Administrative Services Committee Meeting Commission Chamber - 9/8/2015

ATTENDANCE:

Present: Hons. Hardie Davis, Jr., Mayor; M. Williams, Chairman; D. Williams, Vice Chairman; Lockett and Davis, members.

ADMINISTRATIVE SERVICES

1. Authorize submission of 2015 Consolidated Application, Exhibits and supporting documentation for the Continuum of Care Application to HUD.

Item Action: Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Dennis Williams	Passes

2. Propose amending the 2009, 2013 and 2014 Action Plans to re-program $436,692.59 and to revise the scope of work in Community Development Block Grant (CDBG) funds.

Item Action: Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve with the correction of the amount to read $391,692.59. Motion Passes 4-0.	Commissioner William Lockett	Commissioner Dennis Williams	Passes

3. Presentation by Ms. Kathy E. Miller regarding problems with Housing & Community Development finishing repairs to her house.

Item Action: Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Dennis Williams	Passes

4. Motion to approve the minutes of the Administrative Services Committee held on August 25, 2015.

Item Action: Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner William Lockett	Commissioner Mary Davis	Passes

5. Discuss the procedure for adding items to the agendas. (Requested by Commissioner M. Williams)

Item Action: Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner William Lockett	Passes

Administrative Services Committee Meeting
9/8/2015 1:10 PM
Attendance 9/8/15

Department:

Caption:

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

Funds are Available in the Following Accounts:

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

Administrative Services Committee Meeting
9/8/2015 1:10 PM
2015 Continuum Of Care Application

Department:	Housing and Community Development
Caption:	Authorize submission of 2015 Consolidated Application, Exhibits and supporting documentation for the Continuum of Care Application to HUD.
Background:	Each year, Augusta Housing & Community Development Department applies to HUD through an annual Notice of Funding Availability (NOFA) for the Continuum of Care Programs (this is a competitive application process). These funds are used to support the Homeless Information Management System (HMIS), for administrative services, supplies and provide case management to our partnering agencies. This gramt revews each year at the same time and amount, October 1st to September 30th (HMIS Program - $184,475). There for five (5) additional programs funded as a part of the Augusta, Georgia Continuum of Care (please see attached). New project applications are anticipated for submission this year.
Analysis:	Approval will allow the City of Augusta to continue providing comprehensive services to the homeless population of Augusta-Richmond County.
Financial Impact:	These are additional funds received from HUD through a competitive application process to the City of Augusta for continued operation of the Homeless Information Management System (HMIS) and services. Currently, there are five (5) additional projects funded throough this application: 1 for services, 2 for Transitional Housing, and 2 for Permanent Supportive Housing Programs.
Alternatives:	None recommended.
Recommendation:	Approve submission of the CoC Application to HUD, and grant the Mayor the authority to execute all forms associated with the application, which includes Submission of the Follow-up Technical Submission Application, New and Renewal Grant

Agreements and Annual Progress Reports (APR).

Funds are Available in the Following Accounts:	Not Applicable.

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

Finance.
Law.
Administrator.
Clerk of Commission

Augusta
GEORGIA

Administrative Services Committee Meeting
9/8/2015 1:10 PM
Amending the 2009, 2013 and 2014 Action Plans

Department:	Housing and Community Development
Caption:	Propose amending the 2009, 2013 and 2014 Action Plans to re-program $436,692.59 and to revise the scope of work in Community Development Block Grant (CDBG) funds.
Background:	Because certain funds were being forfeited and certain project have unused funds, it has become necessary to reprogram these funds to facilitate their expenditure. We are proposing that funds be reprogrammed FROM the following projects: 1. 2009 CDBG Facade Project Delivery Funds - $15,734.96 2. 2013 CDBG Facade CBD Uncommitted Funds - $142,979.53 3. 2013 CDBG Facade CCRD Uncommitted Funds - $46,825.10 4. 2013 ARC Rec & Parks Dept. May Park Splash Pad - $46,153.00 5. 2014 CDBG Uncommitted Funds - $140,000.00 Total amount being reprogrammed - $391,692.59 Justification: Certain projects were stalled along with some agencies forfeiting their funding therefore, the department need to reprogram funding to viable projects that will expend funding in a timelier manner. Staff is proposing the funds be reprogrammed TO the following projects: For CDBG: 1. Housing and Community Development Department (Housing Rehabilitation) - $205,539.59 Funds are being transferred to support additional Housing Rehabilitation Projects. Originally, the 2015 budget allowed for twenty-eight (28) houses to receive rehabilitation. These additional funds will allow approximately six (6) more houses to be rehabbed. 2. Augusta Parks, Recreation & Facilities Department - $46,153.00 Funds are being transferred to support the purchase of one food delivery vehicle for the Meals on Wheels Program. The vehicle will serve as a safe, clean and sanitary means of delivering hot meals to senior citizens, persons with disabilities and other low/moderate income homebound persons. 3. Association Latina Services Del CSRA - $140,000.00 Funds are being provided to assist with the construction of a Medical Center to provide medical assistance and services to primarily a Hispanic population and the indigent to improve long term health care for low to moderate income persons and families. According to the City's Citizen Participation Policy, this increase in allocation constitutes a substantial change to the Action Plans. Therefore,

the revisions must be presented to the public for a 30-day comment period. If comments are received, they will be presented to the Commission for consideration. We are requesting authorization to proceed with the publication of a public notice in the newspapers to solicit comments on the changes. The Public Notice will be published in the Augusta Chronicle, September 9, 2015 and the Metro Courier, September 10, 2015. The deadline for comments will be October 8, 2015. Any comments received will be presented to Commission on October 20, 2015.

Analysis: The additional funds will allow the department to fund and proceed with more projects.

Financial Impact: More funds available for projects

Alternatives: None

Recommendation: Accept the Housing and Community Development Department's recommendations for use of the reprogrammed funds and grant AHCD authorization to proceed with the publication of a Public Notice soliciting citizen comments on the proposed changes to the 2009, 2013 and 2014 Action Plans. On October 20, 2015, any comments received will be presented to Commission for considerations.

Funds are Available in the Following Accounts: Community Development Block Grant (CDBG)

REVIEWED AND APPROVED BY:

Finance.
Law.
Administrator.
Clerk of Commission

AGENDA ITEM REQUEST FORM

Commission meetings: First and third Tuesdays of each month – 2:00 p.m.
Committee meetings: Second and last Mondays of each month – 12:45 to 1:05 p.m.

Commission/Committee: (Please check one and insert meeting date)

✓	Commission	Date of Meeting 9-8-2015
	Public Safety Committee	Date of Meeting
	Public Services Committee	Date of Meeting
	Administrative Services Committee	Date of Meeting
	Engineering Services Committee	Date of Meeting
	Finance Committee	Date of Meeting

Contact Information for Individual/Presenter Making the Request:

Name: Kathy E. Miller
Address: 2320 Harding Rd.
Telephone Number: 706-790-6911
Fax Number: 706-771-2659
E-Mail Address: Kmiller@augustaga.gov

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

Have Trouble with Augusta Housing + Development finish Repairs on my house

Please send this request form to the following address:

Ms. Lena J. Bonner
Clerk of Commission
Room 806 Municipal Building
530 Greene Street
Augusta, GA 30901

Telephone Number: 706-821-1820
Fax Number: 706-821-1838
E-Mail Address: lbonner@augustaga.gov

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 meeting and 5:00 p.m. on the Tuesday preceding the Committee meeting of the following week. A five-minute time limit will be allowed for presentations.

Administrative Services Committee Meeting
9/8/2015 1:10 PM
Kathy E. Miller

Department:	Clerk of Commission
Caption:	Presentation by Ms. Kathy E. Miller regarding problems with Housing & Community Development finishing repairs to her house.
Background:	
Analysis:	
Financial Impact:	
Alternatives:	
Recommendation:	
Funds are Available in the Following Accounts:	

REVIEWED AND APPROVED BY:

Augusta
GEORGIA

Administrative Services Committee Meeting Commission Chamber - 8/25/2015
ATTENDANCE:

Present: Hons. M. Williams, Chairman; D. Williams, Vice Chairman; Davis, member.
Absent: Hons. Hardie Davis, Jr., Mayor; Lockett, member.

ADMINISTRATIVE SERVICES

1. Update from the DBE Coordinator regarding the disparity study. (Requested by Commissioner M. Williams)

Item Action: Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve adding this item to the agenda.	Commissioner Mary Davis	Commissioner Dennis Williams	Passes

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information and forwarding it to the full Commission with no recommendation. Motion Passes 3-0.	Commissioner Dennis Williams	Commissioner Mary Davis	Passes

2. Discuss the Law Department. (Requested by Commissioner M. Williams)

Item Action: Approved

Motions

Motion **Motion**

Type	Motion Text	Made By	Seconded By	Result
Approve	Motion to approve receiving this item as information. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner Dennis Williams	Passes

3. Motion to approve the minutes of the Administrative Services Committee held on August 11, 2015.

Item Action: Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Dennis Williams	Commissioner Mary Davis	Passes

4. Approve resolution (with proposed changes) reestablishing a Downtown Advisory Panel (DAP).

Item Action: Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner Marion Williams	Passes

Administrative Services Committee Meeting
9/8/2015 1:10 PM
Minutes

Department:	Clerk of Commission
Caption:	Motion to approve the minutes of the Administrative Services Committee held on August 25, 2015.
Background:	
Analysis:	
Financial Impact:	
Alternatives:	
Recommendation:	
Funds are Available in the Following Accounts:	

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

1.06.01(c)(1) adopted;

1.06.01(c)(2) defeated;

1.06.01(c)(3) referred to committee or to staff for further information or recommendations;

1.06.01(c)(4) held until a definite time;

1.06.01(c)(5) the vote of each Commissioner; and

1.06.01(c)(6) comments of Commissioners verbatim.

1.06.02 The responsibility for correcting and approving the minutes shall be vested only in the members of the Commission-Council. The minutes of each meeting shall indicate their subsequent approval/correction. The minutes may be corrected whenever an error is noticed upon approval of the Commission-Council regardless of the time which has elapsed since recording of the minutes.

1.06.03 The minutes shall be attested to by the Clerk or his/her designee.

1.07 AGENDA

1.07.01 The Administrator shall be responsible for obtaining all documentation related to any item to be placed on the agenda and shall submit same to the Clerk to include on the agenda for all meetings of the Commission-Council.

1.07.02 Any Commissioner or department head wishing to have an item placed on an agenda should submit said item to the Administrator no later than 5:00 p.m. on the Wednesday prior to the Tuesday of the regular Commission-Council meeting or any regular Committee meeting. No item may be added to an agenda without the consent of the Chairman-Mayor or the chairman of the committee responsible for such department; provided, however, any member of the Commission-Council shall have the right to have an item placed on the agenda for discussion or action if timely submitted as herein provided.

1.07.03 The Clerk shall be responsible for assembling the agenda and distributing it to all Commissioners no later than Friday in advance of the scheduled meeting.

1.07.04 An item may be removed from the agenda after 5:00 p.m. on the Wednesday prior to the Tuesday of the regular Commission-Council meeting with unanimous approval of the members of the Commission-Council attending the regular meeting.

1.07.05 An item may be removed from the agenda prior to 5:00 p.m. on the Wednesday prior to the Tuesday of the regular Commission-Council meeting upon the request of the commissioner, department head, or other individual party who was responsible for placing the item on the agenda.

1.08 CONSENT AGENDA

1.08.01 All items contained in the consent agenda may be voted on en gross. Prior to the vote on the consent agenda, any Commissioner may withdraw an item from the consent agenda so that it shall be voted on individually.

1.08.02 A **non-agenda item** shall be defined as that which is deemed by a Commissioner to require urgent attention, but which has not been placed on the published agenda.

1.08.02(a) If a Commissioner requests that an item be added to the agenda, he/she must provide the specific item, and the reasons immediate attention is required, to the Commission-Council.

1.08.02(b) The unanimous consent of the Commissioners present at the meeting shall be required to add an item to the agenda.

1.09 VOTING

1.09.01 All votes shall be taken by raised hand, except those which the chair handles through unanimous consent (i.e., "If there are no objections . . "), and unless there is a request for a roll-call vote. A single objection will require that a counted vote be taken. An affirmative vote of at least six (6) members of the Commission-Council shall be required to adopt a motion, except where otherwise indicated.

1.09.02 Any Commissioner shall have the right to request a roll call vote on any issue, in which event the chair shall direct the Clerk to call the roll in alphabetical order, except that the Chairman-Mayor's name shall be called last and only when his vote will create or break a tie. As each Commissioner's name is called, such Commissioner shall vote either "yes" or "no" to the question

Administrative Services Committee Meeting
9/8/2015 1:10 PM
Procedure to add items to the agendas

Department:	Clerk of Commission
Caption:	Discuss the procedure for adding items to the agendas. (Requested by Commissioner M. Williams)
Background:	
Analysis:	
Financial Impact:	
Alternatives:	
Recommendation:	
Funds are Available in the Following Accounts:	

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