Administrative Services Committee Meeting — Commission Chamber- 8/29/2011- 12:45 PM

ADMINISTRATIVE SERVICES

1. Approve Year 2012 Action Plan for Community Development Block Grant (CDBG) Program, Home Investment Partnerships (HOME) Program, Emergency Shelter Grant (ESG) Program, Housing Opportunities for Persons with AIDS (HOPWA) Program. ☐ Attachments

2. Discuss as information amending the 2009, 2010, 2011 Action Plans to re-program $377,250.51 and the revision to Scope of Work in Community Development Block Grant (CDBG) funds. ☐ Attachments

3. Approve suspending the authority of the Administrator's position as currently stated in the Policy and Procedure Manual on page 65, Section 500.101 and page 89 Section 300.17. (Requested by Commissioner Johnson) ☐ Attachments

4. Discussion: Elect to participate in the Business Occupational Tax Submittal System with the Georgia Department of Revenue. ☐ Attachments

5. Review Housing and Community Development Activities for the past six months and discuss planned activities for the upcoming six months; provide update on efforts to obtain HUD and/or other grant monies to remove blighted structures. (Requested by Commissioner Bill Lockett) ☐ Attachments

6. Review and discuss the authority utilized to make retroactive pay increases to 44 ARC employees; and explain what action will be taken to eliminate the pay disparity created among Senior Executive Service (SES) Group Employees; provide written documentation to support each pay increase and a written legal opinion to address the legality of making retroactive pay increases. (Requested by Commissioner Bill Lockett) ☐ Attachments

7. Discuss salaries increases, departmental reorganizations, reclassifications and a report from the Administrator on the methodology used to determine the percentage of increase (s). **(Requested by Commissioner Alvin Mason)**

☐ Attachments

8. Approve SES Performance Evaluation Form for SES level employees who report directly to the Commission. (Referred from August 8 Administrative Services Committee)

☐ Attachments

Administrative Services Committee Meeting
8/29/2011 12:45 PM
2012 Action Plan

Department:	Housing & Community Development
Caption:	Approve Year 2012 Action Plan for Community Development Block Grant (CDBG) Program, Home Investment Partnerships (HOME) Program, Emergency Shelter Grant (ESG) Program, Housing Opportunities for Persons with AIDS (HOPWA) Program.
Background:	In order to fulfill statutory and regulatory requirements mandated by the U.S. Department of Housing and Urban Development with regard to the 2012 Action Plan, the City of Augusta is required to make available for public comment the 2012 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. This proposal includes an Action Plan for 2012 with a budget that includes anticipated funding allocations for the Community Development Block Grant ($2,190,442), HOME ($1,216,121), ESG ($99,192) and HOPWA ($413,140) plus CDBG Program Income from loan repayments of $150,000 and HOME loan repayments of $1,000,000.
Analysis:	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).
Financial Impact:	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.
Alternatives:	None Recommended.
Recommendation:	Accept the 2012 Action Plan by resolution.

Funds are Available
in the Following
Accounts:

<u>REVIEWED AND APPROVED BY</u>:

Finance.
Law.
Administrator.
Clerk of Commission

2012 PROPOSED ALLOCATIONS

2012 Community Development Block Grant Program
B-12-MC-13-0004

	Proposed	Actual
Entitlement	$ 2,040,442.00	
Program Income	$ 150,000.00	
TOTAL	$ 2,190,442.00	

IDIS #	Project #	Projects	Proposed	Actual
Acquisition				
	12010	Acquisition	$ 150,000.00	
Public Facilities				
	12030	Laney-Walker Initiative-DDA	$ 175,000.00	
	12031	Jessye Norman Improvements	$ 50,000.00	
	12032	Coordinated Health Svs. Imp	$50,000.00	
Clearance/Demolition				
	12040	Clearance & Demolition	$ 100,000.00	
Public Services ($235,000)				
	12050	Art Factory	$ 15,000.00	
	12051	Augusta Mini Theatre	$ 15,000.00	
	12052	Boys & Girls Club	$ 10,000.00	
	12053	CSRA Business League	$ 15,000.00	
	12054	CSRA EOA	$ 15,000.00	
	12055	Carings Works	$ 10,000.00	
	12056	Catholic Social Services	$ 10,000.00	
	12057	Christ Community Health	$ 10,000.00	
	12058	East Augusta CDC - foreclosure	$ 15,000.00	
	12059	Golden Harvest Brown Bag Program	$ 20,000.00	
	1205A	Hope House-homeless vet program	$ 10,000.00	
	1205B	JWC Helping Hands	$ 5,000.00	
	1205D	Kids Restart	$ 15,000.00	
	1205E	MACH Academy	$ 15,000.00	
	1205F	Neighborhood Improvement Project	$ 15,000.00	
	1205G	Promise Land CDC	$ 10,000.00	
	1205H	Salvation Army	$ 10,000.00	
	1205I	Senior Citizens Council	$ 10,000.00	
	1205J	United Way	$ 10,000.00	
Relocation				
	12080	Relocation - HCD	$ 142,354.00	
Rehabilitation				
	12140	Housing Rehabilitation Program	$ 700,000.00	
Economic Development				
	12181	Small Business Development Loan	$ 140,000.00	
	12182	Antioch Micro-business Training	$ 10,000.00	
General Administration				
	12210	Administration - $428,088	$ 438,088.00	
	12211	Fair Housing - $10,000		
TOTAL			**$ 2,190,442.00**	

2012 PROPOSED ALLOCATIONS

2012 HOME Investmentment Partnerships Program
M-12-MC-13-0004

	Proposed	Actual
Entitlement	$ 1,216,121.00	
Program Income	$ 1,000,000.00	
TOTAL	$ 2,216,121.00	

IDIS #	Project #	Projects	Proposed	Actual
		Neighborhood Revitalization	$ 1,612,091.00	
		Downpayment Assistance	$ 200,000.00	
		CHDO Set-aside (15% mininum)	$ 182,418.00	
		Administration (10% max.)	$ 221,612.00	
TOTAL			$ **2,216,121.00**	

Housing Opportunities for Persons with Aids Program (HOPWA)
GA-H-12-F002

	Proposed	Actual
Entitlement	$ 425,918.00	

IDIS #	Project #	Projects	Proposed	Actual
		Hope Health	$100,000.00	
		St. Stephens Ministry	$313,140.00	
		Administration (3%)	$12,778.00	
TOTAL			**$425,918.00**	

2012 Emergency Shelter Grants Program
S-12-13-0004

	Proposed	Actual
Entitlement	$ 99,192.00	

IDIS #	Project #	Projects	Proposed	Actual
	E121	Action Ministries	$ 5,000.00	
	E122	CSRA EOA	$ 14,000.00	
	E123	Georgia Legal Services	$ 10,000.00	
	E124	Hope House	$ 13,000.00	
	E125	Interfaith Hospitality Network	$ 12,000.00	
	E126	St. Stephen's Ministry	$ 13,000.00	
	E127	Safe Homes	$ 10,764.00	
	E128	Salvation Army	$ 11,468.00	
	E129	United Way	$ 5,000.00	
		Administration (5%)	$ 4,960.00	
TOTAL			$ 99,192.00	

2012 PROPOSED ALLOCATIONS

Administrative Services Committee Meeting
8/29/2011 12:45 PM
Amending the 2009, 2010, and 2011 Action Plans to Reprogram $320,663.49 in Community Development Block Grant (CDBG funds).

Department:	Housing and Community Development Department
Caption:	Discuss as information amending the 2009, 2010, 2011 Action Plans to re-program $377,250.51 and the revision to Scope of Work in Community Development Block Grant (CDBG) funds.
Background:	Because certain funds are being forfeited and certain projects have unused funds, it has become necessary to reprogram these funds to facilitate their expenditure. We are proposing that funds be reprogrammed FROM the following projects: 1. Acquisition - FY2009 CDBG $165,663.00 Justification: Acquisition activity has decreased and funds were not being expended. 2. Down Payment Assistance (DPA) - FY2011 CDBG $70,000.00 Justification: DPA activity has decreased and funds were not being expended. 3. Down Payment Assistance (DPA) – FY2010 CDBG 51,292.25 DPA activity has decreased and funds were not being expended. Justification: DPA activity has decreased and funds were not being expended. 4. CSRA EOA –FY2009 Housing Counseling $26,571.23 Justification: The project is closed out without using the entire grant. Therefore, the balance is being re-programmed. 5. Augusta Youth Center 2010 - $4,026.72 Justification: Agency has closed with a balance for re-programming. 6. Augusta Neighborhood Improvement Corp. Inc. FY 2009 - $54,406.56 Justification: Project is complete with a balance for re-programming. 7. Bethlehem/Laney Walker Clean-up Interim Assistance – FY 2009 -$5,000.00 Justification: Volunteer supported project is completed without any expenditures for balance to re-program. 8. St. Stephen's Ministry – $290.26 Justification: Facility Improvements complete with a balance to re-program. Staff is proposing the funds be reprogrammed to the following projects: For CDBG: 1. Small Business Development - $295,360.31 Funds are being transferred to support the Small Business Development Loan Program that will be able to expend the funds by end of October 2011 to meet HUD expenditure requirement. 2. Brigham Park Improvements - $51,292.25 Funds are being transferred to support the Park Improvements that will be able to expend the funds by end of October 2011 to meet HUD

expenditure requirement. 3. Shiloh Community Center - $4,026.72 – Funds are being transferred to support the Public Service efforts. 4. Augusta Mini Theatre - $7,190.41- Funds are being transferred to support the services to provided piano, dance and drama instructions. 5. Boys & Girls Club - $7,190.41 Funds are being transferred to support youth service programs and program supplies. 6. Hope House, Inc - $7,190.41 Funds are being transferred to assist in the costs related to providing supportive services to homeless women recovering from substance abuse. 7. New Bethlehem Center - $5,000.00 Funds are being transferred to support after school care programs Staff is proposing the revision of program Scope of Work from the following projects: 1) Brigham Park –To re-construct three tennis courts located at the Henry Brigham Center Justification: Project is providing improvement to additional areas of the park. 2) Dyess Park – To improve and/or expand community center which will include renovation and additional space for kitchen, business/office, classroom, fitness, storage and bathroom. Justification: Project is providing additional improvements to areas of the park. Staff is proposing the revision of program Scope of Work to the following projects: 1) Brigham Park – to Brigham Park Improvements 2) Dyess Park – to Dyess Park/Pool Improvements and designs According to the City's Citizen Participation Policy, this increase in allocations constitute a substantial change to the Action Plans. Therefore, the revisions must be presented to the public for a 30-day comment period. If comments are received, they will be presented to the Commission for consideration. We are requesting authorization to proceed with the publication of a public notice in the newspapers to solicit comments on the changes. The Public Notice will be published in the Augusta Chronicle August 30, 2011 and the Metro Courier September 1, 2011. The deadline for comments will be October 30, 2011. Any comments received will be presented to Commission on October 4, 2011.

Analysis: The additional funds will allow the department to fund and proceed with more projects.

Financial Impact: More funds available for projects.

Alternatives: None

Recommendation: Accept the Housing and Community Department (HCD) recommendations for use of the additional funds and grant HCD authorization to proceed with the publication of a Public Notice soliciting citizen comments on the proposed changes to the 2009 through 2010 Action Plans. On October 4, 2011, any comments received will be presented to Commission for consideration.

Funds are Available in the Following Accounts:	Community Development Block Grant (CDBG)

<u>REVIEWED AND APPROVED BY</u>:

Finance.
Law.
Administrator.
Clerk of Commission

REPROGRAMMING OF CDBG FUNDS
Amend 2009 and 2010 Action Plans
August 29, 2011

CDBG FUNDS - $286,955.74

FROM	Amount (-)	TO	Amount (+)
Acquisition –HCD- FY2010- $200,663.49	165,663.49	**Small Business Development**	**165,663.49**
DPA FY 2011 $84,966.00	-70,000	**Small Business Development**	**70,000.00**
DPA FY 2010 $51,292.25	-51,292.25	**Brigham Tennis Court/Track Project**	**51,292.25**
TOTAL	**286,955.74**	**TOTAL**	**$286,955.74**

Public Service FUNDS - $30,597.95

FROM	Amount (-)	TO	Amount (+)
Augusta Youth Center 2010	$4,026.72	**Shiloh Community Center**	**4,026.72**
CSRA EOA – Housing Counseling	$26,571.23	**Augusta Mini Theatre** **Boys & Girls Club** **Hope House, Inc.** **New Bethlehem Center**	**7,190.41** **7,190.41** **7,190.41** **5,000.00**
TOTAL	-$30,597.95	**TOTAL**	**$30,597.95**

Public Facility and Clearance and Demolition FUNDS - $59,696.82

FROM	Amount (-)	TO	Amount (+)
Former ANIC FY 2009 (PF)	-54,406.56	**Small Business Development**	**54,406.56**
Bethlehem/Laney Walker Clean-up Interim Assistance	-5,000	**Small Business Development**	**5,000.00**
St. Stephen's Ministry	290.26	**Small Business Development**	**290.26**
TOTAL	-$59,406.56	**TOTAL**	**$59,696.82**

Administrative Services Committee Meeting
8/29/2011 12:45 PM
Authority of the Administrator's Position

Department:	Clerk of Commission
Caption:	Approve suspending the authority of the Administrator's position as currently stated in the Policy and Procedure Manual on page 65, Section 500.101 and page 89 Section 300.17. (Requested by Commissioner Johnson)
Background:	
Analysis:	
Financial Impact:	
Alternatives:	
Recommendation:	
Funds are Available in the Following Accounts:	

REVIEWED AND APPROVED BY:

Administrative Services Committee Meeting
8/29/2011 12:45 PM
Business Occupational Tax Submittal System

Department:	License & Inspection Department
Caption:	Discussion: Elect to participate in the Business Occupational Tax Submittal System with the Georgia Department of Revenue.
Background:	House Bill 1093 provides that the Georgia Department of Revenue is authorized to receive business occupational tax information from Georgia county and municipality governments in order to ensure compliance with sales and use tax registration requirements.… The Department of Revenue initiated a new program that will allow local governments that issue occupation tax permits to match their data against the state's sales tax registration information. This program will help ensure that all businesses legally required to collect sales tax are doing so and remitting the tax correctly.
Analysis:	If the Commission chooses to participate, we will collect and submit to the Department of Revenue the required business tax information. The data will be processed and compared with the records at the Department of Revenue. For reported businesses that are registered with the State, no action will be taken. Businesses that are not registered with the State will be investigated and, where appropriate, asked to register. If a business does not comply, it will be forced registered for sales and use tax.
Financial Impact:	Potential increase in the sales tax distributions from the State.
Alternatives:	Do not participate in the program.
Recommendation:	Approval
Funds are Available in the Following Accounts:	N/A

<u>REVIEWED AND APPROVED BY</u>:

Finance.
Law.
Administrator.
Clerk of Commission

RESOLUTION TO PARTNER WITH THE GEORGIA DEPARTMENT OF REVENUE IN AN EFFORT TO ENSURE PROPER PAYMENT OF SALES TAX

WHEREAS, pursuant to O.C.G.A. § 48-13-20.1, the Georgia Department of Revenue is partnering with counties and cities to enable the Department to ensure that businesses are properly compliant with state and local sales tax laws;

WHEREAS, counties and cities that impose an occupation tax or regulatory fee pursuant to O.C.G.A. § 48-13-1 *et seq.,* may pass a resolution to participate in this voluntary program;

WHEREAS, Augusta-Richmond County levies an occupation tax and/or regulatory fee pursuant to O.C.G.A. § 48-13-1 *et seq.*; and

WHEREAS, the Augusta-Richmond County Commission desires to have Augusta-Richmond County participate in this voluntary program.

NOW, THEREFORE BE IT RESOLVED by the Augusta-Richmond County Commission that Augusta-Richmond County will participate in the Georgia Department of Revenue's program to verify that businesses paying occupation taxes and regulatory fees are also paying their state and local sales tax.

BE IT FURTHER RESOLVED that, upon adoption of this Resolution, any person who performs any business, occupation or profession subject to an occupation tax or regulatory fee under O.C.G.A. § 48-13-1 *et seq.* is required to provide the County the following information when paying their occupation tax or regulatory fee:

(a) The legal name of the business;
(b) Any associated trade names for the business;
(c) The mailing address for the business;
(d) The actual physical address of each location of the business, if it is different than the mailing address;
(e) NAICS – North American Industry Classification System Code; and
(f) The sales and use tax identification number assigned to the business by the Georgia Department of Revenue, if the business is required by law to have such a number.

BE IT FURTHER RESOLVED that the County will provide written notice to all persons subject to occupation tax or regulatory fees and that:

(a) This information will be turned over to the Georgia Department of Revenue; or
(b) If the person refuses or fails to provide the required information, the County will notify the Georgia Department of Revenue of this fact.

BE IT FURTHER RESOLVED that, within thirty (30) days after receiving the payment of occupation taxes or regulatory fees under O.C.G.A. § 48-13-20, the County will electronically submit the information received from each business, to the Georgia Department of Revenue.

BE IT FURTHER RESOLVED that a copy of this executed Resolution will be immediately transmitted to the Commissioner of the Georgia Department of Revenue.

This ___ day of ___________________, 2011.

____

Mayor

ATTEST:

____

Clerk of Commission

Administrative Services Committee Meeting
8/29/2011 12:45 PM
Housing and Economic Development

Department:

Caption: Review Housing and Community Development Activities for the past six months and discuss planned activities for the upcoming six months; provide update on efforts to obtain HUD and/or other grant monies to remove blighted structures. (Requested by Commissioner Bill Lockett)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

Funds are Available in the Following Accounts:

REVIEWED AND APPROVED BY:

Administrative Services Committee Meeting
8/29/2011 12:45 PM
Retro Pay Raises

Department:

Caption: Review and discuss the authority utilized to make retroactive pay increases to 44 ARC employees; and explain what action will be taken to eliminate the pay disparity created among Senior Executive Service (SES) Group Employees; provide written documentation to support each pay increase and a written legal opinion to address the legality of making retroactive pay increases. (Requested by Commissioner Bill Lockett)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

Funds are Available in the Following Accounts:

REVIEWED AND APPROVED BY:

Administrative Services Committee Meeting
8/29/2011 12:45 PM
Salary Adjustments

Department:

Caption: Discuss salaries increases, departmental reorganizations, reclassifications and a report from the Administrator on the methodology used to determine the percentage of increase(s). **(Requested by Commissioner Alvin Mason)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

Funds are Available in the Following Accounts:

<u>REVIEWED AND APPROVED BY</u>:

Cover Memo

Item # 7

INCREASE SUMMARY

	A	B
1	**Department Name**	Increase Amount
2	Administration	$17,124.64
3	Engineering	$137,986.94
4	Environmental Services	$33,340.32
5	Finance	$75,092.33
6	Recreation, Parks and Facilities	$72,497.01
7	Utilities	$17,349.80
8	**TOTAL INCREASE:**	**$353,391.04**

Employee Name	Dept #	Dept Name	Current Bi-Weekly Salary	Current Annual Salary	Approved New Bi-Weekly Salary	New Annual Salary	Annual Difference in Pay
Tameka Allen	4002	Administration	$4,390.95	$114,164.70	$5,049.59	$131,289.34	$17,124.64
						TOTAL INCREASE=	$17,124.64
Betty Griffin	4211	Payroll	$1,843.44	$47,929.44	$2,119.95	$55,118.70	$7,189.26
Timothy Schroer	4211	Finance	$2,725.92	$70,873.92	$3,134.81	$81,505.06	$10,631.14
Edeltraud Coleman	4211	Finance	$1,419.89	$36,917.14	$1,632.87	$42,454.62	$5,537.48
Mary Teresa Choat	4211	Finance	$1,648.46	$42,859.96	$1,730.88	$45,002.88	$2,142.92
VACANT (FINANCIAL ANALYST I)	4211	Finance		$51,655.98		$52,099.31	$443.33
Lisa Sherrouse	4212	Accounting	$1,745.92	$45,393.92	$2,007.81	$52,203.06	$6,809.14
Ronald Crowden	4214	Fleet Management	$2,476.27	$64,383.02	$2,723.90	$70,821.40	$6,438.38
Sandra Wright	4216	Risk Management	$2,428.04	$63,129.04	$2,670.84	$69,441.84	$6,312.80
Barbara Roberts	4216	Risk Management	$1,249.12	$32,477.12	$1,311.58	$34,101.08	$1,623.96
Judy Blackstone	4216	Risk Management	$1,269.45	$33,005.70	$1,459.87	$37,956.62	$4,950.92
Josephy Crozier	4216	Risk Management	$1,786.99	$46,461.74	$2,055.04	$53,431.04	$6,969.30
George Barnes III	4216	Risk Management	$1,697.62	$44,138.12	$1,952.26	$50,758.76	$6,620.64
Doris Anthony	4216	Risk Management	$1,103.10	$28,680.60	$1,268.57	$32,982.82	$4,302.22
ACANT (Training and Safety Officer)	4216	Risk Management		$30,783.33		$35,904.17	$5,120.84
						TOTAL INCREASE=	$75,092.33
Tom Wiedmeier	4411	Utilities	$4,448.69	$115,665.94	$5,115.99	$133,015.74	$17,349.80
						TOTAL INCREASE=	$17,349.80
Abie Ladson	4501	Engineering	$4,444.85	$115,566.10	$5,111.57	$132,900.82	$17,334.72
Robert Stribling	4501	Engineering	$1,938.15	$50,391.90	$2,220.27	$57,727.02	$7,335.12
Michael Alsbrook	4501	Engineering	$1,507.18	$39,186.68	$2,220.27	$57,727.02	$18,540.34
Caleb Lord	4501	Engineering	$1,848.00	$48,048.00	$2,220.27	$57,727.02	$9,679.02
Russell Barnes	4501	Engineering	$1,064.37	$27,673.62	$1,453.61	$37,793.86	$10,120.24
Hameed Malik	4501	Engineering	$3,153.85	$82,000.10	$3,626.93	$94,300.18	$12,300.08
Anthony Williams	8097	Sales Tax Admin-Eng	$2,913.77	$75,758.02	$3,350.84	$87,121.84	$11,363.82
Jimmy Williamson	8097	Sales Tax Admin-Eng	$2,884.62	$75,000.12	$3,028.85	$78,750.10	$3,749.98
						TOTAL INCREASE=	$90,423.32
Steven Cassell	4506	Traffic Engineering	$3,309.53	$86,047.78	$3,805.96	$98,954.96	$12,907.18
Michael Edwards	4506	Traffic Engineering	$2,115.38	$54,999.88	$2,460.16	$63,964.16	$8,964.28
Guyton Shepherd	4506	Traffic Engineering	$1,576.92	$40,999.92	$2,220.30	$57,727.80	$16,727.88
Charles Gifford	4509	Traffic Engineering	$2,115.38	$54,999.88	$2,460.16	$63,964.16	$8,964.28
						TOTAL INCREASE=	$47,563.62
Mark Johnson	4510	Environmental Services	$3,520.23	$91,525.98	$4,048.28	$105,255.28	$13,729.30
McKinley Williams	4510	Environmental Services	$2,220.31	$57,728.06	$2,331.32	$60,614.32	$2,886.26
Lori Videtto	4510	Environmental Services	$2,813.54	$73,152.04	$3,094.91	$80,467.66	$7,315.62
Willie Britt	4510	Environmental Services	$900.08	$23,402.08	$1,013.66	$26,355.16	$2,953.08
Elizabeth Brooks	4510	Environmental Services	$322.00	$8,372.00	$400.00	$10,400.00	$2,028.00
Eric Blocker	4510	Environmental Services	$1,013.66	$26,355.16	$1,183.97	$30,783.22	$4,428.06
						TOTAL INCREASE=	$33,340.32
Tom Beck Jr.	6000	Recreation, Parks and Facilities	$3,329.00	$86,554.00	$3,828.35	$99,537.10	$12,983.10
Terrance Smith	6493	Recreation, Parks and Facilities	$827.49	$21,514.74	$887.45	$23,073.70	$1,558.96
Donald Scott	6351	Recreation, Parks and Facilities	$823.54	$21,412.04	$887.45	$23,073.70	$1,661.66

Item # 7

Williams Rhodes	6351	Recreation, Parks and Facilities	$807.46	$20,993.96	$887.45	$23,073.70	$2,079.74
James Pratt	6478	Recreation, Parks and Facilities	$1,559.70	$40,552.20	$1,759.63	$45,750.38	$5,198.18
Samuel Smith	6000	Recreation, Parks and Facilities	$1,442.30	$37,499.80	$1,683.13	$43,761.38	$6,261.58
Robert Martin	6000	Recreation, Parks and Facilities	$1,683.13	$43,761.38	$2,093.99	$54,443.74	$10,682.36
Joan Smith	6000	Recreation, Parks and Facilities	$2,427.69	$63,119.94	$2,998.15	$77,951.90	$14,831.96
Dennis Stroud	6000	Recreation, Parks and Facilities	$2,894.12	$75,247.12	$2,998.15	$77,951.90	$2,704.78
Claude Andrews	4141	Recreation, Parks and Facilities	$1,718.43	44,679.18	$1,935.60	$50,325.51	$5,646.33
Chris Scheuer	6000	Recreation, Parks and Facilities	$2,364.31	61,472.06	$2,706.17	$70,360.42	$8,888.36
						TOTAL INCREASE=	$72,497.01

Administrative Services Committee Meeting
8/29/2011 12:45 PM
SES Performance Evaluation Form

Department:	Human Resources
Caption:	Approve SES Performance Evaluation Form for SES level employees who report directly to the Commission. (Referred from August 8 Administrative Services Committee)
Background:	The Human Resources Director and Administrator were instructed to produce a Performance Evaluation form for SES Level Employees who report directly to the Commission. Previously there was no tool to be used by the Commission to evaluate employees reporting to them directly.
Analysis:	Since there is currently no tool to evaluate the direct reports to the Commission, this process is being proposed to be implemented in two phases. Phase one The FY11 form will allow the Commission to EVALUATE ALL DIRECT REPORTS ON PERFORMANCE at the end of this year based on subjective rating factors. Each direct report will submit proposed performance measures for each of the nine areas listed in Goals and Objectives section. Phase two These goals will be used to evaluate specific performance in phase two at the end of FY-2012.
Financial Impact:	
Alternatives:	Do not approve SES Performance Evaluation Form.
Recommendation:	Approve SES Performance Evaluation Form.
Funds are Available in the Following Accounts:	

REVIEWED AND APPROVED BY:

SES PERFORMANCE EVALUATION

BOARD OF COMMISSIONERS DIRECT REPORTS
CITY OF AUGUSTA, GA
FY-11

Name	EMP#	Date:
SES Class	Dept/Office	

Annual	Special	Explain:	
Hire Date	Evaluation Period	Date of Last Evaluation:	

I. General KnowledgeSkills & Traits (FY-11	Weight	Does not meet expectations (1)	Meets Expectations (2)	Exceeds Expectations (3)	TOTAL Actual	Poss.
1. Leadership & Professionalism	2				0	6
2. Teamwork & Interpersonal Relations	2				0	6
3. Communications-Written/Oral	2				0	6
4. Execution of Policy	2				0	6
5. Effeciency & Productivity	2				0	6
TOTALS					0	30
SUMMARY SCORE A (Weighted Average) = Total Actual divided by Total Possible X 3					0.0	

(1) Does Not Meet Expectations	(2) Meets Expectations	(3) Exceeds Expectations
Mandatory Management Plan. Recommended Performance	Meets Job and County Standards of a Good Employee	Consistently Excels; Far Exceeds

Summary Comments:

Rater: ______________________ ______________________
Signature Date

Rater: ______________________ ______________________
Signature Date

EMPLOYEE SIGNATURE AND DATE:

4. Signature acknowledges receipt of this report: ______________________ ______________________
Signature Date

5. Employee comments:

Item # 8

SES PERFORMANCE EVALUATION
Board of Commissioners-Direct Reports
CITY OF AUGUSTA, GA
FY-12

	EMP#	Date:
SES Class	Dept/Office	

Annual	Special	Explain:	
Hire Date	Evaluation Period	Date of Last Evaluation:	

I. General KnowledgeSkills & Traits	Weight	Does not meet expectations (1)	Meets Expectations (2)	Exceeds Expectations (3)	TOTAL Actual	Poss.
1. Leadership & Professionalism	2				0	6
2. Teamwork & Interpersonal Relations	2				0	6
3. Communications-Written/Oral	2				0	6
4. Execution of Policy	2				0	6
5. Effeciency & Productivity	2				0	6
TOTALS					0	30
SCORE A (Weighted Average) = Total Actual divided by Total Possible X 3					0.0	

II. Goals and Objectives (FY-12)	Weight	Does not	Meets	Exceeds	TOTAL Actual	Poss.
Service- Customer Satisfaction	2				0	6
Service- Decrease Complaints	2				0	6
People- Reduce turnover	2				0	6
People- Increase Employee Satisfaction	2				0	6
Quality- Improve Mgmt Accountability	2				0	6
Finance- Reduce Operating Margins	2				0	6
Finance- Improve Effeciency	2				0	6
Growth- Learning and Growth	2				0	6
Growth- Improve Quality of Life	2				0	6
					0	54
SCORE B (Weighted Average) = Total Actual divided by Total Possible X 3					0.0	

GUIDE TO INDIVIDUAL RATINGS

Does not meet expectations (1)	Meets Expectations (2)	Exceeds Expectations (3)
Mandatory management plan. Recommended Performance	Meets job and County standards of a good employee	Consistently excels; far exceeds

III. OVERALL PERFORMANCE RATING ((A+B) Actual / (A+B) Possible) X 3	0.0

V. NARRATIVE:

1. EMPLOYEE'S STRENGTHS/ SPECIAL ACHIEVEMENTS:

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2.. STRATEGY FOR PERFORMANCE IMPROVEMENT:

3. ANNUAL PERFORMANCE GOALS IN EACH OF NINE (9) CATAGORIES (BASED ON COMMISSION GUIDELINES):

See Attached>

4. GENERAL COMMENTS:

SIGNATURES/ DATES:

Reviewing: ______________________ ______________
Signature **Date**

Reviewing: ______________________ ______________
Signature **Date**

EMPLOYEE SIGNATURE AND DATE:
