

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

May 5, 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 April 21, 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 May as Older Americans' Month." (Presented by Chairman Jeffery E. Turner)
7. PROCLAMATION: "Clayton County Honors the 10-A-Day Gavel Club." (Presented by Vice Chairman Gail B. Hambrick)
8. PROCLAMATION: "Clayton County Salutes Police Officers Leonard Ekure and Michael Bivins for Receiving the 2015 Golden Shield Award from the Georgia Chapter of Mothers Against Drunk Driving (M.A.D.D.)." (Presented by Vice Chairman Gail B. Hambrick)
9. PROCLAMATION: "Clayton County Recognizes Joseph Ector for Community Activism." (Presented by Commissioner Shana M. Rooks)
10. 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) **Recommendation for Award: RFP PKG. #15-06 Special Local Option Sales Tax (SPLOST) Program Management Services for Clayton County Georgia.** (\$430,893.40 / Moreland Altobelli Associates, Inc., located in Norcross, Georgia. Funding is available through the 2004, 2009 and 2015 SPLOST Funds). Per Section 2-136 (2) of the Clayton County Code of Ordinances, General Purchasing Methods; 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

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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.

2) **Recommendation for Award: RFB PKG. #15-09 SPLOST Milling and Resurfacing of Various Streets in Commission Districts 1 & 2, Clayton County, Georgia, Transportation and Development Department.** (\$4,405,088.88 / C.W. Matthews Contracting Co., Inc., located in Marietta, Georgia. Funding is available through the Transportation and Development Department's SPLOST Fund FYE 2009). As requested by the Transportation and Development Department. Per Section 2-136 (1) of the Clayton County Code of Ordinances, General Purchasing Methods; 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: RFB PKG. #15-10 SPLOST Milling and Resurfacing of Various Streets in Commission Districts 3 & 4, Clayton County, Georgia, Transportation and Development Department.** (\$4,335,414.51 / C.W. Matthews Contracting Co., Inc., located in Marietta, Georgia. Funding is available through the Transportation and Development Department's SPLOST Fund FYE 2009). As requested by the Transportation and Development Department. Per Section 2-136 (1) of the Clayton County Code of Ordinances, General Purchasing Methods; 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. Consider the requests of Ramona Bivins, Chief Financial Officer.

1) Budget Amendment #2-35/Drug Abuse Treatment & Education Fund/FYE 6-30-15 – To amend in revenue from additional court fines to cover contract service fees related to drug and alcohol testing for persons ordered to serve misdemeanor probation, in the amount of \$28,000.

2) Budget Amendment #2-36/District Attorney/FYE 6-30-15 – To increase the budget due to revenue received from Open Records requests, in the amount of \$1,862.

3) Budget Amendment #4-118/2009 Reimposition SPLOST/FYE 6-30-15 – To amend the budget for payment of work performed by Transportation and Development based on the Service

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Delivery Agreement with the cities, in the amount of \$40,095.

4) Budget Amendment #4-124/2004 SPLOST Roads & Recreation- 2009 Reimposition SPLOST/FYE 6-30-15 – To amend the budget for construction engineering and inspection services for transportation projects, in the amount of \$3,700,000.

5) Request for Refund of the Alcohol Retail License fees paid to the Community Development Department by Irfanali Momin d/b/a Get N Go, due to the non-recommendation by the Clayton County Police Department for criminal history, in the amount of \$1,800.

12. Consider the request of Tamara Duggans, Human Resources Manager.

1) Community Development requests:

a. Delete the position of Program Specialist-CDBG (grade 20) and create Senior Program Specialist-CDBG/HOME (grade 23)

b. Revise the class specification and retitle the position of Housing Specialist-HOME/CDBG to Housing Specialist-CDBG.

These requests come at the recommendation of HUD.

13. Ordinance 2015-92 - An Ordinance adopted under the Home Rule Powers granted to Clayton County pursuant to Article IX, Section II, Paragraph I of the Constitution of the State of Georgia of 1983, amending the Clayton County Code of Ordinances, specifically, relevant sections of the Clayton County, Georgia Public Employee Retirement System. **(Second Read)**

Synopsis: *This Ordinance will amend and restate the Pension Plan primarily to amend the pension benefit formula and increase the level of funding for the Plan.*

14. Resolution 2015-104 - A Resolution authorizing Clayton County to enter into an Employment Agreement for Chief Operating Officer with Detrick Stanford.

Synopsis: *This Resolution will allow for an Employment Agreement appointing Detrick Stanford as Clayton County's Chief Operating Officer.*

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15. Resolution 2015-105 - A Resolution to provide for the adoption and submission to the U.S. Department of Housing and Urban Development of the Clayton County PY2015 Annual Action Plan.

Synopsis: *This Resolution will provide for the adoption and submission of the Clayton County PY2015 Annual Action Plan PY2015 and amend the PY2011, PY2012, PY2013 and PY2014 Annual Action Plans to recapture and reuse funding for the CDBG and HOME program.*

16. Resolution 2015-106 - A Resolution authorizing Clayton County to enter into a Second Amendment of an Aging Subgrant Contract with the Atlanta Regional Commission providing for services to be rendered in connection with older adult programs.

Synopsis: *This Resolution will amend an Aging Subgrant Contract to reflect the reallocation of funds in the amount of \$7,677 to the Homemaker Service Program and to the Personal Care Service Program.*

17. Resolution 2015-107 - A Resolution authorizing Clayton County to enter into a Memorandum of Understanding with Southern Regional Medical Center providing for the terms and conditions under which high quality applied learning experience will be made available to employees of Clayton County Fire and Emergency Services.

Synopsis: *This Resolution will provide high quality learning experience for the students of Clayton County Fire & Emergency Services in house EMT Paramedic programs, while at the same time enhancing the resources available to Southern Regional for the providing of care to its clients and patients, through the operation of an applied learning experience.*

18. Resolution 2015-108 - A Resolution authorizing the acceptance of a condemned vehicle to be assigned to the Clayton County Sheriff's Office fleet in a manner as will be in the best interest of the County.

Synopsis: *This Resolution will allow a vehicle to be placed in the Sheriff's Office Fleet to be used by VICE and Fugitive investigators.*

19. Resolution 2015-109 - A Resolution authorizing Clayton County to accept abandoned property pursuant to O.C.G.A. §17-5-54(a)(1) and Superior Court Order 2015CV01070-8 for official use by the Police Department.

Synopsis: *This Resolution will allow the Police Department to retain any property that has been unclaimed for a period of at least ninety days after coming into police custody or of evidence, ninety days after the criminal case is closed.*

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20. Resolution 2015-110 - A Resolution authorizing Clayton County to accept two forfeited vehicles from Clayton County Police Department Drug Investigations.

Synopsis: *This Resolution will authorize the sale of a 2001 Jeep Grand Cherokee and 1994 Ford Crown Victoria 4S at auction.*

21. Resolution 2015-111 - A Resolution authorizing Clayton County to enter into a Project Agreement with Path Foundation, Inc., providing for the financial responsibilities of each party to develop greenway trains in and around Clayton County International Park under the terms and condition set forth in the Master Agreement.

Synopsis: *This Resolution will allow the County to approve a Project Agreement with the Path Foundation for a trail system from International Park and to the Reid Stephens Heritage Park & Wildlife Sanctuary, in accordance with the Master Agreement to include project management of trail construction.*

22. Resolution 2015-112 - A Resolution authorizing Clayton County to enter into a Project Agreement with Path Foundation, Inc., providing for the financial responsibilities of each party to develop a greenway trail from the Reid Stephens property to the Lake Spivey Golf Club's Clubhouse under the terms and conditions set forth in the Master Agreement.

Synopsis: *This Resolution will allow the County to approve a Project Agreement with the Path Foundation for a trail from Reid Stephens Heritage Park & Wildlife Sanctuary to Lake Spivey Golf Club's Clubhouse, in accordance with the Master Agreement to include project management of trail construction.*

23. Resolution 2015-113 - A Resolution to enter into a License Agreement with Lake Spivey Community, Inc. to host "Celebrate Lake Spivey, Date Night under the Stars" community event at the Lakeview Amphitheater at Clayton County International Park.

Synopsis: *This Resolution will allow Lake Spivey Community, Inc. to utilize Lakeview Amphitheater, VIP Building and mobile stage on May 16, 2015 from 10:30 am to 11:30 pm, with the purpose of providing citizens a place to be entertained in a family-friendly atmosphere.*

24. Resolution 2015-114 - A Resolution authorizing Clayton County to enter into a Partnership Agreement with Clayton County Public Schools providing for the terms and conditions under

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which the “Clayton County Parks and Recreation Department Summer Food Program” will be administered.

Synopsis: *This Resolution will allow a partnership between the Parks and Recreation Department and Clayton County Public Schools Department of Nutrition Services to provide free breakfast and lunch to the campers enrolled in the Parks and Recreation Summer Camp Program.*

25. Ordinance 2015-115 - An Ordinance to amend the Code of Clayton County, Georgia, as amended, specifically, Code of Clayton County, Georgia, Part II, Chapter 94 “Traffic and Vehicles”, Article III “Parking, Stopping, and Standing”, by repealing and deleting the existing subsection (C) of Section 94-60 “Prohibited Parking of a Vehicle within the Front Yard” and substituting in lieu thereof a new subsection (C) of Section 94-60 “Prohibited Parking of a Vehicle within the Front Yard”.

Synopsis: *This Ordinance will amend the County Code Section 94-60 to make it clear that Code Enforcement Officers of the Police Department are empowered to enforce this code section.*

26. Ordinance 2015-116 - An Ordinance to amend the Code of Clayton County, Georgia, as amended, specifically, Code of Clayton County, Georgia, Part II, Chapter 18 “Building and Building Code Regulations”, Article II “Purpose and Scope”, by repealing and deleting the existing subsection (A) of Section 18-26 “Violations and Penalties” and substituting in lieu thereof a new subsection (A) of Section 18-26 “Violations and Penalties”.

Synopsis: *This Ordinance will amend Section 18-26 of the Code of Clayton County to reflect the adoption of the 2012 International Property Maintenance Code (IPMC) and to correct a scrivener’s error.*

27. Ordinance 2015-117 - An Ordinance to amend Code of Clayton County, Georgia, as amended, specifically Chapter 2, “Administration”, Article III, “Boards, Commissions and Authorities”, Division 5, “Code Enforcement Board”, so as to add a new section, 2-86.12 thereto relating to payment of administrative fines in lieu of a hearing.

Synopsis: *This Ordinance will amend Code Section 2-86.12 to allow for the payment of administrative fines in lieu of a hearing.*

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28. Resolution 2015-118 - A Resolution authorizing Clayton County on behalf of the Elections and Registration Department to enter into an Agreement with the City of Riverdale, Georgia, providing for the terms and conditions under which Clayton County will conduct city elections.

Synopsis: *This Resolution will allow the City of Riverdale to contract with Clayton County to conduct all municipal elections for citizens of the city.*

29. Resolution 2015-119 - A Resolution authorizing Clayton County to enter into an Agreement with the Arbitrage Group, Inc., providing for the terms and conditions under which services related to the Tax Allocation Bonds (Ellenwood Project) Series 2008 will be rendered to the County.

Synopsis: *This Resolution will allow Arbitrage Group, Inc., to assist the County in complying with the Internal Revenue Code and Treasury Regulations with respect to the bond issue at an annual cost not to exceed \$2,000.00.*

30. Resolution 2015-120 - A Resolution authorizing Clayton County to enter into an Agreement with the Center for Public Safety Excellence providing for the terms and conditions under which Clayton County Fire and Emergency Services will apply for national accreditation.

Synopsis: *This Resolution will allow the Clayton County Fire and Emergency Services to seek national accreditation.*

31. Resolution 2015-121 - A Resolution authorizing Clayton County to create the Airport South Community Improvement District.

Synopsis: *This Resolution will create the Airport South Community Improvement District.*

32. Tamara Duggans, Human Resources Manager.

1) Creation of the position Assistant to the Chief Operating Officer at grade 19.

33. Appointment to the Mental Health, Developmental Disabilities, and Addictive Diseases Community Service Board to fill the unexpired term of Timothy Carter and a new full term (*Resigned*). The term is for three years expiring on June 30, 2018. (Full-Board Appointment) (*Held from the April 21, 2015 Meeting*)

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34. Appointment to the Mental Health, Developmental Disabilities, and Addictive Diseases Community Service Board to fill the expiring term of NaJeebah Butler. The term is for three years expiring on June 30, 2018. (Full-Board Appointment)
35. Appointment to the Family and Children Services Board to fill the expiring term of Frances B. Sellars. The term is for five years expiring on June 30, 2020. (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 SUPPORTING DOCUMENTATION

BEGINS ON NEXT PAGE

**CLAYTON COUNTY
INTER - OFFICE MEMO**

2-35

DATE: April 17, 2015

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	\$	28,000
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INCREASE EXPENSE:

Other Contract Service Fees	250-2451-4140	\$	28,000
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Reason: To amend in revenue from additional court fines to cover contract service fees related to drug and alcohol testing for persons ordered to serve misdemeanor probation.

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**

2-36

DATE: April 27, 2015

TO: Board of Commissioners

FROM: Ramona Thurman Bivins, Chief Financial Officer

SUBJECT: Request for Budget Amendment - District Attorney

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

INCREASE REVENUE;

Miscellaneous Revenue	101-2601-3720	\$	1,862
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INCREASE EXPENSE;

Office Supplies	101-2601-4390	\$	1,862
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Reason: To increase the budget due to revenue received from open records requests.

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

slm

**CLAYTON COUNTY
INTER - OFFICE MEMO**

DATE: April 28, 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:

Clayton Cities/City of Riverdale SDA	307-4001-3270-10000-6RV40	\$	40,041
Clayton Cities/City of Forest Park SDA	307-4001-3270-10000-6FP40	\$	54
		\$	<u>40,095</u>

INCREASE EXPENSES:

R & M Road Resurfacing	307-4001-4855-10000-7Y12A	\$	40,041
R & M Signal Lighting	307-4001-4860-10000-7Y130	\$	54
		\$	<u>40,095</u>

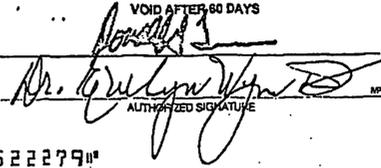
Reason: To amend the budget for payment of work performed by Transportation and Development based on the Service Delivery Agreement with the cities.

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

Date

Sandra Davis, Clerk of Commission

Wells Fargo (WHSL-C)
 Atlanta, GA XXXXXX
 Lockbox
 (800) 289-3557

CITY OF RIVERDALE CLEARING/AP 6690 CHURCH ST. RIVERDALE, GA 30274-4712	BB&T BRANCH BANKING AND TRUST COMPANY 1-800-BANK BBT BBT.com 84-1341/811	63071 0005610 0063071
***** FORTY***** THOUSAND * ONE HUNDRED * FIFTY-FIVE DOLLARS & 91 CENTS		
PAY TO THE ORDER OF CLAYTON COUNTY BD OF COMMISSIONERS P.O. BOX 934068 ATLANTA, GA 31193-4068	DATE 2/27/2015	AMOUNT *****40,155.91
VOID AFTER 60 DAYS  AUTHORIZED SIGNATURE		
@053071# @05113415#0005243522279#		

TR#	061113415	Acct#	0005243522279	Ser#	063071	Check Amount	\$40,155.91
TID	Y-5583513	Batch	148	Item	2	Batch Total	\$40,175.91
Grp#	1	Group	CHECKS			Trans Source	Check

CITY OF RIVERDALE CLEARING/AP

63071

REF NO.	INVOICE NO	INV DATE	DESCRIPTION	INVOICE AMT	PAYMENT AMT
00309	CLAYTON COUNTY BD OF COMM	CONTROL NUMBER	0005610	2/27/2015	0063071
0051015	10637	1/31/2015	JAN 2015/LANDFILL DUMPING	115.20	115.20
0051033	01	10/22/2014	STREET RESURFACING/DRIVEWAYS	40,040.71	40,040.71

40,155.91

CITY OF FOREST PARK

180271

01-230898 ** CLAYTON COUNTY TRANSPORTATION AND DEVELOPMENT ** 180271 03/05/2015

DATE	I.D.	PO #	DESCRIPTION	AMOUNT
03/04/2015	DATED 2/20/15	15-23800	G/L DISTRIBUTION CLAYTON COUNTY TRANSPORTATION	53.57

CHECK TOTAL 53.57



CITY OF FOREST PARK

FOREST PARK, GEORGIA
GENERAL FUND

SUNTRUST BANK
ATLANTA, GEORGIA

64-10
610

180271

DATE AMOUNT

180271 03/05/2015 \$*****53.57

---- FIFTY THREE & 57/100 DOLLARS ----

PAY
TO THE
ORDER
OF

** CLAYTON COUNTY TRANSPORTATION AND DEVELOPMENT **
7960 NORTH MCDONOUGH STREET
JONSOBORO, GA 30236

VOID AFTER 90 DAYS

AUTHORIZED SIGNATURE

AUTHORIZED SIGNATURE

⑈ 180271 ⑈ ⑆06⑆000⑆04⑆ 880000⑆839⑈

**CLAYTON COUNTY
INTER - OFFICE MEMO**

DATE: April 28, 2015
TO: Board of Commissioners
FROM: Ramona Thurman Bivins, Chief Financial Officer
SUBJECT: Request for Budget Amendment - Fund 306 - 2004 SPLOST Roads & Recreation
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	306-4001-7000	\$ 1,850,000
Appropriations from SPLOST Fund Balance	307-4001-7000	<u>\$ 1,850,000</u>
		<u>\$ 3,700,000</u>

INCREASE EXPENSES:

Consulting Fees	306-4001-4120-10000-7Y140	\$ 1,850,000
Consulting Fees	307-4001-4120-10000-7Y140	<u>\$ 1,850,000</u>
		<u>\$ 3,700,000</u>

Reason: To amend the budget for construction engineering and inspection services for transportation projects.

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: April 27, 2015
TO: Ramona Bivins, Chief Financial Officer, Finance
FROM: *JM* Jeff Metarko, Director, Transportation & Development
RE: 2004 & 2009 SPLOST Program – Budget Amendment Request

Please set up two SPLOST accounts for Construction Engineering & Inspection Services for Transportation Projects. I need it brought forth on the Agenda for this Wednesday, April 29, 2015 for the Board of Commissioners consideration of May 5, 2015 Regular Business Meeting which coincides consideration of the annual contract award for these services.

Account	Description	Amount
306-4001-4120-10000-7Y140	CEI Services	\$1,850,000
307-4001-4120-10000-7Y140	CEI Services	\$1,850,000

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

JCM/b

CC: Lisa McCoy
Sharon Stone
Project File

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

Clayton County Community Development



Interoffice Memorandum

PATRICK EJIKE
DIRECTOR

Date: April 23, 2015
To: Ramona Thurman, CFO
From: Patrick Ejike, Director
Subject: Request for Refund

new

CLAYTON COUNTY FINANCE
2015 APR 27 AM 11 03

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

Name: Irfanali Momin
Get N Go

Address: 818 B Willow Gate Cir.

City: Lilburn

State: GA

Zip: 30047

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

Total Fee Paid:	\$ 2,250.00
Non-Refundable Fee Per Code:	\$ 450.00
Refund Due:	\$ 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,

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

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7:00 P.M.

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HUMAN RESOURCES SUPPORTING DOCUMENTATION

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BOC Approval Process System » BOC Request Form: BOC APPROVAL: Community Development-Reclassification of 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: **Community Development**

Phone: (770) 477-3564
Example: (000) 000-0000

E-mail: patrick.ejike@claytoncountyga.gov
Example: jahn.doe@claytoncountyga.gov

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

FYE: **FYE15**

Select Agenda Meeting Date: **2015-04-29T14:00:00**

Request Type:
Reclassification of Position(s)

Purpose:

- To revise the description of the Program Specialist-CDBG to include specific duties and responsibilities related to the implementation of the HOME program in an effort to satisfy concerns articulated by the US Department of Housing and Urban Development (HUD) regarding the staffing of the HOME Program;
- To change the title of the Program Specialist-CDBG to Senior Program Specialist-CDBG/HOME;

Rationale:

Designated as an Entitlement Community by the US Department of Housing and Urban Development (HUD), Clayton County receives funding directly from HUD and is responsible for the administration of the Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), Emergency Solutions Grant (ESG) and the Neighborhood Stabilization Program (NSP). As part of its oversight process, HUD conducted an onsite monitoring of Clayton County's HOME program from March 9th to March 12, 2015. During the exit interview, HUD indicated that they were concerned that the duties related to the implementation of the HOME program were dispersed too widely amongst staff. The proposed reorganization

Facts:

The Community Development Department is reorganizing staff within the HUD Programs Division to address concerns raised by HUD during their recent monitoring review of the County's management of the federally funded HOME Program

Impact:

The proposed change from Program Specialist-CDBG to Senior Program Specialist-CDBG/HOME would result in a pay increase from Grade 20, Step 1 (\$38,475.30) to Grade 23, Step 1 (\$44,660.38) for the existing Program Specialist-CDBG. Also, the change from HUD Housing Specialist-HOME/CDBG to HUD Housing Specialist-CDBG will result in a pay reduction from Grade 20, Step 13 (\$44,660.38) to Grade 20, Step 2 (~~\$38,906.24~~); this position is currently vacant. The net budgetary impact would be \$480.94 annually and would be absorbed within the existing budget of the HUD Programs Division. These proposed actions will have no financial impact on the General Fund.

* per PEjike
step 1 (\$38,475)
RB

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: HUD Approval of Proposed Staff Realignment_4-2015.pdf

Alternate contact should be available to answer questions regarding your request.

Alternate Contact Name: Dana Hornsby

Alternate Contact Phone: (770) 477-3574
Example: (000) 000-0000

Alternate Contact Email:

dana.hornsby@claytoncountyga.gov

Example: john.doe@claytoncountyga.gov

Comments:

Initiated Date:

4/16/2015

10:37:14 AM

Initiated By:

Dana Hornsby

**CLAYTON COUNTY, GEORGIA
CLASSIFICATION SPECIFICATION**

CLASSIFICATION TITLE: **SR PROGRAM SPECIALIST: CDBG/HOME**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to monitor and evaluate activities funded by Housing & Urban Development (HUD) Block grants and other federal, state, local grant programs. Evaluates departmental and community proposals for compliance to federal and state regulations.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. All duties may not be performed in all departments. 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.

Monitors the activities of grant programs which address housing, transportation, community facilities, senior citizens, homelessness, infrastructure, economic development, and other areas of neighborhood concern.

Participates in the planning, implementation and coordination of HOME, CDBG and ESG funded grant activities.

Promotes the Community Housing Development Organization (CHDO) program and provides technical assistance to prospective applicants.

Coordinates and participates in the development and preparation of grant applications; provides technical assistance to sub-recipients.

Analyzes requests for grant funding from non-profit organizations, human & community service agencies, municipalities and county departments.

Reviews the eligibility of Community Housing Development Organizations (CHDOs) and related grant activity.

Prepares recommendations for funding proposals.

Coordinates the activities of non-profit agencies providing housing services to the County.

Develops and maintains working knowledge of regulations, standards and project procedures.

Monitors grant funded projects and services to determine satisfactory performance and compliance with local, state, and federal, codes, ordinances and regulations.

April 2015

Clayton County, Georgia ~ Program Specialist/CDBG

- Coordinates service delivery systems with other resource departments/agencies in the County.
- Prepares and maintains monthly, quarterly, and annual reports as required by local, state, and federally funded grants.
- Prepares management plan for all grant funded contracts ensuring compliance for grant requirements.
- Coordinates and prepares contracts for service delivery and other programs and approves invoices for payment.
- Provides input for new codes, ordinances, and amendments to existing codes and ordinances.
- Prepares grant agreement between grantor and the County.
- Processes customer/contractor inquiries, requests, and concerns.
- Prepares program and budget amendments, agenda items, and public notices.
- Conducts training workshops for non-profit organizations and construction contractors.
- Provides technical assistance and code interpretation to citizens, neighborhoods, and the general public.

MINIMUM QUALIFICATIONS

Bachelor's degree in City or Regional Planning, Community Development, Business or Public Administration, or related field; supplemented by two (2) years of experience working in grant administration, contract compliance, or analyses of public service agencies; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (1220 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require that 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.

April 2015

**CLAYTON COUNTY, GEORGIA
CLASSIFICATION SPECIFICATION**

CLASSIFICATION TITLE: HOUSING SPECIALIST HOME/CDBG

PURPOSE OF CLASSIFICATION

The purpose of this classification is to coordinate and monitors programs and manage the activities of sub-recipients to provide housing and rehabilitative services, emergency shelter, and to expand affordable housing opportunities for low-and moderate-income persons.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. All duties may not be performed in all departments. 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.

Determines eligibility of applicants and coordinates program operations with grantees, housing code inspectors, and homeowners.

~~Verifies household demographics, maintains records in compliance with federal regulations and fulfills reporting requirements.~~

~~Plans, implements, and manages emergency shelter grants and oversees the activities of recipients.~~

~~Coordinates the activities of non-profit agencies providing housing services to the County.~~

~~Participates in homeless planning and program implementation activities.~~

~~Coordinates client intake process and orientations.~~

Reviews work specifications and inspects work to ensure rehabilitation work is done according to local, state, and federal codes, ordinances, regulations and specifications.

Evaluates service provider's methods and management capacities; prepares statement of service for agencies.

Compiles financial packages, coordinates contracts, processes and approves request, initiates purchase requisitions, and reviews and approves pay requests.

Monitors the cost of programs and contractor, shelter, or nonprofit organization performance.

Reviews all walk-through requests and completes environmental review and compliance checklists.

Clayton County, Georgia ~ Housing Specialist **HOME/CDBG**

Prepares construction related purchase requisitions, bid packages, and historical packages for review.

Prepares rehabilitation and demolition reports and maintains computer database; conducts completion conference on completed projects.

Prepares development action plans and coordinates approval of construction and/or demolition activities.

MINIMUM QUALIFICATIONS

Bachelor's degree in City or Regional Planning, Community Development, Business Administration or a related field; supplemented by three (3) years comprehensive experience in housing rehabilitation with a community oriented public works program or a related field. A combination of training and professional experience may be considered; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (1220 pounds).

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