Administrative Services Committee Meeting Commission Chamber- 5/7/2012- 1:05 PM

ADMINISTRATIVE SERVICES

1. Discuss the denial of the final negotiated contract with Automatic Data Processing (ADP) and tasking the Administrator to bring back at the first Commission meeting in June a path forward regarding the internal operations of the Human Resources Department. (Referred from May 1 Commission meeting) ☐ Attachments

2. Motion to approve annual bid item for chemicals for the Utilities Department. ☐ Attachments

3. Motion to approve updating Augusta-Richmond County's Information in the Federal Home Loan Bank's (FHLB) database which would allow our continued participation in FHLBatl's Community Investments Services (CIS) Affordable Housing Program. ☐ Attachments

4. Motion to accept as information the elected official and independent boards and authorities who have made elections regarding the PPPM. ☐ Attachments

5. Motion to approve the resolution supporting Augusta Housing Authority and Walton Communities, LLC's application for low income housing tax credits for Walton Oaks Phase 2 (Family). ☐ Attachments

6. Motion to approve the minutes of the Administrative Services Committee held on April 23, 2012. ☐ Attachments

Administrative Services Committee Meeting
5/7/2012 1:05 PM
ADP Proposal

Department:

Caption: Discuss the denial of the final negotiated contract with Automatic Data Processing (ADP) and tasking the Administrator to bring back at the first Commission meeting in June a path forward regarding the internal operations of the Human Resources Department. (Referred from May 1 Commission meeting)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

Funds are Available in the Following Accounts:

REVIEWED AND APPROVED BY:

Administrative Services Committee Meeting
5/7/2012 1:05 PM
Annual Bid Recommendation of Award - Utilities

Department:	Utilities Department - 12-065A Chemicals
Caption:	Motion to approve annual bid item for chemicals for the Utilities Department.
Background:	The following annual bid item requires Commission Approval: 12-065A Chemicals - Dept: Utilities. The items required Commission approval due to the fact that the purchases on the individual bid items will exceed $25,000.00 per order.
Analysis:	The item was bid through the seal bid process as directed in the Augusta Procurement Code. The user departments reviewed the submittals and presented a recommendation of award to the Procurement Department.
Financial Impact:	
Alternatives:	Not to award and require the Department to follow the purchasing guidelines as listed in the Augusta Procurement Code for each individual purchase.
Recommendation:	Approve the recommendations as submitted by each user department
Funds are Available in the Following Accounts:	506043520 - 5311310 506043530 - 5311310 506043540 - 5311310

REVIEWED AND APPROVED BY:

Finance.
Law.
Administrator.
Clerk of Commission

Invitation to Re-Bid

Sealed re-bids will be received at this office until 11:00 a.m. Friday, March 16, 2012 for furnishing:

Re-Bid Item #12-065A Chemicals for Utilities Department – Annual Contract

Re-Bids will be received by Augusta, GA Commission hereinafter referred to as the OWNER at the offices of:

Geri A. Sams
Procurement Department
530 Greene Street - Room 605
Augusta, Georgia 30901
706-821-2422

Re-Bid documents may be viewed on the Augusta Richmond County web site under the Procurement Department ARCbid. Re-Bid documents may be obtained at the office of the Augusta, GA Procurement Department, 530 Greene Street – Room 605, Augusta, GA 30901. Documents may be examined during regular business hours at the offices of Augusta, GA Procurement Department. **All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Monday, March 5, 2012 @ 5:00 P.M. No re-bid will be accepted by fax, all must be received by mail or hand delivered.**

The local bidder preference program is applicable to this project. To be approved as a local bidder and receive bid preference an eligible bidder must submit a completed and signed written application to become a local bidder at least thirty (30) days prior to the date bids are received on an eligible local project. An eligible bidder who fails to submit an application for approval as a local bidder at least thirty (30) days prior to the date bids are received on an eligible local project, and who otherwise meets the requirements for approval as a local bidder, will not be qualified for a bid preference on such eligible local project.

No Re-Bid may be withdrawn for a period of **90** days after time has been called on the date of opening.

Invitation for bids and specifications. An invitation for bids shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions, applicable to the procurement. **All specific requirements contained in the invitation to bid including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the bid which are not waiveable or modifiable by the Procurement Director.** All requests to waive or modify any such material condition shall be submitted through the Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission. Please mark BID number on the outside of the envelope.

Bidders are cautioned that acquisition of BID documents through any source other than the office of the Procurement Department is not advisable. Acquisition of BID documents from unauthorized sources placed the bidder at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

GERI A. SAMS, Procurement Director

cc:	Tameka Allen	Deputy Administrator
	Tom Wiedmeier	Utilities Department
	Ellie Hazel	Utilities Department

Revised: 8/15/2011

Re-Bid Item #12-065A
Chemicals-Annual Contract
for Augusta Utilities Department
Re-Bid Opening Date: Friday, March 16, 2012 @ 11:00 a.m.

Vendors	F2 Industries 423 C Smyrna Square Drive Smyrna, TN 37167	Burnett Lime Company 7095 Highway 11 Campobello, SC 29322	Aqua Smart, Inc 4445 Commerce Drive SW, Suite A4 Atlanta, GA 30336	C & S Chemical 4180 Providence Road, Suite 310 Marietta, GA 30062	Shannon Chemical P. O. Box 376 Malvern, PA 19355	Carus Corporation 315 Fifth Street Peru, IL 61354
Attachment B		YES	YES	YES	YES	YES
E-Verify Number		164016	HSTI5877	184242	342560	300330
Liquid Orthophosphate						
Proposed Dose (ppm)		NO BID	$0.50	NO BID	1 PPM	1.2 MG/L
Product Cost per Pound ($)		NO BID	$10.95	NO BID	0.433	$0.46
Annual Cost ($)		NO BID	$160,497.88	NO BID	$177,840.00	$59,940.30
Dry Blended Phosphate						
Proposed Dose (ppm)		NO BID	.50PPM	NO BID	.5 PPM	1.25 MG/L
Product Cost per Pound ($)		NO BID	$2.80	NO BID	1.549	$1.42
Annual Cost ($)		NO BID	$26,848.96	NO BID	$55,778.40	$26,951.60
Liquid Lime (30% $Ca(OH)_2$)						
Cost per Pound ($)		0.051	NO BID	0.04649	NO BID	NO BID
Cost per Ton ($)		$102.00	NO BID	$92.98	NO BID	NO BID
Annual Cost ($)		$267,750.00	NO BID	$244,072.50	NO BID	NO BID

Item # 12

Augusta GEORGIA

UTILITIES DEPARTMENT

Tom Wiedmeier, P.E.
Director

D. Allen Saxon, Jr.
Assistant Director

Memo

To: Ellie Hazel

From: Allen Saxon

Date: March 29, 2012

Re: Chemical Re-bid (12-065A)

We have evaluated the bids received on March 16, 2012 in response to the re-bid of Liquid Lime, Liquid Orthophosphate and Dry Blended Phosphate (Bid Item 12-065A). The following is the result of our evaluation.

Liquid Lime

Bids were received from C&S Chemical, Inc. and Burnett Lime Company. A comparison of the key specification requirements documented by each vendor is attached. It appears from the information provided by the vendors with the bids that the Burnett Lime Company product complies with our required specifications. The product proposed by C&S Chemical, Inc. fails to comply with some key requirements. The two specification requirements most troubling are the proposed product's mean and maximum particle size and the specific gravity. Our recommendation is to award the bid to Burnett Lime Company based on their full compliance with the required specifications.

Dry Blended and Liquid Ortho Phosphate

Bids were received from Aqua Smart, Inc., Shannon Chemical and Carus Corporation. Shannon Chemical presented the highest annual cost per their bid form so they were not evaluated since other vendors met our specification. A comparison of the specification requirements documented by both Aqua Smart and Carus Corporation is attached for each product. It appears from the information provided by the vendors with their bids that both the liquid and dry products proposed by Aqua Smart comply with our required specifications. The Carus Corporation dry product does not meet the requirement for orthophosphate content and there is no documentation of their operating pH range. They also did not indicate that they have USDA Food Grade Certification as required. Carus also did

360 Bay Street, Suite 180 - Augusta, GA 30901
(706) 312-4154 – Fax (706) 312-4123
WWW.AUGUSTAGA.GOV

not provide required documentation of Operating pH Range and Maximum Reversion for their liquid product.

In addition to the specification compliance issues, the bid form submitted by Carus raises questions about the integrity of the cost information provided. In their bid for Liquid Orthophosphate they bid a dose of 1.2 mg/l of product which they state equals 0.125 mg/l of PO_4. There is a requirement stated in two locations in the specifications (one of which is on the bid form) that the proposed dose be sufficient to provide a 0.125 mg/l residual PO_4 concentration after the system has been treated. Their proposed dose is indicating they will treat our system without using any PO_4. This does not seem possible. Their bid for the Dry Blended Phosphate shows a dose of 1.0 mg/l of product which they state equals 1.25 mg/l of PO_4. It is mathematically impossible for a component of a product to be present in a higher concentration than the product itself.

Due to the issues pointed out above we recommend awarding the bids for both Dry Blended Phosphate and Liquid Orthophosphate to Aqua Smart, Inc.

2012 Liquid Lime Bid Comparison

Specification	Requirement	C&S Chemical	Burnett Lime
Calcium Hydroxide, % by weight	30% minimum aqueous solution	28%-32%	30% Minimum
Inert Ingredients	70% Maximum	Not Provided	70% Maximum
pH of Saturated Solution	12.4 @ 25 degrees C	12.0 or less	12.4 @ 25 degrees C
Particle Size (Mean/Maximum)	22/96 microns	30 micron Mean/120 micron Max	22 micron Mean/96 micron Max
Appearance and Odor	White suspension and odorless	Odorless; White	White Suspension; Odorless
Solubility in Water	0.1 gm/100 gms	0.185% @ 0 C; 0.077% @ 100 C	0.1 gm/100 gms
Specific Gravity	1.17-1.19	2.3-2.6	1.17-1.19
	Source of Information:	Information provided with 3/16/12 bid submittal.	Information provided with 3/16/12 bid submittal.

Corrosion Scale and Deposit Control for Drinking Water Distribution System (Dry Blended Phosphate)
Specification and Compliance Certification

Instructions: Proposer must complete this form by filling in the right-hand column with the characteristics of the product being proposed. Do not simply indicate that you comply, actual product characteristics must be entered. Any exceptions to the specifications must be explained on a seperate sheet and attached to this form. Proposals submitted without this completed form will not be evaluated.

Product Proposed:

Chemical & Physical Properties	Specification Requirement	Aqua Smart	Carus Corporation
Appearance	Free Flowing crystalline granules	Free Flowing crystalline granules	Free Flowing crystalline granules
Solubility	Readily & completely soluble in water @ ambient temperatures	Readily & completely soluble in water @ ambient temperatures	Readily & completely soluble in water @ ambient temperatures
color	White	White	White
Odor	None	None	None
Foam	None	None	None
Polyphosphate	77.0% minimum	77.0% minimum	75 + or - 2%
Orthophosphate	23.0% minimum	23.0% minimum	13 + or - 1%
P_2O_5	62%	62%	68%
Reversion as a Liquid	None	No reversion as a liquid	None
Stability	Total Stability as Dry or Liquid	Total Stability as Dry or Liquid	Total Stability as Dry or Liquid
Fluorides	Non-Detect	Non-Detect	Non-Detect
Silicates	Non-Detect	Non-Detect	Non-Detect
Potassium	Non-Detect	Non-Detect	Non-Detect
Zinc	Non-Detect	Non-Detect	Non-Detect
Operating pH range	5.7-10 (Documentation Required)	5.7-12 (Documentation Provided)	5.7-10 (Documentation Not Provided)
Stability to Temperature	No effect at 0 to 120 degrees C	No effect at 0 to 120 degrees C	No effect at 0 to 120 degrees C
Food Grade Certification	USDA	USDA	NSF - Kosher - Halal
Health Certification	NSF 60	NSF 60	NSF 60
Shipping Container	50 lb Pails	50 lb Pails	50 lb Pails

See Bid Form and General Information for other requirements.

Corrosion Scale and Deposit Control for Drinking Water Distribution System (Liquid Orthophosphate) Specification and Compliance Certification

Instructions: Proposer must complete this form by filling in the right-hand column with the characteristics of the product being proposed. Do not simply indicate that you comply, actual product characteristics must be entered. Any exceptions to the specifications must be explained on a seperate sheet and attached to this form. Proposals submitted without this completed form will not be evaluated.

Product Proposed:

Chemical & Physical Properties	Specification Requirement	Aqua Smart	Carus Corporation
Appearance	Liquid	Clear Liquid	Liquid
Activity	3.3 pounds per gallon	3.9 pounds per gal.	4 Pounds per Gal
color	colorless to slightly tinted	Colorless to Slightly Tinted	Colorless to slightly tinted
Odor	None	None	None
Foam	none	None	None
PO4	25% minimum	25% Min	35 + or - 2%
Sodium	7.9 - 8.6%	7.9%-8.6%	7.9%-8.6%
SQ 547	3.5 - 3.7%	3.5%-3.7%	N/A
Polyphosphate	22.7 % minimum	22.7% Min	24.5 + or - 2%
Orthophosphate	7.6 % minimum	7.6% Min	10.5 + or - 1%
Specific Gravity	1.300 - 1.350	1.300-1.350	1.39 + or - .03
Dilutable with Water	Infinite/no separation	Infinite/No Separation	Infinite/No Separation
Freeze/Thaw	passes 3 cycles	Passes 3 cycles	Passes 3 cycles
Stability	375 degrees F (190 degrees C)	Stable at 375 degrees F	375 degrees F (190 degrees C)
Fluorides	< 20 ppm	<20 ppm	<20 ppm
Silicates	< 10 ppm	<10 ppm	<10 ppm
Potassium	< 10 ppm	<10 ppm	<10 ppm
Chlorides	< 5 ppm	<5 ppm	<5 ppm
Sulfates	< 10 ppm	<10 ppm	<10 ppm
Sequestering equivalency			
1 ppm (+2 metals/Fe-Mn)	Sequestered by 1 ppm of product	1 ppm +2 Metals/Fe & Mn per 1 ppm Product	Sequestered by 1 ppm of product
200 ppm Ca/Mg (as total Hardness)	Sequestered by 1 ppm of product	200 ppm Tot Hard per 1 ppm Product	Sequestered by 1 ppm of product

Film Formation metal pipes	Molecular non-building	Non-Building mono molecular	Molecular non-building
Scale/corrosion removal in use	Complete	Gradual	Complete
Operating pH range	5.7 -10 (Documentation Required)	5.7-10 (Documentation Provided)	No Documentation Provided
pH neat	4.8 - 5.2	4.8-5.2	4.5 +or - .5
Health Certification	NSF 60	NSF 60	NSF 60
Food Grade Certification	USDA	USDA Food Grade Certified	NSF Certified, Kosher Certified, Halal Certified
Contaminant Metals Sb, Be, Cd, Tl, Cu, Pb, Se, Zn, As, Hg, Cr	All Non-Detect	All Non-Detect	All non-detect **or below NSF reg threshold**
Maximum Reversion	5% at Max Temperature of 240° F (must provide documentation)	5% @ 240 deg F (Documentation Provided)	No Documentation Provided

See Bid Form and General Information for other requirements.

F2 Industries
Attn: Von Young
423 C Smyrna Square Drive
Smyrna, TN 37167

C & S Chemical
Attn: Mike Chandler
4180 Providence Road, Suite 310
Marietta, GA 30062

Tom Wiedmeier
Augusta Utilities Department

Burnett Lime Company
Attn: Hugh Burnett
7095 Highway 11
Campobello, SC 29322

Shannon Chemical
Attn: Daniel C. Flynn
P. O. Box 376
Malvern, PA 19355

Ellie Hazel
Augusta Utilities Department

Aqua Smart, Inc
Attn: Debbie Wolcott
4445 Commerce Drive SW, Suite A4
Atlanta, GA 30336

Carus Corporation
Attn: Sharon Friedl
315 Fifth Street
Peru, IL 61354

Yvonne Gentry
Augusta LSBOP Office

Re-Bid Item #12-065A
Chemicals
For Augusta Utilities Department
Bid Mailed Out 2/27/12

Re-Bid Item #12-065A
Chemicals
For Augusta Utilities Department
Bid Due: Fri 03/16/12 @ 11:00 A.M.

Administrative Services Committee Meeting
5/7/2012 1:05 PM
Federal Home Loan Bank Resolution

Department:	Housing and Community Development Department
Caption:	Motion to approve updating Augusta-Richmond County's Information in the Federal Home Loan Bank's (FHLB) database which would allow our continued participation in FHLBatl's Community Investments Services (CIS) Affordable Housing Program.
Background:	The City is currently listed as a sponsor/developer with Federal Home Loan Bank-Atlanta Division but the contact information is outdated and cannot be retrieved. The City will need to fill out the attached FHLBAccess Resolution and send to Federal Home Loan Bank along with pertinent attachments. This will allow the Housing & Community Development Department to conduct business over the Internet with FHLBatl for the Affordable Housing Program. The attached document is a Resolution/Contract with FHLB and Augusta-Richmond County (thru Housing and Community Development) which will allow us to receive an updated username and password. This is the first step to applying for funding through the FHLB.
Analysis:	FHLB's resolution is the paperwork portion of applying for funding through the Federal Home Loan Bank. It would allow staff to access the competitive application that is open once or twice a year. It is also the portal which is used to follow applicant (potential homeowners) files, upload and download applicable paperwork, and receive communications regarding a file.
Financial Impact:	There is no financial impact from applying for a username and password.
Alternatives:	Not completing the application and thereby not being able to apply for funding.
Recommendation:	We recommend that the city updates its information so the Housing and Community Development Department can apply for additional funding to leverage its current funding sources.

Funds are Available in the Following Accounts: N/A

REVIEWED AND APPROVED BY:

Finance.
Law.
Administrator.
Clerk of Commission

RESOLUTION AUTHORIZING PARTICIPATION IN COMMUNITY INVESTMENT SERVICES PROGRAMS OF FEDERAL HOME LOAN BANK OF ATLANTA

I, the undersigned, being the duly qualified and acting Secretary of Augusta Housing & Community Development (the "Participant") hereby certify that:

a) the Participant is duly organized and existing, and has the power to take the actions called for by the following resolution (the "Resolution");

b) no provision in the Articles of Incorporation, By-Laws or other governing documents of the Participant limits the power of the governing body of the Participant to adopt the Resolution;

c) the Resolution is in conformity with the Articles of Incorporation, By-Laws and other governing documents of the Participant;

d) the Resolution is a true copy of a resolution duly adopted by the governing body of the Participant and recorded in the minutes of a meeting of the governing body held on _____, 20___; and

e) the Resolution has not been rescinded or modified and is in full force and effect.

RESOLVED:

1. The Participant will participate in various community investment programs (the "Programs") offered by Federal Home Loan Bank of Atlanta (the "Bank") through its Community Investment Services department, including without limitation the Bank's Affordable Housing Program, its Predevelopment Fund and its Economic Development and Growth Enhancement Program.

2. The Chairman, Vice Chairman, President, the Chief Executive Officer, the Chief Financial Officer and the Vice Presidents (including Executive Vice Presidents, Senior Vice Presidents, and any officers more senior than Vice President) of Participant, and each of them (the "Authorized Persons"), is hereby authorized to execute any agreement or application governing or relating to Participant's involvement in any of the Programs.

3. The execution and delivery of that certain Access Form for Sponsor Web System Access and the Terms and Conditions for Sponsor Web System Access are hereby ratified and confirmed.

4. The Bank will be entitled to rely on this resolution until Participant provides the Bank with a resolution changing or rescinding this resolution. No change or rescission will be given effect until the Bank receives such certified copy and the Bank has been afforded a reasonable opportunity to act on such change or rescission, and no such change or

rescission will affect any then-existing agreement between the Bank and the Participant, unless the Bank agrees to such effect, in each instance, in writing. Participant will indemnify and hold harmless the Bank from any loss suffered or liability incurred by the Bank prior to receipt of such certified copy as a result of the Bank acting as if such rescission or change had not occurred.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of the Participant this _____ day of _____, 20___.

(CORPORATE SEAL)

_____
Corporate Secretary

CERTIFICATE OF INCUMBENCY

I, the undersigned, being the duly qualified and acting Secretary of Augusta Housing and Community Development (the "Participant"), hereby certify that:

1. The Authorized Persons referenced in Paragraph 2 of that certain Resolution Authorizing Participation in Community Investment Services Programs of Federal Home Loan Bank of Atlanta are as follows:

Name	Title	Signature
David S. Copenhaver	Mayor - City of Augusta	
Chester A. Wheeler, III	Director - AHCDD	
Hawthorne Welcher, Jr.	Assistant Director - AHCDD	
EdKesha Anderson	Housing Program Coordinator	

[Attach additional sheet if necessary]

2. The Authorized Persons are duly elected, qualified and acting officers of the Participant having the titles set forth above and the signatures of such persons set forth opposite their names and titles are genuine signatures.

3. This Certificate of Incumbency supersedes and replaces any prior Certificate of Incumbency related to Participant's Resolution Authorizing Participation in Community Investment Services Programs of Federal Home Loan Bank of Atlanta.

4. This Certificate of Incumbency is effective, and may be relied upon by Federal Home Loan Bank of Atlanta, until Federal Home Loan Bank of Atlanta receives a Certificate of Incumbency that replaces and supersedes this Certificate of Incumbency.

IN WITNESS WHEREOF, I have executed this certificate this _____ day of _____, 20____.

_____

Name: _____

Title: Corporate Secretary

ACCESS FORM FOR
SPONSOR WEB SYSTEM ACCESS

In connection with its community investment programs (collectively, the "Programs" and individually, a "Program"), Federal Home Loan Bank of Atlanta ("FHLBA") provides non-members that are participating in such Programs with access to a portion of FHLBA's website at www.fhlbatl.com that permits such participants to provide and obtain certain information related to their applications and their current projects under certain Programs (the "System"). By entering into this Access Form, FHLBA agrees to make the System available to the below-named Sponsor and Sponsor agrees to use the System, all in accordance with and subject to the terms and conditions of this Access Form and the terms and conditions for access to the System attached to this Access Form and available at www.fhlbatl.com (the "Terms and Conditions"), which, by signing below, Sponsor hereby acknowledges having read and understood prior to its execution below. FHLBA will notify Sponsor of any changes in the Terms and Conditions, and Sponsor hereby agrees that its continued use of the System after being notified of such changes constitutes its agreement to those changes. The Agreement (as defined in the Terms and Conditions) will be effective on the latest of the execution dates set forth below (the "Effective Date"). By signing below, Sponsor further agrees to accept and be bound by electronic agreements and other documents executed electronically in the course of using the System, and FHLBA and Sponsor agree that the Access Form may be executed by facsimile signature and in multiple counterparts, each of which shall constitute an original.

ACCEPTED BY FHLBA:

Address: 1475 Peachtree Street, NE

Atlanta, Georgia 30309

Voice Telephone: (800) 536-9650 Press 3, then 2

Fax: (404)888-8285

E-mail: www.fhlbaccess@fhlbatl.com

1) Signature: _____

Name: _____

Title: _____

Execution Date: _____

2) Signature: _____

Name: _____

Title: _____

Execution Date: _____

ACCEPTED BY: Augusta Housing & Community Development
("Sponsor")

Address: 925 Laney Walker Blvd, 2nd FL
Augusta, GA 30901

Voice Telephone: (706) - 821 - 1797

Fax: (706) - 821 - 1784

E-mail: _____

1) Signature: _____

Name: _____

Title: _____

Execution Date: _____

Administrative Services Committee Meeting
5/7/2012 1:05 PM
Motion to accept as information the elected officials and independent boards and authorities who have made elections regarding the PPPM

Department: Law

Caption: Motion to accept as information the elected official and independent boards and authorities who have made elections regarding the PPPM.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation: Approve

Funds are Available in the Following Accounts:

REVIEWED AND APPROVED BY:

Administrator
Clerk of Commission

'11 MAY 12 AM 10:18

ELECTION OF COVERAGE BY AN ELECTED OFFICIAL

I hereby make the following election in regards to the Augusta, Georgia Personnel Policy and Procedures Manual (select **ONE**):

X I elect to have my position as ~~elected official~~ EXECUTIVE DIRECTOR and its employees to be governed by and subject to the terms of the Augusta, Georgia Personnel Policy and Procedures Manual. I understand that this allows myself and my employees to access Augusta, Georgia resources such as Human Resources and EEO is determining policy questions and issues.

NM

OR

_____ I elect to have my position as elected official and its employees to be governed by and subject to the terms of the Augusta, Georgia Personnel Policy and Procedures Manual, **EXCEPT** the sections relating to discipline, grievances, and appeals. I understand that this allows myself and my employees to access Augusta, Georgia resources such as Human Resources and EEO is determining policy questions and issues.

OR

_____ I elect **NOT** to have my position as elected official and its employees to be governed by and subject to the terms of the Augusta, Georgia Personnel Policy and Procedures Manual. I understand that this requires that I provide my own set of policies and procedures to govern my employees and that Augusta, Georgia is not in any way responsible for administering my policies and procedures or for the effects of my policies and procedures.

Signature

NORMAN L. MICHAEL, JR.
Printed Name

EXECUTIVE DIRECTOR
~~Elected Office~~

MAY 11, 2011
Date

**This election must be made by all elected officials within thirty (30) days after this Manual is adopted by the Augusta, Georgia Commission.

ELECTION OF COVERAGE BY AN ELECTED OFFICIAL OR INDEPENDENT BOARD OR AUTHORITY

I hereby make the following election in regards to the Augusta, Georgia Personnel Policy and Procedures Manual (select **ONE**):

X — I elect to have the employees employed by my elected official office or this independent board or authority to be governed by and subject to the terms of the Augusta, Georgia Personnel Policy and Procedures Manual. I understand that this allows myself and my employees to access Augusta, Georgia resources such as Human Resources in determining policy questions and issues.

OR

_____ — I elect to have the employees employed by my elected official office or this independent board or authority to be governed by and subject to the terms of the Augusta, Georgia Personnel Policy and Procedures Manual, **EXCEPT** the sections relating to discipline, grievances, and appeals. I understand that this allows myself and my employees to access Augusta, Georgia resources such as Human Resources in determining policy questions and issues.

OR

_____ — I elect **NOT** to have my position as elected official and its employees to be governed by and subject to the terms of the Augusta, Georgia Personnel Policy and Procedures Manual. I understand that this requires that I provide my own set of policies and procedures to govern my employees and that Augusta, Georgia is not in any way responsible for administering my policies and procedures or for the effects of my policies and procedures.

Charles F. Smith
Signature

CHARLES F. SMITH
Printed Name

Board of Assessors
Elected Office or Independent Board or Authority

2/13/2012
Date

**This election must be made by all elected officials within thirty (30) days after this Manual is adopted by the Augusta, Georgia Commission.

ELECTION OF COVERAGE BY AN ELECTED OFFICIAL OR INDEPENDENT BOARD OR AUTHORITY

I hereby make the following election in regards to the Augusta, Georgia Personnel Policy and Procedures Manual (select **ONE**):

_____ I elect to have the employees employed by my elected official office or this independent board or authority to be governed by and subject to the terms of the Augusta, Georgia Personnel Policy and Procedures Manual. I understand that this allows myself and my employees to access Augusta, Georgia resources such as Human Resources in determining policy questions and issues.

OR

JCO I elect to have the employees employed by my elected official office or this independent board or authority to be governed by and subject to the terms of the Augusta, Georgia Personnel Policy and Procedures Manual, **EXCEPT** the sections relating to discipline, grievances, and appeals. I understand that this allows myself and my employees to access Augusta, Georgia resources such as Human Resources in determining policy questions and issues.

OR

_____ I elect **NOT** to have my position as elected official and its employees to be governed by and subject to the terms of the Augusta, Georgia Personnel Policy and Procedures Manual. I understand that this requires that I provide my own set of policies and procedures to govern my employees and that Augusta, Georgia is not in any way responsible for administering my policies and procedures or for the effects of my policies and procedures.

Signature

J. Carlisle Overstreet
Printed Name

Chief Judge, Superior Court
Elected Office or Independent Board or Authority

12-20-11
Date

**This election must be made by all elected officials within thirty (30) days after this Manual is adopted by the Augusta, Georgia Commission.

ELECTION OF COVERAGE BY AN ELECTED OFFICIAL OR INDEPENDENT BOARD OR AUTHORITY

I hereby make the following election in regards to the Augusta, Georgia Personnel Policy and Procedures Manual (select **ONE**):

_____ I elect to have the employees employed by my elected official office or this independent board or authority to be governed by and subject to the terms of the Augusta, Georgia Personnel Policy and Procedures Manual. I understand that this allows myself and my employees to access Augusta, Georgia resources such as Human Resources in determining policy questions and issues.

OR

✓ I elect to have the employees employed by my elected official office or this independent board or authority to be governed by and subject to the terms of the Augusta, Georgia Personnel Policy and Procedures Manual, **EXCEPT** the sections relating to discipline, grievances, and appeals. I understand that this allows myself and my employees to access Augusta, Georgia resources such as Human Resources in determining policy questions and issues.

OR

_____ I elect **NOT** to have my position as elected official and its employees to be governed by and subject to the terms of the Augusta, Georgia Personnel Policy and Procedures Manual. I understand that this requires that I provide my own set of policies and procedures to govern my employees and that Augusta, Georgia is not in any way responsible for administering my policies and procedures or for the effects of my policies and procedures.

Signature

STEVE SMITH
Printed Name

MARSHAL
Elected Office or Independent Board or Authority

04/9/2012
Date

**This election must be made by all elected officials within thirty (30) days after this Manual is adopted by the Augusta, Georgia Commission.

ELECTION OF COVERAGE BY AN ELECTED OFFICIAL OR INDEPENDENT BOARD OR AUTHORITY

I hereby make the following election in regards to the Augusta, Georgia Personnel Policy and Procedures Manual (select **ONE**):

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A.F.O. I elect to have the employees employed by my elected official office or this independent board or authority to be governed by and subject to the terms of the Augusta, Georgia Personnel Policy and Procedures Manual, **EXCEPT** the sections relating to discipline, grievances, and appeals. I understand that this allows myself and my employees to access Augusta, Georgia resources such as Human Resources in determining policy questions and issues.

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Grover F Tuten
Signature

GROVER F. TUTEN
Printed Name

CORONER
Elected Office or Independent Board or Authority

26 March 2012
Date

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Richard A. Slaby
Signature

Richard A. Slaby
Printed Name

Probate Court
Elected Office or Independent Board or Authority

March 26, 2012
Date

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ELECTION OF COVERAGE BY AN ELECTED OFFICIAL

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Signature

W. H. Fennigan III
Printed Name

Chief Judge Civil Court
Elected Office

12/2/11
Date

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Ronald Strength
Signature

RONALD STRENGTH
Printed Name

SHERIFF
Elected Office or Independent Board or Authority

12/2/11
Date

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Elaine C. Johnson
Signature

Elaine C. Johnson
Printed Name

Clerk of Superior, State + Juvenile Court
Elected Office or Independent Board or Authority

December 29, 2011
Date

**This election must be made by all elected officials within thirty (30) days after this Manual is adopted by the Augusta, Georgia Commission.

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Gary W. LeTeller
Signature

GARY W. LETELLIER
Printed Name

Augusta Aviation Commission
Elected Office or Independent Board or Authority

Dec. 29, 2011
Date

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OR

AW I elect **NOT** to have my position as elected official and its employees to be governed by and subject to the terms of the Augusta, Georgia Personnel Policy and Procedures Manual. I understand that this requires that I provide my own set of policies and procedures to govern my employees and that Augusta, Georgia is not in any way responsible for administering my policies and procedures or for the effects of my policies and procedures.

Ashley Wright
Signature

Ashley Wright
Printed Name

District Attorney
Elected Office or Independent Board or Authority

3/30/12
Date

**This election must be made by all elected officials within thirty (30) days after this Manual is adopted by the Augusta, Georgia Commission.

Administrative Services Committee Meeting
5/7/2012 1:05 PM
Walton Oaks Family Phase 2

Department:	Housing and Community Development
Caption:	Motion to approve the resolution supporting Augusta Housing Authority and Walton Communities, LLC's application for low income housing tax credits for Walton Oaks Phase 2 (Family).
Background:	Walton Communities, LLC has partnered with the Augusta Housing Authority to continue the development of Walton Oaks located at 401 Fairhope Street in East Augusta. Currently, a Senior Phase and a Family Phase of Walton Oaks has been a tremendous success. The two organizations are preparing to apply for funding for 2nd Family Phase of the project. This Phase will include family style housing for low income families.
Analysis:	The success of Walton Oaks Phase 1 can be seen throughout East Augusta. The Housing Authority currently holds a waiting list for new residents. The change to the community has increased the safety of the area, as well as, allowed new tenants to reside in a once blighted area. Walton Oaks and the Augusta Housing Authority wish to continue to uplift East Augusta by providing living quarters for families that will complement the senior living area.
Financial Impact:	There is no financial commitment on the part of Augusta-Richmond County. However, it will assist Walton Communities, LLC and the Augusta Housing Authority if The City chooses to back their proposed project. This will boost their application in hopes of receiving funding from other sources.
Alternatives:	Not backing the project which will result in the possible denial of the applicant's applications.
Recommendation:	Given the success of Walton Oaks Phase 1, we recommend that the city back this project and approve the attached resolution.

Funds are Available

in the Following
Accounts:

REVIEWED AND APPROVED BY:

Finance.
Law.
Administrator.
Clerk of Commission

Walton Oaks Family Phase 2

A RESOLUTION SUPPORTING AUGUSTA HOUSING AUTHORITY AND WALTON COMMUNITIES, LLC'S APPLICATION FOR LOW INCOME HOUSING TAX CREDITS FOR WALTON OAKS PHASE 2 (FAMILY), LOCATED AT 401 FAIRHOPE STREET, AUGUSTA, GA.

WHEREAS, the Georgia State Department of Community Affairs serves a vital role in its efforts in assisting with the development of housing in the State of Georgia by:

- Improving the living environment for residents of Georgia;
- Revitalizing areas and contributing to the improvement of neighborhoods; and
- Building sustainable communities; and

WHEREAS, the Department of Community Affairs has established certain regulations whereby low-income housing tax credit applications, to be competitive, should receive a Resolution of Support by the governing authority or the pertinent municipality or county; and

WHEREAS, the Augusta Housing Authority and Walton Communities, LLC are preparing to develop phase 2 of Walton Oaks Family consisting of affordable apartment communities at 401 Fairhope Street in East Augusta; and

WHEREAS, the project will consist of multiple phases; including one phase of +/- 106 units; and

WHEREAS, the project is part of Augusta-Richmond County's holistic "place based" strategic initiative for rebuilding this portion of East-Augusta, including the former Underwood Homes site and Marion Homes neighborhood, being a severely stressed neighborhood; and

WHEREAS, the project will be required to include areas within the project set aside as greenspace; and

WHEREAS, the project is designated as a high priority redevelopment; and

WHEREAS, the Board and Commissioners understands and supports this projects efforts in the development of phase 2 of Walton Oaks Family.

NOW, THEREFORE BE IT RESOLVED: That the Board and Commissioners of Augusta Richmond County, Georgia, that this Resolution of Support is hereby adopted on behalf of Augusta Housing Authority and Walton Communities, LLC for property located at 401 Fairhope Street in Augusta Richmond County, effective the date set forth below.

Administrative Services Committee Meeting
5/7/2012 1:05 PM
Minutes

Department: Clerk of Commission

Caption: Motion to approve the minutes of the Administrative Services Committee held on April 23, 2012.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

Funds are Available in the Following Accounts:

REVIEWED AND APPROVED BY:

Augusta
GEORGIA

Administrative Services Committee Meeting Commission Chamber - 4/23/2012
ATTENDANCE:

Present: Hons. Deke Copenhaver, Mayor; Lockett, Chairman; Aitken, Vice Chairman; Mason, member.
Absent: Hon. Brigham, member.

ADMINISTRATIVE SERVICES

1. Consider approval of the final negotiated contract with Automatic Data Processing (ADP). (Deferred from the April 17, 2012 Commission Meeting) **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Deny	Motion to deny the contract and approve tasking the Administrator to bring back at the first Commission meeting in June a path forward regarding the internal operations of the Human Resources Department. Motion Passes 3-0.	Commissioner Alvin Mason	Commissioner Matt Aitken	Passes

2. Discuss Amendment to the 2011 Action Plan due to an increase in Fiscal Year 2011 allocation for the Emergency Shelter Grant (ESG) Programs. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Motion to approve with a 30-day comment period and come back to the	Commissioner	Commissioner	

Approve	Commission on June 5 for final approval. Motion Passes 3-0.	Alvin Mason	Matt Aitken	Passes