Administrative Services Committee Meeting — Commission Chamber- 9/26/2011- 1:05 PM

ADMINISTRATIVE SERVICES

1. Discuss/approve the solicitation of a RFP from professional human resources firms for an independent audit and assessment/efficiency study of Augusta Richmond County Government in accordance with the Commission's action on August 2, 2011. (Referred from September 12 Administrative Services Committee meeting) — Attachments

2. Approve the concept of hiring a consultant to identify and collect revenue that is currently not being captured by the License and Inspection Department. — Attachments

3. Update from the Administrator regarding the salary reduction of 1.88% taken February thru September 2011 pay periods. — Attachments

Administrative Services Committee Meeting
9/26/2011 1:05 PM
Audit and Assessment/Efficiency Study

Department:	Clerk of Commission
Caption:	Discuss/approve the solicitation of a RFP from professional human resources firms for an independent audit and assessment/efficiency study of Augusta Richmond County Government in accordance with the Commission's action on August 2, 2011. (Referred from September 12 Administrative Services Committee meeting)
Background:	
Analysis:	
Financial Impact:	
Alternatives:	
Recommendation:	
Funds are Available in the Following Accounts:	

REVIEWED AND APPROVED BY:

Administrative Services Committee Meeting
9/26/2011 1:05 PM
Consultant for identifying and collecting revenue not being captured by License and Inspection

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Department:	Planning Commission
Caption:	Approve the concept of hiring a consultant to identify and collect revenue that is currently not being captured by the License and Inspection Department.
Background:	At the July 13, 2011 retreat I was asked to investigate how a “headhunter” might be used by the department to enhance revenue. After talking to several companies and thinking through their suggested approaches the attached scope of services seems to make the most sense. It is the department’s belief that there are not significant un-captured revenues, so the scope is written to provide for payment only on the basis of funds captured and deposited into the City’s accounts.
Analysis:	This sort of analysis has produced very significant results in other Georgia cities and it will cost only a percentage of newly identified and collected revenue.
Financial Impact:	The scope is written in a way that payment is made only for previously un-captured funds that are deposited into City accounts.
Alternatives:	Approve the Department selecting a consultant through procurement or disapprove.
Recommendation:	Approve concept and permit the Department to go through procurement to select a consultant.
Funds are Available in the Following Accounts:	

REVIEWED AND APPROVED BY:

Clerk of Commission

Cover Memo

Item # 2

SCOPE OF SERVICES

The City of Augusta seeks a consultant to assist the City in identifying and collecting revenue that is not being fully captured in the following business tax, fee, and license categories:

CITY CODE #	REVENUE SOURCE
2-1-1	OCCUPATIONAL TAX
2-2-20	INSURANCE COMPANY – TAX
2-2-27	HOTEL/MOTEL TAX
2-2-33	TRANSPORTATION/TOURISM FEE
2-2-36	BANK TAX
2-2-50	RENTAL CAR TAX
6-1-5	ADULT ENTERTAINMENT
6-2-52	ALCOHOL – ON PREMISE
6-2-53	ALCOHOL – BREW PUBS
6-2-54	ALCOHOL – OFF PREMISE – BY DRINK
6-2-101	ALCOHOL – WHOLESALE
6-2-117	ALCOHOL – MIXED DRINKS
6-2-141	ALCOHOL – CATERING
6-5-3	TRANSIENT VENDORS REGULATORY FEE
6-6-4	PAWNBROKERS REGULATORY FEE
6-6-26	FLEA MARKETS REGULATORY FEE
6-6-28	AMUSEMENT PARKS REGULATORY FEE
6-6-39	STREET VENDORS REGULATORY FEE
6-6-40	TRANSIENT VENDORS REGULATORY FEE
6-6-41	VENDING MACHINES REGULATORY FEE
6-6-42	ADULT ENTERTAINMENT REGULATORY FEE
6-6-43	DANCE HALL REGULATORY FEE
6-6-44	FORTUNE TELLERS REGULATORY FEE
6-6-45	ARCADES REGULATORY FEE
6-6-46	VIDEO GAMES REGULATORY FEE
6-6-47	GOING OUT OF BUSINESS SALES REGULATORY FEE
6-7-1	WRECKER REGULATORY FEE
6-7-8	TAXI CABS REGULATORY FEE
6-7-49	LIMOSINES REGULATORY FEE
6-6-67	AMBULANCE REGULATORY FEE

The City is open to evaluating different approaches to the services that are being solicited and would be most interested in proposals that would be compensated by contingency fees based on revenue collected and deposited into the City's accounts.

Proposals should fully explain the method of evaluating the potential for identification and collection of revenue currently not being captured by Augusta, and the approach to assisting the City in collecting such revenue lawfully due the City including but not limited to business systems, process controls, field discovery teams, billing and collections, reporting, auditing, and IT considerations. Proposals should also describe how as the selected consultant they would provide assistance to staff in making policy and procedural changes to improve revenue collection capabilities.

Proposals should include a detailed breakdown of the fee calculation and the proposed schedule. Proposals should include a list of clients for whom similar services have been performed and contact information. Also included should be the composition of the project team and their background information.

Proposals should be submitted to George A. Patty, Director of Augusta's Planning and Development Department.

Administrative Services Committee Meeting
9/26/2011 1:05 PM
Salary Reduction from February thru September 2011

Department:	Administrator
Caption:	Update from the Administrator regarding the salary reduction of 1.88% taken February thru September 2011 pay periods.
Background:	
Analysis:	
Financial Impact:	
Alternatives:	
Recommendation:	
Funds are Available in the Following Accounts:	

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

Finance.
Law.
Administrator.
Clerk of Commission
