



Fulton County Board of Commissioners  
**Agenda Item Summary**

**# 17-0508**

**BOC Meeting Date**  
6/21/2017

**Requesting Agency**

Finance

**Commission Districts Affected**

All Districts

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

Approval of May 2017 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 concerning the agenda item and if those issues have been addressed?)

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

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”.)

|  |  |
|--|--|
| <b>Contract &amp; Compliance Information</b> | <i>(Provide Contractor and Subcontractor details.)</i> |
|--|--|

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

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

**# 17-0508**

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

|                                 |              |                                  |
|---------------------------------|--------------|----------------------------------|
| <b>Agency Director Approval</b> |              | <b>County Manager's Approval</b> |
| <b>Typed Name and Title</b>     | <b>Phone</b> |                                  |
| <b>Signature</b>                | <b>Date</b>  |                                  |

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

Continued

**Procurement**

|                                  |                                 |                            |                            |
|----------------------------------|---------------------------------|----------------------------|----------------------------|
| <b>Contract Attached:</b><br>.   | <b>Previous Contracts:</b><br>. |                            |                            |
| <b>Solicitation Number:</b><br>. | <b>Submitting Agency:</b><br>.  | <b>Staff Contact:</b><br>. | <b>Contact Phone:</b><br>. |

**Description:.****FINANCIAL SUMMARY**

|                              |                               |
|------------------------------|-------------------------------|
| <b>Total Contract Value:</b> | <b>MBE/FBE Participation:</b> |
| 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 \$: . |  |

|                             |                             |                             |                             |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| <b>Funding Line 1:</b><br>. | <b>Funding Line 2:</b><br>. | <b>Funding Line 3:</b><br>. | <b>Funding Line 4:</b><br>. |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|

**KEY CONTRACT TERMS**

|                              |                                      |
|------------------------------|--------------------------------------|
| <b>Start Date:</b><br>.      | <b>End Date:</b><br>.                |
| <b>Cost Adjustment:</b><br>. | <b>Renewal/Extension Terms:</b><br>. |

**ROUTING & APPROVALS**

(Do not edit below this line)

|   |                                      |                |                |
|---|--------------------------------------|----------------|----------------|
| X | Originating Department:              | Turner, Ray    | Date: 6/7/2017 |
| . | County Attorney:                     | .              | Date: .        |
| . | Purchasing/Contract Compliance:      | .              | Date: .        |
| . | Finance/Budget Analyst/Grants Admin: | .              | Date: .        |
| . | Grants Management:                   | .              | Date: .        |
| X | County Manager:                      | Anderson, Dick | Date: 6/7/2017 |

# May 2017 Refund Report

# 17-0508

| Department Name                              | Vendor Name                              | Fund      | Amount           | Description                 |
|--|--|-----------|------------------|-----------------------------|
| <b>Arts/Cooperative Extension (181)</b>      |  |           |                  |                             |
|  | AMA KYAA                                 | 434       | 100.00           | Rental Security             |
|  | CHELSE O. TEAGLE                         | 434       | 100.00           | Rental Security             |
|  | CORA STERLING                            | 434       | 100.00           | Rental Security             |
|  | DAVID MOORE                              | 434       | 200.00           | Rental Security             |
|  | Delta Sigma Theta Atlanta Alumni Chapter | 100       | 250.00           | Projector & Rental Security |
|  | KATORA P. TURNER                         | 434       | 100.00           | Rental Security             |
|  | Lucius Felder                            | 434       | 100.00           | Rental Security             |
|  | TERRI STREETER                           | 434       | 100.00           | Rental Security             |
| <b>Arts/Cooperative Extension (Subtotal)</b> |  | <b>8</b>  | <b>1,050.00</b>  |                             |
| <b>Public Works (540)</b>                    |  |           |                  |                             |
|  | ALICE AMARA                              | 201       | 446.88           | Sewer                       |
|  | BRE/COH GA LLC                           | 201       | 8,795.02         | Water                       |
|  | DALE K. JOHNSON                          | 201       | 31.03            | Water                       |
|  | ELIZABETH & VADIM KOVALCHUK              | 201       | 112.20           | Sewer                       |
|  | FRED WILLIAMS                            | 201       | 24.84            | Water                       |
|  | Gary Jewel                               | 201       | 194.38           | Sewer                       |
|  | GREGORY VILLARAN                         | 201       | 1,900.00         | Sewer                       |
|  | Gwyneth Burkett                          | 201       | 691.06           | Water                       |
|  | Joanne Dorner -Davis                     | 201       | 41.21            | Sewer                       |
|  | NATALIE DUTOIT                           | 201       | 354.31           | Water/Sewer                 |
|  | NEIL KENNEDY                             | 201       | 86.82            | Sewer                       |
|  | PARIJAT CHANDRA                          | 201       | 10.93            | Water/Sewer                 |
|  | RASHPAL REHAL                            | 201       | 179.86           | Water/Sewer                 |
|  | Richard Zellmer                          | 201       | 120.25           | Water/Sewer                 |
|  | ROBERT MONETTE                           | 201       | 312.62           | Water                       |
|  | Roderick Whitlow                         | 201       | 178.35           | Sewer                       |
|  | Southern REO                             | 201       | 13.80            | Sewer                       |
|  | STEVEN KIDD                              | 201       | 149.47           | Water                       |
|  | Yolanda Sholly                           | 201       | 550.00           | Sewer                       |
| <b>Public Works (Subtotal)</b>               |  | <b>19</b> | <b>14,193.03</b> |                             |
| <b>Parks &amp; Recreation</b>                |  |           |                  |                             |
|  | LaQuita Sterling                         | 301       | 75.00            | Youth Basketball            |
| <b>Parks &amp; Recreation (Subtotal)</b>     |  | <b>1</b>  | <b>75.00</b>     |                             |
| <b>Total</b>                                 |  | <b>28</b> | <b>15,318.03</b> |                             |



## 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