

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting  
7:00 P.M.

November 4, 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 October 21, 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. 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 #13-41 Telecommunication and Data Services, Annual Contract, Second Amendment.** (AT&T Corporation, located in Bedminster, New Jersey. Funding is available through the Information Technology and County's General Fund FYE 2015. As requested by Information Technology Department). Per Section 2-136 (2) 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) **RFP #13-48 Asset Management Services for the Neighborhood Stabilization Program - Annual Contract with National Property Institute, LLC located in Ellenwood, Georgia, and Southern Crescent Habitat for Humanity located in Jonesboro Georgia, First Annual Renewal, First Amendment.** (The renewal period will be from December 1, 2014 through November 30, 2015. The remaining renewal on this contract is for two (2) additional one (1) year period. The Board of Commissioners approved this proposal on November 5, 2013. As requested by the Community Development Department). Per Section 2-136 (6) Clayton County Purchasing Ordinance, Clayton County utilizes the competitive sealed

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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.

3) **RFB PKG #14-45 Aluminum Sign Blanks and Printed Signs - Annual Contract.** (Universal Signs & Accessories, located in Fort Pierce, Florida. Funding is available through the 2009 SPLOST funds. As requested by the Transportation & Development Department). Per Section 2-136 (1) 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 #14-49 Lake Ridge Sidewalk Installation Clayton County, Georgia (re-bid).** (\$282,240.00 / DAF Concrete, Inc., located in Marietta, Georgia. Funding is available through the 2009 SPLOST funds. As requested by the Transportation & Development Department). Per Section 2-136 (1) 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.

5) **Purchase of 350 Dell Computers for Various County Departments.** (\$225,046.50 / State Contract # #9999-SPD-T20120702 with Dell Computers, located in Round Rock, Texas. Funding is available through the Information Technology's Minor Computer Equipment Funds. As requested by the Information Technology Department). Per O.C.G.A. § 50-5-100 states, "The Department of Administrative Services is authorized to permit local political subdivisions, on an optional basis, to purchase their supplies through the state."

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6) **Resolution #2013-319, Internet Services for Clayton County, Second Amendment.** (Deltacom d/b/a EarthLink Business located, in Atlanta, Georgia. Funding is available through the Information Technology FYE 2015 Budget. As requested by the Information Technology Department). Per Section 2-136 (1) 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.

7) **Purchase of Vehicles for Various Departments in Clayton County.** (\$4,331,595.76/ Allan Vigil Ford Statewide Contract #99999-SPD-ES40199373-0002, located in Morrow, Georgia; Hardy Chevrolet Statewide Contract #99999-ES40199373-0005, located in Dallas, Georgia; Hardy Chevrolet Pursuit Vehicle Statewide Contract #99999-ES40199409-0002, located in Dallas, Georgia and Cooperative Purchase with Florida Fire Chief's Association, Florida Sheriffs' Association and Florida Association of Counties for Fire Rescue Vehicles and other Fleet Equipment Contract #11-10-1202 with Ten-8 Fire and Safety Equipment, located in Forsyth, Georgia. Funding is available through the 2015 SPLOST Bond Funds). Per Section 2-114 Clayton County Purchasing Ordinance and Per O.C.G.A, § 50-5-100 states, "The Department of Administrative Services is authorized to permit local political subdivisions, on an optional basis, to purchase their supplies through the state." Per Section 2-114 of the Clayton County Purchasing Ordinance; Cooperative Purchasing Methods, the County may join with other governmental units in cooperative purchasing plans when the best interest of the county would be served thereby. The Clayton County Board of Commissioners makes the final award for cooperative purchases of \$35,000.00 and greater.

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7. Consider requests of Ramona Thurman, Chief Financial Officer.
  - 1) Budget Amendment #2-81/ General Government/FY2014 Capital Expenditures – To provide funds for building and improvements in the amount of 543,862.
  - 2) Budget Amendment #4-50/2009 Reimposition SPLOST/FYE 6-30-15 – To amend the budget for funding for design engineering services for the Valley Hill Bridge Road Project.
  - 3) Budget Amendment #4-51/2009 Reimposition SPLOST/FYE 6-30-15 - To amend the budget for funding for Panhandle Road Sidewalk Project acquisition services and land cost.
  
8. Consider requests of Renee Bright, Director of Human Resources.
  - 1) Reclassification request from Superior / State Court Administration: Superior/State Court Administration requests to delete, create and reclassify various positions. The changes will result in a savings to the County. Changes include:
    - a. Delete vacant Principal Secretary position in Indigent Defense.
    - b. Reclassify Court Panel Assistant (2015) from 17/1 to 16/1.
    - c. Reclassify Accountability Courts Coordinator (2001) from 22/1 to 24/1.
    - d. Reclassify Felony Drug Court Case Manager (2001) from 18/1 to 22/1.
    - e. Delete Principal Secretary position (org 2001) and create Administrative Assistant 16/1.
    - f. Delete Administrative Assistant position (2001) 16/1 and create Office Administrator/Superior Court 17/1.
    - g. Reclassify DUI/Drug Court Case Manager (2101) from 18/1 to 20/1.
  - 2) Recommendation for Central Services Director.
  
9. Christie Barnes, Chief Staff Attorney, presented the following resolutions and ordinance for Board

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consideration/approval.

- 1) Ordinance 2014-286 - An Ordinance adopted under the Home Rule Powers specifically granted to the governing authority of Clayton County pursuant to Article IX, Section II, Paragraph 1(B)(1) of the Constitution of the State of Georgia of 1983, amending the Local Act of the General Assembly creating and composing the Clayton County Board of Commissioners and setting for the General provisions governing Clayton County Government; to amend the Clayton County Coded of Ordinances as amended, specifically Part I, Article II, Section 2-22 “Audits Generally” **(First Read)**
- 2) Ordinance 2014-287 - An Ordinance adopted under the Home Rule Powers specifically granted to the governing authority of Clayton County pursuant to Article IX, Section II, Paragraph 1(B)(1) of the Constitution of the State of Georgia of 1983, amending the Local Act of the General Assembly creating and composing the Clayton County Board of Commissioners and setting for the General provisions governing Clayton County Government; to amend the Clayton County Coded of Ordinances as amended, specifically Part I, Article II, Section 2-4 “Meetings”, Part II, Chapter 2, Article I, Section 2-4- “Meetings”, Part II, Chapter 2, Article II, Section 2-32 “Days, Time and Place of Zoning Meetings”, and Section 2-34 “Days, Time of Business Meetings” **(First Read)**
- 3) Ordinance 2014-288 - 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”.
- 4) Resolution 2014-289- A Resolution authorizing Clayton Count to enter into a Grant Award Agreement with the Criminal Justice Coordinating Council and in accordance therewith accept grant funds to be used in connection with the Victims of Crime Act (VOCA) and the Clayton County Court Appointed Special Advocate Program.
- 5) Resolution 2014-290- A Resolution to amend Resolution 2014-160 so as to authorize the exchange of a condemned vehicle for other vehicles more suitable for police work in a manner as will be in the best interest of the County.
- 6) Resolution 2014-291- A Resolution authorizing Clayton County, to enter into a Memorandum of Understanding with Troy University to provide high quality learning opportunities and tuition discounts to County employees.
- 7) Resolution 2014-292- A Resolution authorizing Clayton County, to enter into a Right of Entry for an environmental assessment and response with the United States Army Corps of Engineers upon that certain County owned property located at 1800 Slate Road in

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Conley, Georgia.

- 8) Resolution 2014-293- A Resolution authorizing Clayton County to accept a donation from Central Georgia Electric Membership Corporation on behalf of the Clayton County Department of Economic Development.
  - 9) Resolution 2014-294- A Resolution approving the Clayton County Local Option Sales Tax (L.O.S.T.).
  - 10) Resolution 2014-295- A Resolution authorizing Clayton County to enter into an Agreement for Chief Operating Officer with Alex Cohilas.
  - 11) Resolution 2014-296- A Resolution authorizing Clayton County Juvenile Court, on behalf of Clayton County, to apply for and if awarded accept grant funds offered by the Criminal Justice Coordinating Council for the 2014 Juvenile Justice Delinquency Prevention and Treatment Program to serve youth requiring court intervention.
  - 12) Resolution 2014-297- A Resolution authorizing Clayton County to enter into a Settlement Agreement settling all claims set forth in the employment matters involving Willie Holliday.
10. Appointment to the Hospital Authority Board to fill the unexpired term of Dr. Raju Vanapalli (resigned). The term is for three (3) years, expiring on October 31, 2017.

**EXECUTIVE SESSION –**

11. Consider any actions necessary based on decision(s) made in the Executive Session.

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FINANCE

SUPPORTING DOCUMENTATION

**CLAYTON COUNTY  
INTER - OFFICE MEMO**

2-81

**DATE:** October 28, 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 6-30-14:

**INCREASE REVENUE:**

Title Ad Valorem Taxes (TAVT)	101-1801-3023	\$ 543,862
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**INCREASE EXPENSE:**

Buildings and Improvements	101-6501-6010	\$ 543,862
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**Reason:** To provide funds for an invoice for FY2014 capital expenditures.

**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

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**CLAYTON COUNTY  
INTER - OFFICE MEMO**

**DATE:** October 28, 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	307-4001-7000	\$	503,018
Operating Transfer In	307-4001-7010-BR007-7Y150	\$	160,000
		\$	<u>663,018</u>

**INCREASE EXPENSES:**

Roads, Bridges & Improvements	307-4001-6050-BR007-7Y150	\$	663,018
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**Reason:** To amend the budget for funding for design engineering services for the Valley Hill Bridge Road Project. RFB Pkg. #14-28 was approved by the Board of Commissioners on October 7, 2014.

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: October 21, 2014  
TO: Ramona Thurman, Chief Financial Officer, Finance  
FROM: Jeff Metarko, Director, Transportation & Development  
RE: 2009 SPLOST Program – Budget Request

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Please set up an account (307-4001-6050-BR007-7Y150) and total budget of \$663,018 (County \$503,018, GDOT \$160,000) for the Valley Hill Road Project. Funding is need for Consultant Design Engineering Services. RFP Pkg. #14-28 was approved by the Board of Commissioners on October 7, 2014.

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

JCM/b

*Attachment*

cc: *Project File*  
*Lisa McCoy*  
*Sharon Stone; Finance*

**CLAYTON COUNTY  
INTER - OFFICE MEMO**

**DATE:** October 28, 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	307-4001-7000	\$	154,085
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**INCREASE EXPENSES:**

Land & Improvements	307-4001-6000-57500-7Y15A	\$	154,085
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**Reason:** To amend the budget for funding for Panhandle Road Sidewalk Project acquisition services and land cost.

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: October 23, 2014  
TO: Ramona Thurman, Chief Financial Officer, Finance  
FROM:  Jeff Metarko, Director, Transportation & Development  
RE: 2009 SPLOST Program – Budget Amendment Request

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Please set up an account and budget of \$154,085 for Panhandle Road Sidewalk Project. Funds are needed for the cost of acquisition services and land cost. (307-4001-6000-57500-7Y15A)

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

JCM/b

cc: Project File  
Sharon Stone; Finance

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HUMAN RESOURCES

SUPPORTING DOCUMENTATION



## 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: **Court Administrator**

Phone: **(770) 477-3483**  
*Example: (000) 000-0000*

E-mail: **matt.sorensen@co.clayton.ga.us**  
*Example: john.doe@claytoncountyga.gov*

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

FYE: **FYE15**      Select Agenda Meeting Date: **2014-10-29T14:00:00**

Request Type:  
**Reorganization within Department**

Purpose:  
**To reorganize the Office of Court Administration to reclassify several position and abolish one position due to the recent merger of the Office of Indigent Defense with the Office of Court Administration.**

Rationale:  
**See Supporting Documentation**

Facts:  
**See Supporting Documentation**

Impact:  
**No fiscal impact; reorganization provides for a \$7,063.99 salary savings to the general fund.**

*Documents must be submitted in PDF format.  
Large PDF files may be compressed and saved to a ZIP file before attaching to Request form.*

Supporting Documentation: **Court Administration Reclass and Reorg.pdf  
Court Administration Salary Reclass.pdf**

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

Alternate Contact Name: **Andrea Saxon**  
Alternate Contact Phone: **(770) 603-4043**  
*Example: (000) 000-0000*

Alternate Contact Email:  
**andrea.saxon@co.clayton.ga.us**  
*Example: john.doe@claytoncountygga.gov*

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Comments:

**Initiated Date:**  
10/16/2014  
11:43:54 AM

**Initiated By:**  
Matthew Sorensen

**Superior and State Courts of Clayton County  
Administrative Reorganization Legislative Request  
October 28, 2015 (Revised)**

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**Positions reallocations and reclassifications:**

**Indigent Defense:**

There are currently three positions budgeted in the Office of Indigent Defense, two of the three positions are vacant. Two changes will be made in the Office of Indigent Defense.

1. The 13/1 (Principal Secretary ) position will be abolished; the salary will be reallocated to the reclassified positions.
2. The 17/1 Court Panel Assistant position will be reclassified to a grade 16/1.

**Superior Court:**

Four positions will be reclassified in Superior Court 2001.

1. Accountability Courts Coordinator reclassified from 22/1 to 24/1.
2. Felony Drug Court Case Manager reclassified from 18/1 to 22/1.
3. Delete the Principal Secretary positions 13/1 and create Administrative Assistant 16/1.
4. Delete Administrative Assistant position 16/1 and create Office Administrator/Superior Court 17/1.

**State Court:**

One position in State Court 2101 will be reclassified.

1. DUI/Drug Court Case Manager reclassified from 18/1 to 20/1.

A table detailing the current and proposed salaries is attached. The table also details the proposed salary cost of the reorganization and reclassification along with the salary savings to the county general fund. The table shows salaries and calculates benefits at 35% of the base salary for a total compensation.

**Cost:**

The position of Principal Secretary being abolished in Indigent Defense will provide \$27,171.92 in salary savings and \$36,682.15 salary/benefits savings.

The proposed reorganization/reclassifications would cost \$20,107.98 in salaries and \$27,193.00 in salary/benefits. This will result in a savings of \$9,489.15 in salaries and benefits.

**Office of Court Administration  
Proposed Staff Reclassification**

**Current**

Employee	Current Salary	Benefit Cost	Total Salary w/ Benefits	Grade/Step	Budget Orgn
Vacant	\$33,146.80	\$11,601.38	\$44,748.18	17/1	2015
Deborah Boddie	\$42,495.44	\$14,873.40	\$57,368.84	22/1	2001
Toni Bell	\$34,835.48	\$12,192.42	\$47,027.90	18/1	2001
Sacha Green	\$34,835.48	\$12,192.42	\$47,027.90	18/1	2101
Deidre Kemp	\$27,171.97	\$9,510.18	\$36,682.15	13/1	2001
Janice Young	\$31,539.99	\$11,039.00	\$42,578.99	16/1	2001

**Proposed Salary**

Employee	Proposed Salary	Proposed Benefit Cost	Total Proposed Salary w/ Benefits	Grade/Step	Budget Orgn
Vacant	\$31,539.99	\$11,039.00	\$42,578.99	16/1	2015
Deborah Boddie	\$46,935.62	\$16,427.48	\$63,363.10	24/1	2001
Toni Bell	\$42,495.44	\$14,873.40	\$57,368.84	22/1	2001
Sacha Green	\$38,475.30	\$13,513.56	\$51,988.86	20/1	2101
Deidre Kemp	\$31,539.99	\$11,039.00	\$42,578.99	16/1	2001
Janice Young	\$33,146.80	\$11,601.38	\$44,748.18	17/1	2001

**Proposed Salary Cost**

Employee	Proposed Salary Increase	Proposed Benefit Cost	Total Proposed Salary Increase w/ Benefits	Grade/Step	Budget Orgn
Vacant	-\$1,606.81	-\$562.38	-\$2,169.19	16/1	2015
Deborah Boddie	\$4,440.18	\$1,554.08	\$5,994.26	24/1	2001
Toni Bell	\$7,659.96	\$2,680.98	\$10,340.94	22/1	2001
Sacha Green	\$3,639.82	\$1,321.14	\$4,960.96	20/1	2101
Deidre Kemp	\$4,368.02	\$1,528.82	\$5,896.84	16/1	2001
Janice Young	\$1,606.81	\$562.38	\$2,169.19	17/1	2001
<b>Total</b>	<b>\$20,107.98</b>	<b>\$7,085.02</b>	<b>\$27,193.00</b>		

**Indigent Defense Unused Salary**

Vacant Position	Salary	Benefit Cost	Total Salary w/ Benefits	Grade/Step	Budget Orgn
Principal Secretary	\$27,171.97	\$9,510.18	\$36,682.15	13/1	2015

**Reclassification Savings**

<b>Savings</b>	<b>\$7,063.99</b>		<b>\$9,489.15</b>		
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