



Interoffice Memorandum

TO: Mayor and City Council

FROM: Jim Clifford, City Administrator

DATE: August 6, 2021

SUBJECT: Special Called City Council Meeting of August 9 , 2021

SPECIAL CALLED CITY COUNCIL MEETING

ITEM 1. ENGINEERING AND PUBLIC WORKS: Resolution No. 2021-33 – A Resolution Authorizing a Supplemental Inspection Services Contract for the Building Standards Department

A resolution has been prepared for Council's consideration authorizing a Supplemental Inspection Services Contract for the Building Standards Department due to an identified upcoming delay in inspection services due to a medical leave of absence.

Please see ATTACHMENT #1 for a copy of the proposed resolution.

ITEM 2. PARKS, RECREATION AND TOURISM: Ordinance No. 2021-11 –Authorizing a Restructuring of Personnel for the Department of Parks, Recreation, and Tourism Subsequent to Department Vacancies Resulting from Retirements and Resignations; Ordinance – First Reading

An ordinance has been prepared for Council's consideration on first reading authorizing a restructuring of personnel for the Department of Parks, Recreation, and Tourism subsequent to department vacancies resulting from retirements and resignations.

Please see ATTACHMENT #2 for a copy of the proposed ordinance and the proposed PRT Organizational Chart.

RESOLUTION NO. 2021-33

A RESOLUTION AUTHORIZING A SUPPLEMENTAL INSPECTION SERVICES
CONTRACT FOR THE BUILDING STANDARDS DEPARTMENT

WHEREAS, on November 2, 2020, City Council adopted a balanced budget for the fiscal year beginning on January 1, 2021, and ending on December 31, 2021 which included three Inspectors in the Building Standards Department effective January 1, 2021; and

WHEREAS, City staff has identified an upcoming delay in inspection services due to a medical leave of absence; and

WHEREAS, City staff has identified budgeted personal services expenses and operating expenses savings in the General Government function as well as surplus revenue from construction related permits sufficient to enter into a supplemental inspection services contract for an amount not to exceed \$15,000; and

WHEREAS, there are various firms with South Carolina State On-Call Contracts offering the type of services that are applicable to the City; and

WHEREAS, Administration supports the supplemental inspection services contract to meet the Building Standards Department's staffing needs; and

WHEREAS, City Council believes it to be in the best interest of the City to contract for supplemental inspection services to support staffing needs of the Building Standards Department.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of North Augusta, in meeting duly assembled and by the authority thereof, that a contract be entered into for supplemental inspection services with charges not to exceed \$15,000 to be charged to professional services in the Building Standards Department of the General Fund.

BE IT FURTHER RESOLVED that the City Administrator and/or Director of Public Works shall be authorized to sign all documents relating to the identified contractual services.

DONE, RATIFIED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH AUGUSTA, SOUTH CAROLINA, ON THIS THE ___ DAY OF _____, 2021.

Briton S. Williams, Mayor

ATTEST:

Sharon Lamar, City Clerk

ORDINANCE NO. 2021-11
**AUTHORIZING A RESTRUCTURING OF PERSONNEL FOR THE DEPARTMENT OF PARKS,
 RECREATION, & TOURISM SUBSEQUENT TO DEPARTMENT VACANCIES RESULTING
 FROM RETIREMENTS AND RESIGNATIONS**

WHEREAS, in accordance with the Laws of South Carolina, and the Ordinance of the City of North Augusta, the City Administrator prepared and submitted to the City Council a Balanced Budget for the budget year beginning on January 1, 2021, and ending on December 31, 2021 which was adopted November 2, 2020; and

WHEREAS, the City has determined that a restructuring of personnel for the Department of Parks, Recreation, & Tourism ("Department of PRT") is necessary to expand upon opportunities resulting from department vacancies from retirements and resignations and to continue to provide adequate services related to activities of the Department; and

WHEREAS, this restructuring is to be done within the authorized total appropriations for personal services expenses of the Department of PRT as adopted by City Council on November 2, 2020.

NOW, THEREFORE BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH AUGUSTA, SOUTH CAROLINA, IN MEETING DULY ASSEMBLED AND BY THE AUTHORITY THEREOF, THAT:

Section I. The City Council hereby authorizes a restructuring of personnel for the Department of PRT as follows with proposed Department of PRT organizational chart attached as Exhibit A:

Division	Current Position	Current Grade	Proposed Position	Proposed Grade
10-4300/Recreation	Director of PRT	38	No Change	38
	Superintendent of Programs & Facilities	27	No Change	27
	Program Coordinator II	14	No Change	14
	Program Coordinator	12	No Change	12
	Secretary II	11	No Change	11
	Program Coordinator I	13	Center Program Coordinator	10
	Program Coordinator	12	Center Program Coordinator	10
	NEW REQUEST	N/A	Center Program Coordinator	10
10-4310/Parks	Maintenance Foreman II	13	No Change	13
	Maintenance Technician	12	No Change	12
	Crew Leader	9	No Change	9
	Grounds Worker III	7	No Change	7
	Grounds Worker II	6	No Change	6
	Grounds Worker II	6	No Change	6
10-4320/Community Center	Center Coordinator	8	No Change	8
10-4325/Tourism	Facilities & Events Supervisor	17	Events Coordinator	12
	Maintenance Worker II	6	No Change	6*
	Maintenance Worker II	6	No Change	6*
19-4325/Tourism	Tourism & Marketing Coordinator	12	No Change	12
10-4430/RVP Activities Center	Programs & Facilities Supervisor	18	No Change	18
	Crew Leader	9	No Change	9
	Maintenance Worker II	6	No Change	6
	Center Coordinator	8	No Change	8
	Center Coordinator	8	No Change	8
	PT Center Coordinator	8	No Change	8
	PT Center Coordinator	8	No Change	8
	PT Center Coordinator	8	No Change	8
	PT Center Coordinator	8	No Change	8

*Positions are currently supervised by the Director of Public Works and will be proposed to be transferred to 10-4060, City Buildings, in the 2022 Budget

- Section II. That in all other respects, except as hereby and heretofore restructured, the budgeted positions for the City of North Augusta for the fiscal year beginning January 1, 2021, and ending December 31, 2021, shall remain in full force and effect.
- Section III. All Ordinances or parts of Ordinances in conflict herewith are, to the extent of such conflict, hereby repealed.
- Section IV. This Ordinance shall become effective immediately upon its adoption on second and final reading.

DONE, RATIFIED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH AUGUSTA, SOUTH CAROLINA, ON THIS _____ DAY OF AUGUST, 2021.

First Reading _____

Second Reading _____

Briton S. Williams, Mayor

ATTEST:

Sharon Lamar, City Clerk

Parks, Recreation & Tourism Organizational Chart (proposed)

22 FT / 4 PT / 91 Seasonal

