



Administrative Services Committee Committee Room- 5/29/2007- 1:00 PM Meeting

ADMINISTRATIVE SERVICES

1. Authorize acceptance of Grant Agreements between the City and the U.S. Department of Housing & Urban Development for receipt of Year 2007 CDBG, HOME, ADDI, ESG and HOPWA Funds. ☐ [Attachments](#)
2. Authorize Augusta Utilities to Add Five New Customer Service Positions and Two New Water Treatment Plant Positions. ☐ [Attachments](#)
3. Authorize submission of the 2007 Exhibit I Continuum of Care Application to HUD and grant the Mayor the authority to execute all forms associated with the application, which also includes submission of the Follow-up Technical Submission Application, Renewals and Annual Progress Reports. ☐ [Attachments](#)
4. Motion to approve Job Description and Reclassification for the Library. ☐ [Attachments](#)
5. Discussion of reprogramming of CDBG, HOME, ESG and HOPWA funds. ☐ [Attachments](#)
6. Approve a request for Assistant to Finance Officer in Tax Commissioner's Office. ☐ [Attachments](#)

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**Administrative Services Committee Meeting
5/29/2007 1:00 PM
2007 Grant Agreements**

Department: Housing & Community Development

Caption: Authorize acceptance of Grant Agreements between the City and the U.S. Department of Housing & Urban Development for receipt of Year 2007 CDBG, HOME, ADDI, ESG and HOPWA Funds.

Background: Augusta, Georgia, being an entitlement city, receives CDBG, HOME, ESG and HOPWA funds annually. As a prerequisite for receipt of these funds, the City must have an approved Consolidated Plan. The Consolidated Plan is a 5-year plan that defines the City's housing, homeless, community and economic development needs with a detailed strategy for addressing the high priority needs indicated in the plan. During Year 2004, the City developed and HUD approved the City's 5-year Consolidated Plan for years 2005-2009. For each year of the 5-Year Consolidated Plan (2005, 2006, 2007, 2008 & 2009), the City must develop an Annual Action Plan. The Action Plan includes a description of the activities that will be carried out and how the funds will be expended in the upcoming year to address the Consolidated Plan priority needs. On November 9, 2006, the Commission approved the City's Year 2007 Annual Action Plan based on funds we were anticipating receiving for Year 2007. Subsequently, the City has received an official notification from HUD that the Annual Action Plan has been approved with the following grant allocations: - CDBG Program \$ 2,322,722.00 - HOME Program \$ 1,269,523.00 - ADDI \$ 23,154.00 - ESG Program \$ 100,630.00 - HOPWA Program \$ 394,000.00 TOTAL \$ 4,110,029.00

Analysis: We initially expected to received \$4,112,486. However, the above awards reflect a reduction of \$10,684 in CDBG funds, \$10,226 in HOME, an increase of \$453 in ESG and an increase of \$18,000 in HOPWA. Program Anticipated Allocation \$ Actual Allocation \$ Difference CDBG

2,333,406 2,322,722 -10,684 HOME 1,279,749 1,269,523 -10,226 ADDI 23,154 23,154 0 ESG 100,177 100,630 +453 HOPWA 376,000 394,000 +18,000 TOTAL \$4,112,486 \$4,110,029 (-2,457) Projects affected by the reduction/increase are indicated on the attached list and below: A. Under CDBG Program 1. Housing Rehabilitation Program budget reduced from \$544,325 to \$535,778 2. Administration reduced from \$471,081 to \$468,944 B. Under HOME Program 1. HOME Housing Rehabilitation budget reduced from \$160,000 to \$153,358 2. CHDO set-aside budget reduced from \$255,950 to \$253,904 3. CHDO Operating Funds budget reduced from \$63,987 to \$63,476 4. HOME Administration budget reduced from \$151,379 to \$150,352 C. Under ESG Program 1. ESG Administration budget increased from \$3,177 to \$3,630 D. Under HOPWA Program 1. HOPWA Administration budget increased from \$11,280 to \$11,820 2. Transfer Resource Identification \$37,460 to St. Stephens Ministry Improvements

Financial Impact: Based on actual allocations, and program income generated from loan repayments, total funds available for Year 2007 is approximately \$4,566,029. Funds Allocation Program Income Total CDBG 2,322,722 222,000 2,544,722 HOME 1,269,523 234,000 1,503,523 ADDI 23,154 0 23,154 ESG 100,630 0 100,630 HOPWA 394,000 0 394,000 \$4,110,029 \$456,000 \$4,566,029

Alternatives: None recommended.

Recommendation: Recommend acceptance and execution of the Grant Agreements for Year 2007 CDBG, HOME, ADDI, ESG and HOPWA funds so projects funded (attached list) can proceed in a timely manner.

Funds are Available in the Following Accounts: 2007 CDBG, HOME, ADDI, ESG, HOPWA allocations from HUD & Program Income from local Rehabilitation and Economic Development Revolving Loans

REVIEWED AND APPROVED BY:

**Finance.
Administrator.**

Clerk of Commission

Cover Memo

Item # 1

2007 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
B-07-MC-13-0004

	Estimate \$	Actual \$
Entitlement Grant	2,333,406	2,322,722
Program Income	222,000	222,000
Total Funds Available	2,555,406	2,544,722

IDIS #	Project #	PROJECT	PROPOSED BUDGET \$	ACTUAL BUDGET
Public Facilities & Improvements (\$675,000)				
	07030	Antioch Ministries "LW Enterprise Initiative"	100,000	100,000
	07031	Apple Valley – Phase III	60,000	60,000
	07032	Augusta Canal Authority Park (9 th & Walton Way)	155,000	155,000
	07033	Augusta Mini Theatre Improvements	50,000	50,000
	07034	Golden Harvest Food Bank (kitchen equipment)	100,000	100,000
	07035	Henry Brigham Center Improvements "Tennis Courts" (Reprogrammed to Henry Brigham Sr Center-4/17/07)	60,000 -60,000	0
	07036	McDuffie Woods Center Improvements "Walking Track"	25,000	25,000
	07037	MACH Academy Improvements (tennis courts)	125,000	125,000
Clearance & Demolition				
	07040	Clearance & Demolition (License & Inspection)	200,000	200,000
Public Services (\$300,000)				
	07050	Art Factory	7,525	7,525
	07051	Augusta Mini Theatre	20,000	20,000
	07052	Augusta Task Force for the Homeless	15,809.01	15,809.01
	07053	Augusta Urban Ministries	15,000	15,000
	07054	Boys & Girls Club	10,000	10,000
	07055	CSRA Economic Opportunity Authority	13,000	13,000
	07056	Care Management Consultants	20,000	20,000
	07057	Child Enrichment	10,000	10,000
	07058	Communities In Schools	8,000	8,000
	07059	Coordinated Health Services	20,000	20,000
1487	2007R	Coordinated Health Services "Respite Center" (Reprogrammed 3/20/07)	0.00 +5,000	5,000
	0705A	Georgia Legal Services	6,500	6,500
	0705B	Golden Harvest Food Bank "Brown Bag"	25,000	25,000
	0705C	Hope House	15,000	15,000
	0705D	JWC Helping Hands	12,800	12,800
	0705E	Kids Restart	10,000	10,000
	0705F	Light of the World Neighborhood & ED	5,665.99	5,665.99
	0705G	Little World of Learning – Housing Authority	20,000	20,000
	0705H	MACH Academy	15,000	15,000
	0705I	Miracle Making Ministries "Clinic"	12,000	12,000
	0705J	Neighborhood Improvement Project	3,700	3,700
	0705K	New Bethlehem Center	10,000	10,000
	0705L	Safe Homes	10,000	10,000
	0705M	Salvation Army	15,000	15,000
Construction of Housing				
	07120	Bethlehem Revitalization	200,000	200,000
Rehabilitation				
		Housing Rehabilitation Program - Admin - Emergency Grants (\$50,000) - World Changers - LBP \$10,000	544,325	535,778
Code Enforcement				
	07140	Code Enforcement – License & Inspection	100,000	100,000
Economic Development				
	07180	Antioch Ministries Micro-Loan Program	25,000	25,000
Program Administration & Planning (20% cap \$511,081– 508,944)				
	07200	ARC Planning Commission	40,000	40,000
	07210	General Administration	471,081	468,944
TOTAL			\$2,555,406	\$2,544,722

2007 EMERGENCY SHELTER GRANT PROGRAM
S-07-MC-13-0004

	Proposed	Actual
Entitlement Grant	100,177	100,630

	Project #	PROJECT	PROPOSED BUDGET \$	ACTUAL BUDGET \$
	071E	Augusta Task Force for the Homeless	6,000	6,000
	072E	Augusta Urban Ministries	5,000	5,000
	073E	Beulah Grove Resource Center	4,000	4,000
	074E	Coordinated Health Center "Respite Center"	8,000	8,000
	075E	CSRA EOA	11,000	11,000
	076E	Georgia Legal Services	5,000	5,000
	077E	Golden Harvest Food Bank	11,000	11,000
	078E	Hope House	11,000	11,000
	079E	Interfaith Hospitality Network	6,000	6,000
	0710E	St. Stephens Ministry	7,000	7,000
	0711E	Safe Homes	9,000	9,000
	0712E	Salvation Army (Homeless Prevention)	7,000	7,000
	0713E	Salvation Army (Employment training)	7,000	7,000
	0714E	ESG Administration (5%)	3,177	3,630
TOTAL			\$ 100,177	\$ 100,630

2007 HOME INVESTMENT PARTNERSHIP PROGRAM
M-07-MC-13-0206

	Estimate	Actual
Entitlement Grant	1,279,749	1,269,523
Program Income (estimate)	234,000	234,000
Sub-Total	1,513,749	1,503,523
ADDI	23,154	23,154
Total	\$ 1,536,903	\$ 1,526,677

	PROJECT	Proposed Budget	
	Antioch Ministries	200,000	200,000
	ANIC	150,000	150,000
	Promise Land CDC	150,000	150,000
	Sand Hills Urban Development	135,837	135,837
	Homeownership Program - Citywide (\$156,596) - CHDO (\$90,000)	246,596	246,596
	ADDI	23,154	23,154
	Housing Rehabilitation Program	160,000	153,358
	CHDO set aside (20%)	255,950	253,904
	CHDO Operating Funds (5%)	63,987	63,476
	Administration (10%)	151,379	150,352
TOTAL		\$1,536,903	1,526,677

2007 HOUSING OPPORTUNITIES FOR PERSONS WITH HIV/AIDS
GA-H-07-F002

	Proposed	Actual
Entitlement Grant	376,000	394,000

	PROJECT	PROPOSED BUDGET \$	ACTUAL BUDGET \$
	St. Stephens Ministry	244,720	244,720
	Hope Health	100,000	100,000
	HOPWA Administration (3%)	11,280	11,820
	St. Stephens Ministry	Resource ID/20,000	37,460
TOTAL		\$ 376,000	\$ 394,000



**Administrative Services Committee Meeting
5/29/2007 1:00 PM
Budgeted New Positions in Augusta Utilities**

Department: Utilities, N. Max Hicks - Director

Caption: Authorize Augusta Utilities to Add Five New Customer Service Positions and Two New Water Treatment Plant Positions.

Background:

AUD had been struggling with customer service call volume for quite some time, as evidenced by several Commissioners calling with customer complaints of telephone call problems. We have implemented an IVR system that tracks call volume and allows customers to obtain simple information about their accounts by using the keypad on their phone. We were having numerous complaints about customer calls being dropped and left on hold for long periods of time. After reviewing call statistics and discussing these issues with IT, it was noted that we needed to address staffing issues before we could properly pinpoint any equipment problems that may exist. Simply put, we can't expect our equipment to handle calls when there are too many calls for our people to physically handle. At our current permanent staffing levels, each rep would have had to answer one call every 60 seconds for eight hours straight every day. With realistic call lengths, vacation, sick time, lunch and breaks, the situation made good customer service impossible. Based on industry standards for our number of customers, we need four more people to be able to staff our call center efficiently. We also have experienced a large number of customer calls coming in during the evening hours as people get home from work and discover problems or their water is shut off. We need a full-time employee to perform clerical work relating to work orders from the day and to handle all customer calls between the hours of 3 and 11 PM. Water Production is requesting a Water Treatment Plant Operator and a Laborer. With all the new facilities being built and expanded currently, there are several situations where it has become difficult to keep the locations fully staffed, so a floating WTP Operator is being

Cover Memo

Item # 2

requested. The Hicks plant and the Groundwater Plant do not have a full-time position assigned for general maintenance and groundskeeping, so a position to pick up that need is also being requested. All of these positions were included in the 2007 Budget.

Analysis:

The customer service call problems became so significant that we created a call center ten months ago, so that incoming calls could go first to the call center. We have staffed it with temps who are available solely for answering telephone calls. Previously, all calls were answered by employees who also had responsibility for handling walk-in customers, which is much less efficient. This was done to provide a temporary analysis period to see if this change in call routing would help with our issues and to see if our estimate of the number of employees needed was accurate before we created permanent positions. Since that time, the call volume has dropped markedly and complaints to Augusta Cares have decreased significantly. Call volume declines are most likely due to fewer dropped calls and hang-ups and therefore, fewer call backs. We are comfortable that this concept is going to work, and we are now experiencing some turnover with temps that results in retraining cost and temporary labor shortages. We have also been using a temp to perform the evening dispatch function, which has helped considerably by reducing confusion from calls to the main utility after-hours dispatch. We would also like to replace this temp with a permanent position. The estimated annual salary plus benefits for these positions totals \$131,084. The WTP Operator will act as a floater between ground surface water plants to ensure smooth operation during shortages such as position replacement, vacation/sick leave and training. The Laborer will be used to relieve positions such as maintenance techs and WTP operators who are currently being used to perform maintenance and landscaping at the Hicks Plant due to the large size of the property and the lack of a designated position at this time. The laborer will also assist with groundskeeping at the Groundwater Plant. The estimated salary and benefits for these two positions is estimated to be \$61,873. All job descriptions are attached.

Financial Impact:

We budgeted \$163,627 for salaries and payroll taxes and \$29,330 for other benefits for a full year in the 2007 budget in funds 506-10-1110-6011150 and 506-10-1110-5121110, respectively, to cover the costs of these new employees. However, the true cost in 2007 is estimated to be a total of only \$96,479 since the salaries and benefits will be paid for

just six months.

Alternatives: 1) Approve this item and provide better customer service and more efficient Plant operation. 2) Do not approve this item, leaving customer service and Plant operations as they currently are with greater administrative requirements and lesser cost effectiveness.

Recommendation: We recommend the Commission authorize Augusta Utilities to add five new Customer Service positions and two new Water Treatment Plant positions which were included in the 2007 Budget.

Funds are Available in the Following Accounts: 506-10-1110-6011150 - \$163,627 506-10-1110-5121110 - \$29,330

REVIEWED AND APPROVED BY:

**Finance.
Human Resources.
Administrator.**

Augusta-Richmond County

Job Description

Approved Title: Groundskeeper II
Title: Ground Maintenance Worker
Department: Utilities
Reports to: Superintendent II

Job Code:
Overtime: Non-exempt
Date Prepared: June 30, 1997
Job Grade: 36

GENERAL SUMMARY: Cleans and maintains the administrative offices, labs, water production plant, and grounds within the guidelines of supervisory instructions and work orders. Reports to the Superintendent II or other designated person and works with co-workers to provide ground maintenance support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Sweeps, mops, waxes, and buffs floors.
2. Cleans restrooms and replenishes supplies; cleans drinking fountains, windows, and walls.
3. Replaces light bulbs, empties trash, and sweeps outside walks.
4. Performs minor maintenance and ground maintenance.
5. Operates a polishing machine and a vacuum cleaner.
6. Moves office equipment furniture and equipment.
7. Serves as a resource to subordinate personnel.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education.

Experience: 0-2 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 cleaning methods, materials, and equipment and groundskeeping methods and techniques.
- Familiarity with county and department policies and procedures.
- Proficiency in powered lawn maintenance equipment, and ground vehicles, and makes routine building repairs.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, climbing ladders, and using tools and equipment that require a high degree of manual dexterity. Work is performed indoors and outdoors with exposure to chemicals, inclement weather, dirt, grease, dust, and machinery with moving parts requiring use of protective devices.

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

Augusta-Richmond County

Job Description

Approved Title: Water Treatment Plant Operator
Title: Water Treatment Plant Operator II
Department: Utilities
Reports to: Water Treatment Plant Supervisor

Job Code:
Overtime: Non-exempt
Date Prepared: August 25, 1997
Job Grade: 44

GENERAL SUMMARY: Must possess or obtain (through reciprocity) Class II Georgia Water Treatment Certification. Fills in for Operator III and supervisor as necessary. Monitors water plants and wells and performs laboratory analysis of water samples within the guidelines of state and federal drinking water regulations.. Reports to the Water Treatment Plant Supervisor or other designated person and works with co-workers and the public to provide operational support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Collects water samples, conducts bacteriological tests, performs quality analysis, and records data.
2. Performs secondary test such as corrosion control Fe, MN, CL and taste and odor control
3. Serves as a resource to subordinate and supervisory personnel.
4. Responds to inquiries from the public concerning water system problems.
5. Controls plant processes for human consumption and industrial use, insures water delivered meets or exceeds USEPA/EPD standards.
6. Operates and controls pumps, valves, and chemicals to regulate the treatment and flow of raw water into and through the treatment plant.
7. Performs inspections of plant operations.
8. Repairs and maintains machines, equipment, pumps, electrical equipment, and facilities.
9. Prepares monthly reports of bacteria test results, water usage, and chemical inventory.

REQUIREMENTS

Education: High School diploma, GED or higher level of education.

Experience: 2 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 water system operations and handling and application of chemicals necessary to maintain safe water supply.
- Familiarity with water treatment plant and laboratory operations.
- Proficiency in water plant operation, basic math, and chemistry.
- Mastery of using water analysis equipment and maintenance equipment.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

Other:

- May supervise and/or train designated subordinate personnel.
- Possess and maintain a valid driver's license or any equipment operated.
- Possess or have ability to obtain and maintain HAZMAT certification

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, lifting of light and heavy objects, climbing ladders, using tools and equipment that require a high degree of manual dexterity, and ability to distinguish between shades of colors. Work is performed, outdoors in various climatic conditions, in an office, laboratory, chemical storeroom, and in electrical and mechanical rooms with exposure to noise, hazardous chemicals, and machinery with moving parts requiring the use of protective devices.

DISCLAIMER

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REVIEW/APPROVALS

Human Resources

Line or Staff Management

Date

Augusta-Richmond County

Job Description

Approved Title: Customer Services Clerk
Title: Customer Services Clerk
Department: Utilities
Reports to: Property and Maintenance Supervisor I

Job Code:
Overtime: Non-exempt
Date Prepared: August 25, 1997
Job Grade: 38

GENERAL SUMMARY: Establishes utility services and provides information within the guidelines of Augusta-Richmond County ordinances and department policies and procedures. Reports to the Property and Maintenance Supervisor I or other designated person and works with co-workers, the public, and employees to provide operational support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Accepts and inputs utility contract data into the computer.
2. Processes disconnections, service transfers, and reconnections.
3. Provides account information, resolves problems, and accepts complaints.
4. Maintains contract and reconnection files.
5. Opens and sorts mail.
6. Serves as a resource to subordinate personnel.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education.

Experience: 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 proper utility contract procedures and basic office and clerical procedures.
- Familiarity with Augusta-Richmond County ordinances and department policies and procedures.
- Proficiency in mathematics and interpersonal relations.
- Mastery of operating standard office equipment, computer, and two-way radio.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

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
5/29/2007 1:00 PM
CoC Application

Department:	Housing & Economic Development
Caption:	Authorize submission of the 2007 Exhibit I Continuum of Care Application to HUD and grant the Mayor the authority to execute all forms associated with the application, which also includes submission of the Follow-up Technical Submission Application, Renewals and Annual Progress Reports.
Background:	Each year the Housing & Community Development Department apply to HUD for funding through the annual SuperNOFA Continuum of Care Homeless Assistance. These funds are used to support the Homeless Information Management System (HMIS), administrative services, supplies and provide case management to partner agencies. These grants renew each year at the same amount from October 1 to September 30 (\$67,517), and May 1 to April 30 (\$113,510).
Analysis:	Approval will allow the city to continue comprehensive services to the homeless population of Augusta-Richmond County.
Financial Impact:	These are additional funds received from HUD to the city for continued operation of the Homeless Information Management System (HMIS) and services.
Alternatives:	None recommended.
Recommendation:	Approve Submission of the CoC Application to HUD, and Grant the Mayor the Authority to Execute all Forms associated with the Application, which also include Submission of the Follow-up Technical Submission Application, Renewals and Annual Progress Reports

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

Funds are dependent upon approval and award of funds in the application competition.

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**



**Administrative Services Committee Meeting
5/29/2007 1:00 PM
Job Description Change and Reclassification**

Department:	Library
Caption:	Motion to approve Job Description and Reclassification for the Library.
Background:	We need a development officer who can work on developing a plan to get grant and private monies to supplement the library. We would like to expand a job that we already have to include these additional responsibilities. They would devote 60% of their time to current responsibilities at a branch and 40% to the new tasks. By asking the rest of the staff at the location to take greater responsibility in some areas, we feel we can accomplish this.
Analysis:	By changing an existing job to encompass fund raising responsibilities we hope to be able to raise funds without hiring an outside firm or having to create a new position.
Financial Impact:	There would be no financial impact to the city's budget. The additional salary would come from the library's present allocation, due to savings between hirings on other jobs.
Alternatives:	Hire an outside fundraising firm or create a new position.
Recommendation:	Pass the reclassification.
Funds are Available in the Following Accounts:	Libraries allocation.

REVIEWED AND APPROVED BY:

Finance.
Administrator.
Clerk of Commission

Augusta-Richmond County

Job Description

Draft

Approved Title: Librarian I
Title: Librarian--Development Officer-Branch Manager
Diamond Lakes
Department: Library (7000)
Reports to: Director & Assistant Director

Job Code: ARL0568002, -001
Overtime: Exempt
Date Prepared: April 12, 2007
Job Grade: 51

GENERAL SUMMARY: Responsible for developing a fundraising plan and managing and directing the operations of a large branch library, including personnel management, facilities maintenance, and service on policy and planning committees.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Works with the Assistant Director to interview and evaluate staff; trains staff, substitutes, and volunteers.
2. Organizes the daily activities of the branch, including drafting work and training schedules, and arranging public relations activities.
3. Plans, implements adult, children's programming, and other special programs.
4. Provides circulation, reference, and reader's advisory services.
5. Assists patrons with the use of the public computers and printers, and photocopiers.
6. Prepares reports, collects statistics, makes bulletin boards, performs library opening routines, and schedules events for meeting rooms.
7. Serves on the Collection Development Committee in rotation and on policy and planning committees.
8. Performs software upgrades and maintenance on staff and public computers under the direction of the Systems Administrator.
9. Performs related duties as required.
10. Works to develop a plan for obtaining funds from foundations and private sources.
11. Works with Director and other staff and boards to determine needs and possible grantors.
12. Identifies potential sources for funds, determines how to approach sources and writes necessary grants.
13. Arranges meeting between Library Board members, staff and donors.

REQUIREMENTS

Education: Masters of Library and Information Science from an ALA-accredited college or university.

Experience: At least two years experience in libraries or equivalent managerial experience as well as success in identifying and securing grants.

Knowledge/Skills/Abilities:

- Knowledge of grant writing procedures.
- Ability to identify and secure grants and gifts from foundations and private individuals.
- Ability to devise and organized a plan for securing funding from these sources.
- Knowledge of library and information sciences and practices, management, and automated circulation and cataloging systems.
- Familiarity with functions, policies and procedures of the library system, regional library collections, reference sources, and library branches and services system-wide.
- Proficiency in scheduling, preparing, and presenting programming, operating audiovisual equipment, problem solving and interpersonal relations.
- Mastery of standard computer and office machinery, word processing and network access software, and computer hardware well enough to train others in their use
- Skill in patron relations, in dealing with complaints and problem situations, and in interacting with a wide cross-section of people.
- Good communication skills, both oral and written.
- Ability to 'juggle' many tasks, and work with interruptions, keeping cool under pressure.
- Demonstrated ability work independently and ability to "juggle" many task, work with interruptions and remain calm under pressure.

Other:

- Grade G-5 or higher certification from the Georgia State Board for the Certification of Librarians.
- Flexibility to work weekends and evenings as part of regular schedule.
- 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, reaching, and occasional lifting of light objects. Must be able to operate library vehicles. Work is performed in a library.

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

LLB347



**Administrative Services Committee Meeting
5/29/2007 1:00 PM
Reprogram of Funds**

Department: Housing & Economic Development

Caption: Discussion of reprogramming of CDBG, HOME, ESG and HOPWA funds.

Background:

Since 1975, the City of Augusta has been an entitlement city receiving from the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funds. Since then, the city has become the recipient of Emergency Shelter Grant (ESG), HOME Investment Partnerships and Housing Opportunities for Persons with AIDS funds. To receive these annual allocations, the city must have a long-range plan (Consolidated Plan) which identifies its goals for the programs and how the funds will be expended. Just because the city is an entitlement city does not mean the city is entitled to receive the funds forever. Regretfully, over several years the city has not lived up to HUD's expectations in expending funds in a timely manner. The City's entitlement status is in jeopardy if we do not spend down the funds in a timely manner this year. Under the provisions of 24 CFR 570.902 of the CDBG regulations, a grantee is considered to be timely, if 60 days prior to the end of the grantee's program year, the balance in its line-of-credit does not exceed 1.5 times the annual grant. However, if the amount of funds in the line-of-credit exceeds 1.5 times the entitlement grant amount for its current program year, then the grantee is out of compliance with the regulations. The 60 day test period starts August 1, 2007 and ends September 30, 2007. If the City fails to meet the 1.5 standard by September 30, 2007, HUD will reduce the next grant (2008) by 100% of the amount in excess of 1.5. To date, we have \$5,334,655, \$1,858,178 must be expended by September 30, 2007, to be in compliance. Staff has reviewed all projects and has determined that certain development projects have failed to move forward, some public service agencies cannot expend their funds in the required 12-month period and some

projects just may not materialize due to lack of planning or lack of adequate funds. Therefore, quick actions must be taken immediately to address the problem and that's why this reprogramming of funds is being presented today for discussion. We are proposing to reprogram \$422,518.70 in CDBG; \$12,671.48 in ESG; \$82,246.26 in HOPWA and \$514,955.70 in HOME funds. Attached is a detailed list of the projects affected.

Analysis:	Reprogramming of these funds will allow the department to spend down the funds more expediently.
Financial Impact:	This proposed reprogramming of funds is a reallocation of existing funds. No new funds are involved.
Alternatives:	None recommended.
Recommendation:	Accept the Proposed Reprogramming of Funds as Information and Allow Staff to Solicit Public Comments for a 30-day period. After the 30-day comment period (June 29), staff will return and present to Committee and Commission for action the Proposed List of Reprogramming and any public comments.
Funds are Available in the Following Accounts:	Funds are available in the existing CDBG, HOME, ESG and HOPWA line-of-credit.

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**

REPROGRAM

CDBG FUNDS - \$422,518.70

FROM	AMOUNT \$'S	TO	AMOUNT \$'S
Augusta Neighborhood Improvement Corp	150,820.57	30901 Clinic Improvements	175,000
Augusta Task Force for the Homeless '05	4,944.38	Clearance/Demolition (L & I)	137,518.70
Augusta Task Force for the Homeless '06	227.00	Downpayment Assistance	35,000
Augusta Task Force for the Homeless '07	15,809.01	May Park Improvements	50,000
Augusta Youth Center R-06	6,009.87	Promise Land – Housing Counseling	25,000
Augusta Youth Center '06	23,441.61		
Boys & Girls Club '05	3,279.30		
CSRA Business League	16,288.48		
Carrie Mays Park Acquisition	96,742		
Doughty Park Acquisition	28,736.00		
Housing Authority-Little World of Learning	20,000.00		
Miracle Making '06	410.94		
New Bethlehem Center '06	41.25		
Ombudsman	14,308.63		
Savannah Place '04	.60		
Southside Community Outreach '06	.85		
Neighborhood Matching Grant '98	92.96		
Neighborhood Matching Grant '97	4,059.48		
McDuffie Woods Park	37,305.77		
TOTAL	\$422,518.70	TOTAL	\$422,518.70

ESG FUNDS - \$12,671.48

FROM	AMOUNT \$'S	TO	AMOUNT \$'S
Augusta Task Force for Homeless '05	472.64	ESG Administration '06	940.00
Augusta Task Force for Homeless '07	6,000	Hope House for Women	11,731.48
Safe Homes '05	89.84		
Unobligated	6,109		
TOTAL	\$12,671.48	TOTAL	\$12,671.48

HOPWA FUNDS - \$82,246.26

FROM	AMOUNT \$'S	TO	AMOUNT \$'S
HOPWA Resource Identification – 2005	\$24,322.26	St. Stephens Ministry Imp	82,246.26
HOPWA Resource Identification – 2006	\$27,924.00		
HOPWA Resource Identification – 2007	\$30,000.00		
TOTAL	\$82,246.26	TOTAL	\$82,246.26

HOME FUNDS - \$514,955.70

FROM	AMOUNT \$'S	TO	AMOUNT \$'S
30901 Development Corporation-Faithview '03	75,351.90	Antioch Ministries - New Construction (50% loan)	140,000
30901 Development Corp – Wrightsboro Rd '05	40,000.00	Promise Land - Rehabilitation (50% loan)	140,000
Laney-Walker Development Corp. '02	213,821.80	ANIC – Rehab/Demo-rehab)	100,000
Laney-Walker Development Corp'03	185,782.00	East Augusta – New Construction (50% loan)	134,955.70
TOTAL	\$514,955.70	TOTAL	\$514,955.70

ALSO, A CHANGE IN SCOPE OF WORK FOR THE FOLLOWING PROJECTS IS BEING PROPOSED:

Boys & Girls Club Improvements '05 (\$25,000) - Scope of project being changed from Roof Replacement to interior improvements to bathrooms, electrical, HVAC and Kitchen.

Augusta Mini Theatre '07 (\$50,000) – Scope of work being changed from demolition of structure which was to be used for parking to costs related to construction of the Arts Theatre.



**Administrative Services Committee Meeting
5/29/2007 1:00 PM
Request for Finance Assistant**

Department: Tax Commissioner's Office, North Williamson, Chief Deputy

Caption: Approve a request for Assistant to Finance Officer in Tax Commissioner's Office.

Background: Please refer to attached information. Present job in Tag Office would be used and upgraded to accomodate the new position.

Analysis: Present job in Tag Office is Salary grade 37-Entry level salary (\$18,928) New Position (Financial Analyst) would be at salary grade 52 and starting salary of \$47,000. This would mean upgrading a position, rather than creating a new position. Also the change from Financial Officer (SG 53) to Finance Manager (SG 55) is requested to more adequately reflect the duties of the present Financial Officer.

Financial Impact: For 2007, the additional cost would be \$14,000 for the Financial Analyst. For the upgrade of the Financial Officer, the cost would be \$4,500.

Alternatives:

Recommendation: It is recommended that this request be approved for the reasons outlined by the Internal Auditor.

Funds are Available in the Following Accounts:

REVIEWED AND APPROVED BY:

Clerk of Commission

March 1, 2007

TO: Mr. Fred Russell
City Administrator

FROM: Jerry Saul
Tax Commissioner

At a recent meeting with the internal auditor (J. T. Cosnahan), it was determined that this office has a potentially critical situation, in that our financial officer is without trained backup that would be necessary in the event of his extended illness or absence.

Therefore, we are asking that a job be created that would fill this gap and give continuity to the accounting requirements and the distribution of tax revenues to the City, Board of Education, and to the State.

There will be a vacancy (SG 37) in the Tag Department (4222) shortly, and we would suggest that this vacancy be used to create a position of Financial Analyst at a salary grade of 52 and starting salary of \$47,000. In addition, it would be requested that the present position of Financial Officer be changed to Finance Manager (SG 55), with an 15% increase in salary.

These actions would protect the City in the event of any type of unavoidable absence by the Financial Officer. All fund distributions, refunds, internal audit controls, etc. would continue without interruption.

We are attaching a letter from the internal auditor with his recommendation in this matter.

Your attention to this request would be very much appreciated.

Attachment.

Baird & Company CPAs, LLC

CERTIFIED PUBLIC ACCOUNTANTS & FINANCIAL ADVISORS
Augusta, Georgia Office

John P. Gillion, Jr., CPA, PFS, CFS, CVA, CFP®
J.T. Cosnahan, CPA, CFE, FCPA, DABFA, CICA, CGFM
Rep E. Whiddon, CPA, CVA
Brenda F. Carroll, CPA, CFE, CIA, CICA, FCPA

Thomson, Georgia Office

Benjamin B. Barmore, CPA, MCP, CITP
W. Lee Hammond, CPA

March 2, 2007

Mr. Jerry Saul, Tax Commissioner
Augusta – Richmond County
530 Greene Street
Augusta, Georgia 30911

Re: Position – Assistant to Chief Financial Officer

Dear Mr. Saul:

We have reviewed the duties and responsibilities of Mr. Jack McAdams, the CFO in the tax commissioner's office. It is very obvious that his position lacks the segregation of duties and internal controls. Briefly, his duties include:

- a. Review and record daily deposits
- b. Disbursements of taxes collected
- c. Bank reconciliations for all bank accounts
- d. Statistics on delinquent tax collections
- e. Approve and record refund checks
- f. Process prior year refunds
- g. Oversee calculation and billing for special treatment bills
- h. Annual reporting to Georgia Department of Revenue, Richmond County Board of Education and Richmond County Board of Commissioners.

Mr. McAdams is responsible for collecting, disbursing and accounting for over \$90 million in taxes.

Therefore, we strongly urge and advise you to immediately employ a qualified individual to serve as Mr. McAdams' assistant. Then, the duties of the CFO and the new employee should be determined so that there is a segregation of duties and appropriate internal controls.

We appreciate the opportunity to be of service to you and will be pleased to meet with you at your convenience to discuss this matter in more detail.

Very truly yours,

BAIRD & COMPANY, CPAs, LLC
Certified Public Accountants



J.T. Cosnahan, CPA, CFE, FCPA, DABFA, CICA, CGFM

JTC/lch