



Administrative Services Committee Meeting Committee Room- 9/8/2008- 12:50 PM

ADMINISTRATIVE SERVICES

1. Authorize submission of the 2008 Exhibit I Continuum of Care Application to HUD and grant the Mayor the authority to execute all forms associated with the application, which also include submission of the Follow-up Technical Submission Application, Renewals and Annual Progress Reports. ☐ [Attachments](#)
2. Motion to approve Affirmative Action Plan (AAP). ☐ [Attachments](#)
3. Approve an Ordinance providing for the demolition of certain unsafe and uninhabitable structures in the Albion Acres Neighborhood: 2284 Darlington Drive, (District 2, Super District 9); South Richmond Neighborhood: 3870 Wendell Street, 2044 McDade Road, (District 8, Super District 10); Meadowbrook Neighborhood: 2514 Becket Court, (District 5, Super District 9); AND WAIVE 2ND READING. ☐ [Attachments](#)
4. Discuss increased salaries for State Court judicial assistants related to their additional duties and the operation of a digital recording system for hearings and trials. ☐ [Attachments](#)
5. Consider Resolution for the Adoption of the Augusta-Richmond County Redevelopment Plan for the neighborhoods of West Augusta, Downtown, Old City, East Augusta, South Augusta and Create Tax Allocation District Number One - Augusta. ☐ [Attachments](#)

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Administrative Services Committee Meeting
9/8/2008 12:50 PM
2008 Continuum of Care Application

Department:	Housing & Community Development Department
Caption:	Authorize submission of the 2008 Exhibit I Continuum of Care Application to HUD and grant the Mayor the authority to execute all forms associated with the application, which also include submission of the Follow-up Technical Submission Application, Renewals and Annual Progress Reports.
Background:	Each year the Housing & Community Development (HCD) Department applies to HUD for funding through the annual SuperNOFA Continuum of Care Homeless Assistance Program. These funds are specifically designated to address housing and services for homeless persons in Augusta. The amount of funds available for the Augusta area is \$770,250. Additionally, there are funds available for two (2) more projects which are outlined below: Rapid Re-Housing for Families Demonstration Program \$231,075 - These funds are to be used to pay for a Transitional Housing Project that provides short-term housing to homeless households with dependent children. Samaritan Housing Initiative \$115,438 - These funds are to be used for development of a Permanent Housing project for chronically homeless persons. Total funds available \$1,116,863 Any non-profit organization providing housing and services to the homeless can apply for the funds. HCD is now soliciting for applications from homeless agencies. The deadline for applications to HCD is September 11, 2008. HCD will be reviewing and ranking the applications and submitting the application, on behalf of the City, to HUD Washington on September 24, 2008. Included in the final application will be a request for the renewal of a City grant for \$181,027 which will be used to support the Homeless Information Management System (HMIS), administrative services, supplies and provide case management to partner agencies. This grant renews each year at the same amount (\$181,027) from October 1 to September 30.
Analysis:	Approval will allow the city to continue comprehensive services to the homeless population of Augusta-Richmond County.
Financial Impact:	These are additional funds received from HUD for use in Augusta to provide housing and supportive services for the homeless. A total of \$1,116,863 will be available.
Alternatives:	None recommended
Recommendation:	Approve Submission of the CoC Application to HUD, and Grant the Mayor

Cover Memo

Item # 1

the Authority to Execute all Forms associated with the Application, which also include Submission of the Follow-up Technical Submission Application, Renewals and Annual Progress Reports

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

Funds Anticipated to be received from HUD if application is approved.

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**



Administrative Services Committee Meeting
9/8/2008 12:50 PM
Affirmative Action Plan (AAP)

Department: Equal Employment Opportunity Office

Caption: Motion to approve Affirmative Action Plan (AAP).

Background:

EEO and Affirmative Action Guidelines Since 1965, the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) has been committed to ensuring that Government contractors comply with the equal employment opportunity (EEO) and the affirmative action provisions of their contracts. Augusta-Richmond County currently receives Federal Government monies for the following: the Utilities Department Ft. Gordon contract, the Augusta Transit Department and the Augusta Regional Airport Aviation contract. Federal Guidelines prohibit the use of any quotas or set-asides. In keeping with these guidelines, this Affirmative Action Plan contains no quotas or set-asides for any groups. OFCCP administers and enforces Executive Order 11246, as amended, which prohibits federal contractors and federally-assisted construction contractors and subcontractors, who do over \$10,000 in Government business in one year from discriminating in employment decisions on the basis of race, color, religion, sex, or national origin. The Executive Order also requires Government contractors to take affirmative action to insure that equal opportunity is provided in all aspects of employment. Under the Guidelines of 29 USC §793, 38 USC §4212 and 41C.F.R. Part 60-250, Veterans and People with Disabilities are also protected under this Affirmative Action Plan . Government contractors, like Augusta-Richmond County, with 50 or more employees and \$50,000 or more in government contracts are required to develop a written affirmative action program (AAP). A written affirmative action program helps Augusta-Richmond County identify and analyze potential problems in the participation and utilization of women and minorities in the workforce. If there are problems, Augusta-Richmond County will specify in its AAP the specific procedures it will follow and the good faith efforts it will make to provide equal employment opportunity. Expanded efforts in outreach, recruitment, training and other areas are some of the affirmative steps contractors can take to help employees compete for jobs on equal footing with other applicants and employees. Related Laws and Regulations E.O. 11246 Executive Order 11246 29 USC §793 Rehabilitation Act of 1973 38 USC §4212 Vietnam Era Veterans' Readjustment Assistance Act of 1974

41 CFR Part
60-1Obligations of Contractors and Subcontractors 41 CFR Part 60-2
Affirmative Action Programs 41 CFR Part 60-250 Affirmative Action and
Nondiscrimination Obligations of Contractors and Subcontractors Regarding
Special Disabled Veterans and Veterans of the Vietnam Era 41 CFR Part 60-
741 Affirmative Action and Nondiscrimination Obligations of Contractors
and Subcontractors Regarding Individuals with Disabilities Source: The

Item # 2

Analysis:

Financial Impact: no action required by finance/dbw

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**

AFFIRMATIVE ACTION PLAN FOR MINORITIES & WOMEN

Equal Employment Opportunity (EEO) Office Augusta-Richmond County Government

January 1, 2008 - December 31, 2008

The Mayor, Augusta-Richmond County Commission and the City Administrator

Diana Darris, M JPS
EEO Coordinator
Designated Affirmative Action Plan Manager

(In accordance with the guidelines of Federal Executive Order 11246, 29 C.F. R. Part 1608, Part III 41 C.F.R. Parts 60-1 and 60-2, Part VIII 41 C.F.R Part 60-1)

Note: The data and information contained in this Affirmative Action Plan (AAP) is limited to the information located in the IFAS database of Augusta-Richmond County.

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PREFACE

The Augusta-Richmond County Government and its internal Equal Employment Opportunity (EEO) Office (also referred to as the EEO Office) are fully committed to the concept and practice of equal opportunity and affirmative action in all aspects of employment.

In the preparation of this Affirmative Action Plan (AAP), the EEO Office has used the terminology found in Federal Executive Order (E.O.) 11246 and the implementing regulations as a guide. Therefore, the use of such terms as "underutilization," "deficiency," "concentration," "affected class," "goal," "problem area," etc. should not be construed as an admission by Augusta-Richmond County, in whole or in part, that any problem area exists or that either minorities or women have been or are presently being underutilized, concentrated, or discriminated against in any way by Augusta-Richmond County in violation of federal, state, or local fair employment practice laws. Furthermore, nothing contained in this AAP or its supporting data should be construed as an admission, in whole or in part, that it has contravened such federal, state, or local employment practice laws.

In developing and implementing the AAP, the EEO Office has been guided by its established policy of providing equal employment opportunity. Any placement goals that the EEO Office has established herein are not intended as rigid, inflexible quotas that must be met, but rather as targets reasonably attainable by applying every good faith effort in implementing this AAP. The use of placement goals in this AAP is not intended, nor is the effect of such placement goals intended, to discriminate against an individual or group of individuals with respect to any employment opportunities for which he, she, or they are qualified on the grounds that he, she, or they are not the beneficiaries of affirmative action themselves. Nothing herein is intended to sanction the discriminatory treatment of any person. Indeed, all employment decisions are made based on job-related criteria. Thus, this AAP has been developed in strict reliance upon the Guidelines on Affirmative Action issued by the Equal Employment Opportunity Commission (EEOC) (29 C.F.R. Part 1608).

While the EEO Office firmly believes in wide dissemination of its affirmative action policies and equal employment opportunity practices, this AAP contains certain private data proprietary information relating to the organization's business that is subject to misinterpretation and misuse, which again can be very harmful to goals and objectives solely unrelated to the affirmative action and equal employment opportunity concept.

Therefore, even though Augusta-Richmond County and the EEO Office are justifiably proud of the progress and placement goals that are described in the following pages, this AAP and its support data are to be disclosed with the following requirements as follows:

1. If this information is submitted to the Office of Federal Contract Compliance Programs (OFCCP) pursuant to the relevant Executive Order and regulations, it is to be considered confidential and not subject to disclosure without notifying the EEO Office of the agency's decision to disclose and providing with ample time to contest the disclosure.
2. If this information is supplied to another government contractor, EEOC representative, or any other person who is given access to the AAP, it is not to be copied, reproduced, or disclosed without prior notification to EEO Office.

3. The plan shall be accessible for open review. However, if information contained in the AAP is to be copied, removed from the premises, or released to other individuals, prior notification shall be given to the EEO Office in writing.
4. All monitoring system reports as required by federal regulations and laws have been completed. Reports that require specific data such as names of employees and salary information are not an official part of this AAP. This information is on file at the EEO Office as documentation and supporting data for AAP Reports and is available for review only as required by law.

The material set forth in this AAP is deemed to include personnel file data, investigatory records, statistical data and other information which may, in part, be confidential in nature according to HIPPA, the Freedom of Information Act (5 U.S.C. Section 552) and Title VII of the Civil Rights Act of 1964 (as amended) (42 U.S.C. Sections 2000e et seq.). The disclosure of certain confidential employee records is prohibited by law and would subject the individual making the disclosure to criminal and/or civil sanctions.

The overall plan covers all departments under the jurisdiction of the Augusta-Richmond County Government including, but not limited to: the Augusta Utilities Department, the Augusta Regional Airport, the Augusta Transit Department and the Augusta Housing and Economic Development Department. Augusta-Richmond County is able to obtain specific data and monitoring systems for individual departments as well as the overall organization.

This AAP does not constitute an express or implied contract between Augusta-Richmond County and its employees, job applicants, or other persons. Nothing in this AAP provides any individual or group with a private right of action against Augusta-Richmond County or its internal EEO Office.

INTRODUCTION

Ever committed to equal employment opportunities the EEO Office has prepared this AAP to cover employees working within the Augusta-Richmond County organization under the specific jurisdiction of the Mayor and the Augusta-Richmond County Commission.

As detailed in the Job Group Analysis, this AAP covers 2,837 employees including 1,357 (47.83%) minorities and 1,001 (35.28%) women. It is expected that these employees will help us to reach mutual goals of profitability and efficiency, resulting in both business and personal growth. As described in detail in the Plan that follows, Augusta-Richmond County and its internal EEO Office has a continuing commitment to the practice and implemented action of this AAP.

RESPONSIBILITY FOR IMPLEMENTATION

In accordance with 41 C.F.R. 60-2.17

The EEO Office has the overall responsibility for implementing the Equal Employment Opportunity Policy and the AAP. The Augusta-Richmond County Commission has assigned primary management responsibility and accountability for ensuring full compliance with the plan to Diana Darris, an official of the internal Augusta-Richmond County EEO Office. The EEO Coordinator has the authority, resources, support of and access to top management necessary to ensure the effective implementation of the AAP. The EEO Office, the Mayor and the Commission actively support the program and provide assistance whenever it is needed to make managers and supervisors aware of the program and ensure their cooperation and assistance. The name of the EEO Coordinator should appear on internal and external communications on the organization's Equal Employment Opportunity Policy and AAP.

1. The duties of the EEO Coordinator include:

- A. Developing policy statements, AAP methods, and internal and external communication techniques. Affirmative action policies and procedures will continue to be developed to ensure an efficient yet positive interaction between the EEO Coordinator and the managers charged with employment responsibility.
- B. Assisting in the identification of problem areas, and developing strategies to eliminate any problems identified.
- C. Assisting line management and supervisors in devising solutions to equal employment problems, including counseling and training, to ensure full understanding of affirmative action and EEO policies and procedures.
- D. Designing and implementing monitoring and reporting methods that will:
 - Measure the effectiveness of the organization's equal employment and AAP.
 - Indicate any need for remedial action.
 - Determine the degree to which the organization's placement goals and objectives are being attained.
 - Provide management with a working understanding of the organization's AAP placement goals and objectives.
- E. Meeting with managers, supervisors, and employees to assure that the organization's EEO policies are being followed.
- F. Working in collaboration with administration to ensure that supervisors understand the importance of the AAP. Supervisors should be informed that their work performance is being evaluated, in part, on the basis of their demonstrated commitment to equal employment opportunity, and that it is their responsibility to prevent all types of unlawful workplace harassment.

- G. Serving as a liaison between enforcement agencies.
- H. Serving as a liaison between appropriate minority and women's organizations, and community action groups concerned with employment opportunities for minorities and women.
- I. Making contact with predominately female and minority high schools, colleges, and technical schools in the area as needed.
- J. Keeping management informed of developments in the equal employment opportunity and affirmative action area.
- K. Conducting periodic audits to ensure that Augusta-Richmond County complies in the following ways:
 - 1. EEO posters are properly displayed.
 - 2. All employees are afforded the opportunity and are encouraged to participate in all sponsored educational and training activities in the workplace.
- 2. The EEO Office recognizes that the cooperation of department supervisors and managers is required to reach the full potential of this AAP. Therefore, supervisors and managers are expected to:
 - A. Assist the EEO Coordinator in the identification of any problem areas and help to eliminate any barriers to equal employment opportunity.
 - B. Whenever possible, become involved in local minority organizations, women's organizations, community action groups, and community service programs.
 - C. Work with the EEO Coordinator to periodically review hiring, promotion patterns, and training programs in order to isolate impediments to the attainment of affirmative action placement goals and objectives. The results from these reviews will be communicated through appropriate management meetings.
 - D. Review the qualifications of employees to ensure that minorities and women are given full opportunity for transfers and promotions.
 - E. Provide career counseling for employees as needed.
 - F. Adhere to the organization's policy of equal employment opportunity for all employees and ensure that the policy is understood, supported and adhered to by the employees they supervise.
 - G. Take action to prevent the harassment of employees based on protected characteristics or due to a perception that an individual might have been the beneficiary of the organization's affirmative action efforts.

ORGANIZATIONAL PROFILE
In accordance with 41 C.F.R. 60-2.11

As one of the diagnostic components of Equal Employment Opportunity (EEO) Office's AAP and to conform to applicable regulations, the EEO Office has completed a profile of the Augusta-Richmond County workforce. The organizational profile is an overview of the staffing patterns at Augusta-Richmond County and is used to determine whether there are areas in the workforce where minorities or women are underrepresented or concentrated. To complete our organizational profile we have elected to follow the organizational display methodology.

THE ORGANIZATIONAL DISPLAY:

The following chart sets forth our Organizational Display. For each Department Code, we provide the following data: the total number of male and female incumbents, and the total number of minorities. Racial/ethnic groups (as determined and defined by the Federal Government Guidelines) are: Black, Hispanic, Asian/Pacific Islander, and American Indian/Alaskan Native.

Equal Employment Opportunity (EEO) Office

Augusta-Richmond County Government

EEO/Affirmative Action Plan

Organizational Display (Minority and Female Totals)

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4000 - BOARDS AND COMMISSIONS Total 10 - (5WM/4BM/1BF)
 4001 - MAYOR'S OFFICE Total 3 - (1WM/1WF/1BF)
 4002 - ADMINISTRATOR Total 5 - (1WM/1WF/1BM/2BF)
 4003 - COUNTY ATTORNEY CONTRACT SERVICES - Total 2 - (1WF/1BF)
 4004 - EQUAL OPPORTUNITY EMPLOYMENT Total 2 - (2BF)
 4005 - CLERK OF COUNCIL/COMMISSION Total 3 - (2WF/1BF)
 4006 - CITIZEN'S SERVICE & INFORMATION Total 2 - (2WF)
 4007 - COMMUNITY DEVELOPMENT Total 16 - (1WM/2WF/3BM/9BF/1OF)
 4009 - DISADVANTAGE BUS. ENTERPRISE Total 2 - (1WF/1BF)
 4010 - CITY OF AUGUSTA LAW DEPARTMENT Total 6 - (1WM/1BM/1BM Intern/4BF)
 4011 - TEST Total 1 - (1BM)
 4031 - HUMAN RESOURCES Total 9 - (4WF/3BM/2BF/1OF)
 4041 - BOARD OF ELECTIONS Total 7 - (1WM/4WF/1BF/1HF)
 4111 - FACILITIES MAINT-GENERAL COVER Total 5 - (2WM/2WF/1BM)
 4121 - PRINT SHOP/PURCHASING Total 3 - (2BM/1BF)
 4123 - FACILITIES MAINTENANCE-CARPENT Total 16 - (6WM/1WF/9BM)
 4141 - FACILITIES MAINTENANCE-B&G-MUN Total 21 - (4WM/9BM/8BF)
 4144 - FACILITIES MAINTENANCE-B&G-JLE Total 28 - (5WM/13BM/10BF)
 4145 - FACILITIES MAINTENANCE-B&G-PHI Total 4 - (2WM/2BM)
 4151 - INFORMATION TECHNOLOGY Total 35 - (17WM/5WF/4BM/3BF/1AM/2HM/1HF/2OF)
 4161 - RECORDS RETENTION Total 2 - (1WM/1BM)
 4171 - PROCUREMENT Total 12 - (1WF/2BM/9BF)
 4211 - FINANCE DEPARTMENT Total 12 - (1WM/8WF/2BF/1OF)
 4212 - ACCOUNTING Total 7 - (5WF/2BF)
 4214 - FLEET OPERATIONS & MAINTENANCE Total 2 - (1WM/1WF)
 4216 - RISK MANAGEMENT Total 7 - (2WM/3WF/1BM/1BF)
 4221 - TAX COMMISSIONER Total 13 - (4WM/4WF/5BF)
 4222 - TAG OFFICE Total 26 - (6WM/9WF/1BM/10BF)
 4223 - DELINQUENT TAX Total 7 - (1WM/2WF/1BM/3BF)
 4232 - TAX ASSESSORS Total 32 - (2WM/14WF/5BM/9BF/1HM/1HF)
 4241 - LICENSING Total 11 - (3WM/3WF/1BM/4BF)
 4242 - BUILDING INSPECTIONS Total 29 - (14WM/6WF/2BM/7BF)
 4301 - SUPERIOR COURT Total 29 - (10WM/16WF/1BM/2BF)
 4305 - JURY CLERK Total 1 - (1WF)
 4309 - PUBLIC DEFENDER Total 8 - (3WM/4WF/1HM)
 4311 - STATE COURT JUDGE Total 6 - (2WM/2WF/1BM/1BF)
 4313 - STATE COURT-SOLICITOR Total 30 - (13WF/4BM/13BF)
 4314 - VICTIM'S ASST GRANT - SOLICITO Total 6 - (2WM/2WF/1BM/1BF)
 4321 - CIVIL COURT-CHIEF JUDGE Total 2 - (1WM/1WF)
 4322 - CIVIL COURT - PRESIDING JUDGE Total 2 - (1WM/1WF)
 4323 - CIVIL COURT-CLERK Total 21 - (2WM/9WF/3BM/7BF)

Organizational Display

4324 - CIVIL COURT-MARSHAL Total 23 - (13WM/3WF/6BM/1BF)
 4325 - CIVIL COURT-LITTER PATROL Total 6 - (4WM/2BM)
 4327 - MUNICIPAL BUILDING SECURITY Total 11 - (3WM/1WF/5BM/2BF)
 4328 - JOINT LAW ENFORCEMENT SECURITY Total 10 - (4WM/6BM)
 4331 - PROBATE JUDGE Total 8 - (5WF/3BF)
 4341 - CORONER Total 4 - (2WM/2BF)
 4351 - JUVENILE COURT Total 9 - (2WM/3WF/2BM/2BF)
 4352 - JUVENILE COURT-CITIZENS REVIEW Total 1 - (1WM)
 4361 - CLERK OF COURT Total 46 - (1WM/3WF/7BF/1HF)
 4371 - DISTRICT ATTORNEY Total 14 - (7WM/5WF/1BF/1OF)
 4375 - VICTIMS ASST GRANT - DA Total 3 - (2WF/1BF)
 4391 - LAW LIBRARY Total 1 - (1WF)
 4411 - W & S-ADMINISTRATION Total 51 - (27WM/6WF/10BM/5BF/1AF/1OM/1OF)
 4412 - CUSTOMER SERVICE Total 67 - (10WM/12WF/27BM/18BF)
 4415 - CONSTRUCTION & MAINTENANCE-WAT Total 97 - (31WM/6WF/58BM/1BF/1OM)
 4416 - WATER PRODUCTION-RAW WATER Total 66 - (32WM/6WF/22BM/5BF/1OF)
 4501 - PUBLIC WORKS-HIGHWAYS AND STRE Total 17 - (6WM/1WF/5BM/3BF/1AM/1OM)
 4503 - PW EVICTION/VACANT LOT CLEANUP Total 2 - (2BM)
 4504 - PUBLIC WORKS-ROADS AND WALKWAY Total 48 - (19WM/2WF/25BM/2BF)
 4506 - PUBLIC WORKS-TRAFFIC ENGINEER Total 26 - (14WM/3WF/8BM/1AM)
 4509 - PUBLIC WORKS-STREET LIGHTING Total 4 - (3WM/1BM)
 4510 - PUBLIC WORKS - LANDFILL Total 28 - (3WM/3WF/15BM/6BF/1IF)
 4511 - SOLID WASTE DISPOSAL Total 3 - (2WM/1BM)
 4611 - DFACS-ADMINISTRATION/SOCIAL Total 5 - (4BM/1HF)
 4621 - ANIMAL CONTROL Total 19 - (2WM/6WF/8BM/3BF)
 4702 - DANIEL FIELD AIRPORT-OPERATION Total 1 - (1WF)
 4722 - HUMAN RELATIONS COMMISSION Total 6 - (1WM/2BM/3BF)
 4801 - TRANSIT OPERATIONS Total 71 - (5WM/10WF/31BM/24BF/1OM)
 4821 - EXTENSION SERVICES Total 9 - (2WM/5WF/2BF)
 4831 - FORESTRY Total 3 - (1WM/1BM/1BF)
 4841 - SOIL CONSERVATION Total 1 - (1WM)
 4892 - NEIGHBORHOOD ENHANCEMENT DEPT Total 5 - (5BF)
 5011 - SHERIFF-ADMINISTRATION Total 21 - (5WM/14WF/2BF)
 5012 - SHERIFF-RECORDS AND IDENTIFICA Total 33 - (5WF/26BF/1OF)
 5032 - SHERIFF-JAIL Total 127 - (49WM/25WF/33BM/12BF/3HM/1HF/4OM)
 5034 - SHERIFF-PHINIZY ROAD DETENTION Total 96 - (41WM/17WF/23BM/14BF/1HF)
 5037 - SHERIFF-POLICE TRAINING Total 8 - (6WM/1WF/1AM)
 5041 - SHERIFF-ROAD PATROL Total 269 - (193WM/19WF/45BM/4BF/2AM/5HM/1OM)
 5045 - SHERIFF-SCHOOL PATROL Total 81 - (3WM/33WF/12BM/33BF)
 5051 - SHERIFF-CRIMINAL INVESTIGATION Total 63 - (41WM/7WF/8BM/7BF)
 5071 - SHERIFF-BAILIFFS Total 1 - (1WM)
 5082 - SHERIFF-NARCOTICS INVESTIGATION Total 21 - (16WM/3BM/1BF/1OM)
 5093 - HOUSING GRANT Total 11 - (5WM/5BM/1BF)
 5094 - EMERGENCY TELEPHONE RESPONSE Total 55 - (4WM/11WF/5BM/35BF)
 5095 - SHERIFF-DARE PROGRAM Total 4 - (2WM/1BM/1BF)
 5096 - SHERIFF-INVESTIGATIVE/FUGITIVE Total 32 - (22WM/3WF/4BM/3BF)
 5097 - SHERIFF-DUI/TASK FORCE Total 3 - (3WM)

5211 - RCCI Total 63 - (10WM/41BM/8BF/3HM/1HF)
 5212 - RCCI-SHERIFF PRISONERS PROGRAM Total 11 - (1WF/8BM/1BF/1AM)
 5400 - EMERGENCY MANAGEMENT Total 1 - (1WF)
 5800 - FIRE-ADMINISTRATION Total 13 - (7WM/1WF/2BM/3BF)
 5801 - FIRE SUPPRESSION Total 289 - (174WM/3WF/101BM/1BF/5HM/5OM)
 5509 - FIRE STATION #9 (FIRE FIGHTING Total 1 - (1WM))
 5530 - FIRE TRAINING Total 3 - (2BM/1BF)
 5531 - FIRE PREVENTION Total 8 - (2WM/5BM/1BF)
 5701 - BUSH FIELD AIRPORT-OPERATIONS- Total 87 - (44WM/9WF/24BM/7BF/3OF)
 6000 - RECREATION-ADMINISTRATION Total 28 - (1WM/8WF/8BM/10BF/1HM)
 6003 - RECREATION-AQUATICS Total 23 - (6WM/4WF/11BM/1BF/1HM)
 6005 - RECREATION-AUGUSTA AQUATICS CE Total 28 - (5WM/7WF/5BM/9BF/1HM/1OF)
 6007 - RECREATION-ATHLETICS Total 12 - (3WM/4WF/4BM/1BF)
 6050 - HENRY BRIGHAM COMMUNITY CENTER Total 4 - (1WM/1BM/2BF)
 6053 - HENRY BRIGHAM SWIM CENTER Total 7 - (2WM/1BM/3BF/1HM)
 6054 - REC-HENRY BRIGHAM NUTRITION CT Total 3 - (1WF/1BM/1BF)
 6055 - RECREATION-BERNIE WARD COMMUNI Total 4 - (1WF/2BM/1BF)
 6063 - RECREATION-BLYTHE PARK Total 2 - (1WF/1BF)
 6064 - REC-BLYTHE NUTRITION CENTER Total 2 - (2WF)
 6065 - RECREATION-THE BOATHOUSE COMMU Total 1 - (1WF)
 6067 - RECREATION-BOXING Total 1 - (1WM)
 6201 - RECREATION-GARRETT COMMUNITY C Total 2 - (1WF/1BM)
 6255 - REC-SAND HILLS Total 2 - (1BM/1AM)
 6257 - REC SANDHILLS NUTRITION CENTER Total 3 - (1BM/2BF)
 6340 - RECREATION-NEW SAVANNAH BLUFF Total 2 - (1WF/1BM)
 6350 - RECREATION-MAY PARK COMMUNITY Total 3 - (2BM/1BF)
 6351 - RECREATION-MAINTENANCE SHOP Total 21 - (4WM/17BM)
 6359 - RECREATION-MCBEAN PARK Total 3 - (2WF/2BM)
 6360 - REC-MCBEAN NUTRITION CENTER Total 2 - (1BF/1OF)
 6361 - RECREATION-MCDUFFIE WOODS PARK Total 3 - (2BM/1BF)
 6363 - MUNICIPAL GOLF COURSE Total 15 - (8WM/4WF/2BM/1HM)
 6390 - RECREATION-NEWMAN TENNIS CENTE Total 9 - (2WM/4WF/1BM/2BF)
 6420 - RECREATION-SAVANNAH PLACE PARK Total 3 - (2BM/1BF)
 6421 - RECREATION-SENIOR ADULTS Total 1 - (1BF)
 6422 - REC-SAVANNAH PLACE NUTRITION Total 3 - (1BM/2BF)
 6423 - RECREATION-SOUTH AUGUSTA REGIO Total 10 - (4WM/1WF/2BM/3BF)
 6424 - RECREATION-DIAMOND LAKES Total 10 - (1WM/2WF/4BM/3BF)
 6427 - RECREATION-SUMMER Total 46 - (3WM/2WF/20BM/21BF)
 6428 - RECREATION BUS DRIVERS Total 3 - (1WF/1BM/1BF)
 6475 - RECREATION-WAREEN ROAD COMMUNI Total 5 - (1WM/2WF/1BM/1BF)
 6478 - RECREATION-SPILOST IV Total 3 - (1WM/2BM)
 6493 - PENDLETON KING PARK Total 3 - (2WM/1BM)
 6600 - TREES & LANDSCAPING Total 24 - (6WM/11BM/6BF/1HF)
 6801 - DOWNTOWN DEVELOPMENT AUTHORITY Total 2 - (1WF/1BF)
 6803 - RIVERWALK SPECIAL EVENTS Total 2 - (1BM/1BF)
 6804 - MARTINA Total 3 - (2WM/1WF)
 6808 - AUGUSTA CANAL AUTHORITY Total 3 - (1WM/2WF)

Organizational Display

0011 - CEMETERIES Total 16 - (2WM/1WF/10BM/2BF/10M)
0000 - AUGUSTA/RICHMOND COUNTY LIBRAR Total 79 - (5WM/24WF/7BM/41BF/2AF)
0095 - SALES TAX - ADMINISTRATION-OPE Total 29 - (11WM/1WF/15BM/2HM)
0097 - SALES TAX - ADMINISTRATION-ENG Total 9 - (4WM/4BM/1BF)

Item # 2

- Special Notations:

IFAS a database system used by Augusta-Richmond County to collect and store personnel information. This data in this AAP is based on last IFAS downloads from the Information Technology (IT) Department. IT downloads this personnel data based on what has been placed into the IFAS database by the Augusta Human Resources Department. Certain racial self-identification categories were limited in the past because these options were not placed in the IFAS System. Therefore, there may be other categories of races who either did not self-identify or were not recorded in IFAS. Future AA Plans will reflect the most current racial categories outlined by the U.S. labor Department.

JOB GROUP ANALYSIS
In accordance with 41 C.F.R. 60-2.12

As a second diagnostic component of our AAP, we have conducted a job group analysis. The job group analysis is the first step in comparing the representation of minorities and women in the workforce covered by this AAP with the estimate of the available qualified minorities and women who could be employed by Equal Employment Opportunity (EEO) Office in positions covered by this AAP.

In designing our job groups, we considered the following elements:

- Similarity of duties and responsibilities;
- Similarity of compensation; and
- Similarity of opportunities for advancement including training, transfers, promotions, mobility and other career enhancements.

Although not a determinative factor in designing job groups, we also attempted to create job groups that are large enough to conduct appropriate analysis.

The following charts identify the job groups created for this AAP, the job titles that comprise each job group, the percentage of minority incumbents and the percentage of female incumbents in each job group.

Equal Employment Opportunity (EEO) Office

Augusta-Richmond County Government
 EEO/Affirmative Action Plan

Job Group Analysis Summary by EEO Category

EEO		Total		Fem		Min	
		Emp	#	%	#	%	
1	Officials & Administrators	130	42	32.31	65	50.00	
2	Professionals	122	43	35.25	29	23.77	
3	Technicians	193	34	17.62	96	49.74	
4	Protective Service Workers	1,199	232	19.35	459	38.28	
5	Paraprofessionals	91	53	58.24	47	51.65	
6	Administrative Support	476	415	87.18	238	50.00	
7	Skilled Workers	71	5	7.04	27	38.03	
8	Service	555	177	31.89	396	71.35	
Group Total:		2,837	1,001	35.28	1,357	47.83	

Equal Employment Opportunity (EEO) Office

Augusta-Richmond County Government
EEO/Affirmative Action Plan

Job Group Analysis Summary by Job Group

Job Group & Name	Total		Fem		Min	
	EEO	Emp	#	%	#	%
1 OFFICIALS/ADMINISTRATION	1	130	42	32.31	65	50.00
2 PROFESSIONAL	2	122	43	35.25	29	23.77
3 TECHNICIAN	3	193	34	17.62	96	49.74
4 PROTECTIVE SERVICE	4	1,199	232	19.35	459	38.28
5 PARA-PROFESSIONAL	5	91	53	58.24	47	51.65
6 OFFICE/CLERICAL	6	476	415	87.18	238	50.00
7 SKILLED CRAFT	7	71	5	7.04	27	38.03
8 SERVICE MAINTENANCE	8	555	177	31.89	396	71.35
Group Total:		2,837	1,001	35.28	1,357	47.83

AVAILABILITY ANALYSIS

In accordance with 41 C.F.R. 60-2.14

The availability analysis is a part of the Incumbency vs. Estimated Availability Analysis which is the final diagnostic component of this AAP. The purpose of the availability analysis is to establish a benchmark against which the demographic composition of our organization's workforce may be compared to determine whether barriers to equal employment opportunity may exist within particular job groups.

Pursuant to applicable regulations, the availability analysis for each job group examines two potential areas of availability: individuals with the requisite skills outside the establishment (external availability) and those within the establishment who are promotable, transferable and/or trainable (internal availability). In determining availability, we have selected our reasonable recruitment area and our pool of promotable, transferable, and trainable employees in such a way as not to exclude qualified minorities and women. Moreover, when determining external availability we have used, as our source of data, the most current and discrete statistical information available. For this availability analysis, we have used the 2000 census data. Finally, where a job group is composed of different job titles that carry different availability rates, we calculated a composite availability figure. We arrived at the composite availability figure by determining the proportion of the job group incumbents employed in each job title, weighting the availability for each job title by the proportion of incumbents employed in that title, and adding together the weighted availability estimates.

A brief overview for the selection of the recruitment areas established by the EEO Office and internal pools by job group follows:

EEO Office Recruitment Area Breakdown:

Richmond County – 50%

Atlanta GA – 20%

Savannah GA – 10%

Macon GA – 10%

Columbus GA – 10%

COMPARISON OF INCUMBENCY AND AVAILABILITY

In accordance with 41 C.F.R. 60-2.15

The EEO Office has compared the representation of minorities and women in each job group with their representation among those identified in the availability analysis as available for employment in the job group. Where actual representation was less than the calculated availability, the EEO Office conducted a statistical test to determine whether the difference was greater than could reasonably be expected. The comparison of availability with actual representation is reflected in the following chart.

Equal Employment Opportunity (EEO) Office

Significance of Incumbency vs. Estimated Availability

Job Group & Name	PLACEMENT GOAL?		STATISTICAL VALUE		STATISTICALLY SIGNIFICANT?	
	Fem	Min	Fem	Min	Fem	Min
1 OFFICIALS/ADMINISTRATION	NO	NO			NO	NO
2 PROFESSIONAL	NO	NO			NO	NO
3 TECHNICIAN	YES	NO	2.598		YES	NO
4 PROTECTIVE SERVICE	NO	NO			NO	NO
5 PARA-PROFESSIONAL	NO	NO			NO	NO
6 OFFICE/CLERICAL	NO	NO			NO	NO
7 SKILLED CRAFT	YES	YES	3.933	0.331	YES	NO
8 SERVICE MAINTENANCE	NO	NO			NO	NO

W - Whole Person Rule

A placement goal is set when employment is less than availability by at least one whole person.

In the Statistical Value section, standard deviations of 2 or greater are generally regarded as statistically significant. For groups with fewer than 30 employees, the Exact Binomial Test is used and scores are marked with "E". "E" scores of .05 or less are generally regarded as statistically significant.

PLACEMENT GOALS

In accordance with 41 C.F.R. 60-2.16

As required by applicable federal regulations (41 C.F.R. 60-2.16), the EEO Office has established placement goals where the actual representation of women or minorities in a job group is less than would be reasonably expected based on calculated availability. No set asides or quotas will be implemented or permitted.

In establishing placement goals (in accordance with 41 C.F.R. 60-2.16), we applied the following principles:

1. When the percentage of minorities or women employed in a particular job group is less than would reasonably be expected given their availability percentage in that job group, the EEO Office established a percentage annual placement goal at least equal to the availability figure derived for women or minorities, as appropriate, for that job group.
2. Placement goals are permitted under Federal Law (41 C.F.R. 60-2.16). These goals are not quotas that must be met, nor are they to be considered as either a ceiling or a floor for the employment of particular groups.
3. In all employment decisions, the Augusta-Richmond County organization and all of its departments makes selections in a nondiscriminatory manner. Placement goals do not provide a justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment status, on the basis of that individual's race, color, religion, sex, age, disability, veteran's status, or national origin. Placement goals are used to promote organizational diversity.
4. Placement goals do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results.
5. Placement goals are not used to supersede merit selection principles, nor do these placement goals require Augusta-Richmond County or any of its departments to hire a person who lacks the qualifications to perform the job successfully. Placement goals do not require Augusta-Richmond County or any of its departments to hire a less-qualified person in preference to a more-qualified one.
6. The placement goals established in this AAP may reflect the permissible preference for American Indians living on or near an Indian reservation as permitted under Federal Guidelines. However, since there are no American Indian Reservations in Augusta-Georgia or Richmond County, this is not an issue which our organization should encounter.

As is described in more detail in the Action Oriented Program section of this AAP, where a placement goal is set (as authorized under Federal Regulation 41 C.F.R. 60-2.16), the Augusta-Richmond County HR Department and the EEO Office will develop action-oriented steps to increase the recruitment and training of minorities and/or women.

Equal Employment Opportunity (EEO) Office

Augusta-Richmond County Government

EEO/Affirmative Action Plan

Placement Goals Report

Page 1 of 1

Job Group & Name	GOAL %	
	Fem	Min
1 OFFICIALS/ADMINISTRATION		
2 PROFESSIONAL		
3 TECHNICIAN	25.80	
4 PROTECTIVE SERVICE		
5 PARA-PROFESSIONAL		
6 OFFICE/CLERICAL		
7 SKILLED CRAFT	28.00	39.95
8 SERVICE MAINTENANCE		

**IDENTIFICATION OF PROBLEM AREAS BY
ORGANIZATIONAL UNIT AND JOB GROUP
In accordance with 41 C.F.R. 60-2.17(b)**

We have conducted in-depth analyses of our total employment process, including the workforce by organizational unit and job group, personnel activity, compensation, and other personnel procedures to determine whether and where impediments to equal employment opportunity exist.

An analysis of each of these processes follows.

1. Composition of the Overall Workforce by Organizational Unit

Our analysis by organizational unit reveals that minorities and women are not significantly underrepresented or concentrated in any particular organizational unit.

Minorities are employed at a rate of 47.83% and are represented in 85.61% of the organization's departments. Further, minorities are represented in 100% of the departments that employ 10 or more people. Women are employed at a rate of 35.28% and are represented in 87.05% of all departments, and 96.61% of all departments that employ 10 or more people. This analysis suggests that there is no overall formal policy or practice excluding minorities or women, nor is there any overall racial or sexual discrimination indicated in the selection process.

2. Composition of the Workforce by Job Group

Pursuant to the Office of Federal Contract Compliance Programs' (OFCCP) regulations, we have conducted an availability analysis by job group, taking into account both external and internal availability, and have compared incumbency to estimated availability to determine placement goals. The descriptions of Factor 1 and Factor 2 by job group are summarized in the Availability Analysis. Our findings are as follows:

Our analysis of incumbency vs. estimated availability indicates that in some cases, incumbency is less than estimated availability; however, our more detailed analysis concludes that there is no significant problem concerning overall minority utilization.

As opposed to quotas, Augusta-Richmond County will established affirmative action placement goals and programs to address underutilization, and will continue to make a good faith effort to reach the placement goals established and implement action-oriented programs, which are detailed elsewhere in this AAP.

3. Analysis of Progress Towards Yearly Placement Goals

In establishing placement goals, the following principles apply:

- A. When the percentage of minorities or women employed in a particular job group is less than would reasonably be expected given their availability percentage in that job group, Augusta-Richmond County has established an annual percentage placement goal at least equal to the availability figure derived for women or minorities, as appropriate, for that job group.

- B. Placement goals are not quotas that must be met, nor are they to be considered as either a ceiling or a floor for the employment of particular groups.
- C. In all employment decisions, Augusta-Richmond County makes selections in a nondiscriminatory manner. Placement goals do not provide a justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment status, on the basis of that individual's race, color, religion, sex, age, disability, veteran status, or national origin.
- D. Placement goals do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results.
- E. Placement goals are not used to supersede merit selection principles, nor do these placement goals require Augusta-Richmond County to hire a person who lacks qualifications to perform the job successfully or hire a less-qualified person in preference to a more-qualified one.

A review of progress and goal attainment by job group reveals the following areas of significant success for minorities and women:

4. Personnel Activity

The EEO Office has analyzed additional personnel activities to determine whether and where impediments to equal employment opportunity exist and whether there are significant selection disparities by race/ethnicity or gender. These activities include applicant flow, hires, promotions, terminations, and other personnel actions.

A. Applicant Flow

During the plan year, January 1, 2008 - December 31, 2008, the Human Resources Department will post the majority of all open positions with the State Employment Service. The Human Resources Department will accept applications for open positions, and all persons interested in obtaining employment with Augusta-Richmond County were advised to apply according to our current policy. Applications and complete records will be kept by HR to ensure goals of equal employment opportunity are being applied to this process.

Augusta-Richmond County believes that applicant flow is not and will not be a problem area. Our analysis reveals that the percentage of minority applicants compares very favorably with the general availability in the respective categories. Clearly Augusta-Richmond County's success in implementing and communicating affirmative action and outreach efforts is demonstrated by the statistics included in this AAP.

The following reports summarize applicant flow by job group. Please note that applicants with an identified gender but no race will be included in the Applicant Detail by Gender and applicants with an identified race but no gender will be included in the Applicant Detail by Race.

B. Hires

For the sake of organizational consistency, the Human Resources Department, in collaboration with the EEO Office, develops all procedures to ensure that all hiring is conducted on the basis of nondiscriminatory criteria. The EEO Office is designated to oversee this process and make decisions in relation to needed adjustments. Specifically, the following criteria and procedures have resulted in hiring decisions that are free of discrimination:

1. Job descriptions have been reviewed and revised to ensure that duties are accurately described, that the experience and education requirements are strictly job-related, and that all incumbents meet minimum job requirements. Job titles have and will continue to be written without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.
2. Application forms have been reviewed to ensure that all requested information is job-related, and that the forms comply with all applicable laws. In addition, all forms state that Augusta-Richmond County is an Equal Opportunity/Affirmative Action Employer.
3. An overseeing professional representative who is briefed in the law with regard to Equal Employment Opportunity/Affirmative Action conducts employment interviews.
4. Tests have been reviewed and are administered and conducted in a non-discriminatory manner.
5. All employees are encouraged to refer qualified applicants to Augusta-Richmond County for employment. In addition, HR has formal recruitment procedures to apprise minority and women's groups, educational institutions, and other referral sources of openings.
6. Placing an applicant in a specific job in a department is the responsibility of management. Hiring decisions are based on the applicant's knowledge, skills, abilities, and any other job-related criteria. However, an applicant's qualifications should not be arbitrarily waived merely in favor of one specific individual. All qualified persons should be afforded an equal opportunity to gain employment.

A review of external hires for the prior plan year indicates the presence of equal employment opportunity and a strong commitment to affirmative action. There were approximately 376 new employees hired during the period from January 1, 2007 - December 31, 2007, including 216 minorities at 57.45% and 141 women at 37.5%.

C. Promotion Practices

A review of promotion data indicates that these practices represent an area of substantial employment opportunity for minority and female employees. The overall promotion practices are not problem areas for minorities and women in any job group. Our analysis reveals that neither minorities nor women are being treated disparately in promotions because:

1. Augusta-Richmond County provides every reasonable opportunity for employees to advance. In this regard, training and other developmental opportunities are offered.
2. Employees are encouraged to contact their supervisor and/or the Human Resources Department, at any time, should they desire information relative to another position within Augusta-Richmond County.
3. Management-initiated promotions are based on performance and other job-related criteria without discrimination on account of race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.
4. Most promotional opportunities are posted, providing all interested employees with an opportunity to apply and call their special skills to the attention of the manager.
5. Our program of career development enables all employees to designate career paths and positions for which they wish to be considered.

All of these factors strongly indicate that overall promotions represent an area of substantial employment opportunity for minority and female employees.

D. Compensation Systems

As part of its affirmative action obligations, Augusta-Richmond County has conducted a compensation analysis to determine whether there are pay disparities on the basis of gender, race, or ethnicity. If the organization discovers significant salary differences between men and women or non-minorities and minorities, it will determine whether they are the result of legitimate, nondiscriminatory factors such as tenure, time in job, time in grade, performance, education, previous experience, etc. Where appropriate, Augusta-Richmond County will take all reasonable and immediate steps to make any necessary adjustments.

E. Terminations

Augusta-Richmond County has evaluated its termination practices to determine whether there are disparities on the basis of gender, race or ethnicity. When terminations or reductions in force are necessary, Augusta-Richmond County will make its decisions without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.

5. Technical Phases of Compliance

Our analysis of the technical phases of compliance reveals that Augusta-Richmond County fully complies with all the technical phases of its affirmative action obligations:

- A. Equal Employment Opportunity posters are prominently displayed in each location.
- B. Augusta-Richmond County notifies all contractors and subcontractors via purchase orders and subcontracts that they may be subject to federal affirmative action obligations.
- C. Augusta-Richmond County requires that all of their qualified contractors and subcontractors develop and maintain a written AAP.
- D. Augusta-Richmond County's employment application has a statement concerning Equal Employment Opportunity.
- E. All recruitment agencies and area schools and colleges will continue to be notified of the organization's commitment to the goals of affirmative action.
- F. All recruitment advertising includes the solicitation "An Equal Opportunity Employer" or its abbreviation.
- G. All other required affirmative action notices and policy statements are posted on bulletin boards and are updated annually.
- H. All personnel and employment records made or kept by HR are retained for the required period as mandated by OFCCP regulations.
- I. Augusta-Richmond County files annual EEO-4 and VETS-100 reports with the appropriate agencies.

**DEVELOPMENT AND IMPLEMENTATION
OF ACTION ORIENTED PROGRAMS
In accordance with 41 C.F.R. 60-2.17**

Augusta-Richmond County has developed and executed action-oriented programs designed to correct any problem areas that may exist. These programs, which are listed below, demonstrate our good faith efforts to remove identified barriers, expand employment opportunities, and produce measurable results.

1. Augusta-Richmond County has analyzed and will continue to analyze all positions and prepare written descriptions to accurately reflect position functions. Due to the use of a position description format, they are and will continue to be consistent for the same position from one organizational unit to another.
2. Job descriptions have been and will continue to be reviewed to determine the knowledge, skills, abilities, and other requirements necessary for the adequate performance of every job. Specifications will continue to be consistent for the same job title in all organizational units and will not contain any requirements that would result in discrimination on the basis of race, color, religion, sex, age, disability, veteran status, national origin, or other characteristic protected by law.
3. Job descriptions are available to incumbents and all members of management involved in the recruiting, screening, selection, and promotion process. Job descriptions are also made available to employees, applicants, and recruiting sources as appropriate.
4. Augusta-Richmond County has carefully evaluated the total selection process and found it to be free from discrimination.
 - A. We have instructed all supervisory personnel to ensure elimination of discrimination in all personnel actions in which they are involved.
 - B. The tests administered by Augusta-Richmond County are job-related and given to all applicants for applicable position.
 - C. Application forms do not contain questions with potential discriminatory effects.
 - D. Augusta-Richmond County does not and will not use any selection techniques that can be improperly used to discriminate against minority groups or women.
5. The Human Resources Department in collaboration with the EEO Office has evaluated its techniques for improving recruitment and increasing the flow of qualified minority or female applicants through the following:
 - A. Minority and women, as well as non-minority and male, employees are actively encouraged to refer applicants to our organization.
 - B. Augusta-Richmond County relies on the State Department of Employment as well as job fairs and recruiting programs sponsored by local community colleges and other community organizations.

- C. The Human Resources Department provides an orientation program to inform new employees of their equal employment responsibilities, promotional opportunities, rules, ways to alleviate any problems that might arise, and any other issues related to affirmative action compliance.
- D. Local organizations will continue to be contacted for referrals of potential minority and female employees.
- E. Augusta-Richmond County utilizes the Internet to identify targeted recruitment sites for qualified minority and female applicants.
- F. Furthermore, we plan to take the following additional steps to ensure adequate representation of all minorities and women:
 - (a) Where placement goals exist as defined by the OFCCP, we will continue to contact universities and two- and four-year local colleges, vocational technical schools, high schools, local business schools, and state and community organizations which attract qualified minority and female students. We will advise these institutions of our desire to fill job openings in these classifications with minority and female employees. When possible, we will continue to participate in job fair and career day activities and we will consider relevant work experience programs.
 - (b) During the period from January 1, 2008 - December 31, 2008, special recruitment activities will be conducted at the following schools, universities and community organizations:
 - Paine College
 - Augusta State University
 - Augusta Technical College
 - Local high schools
 - Georgia Labor Department
 - Department of Veteran's Affairs
- G. We will continue to contact our normal sources of recruitment (e.g., State Employment) and advise them that under the AAP we are specifically seeking to employ minorities and/or women for job openings. During the AAP Plan period the organization will conduct targeted recruitment activities.

6. Augusta-Richmond County has implemented the following programs and procedures to ensure that minority and female employees are given equal opportunities for promotion:
- A. On-the-job training is provided to all qualified employees to assist them in developing the necessary knowledge and skills for promotion to higher-level jobs. In addition, a tuition reimbursement benefit is also available to all qualified employees.
 - B. Augusta-Richmond County utilizes a formal performance evaluation program for all employees. In addition, management and supervisors are trained on the basic methodology of performance evaluation.
 - C. Neither minority nor female employees are required to possess higher qualifications than those of the lowest qualified incumbent in the job for which they apply.
 - D. Seniority practices are not a problem since Augusta-Richmond County has no formal seniority system. Promotions are based on merit selection principles.
 - E. We will continue to make opportunities for advancement into more stimulating positions widely known through our career development process and by encouraging minorities and women to take advantage of these opportunities.
 - F. Special internal training programs are provided as necessary to ensure the achievement of our placement goals. The following programs are offered to eligible employees without regard to race, color, religion, sex, age, disability, veteran status, national origin or any other characteristic protected by applicable law:
 - G. We will continue to participate in targeted external training programs.

INTERNAL AUDIT AND REPORTING SYSTEM

In accordance with 41 C.F.R. 60-2.17

Augusta-Richmond County has developed and implemented an auditing system that periodically measures the effectiveness of its total AAP. Augusta-Richmond County views the activities that are listed below as critical to the success of the AAP.

1. The EEO Office and the HR Department will continue to monitor records of applicant flow, referrals, placements, rejected offers, training, transfers, promotions, terminations, and any layoffs or recalls to ensure that Augusta-Richmond County's non-discriminatory policy is carried out. Procedures are reviewed and revised as problems are identified.
2. Top management is and will continue to be informed of any problems that arise in their respective areas so that immediate and appropriate steps can be taken to resolve any issues.
3. Augusta-Richmond County recognizes its responsibility to affirmative action and is committed to fulfilling this responsibility by complying with all government regulations and laws pertaining to equal employment opportunity. As part of this commitment, management will be kept abreast of developments in the affirmative action area. The primary vehicle for communication with management will be periodic affirmative action briefings.
4. The EEO Coordinator will generate internal reports on a regular basis to evaluate the degree to which equal employment opportunity and organizational objectives are being obtained.
5. Augusta-Richmond County will review report results with all levels of management as to the degree to which their affirmative action goals and compliance are being attained, and will design and implement corrective actions, including adjustments in programs, as needed.
6. Progress on Augusta-Richmond County's AAP will be discussed at supervisors meetings, and relevant information will be communicated to employees during regular departmental meetings as appropriate.
7. The EEO Coordinator will periodically report to the Mayor, the Commission and the City Administrator of Augusta-Richmond County and other appropriate top management on the effectiveness of the program and will submit recommendations for improvement.

CONCLUSION

The AAP Year, January 1, 2008 - December 31, 2008, shows a commitment to equal employment opportunity and affirmative action, and has strong plans to ensure both organization and employee success.

Through its EEO Coordinator, Diana Darris, Augusta-Richmond County will continue to communicate its policies, both within the organization and to the community in which we work. The Mayor, the Commission and the City Administrator afford the EEO Coordinator full authority to take action to implement the plan and to pursue solutions to problems that might impede the progress of this plan.

At the close of the Equal Employment Opportunity (EEO) Office's most recent Plan year, an analysis of the composition of the workforce was undertaken. The workforce was analyzed by job group and by department to determine the employment of minorities and women, and to identify if placement goals are indicated when compared to the appropriate available workforce. This analysis revealed only 2 area(s) in which the difference between incumbencies versus estimated availability was statistically significant, showing that for the overwhelming majority of the workforce, employment levels of women and minorities are representative of our recruiting population. Nonetheless, Augusta-Richmond County expects to continue its successful outreach efforts and to ensure that all applicants and employees are treated fairly, based on job-related criteria and without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.

Augusta-Richmond County is mindful of the fact that continued achievements in the area of equal employment opportunity and affirmative action are important. As a result, we have included additional action-oriented plans and programs for recruiting, communication, and reporting, to ensure that our compliance with affirmative action continues in good stead.

Finally, it should be noted that the EEO Office's thorough analysis of its workforce reveals that Augusta-Richmond County is in full compliance with sex discrimination guidelines and that there is no overall evidence of discrimination against female employees. As outlined in this AAP, the EEO Office is ready and willing to make affirmative action both a commitment and a continued reality for Augusta-Richmond County.

LIST OF EXHIBITS

Exhibit A - Policy of Affirmative Action Letter

Exhibit A
Policy of Affirmative Action Letter

Dear Outreach and Placement Professional:

This letter is to inform you that Augusta-Richmond County is committed to the principles of equal employment opportunity. Moreover, as a government entity and contractor bound by Executive Order 11246, Augusta-Richmond County takes its affirmative action obligations very seriously. Equal Employment Opportunity (EEO) Office states as its Policy of Affirmative Action the following:

- A. It will be the policy of Equal Employment Opportunity (EEO) Office to recruit, hire, train, and promote persons in all job titles without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.
- B. All employment decisions shall be consistent with the principle of equal employment opportunity, and only job-related qualifications will be required.
- C. All personnel actions, such as compensation, benefits, transfers, tuition assistance, social and recreational programs, etc. will be administered without regard to race, color, religion, sex, age, disability, veteran status, national origin, or any other characteristic protected by applicable law.

To assure compliance with Augusta-Richmond County's AAP, Diana Darris, the EEO Coordinator, has been designated to administer and monitor the Affirmative Action Plan and make reports to Senior Management. Members of our Human Resources Department and EEO Office will contact you when positions are available. We request that you refer to us all qualified candidates, including women and individuals minorities.

**AFFIRMATIVE ACTION PLAN
FOR VETERANS AND
INDIVIDUALS WITH DISABILITIES**

**Equal Employment Opportunity (EEO) Office
Augusta Richmond County Government**

January 1, 2008 - December 31, 2008

The Mayor, the Augusta Richmond County Commission and the City Administrator

Diana Darris, MJPS
EEO Coordinator
Designated Affirmative Action Plan Manager

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PREFACE

Augusta Richmond County (also referred to as the Augusta, Georgia Government) is committed to the concept and practice of equal opportunity and affirmative action. In the preparation of this Affirmative Action Plan (AAP), we have been guided by Section 503 of the Rehabilitation Act of 1973 (as amended) (29 U.S.C. Section 793) and its implementing OFCCP regulations (41 C.F.R. Part 60-741), and the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (as amended) (38 U.S.C. Sections 4211 and 4212) and its implementing OFCCP regulations (41 C.F.R. Parts 60-250 and 300). Nothing contained in this AAP or its supporting data should be construed as an admission by the Augusta, Georgia Government, in whole or in part, that it has contravened any federal, state, or local employment practice laws.

In developing and implementing this AAP, Augusta Richmond County has been guided by its established policy of providing equal employment opportunity. Nothing herein is intended to sanction the discriminatory treatment of any person. Thus, this AAP has been developed in strict reliance upon the Guidelines on Affirmative Action issued by the Equal Employment Opportunity Commission (EEOC) (29 C.F.R. Part 1608).

While the Augusta, Georgia Government firmly believes in wide dissemination of its affirmative action policies and equal employment opportunity practices and makes this AAP available to employees and applicants upon request, the AAP remains a company proprietary document. Therefore, the following is requested:

1. If this information is submitted to the Office of Federal Contract Compliance Programs (OFCCP) pursuant to the relevant Executive Order and regulations, it is to be considered confidential and not subject to disclosure without notifying the Augusta, Georgia Government of the agency's decision to disclose and providing the Augusta, Georgia Government with ample time to contest the disclosure.
2. If this information is supplied to a government contractor, EEOC representative, or any other person who is given access to the AAP, it is not to be copied, reproduced, or disclosed without prior notification to the Augusta, Georgia Government.
3. No information contained in the AAP is to be copied, removed from the premises, or released to other individuals without a prior notification to the Augusta, Georgia Government.

All monitoring system reports as required by federal regulations and laws have been completed.

This AAP does not constitute an express or implied contract between the Augusta, Georgia Government and its employees, job applicants, or other persons, nor does it change in any way the basic at-will employment relationship that all Augusta, Georgia Government employees have with the Augusta, Georgia Government. Nothing in this AAP creates a private right of action on behalf of any individual or group against the Augusta, Georgia Government.

STATEMENT OF POLICY
41 C.F.R. 60-741.44(a), - 250.1, -300.44(a)

It is the policy of Augusta Richmond County not to discriminate on the basis of a physical or mental disability or an individual's status as a Covered Veteran with regard to recruitment or recruitment advertising, hiring, training, promotion, and other terms and conditions of employment, provided the individual is qualified, with or without reasonable accommodations, to perform the essential functions of the job. The Augusta, Georgia Government does and will take affirmative action to employ, advance in employment, and otherwise treat qualified individuals with disabilities and Covered Veterans without discrimination based upon their physical or mental disability, or veterans' status, in all employment practices as follows:

Employment decisions at the Augusta, Georgia Government are based only on job-related criteria. All personnel actions or programs that affect qualified individuals with disabilities or Covered Veterans, such as employment, upgrading, demotion or transfer, recruitment, advertising, termination, rate of pay or other forms of compensation, and selection for training, will be made without discrimination based upon the individual's physical or mental disability or veterans' status.

The Augusta, Georgia Government makes, and will continue to make, reasonable accommodations to promote the employment of qualified individuals with disabilities and disabled veterans, unless such accommodations would impose an undue hardship on the Augusta, Georgia Government's business.

Diana Darris, Affirmative Action Officer for the Augusta, Georgia Government, will manage Augusta Richmond County's AAP for individuals with disabilities and Covered Veterans. The AAP includes an audit and reporting system, which, among other things, measures the effectiveness of the AAP. All managers and supervisors will take an active part in the Augusta, Georgia Government's AAP to ensure that all qualified employees with disabilities and Covered Veterans and prospective employees are considered and treated in a non-discriminatory manner with respect to all employment decisions. Furthermore, Augusta Richmond County will solicit the cooperation and support of all employees for the Augusta, Georgia Government's policy and AAP. The Affirmative Action Officer has been assigned responsibility for periodically reviewing progress in the compliance and implementation of the policy of affirmative action for individuals with disabilities and Covered Veterans. In accordance with public law, the Augusta, Georgia Government's plan of affirmative action for individuals with disabilities and Covered Veterans is available for inspection in the Human Resources Department during regular business hours upon request.

In addition, employees and applicants will not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in, or may have engaged in, activities such as filing a complaint, assisting or participating in an investigation, compliance review or hearing, or opposing any act or practice made unlawful, or exercising any other right protected by Section 503 of the Rehabilitation Act of 1973, as amended or the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended.

The Mayor, the Augusta Richmond County Commission and the City Administrator

Diana Darris, MJPS
EEO Coordinator
Affirmative Action Plan Manager

DEFINITIONS

"SPECIAL DISABLED VETERAN" means a veteran of the U.S. military, ground, naval or air service who is entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for disability rated at 30 percent or more, or rated at 10 to 20 percent in the case of a veteran determined under 38 U.S.C. 3106 to have a serious employment handicap, or a person whose discharge or release from active duty was for a service-connected disability.

"DISABLED VETERAN" is (1) A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) A person who was discharged or released from active duty because of a service-connected disability.

"QUALIFIED DISABLED VETERAN" means a special disabled veteran or disabled veteran as defined above who satisfies the requisite skill, experience, education, and other job-related requirements of a particular job and is capable of performing the essential functions with or without reasonable accommodations made for his or her disability.

"VETERAN OF THE VIETNAM ERA" means a person who (i) served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, in the republic of Vietnam between February 28, 1961 and May 7, 1975, and was discharged or released there from with other than a dishonorable discharge, or (ii) served on active duty in the U.S. military, ground, naval, or air service for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released there from with other than a dishonorable discharge, or (iii) was discharged or released from active duty in the U.S. military, ground, naval or air service for a service-connected disability if any part of such active duty was performed in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or in another place between August 5, 1964 and May 7, 1975.

"ARMED FORCES SERVICE MEDAL VETERAN" is any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

"OTHER PROTECTED VETERAN" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.

"RECENTLY SEPARATED VETERAN - ONE YEAR" means any veteran during the one-year period beginning on the date of the veteran's discharge or release from active duty.

"RECENTLY SEPARATED VETERAN - THREE YEARS" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

"COVERED VETERANS" means special disabled veterans, disabled veterans, veterans of the Vietnam Era, Armed Forces service medal veterans, other protected veterans, recently separated veterans-one year, and recently separated veterans-three years.

"INDIVIDUAL WITH A DISABILITY" means a person who, generally, (i) has a physical or mental impairment

that substantially limits one or more of his or her major life activities, (ii) has a record of such impairment, or (iii) is regarded as having such an impairment.

For the purposes of this Plan, an individual with a disability is "substantially limited" if he or she is unable to perform a major life activity that the average person in the general population can perform, or is significantly restricted as to the condition, manner, or duration under which a person can perform a particular major life activity as compared to the condition, manner, or duration under which the average person could perform that same activity.

"A QUALIFIED INDIVIDUAL WITH A DISABILITY" means an individual with a disability as defined above who meets the requisite skill, experience, education, and other job-related requirements for a particular job and is capable of performing that job, with or without reasonable accommodation for his or her disability.

RESPONSIBILITY FOR IMPLEMENTATION
41 C.F.R. 60-741.44(i), 41 C.F.R. 60-250.44(i), -300.44(i)

Affirmative action for individuals with disabilities and Covered Veterans is the responsibility of every employee at Augusta Richmond County. Diana Darris, the Augusta, Georgia Government's Affirmative Action Officer, is responsible for the implementation and monitoring of this AAP at the Augusta, Georgia Government. Diana Darris, has the support and staff to manage the implementation of this Plan. In carrying out this responsibility, the Affirmative Action Officer and designated staff will:

- Develop policy statements, AAPs, and internal and external modes of communication,
- Oversee regular discussions with local managers, supervisors, and employees to ensure that the Augusta, Georgia Government's policies are being followed;
- Advise supervisors that their work performance is being evaluated on the basis of their affirmative action efforts and results, as well as other criteria, and that the Augusta, Georgia Government is obligated to prevent harassment of employees placed through affirmative action efforts;
- Identify, in conjunction with line management, known employees with disabilities and Covered Veterans and any problem areas in implementing the AAP, and develop solutions, including possible modes of accommodation;
- Design and implement internal audit and reporting systems that will measure the effectiveness of the Augusta, Georgia Government's Plan, indicate the need for remedial action, determine the degree to which the Augusta, Georgia Government's objectives have been attained, determine whether known employees with disabilities and Covered Veterans have had the opportunity to participate in all Augusta, Georgia Government-sponsored educational, training, recreational, and social activities, and ensure that each Augusta, Georgia Government location is in compliance with applicable laws and regulations;
- Serve as liaison between the Augusta, Georgia Government and enforcement agencies, and between the Augusta, Georgia Government and organizations of and for persons with disabilities, and encourage active involvement by Augusta, Georgia Government representatives in the community service programs of local organizations of and for individuals with disabilities and Covered Veterans,
- Keep management informed of the latest developments in the entire affirmative action area,
- Arrange for career counseling for known employees with disabilities and Covered Veterans, where appropriate.

REQUEST FOR SELF-IDENTIFICATION
41 C.F.R. 60-741.42, 41 C.F.R. 60-250.42, -300.42

Following an offer of employment but prior to an individual beginning other employment duties, Augusta Richmond County invites job applicants who are individuals with disabilities or Covered Veterans and believe themselves covered by the Rehabilitation Act of 1973, as amended, or the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, to identify themselves in order to receive the benefits of affirmative action (see Exhibit A). If an individual identifies himself or herself as an individual with a disability or a disabled veteran, the Augusta, Georgia Government seeks the advice of the individual concerning any necessary accommodations to allow the individual to perform his/her job.

REVIEW OF PERSONNEL PROCESSES
41 C.F.R. 60-741.44(b), 41 C.F.R. 60-250.44(b), -300.44(b)

Augusta Richmond County continues to review its personnel procedures to determine whether they assure the careful, thorough, and systematic consideration of the job qualifications of employees or job applicants who are known individuals with disabilities or Covered Veterans for job vacancies, promotions, and/or educational or training opportunities and to assure that the personnel processes facilitate the implementation of the Augusta, Georgia Government's affirmative action obligations.

Vacancies are advertised, and applications are accepted from any interested person. Augusta Richmond County's employment application includes a full non-discrimination statement to further assure applicants of the Augusta, Georgia Government's policy of equal employment. All non-executive positions that we do not expect to fill from within will be referred to the State Department of Employment and Training, as well as other recruiting sources.

The disability or veteran status of any otherwise qualified individual who applies for any vacancy, promotion, transfer, or training opportunity will not be a factor in these employment decisions. The Augusta, Georgia Government periodically reviews the physical and mental job qualifications to ensure that they do not tend to screen out individuals with disabilities or Covered Veterans for reasons that are not job-related or consistent with business necessity, nor consistent with the safe performance of the essential functions of the job. Thus, individuals with disabilities and Covered Veterans who meet job qualifications will be considered on an equal basis with all other applicants. Moreover, the Augusta, Georgia Government considers military experience only to the extent that it increases the veteran's qualification for the job. Finally, the Augusta, Georgia Government ensures that its personnel processes do not stereotype individuals with disabilities or Covered Veterans.

Consistent with the regulations, the Augusta, Georgia Government has instituted the following procedures to further assure the careful, thorough, and systematic consideration of the job qualifications of employees or job applicants who are known individuals with disabilities or Covered Veterans for job vacancies, promotions, and/or educational or training opportunities and to assure that its personnel practices facilitate the implementation of the Augusta, Georgia Government's affirmative action obligations:

1. As covered individuals apply for positions within the Augusta, Georgia Government, their personnel forms will be annotated to identify each vacancy for which the person was considered.
2. The personnel records of each known covered individual will include (i) the identification of each promotion for which the person was considered, and (ii) the identification of each training program for which the person was considered.
3. In each case where a covered individual is rejected for employment, training, or promotion, a statement of the reasons will be appended to the file. This statement will include a comparison of the qualifications of the covered individual and the person(s) selected.
4. Where applicants or employees are selected for hire, promotion, or training and the Augusta, Georgia Government undertakes any accommodation which makes it possible to place a covered

individual in the job, the Augusta, Georgia Government will keep a record of the accommodation in a confidential medical file.

This information will be quickly retrievable for review by government officials and the Augusta, Georgia Government's personnel officials for use in investigations and compliance activities.

REVIEW OF PHYSICAL AND MENTAL JOB REQUIREMENTS
41 C.F.R. 60-741.44(c), 41 C.F.R. 60-250.44(c), -300.44(c)

Augusta Richmond County reviews physical and mental job qualification requirements as job qualification requirements are established or revised to ensure that qualification requirements do not screen out qualified individuals with disabilities or qualified disabled veterans for reasons that are not job-related, consistent with business necessity and the safe performance of the essential functions of the job.

To the extent that any physical or mental job qualification measurements tend to screen out qualified individuals with disabilities or qualified disabled veterans in the selection of employees or applicants for employment or in other change in employment status such as promotion or training, Augusta Richmond County will assure that the requirements are related to the specific job(s) for which the individual is being considered and are consistent with business necessity and the safe performance of the job.

ACCOMMODATIONS
41 C.F.R. 60-741.44(d), 41 C.F.R. 60-250.44(d), -300.44(d)

Augusta Richmond County has made and will continue to make reasonable accommodations, which do not impose undue hardships on its business, to the known physical and mental limitations of otherwise qualified employees and job applicants.

Included among the specific accommodations for individuals with disabilities and disabled veterans that have been implemented are the following:

1. Short- and long-term disability programs that provide pay for eligible employees absent due to disability.
2. A personal leave policy that enables eligible employees to accumulate paid time off to be used for medical appointments, personal illness, or any other reason.
3. A medical leave of absence is available to any employee who provides medical documentation of disability.
4. Should reasonable accommodations be necessary to facilitate access to work areas by employees or applicants who are qualified individuals with disabilities or qualified disabled veterans, the Augusta, Georgia Government will take any reasonable steps to provide such accommodations.
5. If necessary to accommodate a disability, the Augusta, Georgia Government will redesign jobs to eliminate nonessential functions unless the redesign creates an undue hardship.
6. The Augusta, Georgia Government will arrange suitable work hours for employees returning from sick leave, leave of absence, and long-term disability where that arrangement is reasonable.
7. The Augusta, Georgia Government will accommodate employees with disabilities by allowing a reasonable amount of time off for physicians' visits.
8. Special parking for individuals with disabilities or disabled veterans is available at Augusta Richmond County.

If an individual has a disability or is a disabled veteran, he or she is encouraged to tell us about (i) any special methods, skills, and procedures which qualify him or her for positions which he or she might not otherwise be able to do so that he or she will be considered for any position of that kind, and (ii) the accommodations which would enable him or her to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties related to the job, provision of personal assistance services, or other accommodations. These individuals may contact Diana Darris, the Affirmative Action Officer.

Where an employee who is known to be an individual with a disability or a disabled veteran is having significant difficulty performing his/her job and the Augusta, Georgia Government reasonably concludes

that the performance issues may be related to the known disability, the Augusta, Georgia Government will notify the employee of the performance problem and confidentially inquire whether the problem is related to the employee's disability. If the employee indicates that his/her disability is impacting his/her performance, the Augusta, Georgia Government will engage in confidential discussions with the employee regarding reasonable accommodations to improve performance.

COMPENSATION
41 C.F.R. 60-741.21(i), 41 C.F.R. 60-250.21(i), -300.21(i)

In offering employment or promotions, Augusta Richmond County does not reduce the amount of compensation offered to individuals with disabilities or Covered Veterans because of any disability income, pension, or other benefit that the employee receives from another source.

**OUTREACH, POSITIVE RECRUITMENT AND
EXTERNAL DISSEMINATION OF POLICY
41 C.F.R. 60-741.44(f), 41 C.F.R. 60-250.44(f), -300.44(f)**

Augusta Richmond County has reviewed its employment practices to determine whether personnel programs provide the required affirmative action for employment and advancement of qualified individuals with disabilities and qualified Covered Veterans.

While the Augusta, Georgia Government believes that there are no deficiencies in its current employment practices with respect to these employees, it has planned the following outreach, positive recruitment, and external dissemination programs to augment its existing affirmative efforts:

1. All executives, management officials, supervisors, and other employees of the Augusta, Georgia Government will be encouraged to assist in the effort to disseminate Augusta Richmond County's policy of affirmative action to individuals outside the Augusta, Georgia Government.
2. The Augusta, Georgia Government will inform recruiting sources of Augusta Richmond County's policy of affirmative action for individuals with disabilities and Covered Veterans. Recruiting sources will be requested to actively recruit and refer qualified individuals with disabilities and qualified Covered Veterans for all positions.
3. Augusta Richmond County will enlist the assistance and support of local recruiting sources, social service agencies, and organizations especially knowledgeable about the availability of individuals with disabilities and Covered Veterans.

These sources will be informed of the Augusta, Georgia Government's AAP and will be requested to refer qualified individuals with disabilities and qualified Covered Veterans for employment consideration, including those not currently in the workforce who have requisite skills.

4. Augusta Richmond County will incorporate the affirmative action clause for individuals with disabilities in purchase orders, leases, and contracts made by the Augusta, Georgia Government and are covered by the Rehabilitation Act of 1973, as amended, and its implementing regulations. The affirmative action clause for Covered Veterans will be incorporated in purchase orders, leases, and contracts made by the Augusta, Georgia Government that are covered by the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, and its implementing regulations.
5. Augusta Richmond County will notify local organizations, community agencies, secondary schools, and colleges known to specialize in assisting individuals with disabilities and Covered Veterans about Augusta Richmond County's policy of affirmative action and request their advice, assistance, and referrals of potential employees, including those who are not currently in the work-force but who have requisite skills.
6. Augusta Richmond County will include disabled individuals and/or Covered Veterans when

employees are pictured in consumer and personnel recruitment advertising.

7. Augusta Richmond County will make reasonable accommodations for qualified individuals with disabilities and qualified disabled veterans.
8. Augusta Richmond County will take positive steps to attract qualified individuals with disabilities and Covered Veterans not currently in the work-force who have requisite skills and can be recruited through affirmative action measures.
9. Augusta Richmond County will review the employment records of its known employees with disabilities or Covered Veterans to determine the availability of promotable, qualified individuals with disabilities, and to determine whether present and potential skills are being fully utilized or developed.
10. The Augusta, Georgia Government will send written notification of Augusta, Georgia Government policy to all contractors, subcontractors, vendors, and suppliers, requesting appropriate action on their part.
11. When Augusta Richmond County advertises in newspapers for prospective employees, the advertisement will include the EEO solicitation "Equal Opportunity Employer M/F/D/V" or a relevant abbreviation.

INTERNAL DISSEMINATION OF POLICY
41 C.F.R. 60-741.44(g), 41 C.F.R. 60-250.44(g), -300.44(g)

The Augusta, Georgia Government recognizes that, however strong its outreach program, internal support from supervisory management and other employees is necessary to ensure maximum effectiveness of its AAP for individuals with disabilities and Covered Veterans so that these employees' awareness of the needs of individuals with disabilities and Covered Veterans can be increased. Accordingly, the Augusta, Georgia Government will utilize the following procedures to maximize the internal implementation and dissemination of its policy:

1. Augusta Richmond County will invite employees who are individuals with disabilities or Covered Veterans to participate in the AAP.
2. The Augusta, Georgia Government will communicate to employees its obligation to take affirmative action to employ qualified individuals with disabilities and qualified Covered Veterans and will encourage employee referral of covered applicants.
3. Augusta Richmond County's policy on affirmative action for veterans and individuals with disabilities is posted on Augusta, Georgia Government bulletin boards. The posting includes a statement that employees and applicants are protected from coercion, intimidation, and interference or discrimination for filing a complaint or assisting in an investigation under the Rehabilitation Act of 1973, as amended, or the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.
4. Meetings with executive management and supervisory personnel will be conducted at least annually to explain the Augusta, Georgia Government's policy of affirmative action and to impart to these personnel their responsibility in making the AAP a success. Top-level management personnel will attend these meetings so that all will know their support of affirmative action.
5. Meetings with all employees of the Augusta, Georgia Government will be conducted by department heads to inform the employees of Augusta Richmond County's policy of affirmative action and to explain the employees' responsibility to comply with the policy.
6. An invitation to participate in Augusta Richmond County's policy of affirmative action is disseminated to all applicants once the company has extended a job offer, but prior to the applicant's first day of employment.
7. For those Augusta, Georgia Government sites subject to a collective bargaining agreement, union officials will be notified as necessary. For those sites that are not subject to a collective bargaining agreement, no notification of union officials is necessary.

DEVELOPMENT AND EXECUTION OF AFFIRMATIVE ACTION PROGRAMS

In addition to the affirmative action programs previously mentioned, the Augusta, Georgia Government is developing and executing the following programs:

1. The Augusta, Georgia Government will continue to review all physical or mental job qualifications.
2. The Augusta, Georgia Government will continue to review and evaluate its entire personnel selection process, including training and promotion, to ascertain whether the process permits the stereotyping of individuals with disabilities or Covered Veterans in a manner that limits their access to jobs for which they are qualified.
3. All personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes will be trained on affirmative action for individuals with disabilities and Covered Veterans.
4. If Augusta Richmond County holds briefing sessions for recruitment sources, representatives from agencies who specialize in individuals with disabilities and Covered Veterans will be included. Formal arrangements will be made for the referral of job applicants, for follow-up, and for feedback on the disposition of applicants referred.
5. Arrangements will be made to provide opportunities for employees with disabilities and Covered Veterans to discuss any performance problems with their supervisors, and any need for accommodation with their supervisors or the Human Resources Department.
6. As Augusta Richmond County makes employees available for participation in community activities, employees who are individuals with disabilities or Covered Veterans will be among those who are encouraged to participate.
7. When Augusta Richmond County conducts recruiting efforts at various schools, special efforts will be made to reach students with disabilities and Covered Veterans.

INTERNAL REVIEW PROCEDURE

The Augusta, Georgia Government has developed an internal review procedure whereby individuals with disabilities and Covered Veteran employees can raise any issues or claims that may arise during the course of their employment. General communications procedures encourage any and all employees, including those with disabilities or who are Covered Veterans, to discuss such issues or claims. All matters brought to the attention of the Affirmative Action Officer will be formally and confidentially addressed.

MONITORING AND REPORTING SYSTEMS
41 C.F.R. 60-741.44(h), 41 C.F.R. 60-250.44(h). 300.44(h)

It is the responsibility of the Augusta, Georgia Government's Affirmative Action Officer to monitor all employment and personnel practices to ensure compliance with applicable regulations and adherence to the Augusta, Georgia Government's Statement of Policy, to report specific problems to the appropriate management personnel, and to measure the effectiveness of Augusta Richmond County's AAP.

The Augusta, Georgia Government's audit and reporting system is designed to:

- Measure the effectiveness of the AAP;
- Identify any need for remedial action;
- Determine the degree to which the Augusta, Georgia Government's objectives are being attained;
- Determine whether individuals with known disabilities or Covered Veterans have had the full opportunity to participate in all Augusta, Georgia Government sponsored educational, training, recreational and social activities;
- Measure the Augusta, Georgia Government's compliance with the AAP's specific obligations.

To ensure that the audit system is effective, all records concerning applicants who are individuals with disabilities or Covered Veterans will be maintained for two years, and all personnel actions involving these employees will be individually maintained as a part of their personnel files.

Special reports summarizing affirmative action efforts to assist covered employees, descriptions of any formal complaints, etc. will be provided to members of upper management at least annually. This AAP will be updated annually and will include a summary of the previous year's actions and programs.

HARASSMENT

41 C.F.R. 60-741.44(e), 41 C.F.R. 60-250.44(e), -300.44(e)

Augusta Richmond County has developed and implemented procedures to ensure that employees who are individuals with disabilities or Covered Veterans are not harassed because of their disability or veteran status.

A copy of our Equal Employment Opportunity Policy that forbids harassment against individuals based on protected characteristics is included in the Exhibits section.

TRAINING

41 C.F.R. 60-741.44(j), 41 C.F.R. 60-250.44(j), -300.44(j)

The Augusta, Georgia Government trains all personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes to ensure that the commitments in the Augusta, Georgia Government's AAP are implemented.

LISTING OF EXHIBITS

Exhibit A - Post-Offer/Pre-Employment Invitation for Individuals with Disabilities and Covered Veterans

Exhibit B - Harassment Policy

EXHIBIT A
AFFIRMATIVE ACTION PROGRAM

WORKERS WITH DISABILITIES, SPECIAL DISABLED VETERANS, DISABLED VETERANS, VIETNAM ERA VETERANS, ARMED FORCES SERVICE MEDAL VETERANS, OTHER PROTECTED VETERANS, AND ONE-OR THREE-YEAR RECENTLY SEPARATED VETERANS

As a government contractor, Augusta Richmond County is subject to the Rehabilitation Act of 1973 (Section 503), and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 (VEVRAA) as amended by the 2002 Jobs for Veterans Act, which require government contractors to take affirmative action to employ and advance in employment, qualified persons with disabilities, qualified Vietnam veterans, and other qualified eligible veterans covered by VEVRAA as defined below. If you are a qualified person with a disability or a veteran covered by VEVRAA, we would like to invite you to participate in our affirmative action program. If you would like to be included under the affirmative action program, please tell us. You may inform us of your desire to benefit under this program at this time and/or at any time in the future. Augusta Richmond County's affirmative action program describes the Augusta, Georgia Government's commitment to undertaking affirmative action to recruit, place and advance in employment covered veterans and qualified individuals with disabilities. The affirmative action program is available to all employees for review during regular business hours. Submission of this information is voluntary and your decision not to provide it will not affect the consideration you are being given for employment or subject you to any adverse treatment. The information you provide will be kept confidential as far as practicable and in accordance with the law, and will be used to assist in providing reasonable accommodation and for statistical reporting as required by government agencies. In particular, the following may have access to the information you provide: (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled persons, and regarding necessary accommodations, (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (iii) Government officials engaged in enforcing the Americans with Disabilities Act or laws administered by the Office of Federal Contract Compliance Programs, may be informed. The information shall not be used in a manner inconsistent with VEVRAA or Section 503.

If you are disabled, it would assist us if you tell us about:

(i) Any special methods, skills, and procedures which qualify you for positions that you might not otherwise be able to do because of your disability, so that you will be considered for any positions of that kind.

(ii) Any accommodations which we could make which would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job, provision of personal assistance services or other accommodations.

I voluntarily identify myself as:

☐ **An Individual with a Disability** - An "individual with a disability" is defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activities, (2) has a record of such impairment, or (3) is regarded as having such an impairment.

☐ **A Special Disabled Veteran** - A "special disabled veteran" is defined to be a veteran who is entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Veterans Administration for a disability (i) rated at 30 percent or more, (ii) rated at 10 or 20 percent in the case of a veteran who has been determined under section 1506 to have a serious employment disability,

or (iii) a person who was discharged or released from active duty because of a service-oriented disability.

[] **A Disabled Veteran** - A "disabled veteran" is (1) A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) A person who was discharged or released from active duty because of a service-connected disability.

[] **A Veteran of the Vietnam Era** - A "veteran of the Vietnam Era" is defined as a person who (1) served on active duty for a period of more than 180 days during the Vietnam Era and who was discharged or released therefrom with other than a dishonorable discharge, or (2) was discharged or released from active duty for a service-connected disability if any part of his or her active duty was performed during the Vietnam Era. The "Vietnam Era" is defined as (i) any active duty occurring between August 5, 1964 and May 7, 1975 or, (ii) any active duty part of which occurred in the Republic of Vietnam between February 28, 1961, and May 7, 1975.

[] **An Armed Forces Service Medal Veteran** - An "Armed Forces Service Medal veteran" is any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

[] **An Other Protected Veteran** - An "other protected veteran" is a veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.

[] **Recently Separated Veteran - One Year** - A "Recently separated veteran - one year" is defined as any veteran during the one-year period beginning on the date of the veteran's discharge or release from active duty.

[] **Recently Separated Veteran - Three Years** - A "Recently separated veteran - three years" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

Please provide your date of discharge or release from active duty: _____

A complete list of qualifying military engagements is available online at
<http://www.opm.gov/veterans/html/vgmedal2.htm>.

Signature: _____

Date: _____

Print Name: _____

Employee #: _____

EXHIBIT B - HARASSMENT POLICY

Harassment is verbal, physical or visual conduct of a sexual, racial, ethnic or other nature which, in the employee's opinion, impairs his or her ability to perform the job, or creates an offensive or hostile work environment. Harassment is contrary to basic standards of conduct between individuals.

Augusta Richmond County will not condone or tolerate the harassment of its employees by their coworkers, supervisors or any individuals under our control. All employees, regardless of position or title, will be subject to severe discipline, up to and including termination of employment, should the Augusta, Georgia Government determine that an employee is engaged in the unlawful harassment of another employee. The Augusta, Georgia Government will promptly and thoroughly investigate the facts and circumstances of any claim of harassment.

If you feel that you are being subjected to harassment, you should report this matter directly to your supervisor immediately, or, if you would prefer to discuss the matter with someone else, report the issue to the supervisor's superior or to another manager of the Augusta, Georgia Government. No one will be subject to, and the Augusta, Georgia Government prohibits, any form of discipline or retaliation for reporting incidents of unlawful harassment or pursuing any such claim of harassment.



**Administrative Services Committee Meeting
9/8/2008 12:50 PM
Demolition of Unsafe Structures**

Department:	License & Inspection
Caption:	Approve an Ordinance providing for the demolition of certain unsafe and uninhabitable structures in the Albion Acres Neighborhood: 2284 Darlington Drive, (District 2, Super District 9); South Richmond Neighborhood: 3870 Wendell Street, 2044 McDade Road, (District 8, Super District 10); Meadowbrook Neighborhood: 2514 Becket Court, (District 5, Super District 9); AND WAIVE 2ND READING.
Background:	The approval of this ordinance will provide for the demolition of certain structures that have been determined to be dilapidated beyond repair and a public nuisance. The owners of the above referenced properties have been requested to correct the property maintenance violations. The violations were not corrected. By approving this ordinance the City will have the structures demolished, record a lien against the property in the amount of the costs incurred, and send the property owners a bill for payment that is due within 30 days of receipt.
Analysis:	Continuing the removal of dilapidated structures will signal to the public that neglected, unsafe and uninhabitable structures will not be allowed and that property owners will be held responsible for their properties.
Financial Impact:	The average total cost associated with the demolition of each property will be approximately \$5,200.00. This includes the title search, asbestos survey, and demolition.
Alternatives:	Allow the unsafe structures to remain and continue to have a negative impact on the neighborhoods and City.
Recommendation:	Approval
Funds are Available in the Following Accounts:	FUNDS ARE AVAILABLE IN THE FOLLOWING ACCOUNT: Account # 220072912/ 5211119

REVIEWED AND APPROVED BY:

**Finance.
Administrator.**

Cover Memo

Item # 3

ORDINANCE NO. _____

ORDINANCE TO PROCEED WITH DEMOLITION AND REMOVAL OF THE
STRUCTURES ON PROPERTY LOCATED AT 2284 DARLINGTON DRIVE, 3870
WENDELL STREET, 2044 MCDADE ROAD, AND 2514 BECKET COURT.

TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES.

BE IT ORDAINED BY THE AUGUSTA-RICHMOND COUNTY COMMISSION AND IT IS
HEREBY ORDAINED BY THE AUTHORITY OF SAME AS FOLLOWS:

Section I. That the following properties have been identified by the Director of the Augusta – Richmond County License and Inspection Department as unfit for human habitation (or unfit for its current commercial or business use) and the cost of repair, alteration or improvement of said properties exceeds one-half the value of property and that the said Director shall cause the structures located on hereinafter described property to be demolished and removed as ordered by Augusta-Richmond County Magistrate Court; and that said Director shall cause the costs of such removal and demolition for said property be entered upon the lien docket maintained in the office of Clerk of Augusta - Richmond County Commission and said Director shall otherwise proceed to effectuate the purpose of O.C.G.A. SS 41-2-7 through 41-2-17 with respect to said property, to-wit:

- 2284 DARLINGTON DRIVE, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 71-1 as Parcel 188.
- 3870 WENDELL STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 139 as Parcel 62.
- 2044 MCDADE ROAD, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 196 as Parcel 27.02.
- 2514 BECKET COURT, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 108 as Parcel 366.

Section II. This Ordinance shall become effective upon adoption.

Section III. That all Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

Duly adopted this _____ day of _____, 2008

MAYOR _____

ATTEST: _____
CLERK OF COMMISSION



**Administrative Services Committee Meeting
9/8/2008 12:50 PM
State Court Judicial Assistants / Digital Recording System**

Department: Administrator

Caption: Discuss increased salaries for State Court judicial assistants related to their additional duties and the operation of a digital recording system for hearings and trials.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

**Administrator.
Clerk of Commission**

AGENDA ITEM REQUEST FORM

Commission/Committee: (Please check one)

☐ **Commission**
☐ **Public Services Committee**
☒ **Administrative Services Committee**
☐ **Engineering Services Committee**
☐ **Finance Committee**
☐ **Public Safety Committee**

Contact Information for Individual/Presenter Making the Request:

Name: Judge Gayle B. Hamrick
Address: 520 Greene Street
Telephone Number: (706) 821-1167
Fax Number: (706) 821-1251
E-Mail Address: ghamrick@augustaga.gov

Caption/Topic of Discussion to be placed on the Agenda:

Additional duties for State Court judicial assistants
Operate digital recording system for hearings and trials
Increase salaries of judicial assistants \$500 per month

Please send this request form to the following address:

Ms. Lena J. Bonner	Telephone Number: 706-821-1820
Clerk of Commission	Fax Number: 706-821-1838
Room 806 Municipal Building	E-Mail Address: lbonner@augustaga.gov
530 Greene Street	
Augusta, GA 30911	

Requests may be faxed, e-mailed or delivered in person and must be received in the Clerk's Office no later than 5:00 p.m. on the Wednesday preceding the Commission or Committee meeting of the following week. A five-minute time limit will be allowed for presentations.

Commission meetings are held on the first and third Tuesdays of each month at 2:00 p.m. Committee meetings are held on the second and last Mondays of each month from 12:30 to 3:30 p.m.



Administrative Services Committee Meeting
9/8/2008 12:50 PM
Tax Allocation District I Resolution

Department: Housing & Community Development Department

Caption: Consider Resolution for the Adoption of the Augusta-Richmond County Redevelopment Plan for the neighborhoods of West Augusta, Downtown, Old City, East Augusta, South Augusta and Create Tax Allocation District Number One - Augusta.

Background: The Redevelopment Powers Law provides for the exercise of redevelopment powers, the adoption of redevelopment plans and the creation of tax allocation districts by counties and municipalities in the State of Georgia. The purpose of the law is to improve economic and social conditions within substantially underutilized, as well as economically and socially depressed urban areas that contribute to or cause unemployment, limit the tax resources of counties, municipalities and consolidated governments while creating a greater demand for governmental services, have a deleterious effect upon the public health, safety, morals and welfare and impair or arrest the sound growth of the community. It is in the public interest of Augusta-Richmond County that the Redevelopment Powers Law be exercised to improve economic and social conditions in order to remedy the detrimental effects of the Augusta-Richmond County Redevelopment Area in the neighborhoods in West Augusta, Downtown, Old City, East Augusta and South Augusta. If the Redevelopment Plan and creation of Tax Allocation District Number One – Augusta is approved, it shall become effective as of December 31, 2008, and shall continue in existence until off redevelopment costs, including financing costs and debt service on tax allocation bonds are paid in full.

Analysis: The approval of the Redevelopment Plan and designation of the Tax Allocation District will allow the City of Augusta to proceed in rebuilding the community.

Financial Impact: The Development Authority of Richmond County shall be designated as the redevelopment agency to exercise redevelopment powers as necessary to implement the provisions of the Redevelopment Plan. The Commission will authorize issuance of tax allocation bonds and/or obtain commercial bank financing and to use the proceeds of any tax allocation bonds or financing for any and all eligible uses including, without limitation, costs of issuance of the tax allocation bonds or commercial financing; capital costs of public and private improvements, including but not limited to greenspace, parks and trails; street, traffic control devices, bridges and parking facilities; utilities, drinking water, etc. The property proposed to be pledged for payment or as security for payment of tax allocation bonds will include positive ad valorem tax allocation increments from ad valorem taxes levied

on all taxable real property within the boundaries of Tax Allocation District Number One – Augusta. The Tax Commissioner, Tax Assessor and Finance Director will take all appropriate measures to identify tax parcels within the Augusta Tax Allocation District upon the tax digest to allocate all positive tax allocation increments and to establish a Special Fund for the accrual of tax allocation increments, and to establish a Special Fund for the accrual of tax allocation increments as provided by the Redevelopment Powers Law.

Alternatives: None recommended.

Recommendation: Approve the Resolution for the Adoption of the Augusta-Richmond County Redevelopment Plan for the neighborhoods of West Augusta, Downtown, Old City, East Augusta, South Augusta and Create Tax Allocation District Number One - Augusta

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

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**

AUGUSTA-RICHMOND COUNTY, GEORGIA

A RESOLUTION

A RESOLUTION CREATING THE AUGUSTA-RICHMOND COUNTY REDEVELOPMENT AREA AND TAX ALLOCATION DISTRICT NUMBER ONE-- AUGUSTA]; DESIGNATING THE BOUNDARIES OF THE REDEVELOPMENT AREA AND TAX ALLOCATION DISTRICT; ESTABLISHING THE TAX ALLOCATION INCREMENT BASE FOR THE TAX ALLOCATION DISTRICT; ADOPTING A REDEVELOPMENT PLAN FOR THE AREA; ESTABLISHING THE INTENT TO ISSUE AND SELL TAX ALLOCATION BONDS OR OBTAIN OTHER FINANCING NECESSARY TO EFFECTUATE THE REDEVELOPMENT OF THE AREA; AUTHORIZING THE DEVELOPMENT AUTHORITY OF RICHMOND COUNTY TO ACT AS THE REDEVELOPMENT AGENCY TO IMPLEMENT THE REDEVELOPMENT PLAN PURSUANT TO THE REDEVELOPMENT POWERS LAW; AND FOR OTHER PURPOSES.

WHEREAS, O.C.G.A. §36-44-1, *et seq.*, is known and may be cited as the Redevelopment Powers Law; and

WHEREAS, the Redevelopment Powers Law (O.C.G.A. §36-44-1, *et seq.*) provides for the exercise of redevelopment powers, the adoption of redevelopment plans, and the creation tax allocation districts by counties and municipalities in the State of Georgia; and

WHEREAS, the purpose of the Redevelopment Powers Law is to improve economic and social conditions within substantially underutilized, as well as economically and socially depressed urban areas that contribute to or cause unemployment, limit the tax resources of counties, municipalities and consolidated governments while creating a greater demand for governmental services, have a deleterious effect upon the public health, safety, morals and welfare, and impair or arrest the sound growth of the community; and

WHEREAS, pursuant to House Bill 773 (2006 GA. LAWS p. 4507, *et seq.*) as approved by a majority of the voters in a referendum held on November 7, 2006, Augusta-Richmond County is authorized to exercise the redevelopment powers as delineated by the Redevelopment Powers Law; and

WHEREAS, it is in the public interest of Augusta-Richmond County that the Redevelopment Powers Law be exercised to improve economic and social conditions of the Augusta-Richmond County Redevelopment Area in order to abate or eliminate deleterious effects of its current depressed and underutilized state; and

WHEREAS, the Augusta-Richmond County Commission finds that the Augusta Redevelopment Area suffers from blighted parcels and underdeveloped land characteristics that contribute to or cause unemployment, limit the tax resources of Augusta-Richmond County while creating a greater demand for government services, and in general has a deleterious effect on the public health, safety, and welfare; and

WHEREAS, the Augusta-Richmond County Commission finds that the Redevelopment Area is substantially underutilized by containing a substantial number of open or vacant parcels and structures and buildings of relatively low value compared to the value of other structures and buildings in the vicinity and that the current condition of the area is less desirable than the redevelopment of the area for new commercial, residential, governmental and other uses; and

WHEREAS, adoption of the Augusta-Richmond County Redevelopment Plan and creation of Tax Allocation District Number One - Augusta is necessary to redevelop and revitalize these area through the use of targeted financing and public/private partnerships; and

WHEREAS, the Augusta-Richmond County Commission has specifically identified neighborhoods in the West Augusta, Downtown, Old City, East Augusta and South Augusta areas as specifically in need of a targeted plan of redevelopment and revitalization; and

WHEREAS, the Augusta TAD can provide incentives and funding to catalyze redevelopment of these identified TAD nodes; and

WHEREAS, it is in the public interest of Augusta-Richmond County that the Redevelopment Powers Law be exercised to improve the economic and social conditions of the Augusta Redevelopment Area in order to remedy the detrimental effects of its current depressed and underutilized state; and

WHEREAS, a Redevelopment Plan has been prepared for the Augusta-Richmond County Redevelopment Area in accordance with O.C.G.A. §36-44-3(9); and

WHEREAS, the Commission has held a public hearing on the Redevelopment Plan and TAD Resolution as required by the Redevelopment Powers Law; and

WHEREAS, the Augusta-Richmond County Commission now desires to adopt the Augusta-Richmond County Redevelopment Plan and create Tax Allocation District Number One-- Augusta

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF AUGUSTA-RICHMOND COUNTY, GEORGIA HEREBY RESOLVES AND BY THE AUTHORITY OF SAME IT IS HEREBY RESOLVED AS FOLLOWS:

Section 1. The Augusta-Richmond County Commission finds and declares that the Augusta-Richmond County Redevelopment Area has not been subject to growth and development through private enterprise and would not reasonably be anticipated to be developed without the approval of the Augusta-Richmond County Redevelopment Plan (hereinafter "Redevelopment Plan").

Section 2. The Augusta-Richmond County Commission finds and declares that improvement of the Augusta-Richmond County Redevelopment Area, as defined in the Redevelopment Plan, is likely to enhance the value of a substantial portion of other real property in the district.

Section 3. The Augusta-Richmond County Commission adopts and incorporates herein by reference the Redevelopment Plan, attached as Exhibit "A," as the Redevelopment Plan for the aforesaid area pursuant to the Redevelopment Powers Law.

Section 4. Augusta-Richmond County creates Tax Allocation District Number One-- Augusta pursuant to the Redevelopment Plan and the Redevelopment Powers Law.

Section 5. The Augusta-Richmond County Tax Allocation District Number One-- Augusta is hereby created as of December 31, 2008, and shall continue in existence until all redevelopment costs, including financing costs and debt service on tax allocation bonds, are paid in full.

Section 6. Augusta-Richmond County hereby establishes the estimated Tax Allocation Increment Base of \$_____ for the Augusta-Richmond County Tax Allocation District Number One-- Augusta. The real property taxes to be used for computing tax allocation increments are specified in the attached Redevelopment Plan and incorporated herein by reference.

Section 7. The Augusta-Richmond County Commission hereby designates the Development Authority of Richmond County as its redevelopment agency to exercise redevelopment powers as necessary to implement the provisions of the Redevelopment Plan and effectuate the redevelopment of the Augusta-Richmond County Redevelopment Area, in accordance with O.C.G.A. §36-44-3(6).

Section 8. The Augusta-Richmond County Commission hereby expresses its intent to authorize issuance of tax allocation bonds and/or obtain commercial bank financing and to use the proceeds of any tax allocation bonds or financing for any and all eligible uses including, without limitation, costs of issuance of the tax allocation bonds or commercial financing; capital costs of public and private improvements, including but not limited to greenspace, parks and trails; streets, traffic control devices, bridges and parking facilities; utilities, drinking water, storm and sanitary sewers; sidewalks, lighting and streetscapes; restoration of historic facilities; environmental remediation; professional services costs, including fees for architectural, legal, engineering and environmental services; real estate assembly; and such other uses deemed necessary pursuant to provisions of the Redevelopment Plan and the Redevelopment Powers Law, as it has been or hereafter may be amended.

Section 9. The property proposed to be pledged for payment or as security for payment of tax allocation bonds will include the positive ad valorem tax allocation increments from ad valorem taxes levied on all taxable real property within the boundaries of Tax Allocation District Number One-- Augusta.

Section 10. The Augusta-Richmond County Commission hereby instructs and authorizes the Tax Commissioner, Tax Assessor and Finance Director to take all appropriate measures to identify tax parcels within the Augusta TAD upon the tax digest, to allocate all positive tax allocation increments, and to establish a Special Fund for the accrual of tax allocation increments as provided by the Redevelopment Powers Law, as it has been or hereafter may be amended.

Section 11. All resolutions and parts of resolutions in conflict with this resolution are hereby repealed to the extent of such conflict.

**Adopted and approved by the Commission of Augusta-Richmond County, Georgia
this ____ day of September, 2008.**