



Administrative Services Committee Commission Chamber- 1/27/2014- 1:05 PM
Meeting

ADMINISTRATIVE SERVICES

1. Update from staff regarding the status of the bid process for maintenance services for the City's fleet which is currently on a month to month basis with First General Services. (Requested by Commissioner Donnie Smith) ☐ Attachments
2. Review and discuss the progress that has been made on the 2013 commission goals. (Requested by Commissioner Mary Davis) (Referred from January 13 Administrative Services Committee) ☐ Attachments
3. Discuss summary of conference call with Attorney Colette Holt. ☐ Attachments
4. Motion to approve the minutes of the Administrative Services Committee held on January 13, 2014. ☐ Attachments
5. Discuss and approve the Recommended Reorganization Plan and Related Budget Amendments and Fee Schedule Changes for the Planning and Development Department. ☐ Attachments
6. Motion to approve amended job description for the position of Administrator. (Recommended by the Administrator's Job Description Study Sub-Committee) ☐ Attachments
7. Motion to approve hiring professional recruiting firm to bring forth candidates for the position of Administrator. (Recommended by the Administrator's Job Description Study Sub-Committee) ☐ Attachments



**Administrative Services Committee Meeting
1/27/2014 1:05 PM
Bid Process for Fleet Maintenance Services**

Department: Clerk of Commission

Caption: Update from staff regarding the status of the bid process for maintenance services for the City's fleet which is currently on a month to month basis with First General Services. (Requested by Commissioner Donnie Smith)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Nancy Morawski

From: Commissioner Donald Smith
Sent: Wednesday, January 22, 2014 8:53 AM
To: Nancy Morawski
Cc: Commissioner William Lockett
Subject: Agenda item

I am requesting an update on where we stand with the bid process for maintenance services for our fleet, which is currently on a month to month basis with first general services. Please put this on the administrative services agenda. Thanks, Donnie

Sent from my iPad

Please consider the environment before printing this email.

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AED:104.1



**Administrative Services Committee Meeting
1/27/2014 1:05 PM
Commission/Administrator/ Goals and Objectives**

Department:

Caption: Review and discuss the progress that has been made on the 2013 commission goals. (Requested by Commissioner Mary Davis)
(Referred from January 13 Administrative Services Committee)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
1/27/2014 1:05 PM
Conference Call with Attorney Colette Holt**

Department:

Caption: Discuss summary of conference call with Attorney Colette Holt.

Background:

Analysis:

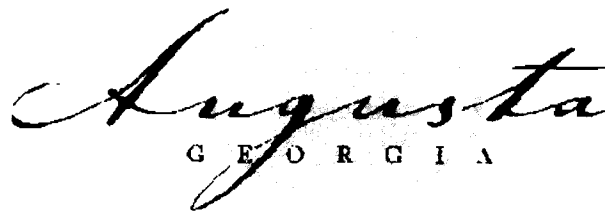
Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

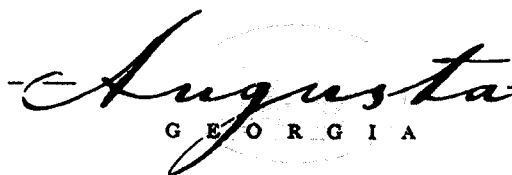


Administrative Services Committee Meeting
1/27/2014 1:00 PM
Results of Meeting with Attorney Ms. Colette Holt

Department:	Disadvantaged Business Enterprise Department
Caption:	Discuss summary of conference call with Attorney Colette Holt.
Background:	On October 15, 2013 the Commission tasked the Law Department and the DBE Department to meet with Attorney Colette Holt. The purpose of this meeting was to discuss the next steps Augusta Richmond County should take as it relates to the Disparity Study, enacting a race and gender conscious program and ongoing data collection efforts.
Analysis:	At the advice of Ms. Holt, the Law Department and DBE Department agree on the following: • A new Disparity Study should be conducted now or within the next two years. • A data management software should be purchased to collect and manage the disparity study data and utilization compliance. Estimated cost is about \$30,000 to \$40,000. • Augusta Richmond County should enact a race and gender conscious pilot program for contracts over \$200,000.00. This program should be drafted by the Law Department and DBE Department. Ms. Holt will assist with review and consultation.
Financial Impact:	\$50,000.00
Alternatives:	N/A
Recommendation:	Approve the next steps that have been identified and presented.

**Funds are
Available in the
Following
Accounts:** N/A

REVIEWED AND APPROVED BY:



Disadvantaged Business Enterprise Department

DAVID S. COPENHAVER
Mayor

YVONNE GENTRY
DBE Director

COREY JOHNSON
Mayor Pro Tem

William Fennoy
Corey Johnson
Mary Davis
Alvin Mason
Bill Lockett
Joe Jackson
Donnie Smith
Wayne Guilfoyle
Marion Williams
Grady Smith

TAMEKA ALLEN
Interim City Administrator

January 17, 2014

Honorable Mayor Deke Copenhaver
And Commissioners of Augusta, Georgia

RE: Summary of conference call with Ms. Colette Holt regarding DBE Program

At the request of the Commission, the Law Department and DBE Department had a telephone conference with Attorney Colette Holt.¹

A summary of the recommendations provide by Ms. Holt are as follows:

1. It would be best for the City to procure a new disparity study now. If one can't be procured now, it should be done within the next year or two. The older the data, the greater the risk that any program relying on the data will be held unenforceable. However, the legal standard is the "most recent available data," which is the Disparity Study.
2. The City should seriously consider purchasing an off-the-shelf data management software program specifically designed to help collect and manage disparity data and utilization rates. This will allow for real-time evaluation of the existing local small business program as well as help the City to maintain its utilization data in a way that can be efficiently utilized in future disparity studies. Such software typically costs \$30,000 to \$40,000.
3. The City should consider enacting a race and gender conscious pilot program for contracts over \$200,000. This program would be narrowly tailored to address the areas of the greatest disparity as shown in the last disparity study. The pilot program, once approved by the Commission, could be enacted immediately but would only be enforceable for a few years at best, unless more recent data is collected to support it from a new disparity study. However, the results of the pilot program will be very relevant to a new study and whether there is a continuing need for a program.
4. Ms. Colette Holt suggested Augusta Richmond County do the initial drafting of the pilot program, which she will review and edit as needed. She can be available beginning in February of 2014 to assist with the initial drafting.²

¹ Ms. Holt is no longer a consultant for NERA Economic Consulting (the firm that conducted Augusta's last disparity study) and is now a principal in a business that conducts disparity studies.

² Due to her current work load, Ms. Holt is not available at this time to do the initial draft of the pilot program, but can conduct a review of such a program if the initial draft is completed by the City. She can be available in February 2014 to assist with the initial draft.

**Disadvantaged Business Enterprise Department**

We look forward to discussing these recommendations at Administrative Services Committee, but if you have any questions regarding this matter before then, please feel free to contact me at 706-821-2406 or ygentry@augustaga.gov.

Very Respectfully,

A handwritten signature in black ink, appearing to read "Yvonne Gentry".

Yvonne Gentry
DBE Director

cc: Tameka Allen, Interim City Administrator
Andrew MacKenzie, General Counsel



**Administrative Services Committee Meeting
1/27/2014 1:05 PM
Minutes**

Department: Clerk of Commission

Caption: Motion to approve the minutes of the Administrative Services Committee held on January 13, 2014.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting Commission Chamber - 1/13/2014

ATTENDANCE:

Present: Hons. Lockett, Chairman; Davis, Vice Chairman; Fennoy and Jackson, members.

Absent: Hon. Deke Copenhaver, Mayor.

ADMINISTRATIVE SERVICES

- | | |
|--|---------------------------------|
| 1. Discuss the City Administrator's job description and the Personnel, Policies, and Procedure Manual (PPPM). (Requested by Commissioner Alvin Mason) (Referred from December 17 Commission meeting) | Item Action:
Approved |
|--|---------------------------------|

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve the appointment of a sub-committee composed of Mr. Lockett, Ms. Davis, Mr. Guilfoyle and Mr. Mason to meet and review the job description of the Administrator with the assistance of the Human Resources Director and bring any recommendation back to the Commission at next week's meeting. Motion Passes 4-0.	Commissioner William Fennoy	Commissioner Mary Davis	Passes

- | | |
|---|---------------------------------|
| 2. Approve concept previously presented to the governing body relative to Augusta becoming an Age-Friendly Community. Communities participating must commit to a cycle of assessing and improving their age-friendliness. According to the federal Administration on Aging, by 2030, nearly 20% of the U.S. Population will be 65 and older. Communities that adopt progressive and | Item Action:
Approved |
|---|---------------------------------|

forward thinking public policies and urban planning models will attract and retain more residents, provide varied business opportunities to serve the older population, their families, and caregivers, and build infrastructure and policies that are friendly to all ages. An "Age-Friendly Community" entails an inclusive and accessible urban or suburban environment that encourages active and healthy aging. (AARP's Network of Age-Friendly Communities) (Concept presented at the American Planning Association's April 2013 Chicago Conference) **(Requested by Commissioner Lockett)**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner William Fennoy	Commissioner Joe Jackson	Passes

3. Motion to approve two (2) annual bid items. The items require Commission approval due to the fact that purchases on the individual items will exceed \$25,000.00 per order. **Item Action: Approved**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner William Fennoy	Passes

4. Receive report from Interim Administrator/HR Director regarding information submitted through the employment application process for the position of HR Director. **(Requested by Commissioner Marion Williams)** **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 4-0.	Commissioner William Fennoy	Commissioner Mary Davis	Passes

5. Review and discuss the progress that has been made on the 2013 commission goals. (Requested by Commissioner Mary Davis) (Referred from **Item Action: Item # 4**)

December 9 Administrative Services Committee)

Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to approve referring this item back to committee. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner William Fennoy	Passes

6. Fix and Publish the 2014 Qualifying Fees for Local Offices.

Item Action:
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner William Fennoy	Passes

7. Discuss the Augusta Law Department. (Requested by Commissioner Marion Williams)

Item Action:
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to delete this item from the agenda. Motion Passes 4-0.	Commissioner William Fennoy	Commissioner Mary Davis	Passes

8. Approve tasking the Mayor or Administrator with writing a letter to the AARP state office indicating Augusta's commitment in becoming an Age-Friendly Community. (Requested by Commissioner Lockett)

Item Action:
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve.	Commissioner	Commissioner Joe	Passes

Item # 4

Motion Passes 4- William Fennoy Jackson
0.

9. Motion to approve the minutes of the Administrative Services Committee held on December 9, 2013. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner William Fennoy	Passes

10. Discuss the Personnel, Policy & Procedure Manual (PPPM) and the ARC employment application process. **(Requested by Commissioner Marion Williams) (Referred from December 17 Commission meeting)** **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information and expedite the work session on this matter as soon as possible. Motion Passes 4-0.	Commissioner William Fennoy	Commissioner Mary Davis	Passes

11. Receive written report from Interim Administrator/H.R. Director regarding the number of ARC employees living outside of Richmond County and the salary associated with each position. **(Requested by Commissioner Marion Williams)** **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner William Fennoy	Passes

City of Augusta - Employee Salary Totals

*includes all active employees and elected officials

Total Employees: (Richmond County)	1870
Total Salaries (Annually):	\$61,189,734.46
Total Employees: (Non-Richmond County)	900
Total Salaries (Annually):	\$33,602,752.79

12. Task the Mayor with preparing a resolution that reflects Augusta's intent to initiate the process of qualifying as an Age-Friendly Community effective January, 2014. **(Requested by Commission Lockett)**
- Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner William Fennoy	Commissioner Joe Jackson	Passes

13. Receive an assessment from the General Counsel ascertaining whether the "Timeline for SPLOST VII" presented to the Commission-Council on January 7, 2014 is in full compliance with the Official Code of Georgia Annotated. The General Counsel will affirm whether the current plan is susceptible to legal challenge for potential noncompliance with said directive. The General Counsel is directed to specifically address the legality of actions taken on December 23, 2013 and January 3, 2014. Counsel is expected to offer a legal opinion relative to any flaws in referenced Timeline. (This is a follow-up to question(s) asked the General Counsel on January 7, 2014). **(Requested by Commissioner Bill Lockett)**
- Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner William Fennoy	Passes

14. Authorize Submission of the 2013 Exhibit I and II's Continuum of Care Application to HUD and grant the Mayor the authority to execute all forms associated with the application, which also include Submission of the Follow-up Technical Submission Application, Renewal Grant Agreements and Annual Progress Reports (APR).
- Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve adding this item to the agenda and approving it. Motion Passes 4-0.	Commissioner William Fennoy	Commissioner Mary Davis	Passes

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Administrative Services Committee Meeting

1/27/2014 1:05 PM

Planning and Development Department Reorganization and Fee Schedule

Department:	Planning and Development
Caption:	Discuss and approve the Recommended Reorganization Plan and Related Budget Amendments and Fee Schedule Changes for the Planning and Development Department.
Background:	The Planning and Development Department was created in November 2011 by merging the staffs of the License and Inspection Department and the Augusta-Richmond County Planning Commission. Last year the Carl Vincent Institute at the University of Georgia was engaged to complete an analysis of the department. A report summarizing the analysis was published last month.
Analysis:	The Planning and Development Department Director has developed a set of recommendations based on the UGA report and in consultation with the administrator, deputy administrator, Human Resources Director and Finance Director. The recommended actions include reorganizing the Planning Division, reclassifying positions and adjusting salary levels across all three divisions, adjusting staffing levels to achieve the department's strategic plan and develop an incentive program for staff to achieve certification and education levels commensurate with their job descriptions. The recommendations are explained in more detail in the attached memo and supporting documentation. This will be a phased implementation.
Financial Impact:	See attached Memorandum from Department Director
Alternatives:	None Recommended
Recommendation:	Accept as information
Funds are Available in the Following Accounts:	

Cover Memo

Item # 5

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission

Current Item	Current Fees	Amount	Current Revenue	New Fees	New Fees Projected Revenue
Rezoning Petition (A and R-1 zones)	\$600.00	21	\$12,600.00	\$750.00	\$15,750.00
all other zones - Less than 10 acres	\$600.00			\$750.00	
all other zones - More than 10 acres	\$1,000.00	3	\$3,000.00	\$1,250.00	\$3,750.00
Special Exception	\$500.00	22	\$11,000.00	\$600.00	\$13,200.00
Site Plan Review (for properties under 1 acre)	\$300.00	30	\$9,000.00	\$375.00	\$11,250.00
(for properties over 1 acre & up to 5 acres)	\$600.00	30	\$18,000.00	\$750.00	\$22,500.00
(for properties over 5 acre & up to 10 acres)	\$1,000.00	10	\$10,000.00	\$1,250.00	\$12,500.00
(for properties over 10 acres)	\$1,000.00	10	\$10,000.00	\$1,250.00	\$12,500.00
Telecommunication Towers	\$1,000.00	1	\$1,000.00	\$1,250.00	\$1,250.00
Plan revisions (each revision including subdivisions)	\$100.00			\$150.00	
Administrative Approval	\$50.00	79	\$3,950.00	\$75.00	\$5,925.00
	\$0.00			\$20.00	\$0.00
review / approval - 2 to 4 Lots	\$20.00	21	\$420.00	\$50.00	\$1,050.00
review / approval - 5 to 10 Lots	\$50.00		\$0.00	\$25.00	\$0.00
Subdivision - /development Plan	\$20.00		\$0.00		0
Final Plat (where Dev. Plan is approved)	\$75.00			\$300.00	\$0.00
Subdivision Variance	\$200.00	3	\$600.00	300	\$900.00
Mobile Home Park Review	\$100.00		\$0.00	\$100.+25/lot	
Individual & Commercial Mobile Home Permits	\$20.00	57	\$1,140.00	25	\$1,425.00
with GIS map	\$25.00			\$0.00	\$0.00
Tree Variance	\$100.00	7	\$700.00	\$250.00	\$1,750.00
HPC (COA) Certificate of Appropriateness - Staff Approval	\$20.00	117	\$2,340.00	\$25.00	\$2,925.00
Commission approval - demolition or major renovations	\$100.00	10	\$1,000.00	\$250.00	\$2,500.00
Minor renovations	\$50.00	30	\$1,500.00	\$100.00	\$3,000.00
HPC remodeling & additions for accessory structure	New Fee		\$150.00		\$0.00
Board of Zoning Appeals Variance	\$150.00	107	\$16,050.00	\$300.00	\$32,100.00
Zoning Confirmation Letter	\$25.00	100	\$2,500.00	\$25.00	\$2,500.00
Special Use Permit (PCH)	New Fee			\$250.00	
Home Business License	\$100.00	381	\$38,100.00	\$100.00	\$38,100.00
Construction Trailer permit w/approved site plan	\$20.00	20	\$400.00	\$25.00	\$500.00
Construction Trailer permit w/approved site plan / if plan need to be approvec	\$50.00	2	\$100.00	\$75.00	\$150.00
Parking Variance	200	7		\$300.00	\$2,100.00
			\$144,950.00		\$187,625.00

15,750.00		
15,750.00		
3750	15750.00	150
13,200.00	15,750.00	75
11,250.00	3750.00	
22,500.00	13200.00	20 per lot
12,500.00	11250.00	50 per lot
12,500.00	22500.00	25 per lot
1,250.00	12500.00	
	12500.00	
5,925.00	1250.00	100 +25 per lot
420		25
	5925.00	
		250
		25
900		250
		100
1,425.00	900.00	300
	1425.00	
1,750.00		
2,925.00		25
2,500.00	1750.00	75
3,000.00	2925.00	300
	2500.00	
32,100.00	3000.00	250
2,500.00		
	32100.00	250
95,250.00	2500.00	1250
500		600
150	95250.00	700
2,100.00	500.00	25
	\$150.00	
244,145.00	2100	
	243725.00	250
		300
		150
		225

Item # 5

DRAFT FOR DISCUSSION ONLY

Current Item	Current Fees	Amount	Current Revenue	Proposed New Fees	New Fees Projected Revenue
Rezoning Petition (A and R-1 zones)	\$600.00	21	\$12,600.00	\$800.00	\$16,800.00
all other zones - Less than 10 acres	\$600.00			\$1,000.00	
all other zones - More than 10 acres	\$1,000.00	3	\$3,000.00	\$1,250.00	\$3,750.00
Special Exception					
Special Exception (churches, PCH,Fam Daycare, institutional uses)	\$500.00	14	\$11,000.00	\$750.00	\$10,500.00
All other Special Exceptions	\$500.00	8		\$800.00	\$6,400.00
Site Plan Review (for properties under 1 acre)	\$300.00	30	\$9,000.00	\$350.00	\$10,500.00
(for properties over 1 acre & up to 5 acres)	\$600.00	30	\$18,000.00	\$800.00	\$24,000.00
(for properties over 5 acre & up to 10 acres)	\$1,000.00	10	\$10,000.00	\$1,200.00	\$12,000.00
(for properties over 10 acres)	\$1,000.00	10	\$10,000.00	\$1,500.00	\$15,000.00
Telecommunication Towers	\$1,000.00	1	\$1,000.00	\$1,500.00	\$1,500.00
Plan revisions (each revision including subdivisions)	\$100.00			\$150.00	
Administrative Approval	\$50.00	79	\$3,950.00	\$100.00	\$7,900.00
Subdivision lot review/approval - 1(Mortgage Plat)	\$0.00			\$20.00	\$0.00
review / approval - 2 to 4 Lots	\$20.00	21	\$420.00	\$50.00	\$1,050.00
review / approval - 5 to 10 Lots	\$50.00		\$0.00	\$25.00	\$0.00
Subdivision - /development Plan	\$20.00	134	\$2,680.00	\$25.00	\$3,350.00
Final Plat (where Dev. Plan is approved)	\$75.00	215	\$16,125.00	\$100.00	\$21,500.00
Subdivision Variance	\$200.00	3	\$600.00	\$500.00	\$1,500.00
Mobile Home Park Review	\$100.00		\$0.00	\$100.+25/lot	
Individual & Commercial Mobile Home Permits	\$20.00	57	\$1,140.00	\$75.00	\$4,275.00
with GIS map	\$25.00		\$0.00		\$0.00
Tree Variance	\$100.00	7	\$700.00	\$300.00	\$2,100.00
HPC (COA) Certificate of Appropriateness - Staff Approval	\$20.00	117	\$2,340.00	\$25.00	\$2,925.00
Commission approval - demolition or major renovations	\$100.00	10	\$1,000.00	\$200.00	\$2,000.00
Minor renovations	\$50.00	30	\$1,500.00	\$100.00	\$3,000.00
HPC remodeling & additions for accessory structure	New Fee		\$150.00		\$0.00
Board of Zoning Appeals Variance	\$150.00	70	\$10,500.00	\$300.00	\$21,000.00
BZA Multiple Variances		37		\$700.00	\$25,900.00
Zoning Confirmation Letter	\$25.00	100	\$2,500.00	\$50.00	\$5,000.00
Special Use Permit (PCH)	New Fee			\$200.00	
Home Business License	\$100.00	381	\$38,100.00	\$100.00	\$38,100.00

DRAFT FOR DISCUSSION ONLY

Construction Trailer permit w/approved site plan	\$20.00	20	\$400.00	\$50.00	\$1,000.00
Construction Trailer permit if plan need to be approved	\$50.00	2	\$100.00	\$100.00	\$200.00
Parking Variance	200	7	\$1,400.00	\$300.00	\$2,100.00
Zoning Resolution	New Fee			\$700.00	
Readvertisement	New Fee			\$150.00	
			\$158,205.00		\$243,350.00

MEMORANDUM

TO: The Honorable Deke Copenhaver, Mayor
Members of the Commission
Bill Lockett, Chairman, Administrative Services Committee
Wayne Guilfoyle, Chairman, Finance Committee

FROM: Melanie Wilson, Director, Planning and Development Department

DATE: January 27, 2014

SUBJ: Planning and Development Department Reorganization
Summary of Recommendations

1. Overview of the Department

- a) Code Enforcement, Licensing and L and I Administration (Fund 101) – Responsible for collecting the occupation tax, alcohol fees, and excise taxes and enforcing the property maintenance codes. Financed from General Fund.
- b) Building Inspection (Fund 217) – Responsible for permitting and inspecting all construction projects. Financed with permit fees.
- c) Planning (Fund 220) – Responsible for administration of development and zoning regulations, comprehensive and neighborhood-level planning, regional transportation planning and administrative support to several boards. Financed with grants.

2. Implement key staffing recommendations of the report on the department completed by the UGA Carl Vinson Institute of Government

- a) Reorganize the Planning (MPO) Division
- b) Reclassify positions and adjust salary levels accordingly across all three divisions
- c) Adjust division staffing levels to achieve the department's strategic plan
- d) Develop an incentive program for staff to achieve certification and education levels, and establish a corresponding career ladder. Include an increased allocation for training

3. **Staffing Recommendations** – based on review of the UGA report, department’s strategic plan, consultation with Finance and H.R., etc.

a) Code Enforcement, Licensing and L and I Administration Division

- Retain and reclassify all existing staff / positions
- Retain and reclassify all existing vacant positions
- Add three (3) new positions – Assistant Auditor, License and Permit Collection and Para-Legal (part-time)
- 28 positions now; 31 positions with 3 new ones

b) Building Inspection Division

- Retain and reclassify all 17 existing positions, including six (6) vacant positions
- Add two (2) new positions – Plan Examiner I & Asst. Plan Examiner

c) Planning (MPO) Division

- Reorganize the division
- Classify all positions
- Increase authorized positions from current twelve (12) to seventeen (17) positions.
- The seventeen positions include - Department Director, Deputy Director for Planning and Development Services, Strategic Long Range Planning Manager, Development Services Manager, Zoning Administrator, Planner III (2 positions), Planner II, Planner I (3 positions), Zoning Assistant Technician, Planning Technician, GIS Graphics Technician, Administrative Assistant III, Administrative Coordinator and Administrative Assistant I.

TABLE 1 - SUMMARY OF STAFF POSITIONS

Division	Existing Authorized Positions	New Positions	Total Positions
Code Enforcement, Licensing, and L and I Administration	28	3	31
Building Inspection	17	2	19
Planning (MPO)	12	5	17
TOTAL	57	10	67

4. Comparison of Proposed and Approved Budgets

TABLE 2 - COMPARISON OF PROPOSED AND APPROVED BUDGETS, FY 2014			
Division	Proposed 2014 Budget	Approved 2014 Budget	Difference
Code Enforcement, Licensing, and L and I Administration	\$1,797,758	\$1,509,190	\$288,568
Building Inspection	\$1,221,431	\$1,013,360	\$208,071
Planning (MPO)	\$1,185,579	\$ 929,070	\$256,509
TOTAL	\$4,204,768	\$3,451,620	\$753,148
Table Notes: - Proposed budgets include estimated salary, benefits and operating expenses for total recommended positions - Amount of proposed budget for Code Enforcement, Licensing and L and I Administration is with a 2.4% reduction			

5. Plan for Generating Additional Revenue

- a) The objective is to use existing excess revenue, and raise as much additional revenue as possible, to offset as much as possible the need for additional funds from the General Fund.
- b) **Building Inspection Division**
 - Building Permit Revenue for 2013 is estimated at \$1,382,164
 - Assuming that a similar amount of revenue is collected in 2014, then this will be more than enough to cover the recommended budget for this division (\$1,221,431)
- c) **Code Enforcement, Licensing and L and I Administration Division**
 - Proposed Fee changes as outlined in Table 3
- d) **Planning (MPO) Division**
 - Revenue from Fees in 2013- \$ 144,155
 - Estimate of Annual Revenue with Proposed Fee Schedule- \$ 213,100
 - Estimate of Additional Annual Revenue from Fees - \$68,945**

**TABLE 3 - CODE ENFORCEMENT AND LICENSING DIVISION
PROPOSED FEE CHANGES***

Fee Description	Proposed Change	Additional Revenue Estimate
Administrative Fee	Increase by \$12 – from \$88 to \$100	\$102,948
Occupation Tax and Regulatory Fee	Increase both by 15 % across the fee schedule (attached)	\$281,992
Administrative Fee / Penalty for Failure to Submit Required Documentation	Previously approved. Already being collected	\$175,000
TOTAL		\$559,940
* Note: • Administrative Fee: collection will begin the 2nd quarter of 2014; existing businesses will pay the amended fee January 2015. • Occupation Tax and Regulatory Fee: collection will begin the 2nd quarter of 2014; existing businesses will pay the amended fee January 2015. • Administrative Fee / Penalty: the fee is currently being collected.		

e) Summary of Estimated Revenue to be Collected and Amount of Surplus

TABLE 4 – SUMMARY: ADDITIONAL REVENUE AND CORRESPONDING SURPLUS OR DEFICIT

Division	Estimated Additional Revenue to be Collected	Budget Gap	Estimated Amount of Surplus (Deficit)
Code Enforcement, Licensing, and L and I Administration	\$559,940	\$288,568	\$271,372
Building Inspection	Not Applicable	None. Expected revenue will cover recommended budget	Not Applicable
Planning (MPO)	\$68,945	\$256,509	(\$187,564)
TOTAL	\$628,885	\$545,077	\$83,808
Note: Deficit in Planning Division could be covered by excess revenue from the Code Enforcement Division.			



**Administrative Services Committee Meeting
1/27/2014 1:05 PM
Job Description for the Position of Administrator**

Department: Clerk of Commission

Caption: Motion to approve amended job description for the position of Administrator. (Recommended by the Administrator's Job Description Study Sub-Committee)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Augusta-Richmond County

Job Description

Approved Title: Administrator
 Working Job Title: Administrator
 Department: Administrator
 Reports to: Mayor/Commission

Job Code: 061
 Pay Grade: SES IV

FLSA Classification: Exempt
 Date Revised: January 21, 2014
 Original Date Prepared: August 25, 1997

Does the Position Have Direct Reports? Yes ☒ No ☐

If Yes, What is the Title of the Position that Reports to this Position: Deputy Administrator (Administration), Deputy Administrator (Operations), and Administrative Assistants.

Is this Position Safety Sensitive? Yes ☒ No ☐

GENERAL SUMMARY: Serves as the Administrator and plans, organizes, integrates, reviews and evaluates the activities, operations, programs and services for the Consolidated Government of Augusta, Georgia, also referred to as Augusta-Richmond County (ARC); Reports to the Augusta, Georgia Commission and Mayor (Commission); Ensures development and execution of ARC's strategic plan and year to year budget; Ensures ARC government operations and functions effectively serve the needs of the Commission, Augusta-Richmond County residents and other stakeholders, while complying with applicable ARC ordinances, policies and procedures, state and federal laws, grant application instructions, and directives from the Mayor and Commission. Performs such other duties as required by the Augusta, GA Code and/or the Mayor and Commission.

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.
15%	Executes all lawful orders, directions, instructions, ordinances, resolutions, and regulations adopted by the Commission. Advises and Coordinates with the Mayor to ensure that all laws, ordinances, and resolutions of ARC are faithfully executed; Ensures all legislation, programs, regulations or plans required by state or federal government are duly carried out and complied with in accordance with such legislation, programs, regulations or plans.
15%	Manages the activities of all departments by recommending for appointment all ARC department directors, serves as appointing authority for all other ARC employees that are under the authority of the Commission, supervises all departments and divisions of ARC, prescribes duties and obtains reports from department directors and other employees trusted with administrative duties or exercising discretion.
15%	Advises Mayor and Commission- on financial conditions and future needs of local government, makes recommendations on ARC affairs, and informs Mayor and Commission of significant and/or controversial issues involving government, its services, policies and employees; Prepares and recommends salary scales for all employees who report directly to the Administrator.
15%	Establishes comprehensive, efficient, and professional administered systems of financial planning and control, personnel management, training, compensation, purchasing and inventory control, community land use, economic development, strategic planning, and citizen information and service; Fully advises Mayor and Commission on the financial conditions and future needs of ARC affairs as deemed necessary for the efficient operations of ARC.
15%	Acts as liaison between Mayor and/or Commission and all ARC department directors or employees; Confers with and assists other elected or appointed officials of Richmond County and all departments whose missions are not under the direct control and supervision of the Commission, but who are dependent upon the appropriations of the Commission for their continued operation.
15%	For all agenda items falling under the supervisor of the Administrator, Assembles and provides necessary documentation for the Mayor and Clerk of the Commission to prepare the agenda for all Commission meetings; attends all meetings of Commission with the right to take part in discussions.
10%	Prepares, submits, and executes a proposed balanced annual budget; submits at the end of each fiscal year, a completed report on finances and administrative activities for the preceding year; and presents annual public report on state of the community and government, accomplishments, community and organization needs, and objectives for coming year to the Mayor and Commission. Performs such other duties as required by the Mayor and Commission and the Augusta, GA Code.

100% Total: 100

(This section's percentage must total 100%)

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

- Directs the staff units responsible for the operation and administration of the local government within the guidelines of Augusta-Richmond County ordinances, policies and procedures, state and federal laws, grant application instructions, and directives from the Chairman-Mayor and Augusta-Richmond County Commission.

REQUIRED MINIMUM QUALIFICATIONS:

Education: MBA/MS/ MPA degree from an accredited college or university in Public Administration, Business Administration, Public Management, or a closely related field is required.

Experience: ten years professional work experience in public administration and/or municipal management with seven years of local government experience as a city manager, city administrator, county manager, or county administrator; demonstrated experience in finance and budget operations; demonstrated experience in contract negotiation management and staff resource allocation, and demonstrated experience in economic development targeted in business recruitment, retention and job creation.

Knowledge/Skills/Abilities:

- Considerable knowledge of principles and practices of public administration, public relations, management, concepts and techniques used in the grant application process, budget preparation, and finance.
- Complete understanding of the functions, organization, and operations of all departments, local code of ordinances, regulations, policies, procedures and, demographic and economic profile including industrial base.
- Knowledge of the role of elected officials in local government; ability to effectively administrate a consolidated government operation.
- Ability to manage and plan for change and provide leadership for ARC
- Ability to exercise strategic planning for ARC and its finances.
- Skilled in dealing tactfully, compassionately and courteously with the public and staff.
- Ability to make wise decisions based upon sound best practices.
- Ability to approach all matters with a focus on customer service for the benefit of ARC's residents.
- Ability to establish and maintain budget and fiscal responsibility.
- Ability to direct operational functions of ARC.
- Ability to establish a constructive and informative relationship with and between employees, the public, and ARC officials.
- Working knowledge of principles and practices of public administration.
- Ability to effectively represent the interests, policies and positions of ARC before administrative and elected bodies, the news media, and business and civic associations.
- Ability to function as a liaison between Elected Officials, citizens, ARC departments, agencies, and the business community.
- Ability to communicate effectively in oral, written, and electronic formats; ability to travel as required.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to effectively manage staff; ability to direct and plan in order to provide maximum services with limited resources; ability to analyze information and make appropriate decisions.

Certification:

Certified Public Manager, ICMA, or an advanced Leadership Certification preferred.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: walking, pushing, pulling, lifting, talking, hearing, seeing, bending and repetitive motions. Work is primarily performed in an office setting.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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: >\$600 million

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)_____
Date_____
Line or Staff Management_____
Date_____
Department Director_____
Date_____
Compensation Administration Staff_____
Date_____
HR Director_____
Date

Augusta-Richmond County **Job Description**

Approved Title: ~~CityARC Administrator~~Administrator

Job Code: 061

FLSA

Classification: Exempt

Working Job Title: ~~CityARC Administrator~~Administrator

Pay Grade: SES IV

Date Revised: January 21~~17~~3, 2014

Department: Administrator

Original Date Prepared: August 25, 1997

Reports to: Mayor/Commission

Does the Position Have Direct Reports? Yes ☒ No ☐

If Yes, What is the Title of the Position that Reports to this Position: Deputy Administrator (Administration), Deputy Administrator (Operations), and Administrative Assistants.

Is this Position Safety Sensitive? Yes ☒ No ☐

GENERAL SUMMARY: Serves as the ~~CityARC Administrator~~Administrator and plans, organizes, integrates, reviews and evaluates the activities, operations, programs and services for the Consolidated Government of Augusta, Georgia, also referred to as Augusta-Richmond County (ARC)~~CityARC of Augusta-Richmond County~~; Reports to the Augusta, Georgia Mayor and Commission and Mayor (Commission); Ensures development and execution of ARC~~the municipality's~~ strategic plan and year to year budget; Ensures CityARC government operations and functions effectively serve the needs of CityARC of the Commission, Augusta-Richmond County residents and other stakeholders, while complying with applicable ARC~~Augusta-Richmond County~~ ordinances, policies and procedures, state and federal laws, grant application instructions, and directives from the Chairman-Mayor and Augusta-Richmond County-Commission. Performs such other duties as required by the Augusta, GA Code and/or the Mayor and Commission.

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.
15%	Executes all lawful orders, directions, instructions, ordinances, resolutions, and regulations adopted by the Commission-Council. Advises and Coordinates with the Mayor to ensure that all laws, ordinances, and resolutions of ARC are faithfully executed; Ensures all legislation, programs, regulations or plans required by state or federal government are duly carried out and complied with in accordance with such legislation, programs, regulations or plans.
15%	Manages the activities of all departments by recommending for appointment all ARC department directors, serves as appointing authority for all other ARC employees <u>that are under the authority of the Commission</u> , supervises all departments and divisions of ARC, prescribes duties and obtains reports from department directors and other employees trusted with administrative duties or exercising discretion.
15%	Advises Mayor and Commission-Council on financial conditions and future needs of local government, makes recommendations on county ARC affairs, and informs Mayor and <u>Commission</u> of significant and/or controversial issues involving government, its services, policies and employees; Prepares and recommends salary scales for all employees who report directly to the Administrator.
15%	Establishes comprehensive, efficient, and professional administered systems of financial planning and control, personnel management, training, compensation, purchasing and inventory control, community land use, economic development, strategic planning, and citizen information and service; Fully advises Mayor and Commission on the financial conditions and future needs of ARC affairs as deemed necessary for the efficient operations of ARC.
15%	Acts as liaison between Mayor and/or Commission-Council and all ARC department directors or employees; Confers with and assists other elected or appointed officials of Richmond County and all departments whose missions are not under the direct control and supervision of the Commission, but who are dependent upon the appropriations of the Commission for their continued operation.
15%	<u>For all agenda items falling under the supervisor of the Administrator</u> , Assembles and provides necessary documentation for the Mayor and Clerk of the Commission-Council to prepare the agenda for all Commission-Council meetings; attends all meetings of Commission-Council with the right to take part in discussions.
10%	Prepares, submits, and executes a proposed <u>balanced</u> annual budget; submits at the end of each fiscal year, a completed report on finances and administrative activities for the preceding year; and presents annual public report on state of the community and government, accomplishments, community and organization needs, and objectives for coming year to the Mayor and Commission-Council. <u>Performs such other duties as required by the Mayor and Commission and the Augusta, GA Code.</u>

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100% Total: 100

(This section's percentage must total 100%)

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

- Directs the staff units responsible for the operation and administration of the local government within the guidelines of Augusta-Richmond County ordinances, policies and procedures, state and federal laws, grant application instructions, and directives from the Chairman-Mayor and Augusta-Richmond County Commission-Council.

REQUIRED MINIMUM QUALIFICATIONS:

Education: MBA/MS/MPA degree from an accredited college or university in Public Administration, Business Administration, Public Management, or a closely related field is required.

Experience: ~~10~~ten years professional work experience in public administration and/or municipal management with seven years of local government /~~city~~ARC administrator/Administrator experience as a city manager, city administrator, county manager, ~~or city or county~~ administrator; demonstrated experience in finance and budget operations; demonstrated experience in contract negotiation management and staff resource allocation, and ~~have~~ demonstrated experience in economic development targeted in business recruitment, retention and job creation.

Knowledge/Skills/Abilities:

- Considerable knowledge of principles and practices of public administration, public relations, management, concepts and techniques used in the grant application process, budget preparation, and finance.
- Complete understanding of the functions, organization, and operations of all departments, local code of ordinances, regulations, policies, procedures and, demographic and economic profile including industrial base.
- Knowledge of the role of elected officials in local government; ability to effectively ~~administrate~~ manage a municipal consolidated government operation.
- Ability to manage and plan for change and provide leadership for ~~the City~~ARC
- Ability to exercise strategic planning for ~~the City~~ARC and its finances.
- Skilled in dealing tactfully, compassionately and courteously with the public and staff.
- Ability to make wise decisions based upon sound best practices.
- Ability to approach all matters with a focus on customer service for the benefit of ~~the City~~ARC's residents.
- Ability to establish and maintain budget and fiscal responsibility.
- Ability to direct operational functions of CityARC.
- Ability to establish a constructive and informative relationship with and between employees, the public, and CityARC officials.
- Working knowledge of principles and practices of public administration.
- Ability to effectively represent the interests, policies and positions of ~~the City~~ARC before administrative and elected bodies, the news media, and business and civic associations.
- Ability to function as a liaison between Elected Officials, citizens, CityARC departments, agencies, and the business community.
- Ability to communicate effectively in oral, written, and electronic formats; ability to travel as required.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to effectively manage staff; ability to direct and plan in order to provide maximum services with limited resources; ability to analyze information and make appropriate decisions.

Certification:

Certified Public Manager, ~~Preferred or an~~ ICMA, or ~~an a~~ Advanced Leadership Certification preferred.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: walking, pushing, pulling, lifting, talking, hearing, seeing, bending and repetitive motions. Work is primarily performed in an office setting.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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: >\$600 million

TRAINING & SUPERVISORY RESPONSIBILITY:

Item # 6

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)

Date

Line or Staff Management

Date

Department Director

Date

Compensation Administration Staff

Date

HR Director

Date



**Administrative Services Committee Meeting
1/27/2014 1:05 PM
Hiring Professional Recruiting Firm for Administrator Position**

Department: Clerk of Commission

Caption: Motion to approve hiring professional recruiting firm to bring forth candidates for the position of Administrator.
(Recommended by the Administrator's Job Description Study Sub-Committee)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY: