



Administrative Services Committee Commission Chamber- 11/27/2018- 1:15 PM Meeting

ADMINISTRATIVE SERVICES

1. Motion to approve the minutes of the Administrative Services Committee held on November 13, 2018.  [Attachments](#)

2. Motion to adopt the updated policy establishing procedures and guidelines for dedication plaques to be installed in new and renovated Augusta, Georgia facilities.  [Attachments](#)

3. Motion to approve Bid #18-270 and award the contract to proceed with the roof replacement of the Wallace Branch Library to Young's Roofing & Painting, Inc. of Martinez, GA in the amount of \$45,404.00.  [Attachments](#)

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**Administrative Services Committee Meeting
11/27/2018 1:15 PM
Minutes**

Department:

Presenter:

Caption: Motion to approve the minutes of the Administrative Services Committee held on November 13, 2018.

Background:

Analysis:

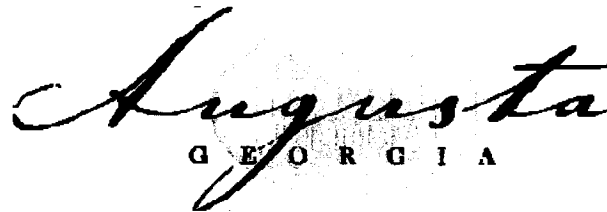
Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting Commission Chamber - 11/13/2018

ATTENDANCE:

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

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

ADMINISTRATIVE SERVICES

1. A motion to **rescind** the Ban-the-Box Policy approved by the Commission January 17, 2017; to amend Ordinance Augusta, Georgia Code, Title One, Chapter Seven, Article Four, Section 107-51 by repealing in part and amending in part Section 800.016 of the PPPM related to criminal history; and to approve a new "Ban the Box" Policy and Procedures for Augusta, Georgia. **Item Action: Rescheduled**
- (No recommendation from the PPPM Subcommittee Meeting October 10, 2018)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this item back to the PPPM sub-committee meeting. Mr. D. Williams votes No. Motion Fails 2-1.	Commissioner Mary Davis	Commissioner Marion Williams	Fails

2. Discuss the city's procurement process for the solicitation of Request for Proposal (RFP). (Requested by Commissioner Marion Williams) **Item Action: Approved**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
				Item # 1

Approve	Motion to approve receiving this item as information. Motion Passes 3-0.	Commissioner Dennis Williams	Commissioner Mary Davis	Passes
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3. Motion to approve the minutes of the Administrative Services Committee held on October 30, 2018. **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 Dennis Williams	Passes

4. Discuss the re-establishment of a salvage yard for junk cars adjacent to the God Life Changing Ministries Church located on Milledgeville Road. **Item Action:**
(Requested by Commissioner Marion Williams) 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 Dennis Williams	Passes

5. Update from Administrator on meeting with Juvenile Court and other similarly situated departments to determine if the money they currently have in their budgets can be used to make appropriate salary adjustments for their employees who were not included in the recent compensation study. **Item Action:**
(Requested by Commissioner Marion Williams) 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 Dennis Williams	Passes



Administrative Services Committee Meeting
11/27/2018 1:15 PM
Revised Policy for Plaque Dedications

Department:	Central Services Department
Presenter:	Takiyah A. Douse
Caption:	Motion to adopt the updated policy establishing procedures and guidelines for dedication plaques to be installed in new and renovated Augusta, Georgia facilities.
Background:	On October 25, 2015 the Commission approved tasking the Administrator's Office with developing a policy regarding the installation of plaques in city buildings to include acknowledging and recognizing the officials who served during the life of the project. On July 19, 2016 the Commission approved the attached policy which established procedures and guidelines for dedication plaques installed in new and renovated Augusta facilities. On October 2, 2018 the attached policy was revised to incorporate the following changes: 1. Policy applies to all Augusta, Georgia projects and not just buildings 2. All prototypes of plaques for future projects will be presented to the Commission for approval before the plaques are fabricated and installed 3. Establish a one million dollar threshold for projects to mandate a plaque; any project that does not meet the threshold must have prior Commission approval for a plaque installation The Central Services Department is requesting approval of the revised policy as presented in the attached draft. If approved the final document will be forwarded to the Mayor's Office and the Clerk of Commission for the appropriate signatures.
Analysis:	This updated policy establishes consistent guidelines for installation of dedication plaques for all Augusta, Georgia projects.
Financial Impact:	There is no financial impact involved in adopting a policy.
Alternatives:	1. Adopt a policy establishing procedures and guidelines for dedication plaques to be installed in new and renovated Augusta Georgia facilities. 2. Do not adopt the policy.

Recommendation: Adopt the updated policy for dedication plaques to be installed in new and renovated Augusta, Georgia facilities.

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

REVIEWED AND APPROVED BY:

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

Richmond County Plaque Dedication Policy

SUBJECT: RECOMMENDATION FOR ESTABLISHING A POLICY CONCERNING DEDICATING PLAQUES FOR COUNTY FACILITIES

SOURCE: Administrator

Position

The Augusta-Richmond County Commission has the authority to name, rename, or otherwise designate any building under the control of the county regardless of whether it was previously named by the commission. The Commission has the authority to provide suitably for acknowledging within the County Government (whether by memorials, designations or other suitable acknowledgements), (A) efforts of persons who have contributed substantially to the goals of the county and (B) gifts for use in activities of the County related to the wellbeing of its citizens. The primary purpose in designating an official name for an installation or building is to identify the occupying activity for the public and official visitors. Following usual practices, it is County policy not to name an installation or building for living persons or, other than in exceptional cases, for deceased persons.

It is also the Commission policy to recognize the completion of a new installation, building, or major renovation to an existing building as an event of importance to the community. Therefore, it is the policy of the Commission to recognize the occasion by planning and conducting appropriate dedication ceremonies. This provides citizens with an opportunity to see the physical evidence of expenditures of their tax dollars.

New Facilities Construction

The names of the Mayor and Commission members seated on the date action was taken to fund the construction of the facility and the names of the Mayor and Commission members in office at the time of dedication, along with those of the Administrator, department director, construction manager, the architect and general contractor shall be engraved on a permanent plaque affixed to the facility.

Facilities Acquisitions

The names of the Mayor and Commission members seated on the date action was taken to approve the funding of the acquisition and the names of the Mayor and Commission members in office at the time of dedication, along with the Administrator are to be included on the plaque. If renovation of said facility occurs prior to the County's occupying the facility then, in addition to the names of the Commission members taking action to approve the acquisition and the names of the Administrator, the department director, construction manager, architect and general contractor's are also to be included on the plaque affixed to the facility.

Extensive Renovation of an Existing Facility

The names of the Mayor and Commission members seated on the date of action to fund the renovation project and the names of the Mayor and Commission members in office at the time of dedication, along with the names of the Administrator, the department director, construction manager, the architect and general contractor are to be included on the plaque. The plaque will identify the project as a renovation or remodel, and the plaque will be placed next to or close in proximity to, the original dedication plaque.

Responsibilities

The Central Services Department is responsible for oversight of this policy to ensure it is consistently applied.

Procedures

The final format and wording will be submitted to the Central Services Director before approval by the Administrator and will normally include the following:

- City of Augusta logo
- Identification of Commission facility or event
- Date (month, day, year) of opening/dedication
- Mayor
- Mayor Pro Tem
- Commission Members (first name and last name in District order)
- Administrator
- Department Director
- Construction Manager
- Architect
- General Contractor
- Funding recognition (if applicable)

Richmond County Augusta, Georgia Plaque ~~Dedication~~ Policy

SUBJECT: ~~RECOMMENDATION FOR ESTABLISHING A POLICY CONCERNING DEDICATING BUILDING DEDICATION PLAQUES FOR COUNTY FACILITIES AND COMMEMORATIVE MARKERS~~

SOURCE: ~~Administrator~~

Position

The Augusta-~~Richmond County, Georgia~~ Commission has the authority to ~~name, rename, or otherwise designate place~~ any ~~building under~~ commemorative marker on any Augusta, Georgia owned property in which the ~~control of the county regardless of whether it was previously named by the commission~~ Commission desires to commemorate a person, place or thing for any approved reason. The Commission has the authority to provide suitably for acknowledging within the County Government (whether by memorials, designations or other suitable acknowledgements), (A) efforts of persons who have contributed substantially to the goals of the county and (B) gifts for use in activities of the County related to the wellbeing of its citizens. The primary purpose in designating an official name for an installation ~~or, major renovation,~~ building or commemorative marker is to identify the occupying activity for the public and official visitors. Following usual practices, it is County policy not to name an installation or building for living persons or, other than in exceptional cases, for deceased persons.

It is also the Commission policy to recognize the completion of a new installation, building, or major renovation to an existing building as an event of importance to the community ~~in excess of one million dollars~~. Therefore, it is the policy of the Commission to recognize the occasion by planning and conducting appropriate dedication ceremonies ~~and post construction tours~~. This provides citizens with an opportunity to see the physical evidence of expenditures of their tax dollars.

New Facilities Construction

The names of the Mayor and Commission members seated on the date action was taken to fund ~~the~~ construction of the facility and the names of the Mayor and Commission members in office at the time of dedication, along with those of the Administrator, ~~department director, construction manager,~~ the Department Director, Construction Manager, architect and general contractor shall be engraved on a permanent plaque affixed to the facility.

Facilities Acquisitions

The names of the Mayor and Commission members seated on the date action was taken to approve the funding of the acquisition and the names of the Mayor and Commission members in office at the time of dedication, along with the Administrator are to be included on the plaque. If renovation of said facility occurs prior to the County's occupying the facility then, in addition to the names of the Commission members taking action to approve the acquisition and the names of the Administrator, ~~the department~~

~~director, construction manager~~ Department Director, Construction Manager, architect and general contractor's contractors are also to be included on the plaque affixed to the facility.

Extensive Renovation of an Existing Facility

The names of the Mayor and Commission members seated on the date of the action to fund the renovation project and the names of the Mayor and Commission members in office at the time of dedication, along with the names of the Administrator, ~~the department director, construction manager, the architect and general contractor~~ Department Director, Construction Manager, Architect and General Contractor are to be included on the plaque. The plaque will identify the project as a renovation or remodel, and the plaque will be placed next to or close in proximity to, the original dedication plaque.

Responsibilities

The Central Services Department is responsible for oversight of this policy to ensure it is consistently applied.

Procedures

A. Plaques are to be fabricated and installed for facility projects that exceed one million dollars

B. The Augusta, Georgia Commission will have final approval of the content prior to fabrication of the plaque

C. Building Dedication Plaques

The final format and wording will be submitted to the Central Services Director ~~before approval by~~ then forwarded to the Administrator and will normally include the following:

- City of Augusta logo
- Identification of Commission facility or event
- Date (month, day, year) of opening/dedication
- Mayor
- Mayor Pro Tem
- Commission Members (first name and last name in District order)
- Administrator
- Department Director
- Construction Manager
- Architect
- General Contractor
- Funding ~~recognition~~ Recognition (if applicable)

D. Commemorative Plaques

The final format and wording will be submitted to the Central Services Director then forwarded to the Administrator and will normally include the following:

- City of Augusta logo
- Identification of Commission facility or event
- Date (month, day, year) of opening/dedication
- Mayor
- Mayor Pro Tem
- Commission Members (first name and last name in District order)
- Administrator
- Department Director
- Brief biography or details commemorating the project

Readline

Augusta, Georgia Plaque Policy

SUBJECT: BUILDING DEDICATION PLAQUES AND COMMEMORATIVE MARKERS

Position

The Augusta, Georgia Commission has the authority to place any commemorative marker on any Augusta, Georgia owned property in which the Commission desires to commemorate a person, place or thing for any approved reason. The Commission has the authority to provide suitably for acknowledging within the County Government (whether by memorials, designations or other suitable acknowledgements), (A) efforts of persons who have contributed substantially to the goals of the county and (B) gifts for use in activities of the County related to the wellbeing of its citizens. The primary purpose in designating an official name for an installation, major renovation, building or commemorative marker is to identify the occupying activity for the public and official visitors. Following usual practices, it is County policy not to name an installation or building for living persons or, other than in exceptional cases, for deceased persons.

It is also the Commission policy to recognize the completion of a new installation, building, or major renovation to an existing building as an event of importance to the community in excess of one million dollars. Therefore, it is the policy of the Commission to recognize the occasion by planning and conducting appropriate dedication ceremonies and post construction tours. This provides citizens with an opportunity to see the physical evidence of expenditures of their tax dollars.

New Facilities Construction

The names of the Mayor and Commission members seated on the date action was taken to fund construction of the facility and the names of the Mayor and Commission members in office at the time of dedication, along with those of the Administrator, Department Director, Construction Manager, architect and general contractor shall be engraved on a permanent plaque affixed to the facility.

Facilities Acquisitions

The names of the Mayor and Commission members seated on the date action was taken to approve the funding of the acquisition and the names of the Mayor and Commission members in office at the time of dedication, along with the Administrator are to be included on the plaque. If renovation of said facility occurs prior to the County's occupying the facility then, in addition to the names of the Commission members taking action to approve the acquisition and the names of the Administrator, Department Director, Construction Manager, architect and general contractors are also to be included on the plaque affixed to the facility.

Extensive Renovation of an Existing Facility

The names of the Mayor and Commission members seated on the date of the action to fund the renovation project and the names of the Mayor and Commission members in office at the time of dedication, along with the names of the Administrator, Department Director, Construction Manager, Architect and General Contractor are to be included on the plaque. The plaque will identify the project as a renovation or remodel, and the plaque will be placed next to or close in proximity to, the original dedication plaque.

Responsibilities

The Central Services Department is responsible for oversight of this policy to ensure it is consistently applied.

Procedures

- A. Plaques are to be fabricated and installed for facility projects that exceed one million dollars
- B. The Augusta, Georgia Commission will have final approval of the content prior to fabrication of the plaque

C. Building Dedication Plaques

The final format and wording will be submitted to the Central Services Director then forwarded to the Administrator and will normally include the following:

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The final format and wording will be submitted to the Central Services Director then forwarded to the Administrator and will normally include the following:

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- Identification of Commission facility or event
- Date (month, day, year) of opening/dedication
- Mayor
- Mayor Pro Tem
- Commission Members (first name and last name in District order)
- Administrator
- Department Director
- Brief biography or details commemorating the project



**Administrative Services Committee Meeting
11/27/2018 1:15 PM
Wallace Branch Library Roof Replacement**

Department: Central Services Department - Facilities Maintenance

Presenter: Takiyah A. Douse

Caption: Motion to approve Bid #18-270 and award the contract to proceed with the roof replacement of the Wallace Branch Library to Young's Roofing & Painting, Inc. of Martinez, GA in the amount of \$45,404.00.

Background: Wallace Library is the first library in Augusta built in 1958 for African American children in the historic Laney-Walker neighborhood, championed by Rev. Samuel Butler Wallace. The existing roof is more than twenty years old and leaks severely, which interferes with operation. The roof replacement, per the project scope of services, will require a manufacturer 20 year weather tight warranty.

Analysis: Four bids were received for the referenced project on September 25, 2018. Young's Roofing & Painting, Inc. of Martinez, GA, submitted the lowest compliant bid in the amount of \$45,404.00.

Financial Impact: The contract amount is \$45,404.00.

Alternatives: 1. Award the contract to replace the roof at the Wallace Branch Library to Young's Roofing & Painting, Inc. of Martinez, GA in the amount of \$45,404.00. 2. Do not award

Recommendation: Award the contract to replace the roof at the Wallace Branch Library to Young's Roofing & Painting, Inc. of Martinez, GA in the amount of \$45,404.00.

Funds are Available in the Following Accounts: Funds are available in account: 272-06-5115.

Cover Memo

Item # 3

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission
