



# BOARD OF COMMISSIONERS REGULAR MEETING

Tuesday, October 05, 2021 at 6:00 PM

Historic Walton County Courthouse, 111 South Broad Street, Monroe Georgia

Phone: 770-267-1301 | Fax: 770-267-1400

## AGENDA

1. **PUBLIC COMMENT/PRESENTATIONS** | *3 Minute Limit Per Speaker. To speak at the meeting please follow the instructions outlined at the end of this Agenda.*
2. **MEETING OPENING**
  - 2.1. Pledge of Allegiance & Invocation
  - 2.2. Call to Order
  - 2.3. Roll Call
3. **ADOPTION OF AGENDA**
  - 3.1. Additions/Deletions
4. **PLANNING COMMISSION RECOMMENDATIONS**
  - 4.1. Approval of CU21080003 with Conditions – Conditional Use for outside storage & waive 8 ft. fence requirement - Applicant: Jeff Henson/Owner: Lock-n-Roll Storage LLC - Property located at 1801 Highway 78/Map/Parcel C0750128A00 - District 1  
  
*Conditions: Waive the 8 ft. fence and keep the 6 ft. fence already in place. Limit outside storage to operable vehicles, boats, RV's and trailers.*
  - 4.2. Approval of Z21070021 - Rezone 1.00 acre from A1 to R1 to create a buildable lot with an existing house and a variance to reduce frontage on remaining 4.62 acres from required 150' to 31.51' to create a buildable lot with an existing house - Applicant/Owner: Edward Harry Overcash, Jr. - Property located at 3765/3755 Grady Smith Rd/Map/Parcel C0420045 - District 1
5. **PLANNING & DEVELOPMENT**
  - 5.1. Acceptance of Right of Way - Jones Woods Lane/Indian Creek Road
6. **ADMINISTRATIVE CONSENT AGENDA** | *All items listed below are voted on by the board in one motion unless otherwise specified by the Board*
  - 6.1. Approval of September 7, 2021 Meeting Minutes
  - 6.2. Contracts & Budgeted Purchases of \$5000 or Greater

- [6.3.](#) Declaration of Surplus Property
- [6.4.](#) Acceptance of Forfeited Vehicle
- [6.5.](#) 2022 Payroll Calendar
- [6.6.](#) VOCA Grant - District Attorney's Office
- [6.7.](#) VOCA Grant - Victim Compensation Advocate - District Attorney's Office
- [6.8.](#) Agreement - Certified Payments - EMS Credit Card Processing
- [6.9.](#) Clinical Agreement - UGA School of Pharmacy - Employee Flu Shots

**7. FINANCE**

- [7.1.](#) FY22 Budget Amendment

**8. RESOLUTIONS**

- [8.1.](#) Resolution - Northeast Georgia Regional Solid Waste Management Plan

**9. HUMAN RESOURCES**

- [9.1.](#) Condrey & Associates - Job Classification and Compensation Plan Update

**10. CONTRACTS**

- [10.1.](#) Mutual Termination of Real Estate Contract

**11. WATER DEPARTMENT**

- [11.1.](#) Walton Co. Water Department - Request for Rate Increase

**12. ACCEPTANCE OF BIDS/PROPOSALS**

- [12.1.](#) Acceptance of Proposal - Metal Building and Modification at Public Works

**13. APPOINTMENTS**

- [13.1.](#) Appointments - Walton Industrial Building Authority

**14. PROCLAMATION**

- [14.1.](#) Proclamation - Dysautonomia Awareness Month
- [14.2.](#) Proclamation - Red Ribbon Week

**15. DISCUSSION**

**15.1.** Discussion/Decision - Proposal for Professional Project Management - Public Safety Complex

**15.2.** Discussion/Decision - Professional Project Management for remaining SPLOST projects

**16. ANNOUNCEMENTS**

**17. EXECUTIVE SESSION**

**18. ADJOURNMENT**

If you are an individual with a disability and require special assistance at this meeting, please contact our office at 770-267-1301 and arrangements will be made.

People wanting to make a Public Comment before the Board of Commissioners must complete the form at the link below and return it to the County Clerk no later than 5:00 PM the day prior to the meeting. You may email, fax, mail or deliver the form.

<http://www.waltoncountyga.gov/Clerk/Public%20Comment%20Form.pdf>

For more information, please contact Rhonda Hawk.

# Conditional Use CU21080003

## Staff Analysis

Commission District: 1 - Warren

Planning Commission Hearing Date: **09-02-2021 – cancelled and moved to 9-9-2021**  
Board of Commissioners Hearing Date: 10-05-2021

**Parcel ID: Map C0750128A00**

**Acreage: 2.81 acres**

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**Applicant:**

**Jeff Henson**

3842 Jacks Creek Road  
Monroe, Georgia 30655

**Owners:**

**Lock-n-Roll Storage LLC**

P.O. Box 72  
Good Hope, Georgia 30641

**Property Location:** 1801 Highway 78

**Current Character Area:** Employment Center

**Current Zoning:** B2

**Request:** Conditional Use for outside storage at mini warehouses and waive 8 ft fence requirement due to having an existing 6 ft fence surrounding the property.

B2 Highway Business – Light to medium commercial uses which are primarily designed to serve the automotive traveling public. (Outside storage by conditional use approval only.)

### **Outdoor Storage (20)**

- A. Outdoor storage yards shall be set back at least 15 feet from any side or rear property lines.
- B. Use shall be screened by a solid fence at least eight (8) feet high.
- C. The setback distance shall be appropriately landscaped to provide a vegetative screen.



D. Outdoor storage shall not be located in any required front yard building setback area.

**Site Analysis:** The 2.81 acre tract of land is located on 1801 Highway 78, Monroe, Georgia 30655. The surrounding properties are zoned A1, R1, and B2.

**Zoning History:** No History

**Character Area:** The character area for this property is Employment Center.

**Staff Comments/Concerns:**

**Comments and Recommendations from various Agencies:**

**Public Works:** Walton County Public Works has No issue with Approval of this Request.

**Sheriffs' Department:** No impact on the Walton County Sheriff's Office.

**Water Authority:** This area is served by a 10" water main along Hwy 78. (static pressure: 75 psi, Estimated fire flow available: 2,500 gpm @ 20 psi). No system impacts anticipated.

**Fire Department:** Concern would be that the campers do not block or get in the way of access around the buildings. The closest hydrant is across 78 Hwy and is within 500' of entrance.

**Fire Code Specialist:** No comment

**Board of Education:** Will have no effect on the Walton County School District.

**Development Inspector:** No comment received.

**DOT Comments:** This will require GDOT coordination.

**Archaeological Information:** No comment received.

## **PC ACTION 9/9/2021:**

1. **Conditional Use – CU21080003– Conditional Use for outside storage & waive 8 ft. fence requirement– Applicant: Jeff Henson/Owner: Lock-n-Roll Storage LLC – Property located on 1801 Highway 78/Map/Parcel C0750128A00 – District 1.**

**Presentation:** Jeff Henson represented the case and stated that he has owned this property since 2004 and when he purchased the property they were allowing outdoor storage there and that there is a 6 ft. fence already existing. Mr. Henson stated that he wanted to add some storage units and was told that he was not in compliance with Walton County. He has applied for this Conditional Use so he will be in compliance but would ask that the Board to allow him to continue using the 6 ft. fence rather than 8 ft. which is now the requirement.

**Recommendation:** Josh Ferguson made a motion to recommend approval with the following conditions to waive the 8 ft. fence and in lieu to keep the 6 ft. fence that is already there and to limit outside storage to operable vehicles, boats, RV's and trailers with a second by John Pringle. The motion carried unanimously.

# Conditional Use Application # CU 21080003

Planning Comm. Meeting Date 9-2-2021 at 6:00PM held at **WC Board of Comm. Meeting Room**  
 Board of Comm Meeting Date 10-5-2021 at 6:00PM held at **WC Historical Court House**  
**You or a representative must be present at both meetings**

\*\*\*Please Type or Print Legibly\*\*\*

**Map/Parcel** C0750128 A00

<b>Applicant Name/Address/Phone #</b>	<b>Property Owner Name/Address/Phone</b>
<u>Jeff Henson</u>	<u>Lock-n-Roll Storage, LLC.</u>
<u>3842 Jacks Creek Road</u>	<u>P.O. Box 72</u>
<u>Monroe, GA. 30655</u>	<u>Good Hope, GA. 30641</u>
	<small>(If more than one owner, attach Exhibit "A")</small>
Phone # <u>770-355-1828</u>	Phone # _____
Location <u>1801 Hwy 78</u>	Present Zoning <u>B2</u> Acreage <u>2.81</u>
Existing Use of Property: <u>Storage</u>	
Existing Structures: <u>3 Mini Warehouses</u>	
Property is serviced by:	
Public Water: <u>No</u> Provider: _____	Well: <u>No</u>
Public Sewer: <u>No</u> Provider: _____	Septic Tank: <u>No</u>
The purpose of this conditional use is: <u>To allow outdoor storage</u> <u>at mini warehouses and waive 8 ft fence requirement.</u> <u>Already has a 6 ft fence surrounding the property.</u>	
<small>The above statements and accompanying materials are complete and accurate. Applicant hereby grants permission for planning and zoning personnel to enter upon and inspect the property for all purposes allowed and required by the Comprehensive Land Development Ordinance.</small>	
<u>Jeff Henson Manager</u> Signature	<u>8-2-2021</u> Date      \$ <u>300.00</u> Fee Paid <input checked="" type="checkbox"/>
<b>Public Notice sign will be placed and removed by P&amp;D Office</b> Signs will not be removed until after Board of Commissioners meeting	
<b>Office Use Only:</b>	
Existing Zoning <u>B2</u>	Surrounding Zoning: North <u>A1 R1</u> South <u>B2 R1</u> East <u>B2</u> West <u>A1 B2</u>
Comprehensive Land Use: <u>Employment Center</u>	
Commission District: <u>1-Warren</u>	Watershed: <u>Alcovy River W-P1</u>

I hereby withdraw the above application \_\_\_\_\_ Date: \_\_\_\_\_

**Analysis of Impact for Conditional Use for:**

**Lock-n-Roll Storage, LLC  
1801 Hwy 78  
Monroe, GA. 30655**

- 1. Adequate setbacks and fencing are in place to protect adjacent properties from possible adverse influence of the proposed use.**
  
- 2. Vehicular traffic and pedestrian movement on adjacent streets will not be hindered or endangered.**
  
- 3. There will be adequate off street parking and loading/unloading areas and the entrances to and exits from parking areas will be adequate for use.**
  
- 4. Public facilities and utilities are capable of adequately serving the proposed use.**
  
- 5. The proposed use will not adversely affect the level of property values or general character of the area.**

August 2, 2021

Lock-n-Roll Storage, LLC  
Jeff C. Henson  
P.O. Box 72  
Good Hope, Georgia 30641

Walton County Planning and Development  
303 S. Hammond Drive  
Monroe, GA. 30655

Re: Request for Conditional Use Application - Letter of Intent  
1801 U.S. Hwy 78  
Monroe, GA. 30655  
2.81 ac.  
Zoned B2  
Walton County Parcel Number: C0750128A00

To Whom It May Concern:

My name is Jeff Henson and I am the applicant serving as representative for the property owner, Lock-n-Roll Storage, LLC for the above referenced Conditional Use Application. We are seeking approval of this application for a Conditional Use. The intent of the Conditional Use request is to provide for safe, secure and aesthetically pleasing outside storage. The attached plan is for the use of outside storage on the left side and rear of property, on an existing graveled area. The site is located at 1801 U.S. Hwy 78 approximately 1,500' East of Sardis Church Road and approximately 2,300' West of Troy Smith Road. Currently, there is approximately 14,000 square feet of conventional mini warehouse storage on site, and we are in the permitting process for an additional 6,750 square feet. We have been using a portion of the property for outside storage, not knowing this wasn't permitted. The site has been used for outside storage for approximately 10 years. The previous owners were using the property for outside storage as well. To my knowledge there has never been any complaints with the usage of the property. The proposed Conditional Use will be consistent with the existing use of the property. I respectfully requests the granting of the application as submitted.

Sincerely,



Jeff C. Henson





CU21080003 – 1801 Highway 78



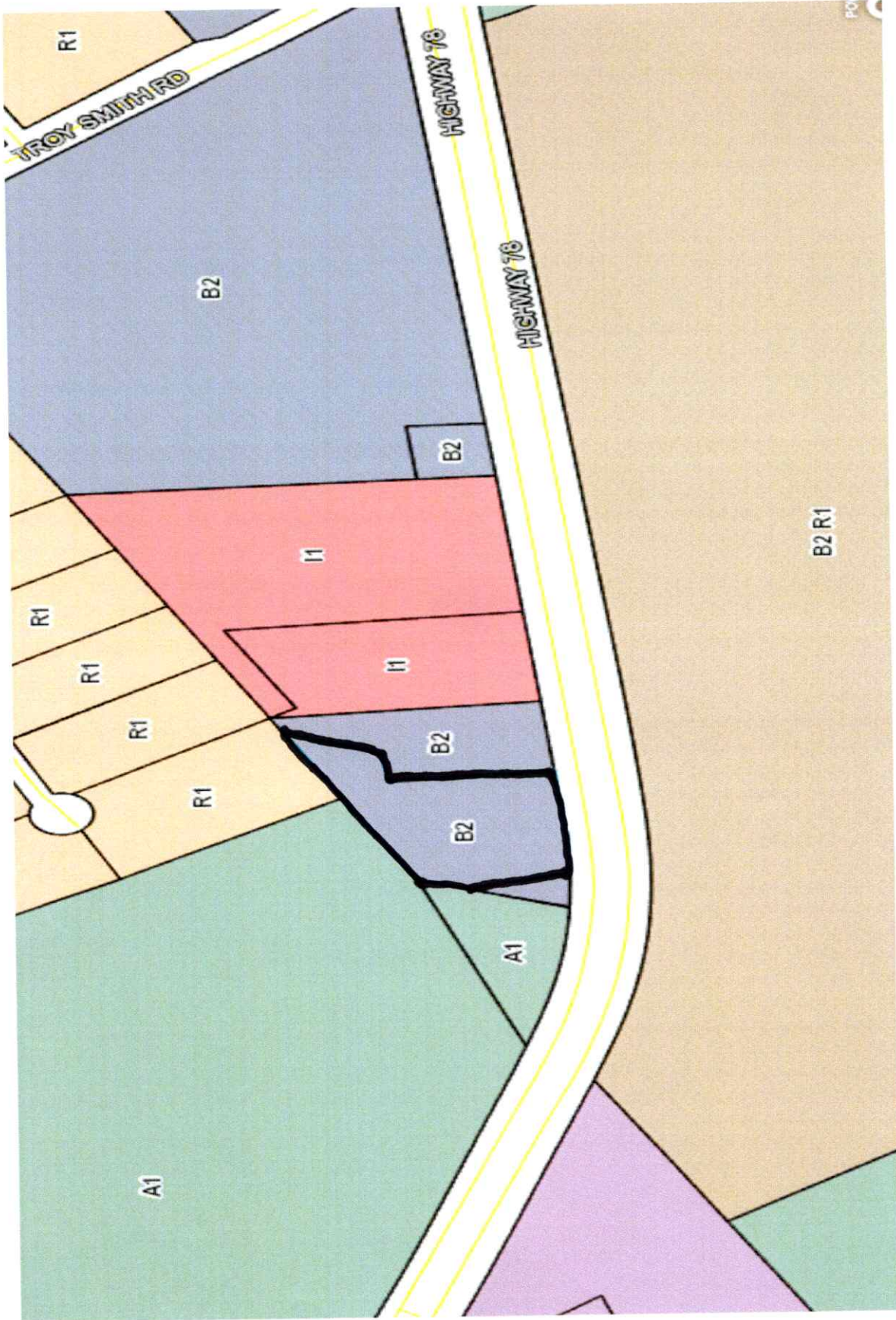


CU21080003 – 1801 Highway 78



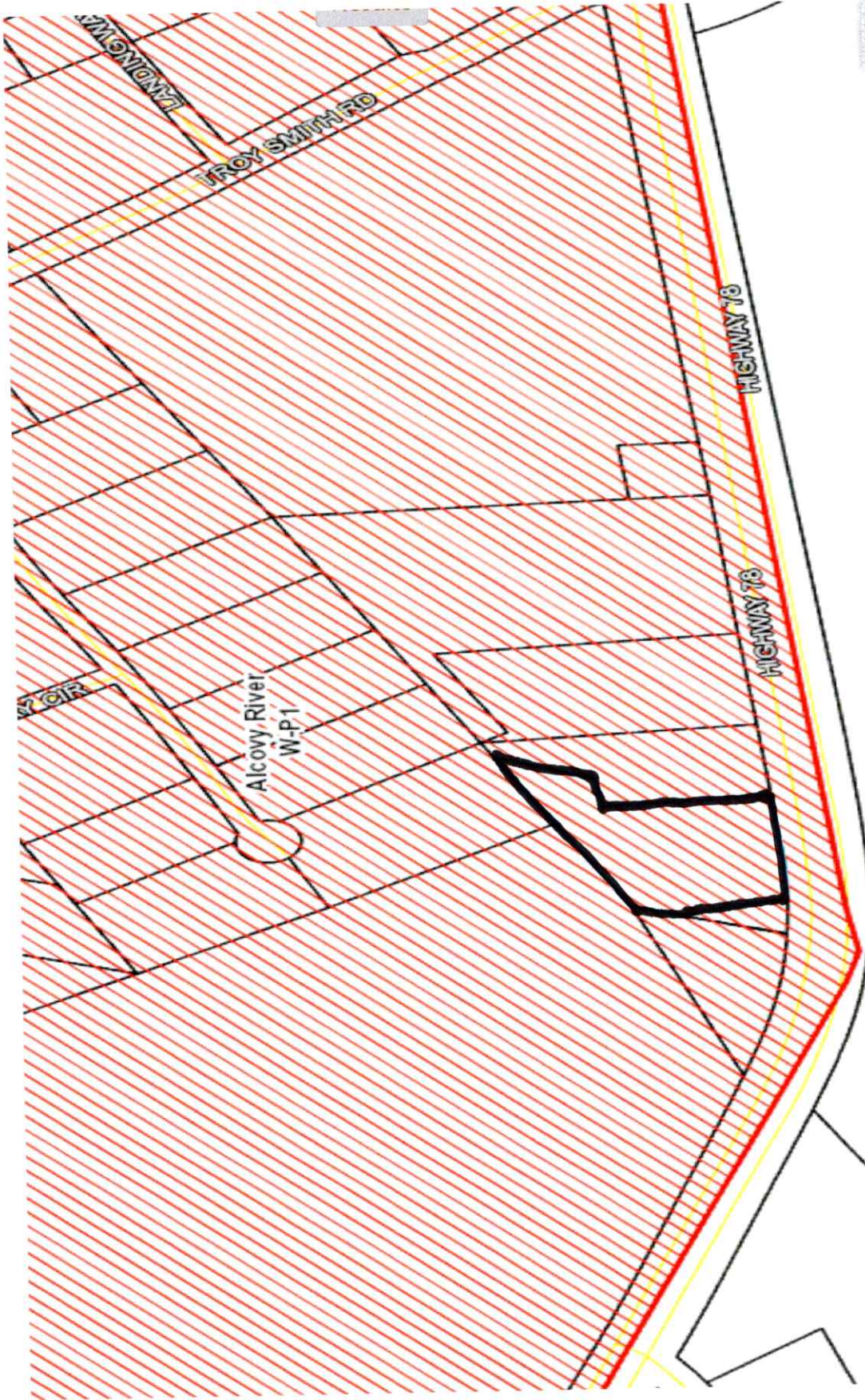


CU21080003 – 1801 Highway 78





CU21080003 – 1801 Highway 78



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## Rezone Z21070021

### Staff Analysis

Commission District: 1- Warren

Planning Commission Hearing Date: **09-02-2021 cancelled and moved to 09-09-2021**

Board of Commissioners Hearing Date: 10-05-2021

**Parcel ID: Map C0420045**

**Acreage: 5.62**

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**Applicant/Owner:**

**Edward Harry Overcash, Jr.**

**P.O. Box 896**

**Loganville, Georgia 30052**

**Property Location: 3765 & 3755 Grady Smith Road**

**Current Character Area: Suburban**

**Current Zoning: A1**

**Request: Rezone 1.00 acre from A1 to R1 to create a buildable lot with an existing house and a Variance to reduce frontage on remaining 4.62 acres from required 150' to 31.51' to create a buildable lot with an existing house.**

**Staff Comments/Concerns:**

**Site Analysis: The 5.62 acre tract is located on 3765 & 3755 Grady Smith Road. The surrounding properties are zoned A1 and MH (A2).**

**Zoning History: No History**

**Character Area:** The character area for this property is Suburban.

**Comments and Recommendations from various Agencies:**

**Public Works:** Walton County Public Works has No issue with Approval of this Request.

**Sheriffs' Department:** No impact to the Walton County Sheriff's Office.

**Water Authority:** This area is served by a 6" water main along Grady Smith Rd. (static pressure: 45 psi, Estimated fire flow available: 640 gpm @ 20 psi). No system impacts anticipated.

**Fire Department:** No issues

**Fire Code Specialist:** No comment

**Board of Education:** Will have no effect on the Walton County School System.

**Development Inspector:** No comment received.

**DOT Comments:** No DOT coordination required.

**Archaeological Information:** No comment received.

**PC ACTION 9/9/2021:**

- 1. Rezone – Z21070021– Rezone 1.00 acre from A1 to R1 to create a buildable lot with an existing house and a Variance to reduce frontage on remaining 4.62 acres from required 150’ to 31.51’ to create a buildable lot with an existing house – Applicant/Owner: Edward Harry Overcash, Jr. – Property located on 3765/3755 Grady Smith Rd/Map/Parcel C0420045 – District 1.**

**Presentation:** Edward Overcash represented the case. He stated that he has owned the property for 40 years. He stated that the property has been well maintained. Mr. Overcash stated that he lives across the street. He stated that he wants to give one of the houses to his daughter and the other house is being re-done for him to live in. Mr. Overcash stated that they are not making any changes to anything – they are only splitting up the property.

**Recommendation:** Josh Ferguson made a motion to recommend approval of the rezone with the Variance to reduce the lot width with a second by Pete Myers. The motion carried unanimously.



# Rezone Application # Z21070021

Planning Comm. Meeting Date 9-2-2021 at 6:00PM held at **WC Board of Comm. Meeting Room**

Board of Comm Meeting Date 10-5-2021 at 6:00PM held at **WC Historical Court House**

**You or your agent must be present at both meetings**

**Map/Parcel** CO420045

**Applicant Name/Address/Phone #**

EDWARD H. OVERCASH  
PO BOX 896  
Loganville, GA 30052

**Property Owner Name/Address/Phone**

EDWARD H OVERCASH  
PO BOX 896  
Loganville, GA 30052

(If more than one owner, attach Exhibit "A")

Phone # 404-694-1541

Phone # 404-694-1541

Location: \*3765 Grady Smith Rd  
3755 Loganville, GA

Requested Zoning R1 for 1 acre Acreage 5.62

Existing Use of Property: 3765 Rental House / 3755 Primary Residence

Existing Structures: 2 Houses 2 storage sheds

The purpose of this rezone is Rezone 1 acre to R1 to create a buildable lot with an existing home, + variance to reduce frontage on remaining 4.62 acres from required 150' to 31.51' to create a buildable lot with an existing home

Property is serviced by the following:

Public Water:  Provider: WCWD Well: NO

Public Sewer: N/A Provider: N/A Septic Tank:

The above statements and accompanying materials are complete and accurate. Applicant hereby grants permission for planning and zoning personnel to enter upon and inspect the property for all purposes allowed and required by the Comprehensive Land Development Ordinance.

Signature Edward H. Overcash

Date 7/30/21

Fee Paid \$ 250.00

**Public Notice sign will be placed and removed by P&D Office**  
Signs will not be removed until after Board of Commissioners meeting

Office Use Only

Existing Zoning A1

Surrounding Zoning: North A1 South A1 MH  
East MH West A1

Comprehensive Land Use: Suburban **DRI Required?** Y  N

Commission District: I-Warren Watershed: Alcovy River TMP W-P1

I hereby withdraw the above application \_\_\_\_\_ Date \_\_\_\_\_

Article 4, Part 4, Section 160 Standard Review Questions:

Provide written documentation addressing each of the standards listed below:

1. Existing uses and zoning of nearby property;

Residential + Rental Homes

2. The extent to which property values are diminished by the particular zoning restrictions;

The property values are not diminished by zoning residential. Current zoning of agriculture prevents division of the addresses and does not allow division of tax bills.

3. The extent to which the destruction of property values of the plaintiffs promotes the health, safety, morals or general welfare of the public;

There would be no destruction of property values and therefore no impact to the health, safety, morals, or general welfare of the public.

4. The relative gain to the public, as compared to the hardship imposed upon the individual property owner;

There is no impact to the public other than positive of aligning zoning.

5. The suitability of the subject property for the zoned purposes; and

the property is very suitable for the desired  
zoning.

6. The length of time the property has been vacant as zoned, considered in the context of land development in the area in the vicinity of the property

The property has never been vacant. The dwellings  
are already in place.







Z21070021 – 3765/3755 Grady Smith Road



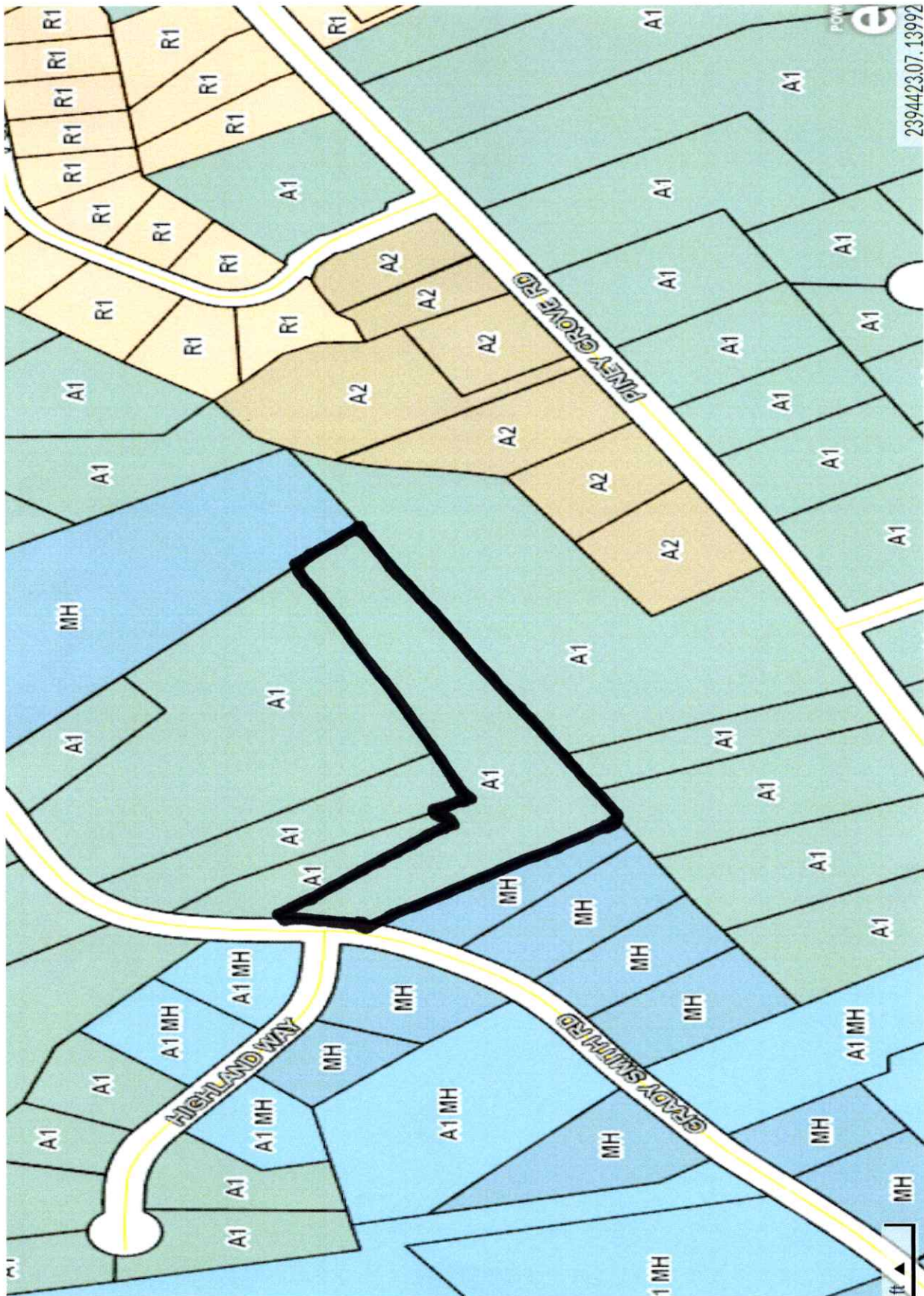


Z21070021 – 3765/3755 Grady Smith Road



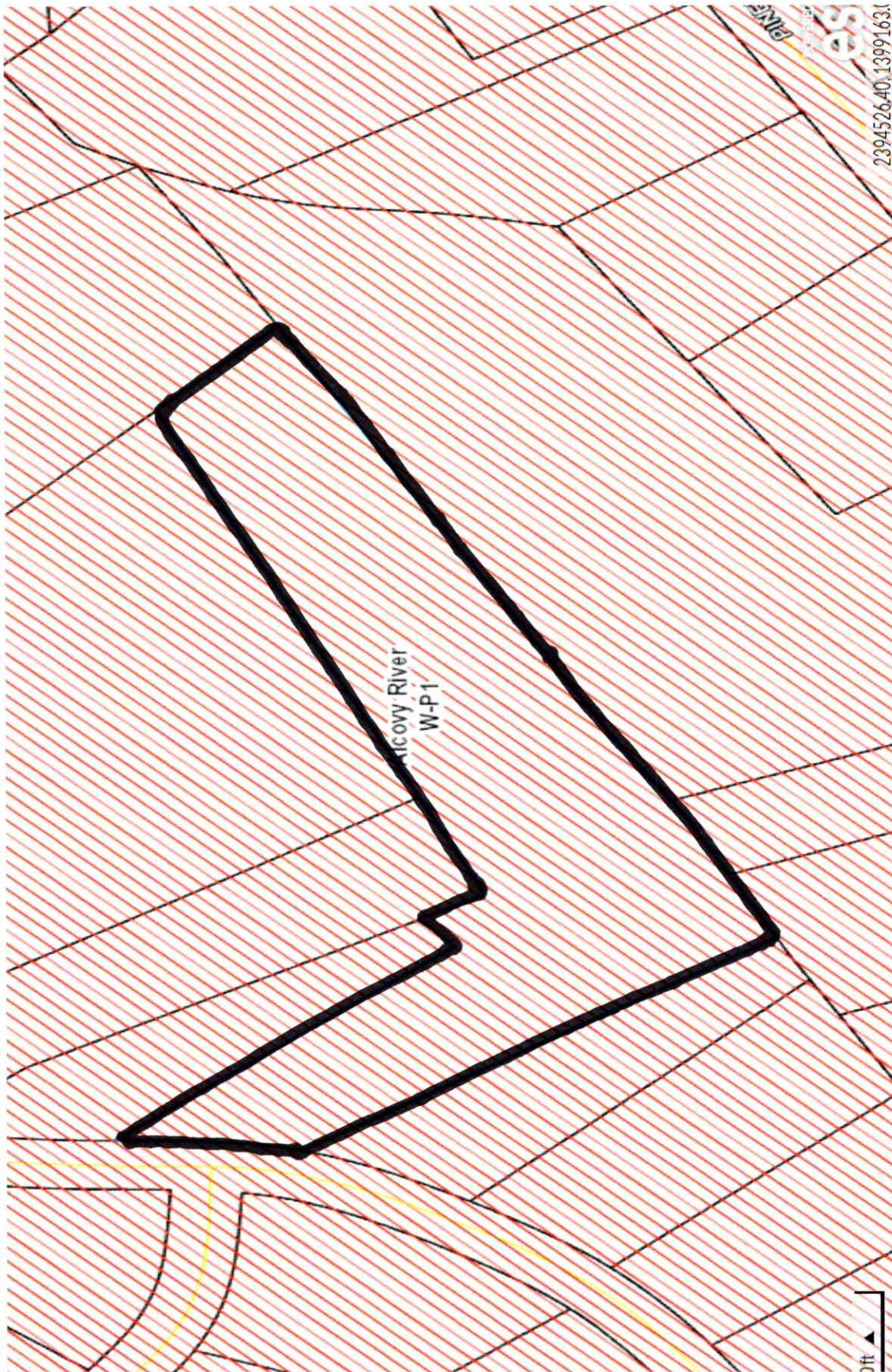


Z21070021 – 3765/3755 Grady Smith Road



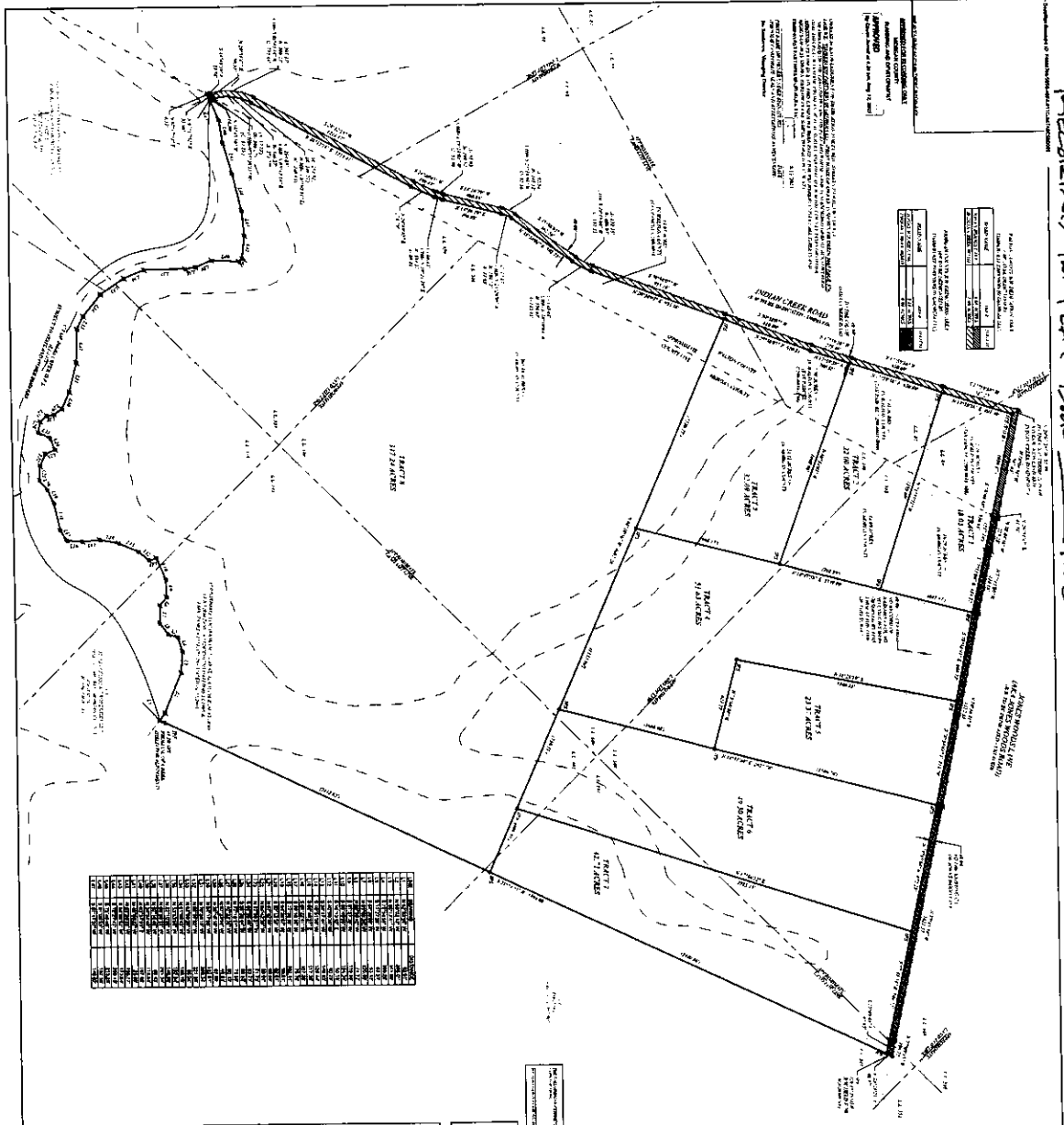


Z21070021 – 3765/3755 Grady Smith Road

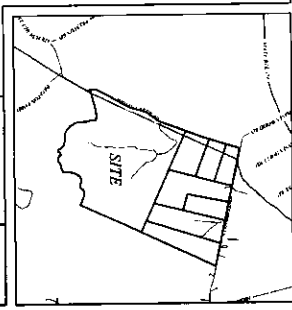




RECORDED 121 Part Book 121 Page 48



TRACT	ACREAGE	AREA	PERCENTAGE
TRACT 1	31.28 ACRES	215,120.00	21.51%
TRACT 2	14.73 ACRES	101,100.00	10.11%
TRACT 3	21.37 ACRES	143,710.00	14.37%
TRACT 4	13.88 ACRES	92,850.00	9.28%
TRACT 5	32.28 ACRES	215,120.00	21.51%
TOTAL	113.54 ACRES	768,000.00	76.80%



**VICINITY MAP**  
NOT TO SCALE

**PROJECT DATA**

PROJECT DATA  
 PROJECT NAME: SUBDIVISION PLAT FOR TIMBEREST PARTNERS III  
 PROJECT NUMBER: 21-2237S  
 PROJECT DATE: 07/07/2021  
 PROJECT LOCATION: WATKINSVILLE, GA 30677  
 PROJECT OWNER: BASSLINE SURVEYING & ENGINEERING, INC.  
 PROJECT ENGINEER: JAMES WOODS, P.E.  
 PROJECT SURVEYOR: JAMES WOODS, P.E.

**GENERAL NOTES**  
 1. THIS SURVEY WAS CONDUCTED IN ACCORDANCE WITH THE SURVEYING ACT OF 1908 AND THE SURVEYING BOARD OF GEORGIA.  
 2. THE SURVEY WAS CONDUCTED USING THE FOLLOWING INSTRUMENTS:  
 - TOTAL STATION: SOKKIA TS-10  
 - DISTANCE MEASUREMENT: ELECTRONIC DISTANCE MEASUREMENT (EDM)  
 3. THE SURVEY WAS CONDUCTED UNDER THE SUPERVISION OF JAMES WOODS, P.E., LICENSED SURVEYOR, NO. 12345.  
 4. THE SURVEY WAS CONDUCTED ON THE FOLLOWING DATE: 07/07/2021.  
 5. THE SURVEY WAS CONDUCTED AT THE FOLLOWING LOCATION: WATKINSVILLE, GA 30677.  
 6. THE SURVEY WAS CONDUCTED AT THE FOLLOWING TIME: 10:00 AM TO 4:00 PM.  
 7. THE SURVEY WAS CONDUCTED AT THE FOLLOWING WEATHER: CLEAR, 75°F.

**ASSUMPTIONS**  
 1. ALL DIMENSIONS ARE IN FEET AND DECIMALS THEREOF.  
 2. ALL ANGLES ARE IN DEGREES AND DECIMALS THEREOF.  
 3. ALL BEARINGS ARE TRUE BEARINGS.  
 4. ALL DISTANCES ARE MEASURED ALONG THE CENTERLINE OF THE ROAD OR EASEMENT.  
 5. ALL EASEMENTS ARE AS SHOWN ON THIS PLAN.  
 6. ALL EASEMENTS ARE SUBJECT TO THE TERMS AND CONDITIONS OF THE DEEDS AND RECORDS REFERRED TO HEREIN.  
 7. ALL EASEMENTS ARE SUBJECT TO THE TERMS AND CONDITIONS OF THE SUBDIVISION PLAT REFERRED TO HEREIN.

**LEGEND**  
 - DASHED LINE: EASEMENT  
 - SOLID LINE: PROPERTY BOUNDARY  
 - DOTTED LINE: CENTERLINE OF ROAD OR EASEMENT  
 - THICK SOLID LINE: PROJECT BOUNDARY



**GRID NORTH**  
 GRAPHIC SCALE  
 1 INCH = 300 FEET

**FIELD NOTES**  
 ALL DIMENSIONS WERE MEASURED ALONG THE CENTERLINE OF THE ROAD OR EASEMENT.  
 ALL BEARINGS WERE MEASURED FROM THE CENTERLINE OF THE ROAD OR EASEMENT.  
 ALL DISTANCES WERE MEASURED ALONG THE CENTERLINE OF THE ROAD OR EASEMENT.  
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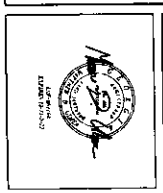
**BASSLINE SURVEYING & ENGINEERING, INC.**  
 P.O. BOX 289  
 WATKINSVILLE, GA 30677  
 WWW.BASSLINEGA.COM  
 PHONE: 706-769-6610

**DISBURSEMENT**  
 SUBDIVISION PLAT FOR:  
 TIMBEREST PARTNERS III  
 GEORGIA LLC  
 JAMES WOODS, P.E.  
 LICENSED SURVEYOR, NO. 12345  
 WATKINSVILLE, GA 30677  
 PROJECT ENGINEER  
 JAMES WOODS, P.E.  
 LICENSED SURVEYOR, NO. 12345  
 WATKINSVILLE, GA 30677  
 PROJECT SURVEYOR

DATE	REVISION	BY	DATE
07/07/2021			

**PROJECT**  
 21-2237S

**ADMINISTRATIVE**  
 SUBDIVISION PLAT  
 SHEET  
 1 OF 1



September 7, 2021

The Walton County Board of Commissioners held its regular monthly meeting on Tuesday, September 7, 2021 at 6:00 p.m. at the Historic Walton County Courthouse. Those participating in the meeting included Chairman David Thompson, Commissioners Bo Warren, Mark Banks, Timmy Shelnett, Lee Bradford, Jeremy Adams and Kirklyn Dixon, County Clerk Rhonda Hawk, Finance Director Milton Cronheim, Planning Director Charna Parker, Human Resources Director Melissia Rusk and County Attorney Chip Ferguson. A list of employees and citizens in attendance at the meeting is on file in the auxiliary file under this meeting date.

**PUBLIC COMMENT**

The following people spoke during public comment in opposition of the Public Safety Complex Site: Rita Dickinson, Laura Gross, Robin Peters and Cindy Johnson.

**MEETING OPENING**

Chairman Thompson called the meeting to order at 6:10 p.m. and led the Pledge of Allegiance. Commissioner Shelnett gave the invocation.

**ADOPTION OF AGENDA**

*Motion:* Commissioner Shelnett made a motion to adopt the agenda. Commissioner Dixon seconded the motion and all voted in favor.

**PLANNING COMMISSION RECOMMENDATIONS**

Denial of Z21060020 - Rezone 2.00 acres from I1 to M2 for salvage operation yard, junk yard, recyclable material wholesale yard and Variance to waive acreage requirement - Applicant: Godlove Fomuteh/Owner: Bryan & Godlove Fomuteh and Goma Discount Tires - Property located at 873 Adamson Dr/Map/Parcel C1350019J00 – District 5

Chairman Thompson opened the public hearing on the matter. Applicant Godlove Fomuteh spoke in favor of the rezone and variance request. There was no opposition present. Chairman Thompson closed the public hearing on the matter.

*Motion:* Commissioner Adams made a motion to accept the Planning Commission recommendation to deny the rezone. Commissioner Bradford seconded the motion; voted and carried unanimously.

Approval with Conditions Z21070002 - Rezone 6.73 acres from A1 to M2 for wood product manufacturing - Applicant: Francisco Gomez/Owner: Jeffrey Kurt Billingsley - Property located at GA Hwy 20/Map/Parcel C0070015 - District 2

Chairman Thompson opened the public hearing on the matter. Applicant Francisco Gomez and Charles Edmondson spoke in favor of the rezone requesting that the hours of operation

recommended by the Planning Commission be changed. Trent Pippin and Sid Gordon spoke in opposition stating their concerns over noise and proximity to residential property. Chairman Thompson closed the public hearing on the matter.

**Motion:** Commissioner Banks made a motion to approve the rezone with the following conditions: hours of operation 7a.m. to 7p.m. Monday – Saturday, 8ft. opaque fence around all outside storage, clearance through GDOT for a decal lane and that the rezone be used for this use only. Commissioner Shelnett seconded the motion. All voted in favor.

Approval with Conditions Z21070003 - Rezone 17.35 acres from A1 to A for a small-scale solar farm and office - Applicants/Owners: William H Moyers III & Mark Faircloth - Property located at 7973 & 7975 Hwy. 81/Map/Parcels C0700051 & 52 and N071A036 - District 5

Chairman Thompson opened the public hearing on the matter. Applicant William Moyers spoke in favor of the rezone. Mr. Moyers stated that he would like to keep the rural feel of the area. He would like the Board to allow an agriculture appearance for the office building and would provide professional landscaping and maintain a natural buffer. There was no opposition present. Chairman Thompson closed the public hearing on the matter.

**Motion:** Commissioner Adams made a motion to approve per the Planning Commission recommendation and to allow for the agricultural appearance of the office building, professional landscaping and to maintain the natural buffer. Commissioner Dixon seconded the motion and all voted in favor.

**PLANNING & DEVELOPMENT**

Annexation - City of Loganville - 4430 Tuck Road

**Motion:** Commissioner Shelnett made a motion to approve the City of Loganville request to annex 4430 Tuck Road. Commissioner Banks seconded the motion; voted and carried unanimously.

Acceptance of Right of Way - .886 Acre on Horseshoe Road

**Motion:** Commissioner Banks made a motion, seconded by Commissioner Warren to accept the .886 acre right of way on Horseshoe Road. All voted in favor.

**ADMINISTRATIVE CONSENT AGENDA**

- 1. Approval of August 3, 2021 Meeting Minutes
- 2. Contracts & Budgeted Purchases of \$5000 or Greater
- 3. Declaration of Surplus Property
- 4. Contract Renewal - WC Sheriff's Office - Loganville Christian Academy
- 5. Ratification of actions taken by WCWSA on 8/11/2021
- 6. Acceptance of Grant - WCHCF - Exercise Equipment - SW Community Center
- 7. 2022 Holiday Schedule



Motion: Commissioner Adams made a motion, seconded by Commissioner Shelnutt to approve the Administrative Consent Agenda; voted and carried unanimously.

**RESOLUTIONS**

Finance Director Milton Cronheim presented the following Resolutions.

Resolution - FY22 Budget Amendment

***Motion:** Commissioner Banks made a motion, seconded by Commissioner Bradford to adopt the Resolution for FY22 Budget Amendments; voted and carried unanimously.*

Resolution - Project Length Budget - SPLOST IV Resurfacing

***Motion:** Commissioner Bradford made a motion, seconded by Commissioner Dixon to adopt the Resolution for the Project Length Budget for SPLOST IV Resurfacing. All voted in favor.*

**CONTRACTS**

Contract/Resolution - GDOT Roundabout Lighting Assistance SR81 & Ozora Ch. Rd.

***Motion:** Commissioner Warren made a motion to approve the Contract/Resolution with GDOT for Roundabout Lighting Assistance on SR81 and Ozora Church Road. Commissioner Shelnutt seconded the motion. All voted in favor.*

**APPOINTMENTS**

Reappointments - DFCS Board - Request to reappoint Nancy Curry and Darren Vinson to serve another 5-year term

***Motion:** Commissioner Dixon made a motion to reappoint Nancy Curry and Darren Vinson to serve another 5-year term on the Walton Co. DFCS Board. Commissioner Adams seconded the motion and all voted in favor.*

Appointment - DFCS Board - Request to appoint Eric Rubio to 5-year term

***Motion:** Commissioner Adams made a motion to appoint Eric Rubio to serve a 5-year term on the Walton Co. DFCS Board. Commissioner Shelnutt seconded the motion and all voted in favor. Commissioner Banks thanked them for their willingness to serve.*

**DISCUSSION**

Discussion and possible action requesting Campton Community be declared "Cultural Interest Area"

Commissioner Adams requested that the Board send a letter to the Georgia State Legislature requesting them to recognize the Campton Community as a “Cultural Interest Area” which would allow GDOT to erect road signage along SR 11.

**Motion:** *Commissioner Adams made the motion in support of the request. Commissioner Dixon seconded the motion and all voted in favor.*

Discussion and possible action regarding Healthcare Broker - Insurance Office of America

Human Resources Director Melissia Rusk addressed the Board with concerns and problems the County is experiencing with Insurance Office of America and requested that the services of Insurance Office of America be terminated immediately and that the Board return to a contract with MSI Benefits, the former broker. She stated that employees and covered dependents have experienced a total of 623 medical and pharmacy denials since July 1st. She also cited numerous examples of unacceptable customer service and support.

**Motion:** *Chairman Thompson made a motion to notify and terminate the services of Insurance Office of America effective today if possible and give HR Director Melissia Rusk the authority to specify the specific date. Commissioner Adams seconded the motion. All Commissioners including Chairman Thompson voted in favor.*

Discussion and possible action regarding Walton Co. Public Safety Complex

**Motion:** *Chairman Thompson stated that he takes the value and safety of the employees very seriously and considering the logistics made a motion to acquire the 65+- acres behind the DFACS building (Baker property) for the location of the Public Safety Complex and to move forward with financing the project. Commissioner Banks seconded the motion. There was no further discussion requested. Chairman Thompson polled the members of the Board for their vote. Commissioners Warren, Banks, Shelnett, Adams and Chairman Thompson voted in favor. Commissioners Bradford and Dixon opposed the motion. The motion carried 5-2.*

**ADJOURNMENT**

**Motion:** *Commissioner Adams made a motion, seconded by Commissioner Banks, to adjourn the meeting. The motion carried and the meeting was adjourned at 7:01 p.m.*

All documents of record for this meeting are on file in either the addendum book or auxiliary file under this meeting date.

\_\_\_\_\_  
DAVID G. THOMPSON, CHAIRMAN

---

RHONDA HAWK, COUNTY CLERK

Department	Fund	Description	Payee	Amount	
<b>Budget Year FY 21 &amp; FY 22</b>					
<b>Various</b>					
	Various	Replenish Funds In Worker's Comp Trust - <b>For the Record</b>	Walton Co. Workers Comp Trust Fund	\$22,708.00	
	100	Supplemental Benefits 09/01/2021-9/30/2021 - <b>For the Record</b>	One America	\$30,476.23	
	100	Replenish Funds in Health Benefits Trust - <b>For the Record</b>	Walton County Health Benefits Trust	\$500,000.00	
<b>Law</b>					
	1530	100	General Legal Fees - August 2021- <b>For the Record</b>	Atkinson/Ferguson	\$25,168.82
<b>Data Processing/MIS</b>					
	1535	100	HP ProBook Notebook, Mouse and Carrying Case (8)	Southern Computer Warehouse, Inc	\$8,689.36
		100	Security Software for 2022	KnowBe4	\$5,410.80
		100	iWorq Annual Subscription	iWorq	\$8,500.00
<b>GIS</b>					
	1537	100	Parcel maintenance - August 2021/General GIS Consulting - August 2021	GIS1, LLC	\$5,700.00
<b>Tax Commissioner</b>					
	1545	100	Tax Renewal, Postage, Envelopes & Shipping - August 20021	DATAMATX, INC	\$3,583.23
<b>Tax Assessor</b>					
	1552	100	Aerial Photography	Pictometry International Corp	\$33,610.09
<b>Probate Court</b>					
	2450	100	Live Scan Charges - Sept 2021	Georgia Bureau of Investigation	\$6,747.00
		100	Live Scan Charges - August 2021	Georgia Bureau of Investigation	\$6,184.75
<b>Juvenile Court</b>					
	2600	100	Indigent Defense	Piner and Maffit	\$6,490.50
<b>Sheriff</b>					
	3300	100	Inmate Pickup	Inmate Services Corporation	\$5,000.00
		100	QVR Weapon Vault and Rifle insert (3)	Vapen Systems, Inc.	\$7,850.00
<b>Jail</b>					
	3325	100	Special Care Expense Overage for inmate Medical - September 2021	Correct Health	\$49,088.30
		100	Special Care Expense Overage for inmate Medical - August 2021	Correct Health	\$17,090.36
		100	Inmate Medical - November 2021	Correct Health	\$101,175.81
		100	Professional land Surveyor Services	Precision Planning	\$25,290.00
		100	Inmate Meals - August 2021	Kimble's Food By Design, Inc.	\$70,110.45
		100	Monitoring and Activation Fees - August 2021	Joe Ray Bonding	\$6,739.50
<b>Seized Drug Fund</b>					
	3334	210	Scuba Masks	Diver's Supply	\$5,413.66
<b>EMS</b>					
	3610	531	Ambulance Billing - August 2021	Emergency Billing, LLC	\$15,616.67
		531	Medical Supplies - September 2021	BoundTree	\$5,000.00

<b>Roadways &amp; Walkways</b>	4220	100	Concrete Curb & Gutter - Various Locations	MD Residential	<b>\$29,821.00</b>
<b>Unpaved Streets</b>	4222	100	Dust Control for Dirt Roads	B&B Oil	<b>\$18,425.00</b>
<b>Hard Labor Creek</b>	4405	508	Professional Services 7/1/21-7/31/21 - <i>For the Record</i>	Nelson Environmental, Inc.	<b>\$9,709.04</b>
		508	Professional Services bill thru July 31 - <i>For the Record</i>	Atkinson and Ferguson, LLC	<b>\$1,160.00</b>
		508	Hard Labor Creek - O&M - <i>For the Record</i>	Precision Planning	<b>\$2,920.58</b>
		508	Professional Services thru August 31, 2021 - <i>For the Record</i>	Precision Planning, Inc	<b>\$8,482.34</b>
		508	For Services Rendered - HLC - <i>For the Record</i>	Gilbert, Harrell, Sumerford & Martin PC	<b>\$5,000.00</b>
<b>Water</b>	4446	507	Water Testing - Newton	Cornish Creek Fund	<b>\$214,338.00</b>
		507	Tank & Well - Various Locations	Utility Service Co, Inc	<b>\$10,303.23</b>
		507	Outsourcing Bills/Postage for Bills	Arista Information Systems, Inc	<b>\$8,505.17</b>
		507	Water purchased from Oconee County - August 2021	Oconee County Water Resources	<b>\$10,313.78</b>
		507	Water and Sewer used from Monroe - August 2021	City of Monroe Combined Utilities	<b>\$30,991.20</b>
		507	Ductile Pipes, Valves, Thread and Tubing	Consolidated Pipe & Supply Co	<b>\$19,858.53</b>
		507	meter Check Valves and Installation	Delta Municipal Supply	<b>\$31,197.50</b>
<b>Solid Waste</b>	4530	540	Tipping Fees - August 2021	City of Monroe Public Works	<b>\$19,931.56</b>



# Walton County Department Agenda Request

Department Name: **Walton County Sheriff's Office**

Department Head/Representative: **Tammy Kirk**

Meeting Date Request: **10/5/21**

Has this topic been discussed at past meetings?

If so, When?

TOPIC: **Acceptance of Forfeited Vehicle**

Wording For Agenda: **Acceptance of Forfeited Vehicle**

This Request: Informational Purposes Only      Needs Action by Commissioners\* **yes**

\*What action are you seeking from the Commissioners? **Acceptance**

Department Comments/Recommendation:

Additional Documentation Attached? **Copy of court order**

Is review of this request or accompanying documentation by the County Attorney required? **no**

If so, has a copy of the documentation been forwarded to County Attorney? **no**

Date forwarded to County Attorney:

Has the County Attorney review been completed?

If this request involves the expenditure of county funds, please answer the following:

Approved in current budget?

Budget information attached?

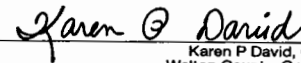
Comments:

Purchasing Department Comments:

County Attorney Comments:

Chairman's Comments:

**IN THE SUPERIOR COURT OF WALTON COUNTY  
 STATE OF GEORGIA**

  
 Karen P. David, Clerk  
 Walton County, Georgia

**STATE OF GEORGIA, *ex rel*,**  
**Randy McGinley, District Attorney**  
**Plaintiff,**

-vs-

**ONE (1) 2007 LEXUS ES 350, VIN:  
 JTHBJ46G972053343,**

**Defendant in rem, and**

**OWNERS & INTEREST HOLDERS:**  
**AISHA LAURENE DIXON,**  
**Claimant.**

CIVIL ACTION No. *2021-CV-1406-1*

**ORDER OF DISTRIBUTION**

Under the application of the Randy McGinley, District Attorney for the Alcovy Judicial Circuit, or his lawfully appointed assistant, for an Order of Distribution of the forfeited property pursuant to the provisions of O.C.G.A. § 9-16-19, the Court orders as follows:

1.

That the defendant property seized in Walton County, Georgia, on December 19, 2020, having been forfeited by operation of law pursuant to O.C.G.A. § 9-16-11(c)(4) to the State of Georgia. The ONE (1) 2007 LEXUS ES 350, VIN: JTHBJ46G972053343 either be sold by any commercially feasible means or kept by the Walton County Sheriff's Office (hereinafter "WCSO") as an in-kind distribution and used for official law enforcement purposes. The WCSO shall determine the fair market value of the aforementioned property. In accordance with O.C.G.A. § 9-16-19(f)(2), the fair market shall hereinafter be referred to as "the pool" for distribution

3.

That the pool shall be distributed in the following manner in accordance with O.C.G.A. § 9-16-19(f):

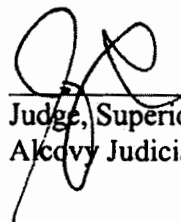
- a. Eighty Dollars (\$80.00) for court costs due to the Clerk of Superior Court of Walton County shall be paid by the Walton County Sheriff's Office (hereinafter 'WCSO') pursuant to O.C.G.A. § 9-16-19(f)(3)(A);
- b. Seven Dollars (\$7.00) for certified mail costs due to the Walton County District



Attorney (hereinafter 'WCDA') shall be paid by the WCSO pursuant to O.C.G.A. § 9-16-19(f)(3)(A);

- c. From the balance remaining, ten percent (10%) thereof shall be paid to the WCDA by the WCSO to be used for official prosecutorial purposes pursuant to O.C.G.A. § 9-16-19(f)(3)(B);
- d. The balance of the pool shall be distributed to the WCSO be used for official law enforcement purposes pursuant to the provisions of O.C.G.A. § 9-16-19(f)(3)(C).

SO ORDERED this 31<sup>st</sup> day of August, 2021.

  
 \_\_\_\_\_  
 Judge, Superior Courts  
 Alcovy Judicial Circuit

*Order Prepared by:*

/s/ Jacqueline P. Fletcher  
 Jacqueline P. Fletcher  
 Georgia Bar No. 336680  
 Senior Assistant District Attorney  
 Alcovy Judicial Circuit

Jeffrey L. Foster  
 Judge, Superior Courts  
 Alcovy Judicial Circuit



303 South Hammond Dr  
Suite 333  
Monroe Ga 30655

(770) 266-1731  
(770) 266-1522 FAX  
Jessica.Wallace@co.walton.ga.us

Date: October 1, 2021  
To: All Department Heads/Employee responsible for preparing payroll  
From: Jessica Wallace, Payroll Coordinator  
Subject: Timesheet Deadlines

The following represents the payroll cutoff dates for **2022**. Timesheets are due into the Finance Department by **9:00 A.M.** the following day.

**Exception:** The payrolls that are processed during a shortened holiday week are noted (\*) and are due by **9:00 a.m.** on the Friday **before** the cutoff unless otherwise noted.

**BI-WEEKLY PAYROLL**

- |                   |                    |
|-------------------|--------------------|
| January 2, 2022   | *July 3, 2022      |
| *January 16, 2022 | July 17, 2022      |
| January 30, 2022  | July 31, 2022      |
| February 13, 2022 | August 14, 2022    |
| February 27, 2022 | August 28, 2022    |
| March 13, 2022    | September 11, 2022 |
| March 27, 2022    | September 25, 2022 |
| April 10, 2022    | October 9, 2022    |
| April 24, 2022    | October 23, 2022   |
| May 8, 2022       | November 6, 2022   |
| May 22, 2022      | *November 20, 2022 |
| June 5, 2022      | December 4, 2022   |
| June 19, 2022     | *December 18, 2022 |

**MONTHLY PAYROLL**

- |                   |                     |
|-------------------|---------------------|
| *January 16, 2022 | July 3, 2022        |
| February 13, 2022 | July 31, 2022       |
| March 13, 2022    | August 28, 2022     |
| April 10, 2022    | September 25, 2022  |
| May 8, 2022       | October 23, 2022    |
| June 5, 2022      | * November 20, 2022 |
|                   | * December 18, 2022 |

\*\*\*Dates marked with an asterisk are due as follows:

- |                   |                                  |
|-------------------|----------------------------------|
| November 20, 2022 | Due Wednesday November 16 2022   |
| December 18, 2022 | Due Wednesday, December 14, 2022 |

Appendix B

# Walton County Department Agenda Request

Department Name: Walton County District Attorney's Office

Department Head/Representative: Randy McGinley

Meeting Date Request: October 05, 2021

Has the topic been discussed at past meetings? No

If so, when? \_\_\_\_\_

Topic: Approval for Renewal of the VOCA Grant

Wording for Agenda: Renewal of the VOCA Grant

This Request: Needs Action by Commissioners\*

\*What action are you seeking from the Commissioners? Approval for submitting the renewal and acceptance of the VOCA Grant administered by the Criminal Justice Coordinating Council.

Department Comments/Recommendation: \_\_\_\_\_

Additional Documentation Attached?: Yes

Is review of this request or accompanying documentation by the County Attorney required? No

If so, has a copy of the documentation been forwarded to the County Attorney? \_\_\_\_

Date forwarded to the County Attorney: \_\_\_\_\_

Has the County Attorney review been completed? \_\_\_\_\_

If this request involves the expenditure of county funds, please answer the following:

Approved in current budget? Yes

Budget information attached? No

Comments: \_\_\_\_\_

Purchasing department Comments: \_\_\_\_\_

County Attorney Comments: \_\_\_\_\_

Chairman's Comments: \_\_\_\_\_

WALTON COUNTY BOARD OF COMMISSIONERS  
GRANT SUMMARY

Department: Walton County District Attorney's Office Date: 27-Sep-21

Grant Title: Victims of Crime Act Grant (VOCA) Grant #: \_\_\_\_\_

County Department Contact: Randy McGinley - Kim Kelly Phone: 770 267 1355

New or Renewal: Renewal Budget Amendement Required: No  
Is Amendment Attached? \_\_\_\_\_

Purpose of Grant: Victim Services (Answer yes or no) \_\_\_\_\_

**How does grant meet WC Board of Commissioners Mission and Goals?**  
The mission of the Board of Commissioners is to assist residents of Walton County. Through the VOCA Grant crime victims of Walton County are assisted after being victimized. The Victim-Witness Assistance Program assists victims with their immediate needs and as their case progresses through the Criminal Justice System.

**How does grant meet Department Mission and Goals?**  
In 1998, the Office of the District Attorney in the Alcovy Judicial Circuit established the Victim-Witness Assistance Program. The Victim-Witness Program has offices in Monroe, Walton County and Covington, Newton County. Over the past ten years the program has grown in its mission and continues to strive to help victims regain stability after victimization. Victim advocates through the Victim-Witness Assistance Program are dedicated to helping victims through the criminal justice system and locating assistance for victims through community based programs.

**How does grant benefit Walton County residents?**  
The Victim-Witness Programs of the Alcovy Judicial Circuit assist victims in Walton County in numerous ways. Victims of crime are treated with fairness, dignity and respect. Victim Advocates inform victims of their rights under the Victims' Bill of Rights, refer victims to other agencies that can help their needs, notify victims of court events as their case moves through the Criminal Justice System, and accompany victims to court hearings. The Victim-Witness Program assists victims with obtaining Temporary Protective Orders and assistance with locating emergency shelter and immediate needs.

**If this grant is a renewal**

**Does this grant require a cash match or in-kind match?**  
**If yes, explain.**  
This grant normally requires an inkind and cash match by the county but it is being waived for this Grant year by CJCC. The Walton County District Attorney's Office will receive \$101,634.00 in federal funds from CJCC. Part of these federal funds will be split with Newton County for part of Leslie Smith's salary. Newton County will receive \$31,479.50 of the federal funds. The rest of the federal funds will be used towards the salary and benefits of Victim Services Director Kim Kelly and Post Adjudication Advocate Lacy Martin.

**If a cash match is required is the match in the current FY budget? Explain.**  
The cash match will be waived by the Criminal Justice Coordinating Council for this grant year.

WALTON COUNTY BOARD OF COMMISSIONERS  
GRANT SUMMARY

**Does this grant effect future FY budgets?**

**If yes, explain how.**

The budget for Walton County and Newton County begins July 01 and ends June 30 of each year. The  
VOCA budget year begins October 01 of each year through September 30 of each year.

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**What restrictions, if any, are required by the use of grant proceeds?**

**Expain any long term or short term obligations the County must meet by the use of this grant.**

The grant monies received from the VOCA Grant must be used by the Victim-Witness Programs  
of the Alcovy Judicial Circuit.

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Appendix B

# Walton County Department Agenda Request

Department Name: Walton County District Attorney's Office

Department Head/Representative: Randy McGinley/Kim Kelly

Meeting Date Request: October 05, 2021

Has the topic been discussed at past meetings? No

If so, when? \_\_\_\_\_

Topic: Approval for Renewal of the VOCA Grant for Victim Compensation Advocate

Wording for Agenda: Renewal of the VOCA Grant for Victim Compensation Advocate

This Request: Needs Action by Commissioners\*

\*What action are you seeking from the Commissioners? Approval for submitting the renewal and acceptance of the VOCA Grant for Victim Compensation Advocate position administered by the Criminal Justice Coordinating Council.

Department Comments/Recommendation: \_\_\_\_\_

Additional Documentation Attached?: Yes

Is review of this request or accompanying documentation by the County Attorney required? No

If so, has a copy of the documentation been forwarded to the County Attorney? \_\_\_\_

Date forwarded to the County Attorney: \_\_\_\_\_

Has the County Attorney review been completed? \_\_\_\_\_

If this request involves the expenditure of county funds, please answer the following:

Approved in current budget? Yes

Budget information attached? No

Comments: \_\_\_\_\_

Purchasing department Comments: \_\_\_\_\_

County Attorney Comments: \_\_\_\_\_

Chairman's Comments: \_\_\_\_\_

GRANT SUMMARY

Department: Walton County District Attorney's Office Date: 27-Sep-21

Grant Title: Victims of Crime Act Grant (VOCA) Grant #: \_\_\_\_\_  
Victim Compensation Advocate

County Department Contact: Randy McGinley - Kim Kelly Phone: 770 267 1355

New or Renewal: Renewal Budget Amendment Required: No

Is Amendment Attached? \_\_\_\_\_

Purpose of Grant: Victim Services (Answer yes or no)

**How does grant meet WC Board of Commissioners Mission and Goals?**

The mission of the Board of Commissioners is to assist residents of Walton County. Through the VOCA Grant crime victims of Walton County are assisted after being victimized. The Victim-Witness Assistance Program assists victims with their immediate needs and as their case progresses through the Criminal Justice System.

**How does grant meet Department Mission and Goals?**

In 1998, the Office of the District Attorney in the Alcovy Judicial Circuit established the Victim-Witness Assistance Program. The Victim-Witness Program has offices in Monroe, Walton County and Covington, Newton County. Over the past ten years the program has grown in its mission and continues to strive to help victims regain stability after victimization. Victim advocates through the Victim-Witness Assistance Program are dedicated to helping victims through the criminal justice system and locating assistance for victims through community based programs.

**How does grant benefit Walton County residents?**

The Victim-Witness Programs of the Alcovy Judicial Circuit assist victims in Walton County in numerous ways. Victims of crime are treated with fairness, dignity and respect. Victim Advocates inform victims of their rights under the Victims' Bill of Rights, refer victims to other agencies that can help their needs, notify victims of court events as their case moves through the Criminal Justice System, and accompany victims to court hearings. The Victim-Witness Program assists victims with obtaining Temporary Protective Orders and assistance with locating emergency shelter and immediate needs. The Victim Compensation Advocate funded by this Grant specializes in being familiar with the Victim Compensation Program administered by the Criminal Justice Coordinating Council of Georgia. Currently the Victim Compensation Advocate position for the Walton County District Attorney's Office is vacant. Having a specialized Victim Compensation Advocate in our office allows us to provide better services for our victims and assist more quickly with obtaining compensation after their victimization through the Victim Compensation Program.

**If this grant is a renewal**

**Does this grant require a cash match or in-kind match?**

If yes, explain.

This grant normally requires a 25% cash match but it will be waived by CJCC for this grant year. The Alcovy Judicial Circuit will receive \$43,500.00 in federal funding from the VOCA Grant to pay for the Compensation Advocate positions salary and benefits (partially or whole) which is currently vacant at this time.

**If a cash match is required is the match in the current FY budget? Explain.**

It will be waived by the Criminal Justice Coordinating Council for the year.

WALTON COUNTY BOARD OF COMMISSIONERS  
GRANT SUMMARY

Item 6.7.

**Does this grant effect future FY budgets?**

**If yes, explain how.**

The budget for Walton County begins July 01 and ends June 30 of each year. The VOCA budget year begins October 01 and ends on September 30 of each year.

**What restrictions, if any, are required by the use of grant proceeds?**

**Explain any long term or short term obligations the County must meet by the use of this grant.**

The grant monies received from this VOCA Grant must be used by the Victim-Witness Program of the Walton County District Attorney's Office.



## SERVICE PROVIDER AGREEMENT CREDIT CARD PROCESSING

THIS SERVICE PROVIDER AGREEMENT ("Agreement") is made and entered into by and between Certified Payments, a division of Accelerated Card Company, LLC, with offices at 100 Throckmorton Street, Suite 200, Fort Worth, TX 76102 ("Certified") and Walton Emergency Medical Services, 1110 E.Spring St Ste 300, Monroe GA 30655 ("Agency").

### RECITALS

WHEREAS, Agency desires to accept payments from individuals or entities ("Customers") by Credit Card, pin-less Debit Card, and pin-entry Debit Card (if Agency is utilizing debit-capable equipment) ("Agency Payments").

WHEREAS, Certified is a third party service provider that performs such Services on behalf of Agency ("Services").

WHEREAS, Agency desires to engage Certified to act on behalf of Agency in providing the Services and Certified desires to provide the Services subject to the terms and conditions set forth in this Agreement.

NOW THEREFORE, in consideration of the foregoing, and the mutual promises set forth below, the parties hereto agree as follows:

**1. DEFINITIONS.** As used herein, the following terms have the meanings set forth below:

"Agency Bank" is the Depository Financial Institution where the Agency Bank Account is maintained and receives deposits from Agency's Customers or credits from the Federal Reserve Bank on behalf of the Agency.

"Agency Bank Account" is the account Agency has established with Agency Bank for credit card and debit card deposits from Agency's Customers as provided under the terms of this agreement, and identified on Page 3 of the Bureau Credit Card Account Setup Form, Bureau Banking Information, which is attached hereto.

"Bureau Code" is the unique seven (7) digit Agency identifier assigned to Agency by Certified.

"Card Issuing Bank" is a financial institution that issues cards and contracts with its cardholders for billing and payment of transactions.

"Card Brands" are membership corporations of financial institutions that issue cards for payments of goods and services, provide card products and establish the rules and regulations governing member participation in card programs.

"Card Holder" is an authorized user of a payment card issued by a Card Issuing Bank.

"Chargeback" is a transaction whereby the Card Issuing Bank reverses the Agency's Payment.

"Convenience Fee" means the fee charged by Certified to Customers for the convenience of using the Services in making an Agency Payment.

"Credit Card" refers to a pin-less debit card or credit card issued to a Customer for payment of goods and services.

"Customer" means both consumer and corporate, individual or company that purchases or uses the Services.

"Debit Card" refers to a pin-entry debit card issued to a customer for payment of goods and services.

"Front-End Processor" is an authorization service through which Card Issuing Banks can approve or decline individual card transactions.

"IVR" means Integrated Voice Response system.

"Processing Facility" refers to the appropriate credit or debit network to which Certified transmits transactions.

**2. CERTIFIED'S OBLIGATIONS.** Certified shall provide the Services as follows:

A. Certified will provide Customers with the opportunity to make Agency Payments by Credit Card, pin-less debit card, and pin-entry debit card (if Agency is utilizing debit-capable equipment). These Agency Payments may be made through Certified's website, the Agency's website, through an IVR system, by contacting the Agency directly by telephone, or by other methods that may be offered by Certified from time to time.

B. Certified shall begin providing the Services to Customers on a date mutually agreed upon by Certified and Agency.

C. Certified shall collect and transmit Agency Payments from Customers using MasterCard, Visa, Discover, American Express, and the Debit Card Networks.

D. Certified may charge each Customer a Convenience Fee for each Agency Payment processed. The Convenience Fee will be collected in addition to the corresponding Agency Payment. Exhibit A attached hereto details the Schedule of Convenience Fees that Certified may charge to Agency's Customers. Certified, in its sole discretion may charge Customers a minimum Convenience Fee for each payment and may change the amount of the Convenience Fee upon thirty (30) days' advance written notice to Agency. Certified will cause all net funds resulting from Agency Payments to be transmitted to Agency's Bank Account; Certified shall retain all Convenience Fees collected by it hereunder.

E. Except for the fees outlined in Exhibit A, Certified shall not charge Agency a fee in consideration for Certified's provision of the Services to Customers as provided for in this Agreement; any fees payable by Agency in connection therewith will be mutually agreed upon by Certified and Agency.

F. Certified will notify each Customer of the dollar amount of the payment and the corresponding Convenience Fee to be charged to the Customer and obtain Customer's approval (electronically or otherwise) of such charges prior to initiating any charges to the Customer's Credit Card or Debit Card.

G. Certified will provide each Customer with electronic confirmation of the Agency Payment and the corresponding Convenience Fee.

H. Certified will electronically collect and transmit all payment information to the appropriate Processing Facility in the most time critical manner that each facility can accept.

I. Certified will provide Agency with online access to Agency payment data and reports summarizing the use of the Services by Agency's Customers. Agency will have the ability to import such payment data utilizing Microsoft Excel, Microsoft Access, a comma-delimited file ("CSV") or XML file. Access to Agency payment data and reports will be available 24/7.

J. Certified will retain all logs and data for such period of time as required by applicable law and the regulations of the Card Brands and Debit Card Networks.

K. Prior to initiating any refunds to a Customer's Credit Card or Debit Card, Certified will attempt to obtain permission, either orally or in writing, from the Agency's authorized representative. Unless Agency receives written authorization from Certified to the contrary, Agency may not issue refunds to the Customer by check. Certified will process such refunds in the form of a credit to the Customer's Credit Card or Debit Card that was initially charged and, in Certified's sole discretion, may refund the corresponding Convenience Fee payment. Certified or its authorized agent will debit the Agency's Bank Account for the amount of the Agency Payment refund.

L. Under the rules of the Card Brands, Customer's Card Issuing Bank gives Certified a limited amount of time to dispute a Chargeback or issue a refund. In t



event a refund must be issued, Certified will contact Agency and Agency will immediately issue a memo authorizing Certified to refund the transaction, however, Certified and Card Issuing Bank reserve the right to debit the Agency Bank Account for the amount of the Agency Payment at any time during the Chargeback process. In the event a Convenience Fee is disputed by the cardholder, both the Agency payment and the Convenience fee payment will be refunded to the cardholder. In no case shall a Convenience Fee be charged back to Certified without the related Charge also being charged back to the Agency.

M. Agency will reimburse Certified for all chargeback actions or refunds of any kind, including but not limited to those resulting from overpayments, duplicate or misapplied payments or unauthorized charges. In the case of either a refund or Chargeback, where Certified is unable to collect amounts owed by Agency to Certified, Agency agrees to make amounts owed available to Certified in immediately available funds.

N. Certified shall implement policies and procedures to maintain the security of cardholder data that Certified possesses, stores, processes or transmits on behalf of Agency, or to the extent that Certified could impact the security of Agency's cardholder data environment, in accordance with applicable payment card industry security standard (PCI-DSS) requirements.

### 3. AGENCY'S OBLIGATIONS.

A. In addition to this Agreement, Agency hereby agrees to the Merchant Processing Terms & Conditions found at [www.CertifiedPayments.net/tc](http://www.CertifiedPayments.net/tc), as they may be revised from time to time, and further agrees to enter into any and all applicable agreements that are required to perform the Services hereunder, including without limitation any agreements required by Visa, MasterCard, Discover, American Express, the Debit Card Networks, or the applicable sponsor bank. Such Agreements may include but are not limited to documents required by MasterCard, Visa, Discover, American Express, and the Debit Card Networks. Agency agrees to fully comply with the rules, regulations and operating procedures of the various Card Brands, including without limitation with respect to the use of specific Card logos and marks.

B. Prior to Certified's commencement of the Services, Agency will complete in full and sign all necessary paperwork that Certified puts forth.

C. Certified is required to fully adhere to and operate according to the rules, regulations and operating procedures of the Card Brands, the Debit Card Networks, the Bank and any rules and regulations provided by American Express and Discover. Agency agrees to immediately comply with any requests by Certified regarding any Agency conduct that is outside said rules and regulations. Agency's failure to comply with such request by Certified will be grounds for immediate termination of this Agreement.

D. Certified will provide customer support to Agency's customers. In order to provide said support services Agency will include on any statements or materials provided to Agency's customers, Certified information such as Web Address, IVR Telephone Number (if applicable), assigned Bureau Code, Customer Service Phone Number or other information.

E. Agency will not require, as a condition to making an Agency Payment, that a Cardholder agrees in any way to waive such Cardholder's right to dispute the transaction with the Card Issuing Bank for legitimate reasons.

F. Agency agrees that Certified will be the exclusive provider of fee-based electronic payment services and that Agency may not procure similar services from any other party during the Term of this Agreement.

### 4. ADDITIONAL MATTERS

A. Confidentiality. Agency will not disclose to any third party or use for any purpose inconsistent with this Agreement, any confidential or proprietary, non-public information it obtains during the term of this Agreement regarding Certified's business, operations, financial condition, technology, systems, know-how, products, services, suppliers, customers, marketing data, plans and models and personnel. Certified will not disclose to any third party or use for any purpose inconsistent with this Agreement any confidential Customer information it receives in connection with its performance of the Services, except that Certified may use personal information provided by Customers to establish and maintain individual user accounts requested to be established by such Customers with Certified.

B. Relationship of Parties. The performance by Certified of its duties and obligations under this Agreement shall be that of an independent contractor and nothing contained in this Agreement shall be deemed to constitute a joint venture or partnership between Certified and Agency.

C. Capacity to Contract. Each party hereby certifies that the person executing this Agreement on its behalf is fully authorized with complete legal capacity and approval to do so.

D. Intellectual Property. In order that Agency may promote the Services and Certified's role in providing the Services, Certified grants to Agency a revocable, non-exclusive, royalty-free license to use Certified's logo and other service marks (the "Certified Marks") for such purpose only. Agency does not have any right, title, license or interest, express or implied, in and to any object code, software, hardware, trademark, service mark, trade name, trade dress, formula, system, know-how, telephone number, telephone line, domain name, URL, copyrighted image, text, script (including, without limitation, any script used by Certified on Certified's website) or other intellectual property right of Certified. All Marks, the System and all rights therein (other than rights expressly granted in this Agreement) and goodwill pertaining thereto belong exclusively to Certified.

E. Force Majeure. Certified is released from liability hereunder for failure to perform any of the obligations herein where such failure to perform occurs by reason of any acts of any other party or third party or any acts of God, fire, flood, storm, earthquake, tidal wave, computer or communications failure, software failure, network problem, sabotage, war, military operation, national emergency, mechanical or electrical breakdown, civil commotion, or the order, requisition, request, or recommendation of any governmental agency or acting governmental authority, Certified's compliance therewith or government proration, regulation, or priority, or any other cause beyond Certified's reasonable control whether similar or dissimilar to such causes.

F. Remedies. Agency's sole remedy in the event of Certified's failure to perform the Services as set forth herein shall be to terminate the arrangement contemplated by this Agreement.

G. Notice. Any notice to be given hereunder shall be in writing and may be affected by personal delivery, in writing or by registered or certified mail, return receipt requested, addressed to the proper party, at the following address:

AGENCY:                   Walton Emergency Medical Services  
1110 E.Spring St Ste 300  
Monroe GA 30655

CERTIFIED PAYMENTS: Certified Payments, a division of Accelerated Card Company, LLC  
Attn: General Counsel  
100 Throckmorton Street, Suite 200  
Fort Worth, TX 76102  
notices@certifiedpayments.net

**Service Provider Agreement, continued**

H. American Express. Agency warrants that it does not hold third party beneficiary rights to any agreements between Payment Service Provider and American Express and at no time will attempt to enforce any such agreements against American Express.

I. Agency ACKNOWLEDGES AND AGREES THAT IN NO EVENT SHALL AMERICAN EXPRESS, ITS AFFILIATES, AGENTS, SUCCESSORS, OR ASSIGNS BE LIABLE TO AGENCY FOR ANY DAMAGES, LOSSES, OR COSTS INCURRED, INCLUDING INCIDENTAL, INDIRECT, SPECULATIVE, CONSEQUENTIAL, SPECIAL, PUNITIVE, OR EXEMPLARY DAMAGES OF ANY KIND (WHETHER BASED ON CONTRACT, TORT, INCLUDING NEGLIGENCE, STRICT LIABILITY, FRAUD, OR OTHERWISE, OR STATUTES, REGULATIONS, OR ANY OTHER THEORY), ARISING OUT OF OR IN CONNECTION WITH THE AGREEMENT.I.

J. Term of Arrangement. Unless sooner terminated in accordance with the provisions of this Agreement, this Agreement shall be in effect for three (3) years from the Effective Date of this Agreement ("Term"). Thereafter, the Term will automatically extend for consecutive one (1) year periods, unless either party provides the other with written notice of termination at least sixty (60) days prior to the end of the then-current term.

K. Termination. Certified's performance of this Agreement is subject to the rules and regulations of the Card Brands, the Debit Card Networks, federal, state and local laws or regulations applicable to the Services. Receipt of a written directive from banking regulators, a member bank, Visa, MasterCard or other credit or debit card company or brand to terminate shall be immediate upon such event.

L. Governing Law. In the event a dispute arises between any of the parties to this agreement, all parties hereby agree that such a dispute shall be governed by the laws of the State of Georgia

M. Assignment. This Agreement may not be assigned by either party without the prior written consent of the other party, which consent shall not be unreasonably withheld; provided, however, the rights and obligations of Certified under this Agreement may be provided or fulfilled by, or assigned to, any parent, subsidiary, affiliate, successor entity (by stock or asset purchase or merger) or subcontractor of Certified.

N. Entire Agreement; Modifications. This Agreement, together with the exhibits and schedules hereto constitutes the entire agreement between Certified and Agency with respect to the subject matter hereof. There are no restrictions, promises, warranties, covenants or undertakings other than those expressly set forth herein and therein. This Agreement supersedes all prior negotiations, agreements, and undertakings between the parties with respect to such matter. This Agreement, including the exhibits and schedules hereto may be modified or amended only by an instrument in writing executed by the parties or their permitted assignees.

O. Severability. If any provision of this Agreement is held by a court or arbitrator of competent jurisdiction to be contrary to law, then this Agreement shall be deemed modified to delete any such provision, and the remaining provisions of this Agreement will remain in full force and effect.

P. Conflicts. In the event of a conflict between the provisions explicitly stated in this Agreement and those stated in any document referenced herein, the terms explicitly stated in this Agreement shall control.

IN WITNESS WHEREOF, the parties have executed and delivered this Agreement on \_\_\_\_\_, 2020 (the "Effective Date").

**AGENCY'S ACCEPTANCE:**  
**AGENCY NAME** Walton Emergency Medical Services

By: \_\_\_\_\_  
Agency Signature

Mr. David Thompson Chairman Board of Cor  
Printed Name and Title

\_\_\_\_\_  
Date

**CERTIFIED'S ACCEPTANCE:**  
**ACCELERATED CARD COMPANY, LLC d/b/a CERTIFIED PAYMENTS**

By: \_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date

# EXHIBIT A SCHEDULE OF FEES Confidential

This Exhibit A to the Service Provider Agreement between Certified and Agency provides as follows:

**1. Schedule of Convenience Fees.**

Certified and Agency agree to the following provisions:

- A. 2.50 % or a minimum of \$ 1.50 shall be the agreed upon Convenience Fee that the Agency agrees to allow Certified to charge to Customers for tax payments when Customer uses a Credit or Debit Card.
- B. 2.50 % or a minimum of \$ 1.50 shall be the agreed upon Convenience Fee that the Agency agrees to allow Certified to charge to Customers for non-tax payments when Customer uses a Credit or Debit Card.

The fees charged are subject to change by Certified.

**2. Schedule of Equipment Cost.**

POS Terminal / Equipment	Price	Quantity	Subtotal
Ingenico iPP 320	\$ 230.00	0	\$
ID Tech USB Card Reader	\$ 55.00	0	\$
Other:	\$		\$
<b>Equipment Total</b>			<b>\$ 0.00</b>

**AGREEMENT (IF NO PAYMENT TYPE IS SELECTED, ACH PAYMENT WILL BE USED)**

**ACH:** Agency hereby authorizes Certified or its designee to automatically withdraw all amounts owed in conjunction with the above Equipment Cost by initiating ACH debit entries from Agency's Bank Account. The authority is to remain in full force and effect until all obligations of Agency have been performed and paid in full or Certified or its designee has received written notification from Agency of its termination in such a manner as to afford Certified or its designee reasonable opportunity to act on it. In the case that any ACH's are not honored by the Agency's Bank Account for any reason, the Agency agrees to make amounts owed available to Certified in immediately available funds.

**Check #:** \_\_\_\_\_  
(ONLY MAKE CHECKS PAYABLE TO CERTIFIED PAYMENTS)

**AGENCY'S ACCEPTANCE:**  
AGENCY NAME: Agency Name

By: \_\_\_\_\_ Date \_\_\_\_\_  
Agency Signature  
  
Mr David Thompson Chairman Board of Commissioners  
Printed Name and Title

**CERTIFIED'S ACCEPTANCE:**  
ACCELERATED CARD COMPANY, LLC d/b/a CERTIFIED PAYMENTS

By: \_\_\_\_\_ Date \_\_\_\_\_  
Authorized Representative  
  
\_\_\_\_\_  
Printed Name and Title

**CLINICAL SERVICES AGREEMENT  
BETWEEN  
THE BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA  
BY AND ON BEHALF OF  
UNIVERSITY HEALTH CENTER PHARMACY  
AND  
WALTON COUNTY, GEORGIA**

This CLINICAL SERVICES AGREEMENT ("Agreement") is made and entered into this 5th day of October 2021 (the "Effective Date") by and between WALTON COUNTY, GEORGIA, a political subdivision of the State of Georgia (the "County") and THE BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA BY AND ON BEHALF OF UNIVERSITY HEALTH CENTER PHARMACY (the "Institution").

WHEREAS, pursuant to O.C.G.A. § 43-34-26.1, pharmacists employed by the Institution have entered into a valid and binding Vaccine Protocol Agreement, substantially in the form attached hereto as Exhibit "A" and incorporated herein by reference, with a physician engaged in the active practice of medicine;

WHEREAS, the County desires to engage the Institution to provide influenza vaccines and pharmacists to administer said vaccines to its employees and their spouses;

WHEREAS, the Institution desires to provide influenza vaccines and pharmacists to administer said vaccines to employees of the County and their spouses; and

NOW, THEREFORE, in consideration of the premises and the mutual covenants and agreements hereinafter contained, the parties hereto agree as follows:

1. Incorporation of Recitals. The provisions and recitals set forth above are, and shall be construed to be, an integral part of this Agreement and are incorporated herein by this reference.
2. Institution Responsibilities. The Institution shall provide influenza vaccines and pharmacists to administer said vaccines to employees of the County and their spouses in accordance with the following:
  - a. The Institution shall order a minimum of one hundred and fifty (150) influenza vaccines and use its best efforts to ensure shipment thereof prior to the County's Health Fair, currently scheduled for November 11 and November 12, 2021. In the event of a partial fill by its distributor, the Institution shall contact the County as soon as possible so that alternate provisions can be made.
  - b. The Institution shall ensure that a sufficient number of pharmacists who have entered into the Vaccine Protocol Agreement referenced herein above are available to administer influenza vaccines to employees of the County and their spouses at the County's Health Fair.



- c. The Institution shall ensure that the pharmacists administering the influenza vaccine abide by the requirements of O.C.G.A. § 43-34-26.1, including but not limited to the terms of the Vaccine Protocol Agreement referenced hereinabove, have relevant knowledge and are appropriately trained in the provision and administration of influenza vaccines, and are aware of and operate within local protocols.
  - d. The Institution shall have a standard operating procedure in place for providing and administering influenza vaccines, including but not limited to procedures to ensure cold chain integrity, i.e., storing vaccines in accordance with the manufacturer's instructions and using maximum/minimum thermometers for the monitoring of refrigerator performance.
  - e. The Institution shall allocate a safe place to store equipment required for the provision and administration of influenza vaccines and the resultant clinical waste. The Institution shall ensure that pharmacists are made aware of the risk associated with the handling of clinical waste and the correct procedures used to minimize those risks. The Institution shall dispose of clinical waste using appropriate measures.
  - f. The Institution shall provide appropriate protective equipment, including gloves and materials to deal with spillages, and have them readily available and close to the site used to store and administer the influenza vaccine. The Institution shall ensure that a needle stick injury procedure is in place.
  - g. Following its provision and administration of influenza vaccines pursuant to this Agreement, the Institution shall invoice the County for payment related thereto at a rate of \$22.00 per influenza vaccine so administered.
3. County Responsibilities.
- a. The County shall provide the Institution with the names of its employees and their spouses prior to the County's Health Fair.
  - b. The County shall provide the location for the provision and administration of influenza vaccines at its Health Fair, including a pre-vaccination waiting area, screening area, vaccination area and post-vaccination area.
  - c. The County shall provide a telephone which can be utilized to call 911 in the event of an emergency.
  - d. The County shall reimburse the Institution \$22.00 per influenza vaccine administered pursuant to this Agreement. Payment shall be made by the County in the ordinary course of business after receipt of an invoice from the Institution as provided herein.
4. Term. This Agreement shall commence on the Effective Date and continue in full force and effect until March 31, 2022.
5. Termination. The County may terminate this Agreement for any reason whatsoever immediately upon notice to the Institution. In the event of such termination by the County, the County shall compensate the Institution for all services performed up to the date of termination.

- 6. Entire Agreement. This Agreement incorporates all prior negotiations, interpretations, and understandings between the parties and is the full and complete expression of their agreement.
- 7. Modifications. Any change, alteration, deletion, or addition to the terms set forth in this Agreement must be in the form of a written modification signed by both parties.
- 8. Governing Law. This Agreement is being entered into with the intent that the laws of the State of Georgia shall govern its construction and enforcement.

IN WITNESS WHEREOF, the parties hereto have duly signed, sealed, and delivered this Agreement as of the Effective Date.

**COUNTY:**

WALTON COUNTY, GEORGIA, a political subdivision of the State of Georgia

By: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_


Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

[COUNTY SEAL]

**INSTITUTION:**

THE BOARD OF REGENTS OF THE UNIVERSITY SYSTEM OF GEORGIA BY AND ON BEHALF OF UNIVERSITY HEALTH CENTER PHARMACY

By:   
 Jennifer Swails, MBA  
 Interim Executive Director  
 University Health Center  
 The University of Georgia

Date: 19 AUG 2021

**Exhibit "A"**

**Vaccine Protocol Agreement**

[Attached]



### Vaccine Protocol Agreement

Name of Pharmacy: UGA- Health Center Pharmacy Pharmacy License # PHRE003472

Address: 55 Carlton St.

City, State, Zip: Athens, GA 30602

This Vaccine Protocol Agreement (the "Protocol") authorizes the Georgia licensed pharmacists (the "Pharmacists") or nurses ("Nurses") identified on the following pages of this Protocol to act as delegated agents for the undersigned physician (the "Physician").

#### I. QUALIFICATIONS OF PHYSICIAN, PHARMACIST AND NURSE

By signing this Protocol, the undersigned physician swears and affirms that:

1. He/she is currently licensed to practice medicine in the State of Georgia and is engaged in the active practice of medicine and his/her principal place of practice is located in Georgia.
2. His/her principal place of practice is Athens-Clarke County, Georgia. (List the city and the county)
3. He/she is registered with the vaccination registry (O.C.G.A. Section 31-12-3.1) commonly known as the Georgia Registry of Immunization Transactions and Services, (GRITS).
4. He/she has not entered into a Vaccine Protocol Agreement with more than 10 pharmacists and/or nurses except as provided in O.C.G.A. Section 43-34-26.1 (j).
5. He/she is in the same public health district as the pharmacists and/or nurses identified in this Protocol; or the nurses and/or pharmacists are located in the same or contiguous county as the physician's registration with the vaccination registry.
6. He/she is not employed by the pharmacists and/or nurses identified in this Protocol.
7. He/she is not employed by the pharmacy that also employs the pharmacists and/or nurses identified in this Protocol.
8. He/she is available for immediate consultation at the following phone numbers: 706-542-8704.
9. If he/she is not available, the following alternate delegated physician, see attached list, is available for immediate consultation at: 706-542-8704 or 706-255-9076. (Name)  
(Phone)

By signing this Protocol, the undersigned pharmacist swears and affirms that:

1. He/she is currently licensed as a pharmacist in the State of Georgia.
2. He/she is located within the county of the physician's place of registration with the vaccination registry or a county contiguous thereto; or that he/she is in the same public health district as the physician.
3. He/she holds a current certification in Basic Cardiac Life Support.
4. He/she has completed a course of training in immunization administration approved by the Georgia State Board of Pharmacy.
5. He/she has completed a training program recognized by the Centers for Disease Control and Prevention in the basics of immunology which focuses on practice implementation and legal and regulatory issues, composed of (a) at least 12 hours of self-study and an assessment exam; (b) at least eight hours of a live seminar with a final exam; and (c) a hands-on assessment of intramuscular and subcutaneous injection technique.
6. He/she will not delegate the administration of the vaccine to any individual other than a pharmacy intern under his/her direct supervision.

By signing this Protocol, the undersigned nurse swears and affirms that:

1. He/she hold a current license to practice as a registered professional nurse; or is licensed to practice as a licensed practical nurse and is regularly employed by the physician in this protocol.
2. He/she holds a current certification in Basic Cardiac Life Support.



3. He/she is located within the county of the physician's place of registration with the vaccination registry or a county contiguous thereto; or that he/she is in the same public health district as the physician.
4. He/she will not delegate the administration of the vaccine to anyone except an RN who may delegate administration to a LPN who is under such RN's direct on-site supervision.

## II. VACCINE ORDERS

The Physician hereby authorizes the undersigned Pharmacists and/or Nurses to issue vaccine orders for vaccines which when administered will result in immunity to (check all that apply):

Influenza

Pneumococcal disease

Shingles

Meningitis

## III. ELIGIBLE PERSONS AND CONSENT

The vaccines can only be administered to eligible persons thirteen (13) years of age and older, and as outlined below. For purposes of this protocol, the eligible person for the pneumococcal disease vaccine and the meningitis vaccine must be eighteen (18) years of age or older. An eligible person for the influenza vaccine must be thirteen (13) years of age and older.

No live vaccine may be administered unless the patient or his or her parent, if the patient is a minor, has signed an informed consent that he or she does not have a contraindication to this vaccine and such informed consent form must list the contraindications to the vaccine.

Patients requesting vaccination by the Pharmacist and/or Nurses who are under the age of thirteen (13) will be referred to a physician for vaccination administration or must have an individual prescription for the vaccine.

Patients who are considered ineligible through the screening questions below will be referred to a physician for vaccination administration.

For patients who are under the age of eighteen (18), the Pharmacists/Nurses shall obtain consent from the patient's parent or legal guardian prior to the administration an influenza vaccination.

## IV. EQUIPMENT AND EMERGENCY SUPPLIES

All Pharmacists and/or Nurses who are parties to this protocol shall maintain onsite at the area where vaccines are to be administered the following emergency supplies, which supplies shall be checked monthly for quantities and expiration dates:

- Scales to weigh patients
- Epinephrine Injection USP 1:1000. May be in ampules, prefilled syringes, vials of solution or in an auto injector. If an epinephrine auto injector is to be stocked, at least four adult auto injectors (delivering a single dose of 0.3 mg/0.3 mL,) should be available whenever adult immunizations are given.
- Oral Diphenhydramine (Benadryl)
- Syringes, alcohol swabs and bandages
- Blood pressure monitoring device
- Ambu-bag
- CPR Kit

## V. PATIENT HISTORY

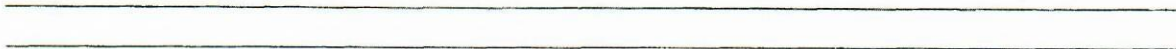
The Pharmacists/Nurses shall take a complete case history, including whether the patient has had a physical examination by a physician, physician's assistant or advanced practice registered nurse within the year preceding the date for the vaccine administration, and emergency contact information for the patient in the event of an emergency. The questions necessary for the case history and to determine patient's eligibility prior to vaccine administration include but not limited to, the following questions:



1. Who is your primary care physician or treating physician and what is his/her contact number? (If the patient fails to disclose this information, the pharmacist/nurse must make reasonable efforts to obtain this name and number and document such efforts.)
2. When did you have the last physical examination?
3. Do you have a fever or acute illness?
4. Do you know of any allergies to any vaccine?
5. Are you allergic to chicken eggs or egg products?
6. Do you know of any allergy to Thimerosal?
7. Have you ever had a serious reaction after receiving a vaccination?
8. Have you ever been diagnosed with Guillain-Barre' syndrome or other neurological disorder related to a vaccine?
9. Have you ever had a seizure or have you been diagnosed with a seizure disorder?
10. Are you pregnant?
11. What are your current illnesses and/or medical conditions?
12. Do you have any known drug allergies?
13. What medications are you currently taking?
14. Do you have any known immunosuppression state or disease?
15. Have you had any antiviral treatment within the past 24 hours?
16. Have you had a pneumococcal vaccine within the past 5 years?
17. Have you ever had the shingles or meningitis vaccine?
18. When did you have your last influenza vaccine?

VI. ADMINISTRATION OF VACCINE

The Pharmacists/Nurses' administration of vaccinations is intended to comply with the current guidelines from the Advisory Committee on Immunization Practices of the U.S. Centers for Disease Control and Prevention (CDC). **No vaccine may be administered if contraindicated by the answers to the case history and screening questions.** If indicated below, the physician hereby also identifies the following additional conditions/patients/circumstances in which he/she will not authorize the administration of the vaccine:



In the event that multiple influenza vaccinations are recommended, the Pharmacists/Nurses will request additional patient information concerning the last influenza vaccine received and the type of influenza vaccine from the patient and any other available resources prior to administering additional vaccines. The Pharmacists/Nurses shall not administer vaccines in a time frame closer than that recommended by the CDC.

In the event of vaccine shortage, the Pharmacists/Nurses shall prioritize vaccine administration according to the tiered structure set forth by the CDC, and document such prioritization.

The Pharmacists/Nurses must administer vaccines only in a private room, area with a privacy screen, or other interior area in which the patient's privacy can be maintained. No vaccines may be administered to a patient in a motor vehicle.

VII. POST-VACCINATION

The Pharmacists/Nurses will require, as a condition of the administration of the vaccine, that the vaccine patient remain under the observation of the administering Pharmacist/Nurse for a period of time not less than 15 minutes immediately subsequent to the administration of the vaccine. Pharmacists/Nurses shall provide each vaccine recipient with the appropriate and current Vaccine Information Statement (VIS), written information developed by the Department of Public Health on the importance of having and periodically seeing a primary care physician, and a personal immunization card. The personal immunization card shall contain the vaccine recipient's name, the name and phone number of the pharmacist/nurse, the name and dosage of the vaccine, the location of the injection on the vaccine recipient, and the date of the administration of the vaccine. If the vaccine recipient already has a personal immunization card, then the Pharmacist/Nurse may update the existing card.

VIII. NOTIFICATIONS AND DOCUMENTATION

Pharmacists/Nurses shall notify the vaccine recipient's primary care provider of the administration of the vaccine within 72 hours of administration. The Pharmacists/Nurses shall make at least two attempts at notification with the 72 hours after



administration of a vaccine. If the Pharmacists/Nurses are unable to notify the primary care provider, documented efforts of notification attempts shall be retained by the Pharmacists/Nurses.

The Pharmacists/Nurses shall retain the following documentation for a period of two (2) years:

1. A copy of the patient's responses to the eligibility questions and the complete case history;
2. The name, dose, manufacturer, and lot number of the vaccine administered;
3. The name, address, date of birth, and telephone number of the patient;
4. The date of the administration of the vaccine and the injection site;
5. A signed and dated consent form by which the patient acknowledges receipt of the VIS and consents to the administration of the vaccine and authorizes the pharmacist/nurse to notify the vaccine recipient's primary care provider of the vaccine administered to the vaccine recipient;
6. Any adverse event or complications that arose; and
7. The name, address, license number and telephone number of the administering pharmacist and/or nurse.

The Pharmacist shall also maintain any prescription information required by the Georgia State Board of Pharmacy.

The Pharmacist/Nurse shall enter the patient's vaccination information in the Georgia Registry of Immunization Transactions and Services ("GRITS") within fifteen (15) days of administration of the vaccination. The GRITS registry is found at [ImmReg@dhr.state.ga.us](mailto:ImmReg@dhr.state.ga.us) or at telephone number (888) 223-8644.

IX. ADVERSE REACTIONS

In the event of adverse reactions subsequent to vaccine administration, the Pharmacists/Nurses shall refer to the procedures outlined in the Protocol for Management of Severe Allergic/Anaphylactic Reaction to Injectable Vaccine, incorporated into this protocol by reference as Addendum 1.

X. LIABILITY INSURANCE

The Pharmacist/Nurse agrees that he/she has (check one):

Individual liability insurance coverage in an amount not less than \$250,000 to cover claims arising from my administration of vaccines; or

Individual coverage from my employer's liability insurance in an amount not less than \$250,000 to cover claims arising from my administration of vaccines.

The Pharmacist/Nurse also agrees to retain proof of insurance coverage, including the name of the insurer and policy number onsite at his or her primary location for administration of vaccines covered under this protocol agreement.

XI. AFFIDAVIT AND POSTING OF PROTOCOL AGREEMENT

The Pharmacists/Nurses shall post proof of the vaccine protocol agreement in a conspicuous place at the locations where the vaccines are being administered.

The undersigned Pharmacists/Nurses affirm that an original affidavit as required in O.C.G.A. Section 43-34-26.1(d)(16) has been submitted to the delegating physician and agree that a copy shall be maintained by the Pharmacists/Nurses onsite at the location where vaccines are being administered.

XII. TERM OF PROTOCOL AGREEMENT

This Protocol shall be valid for two (2) years from the date signed, unless revoked in writing by a party to this Protocol. This Protocol may be renewed by resigning and may also be revised and updated biennially. If not renewed, the vaccine protocol agreement shall expire.

XIII. PARTIES AND LOCATION WHERE VACCINES WILL BE ADMINISTERED

DESIGNATED PHYSICIAN

Fred Reifsteck MD  
Physician Signature

Dr. Fred Reifsteck  
Physician Name

License #. 32979 GRITS # \_\_\_\_\_

Address: 55 Carlton Street Athens, GA 30602

Telephone No. 706-542-8704

Date: \_\_\_\_\_

ALTERNATE DESIGNATED PHYSICIAN

Chad Palmer MD  
Physician Signature

Dr. Chad Palmer  
Physician Name

License #. 63208 GRITS # \_\_\_\_\_

Address: 55 Carlton Street Athens, GA 30602

Telephone No. 706-542-8704

Date: \_\_\_\_\_

PHARMACIST	NURSE
<u>(see attached signatures)</u> Pharmacist Signature	_____ Nurse Signature
_____ Pharmacist Name	_____ Nurse Name
Pharmacist Address for Vaccine Administration <u>UGA-College of Pharmacy</u>  <u>Athens, GA 30602</u> City, State, Zip code	Nurse Address for Vaccine Administration _____ _____ City, State, Zip code
<u>706-542-5315</u> Telephone Number  _____ Email	_____ Telephone Number  _____ Email



GA-19802 Pharmacist License Number	6342 GRITS#	Nurse License Number
Date		Date

(Additional Signatures may be added here.)

**ADDENDUM 1**

**Protocol for Management of Severe Allergic/Anaphylactic Reaction to Vaccine Administration**

This Addendum (Protocol for Management of Severe Allergic/Anaphylactic Reaction to Vaccine Administration) authorizes the Georgia licensed pharmacists ("Pharmacists") and/or Nurses identified in the **Vaccine Protocol Agreement** ("Protocol") to issue a prescription drug order and administer medications, including epinephrine, in response to a severe allergic or anaphylactic reaction to the vaccine administration.

**Signs and Symptoms of Anaphylactic Reaction**

**Sudden or gradual onset of generalized itching, erythema (redness), or urticaria (hives); angioedema (swelling of the lips, face or throat); bronchospasm (wheezing); shortness of breath; shock; abdominal cramping; cardiovascular collapse; or unexpected loss of consciousness.**

If an allergic reaction to vaccine administration occurs, the following, protocol shall be followed:

- A. If itching and swelling are confined to the extremity of administration, observe the patient closely for 30 minutes, watching for generalized symptoms. If none occur, go to Step C.
- B. If symptoms are generalized, activate the emergency response system (911 or equivalent). Another person should do this, while the pharmacist/nurse treats and observes the patient. The following treatment should be instituted:
  - Administer epinephrine (USP 1:1000) subcutaneously or intramuscularly in the anterior thigh or deltoid area: For an adult: 0.01 mg/kg/dose; 0.3 to 0.5 mg standard adult dose; maximum single dose is 0.5 mg. for an adult. If an epinephrine auto injector is used, use the adult autoinjector for persons over 65 pounds (over 30 kg.), and use the pediatric auto injector for children (persons 65 pounds and under)(30 kg.).

**Caution: It is recommended that you administer epinephrine to individuals with cardiac conditions or persons over 40 years of age; however, be prepared to support cardiac response if necessary. Epinephrine effect is blunted in patients on beta adrenergic blockers. Be prepared to repeat the dose at shorter intervals based on patient response in patients on beta blockers.**

- In cases of systemic anaphylaxis, after the administration of epinephrine, for adults- administer diphenhydramine 50-100 mg. orally (1 to 2 mg/kg, 100 mg maximum single dose)
- Do not administer anything by mouth if the patient is not fully alert or has respiratory distress.**

- Monitor the patient closely until EMS arrives. Perform CPR if necessary and maintain airway. Keep the patient in supine position unless he/she is having difficulty breathing. If breathing is difficult, patient's head may be elevated if blood pressure is adequate to prevent loss of consciousness. If blood pressure is low, elevate legs. Monitor blood pressure and pulse at least every 5 minutes.
  - Repeat dose of epinephrine every, 5-20 minutes for up to 3 doses until EMS arrives or symptoms resolve, depending on patient response. **DO NOT repeat administration of DIPHENHYDRAMINE.**
  - Record all vital signs and medications administered to patient including time, dosage, response, name of the medical personnel who administered the medication and other relevant clinical information. Maintain this information in the pharmacy and/or clinic and forward to attending physician.
- C. Refer patient for medical evaluation, even if symptoms resolve completely.
- D. Notify the patient's primary care physician.
- E. If appropriate, activate the Vaccine Adverse Event Reporting System (VAERS) and refer to the procedures in the Immunization Reference & Procedures Guide for appropriate documentation and follow up.

**FLOW SHEET FOR MANAGEMENT OF SEVERE ALLERGY/ANAPHYLAXIS**

PATIENT NAME: \_\_\_\_\_

Patient weight: \_\_\_\_\_ Patient is  Adult  Minor

Prior to Administration: Patient BP: \_\_\_\_\_ Patient Pulse: \_\_\_\_\_ Patient Respirations: \_\_\_\_\_

Itching and swelling → Yes → Confined to extremities → Wait 30 minutes → Result: \_\_\_\_\_



No, the symptoms are generalized:

→ Call EMS Time called: \_\_\_\_\_ Time arrived: \_\_\_\_\_

→ Administer epinephrine. Amount: \_\_\_\_\_ Time: \_\_\_\_\_

→ Put patient in supine position

→ Additional dose of epinephrine. Amount: \_\_\_\_\_ Time: \_\_\_\_\_



Vitals at Start of reaction: BP: \_\_\_\_\_ Pulse: \_\_\_\_\_  
Vitals at 5 Minutes: BP: \_\_\_\_\_ Pulse: \_\_\_\_\_  
Vitals at 10 Minutes: BP: \_\_\_\_\_ Pulse: \_\_\_\_\_

Notification made to Primary Care Doctor \_\_\_\_ Yes \_\_\_\_ No

Referral for Medical Evaluation \_\_\_\_ Yes \_\_\_\_ No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature	Pharmacist	Address	Phone	GA License
<i>Lori Duke</i>	Lori Duke	UGA College of Pharmacy	706-542-5315	RPH019802
<i>Michelle McElhannon</i>	Michelle McElhannon	UGA College of Pharmacy	706-542-3030	RPH018220
<i>Lindsey Welch</i>	Lindsey Welch	UGA College of Pharmacy	706-542-5280	RPH024376
<i>Linda Logan</i>	Linda Logan	UGA College of Pharmacy	706-542-2153	RPH014689
<i>Andrew Darley</i>	Andrew Darley	UGA College of Pharmacy	706-583-0223	RPH026604
<i>Kay Brooks</i>	Kay Brooks	UGA College of Pharmacy	706-542-1402	RPH018551
<i>Ashley Hannings</i>	Ashley Hannings	UGA College of Pharmacy	706-542-0732	RPH026100
<i>Brian Seagraves</i>	Brian Seagraves	UGA College of Pharmacy	706-542-5367	RPH022133
<i>Larry Aull</i>	Larry Aull	UGA College of Pharmacy	706-542-5321	RPH019309
<i>Tzu-Wei Huang</i>	Tzu-Wei Huang	UGA College of Pharmacy	706-542-7996	RPH022124
<i>Jordan Khail</i>	Jordan Khail	UGA College of Pharmacy	706-542-5371	RPH028284
<i>Bradford Upchurch</i>	Bradford Upchurch	University Health Center	706-542-9979	RPH016577
<i>Jodi Kearney</i>	Jodi Kearney	University Health Center	706-542-9980	RPH020866
<i>Suzanne Poole</i>	Suzanne Poole	University Health Center	706-542-9981	RPH015518
<i>Russell Kirkland</i>	Russell Kirkland	University Health Center	706-542-9982	RPH028424
<i>Debra Veal</i>	Debra Veal	University Health Center	706-542-9983	RPH012689
<i>Nancy Fitzsimons</i>	Nancy Fitzsimons	University Health Center	706-542-9984	RPH016366

*9/17/2021*

Date

University Health Center Pharmacy  
55 Carlton Street  
Athens, GA 30602

UGA College of Pharmacy  
250 W Green Street  
Athens, GA 30602



**RESOLUTION**

**WHEREAS**, the budgets of Walton County for Fiscal Year 2022 for the General Fund, all special revenue funds, debt service funds, and capital funds were adopted on June 1, 2021, and

**WHEREAS**, to maintain compliance with the state of Georgia budget requirements per O.C.G.A. sections 36-81, it is necessary to amend said budgets, now

**THEREFORE, BE IT RESOLVED BY THE** Board of Commissioners of Walton County, amends the Fiscal Year 2022 budget to make changes to the Fiscal Year 2022 budget as presented in the attached summary schedule.

Adopted this 5th day of October, 2021

\_\_\_\_\_  
Chairman, David G. Thompson

Attest:

\_\_\_\_\_  
County Clerk, Rhonda R. Hawk

**AMENDMENT SUMMARY**  
**October 2021 Agenda**

1. **E-911 3800 to IT 1535:** FY 2022 Budget amendment to transfer employee along with remaining fiscal year salary expenses from E-911 3800 to IT 1535. The transfer would take place beginning with the 10-25-2021 pay period. This is at the request of both Directors and has no effect on overall fund balance.

Resolution Number: \_\_\_\_\_

**WALTON COUNTY  
RESOLUTION TO ADOPT  
THE NORTHEAST GEORGIA REGIONAL SOLID WASTE MANAGEMENT PLAN**

**WHEREAS**, the Georgia General Assembly enacted the Georgia Comprehensive Solid Waste Management Act (O.C.G.A. Section 12-8-31.1), as amended in 2011, which requires county and municipal governments to develop or be included in a comprehensive solid waste management plan; and

**WHEREAS**, the update of the Northeast Georgia Regional Solid Waste Management Plan has been prepared on behalf of and includes the solid waste management plans of all municipalities within the jurisdiction of the Northeast Georgia Regional Solid Waste Management Authority; and

**WHEREAS**, the update of the Northeast Georgia Regional Solid Waste Management Plan has been prepared in compliance with the Georgia Comprehensive Solid Waste Management Act, as amended in 2011, and the minimum public participation and other procedural requirements have been met or exceeded.

**NOW, THEREFORE, BE IT RESOLVED** by the Walton County Board of Commissioners that the update of the Northeast Georgia Regional Solid Waste Management Plan is accepted, and furthermore, that the Northeast Georgia Regional Commission shall be notified of said adoption in writing within seven (5) days of the adoption of this resolution.

SO ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021.

**Walton County Board of Commissioners**

By: \_\_\_\_\_  
David G. Thompson, Chairman

Attest:

\_\_\_\_\_  
Rhonda Hawk, County Clerk

Final Report:  
A JOB CLASSIFICATION AND  
COMPENSATION PLAN  
FOR  
WALTON COUNTY, GEORGIA

September 2021

Condrey and Associates, Inc.  
PO Box 7907  
Athens, Georgia 30604-7907  
[www.condrey-consulting.com](http://www.condrey-consulting.com)



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Appendix B: Position/Grade Analysis by Grade

Appendix C: Salary Survey Summary

## Introduction

At the request of Walton County, Condrey and Associates, Inc. entered into a contract with the county for the development of an updated job classification and compensation plan.

The objectives of the study included:

1. Reviewing and revising the current classification system and pay plan for all employees;
2. Collecting salary data; and
3. Producing a recommended pay plan based on job analysis, job evaluation, and wage survey data.

The process used to collect the necessary data and develop the classification and compensation plan consisted of several steps or phases. The first step involved the distribution of job descriptions to department heads and elected officials for review. After reviewing the revised job descriptions, Condrey and Associates interviewed department heads and elected officials concerning the duties and responsibilities of each position in their department and developed a classification recommendation for each position.

The next phase in the work plan involved evaluating each classification for grade assignment. In order to provide a reliable set of ratings, all positions were rated by Condrey and Associates utilizing the Factor Evaluation System (FES). An explanation of FES follows in another section of the report.

The project also involved collecting salary survey information. Condrey and Associates conducted a salary survey of selected organizations specifically for this study. The survey respondents for Walton County are listed in Table I. Appendix C displays the Salary Survey Summary.

Even after completion of these phases, it will be necessary to reevaluate positions based on a change in duties or on a refocused job description. It is the intention of Condrey and Associates to provide technical assistance in this process.

Table I  
Salary Survey Respondents  
Walton County Personnel Project

Athens-Clarke County

Barrow County

Cobb County

Coweta County

Douglas County

Forsyth County

Jackson County

City of Monroe

Oconee County

Paulding County

Rockdale County



The Classification Plan

The system used to classify the jobs in Walton County is an adapted version of the Factor Evaluation System (FES). FES is considered to be a state-of-the-art system in public human resource management.

FES is a point-factor-comparison evaluation system that uses nine factors for the evaluation of jobs: Knowledge Required by the Position, Supervisory Controls, Guidelines, Complexity, Scope and Effect, Personal Contacts, Purpose of Contacts, Physical Demands, and Work Environment. In order to adapt it to this setting, a tenth factor covering supervisory responsibility was added by Condrey and Associates. The factors are weighted (i.e., Knowledge Required by the Position "counts more" than Physical Demands). Each factor has several levels, and each level is assigned a specified number of points. The combined score on all the factors determines the total number of points for each position and its assignment to a grade in the classification plan. Appendix A depicts the grade level assigned all county positions. The assigned grade levels reflect a combination of data generated by FES, the salary survey, and a review of organizational relationships within the government.

The Compensation Plan

The compensation plan developed for the county is based on an internal value system reflected in the classification plan and on a salary survey of comparable organizations to help assure an externally equitable and competitive pay system.

The pay plan for Walton County consists of twenty-five grades. Tables II-A, II-B and II-C display the proposed salary scales for the County. The salary range for each grade is approximately fifty percent. The range is deliberately broad so that problems associated with employees reaching the top of their pay range will be minimized.

In order to keep the proposed salary tables current, an annual market adjustment should be considered. This adjustment should be applied as an increase to the salary schedule and as a general percentage salary increase for all employees when market conditions dictate. An excellent source to determine market conditions is the Employment Cost Index published by the United States Bureau of Labor Statistics. If the county applies 75% - 100% of this index to the salary plans on an annual basis, a review and update of the County's personnel system will not be necessary for four to five years. This market adjustment should be made in addition to employee performance increases. Thus, the County may budget for two annual personnel cost adjustments: 1) an across-the-board increase which would raise every employee salary and every pay range equally when market conditions dictate, and 2) increases linked to employee performance.

Table II - A  
Proposed Salary Scale  
Walton County Personnel Project

Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	21,682.93	22,225.00	22,780.62	23,350.14	23,933.89	24,532.24	25,145.55	25,774.19	26,418.54	27,079.00	27,755.98	28,449.88	29,161.13	29,890.15	30,637.41	31,403.34	32,188.43	32,993.14
2	22,780.62	23,350.14	23,933.89	24,532.24	25,145.55	25,774.19	26,418.54	27,079.00	27,755.98	28,449.88	29,161.13	29,890.15	30,637.41	31,403.34	32,188.43	32,993.14	33,817.97	34,663.41
3	23,933.89	24,532.24	25,145.55	25,774.19	26,418.54	27,079.00	27,755.98	28,449.88	29,161.13	29,890.15	30,637.41	31,403.34	32,188.43	32,993.14	33,817.97	34,663.41	35,530.00	36,418.25
4	25,145.55	25,774.19	26,418.54	27,079.00	27,755.98	28,449.88	29,161.13	29,890.15	30,637.41	31,403.34	32,188.43	32,993.14	33,817.97	34,663.41	35,530.00	36,418.25	37,328.71	38,261.92
5	26,418.54	27,079.00	27,755.98	28,449.88	29,161.13	29,890.15	30,637.41	31,403.34	32,188.43	32,993.14	33,817.97	34,663.41	35,530.00	36,418.25	37,328.71	38,261.92	39,218.47	40,198.93
6	27,755.98	28,449.88	29,161.13	29,890.15	30,637.41	31,403.34	32,188.43	32,993.14	33,817.97	34,663.41	35,530.00	36,418.25	37,328.71	38,261.92	39,218.47	40,198.93	41,203.91	42,234.00
7	29,161.13	29,890.15	30,637.41	31,403.34	32,188.43	32,993.14	33,817.97	34,663.41	35,530.00	36,418.25	37,328.71	38,261.92	39,218.47	40,198.93	41,203.91	42,234.00	43,289.85	44,372.10
8	30,637.41	31,403.34	32,188.43	32,993.14	33,817.97	34,663.41	35,530.00	36,418.25	37,328.71	38,261.92	39,218.47	40,198.93	41,203.91	42,234.00	43,289.85	44,372.10	45,481.40	46,618.44
9	32,188.43	32,993.14	33,817.97	34,663.41	35,530.00	36,418.25	37,328.71	38,261.92	39,218.47	40,198.93	41,203.91	42,234.00	43,289.85	44,372.10	45,481.40	46,618.44	47,783.90	48,978.50
10	33,817.97	34,663.41	35,530.00	36,418.25	37,328.71	38,261.92	39,218.47	40,198.93	41,203.91	42,234.00	43,289.85	44,372.10	45,481.40	46,618.44	47,783.90	48,978.50	50,202.96	51,458.03
11	35,530.00	36,418.25	37,328.71	38,261.92	39,218.47	40,198.93	41,203.91	42,234.00	43,289.85	44,372.10	45,481.40	46,618.44	47,783.90	48,978.50	50,202.96	51,458.03	52,744.48	54,063.10
12	37,328.71	38,261.92	39,218.47	40,198.93	41,203.91	42,234.00	43,289.85	44,372.10	45,481.40	46,618.44	47,783.90	48,978.50	50,202.96	51,458.03	52,744.48	54,063.10	55,414.67	56,800.04
13	39,218.47	40,198.93	41,203.91	42,234.00	43,289.85	44,372.10	45,481.40	46,618.44	47,783.90	48,978.50	50,202.96	51,458.03	52,744.48	54,063.10	55,414.67	56,800.04	58,220.04	59,675.54
14	41,203.91	42,234.00	43,289.85	44,372.10	45,481.40	46,618.44	47,783.90	48,978.50	50,202.96	51,458.03	52,744.48	54,063.10	55,414.67	56,800.04	58,220.04	59,675.54	61,167.43	62,696.62
15	43,289.85	44,372.10	45,481.40	46,618.44	47,783.90	48,978.50	50,202.96	51,458.03	52,744.48	54,063.10	55,414.67	56,800.04	58,220.04	59,675.54	61,167.43	62,696.62	64,264.03	65,870.63
16	45,481.40	46,618.44	47,783.90	48,978.50	50,202.96	51,458.03	52,744.48	54,063.10	55,414.67	56,800.04	58,220.04	59,675.54	61,167.43	62,696.62	64,264.03	65,870.63	67,517.40	69,205.33
17	47,783.90	48,978.50	50,202.96	51,458.03	52,744.48	54,063.10	55,414.67	56,800.04	58,220.04	59,675.54	61,167.43	62,696.62	64,264.03	65,870.63	67,517.40	69,205.33	70,935.47	72,708.85
18	50,202.96	51,458.03	52,744.48	54,063.10	55,414.67	56,800.04	58,220.04	59,675.54	61,167.43	62,696.62	64,264.03	65,870.63	67,517.40	69,205.33	70,935.47	72,708.85	74,526.58	76,389.74
19	52,744.48	54,063.10	55,414.67	56,800.04	58,220.04	59,675.54	61,167.43	62,696.62	64,264.03	65,870.63	67,517.40	69,205.33	70,935.47	72,708.85	74,526.58	76,389.74	78,299.48	80,256.97
20	55,414.67	56,800.04	58,220.04	59,675.54	61,167.43	62,696.62	64,264.03	65,870.63	67,517.40	69,205.33	70,935.47	72,708.85	74,526.58	76,389.74	78,299.48	80,256.97	82,263.40	84,319.98
21	61,167.43	62,696.62	64,264.03	65,870.63	67,517.40	69,205.33	70,935.47	72,708.85	74,526.58	76,389.74	78,299.48	80,256.97	82,263.40	84,319.98	86,427.98	88,588.68	90,803.40	93,073.48
22	67,517.40	69,205.33	70,935.47	72,708.85	74,526.58	76,389.74	78,299.48	80,256.97	82,263.40	84,319.98	86,427.98	88,588.68	90,803.40	93,073.48	95,400.32	97,785.33	100,229.96	102,735.71
23	74,526.58	76,389.74	78,299.48	80,256.97	82,263.40	84,319.98	86,427.98	88,588.68	90,803.40	93,073.48	95,400.32	97,785.33	100,229.96	102,735.71	105,304.10	107,936.70	110,635.12	113,401.00
24	82,263.40	84,319.98	86,427.98	88,588.68	90,803.40	93,073.48	95,400.32	97,785.33	100,229.96	102,735.71	105,304.10	107,936.70	110,635.12	113,401.00	116,236.02	119,141.92	122,120.47	125,173.48
25	90,803.40	93,073.48	95,400.32	97,785.33	100,229.96	102,735.71	105,304.10	107,936.70	110,635.12	113,401.00	116,236.02	119,141.92	122,120.47	125,173.48	128,302.82	131,510.39	134,798.15	138,168.11

Table II - B  
 Proposed Salary Scale  
 Walton County Personnel Project

Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	21,216.07	21,746.47	22,290.13	22,847.39	23,418.57	24,004.04	24,604.14	25,219.24	25,849.72	26,495.96	27,158.36	27,837.32	28,533.25	29,246.59	29,977.75	30,727.19	31,495.37	32,282.76
2	22,290.13	22,847.39	23,418.57	24,004.04	24,604.14	25,219.24	25,849.72	26,495.96	27,158.36	27,837.32	28,533.25	29,246.59	29,977.75	30,727.19	31,495.37	32,282.76	33,089.83	33,917.07
3	23,418.57	24,004.04	24,604.14	25,219.24	25,849.72	26,495.96	27,158.36	27,837.32	28,533.25	29,246.59	29,977.75	30,727.19	31,495.37	32,282.76	33,089.83	33,917.07	34,765.00	35,634.13
4	24,604.14	25,219.24	25,849.72	26,495.96	27,158.36	27,837.32	28,533.25	29,246.59	29,977.75	30,727.19	31,495.37	32,282.76	33,089.83	33,917.07	34,765.00	35,634.13	36,524.98	37,438.10
5	25,849.72	26,495.96	27,158.36	27,837.32	28,533.25	29,246.59	29,977.75	30,727.19	31,495.37	32,282.76	33,089.83	33,917.07	34,765.00	35,634.13	36,524.98	37,438.10	38,374.06	39,333.41
6	27,158.36	27,837.32	28,533.25	29,246.59	29,977.75	30,727.19	31,495.37	32,282.76	33,089.83	33,917.07	34,765.00	35,634.13	36,524.98	37,438.10	38,374.06	39,333.41	40,316.74	41,324.66
7	28,533.25	29,246.59	29,977.75	30,727.19	31,495.37	32,282.76	33,089.83	33,917.07	34,765.00	35,634.13	36,524.98	37,438.10	38,374.06	39,333.41	40,316.74	41,324.66	42,357.78	43,416.72
8	29,977.75	30,727.19	31,495.37	32,282.76	33,089.83	33,917.07	34,765.00	35,634.13	36,524.98	37,438.10	38,374.06	39,333.41	40,316.74	41,324.66	42,357.78	43,416.72	44,502.14	45,614.69
9	31,495.37	32,282.76	33,089.83	33,917.07	34,765.00	35,634.13	36,524.98	37,438.10	38,374.06	39,333.41	40,316.74	41,324.66	42,357.78	43,416.72	44,502.14	45,614.69	46,755.06	47,923.94
10	33,089.83	33,917.07	34,765.00	35,634.13	36,524.98	37,438.10	38,374.06	39,333.41	40,316.74	41,324.66	42,357.78	43,416.72	44,502.14	45,614.69	46,755.06	47,923.94	49,122.03	50,350.09
11	34,765.00	35,634.13	36,524.98	37,438.10	38,374.06	39,333.41	40,316.74	41,324.66	42,357.78	43,416.72	44,502.14	45,614.69	46,755.06	47,923.94	49,122.03	50,350.09	51,608.84	52,899.06
12	36,524.98	37,438.10	38,374.06	39,333.41	40,316.74	41,324.66	42,357.78	43,416.72	44,502.14	45,614.69	46,755.06	47,923.94	49,122.03	50,350.09	51,608.84	52,899.06	54,221.54	55,577.07
13	38,374.06	39,333.41	40,316.74	41,324.66	42,357.78	43,416.72	44,502.14	45,614.69	46,755.06	47,923.94	49,122.03	50,350.09	51,608.84	52,899.06	54,221.54	55,577.07	56,966.50	58,390.66
14	40,316.74	41,324.66	42,357.78	43,416.72	44,502.14	45,614.69	46,755.06	47,923.94	49,122.03	50,350.09	51,608.84	52,899.06	54,221.54	55,577.07	56,966.50	58,390.66	59,850.43	61,346.69
15	42,357.78	43,416.72	44,502.14	45,614.69	46,755.06	47,923.94	49,122.03	50,350.09	51,608.84	52,899.06	54,221.54	55,577.07	56,966.50	58,390.66	59,850.43	61,346.69	62,880.36	64,452.37
16	44,502.14	45,614.69	46,755.06	47,923.94	49,122.03	50,350.09	51,608.84	52,899.06	54,221.54	55,577.07	56,966.50	58,390.66	59,850.43	61,346.69	62,880.36	64,452.37	66,063.68	67,715.27
17	46,755.06	47,923.94	49,122.03	50,350.09	51,608.84	52,899.06	54,221.54	55,577.07	56,966.50	58,390.66	59,850.43	61,346.69	62,880.36	64,452.37	66,063.68	67,715.27	69,408.15	71,143.35
18	49,122.03	50,350.09	51,608.84	52,899.06	54,221.54	55,577.07	56,966.50	58,390.66	59,850.43	61,346.69	62,880.36	64,452.37	66,063.68	67,715.27	69,408.15	71,143.35	72,921.94	74,744.99
19	51,608.84	52,899.06	54,221.54	55,577.07	56,966.50	58,390.66	59,850.43	61,346.69	62,880.36	64,452.37	66,063.68	67,715.27	69,408.15	71,143.35	72,921.94	74,744.99	76,613.61	78,528.95
20	54,221.54	55,577.07	56,966.50	58,390.66	59,850.43	61,346.69	62,880.36	64,452.37	66,063.68	67,715.27	69,408.15	71,143.35	72,921.94	74,744.99	76,613.61	78,528.95	80,492.17	82,504.48
21	59,850.43	61,346.69	62,880.36	64,452.37	66,063.68	67,715.27	69,408.15	71,143.35	72,921.94	74,744.99	76,613.61	78,528.95	80,492.17	82,504.48	84,567.09	86,681.27	88,848.30	91,069.51
22	66,063.68	67,715.27	69,408.15	71,143.35	72,921.94	74,744.99	76,613.61	78,528.95	80,492.17	82,504.48	84,567.09	86,681.27	88,848.30	91,069.51	93,346.24	95,679.90	98,071.90	100,523.70
23	72,921.94	74,744.99	76,613.61	78,528.95	80,492.17	82,504.48	84,567.09	86,681.27	88,848.30	91,069.51	93,346.24	95,679.90	98,071.90	100,523.70	103,036.79	105,612.71	108,253.02	110,959.35
24	80,492.17	82,504.48	84,567.09	86,681.27	88,848.30	91,069.51	93,346.24	95,679.90	98,071.90	100,523.70	103,036.79	105,612.71	108,253.02	110,959.35	113,733.33	116,576.67	119,491.08	122,478.36
25	88,848.30	91,069.51	93,346.24	95,679.90	98,071.90	100,523.70	103,036.79	105,612.71	108,253.02	110,959.35	113,733.33	116,576.67	119,491.08	122,478.36	125,540.32	128,678.83	131,895.80	135,193.19



Table II - C  
Proposed Salary Scale  
Walton County Personnel Project

Grade	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	20,749.21	21,267.94	21,799.64	22,344.63	22,903.25	23,475.83	24,062.72	24,664.29	25,280.90	25,912.92	26,560.75	27,224.76	27,905.38	28,603.02	29,318.09	30,051.05	30,802.32	31,572.38
2	21,799.64	22,344.63	22,903.25	23,475.83	24,062.72	24,664.29	25,280.90	25,912.92	26,560.75	27,224.76	27,905.38	28,603.02	29,318.09	30,051.05	30,802.32	31,572.38	32,361.69	33,170.73
3	22,903.25	23,475.83	24,062.72	24,664.29	25,280.90	25,912.92	26,560.75	27,224.76	27,905.38	28,603.02	29,318.09	30,051.05	30,802.32	31,572.38	32,361.69	33,170.73	34,000.00	34,850.00
4	24,062.72	24,664.29	25,280.90	25,912.92	26,560.75	27,224.76	27,905.38	28,603.02	29,318.09	30,051.05	30,802.32	31,572.38	32,361.69	33,170.73	34,000.00	34,850.00	35,721.25	36,614.28
5	25,280.90	25,912.92	26,560.75	27,224.76	27,905.38	28,603.02	29,318.09	30,051.05	30,802.32	31,572.38	32,361.69	33,170.73	34,000.00	34,850.00	35,721.25	36,614.28	37,529.64	38,467.88
6	26,560.75	27,224.76	27,905.38	28,603.02	29,318.09	30,051.05	30,802.32	31,572.38	32,361.69	33,170.73	34,000.00	34,850.00	35,721.25	36,614.28	37,529.64	38,467.88	39,429.58	40,415.32
7	27,905.38	28,603.02	29,318.09	30,051.05	30,802.32	31,572.38	32,361.69	33,170.73	34,000.00	34,850.00	35,721.25	36,614.28	37,529.64	38,467.88	39,429.58	40,415.32	41,425.70	42,461.34
8	29,318.09	30,051.05	30,802.32	31,572.38	32,361.69	33,170.73	34,000.00	34,850.00	35,721.25	36,614.28	37,529.64	38,467.88	39,429.58	40,415.32	41,425.70	42,461.34	43,522.87	44,610.95
9	30,802.32	31,572.38	32,361.69	33,170.73	34,000.00	34,850.00	35,721.25	36,614.28	37,529.64	38,467.88	39,429.58	40,415.32	41,425.70	42,461.34	43,522.87	44,610.95	45,726.22	46,869.38
10	32,361.69	33,170.73	34,000.00	34,850.00	35,721.25	36,614.28	37,529.64	38,467.88	39,429.58	40,415.32	41,425.70	42,461.34	43,522.87	44,610.95	45,726.22	46,869.38	48,041.11	49,242.14
11	34,000.00	34,850.00	35,721.25	36,614.28	37,529.64	38,467.88	39,429.58	40,415.32	41,425.70	42,461.34	43,522.87	44,610.95	45,726.22	46,869.38	48,041.11	49,242.14	50,473.19	51,735.02
12	35,721.25	36,614.28	37,529.64	38,467.88	39,429.58	40,415.32	41,425.70	42,461.34	43,522.87	44,610.95	45,726.22	46,869.38	48,041.11	49,242.14	50,473.19	51,735.02	53,028.40	54,354.11
13	37,529.64	38,467.88	39,429.58	40,415.32	41,425.70	42,461.34	43,522.87	44,610.95	45,726.22	46,869.38	48,041.11	49,242.14	50,473.19	51,735.02	53,028.40	54,354.11	55,712.96	57,105.78
14	39,429.58	40,415.32	41,425.70	42,461.34	43,522.87	44,610.95	45,726.22	46,869.38	48,041.11	49,242.14	50,473.19	51,735.02	53,028.40	54,354.11	55,712.96	57,105.78	58,533.43	59,996.76
15	41,425.70	42,461.34	43,522.87	44,610.95	45,726.22	46,869.38	48,041.11	49,242.14	50,473.19	51,735.02	53,028.40	54,354.11	55,712.96	57,105.78	58,533.43	59,996.76	61,496.68	63,034.10
16	43,522.87	44,610.95	45,726.22	46,869.38	48,041.11	49,242.14	50,473.19	51,735.02	53,028.40	54,354.11	55,712.96	57,105.78	58,533.43	59,996.76	61,496.68	63,034.10	64,609.95	66,225.20
17	45,726.22	46,869.38	48,041.11	49,242.14	50,473.19	51,735.02	53,028.40	54,354.11	55,712.96	57,105.78	58,533.43	59,996.76	61,496.68	63,034.10	64,609.95	66,225.20	67,880.83	69,577.85
18	48,041.11	49,242.14	50,473.19	51,735.02	53,028.40	54,354.11	55,712.96	57,105.78	58,533.43	59,996.76	61,496.68	63,034.10	64,609.95	66,225.20	67,880.83	69,577.85	71,317.30	73,100.23
19	50,473.19	51,735.02	53,028.40	54,354.11	55,712.96	57,105.78	58,533.43	59,996.76	61,496.68	63,034.10	64,609.95	66,225.20	67,880.83	69,577.85	71,317.30	73,100.23	74,927.74	76,800.93
20	53,028.40	54,354.11	55,712.96	57,105.78	58,533.43	59,996.76	61,496.68	63,034.10	64,609.95	66,225.20	67,880.83	69,577.85	71,317.30	73,100.23	74,927.74	76,800.93	78,720.95	80,688.98
21	58,533.43	59,996.76	61,496.68	63,034.10	64,609.95	66,225.20	67,880.83	69,577.85	71,317.30	73,100.23	74,927.74	76,800.93	78,720.95	80,688.98	82,706.20	84,773.86	86,893.20	89,065.53
22	64,609.95	66,225.20	67,880.83	69,577.85	71,317.30	73,100.23	74,927.74	76,800.93	78,720.95	80,688.98	82,706.20	84,773.86	86,893.20	89,065.53	91,292.17	93,574.47	95,913.84	98,311.68
23	71,317.30	73,100.23	74,927.74	76,800.93	78,720.95	80,688.98	82,706.20	84,773.86	86,893.20	89,065.53	91,292.17	93,574.47	95,913.84	98,311.68	100,769.47	103,288.71	105,870.93	108,517.70
24	78,720.95	80,688.98	82,706.20	84,773.86	86,893.20	89,065.53	91,292.17	93,574.47	95,913.84	98,311.68	100,769.47	103,288.71	105,870.93	108,517.70	111,230.64	114,011.41	116,861.70	119,783.24
25	86,893.20	89,065.53	91,292.17	93,574.47	95,913.84	98,311.68	100,769.47	103,288.71	105,870.93	108,517.70	111,230.64	114,011.41	116,861.70	119,783.24	122,777.82	125,847.26	128,993.45	132,218.28

Cost of Implementation

The following presents three implementation plans for the county’s consideration. The cost figures do not include benefit costs. Thus, the following cost figures do not represent the county's total personnel costs for these positions.

Table III depicts the cost to implement the new compensation plans. The annualized cost to implement classification changes necessitated by Plan A is \$1,055,580 or 3.78% of current payroll cost (approximately 104.5% of the adjusted labor market for comparable organizations). The new plan places the county’s pay scale slightly above the mean of the labor market when compared to similar organizations and should prove to be effective in attracting and retaining a quality workforce. Plan B’s cost to implement is \$745,326 or 2.67% of current payroll cost (approximately 102.25% of the relevant labor market when adjusted for anticipated inflationary increases). The cost to implement Plan C is \$463,515 or 1.66% of current payroll cost.

Condrey and Associates will be available to assist Walton County in implementing any of the plans. Implementing the new plan will result in further pay compression (position salaries grouped closely together regardless of length or quality of service to the organization). To help ameliorate this problem, Condrey and Associates recommends that a one-time equity adjustment be applied to employee salaries as outlined in Table III. The cost of the equity adjustment is approximately 5.35% of adjusted payroll cost. An alternative equity adjustment is also presented; its cost is approximately 3.90% of adjusted payroll.

Table III  
 Cost of Implementation  
 Walton County Personnel Project

	<b>Classification Changes<sup>1</sup></b>	<b>Equity Adjustment<sup>2</sup></b>	<b>Total Implementation Cost</b>
Plan A	\$1,055,580 (3.78%)	\$1,553,471 (5.35%)	\$2,609,051
Plan B	\$745,326 (2.67%)	\$1,534,430 (5.35%)	\$2,279,756
Plan C	\$463,515 (1.66%)	\$1,521,466 (5.35%)	\$1,984,981
Plan A Modified	\$1,055,580 (3.78%)	\$1,129,855 (3.89%)	\$2,185,435
Plan B Modified	\$745,326 (2.67%)	\$1,118,678 (3.90%)	\$1,864,004
Plan C Modified	\$463,515 (1.66%)	\$1,107,478 (3.90%)	\$1,570,993

<sup>1</sup> Increases are projected based on current payroll total of \$27,962,368. Excluded from this figure are salaries for elected officials and contract employees. The figures presented are exclusive of benefit costs.

<sup>2</sup> Figures presented are the estimated cost for equity adjustment increases. The calculations for Plans A, B and C are based on a maximum 1-step increase for employees with 1-3 year(s) of service, a 2-step increase for employees with 4-6 years of service and a 3-step increase for employees with 7 or more years of service as of October 31, 2021. The calculations for Plans A, B and C Modified are based on a maximum 1-step increase for employees with 1-3 year(s) of service and a 2-step increase for employees with 4 or more years of service as of October 31, 2021.

Appendix A  
Position/Grade Analysis by Department  
Walton County Personnel Project

DEPT	POSITION	GRADE
AC/1	Animal Control Director	22
AC/2	Assistant Animal Control Director	17
AC/3	Animal Control Supervisor	14
AC/4	Animal Control Officer	11
AC/5	Kennel Technician	10
BE/1	Director of Elections	21
BE/2	Assistant Director of Elections	17
BE/3	Elections Technician	12
BE/4	Elections Clerk	10
BOC/1	Public Information Officer/Webmaster	21
BOC/2	Executive Assistant	17
BOC/3	Receptionist	7
BOE/1	Board of Equalization Secretary	10
CC/1	Chief Deputy Clerk	19
CC/2	Real Estate Division Supervisor	14
CC/3	Court Accounting Coordinator	14
CC/4	Senior Deputy Clerk	12
CC/5	Deputy Clerk	10
C-EXT/1	Program Assistant - 4H	10
DA/1	Deputy Chief Assistant District Attorney	23
DA/2	Assistant District Attorney	21
DA/3	Chief Investigator	20
DA/4	Investigator	18
DA/5	Legal Assistant	12
DA/6	Administrative Clerk	9
DA-VS/1	Victim Services Manager	18
DA-VS/2	Victim Witness Assistant	12
DA-VS/3	Victim Compensation Advocate	12
E-911/1	E911 Director	25
E-911/2	Assistant E-911 Director	23
E-911/3	E911 Network Administrator	19
E-911/4	Training/Q.A. Supervisor	17



DEPT	POSITION	GRADE
E-911/5	Communications Shift Supervisor	17
E-911/6	Senior Communications Officer	13
E-911/7	Communications Officer	12
E-911/8	Administrative Assistant	12
EMA/1	Emergency Management Director	24
EMA/2	Administrative Assistant	12
EMS/1	Emergency Medical Services Director	25
EMS/2	Assistant Emergency Medical Services Director	23
EMS/3	EMS Training Supervisor	19
EMS/4	EMS Shift Supervisor	19
EMS/5	Paramedic	17
EMS/6	Emergency Medical Technician - Intermediate	15 <sup>1</sup>
EMS/7	Administrative Assistant	12
FAC/1	Facilities/Risk Management Director	25
FAC/2	Facilities Maintenance Manager	19
FAC/3	Risk and Liability Specialist	16
FAC/4	Facilities IT Specialist	16
FAC/5	Facilities Maintenance Crew Supervisor	16
FAC/6	HVAC Technician	15
FAC/7	Administrative Coordinator	14
FAC/8	Facilities Maintenance Technician III	14
FAC/9	Building Services Supervisor	12
FAC/10	Facilities Maintenance Technician II	12
FAC/11	Facilities Maintenance Technician I	10
FAC/12	Administrative Clerk	9
FAC/13	Building Service Worker	7
FD/1	Fire Chief	25
FD/2	Assistant Fire Chief	23
FD/3	Fire Training Officer - Battalion Chief	22
FD/4	Fire Battalion Chief	22
FD/5	EMS Training Officer	21
FD/6	Fire Captain	21
FD/7	Fire Lieutenant	19
FD/8	Fire Data Information Specialist	17
FD/9	Logistics Officer	17
FD/10	Fire Apparatus Technician (Mechanic)	16
D/11	Firefighter II	16 <sup>2</sup>

<sup>1</sup> May be increased 1 step upon obtaining certification as an EMT Advanced.

<sup>2</sup> May be designated Firefighter III (Firefighter/Driver Engineer) and receive a 1 step increase.

DEPT	POSITION	GRADE
FD/12	Firefighter I	15
FD/13	Administrative Assistant	12
FIN/1	Chief Finance Officer	25
FIN/2	Assistant Finance Director	23
FIN/3	Senior Accountant	19
FIN/4	Payroll Coordinator	17
FIN/5	Accountant	16
FIN/6	Accounting Technician	12 <sup>3</sup>
HR/1	Human Resources Director	25
HR/2	Assistant Human Resources Director	23
HR/3	Benefits Analyst	18
HR/4	Human Resources Specialist	16 <sup>4</sup>
HR/5	Human Resources Coordinator	14
IT/1	Information Technology Director	25
IT/2	Assistant Information Technology Director	23
IT/3	Senior Systems Administrator	22
IT/4	Network Administrator	21
IT/5	Systems Administrator	19
JC/1	Intake/Probation Administrator and Director of Programs	21
JC/2	Clerk of Juvenile Court	19
JC/3	Intake and Probation Officer	17
JC/4	Intake and Community Service Officer	17
JC/5	Truancy Coordinator and Investigation	17
JC/6	Assistant Clerk of Juvenile Court	14
JC/7	Intake Deputy Clerk	10
JC/8	Juvenile Court Deputy Clerk	10
KWB/1	Keep Walton Beautiful/Recycling Director	22
KWB/2	Recycling Supervisor	12
KWB/3	Administrative Assistant	12
KWB/4	Recycling Technician	10
MC/1	Chief Deputy Clerk - Magistrate Court - Civil	16
MC/2	Chief Deputy Clerk - Magistrate Court - Criminal	16
MC/3	Magistrate Court Clerk - Criminal	10 <sup>5</sup>
PC/1	Chief Probate Court Clerk	19

<sup>3</sup> May be designated Senior Accounting Technician and placed at grade 14.

<sup>4</sup> May be designated Senior Human Resources Specialist and placed at grade 17.

<sup>5</sup> May be designated Senior Magistrate Court Clerk - Criminal and placed at grade 12.

DEPT	POSITION	GRADE
MC/4	Magistrate Court Clerk - Civil	10 <sup>6</sup>
PC/2	Senior Probate Court Clerk	12
PC/3	Probate Court Clerk	10
P&D/1	Planning and Development Director	25
P&D/2	Assistant Planning and Development Director	23
P&D/3	Building Official	21
P&D/4	GIS Analyst	17
P&D/5	Zoning Technician	14
P&D/6	Permit Technician	10 <sup>7</sup>
P&D-CD/1	Chief Code Enforcement Officer	16
P&D-CD/2	Plan Reviewer/Building Inspector	19
P&D-CD/3	Code Enforcement Officer	14
P&D-PL/1	Civil Engineer	21
P&D-PL/2	Chief Engineering Technician	18
P&D-PL/3	Fire Code Specialist	17
P&D-PL/4	Building Inspector	16 <sup>8</sup>
P&D-PL/5	Development Inspector	16
PR/1	Parks and Recreation Director	25
PR/2	Assistant Parks and Recreation Director	22
PR/3	Parks Maintenance Division Manager	19
PR/4	Senior Athletic Coordinator	17
PR/5	Community Centers Supervisor	16
PR/6	Parks Maintenance Supervisor	16
PR/7	Administrative Coordinator	14
PR/8	Athletic Coordinator	14
PR/9	Athletic Specialist	12
PR/10	Parks Maintenance Crewleader	12
PR/11	Senior Parks Maintenance Worker	10
PR/12	Community Center Specialist	10
PR/13	Parks Maintenance Worker	9
PR/14	Community Center Assistant	7
PR/15	Athletic Aide	7
PR/16	Splash Park Attendant	7
PUB/1	Senior Assistant Public Defender	22
PUB/2	Assistant Public Defender	21

<sup>6</sup> May be designated Senior Magistrate Court Clerk - Civil and placed at grade 12.

<sup>7</sup> May be designated Senior Permit Technician and placed at grade 12.

<sup>8</sup> May be designated Senior Building Inspector and placed at grade 17.

DEPT	POSITION	GRADE
PUB/3	Investigator	18 <sup>9</sup>
PUB/4	Administrative Coordinator	14
PUB/5	Administrative Assistant	12
PUB/6	Receptionist	7
PUR/1	Purchasing Director	24
PW/1	Public Works Director	25
PW/2	Office Manager	16
PW/3	Inventory Technician	12
PW/4	Administrative Clerk	9
PW-FM/1	Fleet Maintenance Supervisor	19
PW-FM/2	Lead Mechanic	16
PW-FM/3	Mechanic II	14
PW-FM/4	Mechanic I	12
PW-RD/1	Assistant Public Works Director	23
PW-RD/2	Construction Supervisor	19
PW-RD/3	Crew Supervisor	16
PW-RD/4	Crewleader	14 <sup>10</sup>
PW-RD/5	Heavy Equipment Operator	14
PW-RD/6	Senior Equipment Operator	12
PW-RD/7	Equipment Operator	10
PW-SWD/1	Solid Waste Crew Supervisor	16
PW-SWD/2	Senior Equipment Operator	12
PW-SWD/3	Equipment Operator	10
PW-SWM/1	Stormwater Manager	21
PW-SWM/2	Stormwater Technician	16
SC/2	Superior Court Services Coordinator	14
SD/1	Chief Deputy	24
SD/2	Major	23
SD/3	Sheriff Captain	22
SD/4	Sheriff Lieutenant	21
SD/5	Sheriff Sergeant	19
SD/6	Sheriff Business Manager	18
SD/7	Sheriff Corporal	18
SD/8	Investigator	18
SD/9	Senior Deputy Sheriff	17

<sup>9</sup> May be designated Senior Investigator and placed at grade 19.

<sup>10</sup> May be designated Senior Crewleader and placed at grade 15.

DEPT	POSITION	GRADE
SD/10	Deputy Sheriff	16
SD/11	Maintenance Supervisor - Jail	14
SD/12	Administrative Coordinator	14
SD/13	Intelligence Analyst	14
SD/14	Senior Detention Officer	14
SD/15	Crime Scene/evidence Technician	14
SD/16	Detention Officer	13
SD/17	Records Technician Supervisor	12
SD/18	Maintenance Technician - Jail	12
SD/19	Administrative Assistant - Jail	12
SD/20	Records Technician	10
SD/21	Administrative Secretary	10
TA/1	Chief Appraiser	25
TA/2	Assistant Chief Appraiser	23
TA/3	Real Property Appraiser Supervisor	20
TA/4	Commercial/Industrial Appraiser	17
TA/5	Personal Property Auditor	17
TA/6	GIS Coordinator/Appraiser III	17
TA/7	GIS Coordinator	16
TA/8	Conservation Use Specialist/Appraiser II	15
TA/9	Personal Property Appraiser II	15
TA/10	Real Property Appraiser I	14 <sup>11</sup>
TA/11	GIS Assistant	12
TA/12	Appraisal Technician	12
TC/1	Chief Deputy Tax Commissioner	22
TC/2	Deputy Tax Commissioner - Accountant	19
TC/3	Property Tax Supervisor	16
TC/4	Motor Vehicles Supervisor	16
TC/5	Assistant Motor Vehicles Supervisor	15
TC/6	Delinquent Tax Specialist	15
TC/7	Tag/Tax Clerk I	10 <sup>12</sup>
TO/1	Traffic Operations Director	19
TO/2	Traffic & Sign Technician	10 <sup>13</sup>
WD/1	Water Department Director and General Manager Walton County Water and Sewer Authority	25

<sup>11</sup> May be designated Real Property Appraiser II and placed at grade 15, Real Property Appraiser III and placed at grade 16; Real Property Appraiser IV and placed at grade 17.

<sup>12</sup> May be designated Tag/Tax Clerk II and placed at grade 11; Tag/Tax Clerk III and placed at grade 12.

<sup>13</sup> May be designated Senior Traffic & Sign Technician and placed at grade 12.



DEPT	POSITION	GRADE
WD/2	Security / Electromechanical Systems Manager	21
WD/3	Water System Distribution Coordinator	21
WD/4	Looping and Line Supervisor	18
WD/5	Distribution and Repair Supervisor	19
WD/6	Looping and Line Crew Supervisor	16
WD/7	Water Distribution Crew Supervisor	16
WD/8	Office Manager	16
WD/9	Senior Utility Service Worker	14
WD/10	Utility Locator	12
WD/11	Utility Billing Technician	12
WD/12	Utility Service Worker I	10 <sup>14</sup>
WD/13	Customer Service Representative I	10 <sup>15</sup>

<sup>13</sup> May be designated Utility Service Worker II and placed at grade 12.

<sup>14</sup> May be designated Customer Service Representative II and placed at grade 12.

Appendix B  
Position/Grade Analysis by Grade  
Walton County Personnel Project

DEPT	POSITION	GRADE
TA/1	Chief Appraiser	25
FIN/1	Chief Finance Officer	25
E-911/1	E911 Director	25
EMS/1	Emergency Medical Services Director	25
FAC/1	Facilities/Risk Management Director	25
FD/1	Fire Chief	25
HR/1	Human Resources Director	25
IT/1	Information Technology Director	25
PR/1	Parks and Recreation Director	25
P&D/1	Planning and Development Director	25
PW/1	Public Works Director	25
WD/1	Water Department Director and General Manager Walton County Water and Sewer Authority	25
SD/1	Chief Deputy	24
EMA/1	Emergency Management Director	24
PUR/1	Purchasing Director	24
TA/2	Assistant Chief Appraiser	23
E-911/2	Assistant E-911 Director	23
EMS/2	Assistant Emergency Medical Services Director	23
FIN/2	Assistant Finance Director	23
FD/2	Assistant Fire Chief	23
HR/2	Assistant Human Resources Director	23
IT/2	Assistant Information Technology Director	23
P&D/2	Assistant Planning and Development Director	23
PW-RD/1	Assistant Public Works Director	23
DA/1	Deputy Chief Assistant District Attorney	23
SD/2	Major	23
AC/1	Animal Control Director	22
PR/2	Assistant Parks and Recreation Director	22
TC/1	Chief Deputy Tax Commissioner	22
FD/4	Fire Battalion Chief	22
FD/3	Fire Training Officer - Battalion Chief	22
KWB/1	Keep Walton Beautiful/Recycling Director	22
PUB/1	Senior Assistant Public Defender	22
IT/3	Senior Systems Administrator	22
SD/3	Sheriff Captain	22

DEPT	POSITION	GRADE
DA/2	Assistant District Attorney	21
PUB/2	Assistant Public Defender	21
P&D/3	Building Official	21
P&D-PL/1	Civil Engineer	21
BE/1	Director of Elections	21
FD/5	EMS Training Officer	21
FD/6	Fire Captain	21
JC/1	Intake/Probation Administrator and Director of Programs	21
IT/4	Network Administrator	21
BOC/1	Public Information Officer/Webmaster	21
WD/2	Security / Electromechanical Systems Manager	21
SD/4	Sheriff Lieutenant	21
PW-SWM/1	Stormwater Manager	21
WD/3	Water System Distribution Coordinator	21
DA/3	Chief Investigator	20
TA/3	Real Property Appraiser Supervisor	20
CC/1	Chief Deputy Clerk	19
PC/1	Chief Probate Court Clerk	19
JC/2	Clerk of Juvenile Court	19
PW-RD/2	Construction Supervisor	19
TC/2	Deputy Tax Commissioner - Accountant	19
WD/5	Distribution and Repair Supervisor	19
E-911/3	E911 Network Administrator	19
EMS/4	EMS Shift Supervisor	19
EMS/3	EMS Training Supervisor	19
FAC/2	Facilities Maintenance Manager	19
FD/7	Fire Lieutenant	19
PW-FM/1	Fleet Maintenance Supervisor	19
PR/3	Parks Maintenance Division Manager	19
P&D-CD/2	Plan Reviewer/Building Inspector	19
FIN/3	Senior Accountant	19
SD/5	Sheriff Sergeant	19
IT/5	Systems Administrator	19
TO/1	Traffic Operations Director	19
HR/3	Benefits Analyst	18
P&D-PL/2	Chief Engineering Technician	18
DA/4	Investigator	18
PUB/3	Investigator	18 <sup>9</sup>
SD/8	Investigator	18

<sup>9</sup> May be designated Senior Investigator and placed at grade 19.

DEPT	POSITION	GRADE
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WD/4	Looping and Line Supervisor	18
SD/6	Sheriff Business Manager	18
SD/7	Sheriff Corporal	18
DA-VS/1	Victim Services Manager	18
AC/2	Assistant Animal Control Director	17
BE/2	Assistant Director of Elections	17
TA/4	Commercial/Industrial Appraiser	17
E-911/5	Communications Shift Supervisor	17
BOC/2	Executive Assistant	17
P&D-PL/3	Fire Code Specialist	17
FD/8	Fire Data Information Specialist	17
P&D/4	GIS Analyst	17
TA/6	GIS Coordinator/Appraiser III	17
JC/4	Intake and Community Service Officer	17
JC/3	Intake and Probation Officer	17
FD/9	Logistics Officer	17
EMS/5	Paramedic	17
FIN/4	Payroll Coordinator	17
TA/5	Personal Property Auditor	17
PR/4	Senior Athletic Coordinator	17
SD/9	Senior Deputy Sheriff	17
E-911/4	Training/Q.A. Supervisor	17
JC/5	Truancy Coordinator and Investigation	17
FIN/5	Accountant	16
P&D-PL/4	Building Inspector	16 <sup>7</sup>
P&D-CD/1	Chief Code Enforcement Officer	16
MC/1	Chief Deputy Clerk - Magistrate Court - Civil	16
MC/2	Chief Deputy Clerk - Magistrate Court - Criminal	16
PR/5	Community Centers Supervisor	16
PW-RD/3	Crew Supervisor	16
SD/10	Deputy Sheriff	16
P&D-PL/5	Development Inspector	16
FAC/4	Facilities IT Specialist	16
FAC/5	Facilities Maintenance Crew Supervisor	16
FD/10	Fire Apparatus Technician (Mechanic)	16
FD/11	Firefighter II	16 <sup>2</sup>
TA/7	GIS Coordinator	16
HR/4	Human Resources Specialist	16 <sup>4</sup>

<sup>2</sup> May be designated Firefighter III (Firefighter/Driver Engineer) and receive a 1 step increase.

<sup>4</sup> May be designated Senior Human Resources Specialist and placed at grade 17.

<sup>7</sup> May be designated Senior Building Inspector and placed at grade 17.

DEPT	POSITION	GRADE
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PW-FM/2	Lead Mechanic	16
WD/6	Looping and Line Crew Supervisor	16
TC/4	Motor Vehicles Supervisor	16
PW/2	Office Manager	16
WD/8	Office Manager	16
PR/6	Parks Maintenance Supervisor	16
TC/3	Property Tax Supervisor	16
FAC/3	Risk and Liability Specialist	16
PW-SWD/1	Solid Waste Crew Supervisor	16
PW-SWM/2	Stormwater Technician	16
WD/7	Water Distribution Crew Supervisor	16
TC/5	Assistant Motor Vehicles Supervisor	15
TA/8	Conservation Use Specialist/Appraiser II	15
TC/6	Delinquent Tax Specialist	15
EMS/6	Emergency Medical Technician - Intermediate	15 <sup>1</sup>
FD/12	Firefighter I	15
FAC/6	HVAC Technician	15
TA/9	Personal Property Appraiser II	15
FAC/7	Administrative Coordinator	14
PR/7	Administrative Coordinator	14
PUB/4	Administrative Coordinator	14
SD/12	Administrative Coordinator	14
AC/3	Animal Control Supervisor	14
JC/6	Assistant Clerk of Juvenile Court	14
PR/8	Athletic Coordinator	14
P&D-CD/3	Code Enforcement Officer	14
CC/3	Court Accounting Coordinator	14
PW-RD/4	Crewleader	14 <sup>10</sup>
SD/15	Crime Scene/evidence Technician	14
FAC/8	Facilities Maintenance Technician III	14
PW-RD/5	Heavy Equipment Operator	14
HR/5	Human Resources Coordinator	14
SD/13	Intelligence Analyst	14
SD/11	Maintenance Supervisor - Jail	14
PW-FM/3	Mechanic II	14
CC/2	Real Estate Division Supervisor	14
TA/10	Real Property Appraiser I	14 <sup>11</sup>
SD/14	Senior Detention Officer	14

<sup>1</sup> May be increased 1 step upon obtaining certification as an EMT Advanced.

<sup>10</sup> May be designated Senior Crewleader and placed at grade 15.

<sup>11</sup> May be designated Real Property Appraiser II and placed at grade 15, Real Property Appraiser III and placed at grade 16; Real Property Appraiser IV and placed at grade 17.



DEPT	POSITION	GRADE
WD/9	Senior Utility Service Worker	14
SC/2	Superior Court Services Coordinator	14
P&D/5	Zoning Technician	14
SD/16	Detention Officer	13
E-911/6	Senior Communications Officer	13
FIN/6	Accounting Technician	12 <sup>3</sup>
EMA/2	Administrative Assistant	12
EMS/7	Administrative Assistant	12
FD/13	Administrative Assistant	12
KWB/3	Administrative Assistant	12
PUB/5	Administrative Assistant	12
E-911/8	Administrative Assistant	12
SD/19	Administrative Assistant - Jail	12
TA/12	Appraisal Technician	12
PR/9	Athletic Specialist	12
FAC/9	Building Services Supervisor	12
E-911/7	Communications Officer	12
BE/3	Elections Technician	12
FAC/10	Facilities Maintenance Technician II	12
TA/11	GIS Assistant	12
PW/3	Inventory Technician	12
DA/5	Legal Assistant	12
SD/18	Maintenance Technician - Jail	12
PW-FM/4	Mechanic I	12
PR/10	Parks Maintenance Crewleader	12
SD/17	Records Technician Supervisor	12
KWB/2	Recycling Supervisor	12
CC/4	Senior Deputy Clerk	12
PW-RD/6	Senior Equipment Operator	12
PW-SWD/2	Senior Equipment Operator	12
PC/2	Senior Probate Court Clerk	12
WD/11	Utility Billing Technician	12
WD/10	Utility Locator	12
DA-VS/3	Victim Compensation Advocate	12
DA-VS/2	Victim Witness Assistant	12
AC/4	Animal Control Officer	11
SD/21	Administrative Secretary	10
BOE/1	Board of Equalization Secretary	10
PR/12	Community Center Specialist	10

<sup>3</sup> May be designated Senior Accounting Technician and placed at grade 14.

DEPT	POSITION	GRADE
WD/13	Customer Service Representative I	10 <sup>15</sup>
CC/5	Deputy Clerk	10
BE/4	Elections Clerk	10
PW-RD/7	Equipment Operator	10
PW-SWD/3	Equipment Operator	10
FAC/11	Facilities Maintenance Technician I	10
JC/7	Intake Deputy Clerk	10
JC/8	Juvenile Court Deputy Clerk	10
AC/5	Kennel Technician	10
MC/4	Magistrate Court Clerk - Civil	10 <sup>6</sup>
MC/3	Magistrate Court Clerk - Criminal	10 <sup>5</sup>
P&D/6	Permit Technician	10 <sup>8</sup>
PC/3	Probate Court Clerk	10
C-EXT/1	Program Assistant - 4H	10
SD/20	Records Technician	10
KWB/4	Recycling Technician	10
TC/7	Tag/Tax Clerk I	10 <sup>12</sup>
PR/11	Senior Parks Maintenance Worker	10
TO/2	Traffic & Sign Technician	10 <sup>13</sup>
WD/12	Utility Service Worker I	10 <sup>14</sup>
DA/6	Administrative Clerk	9
FAC/12	Administrative Clerk	9
PW/4	Administrative Clerk	9
PR/13	Parks Maintenance Worker	9
PR/15	Athletic Aide	7
FAC/13	Building Service Worker	7
PR/14	Community Center Assistant	7
BOC/3	Receptionist	7
PUB/6	Receptionist	7
PR/16	Splash Park Attendant	7

<sup>5</sup> May be designated Senior Magistrate Court Clerk - Criminal and placed at grade 12.

<sup>6</sup> May be designated Senior Magistrate Court Clerk - Civil and placed at grade 12.

<sup>8</sup> May be designated Senior Permit Technician and placed at grade 12.

<sup>12</sup> May be designated Tag/Tax Clerk II and placed at grade 11; Tag/Tax Clerk III and placed at grade 12.

<sup>13</sup> May be designated Senior Traffic & Sign Technician and placed at grade 12.

<sup>14</sup> May be designated Utility Service Worker II and placed at grade 12.

<sup>15</sup> May be designated Customer Service Representative II and placed at grade 12.

Appendix C				
Salary Survey Summary				
Walton County Personnel Project				
Position Title	Minimum Annual Rate Mean	Minimum Annual Rate Median	Maximum Annual Rate Mean	Maximum Annual Rate Median
Accountant	\$45,150	\$43,564	\$71,005	\$69,142
Accounting Technician	\$34,360	\$33,733	\$54,485	\$53,933
Advanced Emergency Medical Technician	\$41,695	\$40,938	\$71,468	\$71,451
Animal Control Director	\$58,599	\$56,159	\$90,647	\$78,637
Animal Control Officer	\$33,573	\$33,000	\$51,342	\$51,729
Assistant District Attorney	\$56,463	\$56,812	\$90,194	\$86,446
Assistant Public Defender	\$58,634	\$57,861	\$87,197	\$86,446
Athletic Coordinator	\$39,895	\$40,074	\$63,197	\$65,486
Building Inspector	\$40,031	\$39,442	\$64,871	\$65,430
Chief Appraiser	\$81,849	\$80,273	\$126,265	\$122,145
Chief Deputy Sheriff	\$79,266	\$80,338	\$125,325	\$122,243
Chief Deputy Clerk (COC)	\$51,534	\$48,989	\$81,847	\$75,201
Chief Deputy Clerk-Magistrate Court-Civil	\$43,493	\$46,177	\$70,778	\$73,883
Chief Deputy Tax Commissioner	\$62,804	\$61,298	\$102,835	\$110,864
Chief Finance Officer	\$88,859	\$83,792	\$137,681	\$129,770
Chief Probate Court Clerk	\$48,966	\$49,466	\$77,684	\$76,304
Clerk of Juvenile Court	\$50,650	\$49,466	\$82,762	\$78,036
Code Enforcement Officer	\$37,637	\$37,309	\$59,935	\$59,777
Communications Officer	\$34,922	\$35,118	\$55,551	\$55,473
Communications Shift Supervisor	\$44,029	\$44,381	\$70,987	\$72,212
Crew Supervisor	\$41,635	\$40,014	\$66,788	\$67,139
Customer Service Representative I	\$29,141	\$29,203	\$46,425	\$46,155
Deputy Clerk (COC)	\$31,476	\$31,396	\$49,534	\$47,793
Deputy Sheriff	\$42,091	\$42,310	\$62,813	\$63,297

<b>Position Title</b>	<b>Minimum Annual Rate Mean</b>	<b>Minimum Annual Rate Median</b>	<b>Maximum Annual Rate Mean</b>	<b>Maximum Annual Rate Median</b>
Detention Officer	\$36,463	\$35,796	\$54,769	\$55,426
Director of Elections	\$58,790	\$55,773	\$90,532	\$84,917
Elections Clerk	\$31,169	\$30,855	\$47,297	\$46,574
Emergency Management Director	\$77,662	\$79,285	\$120,254	\$123,350
Emergency Medical Services Director	\$83,420	\$83,420	\$125,131	\$125,131
Equipment Operator	\$30,741	\$31,410	\$48,177	\$49,509
Executive Assistant	\$43,324	\$45,300	\$69,625	\$73,883
Facilities Maintenance Manager	\$51,906	\$52,599	\$82,684	\$85,893
Facilities Maintenance Technician III	\$35,514	\$35,010	\$55,851	\$58,904
Fire Battalion Chief	\$63,695	\$63,144	\$103,178	\$98,803
Fire Captain	\$55,687	\$55,599	\$87,780	\$84,857
Fire Chief	\$90,739	\$89,425	\$140,577	\$137,282
Fire Lieutenant	\$49,957	\$50,108	\$78,417	\$74,855
Firefighter I	\$40,143	\$40,207	\$63,924	\$61,294
GIS Analyst	\$44,742	\$44,841	\$72,383	\$72,047
Heavy Equipment Operator	\$35,904	\$36,814	\$56,581	\$56,594
Human Resources Director	\$85,435	\$80,273	\$131,854	\$122,145
Human Resources Specialist	\$41,100	\$41,056	\$64,580	\$62,316
HVAC Technician	\$38,690	\$39,190	\$57,571	\$57,185
Information Technology Director	\$81,891	\$80,273	\$127,789	\$122,145
Intake Deputy Clerk (JC)	\$32,939	\$31,627	\$55,091	\$55,011
Investigator (DA)	\$44,289	\$44,218	\$69,774	\$70,012
Keep Walton Beautiful/Recycling Director	\$62,862	\$57,132	\$97,464	\$91,511
Magistrate Court Clerk - Civil	\$31,093	\$31,382	\$48,974	\$48,229
Major	\$70,976	\$72,840	\$112,563	\$110,834
Mechanic I	\$36,439	\$35,841	\$54,880	\$54,090
Network Administrator	\$56,161	\$55,879	\$89,697	\$83,827

<b>Position Title</b>	<b>Minimum Annual Rate Mean</b>	<b>Minimum Annual Rate Median</b>	<b>Maximum Annual Rate Mean</b>	<b>Maximum Annual Rate Median</b>
Paramedic	\$43,094	\$42,706	\$69,715	\$64,632
Parks and Recreation Director	\$81,882	\$80,273	\$126,315	\$122,145
Parks Maintenance Division Manager	\$48,731	\$48,323	\$76,426	\$74,164
Parks Maintenance Worker	\$30,903	\$29,896	\$47,309	\$46,506
Permit Technician	\$32,695	\$32,194	\$53,089	\$52,755
Planning and Development Director	\$83,814	\$79,091	\$129,693	\$120,217
Probate Court Clerk	\$31,376	\$31,396	\$49,442	\$48,284
Public Works Director	\$91,239	\$87,587	\$140,991	\$136,492
Real Property Appraiser I	\$37,224	\$37,624	\$59,240	\$58,801
Real Property Appraiser Supervisor	\$55,908	\$55,996	\$84,444	\$83,529
Records Technician	\$32,049	\$31,396	\$50,737	\$49,509
Recycling Technician	\$32,652	\$32,000	\$50,270	\$50,056
Sheriff Captain	\$62,870	\$64,270	\$99,954	\$98,777
Sheriff Lieutenant	\$54,825	\$54,160	\$85,710	\$82,411
Sheriff Sergeant	\$49,560	\$48,988	\$77,751	\$74,661
Tag/Tax Clerk I	\$31,182	\$31,409	\$48,871	\$47,793
Utility Locator	\$35,124	\$35,402	\$54,164	\$55,259
Utility Service Worker I	\$29,057	\$29,202	\$44,393	\$44,882
Water Department Director & GM Walton County Water and Sewer Authority	\$92,859	\$93,092	\$145,268	\$141,651
Water Distribution Crew Supervisor	\$42,068	\$41,121	\$67,815	\$71,702



Walton County Government												
<b>Plan A - Modified - Tax commissioner's Office</b>												
DEPT	New Title	HMOS	HDAY	HYR	Annual Salary	Prop. Grade	Step	New Salary	Equity Code	New Salary + Equity	Already in Condrey's Final Report	\$ DIFF
TC	Assistant Motor Vehicles Supervisor	1	7	2019	\$39,121.15	15	A	43,289.85	B	44,372.10	42,234.00	2,138.10
TC	Delinquent Tax Specialist	1	27	2020	\$33,734.05	15	A	43,289.85	B	44,372.10	42,234.00	2,138.10
TC	Motor Vehicles Supervisor	10	29	2012	\$43,182.43	17	A	47,783.90	C	50,202.96	47,783.90	2,419.06
TC	Property Tax Supervisor	3	8	2010	\$43,182.43	17	A	47,783.90	C	50,202.96	47,783.90	2,419.06
TC	Tag/Tax Specialist I	3	18	1996	\$35,906.74	12	A	37,328.71	C	39,218.47	38,261.92	956.55
TC	Tag/Tax Specialist I	7	6	2021	\$32,108.55	12	A	37,328.71	A	37,328.71	33,817.97	3,510.74
TC	Tag/Tax Specialist I	8	17	2020	\$32,108.55	12	A	37,328.71	B	38,261.92	34,663.41	3,598.51
TC	Tag/Tax Specialist I	10	4	2021	\$32,108.55	12	A	37,328.71	A	37,328.71	33,817.97	3,510.74
TC	Tag/Tax Specialist II	4	6	2011	\$32,916.28	13	A	39,218.47	C	41,203.91	37,328.71	3,875.20
TC	Tag/Tax Specialist II	2	15	2021	\$35,895.80	13	A	39,218.47	A	39,218.47	36,418.25	2,800.22
												<b>27,366.28</b>
<b>Plan A - Modified - Tax Assessors' Office</b>												
DEPT	New Title	HMOS	HDAY	HYR	Annual Salary	Prop. Grade	Step	New Salary	Equity Code	New Salary + Equity	Already in Condrey's Final Report	\$ DIFF
TA	Appraisal Technician	7	29	2002	\$36,787.59	14	A	41,203.91	C	43,289.85	39,218.47	<b>4,071.38</b>
											<b>Grand Total:</b>	<b>31,437.66</b>



Walton County Water Department  
 2171 Hwy. 81 SW • P.O. Box 880 • Loganville, GA 30052  
 (770) 466-4887 • (770) 466-6129 Fax

September 23, 2021

Rhonda Hawk  
 County Clerk

Rhonda-

After meeting with Chairman Thompson to review the current and future water production needs of the County and to amortize the debt for the Hard Labor Creek Water Treatment Plant and supply lines a rate increase was deemed necessary to present to the BOC for consideration. The plant will insure a dependable supply of potable water is available to meet current and future water demand for our customers.

The base monthly retail rate on all accounts would increase by \$15.25 per month. If approved this rate increase would go into effect beginning with the first billing cycle in November. (For example: The bill for a ¾" meter that used 6,000 gallons would go from \$52.23 to \$67.48.)

The cost for a meter/connection fee would be as follows:

¾"	\$2,950.00
1"	\$3,950.00
1.5"	\$7,500.00
2"	\$10,500.00
3"	\$20,500.00
4"	\$30,500.00
6"	\$40,500.00

If approved the meter/connection fee cost would go into effect October 6, 2021.

The last monthly retail rate increase we had was February 2017. Rates have been held level since then even though we have experienced increased cost for water and supplies. The last rate increase for the meter/connection fee was over 15 years ago.

Morris Jordan  
 Director

**WALTON COUNTY BOARD OF COMMISSIONERS**

**AGENDA ITEM SUMMARY**

MEETING DATE: October 5, 2021

**SUBJECT: Metal Building & Modifications – New Parts Building at Public Works**

RECEIVED FROM: Rhonda Hawk, Purchasing Director – Hank Shirley, Facilities Director

New Business     Old Business

ITEM SUMMARY: The following proposals were submitted for the project:

Drummond Construction	\$128,400.00
AMO Construction	\$159,900.00
Peak Steel Contractors	\$196,078.00

ADMINISTRATIVE COMMENTS: These proposals have been properly evaluated and are within the project budget.

ADMINISTRATIVE RECOMMENDATION:

**Please accept the proposal from Drummond Construction in the amount of \$128,400.00.**

**A PROCLAMATION FOR DYSAUTONOMIA AWARENESS MONTH**

**WHEREAS, dysautonomia is a group of medical conditions that result in a malfunction of the autonomic nervous system, which is responsible for “automatic” bodily functions such as respiration, heart rate, blood pressure, digestion, temperature control and more;**

**WHEREAS, some forms of dysautonomia are considered rare diseases, such as Multiple System Atrophy and Pure Autonomic Failure, while other forms of dysautonomia are common, impacting millions of people in the US and around the world, such as Diabetic Autonomic Neuropathy, Neurocardiogenic Syncope and Postural Orthostatic Tachycardia Syndrome;**

**WHEREAS, dysautonomia impacts people of any age, gender, race or background, including many individuals living in \_\_\_\_\_ County;**

**WHEREAS, some forms of dysautonomia can be very disabling and this disability can result in social isolation, stress on the families of those impacted, and financial hardship;**

**WHEREAS, some forms of dysautonomia can result in death, causing tremendous pain and suffering for those impacted and their loved ones;**

**WHEREAS, increased awareness about dysautonomia will help patients get diagnosed and treated earlier, save lives, and foster support for individuals and families coping with dysautonomia in our community;**

**WHEREAS, Dysautonomia International, a 501(c)(3) non-profit organization that advocates on behalf of patients living with dysautonomia, encourages communities to celebrate Dysautonomia Awareness Month each October around the world;**

**WHEREAS, we seek to recognize the contributions of the professional medical community, patients and family members who are working to educate our citizenry about dysautonomia in \_\_\_\_\_ County.**

**NOW, THEREFORE, I, \_\_\_\_\_,  
\_\_\_\_\_ of \_\_\_\_\_, do hereby proclaim the  
month of October as,**

**DYSAUTONOMIA AWARENESS MONTH**

**Throughout \_\_\_\_\_**

## PROCLAMATION Red Ribbon Week

**Whereas** communities across America have been plagued by the numerous problems associated with illicit drug use and those that traffic in them; and

**Whereas**, there is hope in winning the war on drugs, and that hope lies in education and drug demand reduction, coupled with the hard work and determination of organizations such as the Young Marines of the Marine Corps League to foster a healthy, drug-free lifestyle; and

**Whereas**, governments and community leaders know that citizen support is one of the most effective tools in the effort to reduce the use of illicit drugs in our communities; and

**Whereas**, the red ribbon has been chosen as a symbol commemorating the work of Enrique "Kiki" Camarena, a Drug Enforcement Administration agent who was murdered in the line of duty, and represents the belief that one person can make a difference; and

**Whereas**, the Red Ribbon Campaign was established by Congress in 1988 to encourage a drug-free lifestyle and involvement in drug prevention and reduction efforts; and

**Whereas**, October 23-31 has been designated National Red Ribbon Week, which encourages Americans to wear a red ribbon to show their support for a drug-free environment;

**Now, Therefore, I, *David G. Thompson, Chairman of the Walton County Board of Commissioners***, do hereby proclaim October 23-31 as **RED RIBBON WEEK** in **Walton County, GA**, and urge all citizens to join me in this special observance.





# Walton County Jail and Sheriff's Administration Project

PROGRAM MANAGEMENT SERVICES



RECOGNIZED JUSTICE EXPERTISE



September 23, 2021

**Chairman David Thompson**  
**Walton County**  
**Board of Commissioners**  
 303 South Hammond Drive  
 Suite 330  
 Monroe, GA

**Walton County**  
**Jail and Sheriff's**  
**Administration Project**  
**Program Management**  
**Services**

**Comprehensive Program Services (CPS)** appreciates the opportunity to submit this proposal to provide **Program Management Services** for the referenced project. As we have discussed, Walton County's jail needs fall into a category of significantly sized facilities, or 'big jail' projects, in that the solutions to keep down capital costs while also achieving optimum staffing costs have unique challenges from a design standpoint. **CPS possesses extensive 'big jail' project experience as our staff has worked on DeKalb County, Fulton County, Cobb County, Douglas County, Clayton County and Paulding County jails.** This is important from a cost standpoint in that every decision made on the design has a major construction and operational cost associated with it. Not only do these decisions need to be right based on experience, but they also need to be made early, so we make sure that 90% of the decisions made on the project happen in the first 10% of the project schedule.

**CPS has reviewed the initial design and estimated project costs within Precision Planning's Master Plan Report dated July 16, 2021.** We believe CPS's experience on 'big jail' projects can provide direction on how to increase staff efficiency while also bringing down construction costs through electronic security technology, which in the end will save Walton County an extensive amount of money over a 30-year life cycle cost. The two very staff intensive and liable areas of the jail we will immediately assist in are Inmate Intake and Inmate Visitation.

Within the cost estimate of the **Walton County Public Safety Complex Master Plan** there exists a total of **\$15MM in Contingency funds budgeted** (including Escalation through June 2022). CPS will provide clear direction on each team member's roles and responsibilities (as detailed within our proposal) which we feel firm in stating will reduce this **\$15MM figure while still allowing for our Program Management Services fee.**

**Based on Walton County's immediate need for additional beds, CPS has developed a Design and Construction Schedule that provides for a Move-in/Occupancy date of December 23, 2023.** This represents a total Project duration of (26) months starting in October 2021 whereas most in the industry would require (30) to (36) months for this Program. Walton County will see additional Project savings due to all team members spending less time on the Project.

**As will be seen in our proposal, over the last (23) years, CPS has extensive 'big jail' experience directing Projects exactly like Walton County's from the initial Planning/Programming through the One-Year Warranty period.** The process we describe above and, in our proposal, has been developed over the last (37) years which our previous and current clients can attest to the results.

**Our team will be very hands-on from the beginning of our engagement through the completion of the Project.** We have provided a fee proposal for our services along with our references who would be happy to discuss their relationship with CPS. We encourage you to call them.

Again, we want to thank you for allowing us to propose our Program Management Services and would like the opportunity to review our services in more detail with Walton County at your convenience.

Sincerely,  
 Comprehensive Program Services

Eric L. Johnson  
 CEO & Principal-in-Charge

3368 Hardee Avenue  
 Atlanta, GA 30341  
 770.451.7670  
 cps-atlanta.com

# Walton County Jail and Sheriff's Administration Project

PROGRAM MANAGEMENT SERVICES



RECOGNIZED JUSTICE EXPERTISE



**1**

**FIRM  
OVERVIEW**

**2**

**PROJECT  
EXPERIENCE  
HIGHLIGHTS**

**3**

**SCOPE OF  
SERVICES**

**4**

**PROJECT  
TEAM  
RESUMES**

**5**

**FEE PROPOSAL  
& REFERENCES**

# Walton County Jail and Sheriff's Administration Project

PROGRAM MANAGEMENT SERVICES



RECOGNIZED JUSTICE EXPERTISE



**1**  
**Firm  
Overview**







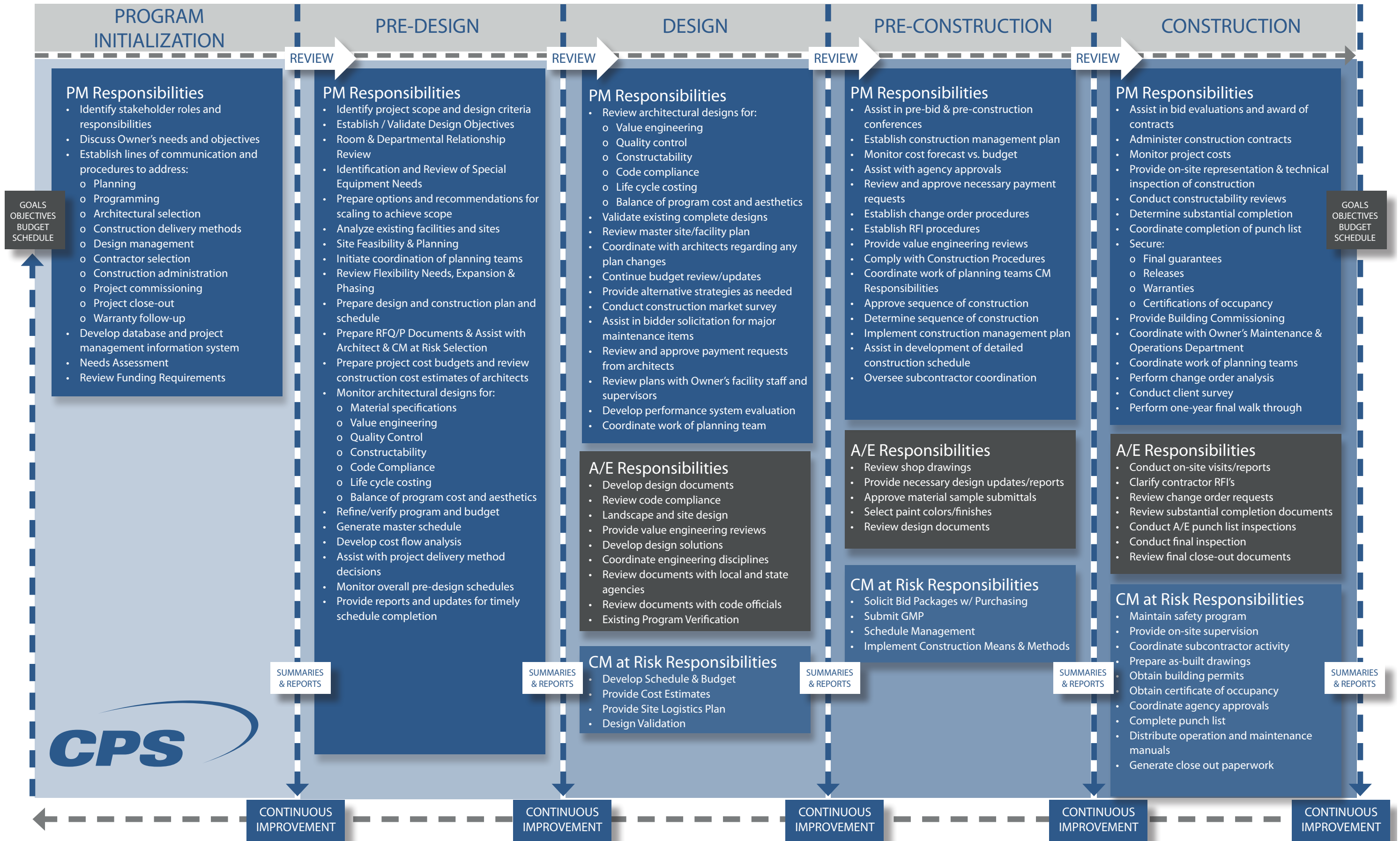
## Principal-Level commitment from start to finish.

CPS was founded in 1998 on the premise that Owners need an advocate on their construction projects to protect their interests and ensure that their goals are met. CPS provides an experienced team of Program Managers that plan and manage construction and renovation projects with the Owners' needs in mind. We are uniquely suited for this role because we have a technical staff that can foresee major outcomes on projects and proactively avoid issues, and because we are able to look through the lens of our Owners and ensure the right long-term decisions are being made. Having CPS represent you means

you will have Principal-level commitment on your project from start to finish. Eric Johnson, the founder of CPS, has worked on justice projects his entire career. He continues to be actively involved in every justice project CPS manages. Our clients can trust that Eric and his team will work with them to define a vision and provide leadership to the entire project team to help realize that vision. We solely represent the Owner without bias. See the following page for more details on our process and how we add value to our Owners in leadership and management of their projects.



# PROGRAM MANAGEMENT ROLES AND RESPONSIBILITIES



# Walton County Jail and Sheriff's Administration Project

PROGRAM MANAGEMENT SERVICES



RECOGNIZED JUSTICE EXPERTISE



## 2 Project Experience Highlights



RECOGNIZED JUSTICE EXPERTISE



## Project Experience Highlight

### ADULT DETENTION CENTER CAMPUS [ BIG JAIL EXPERIENCE ]

Cobb County  
Marietta, GA

#### KEY FACTS

\$ 153.5M  
750,000 sf

#### COMPONENTS:

Beginning over twenty three years ago Comprehensive Program Services (CPS) has managed multiple projects for Cobb County's Detention Center Campus. These projects include:

- » Adult Detention Center Annex
- » Adult Detention Center Phase I Expansion
- » Work Release Center
- » Medical Facility Expansion

The jail was expanded in accordance with the Master Plan with a new intake area, four-story inmate housing tower, new visitors center, new administrative space and expanded kitchen and medical area. This project was built within the existing jail site, resulting in heightened security coordination and complex site logistics.







# ADULT DETENTION & LAW ENFORCEMENT CENTER

[ BIG JAIL EXPERIENCE ]  
Douglas County  
Douglasville, GA

### KEY FACTS

\$ 117.0M  
500,000 sf  
1692 Beds

### COMPONENTS

Comprehensive Program Services has served as Douglas County, Georgia's program manager for over twenty years. During this time, CPS has completed numerous projects for Douglas County, including overseeing the needs assessment and master planning study for a new, 1,500- bed detention facility and law enforcement center, a 192 bed Jail Annex, a new Sheriff's Office and Renovations to the Existing Jail. We currently manage all security operations systems.

5



### Project components include:

- » 1,692 beds
- » Sheriff's Office
- » Law Enforcement Staff Areas
- » Detention Administration
- » Training/Support/Dispatch
- » Maximum Security Cells
- » Medium Security Cells
- » Minimum Security Cells (Worker Dormitories)
- » Intake
- » Warrants/Civil/Transport
- » Release/Hearings
- » Mental Health
- » Medical
- » Infirmary
- » Laundry
- » Kitchen/Warehouse
- » Maintenance/Inmate Support







## ADULT DETENTION & LAW ENFORCEMENT CENTER

[ BIG JAIL EXPERIENCE ]

Clayton County  
Jonesboro, GA

### KEY FACTS

\$ 120M  
726,500 sf  
1,536 Beds

### COMPONENTS

The Clayton County Juvenile Justice complex is an addition to the existing Harold R. Banke Justice Center. The Juvenile Justice Center is a 3-story facility.

Project components include:

- » 500,000 sf Jail
- » 1536 Beds
- » 18 Courtrooms
- » Law Enforcement Staff Areas
- » Detention Administration
- » Training/Support/Dispatch
- » Maximum Security Cells
- » Medium Security Cells
- » Minimum Security Cells
- » Intake
- » Warrants/Civil/Transport
- » Release/Hearings
- » Mental Health
- » Medical
- » Infirmary
- » Laundry
- » Kitchen/Warehouse
- » Maintenance/Inmate Support







## ADULT DETENTION & LAW ENFORCEMENT CENTER

Carroll County  
Carrollton, GA

### KEY FACTS

24,780 sf

645 Beds

### COMPONENTS

Comprehensive Program Services has served as Carroll County's program manager for needs assessment and master planning study for a new, detention facility and law enforcement center.



Project components include:

- » Sheriff's Office
- » Law Enforcement Staff Areas
- » Detention Administration
- » Training/Support/Dispatch
- » Medium Security Cells
- » Minimum Security Cells
- » Intake
- » Warrants/Civil/Transport
- » Release/Hearings
- » Mental Health/Medical
- » Infirmary
- » Laundry
- » Kitchen/Warehouse
- » Maintenance/Inmate Support
- » Video Visitation







## ADULT DETENTION & LAW ENFORCEMENT CENTER

[ BIG JAIL EXPERIENCE ]

Paulding County  
Dallas, GA

### KEY FACTS

\$ 75.0M  
255,000 sf  
660 Beds

### DETAILS

The new detention facility located adjacent to the Paulding County Courthouse for safe and efficient transferring between the jail and courts. The Sheriff's Office Administration building is attached to the detention center and includes administration offices, conference and meeting rooms, staff dining, evidence processing, and interview rooms. The project includes modular steel cells, detention hollow metal doors, detention frames, security hardware, locking devices, security glass/glazing, state of the art security electronics, detention furnishings, and detention accessories to provide a secure facility.

Project components include:

- » Intake
- » Property storage
- » Kitchen
- » Laundry
- » Medical/Mental Health
- » 12 Housing Day rooms
- » Inmate Workforce Dorms
- » 660 Bed Detention Center



CPS is well versed with Big Jail Planning, Programming, Design, Construction and Jail Operations. They are highly experienced and recognized experts in criminal justice (jail) facilities. Having completed

more than 50 similar projects in the past, this team has an established history of successful project delivery. This team will bring the lessons learned to this project to streamline the process for Walton County.

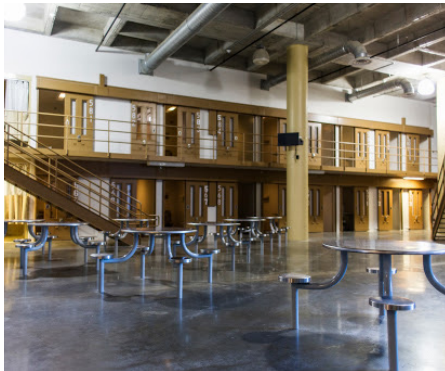
## Project Experience Highlights

WE HAVE DONE THIS BEFORE



1. Adult Detention Center Campus - Cobb County; 2. Adult Detention and Law Enforcement Center - Douglas County; 3. Adult Detention and Law Enforcement Center - Paulding County; 4. Adult Detention and Law Enforcement Center - Carroll County; 5. Adult Detention and Law Enforcement Center - Clayton County; Project Profiles for highlighted projects above are provided on the following pages.





## Experience Portfolio History

- Carroll County Jail Master Plan
- Cobb County Adult Detention and Law Enforcement Center
- Cobb County Superior Courthouse
- Cobb County Work Release Center
- Clayton County Justice Complex
- Dawson County Jail Expansion
- DeKalb County Jail and Sheriff's Headquarters
- Douglas County Adult Detention and Law Enforcement Center
- Douglasville Public Safety and Municipal Court Headquarters
- Eastman Juvenile Justice Detention Center - Control Room Renovations
- Forsyth County Courthouse & Jail Design
- Fulton County Jail and Sheriff's Headquarters
- Georgia Department of Corrections Fast Track Housing Units
- Hancock County Jail
- Haralson County Adult Detention and Law Enforcement Center
- Jasper County Jail
- Newnan Public Safety and Municipal Court Complex
- Paulding County Adult Detention and Law Enforcement Center
- Rabun County Jail and Law Enforcement Center

# Walton County Jail and Sheriff's Administration Project

PROGRAM MANAGEMENT SERVICES



RECOGNIZED JUSTICE EXPERTISE



**3**  
**Scope of Services**



RECOGNIZED JUSTICE EXPERTISE





## Program Manager Basic Services

CPS will assist the Owner with the following services on the Walton County Jail project:

12

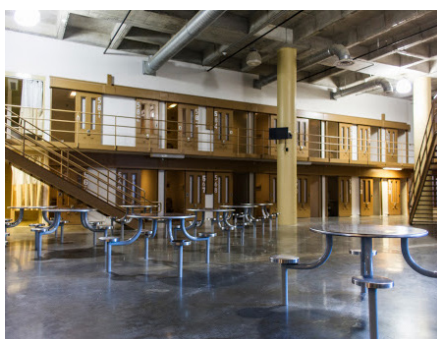
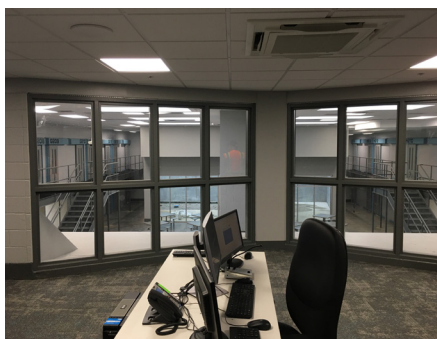
### PHASE 1: WORK PLAN / IMPLEMENTATION

#### 1.0 WORK PLAN

- 1.01 Prepare overall plan for project including:
  - 1.01.1 Information flow
  - 1.01.2 Approval levels and procedures
  - 1.01.3 Budget
  - 1.01.4 Schedule

#### 1.1 COMPILE SOURCE DATA

- 1.10 Review existing material with respect to site
- 1.11 Review with Owner existing program and needs assessment
- 1.12 Recommend additional data required such as Geotechnical data etc.
- 1.13 Obtain the following data
  - 1.13.1 Boundary Survey
  - 1.13.2 Topographic Survey
  - 1.13.3 Geotechnical data
  - 1.13.4 Environmental restrictions
  - 1.13.5 Building codes



- 1.13.5 Water Retention Requirements
- 1.13.6 Easements
- 1.13.7 Traffic Analysis
- 1.13.8 Zoning restrictions

## 1.2 SITE ANALYSIS / CONCEPTUAL DESIGN

- 1.20 Coordinate work from outside sources such as surveyors, geotech, etc
- 1.21 Review existing site for program coordination/ verification
- 1.22 Prepare conceptual plan diagrams outlining space adjacencies per Program
- 1.23 Reconcile conceptual plan diagrams with staffing projections and operational functions.

## 1.3 PREPARE BUDGET AND DEVELOPMENT SCHEDULE

- 1.30 Prepare/confirm budget
- 1.31 Prepare list of tasks
- 1.32 Prepare estimated schedule

## 1.4 PREPARE PROJECT DELIVERY METHODS

- 1.40 Identify and present project delivery methods
- 1.41 Prepare implementation plan for selected project delivery method
- 1.42 Implement plan
- 1.43 Prepare RFP / advertisements for Architect / Construction Professional selection based on selection of delivery method

## 1.5 ASSIST WITH PUBLIC RELATIONS / INFORMATION

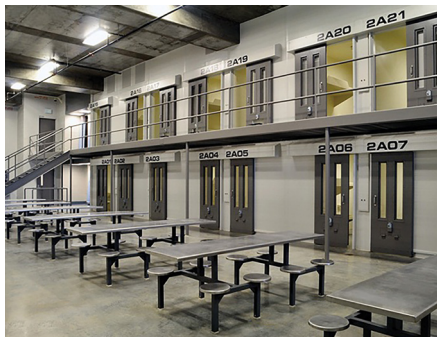
- 1.50 Assist information campaign/activities
- 1.51 Attend public meetings
- 1.52 Assist in development of materials for public use

## PHASE 2: CONSTRUCTION PROFESSIONAL SELECTION BASED ON DELIVERY METHOD

### 2.0 CONSTRUCTION PROFESSIONAL SELECTION

- 2.01 Prepare a list of critical dates
- 2.02 Develop selection criteria
- 2.03 Issue advertisements and RFP
- 2.04 Conduct pre-proposal meeting
- 2.05 Manage question and addenda process
- 2.06 Prepare analysis of proposals
- 2.07 Coordinate development of shortlist of qualified firms





- 2.08 Assist in developing interview format and criteria
- 2.09 Assist in selection

## 2.1 CONTRACT NEGOTIATIONS

- 2.10 Develop range of fee and analysis
  - 2.11 Coordinate negotiation meeting
  - 2.12 Assist in final negotiations
- 2.2 Project Orientation
  - 2.20 Develop agenda and conduct project orientation meeting
  - 2.21 Integrate team into project development process
  - 2.22 Arrange meetings with key county officials
  - 2.23 Develop briefings for summary of planning documents

## PHASE 3: DESIGN OF NEW COMPLEX

### 3.0 DESIGN PHASE MANAGEMENT - NEW COMPLEX

- 3.01 Monitor design for compliance with budget and Owner intent
- 3.02 Conduct design meeting with Owner staff
- 3.03 Forward design review comments to team
- 3.04 Monitor design for programmatic and operational objectives
- 3.05 Monitor design for adherence to codes and standards
- 3.06 Assist in developing alternatives for Owner Review
- 3.07 Conduct formal presentations at key milestones during design

### 3.1 MANAGEMENT INFORMATION CONTROL SYSTEM

- 3.10 Information tracking, reporting and administration, including:
  - Cost
  - Schedule
  - Cash flow
  - Funding
  - Technical issues
  - Quality
- 3.11 System tailored to the reporting needs of The Walton County Board of Commissioners and Sheriff's Office



### 3.2 COST MANAGEMENT

- 3.20 Implement cost management system
- 3.21 Cost monitoring for compliance
- 3.22 Continuous value engineering
- 3.23 Development of bid packages based on delivery method

### 3.3 QUALITY MANAGEMENT

- 3.30 Monitor and enforce adherence to objectives
- 3.31 Monitor each individual system as well as the overall Project

### 3.4 SCHEDULE MANAGEMENT

- 3.41 Develop, monitor and control master schedule
- 3.42 Monitor and control of design issues relating to schedule
- 3.43 Long lead equipment procurement monitoring
- 3.44 Manage decision making for schedule control

## PHASE 4: CONSTRUCTION OF NEW COMPLEX

### 4.0 BID / AWARD REPRESENTATION

- 4.01 Assist / prepare bid documents
- 4.02 Preparation of bidders list
- 4.03 Stimulate competition including advertising
- 4.04 Conduct pre-bid conference with Walton County, if necessary
- 4.05 Assist in evaluation of bids and recommendation for award
- 4.06 Contract negotiations
- 4.07 Preparation and award of contract

### 4.1 CONSTRUCTION REPRESENTATION

- 4.10 On-site construction representation as needed based on delivery method
- 4.11 Monitor labor and materials progress
- 4.12 Coordinate information flow
- 4.13 Coordinate progress payments
- 4.14 Resolve conflicts
- 4.15 Change order control and processing
- 4.16 Technical inspections
- 4.17 Detailed check-out and punch lists
- 4.18 Quality control monitoring
- 4.19 Monitor and address quality of workmanship
- 4.20 Monitor and address quality of materials
- 4.21 Continuous monitoring and reporting





### 4.3 FINANCIAL MANAGEMENT

- 4.30 Status reports on payments, funding, allocations and project cost
- 4.31 Cash flow projections
- 4.32 Budget impact analysis

### 4.4 CLAIMS CONTROL

- 4.40 Prevention measures through aggressive management
- 4.41 Reporting on potential claims and recommended action
- 4.42 Impact analysis
- 4.43 Recommendation for action

### 4.5 SCHEDULE MANAGEMENT

- 4.50 Upfront review of construction sequencing and methods
- 4.51 Detailed monitoring and coordination of construction scheduling
- 4.52 Continuous updates of schedule

## PHASE 5: TRANSITION INTO NEW COMPLEX

### 5.0 FFE MANAGEMENT

- 5.01 Assist in development of list of reuse of existing FFE items
- 5.02 Assist in development of new FFE items
- 5.03 Assist in move management issues
- 5.04 Assist in coordinate procurement of new FFE
- 5.05 Assist in coordination/installation of new and reused FFE

### 5.1 OPERATIONAL TRANSITION

- 5.10 Assist in development of policy and procedure manuals
- 5.11 Detailed check out of systems
- 5.12 Assist in negotiations with utilities

### 5.2 MAINTENANCE SET UP

- 5.21 Coordinate spare parts and attic stock
- 5.22 Coordinate training of maintenance staff by Construction Professional
- 5.23 Review operations & maintenance manuals
- 5.24 Coordinate development of preventive maintenance schedules
- 5.25 Develop warranty follow up procedures

# Walton County Jail and Sheriff's Administration Project

PROGRAM MANAGEMENT SERVICES



RECOGNIZED JUSTICE EXPERTISE



## 4 Project Team Resumes





## ERIC JOHNSON

PRINCIPAL-IN-CHARGE  
LEAD PROGRAM MANAGER

COMPREHENSIVE PROGRAM SERVICES, INC.

### EDUCATION

Bachelor Of Science  
Mechanical Engineering  
Auburn University

**Eric's level of commitment has resulted in long-term relationships with his clients on judicial, municipal, higher education, aviation, and nonprofit construction projects, including 27 years with Cobb County and 21 years with Douglas County.**

## Team Leadership

### CURRENT RESPONSIBILITIES

Eric is responsible for integrating the firm's technical expertise in program and construction management with strategic thinking needed by infrastructure owners, developers and operators to solve critical business and operational issues. **His approach is to always keep the best interests of the client in mind and manage each project as if it were his own,** leading to extensive savings, issue avoidance, and well-planned facilities that operate efficiently.

### EXPERIENCE

Eric established CPS in 1998 to provide hands-on program management services to public sector building owners. Serving as the owner's representative, Eric utilizes his technical expertise to aggressively manage elements of cost, time and quality. **He has managed over \$4 billion in construction projects and programs in the State of Georgia.**

Prior to starting CPS, Eric worked at Rosser International as a Mechanical Engineer, oftentimes providing owner's representation services in addition to his engineering responsibilities. **His primary focus throughout his career has been on programming and successfully managing judicial projects.**

### RECENT EXPERIENCE

Cobb County  
**Adult Detention Center**  
*[ Big Jail Experience ]*  
Marietta, GA

Cobb County  
**Superior Courthouse**  
Marietta, GA

Douglas County  
**Adult Detention and Law Enforcement Center**  
*[ Big Jail Experience ]*  
Douglasville, GA

DeKalb County  
**Adult Detention Center and Sheriff's Headquarters**  
*[ Big Jail Experience ]*  
Decatur, GA

Clayton County  
**Judicial Complex**  
*[ Big Jail Experience ]*  
Jonesboro, GA

Paulding County  
**Adult Detention and Law Enforcement Center**  
*[ Big Jail Experience ]*  
Dallas, GA

Carroll County  
**Adult Detention Center**  
Carrollton, GA

Haralson County  
**Adult Detention and Law Enforcement Center**  
Buchanan, GA

Rabun County  
**Adult Detention and Law Enforcement Center**  
Clayton, GA

Dawson County  
**Adult Detention Center Expansion**  
Dawsonville, GA





## MEGAN

KOCIKOWSKI

PROJECT CONTROLS

COMPREHENSIVE PROGRAM SERVICES, INC.

### EDUCATION

Master of Science  
Building Construction and  
Facility Management  
Georgia Institute of Technology

Bachelor of Science - Mathematics  
Georgia State University

Having worked as an Owner's representative in project management for over 13 years, Megan Kocikowski brings a unique understanding to your project. This coupled with her extensive knowledge will ensure that the new Walton County Jail is a success.

Megan specializes in client relations, ensuring that projects are completed on-time, under-budget, and to the level of quality expected from the Owner. Her involvement spans throughout the project life cycle, including programming, procurement assistance, Master Planning, leadership in the design phase, working with Code Officials, budget and schedule management throughout construction, FF&E management, as well as closeout. Ms. Kocikowski collaborates with, and ultimately leads, the entire team to ensure project goals are met and the Owner is satisfied.

### RECENT EXPERIENCE

Georgia Municipal Association  
**Headquarters Building**  
Atlanta, GA

**Georgia School for the Deaf Renovations Multiple Buildings**  
Douglas County, GA  
[\$300K TO \$3M]

**Brook Run Park**  
Dunwoody, GA [\$6.5M]

**Fire Station No. 4**  
Newnan, GA [ \$ \$2.5M ]

**Nursing Building Renovation & Addition**  
University of West Georgia  
Carrollton, GA [\$15M]

**Parker H. Petit Science Center**  
Georgia State University  
Atlanta, GA [\$150M]

**Biology Building**  
University of West Georgia  
Carrollton, GA

**Hall County Campus**  
Lanier Technical College  
Hall County, GA

**North Fulton Campus**  
Gwinnett Technical College  
Alpharetta, GA

**STEM Building**  
Georgia Highlands College  
Rome, GA

**Health Sciences Building**  
Chattahoochee Technical College  
Marietta, GA

**Building C Phase III Addition**  
Georgia Gwinnett College  
Lawrenceville, GA

**Career Academy & Automotive Technology Center**  
Southeastern Technical College  
Vidalia, GA





# STEVE MAURO

CONSTRUCTABILITY | PRECONSTRUCTION

COMPREHENSIVE PROGRAM SERVICES, INC.

### EDUCATION

USNA - BSOE  
Ocean Engineering

MSCE University of Florida  
Civil Engineering - Project  
Management Concentration

### CERTIFICATIONS

Professional Engineer: GA, FL

Having served 21 years in the military, Steve has built a solid reputation for disciplined project delivery. In addition, he has extensive experience completing complex renovations.

Steve Mauro, brings more than 25 years of experience managing construction, maintenance, operations and utility and other experience provides him with the ability to approach projects with the owner's best interest in mind and to quickly determine corrective courses of action at every juncture while still maintaining budget and schedule.

Georgia Municipal Association  
**Headquarters Building**  
Atlanta, GA

**Missile and Warhead  
Maintenance and  
Storage Facility**  
**Naval Base Kitsap**  
Seattle, WA [ \$270M ]

**Ocean Front  
Condominium**  
Boca Raton, FL [ \$20M ]

**Main Electrical Substation  
Replacement**  
**Naval Base Kitsap**  
Seattle, WA [ \$60M ]

**Southeast Headquarters  
Naval Facility Engineering  
Command**  
Jacksonville, FL [ \$27M ]

**Hospital Renovation and  
Surgery Suite Addition**  
**Navy Bureau of Medicine**  
Multiple Locations, MD and  
CA [ \$30M ]

**Education and Flight  
Simulator Facility**  
**Naval Base**  
Jacksonville, FL [ \$70M ]

**Brook Run Park**  
Dunwoody, GA

City of Fayetteville  
**City Hall**  
Fayetteville, GA



**JALEN**  
JOHNSON

ASSISTANT PROGRAM MANAGER

COMPREHENSIVE PROGRAM SERVICES, INC.

**EDUCATION**

Bachelor of Business  
Administration - Focus Business  
Administration Management  
Georgia Institute of Technology

Master of Science  
Building Construction and  
Facility Management  
Georgia Institute of Technology

**Jalen will work with Steve to ensure that the project team follows best practices and standards of operations during the project duration.**

As the Assistant Program Manager, Jalen will assist in supervision of the project through detailed planning and monitoring of the schedule and the budget. He will ensure the team analyze and implement activities to best suite the deadline. He will assist with project status meetings and will provide project status on a daily basis. Jalen will ensure that the customer’s vision is implemented within the constraints of the given budget and schedule.

Paulding County  
**Adult Detention and Law Enforcement Center**  
*[ Big Jail Experience ]*  
Dallas, GA

Georgia Municipal Association  
**Headquarters Building**  
Atlanta, GA

**Fire Station No. 4**  
Newnan, GA

**Brook Run Park**  
Dunwoody, GA

**City of Fayetteville**  
**City Hall**  
Fayetteville, GA

**City of Newnan**  
**Parks Project**  
Newnan, GA

**Baseball Stadium**  
University of West Georgia  
Carrollton, GA

# Walton County Jail and Sheriff's Administration Project

PROGRAM MANAGEMENT SERVICES



RECOGNIZED JUSTICE EXPERTISE



**5**  
**Fee Proposal  
& References**



RECOGNIZED JUSTICE EXPERTISE





# Program Manager Basic Services Fee Proposal

**Based on how CPS has managed Municipal and County Projects since inception, we have been able to detail how CPS has saved Owners more than the fees that we receive.**

As we mentioned previously, we feel very comfortable after reviewing the program and the costs that our services can be more than covered within the current budget while also significantly reducing the Long-Term Operational Costs (Staffing, Operations and Utility Costs). **As we have mentioned previously, Program Management Services does not add activities or costs to the Project.** It allows the Owner to have expertise at every level of the Project where necessary at the right time in the Project. Services would occur immediately upon our engagement as follows:

- » **Negotiate contract** for each Team (Architect/Construction Manager at-Risk, 3rd Party Testing Firm) member with specific responsibilities so there will be no duplicity in roles.
- » **Hands-on approach during the planning and design phase** so that the program is met while achieving the most cost-effective design solutions.

- » **Early Release of Building Packages** so that long lead systems/materials can be purchased, shortening the Construction Schedule.
- » **Constant monitoring** during construction for opportunities to achieve efficiencies in both procurement and schedule.

**CPS would offer our Program Management Services for this Project in the amount of \$1,950,000.00.**

**CPS can lead and deliver this project within the budget provided in the Walton County Public Safety Complex Master Plan, accounting for our fees as well as all costs identified.**



## What Our Client's Say...

The **knowledge** and **experience** you brought to each of our projects, including the recently completed \$110 million jail expansion, was **instrumental** in keeping us **on schedule** and **within budget**. Not only did you understand and focus on the initial construction cost but also the long-term operational costs...

**I want to commend you for putting the job and the good of the community first.** There has never been a time when you weren't available to assist, even when it wasn't certain that you would ultimately get the job or that adequate funding would be available at the end of the day. **You have always delivered on your promises.** I consider you both a **trusted advisor** and **friend** and would not hesitate to recommend you to any other Sheriff contemplating a facility expansion or renovation.

-- Sheriff Neil Warren  
Cobb County

The **knowledge** and **experience** you have brought to the projects in your role as Program Manager for Cobb County Adult Detention Center, Cobb County Work Release Center, Cobb County Adult Detention Center Annex and the Cobb County Superior Courthouse **has been instrumental** in **keeping the projects on schedule** and **within budget**. It is extremely important that we **deliver on our promises** to our citizens, and **your capable assistance** with **planning our long term needs**, design management, budgeting, construction supervision and occupancy transition have been a **major factor in our success**. Your **attention to detail** with respect to managing our **long term operational costs** consisting of staff, maintenance and utility costs has **proven to be very instrumental** in our yearly County budgeting process.

-- **Sam Olens**  
former **Cobb County Chairman** | former **State of Georgia Attorney - Georgia**

Our County has continued to grow and as a result our justice needs have grown as well. **Your leadership and knowledge in the justice arena have been invaluable** in advising us in the right direction so that we meet our citizens' needs for the future...**I couldn't imagine the success we have achieved in our current project without the involvement of Comprehensive Program Services** and you personally, Eric.

The citizens of Douglas County entrusted us with the responsibility of building a state-of-the-art facility to serve our current and future detention needs and with your help, we will deliver that and more... **delivered on time and within budget**, and keeping our goals of local participation.

-- Chairman Tom Worthan  
Douglas County

I never thought I would see the day when the newspaper would run a **positive story about building a jail**...I have you to thank for that....

You have been by my side since 2001 when we did the initial needs assessment. Since then, you have been fully invested personally in our cause...

I am also extremely proud that you have been able to **achieve 28% local participation** so far. One of the promises we made to our taxpayers was that we would keep as much of the money we spend right here in Douglas County, and **I appreciate your on-going commitment** to deliver on this promise...

**There is no one else** I would have **preferred to work with** over the past decade and there is no one I would **trust** more with my jail project. I thank you for being there every step of the way.

-- Sheriff Phil Miller  
Douglas County

## CPS References

Chairman Dave Carmichael  
Paulding County  
Board of Commissioners  
770.443.7550  
dcarmichael@paulding.gov

Sheriff Tim Pounds  
Douglas County  
Sheriff's Office  
404.625.4880  
tpounds@sheriff.douglas.ga.us

Sheriff Phil Miller  
Douglas County  
Sheriff's Office  
(retired)  
678.873.8284

Chief Deputy Milton Beck  
Cobb County  
Sheriff's Office  
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678.334.1731  
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Larry Hanson  
Executive Director  
GA Municipal Association  
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lhanson@gacities.com

Eric Linton  
Dunwoody City Manager  
(Former Douglas County  
Manager)  
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eric.linton@dunwoodyga.gov



## COBB COUNTY SHERIFF'S OFFICE

PUBLIC SAFETY BUILDING • 185 ROSWELL STREET • MARIETTA, GA 30090-9650  
TELEPHONE (770) 499-4600 • FAX (770) 499-4797

NEIL WARREN  
SHERIFF

LYNDA COKER  
CHIEF DEPUTY

April 14, 2011

Mr. Eric Johnson  
**Comprehensive Program Services**  
1954 Airport Road, Suite 102  
Atlanta, GA 30341

Dear Eric:

Please accept my sincere appreciation for your **dedication and hard work** on behalf of Cobb County and the Cobb County Sheriff's Office. Your **leadership** and **expertise** in the construction of several jail and courthouse expansions over the last two decades have literally saved millions of dollars and helped to insure the **delivery of state of the art facilities** that have maximized staff efficiency and minimized long term operational costs.

As you well know, my thirty seven years in law enforcement have provided me with a significant depth of experience on how to operate jails but not necessarily on how to build them. The fact that I have been able to rely upon **your expertise** in the construction arena has been instrumental in the **quality and efficiency** of the facilities that we have been able to put in place. Additionally, **your participation in the long term justice planning process** has resulted in a **well thought out** and **comprehensive approach** to meeting the long term needs of our **entire criminal justice community**.

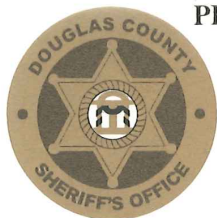
The **knowledge and experience** you brought to each of our projects, including the recently completed \$110 million jail expansion, was **instrumental in keeping us on schedule and within budget**. Not only did you understand and focus on the initial construction cost but also the long-term operational costs. This has never been more important than now when we have the facilities but must maintain and operate them during a major downturn in the economy.

Finally, I want to **commend you for putting the job and the good of the community first**. There has never been a time when you weren't available to assist, even when it wasn't certain that you would ultimately get the job or that adequate funding would be available at the end of the day. **You have always delivered on your promises**. I consider you both a **trusted advisor** and **friend** and **would not hesitate to recommend you** to any other Sheriff contemplating a facility expansion or renovation.

Sincerely,

Neil Warren  
Sheriff

"TO PROTECT AND SERVE"



**PHIL D. MILLER, SHERIFF**

**Stan Copeland**  
*Chief Deputy*

**M.O. Harper**  
*Major, Operations*

**Tommy Wheeler**  
*Major, Professional Standards*

*Administration & Enforcement*  
6856 Broad Street  
Douglasville, Georgia 30134  
(770) 942-2121  
*Jail & Records*  
6840 West Church Street  
Douglasville, Georgia 30134

November 5, 2010

Mr. Eric Johnson  
President  
Comprehensive Program Services  
1954 Airport Road, Suite 102  
Atlanta, GA 30341

Dear Eric:

I never thought I would see the day when the newspaper would run a positive story about building a jail. Well, yesterday, the Douglas County Sentinel published a story that made me very proud and I have you to thank for that.

As you know, it's been a long road here in Douglas County getting the SPLOST passed and convincing the citizens to support the much needed, \$117 million adult detention facility. Most consultants I know would have given up on us a long time ago, but you didn't. You have been by my side since 2001 when we did the initial needs assessment. Since then, you have been fully invested personally in our cause. Whether it was attending commission meetings, participating in planning committees, conducting extensive SPLOST outreach or simply helping us find available property to build on, you were personally involved and for that, I am forever grateful.

With you representing our interests, I am confident we will deliver a state of the art facility on time and well below our original budget. With today's challenging economy, I am also extremely proud that you have been able to achieve 28% local participation so far. One of the promises we made to our taxpayers was that we would keep as much of the money we spend right here in Douglas County, and I appreciate your on-going commitment to deliver on this promise.

Eric, it's been a long time and it's been well worth the wait. There is no one else I would have preferred to work with over the past decade and there is no one else I would trust more with my jail project. I thank you for being there every step of the way.

Sincerely,

Phil Miller

Sheriff

Douglas County, Georgia



## DOUGLAS COUNTY BOARD OF COMMISSIONERS

8700 Hospital Drive • Douglasville, GA 30134 • Telephone (770) 920-7269 • Fax (770) 920-7357

TOM WORTHAN  
Chairman

April 12, 2012

Mr. Eric Johnson  
President  
**Comprehensive Program Services**  
1954 Airport Road, Suite 102  
Atlanta, GA 30341

Dear Eric:

Please accept this letter as **my appreciation for your dedication** to Douglas County for our Program Management needs in the Justice sector over the past twelve years. As you know, our County has continued to grow and as a result our justice needs have grown as well. Your **leadership** and **knowledge** in the justice arena has been **invaluable** in advising us in the right direction so that we meet our citizens' needs for the future. The **experience** shown as our Program Manager for the 2005 **Jail Annex** and the current **Adult Detention and Law Enforcement Center** can be directly attributed to the success of both of these Projects. Your continued involvement in the planning for the future Courthouse/Administration needs of the County is truly appreciated, as well.

I also wanted to thank you for your **personal dedication to Douglas County** for **always being available**. When we first contracted with Comprehensive Program Services you stated that your Firm would always have **Principal level leadership** throughout the entire Project and that was your personal role. Most firms state this in their proposals/presentations only to fail to follow through, but you have **exceeded** our **expectations** in this regard. You have always been available to the Board and have kept us involved throughout the entire process.

Personally, **I couldn't imagine the success** we have achieved in our current project **without** the involvement of **Comprehensive Program Services** and you personally, Eric. The citizens of Douglas County entrusted us with the responsibility of building a **state-of-the-art facility** to serve our current and future detention needs and with your help, we will deliver that and more – a LEED Certified Detention Center, **delivered on time and within budget**, and **keeping our goals of local participation**.

Sincerely,

Tom Worthan, Chairman  
Douglas County Board of Commissioners

Persons With Hearing Or Speech Disabilities Who Need To Contact Douglas County May Place Their Call Through The Georgia Relay Center At (800) 255-0056 (Text Telephone) Or (800) 255-0135 (Voice Telephone).





## COBB COUNTY BOARD OF COMMISSIONERS

100 Cherokee Street, Suite 300  
Marietta, Georgia 30090-7000  
(770) 528-3305 • fax: (770) 528-2606  
Email: solens@cobbcounty.org

Samuel S. Olens  
Chairman

March 30, 2010

Mr. Eric Johnson  
**Comprehensive Program Services, Inc**  
1954 Airport Rd., Suite 102  
Atlanta, GA 30341

Dear Eric:

I would like to take a moment to express my **sincere appreciation for your commitment** to the successful completion of the **numerous capital improvement projects in Cobb County** that you have been involved in since 1994. The **knowledge and experience** you have brought to the projects in your role as Program Manager for the Cobb County Adult Detention Center, Cobb County Work Release Center, Cobb County Adult Detention Center Annex, and the Cobb County Superior Courthouse has been **instrumental in keeping the projects on schedule and within budget**. It is extremely important that we deliver on our promises to our citizens, and your capable assistance with planning our long term needs, design management, budgeting, construction supervision and occupancy transition have been a major factor in our success. Your **attention to detail** with respect to managing our **long term operational costs** consisting of staff, maintenance and utility costs has proven to be very **instrumental** in our yearly County budgeting process.

Thank you again for your **dedication** and **personal attention** in protecting the interests of Cobb County. This allows us as public servants to protect the physical wellbeing of our citizens while fiscally managing our funds during these challenging times. It also makes the public much more receptive to passing future SPLOST campaigns having lived up to the promises we made to our citizens.

Sincerely,

Samuel S. Olens  
Chairman



**Eric Johnson**, Chief Executive Officer  
Comprehensive Program Services, Inc.  
3368 Hardee Avenue Atlanta, GA 30341  
770.451.7670 c 404.931.6485  
ejohnson@cps-atlanta.com

[www.cps-atlanta.com](http://www.cps-atlanta.com)