



Administrative Services Committee
Meeting

Commission Chamber- 1/12/2016- 1:20 PM

ADMINISTRATIVE SERVICES

1. Discuss career ladders for city employees. (Requested by [☞ Attachments](#) Commissioner Guilfoyle)
2. Motion to approve dividing the 2016 Commission's travel and training budget \$29,020.00 equally between the ten Commissioners with the following conditions. **a.)** Each Commissioner's allocation is \$2,902.00. **b.)** Commissioners may elect to share part or all of their allocation with other Commissioners. **c.)** Any monies requested from another budget requires Commission approval. **d.)** The Administrator's budget will not be used to support Commission travel and training. (Requested by Commissioner Sammie Sias) (Referred from January 5 Commission meeting) [☞ Attachments](#)
3. Fix and Publish the 2016 Qualifying Fees for Local Offices. [☞ Attachments](#)
4. Motion to approve Housing and Community Development Department's contract procedure relative to authorization of agreements/contracts/HUD forms for the various federal programs administered by the Department for program/calendar year 2016. [☞ Attachments](#)
5. Motion to approve Housing and Community Development Department's (AHCDs) use of the same procedure (as 2015) relative to authorization of agreements/contracts for the Laney Walker/Bethlehem Revitalization Project and the Hyde Park Drainage Improvement Project for program/calendar year 2016. [☞ Attachments](#)
6. Motion to approve the minutes of the Administrative Services Committee held on December 8, 2015. [☞ Attachments](#)
7. Approve Resolution in support of using local labor on SPLOST funded projects. [☞ Attachments](#)



**Administrative Services Committee Meeting
1/12/2016 1:20 PM
Career Ladders**

Department: Clerk of Commission

Presenter:

Caption: Discuss career ladders for city employees. (Requested by Commissioner Guilfoyle)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
1/12/2016 1:20 PM
Commission Travel Budget**

Department:

Presenter:

Caption: Motion to approve dividing the 2016 Commission's travel and training budget \$29,020.00 equally between the ten Commissioners with the following conditions. **a.)** Each Commissioner's allocation is \$2,902.00. **b.)** Commissioners may elect to share part or all of their allocation with other Commissioners. **c.)** Any monies requested from another budget requires Commission approval. **d.)** The Administrator's budget will not be used to support Commission travel and training. (Requested by Commissioner Sammie Sias) (Referred from January 5 Commission meeting)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Lena Bonner

From: Commissioner Sammie Sias
Sent: Thursday, December 24, 2015 12:41 PM
To: Lena Bonner
Cc: Nancy Morawski
Subject: Commission Agenda Item

Ms. Bonner,

Please add the following item to the Commission agenda for 5 January 2015.

Move that we divide the 2016 Commission travel and training budget of \$29,020.00 equally between the 10 Commissioners with the following conditions.

- a. Each Commissioner's allocation is \$2,902.00.
- b. Commissioners may elect to share part or all of their allocation with other Commissioners.
- c. Any monies requested from another budget requires Commission approval.
- d. The Administrator's budget will not be used to support Commission travel and training.

Thank You
Commissioner Sias

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AED:104.1



**Administrative Services Committee Meeting
1/12/2016 1:20 PM
Fix and Publish the 2016 Qualifying Fees for Local Offices**

Department: Board of Elections

Presenter: Lynn Bailey

Caption: Fix and Publish the 2016 Qualifying Fees for Local Offices.

Background: O.C.G.A. 21-2-131 requires every governing authority to fix and publish the qualifying fees for the various offices up for election each year not later than February 1st of the year of the election. The fees are computed pursuant to this same code section in conjunction with other specific sections for Probate Court, Sheriff, Clerk of Court, and Tax Commissioner.

Analysis: This is required by State law.

Financial Impact: \$20 for publishing the legal advertisement

Alternatives: None

Recommendation: The Augusta Commission sets the qualifying fees based on state law and the Board of Elections publishes the advertisement, as required.

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

REVIEWED AND APPROVED BY:

**Finance.
Law.
Administrator.
Clerk of Commission**

Basis for the computation of qualifying fees:

For Probate Court Judge, Clerk of Court, Sheriff and Tax Commissioner the qualifying fee is equal to 3% of the base salary according to population and provided for in State law.

For Chief Judge of the Civil and Magistrate Court, Presiding Judge of the Civil and Magistrate Court, Coroner, Solicitor General of State Court, State Court Judges, and Marshal the qualifying fee is equal to 3% of the gross annual salary for 2015.

For Augusta Commission and Board of Education the qualifying fees are set pursuant to specific provisions in the enabling legislation and/or charter.

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 2016 Election ballot have been set by the Augusta-Richmond County Commission as follows:

Partisan Offices:

Probate Court	\$2533.76
Clerk of Court	2533.76
Sheriff	2597.17
Tax Commissioner	2533.76
Coroner	1950.00
Chief Judge, Civil and Magistrate Court	4129.84
Presiding Judge, Civil and Magistrate Court	4008.61
Solicitor General of State Court	3201.00

Non Partisan Offices:

Judge of the State Court	4614.33
Civil Court Marshal	3390.00
Augusta Commission Districts 1, 3, 5, 7, and 9	360.00
Board of Education Districts 1, 4, 5, 8, and 10	100.00

The qualifying period for all offices will commence on Monday, March 7, 2016 at 9:00 AM and will end on Friday, March 11, 2016 at 12:00 NOON. Qualifying for all partisan offices will be conducted by the respective parties at a location to be announced. Qualifying for all nonpartisan offices will be conducted by the Board of Elections at its Main Office located at 535 Telfair Street, Suite 500, Augusta, Georgia.

This 21st day of January, 2016.



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



Administrative Services Committee Meeting

1/12/2016 1:20 PM

**Housing and Community Development Department's (AHCDs) Federal Contract/Agreement Procedure
for 2016**

Department: Housing and Community Development

Presenter: Mr. Hawthorne Welcher, Jr.- Director

Caption: Motion to approve Housing and Community Development Department's contract procedure relative to authorization of agreements/contracts/HUD forms for the various federal programs administered by the Department for program/calendar year 2016.

Background: Each year the City receives Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), HOME Investment Partnership (HOME), and Housing Opportunities for Persons with AIDS (HOPWA), Neighborhood Stabilization Program (NSP 1 and 3), Supportive Housing Program (SHP), Continuum of Care Program (CoC) funds from the U. S. Department of Housing and Urban Development. These funds are used to fund agencies and projects to assist low to moderate income persons and revitalize low-income neighborhoods. The Augusta Housing and Community Development Department (AHCD) annually solicits proposals from agencies and develops CDBG, ESG, HOME and HOPWA budgets which are incorporated into the City's Annual Action Plan that is presented to the Augusta Commission for approval. To carry out the projects presented in the Action Plan, HUD requires the City to have agreements with each agency that is to be funded. If a project involves construction, a construction contract and/or professional service contracts may also be required. HUD regulations require grantees to meet a federally mandated spend-down threshold (Timeliness Standard). It is calculated by HUD each year at the end of October. Unfortunately, Congress' failure to approve a federal budget in a timely manner for its entitlement communities to receive grant agreements early in the year is not an acceptable reason for failing to meet this expenditure requirement. To facilitate the execution of agreements/contracts, we are proposing the following Agreement/Contract Execution Procedure for the Housing and Community Department for Program Year 2016. In our efforts to remain transparent, we request that after all citizen

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participation processes have been completed and the Consolidated Plan/Action Plan is approved by Commission, the Mayor will be given authorization to execute all necessary grant agreements relative to the approved Consolidated Plan/Annual Action Plan and other federal programs stated above as required by HUD; The Mayor, City Administrator, and Director of AHCD will be given authorization to execute all the necessary agency grant agreements and contracts required to implement the Consolidated Plan/Annual Action Plan as approved by the Commission. All agreements, forms, and/or certifications, unless specified on HUD generated or other federally generated documents which requires only the Mayor's signature, will require the signatures of all 3 parties. All City of Augusta Procurement Policies will be complied with and acknowledgement given by the appropriate staff of the Procurement Department.

- Analysis:** The current process (for Augusta Housing and Community Development Department) was approved initially by the Augusta Commission in January 2015 (for program/calendar year 2015) and has worked well. Thus, we seek your approval to continue in program/calendar year 2016.
- Financial Impact:** The City receives funding from the US Housing and Urban Development Department on an annual basis. The last grant agreement with HUD granted the City the use of CDBG funds in the amount of \$1,689,993.00, HOME Investment Partnership funds in the amount of \$673,471.00, Emergency Solutions Grant funds in the amount of \$151,819.00, and Housing Opportunities for Persons With HIV/AIDS funds in the amount of \$1,072,089.00
- Alternatives:** Do not approve the process. Conditionally approve the process with a motion for changes to specific components.
- Recommendation:** Approve Procedure (detailed above) for Authorization of Agreements/Contracts for the Housing and Community Development Department for calendar Year 2016.
- Funds are Available in the Following Accounts:** Funds are available in the respective HUD Program Accounts

REVIEWED AND APPROVED BY:

Finance.
Law.
Administrator.

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Item # 4



Administrative Services Committee Meeting

1/12/2016 1:20 PM

Laney Walker/Bethlehem Revitalization Project and Hyde Park Drainage Project Contract Procedures for 2016

Department: Housing and Community Development

Presenter: Mr. Hawthorne Welcher, Jr.- Director

Caption: Motion to approve Housing and Community Development Department's (AHCDs) use of the same procedure (as 2015) relative to authorization of agreements/contracts for the Laney Walker/Bethlehem Revitalization Project and the Hyde Park Drainage Improvement Project for program/calendar year 2016.

Background: Laney Walker/Bethlehem Redevelopment Project Background: In 2008, the Augusta Commission passed legislation supporting community development in Laney Walker/Bethlehem. Included in this legislation was the formation of an Urban Redevelopment Authority which ultimately issued bonds to provide financing for the rehabilitation and redevelopment activities in the Laney Walker/Bethlehem area. Augusta has provided oversight and implemented the urban redevelopment plan, generally referred to as the Laney Walker/Bethlehem Redevelopment Project. Since that time, the Augusta Housing & Community Development Department has developed a master plan and development guidelines for the area, set up a financial incentives program for developers and home buyers, selected a team of development partners to focus on early-phase catalytic construction, and created a marketing strategy to promote the overall effort. The Housing and Community Development Department, in conjunction with the City's Purchasing Dept., issued a Request for Qualifications (RFQ) for developers, builders, architects, engineers, realtors, and marketing firms (contractor) to support the Laney Walker/Bethlehem Redevelopment Project, and will soon solicit for additional interested vendors. Through the RFQ process over 30 firms responded and eighteen (18) firms were selected, on the basis of qualifications and experience, as procured contractors. A process has been established that allocates work to the procured firms on the basis of issuing Task Orders to one, or more, of the firms based on a combination of their project specific qualifications and cost to provide the requested services. Each Task Order provides a description of the requested services and

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requires the service provider to respond with a detailed scope of work, time line to provide the requested service, and cost to provide services. In addition to the use of Task Orders to facilitate services required for the Laney Walker/Bethlehem Redevelopment Project, there are some service providers that have been procured through the City's Purchasing Dept. that may require contract extensions and renewals based on their performance and changing project requirements. The day to day management of the Laney Walker/Bethlehem Redevelopment Project requires that the Housing and Community Development Dept. (AHCD) have the ability to make deliberate, but timely, decisions to keep this project moving. To facilitate the execution of agreements/contracts/task orders with builders, developers, architects, etc. that have been approved through the City's Purchasing Department, and with acknowledgement by the appropriate staff of the Procurement Dept., we are proposing the following Agreement/Contract/Task Order Execution Procedures be used by the Housing and Community Development Dept. for the calendar year 2016. The Mayor, City Administrator, and the Director of AHCD will be given the authorization to execute all the necessary contracts, agreements, and task orders required to effectively and efficiently manage the Laney Walker/Bethlehem Redevelopment Project within the limits of the budget approved by the URA. All documents will require the signature of all three parties; * AHCD will provide an annual Financial Report of the Laney Walker/Bethlehem Redevelopment Project inclusive of Policy and Procedures, Tax Base Increase Analysis, Laney Walker/Bethlehem Bond Funding Budget and Budget Breakdown, and a Summary of Housing Construction Expenditures to the Commission and the Urban Redevelopment Authority. The annual report will be due no later than 60 days after December 31st of each year. Any interim reports that may be requested and supplied to the URA will also be provided to the Commission.

Hyde Park Drainage Improvement Project Background: On October 18, 2011, the Commission approved the transfer of SPLOST III and IV funds to the Hyde Park/Wilkerson Gardens Drainage Improvements Project to fund the design and initial phases of property appraisals, land acquisition, and resident relocations. The Housing and Community Development Department, in conjunction with the City's Engineering Department, has been charged with delivering original appraisals (and review appraisals) to access the current values of all current properties apart of this project, using certified property appraisals/review appraisals (of each existing Hyde Park property) to offer the current property owners a fair and equitable amount for each property in an effort to reach an agreement on a sales price. Once an agreement has been met, Housing and Community Development will move to, Relocate each displaced homeowner/tenant to a replacement property using the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as a basis. The appraisal process/services will be managed by the staff of the

Housing and Community Development Department as well. Additionally, the acquisition process/services will be managed by the staff of the Engineering Department. For these services, the Engineering Department will work with current staff to coordinate and administer acquisition and related activities, within the guidelines of local, state, federal laws and Augusta-Richmond County's policies and procedures. The day to day management of the Hyde Park Drainage Improvement Project requires that the Housing and Community Development Dept. (AHCD) have the ability to make deliberate, but timely, decisions to keep this project moving. To facilitate the execution of agreements/contracts, we are proposing the following Agreement/Contract Execution Procedures for the Housing and Community Development Dept. for the calendar year 2016: Once a purchase price (using certified property appraisals/review appraisals (of each existing Hyde Park property)) to offer the current property owner a fair and equitable amount has been offered/accepted by the homeowner and each existing homeowner/tenant relocated to a replacement property using the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as a basis: · The Mayor, City Administrator, and the Director of AHCD will be given the authorization to execute all the necessary contracts, and agreements required to effectively and efficiently manage the Hyde Park Drainage Improvement Project. All documents will require the signature of all three parties; *AHCD will provide an annual Financial Report of the Hyde Park Drainage Improvement Project inclusive of Policy and Procedures, Hyde Park Drainage Improvement Project Budget and Budget Breakdown, and a Summary of Service (appraisal, acquisition and relocation) Expenditures to the Commission. The annual report will be due no later than 60 days after December 31st of each year.

Analysis:

The current processes (for Laney Walker/Bethlehem and Hyde Park) were approved initially by the Augusta Commission in January 2015 (for program/calendar year 2015) and have worked well. Thus, we seek your approval to continue in program/calendar year 2016. Approval of the proposed procedures will facilitate the redevelopment of the Laney Walker/Bethlehem neighborhoods in a timely manner that is responsive to market demands and fully accountable to the City Commission and the Urban Redevelopment Authority. Finally, as it pertains to the Hyde Park Drainage Improvement Project, this approval will facilitate the expenditure of funds in a timely and orderly manner.

Financial Impact:

Funds are allocated as funding is made available for projects.

Alternatives:

Approve conditionally, with motion to change some aspect of the process.

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Recommendation: Approve Procedure for Authorization of Agreements/Contracts/Task Orders for the Laney Walker Revitalization Project, and the Hyde Park Drainage Improvement Project for calendar/program year 2016.

Funds are Available in the Following Accounts: Funds being allocated come from each program respective financial account.

REVIEWED AND APPROVED BY:

Finance.
Law.
Administrator.
Clerk of Commission



**Administrative Services Committee Meeting
1/12/2016 1:20 PM
Minutes**

Department: Clerk of Commission

Presenter:

Caption: Motion to approve the minutes of the Administrative Services Committee held on December 8, 2015.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting Commission Chamber - 12/8/2015

ATTENDANCE:

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

ADMINISTRATIVE SERVICES

1. Presentation by Mr. Les Morton regarding DBE Policies/Procedures.

**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

2. Motion to approve the minutes of the Administrative Services Committee held on November 24, 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 Dennis Williams	Passes

3. Motion to approve the renegotiation of the ADP contact for Health and Welfare services to exclude Participant Call Center services.

**Item
Action:**
Approved

Motions

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

4. Discuss recruitment process for the EEO Coordinator. (Requested by Commissioner Fennoy)
- Item Action:**
Approved

Motions

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

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**Administrative Services Committee Meeting
1/12/2016 1:20 PM**

Motion to Approve Resolution in Support of Using Local Labor on SPLOST Funded Projects

Department: Clerk of Commission

Presenter:

Caption: Approve Resolution in support of using local labor on SPLOST funded projects.

Background: See Attached.

Analysis: N/A

Financial Impact: N/A

Alternatives: N/A

Recommendation: Approve.

**Funds are Available
in the Following
Accounts:** N/A.

REVIEWED AND APPROVED BY:

**Finance.
Law.
Administrator.
Clerk of Commission**

RESOLUTION

RESOLUTION IN SUPPORT OF USING LOCAL LABOR ON SPLOST FUNDED PROJECTS

WHEREAS, the Augusta, Georgia consolidated government recognizes that there are a significant number of highly qualified local contractors, tradesmen, and construction workers and business owners available to do work on Special Purpose Local Option Sales Tax (SPLOST) projects; and

WHEREAS, the Augusta, Georgia Commission desires to maximize the use of local contractors, tradesmen, construction workers and business owners on SPLOST funded projects; and

WHEREAS: Augusta, Georgia has long been a city of innovation, ideas and most importantly action and has taken successful proactive steps to increase local participation in City procurements through the City's local preference procurement policies and Local Small Business Program; and

WHEREAS: in 2014, approximately 75% of Augusta, Georgia's total Purchase Order disbursements (\$83,698,747) were issued to local vendors and in 2013 approximately 64% of Augusta, Georgia total Purchase Order disbursements (\$41,317,708) were issued to local vendors; and

WHEREAS: Augusta is committed to leveraging the 'multiplier effect', of money spent locally which has helped give residents improved, vibrant, and sustainable communities; and

WHEREAS: Augusta is fortunate to have a wide variety of unique and popular local contractors, tradesmen, and construction workers and business owners that are critical components to a strong local economy and desires to maximize the use of local participation in SPLOST projects; and

NOW, THEREFORE, BE IT RESOLVED by the Augusta, Georgia Commission, that the Local Preference provisions and the Local Small Business Program contained in the Augusta, Georgia Code shall be used to the maximum extent for all SPLOST funded projects procured after the effective date of this Resolution.

Adopted this ____ day of _____, 2015.

Augusta, Georgia Commission

Hardie Davis, Jr.
As its Mayor

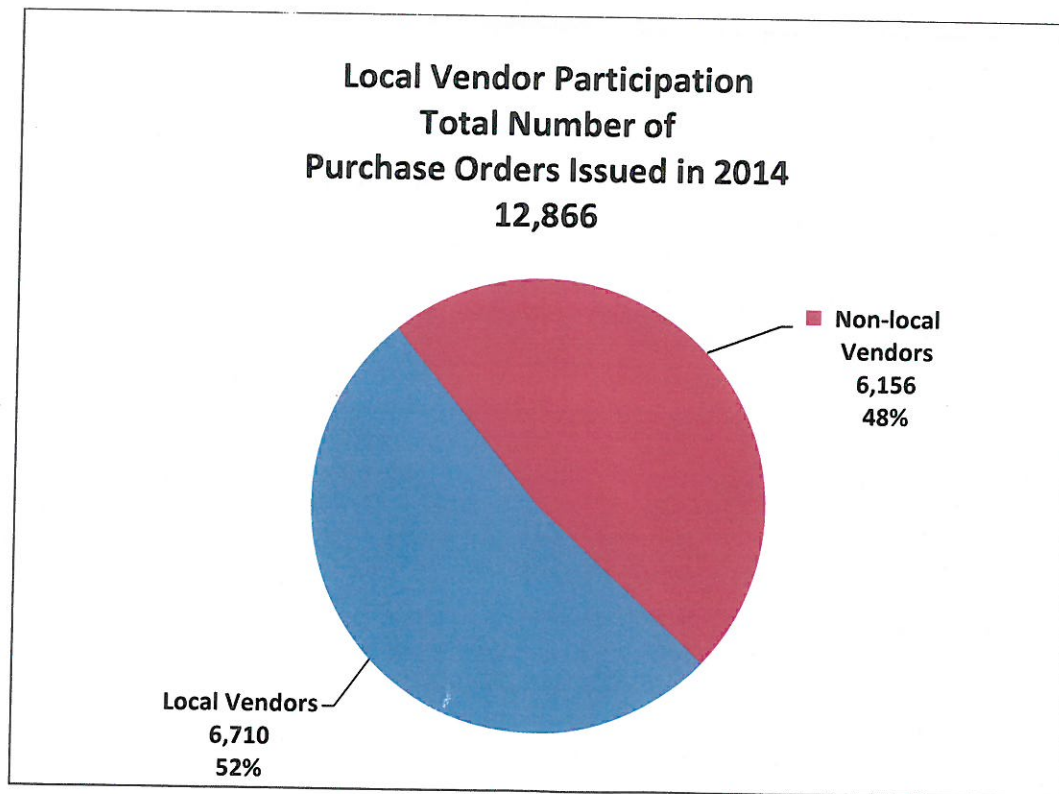
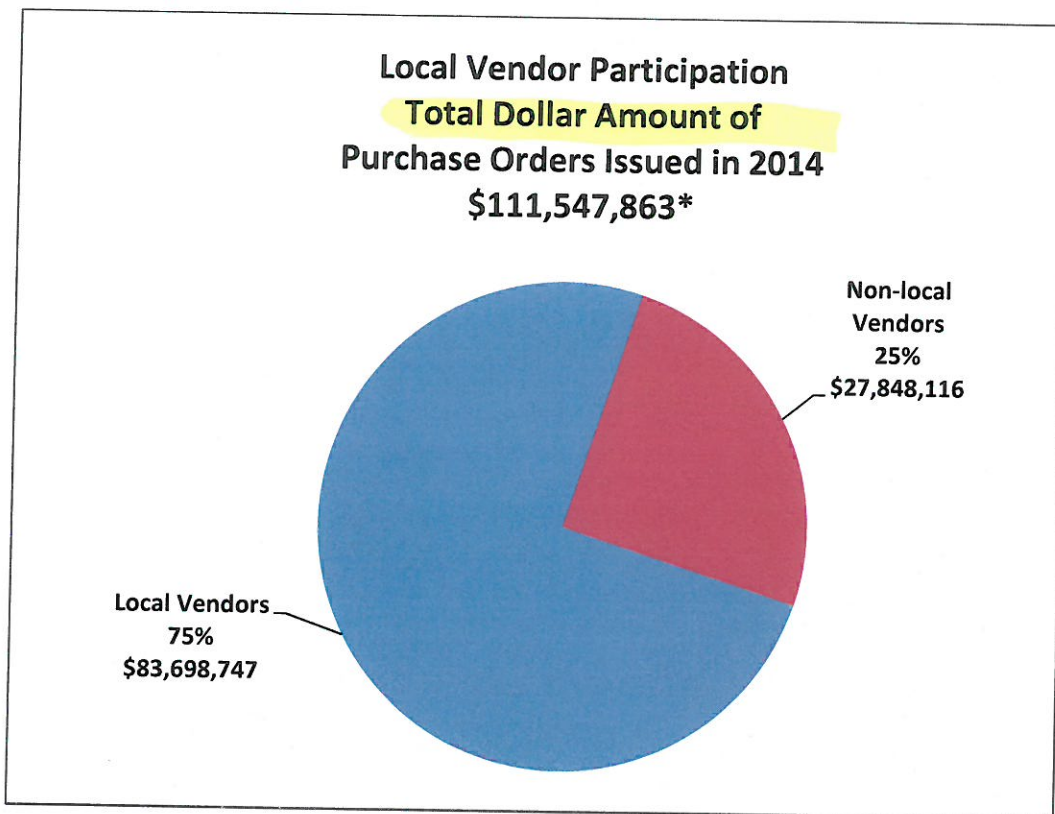
Attest:

Lena J. Bonner, Clerk of Commission
Seal:

CERTIFICATION

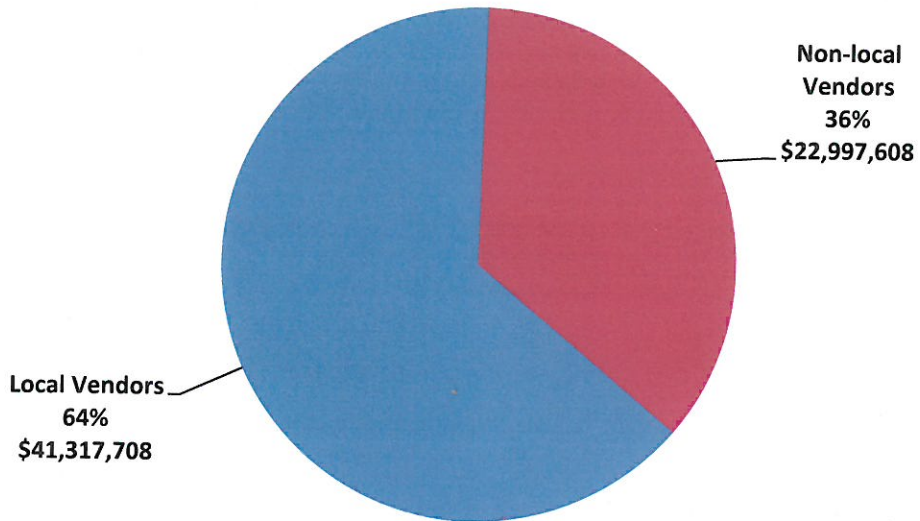
The undersigned Clerk of Commission, Lena J. Bonner, hereby certifies that the foregoing Resolution was duly adopted by the Augusta, Georgia Commission on _____, 2015 and that such Resolution has not been modified or rescinded as of the date hereof and the undersigned further certifies that attached hereto is a true copy of the Resolution which was approved and adopted in the foregoing meeting(s).

Lena J. Bonner, Clerk of Commission



*Increase in the purchase order total dollar amount for 2014 is due to the Municipal Building Renovations, Information Technology Building, and the Ice Storm

**Local Vendor Participation
Total Dollar Amount of Purchase
Orders Issued in 2013**



**Local Vendor Participation
Total Number of
Purchase Orders Issued in 2013
13,868**

