

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting  
7:00 P.M.

November 18, 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 November 4, 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) **Request to Sell County Surplus Items, utilizing GovDeals.com.** as requested by the Central Services Department.

The list of items is as follows:

- a. Lot 422 -Air Conditioners and Misc. Metal Items
- b. Lot 423 -51 Computer towers without Hard Drives
- c. Lot 424 -47 Flat Panel Monitors & 10 Regular Monitors
- d. Lot 425 -A Metal Mule Cart
- e. Lot 426 -3 Basketball Goals
- f. Lot 427 -36 Assorted Printers
- g. Lot 428 -6 Filing Cabinets
- h. Lot 429 -Assorted Metal Shelving
- i. Lot 430 -193 Patio Cushion Chairs without arms
- j. Lot 431 -4 sets of lockers
- k. Lot 432 -8 Light Bars
- l. Lot 433 -31 UPS & Surge Protectors
- m. Lot 434 -37 Typewriters
- n. Lot 435 -40 Computer Towers without Hard Drives
- o. Lot 436 -39 Computer Towers without Hard Drives
- p. Lot 437 -31 Assorted Printers
- q. Lot 438 -37 Assorted Printers
- r. Lot 439 -5 Toro Lawn-mowers

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- s. Lot 440 -6 Pieces of Assorted Lawn Equipment
- t. Lot 441 -2 Scag Riding Mowers
- u. Lot 442 -3 Scag Riding Mowers
- v. Lot 443 -2 Scag Riding Mowers with extra tires
- w. Lot 444 -6 sets of Cubicles with Desk-tops

2) **RFQ for Ground Ladder Testing and Aerial Device Examinations.** (POR #00000574. Fire One, Inc., located in Drexel Hill, Pennsylvania. Funding is available through the Fire Department Funds. As requested by the Fire/EMS Department). Per Section 2-136 (4) 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.

3) **RFQ for Professional DJ Services.** (\$75.00 hourly rate / POR #00000476. Mitchell Crumley Soul 4 Real Services, LLC, located in Jonesboro, Georgia. Funding is available through the Senior Services Funds. As requested by the Senior Services Department). Per Section 2-136 (4) 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) **Purchase of Vehicles for Clayton County Police Department.** (\$47,806.50 / Statewide Contract #99999-ES40199409-0001 with Akins Ford Dodge Jeep, located in Winder, Georgia. Funding is available through the County's Vehicle Replacement Funds. As requested by the Police 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."

5) **Resolution #2012-95 – 2004 SPLOST Consultant Design Services, Right of Way Services and Optional CEI Services for the Widening and Reconstruction of Godby**

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**Road Change Order Request, Second Contract Amendment.** (\$4,870.00 / AMEC E&I, Inc., located, in Alpharetta, Georgia. Funding is available through the 2004 SPLOST Funds. As requested by the Transportation and Development 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.

6) **RFP PKG #11-43 Sports Photography Services for Clayton County Parks and Recreation, Annual Contract, Second Amendment Request for Additional Services.** (Score Photo, Inc., located in Kennesaw, Georgia). 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.

7) **RFP PKG #13-40 SPLOST Construction Management At Risk Services for the Construction of the Multipurpose Fire Training Building, Contract Guaranteed Maximum Price (GMP) Amendment.** (\$4,128,796.00 / Potts Construction, LLC, located in Conyers, Georgia). 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.

8) **RFB PKG #14-09 Clayton County Ball Field Renovations – Annual Contract, First Amendment, Request for Additional Services.** (\$7,200.00 / Benson Construction Company, Inc., located in Tifton, Georgia. Funding is available through the 2009

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SPLOST Funds. As requested by the Parks and Recreation 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.

9) **RFB PKG #14-48 Clayton County Tree Services – Annual Contract.** (Computerbuzz, Inc., located in Atlanta, Georgia, As requested by the Building Maintenance Department, Parks and Recreation Department, and Transportation and Development Department5). 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.

10) **County's Public Entity Excess Liability Insurance Coverage for the period of December 31, 2014 through December 31, 2015.** This insurance coverage is for claims against the County alleging bodily injury, property damage, public official's liability, law enforcement liability, errors and omissions, employment practices liability, employee benefits liability. The renewal insurance with Starr Indemnity and Liability Company at \$459,600.00 will be a 2% reduction in the premium from last year's value of \$471,342.00, a savings of \$11,742.00 to the County.

11) **County's Property and Boiler and Machinery Insurance Coverage for the period of January 1, 2015 through January 1, 2016.** This provides insurance coverage on County owned and leased buildings, their contents, garaged owned and leased vehicles and equipment. The renewal with Travelers at \$200,377.00 will be a 1.3% reduction in the premium from last year's value of \$203,048.00, a savings of \$2,671.00 to the County.

12) **County's Aviation Insurance Coverage, including Aircraft, Airport Owners (Heliport) and associated liability coverage for the period of January 1, 2015 through January 1, 2016.** This insurance will provide coverage for the Clayton County's Pilots,

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Helipad, Aircraft and associated liabilities. The renewal with Ace Property and Casualty Insurance Company will result in a premium of \$37,438.00, no increase in the premium from last year.

7. Consider requests of Ramona Thurman, Chief Financial Officer.
  - 1) Budget Amendment #2-82/CCBOC Medical Self Insurance/FYE 6-30-14 – to provide funds for additional performance bond expense, claims expense, paying agent fees and to transfer funds to the workers compensation fund, in the amount of \$3,016,677.00.
  - 2) Budget Amendment #2-83/Workers Compensation Self Insurance/FYE 6-30-14 – to transfer funds in from the medical self-insurance fund to provide for additional workers compensation claims, in the amount of \$1,500,000.00.
  - 3) Budget Amendment #2-10/Economic Development/FYE 6-30-15 – to amend in a donation received from Central Georgia EMC, in the amount of \$1,500.00.
  - 4) Budget Amendment #2-11/Sheriff/FYE 6-30-15 – to amend in revenue received from the Department of Justice for the State Criminal Alien Program, in the amount of \$101,576.00.
  - 5) Budget Amendment #4-52/2004 SPLOST Roads & Recreation/FYE 6-30-15 – to amend the budget for construction modifications on the Clark Howell Highway Realignment Project, in the amount of \$187,192.00.
  - 6) Budget Amendment #4-53/2004 SPLOST Roads & Recreation/FYE 6-30-15 – to amend the budget for environmental services consultant, AMEC on the Godby Road Widening Project, in the amount of \$4,870.00.
  - 7) Budget Amendment #4-55/2009 Reimposition SPLOST/FYE 6-30-15 – to amend the budget for funding for Lake Ridge Parkway sidewalk installation, in the amount of \$282,240.00. (RFB #14-49 was approved by the Board of Commissioners at the Regular Business Meeting on November 4, 2014).
  - 8) Request for Release of Demolition Bond posted to clean up the lot at the property located at 6146 Fieldcrest Drive, Morrow, Georgia 30260, in the amount of \$500.00.
8. Consider two (2) requests of Renee Bright, Director of Human Resources.

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- 1) Fire and Emergency Services requests to delete a vacant Fire Captain position (Grade 28) and create an Emergency Services Communications Officer (Grade 28).
  - 2) Fire and Emergency Services requests to delete a vacant System Analyst/Emergency Management position (Grade 21) and create Emergency Management Training & Exercise Officer (Grade 21).
9. Consider the requests submitted by Christie Barnes, Chief Staff Attorney, of the following ordinances and resolutions.
- 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”. **(Second Read)**
  - 2) 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”. **(Tabled)**
  - 3) Resolution 2014-299 - A Resolution authorizing Clayton County to enter into a Memorandum of Understanding with the Georgia Public Defender Standards Council providing for the delivery of indigent defense services under the Georgia Indigent Defense Act for FY 2015.
  - 4) Resolution 2014-300 - A Resolution amending the Clayton County Emergency operations plan by adding Annex I “Clayton County Continuity of Government Operations Plan”.
  - 5) Resolution 2014-301 - A Resolution authorizing Clayton County to enter into a License Agreement providing for the terms and conditions under which Doyle Baseball, Inc. will sponsor and host two coaching clinics at Flat Shoals Park and Panhandle Park.
  - 6) Resolution 2014-302 - A Resolution authorizing Clayton County Department of Parks and Recreation to apply for and, if awarded, accept a 2014 Georgia Recreation Trails Program grant administered by the State Department of Natural Resources.

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- 7) Resolution 2014-303 - A Resolution authorizing Clayton County to accept the donation of a portable trailer unit from the Clayton County Board of Education for the Clayton County Police Department.
- 8) Resolution 2014-304 - A Resolution authorizing Clayton County to exercise its powers of eminent domain in accordance with provisions of Georgia Laws for the purpose of acquiring certain properties for use by the Clayton County Department of Transportation and Development for the Godby Road Widening Improvement Project.
- 9) Resolution 2014-305 - A Resolution authorizing Clayton County to apply for, and if awarded, accept the Fiscal Year 2015 Local Maintenance and Improvement Grant from the Georgia Department of Transportation on behalf of Clayton County Transportation and Development.
- 10) Resolution 2014-306 - A Resolution authorizing Clayton County to accept a Homeland Security Equipment Grant, from the Georgia Emergency Management Agency, in the amount of \$100,000.00 with no matching County funds to purchase explosive ordinance demolition equipment.
- 11) Resolution 2014-307 - A Resolution authorizing Clayton County to enter into an Intergovernmental Agreement with the cities of Riverdale and Jonesboro for the operation of a joint anti-drug task force.
- 12) Resolution 2014-308 - A Resolution authorizing Clayton County to enter into an Intergovernmental Agreement with the City of Atlanta for the operation of a joint anti-drug task force.
- 13) Resolution 2014-309 - A Resolution authorizing Clayton County to enter into a contract with Dr. Paula Fredricks and Dr. Elizabeth Perry to provide urgent services for the Clayton County Animal Control Kennel.
- 14) Resolution 2014-310 - A Resolution authorizing Clayton County to enter into a Natural Gas Extension Contract for gas services with Atlanta Gas Light Company.

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15) Resolution 2014-311 - A Resolution by the Clayton County Board of Commissioners eliminating the pre-agenda meetings held before each regularly scheduled business meeting.

10. Appointment to the Housing Authority Board to fill the expiring term of Ms. Tonya Clarke. The term is a five (5) year term, expiring December 1, 2019. (Full-Board Appointment)

**EXECUTIVE SESSION**

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

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A G E N D A

FINANCE SUPPORTING DOCUMENTATION  
BEGINS ON NEXT PAGE

**CLAYTON COUNTY  
INTER - OFFICE MEMO**

2-82

**DATE:** November 12, 2014  
**TO:** Board of Commissioners  
**FROM:** Ramona Thurman, Chief Financial Officer  
**SUBJECT:** Request for Budget Amendment - CCBOC Medical Self Insurance

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

**APPROPRIATION FROM FUND BALANCE:**

|  |               |              |
|--|---------------|--------------|
| Appropriation from Medical Self Ins Fund Balance | 755-7605-7000 | \$ 2,726,597 |
|--|---------------|--------------|

**INCREASE REVENUE:**

|                                |               |            |
|--------------------------------|---------------|------------|
| Self Insurance Premium Revenue | 755-7605-3280 | \$ 290,080 |
|--------------------------------|---------------|------------|

---

**INCREASE EXPENSE:**

|                          |               |                     |
|--------------------------|---------------|---------------------|
| Performance Bond Expense | 755-7605-4730 | \$ 80,843           |
| Claims Expense           | 755-7605-4735 | 1,135,575           |
| Paying Agent Fees        | 755-7605-5520 | 300,259             |
| Operating Transfer Out   | 755-7605-7510 | 1,500,000           |
|                          |               | <u>\$ 3,016,677</u> |

**Reason:** To provide funds for additional performance bond expense, claims expense, paying agent fees and to transfer funds the workers compensation fund.

**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**

2-10

**DATE:** October 24, 2014  
**TO:** Board of Commissioners  
**FROM:** Ramona Thurman, Chief Financial Officer  
**SUBJECT:** Request for Budget Amendment - Economic Development

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

**INCREASE REVENUE:**

|                     |               |    |       |
|---------------------|---------------|----|-------|
| Gifts and Donations | 210-1105-7005 | \$ | 1,500 |
|---------------------|---------------|----|-------|

**INCREASE EXPENSE:**

|                                |               |    |       |
|--------------------------------|---------------|----|-------|
| Miscellaneous Program Supplies | 210-1105-4383 | \$ | 1,500 |
|--------------------------------|---------------|----|-------|

**Reason:** To amend in a donation received from Central Georgia EMC.

**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  
sl



**The Central Georgia  
Electric Membership Corporation**

923 S. Mulberry Street / Jackson, Georgia 30233  
770-775-7857

STATE BANK & TRUST COMPANY 64-412  
MACON, GEORGIA 31210 611

NO.083186

|        |           |            |              |
|--------|-----------|------------|--------------|
| Vendor | Check Nbr | Check Date | Check Amount |
| 662    | 83186     | 09/17/14   | \$1,500.00   |

Pay ONE THOUSAND, FIVE HUNDRED DOLLARS AND 00/100 CENTS

To The  
Order Of CLAYTON CO DEPT OF ECONOMIC  
DEVELOPMENT  
121 S MCDONOUGH STREET  
JONESBORO GA 30236

(VOID AFTER 90 DAYS)  
OPERATING & GENERAL ACCOUNT

*Darryl Haul*

Chairman

*D.A. Robinson*

Treasurer

⑈083186⑈ ⑆061104123⑆ 014 266 2⑈

662  
CLAYTON CO DEPT OF ECONOMIC

Please Detach and Retain Statement  
**THE CENTRAL GEORGIA ELECTRIC MEMBERSHIP CORPORATION**  
JACKSON, GEORGIA 30233  
770-775-7857

Check Nbr: 83186  
Check Date: 09/17/14

We herewith hand you our check in settlement of items listed below.

| Invoice Nbr      | Description | Invoice Date | Ref Nbr | Amount   |
|------------------|-------------|--------------|---------|----------|
| SA00000000041969 | DONATION    | 09/17/14     |         | 1,500.00 |

210-1105-7005  
210-1105-4883

NO.083186

**CLAYTON COUNTY  
INTER - OFFICE MEMO**

2-11

**DATE:** November 12, 2014  
**TO:** Board of Commissioners  
**FROM:** Ramona Thurman, Chief Financial Officer  
**SUBJECT:** Request for Budget Amendment - Sheriff

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

**INCREASE REVENUE:**

|                      |               |    |         |
|----------------------|---------------|----|---------|
| Fedral Reimbursement | 101-2801-3207 | \$ | 101,576 |
|----------------------|---------------|----|---------|

**INCREASE EXPENSE:**

|                               |               |    |                |
|-------------------------------|---------------|----|----------------|
| Other Contract Service Fees   | 101-2803-4140 | \$ | 27,521         |
| Miscellaneous Tool Supplies   | 101-2803-4385 |    | 3,393          |
| Other Minor Equipment         | 101-2803-4394 |    | 12,733         |
| Other Machinery and Equipment | 101-2803-6040 |    | 57,929         |
|                               |               | \$ | <u>101,576</u> |

**Reason:** To amend in a revenue received from the Department of Justice for the State Criminal Alien Program.

**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**

**DATE:** November 10, 2014  
**TO:** Board of Commissioners  
**FROM:** Ramona Thurman, Chief Financial Officer  
**SUBJECT:** Request for Budget Amendment - Fund 306 - 2004 SPLOST Roads & Recreation

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

**INCREASE REVENUE:**

|   |               |    |         |
|---|---------------|----|---------|
| Appropriations from SPLOST Fund Balance | 306-4001-7000 | \$ | 187,192 |
|---|---------------|----|---------|

**INCREASE EXPENSES:**

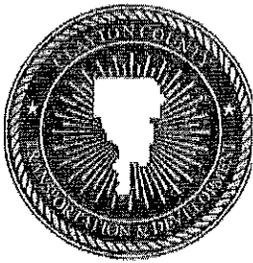
|                               |                           |    |         |
|-------------------------------|---------------------------|----|---------|
| Roads, Bridges & Improvements | 306-4001-6050-31730-7Y140 | \$ | 187,192 |
|-------------------------------|---------------------------|----|---------|

**Reason:** To amend the budget for construction modifications on the Clark Howell Highway Realignment Project.

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 31, 2014  
TO: Ramona Thurman, Chief Financial Officer, Finance  
FROM: *JCM* Jeff Metarko, Director, Transportation & Development  
RE: 2004 SPLOST Program – Budget Amendment (Change Order)

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Please amend the budget of \$187,191.96 for construction modifications on the Clark Howell Highway Realignment Project, 306-4001-6050-31730-7Y140. (PO #14-3021) Please bring this matter before the Board of Commissioners consideration at the next available Regular Business Meeting.

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

JCM/b

CC: Lisa Terry  
Sharon Stone  
Project File

**CLAYTON COUNTY  
INTER - OFFICE MEMO**

**DATE:** November 10, 2014  
**TO:** Board of Commissioners  
**FROM:** Ramona Thurman, Chief Financial Officer  
**SUBJECT:** Request for Budget Amendment - Fund 306 - 2004 SPLOST Roads & Recreation

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

**INCREASE REVENUE:**

Appropriations from SPLOST Fund Balance      306-4001-7000      \$      4,870

**INCREASE EXPENSES:**

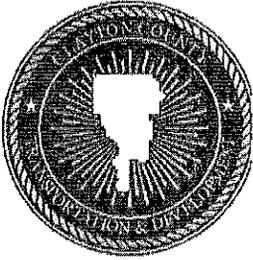
Roads, Bridges & Improvements      306-4001-6050-33650-7Y050      \$      4,870

Reason: To amend the budget for environmental services consultant, AMEC on the Godby Road Widening Project.

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: November 3, 2014  
TO: Ramona Thurman, Chief Financial Officer, Finance  
FROM:  Jeff Metarko, Director, Transportation & Development  
RE: 2004 SPLOST Program – Budget Amendment (Change Order)

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Please amend the budget of \$4,870 for environmental services consultant, AMEC on the Godby Road Widening Project, 306-4001-6050-33650-7Y050. (PO #13-0352) Please bring this matter before the Board of Commissioners consideration at the next available Regular Business Meeting.

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

JCM/b

CC: Lisa Terry  
Sharon Stone  
Project File

**CLAYTON COUNTY  
INTER - OFFICE MEMO**

**DATE:** November 10, 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 | \$ | 282,240 |
|---|---------------|----|---------|

**INCREASE EXPENSES:**

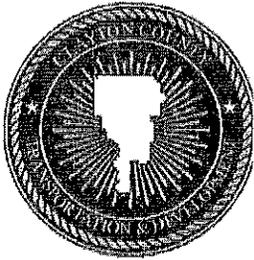
|                     |                           |    |         |
|---------------------|---------------------------|----|---------|
| Land & Improvements | 307-4001-6050-SW025-7Y150 | \$ | 282,240 |
|---------------------|---------------------------|----|---------|

**Reason:** To amend the budget for funding for Lake Ridge Parkway sidewalk installation. RFB #14-49 was approved by the Board of Commissioners at the regular business meeting on November 4, 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: November 6, 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 a 2009 SPLOST account (307-4001-6050-SW025-7Y150) and budget of \$282,240 for the Lake Ridge Parkway project. Funds are needed for sidewalk installation.

RFB #14-49 was approved by the Board of Commissioners at the Regular Business Meeting on November 4, 2014.

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

JCM/b

CC: Jeff Metarko/Lisa McCoy  
Sharon Stone

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

*Clayton County*  
*Community Development*



PATRICK EJIKE  
DIRECTOR

**Interoffice Memorandum**

**Date:** September 11, 2014  
**To:** Ramona Thurman, Chief Financial Officer  
**From:** Patrick Ejike, Director  
**Subject:** Request for Release of Demolition Bond

Please issue a check in the amount of \$500.00 made payable to:

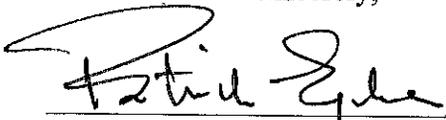
**Name:** Paces Contracting Services  
**Address:** 110 Andrew Dr.  
**City:** Stockbridge      **State:** GA      **Zip:** 30281

For the purpose of: Releasing a Demolition Bond posted to clean-up of the lot at the property located at 6146 Fieldcrest Dr. Morrow, Ga. 30260

This check should be charged to account #101-2251.

Thank you for your assistance. Should you have any questions, please feel free to contact me at extension 3574.

Sincerely,

  
\_\_\_\_\_  
Patrick Ejike, Director

PE/dh

Attachment

**Note:** This form is not to be used for bailiffs, employee advance requests or employee expense reports. This form should be used in lieu of multiple invoice documents.

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting  
7:00 P.M.

November 18, 2014

A G E N D A

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: Fire and Emergency Services

Phone:  
(678) 614-5941  
Example: (000) 000-0000

E-mail:  
landry.merkison@ccfes.org  
Example: john.doe@claytoncountyga.gov

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

FYE: Select Agenda Meeting Date:  
FYE15 2014-11-12T14:00:00

Request Type:  
Reclassification of Position(s)

Purpose:

Delete the Systems Analyst/Emergency Management position at a pay grade 21 and add in its place an Emergency Management Training & Exercise Officer at a pay grade 21.

Rationale:

This position will support the operations of the Emergency Management Agency by developing and implementing training classes for employees and the public, developing and coordinating multi-year training and exercise plans and along with Operations Officer and Planning Officer, developing and implementing public outreach campaigns.

Facts:

This will help EMA maintain compliance with all local, State and Federal exercise and Training requirements in order to meet the mandates set forth through FEMA for Clayton County Government to maintain its Grant Eligibility and maximum reimbursement potential.

Impact:

This request is budget neutral.

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: EMA Training and Ex Officer (3).pdf

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

Alternate Contact Name: Tim Sweat  
Alternate Contact Phone: (404) 391-1531  
Example: (000) 000-0000

Alternate Contact Email:  
tim.sweat@ccfes.org  
*Example: john.doe@claytoncountygva.gov*

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Comments:

Initiated Date:

10/28/2014

3:41:38 PM

Initiated By:

Landry Merkison

## CLAYTON COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:**       **EMA Training and Exercise Officer**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to support the operations of the Emergency Management Agency by developing and implementing training classes for employees and the public, developing and coordinating multi-year training and exercise plans and along with Operations Officer and Planning Officer, developing and implementing public outreach campaigns.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Develops and coordinates programs/activities associated with preparation for, response to, and recovery from natural or man-made disasters or emergencies affecting the lives and property of the citizens.

Reviews, revises and/or updates the Clayton County Emergency Operations Plan and the Clayton County Hazard Mitigation Plan, supporting documents and other programs to improve local government's ability to prepare for and respond to emergencies and disasters; discusses and coordinates plan with business and industry, public agencies, the community and disaster relief organizations.

Assists local industries, hospitals, welfare services, personal care homes, volunteer groups, and community organizations with development of emergency preparedness plans and the coordination of these plans with county and city first response departments and mutual aid organizations.

Develops, assists with, and participates in emergency management program preparedness/readiness training, exercises, and disaster critiques. Coordinates exercise with local industries, hospitals. Personal care homes, city and county first responders, school systems and news media. Coordinates and schedules training for county and city first responders.

Evaluates drills and exercises testing emergency response to various situations; identifies areas of deficiency and assists in elimination of deficiencies.

Monitors, test and/or inspects the county's warning alarm and emergency alert systems; stores, maintains, uses and/or issues, and conducts classes on a variety of EMA instrumentation and equipment.

Surveys office complexes, plants, warehouses, nursing homes and schools and recommends safe areas for occupants. Instructs the general public regarding individual family protection programs and survival during disasters. Coordinates the instruction of the Community Emergency Response Team (CERT) training and maintains database of team members.

## Clayton County, Georgia ~ EMA Training and Exercise Officer

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Responds, on 24 hour basis, to emergency calls involving fires, hazardous weather, transportation accidents and fixed facilities incidents involving hazardous materials, makes safety determination, issues guidance and coordinates work activities to return scenes to pre-hazard conditions.

Reviews work progress and certifies compliance; makes determinations about evacuation and/or sheltering; coordinates shelter openings; coordinates with various agencies to obtain assistance and additional resources for county response and recovery operations.

Ensure National Incident Management System (NIMS) compliance for all county and city departments and agencies, local private entities and any and all agencies identified by NIMS as first responders. Serve as local point of contact for NIMS training, documentation and certification.

Monitors compliance of county and cities with all local, state and federal guidelines to ensure eligibility for grant funding. Serve as point of contact for Finance Department to ensure compliance with grants guidelines and proper documentation of all activities related to the grant expenditures.

Maintains the Emergency Operations Center in a state of readiness. Ensures policies, procedures and guidelines related to opening, operating and closing the EOC are up-to-date. Coordinates the EOC calendar with 911 Training Department to ensure there are no conflicts for use of the EOC. Maintains the computers, computer programs, specialty software, telephones equipment and all other devices are maintain in working order.

Compiles hydro meteorological weather data, emergency resources listings, hazardous materials inventories, facility locations and emergency contacts.

Provides guidance to county departments for the development of standard and emergency operations procedures; prepares and submits news releases to educate and alert county residents; preserves the Community Right To Know Policy.

Assist in preparation of emergency management budget; monitors expenditures for fiscal compliance; prepares applications for and seeks government grants to fund departmental resources; may submit reimbursement reports and budget summaries for remunerations by federal, state or private sources.

Provides disaster preparedness information to county departments, civic and professional organizations, board of education facilities, the public, businesses and state agencies.

Maintains knowledge and awareness of applicable laws/regulations, reads professional literature; maintains professional affiliations; attends workshops and training sessions, as appropriate; may serve on panels, boards, and/or committees.

Completes, prepares and/or approves a variety of forms, logs, requests, records, reports, correspondence and other documents associated with daily responsibilities of this position; forwards or retains, as appropriate; prepares and maintains files and administrative records.

Coordinates and cooperates with state and federal agencies, adjacent jurisdictions and private volunteer organizations to provide training for local responders, exchange information, conduct exercises and during actual emergencies.

## Clayton County, Georgia ~ EMA Training and Exercise Officer

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### ADDITIONAL FUNCTIONS

Operate a motor vehicle to conduct work activities.

Develops situation scenarios and realistic exercises to train the public safety community; models emergency management training from modified public safety training classes.

Answers the telephone; provides information; takes and relays messages and/or directs calls to appropriate personnel; returns calls as necessary.

Substitutes for co-workers in temporary absence of same; may assume responsibility of responding to emergency situations in absence of Deputy Director; provides assistance to other employees or departments as needed. Performs other related duties as required.

Performs other related duties as required.

### MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in fire suppression, fire prevention and emergency first aid, Fire Prevention Engineering, Fire Science, or Fire Service Management; knowledge of current Information Technology and video production infrastructure with proper perspective and analytical skills to apply Information Technologies to meet service needs; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license and including appropriate level/endorsement(s). Must meet all promotional eligibility requirements and certifications. Must be at least 18-years of age. Must be a US Citizen or resident status. May be required to attain and maintain additional certifications, such as GEMA Certified Emergency Manager

### ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12 – 20 pounds)

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer*



## 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:                    | Fire and Emergency Services                  |
| Phone:                         | E-mail:                                      |
| (678) 614-5941                 | landry.merkison@ccfes.org                    |
| <i>Example: (000) 000-0000</i> | <i>Example: john.doe@claytoncountyga.gov</i> |

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

|       |                             |
|-------|-----------------------------|
| FYE:  | Select Agenda Meeting Date: |
| FYE15 | 2014-11-12T14:00:00         |

Request Type:  
Reclassification of Position(s)

Purpose:

To add an Emergency Services Communications Officer at a Grade 28 Step 1, by deleting one (1) Fire Captain position at Grade 28, Step 2 which was vacated on 8/13/14.

Rationale:

The Captain's position in Public Affairs has been vacant since August of this year. This has created difficulties in maintaining consistency in information dissemination throughout the department and the community. This position will allow the department to bring in someone with the skill set needed to progress the department and grow our internal and external media presence.

Facts:

The Emergency Services Communications Officer (ESCO) establishes, maintains, and coordinates effective disaster emergency communications services and information systems critical to CCFES's role in coordinating the county's response, continuity efforts, and restoration of essential services before, during, and after an incident or planned event. The ESCO promotes and provides operable and interoperable communications and information systems capabilities across all levels of government to ensure mission-critical information and situational awareness for emergency management decision makers and support elements utilizing internal, external and social media outlets.

Impact:

This will create an annual savings of \$951.00 in salary and benefits.

*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: | Emergency Services Communications Officer.pdf |
|---------------------------|---|

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

|                         |                                |
|-------------------------|--------------------------------|
| Alternate Contact Name: | Alternate Contact Phone:       |
| David King              | (678) 689-8082                 |
|                         | <i>Example: (000) 000-0000</i> |

Alternate Contact Email:  
david.king@ccfes.org  
*Example: john.doe@claytoncountytga.gov*

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Comments:

Initiated Date:  
10/21/2014  
3:30:51 PM

Initiated By:  
Landry Merkison

# CLAYTON COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:       EMERGENCY SERVICES COMMUNICATIONS OFFICER**

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## **PURPOSE OF CLASSIFICATION**

The Emergency Services Communications Officer (ESCO) establishes, maintains, and coordinates effective disaster emergency communications services and information systems critical to CCFES's role in coordinating the county's response, continuity efforts, and restoration of essential services before, during, and after an incident or planned event.. This position serves at the pleasure of Fire Chief and may receive instruction from any member of the Chiefs Executive Staff.

## **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for the classification. Other duties may be required and assigned.**

Operate and maintain the department's in-house closed circuit training channel under the direction of the Planning and Training Division. Update broadcast media content relevant to the needs of employees as it relates to annual recertification material and general information.

Develop strategies and tactics that will expand Clayton County Fire and Emergency Services reach to various markets and providers in diverse media, which should include Internet, network television/radio, satellite, and the web.

Promotes and provides operable and interoperable communications and information systems capabilities across all levels of government to ensure mission-critical information and situational awareness for emergency management decision makers and support elements utilizing internal, external and social media outlets..

Maintain and update content and information that is reflected on web pages and social media to ensure consistency and provide online accessibility to the citizens of Clayton County. Participate in strategic and operational planning pertaining to web site development, maintenance, and functionality.

Interact with all levels of County government. Communicate accurate information to other County personnel in a professional manner. Use appropriate, established channels of communication. Display a high level of effort and commitment to performing work.

Perform tasks requiring knowledge of a variety of standard computer applications such as Microsoft Office, Adobe, operation of telephone, facsimile machine, photocopiers, scanners, and broadcast production equipment/technology.

## **Clayton County, Georgia ~ Emergency Services Communications Officer**

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Must have experience with current photo/video editing software to include Adobe Premier, Photoshop, Adobe Illustrator, Adobe In-Design and similar programs.

Assist with developing, coordinating, and promoting special events and activities generated by the Office of Professional Standards. Oversees the design, production, and layout of the departments website, official publications, brochures, newsletters/newspapers, and/or magazines for print and broadcast media vehicles.

In the absence of the assigned public information officer, serve as the media relations point of contact for media and other external agencies in public information or educational matters. Develop and distribute public service announcements and press releases to media outlets, external agencies, and to the public.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Must have excellent communication skills, both written and oral, with particular emphasis on grammar and syntax.

Must demonstrate strong proofreading ability and have the ability to prioritize and effectively work on multiple projects simultaneously, under pressure with tight deadlines.

Must be able to establish and maintain positive relations with Local, State and Federal Emergency Officials, media or other representatives.

May be required to respond to after-hours emergency scenes and/or disasters for purposes of public relations and/or to respond to media inquiries.

### **ADDITIONAL FUNCTIONS**

Must achieve and maintain, employer provided CPR/AED certification within 12 months of employment.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in Public Administration, Business, Communications, Speech, Marketing, Public Relations, Computer Science, or closely related field; supplemented by five (5) years of experience in customer service, public relations, and/or marketing work; preference given for previous local government experience; **or** any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.

**ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*