



Administrative Services Committee Committee Room- 2/26/2007- 1:00 PM Meeting

ADMINISTRATIVE SERVICES

1. Report from staff regarding the development of an assessment tool for the evaluation of employees reporting directly to the Mayor and Commission. (Referred from February 15 Administrative Services) ☐ [Attachments](#)
2. Discuss the budget for Lisa Williams' supplemental salary for 2007 through the Land Bank Authority and related job description. (Requested by Commissioner Williams) (Referred from February 15 Administrative Services) ☐ [Attachments](#)
3. Approve retirement of Mr. Paul Anderson under the 1977 Pension Plan. ☐ [Attachments](#)
4. Approve petition of the Human Resources Department improvement effort which consists of the addition of two new positions and the reorganization of the department's current structure. ☐ [Attachments](#)
5. Approve petition to merge the 1998 Pension Plan, the 1977 Pension Plan, the GMEBS Pension Plan, Employees with no pension plan and submit a 180 day notice of cancellation to GEBCorp/Nationwide. ☐ [Attachments](#)
6. Approve request of the Risk Management Division of Finance to reclassify the Secretary I position to Administrative Assistant II. This will result in no financial impact as the employee currently filling this position is already within the salary range for Administrative Assistant. ☐ [Attachments](#)
7. Report from staff regarding pay increases for the rank and ☐ [Attachments](#)

file employees of the Augusta Utilities. (Requested by Commissioner Williams) (Referred from February 15 Administrative Services)

8. Report from the Fleet Manager regarding a revised Vehicle Replacement Policy. (Referred from February 15 Administrative Services) ☐ [Attachments](#)

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**Administrative Services Committee Meeting
2/26/2007 1:00 PM
Employee Evaluation Assessment Tool**

Department: Clerk of Commission

Caption: Report from staff regarding the development of an assessment tool for the evaluation of employees reporting directly to the Mayor and Commission. (Referred from February 15 Administrative Services)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission



**Administrative Services Committee Meeting
2/26/2007 1:00 PM
Land Bank Authority**

Department: Finance Department, Donna Williams Interim Director

Caption: Discuss the budget for Lisa Williams' supplemental salary for 2007 through the Land Bank Authority and related job description. (Requested by Commissioner Williams)
(Referred from February 15 Administrative Services)

Background: In 2006, the Commission approved allocation of these funds. 85 % of her base salary is charged to the Law Department. 15% of her salary would be charged to the Land Bank Authority for handling of Land Bank activities.

Analysis: Transfer \$ 7,130 from Land Bank Fund Balance Appropriation to Salary and Wages.

Financial Impact: If revenues are not produced by the Land Bank in 2007, then the the Fund Balance will be reduced by \$ 7,130.

Alternatives: (1) Approve (2) Disapprove

Recommendation: Approve the establishment of the budget through Land Bank Fund Balance Appropriation for the Land Bank portion of Lisa Williams's supplement for 2007.

Funds are Available in the Following Accounts: Land Bank Authority Fund Balance Appropriation. 201-00-0000-3952110

REVIEWED AND APPROVED BY:

Clerk of Commission

**AUGUSTA LICENSE & INSPECTION DEPARTMENT**

ROBERT H. SHERMAN, III
DIRECTOR
1815 MARVIN GRIFFIN RD
P.O. BOX 9270
AUGUSTA, GEORGIA 30906

(706) 312-5050 FAX 312-4277
BUILDING PERMIT: 312-6050
BUSINESS LICENSE: 312-5053
ALCOHOL LICENSE: 312-5033
CODE ENFORCEMENT: 312-5049

MEMORANDUM

TO: STEPHEN E. SHEPARD, CITY ATTORNEY
AUGUSTA LAW DEPARTMENT

FROM: ROBERT SHERMAN, CHAIRMAN ^{RS}
AUGUSTA, GEORGIA LAND BANK AUTHORITY

DATE: MARCH 16, 2006

RE: THE LANDBANK AUTHORITY (LBA) - BOARD MEMBERS APPROVAL TO
COMPENSATE LISA G. WILLIAMS OF THE AUGUSTA LAW DEPARTMENT FOR
CONTINUED SUPPORT AND EXTENDED SERVICES THAT SHE PROVIDES TO
THE LAND BANK AUTHORITY (LBA)

As you know, Ms. Lisa Williams of the Augusta Law Department has been assisting the Land Bank Authority (LBA) since the departure of Mr. Harry James, former Staff Attorney. During the month of December, Ms. Williams was compensated for the months of November and December. In December 2005 Ms. Williams' responsibilities related to the LBA did not cease, but in fact, have increased and she is playing a major roll in assisting the LBA with her continued support and coordination.

The Land Bank Authority Board Members had a meeting on Wednesday, March 15, 2005, and all Board Members approved and authorized the additional increase of 15% out of the LBA funds to cover compensation of the services provided by Ms. Williams. At this time, the Land Bank Authority Board Members are authorizing you and the appropriate personnel to initiate the process for compensation to Ms. Williams. The LBA also request that this submission continue until further notified by the LBA Board Members. The LBA Board Members have agreed that the set up should be the same as was with former Attorney, Harry James, concerning information on expending the appropriate funds to cover the costs of this request. Ms. Williams will receive a 15% increase towards her salary to be effective immediately. Also, Ms. Williams was not compensated for the months of January, February and March. The LBA is also authorizing payment to be made retroactive to cover the three months that Ms. Williams was not compensated.

This letter serves as a formal notification for initiation of the LBA's request. If you have any questions, or if I can be of further assistance, please feel free to contact me at (706) 312-5050. Your assistance in this matter is most appreciated.

Thank you.

RS/

CC: Land Bank Authority Board Members
Fred Russell, Administrator
Fred Stallings, Delinquent Tax Levy Officer
Paul DeCamp, Interim AHEDD Director
Human Resources

Augusta-Richmond County

Job Description

Approved Title: Administrative Assistant II
Title: Administrative Assistant II
Department: Law Department
Reports to: Staff Attorney

Job Code:
Overtime: Non-exempt
Date Prepared: January 15, 2004
Job Grade: 43

GENERAL SUMMARY: Provides administrative support to the law department and the Richmond County Land Bank Authority within the guidelines of relevant governmental codes and ordinances, department rules, governmental policies and procedures, and state laws. Reports to the Coordinator of the Richmond County Land Bank Authority, the Staff Attorneys or other designated person and works with co-workers, department heads, employees in other departments, elected officials, media officials and the general public to provide administrative support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assists Coordinator of the Richmond County Land Bank Authority and the Law Department attorney with wide variety of tasks including preparing legal agreements, correspondence, memos, and other legal documents.
2. Prepares and attends to filing of real estate documents.
3. Organizes, types, and articulates correspondence, memos, and other documents.
4. Formulates, prepares and updates policies and procedures.
5. Maintains records, files, and assists with database.
6. Prepares mail, composes responses to mail, answers the telephone, receives and relays messages, and responds to inquiries related to the services provided.
7. Maintain appointments and legal department calendar.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education(2 or 4 year degree desirable)

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

Knowledge/Skills/Abilities:

- Considerable knowledge of modern office procedures, record keeping, and bookkeeping practices.
- Proficiency in working within deadlines and report preparation.
- Mastery of word processing (WordPerfect, Word or equivalent)
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.
- Considerable knowledge of operations of governmental departments and procedures, governmental and departmental policies, and applicable state and local rules and regulations.
- Strong organizational and proofreading skills.
- Mastery of dealing with elected officials, constitutional officers, employees and the general public.
- Skill in the operation of computers.
- Ability to draft and prepare legal documents.

Other:

- May supervise and/or train designated subordinate personnel.

PHYSICAL DEMANDS

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

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
2/26/2007 1:00 PM
Petition for Retirement of Mr. Paul Anderson**

Department:	Human Resources
Caption:	Approve retirement of Mr. Paul Anderson under the 1977 Pension Plan.
Background:	Normal retirement under the 1977 Pension Plan is the first day of the month following his/her 65th birthday or attaining 62 yrs. of age and completing 25 years of credited service. The monthly benefit is 1% of the participants average earnings multiplied by his/ her years of credited service.
Analysis:	Mr. Paul Anderson (age 65) is currently a Truck Driver with Public Services Department. Mr. Anderson was hired on November 28, 1995; he joined the 1977 Pension Plan on November 28, 1995. Mr. Anderson meets the requirements for a normal retirement under the 1977 Pension Plan. His proposed retirement date is March 1, 2007. The normal retirement benefit payable to Mr. Anderson is \$170 per month (75% Joint & Survivor).
Financial Impact:	Funds are available in the 1977 Pension Plan. Employee has contributed 4% of his salary towards retirement since November 28, 1995.
Alternatives:	Do not approve the retirement of Mr. Paul Anderson under the 1977 Pension Plan.
Recommendation:	Approve the retirement of Mr. Paul Anderson under the 1977 Pension Plan.
Funds are Available in the Following Accounts:	

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**



RETIREMENT BENEFIT OPTIONS

Defined Benefit Program for Augusta-Richmond County Employees' Plan 1977 County Plan

PARTICIPANT INFORMATION

Employee Name:	Paul R. Anderson	Social Security Number:	XXX-XX-8550
Date of Birth:	6/18/1941	Original Date of Hire:	11/28/1995
Gender:	Male	Normal Retirement Date:	7/1/2006

Beneficiary Name:	Sherry C. Anderson	Social Security Number:	XXX-XX-1434
Date of Birth:	1/23/1944	Relationship:	Spouse
Gender:	Female		

MONTHLY BENEFIT PAYMENT OPTIONS

For: Normal Retirement

Retirement Date:	3/1/2007
Age at Commencement Date:	65.700
Benefit Commencement Date:	3/1/2007

Credited Service: 11.250 Years

Minimum Total Benefit:	\$10,622
Average Annual Compensation:	\$20,818

Compensation Used	Year	Amount
	2002	\$16,654
	2003	\$20,269
	2004	\$20,853
	2005	\$20,836
	2006	\$21,719
	2007	\$3,755

AVAILABLE FORMS OF PAYMENT

Form of Benefit	Regular	Employee	Beneficiary
Single Life:	\$195		
10 Year Certain and Life:	\$185		
50% Joint and Survivor:	\$178	\$89	
75% Joint and Survivor:	\$170	\$128	PRA
100% Joint and Survivor:	\$163	\$163	
Lump Sum Cash Out:	N/A		

EXPLANATION OF PAYMENT OPTIONS

Regular

Single Life:	Payable for the life of the participant only; no payments to any beneficiary upon participant's death
10 Year Certain and Life:	Payable for greater of the life of the participant or ten years
50% Joint and Survivor:	Payable for the life of the participant; upon participant's death, beneficiary will receive 50% of benefit
75% Joint and Survivor:	Payable for the life of the participant; upon participant's death, beneficiary will receive 75% of benefit
100% Joint and Survivor:	Payable for the life of the participant; upon participant's death, beneficiary will receive 100% of benefit
Cash Out Value:	Payable in a single lump sum in lieu of any future Plan benefits

For Estimate Purposes Only

Actual benefit amounts will be based on information provided at time of retirement



Administrative Services Committee Meeting

2/26/2007 1:00 PM

Petition to add two new positions to the Human Resources Department staff and to approve reorganization of the department's current structure.

Department:	Human Resources
Caption:	Approve petition of the Human Resources Department improvement effort which consists of the addition of two new positions and the reorganization of the department's current structure.
Background:	In May of 2006 Human Resources conducted an internal departmental needs assessment to determine its core weaknesses and strengths. To do so is to identify what additional tools and resources will be needed to better position this department to more efficiently and more effectively meet the ongoing, rapidly increasing and changing demands.
Analysis:	The City of Augusta Human Resources department is understaffed. The Human Resources department has nine full-time positions with currently eight employees. These eight employees are to provide HR services to approximately 3000 full time, part-time and retired employees in areas such as: health insurance and health care management, pension plan management, employee complaints (grievances), payroll, employment services, Personnel Board, Sheriff Board hearings, policies & procedure issues and applications, employee & management training, retiree insurance and pension plan management and all records management. Also, the Human Resources HR Director and management team must also attend Commission, Administration and any number of Department Head meetings at a moments notice in the midst of daily activities with a staff of 8 employees. There has been much concern and feed back in past and present times on how the Human Resources department can more quickly adjust and react to the organizations employees concerns and demands. I believe the approval of the petition for the addition of two new positions and approval of the HR

organizational structure change, will better position the HR department to meet current and future demands.

Financial Impact: \$78,260 has been approved in the 2007 budget for this purpose.

Alternatives: Do not approve petition to add two new positions to the Human Resources Department and the HR reorganization effort.

Recommendation: Approve petition to add two new positions to the Human Resources Department and approve reorganization proposal.

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

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**

Survey Data

Augusta, GA	# Employees	Avg Salary
Interim Director	1	\$ 68,766.10
Interim HR Manager	1	\$ 54,460.12
Employment Manager	1	\$ 49,561.69
HR Coordinator I	2	\$ 30,284.72
HR Coordinator II	2	\$ 29,032.08
HR Coordinator III	1	\$ 28,041.96
Secretary I	1	\$ 23,993.63
Total HR Employees	9	
Total Employees	2,600	

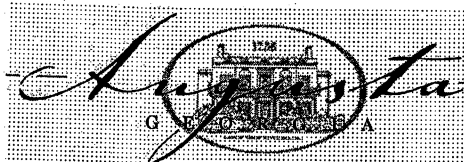
Athens-Clarke County	# Employees	Avg Salary
Human Resources Director	1	\$84,093.00
Assistant H.R. Director	1	\$77,839.00
Compensation & Benefits Administrator	1	\$59,558.00
Employment Administrator	1	\$60,256.00
H.R. Generalist	5	\$40,128.00
H.R. Records Technician	1	\$35,079.00
H.R. Technician	3	\$35,533.00
Payroll Supervisor	1	\$46,400.00
Safety & Risk Administrator	1	\$58,019.00
Sr. Administrative Assistant	1	\$43,433.00
Sr. H.R. Generalist	3	\$46,602.00
Total HR Employees	11	
Total Employees	1412	

Columbia County, GA	# Employees	Avg Salary
HR Manager- Manager V	1	\$65,254.40
Benefits Manager- Manager III	1	\$53,123.20
Benefits Specialist- Specialist I	1	\$37,107.20
HR Specialist- Specialist III	1	\$42,182.40
Administrative Coordinator	1	\$39,520.00
Recruiter Assistant- CSR III	1	\$26,582.40
Total HR Employees	6	
Total Employees	799	

Columbus-Muscogee	# Employees	Avg Salary
H/R DIRECTOR	1	\$72,909.72
H/R TECH I	3	\$26,982.71
ASST HR DIR	1	\$59,840.30
H/R ANALYST	2	\$43,621.37
TRAINING DIVISION	9	\$33,911.28
Total HR Employees	18	
Total Employees	2336	

Columbia, SC	# Employees	Avg Salary
H.R. Director	1	\$93,809.00
Deputy HR Director	1	\$71,056.00
Human ResourcesCoordinator	1	\$43,517.00
HR Specialist	1	\$37,643.00
HR Benefits Administrator	1	\$48,792.00
Employment Assistant	1	\$40,637.00
Training Administrator	1	\$82,013.00
Assist Training Admin	1	\$40,036.00
Office Assistant	1	\$20,899.00
HR Specialist	1	\$29,278.00
Office Ass/Receptionist	1	\$21,409.00
Total HR Employees	11	
Total Employees	2,100	

Savannah, GA	# Employees	Avg Salary
HR Director	1	\$76,022
Employee Assistance Coordinatc	1	48,033
Senior HR Analyst	1	51,235
Administrative Assistant	1	31,569
HR Administrator - Benefits	1	59,557
HR Technicians - Benefits	2	34,861
HR Assistant - Benefits	1	28,276
Employee Health & Wellness	1	49,679
HR Administrator - Recruit/Trainii	1	59,557
HR Analysts - Recruitment	2	48,033
HR Technicians - Recruitment	2	34,861
HR Assistants - Recruitment	2	28,276
Employee Development Coordinat	1	44,740
Employee Relations Coordinator	1	48,033
Training Coordinator	1	36,508
HR Technician - Training	1	34,861
Total HR Employees	20	
Total Employees	2549	



HUMAN RESOURCES DEPARTMENT

Robby Burns
Interim Director

DATE: Wednesday, February 14, 2007

TO: Fred Russell, Administrator

FROM: Robby Burns, Interim Director *RB*

SUBJECT: Human Resources Internal Departmental Needs Assessment

The current Human Resources Manager's position will be reclassified as an Assistant Director Position. The HR Manager's Job description in the past and as is, currently does not function as an Assistant or Deputy HR Director's classification. My proposal of this position reclassification will allow this department to have a position that accurately reflects a position by job description and duties to manage day to day operations and to act in the absence of the HR Director. The Human Resources Manager position has been perceived as the second in command for the Human Resources Department, but truly possessed authority and responsibility as Supervisor of the HR Payroll and Benefits areas. This position also had only partial responsibilities or "as assigned" duties dealing with the employment area.

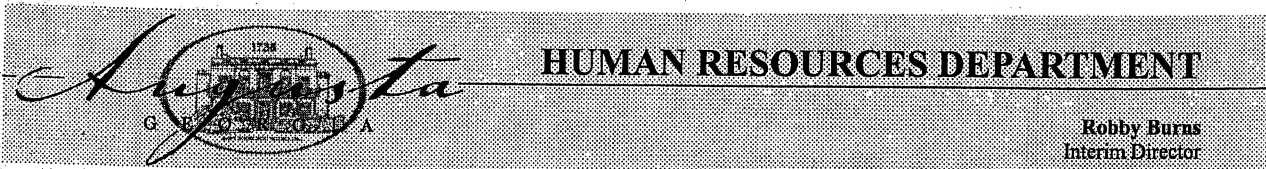
The Human Resources Department has been inadequately staffed since consolidation. The industry standard for HR Professionals per 100 employees is 1. Augusta's HR Department is required to service over 3,000 full time and part time employees as well as retirees with only eight employees.

The newly created Benefits Supervisor position will allow more efficient service in the Benefits area. This area of the HR department has the highest volume of phone calls and walk-in traffic. The Benefits area serves all employees and retirees and in the Health Insurance area alone this includes over 6,500 retired and current employees lives. This new position will give this area a third individual with sole responsibilities in the Benefits area to improve customer service and assist with the annual auditing of over \$21 million in bills from various insurance companies. This will aide in efficiency and accuracy.

There will also be a new position (HR Analyst) in the Employment Area which will focus partially on creating an in-house training program. I have already been in discussion with other departments to discuss how this position can be utilized to train employees in different areas. The position will be extremely important in a time when all departments are receiving cuts in the training funds.

Augusta Human Resources Department
530 Greene Street
Room 601 - Municipal Building
(706) 821-2303 (706) 821-2867 FAX
Job Line: 821 -2305

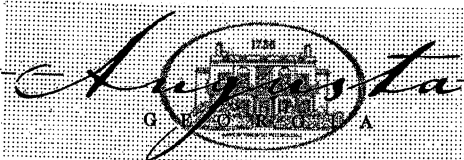
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The final new position (HR Analyst) will be in the HR Payroll area. This position will assist with the data entry of all of HR's payroll related functions. This position will also have responsibilities in the Compensation area. As we are the second largest city in the state we are constantly being surveyed for payroll and other data. This position will also, be an in house resource to assist the Director and Assistant Director with performing job reviews for reclassifications for Augusta.

The Reorganization includes a shift of the HR Payroll division to the Employment Supervisor. This creates a better flow of the HR Payroll process for paperwork purposes and more accurately reflects the role of the HR Payroll positions. After accessing the day to day skill set required, this payroll positions will best fit the HR needs as it functions more closely with the Employment area.

Augusta Human Resources Department
530 Greene Street
Room 601 – Municipal Building
(706) 821-2303 (706) 821-2867 FAX
Job Line: 821 -2305
WWW.AUGUSTAGA.GOV



HUMAN RESOURCES DEPARTMENT

Robby Burns
Interim Director

MEMO

TO: Fred Russell, Administrator
Teresa Choat, Finance

FROM: Robby Burns, Interim Director *RB*

SUBJECT: 2007 Budget

DATE: Tuesday, January 23, 2007

It is important for Human Resources to continually improve customer service and increase productivity while being properly aligned with the organizational strategic goals and responsibilities. Decisions made within Human Resources will not be in conflict with the organizations strategic goals or fiscal responsibilities. Human Resources' restructuring proposal in no way negatively impacts Administration's budgetary goals. I am requesting the addition of two new positions to the department's staff along with position changes and grades.

As it stands HR currently has nine approved positions that are providing service for approximately 2700 employees; this ratio of HR professionals to employee is currently 1 HR professional per 300 employees. The current acceptable market ratio is 1.6 HR professional per 100 employees.

The reorganization proposal will consist of the following:

- The Human Resources Manager (Grade 55) has been reclassified to Assistant Director (Grade 57).
- The Human Resources Coordinators, except one have been reclassified as Human Resources Analyst (Grade 45).
- The other Human Resources Coordinator position has been reclassified to Benefits Supervisor (Grade 49).
- The Employment Manager (Grade 51) has been reclassified as Employment Supervisor (Grade 49).
- The Secretary (Grade 39) for the Human Resources Department has been reclassified to Administrative Assistant (Grade 42).

Augusta Human Resources Department
530 Greene Street
Room 601 – Municipal Building
(706) 821-2303 (706) 821-2867 FAX
Job Line: 821 -2305
WWW.AUGUSTAGA.GOV



Administrative Services Committee Meeting

2/26/2007 1:00 PM

**Petition to Merge the 1998 Pension Plan, the 1977 Pension Plan, the GMEBS Pension Plan,
Employees with no pension plan and submit a 180 day notice of cancellation to
GEBCorp/Nationwide.**

Department: Human Resources

Caption: Approve petition to merge the 1998 Pension Plan, the 1977 Pension Plan, the GMEBS Pension Plan, Employees with no pension plan and submit a 180 day notice of cancellation to GEBCorp/Nationwide.

Background: In May of 2006 a Pension Plan Study Committee was assembled to review the 1998 Pension Plan, the 1977 Pension Plan and the GMEBS Pension Plan. On July 18th 2006, the Augusta Commission approved that an Actuarial study be performed by GMEBS (Georgia Municipal Employees Benefit System) to explore the financial feasibility of merging the three plans as well as allow employees with no current pension plan to join the new merged plan.

Analysis: There has been much concern about the Pension Plans offered by Augusta, in particular, three (3) of the plans have been discussed and targeted for improvement. A spreadsheet has been attached which highlights the plan features of three (3) plans to be merged. The spreadsheet also includes the plan features of the newly merged plan which is to be administered by GMEBS. Members of the 1998 Pension Plan and the 1977 Pension Plan will have the option not to join the new plan. Employees in the GMEBS Pension Plan and Employees with no pension plan will have no option and as a result will be added to the new GMEBS Pension Plan. At retirement employees who are currently in the GMEBS plan will have their benefits calculated at the current formula and the new formula with the option to receive the higher benefit amount. The proposed implementation date of the new plan will be January 1, 2008. Year one, the employee contribution will be 4% with a benefit formula of 1.4. Year two, the

employee contribution will be increased to 6% and the benefit formula will remain at 1.4%. Year three, the employee contribution will remain 6% and the benefit will be increased to 1.65%. There will be an option to raise the employee contribution to a maximum of 7.5% in the future to help offset future cost to Augusta.

Financial Impact: In 2006 Augusta spent \$2,307,867 to fund the 1998 Pension Plan, the 1977 Pension Plan and the GMEBS Pension Plan. The proposed cost of the newly merged pension cost for the current year would be \$2,100,000, a savings of \$207,867 the first year.

Alternatives: Do not approve petition to Merge the 1998 Pension Plan, the 1977 Pension Plan, the GMEBS Pension Plan, Employees with no pension plan and submit a 180 day notice of cancellation to GEBCorp/Nationwide.

Recommendation: Approve petition to Merge the 1998 Pension Plan, the 1977 Pension Plan, the GMEBS Pension Plan, Employees with no pension plan and submit a 180 day notice of cancellation to GEBCorp/Nationwide.

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Administrator.
Clerk of Commission**

Augusta-Richmond Comparison of Plans

Plan Feature	GMEBS Plan	1977 Plan	1998 DC Plan	Draft Proposed Plan
Unreduced Retirement Age	Earliest of: -Age 65 -Age 55 w/ 25yrs of svc (for Police and Fire)	Earliest of: -Age 65 -Age 62 w/ 25yrs of svc	-Age 65 w/5yrs svc	Earliest of: -Age 65 -Age 62 w/ 25yrs of svc -Age 55 w/ 25yrs of svc (for Police and Fire)
Benefit Formula	1.25%-2.0% with dynamic breakpoint	1.0%	Account balance	As shown on cost summaries
Credited Service	From March 1, 1987	From January 1, 1977	From date of Participation	Service under prior plan plus service after new plan enactment
Average Final Compensation	5 years	5 years	N/A	5 years
COLA	No	CPI up to 5%	No	1.5%
Vesting	10 years	5 years	5 years	5 years
Early retirement options	Age 55 w/10yrs svc Accrued pension reduced by Early retirement factor which averages 5% per year Auto A benefits	Age 50 w/5 yrs svc Accrued pension reduced by Early retirement factor of 5% per year 25% of average salary if on the job Return of contributions otherwise 50% of average salary less workers comp payments	Age 50 w/15 yrs svc N/A Account balance	Age 50 w/5 yrs svc Accrued pension reduced by Early current GMEBS factors Auto A benefits
Disability benefits	Accrued retirement benefit with a minimum of 20%	50% of average salary less workers comp payments	Account balance	Accrued retirement benefit with a minimum of 20%
Employee contributions	3.5% of earnings	4.0% of earnings	4% of earnings with an additional 2% coming from the employer	Either 4.0% first year, 6.0% the second year and thereafter. Option for up to 7.5%

REVISED DRAFT RESULTS
Augusta-Richmond County
Summary of Benefit Study Results

(Employees contribute 4% of Salary and service is limited as under prior plans)

	Combined Plan 1.50% Formula	Combined Plan 1.65% Formula	Combined Plan 1.75% Formula	Combined Plan 2.00% Formula
Number of active employees	1,918	1,918	1,918	1,918
Salary of active employees	64,344,300	64,344,300	64,344,300	64,344,300
Number of retired and inactive employees (including beneficiaries)	270	270	270	270
Total Normal Cost	3,243,155	3,546,365	3,749,780	4,260,597
Expected Employee Contributions	2,431,346	2,431,346	2,431,346	2,431,346
Employer Normal Cost	811,809	1,115,019	1,318,434	1,829,251
Active actuarial accrued liability	46,190,294	50,705,191	53,718,095	61,262,409
Inactive actuarial accrued liability	10,981,528	10,981,528	10,981,528	10,981,528
Total actuarial accrued liability	57,171,822	61,686,719	64,699,623	72,243,937
Actuarial value of assets	39,701,228	39,701,228	39,701,228	39,701,228
Unfunded actuarial accrued liability	17,470,594	21,985,491	24,998,395	32,542,709
% Funded	69%	64%	61%	55%
Amortization of UAAL	1,672,176	2,097,965	2,382,105	3,093,591
Total recommended contribution	2,608,698	3,366,857	3,873,914	5,145,110
Total recommended contribution as a percent of salary	4.05%	5.23%	6.02%	8.00%
Estimated Benefit Formula yielding recommended contribution = \$2,100,000.		1.40%		

The combined plan counts exclude anyone with less than one year of service at March 1, 2006.

The assumptions are as used in the GMEBS valuation.

The inactive liability from the GEBCORP plan is from their most recent valuation.

Service is determined as under the prior plan if applicable or from participation date for the DC Plan or from new plan enactment.

For valuation purposes this is limited to March 1, 1987 to approximate the service definitions in the prior plans due to data limitations.

REVISED DRAFT RESULTS
Augusta-Richmond County
Summary of Benefit Study Results

(Employees contribute 6% of Salary and service is limited as under prior plans)

	Combined Plan 1.50% Formula	Combined Plan 1.65% Formula	Combined Plan 1.75% Formula	Combined Plan 2.00% Formula
Number of active employees	1,918	1,918	1,918	1,918
Salary of active employees	64,344,300	64,344,300	64,344,300	64,344,300
Number of retired and inactive employees (including beneficiaries)	270	270	270	270
Total Normal Cost	3,366,751	3,662,438	3,861,413	4,362,520
Expected Employee Contributions	3,647,018	3,647,018	3,647,018	3,647,018
Employer Normal Cost	-280,267	15,420	214,395	715,502
Active actuarial accrued liability	46,327,676	50,831,643	53,840,268	61,371,706
Inactive actuarial accrued liability	10,981,528	10,981,528	10,981,528	10,981,528
Total actuarial accrued liability	57,309,204	61,813,171	64,821,796	72,353,234
Actuarial value of assets	39,701,228	39,701,228	39,701,228	39,701,228
Unfunded actuarial accrued liability	17,607,976	22,111,943	25,120,568	32,652,006
% Funded	69%	64%	61%	55%
Amortization of UAAL	1,685,132	2,109,890	2,393,627	3,103,898
Total recommended contribution	1,486,414	2,235,677	2,737,696	3,997,530
Total recommended contribution as a percent of salary	2.31%	3.47%	4.25%	6.21%
Estimated Benefit Formula yielding recommended contribution = \$2,100,000.		1.62%		

The combined plan counts exclude anyone with less than one year of service at March 1, 2006.

The assumptions are as used in the GMEBS valuation.

The inactive liability from the GEBCORP plan is from their most recent valuation.

Service is determined as under the prior plan if applicable or from participation date for the DC Plan or from new plan enactment.

For valuation purposes this is limited to March 1, 1987 to approximate the service definitions in the prior plans due to data limitations.



Administrative Services Committee Meeting
2/26/2007 1:00 PM
Reclassify Secretary I to Administrative Assistant II

Department: Finance / Risk Management Division - Donna Williams,
Acting Director

Caption: Approve request of the Risk Management Division of
Finance to reclassify the Secretary I position to
Administrative Assistant II. This will result in no financial
impact as the employee currently filling this position is
already within the salary range for Administrative Assistant.

Background: In order to keep up with the management of programs
currently under the responsibility of Risk Management an
expansion of duties has been assigned to the Secretary I
position. These duties involve greater assistance in the
management of the Substance Abuse Program and annual
Motor Vehicle Records Check for all employees who operate
a motor vehicle owned by Augusta, GA. Prior to changes in
the law the motor vehicle record checks were being
performed by the Sheriff's Office. Risk Management has
gained approval from both the State of Georgia and State of
South Carolina to run these checks on-line.

Analysis: The Safety/Risk Management Policy assigns both substance
abuse and motor vehicle record checks to the Risk
Management area. Please see the attached Position Analysis
Form provided to Human Resources in 2006 for greater
detail of responsibilities.

Financial Impact: There is no financial impact to the 2007 budget for this
request. The employee currently serving in this position is
already within the salary range and is agreeable to the
reclassification with no increase in salary.

Alternatives: Do not approve request to reclassify this position

Recommendation: To approve request to reclassify Secretary I (Grade 39) to that of Administrative Assistant II (Grade 43).

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

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**

POSITION ANALYSIS QUESTIONNAIRE (PAQ)

NAME: REBECCA C. ROBERTS (IF APPLICABLE)

DEPARTMENT: FINANCE / RISK MANAGEMENT

TITLE: SECRETARY I

Reclass to Adm Assistant II
Grade 43

SUPERVISOR: RISK MANAGEMENT MANAGER

PHONE NO. 821-2301

PHONE NO. 821-2486

DATE: October 18, 2006

FOR EXISTING POSITIONS SUBMITTED FOR RECLASSIFICATION/DESK AUDIT ONLY:

Provide detail as to how the position has changed. Why this position has changed (addition/deletion of duties) and what additional skills are needed for the job:

Additional responsibilities for coordinating activities and greater authority to perform those activities have been placed on this position. Coordinating the running of Motor Vehicle Record reports is a new responsibility and requires communicating necessary information to all departments, monitoring information, maintaining log and disposition of records.

POSITION SUMMARY: Why or for what purpose does this position exist?

Positions serves as assistant to the Risk Management Manager in the areas of Safety Review Committee, Substance Abuse Program, Motor Vehicle Reports Project and general office management

Responsibilities for Safety Review Committee is a set process with many elements (must coordinate with claims assistant and workers comp coordinator for receiving copies of accident reports, prepare/develop agenda by using accident reports – must have capability of summarizing report, prepare packets for committee members, prepare notification letters to employees having vehicle accident on agenda, prepare tracking form for tracking receipt/return, submit packet of individual letters to DDR, attend meeting and prepare minutes (transcription if required), prepare ruling letters to employees, send tracking form (this lets us know if employee received the ruling – if employee fails to respond within 30 days then automatic deduction form is submitted to Payroll – if there is no signature on file for delivery then a follow up is done to check on status of letter).

Responsibilities for Substance Abuse Program include coordinating and managing all processes, develop new process(s) or revise process(s) where needed. Verify whether or not the employee's job responsibilities qualify them as a safety sensitive employee as it relates to Augusta-Richmond County policy. If information is not sufficient to make a determination then contact is made with Human Resources to obtain the employee's job description (with so many employee's having the same job titles but different responsibilities it is difficult to make a determination based on a title). As a check and balance, information is discussed with the supervisor if there are still any questions.

Responsibilities for Motor Vehicle Record Checks (new function for position) include authorization to run driving history of employees who drive Augusta, GA vehicles (confidential

activity, strictly enforced by DMVS, abuse can result in \$1000 fine and/or prison); development and maintenance of entry log for all records; requests from Information Technology birthday report for a specific month, report is then saved to Excel and set-up as log; it is then divided up by departments and each department is notified to verify those employees who drive a government vehicle. Coordination of the delivery of release forms to department director or DDR for distribution to the employee's for verification of information and signature. Monitors licenses for appropriateness, i.e. state license from another state, authority to make necessary revisions to process(s) as this program is being restructured at this time.

In all areas, if problems develop for which there is no known solution then the supervisor is approached for guidance/input/corrective action.

❑ **Describe this position's level of responsibility.**

Major Accountabilities:

1. Support Safety Review Committee activities and actions
2. Coordinates random testing program including reconciliation of monthly expense statement
3. Coordinates motor vehicle records program / process
4. Purchasing agent for division.

WHAT ARE THE ESSENTIAL FUNCTIONS AND RESPONSIBILITIES?

% OF TIME

1. 35 % Providing all pertinent information in the format of an agenda for Safety Review Committee meetings as well as following up decisions of the committee as they relate to each agenda item (gathers information on amount of assessment against employee and creates letters to each employee regarding decision and their responsibility). Taking and transcribing minutes of monthly committee meetings.
2. 10 % (New process for position) Verifying with departments' employees' job description/duties as safety sensitive. Responsible for maintaining accurate list of safety sensitive employees for random drug testing. Involves soliciting information from other departments, i.e. Human Resources concerning transfers, etc.
3. 35 % Coordinating monthly selection process including notification to third party collector; matching selections; generating individual notification letters; monitoring paperwork in regards to timeliness of department representatives in sending employees for testing. Reconcile monthly statements. (New process for this position) Monitors changes in regulations; tracks post accident testing for compliance with FTA and DOT as well as testing under Augusta Authority. Contacts DOT representative (as well as Risk Mgr) with any concerns or problems in process.
4. 10 % (New process for position) Authorized to run Motor Vehicle Record Checks on employees who drive Augusta owned vehicles. Generates birth month listing through IT, submits to departments for verification on drivers; provides departments with release for each employee driving Augusta owned vehicle; monitors process for any problem licenses and notifies Risk Manager; maintains log with pertinent information for State DMVS audits; discuss with DMVS any concerns or problems with process.
5. 10 % General support for Risk Management Manager

WHAT TYPES OF DECISIONS DOES THIS POSITION MAKE?

Working out problems with processes – has authority to contact DDR (designated department representative) to assist with working on solutions. Free to develop processes to enhance effectiveness of programs.

This position has the authority to make adjustments/changes in the aforementioned processes in order to better manage areas of responsibility. This position functions more as a program coordinator for Substance Abuse and Motor Vehicle Records Check which gives Rsk Mgt Mgr more freedom for new program development and assessing additional risk reduction measures. Gathers pertinent information as it relates to areas of responsibility, i.e. research collections sites for appropriateness of services, etc.

WHAT TYPES OF DECISIONS DOES THIS POSITION REFER TO OTHERS OR IN ACCORDANCE WITH POLICY/CODE SOME REGULATORY AUTHORITY?

Decisions concerning payroll deductions for SRC assessments, when and how much established by county code and standard operating procedures (must perform a variety of checks and balances prior to submission of automatic deduction of SRC assessment if employee failed to respond to notice)

HOW DOES THIS POSITION IMPLEMENT DECISIONS?

Decisions are implemented by notifying effected areas of changes in processes, policy, etc.

WHAT TYPE OF SUPERVISORY RESPONSIBILITIES DOES THIS POSITION HAVE? No supervisory responsibility at this time.

PLEASE PROVIDE ANY ADDITIONAL INFORMATION YOU BELIEVE WILL ASSIST US TO UNDERSTAND THIS POSITION. (i.e., educational requirements, certifications required, skills and abilities, etc.)

Preferred Skills, Knowledge and Experience:

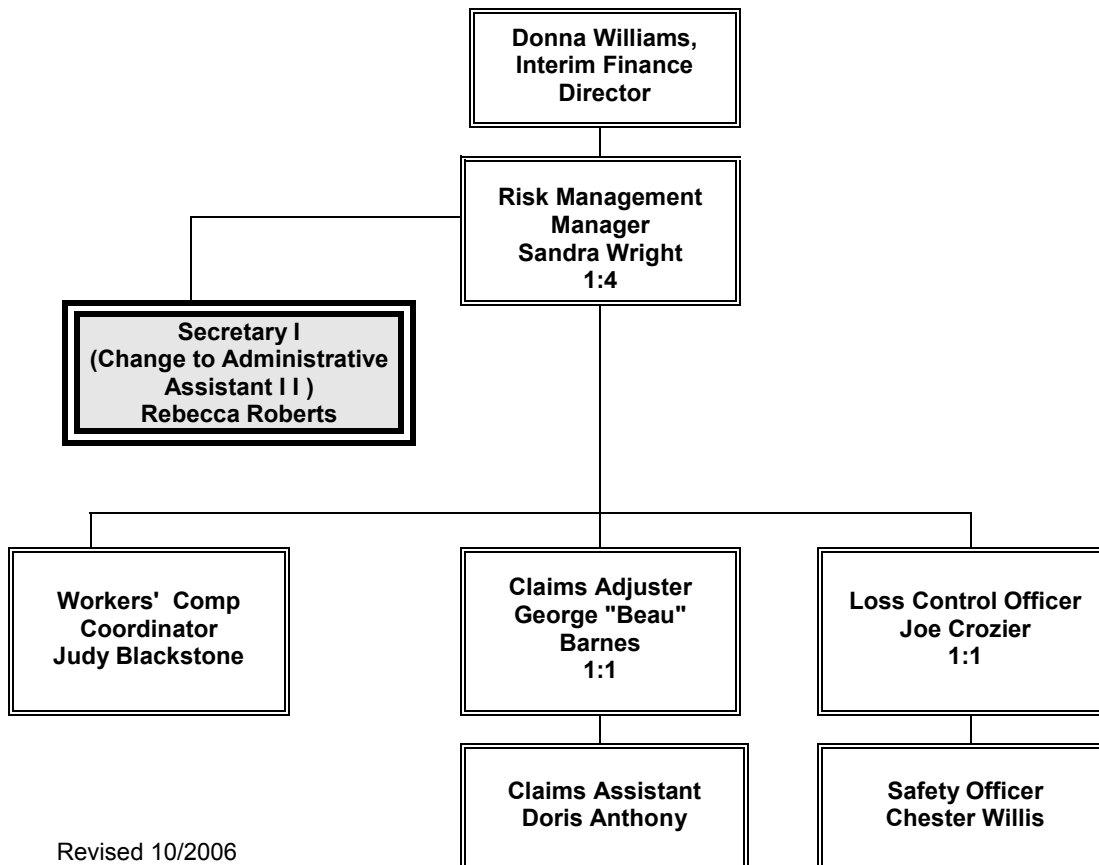
- | | |
|---|---|
| 1. High School diploma or equivalent level of education. | 1. 5+ yrs office <i>management</i> experience |
| 2. Familiarity with state laws, Augusta Richmond County policies & procedures | 2. 2+ yrs experience in multi-tasking |
| 3. Reconciliation of invoices | 3. Experience with basis bookkeeping including reconciliation of payments |
| 4. Mastery of operating standard office equipment, standard computer programs (Word, Excel and databases) | 4. Mastery of Microsoft Word and Excel Spreadsheet |
| 5. Good communication skills, both oral and written and particularly good skills in customer service. | 5. 2+ yrs in a customer service environment |
| 6. Must be a self motivator and have ability to work independently. | |

Required Education, Training and Experience:

1. Office management experience 5+ years (ability to coordinate activities)
2. Multi-tasking (experience in managing numerous processes and projects)

3. Typing accurately 55+ wpm
4. High School diploma

PLEASE COMPLETE THE ATTACHED ORGANIZATIONAL CHART (INCLUDE TITLE OF DIRECT REPORTS, % OF EFFORT) OR ATTACH YOUR CURRENT ORGANIZATIONAL CHART.



Supervisor's Signature Date

Employee's Signature Date

NOTE: Reclassification of the position at this time would not result in a salary increase because current employee already falls within the grades mid range.



HUMAN RESOURCES DEPARTMENT

Robby Burns
Interim Director

MEMORANDUM

TO: Ms. Sandy Wright, Risk Management Manager
FROM: Mr. Robby Burns, Interim Director *RB*
SUBJECT: Reclassification Request
DATE: Friday, October 20, 2006

I have reviewed your request with the attached material regarding the reclassification for the position of Secretary I to the position of Administrative II. I am in agreement and find the reclassification of this position most acceptable. When considering the essential functions (the reason why the position exist) along with the duties, responsibilities and compensation, it is on par with the industry standard; therefore, I see no cause for delay in the approval of this request. Upon approval of this request I believe that it should be submitted in your budget.

If I can be of any further assistance on this matter please don't hesitate to call me at 821-2874.

Augusta Human Resources Department
530 Greene Street
Room 601 – Municipal Building
(706) 821-2303 (706) 821-2867 FAX
Job Line: 821 -2305
WWW.AUGUSTAGA.GOV

POSITION ANALYSIS QUESTIONNAIRE (PAQ)

NAME: REBECCA C. ROBERTS (IF APPLICABLE)

DEPARTMENT: FINANCE / RISK MANAGEMENT TITLE: SECRETARY I

Reclass to Adm Assistant II
Grade 43

SUPERVISOR: RISK MANAGEMENT MANAGER

PHONE NO. 821-2301 PHONE NO. 821-2486

DATE: October 18, 2006

FOR EXISTING POSITIONS SUBMITTED FOR RECLASSIFICATION/DESK AUDIT ONLY:

Provide detail as to how the position has changed. Why this position has changed (addition/deletion of duties) and what additional skills are needed for the job:

Additional responsibilities for coordinating activities and greater authority to perform those activities have been placed on this position. Coordinating the running of Motor Vehicle Record reports is a new responsibility and requires communicating necessary information to all departments, monitoring information, maintaining log and disposition of records.

POSITION SUMMARY: Why or for what purpose does this position exist?

Positions serves as assistant to the Risk Management Manager in the areas of Safety Review Committee, Substance Abuse Program, Motor Vehicle Reports Project and general office management

Responsibilities for Safety Review Committee is a set process with many elements (must coordinate with claims assistant and workers comp coordinator for receiving copies of accident reports, prepare/develop agenda by using accident reports – must have capability of summarizing report, prepare packets for committee members, prepare notification letters to employees having vehicle accident on agenda, prepare tracking form for tracking receipt/return, submit packet of individual letters to DDR, attend meeting and prepare minutes (transcription if required), prepare ruling letters to employees, send tracking form (this lets us know if employee received the ruling – if employee fails to respond within 30 days then automatic deduction form is submitted to Payroll – if there is no signature on file for delivery then a follow up is done to check on status of letter).

Responsibilities for Substance Abuse Program include coordinating and managing all processes, develop new process(s) or revise process(s) where needed. Verify whether or not the employee's job responsibilities qualify them as a safety sensitive employee as it relates to Augusta-Richmond County policy. If information is not sufficient to make a determination then contact is made with Human Resources to obtain the employee's job description (with so many employee's having the same job titles but different responsibilities it is difficult to make a determination based on a title). As a check and balance, information is discussed with the supervisor if there are still any questions.

Responsibilities for Motor Vehicle Record Checks (new function for position) include authorization to run driving history of employees who drive Augusta, GA vehicles (confidential

activity, strictly enforced by DMVS, abuse can result in \$1000 fine and/or prison); development and maintenance of entry log for all records; requests from Information Technology birthday report for a specific month, report is then saved to Excel and set-up as log; it is then divided up by departments and each department is notified to verify those employees who drive a government vehicle. Coordination of the delivery of release forms to department director or DDR for distribution to the employee's for verification of information and signature. Monitors licenses for appropriateness, i.e. state license from another state, authority to make necessary revisions to process(s) as this program is being restructured at this time.

In all areas, if problems develop for which there is no known solution then the supervisor is approached for guidance/input/corrective action.

❑ **Describe this position's level of responsibility.**

Major Accountabilities:

1. Support Safety Review Committee activities and actions
2. Coordinates random testing program including reconciliation of monthly expense statement
3. Coordinates motor vehicle records program / process
4. Purchasing agent for division.

WHAT ARE THE ESSENTIAL FUNCTIONS AND RESPONSIBILITIES?

% OF TIME

1. 35 % Providing all pertinent information in the format of an agenda for Safety Review Committee meetings as well as following up decisions of the committee as they relate to each agenda item (gathers information on amount of assessment against employee and creates letters to each employee regarding decision and their responsibility). Taking and transcribing minutes of monthly committee meetings.
2. 10 % (New process for position) Verifying with departments' employees' job description/duties as safety sensitive. Responsible for maintaining accurate list of safety sensitive employees for random drug testing. Involves soliciting information from other departments, i.e. Human Resources concerning transfers, etc.
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5. 10 % General support for Risk Management Manager

WHAT TYPES OF DECISIONS DOES THIS POSITION MAKE?

Working out problems with processes – has authority to contact DDR (designated department representative) to assist with working on solutions. Free to develop processes to enhance effectiveness of programs.

This position has the authority to make adjustments/changes in the aforementioned processes in order to better manage areas of responsibility. This position functions more as a program coordinator for Substance Abuse and Motor Vehicle Records Check which gives Rsk Mgt Mgr more freedom for new program development and assessing additional risk reduction measures. Gathers pertinent information as it relates to areas of responsibility, i.e. research collections sites for appropriateness of services, etc.

WHAT TYPES OF DECISIONS DOES THIS POSITION REFER TO OTHERS OR IN ACCORDANCE WITH POLICY/CODE SOME REGULATORY AUTHORITY?

Decisions concerning payroll deductions for SRC assessments, when and how much established by county code and standard operating procedures (must perform a variety of checks and balances prior to submission of automatic deduction of SRC assessment if employee failed to respond to notice)

HOW DOES THIS POSITION IMPLEMENT DECISIONS?

Decisions are implemented by notifying effected areas of changes in processes, policy, etc.

WHAT TYPE OF SUPERVISORY RESPONSIBILITIES DOES THIS POSITION HAVE? No supervisory responsibility at this time.

PLEASE PROVIDE ANY ADDITIONAL INFORMATION YOU BELIEVE WILL ASSIST US TO UNDERSTAND THIS POSITION. (i.e., educational requirements, certifications required, skills and abilities, etc.)

Preferred Skills, Knowledge and Experience:

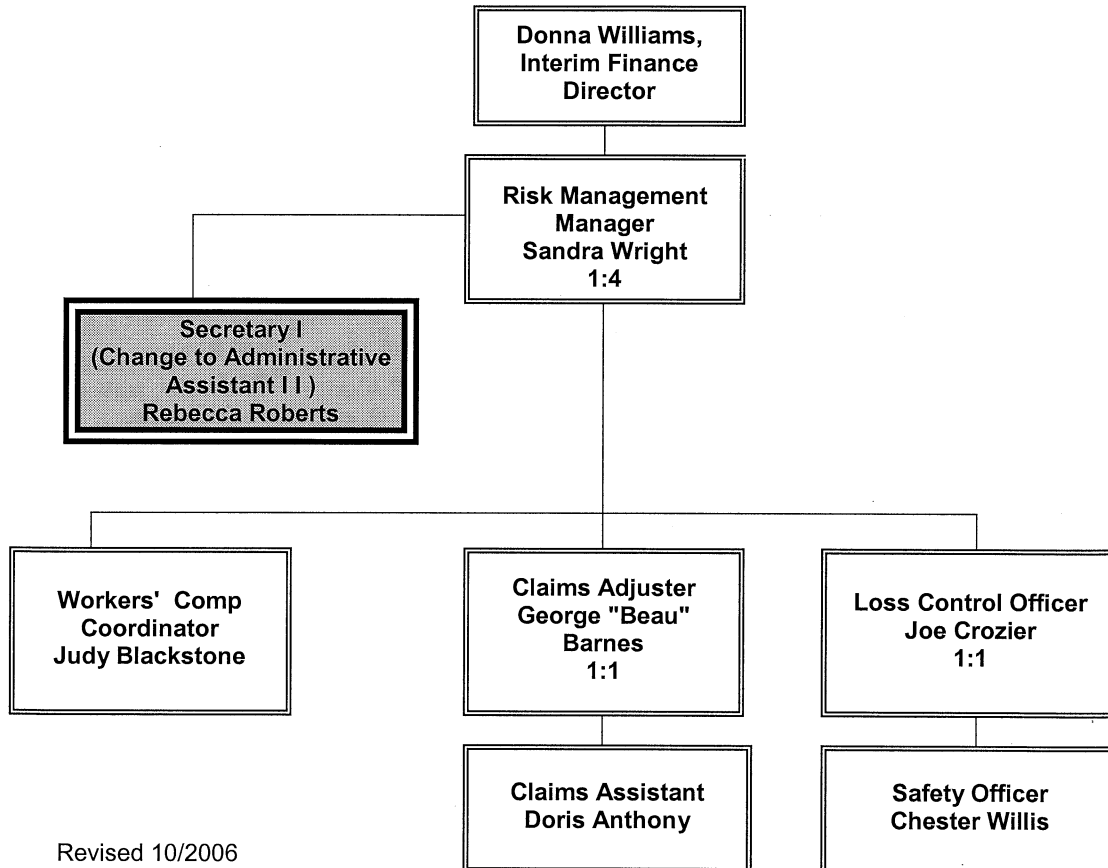
- | | |
|---|---|
| 1. High School diploma or equivalent level of education. | 1. 5+ yrs office <i>management</i> experience |
| 2. Familiarity with state laws, Augusta Richmond County policies & procedures | 2. 2+ yrs experience in multi-tasking |
| 3. Reconciliation of invoices | 3. Experience with basis bookkeeping including reconciliation of payments |
| 4. Mastery of operating standard office equipment, standard computer programs (Word, Excel and databases) | 4. Mastery of Microsoft Word and Excel Spreadsheet |
| 5. Good communication skills, both oral and written and particularly good skills in customer service. | 5. 2+ yrs in a customer service environment |
| 6. Must be a self motivator and have ability to work independently. | |

Required Education, Training and Experience:

1. Office management experience 5+ years (ability to coordinate activities)
2. Multi-tasking (experience in managing numerous processes and projects)

3. Typing accurately 55+ wpm
4. High School diploma

PLEASE COMPLETE THE ATTACHED ORGANIZATIONAL CHART (INCLUDE TITLE OF DIRECT REPORTS, % OF EFFORT) OR ATTACH YOUR CURRENT ORGANIZATIONAL CHART.



Revised 10/2006

Sandra M. Wright 10/18/06 Rebecca C Roberts 10-18-06
 Supervisor's Signature Date Employee's Signature Date

NOTE: Reclassification of the position at this time would not result in a salary increase because current employee already falls within the grades mid range.



**Administrative Services Committee Meeting
2/26/2007 1:00 PM
Utilities Dept. Pay Increases**

Department: Clerk of Commission

Caption: Report from staff regarding pay increases for the rank and file employees of the Augusta Utilities. (Requested by Commissioner Williams) (Referred from February 15 Administrative Services)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission



**Administrative Services Committee Meeting
2/26/2007 1:00 PM
Vehicle Replacement Policy**

Department: Clerk of Commission

Caption: Report from the Fleet Manager regarding a revised Vehicle Replacement Policy. (Referred from February 15 Administrative Services)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission



FINANCE DEPARTMENT

FLEET MANAGEMENT DIVISION

www.augusta.gov

RON CROWDEN, Fleet Manager

1568-C Broad Street
Augusta, Georgia 30904
(706) 821-2892
Fax 821-2893

MEMORANDUM

TO: Mr. Jerry Brigham, Chairman, Finance Committee
Mr. Calvin Holland, Sr., Chairman, Administrative Services Committee

FROM: Ron Crowden, Fleet Manager *Ron Crowden*

SUBJECT: Draft Changes to the Fleet Replacement Plan

DATE: February 19, 2007

At the Finance Committee meeting held February 12, 2007 and the Administrative Services Committee held February 15, 2007, Fleet Management was directed to review and make changes to the "life expectancies" consistent with comments made in both meetings.

Attached you will find the Fleet Replacement Policy (last approved in April 2004) with changes. The text has been double spaced for your convenience so that you may make notes on the page during your review. There were no changes to the text of the document as nothing in the text is absolute or mandatory with the exception of safety standards which are directed as a matter of Georgia law.

The "Life Expectancy" chart is provided as Appendix I and consists of 5 columns, the first lists the type of vehicle/equipment. The second and third column represents the current approved life in age and miles or (operating) hours. The last two columns represent the recommended changes by Fleet Management. If a space in the "Recommended" column is blank then no change to the current life is recommended. One major difference is that the equipment at the Solid Waste facility (landfill) has been separated out and carried separately because of the environment and conditions it is required to operate.

A major focus of discussion has been on the Sheriff's cars, you should note the Life Expectancy chart addresses "Public Safety" vehicles which includes, vehicles of the Sheriff's Office, Marshal's Office, Fire Department, Coroner's Office, District Attorney's Office and ARCCI.

RGC

Cc:

Mayor Pro Tem Betty Beard
Commissioner Andy Cheek
Mr. Fred Russell, Administrator
Mr. Robert Leverett, Interim Deputy Administrator
Ms. Lena Bonner, Clerk of the Commission

Commissioner Don Grantham
Commissioner J.R. Hatney
Commissioner Joe Bowles
Commissioner Bernard Harper

AUGUSTA, GEORGIA
FINANCE DEPARTMENT-FLEET MANAGEMENT DIVISION
FLEET REPLACEMENT POLICY
(Effective April 20, 2004)

1. POLICY: Timely and appropriate acquisition and maintenance of fleet resources is essential in this Governments mission to provide services to the Citizens of Augusta. This Governments fleet is nothing more than a tool for the provision of services to the general public by government employees. To facilitate budgeting and planning of resources this regulation establishes "Life Expectancies" for fleet equipment. The Life Expectancies are used as planning parameters and identify potential candidates for replacement. Actual replacement criteria is established using a point system which considers; age, miles/hours, reliability, maintenance and repair costs and overall condition. The criteria will identify specific units requiring replacement. Vehicles and equipment purchased with government funds represent a valuable resource and as such will be preserved and maintained to legal and established standards published in this policy. The replacement criteria published in this regulation are not absolute and are contingent on available funds and overall condition of equipment within the "window" of replacement.

2. PURPOSE: The timely replacement of fleet vehicles and equipment is necessary to encourage and maintain a safe, efficient, reliable and cost effective fleet. This policy establishes acceptable replacement criteria for replacement consideration of existing fleet assets. In addition, it establishes minimum safety and mechanical standards of equipment that are not replaced due to budgetary constraints. The overall goal of this policy is to reduce overall equipment life cycle costs (procurement, maintenance, and disposal). It is the intent of this policy to replace vehicles and equipment when owning and operating them cost more than owning and operating their replacements.

3. ECONOMIC CONCEPT: All vehicles and equipment within the fleet will eventually wear out. As they age they become increasingly more expensive to operate and maintain and less reliable and safe to use. In order to minimize total vehicle or equipment cost, replacement should be made when the operating cost (maintenance, repair and fuel) exceeds the value of the vehicle over time.

4. REFERENCES:

- 4.1 Managing Public Equipment (Second Edition), American Public Works Association, August 2000.
- 4.2 Fleet Maintenance Staffing Guide, National Association of Fleet Administrators, 2002.
- 4.3 Fleet Management; IQ Report (Fleet Management) – Volume 34/Number 7, International City/County Management Association, July 2002.
- 4.4 Official Code of Georgia, Chapter 8, Equipment and Inspection of Motor Vehicles.

5. DEFINITIONS:

5.1 Life Cycle Cost- those costs associated with ownership, operating expenses throughout the working life of equipment.

5.2 Life Expectancy: The expected number of years a vehicle or piece of equipment is expected to provide economical, cost effective service in the performance of its primary intended use.

6. GENERAL:

6.1 In establishing the Fleet Replacement Policy, the Augusta Commission will establish a life expectancy for each vehicle and piece of fleet equipment, (Appendix I). The life expectancy will be expressed in age, miles, or hours of operation.

6.2 The life expectancy of any new type equipment or vehicle, not currently in the inventory, will be established and presented as part of the agenda item presented to the Commission for the approval to purchase the item.

6.3 The life expectancy allows for the timely planning of replacements of fleet assets for the purpose of annual budget submission. It has a direct affect on the annual Capital Outlay program as well as the "Non-Contract" maintenance budget.

6.4 The life expectancy is a primary factor, but not sole factor, in consideration of potential replacements and is used for budget planning.

6.5 Replacement criteria is an evaluative process whereby potential replacements, identified from the Life Expectancy evaluation, are graded individually to determine the necessity of replacement and assist in prioritizing replacements. Each vehicle will be evaluated according to the matrix at Appendix II.

6.6 Vehicle replacement is contingent on available funding.

7. PROCESS of REPLACEMENT:

7.1 Fleet Management will maintain an inventory of all fleet assets, the department/division assigned to, the date acquired and the replacement date. This information will be provided to each department at the beginning of each annual budget process.

7.2 Department Heads will review their inventories to determine those items that require replacement and establish a priority of need for their department. The information will be displayed on the Budget Form C, Capital Equipment/Budget Request (Appendix IV).

7.3 A copy of this form will be forwarded to the Fleet Manager with the original being submitted with the requested budget to Finance.

7.4 Fleet Management will consolidate all capital outlay requests, by major fund, and formulate a recommendation of replacement, through the Finance Director to the Administrator.

8. Replacement Criteria: (See Appendix II)

8.1 Consideration for replacement will be based on several factors: life expectancy, actual age, operating cost (maintenance and fuel), annual mileage/utilization, reliability, and resale value. Each vehicle or piece of equipment (capital expenditure) will be evaluated by Fleet Management using the form at Appendix II to determine if replacement is required.

8.2 Should the vehicle meet the replacement requirements and funding is available, the information from the evaluation will be transposed to the Replacement Criteria Form, (Appendix IV) and submitted with the Agenda for purchase approval.

8.2 Vehicles which have been classified as totaled will have priority in the replacement process in the next fiscal year.

9. Vehicles Retained Beyond Life Expectancy.

9.1 A number of Public Safety, pursuit vehicles are replaced in order to ensure reliability.

9.2 Public Safety vehicles taken out of public safety service will be assessed by Fleet Management to determine the possibility of continued use in an administrative capacity.

9.3 Vehicles retained beyond their life expectancy will be maintained to a level which meets the legal requirements of safety established by Georgia Law (O.C.G.A. Chapter 8, Section 40) Appendix V.

10. ANNUAL FLEET REVIEW: At the end of each calendar year, Fleet Management will calculate the annual mileage for each vehicle within the fleet. Vehicles which have been driven 5,000 miles or less in the year will be identified and a list published to the Finance Director and Administrator. Each Department Director will be provided a list of vehicles within their department with 5,000 miles or less (miles driven in a year). Directors must justify the retention of these vehicles in their active fleet. Fleet Management will consolidate the individual

justifications and provide a recommendation through the Director of Finance to the Administrator for approval to retain or recommendation to turn the vehicle in.

11. FUNDING:

11.1 General Fund: Departments funded by the General Fund will submit capital asset requirements each year as part of the budget process. Fleet Management will consolidate all capital outlay requests and provide a General Fund Capital Outlay replacement plan for that calendar year. The recommendation will be forwarded through the Director of Finance to the Administrator.

11.2 Enterprise Funds – Each Department funded as an Enterprise Fund will submit capital asset requirements as part of the budget process. Fleet Management will review all requirements to ensure they are consistent with this policy.

11.3 Grant Funds – Departments which have access to grants are responsible for the application and administration required to obtain the grant. Fleet Management will provide any necessary vehicle/equipment specifications and appropriate purchasing processing (including proposals in accordance with purchasing requirements).

11.4 Seizure Funds – (applicable to Sheriff and District Attorney) – These funds are awarded based on a court order and are under the control of the respective elected official. They may be used by the receiving agency, have no affect on the General Fund and may be used for vehicle and/or equipment purchases and/or used in compliance with the Court Order. Fleet Management will assist with the processing of necessary administration associated with the purchase of vehicles or equipment.

11.5 Special One Cent Sales Tax (SPLOST) – The purchase of vehicles or equipment using SPLOST funds will be closely monitored to ensure that any expenditures are consistent with the approved referendum.

12. PROPONENT: The proponent agency for this policy is: Finance Department, Attention: Fleet Management Division. Any suggestions for improvement or comments should be addressed to Finance Department, Attention: Fleet Management Division.

13. This policy supercedes the Augusta-Richmond County Vehicle and Equipment Replacement Criteria, dated 1 September 1998.

**APPENDIX I
LIFE EXPECTANCY**

EQUIPMENT TYPE	CURRENT		RECOMMENDED	
	AGE	MILES/ HOURS	AGE	MILES/ HOURS
Air Tools (construction)	5	N/A		
Asphalter	10	N/A		
ATV	8	N/A		
Auger, Portable	6	N/A		
Automobile, Administrative	8	125,000	8	150000
Automobile, Pursuit	4	90,000		
Automobile, Public Safety			6	125000
Blower, Leaf Wheeled	4	N/A		
Blower, Back Pack			2	
Boat	12	N/A		
Boring Machine	10	8,000 hr		
Bus, Small	10	125,000		
Cart, Utility	7	N/A		
Chipper, Wood	8	5,000 hr		
Compactor, Landfill	6	10,000 hr	See below	
Compressor, Air	6	5,000 hr		
Dozer, Tracked	7	8,500 hr	12	8500
Dozer, Tracked - Landfill	6	8,500 hr	See Below	
Edger, Lawn	2	N/A		
Engine, Outboard	10	N/A		
Excavator, Tracked	8	8,000 hr	12	10,000
Excavator, Wheeled	8	9,000 hr	10	12,000
Finisher, Concrete	5	N/A		
Flusher, Sewer	8	N/A		
Forklift	12	N/A		
Generator, Portable	8	N/A		
Motorgrader, Road	10	9,000 hr	12	10,000
Grinder, Stump	8	5,000 hr		
Lawn Equipment - small	2	N/A		
Loader, Front End	10	9,000 hr	15	10,000
Machine, Smoke	5	N/A		
Mixer, Cement (towed)	6	N/A		
Motorcycle	6	75,000		
Mower, Self Propelled W/B	3	N/A		
Mower, Sidearm	8	7,000 hr		
Mower, Small Riding	4	2,500 hr		
Mower, Towed -all types	8	N/A		
Paint Machine, Line Traffic	6	N/A		
Prunner	2	N/A		
Pulverizer	4	N/A		
Pump - all types	7	3,000 hr		
Rodder, Sewer (towed)	8	N/A		

EQUIPMENT TYPE	CURRENT		RECOMMENDED	
	AGE	MILES/ HOURS	AGE	MILES/ HOURS
Roller, Asphalt	8	9,500 hr	15	10,000
Sandblaster	7	N/A		
Saw, Chain	2	N/A		
Saw, Concrete	4	N/A		
Saws, Other	4	N/A		
Scraper/Motor grader	12	9,500 hr		10,000
Snow Plow	15	N/A		
Sprayer, trailer mtd	6	5,000 hr		
Steam Cleaner (diesel)	8	N/A		
Steam Cleaner (gas)	6	N/A		
Sweeper (floor/street)	8	9,500 hr		
Tractor, AG	10	9,500 hr		
Trailer, Cargo (small)	12	N/A		
Trailer, Equipment	15	N/A		
Trailer, Tanker	10	N/A		
Trailer, Trash Haul 12 Ton	10	N/A		
Trailer, Trash Haul 24 Ton	10	N/A		
Trencher	8	7,500 hr		
Truck, Animal Containment	6	125,000	8	150,000
Truck, Bucket (over 45 ft)	10	125,000		
Truck, Bucket (under 45 ft)	8	125,000		
Truck, Crane	12	125,000		
Truck, Dump-Single Axle	10	150,000		
Truck, Dump-Tandem	12	150,000		
Truck, Fire Ladder	15	N/A		
Truck, Fire Pumper	15	N/A		
Truck, Rescue			12	150,000
Truck, Flatbed/Stakebody	10	125,000		
Truck, Fuel/Lube	10	150,000		
Truck, Grapple	10	125,000		
Truck, Landscape	10	125,000		
Truck, Leaf Vac	8	125,000		
Truck, Pickup - below 1 Ton	8	125,000		150,000
Truck, Pickup- 1 Ton & over	9	125,000		150,000
Truck, Pole Digger	12	125,000		150,000
Truck, SUV	8	125,000		150,000
Vacuum, Lawn	5	N/A		
Van, Cargo & Passenger	8	125,000		
Van, Prisoner/work Detail	8	125,000	10	
Washer, Pressure	5	N/A		
Welder	7	N/A		

* NOTE: Equipment may be reviewed earlier than the times or mileage/hours listed above if the maintenance history warrants the review.

EQUIPMENT OPERATED AT THE SOLID WASTE FACILITY

EQUIPMENT TYPE	CURRENT		RECOMMENDED	
	AGE	MILES/ HOURS	AGE	MILES/ HOURS
Tractor, AG			10	5,000
Truck, Articulated			10	9,000
Loader, Backhoe			8	7,500
Compactor			7	10,000
Excavator-Tracked-Small			8	8,000
Excavator-Tracked-Medium			10	12,000
Grinder			7	6,000
Hydroseeder			10	5,000
Light set/plant-Mobile			10	5,000
Motor Grader			12	12,000
Screening Equipment			7	7,000
Loader, Skid Steer			5	3,500
Loader, Tracked			7	10,000
Dozer-Medium			7	8,000
Dozer-Large			7	10,000
Pump, Water			10	7,500
Excavator, Wheeled			10	120,000
Loader, Wheeled-sm/med			8	9,000
Loader, Wheeled-large			10	15,000
Trailer, End Dump			10	N/A
Trailer, Lowboy			10	N/A
Trailer, Dump, Small Hydraulic			10	N/A
Trailer, Transfer, walking floor			8	N/A
Trailer, Van (box)			10	N/A
Truck, Fuel/Lube			10	150,000
Truck, Semi-Tractor			10	150,000
Truck, Service			10	125,000
Truck, Water			10	125,000
Truck, Light- 4X4 - (dedicated Landfill)			6	125,000
Truck, Light- 4X4			8	150,000
Utilitie Vehicles & ATV-Gas pwr			5	N/A

APPENDIX II
REPLACEMENT EVALUATION MATRIX
FLEET REPLACEMENT POLICY

FACTOR	POINT DESCRIPTION	POINTS
Age	One point for each year of chronological age. For Pursuit vehicles (road patrol and traffic cars) use 1.5 points for each year. Use .5 for each year for equipment with life expectancy of 10 years or more.	
Miles/Hours	One point for each 10,000 miles of use or 1,000 hours (500 hrs small equipment)	
Type of Service	5 points for vehicles/equipment for severe duty service 3 points for public service work type vehicles. 1 point administrative or passenger transport type vehicles.	
Reliability	Points are assigned based on the average number of times an item is in the shop over the past year. The repair is not a "quick fix" repair, "come-back" or PM service. 5 points = average of 2 times each month or a total of 15 times within 12 months (add one point for road patrol/traffic car, and one for fire machine). 3 points = average of one time each month or up to 10 times within a 12 month period. 1 point = average of one time every 3 months.	
Maintenance And Repair Costs	Considers total repair costs against the purchase price of the equipment. 5= maintenance and repair costs equal to or greater than the purchase price of the equipment. 1= maintenance and repair costs 20% or less than the purchase price of the vehicle	
Condition	Considers overall body condition, interior and exterior; accident history future repair estimates. Scale of 1 to 5 with 5 being a vehicle that is in poor condition.	
	TOTAL POINTS	
RANGES: Under 18 points Excellent 18 to 22 points Good 23 to 27 points Qualifies for Replacement 28 points or more Needs immediate consideration for replacement		

APPENDIX III

AUGUSTA, GEORGIA FINANCE DEPARTMENT-FLEET MANAGEMENT DIVISION REPLACEMENT CRITERIA FORM

Department Name:		Department Number:		Date:	
Vehicle Description:					
Assigned Use:				Signature of Director/Elected Official	
Actual Age:		Current miles/hours:		Purchase Price:	
Life Expectancy Criteria Requirements- (Policy Evaluation)					
Age	Mi/Hr:	Type of Service:	Reliability:	Maint/Repair:	Condition:
Evaluation Points:			Policy Evaluation Results:		
Fleet Manager Recommendation					
Finance Director Approval:					
Replacement Date:			Fiscal Year Replacement:		
Estimated Replacement Cost:			Funding Source:		

APPENDIX IV
Budget Worksheet

Augusta, Georgia
CIP Review Process FY 200_ Budget
Evaluation Criteria
FUND 272

FORM (C)

FINANCIAL PROJECT NUMBER:					
1. Departments submit projects in order of their priority, by type of service, prefixed with the following designations which describe the project's intent.				POINTS	EVAL. POINTS
a. Critical Deficiency-Required to eliminate proven or obvious dangers to public or employee health or safety;				50	
b. Existing Deficiency-Needed to raise a service or facility to an adopted level of service.				25	
c. Repair/Replacement-Maintains adopted service level standards in developed areas and gives comparable service standards in developing areas; and				15	
d. Future Need/Planned Expansion-Enables the City to provide service required for scheduled development.				10	
2. DEPARTMENT NAME:					
3. CAPITAL PROJECT: DESCRIPTION					
4. PROJECT COST \$	200__ (yr)	200__ (yr)	200__ (yr)	201__ (yr)	201__ (yr)
5. JUSTIFICATION:					
6. PROJECTED CAPITAL SPENDING IMPACT ON OPERATING BUDGET:					
7. FUNDING SOURCE			CAPITAL FUND ☐	OTHER ☐	GRANT ☐
PROJECT LOCATION:					
9. DEPARTMENT HEAD SIGNATURE:				DATE:	

Appendix V
Mechanical Standards
FLEET REPLACEMENT POLICY

The following represents the standards of equipment for vehicles from the Georgia Code. Augusta government vehicles will comply with the mechanical standards established by law. Any item not in compliance with Georgia law will render the vehicle "out of service" or not operational on the public highway until the short-coming is corrected. No employee, supervisor or manager has the authority to "over-ride" these provisions. Policy dictates that employees of Augusta will operate their vehicles in a "safe, legal and prudent manner consistent with all Federal, State, and local laws and ordinances".

Chapter	Sec	Para	Sub-Para	SUBJECT	DESCRIPTION
40	8	22	(d)	Head lights	Headlights shall be maintained in proper working condition
40	8	23	(b)	Tail lights	Tail lights shall be maintained in proper working condition
40	8	23	(b)	Trailer Tail Lights	Every motor vehicle, trailer, semi-trailer, and pole trailer shall be equipped with 2 tail lights
40	8	25	(b)	Brake lights	If a motor vehicle is manufactured with 2 brake lights, both must be operational.
40	8	26	(d)	Rear lights-general	All lenses on brake lights and signal devices shall be maintained in good repair and shall meet manufactures' specs
40	8	27	(a)	Flag on Projected Load	A 12 inch by 12 inch (orange/red) flag for any projection beyond 4 feet from the rear of the vehicle
40	8	50	(a)	Brakes	Every vehicle to have two separate means of applying the brakes. (ref: park brake)
40	8	50	(c)	Trailer brakes	Every trailer of 2,500 pounds gross weight or more shall be equipped with brakes on all wheels.
40	8	53		Brake Performance	@ 20 mph stop in 30 feet
40	8	54		Maintenance of Brakes	All brakes shall be maintained in good working order and shall be so adjusted as to operate as equally as practicable with respect to the wheels on opposite sides of the vehicle.
40	8	70	(a)	Horns	Every motor vehicle when operated upon a highway shall be equipped with a horn in good working order (200 feet)
40	8	71	(a)	Exhaust System	Must be in good working order

40	8	72		Mirrors	Must be equipped to reflect to the driver, 200 feet to the rear of the vehicle
40	8	73	(c)	Windshield & Wipers	Wipers to be maintained in good working order
40	8	73	(d)	Windshield & Wipers	No motor vehicle shall be operated with a windshield or rear window having a starburst or spider webbing effect greater than three inches by three inches.
40	8	74	(a)	Tires (non-CDL)	(1) Shall have not less than 2/32 inch tread measurable in all major grooves. (2) Shall be free from cuts, breaks or snags deep enough to expose body cord. (3) Shall be free from bumps, bulges or separations
40				Tires (CDL)/Buses	(1) Front tires 4/32, shall be of the same tread and not recapped. (2) All other tires, 2/32 (3) Same as (2) & (3) (non-CDL)
40	8	75		Mud Flaps	(1) Mounted on the rear most wheels (2) Shall have a ground clearance of not more than one-half the distance from the center of the rearmost axle to the center of the tires they are covering unless equipped with fenders that accomplish the same purpose.
40	8	76.1	All	Safety belts	
40	6	254	All	Placing load on or in vehicle	No person shall operate any motor vehicle with a load on or in such vehicle unless the load on or in such vehicle is adequately secured to prevent dropping or shifting or such load onto the roadway.
40	8	4	All	Slow moving Vehicles	Vehicles/equipment generally operated at speeds less than 25 miles an hour, including all road construction or maintenance equipment shall have the proper emblem (ASAE S276.1)