

**AN ORDINANCE TO AMEND THE AUGUSTA, GA CODE TITLE ONE ARTICLE THREE SECTION 1-2-36 RELATING TO DUTIES OF THE ADMINISTRATOR OF AUGUSTA, GEORGIA; TO REPEAL ALL CODE SECTIONS AND ORDINANCES AND PARTS OF CODE SECTIONS AND ORDINANCES IN CONFLICT HEREWITH; TO PROVIDE AN EFFECTIVE DATE AND FOR OTHER PURPOSES.**

WHEREAS, On March 1, 2011, the Augusta Georgia Commission approved revisions to the Augusta, Georgia Personnel Policy and Procedures Manual; and

WHEREAS, Augusta, Georgia desires to update and amend the Code as related to the duties of the Administrator to be consistent with the revisions to the Augusta, Georgia Personnel Policy and Procedures Manual;

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

**SECTION 1.** AUGUSTA, GA. CODE Section 1-2-36 as set forth in the Augusta, Ga. Code, re-adopted July 10, 2007, is hereby amended by striking this section in its entirety as set forth in "Exhibit A" hereto and inserting in lieu thereof new Code Section 1-2-36, restated as set forth in "Exhibit B" hereto.

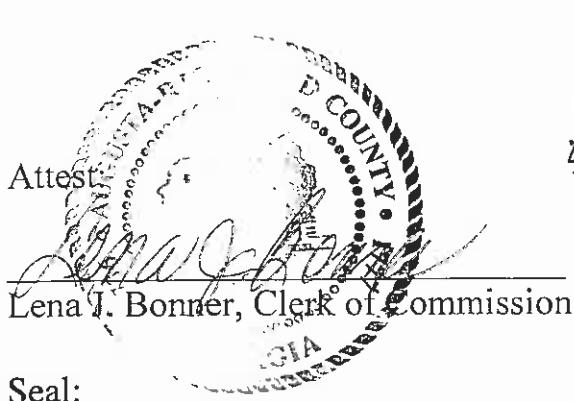
**SECTION 2.** This ordinance shall become effective upon its adoption in accordance with applicable laws.

**SECTION 3.** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Adopted this 3<sup>rd</sup> day of May, 2011.

  
AGM David S. Copenhaver  
5/11/11 As its Mayor

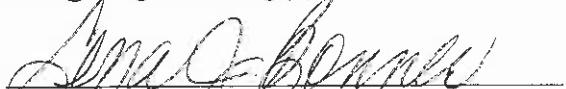
Attest:

  
Lena T. Bonner, Clerk of Commission

Seal:

## CERTIFICATION

The undersigned Clerk of Commission, Lena J. Bonner, hereby certifies that the foregoing Ordinance was duly adopted by the Augusta, Georgia Commission on May 3, 2011 and that such Ordinance has not been modified or rescinded as of the date hereof and the undersigned further certifies that attached hereto is a true copy of the Ordinance which was approved and adopted in the foregoing meeting(s).



Lena J. Bonner, Clerk of Commission

Published in the Augusta Chronicle.

Date: May 19 2011

First Reading April 19, 2011

Second Reading May 3, 2011

## Exhibit A

### Sec. 1-2-36. Duties.

~~The Administrator for Augusta Richmond County shall be the administrative officer of Augusta Richmond County and head of the administrative branch of Augusta Richmond County government. The Administrator shall be responsible to the Mayor and Commission for the proper administration of all affairs of Augusta Richmond County, and his duties shall be as follow:~~

- ~~(a) To recommend for appointment or removal all Augusta Richmond County department heads, subject to the approval of the Commission, with the exception of the Augusta Richmond County attorney, the Clerk of Commission, the Equal Opportunity Officer, and the internal auditor, all of whom shall be appointed and discharged directly by the Commission;~~
- ~~(b) Subject to the rules and regulations of the Commission, where applicable, the Administrator for Augusta Richmond County shall be the appointed authority for all other Augusta Richmond County employees whose appointment is now or hereinafter vested in the Commission, and shall have the right to employ and discharge the same;~~
- ~~(c) To execute all lawful orders, directions, instructions, and all ordinances, resolutions and regulations adopted by the Commission consistent with this Code and entered upon the minutes of the Commission; in the execution of these matters, the Administrator shall keep the Mayor fully informed and shall coordinate with the Mayor to ensure that all laws, ordinances, and resolutions of Augusta Richmond County are faithfully executed;~~
- ~~(d) To have supervision over all departments or divisions of Augusta Richmond County now or hereinafter subject to the jurisdiction of the Commission;~~
- ~~(e) To attend all meetings of the Commission, with the right to take part in the discussion;~~
- ~~(f) To prepare and to recommend salary scales for all employees;~~
- ~~(g) To prescribe the duties and supervise the work of Augusta Richmond County employees;~~

- (h) To require reports from heads of departments, and other employees trusted with administrative duties or exercising discretion;
- (i) To prepare and submit to the Mayor and Commission a proposed annual budget; when the budget has been prepared and adopted as provided by law by the Commission, it shall be the duty of the Administrator for Augusta-Richmond County to execute the budget; no department or office of Augusta-Richmond County government shall exceed the budget without the approval of the Commission;
- (j) To keep the Mayor and Commission fully advised on the financial conditions and future needs of Augusta-Richmond County and shall make such recommendations on Augusta-Richmond County affairs as the Administrator deems necessary for the effective operation of Augusta-Richmond County;
- (k) To act as liaison between the Mayor and/or Commission and all Augusta-Richmond County department heads or employees of Augusta-Richmond County;
- (l) To confer with and assist all other elected or appointed officials of Richmond County, and all departments, such as Augusta-Richmond County health department, the Augusta-Richmond County Department of Family and Children Services, whose missions are not under the direct control and supervision of the Commission, but who are dependent upon the appropriations of the Commission for their continued operation;
- (m) To submit to the Mayor and Commission at the end of each fiscal year a complete report on the finances and administrative activities of Augusta-Richmond County for the preceding year;
- (n) To see that all legislation, programs, regulations or plans promulgated and required by the state or federal government are duly carried out and complied with in accordance with such legislation, programs, regulations or plans;
- (o) To perform such other duties as may be required for him by the Mayor and Commission.

## Exhibit B

### Sec. 1-2-36. Duties of Administrator.

The Administrator for Augusta, Georgia shall be the administrative officer of Augusta, Georgia and head of the administrative branch of Augusta, Georgia government. The Administrator shall be responsible to the Mayor and Commission for the proper administration of all affairs of Augusta, Georgia, and his duties shall be as follow:

- (a) To have the exclusive right to recommend for appointment or removal all Augusta, Georgia department heads, subject to the approval of the Commission, with the exception of the General Counsel, the Clerk of Commission, the Equal Employment Opportunity Director, and the Disadvantaged Business Enterprise Liaison, all of whom shall be appointed and discharged directly by the Mayor and Commission;
- (b) Subject to the rules and regulations of the Commission, where applicable, the Administrator for Augusta, Georgia shall be the appointed authority for all other Augusta, Georgia employees whose appointment is now or hereinafter vested in the Commission, and shall have the right to employ and discharge the same;
- (c) To execute all lawful orders, directions, instructions, and all ordinances, resolutions and regulations adopted by the Commission consistent with this Code and entered upon the minutes of the Commission; in the execution of these matters, except as otherwise provided in the Augusta, Georgia Charter, the Administrator shall keep the Mayor fully informed and shall coordinate with the Mayor to ensure that all laws, ordinances, and resolutions of Augusta, Georgia are faithfully executed;
- (d) To have supervision over all departments or divisions of Augusta, Georgia now or hereinafter subject to the jurisdiction of the Commission, with the exception of the General Counsel, the Clerk of Commission, the Equal Employment Opportunity Director, and the Disadvantaged Business Enterprise Liaison, all of whom shall report directly to the Mayor and Commission;

- (e) To attend all meetings of the Commission, with the right to take part in the discussion;
- (f) To prepare and to recommend salary scales for all employees;
- (g) To prescribe the duties and supervise the work of Augusta, Georgia employees, with the exception of the Augusta, Georgia Law Department, the Clerk of Commission, the Equal Employment Opportunity Director, and the Disadvantaged Business Enterprise Liaison, all of whom shall report directly to the Mayor and Commission;
- (h) To require reports from heads of departments, and other employees trusted with administrative duties or exercising discretion, with the exception of the General Counsel, the Clerk of Commission, the Equal Employment Opportunity Director, and the Disadvantaged Business Enterprise Liaison, all of whom shall report directly to the Mayor and Commission;
- (i) To prepare and submit to the Mayor and Commission a proposed annual budget; when the budget has been prepared and adopted as provided by law by the Commission, it shall be the duty of the Administrator for Augusta, Georgia to execute the budget; no department or office of Augusta, Georgia government shall exceed the budget without the approval of the Commission;
- (j) To keep the Mayor and Commission fully advised on the financial conditions and future needs of Augusta, Georgia and shall make such recommendations on Augusta, Georgia affairs as the Administrator deems necessary for the effective and efficient operation of Augusta, Georgia;
- (k) To act as liaison between the Mayor and/or Commission and all Augusta, Georgia department heads or employees of Augusta, Georgia, with the exception of the General Counsel, the Clerk of Commission, the Equal Employment Opportunity Director, and the Disadvantaged Business Enterprise Liaison, all of whom shall report directly to the Mayor and Commission;
- (l) To confer with and assist all other elected or appointed officials of Richmond County, and all departments, such as Augusta-Richmond County health department, the Augusta-Richmond County Department of Family and Children Services, whose missions are not under the direct control and

supervision of the Commission, but who are dependent upon the appropriations of the Commission for their continued operation;

- (m) To submit to the Mayor and Commission at the end of each fiscal year a complete report on the finances and administrative activities of Augusta, Georgia for the preceding year;
- (n) To see that all legislation, programs, regulations or plans promulgated and required by the state or federal government are duly carried out and complied with in accordance with such legislation, programs, regulations or plans;
- (o) To approve all position classifications, reclassifications, reorganizations, and pay adjustments up to fifteen (15%) percent of base pay and provide the Administrative Services Committee with a monthly report of such adjustment(s) following any calendar month during which such adjustment(s) were made; and
- (p) To perform such other duties as may be required for him by the Mayor and Commission.