

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting  
7:00 P.M.

September 16, 2014

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 September 2, 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 Observes September 17-23, 2014 as Constitution Week" (presented by Chairman Jeffrey E. Turner).
7. Consider requests of Ramona Thurman, 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. #11-12 Tennis Management for Clayton County International Park Tennis Center, Annual Contract, Request for 30-Day Contract Extension, Second Contract Amendment** (Premier Sport Facility Management, LLC, located in Atlanta, Georgia), as requested by the Parks & Recreation Department. Per Section 2-136 (2) of the Clayton County Purchasing Ordinance, Clayton County utilizes the competitive sealed proposal method when the competitive sealed bid method is neither practical nor advantageous and when 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.
  - 2) **RFB Pkg. #12-58 Widening and Reconstruction of Forest Parkway/Panola Road from East of Ellenwood Road to Henry County Line, Commission District #1, Clayton County, Georgia, Change Order Request, Second Contract Amendment** (Construction Management Engineering Services, Inc., located in Lilburn, Georgia;

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\$39,761.25. Funding is available through the 2004 SPLOST Funds), as requested by the Transportation and Development Department. Per Section 2-136 (1) of the Clayton County Purchasing Ordinance, Clayton County utilizes the competitive sealed bid method when the costs of goods and services are in excess of \$25,000.00. The Clayton County Board of Commissioners has the final award approval for all non-budgeted bids \$35,000.00 and greater. All approved budgetary goods and services and annual contract purchases can be authorized by the Finance Director and purchased by the Director of Central Services without Board of Commissioners' approval.

3) **RFP Pkg. #13-41 Telecommunication and Data Services, Annual Contract, First Contract Amendment** (AT&T Corporation, located in Bedminster, New Jersey. Funding is available through the Information Technology and County's General Funds FYE 2015), as requested by the Information Technology Department. Per Section 2-136 (2) of the Clayton County Purchasing Ordinance, Clayton County utilizes the competitive sealed proposal method when the competitive sealed bid method is neither practical nor advantageous and when 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.

4) **RFB Pkg. #13-47 Thomas Road Sidewalk, Clayton County, Georgia, Clayton County Commission District #3, Clayton County, Georgia, Request for Contract Extension, First Contract Amendment** (Quality Construction by McLeRoy, Inc., located in Zebulon, Georgia, at no additional cost to the County), as requested by the Transportation and Development Department. Per Section 2-136 (1) of the Clayton County Purchasing Ordinance, Clayton County utilizes the competitive sealed bid method when the costs of goods and services are in excess of \$25,000.00. The Clayton County Board of Commissioners has the final award approval for all non-budgeted bids \$35,000.00 and greater. All approved budgetary goods and services and annual contract purchases can be authorized by the Finance Director and purchased by the Director of Central Services without Board of Commissioners' approval.

5) **RFP #14-33 SPLOST Program Manager for Clayton County, Annual Contract** (Jacobs Project Management Company, located in Atlanta, Georgia; \$1,175,180.16. Funding is available through the 2004, 2009, and 2015 SPLOST programs). Per Section 2-136 (2) of the

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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.

6) **RFB Pkg. #14-40 Clayton County Alarm and Sprinkler System Inspections and Services, Annual Contract** (VSC Fire and Security, Inc., located in Norcross, Georgia. Funding is available through the Building Maintenance 2015 General Budget), as requested by the Building Maintenance Department. Per Section 2-136 (1) of the Clayton County Purchasing Ordinance, Clayton County utilizes the competitive sealed bid method when the costs of goods and services are in excess of \$25,000.00. The Clayton County Board of Commissioners has the final award approval for all non-budgeted bids \$35,000.00 and greater. All approved budgetary goods and services and annual contract purchases can be authorized by the Finance Director and purchased by the Director of Central Services without Board of Commissioners' approval.

7) **Annual Contract Renewals.** Per Section 2-136 (6) of the Clayton County Purchasing Ordinance, Clayton County has developed annual contracts for frequently used items and services. These contracts are a result of a sealed bid. The contract allows the county to order goods and services directly from the awarded suppliers through the use of an annual contract document.

- a. **RFP #12-18 Non-Emergency Medical Transportation Services for the Clayton County Aging Program – Annual Contract with MLB Transportation, Inc., located in Tucker, Georgia.** The renewal period will be from October 1, 2014 through September 30, 2015. The remaining renewal on this contract is for one (1) additional one (1) year period. The Board of Commissioners approved this proposal on September 4, 2012.
- b. **RFP #13-25 Provision of Congregate and Home Delivered Meals for the Clayton County Senior Department – Annual Contract with Project Open Hand/Atlanta, Inc., located in Atlanta, Georgia.** The renewal period will be from October 1, 2014 through September 30, 2015. The remaining renewal on this contract is for two (2) additional one (1) year periods. The Board of Commissioners

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approved this proposal on July 16, 2013.

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8. Consider requests of Ramona Thurman, Chief Financial Officer.
  - 1) Budget Amendment #2-59 – Professional Services/FYE 6-30-14 – to cover additional fees, utilities, advertisement, evidence expenses, and claims for FY-2014, in the amount of \$1,573,960.00.
  - 2) Budget Amendment #2-6 – Domestic Seminars Fund/FYE 6-30-14 – to cover additional other contract service fees for FY-2014, in the amount of \$1,431.00.
  - 3) Budget Amendment #2-69 – Central Services/FYE 6-30-14 – to cover additional meeting and rental expenses for FY-2014, in the amount of \$1,297.00.
  - 4) Budget Amendment #2-05 – Other General Government/FYE 6-30-15 – to amend the budget to roll over donations received prior to FY-2014 year end; to recognize a donation from Stephens Construction and re-appropriate funds to complete installation of four (4) pavilions in Clayton County Parks and other various projects throughout the department, in the amount of \$206,474.00.
  - 5) Budget Amendment #4-17 – Fund 307 – 2009 Reimposition SPLOST/FYE 6-30-15 – to amend the budget for field renovations to one half of the Lovejoy Regional Park Fields, in the amount of \$512,120.00.

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

- 1) Request to approve a 10% salary increase for the Director of Community Development. Director Patrick Ejike assumed the duties of the Housing and Urban Development (HUD) Administrator position that is vacant per HUD recommendations to reduce Community Development's Administrative Staffing cost. NOTE: This increase will be set up as a supplement.

The HUD Administrator position was filled when the Office of HUD Programs was assigned to the Community Development Department. On April 3, 2013, the HUD Administrator resigned and the position has been vacant for the past seventeen months. During this transition period, Clayton County Office of HUD programs was audited by the Department of Housing and Urban Development. There were findings from the audit and the findings cited were

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corrected. Also recommended from the audit was that Clayton County reduce administrative staffing cost. Community Development reduced staffing levels by eliminating three positions. Job duties were reshuffled and staff picked up two of the position duties. Mr. Ejike assumed the duties of the Program Administrator position since it requires direct interface with HUD.

The Community Development Department has a unique responsibility of implementing the following Codes/Ordinances: Building, Mechanical, Electrical, Plumbing, Zoning, Business License, Alcohol, and HUD regulations. The complexity of HUD rules, regulations, policies, and procedures demands administrative level type oversight.

Mr. Ejike's request is to continue in the role of Administrator of HUD Programs for Clayton County. The position of HUD Administrator will not be filled and the 10% increase will come from salary savings of the HUD Administrator position. The additional duties Mr. Ejike assumed will allow Community Development's staffing levels to be consistent with the Department of Housing and Urban Development's recommendation.

This request does not impact the General Fund. It will be funded out of the Administrative cap of the County's HUD funding.

10. Ordinance 2014-232 – An Ordinance to amend the Code of Clayton County, Georgia, as amended, specifically, Code of Clayton County, Georgia, Part II, Chapter 70 “Personnel” by deleting the existing Article II “Code of Ethics” and substituting in lieu thereof a new Article II “Code of Ethics”; to repeal conflicting laws, ordinances, and resolutions; to provide for severability; to provide an effective date of this ordinance; and for other purposes.
11. Resolution 2014-233 – A Resolution to correct certain errors pertaining to previously approved increases in supplemental compensation for the District Attorney's Office; to authorize the Chief Financial Officer to amend the budget where necessary to reflect an appropriate revenue source and expense; to provide an effective date; to repeal conflicting laws; and for other purposes.
12. Resolution 2014-234 – A Resolution of the Clayton County Board of Commissioners authorizing an additional day of advance voting wherein electors may vote in the November 4, 2014 General and Special Election; to authorize the Chairman to perform all other acts necessary to accomplish the intent of this resolution; to authorize the Chief Financial Officer to amend the budget where necessary to reflect an appropriate revenue source and expense; to provide an effective date of this resolution; and for other purposes.
13. Resolution 2014-235 – A Resolution authorizing Clayton County to enter into a Settlement

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- Agreement settling all claims set forth in the matters involving Jerrica Phillips and Sheila Rose Edwards; to authorize the Chairman to execute the agreement and otherwise perform all acts necessary to accomplish the intent of this resolution; to authorize the Chief Financial Officer to amend the budget where necessary to reflect an appropriate revenue source and expense, all as may be required under the terms of the settlement agreement; to provide an effective date of this resolution; and for other purposes.
14. Resolution 2014-236 – A Resolution authorizing Clayton County to enter into Articles of Agreements with certain community charitable organizations, governmental agencies, and professional service providers located and conducting business in Clayton County; to authorize the Chairman to execute the agreements, and otherwise perform all acts necessary to accomplish the intent of this resolution; to authorize the Chief Financial Officer to amend the budget where necessary to reflect an appropriate revenue source and expense, all as may be required under the terms of the agreement; to provide an effective date of this resolution; and for other purposes.
  15. Resolution 2014-237 – A Resolution authorizing the placement of a plaque in memory of L.C. Reeves in recognition of over 40 years of dedication to J.W. Arnold Park; to authorize the Chairman to otherwise perform all acts necessary to accomplish the intent of this resolution; to provide an effective date of this resolution; and for other purposes.
  16. Resolution 2014-238 – A Resolution authorizing Clayton County to enter into a Memorandum of Agreement with the Clayton County Board of Health to accept grant funds to facilitate a Teen Pregnancy Prevention program for youths in Clayton County; to authorize the Chairman and the Director of the Parks and Recreation Department to perform all acts necessary to accomplish the intent of this resolution; to authorize the Chief Financial Officer to amend the budget where necessary to reflect an appropriate revenue source and expense; to provide an effective date of this resolution; and for other purposes.
  17. Resolution 2014-239 – A Resolution to provide for the adoption and submission to the U.S. Department of Housing and Urban Development of the Clayton County PY2013-PY2014 Consolidated Annual Performance Evaluation Report (CAPER); to authorize the Chairman to execute any documents required for submission; to provide an effective date of this resolution; and for other purposes.
  18. Resolution 2014-240 – A Resolution authorizing Clayton County, on behalf of Clayton County Extension Service, to enter into a Grant Agreement with United Way of Metropolitan Atlanta and, in accordance therewith, to accept grant funds for the purpose of providing parenting education; to authorize the Chairman to execute the agreement and otherwise perform all acts necessary to

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accomplish the intent of this resolution; to authorize the Chief Financial Officer to amend the budget where necessary to reflect an appropriate revenue source and expense, all as may be required under the terms of the agreement; to provide an effective date of this resolution; and for other purposes.

19. Resolution 2014-241 – A Resolution authorizing Clayton County, on behalf of its Department of Information Technology, to enter into an Intergovernmental Agreement with Gwinnett County to provide for interoperable communications between the Counties’ Public Safety Digital Networks; to authorize the Chairman, or the Director of Information Technology as his designee, to execute the agreement and otherwise perform all acts necessary to accomplish the intent of this resolution; to provide an effective date of this resolution; and for other purposes.
20. Resolution 2014-242 – A Resolution authorizing Clayton County to enter into a Professional Services Agreement with PATH Foundation, Inc. providing for the terms and conditions under which services related to designing a greenway trail from the Reid Stephens property to the Lake Spivey Golf Club’s Clubhouse will be administered, and set forth the responsibilities of Project Manager for trail construction; to enter into a Project Agreement with PATH Foundation, Inc. to complete the design documents; to authorize the Chairman to execute the agreements and otherwise perform all acts necessary to accomplish the intent of the resolution; to provide an effective date of this resolution; and for other purposes.
21. Resolution 2014-243 – A Resolution authorizing Clayton County to enter into a Professional Services Agreement with PATH Foundation, Inc. providing for the terms and conditions under which final services related to designing a greenway trail in and around Clayton County International Park will be administered, and set forth the responsibilities of Project Manager for trail construction; to enter into a Project Agreement with PATH Foundation, Inc. to complete the design documents; to authorize the Chairman to execute the agreements and otherwise perform all acts necessary to accomplish the intent of the resolution; to provide an effective date; etc.
22. Resolution 2014-244 – A Resolution to amend Resolution No. 2014-212, which allowed the County to enter into a License Agreement with Lake Spivey Community, Inc. to host the “Celebrate Lake Spivey” community event at the Lakeview Amphitheater at Clayton County International Park; to authorize the Chairman to perform all acts necessary to accomplish the intent of this resolution; and for other purposes.
23. Resolution 2014-245 – A Resolution to enter into a License Agreement with William E. Tate Chapter #1 Disabled American Veterans Department of Georgia, Inc. to host a Veterans Cookout at Clayton County International Park; to authorize the Chairman to perform all acts necessary to

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accomplish the intent of this resolution; to provide an effective date of this resolution; and for other purposes.

24. Resolution 2014-246 – A Resolution authorizing Clayton County, on behalf of the Clayton County Senior Services Department, to accept donated funds from United Way and clients of the Aging Program to be used in connection with the Meals on Wheels program and transportation purposes; to authorize the Chairman to accept the donations on behalf of Clayton County and to execute any documents necessary, and otherwise to perform all acts necessary to accomplish the intent of this resolution; to authorize the Chief Financial Officer to amend the budget where necessary to reflect an appropriate revenue source and expense, all as may be required; to provide an effective date of this resolution; and for other purposes.
25. Resolution 2014-247 – A Resolution authorizing Clayton County to enter into a Facility Use Contract with Clayton County Public Schools for use of the S. Truett Cathy Professional Learning Center to conduct a Public Hearing Open House meeting in connection with the Mt. Zion Boulevard/Battle Creek Road Widening project; to authorize the Chairman to execute the Facility Use Contract and otherwise to perform all other acts necessary to accomplish the intent of the resolution; to provide an effective date of this resolution; and for other purposes.
26. Resolution 2014-248 – A Resolution authorizing Clayton County to enter into an Asset Purchase Agreement with the Clayton County Hospital Authority for the acquisition of the Clayton County Hospital Authority assets by Clayton County; to authorize the Chairman to execute the agreement, along with all other documents necessary to consummate the acquisition and to perform all other acts necessary to accomplish the intent of this resolution; to authorize the Chief Financial Officer to amend the budget where necessary to reflect an appropriate revenue source and expense, all as may be required; to provide an effective date of this resolution; and for other purposes.
27. Resolution 2014-249 – A Resolution authorizing Clayton County to enter into a Lease Agreement with the Clayton County Hospital Authority; to authorize the Chairman to execute the agreement and to perform all other acts necessary to accomplish the intent of this resolution; to authorize the Chief Financial Officer to amend the budget where necessary to reflect an appropriate revenue source and expense, all as may be required; to provide an effective date of this resolution; and for other purposes.
28. Resolution 2014-250 – A Resolution authorizing Clayton County to enter into an 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 revenue will be paid

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and distributed to the Clayton County Hospital Authority; to authorize the Chairman to execute the agreement and otherwise perform all acts necessary to accomplish the intent of the resolution; to authorize the Chief Financial Officer to amend the budget where necessary to reflect the appropriations and expenditures relating thereto; to provide an effective date of this resolution; and for other purposes.

29. Resolution 2014-251 – A Bond Resolution authorizing the issuance by Clayton County, Georgia of (1) \$46,685,000.00 in principal amount of its General Obligation Bond, Series 2014A and (2) \$28,315,000.00 in principal amount of its General Obligation Bond, Series 2014B; adopting a form for the bonds; authorizing the execution of the bonds; establishing the date and rates of interest for the bonds; levying an annual Ad Valorem Tax on the taxable property within Clayton County, Georgia sufficient to pay the principal of and interest on the bonds as the same become due; authorizing the sale of the bonds to Wells Fargo Municipal Capital Strategies, LLC; and for other related purposes.
30. Resolution 2014-252 – A Bond Resolution authorizing the issuance by Clayton County, Georgia of (1) \$46,685,000.00 in principal amount of its General Obligation Bond, Series 2014A and (2) \$28,315,000.00 in principal amount of its General Obligation Bond, Series 2014B; adopting a form for the bonds; authorizing the execution of the bonds; establishing the date and rates of interest for the bonds; levying an annual Ad Valorem Tax on the taxable property within Clayton County, Georgia sufficient to pay the principal of and interest on the bonds as the same become due; authorizing the sale of the bonds to PNC Bank, National Association; and for other related purposes.
31. Consider a recommendation of Chief Operating Officer Arrelle Anderson for the Director of Central Services position.
32. Appointment to the Board of Appeals. The term of Mr. Demont Davis expired on September 2, 2014. New term is for three (3) years, expiring on September 2, 2017.
33. Appointments to the Clayton Community Service Board, as mandated by House Bill 100 and Senate Bill 349.

The Board requests the appointments of the following Clayton County Citizens:

- Birney Bowmaster, who has been serving on the CSB as a Development Disabilities representative

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- Martin Thompson, a retired Army Veteran to represent Veteran Services
- Bryan Flowers, a school teacher to represent Child and Adolescent Services

Clayton Center requests that the following elected officials be appointed to the Community Service Board:

- Dr. Alieka Anderson from the Clayton County School Board
- An'Cel Davis from the Riverdale City Council

34. ZONING PETITION: **TRAVELERS REST MISSIONARY BAPTIST CHURCH/CUP-14/06-6**

The Applicant, Yvonne Ellis on behalf of Travelers Rest Missionary Baptist Church, is requesting a conditional use permit (CUP) from Article 3.1 Agricultural District (AG) to allow for a Skills Teaching Center. The subject property is located at 6021 Maddox Road, Morrow, Georgia 30260 and otherwise known as parcel number 12141A B013. The subject property contains approximately 3.3 acres of land and it is currently zoned Agricultural (AG).

**Commission District # 1 – Commissioner Sonna Gregory  
Planning & Zoning Staff Recommendation: Approval**

35. ZONING PETITION: **JUANA L. LEARY/CUP-14/06-7**

The Applicant, Juana L. Leary, is requesting a conditional use permit (CUP) from Article 3.7 RS-110 Residential District (RS-110) to allow for a home-based food/baking business. The subject property is located at 5569 Sapphire Circle, Ellenwood, GA 30294 and otherwise known as parcel number 12173B C052. The subject property contains approximately 0.17 acres of land and it is currently zoned Residential (RS-110).

**Commission District # 1 – Commissioner Sonna Gregory  
Planning & Zoning Staff Recommendation: Approval**

36. ZONING PETITION: **JOHN BARNETT/CUP-14/07-8**

The Applicant, John Barnett, is requesting a conditional use permit (CUP) from Article 3.25 Neighborhood Mixed Use District (NMX) to allow for gasoline sales. The subject property is located at 2240 Forest Parkway, Morrow, Georgia 30260 and otherwise known as parcel number 12180C F007.

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The subject property contains approximately 1.17 acres of land and it is currently zoned Neighborhood Mixed Use (NMX).

**Commission District # 1 – Commissioner Sonna Gregory**  
**Planning & Zoning Staff Recommendation: Approval**

**EXECUTIVE SESSION**

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

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FINANCE SUPPORTING DOCUMENTATION

BEGINS ON THE NEXT PAGE

**CLAYTON COUNTY  
INTER - OFFICE MEMO**

2-59

**DATE:** September 8, 2014  
**TO:** Board of Commissioners  
**FROM:** Ramona Thurman, Chief Financial Officer  
**SUBJECT:** Request for Budget Amendment - Professional Services

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-14:

**INCREASE REVENUE:**

Proceeds from Litigation Settlement	101-1601-7032	\$ 3,393
Title & Valorem Taxes	101-1801-3023	<u>1,570,567</u>
		\$ 1,573,960

**INCREASE EXPENSES:**

Consulting Fees	101-1601-4120	\$ 116,350
Legal Fees	101-1601-4125	536,110
Water Utilities	101-1601-4530	629
Court Reporter Fees	101-1601-4620	6,591
Advertisement Expense	101-1601-4700	10,588
Evidence Expense	101-1601-4725	794
Litigation Claims and Settlements	101-1601-7520	898,711
Paying Agent Fees	101-1601-5520	38
Other Contract Service Fees	101-1602-4140	14
Medical Examiner Fee	101-1604-4132	<u>4,135</u>
		\$ 1,573,960

**Reason:** To amend the budget to cover additional fees, utilities, advertisement, evidence expenses, and claims for FY14.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shelby Haywood, Clerk of Commission

sl

**CLAYTON COUNTY  
INTER - OFFICE MEMO**

2-63

**DATE:** September 8, 2014  
**TO:** Board of Commissioners  
**FROM:** Ramona Thurman, Chief Financial Officer  
**SUBJECT:** Request for Budget Amendment - Domestic Seminars Fund

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-14:

**INCREASE REVENUE:**

Appropriations from Domestic Seminars Fund Balance	270-2001-7000	\$ 1,431
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**INCREASE EXPENSES:**

Other Contract Service Fees	270-2001-4140	\$ 1,431
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**Reason:** To amend the budget to cover additional other contract service fees for FY14.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shelby Haywood, Clerk of Commission

sl

**CLAYTON COUNTY  
INTER - OFFICE MEMO**

2-69

**DATE:** September 8, 2014  
**TO:** Board of Commissioners  
**FROM:** Ramona Thurman, Chief Financial Officer  
**SUBJECT:** Request for Budget Amendment - Central Services

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-14:

**INCREASE REVENUE:**

Title Ad Valorem Taxes (TAVT)	101-1801-3023	\$	1,297
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**INCREASE EXPENSE:**

Training, Travel, and Meeting Expenses	101-1501-4785	\$	459
Office Equipment Rental	101-1502-4225		802
Uniform Rental	101-1502-4791		36
		\$	<u>1,297</u>

**Reason:** To amend the budget to cover additional meeting and rental expenses for FY14.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shelby Haywood, Clerk of Commission

sl

**CLAYTON COUNTY  
INTER - OFFICE MEMO**

2-05

**DATE:** September 9, 2014  
**TO:** Board of Commissioners  
**FROM:** Ramona Thurman, Chief Financial Officer  
**SUBJECT:** Request for Budget Amendment - Other General Government

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

**APPROPRIATION FROM FUND BALANCE:**

Appropriation from General Fund Balance	101-6501-7000	\$ 143,668
Gifts and Donations	101-5101-7005-10000-9DN02	<u>62,806</u>
		\$ 206,474

**INCREASE EXPENSES:**

Buildings and Improvements	101-5101-6010	\$ 110,000
Other Machinery and Equipment	101-5101-6040	57,562
Other Minor Computer Equipment	101-5101-4393-10000-9DN02	1,227
Training, Travel, and Meeting Expense	101-5101-4785-10000-9DN02	2,777
R & M - Recreational Area	101-5101-4845-10000-9DN02	1,098
Recreation Program Expense	101-5101-4760-10000-9DN06	1,081
Miscellaneous Program Supplies	101-5101-4383-10000-9DN07	3,000
Other Minor Equipment	101-5101-4394-10000-9DN07	2,244
Other Contract Service Fees	101-5125-4140	22,851
Buildings and Improvements	101-5324-6010-10000-9DN02	3,417
Recreation Program Expense	101-5340-4760-10000-9DN15	167
General Assistance Expense	101-5340-5010-10000-9DN15	<u>1,050</u>
		\$ 206,474

**Reason:** To amend the budget to roll over donations received prior to FY 2014 year end, recognize a donation from Stephens Construction and re-appropriate funds to complete installation of four pavilions in Clayton County Parks and other various projects throughout the department.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shelby Haywood, Clerk of Commission  
slm

**CLAYTON COUNTY  
INTER - OFFICE MEMO**

**DATE:** September 5, 2014  
**TO:** Board of Commissioners  
**FROM:** Ramona Thurman, 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      307-5120-7000      \$    512,120

**INCREASE EXPENSES:**

Repair & Maintenance Recreation Area      307-5120-4845-PR005-7Y150      \$    512,120

**Reason:** To amend the budget for field renovations to one half of the Lovejoy Regional Park Fields.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shelby D. Haywood, Clerk of Commissioners



**Purchase Requisition Field Renovations**

Troy Hodges to: Sharon Stone

Cc: Detrick Stanford

08/27/2014 02:43 PM

Sharon

We will need to establish a line item / project for our Field Renovations. This will come from the 2009 Park Improvement fund. The attached information is for 1/2 of the Lovejoy Regional Park Renovations totaling \$512,118.00. Please let me know once an account has been established so I can enter the requisitions and start the approval process.

Thank you

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

"We connect communities through people, parks and programs"



- Purchase Requisition Field Renovations.xls

**CLAYTON COUNTY -- PURCHASE REQUISITION**

Fund      ORG Code      Order No.

DEPARTMENT ORIGINATING ORDER  
**PARKS & RECREATION DEPT.**  
 DIVISION:      Admin  
 DELIVER TO:

REQUESTED BY:      Troy Hodges  
 CONTACT PH #:      678-618-0938  
 DATE:      August 30, 2014

**PURCHASING USE ONLY**  
 VENDOR CODE

ITEM #	G/L INFO	DESCRIPTION (MAKE, MODEL, SIZE, ETC.)	QTY	UNIT PRICE	TOTAL
0	ACCT # PROJECT SOURCE	Field Grading and Prep Work	520,686	0.350	\$ 182,240.10
1	ACCT # PROJECT SOURCE	Installation of Irrigation	520,686	0.245	\$ 127,568.07
2	ACCT # PROJECT SOURCE	Purchase of Bermuda Sod	520,686	0.235	\$ 122,361.21
3	ACCT # PROJECT SOURCE	Installation of Bermuda Sod	520,686	0.095	\$ 49,465.17
4	ACCT # PROJECT SOURCE				\$ -
5	ACCT # PROJECT SOURCE				\$ -
6	ACCT # PROJECT SOURCE				\$ -
7	ACCT # PROJECT SOURCE				\$ -
8	ACCT # PROJECT SOURCE				\$ -
9	ACCT # PROJECT SOURCE				\$ -
10	ACCT # PROJECT SOURCE				\$ -
11	ACCT # PROJECT SOURCE				\$ -
12	ACCT # PROJECT SOURCE				\$ -

REMARKS

**ORDER SUBTOTAL**

**\$ 481,634.55**

**Benson Construction / Annual Contact for Field Renovations**

**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

**ORDER GRAND TOTAL**

**\$ 512,118.55**

\_\_\_\_\_  
 Director's Signature

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting  
7:00 P.M.

September 16, 2014

A G E N D A

HUMAN RESOURCES SUPPORTING DOCUMENTATION

BEGINS ON THE NEXT PAGE



# Clayton County Board of Commissioners Legislative Request Form

**Agenda Meeting Date:** 9-10-14

### Purpose

To request approval of a 10% salary increase ~~for the~~ Director of Community Development Department. I assumed the duties of the Housing and Urban Development (HUD) Administrator position that is vacant per HUD recommendations to reduce our Administrative Staffing Cost.

*\* Set up as a supplement. RPz*

### Rationale

The HUD Administrator position was filled when the Office of HUD Programs was assigned to Community Development Department. On April 3<sup>rd</sup> 2013, the HUD administrator resigned and for the past seventeen months the position has been vacant. During this transition period Clayton County Office of HUD programs was audited by the Department of Housing and Urban Development. There were findings from the audit and the findings cited were corrected. Also recommended from the audit was that Clayton County reduce administrative staffing cost. We reduced staffing levels by eliminating three positions. Job duties were reshuffled and staff picked up two of the position duties. I assumed the duties of the Program Administrator Position since it requires direct interface with HUD.

### Facts

Community Development Department has a unique responsibility of implementing the following Codes/Ordinances; Building, Mechanical, Electrical, Plumbing, Zoning, Business License, Alcohol, and HUD regulations. The complexity of HUD rules, regulations, policies, procedures demands Administrative level type oversight.

My request is to continue in the role of Administrator of HUD Programs for Clayton County. The position of HUD Administrator will not be filled and the 10% increase will come from salary savings of the HUD Administrator position. The additional duties I assumed allow our staffing levels to be consistent with the Department of Housing and Urban Development recommendation.

### Impact

This request does not impact the General Fund. It will be funded out of the Administrative Cap of our HUD funding.

### Supporting Documentation

Current Salary	CDBG Program 10%	PENSION	FICA	Health/Life/Dental	Total Applied to CDBG
\$94,107.60	\$9,410.80	\$1,214.01	\$717.39	\$0.00	\$11,342.20

Dept. Head	COO	Finance	Chm. of the Brd.	Legal
Arrelle Anderson		<i>nt</i>	<i>[Signature]</i>	
Date: 08/25/14	Date:	Date: <i>9/8/14</i>	Date: <i>9/8/14</i>	Date: