



Administrative Services Committee      Commission Chamber- 4/25/2011- 1:00 PM  
Meeting

### **ADMINISTRATIVE SERVICES**

1. Report from the Administrator regarding the pursuit of an agreement with the Richmond County School System (RCSS) to enter a contractual obligation with a sole vendor to purchase gasoline and diesel fuel for ARC and RCSS vehicles. (Referred from March 21 Administrative Services) ☐ [Attachments](#)
  
2. Consider a request a Letter of Support from the Excelsior Multi-Cultural Institute. ☐ [Attachments](#)
  
3. An Ordinance to Amend the Augusta, GA Code Title One Chapter Seven Article Three Sections 1-7-34 and 1-7-35 Relating to the Position Classification Plan; To Repeal All Code Sections and Ordinances and Part of Code Sections and Ordinances in Conflict Herewith; To Provide an Effective Date and for Other Purposes. ☐ [Attachments](#)
  
4. An Ordinance to Amend the Augusta, GA Code Relating to the Approved Reorganization Plan; To Repeal All Code Sections and Ordinances and Part of Code Sections and Ordinances in Conflict Herewith; To Provide an Effective Date and for Other Purposes. ☐ [Attachments](#)

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**Administrative Services Committee Meeting  
4/25/2011 1:00 PM  
Agreement with Richmond County School System**

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**Department:** Clerk of Commission

**Caption:** Report from the Administrator regarding the pursuit of an agreement with the Richmond County School System (RCSS) to enter a contractual obligation with a sole vendor to purchase gasoline and diesel fuel for ARC and RCSS vehicles. (Referred from March 21 Administrative Services)

**Background:**

**Analysis:**

**Financial Impact:**

**Alternatives:**

**Recommendation:**

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

**REVIEWED AND APPROVED BY:**

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## Nancy Morawski

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**From:** Lena Bonner  
**Sent:** Tuesday, March 15, 2011 3:26 PM  
**To:** Commissioner William Lockett  
**Cc:** Nancy Morawski  
**Subject:** RE: Fuel Management Service

Will do as requested.

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**From:** Commissioner William Lockett  
**Sent:** Tuesday, March 15, 2011 3:20 PM  
**To:** Lena Bonner  
**Subject:** Fuel Management Service

Hello Ms. Lena:

Will you please add to the administrative services committee agenda.

To pursue an agreement with the Richmond County School System (RCSS) to enter a contractual obligation with a sole vendor to purchase gasoline and diesel fuel for ARC and RCSS vehicles.

Rationale: The RCSS has benefited from such an agreement with a company that provides fuel management services. This vendor provided fuel to the RCSS during the months after Hurricane Katrina when other vendors were unable to satisfy the fuel needs of the RCSS. The local vendor will perform economic forecasting using trends in the fuel market to buy when prices are low, deliver in a timely manner and ensure that all measures are taken to avoid shortages or running out of fuel.

Many Thanks.

Bill Lockett, MPA  
Commissioner  
(706) 825-1847

"Working Together for a Better Community"

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AED:104.1



**Administrative Services Committee Meeting  
4/25/2011 1:00 PM  
Excelsior Multi-Cultural Institute**

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**Department:**

**Caption:** Consider a request a Letter of Support from the Excelsior Multi-Cultural Institute.

**Background:**

**Analysis:**

**Financial Impact:**

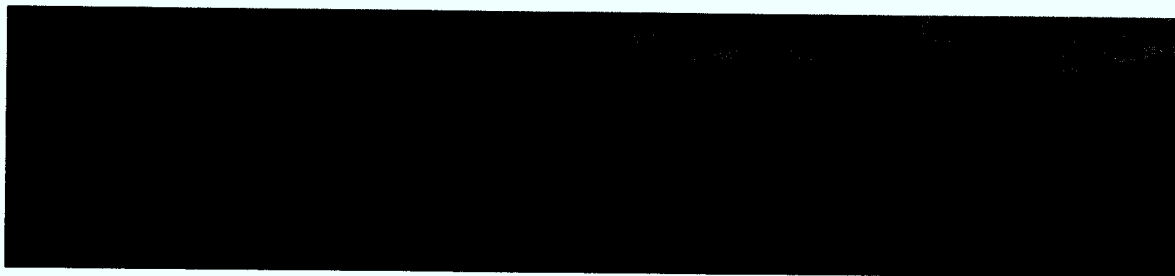
**Alternatives:**

**Recommendation:**

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

**REVIEWED AND APPROVED BY:**

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EXCELSIOR MULTI-CULTURAL INSTITUTE  
24 BOY SCOUT CT, AUGUSTA GA 30909  
TEL & FAX: 706 737-0019  
[WWW.EXCELSIORMULTI-CULTURAL.ORG](http://WWW.EXCELSIORMULTI-CULTURAL.ORG)  
*A Multi-Social Services Organization*

Hon. Ms. Lena Bonner  
Office of City Council  
530 Greene Street  
Suite 804  
Augusta, GA. 30901

Dear Honorable, Lena Bonner:

Congratulations on your success and thank you for the great services the City Council has been providing in Augusta, GA. The Excelsior Multi-Cultural Institute, Inc (EMCI), is a non-profit 501©(3) organization that is seeking tax-exempt status from the Georgia Department of Revenue. EMCI is in need of your support for the following programs we are proposing. This Letter of Intent is to request a letter of support from the City Council, so EMCI can receive tax-exemption status for it's programs. Please place this request for a support letter on the agenda for the April 19, 2011, City Council meeting. For any further information, and a full proposal; EMCI can be contacted at the above location.

**INTRODUCTION AND GOALS:**

Thank you for taking the time to read about our project and to provide EMCI the opportunity to reach our goals. The Excelsior Multi-Cultural Institute, Inc. (XLCR) is proposing innovative Social Services Programs in milieus, such as day care, foster care placement, after-school, and homeless residential programs for youth in the Augusta, GA area. The goals of these programs are to provide, hospitable and direct care protocol services and academic regimens to the homeless and under-privileged children and their families who are poverty stricken. EMCI has a successful track record of providing services to the disadvantaged populations. Board and staff members are highly trained and educated Social Workers, with extensive experience working with poverty stricken and disadvantaged people. The cost of the entire project is \$260,000.00. Presently, we have \$180,000.00 of working capital in cash. With your letter of support we will be able to secure the rest of the \$80,000.00 in funding from reliable and viable resources.

1.

**STATEMENT OF NEED:**

It is evidently incipient that; there is a problem with too many homeless children of all nationalities and generations in the City of Augusta. Some of the reasons for the prolific poverty and homeless problems are; high unemployment and developers demolish properties and restore them with unaffordable and luxury properties. This leaves the local residents displaced. Rampant crime, mental illness, and drug abuse, cause children and their families to be impoverished and homelessness. Also, the problem with juveniles who are runaways has recently been a major contributing factor.

**ABOUT THE EXCELSIOR MULTI-CULTURAL INSTITUTE, INC. (E.M.C.I.)**

Excelsior is a well-respected educational institution in the British West Indies since 1958. EMCI was established in 1997 as a Not-For-Profit (501)(c)(3) agency in the United States. EMCI has been providing volunteer services to the Greater New York area, since 1995. EMCI's programs consist of day care services, finding homes for homeless families, recruiting foster parents, and tutoring.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dr. Rhonda Jackson', written over a horizontal line.

Dr. Rhonda Jackson PhD.  
Executive Director



**Administrative Services Committee Meeting  
4/25/2011 1:00 PM**

**Motion to Approve Amendments to Augusta, GA Code Sections 1-7-34 and 1-7-35**

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**Department:** Administrator

**Caption:** An Ordinance to Amend the Augusta, GA Code Title One Chapter Seven Article Three Sections 1-7-34 and 1-7-35 Relating to the Position Classification Plan; To Repeal All Code Sections and Ordinances and Part of Code Sections and Ordinances in Conflict Herewith; To Provide an Effective Date and for Other Purposes.

**Background:** On March 1, 2011, The Augusta, Georgia Commission approved revisions to the Personnel Policy and Procedures Manual and to the Personnel Boards power and duties. These Code amendments are consistent with the previous actions of the Commission.

**Analysis:**

**Financial Impact:**

**Alternatives:**

**Recommendation:**

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

**REVIEWED AND APPROVED BY:**

**Finance.  
Law.  
Administrator.  
Clerk of Commission**

**ORDINANCE NO. \_\_\_\_\_**

**An Ordinance to Amend the Augusta, GA Code Title One Chapter Seven Article Three Sections 1-7-34 and 1-7-35 Relating to the Position Classification Plan; To Repeal All Code Sections and Ordinances and Part of Code Sections and Ordinances in Conflict Herewith; To Provide an Effective Date and for Other Purposes.**

WHEREAS, on March 1, 2011, the Augusta Georgia Commission approved revisions to the Augusta, Georgia Personnel Policy and Procedures Manual; and

WHEREAS, on March 1, 2011, the Augusta, Georgia Commission approved revisions to the purpose, duties, and powers of the Personnel Board as found in Augusta, GA Code Section 1-7-15; and

WHEREAS, Augusta, Georgia desires to update and amend the Code as related to the duties of the Administrator and the Personnel Board to be consistent with the revisions to the Augusta, Georgia Personnel Policy and Procedures Manual and the revised Augusta, GA Code Section 1-7-15;

**THE AUGUSTA, GEORGIA COMMISSION**, ordains as follows:

**SECTION 1.** AUGUSTA, GA. CODE Sections 1-7-34 and 1-7-35 as set forth in the Augusta, Ga. Code, re-adopted July 10, 2007, is hereby amended by striking these sections in their entirety as set forth in “Exhibit A” hereto and inserting in lieu thereof new Code Sections 1-7-34 and 1-7-35, restated as set forth in “Exhibit B” hereto.

**SECTION 2.** This ordinance shall become effective upon its adoption in accordance with applicable laws.

**SECTION 3.** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
David S. Copenhaver  
As its Mayor

Attest:

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Lena J. Bonner, Clerk of Commission

Seal:

## CERTIFICATION

The undersigned Clerk of Commission, Lena J. Bonner, hereby certifies that the foregoing Ordinance was duly adopted by the Augusta, Georgia Commission on \_\_\_\_\_, 2011 and that such Ordinance has not been modified or rescinded as of the date hereof and the undersigned further certifies that attached hereto is a true copy of the Ordinance which was approved and adopted in the foregoing meeting(s).

\_\_\_\_\_  
Lena J. Bonner, Clerk of Commission

Published in the Augusta Chronicle.

Date: \_\_\_\_\_

First Reading \_\_\_\_\_

Second Reading \_\_\_\_\_

## Exhibit A

### **Sec. 1-7-34. ~~Administration and maintenance; reallocation, reclassification of positions.~~**

- (a) ~~The director of human resources shall be responsible for the administration and maintenance of the position classification plan.~~
- (b) ~~Department heads shall be responsible for bringing to the attention of the director of human resources any material change in the nature of the duties, responsibilities, working conditions and other factors affecting the classification of any position. Following the receipt of such information concerning any position, the director of human resources shall then restudy the position to determine if the classification of the position should be changed. Authority to reallocate positions to classes on the basis of kind and level of duties and responsibilities is vested in the personnel board subject to the approval of the Augusta-Richmond County Commission. The Director of human resources shall report any recommended reclassifications from the personnel board to the Augusta-Richmond County Commission for their approval. Copies of the reclassification plan, as amended, will be furnished to the members of the Augusta-Richmond County Commission, to the personnel board, to the department heads, and shall be on file in the office of the Director of Human Resources.~~

### **Sec. 1-7-35. ~~Establishment, classification of new positions.~~**

~~The Commission has the authority to determine the need for new positions, and to create and establish any needed position. The Commission has the responsibility to review budget requirements based on their initiative or that of department heads. The Director of human resources shall, before filling any new position not excluded by the Commission under the coverage of this plan, prepare a job description, determine the recommended salary grade thereof, and report same to the personnel board, which shall allocate new positions to the existing classes or to new classes or positions in Augusta-Richmond County's service, subject to the approval of the Commission. The Director of human resources shall report the recommended allocation of the new positions, recommended by the personnel board to the Commission for their approval.~~

## Exhibit B

### **Sec. 1-7-34. Administration and maintenance; reallocation, reclassification of positions.**

- (a) The Director of Human Resources shall be responsible for the administration and maintenance of the position classification plan.
- (b) Department heads shall be responsible for bringing to the attention of the Director of Human Resources any material change in the nature of the duties, responsibilities, working conditions and other factors affecting the classification of any position. Following the receipt of such information concerning any position, the Director of Human Resources shall then restudy the position to determine if the classification of the position should be changed. Authority to reallocate positions to classes on the basis of kind and level of duties and responsibilities is vested in the Administrator. The Director of Human Resources shall report any recommended reclassifications to the Administrator for his/her approval. Copies of the reclassification plan, as amended, will be furnished to the members of the Augusta, Georgia Commission, to the department heads, and shall be on file in the Human Resources office.

### **Sec. 1-7-35. Establishment, classification of new positions.**

The Administrator has the authority to determine the need for new positions, and to create and establish any needed position. The Administrator has the responsibility to review budget requirements based on his/her initiative or that of department heads. The Director of Human Resources shall, before filling any new position not excluded by the Commission under the coverage of this plan, prepare a job description, determine the recommended salary grade thereof, and report same to the Administrator, who shall allocate new positions to the existing classes or to new classes or positions in Augusta, Georgia's service. The Director of Human Resources shall report the recommended allocation of the new positions to the Administrator for his/her approval. Copies of the reclassification plan, as amended by the new position(s), will be furnished to the members of the Augusta, Georgia Commission, to the department heads, and shall be on file in the Human Resources office.



**Administrative Services Committee Meeting  
4/25/2011 1:00 PM**

**Motion to Approve Augusta, GA Code Amendments Consistent with Plan of Reorganization**

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**Department:** Administrator

**Caption:** An Ordinance to Amend the Augusta, GA Code Relating to the Approved Reorganization Plan; To Repeal All Code Sections and Ordinances and Part of Code Sections and Ordinances in Conflict Herewith; To Provide an Effective Date and for Other Purposes.

**Background:** Ordinances to be provided at Committee Meeting.

**Analysis:**

**Financial Impact:**

**Alternatives:**

**Recommendation:**

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

**REVIEWED AND APPROVED BY:**