



Administrative Services Committee Meeting Commission Chamber - 1/10/2017

ATTENDANCE:

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

ADMINISTRATIVE SERVICES

1. Approve a 1-year extension of the existing fleet maintenance contract with First Vehicle Services. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve with the Central Services Director reporting back in six months with information concerning the feasibility of bringing the operation back in-house. Motion Passes 4-0.	Commissioner Andrew Jefferson	Commissioner Mary Davis	Passes

2. Motion to **approve** Fair Chance/ Hiring Policy commonly known as "**Ban-the-Box**" in accordance with action(s) taken by the Commission in its regular meeting held on December 20, 2016. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Ms. Davis votes No. Motion Passes 3-1.	Commissioner Andrew Jefferson	Commissioner Dennis Williams	Passes

3. Approve award for coating of the metal roofs at the Fleet Maintenance Facilities **Item**

on Broad Street and Tobacco Road to Horizon Roofing of Monroe, Georgia in the total amount of \$80,000.00. (Bid Item 16-245) **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

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 Rescheduled program/calendar year 2017. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this item back to the next committee meeting. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Andrew Jefferson	Passes

5. Motion to approve Housing and Community Development Department's (HCDs) use of the same procedure (as 2016) relative to authorization of agreements/contracts/task orders for the Laney Walker/Bethlehem Redevelopment Project and the Hyde Park/Wilkerson Gardens Drainage Improvement Project for program/calendar year 2017. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to approve. Mr. M. Williams votes No. Motion Passes 3-1.	Commissioner Dennis Williams	Commissioner Andrew Jefferson	Passes

6. Motion to approve the minutes of the Administrative Services Committee held on December 13, 2016. **Item Action:** Approved

Motions

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

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**Administrative Services Committee Meeting
1/10/2017 1:10 PM
Attendance 1/10/17**

Department:

Presenter:

Caption:

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Memo



December 19, 2016

Takiyah Douse
Director, Central Services Department
Augusta-Richmond County
Augusta, GA 30904

Dear Ms. Douse;

First let me say it has been an honor serving Augusta-Richmond County over the years.

We understand Augusta Richmond County wanting to reduce cost and we are here to help in any way possible.

Evaluating the list of units that was presented by ARC Fleet, we can make a labor reduction of three technicians \$106,828.80, a reduction of parts of \$58,906.95 and a reduction of our management fees of \$1,657.36 for a total reduction of \$167,393.11.

2016 Contract Amount	\$	3,125,056.00
Reduction	\$	(167,393.11)
2017 Contract Amount	\$	2,957,662.89

If you have any questions I can be reached any time at 843-319-3157

Sincerely,
Steve Breeden

A handwritten signature in black ink, appearing to read "Steve Breeden".

Region Vice President
First Vehicle Services

CC: Ron Crowden, Fleet Manager
CC: Matt Bean, General Manager

Attachments: 2

First Vehicle Services
3009 Pamplico Highway
Florence, SC 29505

Memo



December 21, 2016

Ms. Takiyah A. Douse
Director, Central Services Department
Augusta-Richmond County
Augusta, Georgia.

Dear Ms. Douse;

This letter confirms that First Vehicle Services agrees to continue to provide full maintenance service to Augusta on a month to month basis pending the decision of the Augusta Commission to extend the existing Maintenance Agreement.

The monthly contract fee of \$260,421.00 will continue until such time as the Augusta Commission approves the extension.

Sincerely,

A handwritten signature in blue ink, appearing to read "Steve Breeden".

Steve Breeden
Region Vice President

First Vehicle Services
3009 Pamplico Highway
Florence, SC 29505



Administrative Services Committee Meeting
1/10/2017 1:10 PM
2016- Contract Extension for 2017

Department:	Central Services Department - Fleet Management Division
Presenter:	Ron Crowden
Caption:	Approve a 1-year extension of the existing fleet maintenance contract with First Vehicle Services.
Background:	First Vehicle Services has been providing a full maintenance service contract for Augusta since 2003. Contracts are entered into for a period of 3 years with the ability to extend the contract for a period of 1 year for a total of 2 years before a new RFP is published. Central Services Director has been working on identifying under-utilized vehicles and equipment and removing them from the Augusta Contract resulting in a reduction of cost. This effort is consistent with the guidance from the Administrator. First Vehicle Services was provided a list of vehicles and equipment that were to be removed from the Contract and asked to provide Augusta a revised Contract Cost for the extension period. The reduction is \$167,393.11) from the original proposal of \$3,125,056.
Analysis:	The original proposal for 2017 was \$3,125,056.00, with an adjusted reduction of \$167,393.11 will result in a proposed extension cost of \$2,957,662.89 for 2017. Please see the attached proposal.
Financial Impact:	Positive impact for Departments. The current 2017 budget supports the original extension proposal of \$3,125,000.
Alternatives:	(1) Approve the request; (2) Do not approve the request.
Recommendation:	Approve the extension for 1-year of the fleet maintenance contract for \$2,957,662.89.
Funds are Available in the Following	2017 approved budget.

Accounts:

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission

1. POLICY SUMMARY

Augusta Georgia is committed to a hiring policy that affords individuals with a criminal background the opportunity to be considered for employment without compromising the values or safety concerns of Augusta, Georgia and its citizens. Unless the requirements for a position preclude hiring an applicant due to a criminal conviction, Augusta will not inquire about an applicant's criminal convictions until after the applicant is considered to be a finalist for the position or a conditional offer of employment is extended. An audit of the application of this Policy will be conducted periodically, but no less than annually, in order to determine whether this Policy is being applied in a manner that does not adversely impact any demographic group.

2. POLICY STATEMENT:

It is the policy of Augusta, Georgia to inquire about and conduct a background investigation, criminal and otherwise, ~~of any individual who is a finalist for selection~~, either for a new or for a different position or volunteer assignment. Generally, this inquiry will not be made until the applicant is considered to be a finalist for the position. Arrest records will not be considered in employment decisions.

Augusta Georgia will not inquire into an applicant's criminal background during the initial or preliminary application process and the employment application will not make any inquiry about the applicant's criminal background, unless the requirements for a position preclude hiring an applicant due to a criminal conviction.

For positions whose requirements do not preclude hiring an applicant with a criminal conviction, when an applicant is considered by the hiring manager to be a finalist for a position, Augusta, Georgia's Human Resources Department will ask the applicant about his/her criminal background. The existence of a criminal background will not automatically disqualify an applicant from continuing consideration. Rather, if a criminal background exists, Augusta, Georgia's Human Resources Department ~~will initially make a determination as to whether the position for which the individual applied requires an occupational licensing or certification requirement that is denied to individuals with criminal convictions by federal or state laws or regulation. In such a situation a conviction will disqualify an individual ("targeted exclusion") and the application will be rejected. Alternatively, if a targeted exclusion is not applicable, the Human Resources Department will make an individualized assessment of the relevance of the criminal record to the duties and responsibilities of the position, and will afford the applicant an opportunity to explain the circumstances that led to the conviction and present any mitigating factors. Based upon the results of the individualized assessment the Human Resources Department will make a determination as to whether to reject the applicant, or to continue with the hiring application process. If following the individualized assessment Human Resources determines that the candidate should be rejected, that determination will be reviewed by the EEO/Compliance department ("EEO"). If EEO agrees with Human Resources' determination the candidate will be rejected and the hiring manager will be notified that the candidate can no longer be considered. If EEO disagrees with Human Resources' determination, then the two departments will attempt to resolve their disagreement. If they cannot resolve the disagreement it will be referred to the Administrator for a final determination.~~ and to disclose and discuss the existence of the criminal conviction and the results of the individualized assessment with the hiring manager.

For positions whose requirements preclude hiring an applicant with a criminal conviction, e.g., public safety or safety sensitive positions listed in the Procedures, Augusta Georgia will inquire into an applicant's criminal background during the initial application process. The inquiry will be part of the demographic portion of the application and the response will be reviewed solely by Human Resources. For these positions a criminal conviction will disqualify an individual ("targeted exclusion") and the application will be rejected.

Any individual who during the application process misrepresents their criminal background will be subject to rejection of their application or discharge from employment.

Individuals who apply to serve as volunteers for Augusta, Georgia programs may, depending upon the nature and responsibilities of the volunteer duties sought, be asked about their criminal convictions and subjected to a background investigation as part of the application approval process.

All Augusta, Georgia employees or volunteers are required to report to their immediate supervisor any arrest(s), indictment(s) and/or criminal conviction(s) by the next business day. Convictions will be subjected to the same analysis as in the application process and may result in corrective action or discharge. The underlying facts relating to an arrest may result in corrective action or discharge. Under no circumstances may an employee be in paid status while incarcerated, including Sheriff and Fire Department personnel.

Under the direction of the General Counsel an audit of the application of this Policy will be conducted periodically, but no less than annually, in order to determine whether this Policy is being applied in a manner that does not adversely impact any demographic group.

3. COMPLIANCE RESPONSIBILITIES

Human Resources is responsible for this policy and has the authority to implement the policy. The Human Resources Director may apply appropriate interpretations to administer and clarify the policy provided that the interpretations do not result in substantive changes to the underlying policy.

4. PROCEDURES TO IMPLEMENT POLICY

Human Resources may develop procedures or other supplementary information to support the implementation of this policy. Such supporting documentation requires the approval of the Administrator.

5. APPLICABILITY

This Policy is applicable to....

6. DEFINITIONS

Individualized Assessment - The nature and gravity of the offense; when the offense occurred and the individual's subsequent record and experience; and the nexus that the conviction has to the duties and responsibilities of the position.

Targeted Exclusions - Positions which require an occupational license or certification requirement that is denied to individuals with criminal convictions by federal or state laws or regulations.

7. REVISION HISTORY

This policy was implemented....



**Administrative Services Committee Meeting
1/10/2017 1:10 PM
Ban-the-Box Policy**

Department:

Presenter: Administrator

Caption: Motion to **approve** Fair Chance/ Hiring Policy commonly known as "**Ban-the-Box**" in accordance with action(s) taken by the Commission in its regular meeting held on December 20, 2016.

Background: The Commission tasked the Administrator to develop a Ban-the-Box Policy for Augusta, GA in accordance with the State of Georgia, Cities of Atlanta, Columbus, Macon-Bibb policies and the National Employment Law Project.

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Invitation to Bid

Sealed bids will be received at this office until Thursday, November 3, 2016 @ 11:00 a.m. for furnishing:

**Bid Item #16-245 Coating for Metal Roofs at Augusta Fleet Maintenance Facility for Augusta Central Services
Department – Facilities Division**

Bids will be received by Augusta, GA Commission hereinafter referred to as the OWNER at the offices of:

Geri A. Sams, Director
Augusta Procurement Department
535 Telfair Street - Room 605
Augusta, Georgia 30901

Bid documents may be viewed on the Augusta, Georgia web site under the Procurement Department **ARcbid**. Bid documents may be obtained at the office of the Augusta, GA Procurement Department, 535 Telfair Street – Room 605, Augusta, GA 30901. Documents may be examined during regular business hours at the offices of Augusta, GA Procurement Department.

A Mandatory Pre Bid Conference will be held on Friday, October 14, 2016 @ 10:00 a.m. in the Procurement Department, 535 Telfair Street, Room 605.

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Tuesday, October 18, 2016 @ 5:00 P.M. No bid will be accepted by fax, all must be received by mail or hand delivered.

The local bidder preference program is applicable to this project. To be approved as a local bidder and receive bid preference an eligible bidder must submit a completed and signed written application to become a local bidder at least thirty (30) days prior to the date bids are received on an eligible local project. An eligible bidder who fails to submit an application for approval as a local bidder at least thirty (30) days prior to the date bids are received on an eligible local project, and who otherwise meets the requirements for approval as a local bidder, will not be qualified for a bid preference on such eligible local project.

No bids may be withdrawn for a period of sixty (60) days after bids have been opened, pending the execution of contract with the successful bidder.

Invitation for bids and specifications. An invitation for bids shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions, applicable to the procurement. **All specific requirements contained in the invitation to bid including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the bid which are not waiveable or modifiable by the Procurement Director.** All requests to waive or modify any such material condition shall be submitted through the Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission. Please mark BID number on the outside of the envelope.

Bidders are cautioned that acquisition of BID documents through any source other than the office of the Procurement Department is not advisable. Acquisition of BID documents from unauthorized sources placed the bidder at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

Correspondence must be submitted via mail, fax or email as follows:

**Augusta Procurement Department
Attn: Geri A. Sams, Director of Procurement
535 Telfair Street, Room 605
Augusta, GA 30901
Fax: 706-821-2811 or Email: procbidandcontract@augustaga.gov**

No bid will be accepted by fax, all must be received by mail or hand delivered.

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle September 22, 29, October 6, 13, 2016
Metro Courier September 28, 2016

 Bid Item #16-245 Coating for Metal Roofs at Augusta Fleet Maintenance Facility for Augusta, Georgia - Central Services Department-Facilities Bid Date: Thursday, November 3, 2016 @ 11:00 a.m.			
Total Number Specifications Mailed Out: 24 Total Number Specifications Download (Demandstar): 5 Total Electronic Notifications (Demandstar): 35 Mandatory Pre-Bid Conference: 15 Total packages submitted: 3 Total Noncompliant: 1			
Vendors	Bone Dry Roofing 120 Ben Burton Rd Bogart, GA 30622	Horizon Roofing 1557 S Broad St Monroe, GA 30655	Depend A Coat 4116 Columbia Rd Martinez, GA 30907
Attachment B	Yes	Yes	Yes
E-Verify Number	230110	1124455	1138554
SAVE Form	Yes	Yes	Yes
Addendum 1	No	Yes	Yes
1 Original	Yes	Yes	Yes
4 Copies	No	Yes	Yes
1580 Broad Street Bid Price	Non-Compliant	\$52,000.00	\$142,405.00
Project Duration		3 weeks	2-3 weeks
Coat Manufacturer & System Name		Uniflex	Uniflex Ruberized Silicon Roof Coating
2314 Tobacco Road Bid Price	Non-Compliant	\$28,000.00	\$73,663.00
Project Duration		2 weeks	1-2 weeks
Coat Manufacturer & System Name		Uniflex	Uniflex Silicon Roof Coating



Central Services Department

Takiyah A. Douse, Director
Rick Acree, Project Manager

2760 Peach Orchard Road, Augusta, GA 30906
(706) 821-2426 Phone (706) 799-5077 Fax

MEMORANDUM

A handwritten signature in black ink, appearing to be "TAD" or similar, located to the right of the memorandum header.

TO: Mrs. Geri Sams, Director – Procurement Department
THROUGH:  Mrs. Takiyah A. Douse, Director, Central Services
DATE: November 30, 2016
SUBJECT: Bid Item #16-245 Coating for Metal Roofs at Augusta Fleet Maintenance Facilities - Recommendation

Ms. Sams:

Bids for the received on the referenced project on November 3, 2016. We received two compliant bids. The low bid was submitted by Horizon Roofing out of Monroe, GA in the amount of \$52,000 for our Broad Street Location and \$28,000 for Tobacco Road. The combined bid is \$80,000 and is within budget. We recommend award of this project to the low bidder.

Thank you for your assistance in securing this pricing. Please do not hesitate to call if you have any questions or need additional clarification.

Cc: Lonnie Wimberly
Takiyah Douse
Ron Crowden

User: Mills, Phyllis

Organization: City of Augusta, GA (Augusta Commission)

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Planholders List

Member Name City of Augusta, GA (Augusta Commission)

Bid Number ITB-16-245-0-2016/nw

Bid Name Coating for Metal Roofs at Augusta Fleet Maintenance Facility

1 Document(s) found for this bid

5 Planholder(s) found.

[Add Planholder](#)

Supplier Name ▲	Phone	Fax	Doc Count	Attributes	Programs	Actions
Dodge Data & Analytics	9123514504	9126918702	1			Documents
Roofers Supply of Greenville	7049704010	7049704011	1			Documents
Sherwin Williams						Documents
VanDeusen Roofing and Sheet Metal LLC	9048646773	9042378448	1			Documents
West Roofing	4403559929	4403559929	1			Documents

Page 1 of 1

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Bidders List

Bid Item # 16-245 Cost \$ _____

#	Company Name	Complete Mailing Address	Date	Spec. #	Initials	Mailed By
1	SIRENS FOR CITIES, INC ATTN: ED WISE P.O. BOX 126 JONESBORO, GA 30237	Phone 1-888-202-6111	9/28/16	16-245	DW	U.S. mai. /
2						
3	TRULINE ROOFING ATTN: TOM GIBSON 309 HILLDALE DR., CHARLOTTE, NC 28270	Phone 1-888-202-6111	10/3/16	16-245	DW	U.S. mai. /
4		704-502-9549				
5						
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16						

ENON HOPKINS ROOFING
1532 CRESCENT CT.
AUGUSTA, GA 30909

MODERN ROOFING AND METAL WORK
1241 GORDON PARK ROAD
AUGUSTA, GA 30901

CARTER FLAT ROOF RECOATING
2434 WHEELLESS ROAD
AUGUSTA, GA 30906

THOMSON ROOFING & METAL CO.
2292 WASHINGTON RD.
P.O. BOX 185
THOMSON, GA 30824

BONE DRY ROOFING
120 BEN BARTON ROAD
BOGART, GA 30622

COMMERCIAL ROOF MANAGEMENT
125 TRADE STREET
BOGART, GA 30622

PORTER ROOFING CONTRACTORS INC
421 ASH STRETT
MURFREESBORO, TN 37130

THOMSON ROFFING
2292 WASHINGTON ROAD
P.O. BOX 185
THOMSON, GA 30824

I & E SPECIALTIES, INC.
141 RIVERCHASE WAY
LEXINGTON, SC 29072

RPI
505 CDP INDUSTRIAL BLVD
GROVETOWN, GA 30813

YOUNGS ROOFING
311 PATRICK ST
MARTINEZ, GA 30907

RDS CONSTRUCTION
3300 CUMBERLAND BLVD.
ATLANTA, GA 30339

ROOF MANAGEMENT SERVICES
2803 WRIGHTSBORO RD. STE15-336,
AUGUSTA, GA 30909

COMMERCIAL ROOFING SPECIALTIES
INC
2703 PEACHTREE SQUARE
480 AIRPORT SOUTH PARKWAY
DORAVILLE, GA 30360

BONE DRY ROOFING
3066 DAMASCUS ROAD
AUGUSTA, GA 30909

HBJ ENTERPRISES
ATTN: HENRY BRYANT
2124 PEPPERIDGE DRIVE
AUGUSTA, GA 30906

JONES ROOFING
ATTN: SALES
2024 GARDNER ST
AUGUSTA, GA 30904

WILLIAMS ROOFING & CONSTRUCTION
4715 AUGUSTA ROAD
BEECH ISLAND, SC 29842

AUGUSTA ROOFING
2918 PROFESSIONAL PARKWAY
SUITE 500Z
AUGUSTA, GA 30907

SOUTHERN ROOFING
511 SKYVIEW DRIVE
AUGUSTA, GA 30901

AUGUSTA METAL ROOFING
3751 PEACH ORCHARD RD
AUGUSTA, GA 30906

BARRETT COMPANY
260 BOBBY JONES EXPRESSWAY
AUGUSTA, GA 30907

DEPENDACOA
4116 COLUMBIA RD
AUGUSTA, GA 30907

SIMON ROOFING
1721 DOUGLAS ST
AUGUSTA, GA 30901

TAKIYAH DOUSE
CENTRAL SERVICES DEPARTMENT

LONNIE WIMBERLY
CENTRAL SERVICES DEPARTMENT

RICK ACREE
CENTRAL SERVICES DEPARTMENT

KELLI IRVING
COMPLIANCE OFFICE

BID ITEM 16-245
COATING FOR METAL ROOFS
FOR CENTRAL SERVICES
DEPARTMENT-FACILITIES
BID DUE: THUR 11/3/16 @ 11:00 A.M.

BID ITEM 16-245
COATING FOR METAL ROOFS
FOR CENTRAL SERVICES
DEPARTMENT-FACILITIES
MAILED 22 SEPT 2016



**Administrative Services Committee Meeting
1/10/2017 1:10 PM
Fleet Management Roof Coating**

Department:	Central Services - Facilities
Presenter:	Takiyah A. Douse
Caption:	Approve award for coating of the metal roofs at the Fleet Maintenance Facilities on Broad Street and Tobacco Road to Horizon Roofing of Monroe, Georgia in the total amount of \$80,000.00. (Bid Item 16-245)
Background:	The roofs on the Fleet Maintenance Facilities located on Broad Street and Tobacco Road have both been in place for well over 30 years and have been leaking in a number of locations. Invitation to Bid (ITB) 16-245 was issued to obtain pricing for coating the existing metal roof with a silicone material to prevent leaks. Bids were received on November 3, 2016 .
Analysis:	Horizon Roofing of Monroe, Georgia submitted the low bid of \$52,000 for the Broad Street location and \$28,000 for the shop on Tobacco Road. The total for both is \$80,000. The bid price submitted is in line with the anticipated costs for these items.
Financial Impact:	The cost of the of coating for both locations is \$80,000.
Alternatives:	1. Approve award for coating of the metal roofs at the Fleet Maintenance Facilities on Broad Street and Tobacco Road to Horizon Roofing of Monroe, Georgia in the total amount of \$80,000.00. 2. Do not approve the purchase.
Recommendation:	Approve award for coating of the metal roofs at the Fleet Maintenance Facilities on Broad Street and Tobacco Road to Horizon Roofing of Monroe, Georgia in the total amount of \$80,000.00
Funds are Available in the Following Accounts:	This project is funded through SPLOST VII funding designated for Fleet Management.

REVIEWED AND APPROVED BY:

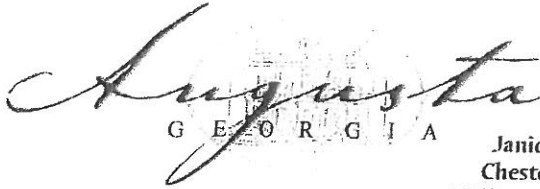
Finance.

Procurement.

Law.

Administrator.

Clerk of Commission



Office of the Administrator

Janice Allen Jackson, Administrator
Chester Brazzell, Deputy Administrator
William E. Rhinehart, Deputy Administrator

Ste. 910 - Municipal Building
535 Telfair Street - AUGUSTA, GA 30901
(706) 821-2400 - FAX (706) 821-2819

January 19, 2016

Mr. Hawthorne Welcher
Housing Community & Development Director
925 Laney Walker Road
Augusta, GA 30901

Dear Hawthorne:

The Augusta, Georgia Commission, at their regular meeting held on Tuesday, January 19, 2016, took action on the following items.

15. Approved 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. (Approved by Administrative Services Committee January 12, 2016)
16. Approved 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. (Approved by Administrative Services Committee January 12, 2016)

If you have any questions, please contact me.

Yours truly,

Janice Allen Jackson
Administrator

01-19-16: #15, #16

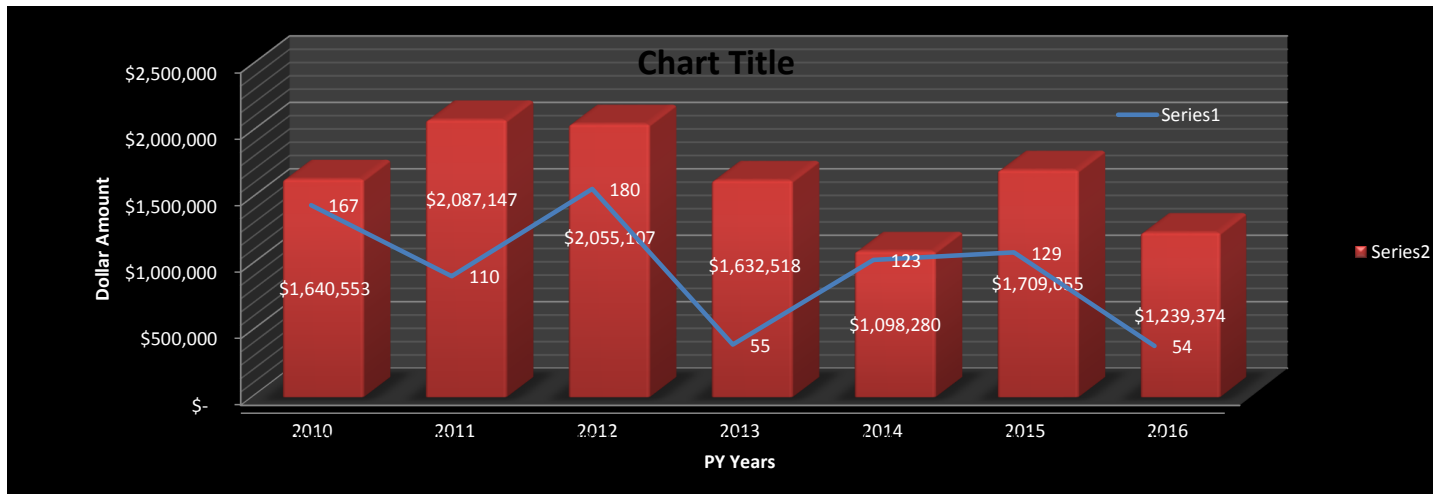
Commission Meeting Visual for Contract Process

	Date Grant Received	Deadline to Meet 1.5	Grant Amount	Funds from Prior Year	Program Income	1.5 Threshold to Meet	Amount to Spend to Meet 1.5	Days to Meet 1.5
2010	5/17/2010	10/31/2010	\$ 2,448,329.00	\$ 2,706,197.44	\$ 158,520.13	\$ 3,672,493.50	\$ 1,640,553	167
2011	7/13/2011	10/31/2011	\$ 2,040,442.00	\$ 2,952,261.31	\$ 155,106.58	\$ 3,060,663.00	\$ 2,087,147	110
2012	5/4/2012	10/31/2012	\$ 1,723,227.00	\$ 2,708,067.61	\$ 208,652.49	\$ 2,584,840.50	\$ 2,055,107	180
2013	9/6/2013	10/31/2013	\$ 1,758,771.00	\$ 2,025,141.53	\$ 486,761.47	\$ 2,638,156.50	\$ 1,632,518	55
2014	6/30/2014	10/31/2014	\$ 1,703,221.00	\$ 1,494,363.89	\$ 455,526.48	\$ 2,554,831.50	\$ 1,098,280	123
2015	6/24/2015	10/31/2015	\$ 1,689,993.00	\$ 2,429,043.28	\$ 125,008.22	\$ 2,534,989.50	\$ 1,709,055	129
2016	9/7/2016	10/31/2016	\$ 1,675,892.00	\$ 1,886,200.51	\$ 191,119.49	\$ 2,513,838.00	\$ 1,239,374	54

According to 24 CFR 570.902, HUD grantees cannot have more than 1.5 times their current grant amount in their line of credit 60 days before the end of the Program Year.

Program Years run from Jan. 1- Dec. 31. this means that grantees must meet their 1.5 threshold no later than Oct. 31

Funds are subject to any Program Income that the grantee received throughout the Program Year



Number of Days to Complete Commission Approval Process ¹ Current Process ²	Submit to Novus Agenda	Admin Services Meeting	Commission Meeting	Receive Administrator's Letter	Legal Department	Administrator	Mayor	Clerk of Commission	Returned	Total Number of Days
	12/12/2016	1/10/2017	1/17/2017	1/23/2017	1/24/2017	1/31/2017	2/7/2017	2/28/2017	3/7/2017	85
					1/3/2017	1/10/2017	1/17/2017	2/14/2017	2/21/2017	49

Notes:

1. This is a very rough estimate of the process. Allows for one week between departments for signatures. Allows for additional time for Mayor's signature.
2. This is a very rough estimate of the process. It removes going before Commission with each contract. Allow's for additional time for Mayor's signature
3. Neither takes into account the time for the Subrecipients to have their Board Members sign the contracts and return to us.

Commission Meeting Visual for Contract Process





Administrative Services Committee Meeting

1/10/2017 1:10 PM

**Housing and Community Development Department's (HCDs) Federal Contract/Agreement Procedure
for 2017**

Department: Housing and Community Development Department

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 2017.

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 2017: The Mayor be given authorization to execute all necessary grant agreements (wherein 1 City of Augusta signature is requested)

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 was approved initially by the Augusta Commission in January 2016 and has worked well. Thus, we seek your approval to continue in program/calendar year 2017.

Financial Impact: The City receives funding from the US Housing and Urban Development Department on an annual basis. Last year's HUD agreements granted the City the use of CDBG funds in the amount of \$1,675,892.00, HOME Investment Partnership funds in the amount of \$719,023.00, Emergency Solutions Grant funds in the amount of \$152,133.00, Housing Opportunities for Persons With HIV/AIDS funds in the amount of \$1,048,948.00 and Continuum of Care funding in the amount of \$184,475.00

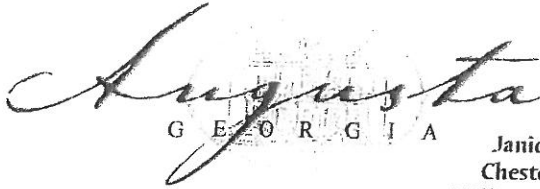
Alternatives: Do not approve the process.

Recommendation: Approve contract procedure for Authorization of Agreements/Contracts for the Housing and Community Development Department for calendar Year 2017.

Funds are Available in the Following Accounts: Funds are available in the respective HUD Program Accounts.

REVIEWED AND APPROVED BY:

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



Office of the Administrator

Janice Allen Jackson, Administrator
Chester Brazzell, Deputy Administrator
William E. Rhinehart, Deputy Administrator

Ste. 910 - Municipal Building
535 Telfair Street - AUGUSTA, GA 30901
(706) 821-2400 - FAX (706) 821-2819

January 19, 2016

Mr. Hawthorne Welcher
Housing Community & Development Director
925 Laney Walker Road
Augusta, GA 30901

Dear Hawthorne:

The Augusta, Georgia Commission, at their regular meeting held on Tuesday, January 19, 2016, took action on the following items.

15. Approved 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. (Approved by Administrative Services Committee January 12, 2016)
16. Approved 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. (Approved by Administrative Services Committee January 12, 2016)

If you have any questions, please contact me.

Yours truly,

Janice Allen Jackson
Administrator

01-19-16: #15, #16

Laney Walker/Bethlehem Project -- Contract Services Review

Contract Type	Current Process & Procedures	Impact of Expanding Contractual Approval Timeline to include City Commission Review Approval
Pre Development Services: - Architecture/Engineer, - Survey, - Project Management, - Branding & Marketing.	Each of the services outlined in this category are time sensitive and have direct impact on our ability to initiate the start of building new homes. Most of our new homebuyer interest is generated by pre-sales; as a result we must have the ability to quickly engage our pre-approved pool of architects, engrs. etc. to respond to site plans and house design modifications in order to pre-sale homes when design modifications are requested as a condition of sale.	Potential loss of sales because of increased time to engage any of our pre-approved service providers; The prospective homeowner's reliance on the City's political process poses an uncertain outcome of accepting or rejecting their offer to purchase. The Commission review and approval/denial process would prevent us from providing the homebuyer with clear path to contract approval/denial and a date certain completion for pre-development services.
Construction - New Homes, - Infrastructure, - Homeowner Rehab.	Once pre-development services are completed an internal cost estimate is generated and a final construction cost is negotiated with the general contractor. HCD prepares a contract for construction of the new homes and construction is started as soon as the contract is signed by the HCD Director, Administrator, and the Mayor.	The homebuyer assumes that construction is ready to start once pre-construction work is completed. It would be difficult, if not impossible, to sell a home as part of the LW/B redevelopment experience if the prospective homebuyers had any reason to believe that the contractor's contract was subject to review and approval or dis-approval after they signed a sales contract.
Real Estate Sales - Acquisition Of, - Purchase/Sales.	Offer to purchase is received from listing agent. HCD reviews purchase contract, confirms buyer meets underwriting guidelines to receive down payment and closing cost assistance. HCD confirms with lender that homebuyer is maximizing their mortgage buying capacity. This entire procedure is handled expediently and with strict confidentiality.	The home buying process is often stressful for the homebuyer and requires them to provide a wide range of highly confidential information. It would be nearly impossible to subject the review of a sales contract to a public body of Commissioners without potentially divulging information about the buyer that could compromise their right to privacy if the contract required public debate.
Ongoing Services - Property Management, - Construction Management.	The day to day management of the LW/B project requires the ability to make deliberate, but timely, decisions to keep the project moving forward. Decisions such as change order requests are aided by an internal cost estimate and in some cases soliciting several bids in an effort to insure that additional cost are minimized. In some cases a decision on cost adjustments must be made within a matter of days, or even hours, as a means of meeting strict deadlines for construction completion.	The introduction of additional approval steps, beyond review and approval by the HCD Director, Administrator, and Mayor could extend the construction time 30 to 45 days and almost certainly result in the strained relationships with contractors and potentially the loss of sales contracts because contract timelines were missed.

Hyde Park --- Relocation Service Review & Responsibility

	Responsible City Department	Explanation of Services (but not limited to.....)
Relocation Services	<u>Housing and Community Development Department (Managing Department)</u> HCD will utilize a Relocation Specialist to assist HCD's Housing Program Supervisor in coordinating and administering relocation and related activities within the guidelines of local, state, federal laws and Augusta-Richmond County policies and procedures. Further, this specialist reports to and assist the Housing Program Supervisor and other County staff, homeowners, tenants, churches, business owners, attorneys, and real estate agents in the best interest of the Hyde Park project.	• Responsible for completion of relocation of three (3) families, churches and business • Responsible for the coordination of and serves as liaison for all Relocation/Acquisition/Appraisal activities associated with the Hyde Park Project, • Responsible for intake and processing of applications. Determines project costs, to include Relocation costs, • Responsible for providing technical assistance, as well as providing transportation to find comparable replacements to include cost and location, as well as counseling with residents/churches/business to establish needs and preferences, • Coordinates inspections for replacement units, • Responsible for all administrative clerical assistance to include filing, record keeping, data entry and answering phones,



Administrative Services Committee Meeting

1/10/2017 1:10 PM

**Laney Walker/Bethlehem Redevelopment Project and Hyde Park/Wilkerson Gardens Drainage Project
Contract Procedures**

Department: Housing and Community Development

Presenter: Hawthorne E. Welcher, Jr.

Caption: Motion to approve Housing and Community Development Department's (HCDs) use of the same procedure (as 2016) relative to authorization of agreements/contracts/task orders for the Laney Walker/Bethlehem Redevelopment Project and the Hyde Park/Wilkerson Gardens Drainage Improvement Project for program/calendar year 2017.

Background: Laney Walker/Bethlehem Redevelopment Project Background: In 2008, the Augusta Commission passed legislation supporting community development in Laney Walker/Bethlehem. Since that time, the Augusta Housing & Community Development Department has developed a master plan and development guidelines for the area, set up financial incentive programs for developers and home buyers, selected a team of development partners to focus on catalytic construction, and created a marketing strategy to promote the overall effort. The day to day management of the Laney Walker/Bethlehem Redevelopment Project requires that the Housing and Community Development Dept. (HCD) have the ability to make deliberate, but timely, decisions to keep this project moving. If the approval of the construction contract required Commission approval, it would be extremely difficult to meet the timeline established by the purchase agreement. In addition, a Commission approval requirement would require public disclosure of the purchaser's name which could significantly chill sales. Failure to make decisions on the selection of approved builders, architects, engineer, etc. affects our ability to initiate the construction start of new projects, impact the cost of construction interest on each project during the construction period, and directly impacts our ability to place new homes under contract and close on the sale of homes in a timely manner. 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 for the calendar year 2017: The Mayor, Administrator, and the Director of HCD 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. Hyde Park/Wilkerson Gardens 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 relocations. The Engineering Department, in conjunction with HCD 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/church/business to a replacement property using the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as a basis. 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 2017: The Mayor, Administrator, and the Director of HCD will be given the authorization to execute all the necessary contracts, and agreements required to effectively and efficiently manage the Hyde Park/Wilkerson Gardens Drainage Improvement Project. All documents will require the signature of all three parties.

Analysis: The current processes (for Laney Walker/Bethlehem and Hyde Park) were approved initially by the Augusta Commission in January 2016 and have worked well. Thus, we seek your approval to continue in program/calendar year 2017. 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: Not Applicable

Alternatives: Do not approve the current HCD procedural process.

Recommendation: Approve Procedure for Authorization of Agreements/Contracts/Task Orders for the Laney Walker Redevelopment Program, the Housing and Community Development Department, and the Hyde Park/Wilkerson Gardens Drainage Improvement Project for calendar/program year 2017.

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

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission



Administrative Services Committee Meeting Commission Chamber - 12/13/2016

ATTENDANCE:

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

ADMINISTRATIVE SERVICES

1. Approve the replacement of one mower for the Recreation Department-Maintenance Division. **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

2. Information Update and Report on the coordinated efforts between the City and the Augusta Housing Authority to address complaints about properties occupied under the Section 8 housing assistance program. **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

3. Motion to approve the minutes of the Administrative Services Committee held on November 8, 2016. **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

4. A motion to approve the twenty-four (24) policies submitted by the PPPM subcommittee as developed by the consultant and for the Administrator to develop a personnel procedures manual and bring back an appropriate ordinance to abolish the current PPPM. **Item Action:** None

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	No action was taken on this item due to the loss of a quorum.			

5. Motion to Deny the Protest of Federal Engineering, Inc., regarding RFP Item 16-200 Land Mobile Radio Consulting Services for Augusta, Georgia - Information Technology Department and to lift the stay of procurement in accordance with Augusta, GA Code. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to uphold the denial of the protest and award the bid to Engineering Associates LLC. Motion Passes 4-0.	Commissioner William Lockett	Commissioner Dennis Williams	Passes

6. Motion to Deny the Protest of Weinberger's Business Interiors, regarding Bid Item16-238 Furniture for the Public Defender's Office for Augusta, Georgia - Central Services Department - Facilities Division and to lift the stay of procurement in accordance with Augusta, GA Code. **Item Action:** Approved

Motions

Motion	Motion Text	Made By	Seconded	Motion
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Type		By	Result
Approve	Motion to uphold the denial of the protest by Weinberger's Interiors.	Commissioner William Lockett	Dies for lack of Second

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this item to the full Commission with no recommendation. Mr. Lockett votes No. Motion Passes 3-1.	Commissioner Mary Davis	Commissioner Dennis Williams	Passes

7. Update on the new contract with Gold Cross and finding solutions to resolving this issue: 2) Request Gold Cross representatives to be present for discussions: 3) Update from the Administrator on progress and process of negotiations of new contract . **(Requested by Commissioner Wayne Guilfoyle)** **Item Action:** None

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this to the Administrator and let her report back to us next Tuesday.	Commissioner Dennis Williams	Commissioner Mary Davis	

No action was taken on this motion due to the loss of a quorum.

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**Administrative Services Committee Meeting
1/10/2017 1:10 PM
Minutes**

Department: Clerk of Commission

Presenter:

Caption: Motion to approve the minutes of the Administrative Services Committee held on December 13, 2016.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:
