

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

December 2, 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 18, 2014 Regular Business Meeting minutes.
5. PUBLIC COMMENT: Citizens will be given a three (3)-minute maximum time limit to speak before the Board of Commissioners about various topics, issues, and concerns. Following thirty minutes of hearing from the public, the Board of Commissioners will allow the remainder of citizens who have signed up to be heard at the next Tuesday business meeting.
6. PROCLAMATION: "Clayton County Observes December 1-5, 2014 as Winter Weather Preparedness Week". (Presented by Chairman Jeffrey E. Turner).
7. Consider requests of Ramona Thurman, Interim Purchasing Agent of Central Services. (NOTE: The entire Purchasing Ordinance for Clayton County, Georgia can be viewed on the MuniCode website. Citizens can access this website via the following website address: <http://library.municode.com/index.aspx?clientId=10562>.)

1) **RFP PKG #11-43 Sports Photography Services for Clayton County Parks and Recreation, Annual Contract, Second Amendment Request for Additional Services for the Senior Services Department.** (\$100.00 hourly rate. 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 primary consideration in the competitive sealed proposal method is best value. The competitive sealed proposal method will be used when the costs of goods and services exceed \$25,000.00. All goods and services in excess of \$25,000.00 are required to be purchased through the sealed proposal process, or negotiated by the director of central services with full board of commissioners approval. The Clayton County Board of Commissioners makes the final award for all non-budgeted proposals of \$35,000.00 and greater.

2) **RFB PKG #14-52 Clayton County 2014 Miscellaneous Sidewalk Improvements Commission Districts 3 and 4, Clayton County, Georgia (Re-Bid).** (\$456,311.00 / C&C Lovejoy, LLC, located in Lovejoy, Georgia. Funding is available through

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the 2009 SPLOST Funds. As requested by the Transportation and 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.

3) **RFB PKG #14-53 Clayton County Traffic Engineering Sign Truck.** (\$118,306.00 / Peach State Ford Truck Sales, located in Forest Park, Georgia. Funding is available through the 2009 SPLOST Funds. As requested by the Transportation and 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 #14-55 Clayton County Transportation & Development Ready-Mix Concrete Supply, Annual Contract.** (Walker Concrete Company, LLC, located in Stockbridge, Georgia. Funding is available through the 2009 SPLOST Funds. As requested by the Transportation and 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) **RFB PKG #14-60 Clayton County Police Department Uniforms, Annual Contract (Re-Bid).** (ASR Command Uniforms, located in Atlanta, Georgia. Funding is available through the Police Departments General Funds). Per Section 2-136 (1) Clayton

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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) **RFQ for Asbestos Inspection and Testing Services, Annual Contract, Final Annual Renewal, Second Contract Amendment.** (GLE Associates, located in Atlanta, Georgia. As requested by the Transportation and Development Department). Per Section 2-136 (4) Clayton County Purchasing ordinance, Clayton County utilizes the written quotation method 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. Written quotations do not require advertising. Vendors will be randomly chosen from our vendor list according to commodity code. Two vendors can be added to the randomly generated list at the discretion of central services staff members. Facsimiles and e-mails are acceptable forms of written quotations. Awards for written quotations are given strictly on a lowest cost method.

7) **RFQ for As Built Survey and Demolition Plan for HUD.** (\$18,900.00 / WLB Associates, Inc., located in Jonesboro, Georgia. Funding is available through the Community Development Building Grant Funds. As requested by the Community Development Department). Per Section 2-136 (4) Clayton County Purchasing ordinance, Clayton County utilizes the written quotation method 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. Written quotations do not require advertising. Vendors will be randomly chosen from our vendor list according to commodity code. Two vendors can be added to the randomly generated list at the discretion of central services staff members. Facsimiles and e-mails are acceptable forms of written quotations. Awards for written quotations are given strictly on a lowest cost method.

8) **Purchase of DCR Digital Court Audio/Video Recording System – Software, Hardware, Installation and Training, Sole Source Purchase.** (POR #00000451 / \$33,820.00 / Business Information Systems, Inc., (BIS) located in Ft. Lauderdale, Florida. Funding is available through the State Court Systems Technology Funds. As requested by the Court

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Administrators office). Per Section 2-136 (7) Clayton County Purchasing ordinance, Clayton County utilizes the Sound procurement practice when it requires that sole source purchases be used when it is the only option and not as an attempt to contract with a favored service provider for a favored product. The purchasing agent requires all sole source providers to supply a letter stating that they are the sole source for a given product or service and why they are considered to be the sole source (technology, patents, etc.). All sole source purchases will be clearly defined when presented to the Clayton County Board of Commissioners.

9) **Purchase of Palatine Software for an Electronic Warrant and First Appearance System, Sole Source Purchase.** (\$66,985.00 / Palatine Technology Group, located in Woodland Hills, California. Funding is available through the Sheriff's General Funds, Police Departments State Drug Funds and the Magistrate Court General Funds. As requested by the Police Department, Sheriff's Department and Magistrate Court). Per Section 2-136 (7) Clayton County Purchasing ordinance, Clayton County utilizes the Sound procurement practice when it requires that sole source purchases be used when it is the only option and not as an attempt to contract with a favored service provider for a favored product. The purchasing agent requires all sole source providers to supply a letter stating that they are the sole source for a given product or service and why they are considered to be the sole source (technology, patents, etc.). All sole source purchases will be clearly defined when presented to the Clayton County Board of Commissioners.

10) **Request for Board of Commissioners Approval to utilize National Joint Powers Alliance, utilizing Shred-It USA to provide Shredding Services for Various County Departments.** (POR #00000461 / National Joint Powers Alliance Contract #020613-SIU, Shred-It USA, located in Franklin Park, Illinois. Funding is available through the various departments. As requested by the Information Technology Department). Per Section 2-114 Clayton County purchasing ordinance; Cooperative purchasing methods. The purchasing agent shall have the authority to join with other governmental units in cooperative purchasing plans when the best interests of the county would be served thereby.

11) **To renew the County's Fiduciary Liability Insurance for the period December 22, 2014 through December 22, 2015.** The Fiduciary Liability Insurance provides insurance coverage for claims alleging breach of duty in the administration of the pension, deferred compensation or employee benefit plans. This includes coverage for any negligent act, error or omission in informing employees of the content of any sponsored and insured benefit plans. Those persons covered include the County's past, present or future elected officials, trustees, employees and others who are involved with these plans. The current year's premium

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is \$26,596.00. The renewing premium for December 22, 2014 through December 22, 2015 will be \$28,815.00. This represents an 8% increase in premium.

8. Consider requests of Ramona Thurman, Chief Financial Officer.

1) Budget Amendment #2-12/State Narcotics Condemnation Fund/FYE 6-30-15 – to amend in the budget to facilitate the purchase of hardware and software for the contractual E-Warrant System for the Police Department, in the amount of \$24,000.00.

2) Budget Amendment #4-67/2009 Reimposition SPLOST/FYE 6-30-15 – to amend the budget for funding for the Miscellaneous Sidewalk Improvements project in Commission Districts 3 & 4, RFB #14-52, in the amount of \$456,311.00.

3) Request for Refund of back taxes to Lufthansa Cargo A.G., located at 4301 ASR Road “Building A”, Atlanta, Georgia 30320, in the amount of \$24,645.90.

Consider the requests submitted by Christie Barnes, Chief Staff Attorney, of the following ordinances and resolutions.

9. Ordinance 2014-314 - An Ordinance to amend Code of Clayton County, Georgia, as amended, specifically Chapter 2, Administration, Article IV, Purchases and Property Disposition, Section 2-147 “Disposal of Unserviceable Property”, so as to add a new Section (C) thereto relating to disposal of public safety uniforms.
10. Resolution 2014-315 - A Resolution authorizing the acceptance of one 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.
11. Resolution 2014-316 - A Resolution to rescind any landfill rates set by the Clayton County Board of Commissioners.
12. Resolution 2014-317 - A Resolution authorizing Clayton County to dispose of 20 abandoned firearms in the manner required by law and pursuant to an order from Clayton County Superior Court.

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13. Resolution 2014-318 - A Resolution authorizing Clayton County to accept the donation of a Whelen Liberty II LED Emergency Lightbar serial number 1001, from Dana Safety Supply for use by the Clayton County Police Department.

14. Ordinance 2014-319 - An Ordinance to amend the Code of Clayton County, Georgia, as amended, specifically, Code of Clayton County, Georgia, Part II, Chapter 18 "Buildings and Building Code Regulations", Article I "In General" by repealing and deleting the existing Section 181 "Applicability" and substituting in lieu thereof a new Section 18-1 "Applicability".

15. Resolution 2014-320 - A Resolution authorizing Clayton County to accept a forfeited vehicle from a Clayton County Police Department drug investigation.

16. Resolution 2014-321 - A Resolution to correct a scrivener's error in Resolution No. 2014-304.

17. Resolution 2014-322 - A Resolution authorizing Clayton County to enter into an Agreement for Information Technology and Programming services with Moonquest., Inc.

18. Resolution 2014-323 - A Resolution authorizing Clayton County, on behalf of the Clayton County Parks and Recreation Department, to grant a special facility use request to allow State Senator Gail Davenport to host the 2nd Annual Veterans Family Appreciation Day for Clayton County veterans and their families at the South Clayton Recreation Center.

19. Appointment to the Civil Service Board to fill the expiring term of Mr. Gbenga Osagie. The term is a three (3) year term, expiring December 31, 2017. (Full-Board Appointment)

20. Appointment to the Civil Service Board to fill the expiring term of Dr. Cephus Jackson. The term is a three (3) year term, expiring December 1, 2017. (Full-Board Appointment)

21. Appointment to the Board of Elections to fill the expiring term of Ms. Patricia L. Pullar. The term is concurrent with the elected official, expiring December 31, 2018. (Commissioner Gregory)

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22. Appointment to the Board of Elections to fill the expiring term of Mr. Harry A. Osborne. The term is concurrent with the elected official, expiring December 31, 2018. (Commissioner Edmondson)
23. Appointment to the Tax Assessors Board to fill the expiring term of Ms. Dorothy Morris. The term is a three (3) year term, expiring December 31, 2017. (Full-Board Appointment)
24. Accept a Street Light Petition Addition to Existing Street Light District Timber Lake Subdivision (Timber Lake Drive, Carlton Road and Pond Ridge Drive) in District 3 – Commissioner Shana Rooks.

EXECUTIVE SESSION

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

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FINANCE SUPPORTING DOCUMENTATION
BEGINS ON NEXT PAGE

**CLAYTON COUNTY
INTER - OFFICE MEMO**

2-12

DATE: November 24, 2014
TO: Board of Commissioners
FROM: Ramona Thurman, Chief Financial Officer
SUBJECT: Request for Budget Amendment - State Narcotics Condemnation Fund

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

INCREASE REVENUE:

Appropriations from State Narcotics Condemnation Fund Balance	221-3001-7000	\$	24,000
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INCREASE EXPENSE:

Other Machinery and Equipment	221-3001-6040	\$	24,000
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Reason: To amend in the budget to facilitate the purchase of hardware and software for the contractual E-Warrant System for the Police 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

sl

BOC Approval Process System * BOC Request Form: BOC APPROVAL: Police Department-Budget Amendment



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: Police Department

Phone: (770) 477-3599
Example: (000) 000-0000

E-mail: greg.porter@claytoncountyga.gov
Example: john.doe@claytoncountyga.gov

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

FYE: FYE15
Request Type: Budget Amendment

Select Agenda Meeting Date: 12/30/2014

Purpose:
To request a Budget Amendment from the State 221 Drug Fund Balance in the amount of \$24,000.00 to facilitate the purchase of hardware and software for the contractual E-Warrant System.

Rationale:
The Clayton County Magistrate Court is in the process of implementing an E-Warrant system that will allow Law Enforcement Agencies within Clayton County the ability to apply and receive various types of search warrants from remote locations verses having to travel to the court and wait for a judge, to include an additional First Appearance component at a later time. The police department will purchase the necessary software and hardware needed to make the connection to the courts system.

Facts:
By approving the requested Budget Amendment, it will allow the police department the ability to apply and receive various types of search warrants, and the ability to make first appearance hearings remotely, with a software addition at a later time.

Impact:
Reduction of \$24,000.00 in the 221 State Drug Fund Balance.

*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: EWarrants - Supporting docs.pdf

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

Alternate Contact Name: Richard Godfrey
Alternate Contact Phone: (678) 610-4767
Example: (000) 000-0000

Alternate Contact Email: richard.godfrey@co.clayton.ga.us
Example: john.doe@claytoncountyga.gov

Comments:

Initiated Date:
11/21/2014
5:25:56 PM

Initiated By:
Karen Ammons

**CLAYTON COUNTY
INTER - OFFICE MEMO**

DATE: November 24, 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 456,311

INCREASE EXPENSES:

Roads, Bridges & Improvements 307-4001-6050-10000-7Y15C \$ 456,311

Reason: To amend the budget for funding for the Miscellaneous Sidewalk Improvements project in Commission Districts 3 & 4, RFB #14-52.

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 24, 2014
TO: Ramona Thurman, Chief Financial Officer, Finance
FROM: *JM* Jeff Metarko, Director, Transportation & Development
RE: 2009 SPLOST Program -- Budget Request

Please set-up account 307-4001-6050-10000-7Y15C and budget of \$456,311 for Miscellaneous Sidewalk Improvements, Commission Districts 3 & 4, RFB #14-52.

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

JCM/b

cc: Jeff Metarko
Lisa McCoy
Sharon Stone; Finance

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

Clayton County
Community Development



PATRICK EJIKE
DIRECTOR

Interoffice Memorandum

Date: November 13, 2014
To: Ramona Thurman, CFO
From: Patrick Ejike, Director
Subject: Request for Refund

Please issue a check in the amount of \$24,645.90 made payable to:

Name: Lufthansa Cargo Aktiengesellschaft, Inc.
DBA: Lufthansa Cargo A.G.

Address: 4301 ASR Rd. Bldg. A.

City: Atlanta **State:** GA **Zip:** 30320

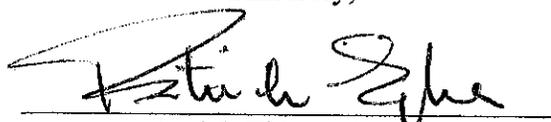
For the purpose of: Refunding back taxes to Lufthansa Cargo A.G. Federal law precludes the imposition of a gross receipts tax on this particular business class.

Total Fee Paid:	\$ 53,076.92
Non-Refundable Fee Per Code:	\$ 28,431.02
Refund Due:	\$ 24,645.90

This check should be charged to account # 101-3401-3100

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.