



DeKalb County Government

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

Minutes - Draft

OPS-County Operations Committee

Tuesday, July 6, 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: 2:21PM

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

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

I. MINUTES

2021-2753 Commission District(s): All Districts
Minutes for the June 15, 2021 County Operations (OPS)
Committee Meeting;
**MOTION was made by Robert Patrick, seconded by Steve
Bradshaw, that this agenda item be approved. The motion
carried by the following vote:**

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

II. STATUS UPDATE

Mid-Year Budget

-Z Williams: over the last couple of weeks, the Administration has revised the budget a couple of times. This is based on guidance received regarding the American Rescue Plan, which was narrower in scope than the CARES funding; this has freed up a relatively small amount of funds to address activities such as courts backlog. We would like to discuss the midyear budget today, which represents revenue growth and allows us to propose a myriad of one-time activities. As it relates to the OPS committee, Facilities Management and Fleet Management are highlights. We can also discuss the Georgia Growers program.

-OMB Director Sigler: Regarding Fleet's Vehicle maintenance fund - There are increases for vehicle maintenance adjustments provided to departments but the amount of the vehicle maintenance fund stayed the same. This has to do with a deficit from last year; revenues did not come in exactly how we thought they would with that fund.

-TJ Sigler: Regarding Facilities - The midyear budget proposes increasing janitorial services via ARP funding.

-Question Commissioner Bradshaw: Is there a document that spells this out with the numbers?

TJ Sigler: most of it is embedded in the midyear budget on a department-level basis. What you won't see there is some of the IT things that we received after the budget was proposed.

-Question Commissioner Terry: are any funds ARP allocated in the midyear budget regarding janitorial services?

TJ Sigler: those allocations would be kept separate.

-Question Commissioner Rader: regarding amendments to the Administration's midyear proposal, when will this be available so that the BOC can track?

TJ Sigler: we have a draft of those changes currently, and are finalizing. We are looking to have that within the next several days. The major changes relate to items that were originally proposed for ARP, specifically courts backlog and other requests that weren't originally part of the midyear budget.

Z Williams: after today's meeting, if there are additional items to be included/amended, we can include in the FAB special called meeting tomorrow. Eligible projects that were deemed ineligible initially amount to approximately \$2.5M of backlog prevention and related programs. This \$2.5M would be in the general fund and additional money in the Police fund

-TJ Sigler: regarding Elections, there were requests from the department for additional equipment and services they were looking to use grant funds for. Currently, we will not be able to submit those through grants. So, our plan is that we reimburse their operating fund from other eligible expenses of the grants, which will free up a portion of their operating budget that will go to fulfilling additional requests that they had. This is something we'd been working on up to last week, working with Finance and Director Hamilton. At this point it hasn't been presented in the midyear document.

-Commissioner Terry: I read that SB 202 will not allow any grant funds for elections departments. Regarding SB 202, is that for any future grant funds or is this retroactive?

Z Williams: These are grants funds we received last Fall. The senate bill provides for elections office inability to receive grants. In our operation, the governing authority receives grants, not Elections.

-Question Commissioner Davis Johnson: regarding the requests for Elections office, I have not seen that neither a proposed budget for some of the things that were asked from last year. Those requests will be in writing to us, correct?

E Hamilton: During the grant process, I provided a list of things the office would need moving forward, including additional staff and equipment

-Question Commissioner Davis Johnson: has there been anything sent since then, and who would have this been sent to?

E Hamilton: we were cleaning up the CTCO grant, so we shared that information with the COO and Finance Dept. I would be glad to share this with the BOC.

-Commissioner Davis Johnson: as we move forward, if we are appropriating, we should know the policies and procedures in place, so that we understand what we are appropriating.

-E Hamilton: our new Board will begin tomorrow, and they will receive a robust packet that includes standard operating procedures, our budget, and comprehensive plan. I will share this packet with the commissioners.

-Question Commissioner Terry: when it comes to municipal elections this fall, do you have everything you need regarding those elections?

E Hamilton: hopefully we'll have that with the grant money for operating funds being reimbursed. We will cut back on some of the 'wish list' items. We will have a county-wide school board election that the county will be responsible for paying a portion of.

-Commissioner Terry requests copy regarding details of the budget request from Elections office

-E Hamilton: We have an outbound mail machine, but will be looking to add an inbound mail machine for those ballots that don't meet the requirements of a return ballot. Those would be turned into a provision ballot. We will look for assistance with help on SB 202, and additional staffing needs.

Z Williams: we have been focused on covering \$1.5M of the grant funds to the operating budget. This specific request we haven't had an opportunity to review yet.

-Question Commissioner Cochran-Johnson: please clarify whether you have submitted a comprehensive action plan related to SB 202, and an action plan of the details within this bill and the things we need to do to be successful? I ask that commissioners receive the action plan, with a subsequent presentation.

E Hamilton: a comprehensive action plan was not submitted; normal process is that our planning begins 6 months out. Our first kickoff meeting occurred prior to May 1. SOPs have been updated and communicated with Staff. Staff has been brought in to address the needs and training related to the changes of SB 202. Without the specific funding we can't move forward. We are also waiting on materials from the State, regarding new envelopes, applications. We are planning this election the same process as previous elections, and our planning begins 6 months out. I would be happy to share this timeline with you all as well.

-Commissioner Cochran-Johnson: A lot of the changes are in the internal side of things. I'm just as concerned with internal measures as external, and what I would like to see. One comprehensive packet would be helpful because we are accountable to these needs.

-Z Williams: Ms. Hamilton does have a PowerPoint she will share today regarding an upcoming item as well.

-Discussion of the DeKalb Growers Program

-overview of budget request by Commissioner Terry

-Question Commissioner Patrick: is there something for a border material that could ensure no washing of debris or stormwater onto the streets?

Commissioner Terry: that's a great point we'll look at that

-Commissioner Davis Johnson: Regarding my landscaping at the Library, I provided pavilions and benches at libraries within District 5. Commissioner Terry introduced me to Roots Down, because the pavilion would with the landscaping being done, as well as bird cages. This extends past landscaping and gives people the opportunity to get outside and connect with nature. All of this ties together with the education of young people.

-Commissioner Terry: commissioners think about 1 or more libraries within your district in which you can think about these activities. I am committed to support the larger program within my allocation, and Facilities would provide the skillsets necessary to maintain these activities.

-Commissioner Davis Johnson: all of the funds from my specific allocation came out of my discretionary funds; none are coming from the general fund.

Administration VRE Consultant

-Z Williams: Ms. Hamilton does have a PowerPoint she will share today regarding an upcoming item as well.

-Commissioner Terry: one of the reasons for forming the Elections ad-hoc committee would be to address some of this. Ms. Wilson I would like to invite you to a DeKalb Community elections Committee meeting to discuss this update as well

-Deborah Covin Wilson: we are in final draft; I will be able to give you a comprehensive powerpoint with the results. One of the highlights is that we are extending the last phase until the 2nd. We performed electronic focus groups with employees and managers, which was shared with directors and helped to communicate what can be done going forward. There were some duplication of efforts that can be streamlined in preparation for the next round of elections. I will share this with you by the end of this week.

-E Hamilton: if we can't get to the presentation today, I would like to ask the Board to attend the Board of Registration and Elections meeting Thursday at 4:30PM to view the presentation.

-Commissioner Davis Johnson: I would prefer to have this presentation either in the ad-hoc committee or OPS, because the commissioners would not be able to ask adequate questions during the elections board meeting. Ms Hamilton have you been briefed by an outside source on SB 202 since it became effective?

E Hamilton: we have been briefed by the Sec of State's office, monthly meetings by the Sec of State's office.

-Question Commissioner Davis Johnson: do you see the need being briefed by any other outside source?

E Hamilton: I will have to speak with Legal on certain aspects of it; The Sec of State's office ensures that our actions fall in line with what is required.

-Question Commissioner Terry: Ms. Wilson could you provide your after-action report in one of our committees?

D Covin Wilson: of course; the results of the report will not go directly the Board of Registration and Elections. The focus is going to be for the County to make decisions.

III. AGENDA ITEM

*New Agenda Items:*2021-2694

Commission District(s): All Commission Districts
 Authorizing the Reallocation of Funds Originally Derived from the Sale of Clark Harrison Building

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 7/13/2021. The motion carried by the following vote:

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

-Z Williams: we are looking to assist with the project of retrofitting the Sams Street Building. This will help to establish the facility with furniture, HVAC, mechanical systems, elevator upgrades. We are seeking more funds to get the facility operational by December

-additional information provided by David Asbell, Facilities Management

-Question Commissioner Terry: have you identified a Wishlist within the 2.1M?

D Asbell: there have been estimates and breakdowns provided regarding specific items. I will share the line items with the commissioners

-Question Commissioner Bradshaw: Of the approximately 12M from the purchase, how much has already been expended? Have the other expenditures needs been identified?

Z Williams: Around \$7.5M and we are requesting \$2.1M today. There is about \$3M remaining from that sale. The other expenditure needs will be coming at a later time, whether through SPLOST or other means.

-Question Commissioner Davis Johnson: what is the designated fund for that?

Z Williams: that was an OPS funding item; we ended up purchasing a number of vehicles with the same funding that we had in order to remove the original time constraint

-Commissioner Terry: Sams Street is becoming a showcase for energy efficiency, but we are missing solar.

Z Williams: we've had conversations with solar providers relative to that building. We had major mechanical logistics to get through with GA Power as a high priority first.

-Commissioner Terry: there are jurisdictions like Atlanta that have partnered with organizations like Cherry Street Energy Z Williams: I can also have that list provided today

-Question Commissioner Cochran-Johnson: regarding Cherry Street, has there been a comparison of the long-term savings as it relates to solar?

Z Williams: no not regarding solar; I have not met with Cherry Street but I know that members of the team have. After this item moves forward and the building gets up we can put more time and focus in solar

-Commissioner Cochran-Johnson: Cherry Street is a preferred partner of several local jurisdictions and power providers. A presentation was made to the administration about 2 years ago. We have the opportunity to capitalize on the savings in a opportunity such as this.

-Commissioner Davis Johnson: I am not familiar with Cherry Street; please inform me. During a previous OPS with Larry Johnson, we had numerous conversations regarding Sams Street. We are at the point of getting ready to move in staff; other concepts such as solar are tremendous so that can also be addressed.

-Commissioner Terry: there are options here regarding bringing on a vendor

[2021-2708](#)

Commission District(s): All
CO - Change Order No. 1 to Contract No. 1149305 for Landscape Maintenance Services - Public Grounds and Parks (Annual Contract with 2 Options to Renew): for use by the Departments of Recreation, Parks and Cultural Affairs (RPCA), Facilities Management (FM), Public Works Sanitation-Beautification and Watershed Management (DWM). This contract consists of providing various landscape maintenance services for County sites. Awarded to Art-scape, Inc. Amount Not To Exceed: \$16,730.00.

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 7/13/2021. The motion carried by the following vote:

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

-Question Commissioner Bradshaw: why the decision to use SPLOST funds?

K Buford: As we were doing repairs to the senior centers, we brought this in to the SPLOST team who informed us that SPLOST funds would be eligible for this use

[2021-2723](#)

Commission District(s): ALL
CA - Kronos Technical Software and Equipment Support Services: for use by the Department of Innovation and Technology (DoIT). Consists of piggybacking off the competitively let OMNIA Partners Contract No. 18220 for the renewal of the software, hardware, support, and maintenance of Kronos equipment. Awarded to Kronos, Inc. Amount Not To Exceed: \$138,351.05.

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 7/13/2021. The motion carried by the following vote:

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

-no additional information requested

Meeting Ended At: 2:18PM

MOTION was made by Steve Bradshaw, seconded by Robert Patrick, 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