

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

May 3, 2016

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 April 19, 2016 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 May 2016 as Older Americans Month”. (Presented by Chairman Jeffrey E. Turner)
7. PROCLAMATION: “Clayton County Observes May 2016 as National Preservation Month”. (Presented by Chairman Jeffrey E. Turner)
8. PRESENTATION: “The 2016 District Three GEO Scholarship Awardee Presentations (Joshua Robinson, Lovejoy High School and Donovan Fraser, Mundy’s Mill High School)”. (Presented by Commissioner Shana Rooks)
9. PRESENTATION: “Peach Pass / I-75 Express Lanes”. (Presented by Leah Vaughan with Sycamore Consulting, Inc.)
10. PRESENTATION: “National Tourism Month”. (Presented by Chairman of the Clayton County Tourism Authority- Linda Crissey)
11. 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 Purchase of a Geo-Diverse VESTA 9-1-1 Telephone System utilizing the Houston-Galveston Area Council (H-GAC) Buy Cooperative Program Contract #EC07-14.** (\$469,749.00 / Carousel Industries, located in Exeter, Rhode Island.

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Funding is available through the General Funds and 2009 SPLOST Funds (PSDN Project). As requested the Department of Information Technology. Pursuant to Section 2-114 Cooperative Purchasing of the Clayton County Code of Ordinances, General Purchasing Methods; the County may join with other governmental units in cooperative purchasing plans when the best interest of the county would be served thereby. The Clayton County Board of Commissioners makes the final award for cooperative purchases of \$35,000.00 and greater.

2) **Recommendation for Award: RFP #16-10 Food Concession Operations at Clayton County International Park (Nassau Building) – Annual Contract (Parks & Recreation Department).** (AKA Stevi-B's, LLC, located in Douglasville, Georgia. This is a revenue generating contract, and there will be no cost to the County). As requested by the Department of Parks and Recreation. Pursuant to Section 2-136 (2) of the Clayton County Code of Ordinances, General Purchasing Methods; 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) **Recommendation for Renewal of Annual Contracts:**

A. The following Annual Contract is being recommended for renewal pursuant to Section 2-136: (1) and (6) of the Clayton County Code of Ordinances, General Purchasing Methods. 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. Pursuant to Section 2-136 (6) of the Clayton County Code of Ordinances, General Purchasing Methods; Clayton County has developed annual contracts for frequently used items and services. These contracts are a result of a sealed bid. The contract

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allows the county to order goods and services directly from the awarded suppliers through the use of an annual contract document.

- 1. RFB #14-31 Athletic Uniforms & Equipment for Clayton County Parks & Recreation Department – Annual Contract Renewal with Four Seasons Sporting Goods, Inc.,** located in College Park, Georgia, with a renewal period from June 1, 2016 through May 31, 2017. There are no remaining renewals on this contract. The Board of Commissioners approved this award on May 20, 2014.

12. Consider requests of Ramona Bivins, Chief Financial Officer.
 - 1) Budget Amendment #2-36/Fire Department/FYE 6-30-16 - To increase the budget to provide additional funds for travel to the Association of County Commissioners of Georgia luncheon on April 30, 2016, in the amount of \$500.

 - 2) Budget Amendment #2-37/Federal Narcotics Condemnation Fund/FYE 6-30-16 - To amend in funds to purchase four vehicles for the Sheriff’s Office, in the amount of \$58,100.

13. Resolution 2016-81 - A Resolution authorizing Clayton County to enter into a Partnership Agreement with Clayton County Public Schools providing for the terms and conditions under which the Clayton County Library System will administer a Summer Food Program.

Synopsis: This Resolution allows the County to enter into a Partnership Agreement with Clayton County Public Schools to administer a Summer Food Program from June 1, 2016 through July 29, 2016 to serve free lunch to children at the Library Headquarters, Morrow, Riverdale, and Forest Park locations.

14. Resolution 2016-82 - A Resolution authorizing Clayton County to enter into Partnership Agreement with Clayton County Public Schools providing for the terms and conditions under which the “Clayton County Parks and Recreation Department Summer Food Program” will be administered.

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***Synopsis:** This Resolution allows the County to enter into a Partnership Agreement with Clayton County Public Schools to administer a Summer Food Program from June 6, 2016 through July 29, 2016 to serve free breakfast and lunch to all Summer Camp participants at the Jim Huie, Carl Rhodenizer, South Clayton and Virginia Burton Gray Recreation Centers, and free lunches at Independence Park and Flat Shoals Park.*

15. Resolution 2016-83 - A Resolution authorizing Clayton County to enter into a Contract For Services and Lease Agreement with the Clayton Center Community Service Board a public corporation providing healthcare services in Clayton County.

***Synopsis:** This Resolution allows the County to lease available space to Clayton Center at its facility located at 853 Battlecreek Road, Jonesboro, GA, to provide healthcare services to citizens in need within the County.*

16. Resolution 2016-84 - A Resolution authorizing Clayton County to enter into an amendment to the Services Agreement with Fire Recovery USA, LLC, to specify the terms and conditions under which Fire Recovery USA, LLC will review bills for medical services rendered to Clayton County inmates to determine the proper payment amounts for said services.

***Synopsis:** This Resolution allows the County to amend the Agreement with Fire Recovery USA authorizing them to review outstanding bills for medical services rendered to County inmates to determine payments to be issued to treating facilities.*

17. Resolution 2016-85 - A Resolution authorizing Clayton County to enter into a Real Estate Purchase and Sale Agreement with the Estate of Eugene R. Bonds, Jr. to purchase real property.

***Synopsis:** This Resolution will allow the County to purchase 21.845 acres known as 153 Flint River Road, Jonesboro, GA to build a recreation and senior center. The County SPLOST funds will be used to purchase the property.*

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18. Resolution 2016-86 - A Resolution authorizing Clayton County to enter into a Real Estate Purchase and Sale Agreement with Ellen Jones-Stewart, Ras Zimbabwe Jones, Arthur Lee Jones, and Donald Jones to purchase real property.

Synopsis: This Resolution will allow the County to purchase 1.2 acres known as 2246 Highway 138 East, Jonesboro, GA for use as a Parks and Recreation Department Administrative Building. The County SPLOST fund will be used to purchase the property.

19. Resolution 2016-87 - A Resolution authorizing Clayton County to adopt and submit the Clayton County PY2016 Annual Action Plan to the U.S. Department of Housing and Urban Development to amend the Clayton County PY2011, PY2012, PY2013, PY2014 and PY2015 Annual Action Plans.

Synopsis: This Resolution allows the adoption and submission of the PY2016 Annual Action Plan, and the approval of CDBG and HOME amendments to the Clayton County PY2011, PY2012, PY2013, PY2014 and PY2015 Annual Action Plans.

20. Appointment to the Tourism Authority Board to fill the expired term of Tom Maples. The term is four years expiring on April 30, 2020. (Full Board Appointment) *(Held from April 19, 2016 Meeting)*

EXECUTIVE SESSION –

21. 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**

2-35

DATE: April 6, 2016

TO: Board of Commissioners

FROM: Ramona Thurman Bivins, Chief Financial Officer

SUBJECT: Request for Budget Amendment - Juvenile Supplemental Service Fund

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

INCREASE REVENUE:

Appropriations from Juvenile Supplemental Service	240-2201-7000	\$ 5,000
Fund Balance		

INCREASE EXPENSE:

Other Contract Service Fees	240-2201-4140	\$ 2,500
Other Rental	240-2201-4230	<u>2,500</u>
		\$ 5,000

Reason: To increase the budget to provide additional funds for services and rental expenses needed for the youth for the remaining fiscal year 2016.

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: April 13, 2016
TO: Board of Commissioners
FROM: Ramona Thurman Bivins, Chief Financial Officer
SUBJECT: Request for Budget Amendment - Fund 308 - 2015 SPLOST

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

INCREASE EXPENSE:			
Office Equipment/Computers/Furnishings	308-1301-6030-8C001-7Y16C	\$	47,368
DECREASE EXPENSE:			
Building & Improvements	308-6501-6010-8C099	\$	47,368

Reason: To provide funding for Dashboard Software for the Comprehensive Justice Management and Information System.

The above mentioned item was **APPROVED/ DISAPPROVED** by the Board of Commissioners during their meeting held _____.

Date

Sandra Davis, Clerk of Commission

**CLAYTON COUNTY
INTER - OFFICE MEMO**

DATE: April 4, 2016
TO: Board of Commissioners
FROM: Ramona Thurman Bivins, Chief Financial Officer
SUBJECT: Request for Budget Amendment - Fund 307 - 2009 SPLOST

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

INCREASE REVENUE:

Appropriations From SPLOST Fund Balance 307-1355-7000 \$ 1,285,293

INCREASE EXPENSES:

Building & Improvements 307-1355-6010-8C017-7Y160 \$ 1,285,293

Reason: To appropriate funds from fund balance to provide funding for County Record Center Building project design and construction.

The above mentioned item was **APPROVED/ DISAPPROVED** by the Board of Commissioners during their meeting held _____.

Date

Sandra Davis, Clerk of Commission

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HUMAN RESOURCES SUPPORTING DOCUMENTATION

BEGINS ON NEXT PAGE



BOC Approval Process System ▶ BOC Request Form: BOC APPROVAL: Tax Assessors-Reorganization within Department



I Like It



Tags & Notes



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: Tax Assessors

Phone:
(770) 477-4525
Example: (000) 000-0000

E-mail:
rodney.mcdaniel@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:
FYE16 2016-04-13T14:00:00

Request Type:
Reorganization within Department

Purpose:

To request a reorganization of the Tax Assessors office in an effort to counter recent retirements and resignations.

Rationale:

See attached documents for explanations regarding the need for reorganization.

Facts:

The Tax Assessor's Office has lost fifteen of the thirty two employees over the last two years due to resignations or retirement. Of the eleven resignations received nine indicated their reason for leaving was salary related, one returned to school full time and the other relocated out of state.

Impact:

There will be a net salary savings of \$2,896.00

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:

Scan_Doc0283.pdf

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

Alternate Contact Name: Alternate Contact Phone:
Charless Hawkins (770) 477-3274
Example: (000) 000-0000

Alternate Contact Email:
charless.hawkins@co.clayton.ga.us

Example: John.doe@claytoncountyga.gov

Comments:

Initiated Date:

4/1/2016

10:18:39 AM

Initiated by:

Rodney W. Daniel



Clayton County Assessors



GBENGA OSAGIE, CHAIRPERSON
GARVEY CILLS, MEMBER
TED LAWSON, MEMBER

RODNEY McDANIEL, CHIEF APPRAISER
TREVA GRIER, DEPUTY CHIEF APPRAISER

HISTORIC COURTHOUSE
P. K. DIXON ANNEX 2 - 2nd FLOOR
121 SOUTH McDONOUGH STREET
JONESBORO, GEORGIA 30236-3694
PHONE: (770) 477-3285
FAX: (770) 477-4566

Date: April 1, 2016
To: Tamara Duggans & Nella Cooper Department of Human Resources
From: Rodney McDaniel
Subject: Tax Assessors Reorganization

The purpose of this request is to address the retention and retirement issues the Tax Assessors Department has experienced the last two years. Constant legislative acts create challenges for the most experienced staff, however the lack of experience makes those challenges far greater having deeper impact. As result I'm attempting to maintain and attract experience staff capable of meeting those challenges today and in the future.

My request are as follows:

- * (1) Deputy Chief Appraiser grade and step change 30/16 to 32/1
- (2) Commercial Manager and Personal Property Manager title change to Appraisal Manager grade and step change 25/1 to 27/1
- (1) Special Project Appraiser title change to Appraisal Manager grade and step change 22/30 to 27/1
- (1) Senior Residential Appraiser grade and step change 22/10 to 25/1
- (2) Commercial Appraisers grade and step change 20/1 to 22/1
- (1) Appraiser IV grade and step change 22/1 to 24/1
- (1) Appraiser Tech title change to Lead Appraiser Tech grade and step change 12/1 to 13/1

These employee changes are necessary to keep some continuity in the office that has and will continue to loose experience staff if compensation levels are not address. The net result is a \$2896 savings to the County.

Please see attachments. cc: Ramona Bivins

RECEIVED

APR 12 2016

CLAYTON COUNTY
HUMAN RESOURCES DEPARTMENT

* Revision



Clayton County Assessors



GBENGA OSAGIE, CHAIRPERSON
GARVEY CILLS, MEMBER
TED LAWSON, MEMBER

RODNEY McDANIEL, CHIEF APPRAISER
TREVA GRIER, DEPUTY CHIEF APPRAISER

HISTORIC COURTHOUSE
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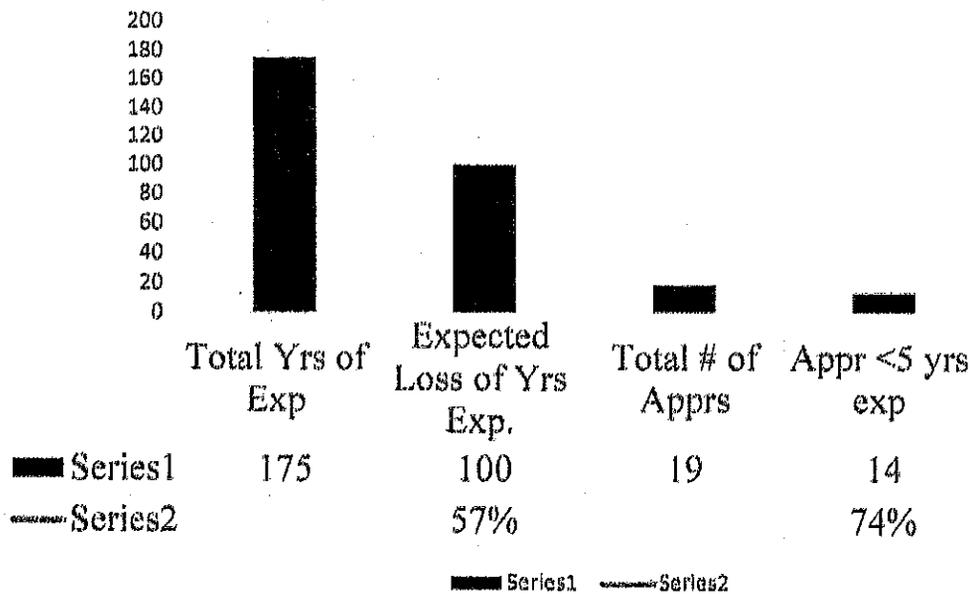
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Please see attachments. cc: Ramona Bivins

Employee	Position	Ending Salary	Yr. Resign	Retirement
Rachelle Eyma	Appraiser Tech	\$25,101.79	2014	
Mark Gumarian	Appraiser II	\$34,835.48	2014	
Ginger Bedell	GIS Map Tech	\$48,717.80		2015
Romona Waters	Appraiser IV	\$42,495.44	2014	
Rashad Shabazz	Appraiser III	\$38,475.30	2014	
Stephen Cox	Appraiser IV	\$42,495.44	2015	
Tammy Gaither	Appraiser III	\$38,475.30	2015	
Leslie Askew	Appraiser IV	\$42,495.44	2015	
Alonza Bryant	Appraiser I	\$31,539.99	2015	
Jordan Speakman	Secretary	\$25,854.79	2015	
Khelsey Daniels	Principal Sec	\$27,171.97	2015	
Mathew Jordan	Appr Tech	\$25,101.79	2015	
Treva Grier	Deputy Chief	\$76,191.89		2016
Karen Keller	GIS Map Mgr	\$60,173.21		2016
Brian Madison	Special Proj Appr	\$60,925.38		2016
Rick Griswell	Appr II	\$45,218.64		Sep-16

Appraisal Staff	Years of Experience	Appraiser Level	2yr Retirement Projections
Chief Appraiser	24	4	
Deputy Chief Appr	24	4	Mar-16
Commercial Mgr	8	4	
Personal Property Mgr	9	4	
Special Proj Appr	30	4	Mar-16
Senior Res Appr	16	4	
Residential Appr	4	1	
Residential Appr	5	2	
Residential Appr	2	2	
Residential Appr	29	2	Sep-16
Residential Appr	9	3	Oct-16
Residential Appr	3	3	
Residential Appr	4 Months	1	
Commercial Appr	6Months	1	
Commercial Appr	8	4	2017
Commercial Appr	2Months		
Personal Property Appr	1	2	
Personal Property Appr	2	2	
Personal Property Appr	10 Months	2	
Total Yrs of Exp	175		
Expected Loss of Yrs Exp.	100	57%	
Total # of Apprs	19		
Appr <5 yrs exp	14	74%	

Experience



Current	Grade	Step	Salary	Pension	FICA	Medical	Wk Comp	Other Equi
Deputy Chief	30	16	\$ 76,192	\$ 9,829	\$ 5,829	\$ 8,468	\$ 145	\$
Commercial Mgr	25	1	\$ 49,327	\$ 6,363	\$ 3,774	\$ 8,468	\$ 94	\$
Personal Property Mgr	25	1	\$ 49,327	\$ 6,363	\$ 3,774	\$ 8,468	\$ 94	\$
Special Proj Appr	22	30	\$ 60,925	\$ 7,859	\$ 4,661	\$ 8,468	\$ 116	\$
Senior Res Appr	22	10	\$ 47,522	\$ 6,130	\$ 3,635	\$ 8,468	\$ 90	\$
GIS Mapping Mgr	23	25	\$ 60,173	\$ 7,762	\$ 4,603	\$ 8,468	\$ 114	\$
Total								
Commercial Appr	20	1	\$ 38,475	\$ 4,963	\$ 2,943	\$ 8,468	\$ 73	\$
Commercial Appr	20	1	\$ 38,475	\$ 4,963	\$ 2,943	\$ 8,468	\$ 73	\$
Appraiser IV	22	1	\$ 42,495	\$ 5,482	\$ 3,251	\$ 8,468	\$ 81	\$
Appr Tech	12	1	\$ 25,855	\$ 3,335	\$ 1,978	\$ 8,468	\$ 49	\$
Total								
Grand Total								

Requested	Grade	Step	Salary	Pension	FICA	Medical	Wk Comp	Other Equi
Deputy Chief	32	1	\$ 69,846	\$ 9,010	\$ 5,343	\$ 8,468	\$ 133	\$
Commercial Mgr	27	1	\$ 54,480	\$ 7,028	\$ 4,168	\$ 8,468	\$ 104	\$
Personal Property Mgr	27	1	\$ 54,480	\$ 7,028	\$ 4,168	\$ 8,468	\$ 104	\$
Special Proj Appr	27	1	\$ 54,480	\$ 7,028	\$ 4,168	\$ 8,468	\$ 104	\$
Senior Res Appr	25	1	\$ 49,326	\$ 6,363	\$ 3,773	\$ 8,468	\$ 94	\$
GIS Mapping Mgr	23	1	\$ 44,660	\$ 5,761	\$ 3,417	\$ 8,468	\$ 85	\$
Total								
Commercial Appr	22	1	\$ 42,495	\$ 5,482	\$ 3,251	\$ 8,468	\$ 81	\$
Commercial Appr	22	1	\$ 42,495	\$ 5,482	\$ 3,251	\$ 8,468	\$ 81	\$
Commercial Appraiser IV	24	1	\$ 46,935	\$ 6,055	\$ 3,591	\$ 8,468	\$ 89	\$
Appr Tech	13	1	\$ 27,171	\$ 3,505	\$ 2,079	\$ 8,468	\$ 52	\$
Total								
Grand Total								

Difference