

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

September 1, 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 August 18, 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 September 2015 as National Preparedness Month". (Presented by Chairman Jeffrey E. Turner)
7. PROCLAMATION: "Clayton County Observes September 2015 as National Senior Center Month". (Presented by Chairman Jeffrey E. Turner)
8. PRESENTATION: "Emergency Management Services new CTU (Community Treatment Unit) Program". (Presented by Fire and Emergency Services Chief Landry Merkison)
9. 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: RFQ #2015-03 Auction Services for Disposal of Surplus County Property for Clayton County, Georgia.** (Adesa Atlanta, LLC, located in Fairburn, Georgia. This is a revenue generating contract with the cost for auction services being deducted from sale proceeds in an amount not to exceed five percent (5%) of the gross receipts.) Pursuant to Section 2-136 (4) of the Clayton County Code of Ordinances, General Purchasing Methods; the written quote method is used for all purchases from \$500.00 to \$24,999.99. Buyers are required to solicit quotations and receive written responses from vendors. All reasonable efforts will be made to obtain three written quotations for each item solicited. Awards for written quotations are given strictly on a lowest quote.
 - 2) **Request to Sell Surplus County Property.** Pursuant to Section 2-20, 2-29 and 2 (146 - 147) of the Clayton County Code of Ordinances, Sale of County Property. Per Section 2-20,

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

September 1, 2015

A G E N D A

the head of the department in charge of the property shall certify to the purchasing agent that certain itemized property in the custody of the department is no longer useful in the service of the county. Upon such certification, the purchasing agent shall, at public sale, in his discretion, sell the unserviceable property and remit the proceeds from the sale to the county fiscal authority, crediting the department from which the property was obtained with the amount of the proceeds. Per Section 2-29, no property belonging to Clayton County shall be sold, transferred or conveyed without due consideration by the board of commissioners for value received by Clayton County from said sale, transfer or conveyance. Per Section 2-146, when it is deemed advisable to dispose of any personal property owned by the county and used by the various departments thereof, or to dispose of personal property under the supervision of the board of commissioners, the sale of the property shall be made by the purchasing agent. The purchasing agent shall confer with the head of the department desiring to sell the property, with the object of getting the best possible price in making the sale. Per Section 2-147, when any personal property owned by the county has become worn out, useless, or junk, or has been used to such an extent that it is advisable to dispose of it, the head of the department in charge of the property shall certify to the purchasing agent that certain itemized property in the custody of the department is no longer useful in the service of the county.

- 3) **Recommendation for Award: RFB #15-03 Fire Fighter Protective Gear for Clayton County, Georgia – Annual Contract for Fire & Emergency Services.** (Bennett Fire Products Co., Inc. located in Woodstock, Georgia. Funding is available through the Fire and Emergency Services' Budget.) As requested by the Fire 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.

- 4) **Recommendation for Award from the Statewide Contract to purchase Fisher Safety Self Contained Breathing Apparatus for Fire and Emergency Services.** (\$41,248.20 / Statewide Contract #99999-SPD-SPD0000088-0008 Project#SWC2015-07 / Fisher Scientific Company, LLC, located in Pittsburg, Pennsylvania. Funding is available through the Fire and Emergency Services' Other Minor Equipment Fund.) As requested by the Fire Department. Pursuant to Section 2-136 (6) of the Clayton County Code of Ordinances, General Purchasing Methods; Clayton County has developed annual contracts for frequently used items and services. These contracts are a result of a sealed bid. The contract allows

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

September 1, 2015

A G E N D A

the county to order goods and services directly from the awarded suppliers through the use of an annual contract document.

5) **Notice of Receipt of Guarantee Maximum Price (GMP) for RFP #13-64 SPLOST Construction Management-At-Risk Services for the Construction of the Clayton County Animal Kennel, from Hogan Construction Group, LLC. (\$3,256,308.00).**

6) **Recommendation for Renewal and/or Amendment of Annual Contracts.**

1. The following Annual Contracts are being recommended for renewal and/or amendment pursuant to Section 2-136: (1) and (6) of the Clayton County Code of Ordinances, General Purchasing Methods. 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. 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. **RFB #14-20 Clayton County Janitorial Supplies - Annual Contract Amendment (Request for Price Increase) with Dade Paper Co.,** located in Austell, Georgia. The Board of Commissioners approved this award on July 15, 2014.

b. **RFB #14-38 Clayton County Transportation & Development Traffic Signal Equipment & Materials – (Multi-Award) Annual Contract Renewals with: (1) Control Technologies,** located in Smyrna, Georgia, with a renewal period from October 27, 2015 through October 26, 2016; **(2) Temple, Inc.,** located in Decatur, Alabama, with a renewal period from October 27, 2015 through October 26, 2016; and **(3) Traffic Signal, Inc.,** located in Jericho, New York, with a renewal period from October 29, 2015 through October 28, 2016. There is one remaining renewal on this contract. The Board of Commissioners approved this award on October 7, 2014.

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

September 1, 2015

A G E N D A

- c. **2014-U IBM Hardware Equipment Maintenance – Annual Contract Renewal (Statewide Contract #90813-02) with International Business Machines Corporation**, located in Atlanta, Georgia, with a renewal period from November 1, 2015 through August 31, 2016. There are no remaining renewals on this contract. The Board of Commissioners approved this award on August 19, 2014.
 2. The following Annual Contracts are being recommended for renewal and/or amendment pursuant to Section 2-136: (2) and (6) of the Clayton County Code of Ordinances, General Purchasing Methods. 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. 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 #13-25 Provision of Congregate and Home Delivered Meals for the Clayton County Senior Services Department – Annual Contract Renewal and Amendment with Project Open Hand/Atlanta, Inc.**, located in Atlanta, Georgia, with a renewal period from October 1, 2015 through September 30, 2016. This is the second renewal on this contract. The Board of Commissioners approved this award on July 16, 2013.
- 7) **Emergency Request: Construction of the Sanitary Sewer for the Police Precinct on Anvil Block Road, Clayton County, Georgia.** (\$233,092.40 / Don Hall Construction, Inc., located in Hampton, Georgia. Funding is available through 2009 SPLOST Funds). Pursuant to Section 2-20 and 2-128 of the Clayton County Code of Ordinances, General Purchasing Methods. Per Section 2-20, in all cases where there is an immediate need for any material or supplies, goods, wares or merchandise by any department of the county, the department shall write on its requisition to the purchasing agent, the words, "For Emergency

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

September 1, 2015

A G E N D A

- Purposes;" and, when a requisition so marked is received by the purchasing agent, it shall be his duty to give his immediate attention to the requisition. Per Section 2-128, the purchasing agent, or his/her designee, can grant the authority to county departments to purchase urgently needed items arising from unforeseen causes. An emergency purchase is handled outside the normal competitive process because of the urgency of the situation. The requesting department is responsible for determining that the purchase is an emergency and that the necessary budget is available. Purchases made outside of these provisions must be processed through the finance department via a request for accounts payable check.
10. Consider the requests of Ramona Bivins, Chief Financial Officer.
- 1) Budget Amendment #2-01/EMS//FYE 6-30-16 - To establish a budget for the Emergency Management Services new Community Treatment Units, in the amount of \$1,945,622.
 - 2) Budget Amendment #2-02/Senior Services/FYE 6-30-16 - To eliminate Orgn 5334 and to allocate salaries to the correct department, in the amount of \$320,260.
11. Consider the request of Renee Bright, Human Resources Director.
- 1) 911 Communications Center request to create one (1) position:
 - a) Administrative Secretary
12. Resolution 2015-222 - A Resolution authorizing the cancellation of liens placed on homeowners under the Minor Home Repair Program prior to the County imposed maturity date on behalf of Clayton County's Community Development's HUD Programs Division.

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

September 1, 2015

A G E N D A

***Synopsis:** A Resolution authorizing the County to cancel liens placed on homeowners under the Minor Home Repair Program on behalf of the Clayton County Community Development's HUD program.*

13. Resolution 2015-223 - A Resolution authorizing Clayton County to accept grant funds on behalf of the Clayton County Library System from the Georgia Public Library Service to pay salaries and operational costs for the library.

***Synopsis:** A Resolution authorizing the County to accept grant funds in the amount of \$392,488.00 on behalf of the Library System to pay salaries and operational costs.*

14. Resolution 2015-224 - A Resolution authorizing the acceptance of a condemned vehicle to be assigned to the Clayton County Police Department fleet in a manner as will be in the best interest of the county.

***Synopsis:** A Resolution authorizing the County to accept a condemned vehicle seized by the Clayton County Police Drug Task Force (2002 Chevrolet Tahoe C1500).*

15. Resolution 2015-225 - A Resolution authorizing Clayton County to accept two seized vehicles from Clayton County Police Department Drug Investigations to authorize the sale of such property.

***Synopsis:** A Resolution authorizing the County to accept two seized vehicles, vehicles were seized by the Clayton County Police-Drug Task Force Division. These vehicles will be sold at auction (2004 Nissan Titan Truck and 2005 Chevrolet Silverado).*

16. Resolution 2015-226 - A Resolution to approve a Special Facility Use Request by the Police Department for September 16, 2015 at the Gerald R. Matthews Complex from 7:00 a.m. until 11:00 p.m. to hold a Softball Tournament to raise money for Officer Kelly Milewski who was seriously injured in a motor vehicle accident.

***Synopsis:** A Resolution approving a Special Facility Use Request by the Police Department for September 16, 2015 at the Gerald R. Matthews Complex from 7:00 a.m. until 11:00 p.m. to hold*

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

September 1, 2015

A G E N D A

a Softball Tournament raising funds for Officer Kelly Milewski injured in a motor vehicle accident.

17. Resolution 2015-227 - A Resolution authorizing Clayton County to grant a Special Facility Use Request for Rotary Club of Clayton County, Inc., to host a series of events for International College Students at Clayton County International Park.

Synopsis: *A Resolution authorizing the Special Facility Use by Rotary Club of Clayton County, Inc., to host a farewell to college students at Clayton County International Park.*

18. Resolution 2015-228 - A Resolution requesting Clayton County to recognize September 2015 as National Senior Center Month.

Synopsis: *A Resolution to recognize September as National Senior Center Month.*

19. Resolution 2015-229 - A Resolution authorizing the acceptance of a seized 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: *A Resolution authorizing the County to accept a seized vehicle to be assigned to the Clayton County Sheriff's Office (2005 Nissan Altima).*

20. Resolution 2015-230 - A Resolution authorizing Clayton County to approve a Special Facility Use Request to allow the Clayton County Soil and Water Conservation District ongoing use of meeting space at the Carl Rhodenizer Recreation Center.

Synopsis: *A Resolution authorizing the Special Facility Use by the Clayton County Soil and Water Conservation District to use meeting space on an ongoing basis at the Carl Rhodenizer Center.*

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

September 1, 2015

A G E N D A

21. Resolution 2015-231 - 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: A Resolution authorizing the County to enter into an Intergovernmental Agreement with the City of Lake City for Fire Services, Emergency Management Services and Emergency Communications Services (E-911).

22. **Order for Remission:** State of Georgia v. Isidoro Palaciosponce and AAA Team Bonding, Co. (2013CR01908-08, \$19,332.50)
23. Clayton County Senior Services Department is requesting to submit an RFP to the Atlanta Regional Commission to provide Transportation, Case Management, Homemaker, Personal Care, In-Home Respite, Congregate Meals, Home Delivered Meals and Senior Recreation. This RFP covers the two-year period beginning on July 2016 and Ending June 30, 2018. Contracts will be awarded on a yearly basis with renewal based on satisfactory performance and availability of funds. The award allocation for FY'17 is \$639,083 with a county match of \$530,000 which covers Aging employee salaries. The completed RFP is due to the Atlanta Regional Commission by September 11, 2015.
24. Appointment to the Department of Behavioral Health and Developmental Disabilities Region 3 Advisory Council to fill the expired term of Dr. Angelita Howard. The term is for three years expiring on February 28, 2018. (Full-Board Appointment) *(Held from the August 18, 2015 meeting.)*
25. Appointment to the Department of Behavioral Health and Developmental Disabilities Region 3 Advisory Council to fill the expired term of Ms. Michelle Fuqua. The term is for three years expiring on November 30, 2017. (Full-Board Appointment) *(Held from the August 18, 2015 meeting.)*
26. 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 August 18, 2015 meeting.)*

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

September 1, 2015

A G E N D A

27. Appointment to the Housing Authority Board to appoint a new resident member seat on the Housing Authority Board. The term is for one year expiring on September 2, 2016. (Full-Board Appointment)
28. Appointment to the Housing Authority Board to appoint a new resident member seat on the Housing Authority Board. The term is for one year expiring on September 2, 2016. (Full-Board Appointment)
29. Appointment to the Library Board to fill the expiring term of Mr. Daniel Small. The term is for three years expiring on October 2, 2018. (Full-Board Appointment)

EXECUTIVE SESSION –

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

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

September 1, 2015

A G E N D A

FINANCE SUPPORTING DOCUMENTATION

BEGINS ON NEXT PAGE

**CLAYTON COUNTY
INTER - OFFICE MEMO**

2-01

DATE: August 26, 2015
TO: Board of Commissioners
FROM: Ramona Thurman, Chief Financial Officer
SUBJECT: Request for Budget Amendment - EMS

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

INCREASE EXPENSES:

Regular Salaries and Wages	101-3201-4000	\$ 1,362,703
Pension Contribution	101-3201-4020	203,043
FICA and Medicare Insurance	101-3201-4021	104,246
Group Health and Life Insurance	101-3201-4022	160,892
Worker's Compensation	101-3201-4023	36,663
Other Contract Service Fees	101-3201-4140	20,400
Medical Supplies	101-3201-4375	45,000
Minor Computer Equipment	101-3201-4393	12,000
Dues and Subscriptions Expense	101-3201-4720	675
		<u>\$ 1,945,622</u>

DECREASE EXPENSE:

General Assistance	101-6501-5010	\$ 1,945,622
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Reason: To establish a budget for the Emergency Management Services new Community Treatment Units.

TO: Ramona Thurman, Chief Financial Officer

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

Date

Sandra Davis, Clerk of Commission

dj

**CLAYTON COUNTY
INTER - OFFICE MEMO**

2-02

DATE: August 25, 2015

TO: Board of Commissioners

FROM: Ramona Thurman, Chief Financial Officer

SUBJECT: Request for Budget Amendment - Senior Services

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

INCREASE EXPENSES:

Regular Salaries and Wages	101-5335-4000	\$ 68,486
Part-time/Temporary Wages	101-5335-4001	11,702
Pension Contribution	101-5335-4020	9,519
FICA and Medicare Insurance	101-5335-4021	7,032
Group Health and Life Insurance	101-5335-4022	18,231
Workers Compensation	101-5335-4023	915
Regular Salaries and Wages	101-5336-4000	66,376
Pension Contribution	101-5336-4020	9,226
FICA and Medicare Insurance	101-5336-4021	5,077
Group Health and Life Insurance	101-5336-4022	27,050
Workers Compensation	101-5336-4023	1,440
Regular Salaries and Wages	101-5337-4000	34,836
Pension Contribution	101-5337-4020	4,842
FICA and Medicare Insurance	101-5337-4021	2,665
Group Health and Life Insurance	101-5337-4022	4,609
Workers Compensation	101-5337-4023	756
Appropriation to Fund Balance	101-6501-7500	47,498
		\$ 320,260

DECREASE EXPENSES:

Regular Salaries and Wages	101-5334-4000	\$ 131,223
Pension Contribution	101-5334-4020	18,239
FICA and Medicare Insurance	101-5334-4021	12,068
Group Health and Life Insurance	101-5334-4022	42,049
Workers Compensation	101-5334-4023	2,709
Regular Salaries and Wages	101-5335-4000	34,836
Pension Contribution	101-5335-4020	4,842
FICA and Medicare Insurance	101-5335-4021	2,665
Group Health and Life Insurance	101-5335-4022	9,752

Workers Compensation	101-5335-4023	756
Regular Salaries and Wages	101-5336-4000	38,475
Pension Contribution	101-5336-4020	5,348
FICA and Medicare Insurance	101-5336-4021	2,943
Group Health and Life Insurance	101-5336-4022	13,520
Workers Compensation	101-5336-4023	835
		<u>\$ 320,260</u>

Reason: To eliminate orgn 5334 and to allocate salaries to the correct department.

TO: Ramona Thurman, Chief Financial Officer

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

Date

Sandra Davis, Clerk of Commission

slw

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

September 1, 2015

A G E N D A

HUMAN RESOURCES SUPPORTING DOCUMENTATION

BEGINS ON NEXT PAGE



Clayton County Board of Commissioners Legislative Request Form

Agenda Meeting Date: August 12, 2015

Purpose

Create an Administrative Secretary position within the 911 Communications Center Department.

Rationale

This position will provide administrative support to the Director 911 Communications Center.

Facts

Administrative Secretary grade 15/3 (\$30,766)

Impact

Funds from vacant part time Call Taker positions will be used to fund Administrative Secretary position

Supporting Documentation

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