



Fulton County Board of Commissioners
Agenda Item Summary

14-0838

BOC Meeting Date
 10/15/2014

Requesting Agency

Finance

Commission Districts Affected

All Districts

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Request approval of October 2014 Budget Soundings Confirmation.

Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*

BOC approval of budget soundings is required by the County's budget law 3-109 Revisions and Changes

Is this Item Goal Related? *(If yes, describe how this action meets the specific Board Focus Area or Goal)*

No

Is this a purchasing item?

No

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

The October 2014 Soundings Confirmation request is submitted for your consideration. Below is a brief summary of each request and related justification.

CLERK TO THE COMMISSION – INCREASE IN BUDGET FOR THE ETHICS BOARD FOR 2014 (PAGE 3)

The budget of \$22,000 approved for the Ethics Board is projected to be exhausted resulting in need for additional \$15,000 being requested due to a high number of complex ethics complaints which had to be investigated and resolved pursuant the ethics code during the year.

Included in Soundings per County Manager's direction.

CLERK OF SUPERIOR COURT – ABOLISHMENT/ESTABLISHMENT (PAGE 4)

Abolish positions #16569, Chief Deputy Clerk of Superior Court (D61) and #9078, Court Support Specialist (B22) and establish one (1) new position allocated to a new classification of Courts Bureau Chief (D72).

This personnel action is being requested as part of reorganization in the Clerk of Superior Court's office to streamline the executive branch by dividing the organization into two bureaus and redistributing workloads among the division managers to enhance operational efficiencies and managerial effectiveness.

Agency Director Approval		County Manager's Approval
Typed Name and Title Sharon Whitmore-Interim Finance Director	Phone 612-7385	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

The incumbent will direct and oversee day-to-day operations, including analyzing, researching, and determining workflow problems and develop correction action plans for the External, Internal and Records Management divisions within the Clerk of Superior Court. The incumbent will also manage assigned staff in the Internal and External Services and Records Management divisions (113 positions), including establishing workloads, prioritizing work assignments, evaluating employee performance, resolving staff conflicts and administering disciplinary action as required. The incumbent will oversee and direct programs; develop strategic plans to transfer court records to microfilm or other storage media; develop and approve records management policies and procedures; oversee the re-creation and preservation of records. Finally, the incumbent will determine budgetary needs and develop, prepare, and submit annual budget for assigned division.

Approved by Personnel Board August 28, 2014 Sounded per PR-200-5.1.

DISTRICT ATTORNEY – INCREASE FUNDING FOR SET SALARY SUPPLEMENTAL PAY POSITIONS – (PAGE 5)

The State of Georgia provides the District Attorney's office with twelve (12) attorney positions whose salaries are primarily paid with state funds and supplemented with Fulton County funds. The supplements were created by the Personnel Department in CY 1998 to ensure that there was no pay disparity between state-paid and county-paid Assistant District Attorneys. Within the office, state-paid positions are used for the most senior prosecutors.

Due to retirements, there are currently two (2) vacant State-funded positions that the DA would like to transfer two (2) county-paid Chief Senior Assistant District Attorneys. The current amounts of the Fulton County supplements are insufficient for a lateral transfer. Therefore, the DA's office is requesting that position numbers 18420 and 16870 be increased by \$6,560.87 and \$16,030.27 respectively for a total of \$22,591.14. This will allow the department to make a lateral transfer and make use of the two (2) vacant state positions. In order to fund the increase, the department wants to un-fund position #9019, which is currently funded at \$36,935. The end result of the increase and un-funding will have no adverse impact to the District Attorney budget.

Included in Soundings per County Manager's direction.

*****This is an addition to the October Soundings document submitted on October 1, 2014*****

Contract & Compliance Information

(Provide Contractor and Subcontractor details.)

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Agency Director Approval		County Manager's Approval
Typed Name and Title Sharon Whitmore-Interim Finance Director	Phone 612-7385	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

14-0838

Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:				
No. Bids Received:				
Total Contract Value				
Total M/FBE Values				
Total Prime Value				
Fiscal Impact / Funding Source	<i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>			
Exhibits Attached	<i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>			
1) October Budget Schedule				
Source of Additional Information	<i>(Type Name, Title, Agency and Phone)</i>			

Agency Director Approval		County Manager's Approval
Typed Name and Title Sharon Whitmore-Interim Finance Director	Phone 612-7385	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

Continued

Procurement

Contract Attached:	Previous Contracts:		
Solicitation Number:	Submitting Agency:	Staff Contact:	Contact Phone:

Description:**FINANCIAL SUMMARY**

Total Contract Value:	MBE/FBE Participation:
Original Approved Amount:	Amount: %:
Previous Adjustments:	Amount: %:
This Request:	Amount: %:
TOTAL:	Amount: %:

Grant Information Summary:

Amount Requested:	<input type="checkbox"/>	Cash
Match Required:	<input type="checkbox"/>	In-Kind
Start Date:	<input type="checkbox"/>	Approval to Award
End Date:	<input type="checkbox"/>	Apply & Accept
Match Account \$:		

Funding Line 1:	Funding Line 2:	Funding Line 3:	Funding Line 4:
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KEY CONTRACT TERMS

Start Date:	End Date:
Cost Adjustment:	Renewal/Extension Terms:

ROUTING & APPROVALS

X	Originating Department:	Whitmore, Sharon	Date: 10/7/2014
	County Attorney:		Date:
	Purchasing/Contract Compliance:		Date:
	Finance/Budget Analyst/Grants Admin:		Date:
	Grants Management:		Date:
X	County Manager:	O'Connor, Patrick	Date: 10/9/2014



FULTON COUNTY

OCTOBER BUDGET CONFIRMATIONS

October 15, 2014

Presented

to the

Board of Commissioners

by the

Finance Department

Budget

BUDGET SOUNDINGS FACT SHEET
October Soundings Confirmation

GENERAL FUND

Action Required:

Transfer funds from Non-Agency to Clerk to the Commission for the Ethics Board expenses

Non-Agency

100-999-S999-1900 Contingency

Increase

Decrease

\$15,000

Clerk to the Commission

100-110-1000-1181 Board of Ethics

Increase

\$15,000

Decrease

Purpose (Justification):

The budget of \$22,000 approved for the Ethics Board is projected to be exhausted resulting in need for additional \$15,000 being requested due to a high number of complex ethics complaints which had to be investigated and resolved pursuant the ethics code during the year.

Included in Soundings per County Manager's direction.
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GENERAL FUND**October Soundings Confirmation****Action Required:**

Abolish positions #16569, Chief Deputy Clerk of Superior Court (D61) and #9078, Court Support Specialist (B22) and establish one (1) position allocated to a new classification of Courts Bureau Chief (D72).

Effective October 22, 2014, pending BOC approval on October 15, 2014,

Clerk of Superior Court

100-470-4701-1000 Salaries-Regular; Fringe Benefits

Increase

Funding Provided

Decrease**Purpose (Justification):**

The staffing reorganization streamlines the executive branch by dividing the organization into two bureaus and redistributing workloads among the division managers to enhance operational efficiencies and managerial effectiveness.

The incumbent will direct and oversee day-to-day operations, including analyzing, researching, and determining workflow problems and develop correction action plans for the External, Internal and Records Management divisions within the Clerk of Superior Court. The incumbent will also manage assigned staff in the Internal and External Services and Records Management divisions (113 positions), including establishing workloads, prioritizing work assignments, evaluating employee performance, resolving staff conflicts and administering disciplinary action as required. The incumbent will oversee and direct programs; develop strategic plans to transfer court records microfilm or other storage media; develop and approve records management policies and procedures; oversee the re-creation and preservation of records. Finally, the incumbent will determine budgetary needs and develop, prepare, and submit annual budget for assigned division.

Approved by Personnel Board August 28, 2014 Sounded per PR-200-5.1

BUDGET SOUNDINGS FACT SHEET

October Soundings Confirmation

General Fund

Action Required:

Unfund vacant position #9019, Court Clerk Sr.

Increase funding for two (2) set salary supplemental pay position numbers 18420 and 16870.

Effective October 22, 2014, pending BOC approval on October 15, 2014,

District Attorney

		<u>Increase</u>	<u>Decrease</u>
100-480-4800-1000	Salaries-Regular;	\$22,591	
100-480-4800-xxxx	Fringe Benefits	\$8,586	

Purpose (Justification):

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