

CLAYTON COUNTY BOARD OF COMMISSIONERS

Regular Business Meeting
7:00 P.M.

June 7, 2016

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 May 17, 2016 Regular Business Meeting minutes and the May 17, 2016 Public Hearing minutes for the county's proposed Annual Operating Budget for Fiscal Year Ending June 30, 2017.
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 Natural Food Chef Shiona "Shi" Curry for helping kids eat, think and live better". (Presented by Vice Chairman Sonna Gregory)
7. Consider requests of Debra Brewer, 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) **Recommendation for the purchase of two (2) FPX Nano (Tactical X-Ray Scanners) with Integrated Display utilizing General Services Administration (GSA) Schedule #GS-07F-5965P (2016-27GSA).** (ADS, located in Virginia Beach, Virginia. Funding is available through the GEMA Grant for Homeland Security Grant #GANEME-2015-SS-00065-S01). As requested the Police Department. Pursuant to Section 2-136 (6) Clayton County Code of Ordinances, General Purchasing Methods; 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.
 - 2) **Recommendation for the Purchase of three (3) Ford Taurus Pursuit Sedans utilizing Statewide Contract #ES-RFR-400199-409.** (\$70,368.00 / Wade Ford, located in Smyrna, Georgia. Funding is available through Auto and Truck Funds). As requested by the

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Police Department. Pursuant to Section 2-136 (6) of the Clayton County Code of Ordinances, General Purchasing Methods; 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) **Recommendation for Award: RFQ #2016-08 Confidential Shredding Services for Clayton County, Georgia – Annual Contract.** (A1 Shredding & Recycling, Inc., located in Marietta, Georgia. Funding is available through individual user department funds). As requested by the Department of Information Technology; Court Administrator; Library System; Police Department and 911/Communications. Pursuant to Section 2-136 (4) of the Clayton County Code of Ordinances, General Purchasing Methods; 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.

4) **Request for First Contract Amendment: RFB #15-27 Demolition of Battle Creek Apartments for Clayton County, Georgia.** (\$9,589.85 / ADS Trinity, LLC d/b/a Atlanta Demolition, located in Chamblee, Georgia. Funding is available through the Clayton County Neighborhood Stabilization Program (NSP). As requested by the Department of Community Development. Pursuant to Section 2-136 (1) of the Clayton County Code of Ordinances, General Purchasing Methods; 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.

5) **Recommendation for Award: RFB #16-07 Pest Control for Clayton County, Georgia - Annual Contract.** (Bizzy Bee Exterminators, located in Oxford, Georgia. Funding is available through the Building Maintenance Other Contract Services Fund). As requested by the Department of Building Maintenance. Pursuant to Section 2-136 (1) of the Clayton County Code of Ordinances, General Purchasing Methods; Clayton County utilizes the competitive sealed bid method when the costs of goods and services are in excess of \$25,000.00. The

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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.

6) **Recommendation for Award: RFB #16-14 Asphaltic Concrete Supply Services for Clayton County, Georgia – Annual Contract.** (Baldwin Paving Company, Inc., located in Marietta, Georgia. Funding is available through the General Fund, Grant Fund and 2004, 2009 and 2015 SPLOST Funds). As requested by the Department of Transportation and Development. Pursuant to Section 2-136 (1) of the Clayton County Code of Ordinances, General Purchasing Methods; 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) **Recommendation for Award: RFP #16-18 Multi-Systemic Therapy and Thinking for a Change Programs for Clayton County, Georgia – Annual Contract (Juvenile Court).** (Evidence Based Associates, LLC, located in Powder Springs, Georgia. Funding is available through the Juvenile Justice Incentive Grant). As requested by the Department of Juvenile Justice. Pursuant to Section 2-136 (2) of the Clayton County Code of Ordinances, General Purchasing Methods; 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) **Recommendation for Award: RFP #16-25 Food Service Operations at the Harold R. Banke Justice Center in Clayton County, Georgia.** (Smurti Corporation, located in Dunwoody, Georgia. This is a revenue generating contract with three (3%) percent of the gross monthly receipts over the baseline being paid to the County). Pursuant to Section 2-136 (2) of the Clayton County Code of Ordinances, General Purchasing Methods; Clayton County utilizes

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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.

9) **Recommendation for Award: RFP #16-33 In Home Aging Services for Clayton County, Georgia – Annual Contract.** (Southern Home Care Services, Inc. d/b/a ResCare Home Care, located in College Park, Georgia. Funding is available through the State and Federal Grant Funds distributed by the Atlanta Regional Commission (ARC). As requested by the Department of Senior Services. Pursuant to Section 2-136 (2) of the Clayton County Code of Ordinances, General Purchasing Methods; 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.

10) **Recommendation for Award: RFB #16-35 Stone Material Supplies for Clayton County – Annual Contract (Transportation and Development).** (Stephens Industries LLC, located in College Park, Georgia. Funding is available through General Fund, Grant Funds and various SPLOST Funded projects). As requested by the Department of Transportation and Development. Pursuant to Section 2-136 (1) of the Clayton County Code of Ordinances, General Purchasing Methods; 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.

11) **Recommendation for Renewal and Amendment of Annual Contracts:**

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A. The following Annual Contracts are being recommended for renewal pursuant to Section 2-136: (1) and (6) of the Clayton County Code of Ordinances, General Purchasing Methods. Pursuant to Section 2-136 (1) of the Clayton County Code of Ordinances, General Purchasing Methods; 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. Pursuant to Section 2-136 (6) of the Clayton County Code of Ordinances, General Purchasing Methods; 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.

1. **RFB #13-71 Clayton County Deceased Persons Transport Services - Annual Contract Renewal with Willie A. Watkins of Riverdale, Inc.**, located in Riverdale, Georgia, with a renewal period from July 1, 2016 through June 30, 2017. There are no remaining renewals on this contract. The Board of Commissioners approved this award on May 6, 2014.

2. **RFB #14-09 Clayton County Ball Fields Renovations – Annual Contract Renewal with Benson Construction Company, Inc.**, located in Tifton, Georgia, with a renewal period from July 2, 2016 through July 1, 2017. There are no remaining renewals on this contract. The Board of Commissioners approved this award on July 1, 2014.

B. The following Annual Contract are being recommended for renewal pursuant to Section 2-136 (2) and (6) of the Clayton County Code of Ordinances, General Purchasing Methods. Pursuant to Section 2-136 (2) of the Clayton County Code of Ordinances, General Purchasing Methods; 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

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County Board of Commissioners makes the final award for all non-budgeted proposals of \$35,000.00 and greater. Pursuant to Section 2-136 (6) of the Clayton County Code of Ordinances, General Purchasing Methods; 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.

1. **RFP #14-16 Inmate Healthcare for Clayton County Prison – Annual Contract Renewal with CorrectHealth Clayton, LLC**, located in Atlanta, Georgia, with a renewal period from July 15, 2016 through July 14, 2017. There are two (2) remaining renewals on this contract. The Board of Commissioners approved this award on July 15, 2014.

C. The following Annual Contract is being recommended for renewal pursuant to Section 2-136 (1) and (6) of the Clayton County Code of Ordinances, General Purchasing Methods. Pursuant to Section 2-136 (1) of the Clayton County Code of Ordinances, General Purchasing Methods; 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. Pursuant to Section 2-136 (6) of the Clayton County Code of Ordinances, General Purchasing Methods; 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.

1. **RFB #15-39 Maintenance and Repair for Fitness Equipment for Clayton County, Georgia – Annual Contract Amendment with Ready Fitness, Inc.**, located in Cumming, Georgia. The amendment is to add additional equipment locations. The Board of Commissioners approved this award on April 5, 2016.

8. Consider requests of Ramona Bivins, Chief Financial Officer.

- 1) Budget Amendment #2-38/State Narcotics Condemnation Fund/FYE 6-30-16 - To amend to

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budget for the purchase of body cameras and data storage for the Police Department, in the amount of \$185,000.

- 2) Budget Amendment #4-102/2009 Reimposition SPLOST/FYE 6-30-16 - To amend the budget for payment of road repair and maintenance work by Transportation and Development based on the Service Delivery Agreement with the cities, in the amount of \$130,906.

9. Consider a request of Nella Cooper, Human Resources Manager.

- 1) Reorganization in DA's Child Support Division.

~ To delete the part-time Case Manager position within the Clayton County District Attorney's Office, Child Support Services Division and reclassify two Case Manager positions to Lead Case Manager positions.

Synopsis: It is the desire of the District Attorney that these employees be compensated for these additional assigned duties and responsibility. This can be accomplished by the deletion of the part-time Case Manager position which was created under the previous Child Support Administrator. This part-time position has not been utilized since June 2013 when the part-time employee was hired in a full time Case Manager position. The current Case Manager positions are pay grade 16. The new classification of Lead Case Manager should be Pay Grade 18.

With removing the part-time Case Manager position with the salary of \$10,588 and reclassifying the two Case Manager positions to Lead Case Manager with an increase in salary of \$8,167; this would reflect a savings of \$2,421.

10. Resolution 2016-101 - A Resolution to authorize Clayton County to accept grant funds from the State of Georgia Council of Accountability Court Judges Funding Committee and the Criminal Justice Coordinating Council for the Clayton County Adult Felony Drug Accountability Court Program.

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***Synopsis:** This Resolution allows the County on behalf of the Clayton County Adult Felony Drug Accountability Court Program to accept awarded grant funds in the amount of \$44,912.00 from the State of Georgia Council of Accountability Court Judges Funding Committee and the Criminal Justice Coordinating Council, with a local match of \$4,990.00.*

11. Resolution 2016-102 - A Resolution to authorize Clayton County to accept grant funds from the State of Georgia Council of Accountability Court Judges Funding Committee and the Criminal Justice Coordinating Council for the Clayton County Driving Under the Influence Accountability Court Program.

***Synopsis:** This Resolution allows the County on behalf of the Clayton County Driving Under the Influence Accountability Court Program to accept awarded grant funds in the amount of \$51,474.00 from the State of Georgia Council of Accountability Court Judges Funding Committee and the Criminal Justice Coordinating Council, with a local match of \$5,719.00.*

12. Resolution 2016-103 - A Resolution authorizing Clayton County to extend two cell tower Lease Agreements with American Tower Corporation.

***Synopsis:** This Resolution will allow the County to extend two leases with American Tower Corporation for use as cellular tower sites for (30) thirty years.*

13. Resolution 2016-104 - A Resolution authorizing Clayton County to extend four cell tower Lease Agreements with Crown Castle.

***Synopsis:** This Resolution will allow the County to extend four leases with Crown Castle for use as cellular tower sites for (30) thirty years.*

14. Resolution 2016-105 - A Resolution authorizing Clayton County to accept abandoned property pursuant to O.C.G.A. § 17-5-54(e) and Superior Court order 2016-CV-01358-9 for official use by the Clayton County Police Department.

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Synopsis: This Resolution allows the County to retain six televisions, two monitors, two Macbooks, three Ipads, one generator, one tool kit, and one large fan granted to the County pursuant to court order.

15. Resolution 2016-106 - A Resolution authorizing Clayton County to accept abandoned property pursuant to O.C.G.A. § 17-5-54(e) and Superior Court order 2016-CV-01357-6 for official use by the Clayton County Police Department.

Synopsis: This Resolution allows the County to retain five televisions and one large bag, granted to the County pursuant to court order.

16. Resolution 2016-107 - A Resolution by Clayton County, Georgia authorizing the certification and submittal of the Clayton County, Georgia Municipal Separate Storm Sewer System Annual Report to the Georgia Environmental Protection Division on behalf of the Transportation and Development Department.

Synopsis: This Resolution allows the County to submit an annual report documenting the County's storm sewer system and its related activities to the Georgia Environmental Protection Division (the "EPD") according to the requirement of the Federal Water Pollution Control Act and the Georgia Water Quality Control Act.

17. Resolution 2016-108 - A Resolution adopting exemptions to the moratorium on the acceptance of zoning related applications for review and consideration by the Clayton County Board of Commissioners, the Zoning Advisory Board, the Board of Zoning Appeals, and to the Clayton County Department of Community Development.

Synopsis: This Resolution allows the County to grant the General Business District, the Regional Mixed Use District, the Light Industrial District, the Heavy Industrial District, Planned Unit Development with commercial components, and land-use amendments and variances affecting those classifications to be exempt from the zoning moratorium.

18. Resolution 2016-109 - A Resolution of the Clayton County Board of Commissioners consenting to expansion of Airport South Community Improvement District.

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Synopsis: This Resolution allows expansion of the Airport South Community Improvement District.

19. Resolution 2016-110 - A Resolution providing for the adoption of the Clayton County fiscal year 2017 budget.

Synopsis: This Resolution allows the Board of Commissioners to adopt the Clayton County fiscal year 2017 budget.

20. Resolution 2016-111 - A Resolution to authorize Clayton County to enter into a contract with the Georgia Department of Human Services and accept grant funds for the Family Connection Collaborative Plan.

Synopsis: This Resolution allows the County to accept grant funds through the Clayton County Collaborative Authority in connection with the Clayton County Family Connection Collaborative Plan in the amount of \$47,000.00 with no match required.

21. Resolution 2016-112 - A Resolution authorizing Clayton County to enter into a contract for services and lease agreement with the Clayton Center Community Service Board a public corporation providing health care services in Clayton County.

Synopsis: This Resolution allows the County to lease available space located at 853 Battlecreek Road, Jonesboro, GA 30236 to Clayton Center to serve the needs of the citizens.

22. Resolution 2016-113 - A Resolution to ratify landfill rates set by the Solid Waste Management Authority.

Synopsis: This Resolution allows the Clayton County Board of Commissioners to be in full compliance with O.C.G.A. 12-8-56 in allowing the SWMA to set the fees and charges for use of the County landfill to \$100.

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23. Resolution 2016-114 - A Resolution authorizing Clayton County to enter into an Agreement with the Georgia Department of Corrections providing for the terms and conditions under which inmate care and custody services will be rendered.

Synopsis: This Resolution allows the County to provide 242 State inmates appropriate care and custody at the Clayton County Prison. Georgia Department of Corrections agrees to pay the County \$20.00 per State inmate per day through June 30, 2017.

24. Ordinance 2016-115 - An Ordinance to amend The Code of Clayton County, Georgia, as amended, specifically Part II, Chapter 42 “ Fire Prevention and Protection”, Article II “Fire Prevention Code”, Section 42-40 “ Fees” so as to modify the timeframe for a license for temporary fireworks sales, and so as to correct a verbiage error.

Synopsis: This Ordinance changes the timeframe for a license for temporary fireworks sales from a “30-day license for temporary fireworks sales” and provides that “this [temporary fireworks] license shall expire on January 31 following the date of issuance.

25. Ordinance 2016-116 - An Ordinance to amend The Code of Clayton County, Georgia, as amended, specifically Part I, Chapter 2 “Administration”, Article IV “Purchases and Property Disposition” so as to delete Article IV in its entirety and replace with a new Article IV entitled “Purchases and Property Disposition”.

Synopsis: This Ordinance is a complete rewrite of the Clayton County Purchasing Code to take advantage of best practices in procurement.

26. Resolution 2016-117 - A Resolution authorizing Clayton County to enter into the First Amendment to Utility Relocation Agreement with Georgia Power for the Godby Road project.

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Synopsis: The purpose of the amendment is to include a section regarding compliance with Buy America regulations. It simply adds that language to the existing agreement, but otherwise does not change it. There is no additional cost to the County.

27. Appointment of three nominees to serve on the newly created Veterans' Advisory Board. The terms are two years expiring on June 6, 2018. (*Chairman Turner's Appointments*)
28. Appointment to the Veterans' Advisory Board to serve in a new seat. The term is four years expiring on June 6, 2020. (*Vice Chairman Gregory's Appointment- District One*)
29. Appointment to the Veterans' Advisory Board to serve in a new seat. The term is four years expiring on June 6, 2020. (*Commissioner Hambrick's Appointment- District Two*)
30. Appointment to the Veterans' Advisory Board to serve in a new seat. The term is four years expiring on June 6, 2020. (*Commissioner Rook's Appointment- District Three*)
31. Appointment to the Veterans' Advisory Board to serve in a new seat. The term is four years expiring on June 6, 2020. (*Commissioner Edmondson's Appointment- District Four*)

EXECUTIVE SESSION –

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

FINANCE SUPPORTING DOCUMENTATION

BEGINS ON NEXT PAGE

**CLAYTON COUNTY
INTER - OFFICE MEMO**

2-38

DATE: May 24, 2016

TO: Board of Commissioners

FROM: Ramona Thurman Bivins, 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 6-30-16:

INCREASE REVENUE:

Appropriations from State Narcotics Condemnation Fund Balance	221-3101-7000	\$ 185,000
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INCREASE EXPENSE:

Minor Computer Equipment	221-3101-4394	\$ 185,000
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Reason: To amend to budget for the purchase of body cameras and data storage for the Police Department.

TO: Ramona Thurman Bivins, Chief Financial Officer

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

Date

Sandra Davis, Clerk of Commission

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**CLAYTON COUNTY
INTER - OFFICE MEMO**

DATE: May 12, 2016
TO: Board of Commissioners
FROM: Ramona Thurman, Chief Financial Officer
SUBJECT: Request for Budget Amendment - Fund 307 - 2009 Reimposition SPLOST

I do hereby request and submit the following budget amendment to be approved for FYE 6-30-16:

INCREASE REVENUE:

City of Jonesboro - SDA	307-4001-3270-10000-6JN40	95
City of Riverdale - SDA	307-4001-3270-10000-6RV40	130,811
		\$ 130,906

INCREASE EXPENSE:

Other Contract Service Fees	307-4001-4415-10000-7Y160	\$ 95
R&M Roads - Work Orders	307-4001-4855-10000-7Y13A	40,828
R&M Roads - Work Orders	307-4001-4855-10000-7Y15A	89,983
		\$ 130,906

Reason: To amend the budget for payment of road repair and maintenance work by Transportation and Development based on the Service Delivery Agreement with the cities.

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

Date

Sandra Davis, Clerk of Commission

HUMAN RESOURCES SUPPORTING DOCUMENTATION

BEGINS ON NEXT PAGE



Clayton County Board of Commissioners Legislative Request Form

Agenda Meeting Date: _____

Purpose

To delete the Part-Time Case Manager position within the Clayton County District Attorney's Office Child Support Services Division, and re-classify two Case Manager positions to Lead Case Manager positions.

Rationale

As a result of office study conducted at the request of the District Attorney, structural reorganization of responsibilities and duties, were suggested to assist the Office Administrator with providing policy guidance and technical assistance to staff. Effective July 2014, two staff members were selected and assigned additional duties to help ensure compliance with state and federal policy regulations.

Facts

It is the desire of the District Attorney that these employees be compensated for these additional assigned duties and responsibility. This can be accomplished by the deletion of the part-time Case Manager position which was created under the previous Child Support Administrator. This part-time position has not been utilized since June 2013 when the part-time employee was hired in a full time Case Manager position. The current Case Manager positions are Pay Grade 16. The new classification of Lead Case Manager should be a Pay Grade 18.

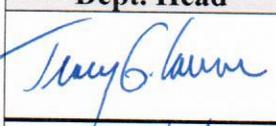
Impact

Consultation with Sr. Finance Grants Analyst, Evette Lovelace shows that there would be no financial impact to the Department. The established salary for the part-time position (\$10,588.00), which we are requesting be deleted, would cover the increase in salary and benefits for the two re-classified positions.

Supporting Documentation

Classification Specification: Lead Case Manager/Child Support

Spread sheet provided from Sr. Grants Analyst with increase of salary and benefits analysis

Dept. Head	COO	Finance	Chm. of the Brd.	Legal
				
Date: 5/12/16	Date:	Date:	Date:	Date:

CLAYTON COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: LEAD CASE MANAGER/CHILD SUPPORT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform administrative work in assisting and providing policy guidance and technical assistance to case managers of the Office of Child Support Services in assisting staff to locate absent parents, to establish paternity, to establish and enforce child support and medical insurance, to register foreign support orders, and to review and modify court ordered child support.

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.

Initiates locate efforts through a variety of sources and networks; interviews custodial parent by office appointment or telephone to obtain additional locate information; prepares and sends a Uniform Interstate Family Support Act application to custodial parent; writes custodial parents for additional information needed to proceed with interstate child support cases.

Reviews existing court orders to determine order validity, continuing exclusive jurisdiction, computation of arrears, and course of legal action; reviews applications to determine the course of action, sufficiency of information provided, and requirements of the responding state to process the case.

Prepares interstate child support petition/transmittal for filing in the responding state; schedules appointment with the custodial parent to sign and have notarized the prepared petition and to review petition and explain the process and program guidelines; monitors progress of case in accordance with federal timeframes and guidelines.

Prepares and coordinates the service of non-custodial parent with local and statewide Sheriff departments.

Prepares, coordinates, and distributes child support court calendars for four Superior Court Judges; reviews court cases and assembles payment records, case activity logs, absent parent questionnaires, and other legal documents required for court hearings; attends weekly court hearings and negotiates appropriate dispositions.

Performs office interviews/negotiations with non-custodial parents and attorneys.

Researches, composes, and initiates support orders, contempt citations, bench warrants, income deduction orders, motions, continuances, interrogatories, pleadings and related legal documents.

Clayton County, Georgia ~ Case Manager/Child Support

Researches public assistance data by accessing the SUCCESS computer system at the Department of Family and Children Services to determine any monies owed to the State of Georgia.

Responds, in a timely manner, to correspondence from responding states and clients by telephone, letter, or facsimile.

Coordinates paternity testing when necessary.

Provides Program policy guidance to staff on a daily basis in their efforts to handle their work load or case load by listening to case information and reasoning through case situations; assist staff with questions and daily case problems in an effort to ensure that federal timeframes and state laws are followed.

Provides technical assistance to staff as needed.

Supports Child Support Administrator in Child Support Administrator's absence.

Evaluates newly created court orders from responding jurisdictions and inputs the obligation on the state computer system and in-house computer system and disburses copies.

Monitors payments on cases and if no payments has been received; documents all actions on computer; keeps custodial parent updated on case status. Updates and creates in-house payment records from the state computer system.

Researches and corrects all money distribution problems and account balances when in error; establishes new accounts on the state and in-house computer systems; completes and submits paperwork for redistribution monies; monitors and corrects federal tax intercepts; researches and takes corrective action for absent parent refunds, escrow account balances, unidentified monies, returned checks, and check approval/distribution; generates and monitors corrective actions for stop payment requests; adjusts account entries and balances; maintains client information on computer system. Coordinates with other child support offices on distribution problems concerning payments.

Attends necessary state training classes and seminars; travels as needed for specific training meetings.

Assists with annual audit of child support cases within the office.

ADDITIONAL FUNCTIONS

Copies, faxes, and files documents.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High School diploma required; Associate's degree with course work emphasis in paralegal work and civil and criminal procedures preferred; supplemented by three (3) years previous experience and/or training that includes customer service and working in a child support enforcement and/or legal environment preferred and at least 3 years work experience at the most immediate lower level position; 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 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 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.

Lisa Graybill

Grade	Step	Salary	Pension *	FICA	Medical	Wk Comp	Other		Total
							Equip		
Grade 16	1	\$ 31,540	\$ 4,384	\$ 2,413	\$ 4,711	\$ 60	-	\$ 43,108	
Grade 18	1	\$ 34,835	\$ 4,842	\$ 2,665	\$ 4,711	\$ 66	-	\$ 47,119	\$ 4,011

Wanda Harper

Grade	Step	Salary	Pension *	FICA	Medical	Wk Comp	Other		Total
							Equip		
Grade 16	28	\$ 44,109	\$ 6,131	\$ 3,374	\$ 14,362	\$ 84	-	\$ 68,060	
Grade 18	26	\$ 47,522	\$ 6,606	\$ 3,635	\$ 14,362	\$ 90	-	\$ 72,216	\$ 4,155

\$ 8,167