Administrative Services Committee Meeting

Commission Chamber- 3/24/2014- 1:00 PM

ADMINISTRATIVE SERVICES

1. Approve the elimination of the requirement for Department Directors to clock in and out. (Requested by Commissioner Lockett) Attachments

2. An update from the Interim Administrator regarding identifying a funding source to fund Disparity Study, related IT programs and approve same being done. (Requested by Commissioner Marion Williams) (Referred from March 4 Commission meeting) Attachments

3. Discuss job title for the EEO Director. (Requested by Commissioner Marion Williams) (Referred from March 4 Commission meeting) Attachments

4. Approve a Charter Amendment which will eliminate the current EEO/DBE Director Position and simultaneously establish a separate EEO Director Position and a separate DBE Coordinator Position. The HR Director will conduct an extensive job audit to determine the proper classification of the two proposed positions. (Due to the fact that both positions are viable positions that perform critical duties for Augusta, it is without question that both incumbents will continue to perform their respective duties.) (Requested by Commissioner Lockett) Attachments

5. Discuss emergency pay for city employees who were required to work during the recent ice storm. (Requested by Commissioner Marion Williams) (Referred from March 4 Commission meeting) Attachments

6. Presentation from the Interfaith Community about Augusta being compliant with the Americans with Disabilities Act. (Requested by Commissioner Fennoy) Attachments

7. Motion to approve the minutes of the Administrative Services Committee held on February 24, 2014. Attachments

8. Motion to authorize the Procurement and Recreation, Parks & Facilities Departments to finalize plans to relocate the Augusta Printshop and Mail Service to May Park Annex Building adjacent to the May Park Athletic Complex & Office at 622 4th Street. Attachments

9. Approve Excess Worker's Compensation Insurance with Safety National with Statutory limits and an $850,000.00 Self Insured Retention (SIR - otherwise known as the deductible) to cover all positions for a premium of $ 240,555. Attachments

10. Discuss and review a comprehensive salary analysis of all Department Directors. Approve course of action to be taken to eliminate possible pay inequalities within Augusta. (Requested by Commissioner Lockett) Attachments

11. Discuss the appointment process for the Urban Redevlopment Agency (URA) as approved by the Commission January 21, 2014 and discuss the residency of URA members. (Requested by Commissioner Marion Williams) (Referred from March 4 Commission meeting) Attachments

Augusta GEORGIA

Administrative Services Committee Meeting
3/24/2014 1:00 PM
Department Directors Clocking In and Out

Department:	Clerk of Commission
Caption:	Approve the elimination of the requirement for Department Directors to clock in and out. (Requested by Commissioner Lockett)
Background:	
Analysis:	
Financial Impact:	
Alternatives:	
Recommendation:	
Funds are Available in the Following Accounts:	

REVIEWED AND APPROVED BY:

REGULAR MEETING

COMMISSION CHAMBER
AUGUST 7, 2012

Augusta Richmond County Commission convened at 5:00 p.m., August 7, 2012, the Hon. Deke Copenhaver, Mayor, presiding.

PRESENT: Hons. Lockett, Guilfoyle, Smith, Hatney, Aitken, Johnson, Jackson, Bowles and Brigham, members of Augusta Richmond County Commission.

Absent: Hon. Mason, member of Augusta Richmond County Commission.

The invocation was given by the Reverend Paul Sherwood, Pastor, Reid Memorial Presbyterian Church.

The Pledge of Allegiance to the Flag of the United States of America was recited.

Mr. Mayor: My friend, if you could come forward, we've got a little something for you. And I just want to say thank you for that wonderful invocation. It was well done. Office of the Mayor. By these present be it known that Reverend Paul Sherwood, Pastor, Reid Memorial Presbyterian Church is Chaplain of the Day for his civic and spiritual guidance demonstrated throughout the community. Serves as an example for all of the faith community. Given under my hand this 7th Day of August 2012. Deke Copenhaver, Mayor. Thank you. (APPLAUSE)

Mr. Mayor: Madam Clerk, on to the delegations.

The Clerk:

DELEGATIONS
A. Ms. Jacqueline Kohlenberg. RE: Taxi Cab Inspections.

(This item is to be rescheduled for the next meeting)

The Clerk:

DELEGATIONS
B. Mr. Phillip T. Barrett. RE: Taxi Cab Inspections.

(This item is to be rescheduled for the next meeting)

DELEGATIONS
C. Mr. Paul S. Simon. RE: Reynolds Street Parking Deck.

The Clerk: They're not here? Okay. Mr. Mayor, members of the Commission, Mr. Simon just sent me an email requesting that his request be deleted from today's agenda.

Mr. Mayor: Okay, Madam Clerk, I guess we'll go on to the consent agenda.

Mr. Mayor: Okay, Madam Clerk, on to the regular agenda, please.

The Clerk:

ADMINISTRATIVE SERVICES

40. Discuss eliminating the requirement for directors to clock in and out each work day. (Requested by Commissioner Lockett)

Mr. Mayor: Commissioner Lockett.

Mr. Lockett: Mr. Russell?

Mr. Russell: Yes, sir, Commissioner we actually talked about this. We made this decision several months ago. It was one in hopes to providing fairness to treat everybody from top to bottom the same. In addition to that we discovered we were under the impression that to keep records in a proper manner that would be the appropriate thing to do. Upon later discussion with the Law Department as opposed to the Personnel Department at this particular point in time it seems to me that we probably created more of a problem than what we've actually solved as far as the extent of our exempt employees. We're still looking at an attempt to do that. The director's themselves work for you. They work hours that are probably not consistent with the normal 7 ½ hour day. Most of them work probably more than that and do it in a manner that is on weekends and nights and whatever looking at the people that I've looked at there, basically. I'm not opposed to not requiring them to check in or out. I think our other mechanisms of keeping their schedules would be appropriate. My only concern would be that we run it through the end of this year. If we change it we change it as part of the policy manual change that we have as programmed to look at the individual policy manual issues and do that effective I believe it would be February is the plan at the moment. Otherwise I have no problem one way or the other to be honest with you. In this particular case I really don't have a dog in the fight.

Mr. Lockett: Well, Mr. Administrator, are you saying then that, could you give me a date certain that I can make a motion that this would become effective?

Mr. Russell: **Upon the adoption of the new personnel rules and regulations as based on our program to examine them in November, vote on them in January and have them effective February 1, February one-ish depending on the meeting schedule.**

Mr. Lockett: Madam Clerk, that's my motion.

Mr. Mayor: Do we have a second?

Mr. Aitken: Second.

Mr. Mayor: We have a motion and a second. Commissioner Guilfoyle, did you want to?

Mr. Guilfoyle: Yes, I did. As far as the directors to clock in and clock out I did reach out to Fred Russell last week to give me a time and attendance so we as a body could see who is actually showing up on time, who's missing days, to see if this is a valid request. I would like to see that first before we move forward on it and put something in black and white saying it's going to pass on February 1, if my colleague would not mind waiting until we see that.

Mr. Mayor: Okay. Mr. Russell?

Mr. Russell: What I would anticipate would be having the data from now until then to take a look at so when you actually make that decision in February as part of the changes to the personnel manual you'll be able to look at that. So that would be the plan at the moment. And you, I thought you had that by today but apparently I don't. I'm sorry.

Mr. Mayor: Commissioner Hatney.

Mr. Hatney: Thank you, Mr. Mayor. Mr. Administrator, in all reality when you look at the director's and those department heads who really and truly work all these strange hours and don't get paid for it, I just think it's an insult to have them have to punch a clock. And to say you're going to wait until February 1 that's a disservice as far as I'm concerned.

Mr. Mayor: Okay. Commissioner Bowles.

Mr. Bowles: I believe we have asked for the time and attendance report. I know of at least one previous occasion and Mr. Guilfoyle asked for it so we could see who's clocking in, who's manually being punched in and who's not showing up and punching in. And we've yet to get that information. So I hope we can get some information a little faster this time.

Mr. Russell: Yes, sir.

Mr. Mayor: Thank you, sir. Okay, we have a motion that's been properly seconded. Madam Clerk, could you read back that motion for the sake of clarity?

The Clerk: Yes, sir. It was to eliminate the requirements for directors to clock in and out at the adoption of the new changes for the Personnel, Policy and Procedures Manual which will take place on 2-1-12.

Mr. Mayor: Thank you, ma'am.

Mr. Lockett: 2-1-13.

The Clerk: 2-1-13, I'm sorry.

Mr. Mayor: If there's no further discussion Commissioners will now vote by the usual sign.

Mr. Guilfoyle and Mr. Smith vote No.
Motion Passes 7-2.

Administrative Services Committee Meeting
3/24/2014 1:00 PM
Disparity Study

Department:

Caption: An update from the Interim Administrator regarding identifying a funding source to fund Disparity Study, related IT programs and approve same being done. (Requested by Commissioner Marion Williams) (Referred from March 4 Commission meeting)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

Funds are Available in the Following Accounts:

<u>REVIEWED AND APPROVED BY</u>:

Commission Meeting Agenda Commission Chamber - 2/18/2014

ATTENDANCE:

Present: Hons. Deke Copenhaver, Mayor; Lockett, Guilfoyle, Mason, D. Smith, Williams, Fennoy, Johnson, Jackson, Davis and G. Smith, members of Augusta Richmond County Commission.

INVOCATION:

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA.

Five (5) minute time limit per delegation
DELEGATIONS

A. Ms. Annie Blount regarding the "use of public funds".

Item Action: None

- Annie_Blount.pdf
- ItemApprovalSheet.html

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Presentation is made by Ms. Annie Blount.			

B. Rev. Christopher Johnson, Director Augusta InterFaith Coalition. **RE:** Proposal regarding the downsizing of the Augusta Commission.

Item Action: None

- Rev._Christopher_Johnson.pdf
- ItemApprovalSheet.html

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	It was the consensus of the			

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve.	Commissioner Grady Smith	Commissioner William Fennoy	Passes

No action is taken on this motion due to passage of an amended motion.

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve splitting this project into two separate items of $75,000 allocations for a total of $150,000 that was requested with oversight by the Recreation Department to insure that the money is spent wisely. Mr. Mason out. Motion Passes 9-0.	Commissioner Wayne Guilfoyle	Commissioner William Lockett	Passes

ADMINISTRATIVE SERVICES

32. Discuss summary of conference call with Attorney Colette Holt. (Referred from the Administrative Services Committee January 27, 2014) **(No recommendation Administrative Services Committee February 10, 2014)** **Item Action:** Approved

☐ Conference Call with Attorney Colette Holt.pdf

☐ ItemApprovalSheet.html

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve allowing DBE to work with Procurement to draft an RFQ to procure a new disparity study, to work with IT to purchase a data management software program, to draft a new	Commissioner William	Commissioner Corey Johnson	Passes

	program for minorities for projects over $200,000 and to task the Interim Administrator to identify a funding source for these items. Ms. Davis out. Motion Passes 9-0.	Lockett		

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Substitute motion to approve locating a funding source first for the expenditures and report back a recommendation.	Commissioner Wayne Guilfoyle	Commissioner Grady Smith	Withdraws

33. Discuss/approve departmental audits. **(Requested by Commissioner Marion Williams)**

Item Action: Disapproved

☐ ItemApprovalSheet.html

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve tasking the Interim Administrator to put the procedures in place to begin the audits of the departments. Ms. Davis, Mr. G. Smith, Mr. Jackson, Mr. Johnson, Mr. D. Smith and Mr. Guilfoyle vote No. Mr. Mason abstains.	Marion Williams	Commissioner William Fennoy	Fails

34. Discuss the authorities of the General Counsel versus the Augusta Commission. **(Requested by Commissioner Marion Williams)**

Item Action: Approved

☐ ItemApprovalSheet.html

Motions

Administrative Services Committee Meeting
3/24/2014 1:00 PM
EEO Job Title

Department:	
Caption:	Discuss job title for the EEO Director. (Requested by Commissioner Marion Williams) (Referred from March 4 Commission meeting)
Background:	
Analysis:	
Financial Impact:	
Alternatives:	
Recommendation:	
Funds are Available in the Following Accounts:	

<u>REVIEWED AND APPROVED BY</u>:

Administrative Services Committee Meeting
3/24/2014 1:00 PM
EEO/DBE Director Position

Department:	Clerk of Commission
Caption:	Approve a Charter Amendment which will eliminate the current EEO/DBE Director Position and simultaneously establish a separate EEO Director Position and a separate DBE Coordinator Position. The HR Director will conduct an extensive job audit to determine the proper classification of the two proposed positions. (Due to the fact that both positions are viable positions that perform critical duties for Augusta, it is without question that both incumbents will continue to perform their respective duties.) (Requested by Commissioner Lockett)
Background:	
Analysis:	
Financial Impact:	
Alternatives:	
Recommendation:	
Funds are Available in the Following Accounts:	

REVIEWED AND APPROVED BY:

Nancy Morawski

From: Commissioner William Lockett
Sent: Wednesday, March 05, 2014 8:57 AM
To: Lena Bonner; Nancy Morawski
Subject: Committee Agendas

Hello Ms. Lena:

Please add to the respective committee agendas:

Public Service

Review update of Public Transit Operation under outside vendor. Ascertain whether it is economically feasible to continue outsourcing or follow the current trend of numerous municipalities that have chose to continue in house operations or return to in-house operations. Assess any improvements made by current vendor that could not have been made in-house and at a lower cost. Discuss limitations imposed on the Advisory Committee by addressing concerns with an outside vendor. Provide financial data that reflects revenue, costs, and employee salaries by position. All other relevant information not specifically requested is anticipated.

Administrative Services

Approve a Charter Amendment which will eliminate the current EEO/DBE Director Position and simultaneously establish a separate EEO Director Position and a separate DBE Coordinator Position. The HR Director will conduct an extensive job audit to determine the proper classification of the two proposed positions. (Due to the fact that both positions are viable positions that perform critical duties for Augusta, it is without question that both incumbents will continue to perform their respective duties).

Discuss and review a comprehensive salary analysis on all Department Directors. Approve course of action to be taken to eliminate possible pay inequalities within Augusta.

Approve the elimination of the requirement for Department Directors to clock in and out.

(Lena I requested this action months ago but I don't believe it was ever approved. Please revise for me) Sent from my iPad

Please consider the environment before printing this email.

Administrative Services Committee Meeting
3/24/2014 1:00 PM
Emergency Pay

Department:

Caption: Discuss emergency pay for city employees who were required to work during the recent ice storm. (Requested by Commissioner Marion Williams) (Referred from March 4 Commission meeting)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

Funds are Available in the Following Accounts:

REVIEWED AND APPROVED BY:

Administrative Services Committee Meeting
3/24/2014 1:00 PM
Interfaith Community Presentation

Department:	Clerk of Commission
Caption:	Presentation from the Interfaith Community about Augusta being compliant with the Americans with Disabilities Act. (Requested by Commissioner Fennoy)
Background:	
Analysis:	
Financial Impact:	
Alternatives:	
Recommendation:	
Funds are Available in the Following Accounts:	

REVIEWED AND APPROVED BY:

Administrative Services Committee Meeting
3/24/2014 1:00 PM
Minutes

Department: Clerk of Commission

Caption: Motion to approve the minutes of the Administrative Services Committee held on February 24, 2014.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

Funds are Available in the Following Accounts:

<u>REVIEWED AND APPROVED BY</u>:

Augusta GEORGIA

Administrative Services Committee Meeting Commission Chamber - 2/24/2014
ATTENDANCE:

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

ADMINISTRATIVE SERVICES

1. Update on the department heads who have been approved for salary increases and have not received them. (Requested by Commissioner Fennoy) (Referred from the February 10 Administrative Services Committee) **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 Joe Jackson	Commissioner Mary Davis	Passes

2. Motion to approve the minutes of the Administrative Services Committee held on February 10, 2014. **Item Action:** Approved

Motions

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

3. Motion to approve the Housing and Community Development Department (on behalf of Augusta, Georgia) to execute Indemnification Agreement with the Augusta, Georgia Land Bank Authority related to Retention Pond for the **Item Action:** Approved

Aubern @ Barton Chapel Rental Housing Project.

Motions

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

4. Discuss the appointment process for the Urban Redevlopment Agency (URA) as approved by the Commission January 21, 2014. **(Requested by Commissioner Marion Williams)**

Item Action: Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to forward this item to the full Commission. Motion Passes 4-0.	Commissioner William Fennoy	Commissioner Mary Davis	Passes

5. Motion to **approve tasking** the Chair of the Finance Committee with scheduling a work session for an extensive review of ALL SPLOST Monies collected, invested, and expended since the inception of the SPLOST Program in ARC. Direct each recipient of SPLOST funds to provide documentation that will reflect the status and disposition of all funds. Task the Finance Director with providing ALL financial documentation associated with the SPLOST Program. This documentation must reflect interest earned and disposition of these earnings. Any SPLOST Monies utilized to retire General Obligation Bonds must be reflected, to include authorization for these actions. Any relevant documentation not specifically requested will be provided. ALL recipients of SPLOST Funds must be available to answer any questions posed by the governing body. Work session should be conducted prior to the February 24 Finance Committee Meeting. **(No recommendation Administrative Services Committee February 10, 2014)**

Item Action: None

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Motion to approve receiving this item as information and that any commissioner	Commissioner		Dies for

Approve	receive any information about present or past SPLOST projects that they need.	William Fennoy		lack of Second

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to review the past six SPLOSTs and give us an update concerning the funds that are left open and the availability of the projects left. Mr. Jackson, Mr. Fennoy and Ms. Davis vote No. Motion Fails 1-3.	Commissioner Joe Jackson	Commissioner William Fennoy	Fails

6. Discuss opportunities/programs for the commission to implement to assist in increasing Augusta-Richmond County employees' morale. **(Requested by Commissioner Mary Davis)**

Item Action: Approved

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 Mary Davis	Commissioner Joe Jackson	Passes

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

Administrative Services Committee Meeting
3/24/2014 1:00 PM
Relocate the Augusta Printshop and Mail Service

Department:	Procurement
Caption:	Motion to authorize the Procurement and Recreation, Parks & Facilities Departments to finalize plans to relocate the Augusta Printshop and Mail Service to May Park Annex Building adjacent to the May Park Athletic Complex & Office at 622 4th Street.
Background:	February 10, 2014, Engineering Services Committee Meeting, Item #12: " Discuss proposed location for the Print Shop": Procurement was directed to bring back to Committee the result of meeting with the Interim Administrator, Project Manager, Architect and the Recreation Department for a permanent location of the Printshop or to move the Printshop to the basement of the Municipal Building. · It is determined that the basement of the Municipal Building is not suitable due to the amount of space needed for the functionality, storage and operation of the Facility Maintenance Department currently located in the space. · On 2/20/14, we met (Ms. McConstant Brigham, Ms. Sheila Paulk, Mr. Forrest White, Mr. Ron Houck, Mr. Lonnie Wimberly and Geri Sams) and discussed moving the Printshop to a vacant building currently owned by Augusta's Recreation, Parks & Facilities Department. The group met at the facility. After the walk thru and discussions, it is determined this will be a suitable relocation of the Printshop. All parties accepted the relocation with renovations pending Commission Approval to move forward.OPTION: The option is to move the Printshop to the 4th Street – Annex. This option offers a stand-along building. The building has over 3,000 sq. ft. and is currently being under-utilized. The square footage will allow spacing and ventilation for the Printshop operation, storage of inventory, storage for completed jobs until delivered and work areas for the mailed couriers to sort and prepare (Internal and external) mail. The location is easily accessible for all types of delivery trucks (small or large transfer); entering and exiting trucks will not cause any traffic hazards. Parking is available. Safety is not a problem. The Building will be secured with an alarm system.
Analysis:	The location can be ready within the next 90 – 120 days

Financial Impact:	There are funds available in approved budget for renovations of this location (up to $50,000).
Alternatives:	
Recommendation:	To approve the relocation of the Printshop to 4th Street location within 90-120 days.
Funds are Available in the Following Accounts:	capital outlay fund

REVIEWED AND APPROVED BY:

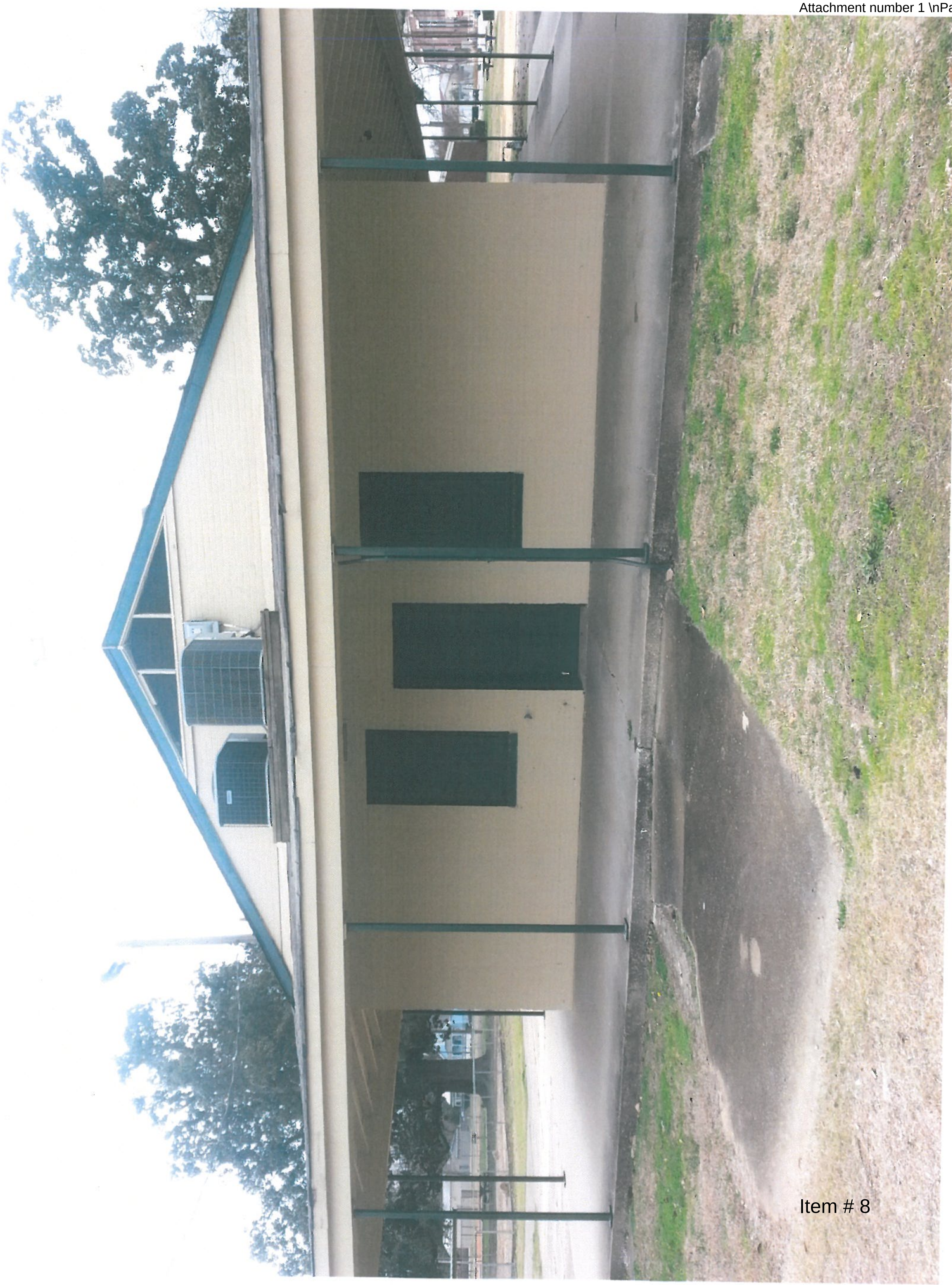
Finance.
Law.
Administrator.
Clerk of Commission

Item # 8

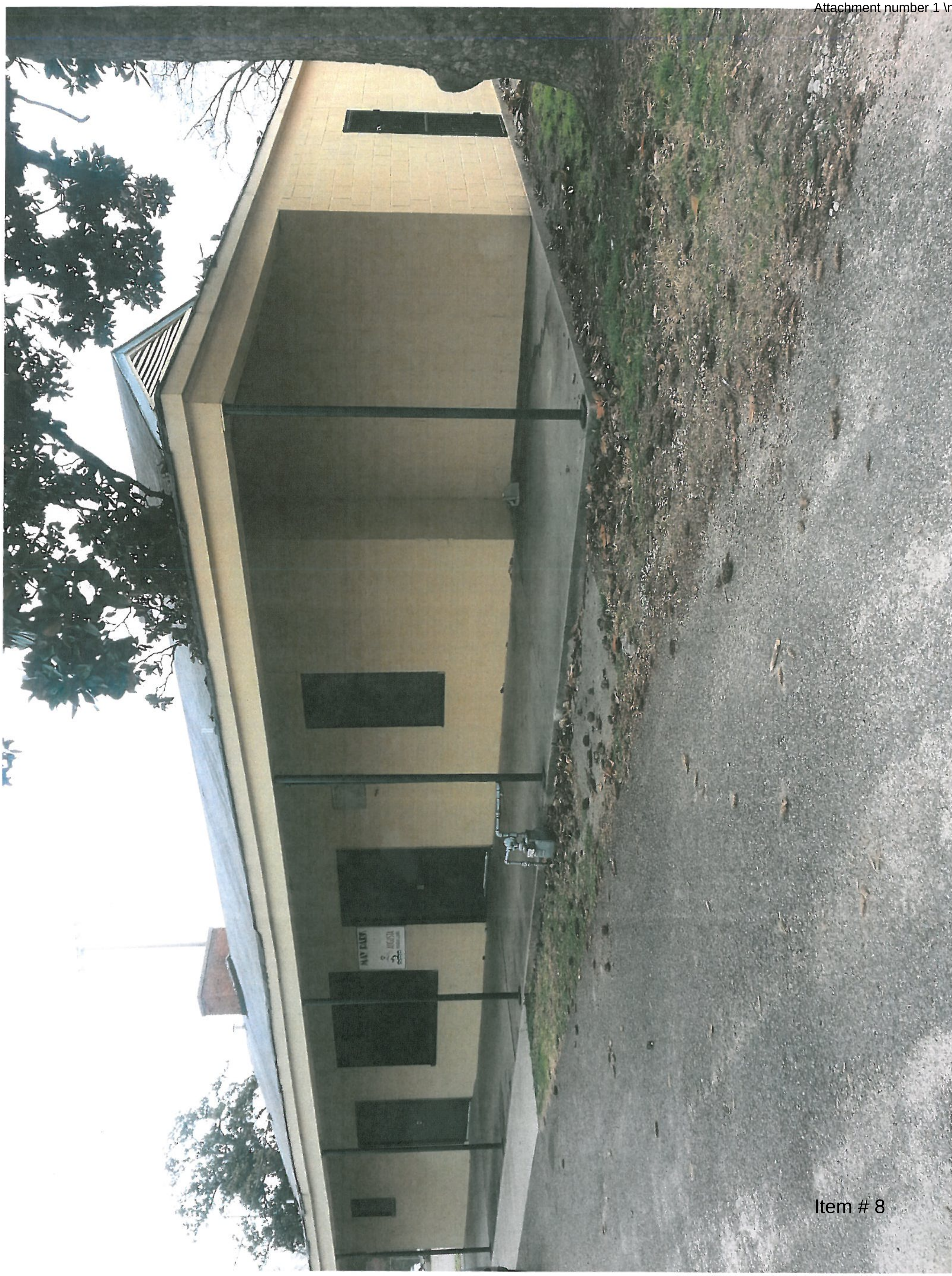
Item # 8

Item # 8


AUGUSTA



Item # 8



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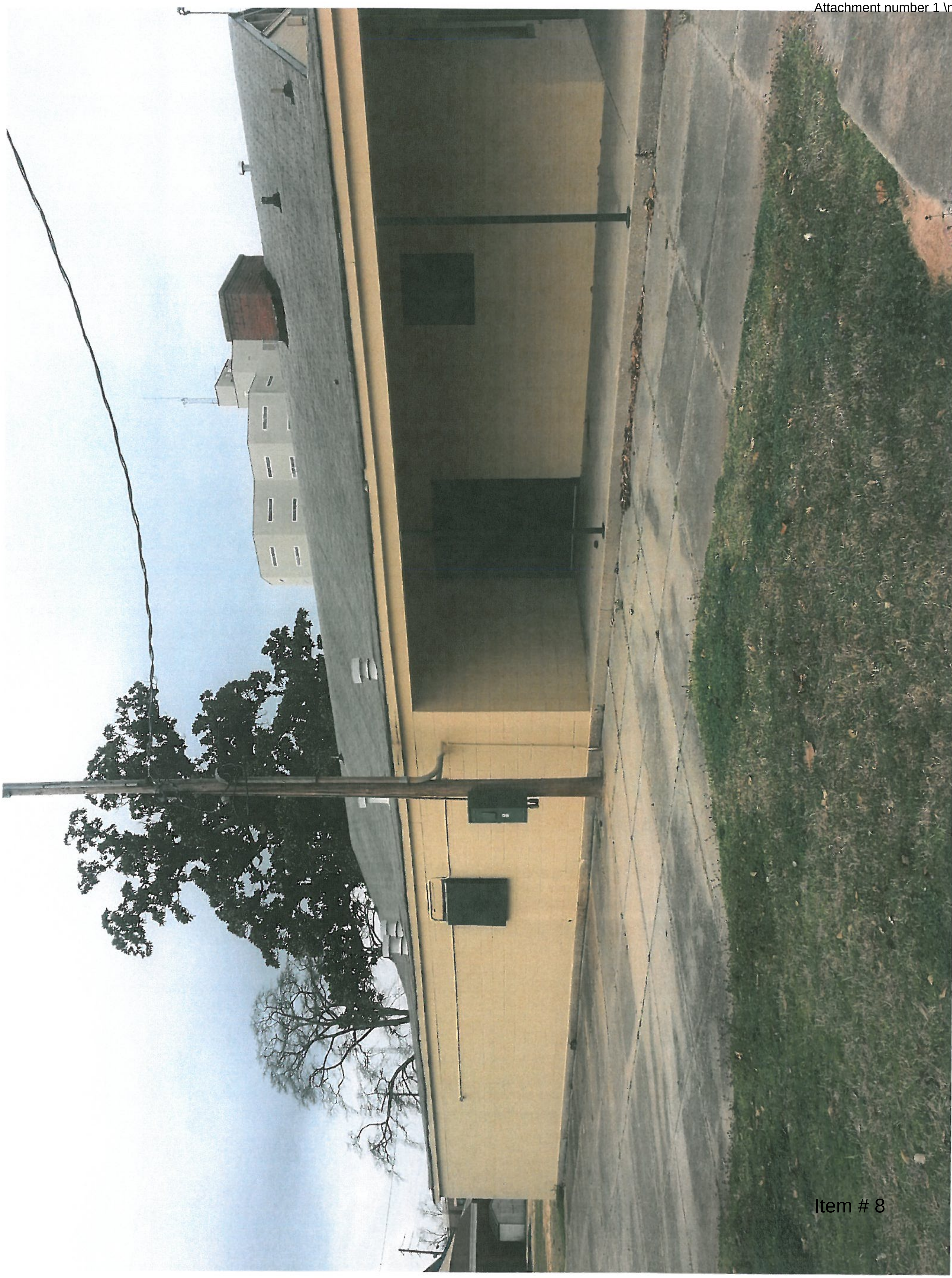
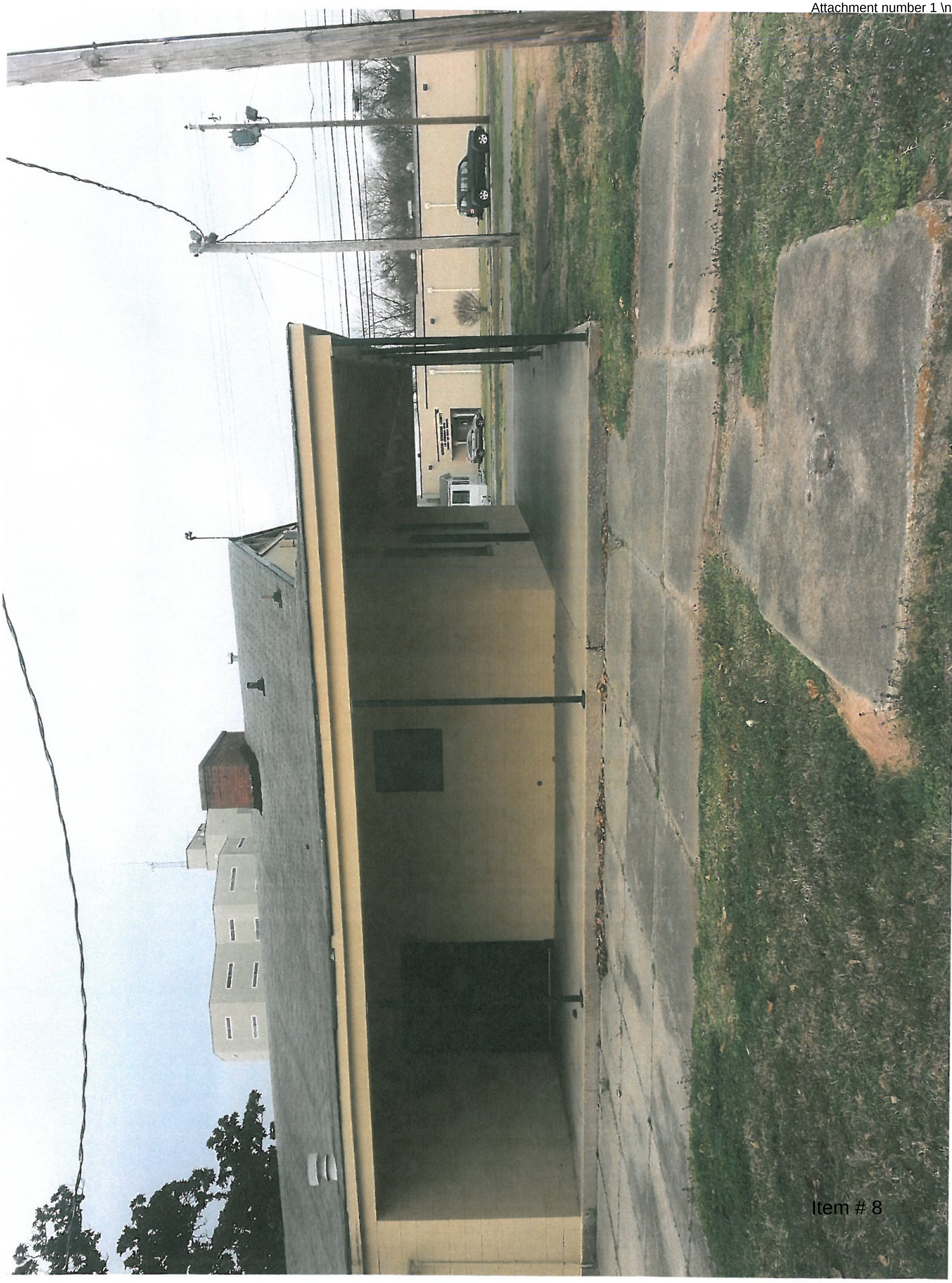


Item # 8



Item # 8

Administrative Services Committee Meeting
3/24/2014 1:00 PM
Renewal Excess Workers' Compensation Insurance

Department:	HR
Caption:	Approve Excess Worker's Compensation Insurance with Safety National with Statutory limits and an $850,000.00 Self Insured Retention (SIR - otherwise known as the deductible) to cover all positions for a premium of $ 240,555.
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 $850,000 SIR to cover all postions for a deposit premium of $240,555 2). New York Marine and General Insurance a). Statutory limit with $750,000 SIR to cover police and fire employees and $600,000 SIR to cover all other positions for a minimum premium of $450,000
Analysis:	
Financial Impact:	Augusta will assume all financial responsibility up to the SIR limit of $850,000 for all positions per occurrernce.
Alternatives:	Drop coverage accepting full exposure/cost for any catastrophic job related injury.
Recommendation:	Approve coverage with Safety National Casualty with SIR of $850,000 for all positions with Statutory Limit for a deposit premium of $240,555.
Funds are Available in the Following	621 01 5233 55.21110

Accounts:

<u>REVIEWED AND APPROVED BY</u>:

Finance.
Law.
Administrator.
Clerk of Commission

Administrative Services Committee Meeting
3/24/2014 1:00 PM
Salary Analysis on Department Directors

Department: Clerk of Commission

Caption: Discuss and review a comprehensive salary analysis of all Department Directors. Approve course of action to be taken to eliminate possible pay inequalities within Augusta. (Requested by Commissioner Lockett)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

Funds are Available in the Following Accounts:

REVIEWED AND APPROVED BY:

Nancy Morawski

From: Commissioner William Lockett
Sent: Wednesday, March 05, 2014 8:57 AM
To: Lena Bonner; Nancy Morawski
Subject: Committee Agendas

Hello Ms. Lena:

Please add to the respective committee agendas:

Public Service

Review update of Public Transit Operation under outside vendor. Ascertain whether it is economically feasible to continue outsourcing or follow the current trend of numerous municipalities that have chose to continue in house operations or return to in-house operations. Assess any improvements made by current vendor that could not have been made in-house and at a lower cost. Discuss limitations imposed on the Advisory Committee by addressing concerns with an outside vendor. Provide financial data that reflects revenue, costs, and employee salaries by position. All other relevant information not specifically requested is anticipated.

Administrative Services

Approve a Charter Amendment which will eliminate the current EEO/DBE Director Position and simultaneously establish a separate EEO Director Position and a separate DBE Coordinator Position. The HR Director will conduct an extensive job audit to determine the proper classification of the two proposed positions. (Due to the fact that both positions are viable positions that perform critical duties for Augusta, it is without question that both incumbents will continue to perform their respective duties).

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Approve the elimination of the requirement for Department Directors to clock in and out.

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Administrative Services Committee Meeting
3/24/2014 1:00 PM
URA Members

Department:

Caption: Discuss the appointment process for the Urban Redevlopment Agency (URA) as approved by the Commission January 21, 2014 and discuss the residency of URA members. (Requested by Commissioner Marion Williams) (Referred from March 4 Commission meeting)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

Funds are Available in the Following Accounts:

REVIEWED AND APPROVED BY:

REGULAR MEETING **COMMISSION CHAMBER**
JANUARY 21, 2014

Augusta Richmond County Commission convened at 2:00 p.m., January 21, 2014, the Hon. Deke Copenhaver, Mayor, presiding.

PRESENT: Hons. Lockett, Guilfoyle, Mason, D. Smith, Williams, Fennoy, Johnson, Jackson, Davis. G. Smith, members of Augusta Richmond County Commission.

The invocation was given by Dr. Joseph Hall, Sr., Pastor, R.E.A.C.H. Outreach.

The Pledge of Allegiance to the Flag of the United States of America was recited.

Mr. Mayor: Okay in the interest of time as we have a quorum, I'll go ahead and call the meeting order. And like to call on Dr. Joseph Hall, Sr., Pastor, R.E.A.C.H. Outreach for our invocation. Please stand. Please join me in the Pledge. And, Pastor, thank you for that wonderful invocation. Madam Clerk, on to the Recognitions.

The Clerk:

RECOGNITION(S)
2013 Employee of the Year
A. Congratulations! Shawn Edwards, Housing & Community Development Department – 2013 Employee of the Year.

The Clerk: And I'll read the accolade. Mr. Edwards was hired in 2009 to manage the Neighborhood Stabilization Program via the HERA Act. To date Shawn's contributions to the department far exceed managing just this program. Mr. Edwards has also been tasked with preparing and completing our HUD Mandated Consolidated Plan every three to five years which identifies community needs, resources and priorities and our annual HUD Mandated Annual Plan. Provide information on the intended use of HUD Program Funds. These plans must be accurate, detailed and Shawn is the person that keeps our department and the City of Augusta in compliance through his writing. Furthermore Mr. Edwards is a vital asset to the success of the Laney Walker/Bethlehem Revitalization Project. Mr. Edwards serves as the Sales Team Lead and has and continues to not only orchestrate home ownership sales on Pine Street and 11th Street respectively but continues to be an advocate for the project through his persistent recruitment of diversified interested candidates of all professional backgrounds. In my opinion Mr. Edwards has proven to be a consistently productive employee of this department with ever increasing responsibilities being added daily. And as of this date he was yet to falter or fail to accomplish or meet the requirements outlined for any of these major programs or projects. Mr. Edwards is the epitome of a team player. Upon coming into contract with the citizen requesting assistance whether it be a walk in or on the telephone I have consistently witnessed Mr. Edwards attempt to be sure the citizen gets the proper care and direction by making sure the staff person the citizen is being referred to is present or by picking up the phone and calling the necessary staff person directly in the presence of the citizen. Congratulations Mr. Edwards. (APPLAUSE)

APPOINTMENTS

38. Appoint members to the Urban Redevelopment Agency (URA) of Augusta.

Mr. Mayor: Mr. Plunkett.

Mr. Plunkett: Mr. Mayor, members of the Commission, before us is still the issue of filling five positions of the Urban Redevelopment Agency. The Mayor would be party to make nominations and the body would vote on that. Currently we have five members three of which do not wish to serve again. Two have said they would serve again. That is James Kendrick and Betty Beard and we just need some names and vote and we'll be happy to do that.

Mr. Mayor: Commissioner Smith.

Mr. D. Smith: Thank you, Mr. Chairman. I don't really know how to proceed. I sent out an email to my colleagues back several months ago asking for people's names that we might consider as a body. And I only got a response from Commissioner Mason and I think one more. So I don't really know how we should, should we throw out some names now Mr. Plunkett and vote on each one of them individually or how should we proceed?

Mr. Mayor: Well, and let me say too that Jim and I had had some discussions, I know, about rather than naming individual names naming positions. Mr. Plunkett, would you?

Mr. Plunkett: Yes, sir. What I've suggested in the past in these conversations is the body indicated its desire to have a fair amount of oversight and control over the body. And so at different times I've suggested that possibly remain at five members but have two at large and possibly members from this body. For instance one person from one of the Super Districts one from the other Super District and possibly a person from this, either the Mayor or Mayor Pro Tem, Administrator, Deputy Administrator so this body would have that. The Mayor under the statute actually makes recommendations and I would suggest possibly a guideline or a policy that you could deviate if you so saw fit but that would give the Mayor some indication of who to possibly suggest. I'm happy to keep going with any type of suggestions you all may make but it really needs to be from this body who ya'll want to serve but obviously a desire to have some oversight in the participation of that board. I think Mr. Kendrick and Ms. Beard having said they would be willing to service would be great for positions four and five but we still need positions one, two and three.

Mr. Mayor: Commissioner Fennoy.

Mr. Fennoy: I'd like to make a motion that the Mayor with input from the Commissioners come back to our next committee meeting with names of people to appointed to the Urban Redevelopment Board.

Mr. Mayor: Okay, we have a motion. Is there a second?

Mr. Johnson: I'll second that.

Mr. Mayor: We have a motion that's been made and properly seconded. Commissioner Mason then Commission Williams.

Mr. Mason: Thank you, Mr. Mayor. And certainly this is no disrespect towards you or your position there but this is a Commission function the way that it's set up as far as I'm concerned. And I believe that this Commission should make the decision on who will serve and who will not that's to include those two that you named that we may not want to serve or we may want to go in a different direction. But I believe that it's this body's inherent responsibility to get you those individuals to serve on that board be it five individuals or be it eight or ten one from each district. Whatever we decide we can do that from this body and decide on a number and how that's done. Is that not correct?

Mr. Plunkett: That is correct, sir. And I meant no disrespect. What I was saying is I felt the question was being posed to me as suggestions of people's names and I was saying two people that are currently serving indicated they'd like to serve.

Mr. Mason: Sure, sure.

Mr. Plunkett: But I would be happy for ya'll to name any five people so long as they live in Richmond County we are good to go.

Mr. Mason: And I'll say again it does not necessarily have to be five. I just want to make sure that we're clear on that.

Mr. Plunkett: You could change that. Currently it's set up as five.

Mr. Mason: Right, okay, and so my last part of that is, is that a good faith effort was made by Commissioner Smith to put this out several months ago. There are several of us that responded there's several of us that didn't. If we're going to get serious about getting this board together we're going to have to do our inherent responsibility as a Commission body and come up with some names. And if either one decide it will be five and then we'll get names and we'll determine from those names what five it'll be come to some consensus or we'll make a determination of how we'll go about doing that. But I don't want to delineate that responsibility to the Mayor when in fact it's this body's responsibility to get that done. That's my opinion on that.

Mr. Plunkett: I believe in the code the Mayor makes recommendations and the body (inaudible).

Mr. Mason: That's all he can do, that's correct.

Mr. Mayor: And ---

Mr. Mason: And we want to give him some recommendations to make.

Mr. Plunkett: That would be, I would just love keep not coming back up here on this agenda item (unintelligible)

Mr. Mayor: Do I sense a power struggle up here?

Mr. Mason: No, no, no, no, I want to get more involved ---

Mr. Mayor: Yeah working together ---

Mr. Mason: --- in the process.

Mr. Mayor: --- like I say if the statute calls for the Mayor, not Deke, but the Mayor to make recommendations but who's the Mayor to work with the body because you guys have to approve the recommendations. So there's a check and a balance there. Commissioner Smith. Oh excuse me Commissioner Williams then Commissioner Smith then Commissioner Lockett.

Mr. Williams: Thank you, Mr. Mayor. Jim, I'm like Commissioner Mason you mentioned the Super District the Commissioner made may have a point and whatever. The Mayor decides and brings five names or ten names or whatever names in that may not be the person that me as a Super District 9 would select. I mean it may be the same person but it may not be so I'm in compliance with Mr. Mason then I think that we ought to talk about it. Commissioner Smith he may try to get people to go in and commit those names but I think that's a body decision that we need to make. Maybe borrow or use some of the resources or names that the Mayor has but I really think that the Super District Commissioner whether it be Commissioner Smith on that end of myself certainly should have an opportunity to place somebody whether it be one or two people on that board. Now I heard the word five. I mean unless there's stipulation that demand we could only use five I mean I don't want to get 25 for sure but I think we ought to decide on a number so the board can continue to function and we won't have to worry about when two people out then we don't have enough to do what we need to do. We ought to make sure there is enough when we put a board together or the rules of that board will be able to continue if it's not but two or three people you know to attend. So I just want to mention that. But I the Super District Commissioners should have their input since we run half of this county and do that.

Mr. Plunkett: Mr. Williams, I agree with you. What I was the Mayor just simply said that we had discussed this issue before. I was sharing with you some of the ideas that I had thrown out as possibilities. I'm certainly not trying to take the prerogative of this board away from them. It's certainly I'm just trying to give ideas to get us past this current impasse.

Mr. Mayor: And I would just recommend to prior to and then I'll come back to you Commissioner Smith because this is a financing entity I think as we consider names it would good to consider people with the background in finance making or something to that effect. Commissioner Smith and then Commissioner Lockett.

Mr. D. Smith: I was going to say some of those names could probably be eliminated based on that. Mr. Chairman, I was trying to formulate a motion a substitute motion but I don't know how to get that done at this point given what our Super District Commissioner has said. So I'll waive the floor.

Mr. Mayor: Okay. Commissioner Lockett.

Mr. Lockett: Thank you, Mr. Chairman. My only recommendation is to get someone that's going to be willing to do what's necessary to make this an effective committee. Finance background isn't good. I'm eligible to be Administrator because of my background but we need to take the friendship out of it and put somebody in position that's going to go out there and do, my colleague's favorite expression do their due diligence to make sure this is a good thing. Don't just put somebody's name up there because it's something they can add to their resume because this is a very important group people. They're going to have a very important job to do and we need to make sure we put the best people in place. Thank you, Mr. Chairman.

Mr. Mayor: And Commissioner Lockett I agree with you completely. I think we need people with the skill sets to serve on the board and not based on name alone. Commissioner Smith.

Mr. D. Smith: Yes, sir, I'll make the substitute motion now and see if we can get something moving with this. My motion is that ---

Mr. Mayor: Substitute motion.

Mr. D. Smith: --- substitute motion is that we combine District 1 and 2 to nominate somebody, Districts 3 and 4 to nominate somebody, Districts 5 and 6 to nominate one person, Districts 7 and 8 to nominate one person and the two Super Districts to nominate one person. That would give us five people that would force the Commission to work with the counterparts in the districts and it would give us five nominations. So that's my motion.

Mr. Johnson: Second.

Mr. Mayor: Substitute motion?

Mr. D. Smith: Substitute motion.

Mr. Mayor: And let's just to get those names together and submit them to the Mayor for recommendation.

Mr. D. Smith: Correct, thank you, sir.

Mr. Mayor: You guys can work it out. I'll recommend it. Okay, we have a substitute motion that's been made and properly seconded. If there's no further discussion ---

Mr. Fennoy: (inaudible).

Mr. Mayor: Commissioner Fennoy.

Mr. Fennoy: Those names have to come back to the full commission for approval or will once the combination that Commission Smith just mentioned be automatically accepted by the Commission?

Mr. Mayor: It would have to come back before this board for approval. And I would ask Commissioner Smith to, go ahead.

Mr. Fennoy: That being the case I think that if we go along with the plan that Commissioner Smith just suggested that we come back with an alternate in case one of the persons is not accepted.

Mr. Mayor: Okay and to Commissioner Smith would your motion be to have this **brought back to the next round of committee meetings?**

Mr. D. Smith: Yes, sir, I would make that part of the motion.

Mr. Mayor: Okay, we have a substitute made that's been and properly seconded. Commissioners will now vote by the substitute sign of voting.

Mr. Lockett and Mr. Guilfoyle vote No.
Motion Passes 8-2.

Mr. Mayor: Okay Madam Clerk on to the next agenda item please.

The Clerk:

APPOINTMENTS
39. Consider a request from the Richmond County Hospital to appoint one from the following from the Active Medical Staff member position currently held by A. Bleakley Chandler, M.D. who is not eligible:
Alexander H. MacDonell, III, M.D., 4 Tall Pine Court, Augusta, GA. 30909
James B. Kay, M.D., 810 Carriage Court, Augusta, GA 30909
Stuart H. Prather, III, M.D., 220 Edgewood Drive, Augusta, GA 30904

For the African American member position currently held by Mac Bowman, M.D. who is eligible for reappointment.
Mac A. Bowman, M.D., 3404 Dunnington Place, Augusta, GA 30909
Sanford Lloyd, 711 Woodgate Court, Augusta, GA 30909
Terry D. Elam, 17 Park Place, Augusta, GA 30909

Mr. Mayor: Madam Clerk is the bold names their first choice?

The Clerk: Yes sir that is correct.

Mr. Mayor: Commissioner Mason.