



Fulton County Board of Commissioners
Agenda Item Summary

19-0947

BOC Meeting Date
 11/20/2019

Requesting Agency

Finance

Commission Districts Affected

All Districts

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Approval of October 2019 Refund Report

Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*

Provided in accordance with Policy and Procedure #200-4

Is this Item related to a Strategic Priority Area? *(If yes, note strategic priority area below)*

Yes All People trust government is efficient, effective, and fiscally sound

Is this a purchasing item?

No

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

Scope of Work: (Provide a brief project scope of work of the services/work to be provided)

Approval of Refund Report in accordance with Policy & Procedure #200-4.

Fulton County routinely refunds monies paid to us by corporations or individuals when the intended project or service could not be accomplished. The responsible department determines when monies are to be refunded and would submit a request for disbursement of funds.

Community Impact: (Provide the overall impact on community health, whether the impact would be Countywide or to a specific District, if applicable)

None

Department Recommendation: (Provide the user department recommendation)

Approval

Project Implications: (What are the future implications of the item in terms of potential changes in budget, service provision, or County policy/operations?)

None

Community Issues/Concerns: (Identify any issues/concerns raised by constituents or clients)

Agency Director Approval		County Manager's Approval
Typed Name and Title	Phone	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

concerning the agenda item and if those issues have been addressed?)

None

Department Issues/Concerns: (Identify any additional department recommendations or concerns including funding, staffing, external/internal partnerships and operational inefficiencies)

None

History of BOC Agenda Item: (Has this item previously been before the BOC? Yes or No. If yes, for non-purchasing item(s), describe what action(s) were taken.)

No

(For purchasing items, provide the project history chart or if a new procurement, insert "New Procurement".)

Contract & Compliance Information	<i>(Provide Contractor and Subcontractor details.)</i>
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Agency Director Approval		County Manager's Approval
Typed Name and Title	Phone	
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Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:				
No. Bids Received:				
Total Contract Value	.			
Total M/FBE Values	.			
Total Prime Value	.			
Fiscal Impact / Funding Source	<i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>			
.				
Exhibits Attached	<i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>			
Source of Additional Information	<i>(Type Name, Title, Agency and Phone)</i>			

Agency Director Approval		County Manager's Approval
Typed Name and Title	Phone	
Signature	Date	

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Procurement

Contract Attached: .	Previous Contracts: .
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Solicitation Number: .	Submitting Agency: .	Staff Contact: .	Contact Phone: .
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Description:.

FINANCIAL SUMMARY

Total Contract Value:	MBE/FBE Participation:
Original Approved Amount: .	Amount: . %: .
Previous Adjustments: .	Amount: . %: .
This Request: .	Amount: . %: .
TOTAL: .	Amount: . %: .

Grant Information Summary:

Amount Requested: .	<input type="checkbox"/>	Cash
Match Required: .	<input type="checkbox"/>	In-Kind
Start Date: .	<input type="checkbox"/>	Approval to Award
End Date: .	<input type="checkbox"/>	Apply & Accept
Match Account \$: .		

Funding Line 1: .	Funding Line 2: .	Funding Line 3: .	Funding Line 4: .
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KEY CONTRACT TERMS

Start Date: .	End Date: .
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Cost Adjustment: .	Renewal/Extension Terms: .
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ROUTING & APPROVALS
(Do not edit below this line)

X	Originating Department:	Turner, Ray	Date: 11/13/2019
.	County Attorney:	.	Date: .
.	Purchasing/Contract Compliance:	.	Date: .
.	Finance/Budget Analyst/Grants Admin:	.	Date: .
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 11/13/2019



POLICY AND PROCEDURE

SUBJECT: Refund of Money Paid to Fulton County for Specific Programs That For Some Reason May Not Be Accomplished

DATE: November 17, 1993

NUMBER: 200-4

Statement of Policy: Whenever a person, firm or other legal entity shall pay any sum of money to Fulton County for a specified purpose or service, but which because of circumstances cannot be accomplished in whole or in part, the Finance Director shall be authorized to refund such payment based on the recommendation of the responsible Department Head and upon supporting evidence to justify such refund.

Background: This policy outlines the actions to be taken to refund monies to individuals or corporate entities when a project in which they are involved is not completed, or is cancelled.

Applicability: This policy applies to all departments that have accepted fees or deposits for a purpose or service that for some reason cannot be accomplished. It does not apply to deposits received for projects that are covered by the Georgia Code dealing with Development Impact Fees or other development fees outlined in the Georgia Code. Additionally, refunds involving litigation or other legal matters must include an opinion from the County Attorney attesting to the propriety of the refund or a court document ordering the refund.

Responsibility: Department Heads are responsible for determining when monies are to be refunded. The Department Head will forward the supporting documents to the Finance Director, who will review them for completeness and for applicable refunds. A monthly report of refunds will be furnished to the County Manager and the Board of Commissioners.

Procedures: The Department Head will prepare a Payment Voucher and attach all necessary documentation, i.e., copies of cash receipt documents showing that the funds were, in fact, previously received and a memorandum stating the circumstances under which the refund is being made. This documentation will be forwarded to the Director of Finance for approval.

Departmental Sponsor: Finance Department

Policy Review Date: May 1997

References: Minutes of the Board of Commissioners, March 4, 1964
Minutes of the Board of Commissioners, June 2, 1982
Minutes of the Board of Commissioners, November 17, 1993

Departments Affected: All Departments and Offices of Appointed or Elected Officials

October 2019 Refund Report

Department Name	Vendor Name	Fund	Amount	Description
External Affairs (130)				
	EVOLVE IMG LLC	100	10,880.00	OVERPAYMENT OF LOCATION FEES / SECURITY DEPOSIT
Subtotal		1	10,880.00	
Arts & Culture (540)				
	AFTER 9 PARTNERS, LLC	215	5,000.00	QUEEN OF HIP HOP VENUE
Subtotal		1	5,000.00	
Public Works (540)				
	AMERICAN MULTI CINEMA INC	201	177.28	WATER
	AMLA DAVIS	201	61.53	SEWER
	AMY WALTERS	201	21.42	SEWER
	CASEY KOSTECKA	201	18.51	WATER/SEWER
	COLLEEN WRIGHT	201	100.65	SEWER
	CYNTHIA DENISE MEERTENS	201	30.19	SEWER
	DARREN SMITH	201	301.24	WATER/SEWER
	FERNANDO SANCHEZ	201	107.53	SEWER
	GERALD & SUNISA GILLIAM	201	4,897.34	WATER
	ILYAU ARANBAYEV	201	100.00	WATER
	JEFF BERMEL	201	47.73	SEWER
	JOHN WHITE	201	399.96	SEWER
	JULIAN HILL	201	339.80	WATER
	JULIE MENHART	201	127.58	WATER
	KELLY BUTCHER	201	2,831.02	WATER
	KRISTINA LUCARELLI	201	25.71	SEWER
	LECIA CARTWRIGHT	201	103.50	SEWER
	LEIGH ASHER & LEE W RABUN III	201	765.54	WATER
	LOUIS CUREAU IV	201	1,959.52	SEWER
	LYNDSEY J. BRZOZOWSKI	201	535.11	SEWER
	MANDY LI	201	425.06	SEWER
	MANOJ KUMAR	201	177.48	SEWER
	MANSELL PARTNERS LLC	201	2,899.96	WATER
	MASON SHEALY	201	1,912.16	SEWER
	NICK HALPER	201	90.97	SEWER
	PAC JOHNS CREEK	201	1,913.97	WATER
	PHILIP FASONE	201	1,582.05	SEWER
	Rick McGillivray	201	225.97	WATER/SEWER
	SAM M BROMBERG	201	151.00	SEWER
	SKIP MCMANES JR.	201	1,094.41	SEWER
	STANDARD VIEW HOA	201	1,443.09	SEWER
	STEVE KARSON	201	149.42	SEWER
	WALLACE AJAKAIYE	201	15.59	WATER
	YANXIANG LI	201	1,890.07	WATER
Subtotal		34	26,922.36	
Library (650)				
	BRENDA MENDOZA	434	300.00	CAMP TRUITT RENTAL SECURITY
Subtotal		1	300.00	
Grand Total		37	43,102.36	