

STATE OF GEORGIA

COUNTY OF CLAYTON

ORDINANCE NO. 2013 – 19

AN ORDINANCE ADOPTED UNDER THE HOME RULE POWERS SPECIFICALLY GRANTED TO THE GOVERNING AUTHORITY OF CLAYTON COUNTY PURSUANT TO ARTICLE IX, SECTION II, PARAGRAPH I (b) (1) OF THE CONSTITUTION OF THE STATE OF GEORGIA OF 1983, AMENDING THE LOCAL ACT OF THE GENERAL ASSEMBLY CREATING AND COMPOSING THE CLAYTON COUNTY BOARD OF COMMISSIONERS AND SETTING FORTH THE GENERAL PROVISIONS GOVERNING CLAYTON COUNTY GOVERNMENT; TO AMEND PART I, ARTICLE II, SECTION 2-12 “DIRECTOR OF FINANCE/COMPTROLLER”; TO PROVIDE AN EFFECTIVE DATE OF THIS ORDINANCE; AND FOR OTHER PURPOSES.

WHEREAS, Clayton County, Georgia is governed by an Act of the General Assembly of the State of Georgia, which was originally established and approved on February 8, 1955, and was last amended by Ga. L. 1983, p. 4503, and approved on March 29, 1983 (the “Act”) ; and

WHEREAS, the Clayton County Board of Commissioners now desires to amend the Act so as to revise Part I, Article II, Section 2-12 “Director of Finance/Comptroller”.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF CLAYTON COUNTY, GEORGIA AND IT IS HEREBY ORDAINED:

PART I. ENACTMENT

Section 1. By the authority granted to the Clayton County Board of Commissioners pursuant to Article IX, Section II, Paragraph I of the Constitution of the State of Georgia of 1983, the Board of Commissioners hereby amends the Act, originally established and

adopted at Ga. L. 1955, p. 2064, and last amended by Ga. L. 1983, p. 4503 in the following particulars:

By amending section 2-12 as follows:

Sec. 2-12. – Director of Finance/Comptroller.

The board is hereby authorized to employ a director of finance/comptroller. The director of finance/comptroller shall be covered by any provisions of the civil service system of Clayton County. The director of finance/comptroller shall have a minimum of three years of general accounting experience with a recognized accounting firm or a degree in accounting from a recognized educational institution or three years' experience in accounting work for a federal, state, county, or municipal agency. The compensation of the director of finance/comptroller shall be initially fixed by the board of commissioners, payable in equal monthly installments from the funds of Clayton County. The director of finance/comptroller shall give a satisfactory surety bond approved by and payable to the judge of the probate court of Clayton County or her successor in office and filed in the office of the judge of the probate court in the sum of \$100,000.00 conditioned upon the faithful performance of the duties of the office. The cost of the bond shall be paid from the funds of Clayton County. The director of finance/comptroller shall provide administrative assistance for the board and chairman through the Chief Financial Officer, and, pursuant to resolutions adopted by the board and instructions given by the chairman, he shall perform the duties enumerated as follows:

- (1) Keep and maintain accurate records reflecting the financial affairs of the county.
- (2) Assist the Chief Financial Officer in compiling the annual budget covering all county funds and submit the same to the board of commissioners for approval.
- (3) Sign checks and disburse monthly allotments of monies appropriated and budgeted to each department, office or agency of the county entitled to receive the same.
- (4) Draw and sign all checks and warrants against county funds, countersigned by the chairman or vice-chairman, specify the account against which such funds are drawn and record same in a book which may be the stub of such checks and warrants showing the amount of each check or warrant, to whom payable and for what consideration.
- (5) Maintain current accounts of the collection and deposit of monies due the county from taxes and other sources.

- (6) Examine all claims against the county and make recommendations as to payment.
- (7) Maintain budgetary control accounts showing encumbrances for obligations entered into, liquidation of such encumbrances, unencumbered balances of allotments, unexpended balances of allotments, and all un-allotted balances of appropriations.
- (8) Maintain proprietary accounts of the assets, liabilities, revenues, and expenditures of all county funds. Maintain a permanent detailed fixed assets inventory of all assets of the county having a value of \$5,000.00 or more and having a usable life expectancy of two or more years and charged to the responsible county departments having custody of the assets. Components purchased separately and assembled into various units shall be treated as a fixed asset when the unit value is \$5,000.00 or more.
- (9) Prepare and issue monthly budgetary reports of the operations of all county funds.
- (10) Plan and prepare for meeting the financial needs of the county, project financial requirements, recommend a means of financing those requirements and advise the chairman and board of financial matters.
- (11) Perform such other duties as may be assigned by the chairman, the chief financial officer or the board.
- (12) Conduct such internal audits, as he may deem advisable, of county funds and as the board of commissioners may direct.
- (13) Conduct or have conducted a physical inventory of real property assets as provided under provisions of O.C.G.A. § 50-16-141 and a physical inventory of personal property assets as defined in Section 2-12(8). The inventory of personal property assets shall be conducted annually on a cycled or sampling basis so as to provide reasonable coverage of all such personal property assets, and on a comprehensive basis not less than once every three years within each department or office so as to provide complete coverage of all such personal property assets within that department or office.

PART II. EFFECTIVE DATE

This ordinance shall become effective upon adoption by the Clayton County Board of Commissioners.

PART III. SEVERABILITY

Should any section or provision of this ordinance be declared by a court of competent jurisdiction to be invalid or unconstitutional, such decision shall not affect the validity of the ordinance as a whole nor any part thereof other than the part so declared to be invalid or unconstitutional. All ordinances or resolutions, or parts thereof, in conflict with this ordinance are repealed. To the extent that any of the duties and responsibilities of the Chief Financial Officer conflict with the duties and responsibilities of the Director of Finance/Comptroller as set forth in Sec. 2-12 of the Code of Clayton County, Georgia, those duties shall be performed by the Chief Financial Officer.

ADOPTED by the Clayton County Board of Commissioners this 5th day of January, 2013.

CLAYTON COUNTY BOARD OF COMMISSIONERS



JEFFREY E. TURNER, CHAIRMAN



MICHAEL EDMONDSON, VICE-CHAIRMAN



SONNA SINGLETON, COMMISSIONER (OPPOSED)



GAIL B. HAMBRICK, COMMISSIONER (OPPOSED)



SHANA M. ROOKS, COMMISSIONER

ATTEST:


SHELBY D. HAYWOOD, CLERK