

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

March 17, 2015

A G E N D A

1. Call to order.
2. Invocation and Pledge of Allegiance to the flag.
3. Adoption of the agenda.
4. Approval of the March 3, 2015 Regular Business Meeting minutes.
5. PUBLIC COMMENT: Citizens will be given a three (3)-minute maximum time limit to speak before the Board of Commissioners about various topics, issues, and concerns. Following thirty minutes of hearing from the public, the Board of Commissioners will allow the remainder of citizens who have signed up to be heard at the next Tuesday business meeting.
6. PRESENTATION: "Clayton County Greenway Trail Master Plan revisions". (Presented by representatives of PATH Foundation)
7. PRESENTATION: "Clayton County Pension Plan revisions". (Presented by Chief Financial Officer Ramona Bivins)
8. Consider requests of Debra Brewer, Director of Central Services. (NOTE: The entire Purchasing Ordinance for Clayton County, Georgia can be viewed on the MuniCode website. Citizens can access this website via the following website address: <http://library.municode.com/index.aspx?clientId=10562>.)
 - 1) **Recommendation for Renewal of Annual Contracts:** (Section 2-136: (1) and (6) of the Clayton County Code of Ordinances). Per Section 2-136 (1) of the Clayton County Purchasing Ordinance, Clayton County utilizes the competitive sealed bid method when the costs of goods and services are in excess of \$25,000.00. The Clayton County Board of Commissioners has the final award approval for all non-budgeted bids \$35,000.00 and greater. All approved budgetary goods and services and annual contract purchases can be authorized by the Finance Director and purchased by the Director of Central Services without Board of Commissioners' approval. Per Section 2-136 (6) of the Clayton County Purchasing Ordinance, Clayton County has developed annual contracts for frequently used items and services. These contracts are a result of a sealed bid. The contract allows the county to order goods and services directly from the awarded suppliers through the use of an annual contract document.
 - a. **RFB #13-08 Clayton County Pest Control Services for Various Locations – with**

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

March 17, 2015

A G E N D A

- ClemTech Pest Control & Termite Inc. Technologies, LLC, located in Atlanta, Georgia.** This final renewal period is from May 1, 2015 through April 30, 2016. The Board of Commissioners approved this award on April 2, 2013.
- b. **RFB #13-12 Clayton County EMS Medication Supplies - Annual Contract with Wilson Pharmacy, Inc., located in Forest Park, Georgia.** This final renewal period is from May 1, 2015 through April 30, 2016. The Board of Commissioners approved this award on April 9, 2013.
- c. **RFB #13-76 Land Boundary and Topographical Surveys for Various Clayton County Projects -Annual Contract with Falcon Design Consultants, LLC., located in Stockbridge, Georgia.** This renewal period is from May 1, 2015 through April 30, 2016. There is one remaining renewal on this contract. The Board of Commissioners approved this award on April 1, 2014.
- d. **RFB #14-14 Clayton County Transportation & Development Guardrails – Annual Contract with Martin-Robbins Fence Co., Inc. located in Snellville, Georgia.** This renewal period is from April 1, 2015 thru March 30, 2016. There is one remaining renewal on this contract. The Board of Commissioners approved this award on March 4, 2014.
- e. **#2014-I Bread Products for the Clayton County Prison - Annual Contract utilizing State Wide Contract #99999-SPD-SPD0000091-0002 with Earthgrains Baking Companies, LLC, located in Horsham, Pennsylvania.** This final renewal period is from May 1, 2015 through April 30, 2016. The Board of Commissioners approved this award on February 18, 2014.
- 2) **Recommendation for Renewal of Annual Contracts:** (Section 2-136: (2) and (6) of the Clayton County Code of Ordinances). Per Section 2-136 (2) of the Clayton County Purchasing Ordinance, Clayton County utilizes the competitive sealed proposal method when the competitive sealed bid method is neither practical nor advantageous and when cost is not the primary consideration. The competitive sealed proposal method will be used when the costs of goods and services exceed \$25,000.00. All goods and services in the excess of \$25,000.00 are required to be purchased through the sealed proposal process, or negotiated by the Director of Central Services with full Board of Commissioners’ approval. The Clayton County Board of Commissioners makes the final award for all non-budgeted proposals of \$35,000.00 and greater. Per Section 2-136 (6) of the Clayton County Purchasing Ordinance, Clayton County has

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

March 17, 2015

A G E N D A

developed annual contracts for frequently used items and services. These contracts are a result of a sealed bid. The contract allows the county to order goods and services directly from the awarded suppliers through the use of an annual contract document.

a. **RFP #12-30 Clayton County Brokerage Services for Voluntary Employee Benefits – Annual Contract with Alexander & Company, located in Woodstock, Georgia.** This renewal period is from May 1, 2015 through April 30, 2016. There is one remaining renewal on this contract. The Board of Commissioners approved this award on November 20, 2012.

3) **Recommendation to Amend: RFB PKG: #13-51 Widening and Overlay of Norman Drive from SR 314/W. Fayetteville Road to SR 139/Riverdale Road, Clayton County, Georgia, Change Order Request, Second Contract Amendment.** (\$245,535.67 / C.W. Matthews Contracting Co. Inc., located in Marietta, Georgia. Funding is available through the 2004 SPLOST funds). As requested by the Transportation & Development Department. Section 2-136 (1) of the Clayton County Code of Ordinances. Per Section 2-136 (1) of the Clayton County Purchasing Ordinance, Clayton County utilizes the competitive sealed bid method when the costs of goods and services are in excess of \$25,000.00. The Clayton County Board of Commissioners has the final award approval for all non-budgeted bids \$35,000.00 and greater. All approved budgetary goods and services and annual contract purchases can be authorized by the Finance Director and purchased by the Director of Central Services without Board of Commissioners' approval.

9. Consider the requests of Ramona Bivins, Chief Financial Officer.

1) Budget Amendment #2-20/Buildings and Maintenance/FYE 6-30-15 – To provide additional funds for asbestos testing and removal, in the amount of \$35,000.

2) Budget Amendment #2-21/Federal Narcotics Condemnation Fund/FYE 6-30-15 – To establish a budget from seized drug funds to purchase a vehicle for the Sheriff's Office, in the amount of \$40,921.

3) Budget Amendment #2-22/Other General Government/FYE 6-30-15 – To amend in excess revenue to provide for fees associated with School Bus Traffic Violations and GovDeals.com, in the amount of \$237,779.

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

March 17, 2015

A G E N D A

4) Budget Amendment #4-106/2009 Reimposition SPLOST/FYE 6-30-15 – To amend the budget to provide funding for project engineering services. The annual contract with Moreland Altobelli Associates, Inc. was approved by the Board of Commissioners at the December 16, 2014 Regular Business Meeting, in the amount of \$578,360.

5) Request for Refund to Richard Peden d/b/a U. S. General Construction, Inc. for the purpose of releasing a Demolition Bond posted to clean-up the lot at the property located at 7882 Tara Boulevard, Jonesboro, Georgia 30236, in the amount of \$500.

10. Ordinance 2015-60 - An Ordinance adopted under the Home Rule Powers granted to Clayton County pursuant to Article IX, Section II, Paragraph I of the Constitution of the State of Georgia of 1983, amending the Clayton County Code of Ordinances, specifically, relevant sections of the Clayton County, Georgia Public Employee Retirement System. **(First Read)**

Synopsis: *This Ordinance will amend and restate the Georgia Public Employee Retirement System plan primarily to amend the pension benefit formula and increase the level of funding for the Plan.*

11. Resolution 2015-61 - A Resolution authorizing Clayton County to enter into a Performance Agreement with Freestyle Productions, LLC providing for the terms and conditions under which live entertainment will be performed at Clayton County International Park.

Synopsis: *This Resolution will allow Freestyle Productions, LLC to provide live entertainment at Clayton County International Park, “The Beach” during Memorial Day weekend (May 23, 2015) and Fourth of July weekend (July 4, 2015).*

12. Resolution 2015-62 - A Resolution authorizing Clayton County to enter into an Agreement with Six Flags Over Georgia on behalf of the Clayton County Human Resources Department providing for the terms and conditions under which Six Flags Over Georgia park admission tickets will be provided to the County on a consignment basis.

Synopsis: *This Resolution will allow Six Flags Over Georgia to provide the County’s Human Resources Department with consigned tickets that will then be sold to employees at discounted rates.*

13. Resolution 2015-63 - A Resolution providing for the Amendment of Clayton County’s Flexible Spending Account Summary Plan Description.

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

March 17, 2015

A G E N D A

Synopsis: *This Resolution will update Clayton County's Flexible Spending Account Summary Plan Description in order to remain compliant with IRS Cafeteria 125 guidelines.*

14. Resolution 2015-64 - A Resolution authorizing Clayton County to accept the Greenway Trail Master Plan, created by Path Foundation, Inc., as the County's guiding document for trail development.

Synopsis: *This Resolution will assist the County in meeting the goals and objectives of trail development within Clayton County through acceptance of the Greenway Trail Master Plan.*

15. Resolution 2015-65 - A Resolution authorizing Clayton County to apply for, and, if awarded, accept grant funds from the 2015 Federal Transportation Alternatives Program (TAP) through the Atlanta Regional Commission for Clayton County to receive funding to support future trail development in Clayton County.

Synopsis: *This Resolution will allow funding that will maximize trail development for the citizens of Clayton County.*

16. Resolution 2015-66 - A Resolution authorizing Clayton County to accept seized vehicles from Clayton County Police Department drug investigations.

Synopsis: *This Resolution will allow seized vehicles to be sold at auction as stipulated in Court Orders in case numbers 2014-CV-04817-9 and 2014-CV-03074-6.*

17. Resolution 2015-67 - A Resolution authorizing Clayton County to accept a boat and trailer from a Clayton County Police Department drug investigation.

Synopsis: *This Resolution will allow the Clayton County Police Department to retain a boat and boat trailer to be used by the department's Dive Team for the benefit of the County.*

18. Resolution 2015-68 - A Resolution authorizing Clayton County to accept abandoned property pursuant O.C.G.A. § 17-5-54(A)(1) and Superior Court Orders 2014-CV-05135-8 and 2014-CV-05136-5 for official use by the Clayton County Police Department.

Synopsis: *This Resolution will allow the Clayton County Police Department to retain certain*

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

March 17, 2015

A G E N D A

abandoned property for official use.

19. Resolution 2015-69 - 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 property for use by the Clayton County Department of Transportation and Development for a bridge maintenance project.

Synopsis: *This Resolution allows the County to exercise its powers of eminent domain for three parcels for a bridge maintenance project.*

20. Resolution 2015-70 - A Resolution authorizing Clayton County to enter into an Agreement with the Board of Education of Clayton County providing for the terms and conditions under which Clayton County will be compensated for services provided during a special election.

Synopsis: *This Resolution will authorize a special election to be called and held on Tuesday, June 16, 2015 and any required runoff on Tuesday, July 14, 2015, for the purpose of filling a vacancy in the District 9 post on the Clayton County Board of Education.*

21. Resolution 2015-71 - A Resolution authorizing Clayton County to enter into a Memorandum of Understanding (M.O.U.) with the Metropolitan Atlanta Rapid Transit Authority Police Department to establish protocol and procedures for rendering law enforcement services within unincorporated Clayton County.

Synopsis: *This Resolution will establish protocol and procedures for rendering law enforcement services within unincorporated Clayton County.*

22. Appointment to the Development Authority Board / Redevelopment Authority Board to fill the unexpired term of Kenneth Stackhouse (*No longer a resident of Clayton County*). The term is for four years expiring on March 1, 2017. (Full-Board Appointment)

23. Appointment to the Urban Redevelopment Agency of Clayton County to fill the unexpired term of Kenneth Stackhouse (*No longer a resident of Clayton County*). The term is for four years expiring on March 1, 2017. (Full-Board Appointment)

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

March 17, 2015

A G E N D A

24. Appointment to the Tourism Authority Board to fill the expiring term of Linda Summerlin. The term is for four years expiring on April 30, 2019. (Full-Board Appointment)

25. ZONING PETITION: **DARNELL PHILLIPS/CUP-14/11-12**

The Applicant, Darnell Phillips, is requesting a conditional use permit (CUP) from Article 6.12 Personal Care Homes, Boarding Homes and Group Home Standards to allow for a group home for six youths. The subject property is located at 4606 Westminster Drive, Ellenwood, Georgia 30294 and otherwise known as parcel number 12-217B-A014. The subject property contains approximately 0.58 +/- acres of land and it is currently zoned Residential District (RS-180).

Commission District # 1 – Commissioner Sonna Gregory

The Zoning Advisory Group Recommended DENIAL

EXECUTIVE SESSION –

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

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

March 17, 2015

A G E N D A

FINANCE SUPPORTING DOCUMENTATION
BEGINS ON NEXT PAGE

**CLAYTON COUNTY
INTER - OFFICE MEMO**

2-20

DATE: March 9, 2015
TO: Board of Commissioners
FROM: Ramona Thurman Bivins, Chief Financial Officer

SUBJECT: Request for Budget Amendment - Buildings and Maintenance

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

INCREASE EXPENSE;

Other Contract Service Fees	101-6201-4140	\$	12,000
R&M Building	101-6201-4815		23,000
		\$	<u>35,000</u>

DECREASE EXPENSE:

Authority Bond Default Expense	101-6503-4799	\$	35,000
--------------------------------	---------------	----	--------

Reason: To provide additional funds for asbestos testing and removal.

TO:
Ramona Thurman Bivins, Chief Financial Officer

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

Date

Sandra Davis, Clerk of Commission

sl



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: Building Maintenance

Phone: (770) 477-3557
Example: (000) 000-0000

E-mail: les.markland@co.clayton.ga.us
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 2015-02-25T14:00:00

Request Type:
Finance Policies

Purpose:

To provide funds for the testing and potential removal of houses condemned and transferred to the County. PD has been given the duty by the Court to oversee the clean-up of properties. As a result, B&M will need to have all properties tested for asbestos and other hazardous materials, and if found, the removal of them. There are currently at least 10 houses in the queue waiting an order to proceed.

Rationale:

The minimum testing fee for each location is \$875. Once tested, IF hazardous materials are found, it will require the professional removal and disposal of the materials. Building Maintenance does not have the necessary funds included in the current budget for these expenses.

Facts:

Because of the number of properties and the unknown factor of how many properties will require professional disposal of materials, B&M is requesting additional funds for the upcoming projects.

Impact:

B&M requests \$50,000 be added to a special account--specifically for the testing and removal of hazardous materials from the condemned properties.

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:

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

Alternate Contact Name: Sharon Roddy
Alternate Contact Phone: (770) 477-3541
Example: (000) 000-0000

Alternate Contact Email: sharon.rodny@co.clayton.ga.us
Example: john.doe@claytoncountyga.gov

**CLAYTON COUNTY
INTER - OFFICE MEMO**

2-21

DATE: March 9, 2015

TO: Board of Commissioners

FROM: Ramona Thurman Bivins, Chief Financial Officer

SUBJECT: Request for Budget Amendment - Federal Narcotics Condemnation Fund

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

INCREASE REVENUE:

State/CT Condemned Shared Monies	220-2801-3420	\$	40,921
----------------------------------	---------------	----	--------

INCREASE EXPENSE:

Autos & Trucks	220-2801-6020	\$	40,921
----------------	---------------	----	--------

Reason: To establish a budget from seized drug funds to purchase a vehicle for the Sheriff's office.

Ramona Thurman Bivins, Chief Financial Officer

TO:

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

Date

Sandra Davis, Clerk of Commission

sl



Clayton County SHERIFF'S OFFICE

Victor Hill
Sheriff

Shon S. Hill
Chief Deputy

J. Shawn Southerland
Assistant Chief Deputy

Oliver R. Hunter
Legal Advisor

Date: March 4, 2015
To: Dennis Johnson, Finance Administrator
From: J. Shawn Southerland
Reference: **Budget Amendment / Vehicle Purchase**

Dennis attached to this letter is a check in the amount of \$40,921.00. Please place these funds into the Sheriff's Office, narcotics auto/truck account (220-2801-6020). These funds will be used to purchase a 2015 Chrysler 300. The lowest bid was Landmark Dodge, located in Morrow, Ga. The total purchase price is \$41,921.00. The dealership currently has a \$1,000.00 deposit to hold the vehicle while the money is moved on our end. Included with our check is a copy of the purchase invoice, and the other two competing bids.

Thanks in advance for your help.

J. Shawn Southerland

**CLAYTON COUNTY
INTER - OFFICE MEMO**

2-22

DATE: March 9, 2015

TO: Board of Commissioners

FROM: Ramona Thurman Bivins, Chief Financial Officer

SUBJECT: Request for Budget Amendment - Other General Government

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

INCREASE REVENUE:

ATS-School Bus Traffic Violation	101-6501-3406	\$	232,580
Sale of Obsolete/Surplus Material	101-6501-7045		5,199
		\$	<u>237,779</u>

INCREASE EXPENSE:

Other Contract Service Fees	101-6501-4140	\$	237,779
-----------------------------	---------------	----	---------

Reason: To amend in excess revenue to provide for fees associated with School Bus Traffic Violations and GovDeals.com.

TO: Ramona Thurman Bivins, Chief Financial Officer

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

Date

Sandra Davis, Clerk of Commission
sl

**CLAYTON COUNTY
INTER - OFFICE MEMO**

DATE: March 9, 2015
TO: Board of Commissioners
FROM: Ramona Thurman Bivins, 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		578,360
INCREASE EXPENSES:			
Consulting Fees	307-4001-4120-10000-7Y150	\$	578,360

Reason: To amend the budget to provide funding for project engineering services. The annual contract with Moreland Altobelli Associates, Inc. was approved by the Board of Commissioners at the December 16, 2014 business meeting.

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, Assistant Director

DATE: March 5, 2015

TO: Ramona Bivins, Chief Financial Officer, Finance

FROM:  Jeff Metarko, Director, Transportation & Development

RE: 2009 SPLOST Program – Budget Amendment Request
Project Engineering Services Contract

Our Annual Contract for Project Engineering Services was renewed by the Board of Commissioners at their December 16, 2014 Business Meeting. Please process a budget amendment to setup \$578,360 for this contract in account 307-4001-4120-10000-7Y150.

Please bring this matter before the Board of Commissioners for their consideration at their March 17, 2015 Regular Business Meeting. If you have any questions or require additional information, please contact me at your convenience.

JCM/b

CC: Project File
Sharon Stone, Finance

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

Clayton County
Community Development



PATRICK EJIKE
DIRECTOR

Interoffice Memorandum

Date: February 20, 2015
To: Ramona Thurman-Bivins, CFO
From: Patrick Ejike, Director
Subject: Request for Refund

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

Name: Richard Peden
U.S. General Construction, Inc.

Address: 11245 Old Roswell Rd.

City: Alpharetta **State:** GA **Zip:** 30009

For the purpose of: Releasing a Demolition Bond posted to clean-up of the lot at the property located at 7882 Tara Blvd. Jonesboro, Ga. 30236.

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,

A handwritten signature in blue ink, appearing to read "Patrick Ejike", is written over a horizontal line.

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.