

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting  
7:00 P.M.

January 6, 2015

A G E N D A

1. Call to order.
2. Invocation and Pledge of Allegiance to the flag.
3. Adoption of the agenda.
4. Approval of the December 16, 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 the 26<sup>th</sup> Anniversary of the Pi Gamma Lambda Chapter of Alpha Phi Alpha Fraternity, Inc.” (Presented by Commissioner Sonna Gregory).
7. PRESENTATION: “The Animal Control Building design located on Anvil Block Road” (Presented by the Silverman Group) District 1- Commissioner Gregory.
8. Consider requests of Ramona Thurman Bivins, Interim Purchasing Agent of Central Services. (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) **RFP PKG # 13-40 SPLOST Construction Management At Risk Services for the Construction of the Multipurpose Fire Training Building, Consent of Assignment.** (The Potts Company, LLC, located in Conyers, Georgia). Per Section 2-136 (2) 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.

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2) **RFB PKG #14-56 Fencing Installation for the Clayton County Senior Services Department.** (\$13,322.00 / McIntyre Corporation d/b/a McIntyre Fencing, located in Griffin, Georgia. Funding is available through the 2011 HUD Funds). Per Section 2-136 (1) 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.

3) **Purchase of Touch Print 5300 Scanner System with Accessories for Court Administration and the Sheriff's Department.** (\$57,335.00 / GSA Contract #GS-35F-0242R, with Safran Morpho Trust USA, located in Bloomington, Minnesota. POR #00000448 & POR #00001248. Funding is available through the Court Tech Funds and the Sheriff's General Fixed Asset Funds.). Per Section 2-114 Clayton County, Code of Ordinances; 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.

4) **Purchase of Vehicles for Clayton County Police Department.** (\$56,536.00 / State Contract #99999-SPD-ES40199373-0002, with Allan Vigil Ford, located in Morrow, Georgia. Funding is available through the 2015 SPLOST Bond Funds.). 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.

5) **RFQ for Fence Installation at Clayton County Parks and Recreation Department.** (\$9,376.50 / McIntyre Corporation d/b/a McIntyre Fencing, located in Griffin, Georgia. Funding is available through the departments General Funds.). Per Section 2-136 (4) 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 responses 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.

6) **CS STARS Statement of Work #3 for Clayton County, Georgia.** (CS Stars, LLC, located in Chicago, Illinois. As requested by the Central Services Department). The

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renewal period will be from December 11, 2014 to December 10, 2015. This is the final renewal for this contract. The original contract was executed by the Chairman on December 11, 2012. Per Section 2-136 (7) 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.

9. Consider requests of Ramona Thurman Bivins, Chief Financial Officer.

1) Budget Amendment #2-13/Other General Government/FYE 6-30-15 – To replace one District Attorney’s Office vehicle where repair costs exceeds the value of the vehicle, in the amount of \$30,000.

2) Budget Amendment #2-14/Drug Abuse Treatment & Education Fund/FYE 6-30-15 – To establish a budget for Probation Services for the drug testing contract, in the amount of \$17,618.

3) Budget Amendment #2-15/Prison/FYE 6-30-15 – To amend revenue received from the State DOT Road Maintenance Agreement for the purchase of new mowers, in the amount of \$34,634.

4) Request for Refund of fees associated with the Business License Application of Letisha Williams d/b/a JP & Family Used Tires, 1633 Stockbridge Road, Jonesboro, GA 30236 due to the use of the location not meeting zoning requirements and was denied, in the amount of \$80.00.

5) Request for Refund for the Alcohol Retail License fees paid by Mr. Merchant Gangwani d/b/a La Casa Food Mart, 5765 Old Dixie Highway, Forest Park, GA 30297 to the Community Development Department due to the non-recommendation by the Clayton County Police Department for criminal history, in the amount of \$2,025.

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10. Consider a request of Renee Bright, Director of Human Resources.
  - 1) Request from Probate Court to eliminate 4 part-time positions and create 2 full-time clerk positions.
  
11. Resolution 2015-1 - A Resolution providing for the designation of persons authorized to sign checks on the bank accounts of Clayton County.

*Synopsis: This Resolution is a restatement of provisions contained in the Code of Clayton County regarding certain officials authorized to sign checks, drafts or other orders on accounts of Clayton County.*
  
12. Resolution 2015-2 - A Resolution prescribing the depositories of public funds for Clayton County.

*Synopsis: A Resolution that authorizes the Board of Commissioners to prescribe the depositories of public funds for Clayton County.*
  
13. Resolution 2015-3 - A Resolution providing for the authorization of the Chief Financial Officer to deposit Clayton County funds into the Local Government Investment Pool.

*Synopsis: This Resolution authorizes the Chief Financial Officer to make deposits or withdrawals of funds in the local government pool.*
  
14. Resolution 2015-4 - A Resolution providing for the designation of persons authorized to sign checks on a bank account of Clayton County.

*Synopsis: This Resolution is a restated of applicable provisions contained within the Code of Clayton County regarding officials and those additional individuals within the District Attorney's Office authorized to sign checks on the Witness Transportation Arrangements Account.*
  
15. Resolution 2015-5 - A Resolution providing for the designation of the Vice-Chairman for the Board of Commissioners.

*Synopsis: This Resolution will appoint a new Vice-Chairman as required at the start of each New Year.*

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16. Resolution 2015-6 - A Resolution to provide for an increase in the level of compensation payable to the Chairperson and members of the Clayton County Civil Service Board for services rendered in their official capacities.  
  
*Synopsis: This Resolution will provide an increase in the level of compensation for Clayton County Civil Service Board members from \$25.00 to \$100.00 to commensurate with the degree of services rendered by the Board.*
17. Resolution 2015-7 - A Resolution authorizing Clayton County to accept a seized vehicle pursuant to a Clayton County Superior Court Judgment and Order of Forfeiture and Disposition of Property.  
  
*Synopsis: This Resolution will allow for a seized 2003 Infinity 135 to be used in Sheriff Department operations.*
18. Resolution 2015-8 - A Resolution authorizing Clayton County to grant a special facility use request for Twirl Girls, Inc. to conduct the Twirl Girls Camp at the Virginia Burton Gray Recreation Center.  
  
*Synopsis: This Resolution provides for a Twirl Girl camp to teach young girls the art of baton twirling on May 26, 2015 - May 29, 2015 from 8:30am- 6:00pm daily.*
19. Resolution 2015-9 - A Resolution authorizing Clayton County to accept in-kind donations of services and supplies from the Home Depot in Morrow, Georgia to enhance various parks and facilities throughout Clayton County.  
  
*Synopsis: This Resolution will allow the Parks and Recreation Department to accept installation services and supplies from Home Depot to complete the carpeting in Morrow/Lake City Park Community Room and remove fallen trees at Reynolds Nature Preserve while setting up an unstructured play area.*
20. Resolution 2015-10 - A Resolution authorizing Clayton County to enter into an Agreement with CGI Communications, Inc. providing for the terms and conditions under which County showcase videos will be produced to promote the County.  
  
*Synopsis: This Resolution will allow a series of streaming online videos to be produced highlighting what the County has to offer its residents, visitors, and businesses.*
21. Resolution 2015-11 - A Resolution Authorizing Clayton County to accept grant funds from the Kaiser Health Foundation of Georgia, Inc. on behalf of the Clayton County Fire and Emergency

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Services Department, to be used to purchase needed equipment for the Community Paramedicine Program.

*Synopsis: This Resolution provides the Fire and Emergency Services Department with an awarded grant of \$48,500.00 from the Kaiser Health Foundation of Georgia, Inc. to assist the department in purchasing needed equipment for the Community Paramedicine Program.*

22. Resolution 2015-12 - A Resolution authorizing Clayton County to accept a grant from the Federal Emergency Management Agency Pre-Disaster Mitigation Program in the amount of \$40,000.00 on behalf of Clayton County Fire and EMS.

*Synopsis: A Resolution which will allow grant funds to be used by the Clayton County Fire and Emergency Services Department to provide updates to the Clayton County Multi-Jurisdictional Hazard Mitigation Plan to meet the federal requirements of the Disaster Mitigation Act of 2000 and Federal Emergency Management Agency Plan.*

23. Resolution 2015-13 - A Resolution authorizing Clayton County to purchase real property from Hamilton State Bank in connection with the Historic Rex Village Trail Project.

*Synopsis: This Resolution will allow the County to Purchase 5 acres of land located in Rex, GA for the purposes of trail development in unincorporated Clayton County through a grant previously approved by the Board of Commissioners.*

24. Resolution 2015-14 - A Resolution authorizing Clayton County to enter into a Lease Agreement with Metro South Association of Realtors Education Foundation, Inc.

*Synopsis: A Resolution will allow for a continued lease agreement for the building currently housing the County's HUD Division.*

25. Resolution 2015-15 - A Resolution authorizing Clayton County to enter into Construction Agreement and an Easement for the installation of electric service with Georgia Power Company.

*Synopsis: A Resolution that will allow the County to enter into an Underground Distribution Construction Agreement, Overhead Distribution Agreement, and Easement for electric services with Georgia Power Company for certain County owned property located at 3199 Anvil Block Road, Ellenwood, GA 30294.*

26. Resolution 2015-16 - A Resolution to amend the Clayton County PY2012, 2013, and 2014 Annual Action Plans to allow for the recapture and reuse of funding for projects supported by

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the Community Development Block Grant, HOME Investment Partnership and Emergency Solutions Grant Programs.

*Synopsis: This Resolution provides for funds left over from other completed projects to be reallocated to “shovel-ready” projects serving low-and-moderate-income households and/or communities.*

27. Resolution 2015-17 - A Resolution authorizing Clayton County to enter into a Stipulation and Agreement in the matter of Franklin Geiger v. Clayton County Board of Commissioners before the State Board of Workers’ Compensation for the State of Georgia.

*Synopsis: This Resolution provides for the settlement of a workers’ compensation claim between former employee Franklin Geiger and Clayton County.*

28. Resolution 2015-18 - A Resolution authorizing Clayton County to enter into a Stipulation and Agreement in the matter of Annette Harris v. Clayton County Board of Commissioners before the State Board of Workers’ Compensation for the State of Georgia.

*Synopsis: This Resolution provides for settlement of a workers’ compensation claim between former employee Annette Harris and Clayton County.*

29. Resolution 2015-19 - A Resolution authorizing Clayton County to exercise its powers of eminent domain in accordance with provisions of Georgia laws for the purpose of acquiring certain property for use by the Clayton County Department of Transportation and Development for the Flint River Road Widening Project.

*Synopsis: This Resolution allows the county to acquire land for the Flint River Road Widening Project.*

30. Resolution 2015-20 - A Resolution authorizing Clayton County to exercise its powers of eminent domain in accordance with provisions of Georgia laws for the purpose of acquiring certain property for use by the Clayton County Department of Transportation and Development for the Royce Drive at Flint River Tributary Bridge Project.

*Synopsis: This Resolution allows the county to acquire land for the Royce Drive at Flint River Tributary Bridge Project.*

31. Resolution 2015-21 - A Resolution authorizing Clayton County, on behalf of the Clayton County Department of Transportation and Development, to purchase stream and wetland mitigation credits related to the Flint River Road Widening Project.

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**Synopsis:** *This Resolution allows the county to meet the requirements as set by the United States Army Corps of Engineers to purchase stream credits and wetland credits to mitigate adverse stream impacts and wetland impacts as may be affected by the Flint River Road Widening Project.*

32. Resolution 2015-22 - A Resolution authorizing Clayton County to enter into an Intergovernmental Agreement with Fayette County for certain Helmer Road Bridge Repairs and Maintenance Activities.

**Synopsis:** *This Resolution will allow the County to partner with Fayette County to repair and maintain the bridge at Helmer Road and Flint River.*

33. Order for Remission - Tysha Marie Alexander.

**Synopsis:** *An Order to pay Surety 95% of the bond amount under O.C.G.A § 17-6-72(e)(2) which will be \$1,757.00.*

34. Appointment to the MARTA Board of Directors for a new member to serve a four (4) year term expiring on December 31, 2018. (Full-Board Appointment)
35. Appointment to the MARTA Board of Directors for a new member to serve a four (4) year term expiring on December 31, 2018. (Full-Board Appointment)

**EXECUTIVE SESSION –**

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

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FINANCE DEPARTMENT  
SUPPORTING DOCUMENTATION BEGINS NEXT PAGE

**CLAYTON COUNTY  
INTER - OFFICE MEMO**

2-13

**DATE:** December 30, 2014

**TO:** Board of Commissioners

**FROM:** Ramona Thurman Bivins, 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 6-30-15:

**INCREASE EXPENSE:**

Autos & Trucks	101-6501-6020-82601	\$	30,000
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**DECREASE EXPENSE:**

Autos & Trucks	101-6501-6020	\$	30,000
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**Reason:** To replace one District Attorney's Office vehicle where repair costs exceeds the value of the vehicle.

**TO:** Ramona Thurman Bivins, Chief Financial Officer

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sandra Davis, Clerk of Commission  
sl



# Clayton County Transportation & Development

**DIVISIONS**  
Administration  
County Fleet  
Engineering Services  
Fleet Maintenance  
Landfill  
Public Works  
Traffic Engineering

## INTEROFFICE MEMO

Jeff Metarko, Director  
Keith Rohling, Assistant Director

DATE: November 21, 2014  
TO: Tracy Lawson, District Attorney  
FROM: *JM* Jeff Metarko, Director, Transportation & Development  
RE: Vehicle #156

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We have evaluated the following vehicle and recommend removing it from service.

**Reason(s):**

- Age
- Poor Condition
- Repair cost exceed vehicle value
- Unsafe
- "Total Loss"
- Other: Engine caught on fire

Year: 2004

Make: Ford

Model: Crown Victoria

VIN: 2FAHP71W94X156593

Mileage: 231,901

Therefore, we are recommending that you take the necessary steps to replace this vehicle. If you have any further questions, please contact John Vise at Fleet Maintenance.

JM/mg

cc: Dennis Baker  
File



## Clayton County Board of Commissioners Legislative Request Form

### Purpose

The Clayton County District Attorney's Office requests a Resolution to authorize the purchase of one replacement vehicle to be assigned to the Clayton County District Attorney's Office fleet in a manner as will be in the best interest of the County.

### Rationale

A DA fleet vehicle has been removed from service by the shop, the District Attorney requests a vehicle to replace this vehicle in her fleet.

### Facts

On November 21, 2014, vehicle # 156, a 2004 Ford Crown Victoria with 231,901 miles caught fire in the engine compartment. After evaluating the vehicle and damage, the shop has recommended that the vehicle be removed from service for the following reasons: "Poor Condition, Unsafe, Total Loss, Engine caught on fire"

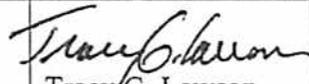
This request is to purchase one vehicle, a V-6 Dodge Charger for use in the District Attorney's fleet.

### Impact

The purchase of this vehicle will enable the District Attorney's Office fleet to be updated. This purchase will also reduce the operating costs of vehicles in the District Attorney's Office fleet.

### Supporting Documentation

See attached.

Originator	Dept. Head	County Manager	Finance	Legal
 Paul P. Garland Chief Investigator	 Tracy G. Lawson District Attorney			
Date: 120114	Date: 120114	Date:	Date:	Date:

**CLAYTON COUNTY  
INTER - OFFICE MEMO**

2-14

**DATE:** December 30, 2014

**TO:** Board of Commissioners

**FROM:** Ramona Thurman Bivins, Chief Financial Officer

**SUBJECT:** Request for Budget Amendment - Drug Abuse Treatment & Education Fund

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-15:

**INCREASE REVENUE:**

Court Fines	250-2451-3400	\$	17,618
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**INCREASE EXPENSE:**

Other Contract Service Fees	250-2125-4140	\$	17,618
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**Reason:** To establish a budget for Probation Services for the drug testing contract.

**TO:** Ramona Thurman Bivins, Chief Financial Officer

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sandra Davis, Clerk of Commission  
sl

**CLAYTON COUNTY  
INTER - OFFICE MEMO**

2-15

**DATE:** December 30, 2014  
**TO:** Board of Commissioners  
**FROM:** Ramona Thurman Bivins, Chief Financial Officer  
**SUBJECT:** Request for Budget Amendment - Prison

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-15:

**INCREASE REVENUE:**

Miscellaneous Revenue	101-2751-3720-8C002	\$	34,634
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**INCREASE EXPENSE:**

Other Machinery and Equipment	101-2751-6040-8C002	\$	34,634
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**Reason:** To amend revenue received from the State DOT Road Maintenance Agreement for the purchase of new mowers.

**TO:** Ramona Thurman Bivins, Chief Financial Officer

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sandra Davis, Clerk of Commission  
sl

Randal Holsey  
Interim Warden

Neysa Mayfield  
Interim Deputy Warden



Major Ray Amey  
Chief of Security

Capt. Robert Boyd  
Detail Manager

## INVOICE

September 30, 2014

Department of Transportation  
State of Georgia/District 7  
5025 New Peachtree Road  
Chamblee, Georgia 30341  
[oolowe@dot.ga.gov](mailto:oolowe@dot.ga.gov)

A handwritten signature in black ink, appearing to be "R. 10/2", is written over the right side of the page.

### Contract for Maintenance of Highways – September 2014

Quantity	Description	Unit Price	Line Total
9.41	Hwy 3 Lovejoy City Limits – Connector	\$291.66	\$ 2,744.52
.47	Hwy 3 Conn – Upper Riverdale Rd./I-75 Ramps	\$291.66	\$ 137.08
2.94	Hwy 54 Fayette Cty Line – Hwy 3	\$291.66	\$ 857.48
1.98	Hwy 54 Jonesboro City Limit Hwy 138 – Morrow City	\$291.66	\$ 577.49
12.56	Hwy 138 Henry Cty Line – Fulton Cty Line	\$291.66	\$ 3,663.25
2.56	Hwy 85 Fayette Cty Line – Riverdale City limits/ Hwy1	\$291.66	\$ 746.65
2.57	Hwy 85 Riverdale City Limits – I-75 off ramps	\$291.66	\$ 749.57
.28	Hwy 331 Hwy 85 – I-75 Bridge	\$291.66	\$ 81.66
2.66	Hwy 139 Riverdale City Limits – I-285 off ramps	\$291.66	\$ 775.82
Grand Total:			\$10,333.52

Services performed: Litter removal, mowing & shoulder maintenance @ all locations.

Contract for Maintenance of Highways  
\$3,500 per mile annually / \$291.66 per mile monthly

Maximum Reimbursement is \$13,725.83 per month

Please make check payable to Clayton County Prison

Thank you for your business!!

# Clayton County Corrections Department

**Randal Holsey**  
Deputy Warden



**Robert Boyd**  
Detail Manager

**Major Ray Amey**  
Chief of Security

**Lieutenant Sean MacDonald**  
Refuse Control Manager

**Dennis S. Nelson**  
Warden

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## INVOICE

October 30, 2014

Invoice #: 14-2

Department of Transportation  
State of Georgia/District 7  
5025 New Peachtree Road  
Chamblee, Georgia 30341  
[oolowe@dot.ga.gov](mailto:oolowe@dot.ga.gov)

Contract for Maintenance of Highways -- 09/27/14 - 10/26/14

Route	Location	Miles Covered	Unit Price	Line Total
Hwy 3	Lovejoy City limits to Connector	9.41	\$291.66	\$2,744.52
Hwy 3	Connector to Upper Riverdale Rd./I-75 Ramps	0.47	\$291.66	\$137.08
Hwy 139	Fayette County line to Godby Road	2.66	\$291.66	\$775.82
Hwy 42	Henry County line to Dekalb County line	6.98	\$291.66	\$2,035.79
Hwy 138	Henry County line to Fulton County line	12.56	\$291.66	\$3,366.25
Hwy 314	Henry County line to Dekalb County line	4.65	\$291.66	\$1,356.22
Hwy 54	Henry County line to Highway 3	2.94	\$291.66	\$857.48
Hwy 54	Highway 138 to Morrow City limits	1.98	\$291.66	\$577.49
<b>Total</b>		<b>41.65</b>		<b>\$12,147.65</b>

Services performed: Cut grass, picked up litter, and remove broken tree limbs from the right-of-way, performed any additional maintenance needed to ensure that State Highways are in safe operating condition.

Contract for Maintenance of Highways:  
\$3,500/ mile annually - \$291.66/ mile monthly - Maximum reimbursement \$13,725.83/ month

Please make check payable to **Clayton County Prison**.

**P.O. 309 • Lovejoy, Georgia 30250 • 770-473-5777**

# Clayton County Corrections Department

Randal Holsey  
Deputy Warden

Major Ray Amey  
Chief of Security



Robert Boyd  
Detail Manager

Lieutenant Sean MacDonald  
Refuse Control Manager

Dennis S. Nelson  
Warden

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## INVOICE

December 1, 2014

Invoice #: 14-3

Department of Transportation  
State of Georgia/District 7  
5025 New Peachtree Road  
Chamblee, Georgia 30341  
[oolowe@dot.ga.gov](mailto:oolowe@dot.ga.gov)

Contract for Maintenance of Highways – 10/27/14 - 11/26/14

Route	Location	Miles Covered	Unit Price	Line Total
Hwy 85	Fayette County Line to Riverdale City Limits	2.56	\$291.66	\$746.65
Hwy 85	Riverdale City limits to I-75 ramps	2.57	\$291.66	\$749.56
Hwy 331	Highway 85to I-75 bridge	0.28	\$291.66	\$81.66
Hwy 3	Lovejoy City limits to Connector	9.41	\$291.66	\$2,744.52
Hwy 314	Highway 138 to Godby Road	4.65	\$291.66	\$1,356.22
Hwy 42	Henry County line to Dekalb County line	6.98	\$291.66	\$2,035.78
Hwy 138	Henry County line to Fulton County line	12.56	\$291.66	\$3,663.25
Hwy 139	Riverdale City limits to I-285 off ramps	2.66	\$291.66	\$775.81
<b>Total</b>		<b>41.67</b>		<b>\$12,153.47</b>

Services performed: Trimmed vegetation, cleaned curbs, cut grass, picked up litter, and removed signs and dead animals from highway. Performed any additional maintenance needed to ensure that State Highways are in safe operating condition.

Contract for Maintenance of Highways:  
\$3,500/ mile annually - \$291.66/ mile monthly - Maximum reimbursement \$13,725.83/ month

Please make check payable to **Clayton County Prison**.

P.O. 309 • Lovejoy, Georgia 30250 • 770-473-5777

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:** December 15, 2014  
**To:** Ramona Thurman, CFO  
**From:** Patrick Ejike, Director  
**Subject:** Request for Refund

Please issue a check in the amount of \$80.00 made payable to:

**Name:** Letisha Williams  
(JP & Family Used Tires)

**Address:** 6237 Holiday Blvd.

**City:** Forest Park      **State:** GA      **Zip:** 30297

For the purpose of: Refunding fees associated with the Business License Application for JP & Family Used Tires, 1633 Stockbridge Rd. Jonesboro, Ga. 30236. The use of the location does not meet zoning requirements and was denied. However, the Applicant was inadvertently advised the use would be approved by a previous consultant.

<b>Total Fee Paid:</b>	\$ 155.00
<b>Non-Refundable Fee Per Code:</b>	\$ 75.00
<b>Refund Due:</b>	\$ 80.00

This check should be charged to account # 101-3401-3100

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.

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:** December 17, 2014  
**To:** Ramona Thurman, CFO  
**From:** Patrick Ejike, Director  
**Subject:** Request for Refund

Please issue a check in the amount of \$2,025.00 made payable to:

**Name:** Mr. Merchant Gangwani  
**DBA:** La Casa Food Mart

**Address:** 5765 Old Dixie Hwy.

**City:** Forest Park      **State:** GA      **Zip:** 30297

For the purpose of: Refunding the Alcohol Retail License fees paid by Mr. Gangwani to the Community Development Department. Mr. Gangwani was not approved to receive an Alcohol Retail License based on non-recommendation by the Clayton County Police Department for criminal history.

<b>Total Fee Paid:</b>	\$ 2,250.00
<b>Non-Refundable Fee Per Code:</b>	\$ 250.00
<b>Refund Due:</b>	\$ 2,025.00

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.

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting  
7:00 P.M.

January 6, 2015

A G E N D A

HUMAN RESOURCES DEPARTMENT  
SUPPORTING DOCUMENTATION BEGINS NEXT PAGE

 BOC Approval Process System > BOC Request Form: BOC APPROVAL: Human Resources-Additional Position(s)



## Board of Commissioners Approval Process System

### New Request

After completing Request form and attaching supporting documentation, click on the SUBMIT button at the bottom to submit your request for approval. Fields with an (\*) are required.

Department:	Human Resources
Phone: (770) 477-3240 <i>Example: (000) 000-0000</i>	E-mail: Renee.Bright@claytoncountyga.gov <i>Example: john.doe@claytoncountyga.gov</i>

Requests must be submitted a minimum of 12 days prior to Agenda Meeting Date.

FYE: FYE15	Select Agenda Meeting Date: 12/30/2014
Request Type: Additional Position(s)	
Purpose:	
Probate Court requests to eliminate 4 part time positions and create 2 full time Probate Court Clerk positions at grade 12.	
Rationale:	
To maintain current customer service and productivity measures that accommodate all of the responsibilities of the Court and to recruit and retain quality personnel to perform in a manner that would best service the Court and the County.	
Facts:	
43% of the Probate Court staff is part time. It is difficult to attract and maintain quality, trained part time personnel due to the complexity of the position combined with the increasing workload. Deleting 4 part time positions and creating 2 full time positions will allow the Court to maintain productivity and retain quality trained staff.	
Impact:	
The cost to add 2 full time positions for the remainder of the fiscal year is \$39,685 (salary and benefits). The savings to eliminate 4 part time positions for the remainder of the fiscal year is \$12,948. The final cost to the County to fulfill this request is \$26,737 (salary and benefits).	

*Documents must be submitted in PDF format.  
Large PDF files may be compressed and saved to a ZIP file before attaching to Request form.*

Supporting Documentation:	
<i>Alternate contact should be available to answer questions regarding your request.</i>	
Alternate Contact Name: Pam Ferguson	Alternate Contact Phone: (770) 477-3300 <i>Example: (000) 000-0000</i>
Alternate Contact Email: Pam.Ferguson@co.clayton.ga.us <i>Example: john.doe@claytoncountyga.gov</i>	

Comments:

Initiated Date:

12/15/2014

2:23:08 PM

Initiated By:

Renee Bright