



Administrative Services Committee Committee Room- 1/7/2008- 1:00 PM Meeting

ADMINISTRATIVE SERVICES

1. Approve the petition for Non Employment Related Disability Retirement of Ms. Catherine Worley under the 1949 Pension Plan. ☐ [Attachments](#)
2. Consider a request from Leadership Augusta to construct a bronze plaque at Riverwalk honoring Charles Devaney for his leadership and vision. (Referred from December 18 Commission meeting) ☐ [Attachments](#)
3. Motion to approve modification of the current employee disciplinary appeals process. Suggestions for change include: Keep the current appeal structure but modify the composition of the Personnel Board so that Personnel Board Members serve "at the Pleasure of "the Commissioner that appointed them. Eliminate the Personnel Board and replace it with a Personnel Hearing Officer. Modify the disciplinary appeal process so the Personnel Board makes merely a recommendation to the Administrator regarding employee disciplinary actions. (Referred from December 18 Commission meeting) ☐ [Attachments](#)
4. Consider a request from the Interim General Counsel for a salary adjustment for the Staff Attorney I position in the Law Department. ☐ [Attachments](#)
5. Motion to approve setting Qualifying Fees for 2008. ☐ [Attachments](#)
6. Consider a request from United Way for reconsideration of funding from the 2008 CDBG Program. (Referred from December 18 Commission meeting) ☐ [Attachments](#)

www.augustaga.gov



**Administrative Services Committee Meeting
1/7/2008 1:00 PM**

Petition for Non Employment Related Disability Retirement of Ms. Catherine Worley

Department:	Human Resources
Caption:	Approve the petition for Non Employment Related Disability Retirement of Ms. Catherine Worley under the 1949 Pension Plan.
Background:	Disability Retirement Benefit is the accrued benefit reduced by Workers' Compensation, payable for life beginning on the Disability Retirement Date. If the disability occurred in the line of duty, there is a minimum benefit of 50% of average monthly compensation.
Analysis:	Ms. Catherine Worley (age 49) is currently a Secretary with the Public Services Department. Ms. Catherine Worley was hired on December 8, 1977; she joined the 1949 Pension Plan on December 8, 1977. Ms. Worley meets all requirements of Disability Retirement for the 1949 Pension Plan. Her proposed retirement date is November 30, 2007. The disability retirement benefit payable to Ms. Worley will be \$1,740.58 per month (Life only).
Financial Impact:	Funds are available in the 1949 Pension Plan. Employee has contributed 5% of her salary towards her retirement since November 7, 1977.
Alternatives:	Do not approve Disability Retirement of Ms. Catherine Worley under the 1949 Pension Plan.
Recommendation:	Approve Disability Retirement of Ms. Catherine Worley under the 1949 Pension Plan.

**Funds are
Available in the
Following**

Accounts:

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**



Notice of Disability Benefit as of November 30, 2007

Defined Benefit Program

Catherine H. Worley
Augusta-Richmond County
1949 City Plan (GE) (5% Contribution)

SS#: XXX-XX-3069
Date of Birth: 3/23/1958
Gender: Female

Estimated Benefit Information

Allowable Plan Entry Date: 1/1/1978
Vested % as of Statement Date: 100%

	Important Dates	Credited Service (YRS)	Employment Related Monthly Benefit ³	Non-Employment Related Monthly Benefit ⁴
Disability Date ¹	11/30/2007	29.92	CDW \$ 1,740.58	\$ 1,740.58
Benefit Commencement Date ²	12/1/2007			
Normal Retirement Date	3/23/2018			

- The Disability Date is the final day you were actively employed under the Plan.
- The Benefit Commencement Date is the first day of the month following the month in which you were determined to be eligible for a disability benefit under the Plan.
- The benefit you would be entitled to if your disability resulted from a cause rising out of and in the course of Employment with the Employer and is subject to approval by the Commission.
- The benefit you would be entitled to if your disability did not result from a cause rising out of and in the course of Employment with the Employer.

Participant Historical Information

Contributions			Salaries		Employment Activity	
	W/O Interest	With Interest	Plan Year	Amount	Date	Event
Pre-Tax:	\$0.00	\$0.00	2007	\$ 28,371.76	11/30/2007	Disability Leave/Termination (Service Discontinued)
Post-Tax:	\$27,372.43	\$39,319.41	2006	\$ 30,233.39		
			2005	\$ 28,082.89	4/1/1999	Plan Takeover Date
			2004	\$ 28,031.80	12/8/1977	Original Hire Date
			2003	\$ 27,214.22		
Total:	\$27,372.43	\$39,319.41	2002	\$ 26,852.07		
			2001	\$ 25,801.12		
Interest Earned:		\$11,946.98	2000	\$ 25,117.78		
			1999	\$ 22,923.90		

Every effort has been made to ensure the accuracy of this statement. If you have questions about any of the information shown, or if a correction is needed, please contact your employer. Your right to any benefit and the amount of that benefit will depend on the provisions of the official Plan document in effect at the time you terminate employment.





**Administrative Services Committee Meeting
1/7/2008 1:00 PM
Plaque honoring Charles Devaney**

Department: Planning Commission

Caption: Consider a request from Leadership Augusta to construct a bronze plaque at Riverwalk honoring Charles Devaney for his leadership and vision. (Referred from December 18 Commission meeting)

Background: Applicant has been through the review process including meeting with the committees and a public hearing. All affected departments have been notified and there are no known objections. The proposed location for the plaque is at the Eighth Street breach just on the river side of the levee.

Analysis: There are other similar plaques along Riverwalk and there would be no cost to the City

Financial Impact: None

Alternatives: Approve or deny

Recommendation: Approved

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

REVIEWED AND APPROVED BY:

Clerk of Commission



**Administrative Services Committee Meeting
1/7/2008 1:00 PM
Proposed Changes to Employee Discipline Appeals Process**

Department:	Law Department
Caption:	Motion to approve modification of the current employee disciplinary appeals process. Suggestions for change include: Keep the current appeal structure but modify the composition of the Personnel Board so that Personnel Board Members serve "at the Pleasure of "the Commissioner that appointed them. Eliminate the Personnel Board and replace it with a Personnel Hearing Officer. Modify the disciplinary appeal process so the Personnel Board makes merely a recommendation to the Administrator regarding employee disciplinary actions. (Referred from December 18 Commission meeting)
Background:	Since the Personnel Board was created by the governing authority of Richmond County in the Augusta Code rather than local law, the Board of Commissioners has broad authority amend, modify or change the Personnel Board. [1] Section 1-7-15 of the Code states that "the board of commissioners shall have authority to amend, change or make additions to any rules and regulations adopted hereunder." Thus, the Board of Commissioners has authority to modify the current disciplinary appeals process so long as such changes do not violate any laws. [1] However, the Georgia Legislature still retains full authority to make future changes relating to the Personnel Board, should it so desire to do so.
Analysis:	Further information regarding each suggestion change is attached.
Financial Impact:	No financial impact anticipated.
Alternatives:	The Commission can leave the Employee Disciplinary Appeal Process as it is without making any changes.

Recommendation: Consider these suggested changes and make a recommendation for change.

**Funds are
Available in the
Following
Accounts:** Not Applicable

REVIEWED AND APPROVED BY:

Clerk of Commission

1. Keep the current disciplinary appeal structure but modify the composition of the Personnel Board so that Personnel Board Members serve "at the Pleasure of" the Commissioner that appointed them.

The current disciplinary process has generally served Augusta-Richmond County well. However, three primary changes could be made to address commissioner concerns while maintaining the existing structure. First, each Personnel Board appointee should serve "at the pleasure of" the Commissioner that appointed them instead of being removed only "for cause." This would allow each commissioner to have a more active role in the direction of the Personnel Board without needing to attend each Personnel Board hearing. Second, the Board of Commissioners could reduce the jurisdiction of the Personnel Board to only have jurisdiction to conduct hearings and render decisions on employee terminations and not suspensions and other grievances. Third, the jurisdiction of the Personnel Board could also be clearly limited to a review of whether the appropriate "due process" procedures of Augusta-Richmond County were followed in each termination case. In other words, the Personnel Board would have no authority to overturn a termination unless they found a violation of Augusta-Richmond County policies relating to the employee disciplinary process.

2. Eliminate the Personnel Board and replace it with a Personnel Hearing Officer.

This is generally the structure of the employee disciplinary process used in the governments of Athens-Clarke County, Georgia and DeKalb, County Georgia. The Personnel Hearing Officer (PHO) would be an attorney appointed by majority vote of the Commission (or appointed by the Mayor). The PHO would essentially replace the Personnel Board. Each of the twelve members of the Personnel Board is currently paid \$20.00 per day plus travel expenses for their Personnel Board service. *See* Code § 1-7-13(c). The compensation for the PHO would be approximately the same as the fees and expenses currently paid to the members of the Personnel Board (\$240.00 per hearing). Once the Administrator rendered a decision regarding employee discipline, the employee would have the option of appealing that decision to the PHO. The PHO would conduct a public hearing and would render a final decision regarding same. His or her decision could be appealed to Superior Court. One advantage of this structure is the quick and final resolution of personnel matters.

3. Modify the disciplinary appeal process so the Personnel Board makes merely a recommendation to the Administrator regarding employee disciplinary actions.

This is generally the structure of the employee disciplinary process used by Chatham County, Georgia. In this disciplinary structure, initial determinations of discipline would fall on the department heads and the Human Resources Director. The employee could appeal to the Personnel Board and a hearing would be conducted. The Personnel Board would render a recommendation to the Administrator who would make the final decision regarding employee discipline. The Administrator would only be permitted to review the official records of the Personnel Board when making his or her final decision. His or her decision could be appealed to Superior Court.

Current Status of Disciplinary Appeals Process

Pursuant to the current Augusta-Richmond County Code and Personnel Policies and Procedures, the following procedure is used with regard to employee discipline where dismissal is sought:

1. The Department Head or Director initiates the disciplinary process by charging an employee with "misconduct that serves as just cause for dismissal" and placing the employee on "a three (3) day paid, administrative suspension with a recommendation for dismissal." Employee Handbook § 1.F, Dismissal (p. 8).
2. The Department Head or Director sends a letter to the Director of Human Resources "specifically setting forth the reasons for suspension with recommendation for dismissal." Employee Handbook § 1.F, Dismissal (p. 8).
3. "[W]ithin three (3) working days of the effective date of the action" (three day suspension with pay), the Director of Human Resources reviews the recommendation and conducts an investigation regarding the recommendation. If the recommendation is approved by the Director of Human Resources, it is sent to the charged employee and the Administrator. Employee Handbook § 1.F, Dismissal and Progressive Discipline (p. 8).
4. "Within three (3) working days of the affected employee being notified of the charges, the Administrator or his designee shall hold a pre-termination conference at which time the employee shall be authorized to present information which is pertinent to the charges on his/her behalf." Employee Handbook § 1.F, Progressive Discipline (p. 8).
5. The Administrator makes a decision as to termination "based on all of the facts pertinent to the situation." Employee Handbook § 1.F, Dismissal (p. 8).
6. If the administrator decides to uphold the recommendation for termination, the employee is terminated. Employee Handbook § 1.F, Dismissal (p. 8).
7. Once an employee receives notice of their termination, they have five (5) working days to submit a formal appeal in writing to the Director of Human Resources requesting an appeal to the Personnel Board. Employee Handbook § 1.F, Right of Appeal (p. 8).
8. The Personnel Board has the responsibility "to conduct hearings and render decisions on dismissals and hear appeals from any employee who claims to have been improperly dismissed." Augusta-Richmond County Code § 1-7-15 (b)(2).
9. A decision by the Personnel Board can be appealed to the Superior Court of Richmond County.



**Administrative Services Committee Meeting
1/7/2008 1:00 PM
Salary Adjustment Staff Attorney I**

Department: Clerk of Commission

Caption: Consider a request from the Interim General Counsel for a salary adjustment for the Staff Attorney I position in the Law Department.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission

AUGUSTA-RICHMOND COUNTY COMMISSION

DAVID S. COPENHAVER
Mayor

BETTY BEARD
Mayor Pro Tem

CHIQUITA T. JOHNSON
Interim General Counsel
Augusta Law Department

ANDREW G. MACKENZIE
Staff Attorney
Augusta Law Department

Betty Beard
Corey Johnson
Joe Bowles
Alvin Mason
Calvin Holland, Sr.
Joe Jackson
Jerry Brigham
Jimmy Smith
J. R. Hatney
Don Grantham

Frederick L. Russell
Administrator

January 3, 2008

Ms. Lena J. Bonner
Clerk of Commission
Augusta-Richmond County Consolidated Government
530 Greene Street
Suite 800
Augusta, GA. 30901

Dear Ms. Bonner:

This correspondence serves as a request to put the salary adjustment of new hire, Stephanie Jones, Staff Attorney I, on the agenda for the next Administrative Services Committee meeting, January 7, 2008. Ms. Jones is filling the previously vacant Staff Attorney I job that I held prior to my appointment as Interim General Counsel.

The current salary for that position is \$85,5000, however, I am recommending compensation at the rate of \$87,000 per annum commensurate with her experience. Ms. Jones will begin work on January 14, 2008.

Thank you for your consideration and Happy New Year.

Best Regards,

/s/ Chiquita T. Johnson

Augusta Law Department
501 Greene Street, Suite 302
Augusta, Georgia 30901
(706) 842-5550 - Fax (706) 842-5556



**Administrative Services Committee Meeting
1/7/2008 1:00 PM
Set Qualifying Fees for 2008**

Department: Board of Elections

Caption: Motion to approve setting Qualifying Fees for 2008.

Background: The local governing authority is required by law to set and publish the qualifying fees for each elective office not later than February 1, 2008 of the year in which an election is to take place. The Board of Elections will publish the qualifying fees upon approval of the Augusta Commission.

Analysis: The qualifying fee for Probate Court, Clerk of Court, Sheriff, and Tax Commissioner are computed based on 3% of the base salary as set forth by Georgia law. The qualifying fee for Board of Education is set by their Charter. All other qualifying fees are based on 3% of the total gross salary for the preceeding year.

Financial Impact: The cost for publishing the advertisement will be \$20.00.

Alternatives: None.

Recommendation: Approve the fees as listed on the attached schedule.

Funds are Available in the Following Accounts: Available in the 2008 Board of Elections Budget.

REVIEWED AND APPROVED BY:

Finance.

Administrator.
Clerk of Commission

NOTICE TO THE RESIDENTS OF
AUGUSTA-RICHMOND COUNTY, GEORGIA

YOU are hereby notified that, pursuant to O.C.G.A. 21-2-131(a)(1), the qualifying fees for the various local offices appearing on the 2008 General Election ballot have been set by the Augusta-Richmond County Commission-Council as follows:

Probate Court	\$2320.34
Clerk of Court	2320.34
Sheriff	2510.88
Tax Commissioner	2320.34
Coroner	1986.00
Chief Judge, Civil and Magistrate Court	3454.21
Presiding Judge, Civil and Magistrate Court	3399.23
Solicitor of State Court	2909.99
Chief Judge of the State Court Judge	4059.06
Judge of the State Court	3951.06
Board of Education Districts 1, 4, 5, 8, and 10	100.00

Qualifying for partisan office will commence on Monday, April 28, 2008 at 9:00 AM and will end on Friday, May 2, 2008 at 12:00 NOON. Qualifying for all partisan offices will be conducted by the respective parties.

Qualifying for nonpartisan office will commence on Monday, June 23, 2008 at 9:00 AM and will end on Friday, June 27, 2008 at 12:00 NOON. Qualifying for all nonpartisan offices will be held in the Board of Elections Office, 530 Greene Street, Room 104, Augusta, Georgia.

This _____ day of January, 2008.

Lynn M. Bailey, Executive Director
for the Board of Elections, Superintendent



**Administrative Services Committee Meeting
1/7/2008 1:00 PM
United Way of CSRA**

Department: Clerk of Commission

Caption: Consider a request from United Way for reconsideration of funding from the 2008 CDBG Program. (Referred from December 18 Commission meeting)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

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: Joan Stoddard, Community Building Coordinator
Address: United Way of the Central Savannah River Area, Inc.
630 Ellis Street, PO Box 1724, Augusta, GA 30901
Telephone Number: 706-724-5544 Ext. 113
Fax Number: 706-724-5561
E-Mail Address: istoddard@uwcsra.org

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

Consider a request from United Way for reconsideration of funding from the 2008 CDBG Program.

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.