



Administrative Services Committee Meeting Commission Chamber - 2/23/2015

ATTENDANCE:

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

ADMINISTRATIVE SERVICES

- | | |
|---|------------------------------------|
| 1. Motion to require Commission approval for all out of state Commission travel and provide the following information: (A) name of conference (B) number of days of attendance (C) location and (D) brief summary on benefit (s) of attendance. (Requested by Mayor Pro Tem Grady Smith) (Referred from February 17 Commission meeting) | Item Action:
Disapproved |
|---|------------------------------------|

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve for both the Mayor and the Commission. Mr. Lockett and Mr. D. Williams vote No. Motion Ties 2-2.	Commissioner Mary Davis	Commissioner Marion Williams	Ties

- | | |
|---|---------------------------------|
| 2. Approve an update Augusta, Georgia's DBE Program Goal Methology for 2015 - 2017. | 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 William Lockett	Commissioner Mary Davis	Passes

3. Receive report from staff regarding the delivery of committee agenda books to the Commission on the Wednesday preceding the Monday Committee Meetings. **Item Action:**
(Requested by Commissioner Wayne Guilfoyle) (Referred from February 9 Approved Administrative Services Committee)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve moving the committee meetings dates from Monday to Tuesday on a trial basis leaving in effect all deadlines for submittal of agenda items. Motion Passes 4-0.	Commissioner William Lockett	Commissioner Dennis Williams	Passes

4. Motion to approve the minutes of the Administrative Services Committee held on February 9, 2015. **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 William Lockett	Passes

5. Approve Excess Worker's Compensation Insurance with Safety National with Statutory limits and an \$1,000,000.00 Self Insured Retention (SIR - otherwise known as the deductible) to cover all positions for a premium of \$275,551. **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 William Lockett	Passes

6. Discuss (and receive as information) amending the 2014 Action Plan to Re-program \$280,000.00, and the Revision to the Scope of Work in Community **Item Action:**

Development Block Grant (CDBG) funds.

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 Dennis Williams	Commissioner William Lockett	Passes

www.augustaga.gov



**Administrative Services Committee Meeting
2/23/2015 1:05 PM
Attendance 2/23/15**

Department:

Caption:

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
2/23/2015 1:05 PM
Commission Travel**

Department: Clerk of Commission

Caption: Motion to **require** Commission approval for all out of state Commission travel and provide the following information: (A) name of conference (B) number of days of attendance (C) location and (D) brief summary on benefit(s) of attendance. **(Requested by Mayor Pro Tem Grady Smith) (Referred from February 17 Commission meeting)**

Background: The budget is very tight this year and out of state travel by Commissioners should only be done with the approval of the Commission.

Analysis: Requiring Commission approval for out of state travel will not only help to reduce travel expenses, but will also help to ensure adequate (but not excessive) Commission representation at appropriate out of state events.

Financial Impact: Reduced travel expenses for 2015 budget.

Alternatives: Make no changes at this time.

Recommendation: Approve.

Funds are Available in the Following Accounts: N/A

REVIEWED AND APPROVED BY:



U.S. Department
Of Transportation
**Federal Transit
Administration**

FTA Region IV

230 Peachtree Street, NW, Suite 800
Atlanta, GA 30303

August 29, 2014

Yvonne Gentry
DBE Liaison Officer
Augusta Richmond County
530 Green Street – Suite 305
Augusta, GA 30901

Re: DBE Goal Methodology Concurrence, FFY 2015-2017
Augusta Richmond County – TEAM No. 2016

Dear Ms. Gentry:

This letter is to inform you that we received the Augusta Public Transit Department's Disadvantaged Business Enterprise (DBE) goal on August 14, 2014 for Federal fiscal years 2015-2017. This DBE goal is effective October 1, 2014 through September 30, 2017. This submission is required pursuant to the Department of Transportation DBE regulations found at 49 C.F.R. Part 26.45.

We have reviewed your goal, including a review of the methodology and public participation requirements, and determined that it meets the requirements set out in the DOT's DBE regulations. FTA is concurring with your DBE goal of 4.5 % with a RN/RC split of 4.5% R/N and 0% R/C. The DBE goal status in FTA TEAM-Web has been updated to reflect this concurrence. Your next DBE goal is due August 1, 2017.

Please contact me at (404) 865-5471 or at Carlos.Gonzalez3@dot.gov for any questions regarding this concurrence.

Sincerely,

Carlos A. Gonzalez
Region IV Civil Rights Officer

cc: Sharon Dottery, Transit Contract Manager, Augusta Public Transit (Electronic)
Dr. Yvette G. Taylor, FTA Regional Administrator, Region IV (Electronic)
Monica McCallum, FTA Civil Rights Regional Division Chief (Electronic)

AUGUSTA, GEORGIA

DEPARTMENT OF TRANSPORTATION

FEDERAL TRANSIT ADMINISTRATION

DBE GOAL METHODOLOGY

FEDERAL FISCAL YEAR 2015 - 2017

**FEDERAL FISCAL YEAR 2015 – 2017
AUGUSTA, GEORGIA DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION
DBE GOAL METHODOLOGY**

The Augusta, Georgia Department of Transportation, in accordance with United States Department of Transportation (USDOT) guidelines, determines Augusta, Georgia Disadvantaged Business Enterprise (DBE) Program Annual Participation Goal (APG) for the Federal Transit Administration (FTA) on a staggered three-year schedule.

Augusta, Georgia calculates the APG using the criteria set forth in 49 CFR Part 26.45. The determination of the level of DBE participation is based on the availability of all DBE businesses that are ready, willing, and able to participate in FTA-assisted contracts in the State of Georgia in relationship to all comparable businesses which are known to be available to compete for FTA-assisted contracts.

For Federal Fiscal Year 2015 – 2017, Augusta, Georgia has established a proposed overall DBE goal of 4.5% based on the requirements of 49 CFR Part 26.45. Augusta, Georgia is proposing to meet 100% of its overall DBE goal through the use of race-neutral means.

Augusta, Georgia utilized a two-step process to determine its overall DBE participation goal:

Step 1: Determine the base figure for the overall goal by calculating the actual relative availability of DBEs to perform the types of work on FTA-assisted contracts that Augusta, Georgia intends to award.

Augusta, Georgia used data from the Census Bureau County Business Patterns and DBE firms from the DBE Directory to determine the relative availability of DBEs. This figure was then weighted by the percentage of dollars for the different types of work Augusta, Georgia intends to award in FTA-assisted contracts for the next three years.

Step 2: Adjust the base figure using factors relevant to Augusta, Georgia's marketplace.

Augusta, Georgia examined all of the evidence available in its jurisdiction to determine if an adjustment was needed to the base figure to arrive at the overall goal. Augusta, Georgia performed an analysis of median past DBE participation as evidence for an adjustment and determined that the numbers needed to be adjusted; a step 2 adjustment was needed.

This methodology and the supporting evidence comply with the requirements of the federal regulations and federal guidance.

STEP 1: SETTING THE APG BASE FIGURE

To determine the Step 1 Base Figure, Augusta, Georgia calculated the relative DBE availability in accordance with 49 CFR Part 26.45 (c) (1), which states:

(1) Use DBE Directories and Census Bureau Data. Determine the number of ready, willing and able DBEs in your market from your DBE directory. Using the Census Bureau's County Business Pattern (CBP) data base, determine the number of all ready, willing and able businesses available in your market that perform work in the same NAICS codes. (Information about the CBP data base may be obtained from the Census Bureau at their web site, www.census.gov/epcd/cbp/view/cbpview.html.) Divide the number of DBEs by the number of all businesses to derive a base figure for the relative availability of DBEs in your market.

To perform the calculation, two figures need to be determined; the number of DBE firms and the number of total firms that are ready, willing, and able to compete for FTA-assisted contracts through Augusta, Georgia.

DBE Firms

Augusta, Georgia evaluated the DBE Directory based on firms certified as of June 5, 2014. The NAICS codes used are consistent with the type of work Augusta, Georgia has performed in the past and FTA-assisted contracts Augusta, Georgia intends to let in the future. Table 1 provides a breakdown of the number of DBE firms by NAICS code, which is further separated by those performing the types of work Augusta, Georgia intends to award.

Table 1 – Number of DBE firms by NAICS code for FTA-Assisted Contracts

DBEs	NAICS Code	Description
122	236220	Bus Shelter
122	236220	Construct ADA Access
69	561730	Landscaping
153	237310	Bus Route Signs
62	561621	Surveillance / Security

Total Firms

Using the same NAICS codes as identified in Table 1, Augusta, Georgia reviewed the number of businesses published in the Census Bureau County Business Pattern. Table 2 provides a breakdown of total firms from the Census by their NAICS code.

Table 2 – Number of total firms from Census Data by NAICS code

Total Firms	NAICS Code	Description
1648	236220	Bus Shelter
1648	236220	Construction ADA
595	561730	Landscaping
404	237310	Bus Route Sign
2170	238210	Surveillance / Security

The relative DBE availability is calculated as follows:

528 Ready, willing, and able DBEs = 0.81% DBE availability
6465 Total firms ready, willing, and able

Step 1 Base Figure Weighting

Weighting can help ensure that the Step 1 Base Figure is as accurate as possible. In order to weight the relative DBE availability, Augusta, Georgia reviewed dollar amounts by work type awarded on FTA-assisted contracts. Augusta, Georgia identified very little contracts which could be used for weighting. These amounts exclude funds used for the purchase of transit vehicles and operating expenses such as salaries and fringe benefits.

STEP 2: ADJUSTMENTS TO THE APG BASE FIGURE

During Step 2, Augusta, Georgia examined all of the evidence available in its jurisdiction to determine what adjustment, if any, is needed to the base figure in order to arrive at the overall DBE participation goal. Augusta, Georgia conducted an analysis of information described in 49 CFR Part 26.45 (d) (1) (in):

(1) There are many types of evidence that must be considered when adjusting the base figure. These include:

(i) *The current capacity of DBEs to perform work in your DOT-assisted contracting program, as measured by the volume of work DBEs have performed in recent years;*

Analysis of Recent Years

To determine the impacts of the current local market conditions and work performed by DBE firms, Augusta, Georgia reviewed the FTA Uniform Report of DBE Awards or Commitments and Payments for Federal Fiscal Years 2011 through 2013. Table 5 indicates DBE utilization for the past three years:

Table 5 – FTA DBE Utilization for Federal Fiscal Year 2011 through 2013

<i>Federal Fiscal Year</i>	<i>DBE Goal %</i>	<i>Total Dollars Awarded or Committed to DBEs</i>	<i>Percentage of Total Dollars to DBE</i>
2011	4.83	0	0
2012	4.83	0	0
2013	4.83	0	0

As detailed in Table 5, the average DBE participation rate for the periods during which there was reported DOT – funded activity.

(Base figure % + average DBE % participation) / 2= Overall DBE Goal
(9 + 0) / 2 =4.5

RACE-NEUTRAL INITIATIVES

Augusta, Georgia will meet the maximum feasible portion of its overall annual goal by using race-neutral means for facilitating DBE participation. Some examples are:

1. Arrange solicitations, pre-bid meeting times, bid opening times, etc. in ways that accommodate DBE and other small business owners' schedule.
2. Provide assistance with reducing bonding requirements.
3. Provide Advertise in local and regional plan rooms for large dollar and construction projects.
4. Ensure adequate distribution of DBE directory.
5. Augusta, Georgia will offer trainings throughout the year to Transit providers to enhance their knowledge of the DBE program and improve collaboration between providers and DBE firms.

SUBMISSION AND PUBLICATION

Augusta, Georgia will publish this FY 2015-2017 Goal Methodology, which will be made available for 30 days from the date of publication. Augusta, Georgia will accept comments for 45 days from the date of publication. The Public Notice will be published in all daily newspapers throughout Augusta, Georgia and sent to DBE firms and other affected organizations. The document will be made available for inspection during normal business hours at the Augusta Public Transit Department, 1535 Fenwick Street, Augusta, Georgia 30904 and the Disadvantaged Business Enterprise Office at 501 Greene Street, 2nd Floor; Augusta, Georgia. Augusta, Georgia will provide a formal response to all written comments. A summary of comments and responses will be sent to FTA.

Augusta, GA Goal Setting

1A Determine the weight of each type of work by NAICS Code:

* Enter all the FTA-assisted projects below. Project amounts should be assigned relevant NAICS Code(s).

	NAICS Code	Project	Amount of DOT funds on project:	% of total DOT funds (weight)
1)	236220	Bus Shelter	\$40,300.00	0.1643
2)	236220	Construction -ADA Access	\$75,000.00	0.3057
3)	561730	Landscaping	\$25,000.00	0.1019
4)	237310	Bus Route Signage	\$25,000.00	0.1019
5)	238210	Surveillance/Security	\$80,000.00	0.3261
6)				0.000
7)				0.0000
8)				0.0000
Total FTA-Assisted Contract Funds			\$245,300.00	1

1B Determine the relative availability of DBE's by NAICS Code:

* Use DBE Directory, census data and/or a bidders list to enter the number of available DBE firms & available firms.

	NAICS Code	Project	Number of DBEs available to perform this work	Number of all firms available (including DBEs)	Relative Availability
1)	236220	Bus Shelter	122	1648	0.0740
2)	236220	Construction -ADA Access	122	1648	0.0740
3)	561730	Landscaping	69	595	0.1160
4)	237310	Bus Route Signage	153	404	0.3787
5)	238210	Surveillance/Security	62	2170	0.0286
6)	0	0			
7)	0	0			
8)	0	0			
Combined Totals			528	6465	8.17%

**Overall
DBE
Availability**

The Augusta Chronicle

4A/augustachronicle.com

Thursday, July 31, 2014

Augusta Department of Transportation NOTICE OF "PROPOSED" FFY15-17 DBE GOAL

In accordance with 49 CFR §26, the Augusta Public Transit Department has established a proposed overall Disadvantaged Business Enterprises Program (DBE Program) in its Federal Transit Administration (FTA) assisted contracts for Federal Fiscal Years (FFY) 2015 -2017 as follows:

" For federally-assisted transit contracts- 4.5% with the entire amount projected to be met through race-neutral measures.

The goal statement and methodology will be available for inspection for a period of thirty (30) days from the date of this notice, during the hours of 8:30 a.m.-5:00 p.m.; at Augusta Public Transit Department, 1535 Fenwick Street, Augusta, Georgia 30904 and the Disadvantaged Business Enterprise Office, 530 Greene Street, 2nd Floor, Augusta, Georgia 30901.

The Augusta Transit Department and FTA will accept comments on the goal for 45 days from the date of this notice. The Augusta Public Transit Department goal of 4.5% may be adjusted by the information received in the next 45 days.

Comments must be submitted in writing to:

Disadvantaged Business Enterprise
Attention: Yvonne Gentry, DBE Liaison
530 Greene Street
Room 306
Augusta, Georgia

And to:

Georgia Department of Transportation
Federal Transit Administration
Attention: Carlos Gonzalez
Regional Civil Rights Office
230 Peachtree Street NW
Suite 800

Atlanta, Georgia 30303

July 10, 17, 24, 31, 2014

Ad# 16349408

1C (Weight) x (Availability) = Weighted Base Figure

	NAICS Code	Project	Weight	x	Availability	Weighted Base Figure
1)	236210	Bus Shelter	0.16429	x	0.07403	0.0122
2)		Access	0.30575	x	0.07403	0.0226
3)	561730	Landscaping	0.10192	x	0.11597	0.0118
4)	237310	Bus Route Signage	0.10192	x	0.37871	0.0386
5)	238210	Surveillance/Security	0.32613	x	0.02857	0.0093
6)	0	0	0.00000	x	0.00000	
7)	0	0	0.00000	x	0.00000	
8)	0	0	0.00000	x	0.00000	
Total						0.0945
Expressed as a % (*100)						9.45%
Rounded, Weighted Base Figure:						9%

2. Adjustments Necessary?

During the previous three years this agency has increased DBE participation in FTA assisted contract through outreach and business development efforts. There are several active minority contracting associations and other business organizations in the area. In the past three years, the agency has achieved the following DBE participation for similar type projects: 2012- 0%; 2013 -0%;2014 - 0%

The historical median for this type of work is 0.

The average of #1 (9%) and #2 (0%) is the adjusted DBE Goal

Rounded Weighted Base Figure:	9%
Historical Median:	0%
Sum	
Divided by Two	4.50 DBE <u>Preliminary</u> Goal

CONSULTATION PROCESS:

It is very important to also use the consultation process to incorporate input from stakeholders to adjust the Goal, if necessary:

Groups would include:

- Chamber of Commerce
- Local Businesses within the community
- Certified DBE's within the surrounding area
- Businesses that are Consultants to DBEs
- CSRA Business League
- Small Business Development Center

AUGUSTA DEPARTMENT OF TRANSPORTATION

NOTICE OF "PROPOSED" FFY15-17 DBE GOAL

In accordance with 49 CFR §26, the Augusta Public Transit Department has established a proposed overall Disadvantaged Business Enterprises Program (DBE Program) in its Federal Transit Administration (FTA) assisted contracts for Federal Fiscal Years (FFY) 2015-2017 as follows:

- For federally-assisted transit contracts- 4.5% with the entire amount projected to be met through race-neutral measures.

The goal statement and methodology will be available for inspection for a period of thirty (30) days from the date of this notice, during the hours of 8:30 a.m. - 5:00 p.m.; at Augusta Public Transit Department, 1535 Fenwick Street, Augusta, Georgia 30904 and the Disadvantaged Business Enterprise Office, 530 Greene Street, 2nd Floor, Augusta, Georgia 30901.

The Augusta Transit Department and FTA will accept comments on the goal for 45 days from the date of this notice. The Augusta Public Transit Department goal of 4.5% may be adjusted by the information received in the next 45 days.

Comments must be submitted in writing to:
Disadvantaged Business Enterprise
Attention: Yvonne Gentry, DBE Liaison
530 Greene Street
Room 306
Augusta, Georgia

And to:
Georgia Department of Transportation
Federal Transit Administration
Attention: Carlos Gonzalez
Regional Civil Rights Office
230 Peachtree Street NW Suite 800
Atlanta, Georgia 30303

**Augusta Department of Transportation
NOTICE OF "PROPOSED" FFY15-17 DBE GOAL**

In accordance with 49 CFR §26, the Augusta Public Transit Department has established a proposed overall Disadvantaged Business Enterprises Program (DBE Program) in its Federal Transit Administration (FTA) assisted contracts for Federal Fiscal Years (FFY) 2015 -2017 as follows:

- For federally-assisted transit contracts- 4.5% with the entire amount projected to be met through race-neutral measures.

The goal statement and methodology will be available for inspection for a period of thirty (30) days from the date of this notice, during the hours of 8:30 a.m.-5:00 p.m.; at Augusta Public Transit Department, 1535 Fenwick Street, Augusta, Georgia 30904 and the Disadvantaged Business Enterprise Office, 530 Greene Street, 2nd Floor, Augusta, Georgia 30901.

The Augusta Transit Department and FTA will accept comments on the goal for 45 days from the date of this notice. The Augusta Public Transit Department goal of 4.5% may be adjusted by the information received in the next 45 days.

Comments must be submitted in writing to:

Disadvantaged Business Enterprise
Attention: Yvonne Gentry, DBE Liaison
530 Greene Street
Room 306
Augusta, Georgia

And to:

Georgia Department of Transportation
Federal Transit Administration
Attention: Carlos Gonzalez
Regional Civil Rights Office
230 Peachtree Street NW
Suite 800
Atlanta, Georgia 30303



WHO: GDOT & AUGUSTA RICHMOND COUNTY CITY OFFICIALS

WHAT: VENDOR OUTREACH FOR UPCOMING TSPLOST PROJECTS

WHEN: FRIDAY FEBRUARY 21, 2014

TIME: 5:30PM TO 7:30PM

WHERE: THE BOATHOUSE COMMUNITY CENTER

101 RIVERFRONT DRIVE AUGUSTA, GA 30901

FREE TO PUBLIC

Attend this important event to learn more about Transportation Investment Act (TIA) projects coming up for bid.

DOT and City officials will be available to provide information and answer your questions. If you are a prime contractor, subcontractor, supplier or vendor with small or mega project experience—

THIS EVENT IS FOR YOU BECAUSE

Our Business is YOUR Business!

Please call for more information

Disadvantaged Enterprise Department
530 Greene Street Rm. 600B
Augusta, GA 30901
(706) 821-2406
ygentry@augustaga.gov



Augusta
G E O R G I A



Administrative Services Committee Meeting
2/23/2015 1:05 PM
DBE Goal Methology Update

Department: Disadvantaged Business Enterprise Department

Caption: Approve an update Augusta, Georgia's DBE Program Goal Methology for 2015 - 2017.

Background: The DBE Department submitted Augusta, Georgia's Disadvantaged Enterprise Program goal methodology on 8/14/2014 for 2015-2017. Attached is the approval letter from FTA dated 8/29/2014.

Analysis: None

Financial Impact: None

Alternatives: None

Recommendation: Approve the motion to Amend

Funds are Available in the Following Accounts: None

REVIEWED AND APPROVED BY:

Finance.
Law.
Administrator.
Clerk of Commission



**Administrative Services Committee Meeting
2/23/2015 1:05 PM
Delivery of Committee Agenda Books**

Department:

Caption: Receive report from staff regarding the delivery of committee agenda books to the Commission on the Wednesday preceding the Monday Committee Meetings. **(Requested by Commissioner Wayne Guilfoyle) (Referred from February 9 Administrative Services Committee)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting Commission Chamber - 2/9/2015

ATTENDANCE:

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

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

ADMINISTRATIVE SERVICES

1. Reestablishment of the Citizens Advisory Committee to serve in an advisory capacity to the Housing and Community Development Department. **Item Action:**
Approved

Motions

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

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Substitute motion to refer this item back to the next committee meeting pending the receipt of additional information from the Interim Director of HCD. Ms. Davis, Mr. Lockett, Mr. D. Williams and Mr. M. Williams vote No. Motion Fails 0-4.	Commissioner William Lockett	Commissioner Dennis Williams	Fails

2. Clarification from the General Counsel/Parliamentarian regarding Augusta **Item**

Commission Rules of Procedure. (Requested by Commissioner Marion Williams) **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 Dennis Williams	Commissioner Marion Williams	Passes

3. Motion to require Commission approval for all out of state Commission travel. **Item Action:** Approved
(Requested by Mayor Pro Tem Smith)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve.	Commissioner Mary Davis		Dies for lack of Second

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Ms. Davis votes No. Motion Passes 3-1.	Commissioner William Lockett	Commissioner Marion Williams	Passes

4. Discuss having the committee agenda books delivered to the Commission on the Wednesday preceding the Monday Committee Meeting. (Requested by Commissioner Wayne Guilfoyle) (Referred from January 26 Administrative Services Committee) **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve tasking the Clerk, the Administrator and the General Counsel to meet	Commissioner William	Commissioner	Passes

and come back with a recommendation at the next committee meeting.
Motion Passes 4-0.

Lockett

Mary Davis

5. Update from staff on Disparity Study. **(Requested by Commissioner Marion Williams) (Referred from January 26 Administrative Services Committee)** **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve.	Commissioner William Lockett		Dies for lack of Second

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this update as information and to request the Law Department to provide Ms. Gentry's office with the information she needs by 10:00 a.m. February 10, 2015. Motion Passes 4-0.	Commissioner Dennis Williams	Commissioner William Lockett	Passes

6. Motion to approve the minutes of the Administrative Services Committee held on January 26, 2015. **Item Action:**
Approved

Motions

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



**Administrative Services Committee Meeting
2/23/2015 1:05 PM
Minutes**

Department: Clerk of Commission

Caption: Motion to approve the minutes of the Administrative Services Committee held on February 9, 2015.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting
2/23/2015 1:05 PM
Renewal Excess Workers' Compensation Insurance

Department:	HR
Caption:	Approve Excess Worker's Compensation Insurance with Safety National with Statutory limits and an \$1,000,000.00 Self Insured Retention (SIR - otherwise known as the deductible) to cover all positions for a premium of \$275,551.
Background:	Excess Workers Compensation coverage (a per occurrence policy) has been purchased in the past as a measure to cap any potential catastrophic loss against Augusta-Richmond County. Knowing that this area of the industry is still quite volatile and premiums continue to rise, Georgia Administrative Services (GAS), our Workers' Compensation Third Party Administrator, was requested to obtain quotes from A or A+ companies. Georgia Administrative Services received the following quotes: 1). Safety National Casualty Corporation a). Statutory Limit with \$1,000,000 SIR to cover all positions for a deposit premium of \$275,551.2). New York Marine and General Insurance a). Statutory limit with \$1,000,000 SIR to cover all positions for a minimum premium of \$285,000
Analysis:	
Financial Impact:	Augusta will assume all financial responsibility up to the SIR limit of \$1,000,000 for all positions per occurrence.
Alternatives:	Drop coverage accepting full exposure/cost for any catastrophic job related injury.
Recommendation:	Approve coverage with Safety National Casualty with SIR of \$1,000,000 for all positions with Statutory Limit for a deposit premium of \$275,551.
Funds are Available in the Following Accounts:	621-015233 \$264,480 fund 621 trf from other accounts \$11,071

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission

REPROGRAMMING OF CDBG FUNDS
Amend 2014 Action Plan
February 23, 2014

CDBG FUNDS - \$280,000.00

FROM	Amount (-)	TO	Amount (+)
Uncommitted –HCD- FY2014	\$180,000	EOA – Sibley Street - Permanent Housing Program	180,000.00
FY2014 HCD – Uncommitted	\$100,000	HCD Housing Rehabilitation Program	100,000.00
TOTAL	\$280,000.00	TOTAL	\$280,000.00



Administrative Services Committee Meeting

2/23/2015 1:05 PM

Reprogramming Community Development Block Grant Funds

Department: Housing and Community Development

Caption: Discuss (and receive as information) amending the 2014 Action Plan to Re-program \$280,000.00, and the Revision to the Scope of Work in Community Development Block Grant (CDBG) funds.

Background: Because certain funds were being forfeited and certain projects have unused funds, it has become necessary to reprogram these funds to facilitate their expenditure. We are proposing that funds be reprogrammed FROM the following projects: 1. 2014 CDBG Uncommitted Funds - \$280,000.00 Justification: Certain projects/agencies forfeited funding and we need to reprogram to viable projects that will expend funding in a timelier manner. Staff is proposing the funds be reprogrammed To the following projects: For CDBG: 1. CSRA EOA (Housing & Family Development) - \$180,000.00. Funds are being transferred to support the Sibley Street Permanent Housing Program to complete the project. The Augusta Housing and Community Development Department- AHCDD (c/o Augusta Richmond County Commission) via the Community Development Block Grant Program, proposes to provide the Economic Opportunity Authority (EOA) of the CSRA funding to complete the Sibley Street Project. This is a partnership project with the Georgia Department of Community Affairs (DCA) to assist the least of those in our community by increasing the Permanent Supportive Housing stock in Augusta, GA via its Neighborhood Stabilization Program funds. 2. Housing and Community Development Department (Housing Rehabilitation) - \$100,000.00. Funds are being transferred to support additional Housing Rehabilitation Projects. Originally, the 2014 budget allowed for twenty-eight (28) houses to receive rehabilitation. These additional funds will allow approximately three (3) more houses to be rehabbed. According to the City's Citizen Participation Policy, this increase in allocation constitutes a substantial change to the Action Plans. Therefore, the revisions must be presented to the public for a 30-day comment period. If comments are received, they will be presented to the Commission for consideration. We are requesting authorization to proceed with the publication of a public notice in the newspapers to solicit comments on the

changes. The Public Notice will be published in the Augusta Chronicle February 24, 2015 and the Metro Courier February 26, 2015. The deadline for comments will be March 25, 2015. Any comments received will be presented to Commission on April 7, 2015.

Analysis:	The additional funds will allow the department to fund and proceed with more projects.
Financial Impact:	More funds available for projects.
Alternatives:	Not funding the proposed activities.
Recommendation:	Accept the Housing and Community Department (HCD) recommendations for use of the additional funds and grant HCD authorization to proceed with the publication of a Public Notice soliciting citizen comments on the proposed changes to the 2014 Action Plan. On April 7, 2015, any comments received will be presented to Commission for consideration.
Funds are Available in the Following Accounts:	2014 CDBG Uncommitted Funds - \$280,000.00

REVIEWED AND APPROVED BY:

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