



Administrative Services Committee Committee Room- 1/30/2008- 1:00 PM Meeting

ADMINISTRATIVE SERVICES

1. Approve 2008 Cost-of-Living Allowance for retirees. ☐ [Attachments](#)
2. Motion to approve upgrading an existing vacancy of Recreation Specialist IV - grade 41 to Augusta Botanical Gardens Manager - grade 49. ☐ [Attachments](#)
3. Approve authorization for scanning and computer terminal access to Procurement records. (Referred from January 15 Commission meeting) ☐ [Attachments](#)
4. Approve an Ordinance providing for the demolition of certain unsafe and uninhabitable structures in the Bethlehem Neighborhood: 1108 Mercier Street, 1306 Johnson Street, 1454 Mill Street, 1412 Picquet Street, 1122 Wrightsboro Road, (District 1, Super District 9); Harrisburg Neighborhood: 2005 Clark Street, 214 / 216 Perkins Street, 209 / 211 Perkins Street, 2007 Brown Lane, 513 / 515 Smith Lane, 517 Smith Lane, 1924 Greene Street, (District 1, Super District 9); Hyde Park Neighborhood: 185 Aragon Street, 2013 Willow Street, (District 1, Super District 9); Laney-Walker Neighborhood: 1131 Hopkins Street, 1124 Eleventh Street, 918 Carrie Street, (District 1, Super District 9); Turpin Hill Neighborhood: 1722 Douglas Street, 1707 Douglas Street, 1456 Essie McIntyre Blvd., 903 Fourteenth Ave., (District 2, Super District 9); East Augusta Neighborhood (Virginia Place Subdivision): 2412 Danville Street, (District 2, Super District 9); Olde Town Neighborhood: 519 Second Street, (District 1, Super District 9); Meadowbrook Neighborhood (Green Forest Subdivision): 3034 Mistletoe Ave., (District 4, Super District 9); AND WAIVE 2ND READING. ☐ [Attachments](#)

5. Motion to approve EEO Office clerical support. ☐ [Attachments](#)
6. Authorization to approve 2 additional staff positions for HCD and the reclassification of the position of Housing Coordinator I. ☐ [Attachments](#)
7. Discuss the construction of a Memorial Walk at Augusta Commons. (Requested by Commissioner Grantham) ☐ [Attachments](#)
8. Report from Leadership Augusta regarding the construction of a bronze plaque at Riverwalk honoring Charles Devaney. (Referred from January 7 Administrative Services meeting) ☐ [Attachments](#)
9. Approve the amended and restated Local Small Business Opportunities Program effective March 3, 2008 and repeal in its entirety the Disadvantaged Business Enterprise Program, City Code of Ordinances, Sections 1-10-58 through 1-10-62, inclusive as well as Sub-section 1-10-6(f). ☐ [Attachments](#)
10. Report from the attorneys regarding the transition process. (Referred from the January 2 Commission meeting) ☐ [Attachments](#)

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**Administrative Services Committee Meeting
1/30/2008 1:00 PM
2008 Cost-of-Living Allowance for Retirees**

Department: Human Resources

Caption: Approve 2008 Cost-of-Living Allowance for retirees.

Background: Each retirement plan provides for a Cost-of-Living Allowance for Retirees effective January 1 for City 1945 Pensioners, March 1 for County 1945 & County 1977 Pensioners and April 1 for City 1949 Pensioners each year. The City 1949, County 1945, and County 1977 plans Cost-of-Living Allowances are calculated based upon the previous year's Consumer Price Index (CPI) compiled by the Federal Department of Labor Bureau of Labor Statistics, <http://stats.bls.gov/cpi/>. The City 45-plan Cost-of-Living Allowance is based upon the current salary of the position they held prior to retirement or the CPI, whichever is greater.

Analysis: The CPI for 2007 is 4.1%. Therefore each retiree under the City 1949, County 1945, and County 1977 plans will be adjusted based on the 4.1% CPI. The City 1945 retiree will be adjusted based on the CPI this year.

Financial Impact: \$59,192.45 annual increase for the City 1945 Plan. All other retirement funds will fund the Allowances based on CPI.

Alternatives: Do not approve 2008 Cost-of-Living Allowance for Retirees.

Recommendation: Approve 2008 Cost-of-Living Allowance for Retirees.

Funds are Available in the Following Accounts:

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**

Latest Numbers

CPI-U, US City Average, All Items:

📉(NSA) -0.1% in Dec 2007

📈(SA) +0.3% in Dec 2007

📈(NSA) +4.1% since Dec 2006

CPI-U, US City Average, All Items Less Food and Energy:

📉(NSA) unchanged in Dec 2007

📈(SA) +0.2% in Dec 2007

📈(NSA) +2.4% since Dec 2006

CPI-U, US City Average, Medical Care:

📈(NSA) +0.2% in Dec 2007

📈(SA) +0.3% in Dec 2007

📈(NSA) +5.2% since Dec 2006

CPI-W, US City Average, All Items:

📉(NSA) -0.1% in Dec 2007

📈(SA) +0.3% in Dec 2007

📈(NSA) +4.3% since Dec 2006

-
- » SA- Seasonally Adjusted
 - » NSA- Not Seasonally Adjusted
 - » Click on the 📉 icon for 10 years of historical data.



**Administrative Services Committee Meeting
1/30/2008 1:00 PM
Augusta Botanical Gardens Manager**

Department: Recreation and Parks

Caption: Motion to approve upgrading an existing vacancy of Recreation Specialist IV - grade 41 to Augusta Botanical Gardens Manager - grade 49.

Background: The City of Augusta took over operation of the former Georgia Golf Hall of Fame's Botanical Gardens, now the Augusta Botanical Gardens, in October, 2007 under a lease with the state. The management of the facility is currently being accomplished with staff who have other jobs and responsibilities and are being stretched very thin and not able to give 100% to their base positions or to the Gardens.

Analysis: The creation of a manager's position will enable full time concentration and focus to the daily management of maintenance, event bookings, customer service during hours open to the public, coordination of volunteers and potential fundraising efforts to enhance the facilities. Job description attached.

Financial Impact: The funding is in place for the vacant Rec. Specialist IV in the amount of \$30,820 in acct. #101061493 for transfer, and the cost to upgrade this position will be an additional \$12,500.00 for 2008, and these funds are available in Augusta Botanical Gardens acct. # 101061613.

Alternatives: 1. To deny, leaving the Augusta Botanical Gardens without adequate staffing to serve the public. 2. To approve

Recommendation: #2 - to approve

Funds are Available in the transfer \$30,820 from 101061493/5111110 (New Savannah Lock & Dam - salary and benefits) to 101061613/5111110

Cover Memo

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**Following
Accounts:**

(Ga. Golf & Gardens - salary and benefits) Additional
\$12,500 is available in 101061613/5239119 (Ga. Golf &
Gardens - Other Contract labor) - by budget change
requested by department head.

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**

Augusta-Richmond County

Job Description

Title: Recreation Manager III
Approved Title: Botanical Gardens Manager
Department: Recreation & Parks
Reports To: Assistant Director

Job Code:
Overtime: Exempt
Job Grade: 49

General Summary: Manages the daily operation of the Augusta Botanical Gardens within the guidelines of federal and state laws, department policies and procedures, Georgia Recreation and Parks guidelines, and safety guidelines. Reports to the Assistant Director or other designated person and works with co-workers, other employees, program participants, civic and community organizations, volunteers and volunteer organizations and the media to ensure services are provided.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Directs the daily operation and implements, monitors, and evaluates projects, programs, and activities of the botanical gardens.
2. Recruits, assigns, trains, and evaluates staff and volunteers.
3. Prepares budget, supervises the disbursement of funds.
4. Prepares payroll and time sheets for staff.
5. Assists in planning and developing goals, programs and operations for the Botanical Gardens.
6. Supervises the care and maintenance of all horticultural aspects of the gardens and water features.
7. Assists with the renting of gardens and all special events.
8. Works with garden clubs and professional organizations to develop a master plan for gardens.

REQUIREMENTS

Education: BA/BS in related occupational field of study, or an equivalent level of education and experience.

Experience: 3+ years in similar position or sufficient experiences to perform principal duties and responsibilities usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

- Considerable knowledge of principals and practices of management and supervision, recreation administration, program development and implementation, and purchasing.
- Familiarity with laws, ordinances, county and departmental policies and procedures, budgetary processes and procedures, programs, activities, and facilities.
- Proficiency in planning and coordinating large groups, supplies, volunteers, maintenance, public relations and use of the media.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.
- Mastery of basic accounting and mathematics and operating modern office equipment.

Other:

- Travel required from office to other locations on a regular basis.
- Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, and occasional lifting of light and heavy objects. Requires ability to distinguish between shades of color. Work is performed in an office and outdoors with exposure to inclement weather, noise, irritating chemicals, and machinery with moving parts.

DISCLAIMER

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

Human Resources

Date

Line or Staff Management

Date



**Administrative Services Committee Meeting
1/30/2008 1:00 PM**

Authorization for scanning and computer terminal access to Procurement records

Department: County Attorney

Caption: Approve authorization for scanning and computer terminal access to Procurement records. (Referred from January 15 Commission meeting)

Background: The Procurement Director has proposed a system of procurement document retrieval and inspection similar to the system currently being used by the Richmond County Superior Court Clerk's Office for viewing, retrieval and copying of real estate records such as deeds and easements. Such a system has been proposed in previous budgets but not funded. This system would expedite the processing of Open Records Act requests which are being made to Procurement by eliminating issues relating to disruption of the work of the Procurement office when open records requests are served to them including suitable space for the viewing of records, staff supervision of the process and the timing of such requests. The equipment required is anticipated to be a document scanner, a computer terminal for viewing and a printer which will make copies from a credit card or voucher card issued by the Finance Department.

Analysis: Same as background

Financial Impact: To be determined

Alternatives: None practical

Recommendation: Authorize the Administrator, Procurement and Information Technology Departments to find the appropriate equipment, recommending appropriate staffing and determine an appropriate funding source for said equipment and staff.

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

REVIEWED AND APPROVED BY:

Clerk of Commission

Augusta-Richmond County

Job Description

Approved Title: Bid Management Specialist
Title: Bid Management Specialist
Department: Procurement
Reports to: Director

Job Code:
Overtime: Non-Exempt
Date Prepared: January 23, 2008
Job Grade: 46

GENERAL SUMMARY: Designs, implements, edits, and maintains bid management documents; Ensures assigned bid management documentation is processed and made available on the departmental website. Coordinates consultation, design advice, development and maintenance of working relationships among customers, in-house service providers and outside vendors. Evaluates new and existing methodologies to improve services available to customers. Also assists in the development of current policies and procedures for the departmental web site. Meets with Information Technology Department to communicate and develop goals and objectives for the department's website. Processes requisitions to purchase equipment, materials, and services within the guidelines of Augusta Richmond County and departmental policies and procedures, purchasing procedures, standard operating procedures, Augusta-Richmond County Code Book, and supervisory instructions. Reports to the Director or other designated persons and works with co-workers, directors, vendors, and the public to provide administrative support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Manages and updates the content of the Procurement website regarding all bid information, etc.
2. Collects information for reports or records. Reviews reports records, forms and other documents for accuracy and completeness.
3. Assist in the administration of the City's Sams Card.
4. Issues, places, and processes purchase orders.
5. Obtains price quotes from vendors, types purchase orders, distributes copies, and maintains files.
6. Reviews documents submitted by Web content providers (Bid and Contract Team) to ensure such documents meet established guidelines and criteria.
7. Answers the telephone, responds to inquires, distributes mail and performs any other duties as directed by the department head.
8. Serves as a resource for subordinate personnel and the public relating to the department web site.
9. Performs other related duties as assigned by the Procurement Director.

REQUIREMENTS

Education: BA/BS Degree in business or related field of study.

Experience: 3-5 years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship.

Knowledge/Skills/Abilities:

- Considerable knowledge of the basic procedures of purchasing and modern office practices and procedures.
- Familiarity with Augusta-Richmond County and departmental policies and procedures.
- Proficiency in basic mathematics and interpersonal relations.
- Mastery of operating standard office equipment, computer, and specialized software programs.
- Ability to provide excellent customer service utilizing telephone and interpersonal skills.
- Good communication skills, both oral and written.
- Demonstrated ability to work with a team or independently.

Other:

- May train and/or supervise designated personnel.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, and occasional lifting of light objects. Work is performed in an office and/or stockroom.

DISCLAIMER

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

Human Resources

Date

Line or Staff Management

Date



**Administrative Services Committee Meeting
1/30/2008 1:00 PM
Demolition Ordinance**

Department: License & Inspection

Caption: Approve an Ordinance providing for the demolition of certain unsafe and uninhabitable structures in the Bethlehem Neighborhood: 1108 Mercier Street, 1306 Johnson Street, 1454 Mill Street, 1412 Picquet Street, 1122 Wrightsboro Road, (District 1, Super District 9); Harrisburg Neighborhood: 2005 Clark Street, 214 / 216 Perkins Street, 209 / 211 Perkins Street, 2007 Brown Lane, 513 / 515 Smith Lane, 517 Smith Lane, 1924 Greene Street, (District 1, Super District 9); Hyde Park Neighborhood: 185 Aragon Street, 2013 Willow Street, (District 1, Super District 9); Laney-Walker Neighborhood: 1131 Hopkins Street, 1124 Eleventh Street, 918 Carrie Street, (District 1, Super District 9); Turpin Hill Neighborhood: 1722 Douglas Street, 1707 Douglas Street, 1456 Essie McIntyre Blvd., 903 Fourteenth Ave., (District 2, Super District 9); East Augusta Neighborhood (Virginia Place Subdivision): 2412 Danville Street, (District 2, Super District 9); Olde Town Neighborhood: 519 Second Street, (District 1, Super District 9); Meadowbrook Neighborhood (Green Forest Subdivision): 3034 Mistletoe Ave., (District 4, Super District 9); AND WAIVE 2ND READING.

Background: The approval of this ordinance will provide for the demolition of certain structures that have been determined to be dilapidated beyond repair and a public nuisance. The owners of the above referenced properties have been requested to correct the property maintenance violations. The violations were not corrected. By approving this ordinance the City will have the structures demolished, record a lien against the property in the amount of the costs incurred, and send the property owners a bill for payment that is due within 30 days of receipt.

Analysis: Continuing the removal of dilapidated structures will signal

Cover Memo

Item # 4

to the public that neglected, unsafe and uninhabitable structures will not be allowed and that property owners will be held responsible for their properties.

Financial Impact: The average total cost associated with the demolition of each property will be approximately \$5,200.00. This includes the title search, asbestos survey, and demolition.

Alternatives: Allow the unsafe structures to remain and continue to have a negative impact on the neighborhoods and City.

Recommendation: Approval

Funds are Available in the Following Accounts: FUNDS ARE AVAILABLE IN THE FOLLOWING ACCOUNT: Account # 101072910 / 5211119

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**

ORDINANCE NO. _____

ORDINANCE TO PROCEED WITH DEMOLITION AND REMOVAL OF THE STRUCTURE ON PROPERTY LOCATED AT 1108 MERCIER STREET, 1306 JOHNSON STREET, 1454 MILL STREET, 1412 PICQUET STREET, 2005 CLARK STREET, 214 / 216 PERKINS STREET, 209 / 211 PERKINS STREET, 2007 BROWN LANE, 513 / 515 SMITH LANE, 517 SMITH LANE, 1924 GREENE STREET, 185 ARAGON STREET, 2013 WILLOW STREET, 1131 HOPKINS STREET, 1122 WRIGHTSBORO ROAD, 1124 ELEVENTH STREET, 918 CARRIE STREET, 1722 DOUGLAS STREET, 1707 DOUGLAS STREET, 1456 ESSIE MCINTYRE BLVD., 903 FOURTEENTH AVE., 2412 DANVILLE STREET, 519 SECOND STREET, AND 3034 MISTLETOE AVE.

TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES.
BE IT ORDAINED BY THE AUGUSTA-RICHMOND COUNTY COMMISSION AND IT IS HEREBY ORDAINED BY THE AUTHORITY OF SAME AS FOLLOWS:

Section I. That the following residential properties have been identified by the Director of the Augusta – Richmond County License and Inspection Department as unfit for human habitation (or unfit for its current commercial or business use) and the cost of repair, alteration or improvement of said properties exceeds one-half the value of property and that the said Director shall cause the structures located on hereinafter described property to be demolished and removed as ordered by Augusta-Richmond County Magistrate Court; and that said Director shall cause the costs of such removal and demolition for said property be entered upon the lien docket maintained in the office of Clerk of Augusta - Richmond County Commission and said Director shall otherwise proceed to effectuate the purpose of O.C.G.A. SS 41-2-7 through 41-2-17 with respect to said property, to-wit:

- 1108 MERCIER STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 59-3 as Parcel 284.
- 1306 JOHNSON STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 59-3 as Parcel 101.
- 1454 MILL STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 59-1 as Parcel 386.
- 1412 PICQUET STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 59-2 as Parcel 713.
- 2005 CLARK STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 27-4 as Parcel 47.
- 214 / 216 PERKINS STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 36-1 as Parcel 119.
- 209 / 211 PERKINS STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 36-1 as Parcel 126.
- 2007 BROWN LANE, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 27-4 as Parcel 59.
- 513 / 515 SMITH LANE, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 36-3 as Parcel 150.
- 517 SMITH LANE, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 36-3 as Parcel 151.
- 1924 GREENE STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 35-2 as Parcel 323.
- 185 ARAGON STREET, Augusta – Richmond County, Georgia, identified on Augusta-

Richmond County Tax Map 87-2 as Parcel 195.

- 2013 WILLOW STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 87-2 as Parcel 151.
- 1131 HOPKINS STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 46-4 as Parcel 386.
- 1122 WRIGHTSBORO ROAD, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 59-1 as Parcel 536.
- 1124 ELEVENTH STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 46-4 as Parcel 606.
- 918 CARRIE STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 46-4 as Parcel 228.
- 1722 DOUGLAS STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 58-4 as Parcel 489.
- 1707 DOUGLAS STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 58-4 as Parcel 478.
- 1456 ESSIE MCINTYRE BLVD., Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 58-4 as Parcel 565.
- 903 FOURTEENTH AVE., Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 72-4 as Parcel 135.
- 2412 DANVILLE STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 99-1 as Parcel 139.
- 519 SECOND STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 47-4 as Parcel 237.
- 3034 MISTLETOE AVE., Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 118 as Parcel 260.

Section II. This Ordinance shall become effective upon adoption.

Section III. That all Ordinances and parts of Ordinances in conflict herewith are hereby repealed. Duly adopted this _____ day of _____, 2008

MAYOR _____

ATTEST: _____
CLERK OF COMMISSION



**Administrative Services Committee Meeting
1/30/2008 1:00 PM
EEO Office Clerical Support**

Department: Clerk of Commission

Caption: Motion to approve EEO Office clerical support.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

Funds are Available in the Following Accounts: Funding in the amount of \$30,000-\$35,000 plus benefits needed for one clerical support position.

REVIEWED AND APPROVED BY:

Clerk of Commission



**Administrative Services Committee Meeting
1/30/2008 1:00 PM
HCDD New Positions**

Department: Housing & Community Development Department

Caption: Authorization to approve 2 additional staff positions for HCD and the reclassification of the position of Housing Coordinator I.

Background: On August 15, 2006, the Augusta Commission approved a restructuring of the Housing and Community Development (HCD) Department. The purpose of the reorganization was to create a more efficient and effective department. The reorganization went into effect February 24, 2007, before Chester Wheeler was hired as the director in April 2007. Mr. Wheeler has been with the Department eight (8) months and has had an opportunity to become knowledgeable of Augusta, HCD staff and has determined staff and the Department's capabilities and limitations. As a result of Mr. Wheeler's observations, it has been determined that the Department lacks two (2) key job positions which are critical for the organizational structure of HCD and to accomplish the goals of the Department and the City. We are aggressively spearheading revitalization of the inner City neighborhoods. Revitalization and development of neighborhoods requires the expertise of an experienced housing specialist and planner. Therefore, we are requesting that the positions of Assistant Director - Development and Urban Planner be approved. The Assistant Director's focus will be housing and will oversee the Housing Division of the Department. The Urban Planner will undertake all the planning duties that the Planning Commission currently does for HCD, assist in federal reporting mandates of the department, and assist in addressing the urban planning needs of our inner city neighborhoods. We also propose the following changes: 1) reclassification of an existing department employee to fill the position of Housing Coordinator I [a position that requires a Bachelors degree which in the opinion of the Director is not warranted], and 2)

Cover Memo

Item # 6

change the title of the Assistant Director to Assistant Director – Programs (focuses on all non-housing development related programs).

Analysis: Approval of the positions will allow the department to operate more efficiently.

Financial Impact: The salary for the two (2) positions will be funded with Community Development Block Grant and HOME funds that the city receives annually from HUD. The Housing Coordinator I position is already an approved position.

Alternatives: 1) Approve the two (2) positions as proposed. 2) Deny and limit the capacity of HCD to carry out its responsibilities.

Recommendation: Approve the Creation of an Assistant Director- Development and Urban Planner and the reclassification of the Housing Coordinator I position.

Funds are Available in the Following Accounts: Existing CDBG & HOME Funds

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**

Augusta-Richmond County

Job Description

Approved Title: Urban Planner
Title: Urban Planner
Department: Augusta Housing and Community Development
Reports to: Director

Job Code:
Overtime: Exempt
Date Prepared: January 2008
Job Grade: 55

GENERAL SUMMARY: Position requires the coordination of various work activities into an effective and efficient end result utilizing and interpreting city codes. Reports directly to the Director of Housing and Community Development Department or designee with the responsibility of assisting and administering activities for the development and planning of neighborhoods in the City of Augusta.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Reviews all special use, variance, zoning applications and site plans for compliance with the zoning and other related ordinances; conducts on-site inspections as needed for projects sponsored by the Augusta Housing & Community Development (AHCD) developers.
2. Serve as the principal on-site staff person responsible for coordinating all planning activities locally as well as for representing the community regionally and nationally as appropriate.
3. Develop, in conjunction with the Director of Housing & Community Development strategies for coordinating all planning activities locally as well as for representing the community regionally and nationally as appropriate.
4. Represent the Community at the local, state and national levels to important constituencies. Speak effectively on the program's directions and findings, always mindful of the need to improve state and national economic development policies as they relate to small communities.
5. Works with staff to review developers' plans to ensure compliance with zoning, code and environmental regulations and economic development policies of the City. Formulates observations based on the evaluation of the developers' plans and their compliance with applicable ordinances and regulations. Responsible for the development of a comprehensive plan for the City of Augusta. Ensures compliance of the federal and state land use and zoning laws within the City of Augusta. Works with the developers, citizens and other affected parties in creating a comprehensive plan that best meets the needs of the City of Augusta.
6. Compiles, analyzes and publishes data on economic and community development with the City of Augusta.
7. Manage and develop a GIS system for the Housing & Community Development Department.
8. Review, develop and make recommendations on preliminary plans for neighborhoods prior to review by the Planning and Zoning Commission as a part of Augusta's focus on housing, transportation, recreation, healthcare facilities, etc.
9. Completes special projects and performs other miscellaneous duties as required.

REQUIREMENTS

Education: BA Degree in Urban Planning, Economics, Real Estate or related field and four (4) years of related work experience. Prefer Master's Degree in Public or Business Administration or related field. Prefer AICP Certification.

Experience:

- Four (4) years of experience in urban planning, preferably with a municipality or a community planning consultant.
- Any combination of education and work experience acceptable to the Director of the Housing & Community Development Department.

Knowledge/Skills/Abilities:

- Knowledge of the principals of local government planning, economic and community development, strategic planning procedures, marketing principals and real estate sales and purchase procedures.
- Basic knowledge of planning and development practices and principles, zoning and code regulations, and housing programs.
- This position requires advanced communication skills interpersonal and public speaking as well as written communication skills. The total scope of personnel contacts include the Mayor, City Administrator, Commission, department heads, staff employees, various appointed board members, developers, real estate professionals, civic and environmental groups and the general public. The level of communication skills requires skills in negotiation and persuasion, creating presentation media (i.e. graphic, modeling, etc.), explaining and interpreting technical information.
- Skill in formulating, analyzing and effectively communicating development plans to the public and private developers.

- Knowledge of the City's zoning ordinance and subdivision regulations.
- Skill in reviewing site plans and subdivision plans.
- Skill in the use of a personal computer and word processing, spreadsheet and database software packages.
- Knowledge and experience working with GIS applications.
- Knowledge of pertinent Federal, State and Local laws, codes and regulations applicable to municipal planning.

Other – COMPLEXITY OF POSITION

- The work consists of varied planning duties. The need to be sensitive to political factors and legal issues contribute to the complexity of the work.

PHYSICAL DEMANDS

Work is performed primarily in an office environment and as such may require sitting, standing, stooping, reaching, lifting light objects and walking.

PERSONAL CONTACTS & PURPOSE:

Contacts are typically with co-workers, other city employees, attorneys, real estate developers, engineers, architects, city officials and department heads, business representatives and building inspectors. Contacts are typically to give and exchange information, resolve problems, provide services and negotiate and settle matters.

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Assistant Director (Development)
Title: Assistant Director of Community Development
Department: Augusta Housing and Community Development
Reports to: Director

Job Code:
Overtime: Exempt
Date Prepared: January 2008
Job Grade: 57

GENERAL SUMMARY: Plans, implements and monitors all housing programs and services undertaken by the department to develop low to moderate income communities and benefit income eligible persons. Coordinates and administers Housing Programs within the guidelines of state and federal regulations. Reports to the Director or other designated personnel and works with co-workers, contractors, vendors, attorneys, bankers and community agencies.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Direct the preparation of detailed plans required by HUD and other entities, including the revitalization plan, the relocation plan, the community and supportive services plan, etc.
2. Establish policies, procedures and methods as necessary, ensuring compliance with applicable federal, state and local regulations.
3. Direct Housing related procurement in accordance with HUD and other applicable requirements. This includes WBE/MBE/Section 3 participation.
4. Direct and coordinate the work of professional consultants, including general management consultant(s), architects, financial advisors, attorneys, specialty consultants and others.
5. Coordinate interactions with construction contractors, including meetings, reports and payments.
6. Coordinate the work of the Housing & Community Development Department (HCDD), other department heads and professionals with Neighborhood Revitalization responsibilities.
7. Prepare requests for proposals, requests for qualifications and bid invitations for contract services and materials.
8. Participate in design review and construction oversight.
9. Represent the HCDD at meetings with various local, state and federal agencies, residents and community organizations, as necessary to ensure that all involved parties are aware of HCDD priorities and that established requirements and/or agreements are adhered to in the Housing development process.
10. Assist in providing technical assistance to CHDOs, resident groups and obtaining community input regarding revitalization efforts.
11. Participate in the planning and development of plans for community and supportive services.
12. Ensure that all HUD required documents, reports and plans are developed and submitted to HUD on a timely basis and assist in compilation of data and ad hoc reports.
13. Complete monthly progress reports for HCDD Director and quarterly reports to HUD.
14. Reports directly to the Director on daily and long-term activities.

REQUIREMENTS

Education: Graduation from an accredited four-year college or university with a degree in urban planning, business administration, public administration, finance, accounting or other related field. Master's degree preferred.

Experience:

- 6 years of progressively responsible experience in real estate development, finance and construction oversight or architectural design.
- Strong experience and technical knowledge in single family and multi-family housing development.
- Experience in affordable and mixed-income housing desired.
- Strong experience and technical knowledge of multi-family real estate finance, including bond finance and tax credit transactions. Experience in complex "mixed finance" housing desired.

Knowledge/Skills/Abilities:

- Sound administrative and managerial skills including ability to plan and coordinate activities among various agencies and monitor performance according to contracts.
- Strong interpersonal skills and ability to communicate and work with diverse groups of people.
- Strong quantitative analysis knowledge and skills.
- Ability to communicate effectively and clearly, orally and in writing.

- Demonstrated ability to utilize own initiative, work independently and coordinate a high level of activity under a variety of conditions and constraints.
- Knowledge of federal, state and local regulations relating to planning, development, public housing and construction projects.
- Ability to compile data and produce clear and comprehensive reports.
- Ability to work in less than ideal conditions, e.g. noise, high traffic areas, etc.
- Knowledge of administrative practices and procedures.

Other:

- May supervise and/or train designated subordinate department personnel.

PHYSICAL DEMANDS

Work is performed primarily in an office environment and as such may require sitting, standing, stooping, reaching, lifting light objects and walking. Occasionally incumbent may visit project sites.

DISCLAIMER

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

Human Resources

Date

Line or Staff Management

Date



**Administrative Services Committee Meeting
1/30/2008 1:00 PM
Memorial Walk**

Department: Clerk of Commission

Caption: Discuss the construction of a Memorial Walk at Augusta Commons. (Requested by Commissioner Grantham)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission



**Administrative Services Committee Meeting
1/30/2008 1:00 PM
Plaque honoring Charles Devaney**

Department: Planning Commission

Caption: Report from Leadership Augusta regarding the construction of a bronze plaque at Riverwalk honoring Charles Devaney. (Referred from January 7 Administrative Services meeting)

Background: Applicant has been through the review process including meeting with the committees and a public hearing. All affected departments have been notified and there are no known objections. The proposed location for the plaque is at the Eighth Street breach just on the river side of the levee.

Analysis: There are other similar plaques along Riverwalk and there would be no cost to the City

Financial Impact: None

Alternatives: Approve or deny

Recommendation: Approved

Funds are Available in the Following Accounts:

REVIEWED AND APPROVED BY:

Clerk of Commission



**Administrative Services Committee Meeting
1/30/2008 1:00 PM
Proposed Draft of the Local Small Business Opportunities Ordinance**

Department: Disadvantaged Business Enterprise (DBE)

Caption: Approve the amended and restated Local Small Business Opportunities Program effective March 3, 2008 and repeal in its entirety the Disadvantaged Business Enterprise Program, City Code of Ordinances, Sections 1-10-58 through 1-10-62, inclusive as well as Sub-section 1-10-6(f).

Background: See Analysis

Analysis: The City of Augusta is under a Federal "Court Order Enjoining the Race-Based Portion of the Disadvantaged Business Enterprise (DBE) Program" since March 14, 2007. Said DBE Program has been reviewed by the Defendant's Legal Counsel and Special Legal Counsel in consultation with the affected and the attached race-gender neutral Ordinance is presented for review and approval by the Administrative Services Committee. This ordinance does not replace Ordinance No. 6890 of May 16, 2006 Augusta's Local Vendor Preference Program. The ordinance is included as an Appendix, as written.

Financial Impact: NONE

Alternatives:

Recommendation: Discuss and approve the amended Local Small Business Opportunities Program effective March 3, 2008

Funds are Available in the Following Accounts:

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**

AN ORDINANCE TO REPEAL IN ITS ENTIRETY AUGUSTA-RICHMOND COUNTY'S DISADVANTAGED BUSINESS ENTERPRISE PROGRAM ORDINANCE BY REPEALING CODE SECTIONS 1-10-58 THROUGH 1-10-62, INCLUSIVE, AS WELL AS SUB-SECTION 1-10-6(F); TO CREATE A NEW ORDINANCE SO AS TO PROVIDE FOR RACE AND GENDER NEUTRAL PROGRAMS TO INVOLVE LOCAL SMALL BUSINESS IN THE ECONOMIC ACTIVITY GENERATED BY AUGUSTA-RICHMOND COUNTY GOVERNMENT; TO PROVIDE FOR THE ADMINISTRATION OF A LOCAL SMALL BUSINESS OPPORTUNITIES PROGRAM; TO AMEND CODE SECTION 1-10-8 REGARDING COMPLIANCE WITH STATE AND FEDERAL REQUIREMENTS; TO RENUMBER CERTAIN CODE SECTIONS IN CHAPTER 10 OF THE CODE OF ORDINANCES FOR ADMINISTRATIVE CONVENIENCE; TO REPEAL LAWS AND ORDINANCES IN CONFLICT HERewith; AND FOR OTHER PURPOSES.

SECTION ONE.

That Augusta-Richmond County's Disadvantaged Business Enterprise Program, Code of Ordinances Sections 1-10-58 through 1-10-62, inclusive, as well as Sub-Section 1-10-6(f) are repealed in its entirety.

SECTION TWO.

That the Augusta-Richmond County Commission does hereby ordain and establish a Local Small Business Opportunities Program effective March 3, 2008, which shall read as follows:

AUGUSTA, GEORGIA
AUGUSTA-RICHMOND COUNTY LOCAL SMALL BUSINESS
OPPORTUNITIES PROGRAM

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**AUGUSTA, GEORGIA
AUGUSTA-RICHMOND COUNTY LOCAL SMALL BUSINESS
OPPORTUNITIES PROGRAM**

GENERAL PRINCIPLES

§ 1-10-58. SHORT TITLE

This Ordinance and the codification hereof may be referred to as the “Augusta-Richmond County Local Small Business Opportunities Program Ordinance” (“LSBOP”).

§ 1-10-59. OBJECTIVE

Augusta-Richmond County is firmly committed to the principles of equal opportunity and in keeping with these principles, hereby sets forth a program and establishes a mechanism for developing, approving, and implementing procedures by which local small business enterprises shall be identified, informed and educated regarding opportunities for supplying goods, general services, and construction services required by Augusta-Richmond County, and providing for objectives for bidders to incorporate the use of Local Small Businesses as commercially useful sub-contractors, thereby promoting balanced economic and community growth throughout Augusta-Richmond County. The LSBOP is a race and gender-neutral program.

§ 1-10-60. POLICY

It is the policy of Augusta-Richmond County that all necessary and reasonable steps shall be taken to ensure that local small business enterprises have the maximum opportunity to compete for and participate in all contracts and subcontracts funded by or through Augusta-Richmond County government. Further, the Augusta-Richmond County Commission has determined as a means to ensure full economic participation by small local business that a mechanism for developing, approving and implementing a LSBOP is required.

Augusta-Richmond County has established the LSBOP to promote opportunities for certified Local Small Business to participate in Augusta-Richmond County’s contracting and procurement activities by requiring contractors to utilize certified Local Small Businesses to perform commercially useful functions to the maximum extent possible and as economically feasible, as partners or subcontractors for service delivery or as suppliers of various goods required in the performance of a contract. This LSBOP is in addition to and shall not supplant the Local Preference Ordinance, Code §1-10-6.

Augusta’s Local Small Business Opportunities Program shall comply with federal and state requirements applicable to small or disadvantaged business, including but not limited to those requirements set forth by regulation by the Federal Aviation Administration, U.S. Department of Defense, U.S. Department of Housing & Urban Development, and the Georgia Department of Transportation. It is expressly recognized that such federal and state regulations preempt Augusta’s regulations regarding this subject.

§ 1-10-61. DEFINITIONS

(a) *Generally.* Those definitions set forth in Chapter 10 of the Code of Ordinances shall also apply to this Article, except as provided in this section.

(b) *Specifically.*

- (1) **Bidder** – any person or entity that submits a bid to provide labor, goods or services to Augusta-Richmond County by contract in response to a bid or other solicitation by Augusta-Richmond County.
- (2) **Certified Local Small Business** – any business entity certified by the DBE Coordinator, providing goods or services, which has its principal office and place of doing business in Augusta-Richmond County; with gross annual receipts being less than \$500,000; and whose owners meet the personal net worth threshold, all as defined herein. The term Local Small Business shall also include a manufacturer with seventy-five (75) employees or less or wholesaler with fifty (50) employees or less without regard to gross revenues.
- (3) **Citizen's Small Business Advisory Board (CSBAB)** – Is a council to advise the Commission and DBE Coordinator of matters pertaining to this section, and to meet with small businesses to review and advise as to the issues in program administration. *See* Consolidation Act, Ga. Laws 1995, p. 3648, §1-40. Members are appointed by the Mayor, Commission and the Richmond County Legislative Delegation to the Georgia General Assembly. A list of the appointees is maintained in the Clerk of Commission's Office and is incorporated herein by reference.
- (4) **Competitive Bidding** – process used by Augusta-Richmond County to request and receive sealed bids for labor, goods and services wherein the winning Bidder selected present the lowest qualified bid using any of the methods authorized by Article 6 of this chapter.
- (5) **Commercially Useful Function** – For the purpose of determining whether a registered Local Small Business is performing a commercially useful function, DBE Coordinator shall consider all of the facts in the record, viewed as a whole, including without limitation the following:
 - A. A Local Small Business performs a commercially useful function when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, managing, and supervising the work involved.
 - B. To perform a commercially useful function, the Local Small Business must be responsible, with respect to material and supplies used on the contract or sub-contract for which it is engaged, for negotiating price, determining quality and quantity, ordering the material, and installing (where applicable) and paying for the material itself.

- C. A Local Small Business does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of Local Small Business participation. In determining whether a Local Small Business is such an extra participant, the DBE Coordinator will examine similar transactions, particularly those in which Local Small Businesses do not participate.
- (6) **Contract** – total legal obligation that results from the parties’ agreement as affected by this Code of Ordinances and any other applicable rules of law. (O.C.G.A. §11-1-201)
- (7) **Good Faith Efforts** – Techniques used by a bidder/proposer to seek Local Small Businesses to participate as a subcontractor or supplier required to fulfill the bid/proposal request for participation. Such good faith efforts of a bidder/proposer include, but are not necessarily limited to, the following actions:
- A. Including qualified Local Small Businesses (LSB’s) in the prime contractor’s solicitations for subcontractors and suppliers.
 - B. Assuring that LSB’s are solicited whenever such business enterprises can perform a commercially useful function.
 - C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation of LSB’s.
 - D. Establishing delivery schedules, where the requirements of the prime contract permit, which encourage participation of LSB’s.
 - E. Using the services and the assistance of the DBE Coordinator in the identification of qualified LSB’s and negotiating subcontracts and supply contracts with such enterprises.
 - F. Requiring each first tier subcontractor to take the affirmative steps outlined in sub paragraphs 1 through 5 above with respect to the identification and usage of second or third tier sub-contractors.
 - G. Placing notices of opportunities for qualified LSB’s to perform subcontracting work on the eligible project in newspapers, trade journals, and other relevant publications, including publications specifically targeted to local small businesses, or communicating such notices of opportunities via the Internet or by other available media or means.
 - H. Designating portions of the work for LSB subcontracting in trades with available LSB subcontractors.
 - J. Providing a minimum of five (5) days notice to LSB’s when requesting bids or proposals for furnishing material or services as a subcontractor or supplier.

8. **Gross Receipts** – total income or, in the case of sole proprietorship gross income, plus “cost of goods sold” as these terms are defined or reported on Internal Revenue Service (IRS) Federal tax return forms; Form 1120 for corporations; Form 1120S for Subchapter S corporations; Form 1065 for partnerships; and Form 1040, Schedule F for farm or Schedule C for sole proprietorships.
9. **Joint Venture** – an association of two or more businesses to carry out a single business enterprise for profit for which purpose they combine their property, capital, efforts, skills, and knowledge.
10. **Local Small Business or “LSB”** - a corporation, sole proprietorship, partnership or other business organization that meets the requirements for registration as such with Augusta-Richmond County in accordance with Section 1-10-64 of this code.
11. **Monthly Utilization Report or MUR** – a memorialization by a prime contractor of all subcontracting and Local Small Business participation utilized on a contract. Contractors/vendors are required to submit the Monthly Utilization Reports on all subcontracting participation to the DBE Coordinator.
12. **Non-Discrimination Statement** – Written affirmation made by a bidder relating to the bidder’s conduct prior to submission of a bid as well as after award of a contract that the bidder agrees to:
 - A. Follow the policies of Augusta-Richmond County relating to the participation of LSB’s.
 - B. Undertake certain measures to ensure the maximum practicable participation by LSB’s; and
 - C. Not engage in discriminatory conduct against LSB’s inconsistent with the policy.
13. **Personal Net Worth** – net value of the assets of an individual owner, after total liabilities are deducted must not exceed seven hundred and fifty thousand dollars (\$750,000). An individual’s Personal Net Worth does not include the individual’s ownership interest and the individual’s equity in his or her primary place of residence. An individual’s Personal Net Worth includes his or her share of assets held jointly with the individual’s spouse. Property held by the entireties is deemed to be owned equally by the spouse.
14. **Prime Contractor** – a person or firm who is awarded a contract from Augusta-Richmond County for provision of goods or services and has the primary responsibility for performance of the contract. The Prime Contractor may subcontract portions of the work required to Subcontractors, as indicated in the bid or solicitation documents.
15. **Proponent** – any person or entity that submits a proposal to provide labor, goods, or services to Augusta-Richmond County by contract in response to a Request for Proposal, Request for Qualifications or Request for Competitive, Sealed Proposal.

- 16. Schedule of LSB Participation** – Written data sheet which is a required submittal for a bid or proposal that lists proposed LSB subcontractors and the estimated value of proposed sub-contracts.

§ 1-10-62. APPLICATION; EFFECTIVE DATE.

This ordinance shall apply to all bids, proposals, contracts, expenditures and purchases commenced by Augusta-Richmond County on and after March 3, 2008, as further described below, except sole source or emergency procurement.

§ 1-10-63. PROGRAM ADMINISTRATION

A. SERVICES TO BE PROVIDED BY THE LOCAL SMALL BUSINESS OPPORTUNITIES PROGRAM (LSBOP)

The DBE Coordinator shall have the primary responsibility to assure that the LSBOP is effectively and equitably carried out in Augusta-Richmond County. The DBE Coordinator shall direct the LSBOP so as to work in partnership with the Procurement Program set forth in Chapter 10 of ARC Code. Other Augusta-Richmond County officials and management personnel shall give their full cooperation towards the implementation of the program.

B. PROGRAM

The Local Small Business Opportunities Program administration consists of performing vendor certification, education and outreach, and review of bid and proposal documents. Specifically, the program shall consist of:

- (1) Developing and administering LSB registration criteria and procedures.
- (2) Establishing and maintaining a directory available to the public of registered LSBs capable of supplying the type and quality of equipment, supplies, general services, construction, and professional services required by Augusta-Richmond County.
- (3) Regularly seeking out and registering new LSB's to bid on Augusta-Richmond County purchases and solicitations.
- (4) Notifying vendors of their registration status and advising non-registered parties of their right to appeal which shall be filed with the County Administrator within seven (7) days of receipt of such notice.
- (5) Developing annual forecasts and periodically updating same based on a review of anticipated purchases and certified LSB's.
- (6) Monitoring and reporting on legislative and judicial actions relevant to local, small business interests.

- (7) Reviewing specifications and bid documents with the Procurement Department to ensure maximum opportunities for registered LSBs to compete on an equal basis for contracting opportunities and to perform commercially useful functions.
- (8) Convening and/or participating in information sessions with LSB's regarding bid requirements and contract performance.
- (9) Providing technical assistance, conducting seminars, visiting vendors, and performing other outreach services to encourage and increase participation in Augusta-Richmond County's bidding process by LSB's.
- (10) Exploring and developing other means of expanding the program, and attracting and increasing LSB participation including joint efforts with other governmental agencies and authorities.
- (11) Refer LSB's to third party development assistance providers when appropriate for bonding, financial and technical assistance.
- (12) Attend pre-bid, pre-qualification or pre-proposal conferences to provide information on the LSBOP.
- (13) Preparing and presenting an annual LSBOP report to the Augusta-Richmond County Commission.
- (14) Assist prime contractors and other potential bidders in identifying and contacting LSBS.
- (15) Develop outreach programs specifically targeted to educate LSBs about the LINK DEPOSIT PROGRAM.

C. PROCUREMENT DEPARTMENT RESPONSIBILITIES

- (1) Notify all registered vendors of formal bid opportunities through direct solicitation or public advertisement, including information on the LSBOP.
- (2) Work with project managers or user agencies to divide larger projects into smaller projects or contracts when commercially appropriate, in order to create more opportunities for LSB's to participate in contracts let by Augusta-Richmond County.
- (3) Provide data and technical assistance to support the outreach efforts of the LSBOP as necessary and appropriate.
- (4) Develop and utilize specifications that are open and competitive.

- (5) The Procurement Director, in consultation the DBE Coordinator, the Using Agency and the Finance Director, may make special provision for progress payments as deemed reasonable to assist LSB's to carry out the terms of a contract.
- (6) When a LSB is awarded a contract with Augusta-Richmond County, the Procurement Director may furnish written confirmation of the same, providing the terms of the contract which may be used by the LSB in negotiating lines of credit with lending institutions.

D. EVALUATION OF THE LOCAL SMALL BUSINESS OPPORTUNITY PROGRAM BY AUGUSTA-RICHMOND COUNTY COMMISSION.

The Local Small Business Opportunities Assistance Program shall be evaluated on an annual basis. Each annual report shall be compiled by the DBE Coordinator and shall compare the fiscal year ending with the previous fiscal year. Evaluation of the program may include:

- 1) Number of LSB firms certified or registered.
- 2) Training and technical assistance offered to LSBs
- 3) Dissemination of LSBOP information at pre-bid conferences.
- 4) Evaluation of the effectiveness of the LSB in relation to the achievement of Augusta-Richmond County's goals set forth under this policy, including the utilization of LSB's on contracts.

§ 1-10-64. REGISTRATION AND CERTIFICATION PROCEDURES

A. REGISTRATION CRITERIA; ACCEPTANCE OF CERTIFICATION BY OTHER GOVERNMENTAL AGENCIES.

The Augusta-Richmond County's Local Small Business Opportunities Program requires prior registration or evidence of current certification of a Local Small Business in order to count the participation of that Local Small Business toward program goals. Eligibility requirements for registration are:

- (1) Certification as to small business status may be accepted from other local governmental, state or federal agencies that apply criteria substantially similar to that imposed by this ordinance.
- (2) Applicant firm must complete an appropriate application form obtained from the DBE Coordinator and must qualify as a local small business, as the term is defined in this Article as to principle place of business, gross annual receipts and personal net worth thresholds.
- (3) Representations as to a business entity's gross annual revenues, payroll, and personal net worth of individual applicants, shall be subject to audit by the DBE Coordinator. A location utilized solely as a post office box, mailbox, mail drop, virtual office, telephone message center, or any combination thereof, with no

substantial work function, shall not be deemed to be a significant local presence sufficient to qualify as a local small business.

- (4) Applicant firm must possess a valid Augusta-Richmond County business license for six (6) months prior to submitting their LSBOP registration application;
- (5) The firm's three-year average annual gross receipts, as defined herein, must not exceed \$500,000 in annual gross receipts;
- (6) Applicant firm owner must be a citizen or lawfully admitted permanent resident of the United States;
- (7) Applicant firm must be a business, including a sole proprietorship, partnership, corporations, limited liability company, or any other business or professional entity:
 - (a) which is at least fifty-one (51) percent owned by one (1) or more of the applicant individuals identified, and the ownership must have been in existence for one (1) year or more, and the applicant individual must have maintained such fifty-one (51) percent ownership for at least one (1) year; and
 - (b) in the case of a publicly-owned business, at least fifty-one (51) percent of all classes of stock which is owned by one (1) or more of such persons, each of whom meets the net worth criteria as defined herein.
- (8) No individual owner of an applicant firm, or if a sole proprietorship or partnership the individuals themselves, may have a personal net worth that exceeds \$750,000, as that term is defined in this Article.
- (9) No LSB shall be registered solely on the basis of the race or gender of its ownership regime.

B. RENEWAL OF REGISTRATION

LSB registration is valid for a two-year period beginning on the date Augusta-Richmond County registers the business. To re-apply, a local small business must submit a new application and evidence of continuing eligibility.

It is the responsibility of the LSB to notify DBE Coordinator of any change in its circumstances affecting its continued eligibility for the program. Failure to do so may result in the firm's de-registration and preclusion from future participation in the LSBOP;

- (a) A Local Small Business that no longer meets registration criteria shall not be re-registered by the DBE Coordinator;
- (b) Firms that have been denied registration or re-registration may protest the denial as follows:

- i. Within seven (7) days of receipt of denial of registration or re-registration, the firm may protest such action in writing to the DBE Coordinator;
- ii. A hearing shall be held by the County Administrator at which time the firm may present additional facts and evidence in support of its eligibility. The County Administrator shall control all aspects of the hearing, including scheduling, conduct, witnesses, and evidence, and may request the attendance of witnesses and production of particular documents;
- iii. The County Administrator shall send written notice of the decision to the firm within 30 days of the hearing.
- iv. A firm found to be ineligible cannot apply for registration or re-registration for a period of one year after the effective date of the final decision.

C. LIMITATIONS

Notwithstanding any other provision of this program except on a finding of good cause by Augusta-Richmond County, a registered LSB is no longer eligible to participate in the LSBOP after being enrolled for ten (10) consecutive years regardless of whether the firm received contracts or prime contracts under the program. If a firm has been released from the program before graduation as a result of exceeding the LSBOP thresholds, it will still be eligible to receive contracts from ARC, but such participation will not be counted toward the LSBOP goal of identifying and employing local small businesses to the greatest extent possible.

In determining whether a good cause exists for a firm to continue participation beyond ten (10) consecutive years, ARC may review all relevant factors such as amount of business previously received by the firm, and capability of other small firms to provide goods and services, impact on a potential contract opportunity for other local businesses to compete. In no event shall a firm's participation in the program extend beyond fifteen (15) years.

Participation or registration as a LSB in the LSBOP shall not preclude a registered firm from competing for a prime contract with Augusta-Richmond County on the same basis as other prime contractors or suppliers.

D. GRADUATION

Augusta Richmond County shall graduate an LSB business from eligibility as an LSB. The LSB business will be graduated from LSB if any one of the following occurs:

- (1) The LSB's gross revenues in each of the previous consecutive three (3) years exceeds an average of \$500,000.00;

- (2) The net worth of any owner of an LSB exceeds an average of \$750,000.00 for each of the previous consecutive three (3) years, exclusive of principal residence and the value of the LSB; or
- (3) The LSB business has participated in the LSB for ten years and ARC has not approved an extension of participation based on good cause.

§ 1-10-65. LOCAL SMALL BUSINESS OPPORTUNITIES PROGRAM PARTICIPATION

A. SEALED BIDS, SEALED PROPOSALS, PROFESSIONAL SERVICES AND OTHER MAJOR PURCHASING

The following procedures and contract requirements will be used to insure that LSB's are encouraged to participate in Augusta-Richmond County contracts, including but not limited to construction contracts, requests for professional services and the performance of public works contracts:

- (1) Bid conditions, requests for proposals, and all other specifications for contracts awarded by Augusta-Richmond County will require that, where subcontracting is utilized in performing the contract, the bidder or proponent, will make Good Faith Efforts to subcontract with or purchase supplies from LSB's. Bid specifications will require the bidder or proponent to keep records of such efforts that are adequate to permit a determination of compliance with this requirement.
- (2) With the bid, each bidder will be required to state if it intends to subcontract any part of the work. Prior to award of contract where the apparent low bidder indicated plans to subcontract, the bidder shall be required to provide documentation of Good Faith Efforts to engage LSB's as subcontractors or suppliers, the names of LSB's and other subcontractors to whom it intends to award subcontracts, the dollar value of the subcontracts, and the scope of the work to be performed.
- (3) For all such contracts, the Procurement Department will provide the DBE Coordinator with a copy of the invitation to bid or bid specifications, including the scope of work. The DBE Coordinator will identify the existence of certified LSB's which are qualified to submit bids as prime contractors.
- (4) The DBE Coordinator shall identify subcontracting opportunities and shall make available trade-specific lists of certified LSB's to potential prime contractors. Prime contractors are encouraged to form Joint Ventures with LSBs to perform major contracts, particularly in the areas of construction and professional services.
- (5) Within thirty (30) days of the adoption of this Ordinance, the Procurement Department will include a copy of this ordinance in each bid or proposal.

- (6) All bid documents shall require bidders or proponents to submit with their bid in a separate sealed envelope the following:
 - (a) Non-Discrimination Statement which shall affirm the bidder's:
 - (i) adherence to the policies of Augusta-Richmond County relating to equal opportunity in contracting; (ii) agreement to undertake certain measures as provided in this policy to ensure maximum practicable participation of local small businesses; and (iii) agreement not to engage in discriminatory conduct of any type against LSB's.
 - (b) Proposed Schedule of local small business participation.
 - (c) Documentation of Good Faith Efforts to use LSB's.

Failure to submit the above documentation shall result in the bid or proposal being declared non-responsive.

- (7) All Augusta-Richmond County contracts shall require that during the term of the contract, the contractor will:
 - (a) Fulfill the LSB participation commitments that were submitted in connection with the bids or proposal;
 - (b) Continue to make Good Faith Efforts to utilize LSB's for the performance of the contract;
 - (c) Maintain records necessary for monitoring Good Faith Efforts.
- (8) Before advertising and soliciting bids, the DBE Coordinator and using department will assess if large contracts can be segmented into multiple contracts. Methods to be considered include:
 - i. The term of a contract may be shortened that results in a dual effect; the reduction of quantity required, and the risk inherent in guaranteeing prices over a longer period of time.
 - ii. Work to be performed may be grouped according to geographic location within Augusta-Richmond County.

B. DEPARTMENTAL PURCHASE REQUIREMENTS (SMALL PURCHASES, QUOTATIONS, OR INFORMAL BIDS).

Subject to the dollar limits set forth under Augusta-Richmond County ordinance, departments are authorized to make small purchases using Agency Purchase Orders. Departments shall be directed by the County Administrator to utilize LSB's on small purchases whenever possible and appropriate.

- (1) The DBE Coordinator shall make available to every Augusta-Richmond County department a directory of registered LSB's and encourage their use of by departments.
- (2) The DBE Coordinator shall provide annual training to all Augusta-Richmond County Departments on the Local Small Business Opportunities Program.
- (3) The DBE Coordinator shall track LSB purchases by department and provide feedback to department heads and the DBE Coordinator on use of LSB's for small purchases.
- (4) The Procurement Director shall ensure that all Augusta-Richmond County specifications for goods and services do not contain any unnecessary impediment to LSB participation in the bid process. The DBE Coordinator will make recommendations to the Procurement Director when a specification appears to impede LSB's from competitively participating in a bid.
- (5) For small purchases, quotations or informal bids, the Using Department will solicit bids from registered LSB's to supply the required materials, equipment, supplies or services using the LSB Registry created and maintained by the DBE Coordinator
- (6) The DBE Coordinator will notify the Procurement Director whenever there are no registered LSB's available for utilization on a project-by-project basis. The DBE Coordinator will attempt to identify qualified LSB's, and if successful, will notify the Procurement Director of their registration and availability. The Procurement Director will include such LSB's in bid/quote solicitation lists.

C. PROCUREMENT DEPARTMENT BUYER'S RESPONSIBILITIES

- (1) For all purchases on which written bids are sought, registered LSB's which are ready, willing and able to perform the required services or provide the required commodity will be solicited for a written quotation or bid.
- (2) Purchases from LSB's shall be tracked by the buyer.

D. MAINTENANCE OF RECORDS

- (1) The DBE Coordinator, with the assistance of the Department of Information Technology, shall compile data on LSB participation. Information on prime contract awards and subcontractor utilization will be maintained by the DBE Coordinator who will gather information from all user Departments on a quarterly basis.
- (2) LSB utilization statistics shall be maintained in the following manner:

- (a) Contracts and purchases shall be grouped into four categories: construction, professional services, general services and materials/equipment/supplies.
- (b) Statistics shall measure overall awards to LSB's by category of purchase (*i.e.* construction, professional services, general services, and materials/equipment/supplies).
- (3) The following statistics shall be reported not less than annually to the Augusta-Richmond County Commission by the DBE Coordinator.
 - (a) Regarding purchases of professional services, general services and material/equipment/supplies made through the competitive bid and quotation process:

Total value of purchases
Total value of purchases from LSB's
 - (b) Regarding small purchases by operating department using Agency Purchase Orders:

Total value of small purchases by Augusta-Richmond County Department
Total value of small purchases from LSB's by Department
 - (c) Regarding construction purchases:

Total value of construction contract awards
Total value of construction contracts awarded to LSB's as prime contractors.
Total value of subcontracts awarded to LSB's

E. COMPLIANCE

- (1) It will be the duty of the Procurement Director to ensure that bids or proposals issued from the Procurement Department adhere to the provisions set forth in this Policy.
- (2) The Procurement Director, and all department directors will assume responsibility for evaluating compliance with this program in their respective contract areas and will review, on a continuing basis, all aspects of the program's operations to assure that the purpose is being attained and reporting same to the DBE Coordinator for tracking and annual report purposes.
- (3) Each Augusta-Richmond County contract will contain a provision requiring compliance with this policy including maintenance of records, good faith efforts, and maintenance of information necessary to document compliance, and include the right of the DBE Coordinator or Procurement Director, or their respective

designees to inspect such records. The record will be a part of the official files located in the Procurement Office.

- (4) The DBE Coordinator shall be responsible for evaluating good faith efforts documentation and subcontractor information submitted by bidders in conformance with this policy, Augusta-Richmond County Code and any State and Federal Laws applicable to any bid specifications for competitive sealed bid or competitive sealed proposal projects prior to award of the contract.
- (5) Each Augusta-Richmond County contract will contain a provision prohibiting any agreements between a contractor and an LSB in which the LSB promises not to provide subcontracting quotations to other bidders or potential bidders.

F. COMPETITIVE BIDS

Nothing in this Policy is to be construed to require Augusta-Richmond County to award a bid contract to other than the lowest responsible bidder, or to require contractors to award to subcontractors, or to make significant material purchases from LSB's who do not submit the best overall pricing to Augusta-Richmond County.

G. OUTREACH

To maximize the identification, certification and utilization of LSB's, the following efforts will be undertaken by the DBE Coordinator:

- A. Increase efforts to locate and register additional vendors, service providers, and construction contractors that can provide goods and services for Augusta-Richmond County through media, vendor fairs, and electronic message boards.
- B. As GDOT, DOD and FAA certified construction contractors are located, invite local firms to register with Augusta-Richmond County in accordance with the requirements of this Article in order to create an enhanced resource to using departments, buyers and prime contractors to locate registered LSB's for projects that can utilize LSB's for a commercially useful function.
- C. Supply information to the Board of Commissioners regarding the ordinance and offer opportunities for ways in which the Board of Commission can be an advocate of the LSBOP.

§ 1-10-66. EXCEPTIONS – FEDERALLY FUNDED PROJECTS

In accordance with §1-10-8, this chapter shall not apply to any bid or procurement to which federal or state laws, regulations or guidelines regarding the use of disadvantaged businesses or other requirements apply.

§ 1-10-67. CITIZEN'S SMALL BUSINESS ADVISORY BOARD

LOCAL SMALL BUSINESS OPPORTUNITIES PROGRAM, CITIZEN'S SMALL BUSINESS ADVISORY BOARD (CSBAB) shall be constituted to advise the Commission and DBE Coordinator on matters related to this ordinance, and to meet with local small businesses, to review and provide input as to the issues in program administration. *See Consolidation Act, Ga. Laws 1995, p. 3648, §1-40.* Members are appointed by the Mayor, Commission and the Richmond County Legislative Delegation. A list of the appointees is maintained in the Clerk of Commission's Office and is incorporated herein by reference.

SECTION THREE

That Chapter 10, Article One, Section 1-10-8 be amended by deleting the existing language in its entirety and inserting the following in lieu thereof:

§ 1-10-8. COMPLIANCE WITH STATE AND FEDERAL REQUIREMENTS

When a procurement transaction involves the expenditure of State or Federal funds or financial assistance, the transaction shall be conducted in accordance with any applicable mandatory State or Federal laws and authorized regulations which are not reflected in this chapter. Notwithstanding the foregoing, where State and Federal assistance or contract funds are used in procurement transaction, any applicable local requirements that are more restrictive than State or Federal requirements but not in conflict therewith shall be followed.

SECTION FOUR

That Code Sections 1-10-63 through 1-10-66 shall be renumbered and redesignated as Code Sections 1-10-96 through 1-10-99, inclusive:

§ 1-10-96. AUTHORITY TO SUSPEND OR DEBAR FROM QUALIFIED BIDDER /PROPOSER LIST

After reasonable notice to the person involved and reasonable opportunity for that person to be heard, the Augusta-Richmond County Commission is authorized to suspend or debar a person for cause from consideration for award of contracts. The suspension may be for a period of not more than three months. The debarment shall be for a period of not more than three years. The Augusta-Richmond County Administrator is authorized to suspend a person from consideration for award of contracts if there is any activity which might lead to debarment. The Administrator's suspension shall be for a period not to exceed 30 days.

§ 1-10-97. CAUSES FOR SUSPENSION AND DEBARMENT

The causes for suspension or debarment may include, but are not limited to:

- (a) conviction for the commission of a criminal offense as an incident to obtaining or attempting to obtain any public or private contract or subcontract, or in the performance of such contract or subcontract;
- (b) Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, indicating a lack of business integrity or business honesty;
- (c) Conviction under state or federal antitrust statutes arising out of the submission of any bids or proposals;
- (d) Violation of prior Augusta-Richmond County contract provisions, as set forth below, of a character which is regarded by Augusta-Richmond County to be so serious as to justify suspension or debarment action, such as a deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in any prior Augusta-Richmond County contract; or a recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more Augusta-Richmond County contracts, provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be basis for debarment;
- (e) Any other cause determined to be so serious and compelling that would materially affect or has materially affected the responsibility of a contractor in the performance of his duties under any contract, including debarment by another governmental entity for any cause listed in this chapter; and
- (f) For violation of any ethical standards set forth in Article 2 (Ethics in Public Contracting) of this chapter.

§ 1-10-98. DECISION TO SUSPEND OR DEBAR:

Any decision to suspend or debar a person may be made by the Augusta-Richmond County Administrator or to recommend suspension or debarment to the Commission shall be in writing and shall state the reasons for the action or recommended action and inform the suspended person of their rights to an administrative appeal to the Commission. Any decision by the Commission to suspend or debar any person from the procurement process shall be on the record and in writing and shall state the reasons for the action taken.

§ 1-10-99. NOTICE OF DECISION

A copy of the written decision required by § 1-10-98 (Decision to Suspend or Debar) shall be mailed by certified mail, return receipt requested, to the suspended or debarred person.

SECTION FIVE.

Upon the passage of an authorizing resolution and an adequate appropriation, Augusta shall conduct a Disparity Study to inquire into race and gender disparities which may or may not affect the further amendment to this ordinance.

SECTION SIX.

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

The foregoing Ordinance is hereby adopted by the Augusta-Richmond County Commission this _____ day of _____, 2008.

David S. Copenhaver
Mayor

ATTEST:

Clerk

First Reading:

Second Reading:



**Administrative Services Committee Meeting
1/30/2008 1:00 PM
Transition Process Report**

Department: Clerk of Commission

Caption: Report from the attorneys regarding the transition process.
(Referred from the January 2 Commission meeting)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission
