

## CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting  
7:00 P.M.

April 15, 2014

### A G E N D A

1. Call to order.
2. Invocation and pledge of allegiance to the flag.
3. Adoption of agenda.
4. Approval of the April 1, 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 Recognizes April 2014 as National Donate Life Month" (presented by Chairman Jeffrey E. Turner).
7. Consider requests of Theodis Locke, Director 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 Operative IQ Software Licensing – Inventory, Asset and Fleet Maintenance Software, Sole Source Purchase** (POR#00012121/EMS Technology Solutions, LLC, located in Austell, Georgia; \$1,650.00. Funding is available through Information Technology's Other Contract Services funds), as requested by the Information Technology Department. Per Section 2-136 (7) of the Clayton County Purchasing Ordinance, Central Services must determine if other products or service providers can satisfy the procurement requirements before making a determination of sole source procurement. Sound procurement practice requires that sole source purchases be used when it is the only option and not as an attempt to contract with a favored service provider for a favored product. The purchasing agent requires all sole source providers to supply a letter stating that they are the sole source for a given product or service and why they are considered to be the sole source (technology, patents, etc.). All sole source purchases will be clearly defined when presented to the Clayton County

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Board of Commissioners.

2) **RFB Pkg. #10-49 Inmate Uniforms and Bedding Supplies, Annual Contract, Request for 90-Day Contract Extension, Second Amendment** (Multi-Award: Bob Barker Company, Inc., located in Fuquay Varina, North Carolina; Robinson Textiles, located in Gardena, California; Tabb Textile Company, Inc., located in Opelika, Alabama and Textile Sales, Inc., located in Baltimore, Maryland). 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.

3) **RFB Pkg. #13-08 Clayton County Pest Control Services for Various Locations, Annual Contract, Request for First Annual Renewal, First Amendment** (ClemTech Pest Control and Termite, Inc., located in Atlanta, Georgia), as requested by the Building Maintenance Department. 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.

4) **RFB Pkg. #13-12 Clayton County EMS Medication Supplies, Annual Contract, Request for First Annual Renewal, First Amendment** (Wilson Pharmacy, located in Forest Park, Georgia), as requested by Fire and Emergency Services. 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.

5) **RFB Pkg. #13-71 Clayton County Deceased Persons Transport Services, Annual Contract** (Willie A. Watkins Funeral Home of Riverdale, Inc., located in Riverdale, Georgia and Secondary Vendor Bio-One Atlanta, located in Atlanta, Georgia. Funding is available through the 2014 General Budget funds). 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.

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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.

6) **RFB Pkg. #14-04 Transportation & Development Landfill Earthen Material Services, Annual Contract** (C&C Lovejoy, LLC, located in Lovejoy, Georgia. Funding is available through the Landfill Enterprise funds, as requested by the Transportation & 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.

7) **RFP Pkg. #14-07 Auditing Services for Clayton County, GA, Annual Contract/County and Water Authority** (Mauldin & Jenkins, LLC, located in Macon, Georgia; \$822,800.00; 474.25 score. Funding is available through the Finance Department's General Funds). Per Section 2-136 (2) of the Clayton County Purchasing Ordinance, Clayton County utilizes the competitive sealed proposal method when the competitive sealed bid method is neither practical nor advantageous and when cost is not the primary consideration. The competitive sealed proposal method will be used when the costs of goods and services exceed \$25,000.00. All goods and services in the excess of \$25,000.00 are required to be purchased through the sealed proposal process, or negotiated by the Director of Central Services with full Board of Commissioners' approval. The Clayton County Board of Commissioners makes the final award for all non-budgeted proposals of \$35,000.00 and greater.

8. Consider requests of Ramona Thurman, Chief Financial Officer.  
See attached supporting documentation

1) Budget Amendment #2-42 – Juvenile Court/FYE 6-30-14 – to transfer funds, in the amount of \$49,204.00, to establish a budget for a full-time CASA Volunteer Supervisor position and delete two (2) part-time Program Assistant positions.

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2) Budget Amendment #2-43 – Prison/FYE 6-30-14 – to amend the budget to cover additional janitorial supplies and repair of a dryer, in the amount of \$2,232.00.

3) Budget Amendment #2-44 – Federal Narcotics Condemnation Fund/FYE 6-30-14 – to amend the budget to cover cost for “re-ups” on confidential information payments, in the amount of \$15,000.00.

4) Budget Amendment #2-45 – Community Development/FYE 6-30-14 – to transfer funds, in the amount of \$9,100.00, to purchase nine (9) Microsoft Pro2 tablets for the inspectors.

5) Budget Amendment #4-73 – Fund 307 Reimposition SPLOST 2009/FYE 6-30-14 – to amend the budget for additional funds, in the amount of \$9,194.00, needed to install fiber optic network cable and hardware support for the Archives and Records Center.

6) Request for Refund – Release of Demolition Bond/Clean-up, in the amount of \$500.00, to Mr. Joseph Dunden of Stockbridge, Georgia.

7) Request for Refund – Release of Demolition Bond/Clean-up, in the amount of \$500.00, to Mr. Jeffrey Dowda of Sandy Springs, Georgia.

9. Consider requests of Renee Bright, Director of Human Resources.  
See attached supporting documentation

1) Request to eliminate the position of Administrative Secretary (Grade 15) from Senior Services (Org #5335) and transfer the funds to the Information Technology Department (Org #1301) to create a new Administrative Secretary (Grade 15) position in Information Technology.

Currently, the Administrative Secretary position is not vital in the Senior Services Department. The Information Technology Department is in need of additional administrative staff and has requested an Administrative Secretary position.

The Administrative Secretary is presently filled with an employee at Grade 15 Step 1 (\$29,136.95). This employee will be transferred to the same grade and step without loss of pay.

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There will be no additional financial impact to the County as the funds are budgeted and will be moved from one org to another. The change will result in better utilization of the position/funds.

2) Request to apply a supplement awarded to a State Assistant District Attorney (“ADA”) position to two (2) County ADA positions: to make a Deputy Chief ADA position Grade 33, Step 1 into an Executive ADA position, Grade 35, Step 1; and to make a Senior Litigation ADA position, Grade 31, Step 1 into a Deputy Chief ADA position, Grade 33, Step 1.

After increasing the duties and responsibilities of two (2) County paid ADA’s, the District Attorney’s Office will be able to place them into the position commensurate for those changes.

10. Ordinance 2014-84 – An Ordinance to amend the Code of Clayton County, Georgia, as amended, specifically, Code of Clayton County, Georgia, Part II, Chapter 2 “Administration,” Article IV “Purchases and Property Disposition,” Division 2 “Purchasing Agent,” by amending Section 2-110 “Inventory of County Property”; to repeal conflicting laws, ordinances and resolutions; to provide for severability; to provide an effective date; and for other purposes.

11. Ordinance 2014-85 – An Ordinance to amend the Code of Clayton County, Georgia, as amended, specifically Chapter 42 “Fire Prevention and Protection,” Article II “Fire Prevention Code,” Section 42-31.1 “Adoption; Compliance”; to incorporate applicable state law recently adopted in the 2012 edition of the International Fire Code and the 2012 edition of the National Fire Protection Association 101 Life Safety Code; to repeal conflicting laws, ordinances and resolutions; to provide for severability; to provide an effective date of this ordinance; and for other purposes.

12. Resolution 2014-86 – A Resolution to readopt the Clayton County Emergency Operations Plan; to amend the plan by adding “Annex F – Food Services” and “Annex G – Warming/Cooling Center Activation”; to authorize the Chairman to 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; to provide an effective date of this resolution; and for other purposes.

13. Resolution 2014-87 – A Resolution to allow State Representative Ronnie Mabra to host a Town Hall Meeting at the South Clayton Recreation Center; to authorize the Chairman to

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perform all acts necessary to accomplish the intent of this resolution; to provide an effective date of this resolution; and for other purposes.

14. Resolution 2014-88 – A Resolution authorizing Clayton County, on behalf of Clayton County Juvenile Court, to apply for and, if awarded, accept the 2014 Juvenile Justice Incentive Program Enhancement Grant (\$500,000.00 with no local matching funds required) to enhance current court services for high-risk youth at risk for commitment; to authorize the Chairman to execute the grant application and otherwise 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.

15. Resolution 2014-89 – A Resolution authorizing Clayton County to enter into a License Agreement with Swim Across America, Inc. to utilize parking lots at Clayton County International Park, County resources, and personnel in connection with its Open Water Swimming Event; to authorize the Chairman to otherwise perform all other acts necessary to accomplish the intent of this resolution; to provide an effective date of this resolution; and for other purposes.

16. Resolution 2014-90 – A Resolution authorizing Clayton County to accept grant funds (\$500.00) from the Atlanta Falcons Youth Foundation on behalf of the Clayton County Department of Parks and Recreation, to be used for equipment for the Department's Athletic Division; to authorize the Chairman to accept the grant funds 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 2014-91 – A Resolution authorizing Clayton County to grant a Special Facility Use Request for Twirl Girls, Inc. to conduct the Twirl Girls Camp at the Virginia Burton Gray Recreation Center; to authorize the Chairman and the Director of the Parks and Recreation Department to execute any documents necessary, and otherwise perform all acts necessary to accomplish the intent of this resolution; to provide an effective date of this resolution; and for other purposes.

18. Resolution 2014-92 – A Resolution to approve a Special Facility Use Request to allow the Clayton County UGA Cooperative Extension Department to host a 4-H Awards Ceremony to

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honor fourth through twelfth grade students at the J. Charley Griswell Senior Center; to authorize the Chairman 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.

19. Resolution 2014-93 – A Resolution authorizing Clayton County to enter into a Sponsor/Site Agreement with Girls First, Inc., providing for the terms and conditions under which the United States Department of Agriculture’s Summer Food Service Program will be administered through the Senior Services Department; to authorize the Chairman to execute the agreement and otherwise perform all other acts necessary to accomplish the intent of this resolution; to provide an effective date of this resolution; and for other purposes.

20. Resolution 2014-94 – A Resolution authorizing Clayton County to execute a Supplemental Project Framework Agreement with the Georgia Department of Transportation for the Anvilblock Road Projects STP00-00MS-00(342) and MSL00-0004-00(638); to authorize the Chairman to execute the agreement 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 under the terms of the agreement; to provide an effective date of this resolution; and for other purposes.

21. Resolution 2014-95 – A Resolution authorizing Clayton County to execute a Right-of-Way Acquisition Contract Addendum with the Georgia Department of Transportation for the Flint River Road Improvement Project STP00-9107-00(002); to authorize the Chairman to execute the addendum and otherwise to perform all other acts necessary to accomplish the intent of the 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 addendum; to provide an effective date of this resolution; and for other purposes.

22. Resolution 2014-96 – A Resolution authorizing Clayton County to execute a Right-of-Way Acquisition Contract Addendum with the Georgia Department of Transportation for the CW Grant Grade Separation Project STP00-0001-00(817); to authorize the Chairman to execute the addendum and otherwise to perform all other acts necessary to accomplish the intent of the 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

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

23. Resolution 2014-97 – A Resolution authorizing Clayton County to enter into a Utility Relocation Agreement with Georgia Power for the relocation of utilities associated with the Lake Ridge Parkway Sidewalk Project; to authorize the Chairman to execute the agreement on behalf of the County and otherwise to perform all other acts necessary to accomplish the intent of the 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.

24. Resolution 2014-98 – A Resolution to give Notice of the Intent of the Clayton County Board of Commissioners, on behalf of Clayton County, to abandon property consisting of approximately 0.312 acres of Right-of-Way formerly known as Old Riverdale Road and more 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.

25. Resolution 2014-99 – A Resolution authorizing Clayton County, on behalf of Clayton County Fire and Emergency Services, Office of Emergency Management, to enter into an agreement with the University System of Georgia, on behalf of Clayton State University to provide a federal work-study program; to authorize the Chairman to execute the agreement and otherwise to perform all other acts necessary to accomplish the intent of this resolution; to provide an effective date of this resolution; and for other purposes.

26. Order for Remission: State of Georgia vs. Kyle Jordan Mockbee and Anytime Bail Bonding, Inc. (Surety); Case No(s). 2013CR00099-05, in the amount of \$1,235.00.

27. Appointment to the Development Authority/Redevelopment Authority Board to fill the unexpired term of Paul Redding (**Resigned**), expiring on March 1, 2015.

28. Appointment of three (3) members to the Clayton County Land Bank by the Board of Commissioners. Per Resolution 2014-83, these members shall have at least five (5) years of experience or education in urban planning, community development, real estate, law, finance, or related areas.

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Candidate #1: Dave Murphy of Jonesboro, Georgia (Lake Spivey Area) – Commissioner Michael Edmondson's nomination

Candidate #2: Pending BOC nomination

Candidate #3: Pending BOC nomination

29. Appointment to the Library Board to fill a vacancy. New term is for three (3) years.

30. Accept a Street Light Petition Addition to Existing Street Light District for Ellenwood Village Townhomes (Established in 2002; Crooked Creek Drive) in District 1/Commissioner Sonna Singleton.

31. Accept a Street Light Petition Addition to Existing Street Light District for Heatherwood Subdivision (Baywood Lane, Willow Drive, and Pineglen Drive) in District 2/Commissioner Gail Hambrick.

EXECUTIVE SESSION

32. 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**

2-42

**DATE:** March 25, 2014  
**TO:** Board of Commissioners  
**FROM:** Ramona Thurman, Chief Financial Officer  
**SUBJECT:** Request for Budget Amendment - Juvenile Court

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

**INCREASE EXPENSE:**

Regular Salaries and Wages	101-2201-4000	\$ 35,544
Pension Contribution	101-2201-4020	4,585
FICA and Medicare Insurance	101-2201-4021	2,719
Group Health & Life Insurance	101-2201-4022	6,288
Worker's Compensation Insurance	101-2201-4023	68
		<hr/> \$ 49,204

**DECREASE EXPENSE:**

Part-Time / Temporary Wages	101-2201-4001	\$ 49,204
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**Reason:** To transfer funds to establish a budget for a full time CASA Volunteer Supervisor position and delete two part-time Program Assistant positions.

**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 Board of Commissioners

## Legislative Request Form

**RECEIVED**  
MAR 19 2014  
CLAYTON CO. COO

*Agenda Meeting Date: March 26, 2014*

### Purpose

**To add:**  
(1) CASA Volunteer Supervisor F/T position at 17.0884 an hour (pay grade 19)

**To delete:**  
(1) CASA Volunteer Supervisor P/T position at \$14.3898 an hour; and  
(1) Program Assistant P/T position at \$10.6996 an hour.

### Rationale

With the passage of HB 242 last year, the duties of our CASA program have been expanded to require that CASA provide guardian ad litem services in cases involving children in need of services and delinquency matters, whereas in the past, they were only required in dependency cases. By adding a full-time CASA Volunteer Supervisor position, our CASA program will be able to accept more cases, and we will not run into the current issues with caseload caps required by National CASA that limit the number of CASA volunteers each CASA Volunteer Supervise can manage.

### Facts

The current situation limits court hearing coverage because the part-time CASA Volunteer Supervisor is only able to provide guardian ad litem services for 25 hours a week. The part-time Program Assistant is limited to doing paperwork and cannot directly supervise volunteers or act independently as a guardian ad litem.

Adding the full-time CASA Volunteer Supervisor position would allow greater flexibility in the assignment of guardian ad litem cases and allow us to provide proper coverage for delinquency and dependency cases, and in matters involving children in need of services. It also expands the number of CASA volunteers we can recruit with the addition of 15 hours per week being added to the CASA Volunteer Supervisor's work schedule.

### Impact

The full-time CASA Volunteer Supervisor position is a pay grade 19, and will cost approximately \$50,092 with estimated fringe. In our current budget, we received \$40,143.04 for the two part-time positions we are requesting to delete. That leaves a difference of \$9,948.60. However, due to the change in Civil Service Rule 7.202, which reduced part-time employees' hours to 25/week, we project an annual savings of \$23,088, which would sufficiently cover the difference. Therefore, there would not be any additional cost to the county if this request is approved. In fact, the county would save approximately \$13,139 annually when compared to current funding levels.

The part-time CASA Volunteer Supervisor position is currently vacant, and if approved, we intend to promote the current part-time Program Assistant to the new full-time CASA Volunteer Supervisor position; therefore, this request would not result in any employee losing his or her job.

### Supporting Documentation

CASA Volunteer Supervisor classification (job description).

Dept. Head	COO	Finance	Chm. of the Brd.	Legal
<i>John P. Johnson</i>	<i>[Signature]</i>	<i>RT/DTG</i>		
Date: <i>3/19/14</i>	Date: <i>3/25/14</i>	Date: <i>3/24/14</i>	Date:	Date:

**CLAYTON COUNTY  
INTER - OFFICE MEMO**

2-43

**DATE:** March 28, 2014  
**TO:** Board of Commissioners  
**FROM:** Ramona Thurman, Chief Financial Officer  
**SUBJECT:** Request for Budget Amendment - Prison

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

**INCREASE REVENUE:**

Miscellaneous Revenue	101-2751-3720	\$ 2,232
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**INCREASE EXPENSE:**

Janitorial Supplies	101-2751-4360	\$ 1,232
R & M - Machinery & Equipment	101-2751-4825	1,000
		<u>\$ 2,232</u>

**Reason:** To amend the budget to cover additional janitorial supplies and repair of a dryer.

**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**

2-44

**DATE:** April 2, 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:**

Appropriations from Federal Narcotic Fund Bal	220-3101-7000	\$ 15,000
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**INCREASE EXPENSE:**

Crime Prevention & Investigation Supplies	220-3101-4315	\$ 15,000
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**Reason:** To amend the budget to cover cost for "re-ups" on confidential information payments.

**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



BUDGETARY SIGNATURE CONTROL LOG

This signature control log will be utilized for budgetary matters pertaining to Line Item Transfers, Purchases over Five Hundred Dollars for Deputy Chiefs and Seven Hundred Dollars for the Chief of Staff for both single items and multiple items that would exceed the approved maximum total. Training and Travel will follow the same procedure. The Chief of Staff will be required to sign off on all Purchases, Line Item Transfers and Training and Travel Requests, regardless of the amount. The Chief of Police will be required to sign off on all Purchase Orders / Training and Travel Requests exceeding Five Hundred Dollars, Line Item Transfers and Budgetary Amendments.

- Line Item Transfers
Budget Amendments
Purchase Orders / Training and Travel exceeding \$500.00 / Deputy Chief's
Purchase Orders / Training and Travel exceeding \$700.00 / Chief of Staff

Total Dollar Amount Requested: \$15,000.00

Date of request: 03/27/2014

Brief explanation of request:

Money needed to cover costs in our Crime Prevention and Investigation Supplies Account (220-3101-4315) for the rest of this fiscal 2014 year. This account is used for our 're-up' funds covering our confidential information payments. We would like to request a budgetary amendment request for funds to be placed from the federal 220 account to the requested federal account, 220-3101-4315.

Handwritten signature of Chief of Staff

Handwritten date 03/28/2014

Handwritten signature of Deputy Chief of Police

Handwritten date Mar. 28, 2014

Handwritten signature of Chief of Police

Handwritten date 3/31/14

**CLAYTON COUNTY  
INTER - OFFICE MEMO**

2-45

**DATE:** April 7, 2014

**TO:** Board of Commissioners

**FROM:** Ramona Thurman, Chief Financial Officer

**SUBJECT:** Request for Budget Amendment - Community Development

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

**INCREASE EXPENSE:**

Minor Computer Equipment	101-3401-4393	\$ 9,100
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**DECREASE EXPENSE:**

Consulting Fees	101-4002-4120	\$ 9,100
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**Reason:** To transfer funds to purchase nine Microsoft Surface Pro2 tablets for the inspectors.

**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:** March 28, 2014  
**TO:** Board of Commissioners  
**FROM:** Ramona Thurman, Chief Financial Officer  
**SUBJECT:** Request for Budget Amendment - Fund 307 Reimposition SPLOST 2009

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

**INCREASE REVENUE:**

Appropriations from <b>SPLOST</b> Fund Balance	307-6501-7000	\$	9,194
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**INCREASE EXPENSES:**

Other Contract Service Fees	307-1355-4140-8C017-7Y120	\$	9,194
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**Reason:** To amend the budget for additional funds needed to install fiber optic network cable and hardware support for the Archives and Records Center.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shelby D. Haywood, Clerk of Commissioners



May 22, 2013

Mr. Jason Brookins  
Clayton County  
Department of Information Technology  
1383 Government Circle  
Jonesboro, GA. 30236

RE: Fiber Builds for Archives building.

- Place (1) one 12 fiber in existing duct for Apx 250'
- Rod and rope existing duct for APX 565'
- Place (1) 12 fiber in building Apx 800'
- Place fiber in innerduct over to existing rack.
- Place (1) 12 fiber into existing building entrance.
- Splice and terminate fibers for this project in existing rack with new rack mount housing.
- All materials, labor and machinery for this project is included.

**Total labor and materials is: \$ 6230.00**

If you have any questions please feel free to contact the undersigned at (770) 904-4444.

Sincerely,

Glen Sherwood  
Vice President, OSP Services

RE: Archives SPLOST Project Funding Allocation  
Jason Brookins  
to:  
Sharon Stone  
03/26/2014 05:04 PM  
Show Details

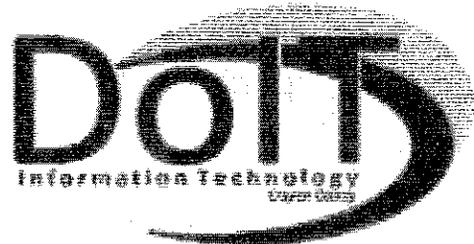
History: This message has been replied to.

Ah, I see. If you would, please let me know when this is available and what account number to use so we can do the PO.

Thanks,

Jason

-----  
Jason Brookins  
Department of Information Technology  
Assistant Director  
Clayton County Board of Commissioners  
1383 Government Circle, Jonesboro, GA 30236  
770.477.3727 Office  
404.391.0846 Cell  
770.477.3507 Fax



E-mail: [jason.brookins@claytoncountyga.gov](mailto:jason.brookins@claytoncountyga.gov)

CONFIDENTIALITY NOTICE: This e-mail contains legally privileged and confidential information intended only for the individual or entity named within the message. If the reader of this message is not the intended recipient, or the agent responsible to deliver it to the intended recipient, the recipient is hereby notified that any review, dissemination, distribution or copying of this communication is prohibited. If this communication was received in error, please notify the sender by reply e-mail and delete the original message.

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**From:** Sharon Stone [<mailto:Sharon.Stone@co.clayton.ga.us>]  
**Sent:** Wednesday, March 26, 2014 5:02 PM  
**To:** Jason Brookins  
**Subject:** RE: Archives SPLOST Project Funding Allocation

Yes, it came through to pay it from 6040 but the amount is under \$5000 so I am going to move it to 4140.

Sharon Stone  
Principal Accountant - SPLOST  
Clayton County Board of Commissioners  
Finance Department  
112 Smith Street  
Jonesboro, GA 30236  
(770) 477-3223 (Office)  
(770) 477-3235 (Fax)  
[sharon.stone@co.clayton.ga.us](mailto:sharon.stone@co.clayton.ga.us)

Jason Brookins ---03/26/2014 04:36:42 PM---Was this the PO the equipment was bought on in 2012? -----

From: Jason Brookins <[jason.brookins@claytoncountyga.gov](mailto:jason.brookins@claytoncountyga.gov)>  
 To: Sharon Stone <[Sharon.Stone@co.clayton.ga.us](mailto:Sharon.Stone@co.clayton.ga.us)>  
 Date: 03/26/2014 04:36 PM  
 Subject: RE: Archives SPLOST Project Funding Allocation

Was this the PO the equipment was bought on in 2012?

<p><b>Jason Brookins</b>  <b>Department of Information Technology</b>          Assistant Director          Clayton County Board of Commissioners          1383 Government Circle, Jonesboro, GA 30236          770.477.3727 Office          404.391.0846 Cell          770.477.3507 Fax</p> <p>E-mail: <a href="mailto:jason.brookins@claytoncountyga.gov">jason.brookins@claytoncountyga.gov</a></p>	
<p>CONFIDENTIALITY NOTICE: This e-mail contains legally privileged and confidential information intended only for the individual or entity named within the message. If the reader of this message is not the intended recipient, or the agent responsible to deliver it to the intended recipient, the recipient is hereby notified that any review, dissemination, distribution or copying of this communication is prohibited. If this communication was received in error, please notify the sender by reply e-mail and delete the original message.</p>	

**From:** Sharon Stone [<mailto:Sharon.Stone@co.clayton.ga.us>]  
**Sent:** Wednesday, March 26, 2014 4:06 PM  
**To:** Jason Brookins  
**Subject:** Re: Archives SPLOST Project Funding Allocation

Jason,

I can use this e-mail with attachment for the budget amendment. We also need to add \$2,964 for the Softchoice invoice for the Supportline E-Certificate that referenced back to PO 12-2282.

Thanks,  
 Sharon Stone  
 Principal Accountant - SPLOST  
 Clayton County Board of Commissioners  
 Finance Department  
 112 Smith Street  
 Jonesboro, GA 30236  
 (770) 477-3223 (Office)  
 (770) 477-3235 (Fax)  
[sharon.stone@co.clayton.ga.us](mailto:sharon.stone@co.clayton.ga.us)

Jason Brookins ---03/26/2014 12:01:13 PM---Good Morning Sharon, We will be doing a purchase with

ComTran (our annual contract vendor for

From: Jason Brookins <[jason.brookins@claytoncountyga.gov](mailto:jason.brookins@claytoncountyga.gov)>  
To: Sharon Stone <[Sharon.Stone@co.clayton.ga.us](mailto:Sharon.Stone@co.clayton.ga.us)>  
Cc: Brett Lavender <[brett.lavender@claytoncountyga.gov](mailto:brett.lavender@claytoncountyga.gov)>  
Date: 03/26/2014 12:01 PM  
Subject: Archives SPLOST Project Funding Allocation

---

Good Morning Sharon,

We will be doing a purchase with ComTran (our annual contract vendor for fiber optic cable) to connect our Archives & Records Center to our network via fiber to use the SAN to possibly digitize some files. The cost will be \$6,230 and will need to be put in a 4140 type account (contract services). We will be using funding from the 2009 County Record Center SPLOST project to accomplish this. What do you need from me to get the ball rolling on this?

Thanks,

Jason

<p><b>Jason Brookins</b> <b>Department of Information Technology</b> Assistant Director Clayton County Board of Commissioners 1383 Government Circle, Jonesboro, GA 30236 770.477.3727 Office 404.391.0846 Cell 770.477.3507 Fax</p> <p>E-mail: <a href="mailto:jason.brookins@claytoncountyga.gov">jason.brookins@claytoncountyga.gov</a></p>	
<p>CONFIDENTIALITY NOTICE: This e-mail contains legally privileged and confidential information intended only for the individual or entity named within the message. If the reader of this message is not the intended recipient, or the agent responsible to deliver it to the intended recipient, the recipient is hereby notified that any review, dissemination, distribution or copying of this communication is prohibited. If this communication was received in error, please notify the sender by reply e-mail and delete the original message.</p>	

[attachment "Clayton county Archives building 52213.pdf" deleted by Sharon Stone/Finance/Clayton]

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:** March 28, 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:** Joseph Dunden  
**Address:** 110 Andrea Dr.  
**City:** Stockbridge      **State:** GA      **Zip:** 30281

For the purpose of: Releasing a Demolition Bond posted to clean-up of the lot at the property located at 8975 Bentwood Ln. Riverdale, Ga. 30274

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.

## CLAYTON COUNTY BOARD OF COMMISSIONERS

\*\*\* CUSTOMER RECEIPT \*\*\*

Batch ID: HTEVCLARK 11/25/13 18 Receipt no: 3404

	Type	SvcCd	Description	Amount
	BC		BP -BOND CLEAN UP	
		Qty	1.00	\$500.00
8975 BENTWOOD LN				
2013 3334 BP			BUILDING PERMITS	
				\$50.00
8975 BENTWOOD LN			008	
RIVERDALE, GA 30274				

## Tender detail

CA CASH		\$500.00
CK Ref#:	11189	\$50.00
Total tendered:		\$550.00
Total payment:		\$550.00

Trans date: 11/25/13 Time: 16:48:21

Customer:

THANK YOU FOR YOUR PAYMENT

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

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

*Clayton County*  
*Community Development*

**Interoffice Memorandum**



CLAYTON COUNTY FINANCE  
PATRICK EJIKE  
DIRECTOR  
2014 MAR 28 PM 2 38

**Date:** March 25, 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:** Jeffrey Dowda  
**Address:** 265 North Mill Rd.  
**City:** Sandy Springs      **State:** GA      **Zip:** 30328

For the purpose of: Releasing a Demolition Bond posted to clean-up of the lot at the property located at 94 Upper Riverdale Rd. Riverdale, Ga. 30274

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,

Handwritten signature of Patrick Ejike in black ink, written over a horizontal line.  
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.

Clayton County Community Development  
 Building Inspections/Permits  
 121 South McDonough Street, Annex 2  
 Jonesboro, GA 30236  
 Phone: 770-477-3569 FAX: 770-473-5481

Application Number . . . . . 14-00000664 Date 3/05/14  
 Property Address . . . . . 94 UPPER RIVERDALE RD SW  
 PARCEL NUMBER . . . . . 13-140D- D-036  
 Tenant nbr, name . . . . . DEMO NOT TO REBUILD  
 Application type description CD DEMO, DEMOLITION NOT TO REBUILD  
 Subdivision Name . . . . .  
 Property Use . . . . . SINGLE FAMILY RESIDENTIAL  
 Property Zoning . . . . . RS110 SF RESIDENTIAL  
 Application valuation . . . . . 12000

Owner	Contractor
CULLARS MARTHA M & MCELROY JAMES H & ETAL 1857 CHATUGE SHORES ROAD HIAWASSEE GA 30546	DOWDA HOUSEMOVERS & DEMOLITION 265 N. MILL RD ATLANTA GA 30328 (404) 904-9492

Permit . . . . .	DEMOLITION FEE			
Additional desc . . . . .				
Permit Fee . . . . .	50.00			
Issue Date . . . . .		Valuation . . . . .		0
Expiration Date . . . . .	9/01/14			

Other Fees . . . . . \*CONTRACTOR REGISTRATION 35.00

Fee summary	Charged	Paid	Credited	Due
Permit Fee Total	50.00	50.00	.00	.00
Other Fee Total	35.00	35.00	.00	.00
Grand Total	85.00	85.00	.00	.00

PLEASE CALL THE AUTOMATED BUILDING PERMIT INSPECTION  
 TELEPHONE LINE AT 770-477-3571 TO SCHEDULE INSPECTIONS.

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting  
7:00 P.M.

April 15, 2014

A G E N D A

HUMAN RESOURCES SUPPORTING DOCUMENTATION

BEGINS ON NEXT PAGE



# Clayton County Board of Commissioners Legislative Request Form

*Agenda Meeting Date: 4/9/14*

## Purpose

Request to eliminate the position of Administrative Secretary (grade 15) from Senior Services (org#5335) and transfer the funds to the Information Technology Department (org #1301) to create a new Administrative Secretary (grade 15) position in Information Technology

## Rationale

Currently, the Administrative Secretary position is not vital in the Senior Services Department. The Information Technology Department is in need of additional administrative staff and has requested an Administrative Secretary position

## Facts

The Administrative Secretary is currently filled with an employee at grade 15 step 1 (\$29,136.95). This employee will be transferred to the same grade and step without loss of pay

## Impact

There will be no additional financial impact to the County as the funds are budgeted and will be moved from one org to another. The change will result in better utilization of the position/funds

## Supporting Documentation

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



# Clayton County Board of Commissioners

## Legislative Request Form

Agenda Meeting Date: April 9<sup>th</sup>

<b>Purpose</b>				
To apply a supplement awarded to a State Assistant District Attorney ("ADA") position to two County ADA positions to make a Deputy Chief ADA position Grade 33, Step 1 into an Executive ADA position, Grade 35, Step 1; and to make a Senior Litigation ADA position, Grade 31, Step 1 into a Deputy Chief ADA position, Grade 33, Step 1.				
<b>Rationale</b>				
After increasing the duties and responsibilities of two County paid ADAs, to be able to place them into the position commensurate for those changes.				
<b>Facts</b>				
I have eliminated the State Executive Assistant District Attorney position. I have placed a (County employee) Deputy Chief ADA into that position but there was no recognized County position by that name. I have also placed a (County employee) Senior Litigation ADA into the position of Deputy Chief ADA.				
<b>Impact</b>				
The now County employee Executive ADA will go from Grade 33, Step 1 to Grade 35, Step 1 for \$7,446.37 more yearly. The County employee Senior Litigation ADA will go from Grade 31, Step 1 to Grade 33, Step 1 for \$6,741.94 more yearly. The annual supplement for the State position was for \$14,716.00, thus the County will see a savings of \$527.69.				
<b>Supporting Documentation</b>				
The new job description for Executive ADA. Documents showing the amount of the supplement.				
Dept. Head	COO	Finance	Chm. of the Brd.	Legal
Date: 4/3/14	Date:	Date:	Date:	Date:

# CLAYTON COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: EXECUTIVE ASSISTANT DISTRICT ATTORNEY**

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## **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to assist the District Attorney as one of the representatives of the State of Georgia in the Superior Court of Clayton County. This is a highly responsible, professional position that will act as a resource and mentor for Assistant District Attorneys, Senior Assistant District Attorneys, and Senior Litigation Assistant District Attorneys, and Deputy Chief Assistant District Attorneys, in preparation for trial, at trial, and in post-trial proceedings.

## **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.**

Serves as a member of the six person District Attorney's Command Staff.

Assumes the role of Chief Assistant District Attorney, second in command, when the Chief Assistant is appointed Acting District Attorney.

Assists the District Attorney, along with the Chief Assistant District Attorney, in making high priority critical decisions that affect the operation of the office or have a significant impact on the office as a whole.

Assumes Executive duties in creating office policy and procedure, attends budget meetings, assists in drafting requests for legislation, and assists in drafting grant proposals for additional monies needed within the office.

Serves as one of two authorized spokespersons for the District Attorney in highly publicized cases or matters relating to the District Attorney's Office and media relations.

One of three designated officials from the District Attorney's Office authorized to endorse checks for training, equipment, and witness travel and lodging.

Supervises the Victim-Witness Department, which handles over 50,000 contacts of victims and witnesses in a calendar year. Supervises the grant writing for that department for the specialized grants for, but not limited to, the domestic violence prosecution.

## **Clayton County, Georgia ~ Executive Assistant District Attorney**

Coordinates with four Superior Court Judges to facilitate the signing of wiretaps and pen register warrants to apprehend Clayton County's Most Wanted Fugitives. Assists law enforcement in the drafting and editing these lengthy warrants and court orders.

Participates in the two-tiered hiring process, including the initial screening interviews, and the final interview process with the District Attorney and Chief Assistant District Attorney.

Represents the State in murder cases, cold case murder cases, complex cases, and high profile media cases.

Has the ability to handle death penalty litigation including; assisting in making the determination whether the State proceeds with the death penalty, drafting extensive motions and responding to Constitutional arguments regarding the death penalty, assisting in both trial phases, guilt and punishment.

Researches case law, writes briefs, and keeps abreast of the most recent case law and statutory provisions applicable to cases handled in the office.

Advises experienced staff members in the formulation of sentencing recommendations.

Interviews investigating officers and witnesses and prosecutes assigned cases in court, including Superior, Juvenile and Magistrate Courts.

Determines whether inmates in other states should be brought to Clayton County for pending prosecutions. When making this determination, the Executive Assistant District Attorney shall weigh the economic costs for prosecution against the type of case and nature of the crime.

Prosecutes extradition matters and advises in the same, after attending required training.

Drafts and advises less experienced staff members in the drafting of discovery documents and responses, pleadings, motions, and judgments.

Evaluates and aides less experienced staff members in the evaluation of the merits of criminal cases and determines what further action will be taken.

Aids appropriate County or State attorneys in the representation of the custodian in habeas corpus matters.

Evaluates and advises in the evaluation of certain aspects of pending cases, recommending bond amounts, and recommending the same to the court.

Assists citizens, law enforcement personnel, and attorneys in legal matters under appropriate circumstances.

Periodically instructs other prosecuting and defense attorneys, non-attorney staff members, both within and outside the County.

Has extensive knowledge of the Criminal Code of Georgia and the Code of Clayton County.

## **Clayton County, Georgia ~ Executive Assistant District Attorney**

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Has extensive knowledge of current case law of both Georgia and Federal courts touching matters within the jurisdiction of the office.

Has extensive knowledge of the Uniform Rules of Magistrate, State, and Superior Courts and Rules of the Georgia Court of Appeals and Supreme Court.

Must possess excellent oral and written communications skills.

Has the ability to establish and maintain effective working relationships with other staff members, law enforcement officials, judges, and the general public.

Has the ability to establish and maintain effective working relationships with trial team members and staff.

Has the ability to advise and counsel less experienced staff members of the law, legal tactics, policies, procedures and practices of the office, the Court, and law enforcement agencies.

Has the ability to train, counsel, advise, and motivate personnel within the office.

Participates in community outreach programs like "Back to School" programs, mock trial programs and law day seminars.

Manages the caseload for the efficient flow between the investigators and Assistant District Attorneys.

Has the ability to handle civil forfeiture cases.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## **Clayton County, Georgia ~ Executive Assistant District Attorney**

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### **MINIMUM QUALIFICATIONS**

Juris Doctorate; supplemented by five (5) years of previous experience that includes litigation and criminal law with an emphasis on prosecutorial experience or comparable felony trial experience with demonstrated effective and progressively proficient work as an Attorney and proficient legal performance in a supervisory role; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Demonstrated a knowledge of and respect for the Code of Professional Responsibility of the State Bar Association of Georgia and participated in the training of other Attorneys. Completed a minimum of twenty-five (25) briefs to the Georgia Court of Appeals or the Supreme Court of Georgia. Conducted at least fifty (50) jury trials in the Superior Court of Clayton County, which must include at least 15 trials of a seven deadly sin crime, such as Murder, Rape and Armed Robbery, and domestic violence prosecutions as well as others. Must possess and maintain a valid membership in good standing in the State Bar Association of Georgia, the Court of Appeals of the State of Georgia, and the Supreme Court of the State of Georgia. Must possess and maintain a valid Georgia driver's license. A recommendation by the District Attorney is needed for promotion to this classification.

### **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 orally.

**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.*

STATE OF GEORGIA

COUNTY OF CLAYTON

RESOLUTION NO. 2009- 32

A RESOLUTION PROVIDING FOR AND AUTHORIZING AN INCREASE IN SUPPLEMENTAL COMPENSATION FOR AN ASSISTANT DISTRICT ATTORNEY POSITION IN THE OFFICE OF THE DISTRICT ATTORNEY; TO PROVIDE AN EFFECTIVE DATE; TO REPEAL CONFLICTING LAWS; AND FOR OTHER PURPOSES.

WHEREAS, certain County Elected Officials and employees of the State of Georgia employed in County offices are performing duties and responsibilities essential to County operations have significant responsibilities, and therefore additional compensation for their responsibilities is warranted; and

WHEREAS, the Board of Commissioners has previously approved resolutions which provided for supplemental compensation of certain positions within the office of the District Attorney; and

WHEREAS, the newly elected District Attorney has changed the organizational structure in her office and desires to increase the compensation of an assistant district attorney; and

WHEREAS, the District Attorney has requested that the current annual supplement for one of the assistant district attorney positions, which now has the title Executive Assistant District Attorney, be increased from \$5,716.00 to \$14,716.00; and

WHEREAS, it appears to be in the best interest of Clayton County to authorize additional compensation for the Executive Assistant District Attorney position in the District Attorney's office.

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 the increase in the annual supplemental compensation for the assistant district attorney position, now referred to as the Executive Assistant District Attorney, from the current amount of \$5,716.00 to \$14,716.00.

Section 2. The Director of Finance is authorized to amend the budget where necessary to reflect an appropriate revenue source and expense.

Section 3. This Resolution shall become effective upon its approval by the Board of Commissioners.

SO RESOLVED, this the 3<sup>rd</sup> day of February, 2009.

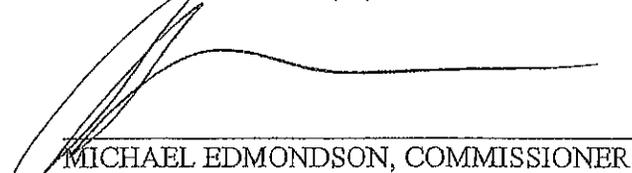
CLAYTON COUNTY BOARD OF COMMISSIONERS

  
ELDRIN BELL, CHAIRMAN

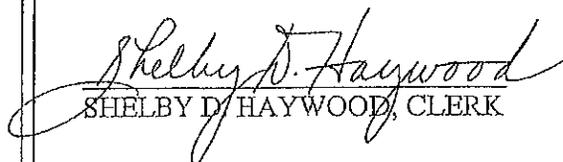
  
W. RALPH, VICE CHAIRMAN

  
GAIL B. HAMBRICK, COMMISSIONER

  
SONNA SINGLETON, COMMISSIONER

  
MICHAEL EDMONDSON, COMMISSIONER

ATTEST:

  
SHELBY D. HAYWOOD, CLERK