



Administrative Services Committee      Commission Chamber- 7/28/2014- 12:50 PM  
Meeting

### **ADMINISTRATIVE SERVICES**

1. Update on the status of the 15th Street Corridor Improvement Project. Provide an overview of Project to include projected timeline. **(Requested by Commissioner Bill Lockett)** ☐ Attachments
2. Approve Year 2014 Revised Annual Action Plan for HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS PROGRAM. ☐ Attachments
3. An Ordinance to Amend the Augusta, GA Code Title One Article Four Section 1-7-51 Relating to the Adoption of Personnel Policies and Procedures of Augusta, Georgia; To approve edits to the FOLLOWING SECTIONS OF Chapter IV of THE Personnel Policies and Procedures Manual: 900.001, 900.006, 900.009, 900.011, 900.012 and 900.202; To Repeal All MANUAL PROVISIONS, Code Sections and Ordinances and Parts of Code Sections and Ordinances in Conflict Herewith; To Provide an Effective Date and For Other Purposes. ☐ Attachments
4. Approve the motion to allow the Augusta Ga Legal department to enter into negotiation process with ADP to amend the current ADP contract to exclude providing Health and Wellness services (automated benefits services) and provide only Time and Labor Management services. (automated time management). Approve the motion to allow HR to add 3 additional benefits specialist positions to handle existing call volume and assist with benefit functions ☐ Attachments
5. Motion to approve the minutes of the Administrative Services Committee held on July 7, 2014. ☐ Attachments
6. Motion to approve Law Department reorganization to include reclassifying vacant staff attorney position to deputy general counsel, eliminating an administrative clerk position and temporary positions and creating a paralegal position. ☐ Attachments

**(Approved by Administrative Services Committee July 7, 2014) (Referred from July 15 Commission meeting)**

7. Discuss re-enrollment of the county's permanent life insurance, ☐ Attachments  
ING. (Requested by Commissioner Jackson)
  
8. Request to amend City Code for Augusta Georgia by deleting ☐ Attachments  
Article 2, Section 8-5-11 through 8-5-24 in its entirety and  
replace it with City Code Article 2, Sections 8-5-11 through 8-5-  
42 (Roads and Addressing). The Code was set forth to provide a  
system for successfully assigning road names and address within  
the City and conferred the authority to the Augusta Planning  
Commission (aka Planning and Development Department). This  
request will assign that authority to the Augusta Information  
Technology-GIS Division (IT-GIS) and update other aspects of  
the Code to allow for current technology to assist in road naming  
and addressing. Subdivisions and Development Plans must have  
received from IT-GIS an approved list of road names and  
addresses before submittal to the Planning and Development  
Department for review. Road names and addresses have not  
been properly vetted and public safety issues have arisen.

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**Administrative Services Committee Meeting  
7/28/2014 12:50 PM  
15th Street Corridor Improvement Project**

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**Department:**

**Caption:** Update on the status of the 15th Street Corridor Improvement Project. Provide an overview of Project to include projected timeline. **(Requested by Commissioner Bill Lockett)**

**Background:**

**Analysis:**

**Financial Impact:**

**Alternatives:**

**Recommendation:**

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

**REVIEWED AND APPROVED BY:**

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**Administrative Services Committee Meeting  
7/28/2014 12:50 PM  
2014 Annual Action Plan (HOPWA)**

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|                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Department:</b>                                    | Housing and Community Development                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Caption:</b>                                       | Approve Year 2014 Revised Annual Action Plan for HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS PROGRAM.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Background:</b>                                    | <p>In order to fulfill statutory and regulatory requirements mandated by the U.S. Department of Housing and Urban Development with regard to the 2014 Action Plan, the City of Augusta is required to make available for public comment the 2014 Action Plan that provides the jurisdiction an opportunity to review the City of Augusta, Housing and Community Development Department's local strategy to address needs in the areas of community development, economic development, housing and homelessness.</p> <p>This proposal includes an Action Plan for 2014 with a budget that includes actual funding allocations for the Housing Opportunities for Persons with AIDS Program (\$938,098.00).</p> |
| <b>Analysis:</b>                                      | If supported by the Augusta City Commission, the Housing and Community Development Department will be able to fund these projects in accordance with the submission of the 2010-2014 Consolidated Plan to the U. S. Department of Housing and Urban Development (HUD).                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Financial Impact:</b>                              | If approved by the City Commission, the Plan will continue to provide funding of needed services and housing projects for low-to moderate-income households throughout the City of Augusta.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Alternatives:</b>                                  | None Recommended                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Recommendation:</b>                                | Accept the 2014 Revised Annual Action Plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Funds are Available in the Following Accounts:</b> | No additional funds required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

**REVIEWED AND APPROVED BY:**

**Finance.**

**Law.**

**Administrator.**

**Clerk of Commission**

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## 2014 REVISED ALLOCATIONS

|                   |              | <b>2014 HOPWA<br/>Housing Opportunities for<br/>Persons with AIDS<br/>GA-H-14-F002</b> |                     |                     |
|-------------------|--------------|----------------------------------------------------------------------------------------|---------------------|---------------------|
|                   |              |                                                                                        | Proposed<br>Budget  | Actual<br>Budget    |
| Entitlement       |              |                                                                                        | \$413,361.00        | \$938,098.00        |
| Program<br>Income |              |                                                                                        | \$0.00              | \$0.00              |
| <b>TOTAL</b>      |              |                                                                                        | <b>\$413,361.00</b> | <b>\$938,098.00</b> |
| IDIS #            | Project<br># | Projects                                                                               | Proposed            | Actual              |
|                   |              | Hope Health, Inc.                                                                      | \$150,000.00        | \$370,955.00        |
|                   |              | St. Stephen's Ministry                                                                 | \$251,374.00        | \$215,000.00        |
|                   |              | Family Initiative of the CSRA                                                          | \$0.00              | \$150,000.00        |
|                   |              | East Augusta CDC                                                                       | \$0.00              | \$174,000.00        |
|                   |              | Administration (3% cap)                                                                | \$11,987.00         | \$28,143.00         |
| <b>TOTAL</b>      |              |                                                                                        | <b>\$413,361.00</b> | <b>\$938,098.00</b> |



**Administrative Services Committee Meeting**

**7/28/2014 12:50 PM**

**AN ORDINANCE TO AMEND THE FOLLOWING SECTIONS OF CHAPTER IV OF THE  
PERSONNEL POLICIES AND PROCEDURES MANUAL: 900.001, 900.006, 900.009, 900.011, 900.012  
AND 900.202 WHICH RELATE TO SUBSTANCE ABUSE**

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**Department:** Human Resources/Risk Management

**Caption:** An Ordinance to Amend the Augusta, GA Code Title One Article Four Section 1-7-51 Relating to the Adoption of Personnel Policies and Procedures of Augusta, Georgia; To approve edits to the FOLLOWING SECTIONS OF Chapter IV of THE Personnel Policies and Procedures Manual: 900.001, 900.006, 900.009, 900.011, 900.012 and 900.202; To Repeal All MANUAL PROVISIONS, Code Sections and Ordinances and Parts of Code Sections and Ordinances in Conflict Herewith; To Provide an Effective Date and For Other Purposes.

**Background:** See attached.

**Analysis:** See attached.

**Financial Impact:** N/A.

**Alternatives:** Decline to approve at this time.

**Recommendation:** Approve.

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

**REVIEWED AND APPROVED BY:**

**Clerk of Commission**

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

**AN ORDINANCE TO AMEND THE AUGUSTA, GA CODE TITLE ONE ARTICLE FOUR SECTION 1-7-51 RELATING TO THE ADOPTION OF PERSONNEL POLICIES AND PROCEDURES OF AUGUSTA, GEORGIA; TO APPROVE EDITS TO THE FOLLOWING SECTIONS OF CHAPTER IV OF THE PERSONNEL POLICIES AND PROCEDURES MANUAL: 900.001, 900.006, 900.009, 900.011, 900.012 AND 900.202; TO REPEAL ALL MANUAL PROVISIONS, CODE SECTIONS AND ORDINANCES AND PARTS OF CODE SECTIONS AND ORDINANCES IN CONFLICT HEREWITH; TO PROVIDE AN EFFECTIVE DATE AND FOR OTHER PURPOSES.**

WHEREAS, Augusta, Georgia desires to update and amend the Code as related to Chapter IV of the Personnel Policies and Procedures Manual which contains provisions related to substance abuse;

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

**SECTION 1.** Appendix B to the Augusta, Georgia Code as incorporated in AUGUSTA, GA. CODE Section 1-7-51, also known as the Augusta, Georgia Personnel Policy and Procedures Manual is hereby amended by striking the following sections of the version of the Manual passed on December 6, 2011 (via Ordinance Number 7311): Sections 900.001, 900.006, 900.009, 900.011, 900.012 and 900.202. The sections being stricken are shown on Exhibit A attached hereto. Such sections shall be replaced with identically numbered sections as shown on Exhibit B attached hereto.

**SECTION 2.** This ordinance shall become effective on the first day of the first month following adoption in accordance with AUGUSTA, GA. CODE Section 1-7-51.

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

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2014.

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

Attest:

\_\_\_\_\_  
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-Richmond County Commission on \_\_\_\_\_, 2014 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

### **STRIKE:**

#### **Section 900.001 Policy and Purpose**

- A. ~~In recognition of the continued and growing problem of substance abuse, it is the policy of the Augusta, Georgia to take all reasonable measures to assure that drug and/or alcohol use by employees does not jeopardize the safety of its operations or otherwise adversely affect Augusta, Georgia employees, the community, or the public's trust in its ability to carry out its responsibilities.~~
- B. ~~Augusta, Georgia cannot and will not tolerate lapses in employee's ability to operate safely and productively. The policy of Augusta, Georgia is that if an employee required under this Policy to be tested for substance abuse either refuses or fails such test, the employee will be subject to disciplinary measures up to and including termination. Augusta, Georgia has a "Zero Tolerance" policy with respect to illegal substances. Employees found to be in violation of the "Zero Tolerance" policy will be terminated immediately.~~
- C. ~~The employees' cooperation with and adherence to the Augusta, Georgia's policies and procedures regarding substance abuse are conditions of their continued employment. If an employee violates or is insubordinate by refusing to cooperate with any of these policies and procedures, the employee is subject to disciplinary measures up to and including termination.~~
- D. ~~This Chapter contains the Augusta, Georgia Substance Abuse Policy. The use of the term "Augusta", in this document, refers to the Augusta, Georgia government. Augusta, Georgia will make a public announcement of this Policy. Employee training will be undertaken to ensure that each individual employee understands the Policy's requirements and his or her obligation to cooperate fully in the testing program.~~
- E. ~~All references within this Policy to regulations, processes and procedures are available to any employee for review in the Risk Management Office located in Room 217, Municipal Building, 530 Greene Street, Augusta, Georgia 30911.~~
- F. ~~Augusta, Georgia reserves the right to amend this Policy at any time, in its sole discretion, with 60 days' written notice to employees before implementation of the amendment(s).~~
- G. ~~PRESCRIPT NOTE: Federal law requires testing of certain employees within transit systems and holders of Commercial Drivers Licenses (49 CFR Parts 40 & 655). The testing requirements and procedures for these employees may be different than for employees tested under authority of Augusta, Georgia. Where a requirement of this Policy differs as to regular and transit or CDL employees, such difference will be noted. From time to time Federal and State will update/revise their respective regulations.~~

When such updates/revisions occur they will automatically become a part of this policy when they become Final Rule.

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### **Section 900.006 Consequences for Violations**

- A. The following violations will result in an employee being terminated in accordance with Augusta's "Zero Tolerance" policy:
1. Employees who have drug test results confirmed by the Medical Review Officer a positive for a prohibitive substance;
  2. Employees who have a confirmed alcohol content of .04 or above, while on duty, confirmed by an evidentiary breath testing device or blood alcohol content;
  3. Employees who refuse to test under the provisions of this policy;
  4. Employees who adulterate or substitute their specimens and reported by GC/MS and confirmed by the MRO.
- B. CONSEQUENCES FOR OTHER VIOLATIONS:
1. Employees whose blood alcohol content is between .02 to .039 will be removed from duty for a minimum of 8 hours and will receive appropriate disciplinary action appropriate to the "Progressive discipline" policy provisions.
  2. Negative Dilute when reported by the MRO will require a second test under direct observation
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### **Section 900.009 Actions Required for Positive Tests**

- A. Laboratory. Once a specimen has been tested as positive on an initial screening, a confirmatory test will be conducted prior to the laboratory's reporting the specimen as a positive result. Such test shall be performed by GCMS method.
1. Regular Employees. Once confirmed, the laboratory will report the results with allied documentation to the MRO, through the DER /Risk Management Office.
  2. Transit Employees and CDL Holders: All laboratory reports will be sent from the laboratory testing facility directly to the MRO.
- B. Medical Review Officer. The MRO will verify all positive test results by first reviewing laboratory reports, and confirming that a proper chain of custody (procedures to account for the integrity of each specimen by tracking its handling and storage from point of collection to final disposition) was followed.
1. The MRO will then contact the employee to discuss the positive result.
  2. If verification of prescription drug use is required in connection with the MRO's investigation of a positive result, the MRO shall meet personally with the employee.
  3. Otherwise, the MRO may contact the employee by telephone.

4. ~~If the MRO finds that a valid medical reason explains the positive result, the MRO will report the test results to Risk Management as negative.~~
  5. ~~If the MRO is unable to find a valid medical reason for a positive result, the positive result will be reported to the Designated Employer Representative as positive.~~
  6. ~~As a qualified medical professional, the MRO's medical judgment cannot be overturned by an arbitrator, employer, or anyone else in the testing program (in accordance with Federal Regulations—40.149)~~
- C. ~~Risk Management.~~ For all employees other than Transit Employees and CDL Holders, Risk Management receives positive reports from the laboratory and forwards those reports to the MRO. (Reports for Transit Employees and CDL Holders are forwarded from the laboratory directly to the MRO, as outlined in the Medical Review Officer section above.
1. ~~Risk Management is informed of a confirmed positive test result, by the MRO; the Risk Manager (DER) will immediately contact the department of such results and have the employee immediately removed from duty. In accordance with Augusta's "Zero Tolerance" policy, a confirmed positive test result for an illegal substance results in immediate termination from employment for a violation of this policy.~~
- D. ~~Department Management.~~ Upon notification by Risk Management that an employee has tested positive for an illegal substance, department management will immediately remove the employee from duty.
- E. ~~Human Resources Department.~~ Upon notification by Risk Management that an employee has tested positive for an illegal substance, the Human Resources Director will notify the employee that he/she has been terminated in accordance with Augusta's "Zero Tolerance" policy and will notify the employee of their appeal rights as contained in Section 300.014 and provide employee with a list of substance abuse programs.

Positive Alcohol Tests

1. ~~An employee with a confirmed blood alcohol level of 0.04 or higher is in violation of this Policy. Actions in Department Manager section above will apply.~~
2. ~~Employees who are found to have an alcohol concentration of 0.02 or greater but less than 0.04 will not be permitted to perform the job duties until: The employee's alcohol concentration measures less than 0.02; or the start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.~~

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**Section 900.011 Review of Termination**

An employee terminated pursuant to this chapter may appeal their termination in accordance with Section 300.014.

### **Section 900.012 Rehiring Terminated Employees**

- A. ~~Non safety sensitive Employees being terminated for violation of this Policy will not be considered for rehire by Augusta, Georgia for a period of three months from the date the individual *successfully completes an approved rehabilitation program* (acceptable proof of completion of an approved rehabilitation program will be required before rehiring will be considered).~~
- B. ~~Non safety sensitive Employees who resign after being notified of a positive test result, by the MRO or through the administrative process, will not be considered for rehire by Augusta, Georgia, for a period of three months from the date the individual successfully completes an approved rehabilitation program. Acceptable proof of completion of an approved rehabilitation program will be required before rehiring will be considered.~~
- C. ~~Except as provided in sub-section E below, safety sensitive Employees being terminated for violation of this Policy will not be considered for rehire by Augusta, Georgia for a period of one year from the date the individual *successfully completes an approved rehabilitation program* (acceptable proof of completion of an approved rehabilitation program will be required before rehiring will be considered).~~
- D. ~~Safety sensitive Employees who resign after being notified of a positive test result, by the MRO or through the administrative process, will not be considered for rehire in a safety-sensitive position for a period of one year from the date the individual *successfully completes an approved rehabilitation program*. Acceptable proof of completion of an approved rehabilitation program will be required before rehiring will be considered.~~
- E. ~~Safety sensitive Employees that are terminated (or resign) for a violation of this policy may be considered for rehire into a **non-safety sensitive position** three months from the date the individual *successfully completes an approved rehabilitation program*. Acceptable proof of completion of an approved rehabilitation program will be required before rehiring will be considered.~~
- F. ~~Any employee re-hired after being terminated (or resigning) for a violation of this policy is subject to additional random and non-random drug testing for a period of one year following their rehire date as provided in Section 900.202(E)(2).~~
- G. ~~Any employee terminated for "test refusal" as defined by Section 900.004(S) shall not be eligible for rehire.~~

### **Section 900.202 Rehabilitation Policy**

- A. ~~Voluntary Participation:~~
  - 1. ~~When a regular employee (not probationary, part time or temporary) comes forward PRIOR to notification of a random or for cause test or PRIOR to an accident and/or injury, seeking help with a substance abuse problem, that employee will be allowed to enter an approved rehabilitation program, as outlined below. The employee is subject to all of the provisions of the rehabilitation policy.~~

- ~~2. If a regular employee DOES NOT come forward as described above, and tests positive on an illegal substance screening, that employee will be immediately terminated from employment.~~
  - ~~3. Any employee who desires to voluntarily participate in rehabilitation will be allowed to enter an approved detoxification and/or rehabilitation program with no Augusta, Georgia participation in cost other than as provided under the employee's group health insurance program.~~
  - ~~4. The employee will be allowed the use of any accrued leave time (sick and/or vacation) during his or her absence from work for this treatment. If there is no leave time available, the employee will be placed on leave without pay.~~
  - ~~5. Prior to returning to work, the employee shall submit to the Risk Management Division, in writing, proof of completion of the program and competence to return to work.~~
  - ~~6. Employees who have completed a detoxification and/or rehabilitation program will not be afforded any further opportunity by Augusta, Georgia or through Augusta, Georgia's resources to re-enter a detoxification and/or rehabilitation program for a second time.~~
- ~~B. Participation in Rehabilitation Directly through EAP.~~
- ~~1. If any employee comes forward voluntarily directly to the Employee Assistance Program (EAP) (without first going through either Human Resources or Risk Management), and the EAP finds that the employee is a risk to the safety of himself/herself and/or others, the EAP will notify Risk Management that the employee is seeking treatment directly through EAP.~~
  - ~~2. The employee will not be terminated from employment unless the employee fails to enter and successfully complete the substance abuse program designed for him/her by the EAP; however, such employee shall be placed on leave until such time as he/she is no longer considered a risk to the safety of himself/herself and/or others.~~
  - ~~3. The EAP will keep Augusta, Georgia informed of the employee's progress through the rehabilitation program.~~
  - ~~4. The employee will be required to sign a statement prior to being admitted to the EAP acknowledging that Augusta, Georgia may be notified of his entry into the program under the above circumstances.~~
- ~~C. Failure to Complete Rehabilitation. Employees who do not successfully complete a rehabilitation program will be terminated and may not be considered for re-hiring except as provided in Section 900.012. Acceptable proof of satisfactory completion of a rehabilitation program will be required before re-hiring will be considered.~~
- ~~D. Disciplinary Action. Referral to the EAP does not deprive Augusta, Georgia of the option of taking disciplinary action against any employee in accordance with this Policy.~~
- ~~E. Post-Rehabilitation~~
- ~~1. Any employee who successfully completes a rehabilitation program and returns to work will be considered a probationary employee for the next three year period.~~
    - ~~a. The classification of "probationary" applies to substance abuse testing only, when used in the context of this Policy. The employee shall be responsible for the costs of such tests.~~
    - ~~b. An employee's refusal or failure of any such test will cause the employee to be immediately terminated.~~

2. ~~Prior to returning to work, the employee will be tested for illegal substances and will be tested on an unannounced basis thereafter during the period of probation, said testing not to exceed 12 times each year.~~

## **Exhibit B**

**REPLACE WITH:**

### **Section 900.001 Policy and Purpose**

- A. In recognition of the continued and growing problem of substance abuse, it is the policy of the Augusta, Georgia to take all reasonable measures to assure that drug and/or alcohol use by employees does not jeopardize the safety of its operations or otherwise adversely affect Augusta, Georgia employees, the community, or the public's trust in its ability to carry out its responsibilities.
- B. Augusta, Georgia cannot and will not tolerate lapses in employee's ability to operate safely and productively. The policy of Augusta, Georgia is that if an employee required under this Policy to be tested for substance abuse either refuses or fails such test, the employee will be subject to disciplinary measures up to and including termination. Augusta, Georgia has a "Zero Tolerance" policy with respect to illegal substances. Employees found to be in violation of the "Zero Tolerance" policy will be terminated immediately.
- C. The employees' cooperation with and adherence to the Augusta, Georgia's policies and procedures regarding substance abuse are conditions of their continued employment. If an employee violates or is insubordinate by refusing to cooperate with any of these policies and procedures, the employee is subject to disciplinary measures up to and including termination.
- D. This Chapter contains the Augusta, Georgia Substance Abuse Policy. The use of the term "Augusta", in this document, refers to the Augusta, Georgia government. Augusta, Georgia will make a public announcement of this Policy. Employee training will be undertaken to ensure that each individual employee understands the Policy's requirements and his or her obligation to cooperate fully in the testing program.
- E. All references within this Policy to regulations, processes and procedures are available to any employee for review in the Risk Management Office located in Room 217, Municipal Building, 530 Greene Street, Augusta, Georgia 30911.
- F. Augusta, Georgia reserves the right to amend this Policy at any time, in its sole discretion, with 60 days' written notice to employees before implementation of the amendment(s).
- G. PRESCRIPT NOTE: Federal law requires testing of certain employees within transit systems and holders of Commercial Drivers Licenses (49 CFR Parts 40 & 655). The testing requirements and procedures for these employees may be different than for employees tested under authority of Augusta, Georgia. Where a requirement of this Policy differs as to regular and transit or CDL employees, such difference will be noted. From time to time Federal and State will update/revise their respective regulations.

When such updates/revisions occur they will *automatically* become a part of this policy when they become Final Rule.

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### **Section 900.006 Consequences for Violations**

- A. The following violations will result in an employee being terminated in accordance with Augusta's "Zero Tolerance" policy:
    - 1. Employees who have drug test results confirmed by the Medical Review Officer a positive for a prohibitive substance,
    - 2. Employees who have a confirmed alcohol content of .04 or above, while on duty, confirmed by an evidentiary breath testing devise or blood alcohol content,
    - 3. Employees who refuse to test under the provisions of this policy,
    - 4. Employees who adulterate or substitute their specimens and reported by GC/MS and confirmed by the MRO.
  - B. CONSEQUENCES FOR OTHER VIOLATIONS :
    - 1. Employees whose blood alcohol content is between .02 to .039 will be removed from duty for a minimum of 8 hours and will receive appropriate disciplinary action appropriate to the "Progressive discipline" policy provisions.
    - 2. Negative Dilute when reported by the MRO will require a second test under direct observation
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### **Section 900.009 Actions Required for Positive Tests**

- A. Laboratory. Once a specimen has been tested as positive on an initial screening, a confirmatory test will be conducted prior to the laboratory's reporting the specimen as a positive result. Such test shall be performed by GCMS method.
  - 1. Regular Employees. Once confirmed, the laboratory will report the results with allied documentation to the MRO, through the DER /Risk Management Office.
  - 2. Transit Employees and CDL Holders: All laboratory reports will be sent from the laboratory testing facility directly to the MRO.
- B. Medical Review Officer. The MRO will verify all positive test results by first reviewing laboratory reports, and confirming that a proper chain of custody (procedures to account for the integrity of each specimen by tracking its handling and storage from point of collection to final disposition) was followed.
  - 1. The MRO will then contact the employee to discuss the positive result.
  - 2. If verification of prescription drug use is required in connection with the MRO's investigation of a positive result, the MRO shall meet personally with the employee.
  - 3. Otherwise, the MRO may contact the employee by telephone.

4. If the MRO finds that a valid medical reason explains the positive result, the MRO will report the test results to Risk Management as negative.
5. If the MRO is unable to find a valid medical reason for a positive result, the positive result will be reported to the Designated Employer Representative as positive.
6. As a qualified medical professional, the MRO's medical judgment cannot be overturned by an arbitrator, employer, or anyone else in the testing program (in accordance with Federal Regulations - 40.149)
- C. Risk Management. For all employees other than Transit Employees and CDL Holders, Risk Management receives positive reports from the laboratory and forwards those reports to the MRO. (Reports for Transit Employees and CDL Holders are forwarded from the laboratory directly to the MRO, as outlined in the Medical Review Officer section above.
  1. Risk Management is informed of a confirmed positive test result, by the MRO; the Risk Manager (DER) will immediately contact the department of such results and have the employee immediately removed from duty. In accordance with Augusta's "Zero Tolerance" policy, a confirmed positive test result for an illegal substance results in immediate termination from employment for a violation of this policy.
- D. Department Management. Upon notification by Risk Management that an employee has tested positive for an illegal substance, department management will immediately remove the employee from duty.
- E. Human Resources Department. Upon notification by Risk Management that an employee has tested positive for an illegal substance, the Human Resources Director will notify the employee that he/she has been terminated in accordance with Augusta's "Zero Tolerance" policy and will notify the employee of their appeal rights as contained in Section 300.014 and provide employee with a list of substance abuse programs.

#### Positive Alcohol Tests

1. An employee with a confirmed blood-alcohol level of 0.04 or higher is in violation of this Policy. Actions in Department Manager section above will apply.
2. Employees who are found to have an alcohol concentration of 0.02 or greater but less than 0.04 will not be permitted to perform the job duties until: The employee's alcohol concentration measures less than 0.02; or the start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.

### **Section 900.011 Review of Termination**

An employee terminated pursuant to this chapter may appeal their termination in accordance with Section 300.014.

### **Section 900.012 Rehiring Terminated Employees**

- A. Non safety-sensitive Employees being terminated for violation of this Policy will not be considered for rehire by Augusta, Georgia for a period of three months from the date the individual successfully completes an approved rehabilitation program (acceptable proof

of completion of an approved rehabilitation program will be required before rehiring will be considered).

- B. Non safety-sensitive Employees who resign after being notified of a positive test result, by the MRO or through the administrative process, will not be considered for rehire by Augusta, Georgia, for a period of three months from the date the individual successfully completes an approved rehabilitation program. Acceptable proof of completion of an approved rehabilitation program will be required before rehiring will be considered.
- C. Except as provided in sub-section E below, safety-sensitive Employees being terminated for violation of this Policy will not be considered for rehire by Augusta, Georgia for a period of one-year from the date the individual *successfully completes an approved rehabilitation program* (acceptable proof of completion of an approved rehabilitation program will be required before rehiring will be considered).
- D. Safety-sensitive Employees who resign after being notified of a positive test result, by the MRO or through the administrative process, will not be considered for rehire in a safety-sensitive position for a period of one year from the date the individual *successfully completes an approved rehabilitation program*. Acceptable proof of completion of an approved rehabilitation program will be required before rehiring will be considered.
- E. Safety-sensitive Employees that are terminated (or resign) for a violation of this policy **may be considered for rehire into a non-safety-sensitive position** three months from the date the individual *successfully completes an approved rehabilitation program*. Acceptable proof of completion of an approved rehabilitation program will be required before rehiring will be considered.
- F. Any employee re-hired after being terminated (or resigning) for a violation of this policy is subject to additional random and non-random drug testing for a period of one year following their rehire date as provided in Section 900.202(E)(2).
- G. Any employee terminated for “test refusal” as defined by Section 900.004(S) shall not be eligible for rehire.

## **Section 900.202 Rehabilitation Policy**

- D. Voluntary Participation.
  - 1. When a regular employee (not probationary, part-time or temporary) comes forward PRIOR to notification of a random or for-cause test or PRIOR to an accident and/or injury, seeking help with a substance abuse problem, that employee will be allowed to enter an approved rehabilitation program, as outlined below. The employee is subject to all of the provisions of the rehabilitation policy.
  - 2. If a regular employee DOES NOT come forward as described above, and tests positive on an illegal substance screening, that employee will be immediately terminated from employment.
  - 3. Any employee who desires to voluntarily participate in rehabilitation will be allowed to enter an approved detoxification and/or rehabilitation program with no Augusta, Georgia participation in cost other than as provided under the employee's group health insurance program.

4. The employee will be allowed the use of any accrued leave time (sick and/or vacation) during his or her absence from work for this treatment. If there is no leave time available, the employee will be placed on leave without pay.
  5. Prior to returning to work, the employee shall submit to the Risk Management Division, in writing, proof of completion of the program and competence to return to work.
  6. Employees who have completed a detoxification and/or rehabilitation program will not be afforded any further opportunity by Augusta, Georgia or through Augusta, Georgia's resources to re-enter a detoxification and/or rehabilitation program for a second time.
- E. Participation in Rehabilitation Directly through EAP.
1. If any employee comes forward voluntarily directly to the Employee Assistance Program (EAP) (without first going through either Human Resources or Risk Management), and the EAP finds that the employee is a risk to the safety of himself/herself and/or others, the EAP will notify Risk Management that the employee is seeking treatment directly through EAP.
  2. The employee will not be terminated from employment unless the employee fails to enter and successfully complete the substance abuse program designed for him/her by the EAP; however, such employee shall be placed on leave until such time as he/she is no longer considered a risk to the safety of himself/herself and/or others.
  3. The EAP will keep Augusta, Georgia informed of the employee's progress through the rehabilitation program.
  4. The employee will be required to sign a statement prior to being admitted to the EAP acknowledging that Augusta, Georgia may be notified of his entry into the program under the above circumstances.
- F. Failure to Complete Rehabilitation. Employees who do not successfully complete a rehabilitation program will be terminated and may not be considered for re-hiring except as provided in Section 900.012. Acceptable proof of satisfactory completion of a rehabilitation program will be required before re-hiring will be considered.
- D. Disciplinary Action. Referral to the EAP does not deprive Augusta, Georgia of the option of taking disciplinary action against any employee in accordance with this Policy.
- E. Post-Rehabilitation
1. Any employee who successfully completes a rehabilitation program and returns to work will be considered a probationary employee for the next three-year period.
    - a. The classification of "probationary" applies to substance abuse testing only, when used in the context of this Policy. The employee shall be responsible for the costs of such tests.
    - b. An employee's refusal or failure of any such test will cause the employee to be immediately terminated.
  2. Prior to returning to work, the employee will be tested for illegal substances and will be tested on an unannounced basis thereafter during the period of probation, said testing not to exceed 12 times each year.

## CHAPTER IV.

### SUBSTANCE ABUSE

#### A. GENERAL

##### **Section 900.001 Policy and Purpose**

- A. In recognition of the continued and growing problem of substance abuse, it is the policy of the Augusta, Georgia to take all reasonable measures to assure that drug and/or alcohol use by employees does not jeopardize the safety of its operations or otherwise adversely affect Augusta, Georgia employees, the community, or the public's trust in its ability to carry out its responsibilities.
- B. Augusta, Georgia cannot and will not tolerate lapses in employee's ability to operate safely and productively. The policy of Augusta, Georgia is that if an employee required under this Policy to be tested for substance abuse either refuses or fails such test, the employee will be subject to disciplinary measures up to and including termination. Augusta, Georgia has a "Zero Tolerance" policy with respect to illegal substances. Employees found to be in violation of the "Zero Tolerance" policy will be terminated immediately.
- C. The employees' cooperation with and adherence to the Augusta, Georgia's policies and procedures regarding substance abuse are conditions of their continued employment. If an employee violates or is insubordinate by refusing to cooperate with any of these policies and procedures, the employee is subject to disciplinary measures up to and including termination.
- D. This Chapter contains the Augusta, Georgia Substance Abuse Policy. The use of the term "Augusta", in this document, refers to the Augusta, Georgia government. Augusta, Georgia will make a public announcement of this Policy. Employee training will be undertaken to ensure that each individual employee understands the Policy's requirements and his or her obligation to cooperate fully in the testing program.
- E. All references within this Policy to regulations, processes and procedures are available to any employee for review in the Risk Management Office located in Room 217, Municipal Building, 530 Greene Street, Augusta, Georgia 30911.
- F. Augusta, Georgia reserves the right to amend this Policy at any time, in its sole discretion, with 60 days' written notice to employees before implementation of the amendment(s).
- G. PRESCRIPT NOTE: Federal law requires testing of certain employees within transit systems and holders of Commercial Drivers Licenses (49 CFR Parts 40 & 655). The testing requirements and procedures for these employees may be different than for employees tested under authority of Augusta, Georgia. Where a requirement of this Policy differs as to regular and transit or CDL employees, such difference will be noted.

From time to time Federal and State will update/revise their respective regulations. When such updates/revisions occur they will automatically become a part of this policy when they become Final Rule.

### **Section 900.006 Consequences for Violations**

- A. The following violations will result in an employee being ~~placed on three days administrative leave with pay with a recommendation of~~ terminated in accordance with Augusta's "Zero Tolerance" policy:~~ion. At such time the recommendation of termination will be forwarded to the Human Resources Director for review. The Human Resources Director will schedule a conference with the Administrator or his or her designee to review the recommended termination.~~
1. Employees who have drug test results confirmed by the Medical Review Officer a positive for a prohibitive substance,
  2. Employees who have a confirmed alcohol content of .04 or above, while on duty, confirmed by an evidentiary breath testing devise or blood alcohol content,
  3. Employees who refuse to test under the provisions of this policy,
  4. Employees who adulterate or substitute their specimens and reported by GC/MS and confirmed by the MRO.
- B. CONSEQUENCES FOR OTHER VIOLATIONS :
1. Employees whose blood alcohol content is between .02 to .039 will be removed from duty for a minimum of 8 hours and will receive appropriate disciplinary action appropriate to the "Progressive discipline" policy *provisions*.
  2. Negative Dilute when reported by the MRO will require a second test under direct observation

### **Section 900.009 Actions Required for Positive Tests**

- A. Laboratory. Once a specimen has been tested as positive on an initial screening, a confirmatory test will be conducted prior to the laboratory's reporting the specimen as a positive result. Such test shall be performed by GCMS method.
1. Regular Employees. Once confirmed, the laboratory will report the results with allied documentation to the MRO, through the DER /Risk Management Office.
  2. Transit Employees and CDL Holders: All laboratory reports will be sent from the laboratory testing facility directly to the MRO.
- B. Medical Review Officer. The MRO will verify all positive test results by first reviewing laboratory reports, and confirming that a proper chain of custody (procedures to account for

the integrity of each specimen by tracking its handling and storage from point of collection to final disposition) was followed.

1. The MRO will then contact the employee to discuss the positive result.
2. If verification of prescription drug use is required in connection with the MRO's investigation of a positive result, the MRO shall meet personally with the employee.
3. Otherwise, the MRO may contact the employee by telephone.
4. If the MRO finds that a valid medical reason explains the positive result, the MRO will report the test results to Risk Management as negative.
5. If the MRO is unable to find a valid medical reason for a positive result, the positive result will be reported to the Designated Employer Representative as positive.
6. As a qualified medical professional, the MRO's medical judgment cannot be overturned by an arbitrator, employer, or anyone else in the testing program (in accordance with Federal Regulations - 40.149)

C. Risk Management. For all employees other than Transit Employees and CDL Holders, Risk Management receives positive reports from the laboratory and forwards those reports to the MRO. (Reports for Transit Employees and CDL Holders are forwarded from the laboratory directly to the MRO, as outlined in the Medical Review Officer section above.

—Risk Management is informed of a confirmed positive test result, by the MRO; the Risk Manager (DER) will immediately contact the department of such results and have the employee immediately removed from duty. These test results will then be forwarded such results recommend to the Director of Human Resources, with a copy to be sent to the appropriate department director.

1. ~~that In accordance with Augusta's "Zero Tolerance" policy, a confirmed positive test result for an illegal substance results in immediate termination the employee should be placed on three days administrative leave with pay with a recommendation of termination~~ from employment for a violation of this policy.

D. Department Management. Upon notification by Risk Management that an employee has tested positive for an illegal substance ~~or be under the influence of alcohol~~, department management will immediately remove the employee from duty. refer the and initiate a letter of termination to the employee to Human Resources for a decision regarding their termination, refer the employee to a Substance Abuse Professional and inform the employee of their right to appeal the decision.

D.E. Human Resources Department. Upon notification by Risk Management that an employee has tested positive for an illegal substance, the Human Resources Director will notify the employee that he/she has been terminated the employee in accordance with Augusta's "Zero Tolerance" policy and will notify the employee of their appeal rights as contained in Section 300.014 and provide employee with a list of substance abuse programs.

#### Positive Alcohol Tests

1. An employee with a confirmed blood-alcohol level of 0.04 or higher is in violation of this Policy. Actions in Department Manager section above will apply.
2. Employees who are found to have an alcohol concentration of 0.02 or greater but less than 0.04 will not be permitted to perform the job duties until: The employee's alcohol concentration measures less than 0.02; or the start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.

### **Section 900.011 Review of Termination-Recommendation**

~~The Human Resources Director or designee will schedule a grievance with the Administrator or designee to review the departmental recommendation of termination. The Administrator or designee will either uphold the recommendation for termination or reject the recommendation. An employee terminated pursuant to this chapter may appeal their termination in accordance with Section 300.014.~~

### **Section 900.012 Rehiring Terminated Employees**

- A. Non safety-sensitive Employees being terminated for violation of this Policy will not be considered for rehire by ~~Augusta, Georgia~~ for a period of ~~one~~three year~~months~~ from the date the individual *successfully completes an approved rehabilitation program* (acceptable proof of completion of an approved rehabilitation program will be required before rehiring will be considered).
- B. Non safety-sensitive Employees who resign after being notified of a positive test result, by the MRO or ~~through the administrative process~~, will not be considered for rehire by Augusta, Georgia, for a period of ~~three months~~one year from the date the individual successfully completes an approved rehabilitation program. Acceptable proof of completion of an approved rehabilitation program will be required before rehiring will be considered.
- C. Except as provided in sub-section E below, safety-sensitive Employees being terminated for violation of this Policy will not be considered for rehire by Augusta, Georgia for a period of one-year from the date the individual successfully completes an approved rehabilitation program (acceptable proof of completion of an approved rehabilitation program will be required before rehiring will be considered).
- D. Safety-sensitive Employees who resign after being notified of a positive test result, by the MRO or through the administrative process, will not be considered for rehire in a safety-sensitive position for a period of one year from the date the individual successfully completes an approved rehabilitation program. Acceptable proof of completion of an approved rehabilitation program will be required before rehiring will be considered.
- E. Safety-sensitive Employees that are terminated (or resign) for a violation of this policy may be considered for rehire into a **non-safety-sensitive position** three months from the date the individual successfully completes an approved rehabilitation program. Acceptable proof of completion of an approved rehabilitation program will be required before rehiring will be considered.

F. Any employee re-hired after being terminated (or resigning) for a violation of this policy is subject to additional random and non-random drug testing for a period of one year following their rehire date as provided in Section 900.202(E)(2).

B-G. Any employee terminated for "test refusal" as defined by Section 900.004(S) shall not be eligible for rehire.

## **Section 900.202 Rehabilitation Policy**

### **A. Voluntary Participation.**

1. When a regular employee (not probationary, part-time or temporary) comes forward PRIOR to notification of a random or for-cause test or PRIOR to an accident and/or injury, seeking help with a substance abuse problem, that employee will be allowed to enter an approved rehabilitation program, as outlined below. The employee is subject to all of the provisions of the rehabilitation policy.
2. If a regular employee DOES NOT come forward as described above, and tests positive on an illegal substance screening, that employee will be immediately ~~recommended for termination~~ from employment.
3. Any employee who desires to voluntarily participate in rehabilitation will be allowed to enter an approved detoxification and/or rehabilitation program with no Augusta, Georgia participation in cost other than as provided under the employee's group health insurance program.
4. The employee will be allowed the use of any accrued leave time (sick and/or vacation) during his or her absence from work for this treatment. If there is no leave time available, the employee will be placed on leave without pay.
5. Prior to returning to work, the employee shall submit to the Risk Management Division, in writing, proof of completion of the program and competence to return to work.
6. Employees who have completed a detoxification and/or rehabilitation program will not be afforded any further opportunity by Augusta, Georgia or through Augusta, Georgia's resources to re-enter a detoxification and/or rehabilitation program for a second time.

### **B. Participation in Rehabilitation Directly through EAP.**

1. If any employee comes forward voluntarily directly to the Employee Assistance Program (EAP) (without first going through either Human Resources or Risk Management), and the EAP finds that the employee is a risk to the safety of himself/herself and/or others, the EAP will notify Risk Management that the employee is seeking treatment directly through EAP.
2. The employee will not be terminated from employment unless the employee fails to enter and successfully complete the substance abuse program designed for him/her by the EAP; however, such employee shall be placed on leave until such time as he/she is no longer considered a risk to the safety of himself/herself and/or others.
3. The EAP will keep Augusta, Georgia informed of the employee's progress through the rehabilitation program.

4. The employee will be required to sign a statement prior to being admitted to the EAP acknowledging that Augusta, Georgia may be notified of his entry into the program under the above circumstances.
- C. Failure to Complete Rehabilitation. Employees who do not successfully complete a rehabilitation program will be terminated and may not be considered for re-hiring ~~for a period of one year from the date an approved rehabilitation program was successfully completed except as provided in Section 900.012.~~ Acceptable proof of satisfactory completion of a rehabilitation program will be required before re-hiring will be considered.
- D. Disciplinary Action. Referral to the EAP does not deprive Augusta, Georgia of the option of taking disciplinary action against any employee in accordance with this Policy.
- E. Post-Rehabilitation
  1. Any employee who successfully completes a rehabilitation program and returns to work will be considered a probationary employee for the next three-year period.
    - a. The classification of "probationary" applies to substance abuse testing only, when used in the context of this Policy. The employee shall be responsible for the costs of such tests.
    - b. An employee's refusal or failure of any such test will cause the employee to be immediately terminated.
  2. Prior to returning to work, the employee will be tested for illegal substances and will be tested on an unannounced basis thereafter during the period of probation, said testing not to exceed 12 times each year.



**Administrative Services Committee Meeting  
7/28/2014 12:50 PM**

**Discuss allowing the Augusta GA Legal department to begin negotiating an amendment to the current ADP contract to exclude Health and Wellness services.**

---

**Department:** Human Resources

**Caption:** Approve the motion to allow the Augusta Ga Legal department to enter into negotiation process with ADP to amend the current ADP contract to exclude providing Health and Wellness services (automated benefits services) and provide only Time and Labor Management services. (automated time management). Approve the motion to allow HR to add 3 additional benefits specialist positions to handle existing call volume and assist with benefit functions

**Background:** Currently Augusta GA HR Department is answering the vast majority of employee calls and inquiries that should and could otherwise be handled by ADP. Augusta GA has not seen a return on investment in that we have not fully utilized the maximum number of call intake by ADP pursuant to the current contract. (largely in part due to the fact that employees prefer to contact HR rather than ADP). ADP has also notified the Human Resources department of a 3.5% increase beginning October 1, 2014. (this is in addition to the 3.5% increase in 2013). The Augusta Ga Information Technology Department is capable and ready to assume full responsibility of this process which could save Augusta Ga potentially approximately \$200,000.

**Analysis:** It would be cost effective to Augusta GA and the employees therein, if this function was maintained internally within the HR Department.

**Financial Impact:** It would be in the best interest of Augusta GA to use the approximately 300,000 currently absorbed by ADP, to fund 3 additional positions within the HR department which could save Augusta approximately 160,000. This is advantageous for the following reasons: 1). HR is currently handling a vast majority of the calls that ADP should otherwise handle. Employees are more comfortable talking with HR. Assuming total responsibility for this function will not be outside of the current scope of responsibility. 2). I.T. has the system already in place to handle the technological  
City of Augusta  
City Memo  
Item # 4

needs associated with maintaining this function in-house and has also upgraded currently technology to enhance and increase technological support. 3). The potential ROI could save Augusta Ga approximately \$200,000 to perform services that we are (a) already performing largely in part and (b) capable of supporting through technology 4). Maintaining this process in-house will provide for more effective and efficient service to existing employees

**Alternatives:**

Continue to allow ADP to provide Health and Wellness Services and continue to incur cost of approximately \$300,000 with no ROI. Due to the lack of support from ADP in regards to call intake, current Benefits Specialist are receiving an extensive amount of inquiries via phone, email, and walk ins. In order to provide efficient service to our customers, I would have to include staffing for 3 additional employees to handle the current accelerated call volume, which could cost approximately an additional \$130,000. (this amount includes fringe benefits). HR will need additional staff in either two scenarios. Amending the contract will at least allow the necessary funding to support the additional staff (with an added cost savings to Augusta GA)..instead of paying ADP and finding an additional funding source for the additional benefits staff.

**Recommendation:**

Approve the motion to allow the Augusta Ga Legal department to enter into negotiation process with ADP to amend the current ADP contract to exclude providing Health and Wellness services (automated benefits services) and provide only Time and Labor Management services. (automated time management). Approve the motion to allow HR to add 3 additional benefits specialist positions to handle existing call volume and assist with benefit functions

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

**REVIEWED AND APPROVED BY:**

**Administrator  
Clerk of Commission**



**Administrative Services Committee Meeting  
7/28/2014 12:50 PM  
Minutes**

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**Department:** Clerk of Commission

**Caption:** Motion to approve the minutes of the Administrative Services Committee held on July 7, 2014.

**Background:**

**Analysis:**

**Financial Impact:**

**Alternatives:**

**Recommendation:**

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

**REVIEWED AND APPROVED BY:**

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## Administrative Services Committee Meeting Commission Chamber - 7/7/2014

### ATTENDANCE:

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

### ADMINISTRATIVE SERVICES

- |                                                                                                                                                                                                                             |                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| 1. Motion to approve an annual bid for Polo Style Uniforms Shirts for the Sheriff's Office. The item requires Commission approval due to the fact that purchases on the individual items will exceed \$25,000.00 per order. | <b>Item Action:</b><br>Approved |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|

#### Motions

| Motion Type | Motion Text                              | Made By                  | Seconded By             | Motion Result |
|-------------|------------------------------------------|--------------------------|-------------------------|---------------|
| Approve     | Motion to approve.<br>Motion Passes 4-0. | Commissioner Joe Jackson | Commissioner Mary Davis | Passes        |

- |                                                                                                                                                                                      |                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| 2. Approve recommendations from the Procurement Department regarding a path forward concerning the implementation of the Disparity Study. (Referred from June 26 Commission meeting) | <b>Item Action:</b><br>Approved |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|

#### Motions

| Motion Type | Motion Text                                                                                                                                                                            | Made By                  | Seconded By             | Motion Result |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------|---------------|
| Approve     | Motion to approve tasking the Administrator with meeting with the Procurement Department, DBE Coordinator, and the Law Department and come back with an agenda item for consideration. | Commissioner Joe Jackson | Commissioner Mary Davis | Passes        |

## Motion Passes 4-0.

3. Motion to approve the minutes of the Administrative Services Committee held on June 9, 2014. **Item Action: Approved**

**Motions**

| <b>Motion Type</b> | <b>Motion Text</b>                       | <b>Made By</b>           | <b>Seconded By</b>      | <b>Motion Result</b> |
|--------------------|------------------------------------------|--------------------------|-------------------------|----------------------|
| Approve            | Motion to approve.<br>Motion Passes 4-0. | Commissioner Joe Jackson | Commissioner Mary Davis | Passes               |

4. An Ordinance to amend the Augusta, GA Code Title One Article Four Section 1-7-51 relating to the adoption of Personnel Policies and Procedures of Augusta, Georgia; to amend Section 1000.108 AND Addendum Form RM-MVR-RF of the Personnel Policies and Procedures Manual regarding Motor Vehicle Records Check; to repeal all Code Sections and Ordinances and parts of Code Sections and Ordinances in conflict herewith; to provide an effective date and for other purposes. **Item Action: Approved**

**Motions**

| <b>Motion Type</b> | <b>Motion Text</b>                                                             | <b>Made By</b>           | <b>Seconded By</b>      | <b>Motion Result</b> |
|--------------------|--------------------------------------------------------------------------------|--------------------------|-------------------------|----------------------|
| Approve            | Motion to approve the Ordinance with a five-year review.<br>Motion Passes 4-0. | Commissioner Joe Jackson | Commissioner Mary Davis | Passes               |

5. Motion to approve Law Department reorganization to include reclassifying vacant staff attorney position to deputy general counsel, eliminating an administrative clerk position and temporary positions and creating a paralegal position. **Item Action: Approved**

**Motions**

| <b>Motion Type</b> | <b>Motion Text</b>                       | <b>Made By</b>          | <b>Seconded By</b>       | <b>Motion Result</b> |
|--------------------|------------------------------------------|-------------------------|--------------------------|----------------------|
| Approve            | Motion to approve.<br>Motion Passes 4-0. | Commissioner Mary Davis | Commissioner Joe Jackson | Passes               |

6. Motion to approve the contract management module software package from Sungard for DBE tracking purposes. (Referred from June 26 Commission meeting) **Item Action:**  
None

### Motions

| Motion Type | Motion Text                                                                                                                                    | Made By | Seconded By | Motion Result |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------------|---------------|
|             | It was the consensus of the committee that the Administrator be tasked with including this item as a part of the work being done with Item #2. |         |             |               |

7. Receive as information the results of the 2013 financial audit. **Item Action:**  
Approved

### Motions

| Motion Type | Motion Text                                                                  | Made By | Seconded By | Motion Result |
|-------------|------------------------------------------------------------------------------|---------|-------------|---------------|
|             | It was the consensus of the committee that this item be added to the agenda. |         |             |               |

### Motions

| Motion Type | Motion Text                                                                 | Made By                 | Seconded By              | Motion Result |
|-------------|-----------------------------------------------------------------------------|-------------------------|--------------------------|---------------|
| Approve     | Motion to approve receiving this item as information.<br>Motion Passes 4-0. | Commissioner Mary Davis | Commissioner Joe Jackson | Passes        |

8. Discuss the possibility of giving part-time employees a salary increase in the range of \$200 to \$500 when full-time employees are considered for a \$1,000 increase. (Requested by Commissioner Bill Fennoy) **Item Action:**  
Approved

### Motions

| Motion Type | Motion Text                                                | Made By | Seconded By | Motion Result |
|-------------|------------------------------------------------------------|---------|-------------|---------------|
|             | Unanimous consent is given to add this item to the agenda. |         |             |               |

### Motions

| <b>Motion Type</b> | <b>Motion Text</b>                                                                                                                                                               | <b>Made By</b>          | <b>Seconded By</b>          | <b>Motion Result</b> |
|--------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------------------------|----------------------|
| Approve            | Motion to approve including the part-time employees for a salary increase in their hourly rate when an increase is considered for the full-time employees.<br>Motion Passes 4-0. | Commissioner Mary Davis | Commissioner William Fennoy | Passes               |

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**Administrative Services Committee Meeting  
7/28/2014 12:50 PM  
Motion to Approve Reorganization of Law Department**

---

**Department:** Law

**Caption:** Motion to approve Law Department reorganization to include reclassifying vacant staff attorney position to deputy general counsel, eliminating an administrative clerk position and temporary positions and creating a paralegal position. **(Approved by Administrative Services Committee July 7, 2014) (Referred from July 15 Commission meeting)**

**Background:** BACKGROUND AND ANALYSIS The Law Department budget has been reduced nearly every year for the last few years. The Law Department budget was reduced approximately \$220,000 in 2014 alone, yet the legal needs of the Commission and departments continue to increase. The Law Department is in need of and therefore proposing a reorganization to improve the efficiency and functionality of the department without increasing the budget. The Law Department has a staff attorney position that is currently vacant. Further, the Law Department was recently notified that one of its administrative staff will be transitioning to a part-time role on October 1. In order to address both of these vacancies, the Law Department has developed a reorganization plan that will further develop a succession plan for the department, establish essential staffing structure, and improve efficiency. The proposed reorganization consists of reclassifying the currently vacant staff attorney position to a deputy general counsel position, eliminating the administrative clerk and temporary positions, and creating a paralegal position. The elimination of the administrative clerk position and temporary positions will free up sufficient funds in salaries currently in the Law Department budget to fund the reorganization. It is anticipated that the deputy general counsel position will be filled from within through a competitive job posting process and ultimately will result in an additional salary expense of approximately \$19,000 (depending on the qualifications of the candidate selected for the deputy general counsel position and any other vacancies being filled). It is expected that the paralegal position will be filled through an external competitive job posting process and will result in an additional salary expense of approximately \$45,000 depending on the education and experience of the selected candidate. Finally, it

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Item # 6

is anticipated that approximately \$19,500 will be necessary to fill the staff attorney position that will be vacant as a result of the internal promotion(s) due to the creation of the deputy general counsel position. Therefore, it is projected that the reorganization will be revenue neutral. Further, from 2009 through 2012, the Law Department has reduced overall legal expenses by \$310,000 per year by doing more legal work in-house as well as implementing preventative measures to minimize legal exposure. To effectively continue to maintain lower overall legal expense while maintaining (and increasing) service levels, it is necessary to have a sufficiently qualified Deputy General Counsel, so that General Counsel can have adequate opportunity to provide greater guidance and oversight relative to Augusta's overall legal needs and concerns, delegate and evaluate critical assignments, while still being able to respond to the needs of the Commissioners, departmental directors and other governmental clients. Upgrading the Staff Attorney position to Deputy General Counsel will prove help to maximize the capacity of the Law Department to reduce outside counsel expenses while reducing overall litigation exposure. Additionally, the inclusion of a paralegal to the Law Department staff will further advance the efficiency of the Law Department attorneys by providing much needed legal research, as well as administrative, organizational, and scheduling support. A phased approach is being proposed for this reorganization: Phase 1 – immediately: create, post internally, and fill the Deputy General Counsel position; post internally and fill any vacancy created by the filling of the Deputy General Counsel position; post externally and fill Staff Attorney vacancy created by filling aforementioned positions; and Phase 2 – October, 2014: eliminate administrative clerk and temporary positions; create, post externally, and fill paralegal position.

**Analysis:**

**Financial Impact:** Allows the Law Department to operate more effectively and efficiently without any additional funding needed

**Alternatives:** Deny

**Recommendation:** Approve

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

**REVIEWED AND APPROVED BY:**

Cover Memo

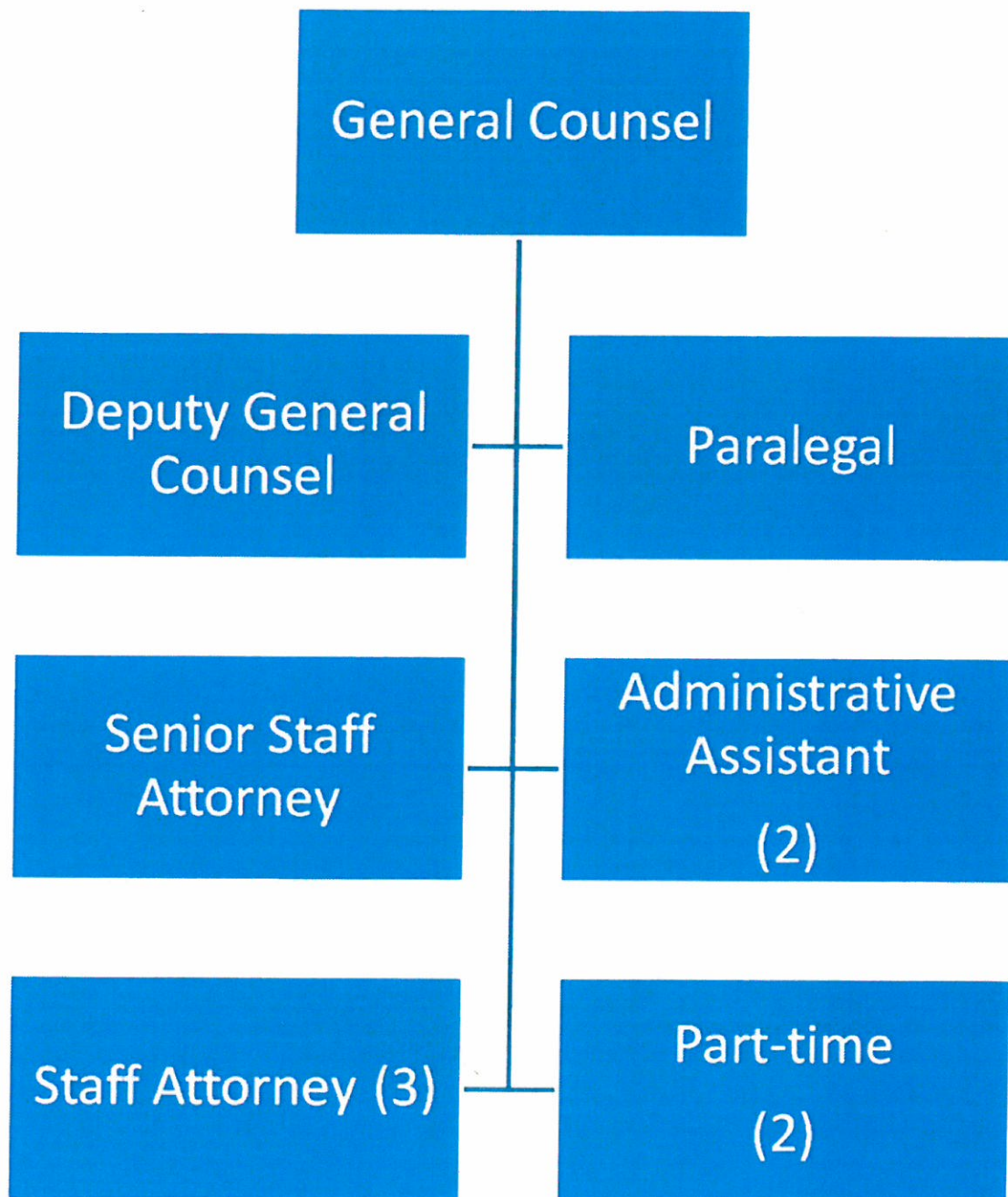
Item # 6

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Cover Memo

Item # 6

## LAW DEPARTMENT PROPOSED ORGANIZATIONAL CHART



## Proposed

# **Augusta-Richmond County** **Job Description**

Approved Title: Deputy General Counsel I

Job Code:

FLSA Classification: Exempt

Working Job Title: Deputy General Counsel

Pay Grade: SES III

Date Revised: October 15, 2012

Department: Law

Original Date Prepared: October 15, 2012

Reports to: General Counsel

Does the Position Have Direct Reports? Yes ☒ No ☐

If Yes, What is the Title of the Position that Reports to this Position: Staff Attorneys (as directed by General Counsel), Law Clerks, Paralegals and Administrative Staff

Is this Position Safety Sensitive? Yes ☐ No ☒

**GENERAL SUMMARY:** This position serves as the assistant director of the Law Department and operates as chief legal advisor to Augusta, Georgia in the General Counsel's absence or at his or her request. The Deputy General Counsel is responsible for handling complex legal matters to include litigation in state and federal courts, real estate/real property and economic development, contract review, and drafting of resolutions, ordinances and motions. Provides legal counsel and representation to the Augusta, Georgia Commission, Administrator, government officers, department directors, boards, authorities and employees and renders complex written and verbal legal opinions. Reports to the General Counsel and, as directed by General Counsel, may: preside at public meetings of the Augusta, Georgia Commission and other boards and authorities; supervise, train and mentor staff attorneys and other personnel of the Law Department; consult with the media regarding legal matters. Assists General Counsel with: the selection, management and review of outside counsel; administration of Law Department's budget, expenditures and departmental policies; ensuring that exemplary legal services are provided to the Commission and all departments of the Augusta, Georgia government.

## **KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS**

| Percentages | Describe the duties and responsibilities of the position in the spaces provided below and assign percentage of time spent on each area on the left column space.                                                                                                                                                                         |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 35%         | Serves as legal counsel and provides representation, legal advice, and legal support to Augusta, Georgia Commission, Augusta, Georgia's elected officials, Administrator, various departments, boards and authorities.                                                                                                                   |
| 20%         | Attends meetings of the Augusta, Georgia Commission/Committee, authorities, boards, commission, zoning hearings, and staff meetings and serves as legal counsel to Augusta, Georgia Commission during its Committee, Full Session, Closed Legal Session and Special Call meetings at the direction of the General Counsel.               |
| 15%         | Represents government in complex federal, state and administrative litigation proceedings using knowledge of and experience practicing under the Federal Rules of Civil Procedure, the Georgia Civil Practice Act and the Georgia Uniform Rules of Superior Court.                                                                       |
| 12%         | Manages, supervises, trains and mentors staff attorneys, legal interns, paralegals and administrative personnel as directed by General Counsel. Participates in the recruitment and selection of staff attorneys, outside counsels, interns and other personnel.                                                                         |
| 10%         | Renders written and verbal legal opinions to Augusta, Georgia Commission, Mayor, Administrator and Department Directors as directed by the General Counsel. May write legal articles pertaining to local government and areas of practice.                                                                                               |
| 5%          | Assists General Counsel with the development, administration and supervision of the Law Department's policies, budget, personnel, and relations with the Commission, local legislative delegation, legal profession, and media and public, as well as the on-going development and communication of legal policies for Augusta, Georgia. |
| 2%          | Conducts legal training and provides legal supervision of Augusta, Georgia's elected officials, Administrator, various departments, boards and authorities at the direction of General Counsel.                                                                                                                                          |
| 1%          | Maintains high level of professional skills through attending conferences and seminars in relevant areas of law. Performs other related duties and all Law Department directives as assigned. Maintains professional demeanor and dress at all times.                                                                                    |

**Percentages** Describe the duties and responsibilities of the position in the spaces provided below and assign percentage of time spent on each area on the left column space.

**100% Total:** 100

**This section's percentage must total 100%.**

**REQUIRED MINIMUM QUALIFICATIONS:**

**Education:** Juris Doctorate Degree.

**Experience:** Six (6) or more years of experience in local government law, litigation, and real estate, or similar and sufficient experience to perform principal duties and responsibilities of the position.

**Knowledge/Skills/Abilities:**

- Expertise in local government law, civil litigation and/or related areas of law.
- Knowledge of court local rules and procedures.
- Skill in conducting legal research (online legal research and knowledge of traditional research practices).
- Strong organizational and proofreading skills.
- Ability to draft and prepare legal documents.
- Considerable knowledge of operations of governmental departments and procedures, governmental and departmental policies and applicable state and local rules and regulations.
- Skilled in oral communication, interpersonal relations, and legal and business writing.

**Certification:** Must be an active member of the Georgia Bar Association and in good standing.

**OTHER:**

Does this position require staff call up in an emergency situation? Yes ☐ No ☒

Is travel from office to other locations required of this position? Yes ☒ No ☐

If yes, what is the percentage of travel involved? Less than 50%? Yes ☒ No ☐ More than 50%? Yes ☐ No ☒

**PHYSICAL REQUIREMENTS:**

| Please indicate a yes or no as applicable below       |                                         |                                        |
|-------------------------------------------------------|-----------------------------------------|----------------------------------------|
| Occasional lifting of light objects less than 75 lbs. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| Intermittent sitting                                  | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| Standing                                              | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| Stooping                                              | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| Crouching                                             | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| Walking                                               | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| Reaching                                              | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| Pulling                                               | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| Fingering                                             | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| Grasping                                              | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| Feeling                                               | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| Talking                                               | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| Hearing                                               | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| Seeing                                                | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| Repetitive Motions                                    | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| Is work performed in an office setting?               | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |

**FINANCIAL RESPONSIBILITY:**

Is this position involved in a budgetary or financial approval responsibility? Yes ☐ No ☒

If yes, please indicate size of budget or financial approval responsibility in annual dollar amount: \$0 \_\_\_\_\_

**TRAINING & SUPERVISORY RESPONSIBILITY:**

How many people are being supervised or trained? None ☐

One staff Yes ☐ No ☐ Two to five staff Yes ☒ No ☐ Six to ten staff Yes ☐ No ☐ More than ten staff Yes ☐ No ☐

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

**REVIEW/APPROVALS**

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Employee

---

Date

---

Department Director

---

Date

---

Compensation Administration Staff

---

Date

---

HR Director

---

Date

# Proposed

## Augusta, Georgia Job Description

Approved Title: Senior Staff Attorney I  
Working Job Title: Senior Staff Attorney  
Department: Law

Job Code:  
Pay Grade: SES II

FLSA Classification: Exempt  
Date Revised: October 18, 2012  
Original Date Prepared: April 23, 2010

Reports to: General Counsel

Does the Position Have Direct Reports? Yes ☒ No ☐

If Yes, What is the Title of the Position that Reports to this Position: Staff Attorneys (as directed by General Counsel), Law Clerks, Paralegals and Administrative Staff

Is this Position Safety Sensitive? Yes ☐ No ☒

**GENERAL SUMMARY:** This position is responsible for: handling complex legal matters to include litigation in state and federal courts; reviewing and editing contracts; drafting resolutions, ordinances and policies; providing legal counsel and representation to the Augusta, Georgia Commission, Administrator, government officers, department directors, boards, authorities and employees in their official capacities and renders complex written and verbal legal opinions. At the direction of General Counsel, may: manage legal services provided by outside counsel; supervise staff attorneys, law clerks, legal interns, paralegals, and administrative staff; preside at public meetings of the Augusta, Georgia Commission and other boards and authorities. Reports to General Counsel.

### KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

**Percentages** Describe the duties and responsibilities of the position in the spaces provided below and assign percentage of time spent on each area on the left column space.

- |     |                                                                                                                                                                                                                                                                                                                                                                         |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 40% | Serves as legal counsel and provides representation, legal advice, and legal support to Augusta, Georgia Commission, Augusta, Georgia's elected officials, Administrator, various departments, board and authorities.                                                                                                                                                   |
| 30% | Manages litigation and provides legal representation in complex federal, state and administrative litigation proceedings using knowledge of and experience practicing under the Federal Rules of Civil Procedure, the Georgia Civil Practice Act and the Georgia Uniform Rules of Superior Court.                                                                       |
| 12% | Manages, supervises, mentors, and trains staff attorneys, legal interns, paralegals and administrative personnel as directed by General Counsel. May participate in the recruitment and selection of staff attorneys, interns and staff personnel.                                                                                                                      |
| 6%  | Attends meetings of the Augusta, Georgia Commission/Committee, authorities, boards, commission, zoning hearings, and staff meetings as assigned and directed by General Counsel and at the direction of the General Counsel, serves as legal counsel to Augusta, Georgia Commission during its Committee, Full Session, Closed Legal Session and Special Call meetings. |
| 5%  | Renders written and verbal legal opinions to Augusta, Georgia Commission, Mayor, Administrator and Department Directors as directed by General Counsel. May write legal articles pertaining to local government or areas of practice.                                                                                                                                   |
| 5%  | Conducts legal training and provide legal supervision of various departments and other personnel as to current law and consultation, pursuant to the direction of General Counsel.                                                                                                                                                                                      |
| 1%  | Maintains high level of professional skills through attending conferences and seminars in relevant areas of law.                                                                                                                                                                                                                                                        |
| 1%  | Performs other related duties and all Law Department directives as assigned. Maintains professional demeanor and dress at all times.                                                                                                                                                                                                                                    |

100% Total: 100

This section's percentage must total 100%.

**REQUIRED MINIMUM QUALIFICATIONS:****Education:** Juris Doctorate Degree.**Experience:** Four (4) or more years of experience in local government law, litigation, and real estate, or similar and sufficient experience to perform principal duties and responsibilities of the position.**Knowledge/Skills/Abilities:**

- Expertise in local government law, civil litigation and/or related areas of law.
- Knowledge of court local rules and procedures.
- Skilled in conducting legal research (online legal research and knowledge of traditional research practices).
- Strong organizational and proofreading skills.
- Ability to draft and prepare legal documents.
- Considerable knowledge of operations of governmental departments and procedures, governmental and departmental policies and applicable state and local rules and regulations.
- Skilled in oral communication, interpersonal relations, and legal and business writing.

**Certification:** Must be an active member of the Georgia Bar Association and in good standing.**OTHER:**Does this position require staff call up in an emergency situation? Yes ☐ No ☒Is travel from office to other locations required of this position? Yes ☒ No ☐If yes, what is the percentage of travel involved? Less than 50%? Yes ☒ No ☐ More than 50%? Yes ☐ No ☒**PHYSICAL REQUIREMENTS:**

| Please indicate a yes or no as applicable below      |                                         |                                        |
|------------------------------------------------------|-----------------------------------------|----------------------------------------|
| Occasional lifting of light objects less than 75lbs. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| Intermittent sitting                                 | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| Standing                                             | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| Stooping                                             | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| Crouching                                            | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| Walking                                              | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| Reaching                                             | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| Pulling                                              | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| Fingering                                            | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| Grasping                                             | Yes <input type="checkbox"/>            | No <input checked="" type="checkbox"/> |
| Feeling                                              | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| Talking                                              | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| Hearing                                              | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| Seeing                                               | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| Repetitive Motions                                   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |
| Is work performed in an office setting?              | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/>            |

**FINANCIAL RESPONSIBILITY:**Is this position involved in a budgetary or financial approval responsibility? Yes ☐ No ☒

If yes, please indicate size of budget or financial approval responsibility in annual dollar amount: \$0 \_\_\_\_\_

**TRAINING & SUPERVISORY RESPONSIBILITY:**How many people are being supervised or trained? None ☐One staff Yes ☐ No ☒ Two to five staff Yes ☒ No ☐ Six to ten staff Yes ☐ No ☒ More than ten staff Yes ☐ No ☒

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

**REVIEW/APPROVALS**\_\_\_\_\_  
Employee\_\_\_\_\_  
Date\_\_\_\_\_  
Department Director\_\_\_\_\_  
Date\_\_\_\_\_  
Compensation Administration Staff\_\_\_\_\_  
Date\_\_\_\_\_  
HR Director\_\_\_\_\_  
Date

# Augusta, Georgia

## Job Description

# Proposed

**Approved Title:** Paralegal  
**Working Job Title:** Paralegal  
**Department:** Law  
**Reports to:** General Counsel

**Job Code:**  
**Pay Grade:** 48

**FLSA Classification:** Non-Exempt  
**Date Revised:**  
**Original Date Prepared:** July 2, 2013

**Does the Position Have Direct Reports?** Yes ☐ No ☒

**If Yes, What is the Title of the Position that Reports to this Position:** N/A

**Is this Position Safety Sensitive?** Yes ☐ No ☒

### GENERAL SUMMARY:

Provides paralegal, including administrative, support to the Law Department within the guidelines of relevant federal, state, and local governmental codes and ordinances, governmental policies and procedures, and department rules. Reports to the General Counsel, or other designated person, and works with attorneys, department heads, employees in other departments, elected officials, media officials and the general public to provide paralegal support. May require a high degree of confidentiality.

### KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

| Percentages | TYPICAL CLASS ESSENTIAL DUTIES:                                                                                                                                                                                                                                                             |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 35%         | Performs legal research and drafts legal documents with direction from attorneys within the department. Serves as a liaison to other departments, prepares special reports, researches information, and maintains databases as needed. Engages in investigating and fact-finding for cases. |
| 25 %        | Provides administrative and executive secretarial support, such as coordinating meetings and agendas, making travel arrangements, drafting and editing documents, correspondence, brochures, reports, and financial information, and providing related support.                             |
| 25%         | Organizes, indexes, and tracks files. Assists in court preparation, including hearings and trials.                                                                                                                                                                                          |
| 10%         | Assists with coordinating department activities, such as tracking work and change orders, relaying communications, and providing related support.                                                                                                                                           |
| 5%          | Assists with developing and tracking budget and department information, such as recommending budget figures, maintaining balances, researching discrepancies, and preparing related financial reports.                                                                                      |
| As Required | Performs other related duties and all Law Department directives as assigned. Maintains professional demeanor and dress at all times.                                                                                                                                                        |

100% Total: 100

(This section's percentage must total 100%).

### POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

- Drafting, editing, organizing, and typing complex legal agreements, correspondence, memos, resolutions, ordinances and other legal documents;
- Taking and transcribing documents;
- Preparing mail, composing responses to mail, answering the telephone, receiving and relaying messages, and responding to inquiries related to the services provided by the Law Department;
- Conducting legal research (online legal research and knowledge of traditional research practices).

### REQUIRED MINIMUM QUALIFICATIONS:

**Education:** Minimum: Associates degree in paralegal studies, business or a closely related field. Preferred: BS/BA degree in paralegal studies, business administration or a closely related field of study and CLA or CP certification.

**Experience:** 3+ years in similar position or sufficient experience to perform principal duties and responsibilities

### Knowledge/Skills/Abilities:

**Knowledge** (position requirements at entry):

- Office principles and practices;
- Principles of paralegal research and communications

Item # 6

- Considerable knowledge of legal practices and procedures.
- Basic budgetary principles
- Customer service principles;
- Ability to learn applicable laws, rules, and regulation;
- Augusta policies, guidelines and procedures.

**Skills** (position requirements at entry):

- Strong organizational and proof-reading skills;
- Ability to meet strict work deadline;
- Ability to draft and prepare legal documents, basic reports, and correspondence;
- Ability to work independently;
- Handling sensitive and confidential issues;
- Solving problems and making decisions;
- Skilled in conducting legal research (online legal research and knowledge of traditional research practices);
- Preparing, analyzing and interpreting various reports;
- Utilizing and operating computers and applicable software;
- Prioritizing work;
- Providing customer service;
- Tracking expenditures;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**OTHER:**

Does this position require staff call up in an emergency situation? Yes ☐ No ☒

Is travel from office to other locations required of this position? Yes ☒ No ☐

If yes, what is the percentage of travel involved? Less than 50%? Yes ☒ No ☐ More than 50%? Yes ☐ No ☒

**PHYSICAL REQUIREMENTS:**

Intermittent sitting, standing, walking, bending, stooping, crouching, and the occasional lifting of light to moderately heavy objects.

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

**FINANCIAL RESPONSIBILITY:**

Is this position involved in a budgetary or financial approval responsibility? Yes ☐ No ☒

If yes, please indicate size of budget or financial approval responsibility in annual dollar amount: \$0

**TRAINING & SUPERVISORY RESPONSIBILITY:**

How many people are being supervised or trained? None ☒

One staff Yes ☐ No ☒ Two to five staff Yes ☐ No ☒ Six to ten staff Yes ☐ No ☒ More than ten staff Yes ☐ No ☒

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

**REVIEW/APPROVALS**

\_\_\_\_\_  
Employee (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Compensation Administration Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Director

\_\_\_\_\_  
Date

Item # 6



**Administrative Services Committee Meeting  
7/28/2014 12:50 PM  
Re-enrollment of Insurance**

---

**Department:** Clerk of Commission

**Caption:** Discuss re-enrollment of the county's permanent life insurance, ING. (Requested by Commissioner Jackson)

**Background:**

**Analysis:**

**Financial Impact:**

**Alternatives:**

**Recommendation:**

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

**REVIEWED AND APPROVED BY:**

---

**PROPOSAL OF BENEFITS**  
**CITY OF AUGUSTA EMPLOYEES**  
**PROVIDED BY**



AND



## **Augusta – Universal Life Insurance Guaranteed Issue Offering**

- 1 Cover Letters
    - 1.1 Letter from AEGIAS
  - 2 AEGIAS Information & Enrollment Processes
    - 2.1 Enrollments Overview
      - 2.1.1 Project Management
      - 2.1.2 Training
      - 2.1.3 Details
      - 2.1.4 Reporting
  - 3 Security
    - 3.1 Information Security
      - 3.1.1 Physical Delivery of Laptops
      - 3.1.2 Information Security Procedures
    - 3.2 Privacy Promise
    - 3.3 Sample Laptop Usage Agreement
  - 4 Proposed Enrollment Schedule
    - 4.1 Sample Schedule
  - 5 Staff & Enrollers
    - 5.1 Staff
      - 5.1.1 Project Manager
      - 5.1.2 Enrollment Coordinator
      - 5.1.3 Enrollers
    - 5.2 Errors & Omissions Insurance
- About the Coverage

## 1 Cover Letters

### 1.1 Letter from AEGIAS

July 9, 2014

City of Augusta  
530 Greene Street  
Augusta, GA 30901

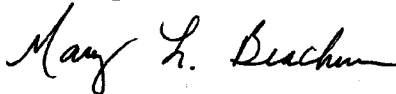
RE: City of Augusta ING Enrollment Outline:

Thank you for considering our offer of a new ING Universal Life Insurance enrollment. As you know, ING is prepared to offer a guaranteed issue policy to Augusta employees of up to \$100,000. This important benefit affords individuals with permanent life insurance without the need for medical underwriting.

The following sections outline benefits, enrollment policies and procedures, and steps and methods taken ensure privacy and data security. We are available to respond to any questions or comments you may have during review.

We are grateful for our ongoing relationship with Augusta and its Human Resources department, and look forward to working with you on this enrollment.

Kind Regards,



Mary L Beachum  
Vice President, Client Services  
AEGIAS Corp.  
(706) 364-1257 Ext. 9011

## **2 AEGIAS Information & Enrollment Processes**

### **2.1 Enrollments Overview**

#### **2.1.1 Project Management**

A dedicated project manager is assigned to each enrollment. This individual will provide a constant link between Augusta and AEGIAS, and is responsible for the overall coordination of the enrollment, including preparation, oversight, training and logistics. Having a clearly defined structure limits the risk of mistakes once a project has begun.

#### **2.1.2 Training**

Our professional enrollers are trained for each job in-house prior to the start of enrollment. Rather than “farm out” meeting dates and locations to enrollers around the country, AEGIAS maintains relationships with a core group of professional enrollers and communicators; all are experienced and all have represented us on past jobs. These professionals are trained at our corporate headquarters on a by-case basis, and complete a series of training sessions prior to entering the field. Of course, representatives from Augusta are invited and encouraged to attend any training and preparatory sessions as they see fit.

#### **2.1.3 Details**

We think about the details. When conducting an enrollment or communications campaign, we place our representatives on location one day prior to a benefits fair or meeting. This safeguards against such issues as delayed flights and difficult driving directions. Furthermore, our enrollers and communicators are instructed to be on site at least thirty minutes prior to the start of a meeting, so that they may assist local Human Resources staff with set up and other preparations.

#### **2.1.4 Reporting**

Expect Daily Progress Reports. During an enrollment, Augusta will receive daily reviews and progress reports, which include approximate number of employees seen, meeting times of arrival and departure, and a summary of questions asked and answers provided. These reports keep all parties up-to-date, and enable us to act, rather than react to potential issues.

Our work is not done when the enrollment is finished. Upon the completion of an enrollment, AEGIAS conducts debriefing sessions with its enrollers and communicators, and will compile a comprehensive review for Augusta. This will include a list of all questions and answers, total number of employees seen, and other relevant observations.

### **3 Security**

#### **3.1 Information Security**

The ING information security policy defines and establishes the primary requirements for protection of customer data on portable computers including laptops computers, handheld computers, and personal digital assistants. The points below outline how these operational information security policies and standards shall be upheld. These policies and standards have been developed in accordance with the ISO/IEC 17799:2000(E) Information Technology - Code of Practice for Information Security Management.

##### **3.1.1 Physical Delivery of Laptops**

- ING will package our laptops in a locked Pelican case and then in a shipping box.
- ING will ship 2nd day air through UPS only and require a signature upon delivery. UPS provides tracking information so that these packages can be tracked all the way through delivery. We arrange all shipping between locations and back to ING.
- All enrollment laptops are required to have ING approved encryption software installed which protects our customer's sensitive data.
- We provide UPS shipping labels for the laptops to be returned back to us and we follow up with the enrollment firm to ensure laptops are returned.

##### **3.1.2 Information Security Procedures**

All ING customer data carries a classification of secret or confidential and, consequently, we require our customers to comply with the following requirements:

- All computers or removable media containing ING data or employer group census data or any personally identifiable data (e.g. Name, SSN, Account Numbers, etc) shall be encrypted with at least 128 bit encryption and use industry recognized encryption algorithms such as AES, RAS, or 3DES.
- At a minimum, all computers, removable media, and applications will have strong 8 character passwords (Not dictionary words and not based on personally identifiable information) with both upper and lower case letters and numbers.
- All logon IDs and Passwords will be unique to the user.
- All portable computers or removable media shall be physically secured at all times.
- All computers will have up to date and properly maintained Personal Firewall and Anti-virus software.
- ING data will be placed in an identifiable location that is properly inventoried.
- ING will be immediately notified in the event that our customer suspects any incident that could lead to exposure of ING data, including lost or stolen computers or media or a network breach.

#### **3.2 Privacy Promise**

The following two pages reflect the ING Privacy Promise.

### **3.3 Sample Laptop Usage Agreement**

The following seven pages detail usage and handling requirements of enrollers, and would be agreed upon by ING and AEGIAS.

#### 4 Proposed Enrollment Schedule

The following table depicts a sample enrollment and implementation schedule, and highlights key enrollment activities. Actual enrollment dates can be altered at the City's preference.

##### 4.1 Sample Schedule

| Date(s)    | Description                                              | Responsible Parties                  |
|------------|----------------------------------------------------------|--------------------------------------|
| 7/15/2014  | Action plan to HR                                        | AEGIAS                               |
| 7/28/2014  | Committee Presentation                                   | AEGIAS                               |
| 8/5/2014   | Proceed Notification                                     | Commission                           |
| 8/6/2014   | Enrollers Training Guide Approved & Distributed          | AEGIAS                               |
| 8/6/2014   | Implementation Review                                    | Augusta HR, AEGIAS                   |
| 8/11/2014  | Notification of Enrollment Sent to Department Heads      | Augusta HR                           |
| 8/21/2014  | Department Head Briefing                                 | AEGIAS                               |
| 8/22/2014  | Departmental Scheduling Begins                           | AEGIAS                               |
| 8/11/2014  | ING Training for Enrollers                               | AEGIAS, ING, (Augusta HR - optional) |
| 8/14/2014  | Enrollment Meeting Presentation to Augusta HR            | Augusta HR, AEGIAS                   |
| 9/1/2014   | Enrollment Begins, Reports Submitted to Augusta HR Daily | AEGIAS                               |
| 11/3/2014  | Enrollment Ends                                          | AEGIAS                               |
| 11/10/2014 | Review Meeting                                           | Augusta HR, AEGIAS, ING              |
| 12/1/2014  | Payroll Deduction Submitted to Augusta HR                | AEGIAS                               |
| 12/15/2014 | Internal Deduction Audit                                 | Augusta HR, AEGIAS                   |
| 1/10/2015  | Begin Monthly Reconciliation                             | AEGIAS                               |

## **5 Staff & Enrollers**

### **5.1 Staff**

#### **5.1.1 Project Manager**

Mary Beachum, AEGIAS Vice President for Client Services, will serve as the enrollment Project Manager. She will oversee all aspects of training, reporting, enrollment and implementation, and be available to Augusta HR staff throughout the process.

Mary has more than ten years' experience in employee benefits, with particular emphasis on large group customer service. A life-long Augusta resident, Mary has provided benefits services for the City for five years.

#### **5.1.2 Enrollment Coordinator**

Bill Lee, AEGIAS Sr. Benefits Consultant, will manage enrollment scheduling and day-to-day activities. Prior to the enrollment's start, Bill will meet with department heads and directors, working with them to minimize impact to operations and provide scheduling assistance.

Bill has lived in Augusta for thirty years, and has 35 years' experience in the employee benefits industry. In addition to his experience with large group insurance and enrollment expertise, Bill is a Chartered Financial Consultant (ChFC) and a Chartered Life Underwriter (CLU).

#### **5.1.3 Enrollers**

The following Benefits Consultants will meet with Augusta employees to present the ING Guaranteed Issue Universal Life plan:

#### **Doug Lively**

A life-long resident of Augusta, Doug has worked in the employee benefits industry for more than eight years. During this time, he has specialized in voluntary benefits enrollments and communications, as well as group administration and claims assistance. Doug also has been a key member of previous City enrollments.

#### **Elizabeth Smith**

Elizabeth made the decision eight years ago to move from her career as office manager for a large appliance center to the insurance industry eight years ago. She has enjoyed success as an enroller, account servicing agent and most recently as an account executive. Her area of specialty has been the group voluntary benefits market.

A resident of Augusta, Elizabeth has been active in civic affairs, overseas water missions, and most recently as co-founder of a nonprofit agency focused on human trafficking.

**Ashley Willis**

Following a successful career in cosmetology, Ashley entered the employee benefits business in 1995, first as an enroller and agent/enrollment manager. She was a district sales manager for eight years in the CSRA.

Ashley is a church musician. She enjoys homeless ministry and spending time with her two sons.

**Alan Smith**

Alan has served in the insurance industry for thirty-two years with assignments including account manager, sales associate, state training instructor and regional sales manager. Since 2003, his focus has been in has managing large payroll environment enrollments and individual life insurance sales.

Alan and his wife Melinda are lifelong residents of the CSRA, active in numerous church and civic activities as well as enjoying their children and grandchildren.

## **5.2 Errors & Omissions Insurance**

The following pages contain copies of applicable insurance policies for AEGIAS.

**About the Coverage**

Attached is a brochure about the ING Universal Life coverage being offered to Augusta's employees. Additional information and literature is available upon request.



## Re-enrollment Confirmation of Voluntary Benefits for City of Augusta

Presented by: Bob Collins  
 Prepared by: Rusty Jonas  
 Date prepared: 07/09/2014  
 Group Number: 63749-1

Thank you for continuing to allow ING Employee Benefits (ING)\* to offer voluntary insurance coverage to your employees. This document is intended to confirm:

- The re-enrollment offer, including eligibility and participation requirements;
- Your commitment to the enrollment process to meet the needs of your employees; and
- The product features and benefit limits offered by ING

### **RE-ENROLLMENT OFFER**

Attached, as **EXHIBIT A**, is a brief summary of ING's re-enrollment offer which includes insurance coverage and underwriting rules extended to newly eligible employees, late entrants, and current insureds who are actively at work for the required minimum number of hours.

This re-enrollment offer is contingent upon the terms stated within this document, current rates, and state regulations in effect at the time of application. An approved offer means no modifications may be made to the offer provisions, including, but not limited to, product design, participation requirements, and enrollment strategy.

We will review plan and benefit offers annually. If no future plan or benefit modifications are required, this offer shall be annually renewable. Meaning that, once per year a re-enrollment, following the provisions outlined in this confirmation, may be conducted without subsequent written confirmations. If changes are required, ING will provide a new re-enrollment offer outlining the changes and will provide documentation to support them.

Access to all newly eligible employees is vitally important to the underwriting approach and benefit limits, which are based on targeted participation levels. At least 80% of newly eligible employees must meet or consult with an enroller.

Late Entrants, employees who have been offered coverage in the past and chose not to apply, are subject to underwriting guidelines as stated in **EXHIBIT A**.

The coverage effective date is subject to the application being acceptable under the insuring company's rules, limits, and standards. The coverage effective date will be no earlier than the application signature date.

### **ENROLLMENT PROCESS**

ING and its enrollment partners are committed to working with you to establish the most effective enrollment solution possible. If physical access to an enroller/agent is impossible or impractical, other enrollment options, such as a call center, may be utilized for employees to have access to an enroller. The method of enrollment may impact the stated offer for the product(s) listed in **EXHIBIT A**.

### **ACCEPTANCE**

This is a letter of notification of your re-enrollment guidelines. Please retain for your records.

\* Coverage issued by ReliaStar Life Insurance Company or ReliaStar Life Insurance Company of New York, members of ING

**EXHIBIT A****Open Enrollment****Premier Universal Life Insurance**

|                   | <b>Issue Age</b>         | <b>Coverage Type</b>   | <b>Coverage Amount*</b>                  |
|-------------------|--------------------------|------------------------|------------------------------------------|
| <b>Employee**</b> | 15 through 65            | Guaranteed Issue       | Up to \$14/week, not to exceed \$100,000 |
|                   | 66 through 70            | Contingent Issue       | Up to \$25,000                           |
| <b>Spouse</b>     | 15 through 65 years      | Contingent Issue       | Greater of \$5/week premium or \$10,000  |
|                   | 66 through 70 years      | Above Contingent Issue | Full Underwriting                        |
| <b>Children</b>   | 15 days through 24 years | Contingent Issue       | \$25,000                                 |

\* Amounts Above Guaranteed/Contingent Issue are available with additional underwriting

\*\*Minimum: Greater of \$4/week premium or \$10,000

- May apply for additional coverage up to the case offer limit identified in the table above
- Amounts applied for above the issue limits will require additional underwriting

**Employee Contingent Issue (issue age 66-70)**

- May apply for additional coverage up to the employee contingent issue offer limit of \$25,000 benefit amount.
- Amounts applied for above contingent issue will require additional underwriting

**Spouse**

- May apply for additional coverage up to the spouse offer limit of \$5 weekly premium, not to exceed \$100,000 benefit amount
- Amounts applied for above contingent issue will require additional underwriting

**Children and Grandchildren**

- May not increase coverage at re-enrollment

**Employee**

- Permanent and benefits eligible according to their employer
- Working at least 20 hours per week
- Actively at work at the time of enrollment

**Spouse and Dependent Children**

- May apply if the employee is eligible to apply, even if the employee chooses not to apply

- |                                         |                                           |
|-----------------------------------------|-------------------------------------------|
| ▪ Accelerated Benefit Rider (ABR)       | ▪ Face Amount Increase Rider (FAIR)       |
| ▪ Children's Term Insurance Rider (CTR) | ▪ Waiver of Monthly Deduction Rider (WMD) |
| ▪ 80% of newly eligible employees seen  | ▪ 15% participation                       |

The policy, riders, or provisions may vary or be unavailable in some states. Policies have exclusions and limitations which may affect any benefits payable. See the actual policy or contact your ING representative for complete details on provisions and availability.



  
 BROKERS  
 820 GESSNER, SUITE 1360  
 HOUSTON, TEXAS 77024-4261  
 713-984-1370 \* 800-460-6424 \* 713-984-1152 Fax

**Wrap+®**

**MISCELLANEOUS PROFESSIONAL LIABILITY  
DECLARATIONS**

POLICY NO. 105598735

Travelers Casualty and Surety Company of America  
 Hartford, Connecticut  
 (A Stock Insurance Company, herein called the Company)

THE LIABILITY COVERAGES ARE WRITTEN ON A CLAIMS-MADE BASIS. THE LIABILITY COVERAGES COVER ONLY CLAIMS FIRST MADE AGAINST INSURED DURING THE POLICY PERIOD. THE LIMIT OF LIABILITY AVAILABLE TO PAY SETTLEMENTS OR JUDGMENTS WILL BE REDUCED BY DEFENSE EXPENSES, AND DEFENSE EXPENSES WILL BE APPLIED AGAINST THE RETENTION. THE COMPANY HAS NO DUTY TO DEFEND ANY CLAIM UNLESS DUTY-TO-DEFEND COVERAGE HAS BEEN SPECIFICALLY PROVIDED HEREIN.

|        |                                                                                                                                                                                                                                                                                                                                                 |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ITEM 1 | <p><b>NAMED INSURED:</b><br/>AEGIAS CORPORATION</p> <p>D/B/A:</p> <p>Principal Address:<br/>4571 COX RD. SUITE B<br/>EVANS, GA 30809</p>                                                                                                                                                                                                        |
| ITEM 2 | <p><b>POLICY PERIOD:</b></p> <p>Inception Date: April 13, 2014      Expiration Date: April 13, 2015<br/>         12:01 A.M. standard time both dates at the Principal Address stated in ITEM 1.</p>                                                                                                                                             |
| ITEM 3 | <p><b>ALL NOTICES OF CLAIM OR LOSS MUST BE SENT TO THE COMPANY BY EMAIL, FACSIMILE, OR MAIL AS SET FORTH BELOW:</b></p> <p>Email: bfpclaims@travelers.com<br/>         FAX: (888) 460-6622</p> <p>Mail: Travelers Bond &amp; Financial Products Claim<br/>         385 Washington St. - Mail Code 9275-NB03F<br/>         St Paul, MN 55102</p> |
| ITEM 4 | <p><b>COVERAGE INCLUDED AS OF THE INCEPTION DATE IN ITEM 2:</b></p> <p>Miscellaneous Professional Liability Coverage</p>                                                                                                                                                                                                                        |

Item # 7

| <b>ITEM 5</b>                          | <p>Only those coverage features marked "<input checked="" type="checkbox"/> Applicable" are included in this policy.</p> <table border="1"> <thead> <tr> <th colspan="3">MISCELLANEOUS PROFESSIONAL LIABILITY</th> </tr> </thead> <tbody> <tr> <td>Limits of Liability:</td><td>\$1,000,000</td><td>for each Claim; not to exceed</td> </tr> <tr> <td></td><td>\$1,000,000</td><td>for all Claims</td> </tr> <tr> <td>Additional Defense Coverage:</td><td><input type="checkbox"/> Applicable</td><td><input checked="" type="checkbox"/> Not Applicable</td> </tr> <tr> <td>Additional Defense Limit of Liability:</td><td>Not Covered</td><td>for all Claims</td> </tr> <tr> <td>Retention:</td><td>\$5,000</td><td>for each Claim</td> </tr> <tr> <td>Prior and Pending Proceeding Date:</td><td>April 13, 2011</td><td></td> </tr> <tr> <td>Retroactive Date:</td><td>N/A</td><td></td> </tr> <tr> <td>Continuity Date:</td><td>April 13, 2011</td><td></td> </tr> <tr> <td>Professional Services:</td><td colspan="2">open enrollment support and employee benefits communication services</td> </tr> </tbody> </table> | MISCELLANEOUS PROFESSIONAL LIABILITY               |                |     | Limits of Liability:       | \$1,000,000 | for each Claim; not to exceed |  | \$1,000,000 | for all Claims | Additional Defense Coverage: | <input type="checkbox"/> Applicable | <input checked="" type="checkbox"/> Not Applicable | Additional Defense Limit of Liability: | Not Covered | for all Claims | Retention: | \$5,000 | for each Claim | Prior and Pending Proceeding Date: | April 13, 2011 |  | Retroactive Date: | N/A |  | Continuity Date: | April 13, 2011 |  | Professional Services: | open enrollment support and employee benefits communication services |  |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|----------------|-----|----------------------------|-------------|-------------------------------|--|-------------|----------------|------------------------------|-------------------------------------|----------------------------------------------------|----------------------------------------|-------------|----------------|------------|---------|----------------|------------------------------------|----------------|--|-------------------|-----|--|------------------|----------------|--|------------------------|----------------------------------------------------------------------|--|
| MISCELLANEOUS PROFESSIONAL LIABILITY   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                    |                |     |                            |             |                               |  |             |                |                              |                                     |                                                    |                                        |             |                |            |         |                |                                    |                |  |                   |     |  |                  |                |  |                        |                                                                      |  |
| Limits of Liability:                   | \$1,000,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | for each Claim; not to exceed                      |                |     |                            |             |                               |  |             |                |                              |                                     |                                                    |                                        |             |                |            |         |                |                                    |                |  |                   |     |  |                  |                |  |                        |                                                                      |  |
|                                        | \$1,000,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | for all Claims                                     |                |     |                            |             |                               |  |             |                |                              |                                     |                                                    |                                        |             |                |            |         |                |                                    |                |  |                   |     |  |                  |                |  |                        |                                                                      |  |
| Additional Defense Coverage:           | <input type="checkbox"/> Applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <input checked="" type="checkbox"/> Not Applicable |                |     |                            |             |                               |  |             |                |                              |                                     |                                                    |                                        |             |                |            |         |                |                                    |                |  |                   |     |  |                  |                |  |                        |                                                                      |  |
| Additional Defense Limit of Liability: | Not Covered                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | for all Claims                                     |                |     |                            |             |                               |  |             |                |                              |                                     |                                                    |                                        |             |                |            |         |                |                                    |                |  |                   |     |  |                  |                |  |                        |                                                                      |  |
| Retention:                             | \$5,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | for each Claim                                     |                |     |                            |             |                               |  |             |                |                              |                                     |                                                    |                                        |             |                |            |         |                |                                    |                |  |                   |     |  |                  |                |  |                        |                                                                      |  |
| Prior and Pending Proceeding Date:     | April 13, 2011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                    |                |     |                            |             |                               |  |             |                |                              |                                     |                                                    |                                        |             |                |            |         |                |                                    |                |  |                   |     |  |                  |                |  |                        |                                                                      |  |
| Retroactive Date:                      | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                    |                |     |                            |             |                               |  |             |                |                              |                                     |                                                    |                                        |             |                |            |         |                |                                    |                |  |                   |     |  |                  |                |  |                        |                                                                      |  |
| Continuity Date:                       | April 13, 2011                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                    |                |     |                            |             |                               |  |             |                |                              |                                     |                                                    |                                        |             |                |            |         |                |                                    |                |  |                   |     |  |                  |                |  |                        |                                                                      |  |
| Professional Services:                 | open enrollment support and employee benefits communication services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                    |                |     |                            |             |                               |  |             |                |                              |                                     |                                                    |                                        |             |                |            |         |                |                                    |                |  |                   |     |  |                  |                |  |                        |                                                                      |  |
| <b>ITEM 6</b>                          | <p><b>PREMIUM FOR THE POLICY PERIOD:</b></p> <table> <tr> <td>\$4,750.00</td><td>Policy Premium</td></tr> <tr> <td>N/A</td><td>Annual Installment Premium</td></tr> </table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | \$4,750.00                                         | Policy Premium | N/A | Annual Installment Premium |             |                               |  |             |                |                              |                                     |                                                    |                                        |             |                |            |         |                |                                    |                |  |                   |     |  |                  |                |  |                        |                                                                      |  |
| \$4,750.00                             | Policy Premium                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                    |                |     |                            |             |                               |  |             |                |                              |                                     |                                                    |                                        |             |                |            |         |                |                                    |                |  |                   |     |  |                  |                |  |                        |                                                                      |  |
| N/A                                    | Annual Installment Premium                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                    |                |     |                            |             |                               |  |             |                |                              |                                     |                                                    |                                        |             |                |            |         |                |                                    |                |  |                   |     |  |                  |                |  |                        |                                                                      |  |
| <b>ITEM 7</b>                          | <p><b>TYPE OF LIABILITY COVERAGE:</b></p> <p><input type="checkbox"/> Reimbursement</p> <p><input checked="" type="checkbox"/> Duty-to-Defend</p> <p>Only the type of liability coverage marked "<input checked="" type="checkbox"/>" is included in this policy.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                    |                |     |                            |             |                               |  |             |                |                              |                                     |                                                    |                                        |             |                |            |         |                |                                    |                |  |                   |     |  |                  |                |  |                        |                                                                      |  |

|         |                                                                                                                                                                                                                                                                                                          |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ITEM 8  | <b>LIABILITY COVERAGE EXTENDED REPORTING PERIOD:</b><br><br>Additional Premium Percentage: <b>75 %</b><br><br>Additional Months: <b>12</b><br><br>(If exercised in accordance with section III. CONDITIONS, O. EXTENDED REPORTING PERIOD of the Liability Coverage Terms and Conditions)                 |
| ITEM 9  | <b>LIABILITY COVERAGE RUN-OFF EXTENDED REPORTING PERIOD:</b><br><br>Additional Premium Percentage: <b>250 %</b><br><br>Additional Months: <b>36</b><br><br>(If exercised in accordance with section III. CONDITIONS, K. CHANGE OF CONTROL of the Liability Coverage Terms and Conditions)                |
| ITEM 10 | <b>ANNUAL REINSTATEMENT OF THE LIABILITY COVERAGE LIMIT OF LIABILITY:</b><br><br><input checked="" type="checkbox"/> Applicable<br><br><input type="checkbox"/> Not applicable<br><br>Only those coverage features marked " <input checked="" type="checkbox"/> Applicable" are included in this policy. |
| ITEM 11 | <b>FORMS AND ENDORSEMENTS ATTACHED AT ISSUANCE:</b><br><b>LIA-3001-0109; LIA-4007-1009; LIA-5010-1107; MPL-3001-0109; MPL-4012-0109; MPL-7017-0109; ACF-7006-0511</b>                                                                                                                                    |

THE DECLARATIONS, THE APPLICATION, THE LIABILITY COVERAGE TERMS AND CONDITIONS, THIS LIABILITY COVERAGE, AND ANY ENDORSEMENTS ATTACHED THERETO, CONSTITUTE THE ENTIRE AGREEMENT BETWEEN THE COMPANY AND THE INSURED.

Countersigned By \_\_\_\_\_

IN WITNESS WHEREOF, the Company has caused this policy to be signed by its authorized officers.

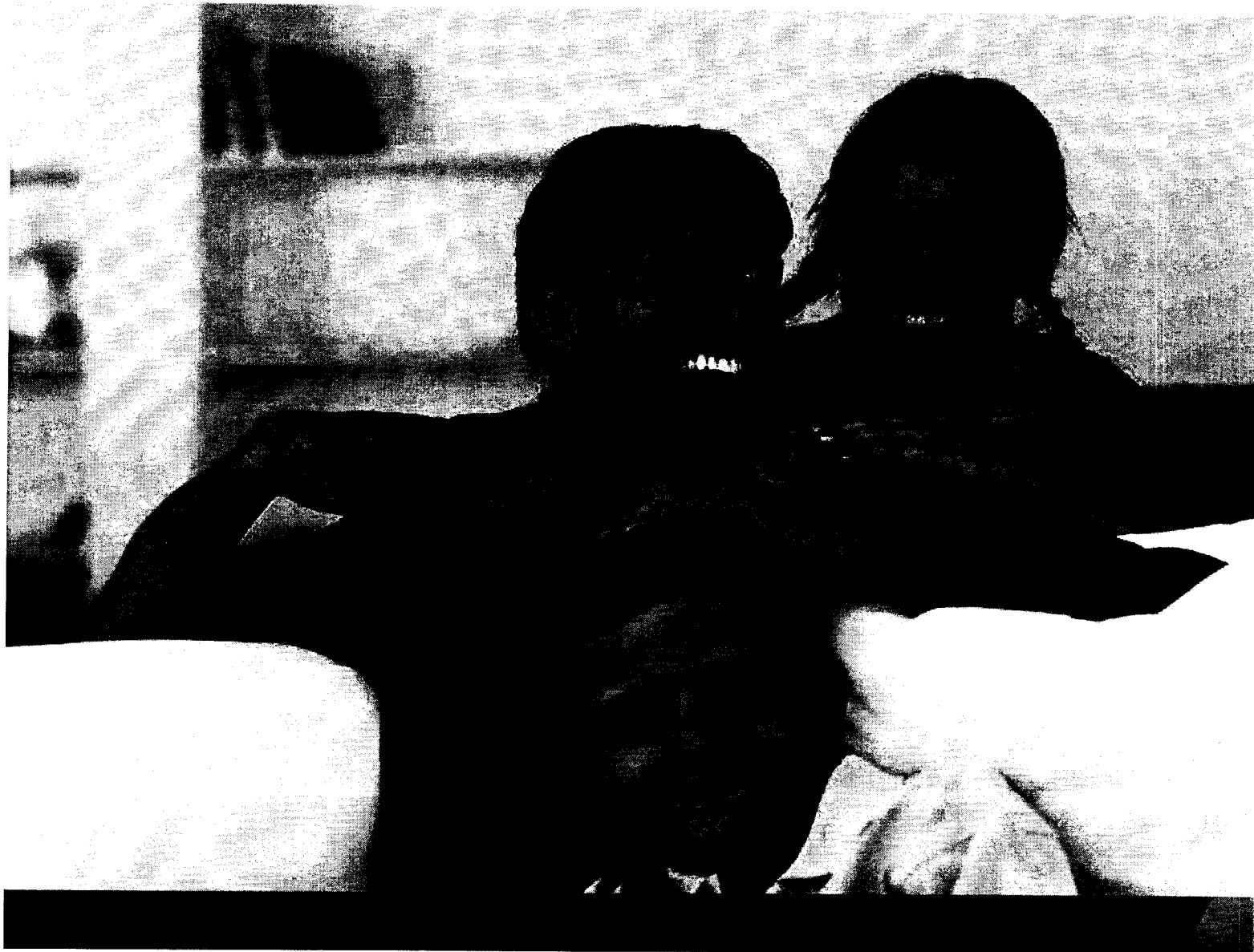
*Thomas M. Hummel*

Executive Vice President

*Wendy C. Shy*

Corporate Secretary

Item # 7



# Premier Universal Life Insurance

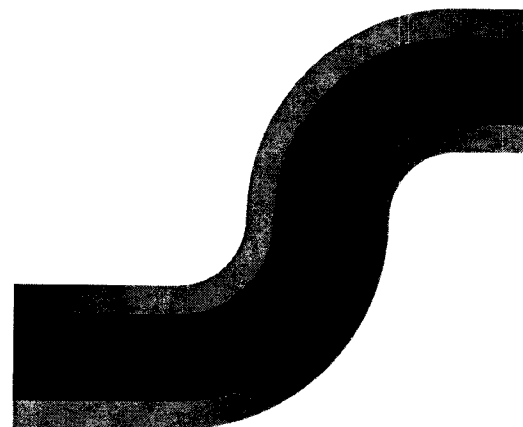
Issued by ReliaStar Life Insurance Company, a member of the Voya™ family of companies.

RETIREMENT | INVESTMENTS | INSURANCE

**VOYA**  
It's all  
FINANCIAL™

Premier Universal Life Insurance

# Take the Next Step Toward a Secure Future



The loss of income that results from the sudden, unexpected death of a family member may create a financial strain for your family - at an already difficult time. If you are the primary provider for your family, a financial protection plan can help safeguard against the untimely loss of your income.

Now is a good time to look at your life insurance needs. Within the past few years have you...

- Increased your consumer debt?
- Changed your income, financial commitments or goals?
- Made any major purchases, such as a new home or car?
- Had any children or included aging parents or other relatives in your financial responsibilities?
- Reviewed the effect of inflation on your current life insurance coverage?

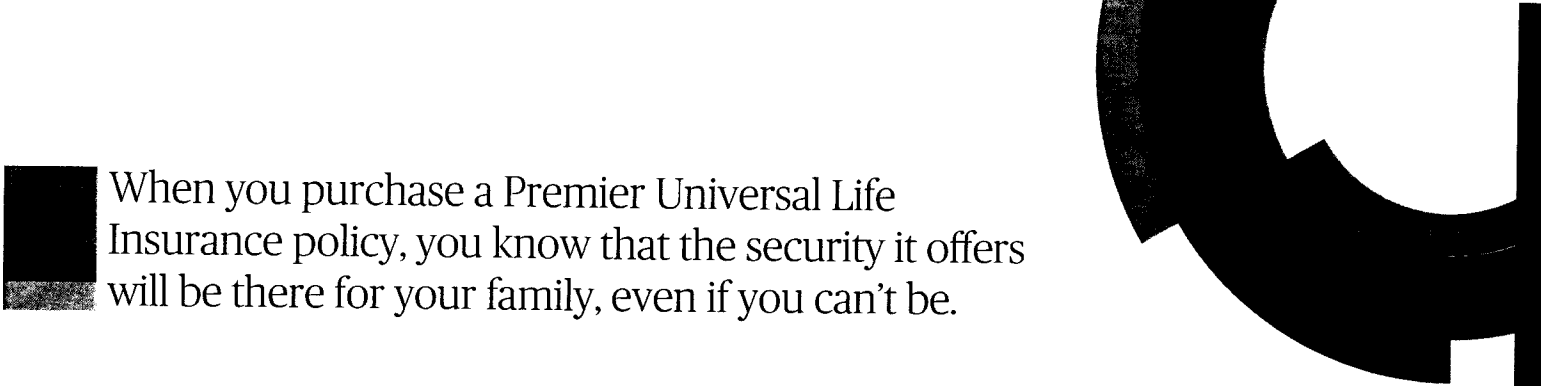
If you answered "Yes" to any of these questions, you may not have enough life insurance.

## A plan that makes cents

Premier Universal Life Insurance offers you tax-deferred<sup>1</sup> cash value<sup>2</sup> accumulation, so you and your family can enjoy added financial security. The policy will have a nonguaranteed interest rate that will never fall below the guaranteed minimum rate stated in the policy.

As you build cash value, you can borrow against the policy at the loan interest rate of 7.4%. Loan interest is payable in advance. The policy's death benefit will be reduced by any outstanding loan amount and unpaid (accrued) interest.

A report which outlines current cash values will be provided annually.



When you purchase a Premier Universal Life Insurance policy, you know that the security it offers will be there for your family, even if you can't be.

#### More Options, More Security

Premier Universal Life Insurance offers a variety of options that provide you with the confidence and convenience you need to keep your family covered, such as:

##### Increases/Decreases

The face amount of insurance can be increased or decreased to meet changing needs, subject to applicable underwriting guidelines. Face amount increases up to the policy maximum are allowed after the first policy year. Evidence of insurability may be required. Face amount decreases are allowed at any time, provided policy minimums are met.

##### Payroll Deduction

Providing protection for your family has never been easier. Since you pay your premium through payroll deduction, you eliminate the need to write checks and pay postage.

##### Affordable Premiums

You own the policy, which means you choose the premium amount that fits your budget and your needs. You'll also find comfort in knowing that as long as you maintain accumulated value your policy will not lapse.

##### Portability

If you retire or leave your employer, you can continue your coverage and choose from a number of convenient payment plans.

##### Eligibility

To apply for coverage, you must be a permanent benefit eligible employee working 20 or more hours a week.<sup>3</sup>

#### Spouse Coverage

As long as you are eligible to apply for insurance, your eligible spouse may apply – even if you choose not to.

#### Child Coverage Options

Children and grandchildren, ages 15 days through 24 years, are eligible to apply for up to a \$25,000 individual universal life insurance policy. All children must have equal amounts of coverage.

#### Children's Term Insurance Rider

You can also attach a children's term insurance rider – available in death benefit amounts of \$2,000 through \$10,000 – to your or your spouse's policy. The rider insures all your eligible unmarried, dependent children who are within the required age limit and who are not hospital confined at the time of application. Once children reach the policy anniversary date on or after their 25th birthday, the insurance can be converted to an individual policy that the company is offering at time of conversion. Evidence of insurability will not be required.

However, the new policy that is selected must be for at least the minimum policy coverage amount and the face amount may be up to five times the previous term coverage amount.

Additional policy options may be available to complement your universal life insurance policy. Ask your enrollment representative, a licensed insurance agent/producer, for complete details. The following chart can help you plan your coverage needs.

#### Suicide Clause

For suicide within two years of the policy's date of issue, benefits will be limited to payment of all premiums paid without interest less any policy loan, partial withdrawals and loan interest.<sup>4</sup>

<sup>1</sup> This communication (and any attachments) is not intended or written to be used, and cannot be used by the recipient or any other person, for the purpose of avoiding any tax penalties that may be imposed on such person, and cannot be used or referred to, in promoting, marketing, or recommending to another party any transactions or matters addressed herein.

<sup>2</sup> Universal Life Insurance builds cash values, changes in the current non-guaranteed interest rate, and changes in the current cost of insurance rates will affect cash value. However, the current nonguaranteed interest rate will never be less than the guaranteed rate shown in the policy.

<sup>3</sup> 16+ hours for healthcare workers

<sup>4</sup> May vary by state



# Information Security Plan for Premier Universal Life Enrollment

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The ING information security policy defines and establishes the primary requirements for protection of customer data on portable computers including laptops computers, handheld computers, and personal digital assistants. The points below outline how these operational information security policies and standards shall be upheld. These policies and standards have been developed in accordance with the ISO/IEC 17799:2000(E) Information Technology - Code of Practice for Information Security Management.

## Physical Delivery of Laptops

- ING will package our laptops in a locked Pelican case and then in a shipping box.
- ING will ship 2nd day air through UPS only and require a signature upon delivery. UPS provides tracking information so that these packages can be tracked all the way through delivery. We arrange all shipping between locations and back to ING.
- All enrollment laptops are required to have ING approved encryption software installed which protects our customer's sensitive data.
- We provide UPS shipping labels for the laptops to be returned back to us and we follow up with the enrollment firm to ensure laptops are returned.

## Information Security Procedures

All ING customer data carries a classification of secret or confidential and, consequently, we require our customers to comply with the following requirements:

- All computers or removable media containing ING data or employer group census data or any personally identifiable data (e.g. Name, SSN, Account Numbers, etc) shall be encrypted with at least 128 bit encryption and use industry recognized encryption algorithms such as AES, RAS, or 3DES.
- At a minimum, all computers, removable media, and applications will have strong 8 character passwords (Not dictionary words and not based on personally identifiable information) with both upper and lower case letters and numbers.



## Information Security Plan for Premier Universal Life Enrollment

- 
- All logon IDs and Passwords will be unique to the user.
  - All portable computers or removable media shall be physically secured at all times.
  - All computers will have up to date and properly maintained Personal Firewall and Anti-virus software.
  - ING data will be placed in an identifiable location that is properly inventoried.
  - ING will be immediately notified in the event that our customer suspects any incident that could lead to exposure of ING data, including lost or stolen computers or media or a network breach.



**Administrative Services Committee Meeting**

**7/28/2014 12:50 PM**

**Request to amend City Code, Article 2, Section 8-5-11 through 8-5-25 (Roads and**

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|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Department:</b>       | Information Technology GIS Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Caption:</b>          | <p>Request to amend City Code for Augusta Georgia by deleting Article 2, Section 8-5-11 through 8-5-24 in its entirety and replace it with City Code Article 2, Sections 8-5-11 through 8-5-42 (Roads and Addressing). The Code was set forth to provide a system for successfully assigning road names and address within the City and conferred the authority to the Augusta Planning Commission (aka Planning and Development Department). This request will assign that authority to the Augusta Information Technology-GIS Division (IT-GIS) and update other aspects of the Code to allow for current technology to assist in road naming and addressing. Subdivisions and Development Plans must have received from IT-GIS an approved list of road names and addresses before submittal to the Planning and Development Department for review. Road names and addresses have not been properly vetted and public safety issues have arisen.</p> |
| <b>Background:</b>       | <p>The provisions of the Code shall generally conform to the “Street Addressing Standards and Guidelines for the State of Georgia, with changes made based on practicality and local applicability as needed. Standards for the USPS, NENA and FGDC and the ESRI model for local governments shall be consulted for applicability to Augusta’s road name and addressing program. IT-GIS will also assume the responsibility of notifying E-911, USPS and other agencies of any additions and/or changes to road names or addresses in Augusta Georgia.</p>                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Analysis:</b>         | <p>The advances of technology make it reasonable to assign the road naming and addressing authority to IT-GIS and allow the Planning and Development Department to assume a supplementary capacity in the process where it relates to site plan and subdivision development.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Financial Impact:</b> | <p>No financial responsibility to the City. All fees will be assumed by the Developer/Owner. A fee schedule is included with this ordinance amendment</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

**Alternatives:** Approve or deny

**Recommendation:** Approve

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

**REVIEWED AND APPROVED BY:**

**Finance.**

**Law.**

**Administrator.**

**Clerk of Commission**

---

# PROPOSED ORDINANCE FOR DISCUSSION

\*\*\* This is a working document that may change as input is received. \*\*\*

## ORDINANCE \_\_\_\_\_

An Ordinance to amend the City Code for Augusta, Georgia

THE AUGUSTA COMMISSION HEREBY ORDAINS:

**SECTION I** That the City Code for Augusta Georgia is amended by deleting Sections 11 through 25 of Title 8, Chapter 5 of the City Code (Road Naming and Addressing) in its entirety.

**SECTION II** That the City Code for Augusta Georgia is amended by adding Sections 11 through 43 to Title 8, Chapter 5 to the City Code (Roads and Addressing) as shown below:

### ARTICLE 2 – ROADS AND ADDRESSING

#### 8-5-11 Title and Purpose

This Ordinance shall be known as the Roads and Addressing Ordinance for Augusta, Georgia. These regulations are established to provide a system of unique road names and addresses which are essential for successfully:

- Improving the response time of fire, police, ambulance vehicles and other emergency services
- Expediting postal and general delivery services
- Enhancing the ability to locate a business and/or residences based on their address

#### 8-5-12 Authority

This Ordinance is enacted pursuant to the authority conferred by Section 46-5-122 of The Official Code of Georgia Annotated, as amended, to promote the public health, safety, morals, convenience, order, prosperity, and general welfare of the present and future inhabitants of Augusta, Georgia. IT-GIS is hereby assigned overall authority and responsibility for the naming of public/private roads and addressing as directed by provisions of this Ordinance.

#### 8-5-13 Jurisdiction

The provisions set forth herein shall apply to those roads, both PUBLIC and PRIVATE (including manufactured/mobile home parks, condominium developments, apartment complexes, malls, shopping plazas, strip buildings, businesses, business or office parks) and addresses which are currently or will be located within Augusta, Georgia and/or certain municipalities in Richmond County, Georgia.

#### 8-5-14 Resources

This Ordinance shall conform generally to the ‘Street Addressing Standards and Guidelines for the State of Georgia’ and the GISOP, with changes made based on practicality and local applicability as needed. Additionally, standards issued by NENA, the FGDC, the ESRI model for local governments and the USPS shall be consulted for their applicability to Augusta’s road name and addressing program.

#### 8-5-15 Definitions

For the purpose of this Ordinance, the following terms are defined below. Unless specifically defined, words or phrases used in this Ordinance shall be interpreted to have the meaning in common usage and to give this Ordinance the most reasonable application.

Apartment: Building consisting of three (3) units or more for rent.

Augusta: The geographical area encompassed by the borders of Richmond County, GA, excluding Fort Gordon and the cities of Hephzibah, and Blythe. Per the Augusta Charter (1996), “Augusta, GA” is the official name of the consolidated government of Augusta and Richmond County.

## **PROPOSED ORDINANCE FOR DISCUSSION**

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Commission: The Augusta Commission

**Building:** A structure having a roof supported by columns or walls for the shelter, support or enclosure of persons, animals, or equipment and requiring a separate power meter to be installed for the building to have electrical service. This will also include mobile homes or manufactured homes. For the purposes of this Ordinance, the term “building” may also include other manmade structures meeting the same requirement as in the first sentence.

**Condominium:** Ownership of a single unit within a structure that may include common areas and facilities.

**Driveway:** A private road, easement, or private right-of-way, giving access from a public road, private road, or private right-of-way, leading to a building. A driveway does not serve more than two (2) lots/buildings that have or require separate power meters to be installed for electrical service. If a driveway is said to serve more than two (2) lots/buildings, it then shall be assigned and designated with private road name with all properties addressed along such named private road.

**Frontage unit:** A frontage unit is a standard interval in feet used to assign consecutive property numbers on a street or road.

**GIS Addressing Coordinator:** An employee or other designated official or person charged with the responsibility of assigning addresses and approving road names as defined in this Ordinance. This person shall be designated by the Director of Augusta Information Technology and will be an employee of IT-GIS.

**GIS Manager:** An employee or other designated official or person charged with the responsibility of managing the GIS department within the Information Technology Department.

**House number:** The number assigned by the GIS Addressing Coordinator to any building for the purpose of identification of the location.

**Mailing address:** The address assigned by the GIS Addressing Coordinator and used by USPS for the purpose of delivery of the United States mail. The property address and mailing address will be the same for all buildings unless the property owners utilize a post office box for delivery of their mail.

**Mobile Home:** A moveable or transportable dwelling.

**Mobile Home Park:** Any site or parcel of land under single ownership where land or units are rented, and community utility(ies) provide for the occupancy of mobile homes.

**Official Road Name:** The name as designated in the complete list of all roads in Augusta and on file with IT-GIS.

**Private Road:** Any road, which is not maintained by GDOT and/or Augusta through the use of public funds, or is not a driveway as defined by this Ordinance.

**Public Road:** Any road which is maintained by Augusta, Georgia and/or by GDOT.

**Road:** A public or private one-way or two-way road for ingress and/or egress. Such roads may be of various types including frontage roads, rear access roads, roads with cul-de-sacs and dead-end roads. This definition includes secondary roads, but does not include driveways.

**Road Sign:** A metal blade and necessary hardware used to convey a road name, block range and, where applicable, the state road number.

## **PROPOSED ORDINANCE FOR DISCUSSION**

**\*\*\* This is a working document that may change as input is received. \*\*\***

Unit Designator: The portion of the mailing address used to distinguish individual units within the same structure.

### **8-5-16 Abbreviations**

For the purpose of this Ordinance, the following abbreviations are defined below. Unless specifically defined, words or phrases used in this Ordinance shall be interpreted to give them the meaning they have in common usage and to give this Ordinance the most reasonable application.

E 9-1-1: Emergency 9-1-1; a system used that links emergency callers with the appropriate public services.

ESRI: Environmental Systems Research Institute; a global company that provides the means for organizing and analyzing geographical information to help land planners and resource managers make well-informed environmental decisions.

FGDC: Federal Geographic Data Committee; a U. S. committee that coordinates the development of the National Spatial Data Infrastructure.

FHWA: Federal Highway Administration; agency in the U. S. Department of Transportation that supports states and local governments in the design, construction and maintenance of the Nation's highway system.

GDOT: Georgia Department of Transportation

GISOP: IT-GIS Operating Procedures Technical Guide. The document used as a guideline by the GIS Addressing Coordinator and IT-GIS that will have the authority to authorize and approve alternate methods of displaying road naming and addressing which meet the intent of this Ordinance. This document may be changed periodically at the discretion of IT-GIS.

IT-GIS: The Augusta Information Technology Department, GIS Division. This department is the agency that shall assume responsibility for maintaining the road naming and addressing responsibility under this Ordinance.

MRAD: Master Road and Address Database

MUTCD: Manual on Uniform Traffic Control Devices; standard for signs, signals and pavement markings in the United States. MUTCD is published by the FHWA.

NENA: National Emergency Numbering Association; professional organization that promotes the implementation and awareness of 9-1-1 and the international three-digit emergency communication systems.

USPS: United States Postal Service

### **8-5-17 Consideration of New or Proposed Road Names**

The naming of roads, particularly in new subdivisions, shall be reviewed and approved by IT-GIS per the Site Plan Regulations and Land Subdivision Regulations. Persons submitting road names that are rejected shall be notified so that changes may be made prior to the plan review process.

#### **A) Selection Standards**

The following standards will be used in consideration of new or proposed road names. All current roads that would otherwise not meet these standards will be granted exceptions and maintain those names until changes,

## **PROPOSED ORDINANCE FOR DISCUSSION**

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if considered, can be made to conform to this Ordinance. In addition to those outlined in the GISOP, the standards used are as follows:

- 1) Names of new roads or proposed changes must not duplicate, in wording, in sound or pronunciation, an existing road within Augusta, Georgia regardless of distance between occurrences or in address ranges/block numbers
- 2) Road names may not contain abbreviations of words, names or initials
- 3) Numerical references are prohibited, such as Fifth, Ten
- 4) Names of individuals will only be permitted for honorary purposes unless the individual holds a state or national significance
- 5) Single alphabetical characters are prohibited
- 6) Road names must be easy to pronounce and easily recognizable in emergency situations
- 7) Special characters will not be permitted; periods, dashes, apostrophes, hyphens, etc.
- 8) Names that may be offensive (slang, words with double-meanings) will not be allowed

### **B) Prefixes and Suffixes**

Directional prefixes and suffixes will be used only when necessary. If used, cardinal (North, South, East & West) directions will only be used as prefixes and ordinal (Northwest, Northeast, Southwest, & Southeast) directions will only be used as suffixes, in accordance to established baselines as outlined in the GISOP. The use of both a prefix and suffix for addresses and road names will not be permitted.

### **C) Road Types**

Each approved road name will be required to have a road type. There shall only be one road type per road name. Road types permitted for use in Augusta, Georgia will be in compliance with the standards of the USPS. (See USPS Publication 28) IT-GIS has the authority to determine which road type(s) shall be suitable for the new or proposed name, as outlined in the GISOP. If the requested type is deemed inappropriate by IT-GIS, a new one must be chosen.

### **8-5-18 Reserving Road Names**

A request for road name reservation can be presented to IT-GIS for any new planned development. These road names will be reviewed and reserved in the road name inventory, if approved. Road names may only be reserved for two (2) years. Upon reaching the two year mark from date of reservation, the names will no longer be reserved, should an extension request not be made. A new request for an additional one (1) year extension of the road name(s) reservation must be submitted to IT-GIS.

### **8-5-19 Approvals**

All proposed road names shall be reviewed and approved by IT-GIS during the site or development plan review period. Roads in new subdivisions are authorized by action of the Commission before the road names become official and signs are erected. The appropriate Geospatial Tax Map(s) shall be amended by IT-GIS to reflect all newly approved road names.

### **8-5-20 Road Naming by Petitions**

If property owners, tenants, or entities wish to name a road or rename an existing road, they must submit an application and petition with 66% (two-thirds) of the property owners or tenants adjoining the said road in agreement of the request for naming/renaming to IT-GIS. The application fee of \$250 along with administrative

## **PROPOSED ORDINANCE FOR DISCUSSION**

**\*\*\* This is a working document that may change as input is received. \*\*\***

fees must be submitted to IT-GIS prior to processing. The administrative fees may include costs for manufacturing and installation of all new signs \$200 for 2 street signs. The road naming petition will only be presented before the Commission for final approval if all criteria are met as outlined in the GISOP.

### **8-5-21 Honorary Designations**

Requests for honorary designations of Augusta roads, not owned or maintained by state or federal agencies, should be made to IT-GIS. Roads assigned an honorary designation are not officially renamed but carry a second honorary name. The application fee of \$250 along with administrative fees must be submitted to IT-GIS prior to processing. The administrative fees may include costs for manufacturing and installation of all new signs \$250 for 3 honorary signs. The honorary designation request will only be presented to the Commission for final approval if all criteria are met as outlined in the GISOP for honorary designation of Augusta facilities, roads and bridges.

### **8-5-22 Renaming Existing Roads for Emergency Purposes**

Roads (public or private) may be changed by IT-GIS as necessary for health, safety and welfare reasons and efficiency of the emergency response system. Owners of adjoining properties shall be notified in writing that the change is taking place and be provided a list of proposed road names from which input shall be considered. A selection will be chosen after receiving input and be presented to the Augusta Commission for approval. For any case in which a continuous road has multiple names, IT-GIS will determine the correct name and notify owners along such road of the name change. In the event of a conflict in either road naming or addressing, IT-GIS will use its best judgment to resolve the conflict and have the responsibility of notifying the owner, E 9-1-1, USPS, and other agencies.

### **8-5-23 Temporary Road Names**

Temporary Road Names for events or special occasions will not be permitted.

### **8-5-24 Road Name Signage**

Sign location and installation shall be in accordance with the rules and regulations of the MUTCD (Manual on Uniform Traffic Control Devices) published by the Federal Highway Administration (FHWA) under 23 Code of Federal Regulations (CFR), Part 655, Subpart F. <http://mutcd.fhwa.dot.gov/> . Road signs will contain the prefix (if used), road name, road type, suffix (if used) and block numbers. Private roads will be marked as such in accordance with the Manual on Uniform Traffic Control Devices (MUTCD).

### **8-5-25 Official Road Name Database / Road Book**

Road Names that are assigned to roads shall be kept in a “Road Book” and have the road characteristics for each road centerline of the master road dataset. IT-GIS shall make this information available via internet (for public use) and intranet (for internal use). IT-GIS may designate other departments and/or personnel to maintain information as it is deemed practical, and shall provide means for the designated personnel to update the Road Book accordingly.

### **8-5-26 Addressing Applicability**

Addresses will be assigned on all roads and shall have a road sign placed on the main road or highway.

### **8-5-27 Property Legal Descriptions**

The adoptions and implementation of this Ordinance shall not affect the legal descriptions of any property or be used to determine legal descriptions.

## **PROPOSED ORDINANCE FOR DISCUSSION**

**\*\*\* This is a working document that may change as input is received. \*\*\***

### **8-5-28      Ordering of Addressing Components**

Components of a property address shall always be in the following order: Address Number, Address Number Suffix (if used prior to Ordinance), Directional Prefix (if any), Road Name, Road Type, Directional Suffix (if any), Unit Type Designation (if applicable), and a Unit Number (if applicable).

### **8-5-29      Assignment and Standards**

Addresses shall be determined based on the distance from the intersection of the driveway with the road and the current surrounding addresses, if compliant with this Ordinance. Additional standards used to determine addresses are as outlined and can be found in the GISOP.

#### **A) Multiple Structures Sharing Driveway**

If more than two (2) addressable structures access a common driveway as defined, that driveway will be assigned a private road name and all addresses will be assigned along such private road.

#### **B) Corner and Multiple Fronting Parcels**

Corner or double fronting parcels shall be assigned an address based on the driveway location of the intersecting road. If that entrance is not visible from that road or is inaccessible for emergency services, then the address shall be based on the road which the structure faces.

#### **C) Duplex/Attached Structures**

Each unit of structure shall receive its own individual address as determined by IT-GIS. This would include townhouses and condominiums.

#### **D) Multiple Unit Structures**

Separate internal units within, or associated with, residential or commercial complexes shall have an individual address and be uniquely identified by the use of a unit type. All educational, medical, residential, industrial facilities, and/or any other type of property with private roads that is sold shall not be allowed to change addressing or road names without written approval of IT-GIS. If road names or addresses are changed without approval, the property owner will be subject to fines as described in Augusta Code 8-5-40.

#### **E) Vacant Parcels**

Vacant parcels less than one acre may be pre-addressed at the discretion of IT-GIS. This pre-address shall be assigned to the center point of the parcel frontage.

#### **F) Miscellaneous Structures**

Structures requiring an address for metering or permitting purposes shall be given their own individual address and a unit designator. These structures would include billboards/signs, power poles, utility assets and others.

#### **G) Mobile/Manufactured Home Parks**

Mobile home lots shall have sequential address numbers throughout the mobile home park. Each lot will have a separate address number assigned. The address number of each lot must be clearly displayed on the mobile home which is located on that lot and must be clearly visible from the road. If the lot is more than 100 feet from the road, the address number shall be displayed at the end of the road or easement giving access to that mobile home. Addresses are not transferrable with the mobile home.

#### **H) Wireless Towers**

Wireless towers shall be assigned one address to the tower owner. Should the tower have multiple carriers, each carrier will be assigned a suite number that will include the address of the tower owner. A sign or post

## **PROPOSED ORDINANCE FOR DISCUSSION**

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which clearly indicated the address number assigned to the tower shall be located at the entry point of the road on which the tower is located.

### **8-5-30 Numbering System**

IT-GIS shall develop and maintain a uniform scaled system of numbering addresses. This addressing system shall be used in designating addresses for new and existing structures and to resolve address problems which tend to confuse the traveling public or tend to delay the response of emergency services, mail delivery and other service providers. Baselines and the point of origin shall be defined in the GISOP to include the numbering structure for Augusta, Georgia. Addressing shall generally conform to the 'Street Addressing Standards and Guidelines for the State of Georgia' and the GISOP, however; IT-GIS reserves the right to amend as needed.

### **8-5-31 Specifications and Placement of Address Numbers**

All structure numbers shall be constructed of a durable, weather resistant material. The color shall contrast with the color scheme of the structure, and if mounted on glass, shall contrast with the background and be clearly visible. Reflective numbers for nighttime identification are required.

Residential numbers should not be less than three (3) inches in height. Commercial numbers should not be less than six (6) inches in height. In all cases, a number larger than the minimum size may be required where the minimum size does not provide adequate identification from the traveled roadway or is proportional to the building size. All numerical identifications must be easily identifiable without obstruction of view. Any dwelling or individual business located at more than 50 feet from the roadway and/or not clearly visible shall be required to have numerical posting at both the entrance or driveway and located in close proximity to the front door or entrance way.

### **8-5-32 Responsibility for Placement of Address Numbers**

It shall be the responsibility of each and every property owner, trustee, lessee, agent and occupant of each residence, apartment building, business or industry to post and maintain, at all times, address numbers as required under this Ordinance. All addresses shall be displayed in such a way that they are unobstructed and legible from the traveled roadway.

#### **A) New Addresses**

The owner, occupant, or agent of each house, building or other structure assigned an address under the uniform numbering system shall place or cause to be placed the number on the house, building, or other structure within thirty (30) days after receiving notification from IT-GIS of the proper number assignment or within thirty (30) days of occupancy, whichever is sooner.

#### **B) Existing Addresses**

Further, the owner, occupant or agent of any existing house, building or other structure existing as of the date of the adoption of this Ordinance, shall place or cause to be placed the number on the house, building or other structure within sixty (60) days after the adoption of this Ordinance.

### **8-5-33 Changes of Addresses**

If an address number is changed for any reason, IT-GIS shall be responsible for assigning the new address number. An application requesting the change must be submitted to the GIS Addressing Coordinator. This form shall be available online on the Augusta, GA website and at the IT-GIS office. IT-GIS has the authority to change addresses as necessary to ensure conformity throughout Augusta, GA and efficiency of the emergency response system.

## **PROPOSED ORDINANCE FOR DISCUSSION**

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Requests will be reviewed within five (5) business days for consideration and approval, but may be extended should further consideration be needed. When such a change is made, IT-GIS shall notify the building owner to make the change, USPS, Augusta, GA offices, and emergency services. The owner of the building shall post the changed address numbers within thirty (30) days of receipt of such notice. The owner/resident of the building will be responsible for notifying all suppliers and others of the address change.

### **8-5-34 Compliance**

No owner of real property shall attempt to number or fail to number the property or the principle building, if not in conformity with this Ordinance. IT-GIS shall send a written notice, to any owner not in compliance with this Ordinance, to the owner's address as stated in Augusta records, directing specific compliance with a provision of this Ordinance. If corrective measures have not been taken within thirty (30) days of the notification of violation, a person or business will be subject to enforcement fines as described in Section 8-5-40. Augusta, Georgia will not assume any responsibility for the inability of emergency services (i.e. sheriff, fire, 911 departments) to locate the property in the event of an emergency due to incorrect property identification.

### **8-5-35 Development Plan Requirements**

All land subdivisions that creates a new public or private road or road section in any jurisdiction within Augusta, Georgia must have a pre-approved list of road names and addresses from IT-GIS before submitting subdivision and development plans to Planning and Development. All multi-unit and multi-structure developments must submit the site plan with building layout, for unit numbering, to IT-GIS prior to occupancy. Any subdivision or site that requires new addresses will be reviewed within seven (7) business days for assignment and subject to the final development/site plan approval before release.

### **8-5-36 Business Licenses**

All businesses, new or existing must have their address properly displayed in accordance to this Ordinance or a penalty will be assessed. All new businesses must have their address verified/confirmed against the MRAD before a license can be issued.

### **8-5-37 Building Permits**

No permit shall be issued for any structure until the owner/developer/contractor obtains an official address assigned by IT-GIS. The owner can contact the GIS Addressing Coordinator directly to complete an address assignment request.

### **8-5-38 Certificate of Occupancy**

The Certificate of Occupancy (CO) for any structure erected, repaired, or modified shall be withheld by the Planning and Development Department until the address is posted on the structure as outlined in this Ordinance.

### **8-5-39 Enforcement Responsibilities**

The responsibility for the enforcement of the provisions of the Roads and Addressing Ordinance, in addition to the legal authority of Augusta, is as assigned below:

- **Augusta IT-GIS:** The GIS Addressing Coordinator or any designee(s) of IT-GIS shall have the responsibility of enforcing this Ordinance and issuing citations for violations.
- **Augusta Planning & Development:** The Code Enforcement division or any designee(s) or Planning & Development shall have the responsibility of enforcing this Ordinance and issuing citations for violations.

### **8-5-40 Penalties for Violation**

Any person, business or property owner that violates or fails to comply with the provisions of this Ordinance, with exception Section 8-5-28 D, shall be guilty of an infraction punishable by a fine not to exceed \$500.00, six (6)

## **PROPOSED ORDINANCE FOR DISCUSSION**

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month imprisonment or both. Any person, business or property owner that violates Section 8-5-29 D shall be guilty of an infraction punishable by fine not to exceed \$1000.00. Each day any violation with the provisions of the Ordinance shall continue as a separate offense. In the event that violations of this Ordinance are not corrected within thirty (30) days of receiving the fine, Augusta may perform the work needed to comply and bill the property owner(s). If the bill for work performed is not paid within ninety (90) days of mailing, then a lien may be put on the property to include the cost of the work and any applicable court costs.

### **8-5-41 Appeals**

Any owner or occupant can submit an informal appeal in writing to the GIS Manager of the GIS Addressing Coordinator's road naming and/or addressing decisions within ten (10) days of the notification date. The GIS Manager shall review within reasonable time to determine if he/she will affirm, modify, or revoke the decision of the GIS Addressing Coordinator. If the appellant still finds the decision unsatisfactory, he/she may submit a formal appeal to the Commission within fifteen (15) days of the notification date. The notice of appeal should include the application and any appeal fees as applicable. The Commission shall make its final decision on the appeal, in conformity with this chapter, and it shall be final and conclusive. In the absence of an appeal within the designated timeframes, the decisions of the GIS Addressing Coordinator or GIS Manager shall be final.

### **8-5-42 Severability of Provisions**

All provisions in other Ordinances for Augusta, Georgia in conflict with this Ordinance are hereby repealed. If any provisions of this Ordinance or the application thereof to any person or circumstance are held invalid, the invalidity does not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision or application and to this end, the provisions of this Ordinance are severable.

### **8-5-43 Liability**

Augusta, Georgia, its officers, agents or employees, together with any person following their instructions in rendering services, are not liable for civil damages as a result of an act or omission under this Ordinance, including but not limited to, developing, adopting, operating, or implementing an addressing system or plan.

**SECTION III** All Ordinances or parts of Ordinances in conflict with this Ordinance are hereby repealed.

Done in Open Meeting under the Common Seal thereof this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

APPROVED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
MAYOR, AUGUSTA COMMISSION  
AUGUSTA, GEORGIA

ATTEST:

\_\_\_\_\_  
CLERK OF COMMISSION