



Administrative Services Committee Commission Chamber- 3/11/2013- 1:05 PM
Meeting

ADMINISTRATIVE SERVICES

1. Discuss as information amending the 2009 - 2012 Action Plans to reprogram \$503,354.00 in Community Development Block Grant (CDBG) funds. ☐ Attachments
2. Motion to provide clarity regarding the amount of authority a single Commissioner has with respect to directing/tasking department directors and direct reports. (Requested by Commissioner Johnson) ☐ Attachments
3. Discuss procedure for completing performance evaluations for direct reports of the Commission. ☐ Attachments
4. Discussion of the James Brown Arena Board. (Requested by Commissioner D. Smith) ☐ Attachments
5. Approve a Memorandum of Agreement (MOA) with the Augusta Housing Authority and the State Historic Preservation Office (SHPO) and authorize the mayor to execute the same and any other forms related to the environmental review of the Cherry Tree Crossing Redevelopment Project. ☐ Attachments
6. Motion to approve the minutes of the Administrative Services Committee held on February 25, 2013. ☐ Attachments
7. Discuss any contracts that are up for renewal this year to be put out for RFP and to discuss using a contract specialist/procurement specialist. (Requested by Commissioner Guilfoyle) (Referred from February 25 Administrative Services Committee) ☐ Attachments



Administrative Services Committee Meeting
3/11/2013 1:05 PM
CDBG Reprogram Funds - \$ 503,354.00

Department: Housing & Community Development

Caption: Discuss as information amending the 2009 - 2012 Action Plans to reprogram \$503,354.00 in Community Development Block Grant (CDBG) funds.

Background: Because certain funds are in certain projects have been forfeited and 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. Façade (CBD) - FY2009 CDBG \$106,000.00 Justification: These funds have been unused and will not be expended timely. 2. Façade (CCRD) - FY2010 CDBG \$35,000.00 Justification: These funds have been unused and will not be expended timely. 3. Relocation - FY2011 CDBG \$142,354.00 Justification: Activity has decreased and funds were not being expended. 4. Henry Brigham Improvements–FY2010 CDBG \$50,245.84 Justification: The Henry Brigham Improvement project was completed in 2011. These were the unused remaining funds. 5. Acquisition – FY2011 \$18,199.66 Justification: Activity has decreased and funds are not being expended. 6. Laney Walker Initiative -FY2012 \$151,554.50 Justification: The Agency forfeited the 2012 funds. (See attached email) Staff is proposing the funds be reprogrammed To the following projects: For CDBG: 1. Housing Rehabilitation Program (CDBG) - \$106,000.00, \$35,000.00 and \$142,354.00 (Total – \$283,354.00) - Funds are being transferred to support the Housing Rehabilitation program that will be able to expend the funds by end of October 2013 to meet HUD expenditure requirements. 2. Holley Commons Project - \$50,245.84, \$18,199.66 and \$151,554.50 (Total-\$220,000.00) Funds are needed to complete infrastructure work in the Holley Commons located on Holley Street. According to the City’s Citizen Participation Policy, this increase in allocations constitute 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 a public notice in the newspaper to solicit comments on the changes. The Public Notice will be published in the Augusta

Cover Memo
Item # 1

Chronicle on March 13, 2013 and the Metro Courier on March 14, 2013. The deadline for comments will be April 10, 2013. Any comments received will be presented to Commission on April 16, 2013.

Analysis: The additional funds will allow the department to fund and proceed with more projects.

Financial Impact: More funds available for projects.

Alternatives:

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 2009 through 2012 Action Plans. On April 16, 2013, any comments received will be presented to Commission for consideration.

**Funds are Available
in the Following
Accounts:** No Funds required.

REVIEWED AND APPROVED BY:

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

CDBG REPROGRAM FUNDS - \$ 503,354.00**Façade –Relocation and Public Facility - FUNDS - \$283,354.00**

YEAR	FROM	Amount (-)	YEAR	TO	Amount (+)
2009	Façade (CBD)	\$106,000.00	2012	Housing Rehabilitation Program	\$106,000.00
2010	Façade (CCRD)	\$35,000.00	2012	Housing Rehabilitation Program	\$35,000.00
2011	Relocation	\$142,354.00	2012	Housing Rehabilitation Program	\$142,354.00
	TOTAL	-\$283,354.00		TOTAL	+\$283,354.00

CDBG REPROGRAM FUNDS- \$220,000.00**Improvement and Acquisition - FUNDS**

YEAR	FROM	Amount (-)	YEAR	TO	Amount (+)
2010	Henry Brigham Improvements	-\$50,245.84	2012	Holley Commons Project	\$50,245.84
2011	Acquisition	-\$18,199.66	2012	Holley Commons Project	\$18,199.66
2012	Laney Walker Initiative – DDA	-\$151,554.50	2012	Holley Commons Project	\$151,554.50
	TOTAL	-\$220,000.00		TOTAL	+\$220,000.00

Karan Carter

From: Vicki Johnson
Sent: Monday, February 18, 2013 4:55 PM
To: Karan Carter
Subject: FW: CDBG Application

Importance: High

Please see below.

Thanks,
 Vcj

From: Margaret Woodard [<mailto:mwoodard@myaugustadowntown.com>]
Sent: Wednesday, May 23, 2012 1:37 PM
To: Vicki Johnson
Cc: Steven Kendrick
Subject: RE: CDBG Application

Vicki,

We were denied the grant application and our assumption was the project was not a viable one. Therefore, we are not moving forward at this time. Thanks so much!

Margaret

From: Vicki Johnson [<mailto:vjohnson@augustaga.gov>]
Sent: Wednesday, May 23, 2012 12:27 PM
To: mwoodard@myaugustadowntown.com
Cc: Steven Kendrick; Karan Carter
Subject: RE: CDBG Application

I called and left a message for you on Monday and followed up with an email (below). I haven't heard back from you so I'm just following up. Please give me a call or email to let me know that you have received this.
 Thanking you in advance for your cooperation,

*Vicki C. Johnson, CD Manager
 Housing & Community Development Dept.
 925 Laney Walker Boulevard, 2nd Floor
 Augusta, Georgia 30901
 706-821-1797
 706-821-1784 (fax)*

From: Vicki Johnson
Sent: Monday, May 21, 2012 5:55 PM
To: mwoodard@myaugustadowntown.com

Cc: Steven Kendrick; Karan Carter
Subject: FW: CDBG Application

Ms. Woodard,

As you know, the DDA applied for a 2012 Community Development Block Grant (CDBG) for improvements to the John S. Davidson School building to be used as a business incubator. I was speaking with your board chairman, Mr. Steven Kendrick and he informed me that the organization was no longer interested in that project, he suggested that I contact you. If you would, please provide a letter (addressed to Mr. Wheeler) stating your current status, and if the DDA is not moving forward with the project include that you wish to decline any 2012 CDBG assistance.

If you have concerns or questions regarding this matter do not hesitate to contact me.

Thank you,

*Vicki C. Johnson, CD Manager
Housing & Community Development Dept.
925 Laney Walker Boulevard, 2nd Floor
Augusta, Georgia 30901
706-821-1797
706-821-1784 (fax)*

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AED:104.1



**Administrative Services Committee Meeting
3/11/2013 1:05 PM
Directing/Tasking Department Directors and Direct Reports**

Department: Clerk of Commission

Caption: Motion to provide clarity regarding the amount of authority a single Commissioner has with respect to directing/tasking department directors and direct reports. (Requested by Commissioner Johnson)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting

3/11/2013 1:05 PM

Discuss procedure for performance evaluations of Commission direct reports

Department: Law

Caption: Discuss procedure for completing performance evaluations for direct reports of the Commission.

Background: The Law Department was tasked with recommending a procedure the Commission can use to evaluate the performance of those employees that report directly to the Board of Commissioners. Attached is a draft performance evaluation for direct reports.

Analysis: The Commission is interested in a tool that can be used to measure the performance of its direct reports. The attached performance evaluation form can be modified to work in an electronic format. Issues to be considered include: Should the evaluations be electronic or paper based? Should the 360 degree review approach be used? Should the evaluator submissions be anonymous?

Financial Impact: The IT department is being contacted to determine any cost impact should the Commission choose an electronic evaluation format.

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

**Finance.
Law.
Administrator.**

Cover Memo

Item # 3



Performance Evaluation of Commission Direct Reports

Commission Direct Report Evaluated: _____

Job Title: _____ Performance Review for the Calendar Year: _____

Evaluator: _____ Supervisor ☐ Subordinate ☐

Process:

1. All evaluations must be completed by March 31 of the year following the Performance Review Year.
2. Be specific and provide examples, where appropriate, regarding areas of concern or areas of outstanding performance.
3. The results will be compiled and an average ranking calculated.
4. The Direct Report will be provided a performance evaluation with the average rankings and all comments.
5. The Direct Report will evaluation, provide any feedback, sign the evaluation, and return to Human Resources to be distributed to the Commissioners and placed in the Direct Report's personnel file.

Rating Scale

5-Outstanding 4-Exceeds Expectations 3-Meets Expectations 2-Needs Improvement 1-Below Expectations

Expectations/Standards/Competencies

Work Product – Produces reports, correspondence, and other work product which meets the intended objectives, demonstrates professional competency, quality, and thoroughness.

Comments:

Teamwork and Cooperation – Works cooperatively with others, keeps others informed of necessary and factual information, facilitates the operation of a team of which he/she is a part, and promotes teamwork across departments.

Comments:

Relationships – Develops and maintains effective working relationships with others; treats citizens and staff with courtesy, respect, dignity, fairness, and honesty; and presents a positive public image.

Comments:

Communication – Communicates clearly, listen effectively; keeps others informed of necessary and factual information; and deals effectively with conflict.

Comments:

Management Knowledge – Demonstrates knowledge of required laws, regulations, procedures, and rules related to the management of the functional area.

Comments:

Dependability – Completes assignments in a thorough and timely manner; follows through on assignments.

Comments:

Planning – Engages in effective and efficient planning to further the mission of Augusta, Georgia.

Comments:

Leadership – Displays leadership in the organization and promotes a shared vision; supports and promotes change management; hard worker and does what is necessary to get job done.

Comments:

Fiscal Management – Maintains appropriate budgetary controls; monitors activities and recommends timely and effective corrective actions.

Comments:

Item # 3

[illegible]



**Administrative Services Committee Meeting
3/11/2013 1:05 PM
James Brown Arena Board**

Department: Clerk of Commission

Caption: Discussion of the James Brown Arena Board. (Requested by Commissioner D. Smith)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting
3/11/2013 1:05 PM
Memorandum of Agreement

Department: Planning and Development

Caption: Approve a Memorandum of Agreement (MOA) with the Augusta Housing Authority and the State Historic Preservation Office (SHPO) and authorize the mayor to execute the same and any other forms related to the environmental review of the Cherry Tree Crossing Redevelopment Project.

Background: The Augusta Housing Authority (AHA) is going to redevelop Cherry Tree Crossing. The project involves demolition of all of the existing buildings and redevelopment as a mixed-income, affordable housing development with approximately 250 units. Prior to submitting a demolition application to the Department of Housing and Urban Development (HUD), AHA is required to complete an environmental assessment of the project. AHA has enlisted the assistance of the Planning and Development Department to complete the environmental assessment.

Analysis: One aspect of the environmental assessment involves compliance with Section 106 of the National Historic Preservation Act (NHPA). Due to the fact that almost all of the buildings in the Cherry Tree complex are more than 50 years old, thus making the complex eligible for the National Register of Historic Places, executing a memorandum of agreement is necessary to comply with provisions of the NHPA. The MOA negotiated by the City, the Augusta Housing Authority and the Georgia state Historic Preservation Office (SHPO) includes stipulations for taking archive-quality photographs of the Cherry Tree complex, prior to demolition, preserving historic documents pertaining to the complex and giving the SHPO an opportunity to review and comment on the exterior design of the replacement dwellings. The Augusta Housing Authority will be responsible for carrying out the stipulations in the MOA.

Financial Impact: No city funds are involved.

Alternatives: None recommended

Recommendation: Approve the MOA and authorize the mayor to execute the same and any other forms related to the environmental review of the Cherry Tree Crossing Redevelopment Project.

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

REVIEWED AND APPROVED BY:

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

**MEMORANDUM OF AGREEMENT
PURSUANT TO 36 CFR PART 800.6
CHERRY TREE CROSSING PROJECT, AUGUSTA, GEORGIA**

WHEREAS, Augusta, Georgia has determined that the demolition of Cherry Tree Crossing in Augusta, Georgia will affect this property which has been determined eligible for listing in the National Register of Historic Places and has consulted with the Georgia State Historic Preservation Office (SHPO) pursuant to 36 CFR Part 800 regulations implementing Section 106 of the National Historic Preservation Act (16 U.S.C. Part 470F); and,

WHEREAS, the Augusta Housing Authority (AHA), as administrator of the federal funds allocated for this project has participated in the consultation and has been invited to concur in this Memorandum of Agreement;

NOW, THEREFORE, Augusta, Georgia and the Georgia SHPO agree that the undertaking shall be implemented in accordance with the following stipulations in order to take into account the effect of the undertaking upon historic properties.

STIPULATIONS:

Augusta, Georgia, through the Augusta Housing Authority, will ensure that the following measures are carried out:

1. Prior to demolition, representative buildings within the Cherry Tree Crossing complex will be photographically recorded to archival-quality standards. The photographs will include views of the interior and exterior of the buildings and will be keyed to floor plans or a site map. Exterior photographs will also be taken of the complex and its setting.
 - All submitted information shall adhere to the Georgia SHPO “Guidelines for Establishing a Permanent Archival Record.” (copy attached)
 - Each photographic image shall be submitted in raw format, as well as .tif and .jpeg formats. Images will be saved to a media that is designed for long-term (over 100 years) storage of sensitive data, video or music files. The media will be archivally labeled (using felt tip and solvent free pen and no adhesive details). A proof sheet containing 6 images per page, that includes the name of the property and view, will be submitted on archivally stable paper

along with the media.

- A draft copy of the photographic documentation will be submitted to the Georgia SHPO for review and approval. Upon approval, two (2) copies of the final documentation will be prepared. One (1) copy shall be submitted to the Georgia SHPO. One (1) copy shall be made available to the public by forwarding to a local repository such as a regional library or historical society.
- The following content will be submitted to the Georgia SHPO on archivally stable paper:
 - Introductory page providing project number, Historic Preservation (HP) project number and a brief description of the resource and why it is significant
 - Information on the geographic location of the resource
 - Map documenting the resource location
 - Sketch map/site plan illustrating the resource and immediate surroundings
 - Photo log including name of photographer and date photographs taken

Item # 5

2. The Augusta Housing Authority (AHA) will donate any original plans for Cherry Tree Crossing (originally known as Sunset Homes), and any other related historic materials they possess, to a local repository selected by the Georgia SHPO, in order to preserve the information for persons wishing to do research in the design of early public housing.
3. Exterior elevation drawings of the replacement dwelling units will be submitted to the SHPO for review prior to new construction. Design review will be based on compatibility with any historic resources within the viewshed of the project.

This Agreement shall remain in effect from the date of execution until the Georgia SHPO, in consultation with all other signatories, determines that the terms of this Agreement have been satisfactorily fulfilled.

If any signatory to the Agreement determines that the Agreement cannot be fulfilled, the signatories will consult to seek amendment of the Agreement. Any amendment will be specific to the applicable undertaking unless otherwise agreed to by the signatories.

The GA SHPO or Augusta, Georgia may terminate this Agreement by providing 30 days written notice to the other party, provided that the parties will consult during this period to seek

amendments or other actions that would prevent termination. Termination of this Agreement will require compliance with 36 CFR Part 800.

This Agreement will become effective on the date of the last signature. Augusta, Georgia will ensure that each party is provided with a complete copy.

Execution of this Memorandum of Agreement by Augusta, Georgia and the Georgia SHPO, and implementation of its terms by the Augusta Housing Authority, show that Augusta, Georgia has taken into account the effects of the undertaking on historic properties.

AUGUSTA, GEORGIA

Signature: _____

Date: _____

Name: Deke S. Copenhaver

Title: Mayor

GEORGIA DEPARTMENT OF NATURAL RESOURCES

Signature: _____

Date: _____

Name: Dr. David Crass

Title: Deputy State Historic Preservation Officer

AUGUSTA HOUSING AUTHORITY

Signature: _____

Date: 2-12-2013

Name: Jacob L. Oglesby

Title: Executive Director

Item # 5



**Administrative Services Committee Meeting
3/11/2013 1:05 PM
Minutes**

Department: Clerk of Commission

Caption: Motion to approve the minutes of the Administrative Services Committee held on February 25, 2013.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting Commission Chamber - 2/25/2013

ATTENDANCE:

Present: Hons. Deke Copenhaver, Mayor; Lockett, Chairman; Davis, Vice Chairman; Fennoy and Jackson, members.

ADMINISTRATIVE SERVICES

1. Motion to approve Commission 2013 goals and objectives. (Requested by the Administrator) **Item Action:**
Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	It was the consensus of the committee that this item be discussed at the work session to be held in conjunction with the item in the Finance Committee concerning the renovation and modernization of the Municipal Building.			

2. Motion to approve with a correction the minutes of the Administrative Services Committee held on February 11, 2013. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve with the correction to have Ms. Davis making the motion regarding the item concerning the approval of the affidavit. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner William Fennoy	Passes

3. Motion to update Code provisions relating to employees or public officials participation as subcontractors on Augusta, Georgia projects. (Referred from February 11 Administrative Services Committee) **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Delete	Motion to delete this item from the agenda. Motion Passes 4-0.	Commissioner Joe Jackson	Commissioner William Fennoy	Passes

4. Discuss any contracts that are up for renewal this year to be put out for RFP and to discuss using a contract specialist/procurement specialist. (Requested by Commissioner Guilfoyle) (Referred from February 11 Administrative Rescheduled Services Committee) **Item Action:**
Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this item back to the next committee meeting. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Joe Jackson	Passes

5. Update from staff on the demolition of houses in Augusta. (Requested by Commissioner Fennoy) **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 Fennoy	Commissioner Mary Davis	Passes

6. Motion to approve a Resolution in support of Georgia Renaissance Act. (Requested by Mayor Copenhaver) **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Approve	Motion to approve adding this item to the agenda. Motion Passes 4-0.	Commissioner William Fennoy	Commissioner Mary Davis	Passes
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Motions

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

7. Discuss the allegations of (3) commissioners doing business with the City of Augusta in possible conflict with state law and/or Articles 2 and 3 of the Augusta Code. (Requested by Commissioner Lockett)
- Item Action:**
Disapproved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve adding this item to the agenda. Motion Passes 4-0.	Commissioner William Fennoy	Commissioner Mary Davis	Passes

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to forward this item to the full Commission. Ms. Davis votes No. Mr. Jackson abstains. Motion Fails 2-1 -1.	Commissioner William Fennoy	Commissioner Mary Davis	Fails

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**Administrative Services Committee Meeting
3/11/2013 1:05 PM
Renewal of Contracts**

Department: Clerk of Commission

Caption: Discuss any contracts that are up for renewal this year to be put out for RFP and to discuss using a contract specialist/procurement specialist. (Requested by Commissioner Guilfoyle) (Referred from February 25 Administrative Services Committee)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Nancy Morawski

From: wayne guilfoyle <augustatile@knology.net>
Sent: Friday, January 25, 2013 2:58 PM
To: Nancy Morawski
Subject: Fw: agenda item

----- Original Message -----

From: wayne guilfoyle
To: Lena Bonner
Sent: Tuesday, January 22, 2013 11:02 AM
Subject: agenda item

Mrs. Lena,

Would you put under Admin. Committee.

!. Discuss any Contracts that are up for renewal this year to be put out for RFP, and to discuss using a contract specialist / procurement specialist.

Can you put the verbiage correctly for me, Thanks, Wayne