



Administrative Services Committee Meeting Committee Room- 6/8/2009- 12:50 PM

ADMINISTRATIVE SERVICES

1. Motion to approve a Resolution reclassifying the SPLOST Dover-Lyman Streets and Drainage Infrastructure Project (Phase I) to a HOME Investment Partnership Program (HOME) Project to be administered by the Housing and Community Development (HCD) Department to satisfy HOME Findings issued by the Office of the Inspector General. (Referred from June 2 Commission meeting) ☐ [Attachments](#)
2. Discussion of EEO Office. (Requested by Commissioner Hatney) ☐ [Attachments](#)
3. Approve implementation of the Employee Incentives Award Program (EIAP). ☐ [Attachments](#)
4. Approve the applications for a formula based grant from the Department of Energy under the AARA for \$1,969,900. ☐ [Attachments](#)
5. Approve a Request for Proposals (RFP) for a consultant to provide services related to the Energy Efficiency and Conservation Block Grant program under AARA. ☐ [Attachments](#)
6. Approve the United Way/FamilyWize Prescription Drug Discount Card Program. ☐ [Attachments](#)

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**Administrative Services Committee Meeting
6/8/2009 12:50 PM
Dover-Lyman**

Department: Housing and Community Development Department

Caption: Motion to approve a Resolution reclassifying the SPLOST Dover-Lyman Streets and Drainage Infrastructure Project (Phase I) to a HOME Investment Partnership Program (HOME) Project to be administered by the Housing and Community Development (HCD) Department to satisfy HOME Findings issued by the Office of the Inspector General. (Referred from June 2 Commission meeting)

Background:

During October 2007 through March 2008, the Office of the Inspector General (OIG) audited the City's HOME Program for the period covering program years 2003 through 2007. As a result of that audit, on April 21, 2008, OIG issued several findings requiring the City to repay \$822,580 to the HOME Program and \$477,373 to be recaptured by HUD. The findings consisted of: 1. Ineligible costs - \$430,040 (Costs charged to HOME Program that auditor believes are not allowable by law.) 2. Unsupported costs – \$392,540 (Costs charged to a project and the eligibility of the cost could not be determined at the time of the audit. Unsupported costs require a decision by HUD program officials that requires additional supporting documentation from City staff and clarification/interpretation of departmental policies and procedures.) 3. Uncommitted HOME Funds - \$477,373 (Funds were not committed to projects within the required 24-month period. HOME funds must be committed within 24 months from execution of grant agreement by the City and expended within 5 years (includes the 24 months). Total \$1,299,953 The City responded to OIG's audit on May 14, 2008 (response attached), concurring with OIG on the following amounts: 1. Ineligible costs \$ 430,040 2. Unsupported costs \$ 392,540 3. Uncommitted funds subject to recapture \$ 477,373 Total \$1,299,953 Therefore, the City is required to repay \$1,299,953 to the HOME Program (HUD) from non-federal funds. In lieu of a direct cash payment, we are proposing that the Commission reclassify the Engineering SPLOST-funded Dover-Lyman Streets and Drainage Infrastructure Project (Phase I) to a HOME project which will be administered by the HCD Department. Staff has discussed this option with HUD officials and it is acceptable if approved by Commission. Currently, HCD has \$200,000 of CDBG funds budgeted for this project. Engineering Department has \$2,000,000 budgeted in SPLOST funds. NOTE: Commission approved the transfer of the \$2,000,000 from the Travis Road/Plantation Drainage Improvement Project on June 17, 2008, to the Dover-Lyman Streets and Drainage Infrastructure project, which will partially fund the project. The total project cost is estimated to be \$5,299,355. A Request for Proposals for design of the project has been issued by Engineering. If Commission approves the reclassification, this will be a "substantial change" to the 2008 Action Plan. In compliance with

over Memo
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the City's Citizen's Participation Policy, a Public Notice must be published in the newspaper giving citizens 30 days to comment on the reclassification. The comment period will be May 29, 2009 through June 29, 2009. If any comments are received, they will be presented to Commission July 7, 2009, for consideration.

Analysis:	Reclassifying Engineering Department's SPLOST-funded Dover-Lyman Streets and Drainage Infrastructure to a HOME project will prevent the City from having to repay HUD \$1,299,953 from general funds.
Financial Impact:	Approval of the reclassification will have no financial impact to the City.
Alternatives:	None recommended
Recommendation:	Approve Resolution Reclassifying the SPLOST-funded Dover-Lyman Streets and Drainage Infrastructure Project (Phase I) to a HOME Investment Partnership Program (HOME) Project to be administered by the Housing and Community Development (HCD) Department to Prevent the Payment of \$1,299,953 to HUD. Additionally, authorize HCD to proceed with amending the 2008 Action Plan by issuing a Public Notice allowing citizen 3-days to comment on the reclassification. If any public comments are received, they will be presented to Commission July 7, 2009, for consideration.
Funds are Available in the Following Accounts:	SPLOST & CDBG

REVIEWED AND APPROVED BY:

Clerk of Commission



Mark Miller
Housing & Community Development Department

Attachment number 1
Page 1 of 6

Chester A. Wheeler, III
Director

May 14, 2008

Mr. James McKay
Regional Inspector General
U.S. Department of Housing and Urban Development
District Office of the Inspector General
Richard B. Russell Federal Building
75 Spring Street, SW, Room 330
Atlanta, GA 30303-3388

RE: Response to Inspector General's Audit Report
City of Augusta, Georgia
Housing and Community Development Department

Dear Mr. McKay:

Pursuant to the Audit Report issued by your office April 21, 2008, and the exit conference conducted with City officials April 30, 2008, below are the City's responses to your ten (10) recommendations:

Recommendation 1A: Require the City to reimburse its U. S. Treasury trust fund account from nonfederal funds the \$277,911 that it committed after expiration of the commitment deadline.

Response to 1A: The City concurs that funds for the following two (2) projects were not committed within the statutory requirement of 24 months.

Project # & Name	Program Year	Required Commitment Date	Actual Commitment Date	Days past 24-mo deadline	Amount
#954 Laney Walker Development Corporation (LWDC)	2003	May 31, 2005	Jan. 3, 2006	216	\$ 185,782
#1514 - 30901 Development Corporation	2005	May 31, 2007	July 10, 2007	39	\$ 92,129
TOTAL					\$ 277,911

Housing and Community Development Department
925 Laney Walker Blvd., 2nd Floor - Augusta, Georgia 30901
(706) 821-1797 - Fax (706) 821-1784 - TDD (706) 821-1783
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Mr. James McKay
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A new director for the Housing and Community Development Department was hired April 2007. At that time, all budgets and projects were reviewed. As a result of that review, \$514,955.70 in HOME funds was reprogrammed from slow moving projects to new projects that could be completed in a timely manner. Included in that reprogrammed list were the two (2) aforementioned projects, LWDC and 30901 Development Corporation. On July 10, 2007, the \$185,782 was reprogrammed from LWDC and 30901 Development Corporation's balance of \$40,000 was reprogrammed. Of the \$185,782, \$134,955.70 was reprogrammed to East Augusta Community Development Corporation and \$50,826.30 to Antioch Ministries. East Augusta Community Development Corporation (IDIS #1552) is utilizing the funds to complete construction on two (2) units located on Magnolia Avenue. The project is 95% complete with a remaining balance of \$8,712.70. Antioch Ministries (IDIS #1605) has not utilized the funds at this time. Antioch Ministries will expend the funds for acquisition within the next two (2) months. 30901 Development Corporation's initial project budget was \$92,128.50, of which, \$40,000 was given to Promise Land Community Development Corporation. Promise Land has expended the total \$40,000. The contract was for 5-units, which have all been completed and four (4) units have been sold.

While the City was proactive, under new leadership, in addressing the delays in expending funds for Laney Walker Development Corporation and 30901 Development Corporation, the City acknowledges its non-compliance and the \$277,911 is subject to recapture.

RECAP: Recommendation 1A - Subject to Recapture

\$277,911

Recommendation 1B: Recapture \$477,373 on deposit in the U. S. Treasury trust fund account, which the City had not committed although the commitment deadline had expired.

Response to 1B: The City concurs that funds for the following five (5) projects were not committed within the statutory requirement of 24 months.

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Project # & Name	Program Year	Required Commitment Date	Actual Commitment Date	Days past 24-mo deadline	Amount
#1316 – Caroline Turner	2004	April 30, 2006	Uncommitted	637	\$ 67,350
#1317 – Mary King	2004	April 30, 2006	Uncommitted	637	\$ 74,218
#1530 – Permanent Homeless Housing	2005	May 31, 2007	Uncommitted	241	\$ 210,000
#1536 – Rental Rehabilitation Program	2003	May 31, 2005	Uncommitted	971	\$ 77,383
#1537 – Rental Rehabilitation Program	2004	April 30, 2006	Uncommitted	637	\$ 48,422
TOTAL					\$477,373

However, we have contracts for three (3) rental rehabilitation projects which are obligated under the Year 2003 Rental Rehabilitation Program above. The total amount obligated for these projects is \$43,778, which are listed below:

3 New Rental Rehabilitation Projects

Project Name	Program Year	IDIS #	Amount
Charles Bullock - 2112 Tubman Home Road	2003	1635	\$ 14,999
Charles Bullock – 2114 Tubman Home Road	2003	1636	\$ 14,999
Nello Thomas – 1810 Covington Place	2003	1637	\$ 13,780
TOTAL			\$ 43,778

This will decrease the recapture amount from \$477,373 to \$433,595. For the balance of HOME funds subject to recapture (\$433,595), the City will reimburse the HOME Program by substituting \$711,586 in low to moderate income projects being funded by non-federal funds.

<i>RECAP: Recommendation 1B - Subject to Recapture</i>	<i>\$477,373.00</i>
<i>Decreased for new projects</i>	<i>\$433,595.00</i>

Recommendation 1C: Require the City to develop and implement procedures and controls to ensure that future program funds are committed by the required deadline dates.

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Response to 1C: The City has developed and implemented procedures to ensure that HOME funds are committed in compliance with the required deadline dates (Attachment 1C #1).

Once the Funding Approval HOME Grant Agreement is received from HUD, it will be distributed to HOME staff, the Director and the Financial Officer. The HOME project tracking log is being maintained by the Housing Development Manager (Attachment 1C #2). This log will have information recorded on all HOME projects that include agency/program/project name, fund year, IDIS number, required commitment date, actual agreement commitment date, amount of award, funds expended monthly, balances and status of each project.

Recommendation 1D: Require the City to develop and implement procedures and controls to ensure accurate entries into HUD's Integrated Disbursement and Information System.

Response to 1D: The City has developed and is in the process of implementing the procedures for input of HOME project data into IDIS (Attachment 1D #1). After execution of agencies' agreements, assigned HOME staff will complete HUD's Setup and Completion forms (Attachment 1D#2). The Assistant Director-Housing Development will review and sign-off on each form. Each HOME program manager will maintain all forms in a HOME IDIS Binder Book.

Recommendation 1E: Require the City to take appropriate action to recover all HOME funds invested in activities the City cannot complete in a timely manner.

Response to 1E: Staff has reviewed all open HOME projects and a determination has been made of the need to reprogram funds from certain projects that have been completed and to undertake new projects. Attached is a chart listing all open HOME projects with the required commitment dates, agreement dates and funding awards (Attachment 1E #1).

For all projects denoted with an asterisk (*), the projects are complete and the funds will be reprogrammed. For Year 2004 Demolition Rebuild Program, the funds are being reprogrammed to the Antioch Ministries for Holley Street Revitalization. The contract has been executed, the agency has site control, house plans has been approved, and construction will start August 1, 2008.

For Year 2005 Demolition Rebuild Program, the funds are being reprogrammed to the Promise Land Community Development Corporation. The contract will be executed the end of August 2008, after meeting citizen participation requirements for reprogramming of funds.

Recommendation 1F: Require the City to develop and implement procedures and controls to ensure proper documentation of its review and approval of activities before disbursing future HOME funds for ownership and rental housing carried out by community housing development organizations and other developers.

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Response to 1F: Staff has implemented procedures to assist in reviewing all applications prior to awarding funds. Staff utilizes the HOME Homebuyer Project Underwriting Checklist (Attachment 1F #1). Agencies' plans must be approved prior to construction (Attachment 1F #2) and the HOME Homebuyer Project Compliance Review Checklist (Attachment 1F #3) is used also. These forms aid staff in making a determination as to whether funds should be awarded for the project to the applicant.

Recommendation 1G: Require the City to reimburse its U. S. Treasury trust fund account from nonfederal funds any portion of the \$392,540 in questioned costs that it cannot support as having been incurred for costs that met program requirements.

Response to 1G: The City has obtained adequate supporting documentation to substantiate \$305,235.58 of the \$392,540 which is enclosed as Attachment 1G #1. Therefore, \$87,304.42 is subject to repayment.

RECAP: Recommendation 1G – Repayment

\$87,304.42

Recommendation 1H: Require the City to reimburse its U.S. Treasury trust fund account from nonfederal funds the \$152,129 disbursed for projects 963 and 1236 since the projects did not result in units being sold to individuals who met the HOME program's income limits.

Response to 1H: Staff has reviewed the agency clients' income documentation and agrees that the units were not sold to individuals who met the HOME program's income limits. Because the \$60,000 for IDIS #963 is included under Recommendation 1G, of which, is subject to repayment, the City accepts responsibility and the \$92,129 is also subject to repayment.

RECAP: Recommendation 1H – Repayment

\$92,129

Recommendation 1I: Require the City to develop and implement procedures and controls to ensure that affordable housing units are only sold or rented to individuals who meet the program's income limits.

Response to 1I: The City has developed and implemented the "HOME Income Eligibility Determination Worksheet" (Attachment 1I #1). This worksheet has been distributed to all the CHDOS which is being used now. The worksheet contains space for the recording of income, racial data, affordability period, financial investment in project, maximum subsidy and evidence of first time homebuyer. Also, City HOME staff performs quarterly on site monitoring of CHDOs to review project/client records, check on progress of projects and provide technical assistance, if needed.

Recommendation 1J: Require the City to hire and train sufficient staff to effectively administer its HOME program.

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Response to 1J: The City's current HOME staff consists of LaSandra Corley, Housing Development Manager, Hattie Hogan, Housing Rehabilitation Manager and Chester A. Wheeler, Director. Mr. Wheeler has more than 20 years experience at a director's level managing the Community Development Block Grant and HOME programs. An Assistant Director for Housing Development has been hired and his reporting work date is May 19, 2008. Attached is a copy of the current organizational chart (Attachment 1J #1) and resumes of Ms. Corley, Ms. Hogan and Mr. Hawthorne Welcher (Attachments 1J #2).

CONCLUSION: According to the City's calculations, the following amounts are to be recaptured or repaid:

• Recommendation 1A – Subject to Recapture	\$277,911.00
• Recommendation 1B – Subject to Recapture	\$433,595.00
• Recommendation 1G – Subject to Repayment	\$ 87,304.42
• Recommendation 1H – Subject To Repayment	\$ <u>92,129.00</u>
TOTAL	\$890,939.42

No City entity desires to be audited by the Inspector General's Office. However, this audit has been beneficial to the City and me, the new Director of the Department, because it has provided insight to the problem areas that require immediate attention.

Thanking you in advance for your cooperation and assistance in this matter.

Sincerely,



Chester A. Wheeler, III
Director

CAW/rlw

Attachments

cc: Joyce Harris, Senior OIG Auditor
Mary D. Presley, Director - HUD Atlanta Regional Office
Stella Taylor, Sr. CPD Representative – HUD Atlanta Regional Office
Frederick Russell, Augusta City Administrator
Tameka Allen, Augusta Deputy Assistant

RESOLUTION

A RESOLUTION AUTHORIZING THE RECLASSIFICATION OF THE ENGINEERING DEPARTMENT’S SPLOST-FUNDED DOVER-LYMAN STREETS AND DRAINAGE INFRASTRUCTURE PROJECT (PHASE I) TO A HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME) PROJECT TO BE ADMINISTERED BY THE HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT TO PREVENT THE PAYMENT OF \$1,299,953 IN GENERAL FUNDS TO HUD

WHEREAS, the City of Augusta is a Participating Jurisdiction receiving HOME Investment Partnerships Program funds from the U. S. Department of Housing and Urban Development Department (HUD) as a result of the Cranston-Gonzalez National Affordable Housing Act, as amended; and

Attachment number 2
Page 1 of 1

WHEREAS, the City submitted an application to HUD through its 2008 Action Plan and received HOME funds; and

WHEREAS, the City agreed to use HOME funds in accordance with the HOME Program regulations at 24 CFR Part 92; and

WHEREAS, the Office of the Inspector General’s auditors determined that \$1,299,953 of HOME funds used by the City were not in compliance with HOME regulations; and

WHEREAS, the City is obligated to repay said HOME funds to HUD from non-federal funds; and

WHEREAS, the Dover-Lyman Streets and Drainage Infrastructure Project is included in the City’s 2008 Action Plan and also is a City SPLOST-funded project; and

WHEREAS, to prevent the payment of general funds to HUD’s HOME Program, in lieu of cash amounting to HOME funds deemed ineligible, HUD will allow an eligible non-federally-funded City project that benefits a low and moderate income area, as sufficient payment; and

WHEREAS, it is necessary to amend the City’s 2008 Action Plan to include the SPLOST-funded Dover-Lyman Streets and Drainage Infrastructure project as a HOME-funded project; and

NOW, THEREFORE, BE IT RESOLVED: That the Mayor and the Housing and Community Development Department staff be authorized to amend the 2008 Action Plan, prepare and submit the amendment to HUD; and

BE IT FURTHER RESOLVED: That the Housing and Community Development Department will administer the Dover-Lyman Streets and Drainage Infrastructure Project (Phase I) as a HOME project in compliance with all applicable HOME laws, rules, regulations to resolve the OIG findings and prevent payment of cash to HUD’s HOME Program.

ATTEST: AUGUSTA, GEORGIA

BY: _____
David S. Copenhaver
Mayor

Lena J. Bonner
Clerk of Commission

CERTIFICATION

I, Lena J. Bonner, Clerk of Commission, hereby certify that the above is a true and correct copy of a Resolution as adopted by said AUGUSTA-RICHMOND COUNTY COMMISSION in meeting held on July 7, 2009.

S E A L

Lena J. Bonner
Clerk of Commission



**Administrative Services Committee Meeting
6/8/2009 12:50 PM
EEO Office**

Department: Clerk of Commission

Caption: Discussion of EEO Office. (Requested by Commissioner Hatney)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission



**Administrative Services Committee Meeting
6/8/2009 12:50 PM
Employee Incentives Award Program (EIAP)**

Department: Human Resources

Caption: Approve implementation of the Employee Incentives Award Program (EIAP).

Background: This program provides incentives to employees in recognition of the delivery of high quality service, improvements in quality of work, efficiency, productivity, and customer service. This program will also establish guidelines to provide: (a) special public recognition of employees at Board meetings for employees who have dedicated their careers to serving to the City and its citizens for a period of 25, 30 and/or 35 years, and (b) Department level recognition for the employees who have served 5, 10, 15, and 20 years, (c) enhancement of the Employee of the Month (EOM) and Employee of the year (EOY) programs, and (d) special annual recognition of retirees that includes invitation to attend an annual recognition dinner/ceremony to honor their many loyal years of service to the City. See Attachment

Analysis: See Attachment

Financial Impact: See Attachment

Alternatives: Do not approve implementation of the Employee Incentives Award Program (EIAP)

Recommendation: Approve implementation of the Employee Incentives Award Program (EIAP)

Funds are Available in the Following Accounts: See Attachment

REVIEWED AND APPROVED BY:

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

Cover Memo

Item # 3



HUMAN RESOURCES DEPARTMENT

Rod Powell
Director

Title: Employee Incentives Award Program
Effective Date: Proposed July 1, 2009
Reference: Employee Incentive Awards Program (EIAP)

1. **PURPOSE**

This program, consisting of both cash and non-cash awards, provides incentives to employees in recognition of the delivery of high quality service, improvements in quality of work, efficiency, productivity, and customer service. This program will also establish guidelines to provide: (a) special public recognition of employees at Board meetings for employees who have dedicated their careers to serving to the City and its citizens for a period of 25, 30, and/or 35 years, and (b) Department level recognition for the employees who have served 5, 10, 15, and 20 years, (c) enhancement of the Employee of the Month (EOM) and Employee of the year (EOY) programs, and (d) special annual recognition of retirees that includes invitation to attend an annual recognition dinner/ceremony to honor their many loyal years of service to the City.

2. **INCENTIVE AWARD GUIDELINES**

A. Employee of the Month/Year Performance Awards

The current Employee of the Month/Year Program will be enhanced to include additional cash incentives and non-monetary recognition to reward and recognize individuals for outstanding service to Augusta-Richmond County and its citizens. All performance awards will be for the face amount of the award.

Employees of the Month (EOM) and Employee of the Year (EOY) will each receive a cash award based on their respective level of recognition. Monthly award recipients will receive a performance award of \$100. Employee of the Year will receive \$250 performance award.

(1) Employee of the Month

Augusta Human Resources Department
530 Greene Street
Room 601 – Municipal Building
(706) 821-2303 (706) 821-2867 FAX
Job Line: 821 -2305
WWW.AUGUSTAGA.GOV



HUMAN RESOURCES DEPARTMENT

Rod Powell
Director

Department Directors may submit only one nomination per month for EOM recognition. Only non-probationary, full-time regular employees are eligible for consideration. Performance should be “above and beyond” what is normally expected in the day-to-day performance of job duties. Areas for performance consideration are listed below:

Evaluation should focus on outputs/accomplishments in one or more:

Initiative/Employee Innovation/Customer Service
Positive employee interaction
Productivity/Quality Improvement
Cost Savings/Cost Avoidance

Selection Process:

The EOY would be nominated and selected in a similar fashion. You should note that employee need not have been selected as an employee of the month in order to be considered for employee of the year recognition. However, all EOM selectees for the respective calendar year will be automatically considered for EOY.

- (a) Any employee submits nomination to Department Director. If more than one employee is nominated within the department, then an internal review and selection process will recommend a nominee to the Department Director for approval.
- (b) Department Director selects the Employee of the Month to represent their department. Department Director forwards the departmental nominee to the Employee Recognition Committee by the pre-established deadline for submission.
- (c) The Employee Recognition Committee reviews departmental nominees and selects the Employee of the Month for submission to the Commission for recognition normally at the first meeting of each month.
- (d) Award: \$100.00 cash for the Employee of the Month, proclamation

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HUMAN RESOURCES DEPARTMENT

Rod Powell
Director

plaque, EOM and Augusta pins, picture taken, one day off w/pay, and donated lunch/dinner coupons when available.

(2) Employee of the Year

Minimum Requirements: Non-probationary, full-time regular employee with min. satisfactory Annual Performance Evaluation.

Evaluation based on accomplishments in one or more areas below:

Initiative/Employee Innovation/Cost Savings
Productivity/Quality Improvements
Customer Service Excellence
Positive employee interactions
After-hours community involvement
Other considerations that enhance quality of life in Augusta

Selection Process:

- (1) Any employee submits nomination to Department Director.
- (2) Each Department Director takes all nominations received and completes the recommendation for each input. Department Director selects the single nominee for Employee of the Year to represent their department and forwards the departmental nominee to the Employee Recognition Committee.
- (3) Human Resources Director provides assistance/guidance to Employee Recognition Committee, as needed, to select the Employee of the Year. No member of the Recognition Committee may be considered for EOM/EOY.
- (4) Award: \$250.00 for Augusta Employee of the Year, plaque, EOY pin, Augusta pin, picture taken, any donated gifts (e.g. lunch/dinner coupons when available), publicity, one day off w/pay, and recognition at annual dinner.

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HUMAN RESOURCES DEPARTMENT

Rod Powell
Director

- (5) EOY photos will be retained for permanent display in the “Hall of Fame” display managed by the Human Resources Department.

B. Procedures for “Years of Service” Awards

Augusta employees who have completed 25, 30 and/or 35 years of service will receive recognition at the first monthly Commission meeting each month and be presented a service pin, “denoting years of service”, and a certificate. The Human Resources Department will manage the program.

The procedures for employees to receive this recognition are:

- (a) The Human Resources (HR) Department will identify the employees each month who are eligible for this recognition based on seniority with the City beginning in July 2009. Please note: Retroactive service pins for anniversary dates prior to this effective date, will not be provided. However, as a service to employees, pins for previous anniversary dates can be purchased at the HR Employee Store on the first day of every month.
- (b) The HR Department will prepare and submit a recommendation to the Administrator for presentation and recognition at the monthly Commission meeting for all employees who reach their “gold anniversary dates” i.e., 25, 30, 35, and 40 years service.
- (c) The HR Department will prepare certificates and have the pins available monthly for the Department Directors to present to employees with 5, 10, 15, and 20 years of service at an appropriate organizational recognition ceremony.
- (d) The HR Department will send a memo to notify the Department Director that his/her senior employee (s), e.g. 25, 30, 35, and 40 years service, will be recognized at the Commission meeting for his/her years of service to Augusta. The Department will notify the employee and assist in scheduling them to attend the meeting.

C. Retirement Recognition Awards

- (1) The HR Department is responsible for administering the Retirement Service Award Process to honor retirees for each respective calendar year. Retirees will

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HUMAN RESOURCES DEPARTMENT

Rod Powell
Director

receive a special recognition certificate, retirement gift (clock), and be invited to the annual retiree appreciation dinner.

- (2) The HR Department will also prepare the awards, including special retirement comorative acrylic clocks with custom plaques showing appropriate “name, sincere appreciation for xx years of service” and Retirement Certificates from the Board for presentation to retirees. Notification of all retirees for the calendar year will include invitation to the annual recognition ceremony/dinner and all other associated activities.
- (3) The Retiree Recognition Dinner will normally be held in the fall of every year. Two dinner tickets for the retiree and one guest will be provided free of charge by the City. To participate in honoring retirees, the Mayor, all Commissioners, the Administrator, and department heads will be requested to participate and will be provided one (1) ticket for the dinner. Additional tickets may be provided (1 ea) to Elected Officials with retirees to be recognized, program sponsors, and special guests invited by the City Administrator. Dinner tickets will also be available for purchase by family members, former retirees, and other guests of employees being recognized.

3. **ADMINISTRATION AND BUDGET**

Human Resources will budget the funds and manage EIAP program each year. The EOM/EOY program will be administered primarily by the Employee Recognition Committee. Any amendments to this policy will be coordinated through the HR department and the City Administrator.

AFLAC refunds the City of Augusta’s Human Resources 2% of premiums collected for servicing their account will be the primary funding source for the EIAP. The purchase of award, recognition items, and other activities (e.g. luncheons, dinners, catering, etc) that support the morale and welfare of employees, will be funded exclusively through the refunds provided to HR by AFLAC and any other money received through sale of recognition items (e.g. sale of service award pins to employees) or funds donated by other vendors for this purpose.

This EIAP Fund will be used exclusively to cover the cost of administering this program and use of General Funds to support this program is not anticipated.

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Item # 3



**Administrative Services Committee Meeting
6/8/2009 12:50 PM
Grant Application**

Department:	Planning Commission
Caption:	Approve the applications for a formula based grant from the Department of Energy under the AARA for \$1,969,900.
Background:	The City of Augusta qualifies for a formula based grant under the American Recovery and Revitalization Act of 2009 (AARA), Energy Efficiency and Conservation Block Grant program, U. S. Department of Energy. The enclosed project list was developed in consultation with departments that deal with activities that are eligible under the program guidelines. The proposed project list was developed by evaluating each project that was submitted for its ability to reduce carbon, save energy, create jobs, have lasting impact, and have other benefits. The funds for these projects will be provided over a three year period subject to our completion of an “Energy Efficiency Strategy” and extensive performance evaluations of the projects after implementation. This is 100% Federal money with no required local or state match.
Analysis:	We believe that the following projects are eligible for funding and will score well when the necessary quarterly performance evaluations are conducted. In addition to the carbon reduction and energy savings, these projects will significantly reduce the City’s operating and maintenance costs. Recommended use of funds HVAC System Replacement – Lake Olmsted Park \$350,000 Replace oversized chillers at LEC 490,000 Adaptive Traffic Signals – Fort Gordon Gates 60,000 Adaptive Traffic Signals – Washington Road 450,000 Adaptive Traffic Signals – Wrightsboro Road 240,000 County Wide LED Conversion of Traffic Signals 190,000 Administration 39,900 Consultant services 150,000 Total \$1,969,900
Financial Impact:	Approval of this application will result in \$1,969,900 in federal funds being provided to the City with no matching requirement. Implementation of the projects will reduce carbon and energy use, reduce the operating and maintenance costs of City government, and improve traffic congestion thus saving an estimated 280,000 gallons of gasoline per year for the motoring public. The Planning Commission will administer the program and some federal funding is allocated for that administration.
Alternatives:	Don’t accept the funds, or select alternative projects but the application must be submitted to DOE before June 25, 2009.
Recommendation:	Approve the application as written.

Cover Memo

Item # 4

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

REVIEWED AND APPROVED BY:

Clerk of Commission



**Administrative Services Committee Meeting
6/8/2009 12:50 PM
Request for Proposals**

Department: Planning Commission

Caption: Approve a Request for Proposals (RFP) for a consultant to provide services related to the Energy Efficiency and Conservation Block Grant program under AARA.

Background: The City will receive a formula based grant for \$1,969,000 from the Department of Energy under AARA if we successfully follow the program guidelines. We must complete an "Energy Efficiency Strategy" within 120 days of the grant award and do extensive performance evaluations (how much carbon energy use we actually reduced) over a three year period. The application for these funds is a separate agenda item.

Analysis: The staff does not have expertise in this area and must use an energy conservation consultant. Funds for the contract are included in the grant. The expected contract amount is up to \$150,000.

Financial Impact: This work must be completed by a consultant in order to get the \$1,969,000 formula based grant that we qualify for from DOE. The funds for the consultant activity, up to \$150,000, can be taken from the grant. No Local or State funds are involved.

Alternatives: Don't submit the RFP for the consultant, lose the grant.

Recommendation: Approve the RFP.

Funds are Available in the Following Accounts:

REVIEWED AND APPROVED BY:

Clerk of Commission



Administrative Services Committee Meeting
6/8/2009 12:50 PM
United Way/FamilyWize® Prescription Drug Discount Card Program

Department: Human Resources

Caption: Approve the United Way/FamilyWize Prescription Drug Discount Card Program.

Background: Augusta Richmond County Human Resources Department is collaborating with United Way to provide the citizens of Augusta with discount prescription drug cards at no cost. United Way provides the FamilyWize® Prescription Drug Discount Card Program that will enable consumers to save an average of 39% on the cost of prescription. They currently provide 810 agencies cards and have saved consumers over \$43 million.

Analysis: By partnering United Way, Richmond County is able to provide a valuable resource to our community at no cost. Richmond County Human Resources will distribute the cards from HR.

Financial Impact: This is a free program.

Alternatives: Do not approve the United Way/FamilyWize® Prescription Drug Discount Card Program.

Recommendation: Approve the United Way/FamilyWize® Prescription Drug Discount Card Program.

Funds are Available in the Following Accounts:

REVIEWED AND APPROVED BY:

Finance.
Law.
Administrator.
Clerk of Commission

United Way of the CSRA, Inc.



630 Ellis Street • P.O. Box 1724 • Augusta, Georgia 30903 • tel 706.724.5544 • fax 706.724.5541 • www.lwcsra.org

May 11, 2009

Mr. Roderick Powell
Human Resources Director
Augusta Richmond County Government

Dear Mr. Powell,

United Way of the CSRA is pleased to partner with Augusta- Richmond County Government in facilitating access to the FamilyWize® Prescription Discount Card Program. The FamilyWize® Prescription Drug Discount Card enables individuals to receive discounted pricing on prescription drugs. It can offer immediate savings on prescription drugs at participating pharmacies for people that have no health insurance, during deductible periods and for prescription medicine not covered by health insurance, Medicare and other benefit plans. This is not insurance, nor is it intended to replace insurance.

The goal of the FamilyWize® partnership is to reduce the cost of medicine for children, families and individuals by \$100 million. They believe that stronger, healthier and happier people make healthier, better communities and a stronger, gentler nation. They deliver these savings by distributing free prescription drug discount cards. These cards are provided free of charge to the organizations and agencies helping to distribute the cards and to the people receiving the cards. United Way of the CSRA will facilitate ordering and delivering the cards to the Human Resources Department of Augusta- Richmond County as well as to organizations and agencies throughout the community.

FamilyWize® participants save, on average, 35% or more on their prescription needs with the biggest discounts on generics. As of February 2009, participants nationwide have saved \$45 million on the cost of medicines. The FamilyWize program is honored at 95% of the pharmacies in the United States, including all major drug and discount chains.

United Way of the CSRA will be able to track how many FamilyWize® cards are being used and the amount of dollars saved throughout the community. We are excited to partner with Augusta-Richmond County Government to see the impact this program will make in the CSRA.

We appreciate the opportunity to collaborate with you on this endeavor. Please don't hesitate to contact me with any questions, concerns, or suggestions you might have.

Sincerely,

Nancy Szocinski
2-1-1 Coordinator

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LIVE UNITED™

Item # 6

More and more organizations are requesting cards because they know that as the economy worsens that the ability to afford both prescriptions and food or other necessities lessens. With the state of the economy, financial stability and the ability to afford necessary prescription are definitely linked together – now more than ever. This situation will only worsen and you can help right away. Many United Ways are helping their residents save a considerable amount on their prescription just by passing out the cards. Some United Ways your size are saving their residents over \$500,000 a year.

With the FamilyWize card, you help people in your community immediately with no contract or administration on your part. We've tried to simplify things so that it is easy for any community to do something today about helping maintain health and financial stability. We literally have cards to you in as little as two weeks to begin distributing to those who need them. These cards can be used by ANYONE without insurance or who needs medication not covered by insurance, Medicare, Medicaid, or other plans.

Most UWs provide cards to their partner agencies, faith based organizations that they collaborate with, county offices and other organizations and locations where people would see the cards. Many of them ask the participating pharmacies to display and distribute the cards also.

810 United Ways, numerous community healthcare councils, cities, counties, clinics, community action agencies and others have joined us to do something about the high cost of medicine in their area. Together, we will save people in their communities over \$50 million on the cost of their medicine in the next twelve months just by giving out free FamilyWize prescription discount cards, based on the current rate of savings. We're saving over \$4 million every month with the help of United Ways.

But what really matters is the \$10-\$20-\$150 we save each child or family that gets a card through your help.

About the FamilyWize Community Service Partnership:

39% Average Savings: Average savings for cards distributed is 39% or \$20.15 per prescription. Savings are available at 95% of the pharmacies in the US including all the major chains and many of the independent stores.

Nationwide Partnership: We currently provide free prescription drug discount cards to 810 United Way agencies, some Community Action Agencies, state health departments, WICs, cities, counties, clinics, physicians and others with an increasing number of requests coming from areas of all sizes. We've distributed over 16 million cards and saved over \$43 million to date with a goal of \$100 million over 5 years. FamilyWize cards are currently being distributed in one out of three counties in United States, in all 50 states. We will save those in need over \$50 million over the next 12 months.

Fully-funded: This is a fully-funded program and there is no cost for the prescription drug discount cards to the states, counties, cities, United Ways, local agencies or to the people receiving them. First and foremost, the pharmacies have voluntarily agreed to fund the savings, accepting prices similar to what large insurance companies pay them. America's Promise Alliance Partners such as United Ways and your organization, distribute the cards. FedEx Express donates the shipping. Brown Printing donates the printing. Sappi Fine Papers donates part of the paper and the Pharmacy Benefit Manager provides a portion of the processing fee to pay for the administrative costs.

Easy to Administer and Implement: There are no contracts to sign. There is no paperwork, administration, record keeping, eligibility, enrollment or activation. There are no age or income requirements. There is no citizenship requirement. Our cards are not individually numbered so that personal information cannot be collected.

What seems to be particularly important and useful to the local United Ways we work with is that we provide many different sorts of customizable collateral that helps them with branding and identifying their efforts. We have different press releases available, flyers, brochure holders, etc and will soon have PSAs available in both radio and TV formats. Even more important is the ability to view reports of savings for your area by county and even zipcode on a monthly basis to report to your community. Our program was designed specifically with the work and resources of United Ways in mind and includes a "Best Practices" created from the suggestions of the 810 UWs who participate.

Three years ago we set an ambitious goal of helping people with no health insurance to save \$100 million on the cost of their medicine. We have been blessed to be partnered with organizations in all 50 states in a common goal of getting a free FamilyWize card in the hands of as many children, families and individuals in the United States as possible to lower the cost of their medicine. We would be grateful for the opportunity to provide you and your network of colleagues and organizations with free cards to distribute to the people with whom you interact as well.

Pharmacy	Address	City	Zip
American International Discount Prescriptions	349 Greene St	Augusta	30901
A-Z Discount Drugs	149 Davis Rd	Augusta	30907
Barney's Pharmacy	2604 Peach Orchard Rd	Augusta	30906
Brynwood Pharmacy Inc	3527 Walton Way Ext	Augusta	30909
Burke Apothecary	(not listed)	Waynesboro	30830
Central Pharmacy	114 W Barnard St	Glennville	30427
City Pharmacy	114 Main St	Lincolnton	30817
Clinical Specialties Compounding Pharmacy	318 Baston Rd	Augusta	30907
Crawford Breazeale Drug Company	125 N Washington St	Lincolnton	30817
Crawford Breazeale Drug Company	PO Box 9	Lincolnton	30817
Custom Prescription Shoppe	1543 15th St	Augusta	30901
CVS Caremark	111 Revco Rd	Beech Island,	29842
CVS Pharmacy	1855 Knox Ave	N Augusta, SC	29841
CVS Pharmacy	111 Edgewood Sq	N Augusta, SC	29841
CVS Pharmacy	1044 Furrys Ferry Rd	Evans	30809
CVS Pharmacy	269 S Liberty St	Waynesboro	30830
CVS Pharmacy	314 W Hill St	Thomson	30824
CVS Pharmacy	671 Main St	Thomson	30824
Eagle Pharmacy	630 Barney Ave	Millen	30442
Eagle Pharmacy	936 E Winthrop Ave	Millen	30442
Eldercare Pharmacy	4315 Belair Rd	Augusta	30909
Food Lion	2115 Windsor Spring Rd	Augusta	30906
Food Lion	3722 Mike Padgett Hwy	Augusta	30906
Food Lion	135 Market Place Dr	N Augusta, SC	29860
Freds Pharmacy	16961 US Hwy 1 N	Wrens	30833
Freds Pharmacy	119 US Hwy 1 Byp N	Louisville	30434
Fred's Pharmacy	5107 Wrightsboro Rd	Grovetown	30813
Fulghum-Carr Drug Co	466 Main St	Warrenton	30828
Gunn Drug Company	48 S Main St	Wadley	30477
Harvey's Supermarket	208 W 6th St	Waynesboro	30830
Hephzibah Pharmacy	4819 Windsor Spring Rd	Hephzibah	30815
Hill Drug Co	1432 Monte Sano Ave	Augusta	30904
Ingate Professional Pharmacy	2260 Wrightsboro Rd	Augusta	30904
Kmart	3830 Washington Rd	Augusta	30907
Kroger	229 Furrys Ferry Rd	Augusta	30907
Liberty Square Pharmacy	119 W 6th St	Waynesboro	30830
LMN Pharmacy INC	501 Mount Pleasant Rd	Thomson	30824
Louisville Drug Co	112 E Broad St	Louisville	30434
Maxwell House Pharmacy	1002 Greene St	Augusta	30901
Medical Center Pharmacy	3121 Peach Orchard	Augusta	30906
Medical Center West Pharmacy	4106 Columbia Rd	Augusta	30907
Medical Villa Pharmacy	1520 Laney Walker Blvd	Augusta	30904
Medicine Cabinet Inc, The	3957 Columbia Rd	Augusta	30907
Medicine Mart Pharmacy	406 Martintown Rd	N Augusta, SC	29841

Meds Plus Pharmacy	1038 Peachtree St	Louisville	30434
Moye Pharmacy	433 W Hill St	Thomson	30824
Neighborhood Health Services Center	2467 Golden Camp Rd	Augusta	30906
Parks George Pharmacy	437 Georgia Ave	N Augusta, SC	29841
Peach Orchard Drugs	2529 Peach Orchard Rd	Augusta	30906
Pharmacotherapy Center	3830 Washington Rd	Augusta	30907
Pharmacy Corp of America	3351 Wrightsboro Rd	Augusta	30909
Publix Super Markets	403 Furys Ferry Rd	Augusta	30907
Publix Super Markets	437 Georgia Ave	N Augusta, SC	29841
Rite Aid Pharmacy	819 Peachtree St Peachtr	Louisville	30434
Rite Aid Pharmacy	804 E Winthrope Ave	Millen	30442
Rite Aid Pharmacy	406 N Downing Musgrove	Glennville	30427
Rite Aid Pharmacy	402 S Downing Musgrove	Glennville	30427
Stricklands Pharmacy	718 Merganser Cir	Glennville	30427
Stricklands Pharmacy	111 E Barnard St	Glennville	30427
Summerville Pharmacy	2279 Wrightsboro Rd	Augusta	30904
Walgreen Drug Store	2744 Washington Rd	Augusta	30909
Walgreen Drug Store	1228 Knox Ave	N Augusta, SC	29841
Walgreen Drug Store	400 S Liberty St	Waynesboro	30830
Wrens Apothecary	106 Broad St	Wrens	30833
Wrens Drug	206 E Broad St	Wrens	30833