

# Fulton County Office of the Clerk to the Commission



**FULTON COUNTY**



# 2011

## Annual Report

This report was written by  
The Office of the Clerk to the Commission

Design and layout,  
Office of Communications, Graphics Division

# Table of Contents

	<u>Page</u>
Executive Report .....	4
History	
The Clerk .....	5
The County.....	6
The County Map.....	7
Roles and Responsibilities	
Administrative Functions and Support to the Board of Commissioners.....	8
Board Appointment Management.....	10
Records Management Responsibilities .....	12
Customer Service .....	14
Technology .....	14
DocDepot .....	15
Meetings Support and Summaries.....	16
Commissioners' Actions .....	18
Agenda Items Statistics .....	19
Glossary .....	20
Clerk to the Commission Staff .....	21
Fulton County Government Structure.....	22

# Executive Report

Dear Fulton County Citizens,

Although our nation's financial downturn in 2009 adversely affected most county governments, 2011 was the year these monetary challenges hit Fulton County with considerable impact. Nonetheless, refusing to follow the trends of local counties that raised their millage rates that year, Fulton County, with its record of excellence in strategic fiscal management, continued to provide citizens with the level of service they expect from a responsible government without implementing a tax increase. To support the County's assertive efforts to cut expenses in 2011 while maintaining superior service to citizens, the Clerk's Office, along with other Fulton County departments, streamlined its operations to reduce operating costs, yet continued to sustain all of its services, as well as make advancements in technology.

In 2011, the Clerk's Office was very active in coordinating a number of meetings in addition to the Board of Commissioners' customary Regular and Recess meetings. The extra sessions consisted of 8 Special Call meetings, along with 12 extracurricular gatherings sponsored by individual Commissioners. The Special Call meetings comprised matters related to Criminal Justice, County Redistricting, and the 2012 Budget - to name a few; and the extracurricular gatherings included Listening Sessions, Town Hall Meetings, Transportation Summits, and meetings on the Library expansion and the Grady Hospital MOU.

Also in 2011, the Clerk's Office reached a new plateau in the number of records provided to the public. In addition to the hundreds of direct research requests from Fulton County officials and citizens, the Clerk's Office's online records repository system, DocDepot, documented hits on more than 800,000 pages of the Board of Commissioners' records. This figure represents a startling 25 percent increase over last year - the largest gain ever experienced, thus confirming the value of DocDepot, as well as the Clerk's Office's conscientious efforts to maintain and promote the system.

To further its records access capabilities, the Clerk's Office in 2011 moved considerably closer to completing its special project of converting all of the Board of Commissioners' microfilm records to digital/searchable files. Currently, the conversion process has included the Board's records dating back to 1922, and upon completion of the project these digital/searchable files will provide access to records as far back as 1880.

Furthermore in 2011 regarding the area of technology, Fulton County invested in an exciting, state-of-the-art automated agenda system of which the Clerk's Office is the chief operator. The Clerk's Office staff is currently being trained on the new system, which will enable staff members to create the Board of Commissioners' agendas, post agendas, and minutes with greater efficiency and accuracy. The system will also streamline County departments' procedures for submitting agenda items, as well as enhance Board meeting proceedings by providing Commissioners with advanced equipment pertaining to voting, speaking, and accessing records.

We look forward to 2012 and beyond. Although we will face challenges, we will also encounter opportunities to attain higher levels of service in creating, maintaining, and providing the Board of Commissioners' records. Our steadfast commitment to serve Fulton County officials and citizens will always remain at the forefront of our goals, objectives, and priorities as we aspire to achieve excellence in our profession.

Clerk to the Fulton County Board of Commissioners

*Mark Massey*

# History

## The Clerk

The modern Hebrew translation of town clerk is “mazkir ha’ir,” which literally translated means city or town “reminder.” The early keepers of archives were often called “remembrancers,” and before writing came into use, their memory served as the public record.

Before there were commissioners, mayors, town councils, and town managers, there were town clerks. The Clerk is the oldest of public servants in local government, along with the tax collector, and the profession traces back before Biblical times. Then and now, the Clerk’s Office serves as a direct link between citizens of the community and their government. Every town, city, county, village, and tribe in the world has at least one person who - by whatever title he or she is known - serves in the role of town clerk: custodian of official public records; communicator of public policy; organizer of public business; recorder of the community’s history; and performer of many varied tasks that assist in the smooth operation of local governance. In writing one of the first-ever textbooks published on municipal administration, Professor William Bennett Munro stated in 1934, “No other office in municipal service has so many contacts. The Municipal Clerk’s Office serves the citizens, the mayor, the city council, the city manager/administrator, and all administrative and operational departments of the city without exception. All of them call upon it, almost daily, for some service or information. Its work is not spectacular, but it demands versatility, alertness, accuracy, and no end of patience. The public does not realize how many loose ends of city administration this office pulls together.”

For more than a century, the Fulton County Clerk has faithfully prepared, maintained, and provided the Board of Commissioners’ records.

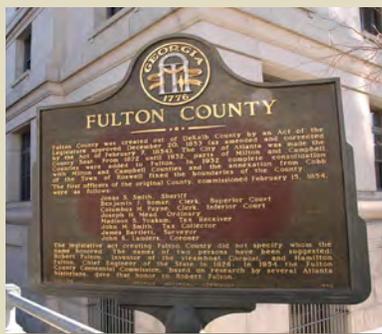


# The County



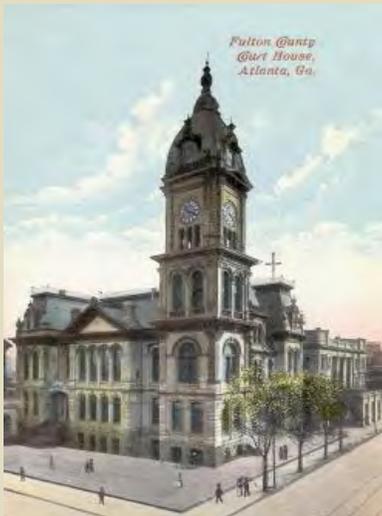
Fulton County was established December 20, 1853, but the original occupants of its land can be traced back to 15,000 B.C., when it was the home of the Cherokee and Creek tribes. Their tools, ceremonial mounds, and campsites have been discovered along the banks of the Chattahoochee River, the natural boundary between the two tribes.

During the late 17th century, this area was inhabited by Europeans and Africans, and the number of immigrants was rising quickly. This steady increase in population necessitated government action by the state of Georgia; therefore, between 1817 and 1825, the state acquired tracts of land for these settlers under five treaties signed by the United States and Native American Nations.



To establish a county for the growing city of Atlanta, Fulton County was created out of portions of Cherokee, Coweta, Fayette, Henry, and Gwinnett counties. The origin of the County's name is uncertain. Two theories exist: Fulton County could have been named after steamboat inventor Robert Fulton or railroad surveyor Hamilton Fulton.

Fulton County was initially governed by a five-justice panel known as the Inferior Court. In 1880, this governing body was replaced with a separate five-member Board of Commissioners of Roads and Revenues. Board members were elected by the Grand Jury and served three-year terms. Less than 10 years later, the law was changed to allow qualified voters to elect Board members to four-year terms.



During the next 85 years, Fulton County became the South's largest urban area. In January 1955, the Board of Commissioners of Roads and Revenues reduced its number of members from five to three. In 1968, the Board's name was changed to the Fulton County Board of Commissioners. In 1975, the Board of Commissioners expanded to seven members, a number selected as a fair and effective representation of the area's population. Candidates for the Board of Commissioners must be residents of Fulton County and at least 25 years old.

Today, Fulton County's population is approximately 925,500 with more than 620,000 registered voters. The County comprises 529 square miles and is 70 miles long. Its maximum width is 13.4 miles; and its minimum, 1.6 miles. Its highest elevation is 1,208 feet above sea level, and it has 75 miles of frontage along the Chattahoochee River.



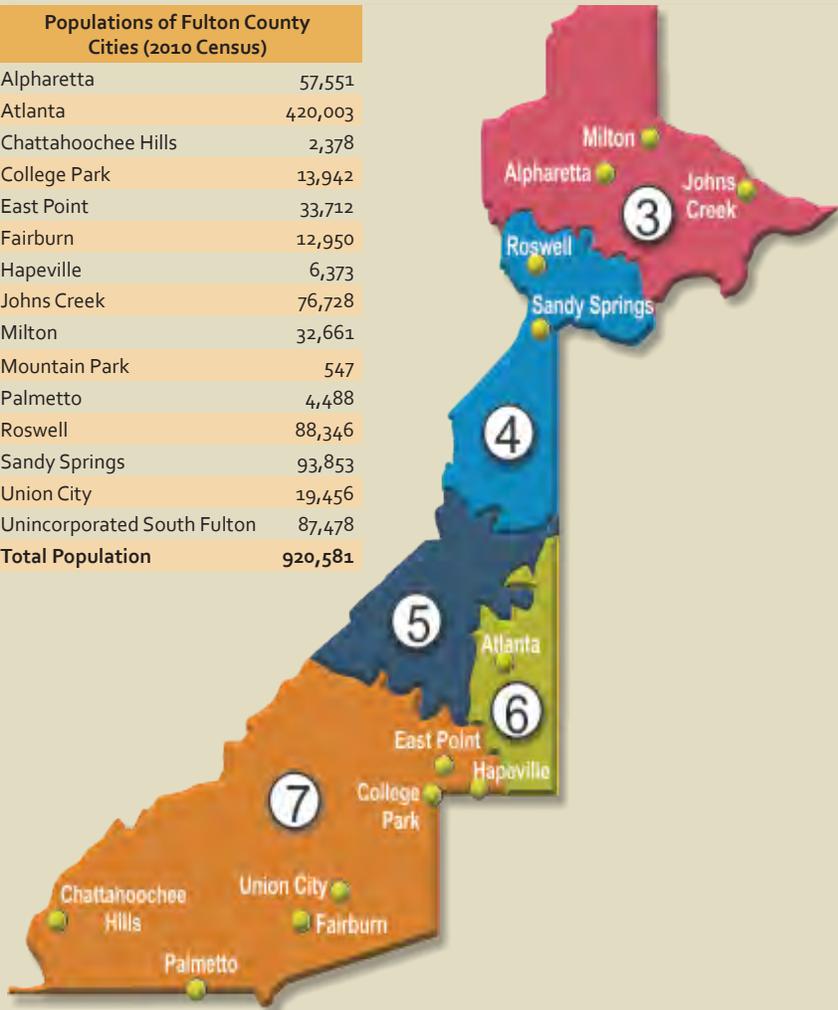
The city of Atlanta is the county seat and capital of Georgia. In addition to Atlanta, Fulton County has thirteen other municipalities: Alpharetta, Chattahoochee Hills, College Park, Johns Creek, East Point, Fairburn, Hapeville, Milton, Mountain Park, Palmetto, Roswell, Sandy Springs, and Union City.

The County government, through its various programs and services, is a major force in the development of successful communities.

# The Map of Fulton County

## With the Commission Districts

Populations of Fulton County Cities (2010 Census)	
Alpharetta	57,551
Atlanta	420,003
Chattahoochee Hills	2,378
College Park	13,942
East Point	33,712
Fairburn	12,950
Hapeville	6,373
Johns Creek	76,728
Milton	32,661
Mountain Park	547
Palmetto	4,488
Roswell	88,346
Sandy Springs	93,853
Union City	19,456
Unincorporated South Fulton	87,478
<b>Total Population</b>	<b>920,581</b>



**John H. Eaves,**  
Chairman  
District 1 at-large



**Emma I. Darnell,**  
Vice Chair  
District 5



**Robert L. "Robb" Pitts**  
District 2 at-large



**Liz Hausmann**  
District 3



**William "Bill" Edwards**  
District 7



**Joan P. Garner**  
District 6



**Tom Lowe**  
District 4

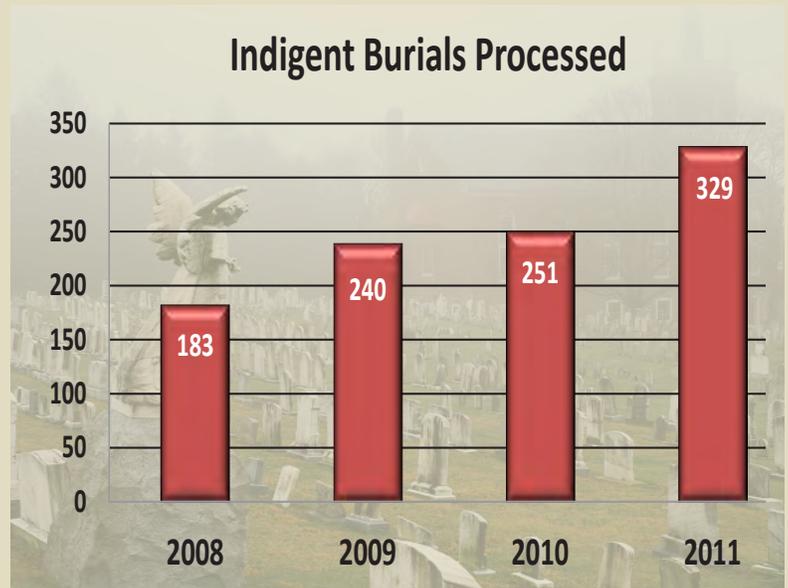
# Roles and Responsibilities

## Administrative Functions of the Clerk's Office and Support to the Board of Commissioners

### Process Indigent Burials

The County, in accordance with Georgia Law (36-12-5), provides funds for the burial of deceased citizens whose families cannot afford funeral costs. The County pays \$600 for funeral services and pays a separate contracted amount for cemetery services. The Department of Family and Children Services (DFACS) manages the County Burial Program, and its services include investigating the application, making arrangements with the funeral home, and creating the necessary documentation.

The Clerk's Office reviews the documentation from DFACS, approves payment to the funeral home, and keeps a record of the transaction. The County Chaplain goes to the burial site and conducts the interment ceremony.



### Certificates of Need



### Process Certificates of Need

A Certificate of Need is a request by a health care organization for financial assistance from the State Health Planning Director to develop or expand health care services and facilities. The State requires that the application for a Certificate of Need be filed in the Clerk's Office, which prepares a receipt for the applicant, sends a copy of the receipt to the State, and keeps a record of the request documents.

## Number of Financial Forms Submitted



## Maintain Financial Disclosure Forms

In accordance with the Fulton County Code of Ethics, certain Fulton County officials (as defined) are required to submit to the Clerk’s Office a Personal Financial Disclosure Statement, which reports sources of income from the preceding calendar year. The Clerk’s Office creates the document in coordination with the County Attorney. The Clerk receives the statements, files them accordingly, and makes them available upon request. Those required to file include the Board of Commissioners, Sheriff, District Attorney, Tax Commissioner, Solicitor General, Clerk of Superior Court, various judges, department heads, and property appraisers.

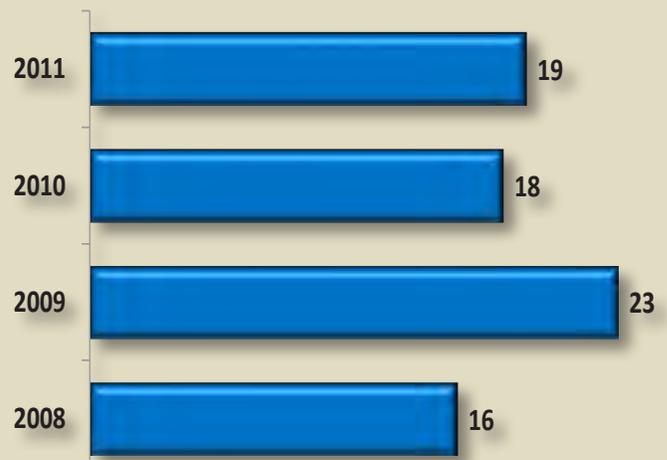
## In addition, the Clerk’s Office works on the following projects all year long:

- Schedule employee orientations for Board of Commissioners’ and Clerk’s staffs.
- Process work orders for Board of Commissioners’ and Clerk’s offices.
- Hire, supervise, and train Clerk’s staff.
- Take inventory and order office supplies and equipment for Board of Commissioners’ and Clerk’s offices.
- Process personnel and payroll matters for the Board of Commissioners’ and Clerk’s offices.
- Manage procurement and monitor expenditures for the Board of Commissioners’ and Clerk’s offices.
- Coordinate training and travel arrangements for the Board of Commissioners’ and Clerk’s offices.
- Coordinate reservations for various meeting facilities (10th Floor and 4th Floor Conference Rooms, and Assembly Hall) for internal and external agencies.
- Act as liaison to services both inside and outside the County government.
- Coordinate formal ceremonies, special events, and activities for the Board of Commissioners and the Clerk’s Office.
- Poll Board on various matters to obtain consensus. To obtain a consensus from Board members, the Clerk’s Office conducts polls to ascertain the Board’s interest on a given matter, usually regarding participation in a particular activity/event, approval to hear a presentation from an outside organization, preferences regarding when to conduct Special Call meetings, etc.

## Some of the activities in 2011 on which the Board was polled:

- Construction project for new libraries
- State and federal healthcare assistance
- Jail population reduction
- Atlanta Beltline update
- Redistricting of Fulton County Commission Districts

## The Board was polled 19 times in 2011



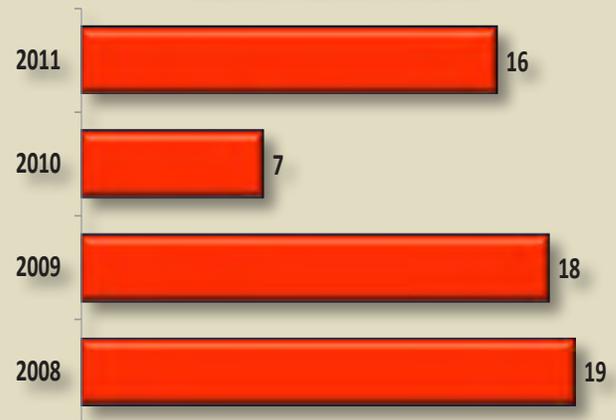
# Board Appointment Management

The County has numerous Boards, Authorities, and Commissions that provide a variety of services for Fulton County Government. Members of the Board of Commissioners either serve or appoint citizens to serve on these organizations. Some of these citizens must be sworn in to their positions. The Clerk to the Commission administers an oath of office to these individuals, as requested.

## Board Appointment Management responsibilities of the Clerk's Office include:

- Maintain the County Board Management System (CBMS). The public can log on to Fulton County's website ([www.fultoncountyga.gov](http://www.fultoncountyga.gov)) and obtain information about each board, committee, or authority, including their functions and members. Internally, the Clerk's Office and Commission staff can access a database, where unlimited independent searches may be conducted and various document reports generated. At the website, research can be done on all acting legislation that created each of the named entities.
- Update contact information of appointees; receive and file resumes.
- Maintain information for points of contact and operating procedures for each Board, Authority, Commission, and Task Force.
- Maintain historical legislation and general information about each Board, Authority, Commission, and Task Force.
- Notify the Board of Commissioners of vacancies, term expirations, and resignations of the various Boards.
- Prepare and mail correspondence to announce when the Board takes action on the appointments.
- Maintain and update lists of elected officials within Fulton County and in the metro area.
- Manage an annual contract with the Clerk to the Board of Ethics, process stipend payments to the members of the Board of Ethics, and process reimbursements for the legal representation.

## Oaths Administered



# Boards, Authorities, and Commissions

1. Administrative Committee of the Fulton County Defined Contribution Plan	30. Fulton County Local Emergency Planning Council (Hazardous Material Advisory Council)
2. Animal Control Hearing Board	31. Fulton County Reentry Task Force
3. Atlanta Beltline, Inc.	32. Fulton County Urban Redevelopment Agency (FCURA)
4. Atlanta-Fulton County Recreation Authority	33. Fulton County Youth Commission
5. Atlanta-Fulton Water Resources Commission	34. Fulton Industrial Community Improvement District (CID)
6. Beltline Affordable Housing Advisory Board	35. Fulton-Atlanta Community Action Authority Board of Directors
7. Beltline TAD Advisory Committee	36. Fulton-Atlanta Land Bank Authority
8. Board of Ethics	37. Fulton-Dekalb Hospital Authority - Grady Health System
9. Board of Registration and Elections	38. Fulton-Dekalb Joint Study Committee on Grady Hospital
10. Building Authority of Fulton County	39. Fulton-Dekalb Joint Study Committee on MARTA
11. Child Attorney Board	40. Grievance Review Committee
12. Citizens Stormwater Advisory Committee	41. Health Board of Fulton County
13. Commission on Disability Affairs	42. Hospital Authority of Fulton County (Northside)
14. Commission on Elderly Affairs	43. Hospital Authority, FULCO
15. Community Development Block Grant (CDBG) Allocation Process Citizens Review Panel	44. Housing Authority of Fulton County
16. Department of Family & Children Services Board (DFACS)	45. Joint Fulton-Dekalb Committee on Health Care
17. Development Advisory Committee	46. Joint Fulton-Dekalb Committee on Housing
18. Development Authority of Fulton County	47. Joint Fulton-Dekalb Committee on Transportation
19. Economic Development Corporation of Fulton County	48. Library Board of Trustees
20. FRESH (Fulton Roundtable Expanded Services Headquarters) Citizens Advisory Board	49. McPherson Implementing Local Redevelopment Authority (MILRA) Planning Board
21. Fulton County 911 Advisory Board	50. Metro Mental Health, Developmental Disabilities, and Addictive Diseases Planning Board
22. Fulton County Arts Council	51. Metropolitan Atlanta Rapid Transit Authority (MARTA)
23. Fulton County Board of Directors for the Public Access Channel	52. National Black Arts Festival Board
24. Fulton County Board of Tax Assessors	53. Other Post-Employment Benefits (OPEB) Trust
25. Fulton County Board of Zoning Appeals	54. Personnel Board of Fulton County
26. Fulton County Citizens Commission on the Environment	55. Public Facilities Naming Advisory Board
27. Fulton County Code Enforcement Board	56. Residential Care Facilities for the Elderly Authority of Fulton County
28. Fulton County Community Zoning Board	57. Retirement Board, Fulton County Employees
29. Fulton County Emergency Medical Services Board	58. South Fulton Community Improvement District Board

# Records Management Responsibilities

- Develop and implement the records retention schedule internally and externally.
- Retain (in-office) three years of hard-copy documents of the Board of Commissioners' actions.
- Facilitate the transfer of official records and supporting documents to external repository agencies for permanent storage. After records have remained in the Clerk's Office for three years, these documents are transferred to another facility for storage. This facility is called the Fulton County Records Management Center, and it is located at 3031 Commerce Way. When the Clerk's Office needs to retrieve documents that have been archived, a request form is submitted to the Center, and the documents are located and delivered to the Clerk's Office within 24 hours. The County's older records (1880-1989) are stored at the Atlanta History Center.
- Provide certification of records. The Clerk's records are frequently used in legal proceedings, and courts often require that these records be certified in accordance with the law. When a request is made to certify a document, the Clerk's Office authenticates the document by verifying the content and attaching it to a special form that is stamped with the County seal. Only documents initiated and maintained within the Clerk's Office can be certified. When a record is certified by the Clerk, it shall be taken and received in all courts, public offices, and official bodies as prima-facie evidence of action taken by the Fulton County Board of Commissioners or evidence of documents on file within the Clerk's Office. A certificate is made by the Clerk under the seal of the office as to the existence or nonexistence of facts. The Clerk, at any time, upon the request of any person, shall make and certify additional copies of any document filed with the office, if any, upon payment of the fee for providing this service.
- Develop and implement systems for the efficient processing of all official County contracts, resolutions, proclamations, and agreements.
- Sign/attest to the Chair's and Commissioners' signatures on all County contracts, resolutions, proclamations, and agreements.
- Respond to open records requests and routine/complex research requests.

Documents Certified



## Fulton County Code of Laws

The Code of Laws of Fulton County is a unique assemblage of state laws of local and general application, provisions of the Constitution of the State of Georgia relating to counties, and Fulton County Ordinances and Resolutions - which together not only define the jurisdiction and authority of Fulton County elected and appointed officials, but reflect many policies and procedures adopted by the Board of Commissioners of Fulton County. With assistance from the County Attorney's Office, which typically drafts the original Resolutions and Ordinances and advises when updating is required, the Clerk's Office manages a contract with an outside vendor for the efficient development of a web-based publication of the Code Book. The vendor contract is with the Municipal Code Corporation (Municode.com). This document is updated on a quarterly basis and occasionally codified per approval by the Board of Commissioners.

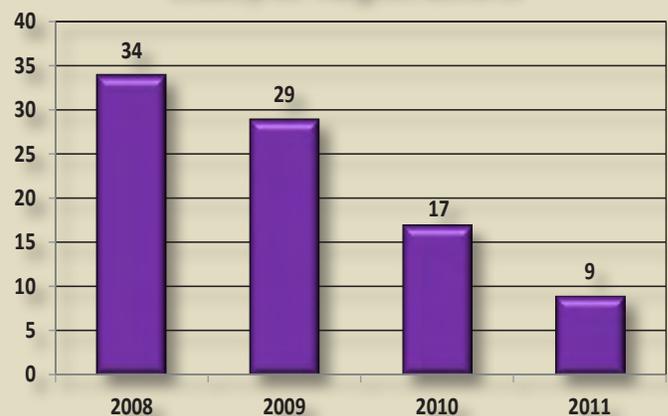
## Fulton County Board of Commissioners Procedural Rules

The Procedural Rules were adopted by the Board of Commissioners to allow its members the opportunity to reach decisions in an organized and fair manner. The Rules establish the framework for the use of Parliamentary Procedure during Board meetings. When amendments are made to the Rules, the Clerk's Office is responsible for updating, maintaining, and disseminating them to all applicable parties. In addition, the Rules are posted on the County's website.

## Lobbyist Registrations

In 2003, the Board of Commissioners passed a Resolution requiring the registration of all lobbyists who conduct business with the County beginning in 2004. The Clerk's Office became the designated department to register lobbyists. To register, lobbyists pay an annual \$10 filing fee and submit copies of the required State Ethics Commission registration and report forms.

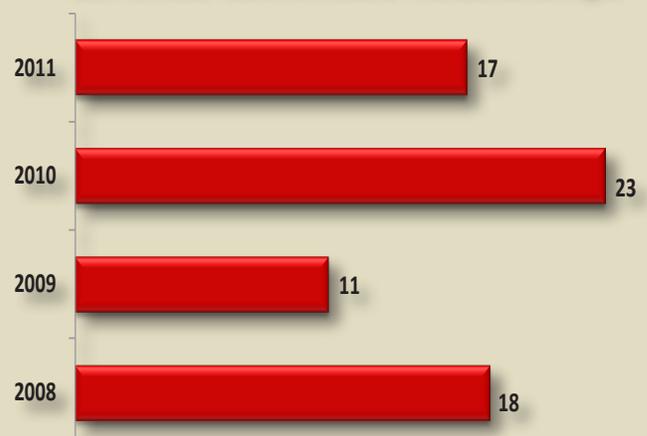
Lobbyist Registrations



## Certified Committed Relationships

After the Board passed a Resolution in 2003 recognizing same-gender relationships, the Clerk's Office became the location to certify these documented relationships. Certification enables Fulton County citizens and employees to be treated in a manner equivalent to all other residents or employees, with respect to County programs and services. Additionally, employees may receive family leave and insurance benefits.

Certified Committed Relationships



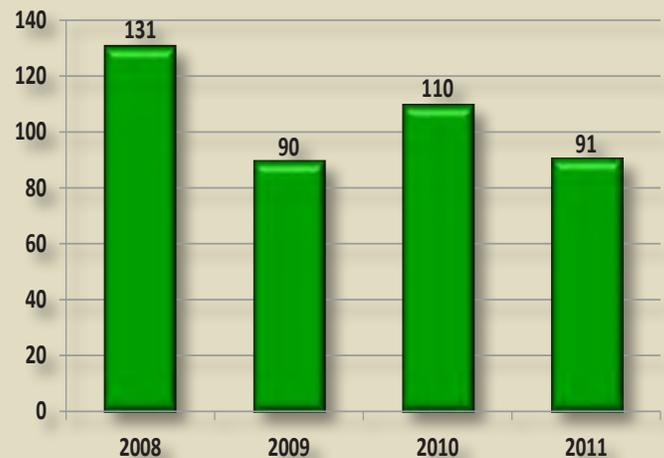
# Customer Service

Fulton County is the most populated county in Georgia and the location of the state’s capitol. The County is also the Southeast’s largest transportation hub, has the world’s busiest airport, and is home to several Fortune 500 companies. A significant number of prominent elected officials, business representatives, and citizens engage with Fulton County Government. The Clerk’s Office manages the reception area for the Board of Commissioners and the County Manager’s Office and places considerable emphasis on exceptional customer service.

## Other services provided by the Clerk’s Office include:

- Providing information and referrals regarding County services.
- Providing reception services and security for access to the Board of Commissioners’ offices (10th Floor).
- Providing access to records via the internet and microfilm in the Clerk’s Office resource room.
- Providing notary services.
- Responding to research requests; more than 250 requests were documented last year.

Work Orders Resolved



# Technology

The office of the Clerk to the Commission is the first line of defense for correcting the IT technical and maintenance problems for the systems utilized by the Fulton County Board of Commissioners and their staffs. These issues can range from minor application glitches to complete system re-installations.

The Clerk’s Office manages several maintenance agreements with vendors who supply applications that have become necessary for operations. We have agreements with International Roll-Call for the voting system and software; Milner Voice & Data for digital recording devices; ISPA, Inc. for electronic storage/document repository, i.e. DocDepot; and Municipal Code Corporation for the development and online repository of the Fulton County Code of Laws.

One of the many goals that the Clerk’s Office is striving to achieve is the conversion of a complete record of the minutes and post agendas of the Board of Commissioners dating back to 1880. This information is currently in microfilm form, paper form, or electronic form on DocDepot or an application called Papervision. The goal is to create a unified repository and medium, i.e. electronic media, to house all minutes and post agendas.

The Clerk’s Office also solves technical issues involving DocDepot and the County Board Management System (CBMS) computer applications, which are used by employees and citizens.

Work Orders for Technology Equipment	2008	2009	2010	2011
Issues resolved by the Clerk’s Office	349	310	355	325
Issues resolved by the IT Department	98	166	105	86
Issues resolved by ISPA (DocDepot)	2	1	1	2

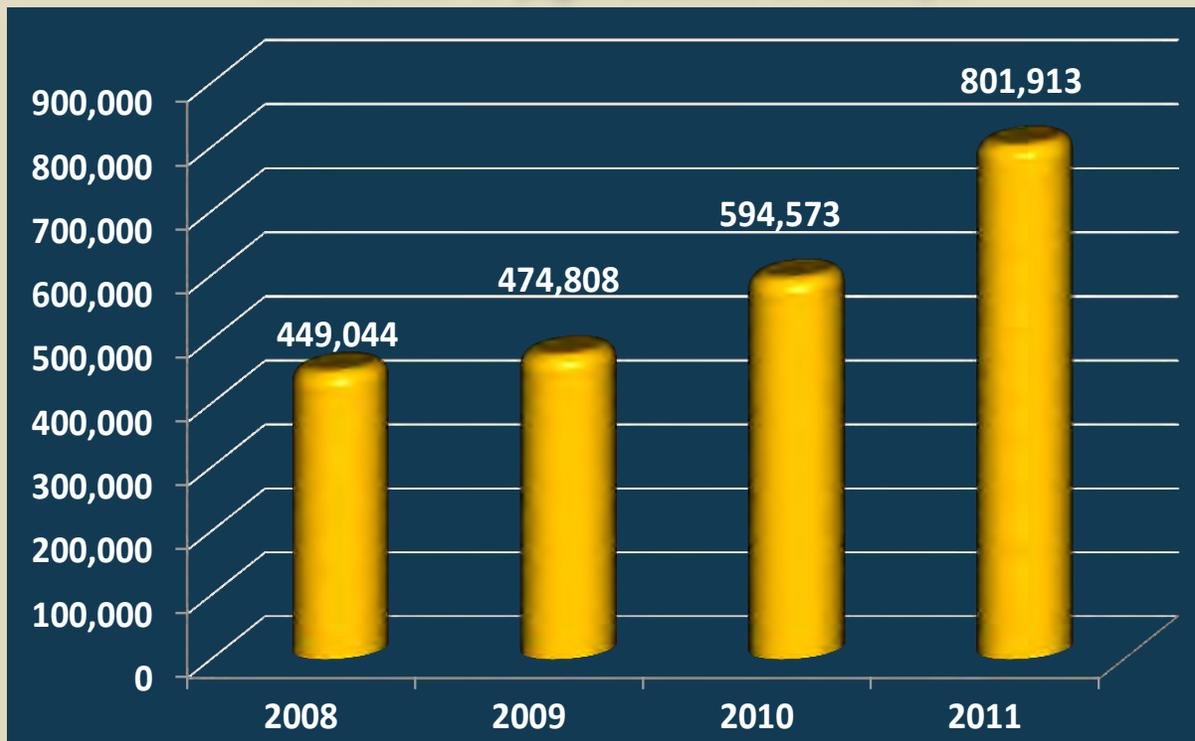
# DocDepot

DocDepot is a web-based document repository and delivery system. It enables multiple users to access documents of any format via the Internet or company intranet using their web browser. Documents can be retrieved based on document index (meta) data of full-text searches. DocDepot also enables users to store, retrieve, and search documents based on logical groupings of related documents, such as projects, organizations, etc. Expedited searches are based on DocDepot's database information (title, author, document number, or similar customer-defined fields); more robust searches look through the text of the documents themselves.

The Clerk's Office remains committed to seeking more efficient methods of retrieving information from its records. In 2004, the Office installed the DocDepot System, which greatly enhanced the public's ability to obtain data from meetings conducted by the Board of Commissioners. Citizens can log on to Fulton County's website, select a particular Board meeting, and conduct a search using a word, date, or item number to locate and view the Board's minutes, actions, and supporting documentation.

Anyone with access to the Internet can use DocDepot to research recent agendas or past post agendas and minutes of the Fulton County Board of Commissioners' meetings dating back to 1970. By the close of business on each Friday before a scheduled Board meeting, the agenda is posted on the County's website with supporting documentation for each item. By the close of business on each Friday after a Board meeting, a post agenda is posted on the County's website. The verbatim minutes are posted approximately 30 days later upon ratification at the Board meeting.

Total number of pages accessed on DocDepot

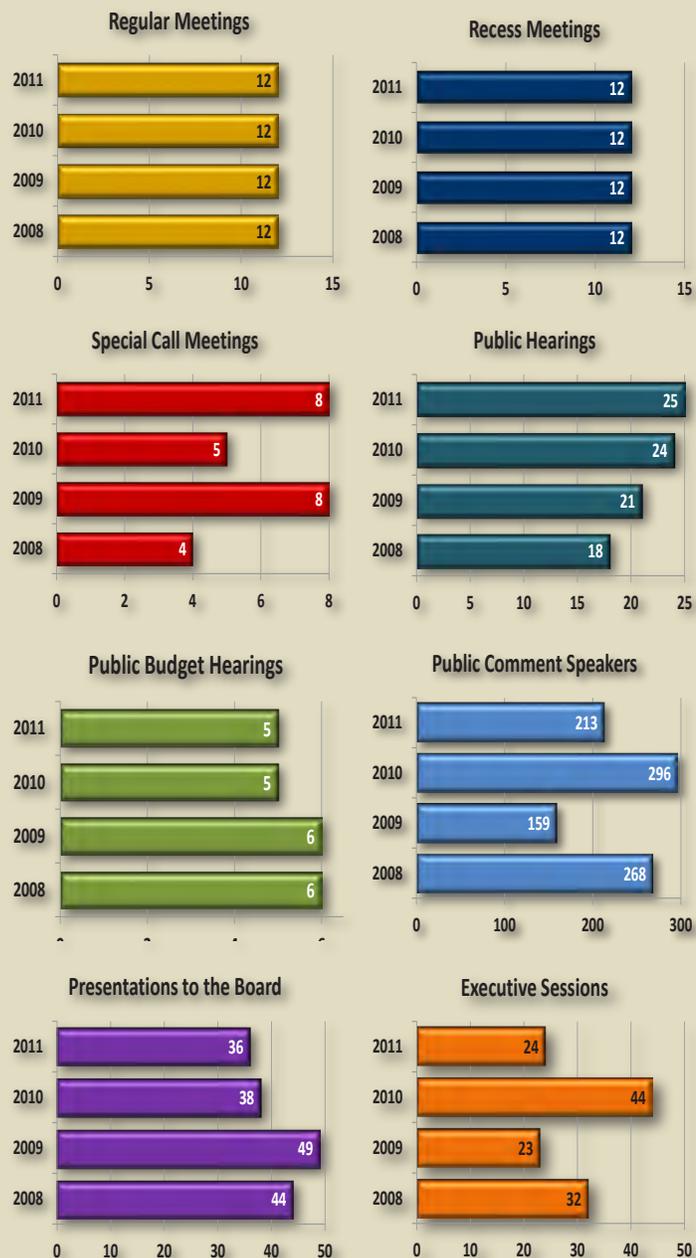


# Meetings Support and Summaries

## Board/Zoning Meetings Coordination

- Develop Agendas, Post Agendas, and Minutes in coordination with the Board of Commissioners, County Manager, and other County Departments. Post Agendas and Verbatim Minutes are published in accordance with deadlines of 48 hours and 30 days, respectively.
- Make announcements and assist citizens with speaker cards for public comment, as requested.
- Update the Procedural Rules document in concert with the Board of Commissioners' actions and the County Attorney's counsel.
- Sound Agenda items for the Board of Commissioners' meetings.
- Serve as time keeper, and record motions and directives during meetings.
- Manage an annual procurement with a court reporter to assist with the development of Verbatim Minutes (transcription).
- Assist citizens with inquiries during the Board of Commissioners' meetings.
- Create and maintain an official audio (digital) recording of the Board of Commissioners' meetings.
- Prepare and mail letters to zoning applicants regarding Board of Commissioners' actions.
- Provide access to meeting information and voting statistics.

## Board Meetings



# Additional Meetings

## ADDITIONAL MEETINGS THE CLERK'S STAFF ASSISTED IN 2011

Commissioner Edwards Listening Session	2/24/2011
MOU ad hoc Committee Meeting/Chairman Eaves	3/10/2011
Joint Fulton/DeKalb Transportation Committee/Chairman Eaves	3/14/2011
MOU ad hoc Committee Meeting/Chairman Eaves	3/25/2011
Joint Fulton/DeKalb Transportation Committee/Chairman Eaves	3/31/2011
Fulton County Citizens University	4/7/2011
Commissioner Edwards Listening Session	5/26/2011
Transportation Summit Planning/Chairman Eaves	7/20/2011
Criminal Justice Partners Meeting/Chairman Eaves	7/22/2011
Commissioner Edwards Listening Session	8/25/2011
Commissioner Darnell Annual Town Hall Meeting	9/13/2011
Commissioner Edwards Listening Session	11/17/2011



# Commissioners' Actions



John H. Eaves  
Chairman  
District 1, at-large



Emma I. Darnell  
Vice Chair  
District 5



Robert L. "Robb" Pitts  
District 2, at-large



Liz Hausmann  
District 3



Tom Lowe  
District 4

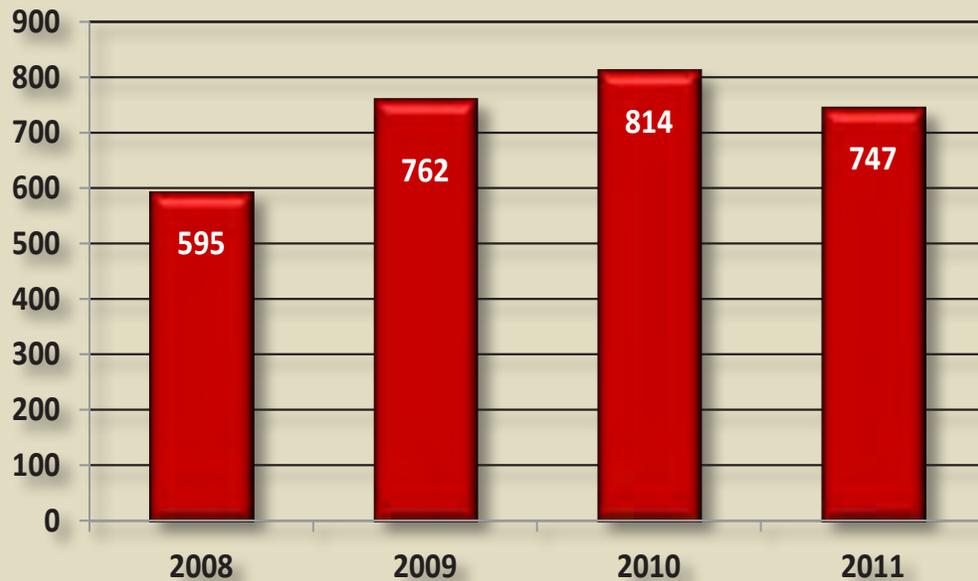


Joan P. Garner  
District 6



William "Bill" Edwards  
District 7

Number of Votes



	Board Appointment Nominations	Proclamations (Consent/Regular-Recess)	Resolutions (Sponsored-Cosponsored/Adopted)	Other Commissioners' Items
Eaves	12	42/16	6/6	13
Pitts	11	5/5	14/12	5
Hausmann	15	33/6	4/4	4
Lowe	15	1/7	2/2	0
Darnell	7	14/12	10/8	49
Garner	21	19/12	5/5	0
Edwards	31	36/20	7/6	11

# Agenda Items Statistics

Agenda items consist of subject matter that is presented during a Commission meeting for Board action, discussion, presentation, etc. On each Board meeting agenda, items are listed in two sections: the Consent Agenda, which is passed with one vote; and the Regular/Recess Agenda, where items are acted upon separately. Listed below are the Fulton County Government departments that had items on the agenda. The figures represent the number of agenda items for each department.

Total Number of Agenda Items



	2009 Consent/ Regular-Recess	2010 Consent/ Regular-Recess	2011 Consent/ Regular-Recess
Arts Council	10/0	1/2	2/0
Behavioral Health and Developmental Disabilities	9/0	1/0	2/1
Clerk to the Commission	41/0	31/0	23/0
Cooperative Extension	1/0	1/0	1/1
County Manager	96/11	100/24	6/23
District Attorney	7/0	4/1	3/0
(911) Emergency Management	5/0	11/1	4/1
Environment and Community Development (excluding zoning cases)	20/2	11/20	6/2
Environment and Community Development Zoning Cases	0/48	0/42	0/27
Finance	7/22	6/37	34/24
Fire & Rescue	6/0	3/0	2/0
General Services	38/7	48/11	53/7
Health and Human Services	N/A	12/13	N/A
Health and Wellness	24/10	14/6	22/4
Housing and Human Services	N/A	N/A	18/23
Information Technology	2/0	2/0	0/0
Intergovernmental Affairs	2/11	2/9	12/9
Juvenile Court	6/0	7/1	5/0
Library	7/2	8/1	10/0
Marshall	1/0	4/1	2/0
Medical Examiner	2/0	2/0	2/0
Parks & Recreation	2/1	0/0	0/0
Personnel	6/0	6/0	3/2
Police	21/8	18/13	13/13
Public Works	22/3	30/4	24/6
Purchasing	17/255	13/295	24/273
Registration and Elections	6/0	5/1	4/2
Ryan White	1/0	1/0	1/0
Sheriff	9/0	13/2	15/2
Solicitor General	2/0	5/0	4/1
State Court	3/0	0/2	3/0
Superior Court	5/0	4/0	6/0
Tax Assessors	0/1	0/0	10/2
Tax Commissioner	0/1	1/4	1/2

# Glossary

**Agenda Items:** *Agenda items consist of subject matter that is presented during a Commission meeting for Board action, discussion, presentation, etc. On each Board meeting agenda, items are listed in two sections: the Consent Agenda, which is passed with one vote; and the Regular/Recess Agenda, where items are acted upon separately.*

**Board Appointments:** *The Board of Commissioners routinely appoints citizens to boards, commissions, authorities, task forces, and advisory committees. The Clerk's Office maintains these appointments, alerts the Board to vacancies, and informs organization members and appointees about their terms and duties.*

**Budget Commission:** *The Budget Commission consists of the Chair of the Board, County Manager, and Finance Director, whose duties are to prepare and submit to the County Commission a proposed budget.*

**Certificates of Need:** *Certificates of Need are requests by healthcare facilities for financial assistance from the State Health Planning Director. These documents must be filed in the Clerk's Office, which prepares a receipt for the applicant, sends a copy of the receipt to the State, and keeps a record of the application.*

**Certified Committed Relationships:** *Same-gender relationships that are certified and recorded by the Clerk's Office for County citizens and employees.*

**Executive Sessions:** *Executive Sessions are Board meetings that are closed to the public so that Commissioners can discuss issues pertaining to litigation, tax matters, future purchase or condemnation of real estate, or personnel-related matters.*

**Financial Disclosure Statements:** *Certain Fulton County officials are required to submit Financial Disclosure Statements to the Clerk's Office, in accordance with Section 2-79 of the Fulton County Code of Ethics, to report any extra sources of income for the prior calendar year.*

**Indigent Burials:** *The County provides funds for the burial of deceased citizens whose families cannot afford funeral costs. The Clerk's Office keeps records of these burials.*

**Polling of the Board:** *A process by which the Clerk's Office sends a memorandum to Board members requesting them to provide their respective preferences regarding an upcoming issue, meeting, presentation, event, activity, etc.*

**Proclamations (spread on minutes/presented):** *Proclamations are given by Commissioners to citizens and/or organizations that have accomplished something worthy of special recognition.*

**Public Budget Hearings:** *Public Budget Hearings are held each fall throughout the County to obtain citizens' input on the distribution of tax dollars for the upcoming annual budget.*

**Public Comment:** *At each Board meeting, citizens are allowed to voice County-related requests, concerns, opinions, etc. Each speaker is limited to two minutes.*

**Recess Meetings:** *Recess Meetings are conducted by the Board on the third Wednesday of each month. These meetings are primarily composed of Commissioner and County Manager items.*

**Regular Meetings:** *Regular Meetings are conducted by the Board on the first Wednesday of each month. These meetings include zoning issues, along with Commissioner and County Manager items.*

**Research Requests:** *Research Requests represent someone's need for information contained in the Clerk's Office records, which include Board actions, policies, and history; Board Resolutions/Proclamations; Board Meeting minutes; County Ordinances; and other such documents.*

**Special Call Meetings and Work Sessions:** *Meetings that are held when the Board needs to address an issue within a certain time frame.*

# Clerk to the Commission Staff

**David Burke, CCC**  
Chief Deputy Clerk

**Chad Carlisle**  
Technology Operations Administrator

**Malcolm Clements**  
Aide to Commissioners (Records & Documents Specialist)

**Gladys Davis**  
Front Desk Receptionist

**Brenda Harris, CPS, CAP**  
Records Administrator

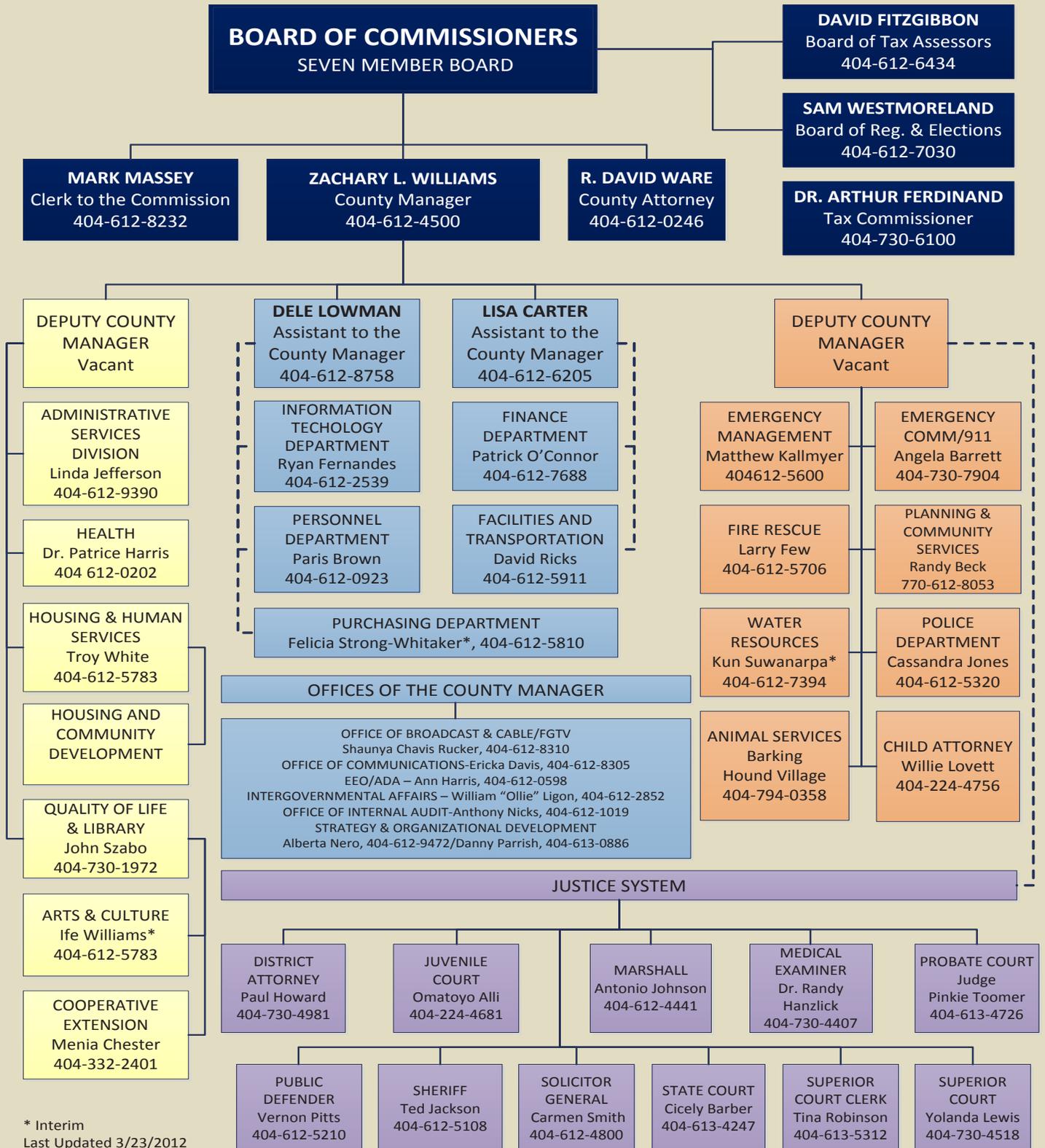
**Mark Massey, M.Ed., CMC, CCC**  
Clerk to the Commission

**Lee Murrell**  
Administrative Coordinator II (Personnel Payroll Analyst)

**Nikki Peterson**  
Administrative Coordinator I

*CAP - Certified Administrative Professional*  
*CCC - Certified County Clerk*  
*CMC - Certified Municipal Clerk*  
*CPS - Certified Professional Secretary*

# FULTON COUNTY GOVERNMENT STRUCTURE



\* Interim  
Last Updated 3/23/2012



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**FULTON COUNTY**

**Office of the Clerk to the Commission  
2011 Annual Report**