



DeKalb County Government

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

Minutes

OPS-County Operations Committee

Commissioner Mereda Davis Johnson

Commissioner Michelle Long Spears

Commissioner Ted Terry

Thursday, June 20, 2024

1:00 PM

Special Called Meeting

Meeting Started At:1:03 PM

Attendees: Commissioners Davis Johnson, Long Spears, Terry, Patrick

Present 3 - Commissioner Mereda Davis Johnson, Commissioner Michelle Long Spears, and Commissioner Ted Terry

I. MINUTES

2024-0747 Commission District(s): All Districts
Minutes for the June 4, 2024, County Operations (OPS) Committee Meeting;

MOTION was made by Michelle Long Spears, seconded by Mereda Davis Johnson, that this agenda item be approved. The motion carried by the following vote:

Yes: 2 - Commissioner Davis Johnson, and Commissioner Long Spears

Abstain: 1 - Commissioner Terry

IV. AGENDA ITEM

Previously Heard Items

Board of Commissioners - District 2

[2024-0190](#)

Commission District(s): All Commission Districts
An Ordinance for Companion Animal Litter Permit and Transfer and Sale of Dogs and Cats in DeKalb County, Georgia

MOTION was made by Michelle Long Spears, seconded by Ted Terry, that this agenda item be recommended for deferral to the Board of Commissioners, due back on 6/25/2024. The motion carried by the following vote:

Yes: 3 - Commissioner Davis Johnson, Commissioner Long Spears, and Commissioner Terry

*Information provided by Commissioner Long Spears
MLS: I'd like to defer for an additional two weeks*

-MLS: motion to defer 2 weeks

Board of Commissioners - District 7

[2023-1515](#)

Commission District(s): All Districts
A Resolution Of The Governing Authority Of DeKalb County, Georgia, To Provide Annual Funding To DeKalb Pro Bono

MOTION was made by Ted Terry, seconded by Michelle Long Spears, that this agenda item be recommended for withdrawal to the Board of Commissioners, due back on 6/25/2024. The motion carried by the following vote:

Yes: 3 - Commissioner Davis Johnson, Commissioner Long Spears, and Commissioner Terry

*Information provided by Commissioner Terry
TT: I'd like to propose withdraw*

-TT: motion to withdraw

Fleet Management

[2024-0608](#)

Commission District(s): ALL
REN - Contract Nos.: 1296353, 1296358, 1296360, 1295907, 1296448, 1295914, 1296454, 1296417, 1296362, 1296020, 1296458, 1321602, 1296027, 1296365, 1296467, 1296559, 1296815, 1296651, 1295939, 1298227, 1296826, 1296828, 1295932, 1296472, 1295979, 1295933, 1296529, 1295934, 1295945, 1296668, 1295952, 1296803, 1296574, 1295957, 1296535, 1296957, 1296434, 1295975, 1300505, 1295981, 1296971, 1296829, 1295992, 1295997, 1296000, 1295994 and 1296008 Parts for Vehicles and Off-Road Equipment (Annual Contract - 2nd of 2 Options to Renew): for use by Public Works-Fleet Management, Police Services, and the Department of Fire & Rescue. These contracts consist of repair parts for all types of vehicles and equipment. This request seeks to exercise the 2nd renewal option through June 30, 2025. This request also seeks to reserve the right to transfer funds between contracts based on Department needs. Awarded to below listed 47 vendors. Total Amount Not To Exceed: \$7,325,000.00.

MOTION was made by Michelle Long Spears, seconded by Ted Terry, that this agenda item be recommended for approval to the Board of Commissioners, due back on 6/25/2024. The motion carried by the following vote:

Yes: 3 - Commissioner Davis Johnson, Commissioner Long Spears, and Commissioner Terry

*Information provided by Fleet Management Staff
Staff: this is a standard annual contract for parts and services*

-MLS: motion to approve

Facilities Management

2024-0665

Commission District(s): ALL

RFP - Request for Proposals No. 24-500664 Standby Mechanical Engineering and Energy Support Services (Multiyear): for use by the Department of Facilities Management (FM). Consists of providing quality mechanical engineering and energy engineering design support, assessments, and consultations to ensure that the County's infrastructure and facilities operate at peak efficiency. Recommend award to the highest scoring proposers: S.L. King & Associates, Spellman & Associates, Inc., and TLC Engineering Solutions. Total Amount Not To Exceed: \$3,000,000.00.

MOTION was made by Michelle Long Spears, seconded by Ted Terry, that this agenda item be recommended for approval. to the Board of Commissioners, due back on 6/25/2024. The motion carried by the following vote:

Yes: 3 - Commissioner Davis Johnson, Commissioner Long Spears, and Commissioner Terry

Information provided by Davis Asbell, Facilities manager

Question TT: can you provide a couple of examples of what will be worked on?

Asbell: trouble shooting HCAC throughout the County. Additional information provided

Question TT: if the AC breaks down at a county building - they will look at just HVAC or the entire building from an energy sufficiency perspective?

Response provided by Davis Asbell, Facilities manager

Question TT: Are they going to be looking at "smart building" type functionalities

Asbell: yes they will, they will be looking at engineering components.

-MLS: motion to approve

New Agenda Items

GIS

2024-0716

Commission District(s): 3 & 6

A Resolution to Declare County Real Property as Surplus and Authorize its Sale - 1918 Delphine Drive, Decatur, GA, 30032, Parcel Identification Number 15-172-11-050.

MOTION was made by Michelle Long Spears, seconded by Ted Terry, that this agenda item be recommended for approval. to the Board of Commissioners, due back on 6/25/2024. The motion carried by the following vote:

Yes: 3 - Commissioner Davis Johnson, Commissioner Long Spears, and Commissioner Terry

Information provided by GIS Staff, Chris Bell

Question MDJ: what is the size of the particle ?Bell: .06 acres or 2600 square feet

-MLS: motion to approve

Innovation & Technology

2024-0621

Commission District(s): All
CO - Change Order No. 1 to Contract No. 1254433 Secured Signing Enterprise Plan (Three (3) Year Contract) [Sole Source Purchase]: for use by the Department of Innovation and Technology (DoIT). This contract consists of a customized electronic cloud-based digital signature solution that allows the County to sign and complete documents online. This request seeks to increase the contract funds and term through July 12, 2026. Awarded to Secured Signing Ltd. Amount Not To Exceed: \$94,350.00.

MOTION was made by Ted Terry, seconded by Michelle Long Spears, that this agenda item be recommended for approval. to the Board of Commissioners, due back on 6/25/2024. The motion carried by the following vote:

Yes: 3 - Commissioner Davis Johnson, Commissioner Long Spears, and Commissioner Terry

Information provided by director Matelski, Innovation and Technology

Question TT: how many user do we have ?

Matelski: let me review and get back to you. We continue to add users.

Question TT: the 10,000 documents plan, is that above what we need?

Matelski: yes its just above which gives us a little room. Additional comments provided.

-TT: motion to approve

2024-0649

Commission District(s): ALL
 CO - Change Order No. 1 to Contract No. 1335674 Licensing, Maintenance, and Support Services for Cityworks (Sole Source): for use by the Department of Innovation and Technology (DoIT). This contract consists of support and updates for the Cityworks software currently used for public asset and work management solutions. This request seeks to increase the contract funds and term through August 17, 2029. Awarded to Azteca Systems, LLC. Amount Not to Exceed: \$1,279,205.74.

MOTION was made by Ted Terry, seconded by Michelle Long Spears, that this agenda item be recommended for approval to the Board of Commissioners, due back on 6/25/2024. The motion carried by the following vote:

Yes: 3 - Commissioner Davis Johnson, Commissioner Long Spears, and Commissioner Terry

Information provided by director Matelski, Innovation and Technology

Question TT: The outlined rate increase is applicable till 2029?

Matelski: that is just one particular component. Additional comments provided

Question TT: what are the departments that use cityworks?

Matelski: components of Watershed, sanitation, transportation, planning, and will be including functions of transportation and sanitation

Question TT: this is the software we use to track data?

Matelski: It is one of them. Additional comments provided.

Question TT: and this price will reflect additional departments coming onboard?

Matelski: yes, additional context provided.

Question TT: can cityworks tag metal plates and provide reminders after a set amount of time to user departments? Matelski: the short answer is yes and I would need to connect with the user departments on how they utilize it. The software is capable of providing reminders but I cannot speak to their processes.

Question TT: to COO - when it comes to more visible aspects such as metal plates if it fair to say that if we renew the contract and workflow could we be in a position to tell constituents that anytime there is a plate we put down the platform will alert the user department of its status and reminder

COO: yes I believe the system is already designed to do it. What we will also ensure is they put the recourses and processes behind that alert to be able to do something to address it. Additional context provided.

TT: could we get an inventory of all metal plates to commissioners and maybe speak to it in PWI? I want to get a sense of what is out there in the County.

COO: we would be happy to share that information. R&D and Watershed tracks that information. Sometimes we find it is not our plate. Additional comments provided.

-TT: motion to approve

III. DISCUSSION

Charter Review Recommendations

MDJ: we were scheduled to have former CEO Jones here to present but he had a conflict.

MDJ: at our next meeting since we do not have a CEO scheduled - lets reach out to all CEOs to see when their schedules will permit.

Review of Timeline and Recommendations provided by Commissioner Long Spears

MLS: I'd like to start with Section 20A - consideration of adoption of a purchasing ordinance. I understand the adoption date would likely need to be amended.

MLS: Can the County Attorney come forward to address what is our current purchasing policy and address the adoption of a purchasing ordinance and what the similarities and differences.

Question MLS: Did the County Attorney attend all charter review meetings and public hearings?

Ernstes: No I did not, but Staff from my office did.

Comments regarding purchasing ordinances provided by County Attorney Ernstes

Question MLS: do you have any research on what other Counties in Georgia have a purchasing Ordinance? Is that something you can conduct?

Ernstes: We have not done that research. That might be better suited for Central Staff.

MLS: please work with Dr. Obeng on who has the bandwidth to do that research

TT: I would want us to "keep the end in mind" to ensure there is transparency on how contracts are procured. Comments provided by Commissioner Terry

Question TT: I assume procedures in place; I'm interested in making sure there is not definitive decisions made by one but an outlined policy for the governing authority to follow .

RP: I am supportive to a procurement ordinance

MLS: Do you feel it is a conflict of interest that the person responsible for County purchasing is also responsible for making the purchasing rules? Additional context provided

Ernstes: I cannot speak to the ethics of the case and I would like to speak with you further offline before issuing an opinion. RP: we conduct our annual audits by Walden & Jenkins I believe they looking to components of procurement.

Ernstes: you would need to speak to CFO McNabb.

MLS: the second area of interest is Section 27 hiring of an opens records officer. I am in full support of the recommendation. Additional comments provided.

MDJ: County Attorney can you explain what we current have verses what is being requested.

Comments provided by County Attorney

Question MLS: the spirit would be to streamline and make it easier on constituents to make the request. Can you confirm your statement regarding referendum?

Ernstes: the proposed language puts the power in the hands of the CEO. I'll have to review the current language in place. If that were to change that would subject you to voter approval.

Question MDJ: you spoke of Gov QA earlier, is that something that is currently in the works?

Ernstes: correct

Question MDJ: and that would focus the search for open records ?

Ernstes: it is a database - the request would be directed to a lawyer and paralegal in my office and then to a records custodian in each department pending the request. Additional comments provided.

TT: I believe the suggestion of an open records officer makes a lot of sense. Additional comments provided.

Ernstes: the law department is the defacto for review at this time.

MDJ: at the next meeting bring back the specifics on open records to continue discussion and let us know if there are any conflicts with existing state law

Question TT: we don't need to change the charter for an open records officer?

Ernstes: correct

TT: If there consensus then maybe we can start with just proposing that position be created.

Question TT: this would be a ballot referendum change and not a technical change?

Ernstes: correct

MDJ: Central Staff please let us know which CEO will be available

Meeting Ended At:2:17 PM

MOTION was made by Michelle Long Spears, seconded by Ted Terry, that this agenda item be adjourned meeting. The motion carried by the following vote:

Yes: 3 - Commissioner Davis Johnson, Commissioner Long Spears, and Commissioner Terry

Barbara H. Sanders-Norwood CCC, CMC