



Administrative Services Committee Meeting Commission Chamber - 8/11/2021

ATTENDANCE:

Present: Hons. Hardie Davis, Jr., Mayor; Hasan, Chairman; Scott, Vice
Chairman; B. Williams, member.
Absent: Hon. Frantom, member.

ADMINISTRATIVE SERVICES

1. Motion to approve the Administrator's proposed framework for administering the Augusta Rescue Plan (funded by the federal American Rescue Plan), and implementation of Public Safety Pay, Premium Pay, and Vaccination Incentives as presented. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve the Administrator's proposed framework for administering the Augusta Rescue Plan (funded by the federal American Rescue Plan), \$1.5 million for vaccination incentives (vaccinations for 10,000 with \$100 per person for full dosage) and \$500,000 for salaries, potential locations for City partners to provide outreach for education and vaccinations, and other reasonable activities and expenses for vaccine	Commissioner Francine Scott	Commissioner Bobby Williams	Passes

incentive implementation.
The request also includes
pre-authorization to
implement revenue
recovery, Public Safety
and premium pay
provisions within the law
to provide one-time pay
supplements for public
safety and one-time salary
adjustment of up to \$15.00
per hour minimum and 2%
increases to address
compression with funding
from the ARP of
approximately \$6.6 million
in FY21 and \$5.6 million
in FY22, pending the
issuance and concurrence
of allowable expenditures
with the ARP final rules
by the US Treasury
Department.
Motion Passes 3-0.

- | | |
|--|-------------------------------------|
| 2. Motion to approve the minutes of the Administrative Services Committee held on July 27, 2021. | Item
Action:
Approved |
|--|-------------------------------------|

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Bobby Williams	Commissioner Francine Scott	Passes

- | | |
|--|-------------------------------------|
| 3. Receive as information notification of 2022 Proposed City Holidays. | Item
Action:
Approved |
|--|-------------------------------------|

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve				Passes

Motion to approve. Motion Passes 3-0.	Commissioner Bobby Williams	Commissioner Francine Scott
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- | | |
|--|---------------------------------|
| 4. Motion approve a new position of Open Records Officer (working title Transparency Officer) at a pay grade 25 funded by vacancy savings in the Office of the City Administrator. | Item Action:
Approved |
|--|---------------------------------|

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Bobby Williams	Commissioner Francine Scott	Passes

- | | |
|---|---------------------------------|
| 5. Motion to reclassify one position of Administrative Assistant 1 to Public Information Assistant. | Item Action:
Approved |
|---|---------------------------------|

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Delete	Motion to delete this item from the agenda. Motion Passes 3-0.	Commissioner Bobby Williams	Commissioner Francine Scott	Passes

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Administrative Services Committee Meeting
8/11/2021 1:15 PM
Attendance 8/10/21

Department:

Presenter:

Caption:

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are
Available in the
Following
Accounts:**

REVIEWED AND APPROVED BY:



AUGUSTA RECOVERY PLAN (ARP)

Augusta
GEORGIA

A ONCE IN A GENERATION INVESTMENT

\$350,000,000,000 AMERICAN RECOVERY PLAN

- **\$82,348,868 Augusta- Richmond County**
- **\$116,000,000 Richmond County Schools**
- **\$2,500,000 Paine College**
- **\$447,000,000 PPE Loans**
- **\$6,095,961 ERA 1**
- **\$7,114,012 ERA 2**
- **HUD HOME \$3,483,201**
- **AIRPORT \$4,127,473**
- **CONCESSIONS \$283,134**



A ONCE IN A GENERATION INVESTMENT

Public Health Emergency Begins January 27, 2020

- Covered Period March 3, 2021
- Eligible ARP expenditures incurred/obligated by December 2024
- Period of performance ends December 2026



INTERIM FINAL RULE

Public Comment Ends 7/16/2021

- Final Rule expected within 45 days

Interim Report (Cities & Counties)

- Consolidated Governments (2 Reports)
- Due August 31, 2021 (spending through 7/31/21)

Project Expenditure Report

- Due October 31, 2021
- Awardees above \$5 million report quarterly
- Awards, Sub-awards, project information

Recovery Plan Performance Report

- Required for populations above 250,000
- Augusta, GA exempt*



ALLOWABLE EXPENSE CATEGORIES

- ✓ Support Public Health Response
- ✓ Replace Public Sector Revenue Loss
- ✓ Water & Sewer Infrastructure
- ✓ Address Negative Economic Impacts
- ✓ Premium Pay for Essential Workers
- ✓ Broadband Infrastructure



ARP ELIGIBLE USES (FAQs)

Funds may be used to cover the cost of consultants

Can be used to establish public jobs programs

Revenue Recovery (clarifications)

Broadband to Unserved/Underserved

- ✓ Broadband infrastructure that brings reliability of
 - 25MPS download speed
 - 3MBS of upload speed

Investments in Outdoor Spaces

- ✓ Qualified Census Tracts
- ✓ Services for stronger neighborhoods and communities
- ✓ Parks & Recreation



ARP ELIGIBLE USES (FAQs)

- Expedite court case backlog
- Assistance for small business startups
- Respond to increased violence and crime
- Assistance to households & businesses
- Pre-project development of water, sewer, broadband
- Public health response
 - ✓ Vaccination programs
 - ✓ Medical Expenses
 - ✓ Testing, contact tracing, PPE
 - ✓ Capital improvements in public facilities to meet pandemic operational needs*





Augusta
GEORGIA

LOCAL ARP ALLOCATIONS

REGIONAL ARP ALLOCATIONS

- **Columbia County \$30,439,857**
- **Burke County \$4,347,635.00**
- **North Augusta, SC \$11,000,000***
- **Aiken County, SC \$33,200,000**

Note: North Augusta figures based on recent news reporting. ARP documents identify \$4,300,000.



County Responses as of 7/2/2021:	45
Counties NOT Offering Premium Pay:	18
Counties Still Developing Plans / UNDECIDED :	13
Counties with Premium Pay UNDER CONSIDERATION:	10
• 3 counties are considering giving one-time payments ranging from \$100 - 5000 (varies by county whether it is a set amount for all; a set amount for full time vs. part time; a higher amount for public safety; etc.) • 7 counties with premium pay under consideration have not identified their funding levels or finalized their plans at this time	
Counties who HAVE PAID or PLAN TO PAY Premium Pay	4
• 3 counties are giving one-time payments ranging from \$1000 - \$2000 (varies by county whether it is a set amount for all; a set amount for full time vs. part time; a higher amount for public safety; etc.) • 1 county is paying premium pay for hours worked consistent with the Federal statutory and regulatory caps and maximum payables	



DeKalb Commission Approves Bonuses for Public Safety Personnel

DeKalb County public safety personnel will soon get a \$3,000 bonus.

The county commission approved Tuesday the one-time “protect and serve retention bonuses” previously [proposed by CEO Michael Thurmond](#). The roughly 2,300 qualifying employees include police officers, firefighters, sheriff’s deputies, E-911 employees, probation officers and investigators with the medical examiner and district attorney’s offices. The \$6.2 million initiative is being funded primarily by federal American Rescue Plan funds.

DeKalb County received a total of about \$74 million from the American Rescue Plan, the pandemic-related stimulus package that President Joe Biden signed into law in April. It will receive a second installment of the same amount next year.



GEORGIA VACCINE OUTREACH (SUMMARY)

- **The city of Bogart tailored their outdoor city hall sign to raise vaccine awareness.**
- In addition to using the “It’s Worth a Shot” campaign assets the city of Cedartown partnered with the city of Rockmart, Polk County and Floyd Medical Center to hold a vaccine clinic at Polk Medical Center campus.
- **The city of Cairo printed more than 4,300 “It’s Worth a Shot” PSAs in English and Spanish and distributed them throughout the schools for students to share with their parents.**
- Leaders in the city of Smyrna created their own vaccine awareness campaign titled, “Give it a Shot Smyrna.” The city also hosted mobile vaccine opportunities and utilized their fire department to distribute more than 1,000 vaccines.
- **The cities of Doraville and Dunwoody partnered with the Latino Community Fund and We Love BuHi to offer vaccine clinics for non-English-speaking residents. The Doraville City Council also authorized \$26,000 in vaccine-related outreach to Spanish-speaking residents. While the city of Dunwoody documented (via a behind-the-scenes video) Mayor Lynn Deutsch getting her vaccine to encourage the community.**
- The city of Valdosta engaged the local media to share more about their efforts to encourage city-wide vaccinations and their involvement in GMA’s “It’s Worth a Shot” campaign.
- **The city of Commerce also instituted a health rewards program, which allowed staff to earn points from getting vaccinated.**
- The city of Moultrie’s community outreach event in March safely hosted local doctors who were trusted by the city’s minority population.

COVID-19 VACCINE OUTREACH BEST PRACTICES



MAYOR MURIEL BOWSER PRESENTS

TAKE THE SHOT, DC

All DC residents 18 and older can enter into a drawing to win:



A
NEW CAR
(one winner each week)

GIVEAWAY



\$10,000 for groceries, to cover approximately a year of free groceries (two winners each week)



A year of **free Metro bus and train** (multiple winners each week)

All DC residents 12 and older who get their first or only dose of the COVID-19 vaccine will get a \$51 VISA gift card. Residents ages 12-17 must be accompanied by a guardian.

TAKE THE SHOT, DC GIVEAWAY SITES

Anacostia High School

1601 16th Street, SE
Tues. - Thurs. | 10am - 1pm,
2pm - 7pm
Sat. | 12pm - 5pm
(through July 17th)
(Pfizer, Ages 12+)
(Johnson & Johnson, Ages 18+)

RISE Demonstration Center

2730 Martin Luther
King Jr. Avenue, SE
Mon. - Sat. | 9am - 5pm
(Pfizer, Ages 12+)
(Johnson & Johnson,
Ages 18+)

Ron Brown High School

4800 Meade Street, NE
Tues. - Thurs. | 10am - 1pm,
2pm - 7pm
Sat. | 12pm - 5pm
(through July 17th)
(Pfizer, Ages 12+)
(Johnson & Johnson, Ages 18+)

Learn more: taketheshotDC.com

#TakeTheShotDC #DCHOPE

DC HEALTH
GOVERNMENT OF THE DISTRICT OF COLUMBIA

GOVERNMENT OF THE
DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

The Governor announced the new #VaxU Scholarship Promotion to provide \$1 million in college scholarships to Marylanders ages 12 to 17 who get vaccinated. Drawings will start July 12, and any Maryland resident that has been vaccinated or gets vaccinated in Maryland is eligible.



ARP SMALL BUSINESS INITIATIVES BEST PRACTICES



CITY OF BALTIMORE'S BOOST PROGRAM

Downtown Partnership of Baltimore's BOOST program launched an initiative that will provide local Black-owned businesses technical assistance and \$50,000 financial support to activate empty storefronts downtown. Providing this "boost" is an example of types of innovative ways communities may foster growth in local communities as a part of the ARP.



Mayor Scott Establishes the Mayor's Office of Recovery Programs to Manage Historic American Rescue Plan Investment

Mayor Brandon M. Scott is establishing the office that will manage a historic \$640 million in investment to Baltimore City through the American Rescue Plan Act (ARPA) and appointing the leadership team that will lead that office.

The Mayor's Office of Recovery Programs will be responsible for administering all aspects of ARPA funding and regularly reporting to the federal government, as well as the public. Shamiah T. Kerney will direct the Mayor's Office of Recovery Programs as Chief Recovery Officer. Aaron M. Moore will serve as Deputy Director. Elizabeth Tatum will serve as Project Manager.

“Putting Baltimoreans back to work, investing in neighborhoods that have historically been left behind, funding community-based violence reduction initiatives, and closing the digital divide are top priorities as we develop a plan that maximizes the impact of ARPA dollars,” said Mayor Brandon M. Scott. “I am committed to a transparent process, and this leadership team at the Mayor's Office of Recovery Programs will be a key partner in ensuring accountability and an equitable distribution of this federal investment.”



Fulton County invested a total of \$10 million in two minority-owned financial institutions — Loyal Trust Bank and Unity National Bank.

The deposits were made at a ceremony hosted by Chairman Robb Pitts, who sponsored the resolution prompting the move, where he presented representatives of the banks with celebratory jumbo checks for \$5 million each.

“This is a major issue for me and the rest of Fulton County. I’m thrilled to be here today with these big checks and an even bigger commitment to helping minority owned banks thrive,” Pitts said in a statement. “Minority-owned banks are a cornerstone of Fulton County and today’s deposits show we are serious about investing in these institutions.”

Pitts and representatives from the banks highlighted the community impact the deposits in these banks will have.

“This isn’t just about \$5 million — this is an effort spearheaded by Chairman Pitts to recapitalize minority owned businesses,” George Andrews from Unity National Bank said in a statement.

“The expectation is that we will reinvest this money in the community,” Rose Jarboe, the chairwoman of Loyal Trust Bank, added. “We really want to work on small business loans and getting those started.”

ARP CLEAN WATER PROJECT BEST PRACTICES



CALIFORNIA UTILITY PROGRAM

The state's eviction moratorium expires June 30, raising the stakes for Newsom's new rent relief proposal. Half of the \$5.2 billion he announced today was already allocated to rent relief in January, and has been slowly rolling out to landlords and tenants as part of the COVID-19 Tenant Relief Act. The second half of funds will also come from the federal government, according to the state Department of Finance.

The first set of funds came with a series of stipulations laid out by state law, including that the money would cover 80% of back rent, and landlords would forgive the remaining 20%. If the landlord opted out of the program, tenants would then be eligible for only a quarter of back rent.

In previous reporting, CalMatters found the program left out many renters who took out loans through credit cards, friends or other lenders. The funds were also allocated by raw population size, rather than the population of low-income renters as advocates had hoped, leaving cities with a high proportion of renters like Los Angeles with insufficient funds.

Who will qualify for the additional \$2.6 billion in rent relief and how they'll get it under Newsom's proposal is still up in the air. Newsom suggested the new plan will do away with the 80% deal, opting instead to reimburse tenants for 100% of the back rent they owe.

Newsom's proposal to dedicate \$2 billion to help pay back utility bills follows [CalMatters' reporting that at least 1.6 million households had water debt that totalled \\$1 billion](#) and [state estimates](#) that Californians owe another \$1 billion in late gas and electricity payments.

For the record, this story has been updated to clarify that the \$75,000 income threshold is per household, not tax filer, according to the Department of Finance.

AUGUSTA PRIORITIES (SAMPLE LIST)

STRATEGIC PRIORITY	PURPOSE	COST
BLIGHT MITIGATION	Mitigate negative impact of growing blighted areas countywide as a result of global health emergency	TBD
BASIC SERVICES	Provide excellent/outstanding service to our residents and other stakeholders by increasing accessibility to services , providing access to public spaces, expanding 311 and other outreach and transparency efforts. <i>Includes the development of a unified call center.</i>	TBD
WATER/SEWER	Ensure Augustans have access to clean drinking water, infrastructure without defects, accurate billing and reasonable costs for service	TBD
ENVIRONMENT	Ensure all Augusta environmental resources, major equipment and infrastructure are efficient and sustainable for long-term viability. Offset costs related to Green Augusta implementation, TRANE facility initiative.	TBD

AUGUSTA PRIORITIES (SAMPLE LIST)

STRATEGIC PRIORITY	PURPOSE	COST
INFORMATION TECHNOLOGY	Ensure the safety, reliability, and support of public sector technology needs	TBD
UTILITY ASSISTANCE	Provide relief to Augustans negatively impacted by the pandemic who are past due on utility bills.	TBD
WATER/SEWER	Update existing metering technology to ensure appropriate billing, water flow, and service delivery to Augusta residents	TBD
PUBLIC SECTOR JOBS PROGRAM	Provide opportunities for unemployed or underemployed Augustans to receive training and employment for hard to fill positions. * <i>LEAP Program</i>	TBD

AUGUSTA PRIORITIES (SAMPLE LIST)

STRATEGIC PRIORITY	PURPOSE	COST
SUPPORT FOR PUBLIC SPACES	Mitigate negative impact of growing blighted areas countywide as a result of global health emergency. Issues to be mitigated include illegal dumping, blighted properties, 1	TBD
ESSENTIAL WORKER SUPPORT	Provide support to essential workers delivering services during the pandemic via childcare support, premium pay, mental health supports, and other allowable expenditures.	TBD
VIOLENCE REDUCTION/PUBLIC SAFETY TRANSPARENCY	Ensure transparency in the enforcement of pandemic activities in support of code enforcement and other lawful activities. Includes the implementation of body camera deployment (Marshal's Office) and other technology activations.	TBD
PUBLIC AWARENESS & OUTREACH	Ensure all Augustans have access to information related to the governments efforts to mitigate the impact of the pandemic. Initiatives and outreach focuses include (but are not limited to) vaccination incentives, government activities, public health data and opportunities for service	TBD

SAMPLE ARP PROJECT LIST

PROJECTS

RECOMMENDATION

(ILLUSTRATION ONLY)

TRAVIS/BOYKIN ROAD (WATER)*

ARC CLEAN COUNTY (ARC, DDA, KEEP AUGUSTA BEAUTIFUL)	
AFFORDABLE HOUSING/BLIGHT MITIGATION	
SMALL BUSINESS INCUBATOR & RESOURCE CENTER (3 YEAR PROJECTION)	
PREMIUM PAY (LOW & MODERATE WORKER)	
CORPORATE PARK WATERLINE EXPANSION	
YOUTH PROGRAMMING/VIOLENCE REDUCTION	
UTILITY RELIEF*	

SAMPLE ARP PROJECT LIST

PROJECTS

RECOMMENDATION

(ILLUSTRATION ONLY)

DRAINAGE (WILKINSON GARDEN/ NATIONAL HILLS)	
STREETLIGHT*	
SMALL BUSINESS GRANT PROGRAM (EXPANSION)	
CVB REVENUE REPLACEMENT	
PUBLIC WI-FI (ALL PUBLIC FACILITES/PARKS)	
BROADBAND INFRASTRUCTURE	
BUSINESS RETENTION, EXPANSION & ATTRACTION (AEDA/DDA)	
METER REPLACEMENT	
EMA OPERATIONS CENTER	

SAMPLE ARP PROJECT LIST

PROJECTS

RECOMMENDATION

(ILLUSTRATION ONLY)

PREMIUM PAY	
PUBLIC SAFETY BONUSES	
VACCINATION POGRAM	
OFFICE OF RECOVERY PROGRAMS	
STAFF AUGMENTATION*	



AUGUSTA RECOVERY PLAN

CITY/COUNTY PROJECTS & INITIATIVES

- Establish slate of projects deemed beneficial, necessary, & appropriate
- Projects would be presented to the Commission for approval
- The slate of projects/investments included in the preliminary Augusta Recovery Plan (ARP)
- **TOTAL FUNDED = TBD**



AUGUSTA RECOVERY COMMITTEE (ARC)

- Establish Augusta Recovery Committee (ARC) to work with city staff to review potential projects
- Projects would be scored according to standardized evaluation criteria
- ARC will recommend slate of projects/investments for inclusion in the preliminary Augusta Recovery Plan (ARP)
- TOTAL FUNDED = TBD



EVALUATION CRITERIA (SAMPLE)

CRITERIA

Does the project address the negative impact of COVID-19?

Does the project respond to the public health emergency with respect to COVID-19?

If neither criterion above is not met, then project must be funded from lost revenue due to COVID-19?

Can the project be completed by 12/31/2026?

Does the project advance a stated strategic priority? List priority and objective above.

Does the project reduce future City operating costs, protect a significant City asset, or reduce a significant future liability? Provide explanation on separate page.

Does the project address a racial, economic, or social inequity? Does the project advance inclusion? Provide explanation on separate page.

Does the project have a positive ROI, benefit-cost, or social impact return? Provide explanation on separate page.

Does the project complement other investments or approved plans creating synergy? Provide explanation on separate page.

Does the project leverage other external resources? Provide explanation on separate page.

Does the project have a community partner who is able to bring resources to the table?

Other Criteria

Does the project have any on-going operating/legacy costs? Include amount.

Are there other considerations that impact the project ranking?

DRAFT TIMELINE FOR EXTERNAL PROJECTS

Task	Due Date
Develop project application and instructions	
Appoint ARC	
Solicit for potential projects	
Completed applications due	
Score projects	
ARC meet to review projects (#1)	
ARC meet to review projects (#2)	
ARC recommends slate of projects	
Develop preliminary ARP	
Community meetings to share plan (3)	
ARP is shared widely across the County	
ARP submitted to Commission for approval	

AUGUSTA COMMISSION SPECIAL PROJECT LIST

- **Establish Augusta Recovery Priorities with options to review unfunded projects or District specific projects**
- **ARP criteria guide for project selection to ensure compliance.**
- **Funding allocation by 8 districts, 2 Super Districts, and Office of the Mayor.**

TOTAL FUNDED = TBD



PUBLIC SAFETY & PREMIUM PAY

ARP funding would be utilized under the allowable categories of *Premium Pay* and *Revenue Replacement*. Costs are shown for 2021 (September - December) and for all of FY2022 with the ARP as the proposed funding source. Augusta is in the beginning stages of the 2022 budget process. At the present time the recommendation is to fund the move to \$15 /hour program cost from ARP proceeds, although this may change.

The Department of Treasury will release final guidance within the next 30 days. If the updated guidance changes the allowable uses of funds, the recommended source of funds may change.

		Source of Funding		
			ARP Premium Pay	ARP Revenue Replacement
One Time Payments		Cost		
Public Safety	\$2500 FT / \$1250 PT	3,033,125	3,033,125	
Non public safety	\$500 FT / \$250 PT	853,959	795,794	58,025
Covid Vacation payout		714,274		714,274
Total One Time Expense		4,601,358	3,828,919	772,299
Recurring Costs thru 2021				
\$15 per hour adjustment	Sept 10 - 9 pay periods	1,217,025		1,217,025
2% to address compression	Sept 10 - 9 pay periods	750,202		750,202
Total 2021 Recurring Salary Adjustments		1,967,227	-	1,967,227
Total 2021 Projected Cost		6,568,585	3,828,919	2,739,526
Financial Impact if Extended for Additional Year				
Annual Cost of Salary Adjustments 2022				
\$15 per hour adjustment		3,515,850		3,515,850
2% to address compression		2,167,251		2,167,251
		5,683,101		5,683,101

VAX UP AUGUSTA

This week President Joseph Biden directed States and Counties to leverage American Rescue Plan Funding to fund vaccination incentives of \$100 per person who becomes fully vaccinated (e.g. 1 shot Johnson & Johnson; 2 shots Moderna/Pfizer).

Staff Recommendation

Allocation of \$1,000,000 for vaccine awareness, incentives, and coordination with a goal of 9,000 fully vaccinated residents over six months specifically via these efforts.





**Administrative Services Committee Meeting
8/11/2021 1:15 PM
American Rescue Plan framework**

Department: Administrator's Office

Presenter: Administrator Donald

Caption: Motion to approve the Administrator's proposed framework for administering the Augusta Rescue Plan (funded by the federal American Rescue Plan), and implementation of Public Safety Pay, Premium Pay, and Vaccination Incentives as presented.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are
Available in the
Following
Accounts:**

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting Commission Chamber - 7/27/2021

ATTENDANCE:

Present: Hons. Hasan, Chairman; Scott, Vice Chairman; Frantom and B.

Williams, members.

Absent: Hon. Hardie Davis, Jr., Mayor.

ADMINISTRATIVE SERVICES

1. Presentation by Rev. Christopher G. Johnson of the Greater Augusta Interfaith Coalition regarding Educate to Vaccinate Now! Project to combat COVID-19 and its effects. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Mr. Frantom out. Motion Passes 3-0.	Commissioner Francine Scott	Commissioner Bobby Williams	Passes

2. Update from the Augusta Law and Compliance Departments regarding an amendment to the local small business opportunity program ordinance to allow for the creation of minority, women, veteran and disability-owned business enterprise goals. (Referred from the July 14 Administrative Services Committee) **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	It was the consensus of the committee that this item be received as information without objection.			

3. Motion to **approve** Augusta Richmond County enact the proposed non-discrimination ordinance. **(Requested by Commissioner Sean Frantom)** **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve convening a work group with Commissioner Scott serving as Chairman consisting of city departments' staff, the Chamber of Commerce and Attorney Duncan to meet on this ordinance and report back their recommendations in 60 days. Motion Passes 4-0.	Commissioner Francine Scott	Commisioner Sean Frantom	Passes

4. Approve the donation of one 2009 Honda ST1300PA police motorcycle to Augusta University Police Department. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Francine Scott	Commisioner Sean Frantom	Passes

5. Award the contract for Design/Build of a new Range Support Building at the RCSO Training Range, in the amount of \$625,700.00, to R. W. Allen Construction, LLC of Augusta, GA (RFP Item #21-166). **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Francine Scott	Commisioner Sean Frantom	Passes

6. Receive as information only the emergency HVAC replacement needed to the Carrie J. Mays Community Center in the amount of \$37,400 to Sig Cox. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Francine Scott	Commisioner Sean Frantom	Passes

7. Receive as information only the emergency replacement needed to the Diamond Lakes Library roof in the amount of \$84,950 by Hixon Roofing. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Francine Scott	Commisioner Sean Frantom	Passes

8. Motion to approve Housing and Community Development Department's (HCD's) request to increase the Commission approved (3/16/2021) Lead Hazard Reduction Program's ~ Lead Hazard Environmental Control Specialist position from \$40,162 to \$52,000 (29%+/- increase). **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Francine Scott	Commisioner Sean Frantom	Passes

9. Motion to **approve** four (4) Emergency Rehabilitation projects located on Wharton Dr., Florence St., E. Espinosa and Crosscreek Rd. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve		Commissioner Francine Scott	Commisioner Sean Frantom	Passes

Motion to
approve.
Motion Passes 4-0.

10. Motion to approve Housing and Community Development Department's (HCD's) request to transfer \$46,000 from object code 5111110 to object code 5239112 for temporary workforce expenditures. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Francine Scott	Commisioner Sean Frantom	Passes

11. Motion to **approve** Housing and Community Development Department's (HCD's) request to provide funding to assist one (1) low to moderate-income homebuyer with down-payment assistance to purchase a home on McAlpine Dr.. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Francine Scott	Commisioner Sean Frantom	Passes

12. Motion to approve the Encroachment agreement between Augusta-Richmond County Georgia and Jefferson Energy Cooperative. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Francine Scott	Commisioner Sean Frantom	Passes

13. Motion to approve Housing and Community Development Department's (HCD's) request to amend agreement with Promise Land Community Development Corporation to provide additional HOPWA funding to continue services to eligible HOPWA citizens. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Francine Scott	Commisioner Sean Frantom	Passes

14. Motion to approve one (1) new full-time position, Manager of Economic Development & Innovation, in the Administrator's office.

Item Action:
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Francine Scott	Commisioner Sean Frantom	Passes

15. Approve New Positions for Metering.

Item Action:
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Francine Scott	Commisioner Sean Frantom	Passes

16. Sexual Harassment Policy.

Item Action:
Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	It was the consensus of the committee that this item be referred to the next committee meeting without objection.			

17. Social Media Policy.

Item
Action:
Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	It was the consensus of the committee that this item be referred to the next committee meeting without objection.			

18. Substance Abuse Policy.

Item
Action:
None

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	It was the consensus of the committee that this item be referred back to the Human Resources Director for further review and recommendation back to a future committee meeting.			

19. Proposed Anti-Bullying Policy.

Item
Action:
Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	It was the consensus of the committee that this item be referred to the next committee meeting without objection.			

20. Employee Incentive Program.

Item
Action:
Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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It was the consensus of the committee that this item be referred back to the Human Resources Department for a recommendation.

21. Executive Recruitment Summary Draft.

Item Action:
Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	It was the consensus of the committee that this item be referred to the next committee meeting without objection.			

22. Discuss addendum agenda items. (Requested by Commissioner Ben Hasan)

Item Action:
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	It was the consensus of the committee that a discussion of the requirements for making a motion be added to this item.			

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	It was the consensus of the committee that this item be received as information with no objection.			

23. Motion to approve the minutes of the Administrative Services Committee held on July 14, 2021.

Item Action:
Approved

Motions

Motion Text	Made By	Seconded By
--------------------	----------------	--------------------

**Motion
Type**

**Motion
Result**

Approve	Motion to approve. Motion Passes 4-0.	Commissioner Francine Scott	Commisioner Sean Frantom	Passes
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**Administrative Services Committee Meeting
8/11/2021 1:15 PM
Minutes**

Department:

Presenter:

Caption: Motion to approve the minutes of the Administrative Services Committee held on July 27, 2021.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are
Available in the
Following
Accounts:**

REVIEWED AND APPROVED BY:



2022 PROPOSED HOLIDAY SCHEDULE

TO: Department Directors and Employees

FROM: Pamela Griffin, Employee Relations Manager

DATE: August 2, 2021

RE: 2022 Holiday Schedule - Proposed

Holidays that will be observed for employees of Augusta, Georgia in 2022:

New Year's Day	Friday, December 31 <i>*Saturday, January 1</i>
Martin Luther King, Jr. Day	Monday, January 17
Good Friday	Friday, April 15
Memorial Day	Monday, May 30
Juneteenth	Monday, June 20 <i>*Sunday, June 19</i>
Independence Day	Monday, July 4
Labor Day	Monday, September 5
Veterans Day	Friday, November 11
Thanksgiving Day	Thursday, November 24
Day after Thanksgiving	Friday, November 25
Christmas Eve	Friday, December 23
Christmas Day	Monday, December 26



**Administrative Services Committee Meeting
8/11/2021 1:15 PM
Notification of 2022 Proposed City Holidays**

Department: Administrator's Office

Presenter: Administrator Donald

Caption: Receive as information notification of 2022 Proposed City Holidays.

Background: Attached is the proposed 2022 City Holidays, which now includes Juneteenth, recognized on June 20, 2022. An excerpt related to holidays from the PPPM is included below. Whenever a holiday falls on a Saturday, the preceding Friday shall be designated as a substitute holiday and observed as the official holiday for that year. Whenever the holiday falls on a Sunday, the following Monday shall be designated as the official holiday for that year. An employee, who is not on approved leave, is suspended for disciplinary reasons, or who fails to report on his or her scheduled workday (except for emergency situations), before or after a holiday, will not be paid for the holiday. Holidays that occur during vacation or sick leave shall not be charged against vacation or sick leave. Contract, temporary and part-time employees will not be paid for holidays not worked. Full-time employees, other than Public Safety, scheduled to work on an official Augusta, Georgia holiday shall be paid at a rate one and one-half times the regular rate for each hour worked during the actual holiday, in addition to the employee's holiday pay.

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are
Available in the
Following
Accounts:**

REVIEWED AND APPROVED BY:



Odie Donald, II
Administrator

Date: August 4, 2021

To: Mayor Hardie Davis
Mayor Pro Tem Bobby Williams
Commissioner Jordan Johnson
Commissioner Dennis Williams
Commissioner Catherine Smith McKnight
Commissioner Sammie Sais
Commissioner Ben Hasan
Commissioner Sean Frantom
Commissioner Brandon Garrett
Commissioner Francine Scott
Commissioner John Clarke

From: Odie Donald II, Administrator

Subject: Open Records Custodian + Procedures

Overview

The Augusta Commission recently authorized a streamlined Open Records Request (ORR) Policy. To ensure a timely and seamless transition, full implementation is scheduled for Monday November 1, 2021. This memorandum is intended to highlight key activities necessary to ensure full implementation and policy compliance.

Key Activities/Milestones

Prior to its effective starting date, the following activities and milestones will be undertaken and reached.

- Appointment of Open Records Officer (i.e. Transparency Officer)
- Timely notification of policy and procedural changes on the City's website
- Update of all required forms related to making public records requests
- Training of all personnel central to this process
- Identification of departmental points of contact

Duties and Responsibilities of Open Records Officer

Per the Augusta Commission's recent authorization, activities related to implementation are currently underway. The open records custodian will be housed in the Office of the City Administrator (OCA), tasked with coordinating the process from start to finish in partnership

with departments and general counsel as applicable. The duties of the position (see attachment) include the following:

- Manages Augusta, GA's compliance with the Georgia Open Records Act, including but not limited to periodic reviews and updates to policies and practices in compliance with state and local statutes.
- Serves as custodian of open records requests.
- Communicates effectively with departmental points of contact, attorneys, and the public in response to requests for information.
- Manages Augusta, GA's response to all open records requests.
- Maintains calendar and scheduling of open records requests.
- Ensures efficiency, effectiveness, and accuracy of all Open Records related functions through the use of computer systems and management controls.
- Performs functions related to organizational transparency, public record response, and other duties as assigned



**Administrative Services Committee Meeting
8/11/2021 1:15 PM
Open Records**

Department: Administrator's Office

Presenter: Administrator Donald

Caption: Motion approve a new position of Open Records Officer (working title Transparency Officer) at a pay grade 25 funded by vacancy savings in the Office of the City Administrator.

Background: Attached is an overview of key milestones and associated timelines related to the implementation of the newly authorized open records process as well as the draft job description.

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are
Available in the
Following
Accounts:**

REVIEWED AND APPROVED BY:



The City of Augusta
Human Resources Department

HR-1 FORM

Request for Personnel Action (RPA)

Employee Name: Frank Rost EMP I.D.: 18366 DEPT #: 6000 Proposed Effective Date: 08/07/2021

PART 1: TYPE OF REQUEST --> #1: must fill out Part 2-A ONLY --> #2-12: must fill out Part 2-B & Part 3 --> #13: must fill out Part 2-C & Part 3 --> #14: fill out Part 2 & 3

1. ☐ Name/Phone/Add 2. ☒ Reclassification 3. ☐ Position Abolishment 4. ☐ Transfer 5. ☐ Promotion 6. ☐ Demotion 7. ☐ Interim Appointment
8. ☐ Suspension 9. ☐ New Position 10. ☐ Work Hours 11. ☐ Rate of Pay 12. ☐ Budget # 13. ☐ Separation 14. ☐ Other:

PART 2: PREPARATION FOR PERSONNEL ACTION

A. PERSONAL INFORMATION

Name Change: _____
Address: _____

Home Phone #: () -
Cell Phone #: () -
Office Phone #: () -

Employee Signature (required for personal information changes): _____ Date: _____

B. POSITION INFORMATION

	CHANGE FROM	CHANGE TO
Dept #	6000	6000
Job Title	Administrative Assistant I	Public Information Assistant
FLSA Status (E or NE)	NE	NE
Pay Class	100	100
Salary Grade	8	12
PCN	RAD21SB001	RAD???001
Daily Hours	7.5	7.5
Hourly Rate	\$14.373	\$16.609
Bi-Weekly Salary	\$1,078.011	\$1,245.730
Annual Salary	\$28,028.30	\$32,389
Supplemental Pay	N/A	N/A
Safety Sensitive (Y or N)	N	Y
GL Account number:	101-06-1110-5111110	101-06-1110-5111110

Employee Replaced (Name & I.D.): _____

C. SEPARATION INFORMATION

SEPARATION FROM SERVICE REASON:	
☐	VQ 01 Resignation
☐	VQ 02 Failure to Report to Work/AWOL
☐	VQ 03 Lay-Off/RIF
☐	VQ 04 Death
☐	VQ 05 Loss of Job Requirements
☐	VQ 06 Termination
☐	VQ 07 Retirement
Date Hired: _____	
Last Day Worked: _____	
Separation Date: _____	
Terminated 3 days ADM Given: ☐ YES ☐ NO	
Proper Notice Given: ☐ YES ☐ NO	
Eligible for Re-Hire? ☐ YES ☐ NO	
If Not Eligible for Re-Hire - Complete Part 3 and Review Eligibility Guidelines	
VAC BAL: _____	COMP BAL: _____

PART 3: EXPLANATION FOR REQUEST

See Attached Documentation? ☒ YES ☐ NO (if no, must give explanation for request)

Funds are available. See attached.

PART 4: DEPARTMENT APPROVAL

This Request was Processed By: Marilyn Newton	Contact Phone #: 706-796-5029	Date Of Request: 7-15-2021
Department Director Signature:		Concurrence Date: 7-15-2021
Department Director Signature (2):		Concurrence Date:
Administrator Signature (only required for ineligibility for rehire):		Concurrence Date:
General Counsel Signature (only required for ineligibility for rehire):		Concurrence Date:
transfer between departments, both director signatures required***		

BELOW IS FOR HUMAN RESOURCES ONLY

Distributed necessary copies to: ☐ PAYROLL ☐ BENEFITS Verified: ☐ Employee Information ☐ Position Information ☐ Separation Information

Received on (date): _____ Effective on the PP begin/end date of: _____ Processed By/Date: _____

VP MGR/Date: _____ HR MGR/Date: _____ HR Comp/Date: _____

Augusta, Georgia

Job Description

Approved Title: Administrative Assistant I
Working Job Title: Administrative Assistant I
Department: Recreation and Parks Department

Job Code: 21SB
Pay Grade: 8

FLSA Classification: Non-exempt
Date Revised: August 29, 2018
Original Date Prepared: July 31, 2009

Reports to: Director – Recreation and Parks

Does the Position Have Direct Reports? Yes ☐ No ☒

If Yes, What is the Title of the Position that Reports to this Position:

Is this Position Safety Sensitive? Yes ☐ No ☒

GENERAL SUMMARY: This class is the entry level position in its classification. Provides administrative support within the guidelines of County and departmental personnel, purchasing, and finance regulations. Reports to the Director or other designated person and works with other County employees, the public, engineers, the media, and elected officials to provide administrative support.

KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

Percentages	Describe the duties and responsibilities of the position in the spaces provided below and assign percentage of time spent on each area on the left column space.
30%	Composes and types correspondence and documents, and responds to complaints, questions, and problems.
10%	Maintains Director's calendar, arranges meetings, and handles travel and conference matters.
15%	Coordinates meetings with all divisions/sections/branches and Deputy Directors; disseminates information and items to the appropriate Division (s) and compiles information for Departmental reports.
15%	Works with all Branches to ensure timely and proper customer service.
15%	Prepares and submits items for inclusion on commission agendas, prepares requisitions, documents and correspondence for filing.
15%	Assists with preparation of the departmental reports and budget documents.
As required	Performs other duties of a similar nature of level.

100% Total: 100

This section's percentage must total 100%.

REQUIRED MINIMUM QUALIFICATIONS:

Education: High School diploma or G.E.D. Associate Degree preferred.

Experience: 2 years related experience in the areas of administrative support, customer service, and office management. Experience must include administrative work supporting senior level staff or management.

Knowledge/Skills/Abilities:

- Considerable knowledge of modern office procedures and practices and bookkeeping.
- Familiarity with department operations, County purchasing, bidding, and personnel policies and procedures
- Proficiency in budgetary and accounting processes and supervision.
- Mastery of using standard office equipment, operating a computer with standard office software, and two-way radio.
- Extensive Microsoft Office experience.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Certification: -N/A

OTHER:

Does this position require staff call up in an emergency situation? Yes ☐ No ☒

Is travel from office to other locations required of this position? Yes ☐ No ☒

If yes, what is the percentage of travel involved? Less than 50%? Yes ☐ No ☐ More than 50%? Yes ☐ No ☐

PHYSICAL REQUIREMENTS:

Positions in this class typically require: intermittent sitting, standing, stooping, crouching, walking, ~~fingering, grasping, feeling,~~ talking, hearing, seeing, occasional lifting of light objects, and repetitive motions. Work is performed in an office,

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

FINANCIAL RESPONSIBILITY:

Is this position involved in a budgetary or financial approval responsibility? Yes ☐ No ☒

If yes, please indicate size of budget or financial approval responsibility in annual dollar amount: \$0.

TRAINING & SUPERVISORY RESPONSIBILITY:

How many people are being supervised or trained? None ☒

One staff Yes ☐ No ☐ Two to five staff Yes ☐ No ☐ Six to ten staff Yes ☐ No ☐ More than ten staff Yes ☐ No ☐

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.

REVIEW/APPROVALS

Frank Post
Employee Name (Print)

Joel Post
Employee Signature

11/7/18
Date

[Signature]
Line or Staff Management
Department Director

11-7-18
Date

Compensation and Benefits Manager

Date

Human Resource Director

Date

Augusta-Richmond County

Job Description

Approved Title: Public Information Assistant
Working Job Title: Public Information Assistant

Job Code: _____
Pay Grade: 12

FLSA Classification: Non-exempt
Date Revised: June 25, 2021
Original Date Prepared: May 17, 2021

Department: Parks & Recreation

Reports to: Director, Parks & Recreation

Does the Position Have Direct Reports? Yes ☐ No ☒

If Yes, What is the Title of the Position that Reports to this Position: _____

Is this Position Safety Sensitive? Yes ☒ No ☐

GENERAL SUMMARY: The Public Information Assistant plans, coordinates and executes all strategic communication and public relations efforts across the Parks and Recreation Department; provides timely and accurate information to the public, community stakeholders, elected officials, and the media; and assists with the development of the strategic planning process.. The Public Information Assistant also leads community relations projects for the Parks and Recreation Department providing information to the public, community stakeholders, elected officials, and the media for the Parks and Recreation Department.

KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

Percentages	Describe the duties and responsibilities of the position in the spaces provided below and assign percentage of time spent on each area on the left column space.
30%	Plans, develops, and coordinates all publicity, advertising and marketing for the Parks & Recreation Department and acts as brand owner to develop and implement corporate design standards, style guides, and marketing templates.
20%	Develops and delivers internal and external communication that aligns with the strategic and operational direction of the different divisions, the Department, and Augusta, GA
15%	Assists with the planning, promotion and execution of high visibility events, activities and programs
15%	Facilitates and monitors communication via websites, social media, print media and other venues, and utilizes metrics to track the success of communication efforts.
10%	Leads community relations projects: Serves as community liaison during planning processes, strategy development and project implementation
10%	Assists with the development of measures and/or indicators related to outcomes of the strategic planning process; helps identify potential project risks and difficulties; helps coordinate resources across multiple divisions in strategic planning efforts.
As Assigned	Performs other duties of a similar nature or level.

100% Total

This section's percentage must total 100%.

REQUIRED MINIMUM QUALIFICATIONS:

Education: High school diploma or GED

Experience: Six (6) years in strategic communications, persuasive writing, or public relations

Preferred: BA/BS in related occupational field of study such as communications, writing, marketing, public relations, or multimedia with a minimum of three (3) years of experience in a similar position or any equivalent combination of education and experience.

Knowledge/Skills/Abilities:

- Considerable knowledge of principles and practices of recreation administration is a plus
- Ability to become familiar with department rules and regulations
- Proficiency in marketing, advertising and social media tools
- Strong working knowledge of Adobe Creative Cloud products, such as Photoshop, Premiere Pro, InDesign, and/or comparable software
- Ability to stay abreast of industry trends for communications and media relations.

License/Certification:

Possession of a valid driver's license with good driving history. If State license is other than Georgia or South Carolina, applicant must obtain a license in Georgia or South Carolina within 30 days of employment.

OTHER:

Does this position require staff call up in an emergency situation? Yes ☒ No ☐
Is travel from office to other locations required of this position? Yes ☒ No ☐
If yes, what is the percentage of travel involved? Less than 50%? Yes ☒ No ☐ More than 50%? Yes ☐ No ☒

PERFORMANCE APTITUDES

- **Data Utilization:** Requires the ability to synthesize and integrate data for predicting, anticipating, and planning for future events impacting the organization. Includes determining strategic and tactical decisions at the highest organizational levels of authority and responsibility.
- **Human Interaction:** Requires the ability to apply principles of negotiation. Performs such in formal situations within the context of legal guidelines.
- **Verbal:** Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.
- **Math:** Requires the ability to perform calculations for essential job functions.
- **Functional Reasoning:** Requires the ability to apply principles of logical or scientific thinking to implement both intellectual and practical relationships; involves responsibility for consideration and analysis of complex organizational problems of major conceptual functions.
- **Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.
- **Physical Abilities:** Tasks require the ability to perform sedentary to light work.
- **Sensory Requirements:** Some tasks require the ability to perceive and discriminate cues or signals.
- **Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

FINANCIAL RESPONSIBILITY:

Is this position involved in a budgetary or financial approval responsibility? Yes ☐ No ☒
If yes, please indicate size of budget or financial approval responsibility in annual dollar amount: \$

TRAINING & SUPERVISORY RESPONSIBILITY:

How many people are being supervised or Trained? None ☐
One staff Yes ☐ No ☒ Two to five staff Yes ☐ No ☒ Six to ten staff Yes ☐ No ☒ More than ten staff Yes ☒ No ☐

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

REVIEW/APPROVALS

Employee (Print Name)

Employee Signature

Date

Line or Staff Management

Date

Department Director

Date

Compensation Administration Staff

Date

Human Resources Director

Date



**Administrative Services Committee Meeting
8/11/2021 1:15 PM
Position Reclassification**

Department:	Parks and Recreation Department
Presenter:	Maurice McDowell
Caption:	Motion to reclassify one position of Administrative Assistant 1 to Public Information Assistant.
Background:	The key responsibilities of this position have changed significantly from administrative duties to public information, marketing and community outreach.
Analysis:	This position is critical in informing the public of all ongoing and upcoming special events, programs and activities.
Financial Impact:	The reclassification of the position from pay grade 8 to pay grade 12 requires additional funds of \$5,030 per year. Those funds are available in the Department's general fund.
Alternatives:	1. To approve 2. Move to no action.
Recommendation:	1. To approve
Funds are Available in the Following Accounts:	Funds are available in 101-06-1110.

REVIEWED AND APPROVED BY:
