



Administrative Services Committee      Commission Chamber- 10/10/2017- 1:05 PM  
Meeting

### **ADMINISTRATIVE SERVICES**

1. Approve award for coating of the metal roof at the Fire Department Fleet Maintenance Facility on Broad Street to Horizon Roofing of Monroe, Georgia in the total amount of \$46,800.00. Bid Item 17-237  [Attachments](#)
2. Motion to approve the minutes of the Administrative Services Committee held on September 26, 2017.  [Attachments](#)
3. Motion to approve the transfer of \$58,340 from 101022110-5224111 (Building Rental) to 101022110-5111110 (Perf. Full-Time S&W-Reg) and other necessary Object Codes for the creation of a new Law Clerk position.  [Attachments](#)
4. Status report on research into the Purchasing Power Program.  [Attachments](#)

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**Administrative Services Committee Meeting**  
**10/10/2017 1:05 PM**  
**Award Roof Coating Fleet Fire Maintenance**

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|                                                       |                                                                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Department:</b>                                    | Central Services                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Presenter:</b>                                     | Takiyah A. Douse                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Caption:</b>                                       | Approve award for coating of the metal roof at the Fire Department Fleet Maintenance Facility on Broad Street to Horizon Roofing of Monroe, Georgia in the total amount of \$46,800.00. Bid Item 17-237                                                                                                                                                                                 |
| <b>Background:</b>                                    | The roofs on the Fire Department Service Building at the Fleet Maintenance Facilities located on Broad Street has been in place for well over 30 years and has been leaking in a number of locations. Invitation to Bid (ITB) 17-237 was issued to obtain pricing for coating the existing metal roof with a silicone material to prevent leaks. Bids were received on August 31, 2017. |
| <b>Analysis:</b>                                      | Horizon Roofing of Monroe, Georgia submitted the low bid of \$46,800. The bid price submitted is in line with the anticipated cost for this item and is within budget.                                                                                                                                                                                                                  |
| <b>Financial Impact:</b>                              | The cost for application of the roof coating is \$46,800.                                                                                                                                                                                                                                                                                                                               |
| <b>Alternatives:</b>                                  | 1. Approve award for coating of the metal roof at the Fire Department Fleet Maintenance Facility on Broad to Horizon Roofing of Monroe, Georgia in the total amount of \$46,800.00. 2. Do not approve the purchase.                                                                                                                                                                     |
| <b>Recommendation:</b>                                | Approve award for coating of the metal roof at the Fire Department Fleet Maintenance Facility on Broad to Horizon Roofing of Monroe, Georgia in the total amount of \$46,800.00.                                                                                                                                                                                                        |
| <b>Funds are Available in the Following Accounts:</b> | This project is funded through SPLOST VII funding designated for Fleet Management. General Ledger 329-05-1120, Job Ledger 216-05-7101                                                                                                                                                                                                                                                   |

**REVIEWED AND APPROVED BY:**

**Finance.**

**Procurement.**

**Law.**

**Administrator.**

**Clerk of Commission**

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### Invitation to Bid

Sealed bids will be received at this office until Thursday, August 31, 2017 @ 11:00 a.m. for furnishing:

**Bid Item #17-237      Roof Coating – Fire Department Service Building at Broad Street Shops for Augusta, Georgia – Central Service Department – Facility Maintenance 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 Proposal Conference will be held on Friday, August 11, 2017, @ 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](mailto:procbidandcontract@augustaga.gov) to the office of the Procurement Department by Tuesday, August 15, 2017 @ 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](mailto: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      July 20, 27, August 3, 10, 2017  
Metro Courier          July 26, 2017

OFFICIAL



**Bid Opening for Bid Item #17-237**  
**Roof Coating-Fire Department Service Building at Broad Street for**  
**Augusta, GA- Central Services Department-Facility Maintenance Division**  
**Bid Date:Thursday, August 31, 2017 @ 11:00 a.m.**

Total Number Specifications Mailed Out: 12  
 Total Number Specifications Download (Demandstar):4  
 Total Electronic Notifications (Demandstar):7  
 Mandatory Pre-Bid Attendees:17  
 Total packages submitted: 3  
 Total Noncompliant: 0

| VENDORS                                                                         | Attachment<br>"B" | E-Verify | Addendum 1 | SAVE<br>Form | Bid Price    |
|---------------------------------------------------------------------------------|-------------------|----------|------------|--------------|--------------|
| Horizon Roofing<br>15575 South Broad Street<br>Monroe, GA 30054                 | YES               | 1124455  | YES        | YES          | \$46,800.00  |
| Ideal Building Solutions<br>6753 Jones Mill Court Suite F<br>Norcross, GA 30092 | YES               | 325529   | YES        | YES          | \$68,000.00  |
| Academy Roofing Systems<br>2910 Cherokee Street. Suite100<br>Kennesaw, GA 30144 | YES               | 768603   | YES        | YES          | \$124,800.00 |

Item # 1

**ITB Mandatory Pre-Bid Conference Sign-in Sheet**  
**Bid Item #17-237 Roof Coating-Fire Department Service Building at Broad Street Shops for**  
**Augusta, GA Central Services Department-Facility Maintenance Division**  
**Friday, August 11, 2017, @ 10:00 a.m.**  
**PLEASE PRINT**

*Original  
Pg 1 of 3*

| NAME                                         | COMPANY/DEPT.              | ADDRESS/CITY/STATE/<br>ZIP CODE                       | TELEPHONE<br>NUMBER      | FAX NUMBER              | EMAIL                                             | Prime/Sub    |
|----------------------------------------------|----------------------------|-------------------------------------------------------|--------------------------|-------------------------|---------------------------------------------------|--------------|
| 1. Darrell White<br><i>Darrell White</i>     | Procurement                | 535 Telfair Street,<br>Suite 605<br>Augusta, GA 30901 | 706-821-2423             | 706-821-2811            | procbidandcontract<br>@augustaga.gov              |              |
| 2. Nancy Williams                            | Procurement                | 535 Telfair Street,<br>Suite 605<br>Augusta, GA 30901 | 706-821-2888             | 706-821-2811            | procbidandcontract<br>@augustaga.gov              |              |
| 3. Salasha Singleton                         | Procurement                | 535 Telfair Street.<br>Suite 605<br>Augusta, GA 30901 | 706-821-4251             | 706-821-2811            | procbidandcontract<br>@augustaga.gov              |              |
| 4. Justin Cletcher<br><i>Justin Cletcher</i> | <i>Horizon Roofing</i>     | <i>1557 S Broad St<br/>Monroe Ga,<br/>30655</i>       | <i>770-207-<br/>0759</i> | <i>770-216<br/>0607</i> | <i>Justin C @<br/>horizonroofing<br/>.com</i>     | <i>Prime</i> |
| 5. Ryan Huley<br><i>Ryan Huley</i>           | <i>Horizon Roofing</i>     | <i>1557 S Broad St<br/>Monroe Ga.<br/>30655</i>       | <i>770-207<br/>0759</i>  |                         | <i>Ryan H @<br/>horizonroofing<br/>.com</i>       | <i>Prime</i> |
| 6. Richards Krawse<br><i>Richards Krawse</i> | <i>Heely Brown<br/>Co.</i> | <i>1280 City Hall Dr<br/>NE Atlanta<br/>Ga 30315</i>  | <i>470-218-4458</i>      |                         | <i>Richards Krawse<br/>@ Heely Brown<br/>.com</i> | <i>Dist.</i> |
| 7. Clint Deshon<br><i>Clint Deshon</i>       | <i>GAF</i>                 | <i>37 CS Dr.<br/>Euclid Ga 30145</i>                  | <i>404-620-7267</i>      |                         | <i>cdeshon@gaf.com</i>                            | <i>N/A</i>   |

**ITB Mandatory Pre-Bid Conference Sign-in Sheet**  
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**Augusta, GA Central Services Department-Facility Maintenance Division**  
**Friday, August 11, 2017, @ 10:00 a.m.**  
**PLEASE PRINT**

Pg 2 of 3

| NAME                  | COMPANY/DEPT.                   | ADDRESS/CITY/STATE/<br>ZIP CODE                  | TELEPHONE<br>NUMBER          | FAX NUMBER      | EMAIL                                    | Prime/Sub |
|-----------------------|---------------------------------|--------------------------------------------------|------------------------------|-----------------|------------------------------------------|-----------|
| 8. Ray Chavalin       | West Roofing<br>Systems         | 530 Bonifacious Rd<br>Tunnel Hill GA 30755       | 706 871 7712<br>706 673 4149 | 706 673 2781    | westroofga<br>@Gmail.com                 | Prime     |
| 9. Shawn Brooks       | South Shore<br>Construction     | 1807 Cypress Lake Rd<br>Statesboro GA            | 912-755-0521                 | 912-655-0121    | Paul@SouthShore<br>Construction.com      | Prime     |
| 10. Rick Acree        | CENTRAL<br>SERVICES             |                                                  | 706-821-1595                 |                 | racree@<br>augustaga.<br>gov             |           |
| 11. LARRY<br>Trammell | Nations Roof                    | 1633 Blairs Bridge Rd<br>Lithia Springs GA 30122 | 404 416 8209                 | 678 567<br>1633 | ltrammell@<br>nationsroof.com            | Prime     |
| 12. Ronnie<br>Green   | HBJ Enterprises                 | www.hbjenterpiz<br>com                           | 706-840-4696                 |                 | www.<br>hbjenterpiz<br>44 Digital<br>com |           |
| 13. Mark<br>Prater    | Sherwin-Williams                | 2709 Peach Orchard Rd<br>Augusta, GA. 30906      | 706-825-0457                 | 706-798-7997    | Swrep7834@<br>sherwin.com                | vendor    |
| 14. Tamar<br>Walton   | Compliance                      | 535 Telfair St<br>Suite 710<br>Augusta, GA 30901 | 704<br>821-2404              | 706<br>823-4395 | twalton@<br>augustaga.gov                |           |
| 15. Cary<br>Isabel    | ROOFING<br>PROFESSIONALS<br>INC | 505 CDP THASTON Rd<br>Crawford, GA 30813         | 706<br>945-0101              | 706<br>945-0102 | Lisbel e<br>rpiroof.com                  |           |

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**Bid Item #17-237 Roof Coating-Fire Department Service Building at Broad Street Shops for**  
**Augusta, GA Central Services Department-Facility Maintenance Division**  
**Friday, August 11, 2017, @ 10:00 a.m.**  
**PLEASE PRINT**

Pg 3 of 3

| NAME                   | COMPANY/DEPT.                  | ADDRESS/CITY/STATE/<br>ZIP CODE                   | TELEPHONE<br>NUMBER | FAX NUMBER       | EMAIL                                 | Prime/Sub    |
|------------------------|--------------------------------|---------------------------------------------------|---------------------|------------------|---------------------------------------|--------------|
| 16.<br>Greg Dickey     | IDEAL<br>BUILDING SOLUTION     | 6753 JONES MILL CT<br>NORCROSS GA                 | 770 291 9480        |                  | GREG@IRS<br>ROOFING.COM               | PRIME        |
| 17.<br>Stephen McGrew  | Academy Roofing Systems        | 2910 Cherokee St<br>St. 100<br>Kennesaw, GA       | 678-384-7663        | 770-643-9603     | smcgrew@<br>roofingprofessor-<br>com  | Prime        |
| 18.<br>Chris Robinson  | Henry                          | 202 Williamson St<br>Rockmart, GA<br>30153        | 404-429-3506        |                  | crobinson@<br>henry.com               | NA<br>Vendor |
| 19. Sandra<br>Robinson | Procurement                    | 535 Telfair St,<br>Augusta, GA<br>30901           | 706-821-2422        | 706-821-<br>2811 | Procbidandcontract@<br>augusta.ga.gov |              |
| 20. Paul Swingle       | SOUTH<br>SHORE<br>CONSTRUCTION | 1807 CYPRESS<br>LAKE ROAD<br>STATESBORO, GA 30458 | 912-755-0521        |                  | PAUL@<br>SOUTHSHOREROOF.<br>COM       | PRIME        |
| 21.                    |                                |                                                   |                     |                  |                                       |              |
| 22.                    |                                |                                                   |                     |                  |                                       |              |
| 23.                    |                                |                                                   |                     |                  |                                       |              |



# 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

**TO:** Ms. Geri Sams, Director, Procurement Department

**THROUGH:**  Mrs. Takiyah A. Douse, Director, Central Services

**DATE:** September 5, 2017

**SUBJECT:** Bid Item #17-237 Roof Coating – Fire Department Service Building at Broad Street Shops - Recommendation

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Bids were received on the referenced project on August 31, 2017. The low bid was submitted by Horizon Roofing out of Monroe, GA in the amount of \$46,800 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

'17 SEP 8 AM 8:42

User: Mills, Phyllis

Organization: City of Augusta, GA (Augusta Commission)

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Reports

## Planholders List

Member Name City of Augusta, GA (Augusta Commission)

Bid Number ITB-17-237-0-2017/nw

Bid Name Roof Coating - Fire Department Service Building at Broad Street Shops

2 Document(s) found for this bid

4 Planholder(s) found.

Add Planholder

| Supplier Name ▲  | Phone      | Fax        | Doc Count | Attributes | Programs | Actions   |
|------------------|------------|------------|-----------|------------|----------|-----------|
| ConstructConnect | 8772271680 | 8665708187 | 1         |            |          | Documents |
| SSI              | 7704903296 | 7704903296 | 1         |            |          | Documents |
| Styro Systems    | 7704903296 |            | 1         |            |          | Documents |
| West Roofing     | 4403559929 | 4403559929 | 1         |            |          | Documents |

Page 1 of 1

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Item # 1

RPI  
505 CDP Industrial Blvd  
Grovetown, GA 30613

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

CARTER FLAT ROOF RECOATING  
2434 WHEELESS ROAD  
AUGUSTA, GA 30906

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

DEPENDACOAT  
4116 COLUMBIA RD  
AUGUSTA, GA 30907

COMMERCIAL ROOF MANAGEMENT  
125 TRADE STREET  
BOGART, GA 30622

RDS Construction  
3300 Cumberland Blvd  
Atlanta, GA 30339

THOMSON ROOFING  
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

AUGUSTA METAL ROOFING  
3751 PEACH ORCHARD RD  
AUGUSTA, GA 30906

SIMON ROOFING  
1721 DOUGLAS ST  
AUGUSTA, GA 30901

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

BONE DRY ROOFING  
120 BEN BURTON ROAD  
BOGART, GA 30622

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

CROSBY ROOFING  
3070 DAMASCUS ROAD  
AUGUSTA, GA 30909

SOUTHERN ROOFING  
511 SKYVIEW DRIVE  
AUGUSTA, GA 30901

LOVELACE ROOFING  
3850 WASHINGTON RD  
MARTINEZ, GA 30907

TWENTIETH CENTURY CONSTRUCTION  
2106 KELLY STREET  
AUGUSTA, GA 30906

HBJ ENTERPRISES  
2124 PEPPERIDGE DR.  
AUGUSTA, GA 30906

HORIZON ROOFING  
1557 S BROAD STREET  
MONROE, GA 30655

Enon Hopkins  
1532 CRESCENT CT  
AUGUSTA, GA 30909



**Administrative Services Committee Meeting  
10/10/2017 1:05 PM  
Minutes**

---

**Department:** Clerk of Commission

**Presenter:**

**Caption:** Motion to approve the minutes of the Administrative Services Committee held on September 26, 2017.

**Background:**

**Analysis:**

**Financial Impact:**

**Alternatives:**

**Recommendation:**

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

**REVIEWED AND APPROVED BY:**

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Administrative Services Committee Meeting Commission Chamber - 9/26/2017

**ATTENDANCE:**

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

**ADMINISTRATIVE SERVICES**

1. Approve the Probate Court Lobby Renovation in order to increase the security of the Probate Court for the Judge, staff and public. (Bid 17-120A) **Item Action:**  
Approved

**Motions**

| <b>Motion Type</b> | <b>Motion Text</b>                       | <b>Made By</b>          | <b>Seconded By</b>           | <b>Motion Result</b> |
|--------------------|------------------------------------------|-------------------------|------------------------------|----------------------|
| Approve            | Motion to approve.<br>Motion Passes 4-0. | Commissioner Mary Davis | Commissioner Dennis Williams | Passes               |

2. Consider a request from the Augusta Council of Garden Clubs for the purchase, placement and care of a Blue Star Marker. **Item Action:**  
Approved

**Motions**

| <b>Motion Type</b> | <b>Motion Text</b>                                                                                          | <b>Made By</b>                | <b>Seconded By</b>      | <b>Motion Result</b> |
|--------------------|-------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------|----------------------|
| Approve            | Motion to approve the placement and care of the marker in accordance with ARC policy.<br>Motion Passes 4-0. | Commissioner Andrew Jefferson | Commissioner Mary Davis | Passes               |

3. Discuss condemnation proceedings for the old Regency Mall Property. **Item Action:**  
Approved  
(Requested by Commissioner Marion Williams)

**Motions**

| <b>Motion Type</b> | <b>Motion Text</b>                                                          | <b>Made By</b>          | <b>Seconded By</b>            | <b>Motion Result</b> |
|--------------------|-----------------------------------------------------------------------------|-------------------------|-------------------------------|----------------------|
| Approve            | Motion to approve receiving this item as information.<br>Motion Passes 4-0. | Commissioner Mary Davis | Commissioner Andrew Jefferson | Passes               |

4. Presentation from First Vehicle Services regarding Fleet Management. **Item Action:**  
(Requested by Commissioner Wayne Guilfoyle) Approved

**Motions**

| <b>Motion Type</b> | <b>Motion Text</b>                                                          | <b>Made By</b>          | <b>Seconded By</b>            | <b>Motion Result</b> |
|--------------------|-----------------------------------------------------------------------------|-------------------------|-------------------------------|----------------------|
| Approve            | Motion to approve receiving this item as information.<br>Motion Passes 4-0. | Commissioner Mary Davis | Commissioner Andrew Jefferson | Passes               |

5. Request to approve publication of the proposed budget allocations for the required 30-Day Public Comment Period and subsequent submission by Augusta Housing and Community Development of the FY 2018 Annual Action Plan for the following programs funded by the U.S. Department of Housing and Urban Development (HUD): Community Development Block Grant (CDBG) Program, Home Investment Partnerships (HOME) Program, Emergency Solutions Grant (ESG) Program, and the Housing Opportunities for Persons with AIDS (HOPWA) Program. **Item Action:**  
Approved

**Motions**

| <b>Motion Type</b> | <b>Motion Text</b>                       | <b>Made By</b>               | <b>Seconded By</b>            | <b>Motion Result</b> |
|--------------------|------------------------------------------|------------------------------|-------------------------------|----------------------|
| Approve            | Motion to approve.<br>Motion Passes 4-0. | Commissioner Dennis Williams | Commissioner Andrew Jefferson | Passes               |

6. Request for approval to adjust the 2017 Budget for the Housing and Community Development Department. **Item Action:**  
Approved

**Motions**

| <b>Motion</b> | <b>Motion Text</b> | <b>Made By</b> | <b>Seconded By</b> | <b>Motion</b> |
|---------------|--------------------|----------------|--------------------|---------------|
|               |                    |                |                    | Item # 2      |

| Type    |                                          |                                 |                            | Result |
|---------|------------------------------------------|---------------------------------|----------------------------|--------|
| Approve | Motion to approve.<br>Motion Passes 4-0. | Commissioner<br>Dennis Williams | Commissioner<br>Mary Davis | Passes |

7. Motion to approve the minutes of the Administrative Services Committee held on September 12, 2017. **Item Action:**  
Approved

#### Motions

| Motion Type | Motion Text                              | Made By                    | Seconded By                      | Motion Result |
|-------------|------------------------------------------|----------------------------|----------------------------------|---------------|
| Approve     | Motion to approve.<br>Motion Passes 4-0. | Commissioner<br>Mary Davis | Commissioner<br>Andrew Jefferson | Passes        |

8. Motion to authorize Recodification of the Augusta, GA Code, Agreement for on-going Supplementation and Online Code Publication. **Item Action:**  
Approved

#### Motions

| Motion Type | Motion Text                                                    | Made By                    | Seconded By                     | Motion Result |
|-------------|----------------------------------------------------------------|----------------------------|---------------------------------|---------------|
| Approve     | Motion to approve.<br>Mr. Jefferson out.<br>Motion Passes 3-0. | Commissioner<br>Mary Davis | Commissioner<br>Dennis Williams | Passes        |

9. Discuss Consolidation Bill and Augusta Commission Rules of Procedure Rule 1.09.02 Roll Call Vote. **(Requested by Commissioner Marion Williams)** **Item Action:**  
Approved

#### Motions

| Motion Type | Motion Text                                                                 | Made By                    | Seconded By | Motion Result |
|-------------|-----------------------------------------------------------------------------|----------------------------|-------------|---------------|
| Approve     | Motion to approve receiving this item as information.<br>Motion Passes 4-0. | Commissioner<br>Mary Davis |             | Passes        |

10. Approve the Memorandum of Understanding for Commercial and Retail Development between Augusta and the Augusta Economic Development Authority as approved by the Commercial and Retail Sub-Committee on 25 September 2017. **Item Action:**  
Approved

**Motions**

| <b>Motion Type</b> | <b>Motion Text</b>                       | <b>Made By</b>                   | <b>Seconded By</b>         | <b>Motion Result</b> |
|--------------------|------------------------------------------|----------------------------------|----------------------------|----------------------|
| Approve            | Motion to approve.<br>Motion Passes 4-0. | Commissioner<br>Andrew Jefferson | Commissioner<br>Mary Davis | Passes               |

[www.augustaga.gov](http://www.augustaga.gov)



**Administrative Services Committee Meeting**

**10/10/2017 1:05 PM**

**Motion to Approve the Transfer of \$58,340 from 101022110-5224111 (Building Rental) to 101022110-5111110 (Perf. Full-Time S&W-Reg) and Other Necessary Object Codes for the Creation of a Law Clerk Position**

---

**Department:** Juvenile Court

**Presenter:** Chief Judge Douglas J. Flanagan

**Caption:** Motion to approve the transfer of \$58,340 from 101022110-5224111 (Building Rental) to 101022110-5111110 (Perf. Full-Time S&W-Reg) and other necessary Object Codes for the creation of a new Law Clerk position.

**Background:** The Richmond County Juvenile Court is in need of a judicial law clerk, who will be assigned to all RC Juvenile Court judges. This new position will be tasked with: 1) Ensuring the Court's compliance with the highly complex and continually evolving juvenile code, as well as the Juvenile Justice reform act of 2013 2) Reviewing of all court orders 3) Reviewing and conducting necessary research for all petitions filed with the Court 4) Legal research and analysis 5) Testing of theories, as presented by attorneys during criminal, deprivation, truancy, traffic cases, etc. This position is crucial to providing the most efficient and effective services to our youth, our families, and the general public.

**Analysis:**

**Financial Impact:** Base salary: \$44,121.23 Benefits: \$14,209.14 \*We are simply asking to move existing budget funds in order to create this position.

**Alternatives:**

**Recommendation:** Approve

**Funds are Available in the Following**

100% of funding source: 101022110-5224111

Cover Memo

Item # 3

**Accounts:**

**REVIEWED AND APPROVED BY:**

---

# Augusta-Richmond County

## Job Description

Approved Title: Law Assistant

Job Code:

FLSA Classification: Exempt

Working Job Title: Law Clerk

Pay Grade: 46

Date Revised:

Department: Juvenile Court

Original Date Prepared: August 11, 2017

Reports to: Juvenile Court Judges

Does the Position Have Direct Reports? Yes ☐ No ☒

If Yes, What is the Title of the Position that Reports to this Position: \_\_\_\_\_

Is this Position Safety Sensitive? Yes ☐ No ☒

**GENERAL SUMMARY:** The Law Assistant assists the judge in performing various legal works which involves research and legal writing. In addition, the Law Assistant prepares legal memorandums, briefs, pleadings, and related documents, reviews, and discusses point of law with judges and attorneys. Minimal travel within and outside the circuit is required.

### KEY RESPONSIBILITIES AND PERFORMANCE STANDARDS

| Percentages | Describe the duties and responsibilities of the position in the spaces provided below and assign percentage of time spent on each area on the left column space. |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 50%         | Performs legal research and analysis                                                                                                                             |
| 30%         | At the judge's request, test theories presented by attorneys and reviews law on specific subjects                                                                |
| 15%         | Attends, at the judge's request, court activities, consulting with assigned judge and other judges and attorneys                                                 |
| 5%          | Keeps accurate records of legal documents.                                                                                                                       |

100% Total: 100

(This section's percentage must total 100%).

### REQUIRED MINIMUM QUALIFICATIONS:

**Education:** Graduation from an accredited school of law**Experience:** None

### Knowledge/Skills/Abilities:

- Must possess thorough knowledge of law and research procedures
- Basic knowledge of the criminal justice system, especially the court system
- Ability to operate a variety of automated office equipment such as computers, printers, facsimile machines, and telephones
- Effective written and oral skills are required
- Ability to apply sound research concepts
- Research, analyze, and digest legal facts and precedents
- Comprehend and follow oral and written instructions
- Establish and maintain a loyal, trusting relationship with associates, superiors, and subordinates
- Recognize the inherent need for confidentiality.

**Certification:** Must be registered to take the next scheduled Bar Exam or awaiting exam results contingent upon a passing score or be a member of the State Bar of Georgia

### OTHER:

Does this position require staff call up in an emergency situation? Yes ☐ No ☒Is travel from office to other locations required of this position? Yes ☒ No ☐If yes, what is the percentage of travel involved? Less than 50%? Yes ☒ No ☐ More than 50%? Yes ☐ No ☐

Item # 3

**PHYSICAL REQUIREMENTS:**

| Please indicate a yes or no as applicable below      |                                         |                             |
|------------------------------------------------------|-----------------------------------------|-----------------------------|
| Occasional lifting of light objects less than 75lbs. | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Intermittent sitting                                 | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Standing                                             | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Stooping                                             | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Crouching                                            | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Walking                                              | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Reaching                                             | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Pulling                                              | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Fingering                                            | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Grasping                                             | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Feeling                                              | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Talking                                              | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Hearing                                              | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Seeing                                               | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Repetitive Motions                                   | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Is work performed in an office setting?              | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

**FINANCIAL RESPONSIBILITY:**

Is this position involved in a budgetary or financial approval responsibility? Yes ☐ No ☒

If yes, please indicate size of budget or financial approval responsibility in annual dollar amount: \$0 \_\_\_\_\_

**TRAINING & SUPERVISORY RESPONSIBILITY:**

How many people are being supervised or trained? None ☒

One staff Yes ☐ No ☐ Two to five staff Yes ☐ No ☐ Six to ten staff Yes ☐ No ☐ More than ten staff Yes ☐ No ☐

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

**REVIEW/APPROVALS**

\_\_\_\_\_  
Employee (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Line or Staff Management

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date 9/1/2017

\_\_\_\_\_  
Compensation Administration Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Compensation Manager

\_\_\_\_\_  
Date

Department Name:  
Department Org Key #:  
Payroll #:

# 2018 Budget - Salary Reconciliation

Juvenile Court

| Positions                   | Salary           | Fica            | Medicare      | Hosp            | Life          | 77 Pen      | 98 Pen      | GMEBS           | L/T Disability | Auto        | Total            |
|-----------------------------|------------------|-----------------|---------------|-----------------|---------------|-------------|-------------|-----------------|----------------|-------------|------------------|
| Projected Salaries          |                  | 0.00            | 0.00          |                 |               | 0.00        |             |                 | 0.00           | 0.00        | 0.00             |
| Open Position               | 44,121.23        | 2,735.52        | 639.76        | 8,300.00        | 180.00        | 0.00        | 0.00        | 2,250.18        | 103.68         | 0.00        | 58,330.37        |
| 5% Anniversary              | 0.00             | 0.00            | 0.00          | N/A             | N/A           | N/A         | N/A         | 0.00            | 0.00           | N/A         | 0.00             |
| Totals (\$1,111,110)        | 44,121.23        | 2,735.52        | 639.76        | 8,300.00        | 180.00        | 0.00        | 0.00        | 2,250.18        | 103.68         | 0.00        | 58,330.37        |
| Part Time Total             |                  | 0.00            | 0.00          |                 |               |             |             |                 |                |             | 0.00             |
| Supplement Total            |                  | 0.00            | 0.00          |                 |               |             |             |                 | 0.00           |             | 0.00             |
| Temporary Total             |                  | 0.00            | 0.00          |                 |               |             |             |                 |                |             | 0.00             |
| Overtime Total              |                  | 0.00            | 0.00          |                 |               |             |             |                 |                |             | 0.00             |
| <b>Total:</b>               | <b>44,121.23</b> | <b>2,735.52</b> | <b>639.76</b> | <b>8,300.00</b> | <b>180.00</b> | <b>0.00</b> | <b>0.00</b> | <b>2,250.18</b> | <b>103.68</b>  | <b>0.00</b> | <b>58,330.37</b> |
| <b>S&amp;W-Regular</b>      | <b>51,111.10</b> |                 |               |                 |               |             |             |                 |                |             |                  |
| 2018 General Ledger Budget: | 0.00             | 0.00            | 0.00          | 0.00            | 0.00          | 0.00        | 0.00        | 0.00            | 0.00           | 0.00        | 0.00             |
| 2017 General Ledger Budget: | 0.00             | 0.00            | 0.00          | 0.00            | 0.00          | 0.00        | 0.00        | 0.00            | 0.00           | 0.00        | 0.00             |
| * Variance:                 | 0.00             | 0.00            | 0.00          | 0.00            | 0.00          | 0.00        | 0.00        | 0.00            | 0.00           | 0.00        | 0.00             |

| Open Positions | Number of Positions | Pay Grade | Grade Minimum | Total     |
|----------------|---------------------|-----------|---------------|-----------|
| Law Clerk      | 1                   |           | 44,121.23     | 44,121.23 |
|                |                     |           |               | 0.00      |
|                |                     |           |               | 0.00      |
|                |                     |           |               | 0.00      |
|                |                     |           |               | 0.00      |
|                |                     |           |               | 0.00      |
|                |                     |           |               | 44,121.23 |

\*Explanation of Variance\*

Total Positions Authorized:

|             |      |      |      |
|-------------|------|------|------|
| Full Time   | 2018 | 2017 | 2016 |
| Part Time   |      |      |      |
| Supplements |      |      |      |

Information obtained from:  
Projected Salaries and Employer Contributions for Current Year  
Vacant Positions Grade



**Administrative Services Committee Meeting  
10/10/2017 1:05 PM  
Purchasing Power Program**

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**Department:** Administrator's Office

**Presenter:** Janice Allen Jackson

**Caption:** Status report on research into the Purchasing Power Program.

**Background:** At the September 12, 2017 Administrative Services Committee Meeting, this program was presented. The Committee asked for additional research

**Analysis:** Staff will provide information gathered through employee survey, web search and other entities participating in the program.

**Financial Impact:** TBD

**Alternatives:** Staff will also discuss other means of assisting employees with emergency needs.

**Recommendation:** Need further discussion with Commission about goals in this area, if any.

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

**REVIEWED AND APPROVED BY:**

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