

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

September 2, 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 August 19, 2014 Special Called Meeting and August 19, 2014 Regular Business Meeting 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 September 2014 as National Preparedness Month” (presented by Chairman Jeffrey E. Turner).
7. PROCLAMATION: “Clayton County Recognizes Bria Matthews as an Outstanding Track and Field Athlete and Student at Forest Park High School” (presented by Commissioner Sonna Gregory).
8. PRESENTATION: “Draft Work Plan for Mountain View’s Livable Communities Initiative” (presented by Grant Wainscott, Director of Economic Development).
9. 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) **Purchase of Cisco Equipment for Flat Shoals Park, Fiber Optic** (State Contract #99999-SPD-T20120501-0006 with Soft Choice Optimus Solutions, located in Norcross, Georgia; \$38,819.00. Funding is available through the Community Development Block Grant Funds), as requested by the Parks and Recreation 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.”
 - 2) **RFB Pkg. #14-46 Clayton County Transportation and Development Milling of Various Streets in Clayton County, Annual Contract/Re-bid** (Atlanta Paving & Concrete

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Construction, Inc., located in Norcross, Georgia. Funding is available through the 2009 SPLOST funds), as requested by the Transportation and Development 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 Finance Director and purchased by the Director of Central Services without Board of Commissioners' approval.

3) **Annual Contract Renewals.** Per Section 2-136 (6) of the Clayton County Purchasing Ordinance, Clayton County has developed annual contracts for frequently used items and services. These contracts are a result of a sealed bid. The contract allows the County to order goods and services directly from the awarded suppliers through the use of an annual contract document.

a. **RFB #11-39 Clayton County Central Services Contract for Batteries with Battle & Battle Distributors, located in Decatur, Georgia.** The final renewal period will be from September 1, 2014 through February 28, 2015. The Board of Commissioners approved this proposal on July 17, 2012.

b. **RFB #13-37 Clayton County Print Shop Supplies, Annual Contract with Mac Papers, Inc., located in Lithia Springs, Georgia; Mark Andy, Inc., located in Des Plaines, Illinois; and Unisource Worldwide, located in Norcross, Georgia.** The renewal period will be from September 1, 2014 through August 31, 2015. The remaining renewal on this contract is for one (1) additional one (1)-year period. The Board of Commissioners approved this proposal on August 20, 2013.

10. Consider requests of Ramona Thurman, Chief Financial Officer.

1) Budget Amendment #2-64 – State Narcotics Condemnation Fund/FYE 6-30-14 – to cover additional investigation supplies for FY-2014, in the amount of \$91,297.00.

2) Budget Amendment #2-65 – Law Library Fund/FYE 6-30-14 – to cover additional telephone and subscription expenses for FY-2014, in the amount of \$5,172.00.

3) Budget Amendment #4-15 – Fund 307/2009 Reimposition SPLOST Funds/FYE 6-30-15 –

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to amend the budget for Transportation and Development road projects and equipment.

4) Request for Release of Demolition Bond Refund to Furey Construction, Inc. of Newnan, Georgia, in the amount of \$500.00, for clean-up of the lot at the property located at 7556 Tara Boulevard, Jonesboro, Georgia 30236.

11. Consider a request of Renee Bright, Director of Human Resources.

1) Request to increase the salary of Luann West, Judge Albert Collier's Judiciary Secretary, from PG 17/Step 29 to PG 17/Step 34, or from \$46,935.00 to \$49,943.36 annually.

This salary increase is due to the Council of Superior Court Judges (CSCJ) Judiciary Secretary promotional step increase from a Step 3 to a Step 4, or from \$43,386.00 to \$49,253.00 annually on the State of Georgia salary schedule.

The CSCJ reimburses Clayton County for salaries paid to Superior Court Judges' secretaries. The Georgia General Assembly approved step increases in the 2014 legislative session for several Superior Court Judges' secretaries, which included Luann West.

The new salary reimbursed by the CSCJ was effective July 1, 2014. Ms. West's salary increase should be paid retroactively back to July 1, 2014.

There will be an \$833.00 financial impact to the County. These additional monies would have to be paid from the Reserves Fund.

12. Resolution 2014-216 – A Resolution to correct previously approved increases in supplemental compensation of certain elected officials, employees of the State of Georgia, and other persons employed in County offices or performing duties essential to County operations; 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; to repeal conflicting laws; and for other purposes.

13. Resolution 2014-217 – Resolution amending a Resolution creating a Joint Development Authority of Metropolitan Atlanta so as to provide for the addition of Douglas County to the Joint Development Authority of Metropolitan Atlanta.

14. Resolution 2014-218 – A Resolution authorizing Clayton County to enter into Articles of Agreements with certain community charitable organizations, governmental agencies, and

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- professional service providers located and conducting business in Clayton County; to authorize the Chairman to execute the agreements, 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 required under the terms of the agreement; to provide an effective date of this resolution; and for other purposes.
15. Resolution 2014-219 – A Resolution authorizing Clayton County to amend a Consultant Agreement with TUSA Consulting Services to cover consulting fees and expenses to monitor Motorola’s design and equipment submittals through the projected completion of the Public Safety Digital Network Project; to authorize the Chairman to execute the amendment and otherwise perform any 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 under the terms of the agreement; to provide an effective date of this resolution; and for other purposes.
 16. Resolution 2014-220 – A Resolution authorizing Clayton County, on behalf of Clayton County Library Services, to enter into three Memoranda of Understanding with the Board of Regents of the University System of Georgia to provide for the terms and conditions under which funding for structural or roofing construction improvements will be provided; to authorize the Chairman to execute the Memoranda of Understanding 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.
 17. Resolution 2014-221 – A Resolution authorizing Clayton County to enter into a Performance Partnership Agreement with the Georgia Emergency Management Agency in association with the FY-2013 Performance Partnership Award and accept grant funds in accordance therewith; to authorize the Chairman to execute the agreement and to otherwise perform certain acts necessary to accomplish the intent of this resolution; to authorize the Chief Financial Officer to amend the budget where necessary to reflect appropriations and expenditures relating thereto and to transfer the required match of local funds; to provide an effective date of this resolution; and for other purposes.
 18. Resolution 2014-222 – A Resolution authorizing Clayton County to apply for and accept a Homeland Security Equipment Grant through the Georgia Emergency Management Agency; to authorize the Chairman, or his designee, to execute the 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; to

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provide an effective date of this resolution; and for other purposes.

19. Resolution 2014-223 – A Resolution authorizing Clayton County to accept a Chicago battery charger, a Husky air compressor with hose, and a Salter Brecknell scale as abandoned property pursuant to O.C.G.A. § 17-5-54(a)(1) and Superior Court Order 13CV05324-9 for official use by the Police Department; to authorize the Chairman, or his designee, to accept the property on behalf of Clayton County, and to execute any documents necessary, 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 required; to provide an effective date of this resolution; and for other purposes.
20. Resolution 2014-224 – A Resolution authorizing Clayton County to accept the donation of a SoundOffnForce LED emergency lightbar serial number 2N153-001, from Dana Safety Supply for the Clayton County Police Department; to authorize the Chairman to accept the donation on behalf of Clayton County, 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 required; to provide an effective date of this resolution; and for other purposes.
21. Resolution 2014-225 – A Resolution authorizing Clayton County to accept two forfeited vehicles (a 1988 BMW 325i and a 1995 Toyota Camry LE) from the Clayton County Police Department Drug Investigation; 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.
22. Resolution 2014-226 – A Resolution to enter into a License Agreement with Georgia Strategic Alliance for New Directions and Unified Policies, Inc. (Georgia Stand-Up) to host the “VoteFest” Community Event at the VIP Complex at Clayton County International Park; to authorize the Chairman to perform all acts necessary to accomplish the intent of this resolution; to provide an effective date of this resolution; and for other purposes.
23. Resolution 2014-227 – A Resolution authorizing Clayton County to enter into a Contractor Agreement with Grace Harbour, Inc., on behalf of Clayton County Juvenile Court, providing for the terms and conditions under which certain therapeutic services will be rendered in connection with Juvenile Court’s Second Chance Program; to authorize the Chairman to execute the contractor agreement and to perform all other acts necessary to accomplish the intent of this resolution; to authorize the Chief Financial Officer to amend the budget where necessary to reflect

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- an appropriate revenue source and expense, all as may be necessary under the terms of the contractor agreement; to provide an effective date of this resolution; and for other purposes.
24. Resolution 2014-228 – A Resolution authorizing Clayton County to enter into a Contractor Agreement with Southwest Key Program, Inc., on behalf of Clayton County Juvenile Court, providing for the terms and conditions under which certain treatment services will be rendered in connection with Juvenile Court’s Second Chance Program; to authorize the Chairman to execute the contractor agreement and to perform all other 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 necessary under the terms of the contractor agreement; to provide an effective date of this resolution; and for other purposes.
 25. Resolution 2014-229 – A Resolution authorizing Clayton County to enter into an Asset Purchase Agreement with Clayton County Hospital Authority; to authorize the Chairman to execute the agreement and to perform all other 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.
 26. Resolution 2014-230 – A Resolution authorizing Clayton County to enter into a Lease Agreement with the Clayton County Hospital Authority; to authorize the Chairman to execute the agreement and to perform all other 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.
 27. Resolution 2014-231 – A Resolution authorizing the issuance of Clayton County, Georgia of (1) \$____ in principal amount of its General Obligation bond, Series 2014A and (2) \$_____ in principal amount of its General Obligation Bond, Series 2014B; adopting a form for the bonds; authorizing the execution of the bonds; establishing the date and rates of interest for the bonds; levying an annual Ad Valorem Tax on the taxable property within Clayton County, Georgia sufficient to pay the principal of and interest on the bonds as the same become due; authorizing the sale of the bonds to Wells Fargo Municipal Capital Strategies, LLC; and for other related purposes.
 28. Consider recommendations of Chief Operating Officer Arrelle Anderson for the Warden and Director of Senior Services positions.
 29. Appointments to the Tourism Authority Board. The terms of Dr. Darryl McCullough and Emma

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Godbee expired on September 1, 2014. New terms are for four (4) years, expiring on September 1, 2018.

30. Appointments to the Zoning Advisory Group Board. The terms of Kevin Lewis and Donald McCray expire on September 2, 2014. New terms are for three (3) years, expiring on September 2, 2017.

EXECUTIVE SESSION

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

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FINANCE SUPPORTING DOCUMENTATION
BEGINS ON NEXT PAGE

**CLAYTON COUNTY
INTER - OFFICE MEMO**

2-64

DATE: August 14, 2014
TO: Board of Commissioners
FROM: Ramona Thurman, Chief Financial Officer
SUBJECT: Request for Budget Amendment - State Narcotics Condemnation Fund

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

INCREASE REVENUE:

| | | | |
|----------------------------------|---------------|----|--------|
| State/CT Condemned Shared Monies | 221-3101-3420 | \$ | 91,297 |
|----------------------------------|---------------|----|--------|

INCREASE EXPENSES:

| | | | |
|---|---------------|----|--------|
| Crime Prevention & Investigation Supplies | 221-3101-4315 | \$ | 91,297 |
|---|---------------|----|--------|

Reason: To amend the budget to cover additional investigation supplies for FY14.

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**

2-65

DATE: August 14, 2014
TO: Board of Commissioners
FROM: Ramona Thurman, Chief Financial Officer
SUBJECT: Request for Budget Amendment - Law Library Fund

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

INCREASE REVENUE:

| | | | |
|---------------------------------|---------------|----|--------------|
| Miscellaneous Revenue | 290-2001-3720 | \$ | 4,332 |
| Court Filing and Recording Fees | 290-2401-3305 | | 840 |
| | | \$ | <u>5,172</u> |

INCREASE EXPENSES:

| | | | |
|------------------------------------|---------------|----|--------------|
| Telephone, Telegraph, and Teletype | 290-2001-4520 | \$ | 1,687 |
| Dues and Subscriptions Expense | 290-2001-4720 | | 3,485 |
| | | \$ | <u>5,172</u> |

Reason: To amend the budget to cover additional telephone and subscription expenses for FY14.

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**

DATE: August 25, 2014
TO: Board of Commissioners
FROM: Ramona Thurman, Chief Financial Officer
SUBJECT: Request for Budget Amendment - Fund 307 - 2009 Reimposition SPLOST Funds

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-15:

INCREASE EXPENSES:

| | | |
|---|---------------------------|--------------|
| Road, Bridges & Improvements | | |
| Other Contracted Services | 307-4001-4140-10000-7Y150 | \$ 300,000 |
| Road Signs | 307-4001-4415-10000-7Y150 | 250,000 |
| Pavement Markings | 307-4001-4840-10000-7Y150 | 10,000 |
| Road - Work Orders | 307-4001-4855-10000-7Y15A | 350,000 |
| Road - Small Maintenance | 307-4001-4855-10000-7Y15B | 50,000 |
| Traffic Signals | 307-4001-4860-10000-7Y150 | 100,000 |
| Capital Outlay - Autos & Trucks | 307-4001-6020-10000-7Y150 | 110,000 |
| Capital Outlay - Other Machinery & Equip. | 307-4001-6040-10000-7Y150 | 1,000,000 |
| | | \$ 2,170,000 |

DECREASE EXPENSES:

| | | |
|--------------------------------------|---------------------|--------------|
| Bldg. & Imp. - Undesignated Projects | 307-6501-6010-8C099 | \$ 2,170,000 |
|--------------------------------------|---------------------|--------------|

Reason: To amend the budget for Transportation and Development road projects and equipment.

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: August 22, 2014
TO: Ramona Thurman, Chief Financial Officer, Finance
FROM:  Jeff Metarko, Director, Transportation & Development
RE: 2009 SPLOST Program – Account Funding Request

Please set-up/increase the following accounts with 2009 SPLOST Transportation funds:

| <u>Account</u> | <u>Description</u> | <u>Amounts</u> |
|---------------------------|-------------------------|----------------|
| 307-4001-4140-10000-7Y150 | Other Contract Services | \$ 300,000 |
| 307-4001-4415-10000-7Y150 | Road Signage | \$ 250,000 |
| 307-4001-4840-10000-7Y150 | Pavement Markings | \$ 10,000 |
| 307-4001-4855-10000-7Y15A | Work Orders | \$ 350,000 |
| 307-4001-4855-10000-7Y15B | Small Maintenance | \$ 50,000 |
| 307-4001-4860-10000-7Y150 | Traffic Signals | \$ 100,000 |
| 307-4001-6020-10000-7Y150 | Autos & Trucks | \$ 110,000 |
| 307-4001-6040-10000-7Y150 | Capital Equipment | \$1,000,000 |

If you have any questions, or require additional information please contact me at your earliest convenience.

JCM/b

CC: Sharon Stone, Finance

JEFFREY E. TURNER
CHAIRMAN
SHANA M. ROOKS
VICE CHAIRMAN
SONNA SINGLETON
COMMISSIONER
GAIL B. HAMBRICK
COMMISSIONER
MICHAEL L. EDMONSON
COMMISSIONER

Clayton County
Community Development



PATRICK EJIKE
DIRECTOR

Interoffice Memorandum

Date: May 20, 2014
To: Ramona Thurman, Chief Financial Officer
From: Patrick Ejike, Director
Subject: Request for Release of Demolition Bond

Please issue a check in the amount of \$500.00 made payable to:

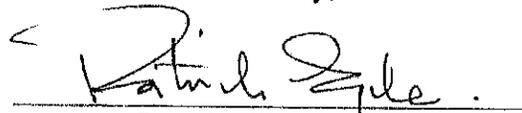
Name: Furey Construction, Inc.
Attn: Charles Furey
Address: 4464 Roscoe Rd.
City: Newnan **State:** GA **Zip:** 30263

For the purpose of: Releasing a Demolition Bond posted to clean-up of the lot at the property located at 7556 Tara Blvd. Jonesboro, Ga. 30236.

This check should be charged to account #101-2251.

Thank you for your assistance. Should you have any questions, please feel free to contact me at extension 3574.

Sincerely,


Patrick Ejike, Director

PE/dh

Attachment

Note: This form is not to be used for bailiffs, employee advance requests or employee expense reports. This form should be used in lieu of multiple invoice documents.



April 24, 2014

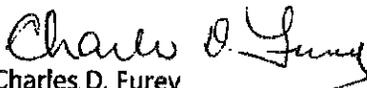
Clayton County Building Departments
121 South McDonough Street
Jonesboro, GA 30263

To whom it may concern:
RE: Permit #14-927

Please accept this letter as a request for reimbursement of the \$500.00 cash bond paid by Furey Construction, Inc. during the permit application to demo 7556 Tara Blvd., Jonesboro, GA. The work has been completed and approved by Clayton County Inspections on April 23, 2014. I have included a copy of the Approved certificate.

Thank you for your assistance in this matter.

Sincerely,


Charles D. Furey
President

CLAYTON COUNTY BOARD OF COMMISSIONERS

*** CUSTOMER RECEIPT ***

Batch ID: KELLEY 3/27/14 77 Receipt no: 7795

| Year | Number | Type | SvcCd | Description | Amount |
|---------------------|--------|------|-------|-------------------------|----------|
| 2014 | 927 | CR | | CONTRACTOR REGISTRATION | \$35.00 |
| 7556 TARA BLVD | | | | 008 | |
| JONESBORO, GA 30236 | | | | | |
| 2014 | 927 | BP | | BUILDING PERMITS | \$50.00 |
| 7556 TARA BLVD | | | | 008 | |
| JONESBORO, GA 30236 | | | | | |
| | | BC | | BP -BOND CLEAN UP | |
| | | | Qty | 1.00 | \$500.00 |
| 7556 TARA BLVD | | | | | |

Tender detail

| | | |
|-----------------|-------|----------|
| CA CASH | | \$500.00 |
| CK Ref#: | 24015 | \$85.00 |
| Total tendered: | | \$585.00 |
| Total payment: | | \$585.00 |

Trans date: 3/27/14 Time: 10:45:46

Customer:

THANK YOU FOR YOUR PAYMENT

*** THIS IS A RECEIPT ONLY AND NOT PROOF
OF LICENSE ***

APPROVED

CLAYTON COUNTY INSPECTIONS

BUILDING Demo Approved DATE 4-23-14
PLUMBING (RS) DATE _____
HEATING _____ DATE _____
ELECTRICAL _____ DATE _____
FIRE MARSHAL _____ DATE _____

THIS IS NOT A CERTIFICATE OF OCCUPANCY

FINAL ONLY

INSP. 6-002-80 REVISED 8/90

CLAYTON COUNTY BOARD OF COMMISSIONERS

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HUMAN RESOURCES SUPPORTING DOCUMENTATION
BEGINS ON NEXT PAGE



Clayton County Board of Commissioners Legislative Request Form

Agenda Meeting Date: August 27, 2014

Purpose

To increase the salary of Luann West, Judge Collier's Judiciary Secretary, from grade 17 step 29, to grade 17 step 34, or from \$46,935 to \$49,943.36 annually.

Rationale

Salary increase is due to the Council of Superior Court Judges (CSCJ) Judiciary Secretary promotional step increase from a step 3 to a step 4, or from \$43,386 to \$49,253 annually on the State of Georgia salary schedule.

Facts

The CSCJ reimburses the Clayton County for salaries paid to Superior Court Judges' secretaries. The Georgia General Assembly approved step increases in the 2014 legislative session for several Superior Court Judges' Secretaries, which included Carole Luann West. Ms. West's salary will increase from \$46,935 to \$49,253 annually based on the State of Georgia salary schedule.

The new salary reimbursed by the CSCJ was effective July 1, 2014. Ms. West's salary increase should be paid the salary retroactive back to July 1, 2014.

Impact

~~No financial impact to Clayton County~~ *\$833 - financial impact to County.*
State will reimburse salary of \$49,253.40 + FICA for total \$53,021.29
Total salary at requested grade = 60,301.62. Currently paid 56,470.06.
Add \$833 not incl. in current budget. Would have to pay use Reserves for
Supporting Documentation *add \$833. RB.*

See attached:

- Letter from Sandy Lee, Executive Director of the Council of Superior Court Judges dated May 7, 2014.
- Council of Superior Court Judges Judicial Secretary Promotion Authorization signed by Judge Albert Collier and returned to the Council of Superior Court Judges on May 8, 2014.

| Dept. Head | COO | Finance | Chm. of the Brd. | Legal |
|------------|----------------------|----------------------|----------------------|-------|
| | | | | |
| Date: | Date: <u>8/27/14</u> | Date: <u>8/27/14</u> | Date: <u>8/27/14</u> | Date: |



Council of Superior Court Judges of Georgia

Suite 104, 18 Capitol Square, Atlanta, Georgia 30334

(404) 656-4982 Fax (404) 651-8626

May 7, 2014

Judge Albert B. Collier
Harold R. Banks Justice Center
9151 Tara Boulevard
Jonesboro, GA 30236

Dear Judge Albert B. Collier:

I am pleased to inform you that, after a long wait, the General Assembly approved funding for 30 secretaries' step increases in the 2014 legislative session. The Executive Committee approved the list of the 30 secretaries who were due step increases from March 2009 to June 2010. Because of the resignation of several secretaries, others were added to the list whose step increases were to have occurred even later into 2010.

Your secretary, ^e~~Carol~~_A LuAnn West, is eligible for promotion to the next highest step effective **July 1, 2014**.

Please complete the following:

1. Review the enclosed Judicial Secretary Promotion Authorization form for accuracy;
2. Determine that the secretary meets the qualifications for promotion according to the Promotion Policy
3. Sign and Date the authorization form (Judge and Secretary)
4. Submit to the fiscal office.

Please return this form by July 14, 2014 to:

Superior Courts Fiscal Office

Attn: June Usher

18 Capitol Square, Suite 104

Atlanta, GA 30334

If you have any questions, please contact me.

Sincerely,

Sandy Lee
Executive Director



**COUNCIL OF SUPERIOR COURT JUDGES
JUDICIAL SECRETARY PROMOTION AUTHORIZATION**

*[Note: This form must be completed and signed by
the supervising judge prior to a promotion taking effect.]*

(Please print)

Name of Secretary: Carol^e LuAnn West

County: Clayton

Name of Supervising Judge: Albert B. Collier

Date of initial employment as superior court secretary: 01/02/1999

Current pay class: 3

Current salary: \$43,386.14

Promotional pay class: 4

Promotional salary: \$49,253.40

Effective date of promotion: July 1, 2014

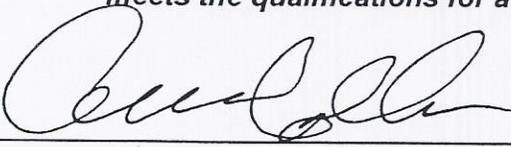
CSCJ Promotion Policy for State-Paid Judicial Secretaries

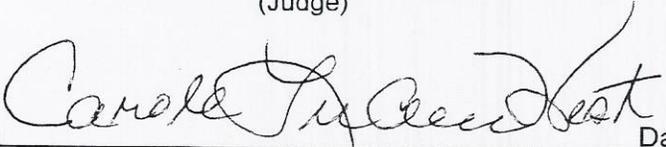
A secretary is eligible for promotion to the next highest pay class upon determination by the supervising judge of (1) four years of favorable recommendations for annual increases, when provided by the state, and four years of consecutive service in a pay class, and (2) completion of training as required by the *Council of Superior Court Judges Policy on Continuing Education Equivalencies*.

NOTE: Requirement #2 has been temporarily suspended by the CSCJ Executive Committee until funds for secretary training have been restored.

This same policy is used for county reimbursements.

**I approve the performance of this secretary and have determined that this secretary
meets the qualifications for a promotion to Step 4**

Signature  Date 5-8-14
(Judge)

Signature  Date 5-8-14
(Secretary)