



DeKalb County Government

Manuel J. Maloof Center
1300 Commerce Drive
Decatur, Georgia 30030

Draft -Minutes

OPS-County Operations Committee

Tuesday, October 5, 2021

1:00 PM

This meeting will be conducted via teleconference (Zoom). Simultaneous public access to the meeting will be available

(1) via live stream on DCTV's webpage,

(2) on DCTVChannel23.TV

Meeting Started At: 1:00 PM

Attendees: Commissioners Terry, Patrick, Bradshaw, Davis Johnson, Johnson, Cochran-Johnson, Rader

Present 3 - Commissioner Ted Terry, Commissioner Steve Bradshaw, and Commissioner Robert Patrick

I. MINUTES

2021-3142 Commission District(s): All Districts
Minutes for the September 21, 2021 County Operations (OPS) Committee Meeting;
MOTION was made by Steve Bradshaw, seconded by Robert Patrick, that this agenda item be approved. The motion carried by the following vote:

Yes: 2 - Commissioner Bradshaw, and Commissioner Patrick

Abstain: 1 - Commissioner Terry

II. DISCUSSION

DeKalb TLAC Program

-presentation from Clerk of Court Javoyne Hicks, State and Magistrate Courts

-website also provided during presentation: <https://dekalbstatecourt.net/renthelp/>

-Question TT: regarding additional nonprofits that have housing related programs, those are nonprofits that receive money in CARES Act through Director Mitchell's department?

J Hicks: those are nonprofits and resources available in the county. They are not directly related to resources for rental assistance; the document being shown here is for resources across the county

-Z Williams: they do not have remaining allocations in the County's CARES; the intent is to recognize folks who have come to our program not eligible based on federal criteria, and we wanted to provide them this additional resource

TT: we have 3 nonprofits that received TLAC for rental relief; could we place those at the top of the resource guide since they have those resources available?

Z Williams: We can do that and we will be working with nonprofits to provide assistance for those that apply

-Question LJ: Ms. Hicks have you delineated how many people live in the cities that are being provided funds? Please start having a list to show that we are collaborating and there is reciprocity between unincorporated and the cities

J Hicks: we have not at this time

Z Williams: We do have the addresses and will work with Mr. Grear and his team to obtain that information

-Question MDJ: regarding the moratorium, this has terminated correct?

J Hicks: that is correct. The Marshall is processing evictions as they are scheduled

-Question MDJ: there was a 30 day turnaround from the time that they initially begin the application, until the money is given?

J Hicks: That is an approximate, an average

-Question MDJ: Does that mean when the application is made by the tenant this stops the process during the 30 day period?

J Hicks: We are working with the Marshall's office in providing that information. If someone has an application with TLAC they are not being scheduled for eviction

-Question MDJ: You also stated the turnover rate was high. Are we using temporary employees?

J Hicks: Yes we are; the majority of employees are temporary

-Question MDJ: As they leave, are people being placed immediately in those positions?

J Hicks: Yes we have a time frame of training the new people, and what is left for people who are not there a way to process that work

-Question MDJ: When the landlord/tenant are in Court, are they given the option to go into the TLAC program?

J Hicks: Yes they are. We have added TLAC agents to the court process; they are there and if they wish to go through the TLAC program, we provide the application there; they can negotiate in court right there as well. If they come to an agreement, they can bypass the mediation process that has been set forth because there would be a mediator in court. Then the judge can review and move to payment.

-Question MDJ: if the landlord/tenant decide not to go through the process they have that choice also?

J Hicks: The landlord has that choice; but the tenant should be doing everything they can to ensure the landlord has everything they need for the process; if they don't the landlord has everything they need to continue the eviction process

-Question MDJ: is there any other source that the landlord can go to get monies owed to them if the tenant has been either unresponsive or has simply moved out? Is there any other program available?

J Hicks: I am not aware of a specific program that gives out that assistance

Z Williams: we will look to see, whether if it's a small business loan, there may be opportunities to apply for loans and grants due to the impacts of COVID

-Z Williams: regarding having agents in the courtroom, we've been on calls and have heard best practices around the nation. Many of these things we have been doing; what we're doing seems to be the best suggestions that are out there, and are meeting with success.

-Question LJ: we need to get back to the arts in south DeKalb; we should look for space for TLAC in the Sams building or other buildings; there is a lot that we can do; people want to get back to what's going on.

-Question RP: regarding the allocated funds, there are about 11 weeks left of resources?

J Hicks: Yes sir.

-Question RP: after that is that the end of the program?

Z Williams: There is approximately another \$7M that the County has already received; we are anticipating this coming from the federal government; that could come from TLAC, nonprofits, or a combination. And the governing authority can also determine if they want to utilize future ARP funds toward this effort.

-Question TT: so the additional \$7M that we accepted, that's not necessarily TLAC but could be used in the same way?

Z Williams: it is ERA 2; additional rental assistance funds; the Board authorized the allocation of \$1.5M to nonprofits to assist with rental issues, dispersed among 3 nonprofits; there is additionally more funds to allocate for utilities and rental

assistance. Additionally we are anticipating seeking the other \$7M that has been designated to the County that can be used for TLAC or other uses.

-Question SB: please provide a copy of today's presentation

-Question MDJ: I would like to recommend that Commissioner Johnson bring this back in PECS; there is a lot of discussion to be had on that. I will submit some questions before this comes to PECS if the Commissioner will have this in PECS. The moratorium is over, and I'm not sure the notification that people are getting that the moratorium is extended; we need further discussion on this.

-Question TT: I want to thank COO Williams for providing Spanish translation, and outreach, its critical we address that population that needs support.

Z Williams: we are proud of the work we've done with the Latinx community throughout the pandemic, this is just an extension of the work we've already been doing

-Question TT: regarding the additional funds, is it our lobbying team that can respond to the potential to receive additional funds for a bonus for jurisdictions that reached a certain percentage of respondents.

-TT: regarding mortgage assistance, that is a State system, and we want to leverage as much as possible State aid. I've asked Law to provide information related to NACo's guidance around public benefit navigators; there may be opportunity for navigating support for those who need mortgage assistance. Requests Law work with the Board on the public benefit navigating guidance for homeowners.

V Ernestes: yes sir we would love to look into that

-Question JR: I was at Hispanic Heritage month celebration, and people came to me about a requirement by the state or others for a more accessible process of obtaining documentation in Spanish language, do you have any insight on that so I can better understand their concerns.

J Hicks: I don't have awareness of a requirement to accept faxes; we did make our documentation available in Spanish, and have hired staff to assist with Spanish interpretation. We haven't had anyone send us something that says they need to fax in some documentation

-Question JR: is there an online portal in English that is not in Spanish?

The online portal is in English. We will help them if there is a limitation and we will help them through the process

-Question JR: I was just trying to see if that was the source of their concerns, so the solution then is to at least make a phone call so they can speak with a Spanish fluent agent who will walk them through the process without having to immediately appear in person?

J Hicks: That is correct

-Question JR: is the state accepting rental assistance applications in DeKalb County at all?

There are smaller counties that did not receive funding at all, and the state has been focusing on assisting those counties.

-TT: requests Administration provide communication that commissioners can put out regarding resources for Spanish translation related to the TLAC program

Z Williams: also, as we have contracted with the Latin American Association, they can assist with case management and such; there is benefit to bringing in these organizations

-MDJ: I would like to remind us that we have individual monies, and if we want to give in our districts we can do so

-TT: regarding the water utility assistance program, is it the partnership for community action that is the local agency to administer those funds?

Z Williams: they are the local entity; they have been working with the state to get all the regulations updated; we are also proposing a separate contract where they will be able to drive assistance for utility bills in DeKalb County. Partnership has an apparatus already setup to deal with that.

III. STATUS UPDATE

County Website Update

-presentation provided by Director Matelski

TT: I want to say thank you to Commissioner Patrick for bringing this item forward, I feel like there is going to be a lot more discussion on it, due to time, Commissioner Patrick are you comfortable with carrying this conversation over to the next OPS meeting

RP: Absolutely

[2021-2855](#) Commission District(s): All Districts
A Request to Consider Establishing County Website Update

-not heard in committee
-no official recommendation

IV. AGENDA ITEM

New Agenda Items

[2021-3141](#) Commission District(s): All Commission Districts
Authorizing the Reallocation of Funds for Electric Vehicle (EV) Charging Stations for 178 Sams Street Facility.
MOTION was made by Robert Patrick, seconded by Steve Bradshaw, that this agenda item be recommended for approval. to the Board of Commissioners, due back on 10/12/2021. The motion carried by the following vote:

Yes: 3 - Commissioner Terry, Commissioner Bradshaw, and Commissioner Patrick

-Question RP: will this delay us further?

Z Williams: no it will not; delay is not an option

-Question TT: do we have the monies available in the bond?

Z Williams: yes we do, through the sale of the Clark-Harrison Facility

-TT: I remember we've talked about this before in OPS and acknowledged going after Georgia Power and the Public Service Commission's Make Ready Program funds to help finance and I believe we were building out the capacity for 72 charging stations in total

Z Williams: That is correct

[2021-3070](#) Commission District(s): All
Change Order No. 2 to CPA 1171242 for Implementation of Cityworks Asset Management Platform (Annual Contract With 2 Options to Renew): for use by the Department of Innovation and Technology (IT): for use by Public Works - Roads and Drainage (R&D) and the Department of Facilities Management (FM). Consists of providing implementation services for Cityworks Asset Management software. Awarded to Woolpert, Inc. Amount Not To Exceed: \$538,466.00.
MOTION was made by Steve Bradshaw, seconded by Robert Patrick, that this agenda item be recommended for approval. to the Board of Commissioners, due back on 10/12/2021. The motion carried by the following vote:

Yes: 3 - Commissioner Terry, Commissioner Bradshaw, and Commissioner Patrick

-information provided by Director Matelski

-Question TT: regarding the expansion of the Cityworks platform, we discussed the potential for commission offices to access the dashboard

Z Williams: Yes we envision access to dashboards as we expand the platform, also for customer-heavy departments. We're not quite ready for that.

-Question RP: regarding asset management, does this get into when a water/sewer line is repaired, this will be a way to keep up with time frames for replacement?

Z Williams: this would, and thinking of culvert and potholes, this would be able to track that

2021-3091

Commission District(s): ALL

CO - Change Order No. 1 to Contract Nos.: 1143262, 1143323, 1143315, 1144744 and 1144337 for Lubricants (Annual Contract with 2 Options to Renew) for use by Public Works-Fleet Management and the Department of Watershed Management (DWM). These contracts consist of the purchase of lubricants (motor oil, hydraulic fluids, transmission fluids, etc.) used for county vehicles and on-site equipment. Awarded to: Dilmar Oil Co., The McPherson Companies, Inc., Lubrication Engineers, Inc., Taylor Enterprises, Inc. and Brewer Hendley Oil Co. Total Amount Not To Exceed: \$200,000.00

MOTION was made by Robert Patrick, seconded by Steve Bradshaw, that this agenda item be recommended for approval. to the Board of Commissioners, due back on 10/12/2021. The motion carried by the following vote:

Yes: 3 - Commissioner Terry, Commissioner Bradshaw, and Commissioner Patrick

-information provided by Vernetha Halls, Fleet Maintenance

2021-3095

Commission District(s): ALL

CA - Internal Palo Alto Firewall Upgrade Project: for use by the Department of Innovation and Technology (DoIT). Consists of piggybacking off the competitively let GSA Contract No. GS-035F-0119Y for the upgrading of the County's firewall. Awarded To: Layer 3 Communications, LLC. Amount Not To Exceed: \$319,471.80.

MOTION was made by Robert Patrick, seconded by Steve Bradshaw, that this agenda item be recommended for approval. to the Board of Commissioners, due back on 10/12/2021. The motion carried by the following vote:

Yes: 3 - Commissioner Terry, Commissioner Bradshaw, and Commissioner Patrick

-information provided by Director Matelski

2021-3109

Commission District(s): All
SS - Cityworks Public Asset Management Software (Sole Source): for the Department of Innovation and Technology (DoIT) for use by Public Works - Department of Watershed Management (DWM). Consist of automating Storeroom inventory transactions and to provide a data collection software platform along with data collection hardware. Awarded To: Radley Software Company. Amount Not To Exceed: \$299,132.82.

MOTION was made by Steve Bradshaw, seconded by Robert Patrick, that this agenda item be recommended for approval. to the Board of Commissioners, due back on 10/12/2021. The motion carried by the following vote:

Yes: 3 - Commissioner Terry, Commissioner Bradshaw, and Commissioner Patrick

-information provided by Director Matelski

Meeting Ended At: 2:19 PM

MOTION was made by Robert Patrick, seconded by Steve Bradshaw, that this agenda item be adjourned meeting. The motion carried by the following vote:

Yes: 3 - Commissioner Terry, Commissioner Bradshaw, and Commissioner Patrick

Barbara H. Sanders-Norwood CCC, CMC