COUNTY AGENDA REQUEST

Department:	Probate Court	Presenter(s):	Mary S Holland / Greg Ownby
Meeting Date:	Thursday, January 24, 2013	Type of Request:	Consent

Wording for the Agenda:

Approval of a request from the Honorable Judge Ann Jackson to install a service window in the Justice Center Lobby to accommodate separation of passport services and adopt a budget amendment to increase revenues and expenditures for this project in an amount not to exceed $1,500.00.

Background/History/Details:

The U. S. Dept of State oversees passport application acceptance facilities including Fayette County's Probate Court office and has asked Judge Jackson to separate passport applicants from other customers they serve. An auditor for the Passport Agency recently visited conducting their normal 2 year review. Based on new rules the passport folks have imposed regarding keeping passport business separate from birth certificate business (Probate is also the local custodian and registrar for the State of Georgia Vital Records Division of the Department of Human Services) – for security and fraud prevention reasons – a separate counter is needed for passport applicants and birth certificate customers. Based on limited space, the only solution is to install a separate window and counter in the front of the office that leads to the lobby. Passport customers would be helped in the lobby area, and other customers, including birth certificate customers, would be helped inside the door at the main and existing counter. The State Dept. representative has approved this plan and the Sheriff has stated this change is not a problem from a security standpoint and his Justice Center staff is prepared for the change.

Funding for this project will be passport fees provided to the County. Construction will be handled by the building maintenance department who expect to complete within a day. Estimated costs are not to exceed $1,500.00

What action are you seeking from the Board of Commissioners?

Approval of the change to the Justice Center lobby for the installation of a service window and a mirrored FY2013 budget amendment increasing both Probate Court fees and project expenditures in an amount not to exceed $1,500.00. No impact to bottom line.

If this item requires funding, please describe:

Funding for this project will be passport fees provided to the County by Judge Jackson.

Has this request been considered within the past two years?	No	If so, when?	
Is Audio-Visual Equipment Required for this Request?*	No	Backup Provided with Request?	No

**** All audio-visual material must be submitted to the County Clerk's Office no later than 48 hours prior to the meeting. It is also your department's responsibility to ensure all third-party audio-visual material is submitted at least 48 hours in advance.***

Approved by Finance	Yes	Reviewed by Legal	
Approved by Purchasing	Not Applicable	County Clerk's Approval	Yes
Administrator's Approval			

Staff Notes: