



Administrative Services Committee Meeting Commission Chamber - 1/30/2018

ATTENDANCE:

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

Absent: Hon. Hardie Davis, Jr., Mayor.

ADMINISTRATIVE SERVICES

1. Motion to adopt the Augusta, Georgia ADA Self Evaluation & Transition Plan - Final (ADA SETP). **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. Discuss the different commission's state and national association memberships and costs associated with attending conferences, meetings and training sessions. **Item Action:**
Approved
(Requested by Commissioner Bill Fennoy)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve tasking the Administrator with analyzing the figures and bringing back a report of what it would cost each commissioner after they choose which conferences they want to attend.	Commissioner Andrew Jefferson	Commissioner Mary Davis	Passes

Motion Passes 4-0.

3. Receive report from the General Counsel regarding Franchise Fees and how it relates to Ms. Deborah Tolbert's January 16th presentation to the commission. **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. Motion to approve Housing and Community Development Department's (HCD's) procedural process relative to agreements/contracts/task orders for the Laney Walker/Bethlehem Revitalization Project (for calendar year 2018). **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 Mary Davis	Passes

5. Motion to approve the minutes of the Administrative Services Committee held on January 9, 2018. **Item Action:** Approved

Motions

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

6. Discuss the practice of holding pre-meetings held by ARC Boards, Authorities and Commissions. (Requested by Commissioner Marion Williams) **Item Action:** Approved

Motions

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

7. Approve a remedy/solution regarding pay differentials between staff attorneys assigned to certain city departments **(Requested by Commissioner Marion Williams)** **Item Action:** Disapproved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Mr. D. Williams out. Mr. M. Williams votes No. Motion Fails 2-1.	Commissioner Mary Davis	Commissioner Andrew Jefferson	Fails

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**Administrative Services Committee Meeting
1/30/2018 1:20 PM
Attendance 1/30/18**

Department:

Presenter:

Caption:

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
1/30/2018 1:20 PM
ADA Self Evaluation & Transition Plan - Final**

Department:	Compliance Department
Presenter:	Kellie Irving
Caption:	Motion to adopt the Augusta, Georgia ADA Self Evaluation & Transition Plan - Final (ADA SETP).
Background:	Augusta, Georgia engaged Cranston Engineering to develop an ADA Self Evaluation & Transition Plan to identify program access issues specific to pedestrian access within the public rights of way. This plan includes a full inventory of all sidewalks and curb ramps in the public right of way.
Analysis:	The ADA SETP will be used as a guiding document for allocating funds to public rights of way infrastructure addressing accessibility deficiencies in Augusta, Georgia.
Financial Impact:	All recommendations for construction for the improvements to the pedestrian features in the ADA SETP and public right of way totals \$105 million.
Alternatives:	Adoption of the ADA Self Evaluation & Transition Plan.
Recommendation:	The Compliance Department in conjunction with the Engineering Department recommend adoption of the ADA Self Evaluation & Transition Plan - Final.
Funds are Available in the Following Accounts:	No future costs should be associated with the cost of the ADA Self Evaluation & Transition Plan report of pedestrian features in the public right of way. It is recommended the plan be updated every 5 years to identify current priorities and costs for improvement and maintenance of accessibility features as required by Federal Disability laws.

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission



**Administrative Services Committee Meeting
1/30/2018 1:20 PM
Commission Association Dues**

Department:

Presenter: Commissioner Bill Fennoy

Caption: Discuss the different commission's state and national association memberships and costs associated with attending conferences, meetings and training sessions. **(Requested by Commissioner Bill Fennoy)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
1/30/2018 1:20 PM
Franchise Fees**

Department:

Presenter:

Caption: Receive report from the General Counsel regarding Franchise Fees and how it relates to Ms. Deborah Tolbert's January 16th presentation to the commission. **(Requested by Commissioner Marion Williams)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting

1/30/2018 1:20 PM

Laney Walker/Bethlehem Revitalization Project_2018 Contract Process

Department: Housing and Community Development

Presenter: Shawn Edwards - HCD Deputy Director

Caption: Motion to approve Housing and Community Development Department's (HCD's) procedural process relative to agreements/contracts/task orders for the Laney Walker/Bethlehem Revitalization Project (for calendar year 2018).

Background: Laney Walker/Bethlehem Revitalization 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 change, and created a marketing strategy to promote the overall effort. The day to day management of the Laney Walker/Bethlehem Revitalization 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 each construction contract required Commission approval, it would be extremely difficult to meet the respective timelines 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 Procurement Department, we are proposing for the calendar year 2018 the following: Housing and Community Development Dept.'s (HCD's) procedural process for the use of Laney Walker-Bethlehem Revitalization Project funds enable the Mayor, Administrator and HCD Director to execute all

contracts, agreements and task orders required to develop single-family/multi-family residences for sale/rent/other within the limits of the budget approved by the Urban Redevelopment Agency. The disposition of any land for use other than residential would need the consent of the Augusta-Richmond County Commission via legal session.

Analysis: Approval of the proposed procedural process will enable continued redevelopment of the Laney Walker/Bethlehem neighborhoods in a timely manner and allow HCD, through partnerships, to keep pace with market demands.

Financial Impact: Not Applicable

Alternatives: Do not approve the current HCD Laney Walker/Bethlehem Revitalization Project agreement/contract/task order procedural process as presented.

Recommendation: Approve procedural process relative to the authorization of the Laney Walker-Bethlehem Revitalization Project funds to enable the Mayor, Administrator and HCD Director to execute all contracts, agreements and task orders required to develop single-family/multi-family residences for sale/rental/other, noting that the disposition of any land for use other than residential would require the consent of the Augusta-Richmond County Commission via legal session.

Funds are Available in the Following Accounts: Laney Walker/Bethlehem Bond Funds is the primary funding source for most Laney Walker/Bethlehem Revitalization Projects.

REVIEWED AND APPROVED BY:

Finance.
Law.
Administrator.
Clerk of Commission



Administrative Services Committee Meeting Commission Chamber - 1/9/2018

ATTENDANCE:

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

Absent: Hon. Hardie Davis, Jr., Mayor.

ADMINISTRATIVE SERVICES

1. Motion to approve five (5) annual bid items. The items require Commission approval due to the fact that purchases on the individual items will exceed \$25,000.00. **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

2. Approve award of contract for design of an addition and renovations to the Augusta 911 Center to 2KM Architects of Augusta in the amount of \$55,000.00. RFP 17-272 **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

3. Fix and Publish Qualifying Fees for 2018. **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

4. Motion to approve the minutes of the Administrative Services Committee held on December 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 Andrew Jefferson	Commissioner Mary Davis	Passes

5. Motion to approve the renewal of the lease for the use of property located at the Navy Operational Support Center at 2869 Central Avenue for the term of 1 July 2018 through 30 June 2019.

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

6. Update/status report from the General Counsel regarding pay differentials between staff attorneys assigned to certain city departments to include the request from Procurement Department for a dedicated attorney and related documents requested by the commission. (Requested by Commissioner Marion Williams)

Item Action:
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Motion to approve
receiving this item as
information and bringing
back a report from the
Administrator, the General
Counsel and the
Procurement Director
regarding the establishment
of a position with legal
expertise in the
Procurement Department.
Motion Passes 4-0.

Commissioner
Andrew
Jefferson

Commissioner
Dennis
Williams

Passes

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**Administrative Services Committee Meeting
1/30/2018 1:20 PM
Minutes**

Department: Clerk of Commission

Presenter:

Caption: Motion to approve the minutes of the Administrative Services Committee held on January 9, 2018.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
1/30/2018 1:20 PM
Practice of Pre Meetings**

Department:

Presenter: Commissioner Marion Williams

Caption: Discuss the practice of holding pre-meetings held by ARC Boards, Authorities and Commissions. **(Requested by Commissioner Marion Williams)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
1/30/2018 1:20 PM
Staff Attorneys**

Department:

Presenter: Commissioner Marion Williams

Caption: Approve a remedy/solution regarding pay differentials between staff attorneys assigned to certain city departments **(Requested by Commissioner Marion Williams)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:
