



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

ATTENDANCE:

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

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 **Item Action:**
Approved

Motions

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

2. Motion to approve the minutes of the Administrative Services Committee held on September 26, 2017. **Item Action:**
Approved

Motions

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

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. **Item Action:**
Approved

Motions

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

4. Status report on research into the Purchasing Power Program.

Item Action:
Approved

Motions

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

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**Administrative Services Committee Meeting
10/10/2017 1:05 PM
Attendance 10/10/17**

Department:

Presenter:

Caption:

Background:

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, 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 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**

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



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

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

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

Pg 2 of 3

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

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

Pg 3 of 3

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

RAA

TO: Ms. Geri Sams, Director, Procurement Department

THROUGH: *RAA* 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

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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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

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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
Award Roof Coating Fleet Fire Maintenance**

Department:	Central Services
Presenter:	Takiyah A. Douse
Caption:	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
Background:	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.
Analysis:	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.
Financial Impact:	The cost for application of the roof coating is \$46,800.
Alternatives:	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.
Recommendation:	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.
Funds are Available in the Following Accounts:	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:

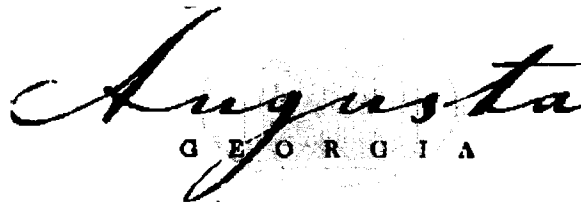
Finance.

Procurement.

Law.

Administrator.

Clerk of Commission



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

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

2. 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

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve the placement and care of the marker in accordance with ARC policy. 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

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

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

Motions

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

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

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

Motions

Motion	Motion Text	Made By	Seconded By	Motion
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Type				Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Dennis Williams	Commissioner 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. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner 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. Mr. Jefferson out. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner 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. Motion Passes 4-0.	Commissioner 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

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

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**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:

Augusta-Richmond County

Job Description

Approved Title: Law Assistant

Working Job Title: Law Clerk

Department: Juvenile Court

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 ☒

Job Code:

Pay Grade: 46

FLSA Classification: Exempt

Date Revised:

Original Date Prepared: August 11, 2017

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 ☐

PHYSICAL REQUIREMENTS:

Please indicate a yes or no as applicable below		
Occasional lifting of light objects less than 75lbs.	Yes ☒	No ☐
Intermittent sitting	Yes ☒	No ☐
Standing	Yes ☒	No ☐
Stooping	Yes ☒	No ☐
Crouching	Yes ☒	No ☐
Walking	Yes ☒	No ☐
Reaching	Yes ☒	No ☐
Pulling	Yes ☒	No ☐
Fingering	Yes ☒	No ☐
Grasping	Yes ☒	No ☐
Feeling	Yes ☒	No ☐
Talking	Yes ☒	No ☐
Hearing	Yes ☒	No ☐
Seeing	Yes ☒	No ☐
Repetitive Motions	Yes ☒	No ☐
Is work performed in an office setting?	Yes ☒	No ☐

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	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
Total:	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

S&W-Regular	51,111.10										
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:	2018	2017	2016
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Full Time			
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

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

Accounts:

REVIEWED AND APPROVED BY:



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

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**
