval. The Clayton County Board of Commissioners makes the final award for all non-budgeted proposals of \$35,000.00 and greater.

13) **RFB Pkg. #13-76 Land Boundary and Topographical Surveys for Various Clayton County Projects, Annual Contract** (Falcon Design Consultants, LLC, located in Stockbridge, Georgia. Funding is available through the 2004 and 2009 SPLOST funds). 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.

14) **RFB Pkg. #14-02 Officiating Services for Clayton County Parks and Recreation Athletic Programs, Annual Contract** (South Atlanta Basketball Officials, LLC, located in Douglasville, Georgia. Funding is available through the Parks & Recreation Department's FYE 2014/2015 funds/Per Game Fees: 18+/Adult, \$60.00; \$40.00, Boys under 8 and Girls under 9; \$44.00, Boys under 10 and Girls under 12; and \$48.00, Boys under 12 and Girls under 14), as requested by the Parks & Recreation 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.

15) **RFP Pkg. #14-07 Auditing Services for Clayton County, GA, Annual Contract/County and Water Authority** (Mauldin & Jenkins, LLC, located in Macon, Georgia;

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\$822,800.00. Funding is available through the Finance Department's General Funds). 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. All goods and services in the excess of \$25,000.00 are required to be purchased through the sealed proposal process, or negotiated by the Director of Central Services with full Board of Commissioners' approval. The Clayton County Board of Commissioners makes the final award for all non-budgeted proposals of \$35,000.00 and greater.

11. Consider requests of Ramona Thurman, Chief Financial Officer.
(See attached supporting documentation)

1) Budget Amendment #2-41 – Other General Government/FYE 6-30-14 – to provide funds, in the amount of \$32,000.00, to refurbish two vehicles for the Solicitor's Office.

2) Budget Amendment #4-70 – Fund 306 SPLOST – Roads and Recreation – to amend the budget for additional funds, in the amount of \$60,000.00, needed for right-of-way/temporary easements for the C.W. Grant project.

3) Budget Amendment #4-72 – Fund 306 SPLOST – Roads and Recreation – to amend the budget for additional funds, in the amount of \$41,800.00, needed for the slide structure at the Clayton County International Park. Funds will be used for installation of a fence around the structure and a body wash tower/foot bath to wash off sand prior to entering and re-entering the slide.

4) Request for Refund – Alcohol License Fee to Mr. Ezgenet Girmay of College Park, Georgia, in the amount of \$2,000.00.

12. Consider a request of Renee Bright, Director of Human Resources.
(See attached supporting documentation)

1) Request from Juvenile Court to:

Add one (1) CASA Volunteer Supervisor F/T position at \$17.0884 an hour (PG 19)

and

Delete two (2) P/T positions – One (1) CASA Volunteer Supervisor P/T at \$14.3898 an

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hour; and one (1) Program Assistant P/T position at \$10.6996 an hour.

With the passage of HB 242 last year, the duties of the CASA program have expanded to require that CASA provides guardian ad litem services in cases involving children in need of services and delinquency matters. In the past, they were only required in dependency cases. By adding a full-time CASA Volunteer Supervisor position, the CASA program will be able to accept more cases. It will also not run into the current issues with caseload caps required by National CASA that limit the number of CASA volunteers each CASA Volunteer Supervisor can manage. This action will have no financial impact on the County.

13. Resolution 2014-72 – A Resolution of the Clayton County Board of Commissioners updating a tax abatement to Recycled Shingles Solutions, LLC, for the purposes of incentivizing new jobs and investment in Clayton County; to authorize the Chairman to execute any necessary documents 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 as needed to reflect an appropriate revenue source and expense; to provide an effective date of this resolution; and for other purposes.

14. Resolution 2014-73 – A Resolution authorizing Clayton County to extend the Memorandum of Understanding with Southern Regional Medical Center providing for the terms and conditions under which high quality applied learning experiences will be made available to Clayton County Fire and Emergency Services employees; 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 the appropriations and expenditures relating thereto; to provide an effective date of this resolution; and for other purposes.

15. Resolution 2014-74 – A Resolution authorizing Clayton County to enter into a Grantee-Subgrantee Agreement with the Georgia Emergency Management Agency in accordance with the Fiscal Year 2013 Homeland Security Grant Program, to accept grant funds (\$15,100.00 with no County match) on behalf of Clayton County Fire and Emergency Services and to provide for the terms and conditions under which funds will be utilized; to authorize the Chairman to execute the Grantee-Subgrantee Agreement and otherwise 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; to provide an effective date of this resolution; and for other purposes.

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16. Resolution 2014-75 – A Resolution authorizing Clayton County to accept grant funds (\$3,650.00 with no County match) on behalf of Clayton County Fire and Emergency Services from Factory Mutual Insurance Company to purchase tools for fire prevention practices; to authorize the Chairman 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; to provide an effective date of this resolution; and for other purposes.

17. Resolution 2014-76 – A Resolution to amend the Clayton County Parks and Recreation Department’s Fees and Charges Policy to allow the complimentary use of certain parks and recreation properties and facilities by the Clayton County School District (CCSD); to authorize the County to enter into a Memorandum of Understanding (MOU) with CCSD to allow for the reciprocal use of identified properties and facilities; to authorize the Chairman to execute the MOU and to otherwise perform all other acts necessary to accomplish the intent of this resolution; to provide an effective date of this resolution; and for other purposes.

18. Resolution 2014-77 – A Resolution authorizing Clayton County to enter into a Partnership Agreement with Clayton County Public Schools providing for the terms and conditions under which the “Clayton County Parks and Recreation Department Summer Food Program” will be administered; to authorize the Chairman to execute the agreement and otherwise to perform all other acts necessary to accomplish the intent of the resolution; to provide an effective date of this resolution; and for other purposes.

19. Resolution 2014-78 – A Resolution authorizing Clayton County to enter into a Memorandum of Understanding and an Insurance Addendum with Todd Howard Enterprises, LLC providing for the terms and conditions under which vending machines with duck, geese and fish food will be installed at Clayton County International Park; to authorize the Chairman to execute the Memorandum of Understanding and otherwise perform all other acts necessary to accomplish the intent of the resolution; to authorize the Chief Financial Officer to amend the budget as needed to reflect an appropriate revenue source and expense; to provide an effective date of this resolution; and for other purposes.

20. Resolution 2014-79 – A Resolution authorizing Clayton County to enter into a License Agreement with Streetwhipz Productions, LLC providing for the terms and conditions under which a 2014 Car Show Project will be hosted at the Clayton County International Park; to authorize the Chairman to perform all acts necessary to accomplish the intent of this resolution;

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to authorize the Chief Financial Officer to amend the budget as needed to reflect an appropriate revenue source and expense; to provide an effective date of this resolution; and for other purposes.

21. Resolution 2014-80 – A Resolution authorizing the disposition of condemned or seized land and dwelling from the Clayton County Police Department Drug/Gang Violence Task Force, known as 5712 Attucks Boulevard, Morrow, GA, 30260; to authorize the Director of Central Services to effect the disposition of said land and dwelling; to authorize the disbursement of proceeds from the sale of such property; to provide an effective date of this resolution; and for other purposes.

22. Resolution 2014-81 – A Resolution authorizing Clayton County to accept a seized vehicle (1999 Buick Regal LS/LSE) from a Clayton County Police Department Drug Investigation; to authorize the sale of such property in a manner as will be in the best interest of the County; to provide for the disbursal of sale proceeds; 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.

23. Resolution 2014-82 – A Resolution authorizing Clayton County to enter into a Contract with VRS, LLC, d/b/a Pike County Mobile Pet Care providing for euthanasia services for the Clayton County’s Animal Control Kennel; to authorize the Chairman to execute the contract, and otherwise to perform all acts necessary to accomplish the intent of the resolution; to authorize the Chief Financial Officer to amend the budget as needed to reflect an appropriate revenue source and expense; to provide an effective date of this resolution; and for other purposes.

24. Resolution 2014-83 – A Resolution establishing the Clayton County Land Bank. Whereas, in enacting Section 48-4-100 et seq. of the Official Code of Georgia Annotated (hereinafter the “Land Bank Act”), the Georgia General Assembly found that there exists in the State of Georgia a continuing need to strengthen and revitalize the economy of the State of Georgia and local units of government in this State and that it is in the best interests of the State of Georgia and local units of government in this State to assemble or dispose of public property, including dilapidated, abandoned and tax delinquent property, in a coordinated manner to foster the development of that property and to promote economic growth in the State of Georgia.

25. Order for Remission: State of Georgia vs. Marshall Edison Dowell, Jr. and Anytime

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Bonding, Inc. (Surety); Case No(s). 2013CR01815-E, in the amount of \$1,235.00.

26. 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

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

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FINANCE SUPPORTING DOCUMENTATION

BEGINS ON NEXT PAGE

**CLAYTON COUNTY
INTER - OFFICE MEMO**

2-41

DATE: March 25, 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:

INCREASE EXPENSE:

Autos and Trucks	101-6501-6020-82501	\$	32,000
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DECREASE EXPENSE:

Autos and Trucks	101-6501-6020	\$	32,000
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Reason: To provide funds to refurbish two vehicles for the Solicitors office.

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**

DATE: March 18, 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	\$	60,000
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INCREASE EXPENSES:

Roads, Bridges & Improvements	306-4001-6050-30483-7Y110	\$	60,000
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Reason: To amend the budget for additional funds needed for right of way/temporary easements for the CW Grant 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: March 14, 2014
TO: Ramona Thurman, Chief Financial Officer, Finance
FROM:  Jeff Metarko, Director, Transportation & Development
RE: 2004 SPLOST Program – Budget Request

Please amend the budget \$60,000 for CW Grant Project. Additional funds are needed for right of way/temporary easements. (306-4001-6050-30483-7Y110)

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

JCM/b

cc: Project File
Lisa McCoy
Bill Andrews
Sharon Stone; Finance

**CLAYTON COUNTY
INTER - OFFICE MEMO**

DATE: March 24, 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	306-5125-7000	\$ 41,800
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INCREASE EXPENSES:

Other Minor Equipment	306-5125-4394-PR000-7Y050	\$ 4,500
Capital Outlay - Other Machinery & Equipment	306-5125-6040-PR000-7Y050	37,300
		\$ 41,800

Reason: To amend the budget for additional funds needed for the slide structure at International Park. Funds will be used for installation of a fence around the structure and a body wash tower/foot bath to wash off sand prior to entering and re-entering the slide.

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

Date

Shelby D. Haywood, Clerk of Commissioners



Budget Amendment

Troy Hodges to: Sharon Stone
Cc: Detrick Stanford, Troy Stubbs

03/24/2014 03:14 PM

Sharon

Per our conversation, please prepare a budget amendment for the items below excluding the concrete slab project. The total would be \$41,800.00. Please let me know if you need any additional information.

Thank you

Troy Hodges, CPRP
Assistant Director
Clayton County Parks & Recreation
770-603-4013
770-477-1696 Fax
troy.hodges@co.clayton.ga.us

"We connect communities through people, parks and programs"

----- Forwarded by Troy Hodges/Parks and Rec/Clayton on 03/24/2014 03:11 PM -----

From: Detrick Stanford/Parks and Rec/Clayton
To: Christie Barnes/Staff Attorney/Clayton@Clayton, Theodis Locke/Central Services/Clayton@Clayton
Cc: Arrelle Anderson <arrelle.anderson@claytoncountyga.gov>, Troy Hodges/Parks and Rec/Clayton@Clayton, Troy Stubbs/Parks and Rec/Clayton@Clayton
Date: 03/21/2014 01:26 PM
Subject: Fw: Meeting Follow Up

Christie/Theodis:

Appreciate your time and attention to the potential changes we can make surrounding "use of County Property" in the future. As committed, I'll provide a model template for your consideration before **April 15, 2014**. On another note, please see the specification and additional work that is needed to complete the water slide project at International Park. We meet with the vendor, Sunbelt pools, on Thursday, March 20th with the following at discussion items to include operational deliverables for a safe waterslide. This will constitute a change order that'll include:

- Installation of a Fence around the slide structure
- Concrete slab from exiting the structure back to the sidewalk on the beach
- Body wash tower/Foot bath to wash off sand prior to entering or re-entering the slide structure to assist with maintaining the life of the of the slide surface and additional safety precautions.

The total cost not to exceed \$87,050 would cover the aforementioned expenses. We have the funding in the 2004 SPLOST budget. Please advise of what additional information you would need. We are requesting this be considered by the BOC at the 1st Board meeting in April to ensure we stay on task to have the Beach operational by **May 24, 2014**.

Thanks in advance for your assistance with this matter.

Detrick Stanford, CPRP
Director
Clayton County Parks and Recreation
claytonparks.com

(770) 477-3769

----- Forwarded by Detrick Stanford/Parks and Rec/Clayton on 03/21/2014 01:10 PM -----

From: Steve Morgan <smorgan@sunbeltpoolsofgeorgia.com>
To: "'Detrick Stanford' (Detrick.Stanford@co.clayton.ga.us)" <Detrick.Stanford@co.clayton.ga.us>
Cc: "'Troy Stubbs' (Troy.Stubbs@co.clayton.ga.us)" <Troy.Stubbs@co.clayton.ga.us>, "'Troy Hodges' (Troy.Hodges@co.clayton.ga.us)" <Troy.Hodges@co.clayton.ga.us>, Shasta Little <shasta@sunbeltpoolsofgeorgia.com>, Todd Reynolds <treynolds@sunbeltpoolsofgeorgia.com>
Date: 03/21/2014 10:57 AM
Subject: RE: Meeting Follow Up

Detrick,

Ok, I have heard from my suppliers and can give you budget numbers since I am asking them to supply some items for less money and quicker.

Here are budgets for the items mentioned below. We can tweak the size/quantity if need be, but with the diagram sent last night I will begin.

- ✓ 1. Fence with
\$ 26,500.00
 - a. 5' high with 3 rails
 - b. one drive thru gate between pump house and restricted area -- in back of tube/mat storage area
 - c. does not include rider control fencing -- movable stanchions & rope or cones to be provided by county
- ✗ 2. Concrete -- form & pour , finish & clean up with light broom finish
\$ 45,250.00
 - a. Wide mat sidewalk from east exit of catch basin to landing at stair tower
 - b. Mat/tube storage area between mat sidewalk and fencing
 - c. Narrow personnel sidewalk from west exit of catch basin to landing at stair tower
 - d. Cost for pump for days of installation
- ✓ 3. Foot wash with "sand catch pit" and drain piped into slide catch basin [minimizes drain clogging]
\$ 4,500.00
- ✓ 4. Body wash "towers" with "sand catch pit", grating, integrated to drain from foot wash -- all custom
\$ 10,800.00

Notes:

- 1. Fence submittals sent yesterday
- 2. Concrete to be light broom finish, natural color, with expansion/control joints
- 3. Foot wash & body wash to be operated by city water supplied by County --
 - a. source to be determined and metered by county
 - b. supply for apparatus to be provided within 20 ft of foot wash or additional funds will be necessary to install piping all the way to that point. -- based on source decision by county. Larger pipe source is better.
- 4. Body wash is a custom construction piece or multiple stand-alone "beach showers"
 - a. Includes grating for water to run into pit that collects sand before water flows

from higher discharge point in pit

b. Sand must be cleaned from pit periodically to prevent drain from clogging – normal maintenance

Please review and let me know how you want to proceed or if you want any alterations to this.

Steve Morgan



3596 Oakcliff Road | Atlanta, GA 30340 | 770-455-7770 P | 770-455-7455 F |
800-455-7730 | 404-934-5696 C | www.sunbeltpoolsofgeorgia.com

GIR 530

new

JEFFREY E. TURNER
CHAIRMAN
SHANA M. ROOKS
VICE CHAIRMAN
SONNA SINGLETON
COMMISSIONER
GAIL B. HAMBRICK
COMMISSIONER
MICHAEL L. EDMONSON
COMMISSIONER

**Clayton County
Community Development**



PATRICK EJIKE
DIRECTOR

Interoffice Memorandum

Date: March 12, 2014
To: Ramona Thurman, CFO
From: Patrick Ejike, Director
Subject: Request for Refund

Please issue a check in the amount of \$2,000.00 made payable to:

Name: Ezgenet Girmay
Address: 5300 Riverdale Rd.
City: College Park **State:** GA **Zip:** 30349

2014 MAR 14 11:00 AM
CLAYTON COUNTY

For the purpose of: Refund for payment for an Alcohol License. Mr. Girmay's Alcohol License request was denied due to his previous criminal history. The Clayton County Police Department did not recommend he receive a license.

This check should be charged to account #101-3401-3110.

Thank you for your assistance. Should you have any questions, please feel free to contact me at extension 3574.

Sincerely,

Patrick Ejike, Director

PE/dh

Attachment

Note: This form is not to be used for bailiffs, employee advance requests or employee expense reports. This form should be used in lieu of multiple invoice documents.

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COMMISSIONER

Clayton County
Community Development Department
121 S. McDonough St. Annex 2
Jonesboro, Ga. 30236



PATRICK EJIKE
DIRECTOR

February 26, 2014

Re: Alcohol License Denial – 5300 Riverdale Rd. College Park, Ga. 30349

Mr. Ezgenet Girmay:

On the 21st day of February 2014 the Clayton County Police Department did not recommend approval of your Alcohol License. Based on the findings from the Police Department, your request for an Alcohol License has been denied.

Please be advised, due to the denial of your Alcohol License, you must remove all alcoholic beverages from your store effective immediately.

Please feel free to contact us at (770) 477-3569 if you have any questions or concerns.

Sincerely,

A handwritten signature in cursive script that reads "Ulander Parrott". The signature is written in black ink and is positioned above a horizontal line.

Ulander Parrott
Permits/License Supervisor

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

April 1, 2014

A G E N D A

HUMAN RESOURCES SUPPORTING DOCUMENTATION

BEGINS ON NEXT PAGE



Clayton County Board of Commissioners Legislative Request Form

RECEIVED
MAR 19 2014
CLAYTON CO. COO

Agenda Meeting Date: March 26, 2014

Purpose

To add:
(1) CASA Volunteer Supervisor F/T position at 17.0884 an hour (pay grade 19)

To delete:
(1) CASA Volunteer Supervisor P/T position at \$14.3898 an hour; and
(1) Program Assistant P/T position at \$10.6996 an hour.

Rationale

With the passage of HB 242 last year, the duties of our CASA program have been expanded to require that CASA provide guardian ad litem services in cases involving children in need of services and delinquency matters, whereas in the past, they were only required in dependency cases. By adding a full-time CASA Volunteer Supervisor position, our CASA program will be able to accept more cases, and we will not run into the current issues with caseload caps required by National CASA that limit the number of CASA volunteers each CASA Volunteer Supervise can manage.

Facts

The current situation limits court hearing coverage because the part-time CASA Volunteer Supervisor is only able to provide guardian ad litem services for 25 hours a week. The part-time Program Assistant is limited to doing paperwork and cannot directly supervise volunteers or act independently as a guardian ad litem.

Adding the full-time CASA Volunteer Supervisor position would allow greater flexibility in the assignment of guardian ad litem cases and allow us to provide proper coverage for delinquency and dependency cases, and in matters involving children in need of services. It also expands the number of CASA volunteers we can recruit with the addition of 15 hours per week being added to the CASA Volunteer Supervisor's work schedule.

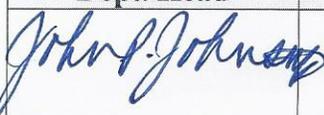
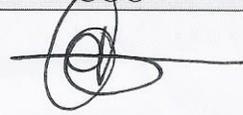
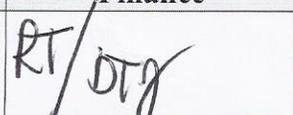
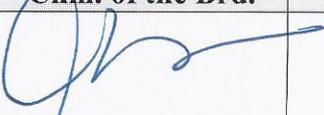
Impact

The full-time CASA Volunteer Supervisor position is a pay grade 19, and will cost approximately \$50,092 with estimated fringe. In our current budget, we received \$40,143.04 for the two part-time positions we are requesting to delete. That leaves a difference of \$9,948.60. However, due to the change in Civil Service Rule 7.202, which reduced part-time employees' hours to 25/week, we project an annual savings of \$23,088, which would sufficiently cover the difference. Therefore, there would not be any additional cost to the county if this request is approved. In fact, the county would save approximately \$13,139 annually when compared to current funding levels.

The part-time CASA Volunteer Supervisor position is currently vacant, and if approved, we intend to promote the current part-time Program Assistant to the new full-time CASA Volunteer Supervisor position; therefore, this request would not result in any employee losing his or her job.

Supporting Documentation

CASA Volunteer Supervisor classification (job description):

Dept. Head	COO	Finance	Chm. of the Brd.	Legal
				
Date: <u>3/19/14</u>	Date: <u>3/25/14</u>	Date: <u>3/24/14</u>	Date: <u>3/26/14</u>	Date:

**CLAYTON COUNTY, GEORGIA
CLASSIFICATION SPECIFICATION**

CLASSIFICATION TITLE:

CASA Volunteer Supervisor

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist the CASA Program Coordinator with administrative duties to include the supervision of CASA volunteers.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Complete CASA Program training.

Recruits and screens volunteers on an ongoing basis to ensure a sufficient number of volunteers are available. Assists the CASA Program Coordinator with processing volunteer applications, criminal records checks, schedules, and conducting volunteer interviews.

Provides pre-service and in-service training for volunteers.

Coordinates case assignments. Reviews new cases and assigns appropriate volunteers in consultation with the Program Coordinator.

Assists Coordinator with annual evaluation and update of the CASA Volunteer Training Curriculum, Training Manual, and materials to ensure that all components of training are current and effective.

Prepares and distributes volunteer assignment documentation.

Attends court hearings when possible and tracks court dates.

Provides assistance and consultation for volunteers as needed and when requested.

Collects data from CASA program and generates reports.

Maintains appropriate program and volunteer files ensuring their confidentiality and protection.

Attends relevant conferences/seminars/meetings as requested.

Last Revised: July 2001

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in business, human services, social work, child development, psychology, sociology, education or juvenile justice or closely related field preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Expertise in Microsoft Word and Access high desirable. Must possess a valid Georgia driver's license.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Clayton County, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Clayton County
Salary Matrix
Based on Matrix Dated 6/30/2007

Regular Employees

	Grade	Step	Salary	Pension	FICA	Medical	Wk Comp	Other Equip	Total
Grade	3	1	\$ 16,050	\$ 2,070	\$ 1,228	\$ 6,288	\$ 30	\$ -	\$ 25,667
Grade	4	1	\$ 16,868	\$ 2,176	\$ 1,290	\$ 6,288	\$ 32	\$ -	\$ 26,654
Grade	5	1	\$ 17,727	\$ 2,287	\$ 1,356	\$ 6,288	\$ 34	\$ -	\$ 27,692
Grade	6	1	\$ 18,630	\$ 2,403	\$ 1,425	\$ 6,288	\$ 35	\$ -	\$ 28,782
Grade	7	1	\$ 19,580	\$ 2,526	\$ 1,498	\$ 6,288	\$ 37	\$ -	\$ 29,929
Grade	8	1	\$ 20,577	\$ 2,654	\$ 1,574	\$ 6,288	\$ 39	\$ -	\$ 31,133
Grade	9	1	\$ 21,625	\$ 2,790	\$ 1,654	\$ 6,288	\$ 41	\$ -	\$ 32,398
Grade	10	1	\$ 22,727	\$ 2,932	\$ 1,739	\$ 6,288	\$ 43	\$ -	\$ 33,729
Grade	11	1	\$ 23,885	\$ 3,081	\$ 1,827	\$ 6,288	\$ 45	\$ -	\$ 35,127
Grade	12	1	\$ 25,102	\$ 3,238	\$ 1,920	\$ 6,288	\$ 48	\$ -	\$ 36,596
Grade	13	1	\$ 26,381	\$ 3,403	\$ 2,018	\$ 6,288	\$ 50	\$ -	\$ 38,140
Grade	14	1	\$ 27,725	\$ 3,577	\$ 2,121	\$ 6,288	\$ 53	\$ -	\$ 39,763
Grade	15	1	\$ 29,137	\$ 3,759	\$ 2,229	\$ 6,288	\$ 55	\$ -	\$ 41,468
Grade	16	1	\$ 30,621	\$ 3,950	\$ 2,343	\$ 6,288	\$ 58	\$ -	\$ 43,260
Grade	17	1	\$ 32,181	\$ 4,151	\$ 2,462	\$ 6,288	\$ 61	\$ -	\$ 45,143
Grade	18	1	\$ 33,821	\$ 4,363	\$ 2,587	\$ 6,288	\$ 64	\$ -	\$ 47,123
Grade	19	1	\$ 35,544	\$ 4,585	\$ 2,719	\$ 6,288	\$ 68	\$ -	\$ 49,204
Grade	20	1	\$ 37,355	\$ 4,819	\$ 2,858	\$ 6,288	\$ 71	\$ -	\$ 51,390
Grade	21	1	\$ 39,258	\$ 5,064	\$ 3,003	\$ 6,288	\$ 75	\$ -	\$ 53,688
Grade	22	1	\$ 41,258	\$ 5,322	\$ 3,156	\$ 6,288	\$ 78	\$ -	\$ 56,103
Grade	23	1	\$ 43,360	\$ 5,593	\$ 3,317	\$ 6,288	\$ 82	\$ -	\$ 58,641
Grade	24	1	\$ 45,569	\$ 5,878	\$ 3,486	\$ 6,288	\$ 87	\$ -	\$ 61,308
Grade	25	1	\$ 47,890	\$ 6,178	\$ 3,664	\$ 6,288	\$ 91	\$ -	\$ 64,110
Grade	26	1	\$ 50,330	\$ 6,493	\$ 3,850	\$ 6,288	\$ 96	\$ -	\$ 67,056
Grade	27	1	\$ 52,894	\$ 6,823	\$ 4,046	\$ 6,288	\$ 100	\$ -	\$ 70,152
Grade	28	1	\$ 55,589	\$ 7,171	\$ 4,253	\$ 6,288	\$ 106	\$ -	\$ 73,406
Grade	29	1	\$ 58,421	\$ 7,536	\$ 4,469	\$ 6,288	\$ 111	\$ -	\$ 76,826
Grade	30	1	\$ 61,397	\$ 7,920	\$ 4,697	\$ 6,288	\$ 117	\$ -	\$ 80,419
Grade	31	1	\$ 64,525	\$ 8,324	\$ 4,936	\$ 6,288	\$ 123	\$ -	\$ 84,195
Grade	32	1	\$ 67,812	\$ 8,748	\$ 5,188	\$ 6,288	\$ 129	\$ -	\$ 88,164
Grade	33	1	\$ 71,267	\$ 9,193	\$ 5,452	\$ 6,288	\$ 135	\$ -	\$ 92,336
Grade	34	1	\$ 74,897	\$ 9,662	\$ 5,730	\$ 6,288	\$ 142	\$ -	\$ 96,719
Grade	35	1	\$ 78,713	\$ 10,154	\$ 6,022	\$ 6,288	\$ 150	\$ -	\$ 101,326
Grade	36	1	\$ 82,723	\$ 10,671	\$ 6,328	\$ 6,288	\$ 157	\$ -	\$ 106,168
Grade	37	1	\$ 86,937	\$ 11,215	\$ 6,651	\$ 6,288	\$ 165	\$ -	\$ 111,256
Grade	38	1	\$ 91,367	\$ 11,786	\$ 6,990	\$ 6,288	\$ 174	\$ -	\$ 116,605
Grade	39	1	\$ 96,021	\$ 12,387	\$ 7,346	\$ 6,288	\$ 182	\$ -	\$ 122,224
Grade	40	6	\$ 100,913	\$ 13,018	\$ 7,720	\$ 6,288	\$ 192	\$ -	\$ 128,130

Take \$49,204 out of Part-Time budget