

## CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting  
7:00 P.M.

September 1, 2015

### A G E N D A

1. Call to order.
2. Invocation and Pledge of Allegiance to the flag.
3. Adoption of the agenda.
4. Approval of the August 18, 2015 Regular Business Meeting minutes.
5. PUBLIC COMMENT: Citizens will be given a three (3)-minute maximum time limit to speak before the Board of Commissioners about various topics, issues, and concerns. Following thirty minutes of hearing from the public, the Board of Commissioners will allow the remainder of citizens who have signed up to be heard at the next Tuesday business meeting.
6. PROCLAMATION: "Clayton County Observes September 2015 as National Preparedness Month". (Presented by Chairman Jeffrey E. Turner)
7. PROCLAMATION: "Clayton County Observes September 2015 as National Senior Center Month". (Presented by Chairman Jeffrey E. Turner)
8. PRESENTATION: "Emergency Medical Services new CTU (Community Treatment Unit) Program". (Presented by Fire and Emergency Services Chief Landry Merkison)
9. Consider requests of Debra Brewer, Director of Central Services. (NOTE: The entire Purchasing Ordinance for Clayton County, Georgia can be viewed on the MuniCode website. Citizens can access this website via the following website address: <http://library.municode.com/index.aspx?clientId=10562>.)
  - 1) **Recommendation for Award: RFQ #2015-03 Auction Services for Disposal of Surplus County Property for Clayton County, Georgia.** (Adesa Atlanta, LLC, located in Fairburn, Georgia. This is a revenue generating contract with the cost for auction services being deducted from sale proceeds in an amount not to exceed five percent (5%) of the gross receipts.) Pursuant to Section 2-136 (4) of the Clayton County Code of Ordinances, General Purchasing Methods; the written quote method is used for all purchases from \$500.00 to \$24,999.99. Buyers are required to solicit quotations and receive written responses from vendors. All reasonable efforts will be made to obtain three written quotations for each item solicited. Awards for written quotations are given strictly on a lowest quote.

- 2) **Request to Sell Surplus County Property.** Pursuant to Section 2-20, 2-29 and 2 (146 - 147) of the Clayton County Code of Ordinances, Sale of County Property. Per Section 2-20, the head of the department in charge of the property shall certify to the purchasing agent that certain itemized property in the custody of the department is no longer useful in the service of the county. Upon such certification, the purchasing agent shall, at public sale, in his discretion, sell the unserviceable property and remit the proceeds from the sale to the county fiscal authority, crediting the department from which the property was obtained with the amount of the proceeds. Per Section 2-29, no property belonging to Clayton County shall be sold, transferred or conveyed without due consideration by the board of commissioners for value received by Clayton County from said sale, transfer or conveyance. Per Section 2-146, when it is deemed advisable to dispose of any personal property owned by the county and used by the various departments thereof, or to dispose of personal property under the supervision of the board of commissioners, the sale of the property shall be made by the purchasing agent. The purchasing agent shall confer with the head of the department desiring to sell the property, with the object of getting the best possible price in making the sale. Per Section 2-147, when any personal property owned by the county has become worn out, useless, or junk, or has been used to such an extent that it is advisable to dispose of it, the head of the department in charge of the property shall certify to the purchasing agent that certain itemized property in the custody of the department is no longer useful in the service of the county.
  
- 3) **Recommendation for Award: RFB #15-03 Fire Fighter Protective Gear for Clayton County, Georgia – Annual Contract for Fire & Emergency Services.** (Bennett Fire Products Co., Inc. located in Woodstock, Georgia. Funding is available through the Fire and Emergency Services’ Budget.) As requested by the Fire Department. Pursuant to Section 2-136 (1) of the Clayton County Code of Ordinances, General Purchasing Methods; Clayton County utilizes the competitive sealed bid method when the costs of goods and services are in excess of \$25,000.00. The Clayton County Board of Commissioners has the final award approval for all non-budgeted bids \$35,000.00 and greater. All approved budgetary goods and services and annual contract purchases can be authorized by the Finance Director and purchased by the Director of Central Services without Board of Commissioners’ approval.
  
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5) **Notice of Receipt of Guarantee Maximum Price (GMP) for RFP #13-64 SPLOST Construction Management-At-Risk Services for the Construction of the Clayton County Animal Kennel, from Hogan Construction Group, LLC. (\$3,256,308.00).**

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

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30. 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**

2-01

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

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

**INCREASE EXPENSES:**

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

**DECREASE EXPENSE:**

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

**TO:** Ramona Thurman, Chief Financial Officer

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sandra Davis, Clerk of Commission

dj

**CLAYTON COUNTY  
INTER - OFFICE MEMO**

2-02

**DATE:** August 25, 2015  
**TO:** Board of Commissioners  
**FROM:** Ramona Thurman, Chief Financial Officer

**SUBJECT:** Request for Budget Amendment - Senior Services

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

**INCREASE EXPENSES:**

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

**DECREASE EXPENSES:**

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

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

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

**TO:** Ramona Thurman, Chief Financial Officer

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sandra Davis, Clerk of Commission

slw

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting  
7:00 P.M.

September 1, 2015

A G E N D A

HUMAN RESOURCES SUPPORTING DOCUMENTATION

BEGINS ON NEXT PAGE



# Clayton County Board of Commissioners Legislative Request Form

*Agenda Meeting Date: August 12, 2015*

## Purpose

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

## Rationale

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

## Facts

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

## Impact

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

## Supporting Documentation

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