



Administrative Services Committee Committee Room- 4/9/2007- 12:35 PM Meeting

ADMINISTRATIVE SERVICES

1. Approve award of 2007 Home Funds for CHDO Operating Expenses. ☐ [Attachments](#)
2. Approval of the assessment tool for evaluating employees reporting directly to the Mayor and Commission. ☐ [Attachments](#)
3. Presentation by the Augusta Affordable Housing Corporation (Augusta Housing Authority) regarding its Deans Bridge Road Project. ☐ [Attachments](#)
4. Approve change to Housing Rehabilitation Program Design. ☐ [Attachments](#)
5. Approve award of 2007 Home Funds for CHDO Set-Aside Projects. ☐ [Attachments](#)
6. Approval of the final proposal for the Fire Department hiring procedures. ☐ [Attachments](#)
7. Reprogram \$60,000 in Year 2007 CDBG Funds from the Brigham Center Tennis Courts to the Brigham Senior Center Expansion Project. ☐ [Attachments](#)
8. Report/update from administration regarding the investigative process relative to the recent reports of theft, drugs, and cell phones regarding RCCI and Recreation Departments. (Requested by Commissioner Williams) ☐ [Attachments](#)

9. Approve return of 2002 HOME Funds by Laney Walker Development Corporation. ☐ [Attachments](#)
10. Presentation by Mr. Willie Johnson regarding the final payment on the property at 2745 Magnolia Avenue. (Referred from March 12 Administrative Services) ☐ [Attachments](#)

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Administrative Services Committee Meeting
4/9/2007 12:35 PM
Approval of 2007 HOME Operating and Set-Aside Agreements

Department:	Housing & Community Development Department
Caption:	Approve award of 2007 Home Funds for CHDO Operating Expenses.
Background:	Up to five percent (5%) of Augusta's annual HOME allocation may be used for operating expenses for Certified Community Housing Development Organizations (CHDOs) and 15% of its annual allocation for CHDO Set-Aside. In January 2007, AHCD recertified four CHDOs: Antioch Ministries, East Augusta CDC, Promise Land Community Development and Sand Hills Urban Development, Inc. Five percent of the city's HOME allocation for 2007 is \$ 63,476.00, so each CHDO would receive \$ 15,869.00 for operating expenses.
Analysis:	Allocation of the 2007 HOME funds will assist the CHDOs in covering general operating expenses
Financial Impact:	A total of \$ 63,476.00 in 2007 HOME funds is available for CHDO operating expenses.
Alternatives:	None recommended
Recommendation:	Approve the distribution of \$ 63,476.00 in 2007 HOME funds for operating expenses to the following certified CHDOs: • Antioch Ministries Inc. - \$15,869.00 • East Augusta CDC - \$15,869.00 • Promise Land CDC- \$15,869.00 • Sand Hills UD, Inc. \$15,869.00
Funds are Available in the Following Accounts:	

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**



**Administrative Services Committee Meeting
4/9/2007 12:35 PM
Assessment Tool**

Department: Clerk of Commission

Caption: Approval of the assessment tool for evaluating employees reporting directly to the Mayor and Commission.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission

Employee Evaluation Form
For Employees Reporting Directly to the Augusta-Richmond County Commission

EVALUATION PROCEDURES

The purpose of this evaluation is to create an interactive tool to improve employee performance on an annual basis. Its primary purpose is not punitive. The evaluation should cover a minimum of 12-months span of time and should not merely focus on one or two items or instances in relation to the employee's job performance. The evaluation is intended to assess the overall performance of the employee.

Upon 1-month of initial employment, each employee should be given this form and a review of the evaluation procedures. During the annual evaluation period, employees should be notified of the evaluation time period and deadline (at least 4-weeks in advance) by the Human Resources (HR) Department and given a blank form to conduct a self-assessment to provide to the evaluators at the beginning of the evaluation process. A final evaluation is then created by the evaluators and submitted to the employee for review and signature. A final copy of the evaluations signed by both the evaluators and the employee will be given to the employee in one collective packet with all of the evaluations from each of the Commissioners included. All evaluations must be completed before the end of the predetermined deadline date.

PERFORMANCE DEFINITIONS

OUTSTANDING - Performance at this level is clearly unique and far in excess of established expectations. The employee consistently exceeds expectations in the outcomes achieved in work quality, quantity and timeliness. The employee exhibits dynamic leadership among peers in all dimensions of the work performed.

SIGNIFICANTLY EXCEEDS EXPECTATIONS - Performance at this level often exceeds established expectations and standards for work quality, quantity and timeliness. The employee exhibits mastery of most dimensions of the work performed.

FULLY CAPABLE - Performance at this level is satisfactory on the established expectations and standards for work quality, quantity and timeliness. The employee competently achieves the requirements of the position.

NEEDS IMPROVEMENT - Performance at this level is minimally capable and below the level expected employee. Improvement is required in significant dimensions of the job in order to meet the expectations and standards for work quality, quantity and timeliness. The employee performing at this level may be denied merit increases until fully capable performance is demonstrated.

UNSATISFACTORY - Performance at this level is unacceptable. The employee often fails to achieve basic requirements of the position and has exhibited little or no improvement in job performance. The employee performing at this level should not be continued in this position; or where extenuating circumstances exist, should be retained only upon significant improvements within a fixed period of time.

PERFORMANCE FACTORS

1. ADMINISTRATION

1a. **PLANNING:** Develops short and long range plans and goals to meet department or office objectives consistent with established priorities; sets appropriate priorities of needs and resulting services to be provided; anticipates and prepares for future requirements and devises contingencies; devises realistic plans

1b. **BUDGETING AND ECONOMIC MANAGEMENT:** Prepares an appropriate budget and subsequently adheres to it; utilizes finances, budgets, facilities, equipment, materials and products to minimize costs; actively practices cost containment.

1c. **ORGANIZATION OF WORK:** Structures work in order to avoid crisis, promotes productivity, attains cost effectiveness, and delivers work on time. Involved in this process are the tasks of allocating work, delineating responsibilities, scheduling activities, and adequately preparing for meetings and presentations.

1d. **COMPLIANCE:** Complies with established policies, procedures and directives; conducts department functions in accordance with applicable laws, statutes, and regulations.

1e. **PROBLEM SOLVING AND DECISION-MAKING:** Identifies problem and acts to rectify them by employing analytical thinking and sound judgment.

1f. **EVALUATION AND CONTROL:** Practices regular and systematic review of department operations to evaluate progress towards established goals; evaluates strategies employed in seeking those goals; implements remedial measures when necessary.

1g. **RISK (LIABILITY) MANAGEMENT:** Ensures that liability risk exposures are identified and treated when proposing new programs and services; evaluates and monitors established programs and services to identify areas which need revision due to changes in operation, legislation, policies and procedures; implements changes where needed to facilitate minimal negative impact to the organization.

2. INTERPERSONAL

2a. **ORAL COMMUNICATION:** Effectively communicates orally with individuals and groups, including public presentations; presents ideas in an organized, clear and concise manner, employs tact and discretion; listens well; offers appropriate feedback.

2b. **WRITTEN COMMUNICATION:** Prepares organized, clear, concise, accurate and informative letters, memos, reports and other documents which effectively fulfill content and timeliness requirements.

2c. **COORDINATION/COLLABORATION:** Works well with others at various levels; keeps information flowing to the appropriate parties vertically (down as well as up) and horizontally; facilitates communication and problems solving among parties when necessary.

2d. **SUPERVISORY CONTROL OF STAFF:** Effectively manages, assigns, directs, controls, evaluates performance, counsels and disciplines all other functions necessary or incidental to supervision; practices compliance with employment law guidelines and mandates.

2e. **LEADERSHIP:** Promotes cooperation and team work among employees; establishes high standards of conduct and job performance for subordinates; maintains open communication channels; delegates work appropriately; leads by example.

2f. **STAFF APPRAISAL AND DEVELOPMENT OF DIRECT REPORTS:** Provides good record of subordinate performance; reviews appraisal information with subordinates; aides subordinates in improving performance on current job; helps subordinates in setting up and implementing development plans and objectives; cross-trains employees; encourages subordinates to participate in training.

3. INDIVIDUAL

3a. **EFFORT AND INITIATIVE:** Requires little work direction; exhibits persistence and initiative; puts forth a consistent, energetic effort; assumes full and complete responsibility for accomplishment of department functions.

3b. **PROFESSIONAL/TECHNICAL COMPETENCE:** Realistic knowledge and competence of the field and applies up-to-date technical/professional principles, practices, and standards appropriate to the functions of the department; acts as a resource person upon whom others can draw; professional demeanor maintained on a consistent basis.

3c. **INNOVATION:** Displays original and novel thought in creative efforts to improve on the status quo.

3d. **OBJECTIVITY:** Assesses issues, problems and decision situations based on the merits of the case presented; personal loyalties, biases, etc., does not influence department decisions; personnel decisions made on the basis of equal opportunity and objective job-related criteria.

3e. **CREDIBILITY:** Through successful performance, instills the feeling of trust and dependability.

3f. **FLEXIBILITY:** Adapts well to change, both internally and externally.

4. LEADERSHIP

4a. **COACHING:** Communicates a positive attitude; serves as a catalyst for action and encourages employees to try new things and to take calculated risks; provides honest feedback; minimizes tension and defensiveness; creates an environment for success; teaches and guides employees rather than controls.

4b. **EMPOWERING:** Creates an awareness in others of their powers and self worth; involves others and shares powers in planning and decision-making; fosters leadership in others; challenges others to assume leadership roles and provides support by allowing them to risk, fail and learn; creates an environment in which others feel ownership for results and feel comfortable to take action to achieve desired results.

4c. **MODELING:** Believes in public service; treats all with respect and dignity and creates an atmosphere of mutual respect and trust. Serves as a catalyst for action and is a team player, believes in oneself and looks at problem as opportunities; uses powers in a positive way; keeps one's work: accepts responsibility for mistakes; insists on excellence (not perfection); communicates and reinforces by what they do - not what they say; adapts to changes as conditions and situations warrant.

4d. **TEAM BUILDING:** Builds group cohesiveness and pride; encourages cooperation; fosters and practices good communication, recognizes and rewards individuals and team accomplishments and contributions; shares success and rewards; manages conflict, which is inevitable.

4e. **VISIONING:** Establishes and articulates a vision of what could be; looks to and plans for the future; accepts new challenges, keeps an open mind.

4f. **SELF-DEVELOPMENT:** Is not static; prepares for the future; has the courage to identify and address shortcomings; is committed to self-improvement manages personal stress in positive ways.

Rank the executive director on the performance factors using the performance definitions (5=outstanding, 4=significantly exceeds expectations, 3=fully capable, 2=needs improvement, 1=unsatisfactory)

1. ADMINISTRATION

Performance Factor	Performance (Provide a numerical rating from 5 to 1 with 5 being the highest)	Additional Comments (Attach additional sheets as needed)
Planning		
Budgeting and Economic Management		
Organization of Work		
Compliance		
Problem Solving and Decision Making		
Evaluation and Control		
Risk (Liability) Management		

2. INTERPERSONAL

Performance Factor	Performance <i>(Provide a numerical rating from 5 to 1 with 5 being the highest)</i>	Additional Comments <i>(Attach additional sheets as needed)</i>
Oral Communication		
Written Communication		
Coordination/Collaboration		
Supervisory Control		
Leadership		
Staff Appraisal and Development		

3. INDIVIDUAL

Performance Factor	Performance <i>(Provide a numerical rating from 5 to 1 with 5 being the highest)</i>	Comments <i>(Attach additional sheets as needed)</i>
Effort and Initiative		
Professional and Technical Competence		
Innovation		
Objectivity		
Credibility		
Flexibility		

4. LEADERSHIP

Performance Factor	Performance (Provide a numerical rating from 5 to 1 with 5 being the highest)	Comments (Attach additional sheets as needed)
Coaching		
Empowering		
Modeling		
Team Building		
Visioning		
Self-development		

OVERALL EVALUATION (Please check one.)

- ☐ Outstanding
☐ Significantly exceeds expectations
☐ Fully capable
☐ Needs improvement
☐ Unsatisfactory

What were the employee's performance highlights in the past year?

What could have been most improved regarding the employees performance in the past year?

Evaluator's Signature _____ **Date** _____

Additional Evaluator Comments (if any):

Employee's Signature _____ **Date** _____
(Signature indicates receipt of the evaluation, but not necessarily agreement)

Employee's Comments (if any):



**Administrative Services Committee Meeting
4/9/2007 12:35 PM
Augusta Affordable Housing Corporation**

Department: Clerk of Commission

Caption: Presentation by the Augusta Affordable Housing Corporation (Augusta Housing Authority) regarding its Deans Bridge Road Project.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission



**Administrative Services Committee Meeting
4/9/2007 12:35 PM
Change Housing Rehabilitation Program Design**

Department:	Housing and Community Development Department
Caption:	Approve change to Housing Rehabilitation Program Design.
Background:	The Housing and Community Development Department administers a Housing Rehabilitation Program providing assistance to qualified low and moderate income homeowners. Program components include deferred (forgivable) and low-interest rate loans to finance repairs to substandard single-family residences.
Analysis:	Currently, forgivable loans are available only to qualifying households at or below 30% of the area median income limits. Households above the 30% income limit qualify for a low interest loan. In order to stimulate more interest and participation in the program, especially among senior citizens, the department proposes that the forgivable loan option be extended to qualifying households at or below 50% of the area median income limits. This change would make it possible for more applicants to be eligible for forgivable loan assistance.
Financial Impact:	The change in program design would decrease the amount of CDBG program income by an unknown amount, but the department anticipates it would increase overall participation in the program.
Alternatives:	None recommended
Recommendation:	Approve change in the Housing Rehabilitation Program design
Funds are Available in the	

**Following
Accounts:**

Year 2007 CDBG Housing Rehabilitation Program account

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**

**INCOME LIMITS BY HOUSEHOLD SIZE
AUGUSTA-RICHMOND COUNTY, GA-SC MSA , 2006**

Household Size	Household Income Limits			
	30% of Median	50% of Median	60% of Median	80% of Median
1 Person	\$11,200.00	\$18,700.00	\$22,440.00	\$29,900.00
2 Person	\$12,800.00	\$21,350.00	\$25,620.00	\$34,200.00
3 Person	\$14,400.00	\$24,050.00	\$28,860.00	\$38,450.00
4 Person	\$16,000.00	\$26,700.00	\$32,040.00	\$42,700.00
5 Person	\$17,300.00	\$28,850.00	\$34,620.00	\$46,150.00
6 Person	\$18,600.00	\$30,950.00	\$37,140.00	\$49,550.00
7 Person	\$19,850.00	\$33,100.00	\$39,720.00	\$52,950.00
8 Person	\$21,150.00	\$35,250.00	\$42,300.00	\$56,400.00

Source: U.S. Department of Housing and Urban Development, Income Limits for Augusta-Richmond County, GA-SC MSA, 2006. Income limits based on a median annual income of \$52,600 for a 4-person household. Income limits are subject to change once each year.

Note: Households within shaded income limits would qualify for Conditional Deferred Payment Loan (i.e. forgivable loan) under amended Housing Rehabilitation Program Design



Administrative Services Committee Meeting
4/9/2007 12:35 PM
Distribution of CHDO Project Set-Aside Funds - 2007

Department:	Housing & Community Development Department
Caption:	Approve award of 2007 Home Funds for CHDO Set-Aside Projects.
Background:	The city of Augusta reserves 20% of its annual allocation of HOME funds for investment in housing projects to be developed by, sponsored or owned by Community Housing Development Organizations (CHDOs). In February the department solicited project funding applications from the CHDOs. Three of the four certified CHDOs submitted project applications for 2007 HOME set-aside funds. CHDOs submitting applications included Antioch Ministries, Inc., East Augusta CDC and Promise Land CDC. All three CHDOs submitted applications for projects involving the construction of new single-family homes.
Analysis:	Department staff members have reviewed and ranked the applications based on the five evaluation factors listed on the application. The factors are project description, project feasibility, financing and leverage for the project, milestones and deadlines for the project, and the housing experience and development capacity of the CHDO. Reviewers evaluated the applications to make sure they clearly described the project, answered all relevant project feasibility questions, provided complete and clear information related to project financing and the source and use of funds, included a timeline and milestones for completing the project, and demonstrated that the CHDO has the experience and capacity to complete the project in a timely manner.
Financial Impact:	A total of \$253,904.00 in 2007 HOME funds is available for distribution under the set-aside program.
Alternatives:	

Recommendation: The staff recommendation for funding is outlined in the table attached

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

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**

FUNDING RECOMMENDATION**AUGUSTA HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT
YEAR 2007 HOME SET-ASIDE PROJECTS BY CHDOs**

RECOMMENDATION: The staff recommendation for funding is outlined in the table below. In order to reward the top ranked application, and at the same time provide funding to all three applicants, the staff recommends the funds be awarded in the following manner:

- 1st Place applicant be awarded 40% of available funds
- 2nd Place and 3rd Place be awarded 30% of available funds each

FUNDING RECOMMENDATIONS 2007 HOME SET-ASIDE FUNDS					
RANK	RECIPIENT (CHDO)	PROJECT COST	AMOUNT REQUESTED	PROJECT DESCRIPTION	AMOUNT RECOMMENDED
1	Antioch Ministries	\$ 335,000.00	\$ 150,000.00	Block 1300 – Perry Avenue Uplift Project Construction of three (3) new single family homes.	\$ 101,561.60
2	East Augusta CDC	\$ 180,000.00	\$ 115,000.00	Magnolia Avenue – construct two (2) single family homes	\$ 76,171.20
3	Promise Land CDC	\$ 440,000.00	\$ 150,000.00	Gordon Woods – construct four (4) single family homes.	\$ 76,171.20
TOTAL		\$ 600,000.00	\$ 415,000.00		\$ 253,904.00
Source: Augusta Housing and Community Development Department, March 28, 2007					



**Administrative Services Committee Meeting
4/9/2007 12:35 PM
Fire Department Hiring Practices Final Proposal**

Department: Clerk of Commission

Caption: Approval of the final proposal for the Fire Department hiring procedures.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission

Final Fire Department Hiring Procedures Proposal

Overview:

The hiring practices and the International Public Management Association (IPMA) Test utilized by the Augusta-Richmond County Fire Department have been placed under scrutiny in relation to minority hiring. In response, the EEO Office assembled a working team including the following individuals:

Chief Willis, Fire Department Chief
Chris James, Fire Department Training Chief
James Freeman, Fire Department Battalion Chief
Charles Masters, Fire Department Sergeant
Robby Burns, Interim HR Director
Moses McCauley, HR Employment Manager
Richard Burts, Fire Department Battalion Chief
Diana Darris, EEO Coordinator

The team agreed upon the use of a new test and updated the hiring procedures. The detailed recommendations for changes are outlined in this proposal.

Synopsis:

- ◆ *The work team recommends changing the test from the current International Public Management Association (IPMA) Entry-Level Firefighters Test to the Selection Solutions Entry-Level Firefighter Written Test administered by the CWH Company. The CWH Test has been recommended by the Department of Justice due to its high validity and low minority adverse impact. The test is also endorsed by the International Association of Fire Chiefs. Candidates do not need prior firefighter knowledge to do well on this test. Exam study guides will be provided for each candidate prior to taking the test.*
- ◆ *The recommended testing company (CWH) generates candidate profiles and disparagement data for each testing pool. HR will use the testing company data to gather minority adverse impact reports and other minority candidate profiles after each test session to reflect what (if any and to what degree) disparagements existed during the exam process. HR will store applicant pool data for a period of ten-years and have such information readily available for review. Applicant test scoring and analysis cost \$11.00 per candidate. The test study guides cost \$1.50 each.*
- ◆ *A Jr. Cadet Program for Youth will be facilitated by the Fire Department.*
- ◆ *More targeted ongoing recruitment efforts will take place to generate a larger pool of qualified women and minorities.*
- ◆ *The Fire Department's Oral Interview Panel will be made up of Augusta Fire Department Personnel with the rank of Captain and below, and a representative from the Augusta-Richmond County Human Resources Department. The five-member multicultural interview panel will include at least one female, and one individual from a historically under-represented ethnic group.*

Challenges and Solutions

Identified Challenge #1

Some individuals alleged that the IPMA test was unfavorable towards minorities, while others claimed that it was not necessarily bias.

No detailed data to support or disclaim any alleged test bias was maintained over a long period of time.

Solutions:

- After group discussion, a recommendation has been made to use the CWH Test* as opposed to the IPMA Test.
- Each applicant will be given a study guide for the test in advance.

Reasoning:

- Due to internal issues, the previously used IPMA Test has become too controversial for our organization.
 - The CWH Test was one that multiple internal constituents could agree upon.
 - The CWH Firefighter Test that is administered by the Selected Solutions Company does not measure prior job knowledge, but rather one's ability to do the job well once firefighter training is received.
 - The CWH Test measures basic skills such as reading-comprehension and math.
 - The CWH Test is in traditional multiple choice or short answer format.
 - The recommended CWH test also measures the personality traits needed to perform well as a firefighter such as extroversion and conscientiousness.
 - The use of the CWH Study Guide should better equip candidates who take the test.
- HR will maintain data to reflect test disparagements (if any) and candidate demographics for each testing pool.

- * *The CWH Selected Solutions is an award-winning entry-level test. It has been nationally validated in Fire Departments across the country. The test has been recommended by the Department of Justice in a landmark 2001 lawsuit due to its high validity and low adverse impact. It has also been endorsed by the International Association of Fire Chiefs and is the only entry-level written exam to receive an endorsement by this association.*

Identified Challenge #2

Increase the number of qualified multicultural applicants.

Solutions:

-Advertising in diversity targeted locations in advance.

-Link to local university Student Career Service Offices to attract a more diverse applicant pool.

-The Fire Department will create a cadet program for youth to develop an ongoing career interest.

Identified Challenge #3

Create a more equitable and smooth hiring process for all applicants.

See the attachment under the Hiring Procedures Section of this report.

Identified Challenge #4

The oral interview committee composition.

The Fire Department Chief will set up a rotating list of individuals to sit on the oral interview panel to ensure that different individuals from the Fire Department are included in the candidate screening process. The multicultural five-member interview panel should include at least one female and one individual from a historically under-represented ethnic group.

Fire Department Hiring Procedures**Step One**

Recruitment and hiring for firefighters will take place annually. For a period of at least thirty-days, the Human Resources Department is required to advertise open positions in a variety of locations (websites, newspapers, university sites for student careers, radio, or magazines), including at least three separate venues which directly target multicultural populations.

Step Two

Candidates will submit applications and are required to attach proof of High School graduation or the equivalent.

Step Three

Candidates who have the minimum qualifications are sent a packet including, a letter inviting them to take an upcoming Selections Solutions Entry-Level Firefighters test, a test study guide and a test registration form. Candidates who do not have the minimum qualifications of a High School Diploma or equivalent are eliminated from the process and sent a regrets letter within sixty-days of applying.

Step Four

HR will administer a written test and forward the completed test to the CWH Testing Company for scoring.

Step Five

Candidates must score seventy-percent or better to pass the written test. Once scored and received back by HR, the names of the candidates who passed and their test scores will be forwarded to the Augusta Fire Chief.

Step Six

Within two-weeks of the receipt of the exam scores in the HR Office, candidates who score seventy-percent or above will be notified of the date, time and place that the physical agility exercise will be administered. Notice will be sent out by HR in collaboration with the Fire Department.

This is a pass or fail assessment of the candidate's physical ability to perform the work of a firefighter. The final pass or fail score should be forwarded to HR from the Fire Department within seven-working days.

Step Seven

After the physical agility exercise scores are received by the Fire Department, HR will compile a list of candidates who pass the written test and the physical agility exercise. HR will then extend the opportunity for oral interviews to all qualifying candidates.

The Fire Department Chief will set up a rotating list of individuals and a Panel Coordinator to sit on the oral interview panel to ensure that different individuals from the Fire Department are included in the candidate screening process. The Panel Coordinator will serve as a non-grading member of the panel. The multicultural five-member interview panel should include at least one female, and one individual from a historically under-represented ethnic group. Members of the interview panel from the Fire Department should be below the rank of Captain.

The interview panel will rate each applicant under the same process on a scale of one-to-six with six being the highest score. The totals of each member of the panel will be averaged together for a final interview score for each candidate.

Step Eight

Candidates will receive an average score based on the following formula: the test score + the oral interview score average, divided by two= the total ranking score. The Panel Coordinator will collect the score sheets and average group score total for each candidate. The Coordinator will then generate a list of candidates ranked from the highest to the lowest scoring candidates. This list will be submitted to the Fire Department Chief for final hiring selections to be made with the highest scoring candidates being selected first. Candidates are required to meet all of the physical exam and substance abuse screenings outlined by HR.

Candidates who do not meet the minimum qualifications and/or requirements will be sent a regrets letter by HR. If a candidate declines a job offer, the next highest scoring candidate on the list will be selected. Each candidate ranking list can be maintained for a period of six-months. After a period of six months, a new candidate pool and list must be generated. HR is required to notify each pending candidates of their current status every three-months.

Step Nine

As an agreed upon condition of employment, hired employees have up to 18-months to complete the Georgia Emergency Medical Technician (EMT) Intermediate Certification requirements. Candidates who fail to meet the EMT requirement will be terminated. During this 18-month period, employees can take the exam multiple times. Online exams are also available in the local community. Firefighters who remain in service will receive on the job training and support to assist in improving their skills.

Step Ten

Demographic data will be collected on the entire applicant pool. HR is responsible for collecting and maintaining data in relation to applicant demographics, race-scoring comparisons, testing percentages and evaluations to screen for any possibly test disparagements must be received from the testing company. On behalf of Augusta Richmond County, HR will maintain demographic data for each candidate for a period of ten-years. After each hiring pool process has ended, HR should send copies of such data (the ethnic and gender breakdowns of each pool, and how each candidate scored at each level of the application process) to the Fire Department and the EEO Office.



Administrative Services Committee Meeting
4/9/2007 12:35 PM
Henry Brigham Senior Center

Department:	Housing and Community Development Department
Caption:	Reprogram \$60,000 in Year 2007 CDBG Funds from the Brigham Center Tennis Courts to the Brigham Senior Center Expansion Project.
Background:	To date a total of \$195,000 in CDBG funds has been budgeted for the expansion of the senior center at Henry Brigham Park on Golden Camp Road. The Brigham Senior Center has proven to be a popular facility and the expansion is necessary to keep up with the growing demands placed on the facility. In the course of designing the building expansion it was determined that site improvements would also be necessary in order to alleviate drainage problems. The site improvements were incorporated into the plans and specifications for the project. Thus far, approximately \$21,000 has been spend on design and engineering work for the project, leaving a balance of \$173,800 in the project budget. The project was bid in December 2006, and a contract price of \$250,000 has been negotiated with the low bidder. Of the additional \$76,200 needed to fully fund the project, \$60,000 is proposed to come from Year 2007 CDBG funds and the remaining \$16,200 from SPLOST. The Year 2007 CDBG funds are currently earmarked for reconstruction of the tennis courts at the same facility, Henry Brigham Park. The Recreation Department plans to apply for Year 2008 CDBG funds to pay for reconstruction of the tennis courts.
Analysis:	Reprogramming of the funds will enable the Brigham Senior Center Expansion project to be completed as designed. It will also aid in the timely expenditure of CDBG funds on an eligible activity that directly benefits senior citizens who use the facility on a daily basis.
Financial Impact:	Current balance of \$173,828.78 is in the project account.

Alternatives: None recommended

Recommendation: Approve the Reprogramming of \$60,000 in Year 2007 CDBG Funds from Brigham Center Tennis Courts to the existing Brigham Senior Center Expansion Project

Funds are Available in the Following Accounts: Henry Brigham Senior Center Expansion Project - CDBG #06030 \$173,828.78 Henry Brigham Center Tennis Court Project - CDBG #07035 \$60,000

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**



**Administrative Services Committee Meeting
4/9/2007 12:35 PM
RCCI and Recreation Departments Reports**

Department: Clerk of Commission

Caption: Report/update from administration regarding the investigative process relative to the recent reports of theft, drugs, and cell phones regarding RCCI and Recreation Departments. (Requested by Commissioner Williams)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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Available in the
Following
Accounts:**

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Clerk of Commission



Administrative Services Committee Meeting

4/9/2007 12:35 PM

Return of Year 2002 HOME Funds by the Laney-Walker Development Corporation

Department:	Housing & Community Development
Caption:	Approve return of 2002 HOME Funds by Laney Walker Development Corporation.
Background:	The Laney Walker Development Corporation (LWDC) has gone through some transition over the last year and has encountered difficulties in advancing its affordable housing projects. The department informed LWDC that the organization's Year 2002 HOME funds were in jeopardy of being recaptured if not used in a timely manner for an eligible HOME project. LWDC has decided to return the balance of \$ 213,821.80 in 2002 HOME funds for the city to use on another eligible project. This would allow LWDC the opportunity to focus on its internal restructuring and strategic effort to move forward.
Analysis:	LWDC is returning the balance of the 2002 HOME funds to the city for use on another eligible HOME project.
Financial Impact:	A total of \$ 213,821.80 is being returned to the city to be used for an eligible HOME activity.
Alternatives:	None recommended
Recommendation:	Approve the return of \$ 213,812.80 in 2002 HOME funds by LWDC and authorize the department to request proposals for the use of the funds on another eligible HOME project.
Funds are Available in the Following Accounts:	Year 2002 HOME Program Account

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**

LANEY-WALKER

DEVELOPMENT CORPORATION

"Bringing The Community Back To Life"

March 30, 2007

Mr. Paul DeCamp, Interim Director
City of Augusta Housing & Community Development Department
925 Laney Walker Blvd., 2nd Floor
Augusta, GA 30901

Re: 2002 HOME Fund allocation

Dear Mr. DeCamp:

The Laney-Walker Development Corporation (LWDC) in meetilg with its Board of Directors Would like to ... inform. the Augusta Housing & Community Development Department (AHCD) of its request to be relieved of its contractual obligation for 2002 HOME Funds in the amount of \$213,821.80. It is the intentions of the LWDC at this time to recommit its focus back to internal organizational restructuring and strategically strengthening our vision of providing affordable housing to low to moderate-income

Persons and economic opportunities for small disadvantage businesses throughout the Laney Walker community.

Through this restructuring time period for the LWDC, the L WDC Board agreed that 2002 HOME funds allocated to LWDC be release back to AHCD for further use in the revitalization efforts. Of the city of Augusta. It is our wish to continue to work with the AHCD through future development .projects that would assist the overall plan of community revitalizatiol of the Laney Walker area and the City of Augusta as a whole.

If you should have any further questions, please contact me at 706-823-9780.

Respectfully,

Anthony K. Chandler, Executive Director

LWDC

Cc: Walter Hornsby, Chairman
LWDC

LaSandra Corley, Housing Programs Coordinator
AHCD



Administrative Services Committee Meeting
4/9/2007 12:35 PM
Willie Johnson

Department: Clerk of Commission

Caption: Presentation by Mr. Willie Johnson regarding the final payment on the property at 2745 Magnolia Avenue.
(Referred from March 12 Administrative Services)

Background:

Analysis:

Financial Impact:

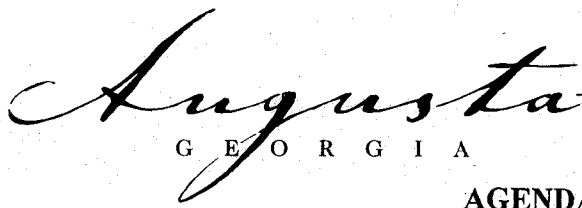
Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission



AGENDA ITEM REQUEST FORM

Commission/Committee: (Please check one)

- ☐ Commission
☐ Public Services Committee
☒ Administrative Services Committee — 3/12
☐ Engineering Services Committee
☐ Finance Committee
☐ Public Safety Committee

Contact Information for Individual/Presenter Making the Request:

Name: Willie Johnson
Address: 3738 woodcock Dr
Telephone Number: 706 339-8444
Fax Number: 706
E-Mail Address: _____

Caption/Topic of Discussion to be placed on the Agenda:

Haven't received Final payment on the property
of 2745 Magnolia Ave

Please send this request form to the following address:

Ms. Lena J. Bonner
Clerk of Commission
Room 806 Municipal Building
530 Greene Street
Augusta, GA 30911
Telephone Number: 706-821-1820
Fax Number: 706-821-1838
E-Mail Address: lbonner@augustaga.gov

Requests may be faxed, e-mailed or delivered in person and must be received in the Clerk's Office no later than 5:00 p.m. on the Wednesday preceding the Commission or Committee meeting of the following week. A five-minute time limit will be allowed for presentations.

Commission meetings are held on the first and third Tuesdays of each month at 2:00 p.m. Committee meetings are held on the second and last Mondays of each month from 12:30 to 3:30 p.m.