

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

July 1, 2014

A G E N D A

1. Call to order.
2. Invocation and pledge of allegiance to the flag.
3. Adoption of the agenda.
4. Approval of the June 17, 2014 Regular Business Meeting and the June 19, 2014 Special Called Public Transportation Work Session minutes.
5. PUBLIC COMMENT: Citizens will be given a three (3)-minute maximum time limit to speak before the Board of Commissioners about various topics, issues, and concerns. Following thirty minutes of hearing from the public, the Board of Commissioners will allow the remainder of citizens who have signed up to be heard at the next Tuesday business meeting.
6. PROCLAMATION: “Clayton County Observes July 2014 as National Parks and Recreation Month” (presented by Chairman Jeffrey E. Turner).
7. PRESENTATION: “2014 Scholarship Winners for the 2014 Tybee Island Trip in conjunction with the Kids Outdoor Initiative.”
8. Consider requests of Ramona Thurman, Interim Purchasing Agent of Central Services. (NOTE: The entire Purchasing Ordinance for Clayton County, Georgia can be viewed on the MuniCode website. Citizens can access this website via the following website address: <http://library.municode.com/index.aspx?clientId=10562>.)

1) **Crack Sealing for Board of Commissioners and Central Services, Request for Informal Written Quote Approval** (Wall Asphalt Services, Inc., located in Carrollton, Georgia; PO #14-4329; POR #00012670 in the amount of \$11,775.00; and POR #00012700 in the amount of \$11,383.00. Funding is available through the Transportation and Development R&M account), as requested by the Transportation & Development Department. Per Section 2-136 (4) of the Clayton County Purchasing Ordinance, the written quote method is used for all purchases from \$500.00 to \$24,999.99. Buyers are required to solicit quotations and receive written responses from vendors. All reasonable efforts will be made to obtain three written quotations for each item solicited. Awards for written quotations are given strictly on a lowest quote.

2) **Purchase of New Chairs for Cafeteria at Frank Bailey Senior Center** (Government Sales, LLC, located in Morehead City, North Carolina; POR #00013146/GSA Statewide

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Contract #GS-27F-022BA; \$28,100.00. Funding is available through the Senior Services General Fund Account), as requested by the Senior Services Department. Per O.C.G.A., § 50-5-100 states, “The Department of Administrative Services is authorized to permit local political subdivisions, on an optional basis, to purchase their supplies through the state.” This allows the purchasing agent to utilize statewide contracts when this practice serves the best interest of Clayton County. The Clayton County Board of Commissioners makes the final award for the state contract purchases of \$35,000.00 and greater.

3) **Pkg. #2014-X Acoustic Ceilings for the Clayton County Parks & Recreation Department, Harris County Department of Education (HCDE) Contract #10/052JC-02** (Kellogg Brown & Root, LLC [KBR], located in Atlanta, Georgia; \$277,233.38 [\$138,616.69 per recreation center]; Cooperative Purchase HCDE Contract #10/052JC-02. Funding is available through the 2004 SPLOST Funds), as requested by the Parks & Recreation Department. Per Section 2-114 of the Clayton County Purchasing Ordinance; Cooperative Purchasing Methods, the County may join with other governmental units in cooperative purchasing plans when the best interest of the County would be served thereby. The Clayton County Board of Commissioners makes the final award for cooperative purchases of \$35,000.00 and greater.

4) **Purchase of Enterprise Software Agreement with Dell for the purchase of Microsoft Enterprise Licensing for Windows and Office Software** (State Contract with Dell Computers #25AF0; \$384,782.46. Funding is available through the Other General Government Minor Equipment Account), as requested by the Information Technology Department. Per O.C.G.A., § 50-5-100 states, “The Department of Administrative Services is authorized to permit local political subdivisions, on an optional basis, to purchase their supplies through the state.” This allows the Purchasing Agent to utilize statewide contracts when this practice serves the best interest of Clayton County. The Clayton County Board of Commissioners makes the final award for the state contract purchases of \$35,000.00 and greater.

5) **RFB Pkg. #14-09 Ball Field Renovations** (Benson Construction Company, Inc., located in Tifton, Georgia. Funding is available through the 2009 SPLOST funds), as requested by the Parks and Recreation Department. Per Section 2-136 (1) of the Clayton County Purchasing Ordinance, Clayton County utilizes the competitive sealed bid method when the costs of goods and services are in excess of \$25,000.00. The Clayton County Board of Commissioners has the final award approval for all non-budgeted bids \$35,000.00 and greater. All approved budgetary goods and services and annual contract purchases can be authorized by the Chief Financial Officer and purchased by the Director of Central Services without Board of Commissioners’ approval.

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9. Consider requests of Ramona Thurman, Chief Financial Officer.
 - 1) Budget Amendment #2-53/Federal Narcotics Condemnation Fund/FYE 6-30-14 – to purchase two (2) used Ford Expedition vehicles for the Sheriff’s Office, in the amount of \$23,400.00.
 - 2) Budget Amendment #2-54/Parks and Recreation/FYE 6-30-14 – to establish the budget to assist with repair and maintenance costs associated with Maddox Road Park, per Resolution 2014-143, in the amount of \$250.00.
 - 3) Budget Amendment #2-55/Solicitor General/FYE 6-30-14 – to amend in additional revenue received to purchase seventeen (17) computers, in the amount of \$25,000.00.
 - 4) Budget Amendment #4-99/Fund 306 – 2004 Roads and Recreation SPLOST/FYE 6-30-14 – to amend the budget for Transportation and Development SPLOST project closures, in the amount of \$928,805.00.
10. PRESENTATION: Proposed Annual Operating Budget for FY-2015 with *Amendments* (presented by Ramona Thurman, Chief Financial Officer).
11. Consider requests of Tamara Duggans, Human Resources Manager.
 - 1) To request the Board to approve a starting salary for the new Police Deputy Chief at \$106,054.10 (Grade 35 Step 25). The salary for both retired Deputy Chief Chris Butler and Deputy Chief Gina Hawkins is \$106,054.10. Setting this as the salary for the new Deputy Chief will provide parity and equal pay for equal work. In addition, this will be budget neutral, as the salary paid to the new Deputy Chief is the exact same as was paid to retired Deputy Chief Butler. The Deputy Chiefs are critical to the mission of the Police Department and the County must be able to attract and retain a person of exceptional knowledge, skill and ability with the appropriate educational background to continue to move the County forward.
 - 2) Request to reorganize the E-911 Communications Unit by eliminating two (2) Dispatcher 1 positions (Pay Grade 17), one Dispatcher III position (Pay Grade 19), and an Operations Supervisor position (Pay Grade 26) to create a Communications Shift Supervisor (Pay Grade 23), a new position of E-911 Operations Manager (Pay Grade 27), and a new

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Training and Professional Standards Supervisor (Pay Grade 25). These changes will result in an overall savings of \$6,092.87.

3) To permanently transfer the Indigent Defense Department to Court Administration which will include:

1. Change of title for Director of Indigent Defense to Indigent Defense Manager (no change in grade or salary – Grade 23/Step 1; \$43,359.00).

2. Organization # 2015 will become a division of Organization #2001.

Indigent Defense will become a division within Court Administration. Over the years, the case load for Indigent Defense has decreased due to the partnership with the Public Defender's Office. By moving the Indigent Defense function to Court Administration, the employees of Indigent Defense can also assist with initiatives and demands of Court Administration.

12. Resolution 2014-156 – A Resolution providing for the adoption of the County's Budget for Fiscal Year Ending June 30, 2015; to provide for the appropriation of expenditures and recognition of anticipated funding sources; to provide for the circumstances under which the budget may be amended by the Board of Commissioners, the Chairman, or the Chairman's Designee; to provide an effective date of this resolution; and for other purposes.
13. Resolution 2014-157 – A Resolution authorizing Clayton County to enter into a Contract with the State of Georgia, Department of Family and Children Services on behalf of Clayton County Extension Service, providing for the terms and conditions under which parenting education services will be delivered and administered; to authorize the Chairman to execute the contract on behalf of the County and otherwise to perform all acts necessary to accomplish the intent of this resolution; to authorize the Chief Financial Officer to amend the budget where necessary to reflect an appropriate revenue source and expense, all as may be required; to provide an effective date of this resolution; and for other purposes.
14. Resolution 2014-158 – A Resolution authorizing Clayton County to enter into an Intergovernmental Agreement with the Georgia Department of Corrections, on behalf of the Clayton County Prison, for the care and custody of state inmates; to authorize the Chairman to execute the Intergovernmental Agreement and otherwise perform all acts necessary to accomplish the intent of this resolution; to authorize the Chief Financial Officer to amend the budget where necessary to reflect an appropriate revenue source and expense, all as may be

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- required under the terms of the agreement; to provide an effective date of this resolution; and for other purposes.
15. Resolution 2014-159 – A Resolution authorizing Clayton County to accept seized vehicles (a white 1993 Mazda B2600 Cab Plus and a black 1999 Ford Taurus LX) from Clayton County Police Department Drug investigations; to authorize the sale of such property in a manner as will be in the best interest of the County; to provide for the disbursal of sale proceeds; to authorize the Chief Financial Officer to amend the budget where necessary to reflect an appropriate revenue source and expense; to provide an effective date of this resolution; and for other purposes.
 16. Resolution 2014-160 – A Resolution authorizing the trade or other disposition of a condemned vehicle (one 2009 Maserati Granturismo) from the Clayton County Police Drug Task Force; to authorize the Director of Central Services to effect the disposition of said vehicle as a surplus item; to authorize the Chief Financial Officer to amend the budget where necessary to reflect an appropriate revenue source and expense; to authorize the disbursement of proceeds from the trade of such property; to provide an effective date of this resolution; and for other purposes.
 17. Resolution 2014-161 – A Resolution authorizing Clayton County to enter into a Consultant Agreement with The Collaborative Firm, LLC, providing for the terms and conditions under which professional planning support services will be provided; to authorize the Chairman to execute the agreement along with any other documents necessary to accomplish the intent of this resolution; to authorize the Chief Financial Officer to amend the budget where necessary to reflect an appropriate revenue source and expense, all as may be necessary under the terms of the agreement; to provide an effective date of this resolution; and for other purposes.
 18. Resolution 2014-162 – A Resolution to give notice of Clayton County’s intent to abandon and convey property consisting of approximately 1.13 acres of right-of-way formerly known as Sherman Road and particularly described herein; to authorize publication of notice; to set a public hearing; to authorize the Chairman to execute any documents necessary to accomplish the intent of this resolution; to provide for severability; to provide an effective date of this resolution; and for other purposes.
 19. Resolution 2014-163 – A Resolution to provide for the designation of a Dog Control Officer who will exercise the powers assigned under provision of the Responsible Dog Owner Law; to provide an effective date of this resolution; and for other purposes.

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20. Resolution 2014-164 – A Resolution authorizing Clayton County to enter into Users Agreements with certain regional jurisdictions to receive, possess and use radio system keys for public safety programming and interoperability purpose; to authorize access to Clayton County’s radio system key; to authorize the Chairman, or the Director of Information Technology as his designee, to execute the Users Agreements; to provide an effective date of this resolution; and for other purposes.

EXECUTIVE SESSION

21. Consider any action(s) necessary based on decision(s) made in the Executive Session.

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A G E N D A

FINANCE SUPPORTING DOCUMENTATION

BEGINS ON NEXT PAGE

**CLAYTON COUNTY
INTER - OFFICE MEMO**

2-53

DATE: June 17, 2014

TO: Board of Commissioners

FROM: Ramona Thurman, Chief Financial Officer

SUBJECT: Request for Budget Amendment - Federal Narcotics Condemnation Fund

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-14:

INCREASE REVENUE:

Federal/CT Condemned Monies Held in Evidence	220-2801-3421	\$ 23,400
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INCREASE EXPENSES:

Autos and Trucks	220-2801-6020	\$ 23,400
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Reason: To amend the budget to purchase two used Ford Expedition vehicles for the Sheriff department.

TO: Ramona Thurman, Chief Financial Officer

According to the Statement of Policy, the above listed amendment has been approved.

Date

Shelby Haywood, Clerk of Commission

sl

**CLAYTON COUNTY
INTER - OFFICE MEMO**

2-54

DATE: June 17, 2014

TO: Board of Commissioners

FROM: Ramona Thurman, Chief Financial Officer

SUBJECT: Request for Budget Amendment - Parks and Recreation

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-14:

INCREASE REVENUE:

Gifts and Donations	101-5110-7005-10000-9DN07	\$	250
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INCREASE EXPENSE:

R & M- Recreational Area	101-5110-4845-10000-9DN07	\$	250
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Reason: To establish the budget to assist with repair and maintenance costs associated with Maddox Road Park per resolution 2014-143.

TO: Ramona Thurman, Chief Financial Officer

According to the Statement of Policy, the above listed amendment has been approved.

Date

Shelby Haywood, Clerk of Commission

slm

~~101-5110-7005-16000-9DN07~~
101-5110-7005-16000-9DN07



Detrick Stanford

Clayton County Board of Commissioners

2300 Highway 138, SE

Jonesboro, GA 30236

Dear Detrick,

Macy's is thrilled to present Maddox Road Park with the enclosed check for \$250.00 generated from this year's Macy's Heart Your Park Campaign.

Macy's partnered with the National Recreation and Park Association to help raise awareness and funds for local parks across the country. Macy's asked customers to give a little love back to their local park by donating \$1 or more at the register.

It's exhilarating that so many of our customers embraced and actively participated in the cause by making a donation this past March. At Macy's, giving back is a cornerstone of our brand. We are proud to support our local parks and green spaces throughout the country.

Sincerely,

Betty Korns
Vice President Store Manager
Macy's Southlake Mall (#745)
1500 Southlake Pkwy
Morrow, GA 30260
Betty.Korns@macys.com

#90009360

Macy's / Bloomingdale's
 (513) 782-3000
 2101 E. Kemper Rd.
 Sharonville, OH 45241

CLAYTON COUNTY FINANCE

2014 JUN 3 PM 1 58

CLAYTON COUNTY BOARD OF COMMISSIONERS
 2300 HIGHWAY 138 SE
 JONESBORO, GA 30236
 United States

SUPPLIER ID		SUPPLIER NAME	CHECK #	CHECK DATE
106027		CAUSE MARKETING-DONATIONS	90009360	05/20/2014
INV. DATE	INVOICE NUMBER	DESCRIPTION	GROSS AMT	NET AMT
05/06/2014	050614587	MADDOX ROAD PARK	250.00	250.00
TOTALS =			\$250.00	\$250.00

CHECK FACE HAS A COLORED BACKGROUND IN A CUBED PATTERN ON WHITE PAPER.

THIS ACCOUNT CLEARS POSITIVE PAY.

Macy's / Bloomingdale's
 (513) 782-3000
 2101 E. Kemper Rd.
 Sharonville, OH 45241

11999
 106027

DATE 05/20/2014 Check Number 90009360

PAY Two Hundred Fifty Dollars And Zero Cents

PAY EXACTLY

*****\$250.00*****

PAY TO THE ORDER OF: CLAYTON COUNTY BOARD OF COMMISSIONERS

[Signature]
 AUTHORIZED BY

BANK OF AMERICA

⑈90009360⑈ ⑆011201539⑆ 2220077184⑈

STATE OF GEORGIA

COUNTY OF CLAYTON

RESOLUTION NO. 2014-143

A RESOLUTION AUTHORIZING CLAYTON COUNTY TO ACCEPT A DONATION FROM MACY'S INC. ON BEHALF OF THE CLAYTON COUNTY DEPARTMENT OF PARKS AND RECREATION FOR THE PURPOSE OF SUPPORTING THE MADDOX ROAD PARK; TO AUTHORIZE THE CHAIRMAN TO ACCEPT THE DONATION ON BEHALF OF CLAYTON COUNTY, TO EXECUTE ANY NECESSARY DOCUMENTS, AND TO OTHERWISE PERFORM ALL ACTS NECESSARY TO ACCOMPLISH THE INTENT OF THIS RESOLUTION; TO AUTHORIZE THE CHIEF FINANCIAL OFFICER TO AMEND THE BUDGET WHERE NECESSARY TO REFLECT AN APPROPRIATE REVENUE SOURCE AND EXPENSE, ALL AS MAY BE REQUIRED; TO PROVIDE AN EFFECTIVE DATE OF THIS RESOLUTION; AND FOR OTHER PURPOSES.

WHEREAS, Macy's, Inc. wishes to donate \$250.00 to the Clayton County Department of Parks and Recreation, Parks Division, for the purpose of supporting the Maddox Road Park as a part of its "Heart Your Park" program; and

WHEREAS, the donation does not require a match of funds from the County; and

WHEREAS, the Board of Commissioners deems it in the best interest of the County and the County will best be served by the acceptance of the donation for the stated purpose.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS

OF CLAYTON COUNTY, GEORGIA AND IT IS HEREBY RESOLVED

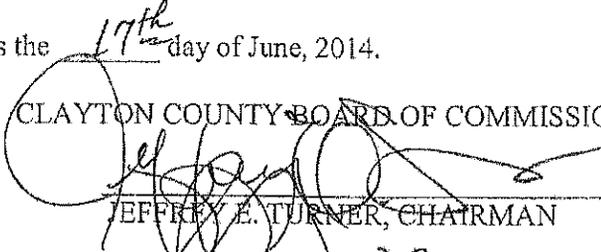
Section 1. The Board of Commissioners hereby authorizes Clayton County to accept a \$250.00 donation from Macy's, Inc. for the purpose of supporting the Maddox Road Park as a part of the "Heart Your Park" Program. The Board of Commissioners

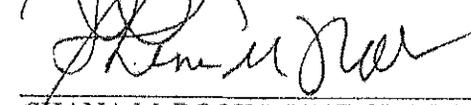
hereby authorizes the Chairman to execute any necessary documents, and otherwise perform all acts necessary to accomplish the intent of this Resolution. Further, the Board of Commissioners authorizes the Chief Financial Officer to amend the Budget where necessary to reflect an appropriate revenue source and expense, all as may be required.

Section 2. This Resolution shall be effective of the date of its approval by the Board of Commissioners.

SO RESOLVED, this the 17th day of June, 2014.

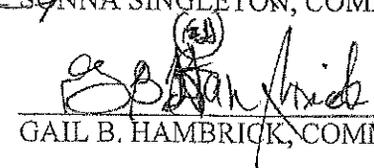
CLAYTON COUNTY BOARD OF COMMISSIONERS


JEFFREY E. TURNER, CHAIRMAN

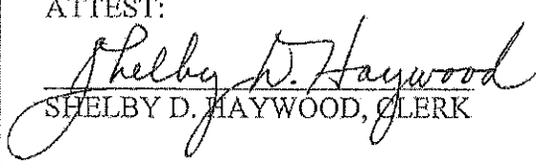

SHANA M. ROOKS, VICE CHAIRMAN


MICHAEL EDMONDSON, COMMISSIONER


SONNA SINGLETON, COMMISSIONER


GAIL B. HAMBRICK, COMMISSIONER

ATTEST:


SHELBY D. HAYWOOD, CLERK

**CLAYTON COUNTY
INTER - OFFICE MEMO**

2-55

DATE: June 25, 2014
TO: Board of Commissioners
FROM: Ramona Thurman, Chief Financial Officer
SUBJECT: Request for Budget Amendment - Solicitor

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-14:

INCREASE REVENUE:

Pretrial Intervention Program Fees	101-2501-3394	\$	25,000
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INCREASE EXPENSE:

Computer Supplies	101-2501-4310	\$	8,948
Minor Computer Equipment	101-2501-4393		16,052
		\$	<u>25,000</u>

Reason: To amend in additional revenue received to purchase 17 computers.

TO: Ramona Thurman, Chief Financial Officer

According to the Statement of Policy, the above listed amendment has been approved.

Date

Shelby Haywood, Clerk of Commission

slm

CLAYTON COUNTY
INTER - OFFICE MEMO

DATE: June 23, 2014
TO: Board of Commissioners
FROM: Ramona Thurman, Chief Financial Officer
SUBJECT: Request for Budget Amendment - Fund 306 - 2004 Roads & Recreation SPLOST

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-14:

INCREASE EXPENSES:

T&D Undesignated - Roads, Bridges & Improvements	306-4001-6050-8C099	\$ 928,805
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DECREASE EXPENSES:

Anvil Block Road	306-4001-6050-20320-7Y08A	\$ 95,105
Anvil Block Road	306-4001-6000-20320-7Y090	252,503
Mt. Zion Blvd.	306-4001-6050-26820-7Y060	456,197
Rex Road	306-4001-6050-28805-7Y130	3,325
Trammell Road/Old Rex Morrow Road	306-4001-6050-29195-7Y100	38,237
Trammell Road/Old Rex Morrow Road	306-4001-6050-29195-7Y130	58,438
Flint River Road	306-4001-6050-33330-7Y050	25,000
		<hr/> \$ 928,805

Reason: To amend the budget for Transportation and Development SPLOST project closures.

The above mentioned item was **APPROVED/ DISAPPROVED** by the Board of Commissioners during their meeting held _____.

Date

Shelby D. Haywood, Clerk of Commissioners



Clayton County Transportation & Development

DIVISIONS
Administration
Engineering Services
Landfill
Public Works
Traffic Engineering

INTEROFFICE MEMO

Jeff Metarko, Director
Keith Rohling, Assistant Director

DATE: June 13, 2014
TO: Ramona Thurman, Chief Financial Officer, Finance
FROM: *JM* Jeff Metarko, Director, Transportation & Development
RE: Request to Close Project & Adjust Budget

The project listed below has been completed and there are no outstanding encumbrances. Therefore, I request the project be closed and the budget adjusted as detailed below. After completion, please forward documentation for our records.

Project Name: Anvil Block Road
Account Number: 306-4001-6050-20320-7Y08A

Budget Total: \$95,105.00
Expenditures: \$ 0.00
Remaining Funds: \$95,105.00

Adjust \$95,105.00 to account 306-4001-6050-8C099.

If you have any questions, contact me at your earliest convenience.

JCM/b

CC: T & D Project Account
PCOM #248



Clayton County Transportation & Development

DIVISIONS
Administration
Engineering Services
Landfill
Public Works
Traffic Engineering

INTEROFFICE MEMO

Jeff Metarko, Director
Keith Rohling, Assistant Director

DATE: June 13, 2014
TO: Ramona Thurman, Chief Financial Officer, Finance
FROM: *JM* Jeff Metarko, Director, Transportation & Development
RE: Request to Close Project & Adjust Budget

The project listed below has been completed and there are no outstanding encumbrances. Therefore, I request the project be closed and the budget adjusted as detailed below. After completion, please forward documentation for our records.

Project Name: Anvil Block Road
Account Number: 306-4001-6000-20320-7Y090

Budget Total: \$252,503.00
Expenditures: \$ 0.00
Remaining Funds: \$252,503.00

Adjust \$252,503.00 to account 306-4001-6050-8C099.

If you have any questions, contact me at your earliest convenience.

JCM/b

CC: T & D Project Account
PCOM #249



Clayton County Transportation & Development

DIVISIONS
Administration
Engineering Services
Landfill
Public Works
Traffic Engineering

INTEROFFICE MEMO

Jeff Metarko, Director
Keith Rohling, Assistant Director

DATE: June 17, 2014
TO: Ramona Thurman, Chief Financial Officer, Finance
FROM:  Jeff Metarko, Director, Transportation & Development
RE: Request to Close Project & Adjust Budget

The project listed below has been completed and there are no outstanding encumbrances. Therefore, I request the project be closed and the budget adjusted as detailed below. After completion, please forward documentation for our records.

Project Name: Mount Zion Blvd.
Account Number: 306-4001-6050-26820-7Y060

Budget Total: \$456,197.00
Expenditures: \$ 0.00
Remaining Funds: \$456,197.00

Adjust \$456,197.00 to account 306-4001-6050-8C099.

If you have any questions, contact me at your earliest convenience.

JCM/b

CC: T & D Project Account
PCOM #250



Clayton County Transportation & Development

DIVISIONS
Administration
Engineering Services
Landfill
Public Works
Traffic Engineering

INTEROFFICE MEMO

Jeff Metarko, Director
Keith Rohling, Assistant Director

DATE: June 17, 2014
TO: Ramona Thurman, Chief Financial Officer, Finance
FROM: *JM* Jeff Metarko, Director, Transportation & Development
RE: Request to Close Project & Adjust Budget

The project listed below has been completed and there are no outstanding encumbrances. Therefore, I request the project be closed and the budget adjusted as detailed below. After completion, please forward documentation for our records.

Project Name: Rex Road
Account Number: 306-4001-6050-28805-7Y130

Budget Total: \$3,325.00
Expenditures: \$ 0.00
Remaining Funds: \$3,325.00

Adjust \$3,325.00 to account 306-4001-6050-8C099.

If you have any questions, contact me at your earliest convenience.

JCM/b

CC: T & D Project Account
PCOM #251



Clayton County Transportation & Development

DIVISIONS
Administration
Engineering Services
Landfill
Public Works
Traffic Engineering

INTEROFFICE MEMO

Jeff Metarko, Director
Keith Rohling, Assistant Director

DATE: June 17, 2014
TO: Ramona Thurman, Chief Financial Officer, Finance
FROM: *JM* Jeff Metarko, Director, Transportation & Development
RE: Request to Close Project & Adjust Budget

The project listed below has been completed and there are no outstanding encumbrances. Therefore, I request the project be closed and the budget adjusted as detailed below. After completion, please forward documentation for our records.

Project Name: Trammell Road/Old Rex-Morrow Road
Account Number: 306-4001-6050-29195-7Y100

Budget Total: \$38,237.00
Expenditures: \$ 0.00
Remaining Funds: \$38,237.00

Adjust \$38,237.00 to account 306-4001-6050-8C099.

If you have any questions, contact me at your earliest convenience.

JCM/b

CC: T & D Project Account
PCOM #252



Clayton County Transportation & Development

DIVISIONS
Administration
Engineering Services
Landfill
Public Works
Traffic Engineering

INTEROFFICE MEMO

Jeff Metarko, Director
Keith Rohling, Assistant Director

DATE: June 17, 2014
TO: Ramona Thurman, Chief Financial Officer, Finance
FROM: *JM* Jeff Metarko, Director, Transportation & Development
RE: Request to Close Project & Adjust Budget

The project listed below has been completed and there are no outstanding encumbrances. Therefore, I request the project be closed and the budget adjusted as detailed below. After completion, please forward documentation for our records.

Project Name: Trammell Road/Old Rex-Morrow Road
Account Number: 306-4001-6050-29195-7Y130

Budget Total: \$58,438.38
Expenditures: \$ 0.00
Remaining Funds: \$58,438.38 58,438.00

Adjust \$58,438.38 to account 306-4001-6050-8C099.

If you have any questions, contact me at your earliest convenience.

JCM/b

CC: T & D Project Account
PCOM #253



Clayton County Transportation & Development

DIVISIONS
Administration
Engineering Services
Landfill
Public Works
Traffic Engineering

INTEROFFICE MEMO

Jeff Metarko, Director
Keith Rohling, Assistant Director

DATE: June 17, 2014
TO: Ramona Thurman, Chief Financial Officer, Finance
FROM:  Jeff Metarko, Director, Transportation & Development
RE: Request to Close Project & Adjust Budget

The project listed below has been completed and there are no outstanding encumbrances. Therefore, I request the project be closed and the budget adjusted as detailed below. After completion, please forward documentation for our records.

Project Name: Flint River Road
Account Number: 306-4001-6050-33330-7Y050

Budget Total: \$25,000.00
Expenditures: \$ 0.00
Remaining Funds: \$25,000.00

Adjust \$25,000.00 to account 306-4001-6050-8C099.

If you have any questions, contact me at your earliest convenience.

JCM/b

CC: T & D Project Account
PCOM #254

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

July 1, 2014

A G E N D A

HUMAN RESOURCES SUPPORTING DOCUMENTATION

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**Clayton County Board of Commissioners
Legislative Request Form**

RECEIVED
JUN 20 2014
CLAYTON CO. COO

Agenda Meeting Date: 6/25/14

Purpose

To request the Board approve a starting salary for the new Police Deputy Chief at \$106,054.10 (Grade 35 Step 25)

Rationale

Deputy Chief Butler has just retired leaving a critical vacancy in the Police Department's management team. In order to attract a person with suitable education, knowledge, skill and ability to help us continue in our move forward, we need to offer a salary commensurate with the responsibility and challenges that will go with this position. The salary for both retired Deputy Chief Butler and Deputy Chief Hawkins is \$106,054.10. Setting this as the salary for the new deputy chief will provide parity and equal pay for equal work. In addition, this will be budget neutral, as the salary paid to the new deputy chief is the exact same as was paid to retired Deputy Chief Butler.

Facts

Both of the Police Department's deputy chiefs have been paid the same pay for years. That salary is \$106,054.10. The deputy chiefs are critical to the mission of the Police Department and we must be able to attract and retain a person of exceptional knowledge, skill and ability with the appropriate educational background to help us continue our move forward.

Impact

Neutral. The proposed salary is the exact same as was paid to retired Deputy Chief Butler of \$106,054.10.

Supporting Documentation

Dept. Head	COO	Finance	Chm. of the Brd.	Legal
 Chief Greg Porter				
Date: <u>6/18/14</u>	Date: <u>6/23/14</u>	Date:	Date: <u>6/23/14</u>	Date:



Clayton County Board of Commissioners Legislative Request Form

Agenda Meeting Date: 6/25/14

Purpose

To reorganize the E-911 Communications Unit by eliminating two Dispatcher I positions (Pay Grade 17), one Dispatcher III (Pay Grade 19) position and an Operations Supervisor (Pay Grade 26) position to create a Communications Shift Supervisor (Pay Grade 23) and create a new position of E-911 Operations Manager (Pay Grade 27) and creating a new Training and Professional Standards Supervisor (Pay Grade 25) Causing an overall savings of \$6,092.87.

Rationale

As a result of the new digital network system and increased call volume, it is necessary to reorganize the 911 Communications unit to be more efficient. We need to improve supervision, management and training for this new configuration.

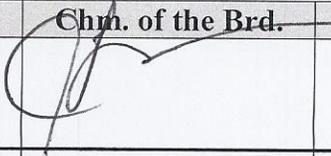
Facts

Our E-911 Communications Unit is taxed by an ever increasing work load that will be compounded with the implementation of our new PSDN digital network system. The new system will provide innovative management strategies.

Impact

Net savings of \$6,092.87.

Supporting Documentation

Dept. Head	COO	Finance	Chm. of the Brd.	Legal
 Chief Greg Porter				
Date: <u>6/24/14</u>	Date:	Date:	Date: <u>6/25/14</u>	Date:

CLAYTON COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: E-911 OPERATIONS MANAGER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to direct, manage and supervise the daily operations of the E-911 Communications unit and the administrative support staff in support of the E-911 Communications unit.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises and directs daily operations of the communications 911 center.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; supervises the operation of each shift to ensure consistency is maintained with all policies and procedures.

Manages, directs and supervises administrative support staff to include the False Alarm Billing unit.

Directs and administers work assignments of subordinate personnel; approves work schedule of all assigned staff; adjusts schedules, staffing, and/or authorized overtime to ensure adequate manpower at all times; reviews/approves leave for Communications Dispatchers; recommends disciplinary action as required.

Assists with annual budget recommendations.

Reviews employment applications for dispatch positions; conducts interviews with prospective employees, makes hiring recommendations of dispatch personnel to management; maintains documentation regarding all interviews; supervises the initial selection process.

Recommends and/or implements standard operating policies and procedures; instructs subordinates regarding proper procedures and protocol of the department; disseminates information and special orders.

Coordinates crisis situations; assists with development and implementation of established emergency action/back up contingency plans.

Responds to questions, complaints, and requests for information by the citizens, vendors, officers, and outside agencies; establishes and maintains positive public relations.

Receives, reviews, and investigates complaints made against department personnel; recommends disciplinary action.

Clayton County, Georgia ~ E-911 Operations Manager

Updates personnel on changes or additions in procedures affecting their position directly or indirectly; distributes information and relays special instructions.

Serves as liaison with other departmental units; notifies appropriate personnel and/or supervisor of critical situations, and weather related information.

Communicates with supervisors, employees, other departments, the public and other individuals, as needed, to coordinate work activities, review status of work, exchange information, or resolve problems. Monitors the center's equipment operations; ensures equipment maintenance is performed.

Attends training courses as offered by the department, or as required by law, to maintain applicable certifications, remain informed of departmental operations, and to promote improved job performance; conducts job interviews with prospective employees.

Ensures the department quality assurance program is used on a regular basis to monitor and improve service to the community.

Completes, prepares, and/or processes a variety of forms, teletypes, legal documents, requests, reports, routine correspondence, and other documentation associated with the daily routine of this position; maintains files and administrative records.

Cooperates with federal, state, and local law enforcement agencies and its officers or representatives when their activities or investigations are related to on-going investigations within county jurisdiction. Ensures that all dispatch personnel maintain currency with training; monitors and supervises training program for consistency.

ADDITIONAL FUNCTONS

Performs all duties of a Communications Supervisor as necessary. Substitutes for supervisor and/or co-workers in temporary absence of same; calls in additional personnel as necessary to maintain adequate manpower during shift.

Performs other related duties as required.

Clayton County, Georgia ~ E-911 Operations Manager

MINIMUM QUALIFICATIONS

Bachelor's degree in Communications, Criminal Justice, Public Administration, Social Sciences, or closely related field preferred; supplemented by vocational/technical training in telecommunications or dispatching; supplemented by at least five (5) years of progressively responsible experience or training involving public safety telecommunications or dispatching in a similar law enforcement/emergency services environment and Computer Aided Dispatch (CAD) system, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must meet all promotional eligibility requirements. Must be at least 18 years of age. Must be a citizen of the United States or a repatriated or naturalized citizen of the United States. Must obtain and maintain State of Georgia Telecommunications, Emergency Medical Dispatch, Cardiopulmonary Resuscitation (CPR), and First Aid certifications. May be required to pass a background investigation and obtain a GCIC/NCIC certification within one (1) year of hire date. May be required to attain and maintain additional certifications specific to assigned unit. Supervisory experience preferred.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate daily.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Clayton County Board of Commissioners Legislative Request Form

Agenda Meeting Date: 6/25/14

Purpose

To permanently transfer the Indigent Defense department to Court Administration which will include:

1. Change of title for Director of Indigent Defense to Indigent Defense Manager (no change in grade or salary—grade 23 step 1 \$43,359).
2. Org 2015 will become a division of org 2001.

Rationale

Indigent Defense will become a division within Court Administration. Over the years, the case load for Indigent Defense has decreased due to the partnership with the Public Defenders Office. By moving the Indigent Defense function to Court Administration the employees of Indigent Defense can also assist with initiatives and demands of Court Administration.

Facts

- Indigent Defense Caseload has decreased as a result of the partnership with the Public Defender's Office
- Small staff size increases the need for additional resources if employee is on leave/FMLA, etc.
- The Office of Indigent Defense manages a list of attorneys to handle cases which the contracted defense firm cannot handle for State Court.
- Staff from the Office of Indigent Defense can be crossed trained to assist in the Office of Alternative Dispute Resolution (ADR) and the Office of Court Administration, staff from Court Administration and ADR will also be crossed trained to assist in the Office of Indigent Defense.
- Staff in ADR will be utilized to assist in workload measurement providing reports on case management for all cases heard in the Superior and State Courts.
- The Office of Indigent Defense is located in the Harold R. Banke Justice Center in close proximity to the Office of Court Administration.

Impact

There is no financial impact to the County's budget for the transfer of the employees to Court Administration.

Supporting Documentation

Revised class specifications.

Dept. Head	COO	Finance	Chm. of the Brd.	Legal
Date:	Date:	Date:	Date:	Date:

Office of Indigent Defense
Duties and Responsibilities
June 24, 2014

- Assign all cases with State Court public defender conflicts.
- Work with the Circuit Public Defender on assignment of indigent defendants.
- Update on a yearly basis the State Court Indigent Defense Conflict List.
- Produce monthly case assignment conflict assignment reports to the Court Administrator.
- Respond to questions from Judicial Offices and attorneys regarding the assignment of indigent cases.
- Develop and produce case management reports that will be distributed to the Court Administrator and the Judges of the Superior and State Court.
- Maintain fiscal oversight of the division budget and work with the Court Administrator on development of budget.
- Respond to questions from citizens and the community regarding assignment of indigent cases.
- Ensure that the Circuit Public Defender has access to electronic case assignment information and work with the Court Administrator to ensure technology is accessible.

CLAYTON COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ~~DIRECTOR~~/INDIGENT DEFENSE MANAGER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to oversee the operation of the Indigent Defense Program for the State, Superior, and Magistrate Courts of Clayton County. Duties are performed under the direction of the Superior/State Court Administrator.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises assigned staff ~~on the day to day operation of the Indigent Defense issues.~~

Works with the Court Administrator to establish fiscal year budgets and expenses. Monitors approved budget and submits reports to Court Administrator.

Makes suggestions and procedural changes, as needed, in order to produce a higher quality of representation from Panel Attorneys.

Provides correspondence to Panel Attorneys with updates of changes to Indigent Defense Operating Procedures.

Reviews attorney file for possibility of upgrade for more serious cases; determines severity of case which attorney shall represent defendant and follows up as needed; assigns counsel for appeal purposes of motion for new trial.

Provide detailed communication and direction on court procedures for Panel Attorneys in regards to Expert Witnesses, Investigators, Psychological Evaluations, and/or Bench Warrants.

Responds to court orders from all Magistrate, State, and Superior Court Judges and adheres to same; advises attorneys on proper procedures; reassigns cases to new attorney as needed.

Refers Panel Attorneys to Assistant, as needed, for Interpreters for jail interviews and representation throughout duration of cases; oversees Interpreter List.

Provides assistance to new attorneys on Panel by informing them on proper procedures for billing of case after final disposition; advises staff member in proper billing procedures and oversees and approves attorney billings at completion of case.

Makes jail visits in order to interview defendants for court appointed counsel.

Corresponds with Judges regarding court procedures, jail interviews, attorney issues, and responds in a timely manner.

Responds to Inmate Request Form by either correspondence or personal visit; relays complaints to appointed counsel.

Oversees the compilation and distribution of Sixth Month and End of Year Indigent Defense Report; works closely with computer staff to compile data; updates Indigent data as called upon by the courts.

Oversees publication of printed forms and format of those forms for use by the courts and panel attorneys. Forms may include: Internal Operating Procedures for the Courts of the Clayton Judicial Circuit, Attorney Questionnaire, Application for Appointment of Counsel, Certification of Financial Resources, Rules and Procedures of Indigent Defense Administration.

Updates Indigent Criminal Case Panel of Attorneys listing each month after meeting of Governing Committee; makes revisions and distributes to all Courts, including all Judges and their staff, Court Reporters, District Attorney, Solicitor General, Sheriff, etc.

Maintain Panel Attorney List for Juvenile court cases.

Provides list of Expert Witnesses to courts and approves requests for such witnesses.

Maintain list of Investigators for Indigent cases.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's Degree Business Administration, Public Administration, Criminal Justice, Political Science, or related field; supplemented by three (3) years of progressively responsible administrative management experience in an Indigent Defense Office, Public Defenders Office, law office, or related area which includes budget, human resources, and office management responsibilities; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities of this job. Must have and maintain a valid Georgia driver's license.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard of work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors; Essential functions are regularly performed without exposure to adverse environmental conditions.

Clayton County, Georgia ~ ~~Director~~/Indigent Defense Manager

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CLAYTON COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: SUPERIOR/STATE COURT ADMINISTRATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist the judges of the Superior and State Courts in the discharge of their responsibilities to operate their courts in an efficient and cost effective manner to the end of equal justice, under law, for the benefit and happiness of the people of the Clayton Judicial Circuit.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs budget and financial management; prepares, presents, defends, and justifies annual operating budgets for State and Superior Courts; requisitions supplies and equipment; approves expenditures; contracts directly for supplies, equipment, and services; manages inventory by maintaining stock levels and supervising the issue of supplies and equipment; maintains accountability; reviews expenditure reports; transfers appropriations among accounts; performs periodic budget performance review; projects and anticipates future demands; seeks out and exploits alternative sources of funding to conserve County general fund balance and resources.

Operates the Clayton County Law Library; serves as County Law Librarian and Secretary/Treasurer of the Clayton County Law Library Board of Trustees; maintains the print and electronic holdings in accordance with policy established by the Board; orders subscriptions, pays invoices, turns-in or disposes of unneeded titles, supervises shelving, etc.; keeps library open to the public; accounts for holdings and funds; schedules Board meetings, prepares agendas, secures treasurer's report, prepares minutes; makes recommendations to Board concerning facilities, holdings, equipment, finances, and policy in general; assists users of library resources; collects and accounts for user fees for copying, faxing, etc.

Directs Alternative Dispute Resolution, Divorcing Parents, ~~and~~ Court Interpreters, and Indigent Defense Programs.

Provides facilities management; insures that the Courts and attendant activities are provided adequate, secure facilities for the safe, efficient delivery of services; serves on committees for new construction projects; insures that present facilities are adequate for Courts' needs, maintained, and improved as necessary; coordinates security measures with Sheriff's Department.

Serves as CEO for the Superior and State Courts of the Clayton Judicial Circuit, reporting to the elected judges of the Courts; schedules judges' meetings, coordinates agendas, identifies policy issues and decision points, executes decisions on policy matters; serves as liaison between the Courts and among the judges to keep all informed on policy and current operational matters; provides department level direction, management, and leadership for the Court Administrator's Office in the following broad

Clayton County, Georgia ~ Superior/State Court Administrator

functional areas: budget and financial management, court programs, personnel management, planning, general office operations, and public and intergovernmental relations.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

ADDITIONAL FUNCTIONS

Serves as backup to the general office operations; provides reception duties, directions to the public, and information; answers the telephone; maintains computer software; delivers periodicals to other court offices; deposits funds.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in business, public, or court administration, or closely related field; supplemented by five (5) years previous experience in public management and/or training that includes administrative work in courts or other government; Master's degree, law degree, or graduate of the Court Executive Development Program preferred. or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Clayton County, Georgia ~ Superior/State Court Administrator

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