

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting  
7:00 P.M.

March 3, 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 February 17, 2015 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 Observes March 2015 as Procurement Month". (Presented by Chairman Jeffrey E. Turner)
7. PROCLAMATION: "Clayton County Observes March 2015 as March for Meals Month". (Presented by Chairman Jeffrey E. Turner)
8. Consider requests of Debra Brewer, Director 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) **Request for Contract Amendment, First Amendment: RFB PKG. #14-35 Bridge Maintenance at Various Locations in Clayton County, Georgia.** Sunbelt Structures, Inc., located in Tucker, Georgia. Funding is available through the 2009 SPLOST funds). As requested by the Transportation & Development Department. Section 2-136 (1) of the Clayton County Code of Ordinances; 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.
  - 2) **Recommendation for Award: RFB PKG. #14-71 Clayton County Transportation and Development Department.** (\$117,815.00 / Altec Industries, Inc., located in Elizabethtown, Kentucky. Funding is available through the Transportation and Development

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Department's SPLOST Fund FYE 2009). As requested by the Transportation & Development Department. Section 2-136 (1) of the Clayton County Code of Ordinances; 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.

3) **Recommendation for Award utilizing a Street Maintenance Equipment Cooperative to purchase a Crack Sealer for the Clayton County Transportation and Development Department.** (\$55,169.59 / Houston-Galveston Area Council (HGACBuy) Cooperative #SM10-14, purchase from Closner Equipment Company, Inc., located in Schertz, Texas. Funding is available through the Transportation and Development Department's SPLOST Fund FYE 2009). As requested by the Transportation and Development Department. Section 2-114 of the Clayton County Code of Ordinance; 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.

4) **Recommendation for Award utilizing a Street Maintenance Equipment Cooperative to purchase a Roadtec Paver for the Clayton County Transportation and Development Department.** (\$305,195.00 / Houston-Galveston Area Council (HGACBuy) Cooperative #SM10-14, purchase from Closner Equipment Company, Inc., located in Schertz, Texas. Funding is available through the Transportation and Development Department's SPLOST Fund FYE 2009). As requested by the Transportation and Development Department. Section 2-114 of the Clayton County Code of Ordinance; 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.

5) **Recommendation for a Sole Source Award for the purchase of RTC Traffic Signal Equipment for the Transportation and Development Department.** (POR#00001802 / \$25,257.20 / Temple, Inc., located in Decatur, Alabama. Funding is available through the Transportation and Development Department's SPLOST Fund FYE 2009). As requested by the Transportation and Development Department. Section 2-136 (7) of the Clayton County Code of Ordinance; Per Section 2-136 (7) of the Clayton County Purchasing Ordinance, 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

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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.

6) **Recommendation for a Sole Source Award for the purchase of RTC Traffic Signal Equipment for the Transportation and Development Department.** (POR#00001705 / \$26,236.32 / Temple, Inc., located in Decatur, Alabama. Funding is available through the Transportation and Development Department's SPLOST Fund FYE 2009). As requested by the Transportation and Development Department. Section 2-136 (7) of the Clayton County Code of Ordinance; Per Section 2-136 (7) of the Clayton County Purchasing Ordinance, 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 the requests of Ramona Bivins, Chief Financial Officer.

1) Budget Amendment #2-19/Other General Government/FYE 6-30-15 – To provide additional funds to furnish the Annex 3 renovation, in the amount of \$75,000.

2) Budget Amendment #4-105/2009 Reimposition SPLOST/FYE 6-30-15 – To amend the budget to provide funding for right of way acquisition services for the Mundy's Mill Culvert Extension, in the amount of \$24,750.

3) Request for Refund of Alcohol Retail License fees paid by Mr. Akm Hussain d/b/a Sun Food Market, due to the non-recommendation by the Clayton County Police Department for criminal history, in the amount of \$1,800.00.

10. Consider a request of Renee Bright, Director of Human Resources.

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1) Library Director requests to delete a Library Assistant at the Forest Park branch (grade 12) and create an Administrative Assistant position at Headquarters (grade 16). There will be no financial impact to the budget.

11. Resolution 2015-50 - A Resolution authorizing Clayton County to accept forfeited vehicles from Clayton County Police Department Drug Investigations.

*Synopsis: This Resolution will allow for the sale of seized vehicles to be used as directed by the Superior Court Orders 2014-CV-03463-9, 2014-CV-02516-5, 2014-CV-03889-5, and 2014-CV-03165-9.*

12. Resolution 2015-51 - A Resolution authorizing the Clayton County Police Department, on behalf of Clayton County, to enter into a Memorandum of Understanding with U.S. Immigration and Customs Enforcement to allow certain officers to participate in the Agency's Drug Interdiction Program as custom officers (Excepted) for the purpose of drug interdiction.

*Synopsis: This Resolution will allow designated Clayton County Police Department employees to be custom enforcement officers to perform certain Homeland Security Investigations, but they will not have the authority to enforce administrative violations of immigration law.*

13. Ordinance 2015-52 - An Ordinance to amend the Code of Clayton County, Georgia, as amended, specifically, Code of Clayton County, Georgia, Part II, Chapter 14 "Animals", Article X "Impoundment and Adoption" by repealing and deleting the existing Section 14-253.1 "Microchip Implant of Dogs Impounded for Running at Large, Etc." and substituting in lieu thereof a new Section 14-253.1 "Microchip Implant of Dogs Impounded for Running at Large, Etc."

*Synopsis: This Ordinance will allow stray dogs to have a microchip implanted the first time they are impounded instead of the second time and will reduce the microchip fee from \$25.00 to \$15.00.*

14. Resolution 2015-53 - A Resolution authorizing the acceptance of three condemned vehicles to be assigned to the Police Department fleet in a manner as will be in the best interest of the County.

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***Synopsis:** This Resolution will allow Clayton County to accept three condemned vehicles and assign them to the Clayton County Police Drug Task Force to enhance law enforcement in accordance with applicable State Statues.*

15. Resolution 2015-54 - A Resolution authorizing Clayton County to enter into a Memorandum of Understanding (M.O.U.) with the Metropolitan Atlanta Rapid Transit Authority Police Department to establish protocol and procedures for rendering law enforcement services within unincorporated Clayton County.

***Synopsis:** This Resolution will establish protocol and procedures for rendering law enforcement services within unincorporated Clayton County.*

16. Resolution 2015-55 - A Resolution authorizing Clayton County to enter into a License Agreement with Netball America, Inc. to host the 2015 U.S. Open Junior Netball America Championship at the Carl Rhodenizer Recreation Center.

***Synopsis:** This Resolution will allow Netball America, Inc. to host the 2015 U.S. Open Junior Netball America Championships on April 11, 2015 from 8:30 am to 6:00 pm.*

17. Resolution 2015-56 - A Resolution Authorizing Clayton County to enter into a Performance Agreement with Freestyle Productions, LLC providing for the terms and conditions under which live entertainment will be performed at Clayton County International Park.

***Synopsis:** This Resolution will allow Freestyle Productions, LLC to provide live entertainment at Clayton County International Park, "The Beach" during Memorial Day weekend (May 23, 2015) and Fourth of July weekend (July 4, 2015).*

18. Resolution 2015-57 - A Resolution authorizing Clayton County to enter into two License Agreements with Challenger Sports Corporation to utilize the Volleyball Area at Clayton County International Park to host a Beach Soccer Camp and a Beach Soccer Tournament.

***Synopsis:** This Resolution will allow Challenger Sports Corporation to utilize the volleyball area at Clayton County International for a TetraBrazil Beach Soccer Camp from July 13 through 17, 2015 from 9:00 am to 4:00 pm each day, and a Beach Soccer Tournament from July 18 through 19, 2015 from 7:00 am to 7:00 pm each day.*

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19. Resolution 2015-58 - A Resolution authorizing Clayton County to accept grant funds awarded by the American Libraries Association and the Financial Industry Regulatory Authority on behalf of the Clayton County Library System.

***Synopsis:** This Resolution will allow Clayton County, on behalf of the Clayton County Library System, to accept grant funds in the amount of \$100,000.00 for program development, training, and resource sharing of financial literacy information throughout the County.*

20. Resolution 2015-59 - A Resolution authorizing Clayton County to establish a Clayton County Youth Commission.

***Synopsis:** This Resolution will establish a Clayton County Youth Commission aimed at the involvement of Clayton County's youth in the planning, development and implementation of community activities and services.*

21. Resolution 2015-60 - A Resolution authorizing Clayton County to amend its Agreement for the Maintenance and Use of Hospital Authority Facilities with the Clayton County Hospital Authority providing for the terms and conditions under which payment of tax revenues will be paid and distributed to the Clayton County Hospital Authority.

***Synopsis:** This Resolution will amend the Maintenance and Use Agreement for the Hospital Authority Facilities pursuant to Article Five, Sec. 5.1 to reflect a new payment schedule.*

22. Appointment to the Development Authority Board / Redevelopment Authority Board to fill the unexpired term of Robert L. Stephens, Jr. (resigned). This term expires on March 1, 2017. (Full-Board Appointment)

23. Appointment to the Urban Redevelopment Agency of Clayton County to fill the unexpired term of Robert L. Stephens, Jr. (resigned). This term expires on March 1, 2017. (Full-Board Appointment)

24. Appointment to the Development Authority Board / Redevelopment Authority Board to fill the expiring term of Chandler Sharma. The term is for four years expiring on March 1, 2019. (Full-Board Appointment)

25. Appointment to the Urban Redevelopment Agency of Clayton County to fill the expiring term of Chandler Sharma. The term is for four years expiring on March 1, 2019. (Full-Board Appointment)

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**EXECUTIVE SESSION –**

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

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FINANCE SUPPORTING DOCUMENTATION  
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**CLAYTON COUNTY  
INTER - OFFICE MEMO**

2-19

**DATE:** February 23, 2015  
**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;**

Other Minor Equipment	101-6501-4394	\$	75,000
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**DECREASE EXPENSE:**

Authority Bond Default Expense	101-6503-4799	\$	75,000
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**Reason:** To provide additional funds to furnish the Annex 3 renovation.

**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**

**DATE:** February 26, 2015  
**TO:** Board of Commissioners  
**FROM:** Ramona Thurman Bivins, Chief Financial Officer  
**SUBJECT:** Request for Budget Amendment - Fund 307 - 2009 Reimposition SPLOST

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

**INCREASE REVENUE:**

Appropriations from SPLOST Fund Balance	307-4001-7000	24,750
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**INCREASE EXPENSES:**

Land & Improvements	307-4001-BR011-6000-7Y150	\$ 24,250
Roads, Bridges & Improvements	307-4001-BR011-6050-7Y150	\$ 500
		<b>24,750</b>

**Reason:** To amend the budget to provide funding for right of way acquisition services for the Mundy's Mill Culvert Extension.

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

\_\_\_\_\_  
Date

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



# Clayton County Transportation & Development

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

## INTEROFFICE MEMO

Jeff Metarko, Director  
Keith Rohling, Asst. Director

DATE: February 12, 2015  
TO: Ramona Bivins, Chief Financial Officer, Finance  
FROM:  Jeff Metarko, Director, Transportation & Development  
RE: 2009 SPLOST Program – Budget Request

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Please set-up a 2009 SPLOST land account and budget for the Mundy's Mill Culvert Extension. Funds are need for right of way acquisition services.

307-4001-BR011-6000-7Y150	\$24,250
307-4001-BR011-6050-7Y150	\$ 500

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

JCM/b

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:** February 3, 2015  
**To:** Ramona Thurman, CFO  
**From:** Patrick Ejike, Director  
**Subject:** Request for Refund

Please issue a check in the amount of \$1,800.00 made payable to:

**Name:** Akm A Hussain  
**DBA:** Sun Food Market

**Address:** 5280 Riverdale Rd.

**City:** College Park      **State:** GA      **Zip:** 30349

For the purpose of: Refunding the Alcohol Retail License fees paid by Mr. Hussain to the Community Development Department. Mr. Hussain 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>	\$ 450.00
<b>Refund Due:</b>	\$ 1,800.00

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,

A handwritten signature in blue ink, appearing to read "Patrick Ejike", is written over a horizontal line.  
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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HUMAN RESOURCES SUPPORTING DOCUMENTATION

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## 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:	Library System
Phone: (770) 210-5234 <i>Example: (000) 000-0000</i>	E-mail: rosalind.lett@co.clayton.ga.us <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: 2015-02-25T14:00:00
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Request Type:  
Reclassification of Position(s)

Purpose:

Change 1 employee from a Library Assistant at Forest Park to an Administrative Assistant at the HeadQuarters Library.

Rationale:

The administrative staff of the library (4 Assistant Directors) needed an Administrative Assistant to help them to be more efficient in handling paperwork, clerical task and general office work.

Facts:

The person we selected to move, was previously an Administrative Assistant for Eldrin Bell's office, before being assigned to the library. She was transferred to the library to work as a library assistant (a lower paid position), however her salary was paid as if she was still an Administrative Assistant. We want to match her skills to the position for which she is being paid.

Impact:

Her salary as an Administrative Assistant was not changed when she was transferred into the Library Assistant position, so there is no salary change being requested and there would be no effect on the general fund.

*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:	LIBRARY ASSISTANT.pdf ADMINISTRATIVE ASSISTANT.pdf
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*Alternate contact should be available to answer questions regarding your request.*

Alternate Contact Name: Breneidera Johnson	Alternate Contact Phone: (770) 473-8097 <i>Example: (000) 000-0000</i>
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Alternate Contact Email:  
breneidera.johnson@co.clayton.ga.us  
*Example: john.doe@claytoncountyga.gov*

Comments:

Initiated Date:

2/13/2015

5:45:49 PM

Initiated By:

Resalind Lett