

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

November 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 October 20, 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. 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: #15-30 Ballfield Lighting Re-Lamp and Electrical Maintenance for Clayton County Parks, Annual Contract for the Parks & Recreation Department.** (Deco, Inc., dba Davidson Electric Co., located in Covington, Georgia. Funding is available through the Parks and Recreation General Fund). As requested by the Parks & Recreation Department. Pursuant to 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.
 - 2) **Recommendation for Sole Source Award for the purchase of a Subscription for a West Complete Law Library Program for the Clayton County Juvenile Court.** (\$28,147.68 / West/Thomson Reuters Business, located in Redmond, Washington. Funding is available through the Juvenile Court Department General Funds). As requested by the Juvenile Court Services. Pursuant to Section 2-136 (7) of the Clayton County Code of Ordinances, General Purchasing Methods; Central Services must determine if other products or service

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providers can satisfy the procurement requirements before making a determination of sole source procurement. Sound procurement practice requires that sole source purchases be used when it is the only option and not as an attempt to contract with a favored service provider for a favored product. The Purchasing Agent requires all sole source providers to supply a letter stating that they are the sole source for a given product or service and why they are considered to be the sole source (technology, patents, etc.). All sole source purchases will be clearly defined when presented to the Clayton County Board of Commissioners.

- 3) **Memo to Amend RFQ #2015-19 Influenza Vaccine Administration for Clayton County Employees.** Recommendation to amend the language in Section VII, Governing Law of the draft agreement to reflect that the agreement will be construed and enforced by the laws of the Commonwealth of Pennsylvania. As requested by Riteaid Headquarters Corp (Riteaid)/Provider.

- 4) **Emergency Contract Award for EMS Medication Supplies** (Bound Tree Medical LLC located in Chicago, IL, Christian's Pharmacy located in Forest Park, GA, and potentially Kaiser). This is an Emergency placeholder with details to be determined and provided.

7. Consider the request of Dennis Johnson, Budget Manager.
 - 1) Budget Amendment #4-39/2009 SPLOST/FYE 6-30-16 - To appropriate funds from fund balance to provide funding for a reel mower to use at Lovejoy Park for the soccer fields, in the amount of \$53,240.

8. Consider the requests of Renee Bright, Human Resources Director.
 - 1) Reorganization request from the Sheriff's Office that includes eliminating one Deputy Sheriff Lieutenant and one Correctional Officer position. Create a Deputy Sheriff II; reclassify two Deputy Sheriff II positions to two Deputy Sheriff Sergeants; eliminate a Correctional Lieutenant and create a Correctional Captain position; and create two part time clerical positions.
 - 2) Reclassify the vacant Administrative Assistant position in the Commission Office to Assistant to the Chief Operating Officer position.

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9. Resolution 2015-269 - A Resolution authorizing Clayton County to accept supplemental compensation from the State of Georgia for Judicial Secretary Glenda Hasty.

Synopsis: The Council of Superior Court Judges of Georgia will allocate an annual supplemental salary to Clayton County Judicial Secretary Glenda Hasty; and Clayton County will be reimbursed \$5,793.00 by the State annually effective July 1, 2015.

10. Resolution 2015-270 - A Resolution authorizing Clayton County to enter into Memorandum of Agreement with the Prosecuting Attorney's Council of the State of Georgia and in accordance therewith accept grant funds to be used in connection with the Victims of Crime Act (VOCA) and the Clayton County Solicitor General's Victim Assistant Project.

Synopsis: The State of Georgia has awarded grant funds to the Solicitor General, in connection with the Victims of Crime Act (VOCA), for the amount of \$35,825.00, with a local match of \$8,956.00, to be used in connection with the Victims of Crime Act (VOCA) and the Solicitor General's Victim Assistance Grant Program.

11. Resolution 2015-271 - A Resolution to amend the Clayton County PY2015 Annual Action Plan to allow for the recapture and reallocation of funding to administer the Student Housing Initiative Program.

Synopsis: This Resolution will reallocate balances associated with projects that are inactive or complete to new or incomplete projects in support of the grantee's efforts with the administration of UGA Extension, upon the termination of the contract with Housing Authority of Clayton County.

12. Resolution 2015-272 - A Resolution authorizing Clayton County to accept two seized vehicles from Clayton County Police Department Drug Investigations; to authorize the sale of such property; to provide for the disbursal of sale proceeds.

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***Synopsis:** This Resolution allows the County to sell at auction a 2002 Mercedes Benz E430 and a 2002 Acura 3.2.*

13. Resolution 2015-273 - A Resolution authorizing Clayton County to terminate its Medical Director Agreement with Richard Dukes, M.D.; To authorize the county to enter into an Agreement with Sudha Reddy, M.D. as Medical Director and perform the duties and responsibilities required by the Georgia Department of Public Health and the Office of Emergency Medical Services.

***Synopsis:** This Resolution terminates the existing agreement with Dr. Richard Dukes and allows the County to enter into a new agreement with Dr. Sudha Reddy.*

14. Resolution 2015-274 - A Resolution authorizing Clayton County to collect franchise and PEG fees pursuant to the State's Franchise Agreement with AT&T.

***Synopsis:** A Resolution authorizing Clayton County to collect franchise fees and Public Educational and Government (PEG) fees from AT&T's customers for cable television.*

15. Resolution 2015-275 - A Resolution authorizing Commissioner Gail B. Hambrick to partner with Fastpark & Relax to host a job fair at the Virginia B. Gray Recreation Center.

***Synopsis:** Commissioner Hambrick and Fastpark & Relax will host a job fair at the Virginia Gray Recreation Center on November 17, 2015 through November 19, 2015.*

16. Resolution 2015-276 - A Resolution providing for the conveyance of Clayton County's interest in Linda Avenue, Eastern Avenue, and Brenda Street lying and being in Land Lot 13 of the 13th Land District of Clayton County.

***Synopsis:** A Resolution requesting the County to execute a Quitclaim Deed for the right-of-ways located in Land Lot 13, 13th District.*

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ITEMS FOR DISCUSSION- NEXT FOUR (4) LISTED:

17. Resolution 2015-277 - A Resolution authorizing Clayton County to enter into an intergovernmental agreement with the City of Morrow for the provision of Emergency Communications Services (E-911).

Synopsis: This Resolution allows the County to provide E911 Services for Morrow.

18. Resolution 2015-278 - A Resolution authorizing Clayton County to enter into an intergovernmental agreement with the City of Lake City for the provision of Fire Services, Emergency Management Services, and Emergency Communications Services (E-911).

Synopsis: This Resolution allows Clayton County provisions of Fire Services, Emergency Management Services and E-911 for Lake City. Lake City agrees to levy a tax upon its residents for the County's services.

19. Resolution 2015-279 - A Resolution authorizing Clayton County to enter into an intergovernmental agreement with the City of Lake City for the provision of Fire Services, Emergency Management Services, and Emergency Communications Services (E-911).

Synopsis: This Resolution allows Clayton County provisions of Fire Services, Emergency Management Services and E-911 for Lake City. The County will create a Special Tax District within Lake City as compensation for services and the fire services facility.

20. Juvenile Court is requesting the Board of Commissioners to consider an Extension of Services pursuant to the Memorandum of Understanding between Clayton County and Deborah Stone.

21. Appointment to the Civil Service Board to fill the expiring term of Ms. Troyce Lancaster as the Post Three representative. The term is for three years expiring on December 31, 2018. *(The elected officials of Clayton County have reappointed Troyce Lancaster.)*

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22. Appointment to the Department of Behavioral Health and Developmental Disabilities Region 3 Advisory Council to fill a vacant seat formerly held by Mr. Brent Benedetti. The term is for three years expiring on April 2, 2016. (Full-Board Appointment) *(Held from the October 20, 2015 meeting.)*

EXECUTIVE SESSION –

23. 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**

DATE: October 28, 2015
TO: Board of Commissioners
FROM: Ramona Thurman Bivins, Chief Financial Officer
SUBJECT: Request for Budget Amendment - Fund 307 - 2009 SPLOST

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-16:

INCREASE REVENUE:

Appropriations From SPLOST Fund Balance	307-5120-7000	\$	53,240
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INCREASE EXPENSES:

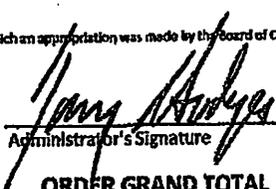
Other Machinery & Equipment	307-5120-6040-PR011-7Y150	\$	53,240
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Reason: To appropriate funds from fund balance to provide funding for a reel mower to use at Lovejoy Park for the soccer fields.

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

Date

Sandra Davis, Clerk of Commission

CLAYTON COUNTY -- PURCHASE REQUISITION				Fund	ORG Code	Order No.
DEPARTMENT ORIGINATING ORDER PARKS & RECREATION				307	5120	0580
DIVISION: Administration				PURCHASING USE ONLY		
DELIVER TO: VIP Complex / Troy Hodges				VENDOR CODE 10746		
REQUESTED BY: Troy Hodges				CONTACT PH #: 770-603-4013		
DATE: September 29, 2015						
ITEM #	G/L INFO		DESCRIPTION (MAKE, MODEL, SIZE, ETC.)	QTY	UNIT PRICE	TOTAL
0	ACCT # 6040	PROJECT PR011	Toro Reelmaster 55102wd Tair 4	1	53,239.11	\$ 53,239.11
	SOURCE 7Y150		Quote #2502			
1	ACCT #	PROJECT	UTILIZE STATE CONTRACT PRICING		0.00	\$ -
	SOURCE		CONTRACT #99999-001-SPD0000102-0014			
2	ACCT #	PROJECT			0.00	\$ -
	SOURCE					
3	ACCT #	PROJECT			0.00	\$ -
	SOURCE					
4	ACCT #	PROJECT		-	0.00	\$ -
	SOURCE					
5	ACCT #	PROJECT		-	0.00	\$ -
	SOURCE					
6	ACCT #	PROJECT		-	0.00	\$ -
	SOURCE					
7	ACCT #	PROJECT		-	0.00	\$ -
	SOURCE					
8	ACCT #	PROJECT				\$ -
	SOURCE					
9	ACCT #	PROJECT				\$ -
	SOURCE					
10	ACCT #	PROJECT				\$ -
	SOURCE					
11	ACCT #	PROJECT		-	0.00	\$ -
	SOURCE					
12	ACCT #	PROJECT		-	0.00	\$ -
	SOURCE					
REMARKS					ORDER SUBTOTAL	\$ 53,239.11
Preferred vendor: Jerry Pate Turf / See attached Contact Quote						
CERTIFICATION						
I hereby approve the purchase of the item(s) and/or service(s) listed hereon for which an appropriation was made by the Board of Commissioners. Authority to purchase has been obtained and doesn't exceed my current budget allotment for this line item.						
Manager's Signature				 Administrator's Signature		
Director's Signature					ORDER GRAND TOTAL	\$ 53,239.11
				Page Number	1	of 1

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HUMAN RESOURCES SUPPORTING DOCUMENTATION
BEGINS ON NEXT PAGE



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: **Sheriff's Office**

Phone: **(770) 477-4490** E-mail: **shawn.southerland@co.clayton.ga.us**
Example: (000) 000-0000 Example: john.doe@claytoncountyga.gov

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

FYE: **Select Agenda Meeting Date:**
 FYE16 **2015-10-28T14:00:00**

Request Type:
Reorganization within Department

Purpose:
To restructure positions within the Sheriff's Office that will allow to operate more efficiently.

Rationale:
 After a study of work responsibilities and assessing the needs of the Sheriff's Office, it is our request to eliminate one (1) Deputy Sheriff Lieutenant (grade 26 step 1), and one (1) Correctional Officer (grade 19 step 1). With these funds we will create (1) Deputy Sheriff II (Grade 20 step 1) convert two Deputy Sheriff II positions to Sergeants (Grade 24 step 1), convert one Correctional Lieutenant to a Correctional Captain (grade 27 step 1) and create two part time clerical positions.

Facts:
 The above positions that will be deleted, created and converted. will allow the Sheriff's Office to address several ongoing issues within the agency. Through our assessment we discovered we actually had one Lieutenant position that we felt would be better served by the creation of two Sergeant positions. This would essentially give us two for one and allow a better level of supervision in the same area. We have tried during several different budget years to finish the Correctional rank structure with the addition of a Correctional Captain. This request was never met through the budget process. This restructure will finally allow for the completion of the Correctional rank structure. Last but not least, this process will allow us to

Impact:
 There is no financial impact to the County. The two positions to be deleted are currently vacant. All costs associated with the creation or conversion of any position during this restructure will be covered by the deleted vacant positions. This creates more job opportunities, and in the end creates a savings within our personnel budget of approximately \$10,500. I have spoke with Ms. Bright in length regarding this restructure and verified all numbers with her.

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

Alternate Contact Name: **Shawn Southerland** Alternate Contact Phone: **(404) 456-4693**
Example: (000) 000-0000

Alternate Contact Email: **jssoutherland@yahoo.com**
Example: john.doe@claytoncountyga.gov

Comments:

Initiated Date:

10/9/2015

1:55:15 PM

Initiated By:

Shawn Southerland



Clayton County Board of Commissioners Legislative Request Form

Agenda Meeting Date: _____

Purpose

Reclassify the vacant Administrative Assistant (grade 16) to Assistant to the Chief Operating Officer (grade 19 step 5) effective 7/1/15.

Rationale

To create an administrative support position for the Chief Operating Officer that is commiserate with the duties and responsibilities of the work.

Facts

There is a vacant Administrative Assistant position that has not been filled since 7/1/15. An employee has been performing the duties and responsibilities of the Assistant to the Chief Operating Officer since April 2015, but has been on "loan" from another department. This reclassification requests includes a 10% increase.

Impact

The vacant Administrative Assistant is budgeted at \$31,539. The salary for Assistant to the Chief Operating Officer at grade 19 step 5 is \$38,475. The difference is \$6,936. **all of these amounts are for salary only.

Supporting Documentation

Dept. Head	COO	Finance	Chm. of the Brd.	Legal
Date:	Date:	Date:	Date:	Date: