



Administrative Services Committee Meeting Committee Room- 10/26/2009- 12:40 PM

ADMINISTRATIVE SERVICES

1. Approve Final Version of the Year 2010-2014 Consolidated Plan and Year 2010 Action Plan for Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), HOME Investment Partnerships and Housing Opportunities for Persons With AIDS (HOPWA) Funds and the Resolution Authorizing Submission of the Plan to HUD by November 15, 2009. ☐ [Attachments](#)
2. Motion to **approve** the attached training proposal as submitted and approved by the ARC Coliseum Authority; and in accordance with the attached 2009 amended legislation regarding the ARC Coliseum Authority. ☐ [Attachments](#)
3. Discuss Amending the City's 2008 Action Plan for the Reprogramming of \$12,250 in CDBG Funds and \$80,000 in HPRP Funds. ☐ [Attachments](#)
4. Authorize Submission of the 2009 Continuum of Care Application to HUD and Grant the Mayor the Authority to Execute all Forms associated with the Application, which includes Submission of the Follow-up Technical Submission Application, Renewal Grant Agreement and the Annual Progress Reports. ☐ [Attachments](#)
5. Consider a request from Dapper and Company Men's Grooming Lounge to place posters in the Municipal Building and for permission to use the city logo on publications for the "Suited for Success" event as an "Event Partner". (Referred from October 12 Administrative Services) ☐ [Attachments](#)
6. Report from the Administrator/staff regarding the proposed Early Retirement Incentive Program. (Referred from August 10 Administrative Services) ☐ [Attachments](#)



**Administrative Services Committee Meeting
10/26/2009 12:40 PM
2010-2014 Consolidated Plan and 2010 Action Plan**

Department:	Augusta Housing and Community Development
Caption:	Approve Final Version of the Year 2010-2014 Consolidated Plan and Year 2010 Action Plan for Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), HOME Investment Partnerships and Housing Opportunities for Persons With AIDS (HOPWA) Funds and the Resolution Authorizing Submission of the Plan to HUD by November 15, 2009.
Background:	The City of Augusta, being an entitlement city receives entitlement grants annually for CDBG, ESG, HOME and HOPWA funds from the U.S. Department of Housing and Urban Development (HUD). For receipt of these federal funds, the city must develop and follow an approved Consolidated Plan (CP). On August 24, 2009 the Administrative Services Committee approved the Proposed 5-year Consolidated Plan for years 2010-2014 and the Action Plan for Year 2010. The 5-year plan contains the City's housing and community development needs and strategies for addressing those needs over the 5-year period. The Action Plan is a one-year plan in which the City describes how the CDBG, ESG, HOME and HOPWA funds will be spent in the upcoming year to address the needs in the 5-year plan. As required by HUD, a second public hearing was held to present the plans to the public on September 8, 2009. A Notice to the Public was published in the Augusta Chronicle August 28, 2009 and the Metro Courier September 2, 2009 to give the public an opportunity to comment on the plans for 30-days. The deadline for public comment was October 8, 2009. We are required to submit the citizens' comments to the Commission for consideration. It is the Commission option to accept the comments as information or take into consideration the comments and revise the Consolidated Plan. As a result of the publication, we received one comment from the Augusta Mini Theatre requesting that their 2010 public service grant be increased from \$15,000 to \$25,000 which will be used for tuition. Staff is recommending that the allocation remain as initially approved and that Committee and Commission accept his comment as information. However, if reprogram funds becomes available during year 2010, we will give this agency first consideration. Attachments: 2010-2014 Consolidated Plan and 2010 Action Plan (to be hand delivered) Resolution Augusta Mini Theatre letter
Analysis:	Approval and submittal of the Plan will enable the City to receive its CDBG, ESG, HOME and HOPWA entitlement funds for Year 2010 to carry out much needed projects for benefit of low income persons and low income areas of the City. Cover Memo
Financial Impact:	Item # 1 It is anticipated that the City will receive and have available the following

funds for Year 2010: CDBG: \$2,262,309 in entitlement funds and \$150,000 in program income for a total of \$2,412,309; ESG: \$99,412 in entitlement funds; HOME: \$1,378,855 in entitlement funds and \$1,000,000 in program income for a total of \$2,378,855; and HOPWA: \$398,640 in entitlement funds. Therefore, the City will have available during Year 2010 a total of \$5,289,216 which includes entitlement funds and program income.

Alternatives: None recommended.

Recommendation: Approve Final Version of the Year 2010-2014 Consolidated Plan and Year 2010 Action Plan for Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), HOME Investment Partnerships and Housing Opportunities for Persons With AIDS (HOPWA) Funds and the Resolution Authorizing Submission of the Plan to HUD by November 15, 2009.

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

REVIEWED AND APPROVED BY:

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

A RESOLUTION AUTHORIZING THE SUBMISSION OF THE CONSOLIDATED PLAN FOR YEARS 2010 - 2014 AND THE ACTION PLAN FOR YEAR 2010, GRANTING THE AUTHORITY TO GIVE ASSURANCES AND CERTIFICATIONS AS REQUIRED BY THE SECRETARY OF THE U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND GRANTING THE AUTHORITY TO EXECUTE THE ACTION PLAN AS APPROVED.

WHEREAS, AUGUSTA-RICHMOND COUNTY COMMISSION OF AUGUSTA, GEORGIA has availed itself of the provisions of the Housing and Community Development Act of 1974, as amended; and

WHEREAS, it is necessary to submit a Consolidated Plan as a prerequisite to receiving Community Development Block Grant (CDBG), Emergency Shelter Grants (ESG), HOME Investment Partnerships (HOME), and Housing Opportunities for Persons with AIDS (HOPWA) funds after public hearings have been held and projects suggested by citizens have been given careful and serious consideration; and

WHEREAS, in order to expedite the orderly execution of the assurances, certifications and Grant Agreement, the Mayor is hereby given authority to provide such assurances, certifications and execute the Grant Agreement as required by the Secretary; and

WHEREAS, in order to expedite the CDBG, ESG, HOME and HOPWA Programs included in the plan, the Housing and Community Development Department is given authority to carry out the programs as approved by the Augusta-Richmond County Commission.

NOW, THEREFORE, BE IT RESOLVED: That the Mayor and the Housing and Community Development Department be authorized to prepare and submit the Year 2010-2014 Consolidated Plan and Year 2010 Action Plan and any amendments thereto as well as provide the required assurances, certifications and execution of the Grant Agreement; and

BE IT FURTHER RESOLVED: That the Housing and Community Development Department be authorized to carry out the orderly execution of the plans as approved by the Augusta-Richmond County Commission in compliance with all applicable laws, rules, and regulations.

ATTEST:

AUGUSTA, GEORGIA

S E A L

BY: _____
David S. Copenhagen
Mayor

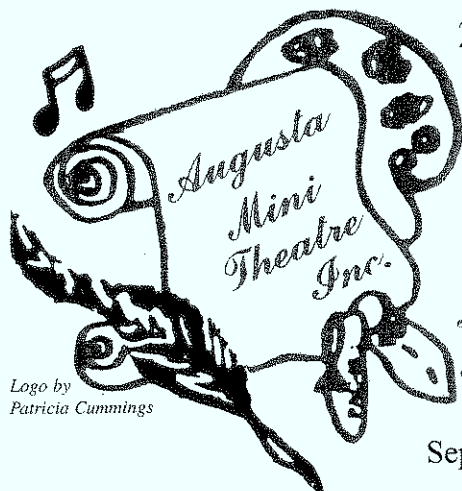
Lena J. Bonner
Clerk of Commission

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 November 3, 2009.

S E A L

Clerk of Commission



2548 Deans Bridge Road ♦ Augusta, Georgia 30906-2202 ♦ (706)722-0598 ♦ Fax (706) 722-3968

www.augustaminitheatre.com

Email: info@augustaminitheatre.com

*Community
Arts
School*

September 22, 2009

Mr. Chester A. Wheeler, III, Director
Housing and Community Development Dept.
925 Laney/Walker Blvd. – 2nd Floor
Augusta, GA 30901

TYRONE J. BUTLER/FOUNDER (1975)

BOARD MEMBERS

Reverend Paulwyn L. Boliek
*President & Church Relations
Chairperson*

Adrienne D. Turner
Vice President

Christine W. Glover
Executive/Recording Secretary

Jeanette C. Smith
Treasurer

Raymond G. Chadwick, Jr.
Legal Advisor

Rosa W. Tauaese
Parent Body Representative

Vanessa J. Williams
Student Body Representative

Faye Crawford
Alumni Representative

Norma W. Delley
*Building and Maintenance
Chairperson*

Brett S. McGuire
*Government Relations
Chairperson*

Hettie F. Copeland
Civic Relations Chairperson

Tyrone J. Butler
Executive Director/Member

Dear Mr. Wheeler:

Please allow me to thank you and Augusta Housing and Community Development Dept. and staff for selecting the Augusta Mini Theatre to receive \$22,000 and \$15,000 for Public Facilities & Improvements and Public Services, respectively, for 2010.

As you already know, the \$15,000 is \$10,000 less than our 2009 grant of \$25,000.

Also, we have expended all of our 2009 funds and are in need of additional Public Service funds to provide tuition fee assistance to our Fall students.

Because of the new arts school and added programs, we are experiencing a one hundred percent increase in enrollment and the number of students needing financial assistance.

This fiscal year, please consider granting \$25,000 of recaptured funds to the Mini Theatre and increase the 2010 Tuition Fee Assistance grant to \$25,000.

Sincerely,

Tyrone J. Butler
Founder/Executive Director

emr

xc: Reverend J. R. Hatney, Chairman
Administrative Services

God", Tears, Hopes and Dreams as a Child, Now "Reality"

Item # 1



**Administrative Services Committee Meeting
10/26/2009 12:40 PM
ARC Coliseum Authority**

Department:

Caption: Motion to **approve** the attached training proposal as submitted and approved by the ARC Coliseum Authority; and in accordance with the attached 2009 amended legislation regarding the ARC Coliseum Authority.

Background: 09 HB 813 of the Georgia General Assembly became effective May 31, 2009 which amended the membership to provide for the terms and appointments of members; to provide for qualifications of the members of the ARC Coliseum Authority and stated in part that the restructured Coliseum Authority shall attend an orientation and training course approved by the Augusta Commission.

Analysis:

Financial Impact: N/A all costs associated with this training proposal will be funded by the Coliseum Authority.

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission

09 HB 813/AP

House Bill 813 (AS PASSED HOUSE AND SENATE)

By: Representative Howard of the 121st

A BILL TO BE ENTITLED
AN ACT

To amend an Act creating the Augusta-Richmond County Coliseum Authority, approved April 17, 1973 (Ga. L. 1973, p. 3042), as amended, particularly by an Act approved March 23, 1977 (Ga. L. 1977, p. 3300), and an Act approved March 16, 1993 (Ga. L. 1993, p. 4087), so as to change the membership of the Authority; to provide for the terms and appointment of members of the Authority; to provide for qualifications of the members of the Authority; to provide an effective date; to repeal conflicting laws; and for other purposes.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF GEORGIA:

SECTION 1.

An Act creating the Augusta-Richmond County Coliseum Authority, approved April 17, 1973 (Ga. L. 1973, p. 3042), as amended, particularly by an Act approved March 23, 1977 (Ga. L. 1977, p. 3300), and an Act approved March 16, 1993 (Ga. L. 1993, p. 4087), is amended by striking Section 2 and inserting in its place a new Section 2 to read as follows:

"SECTION 2.

- (a) There is created a body corporate and politic to be known as the Augusta-Richmond County Coliseum Authority which shall be deemed to be a political subdivision of the State

of Georgia and a public corporation and by that name, style, and title said body may contract and be contracted with, sue and be sued, implead and be impleaded, and complain and defend in all courts of law and equity. Beginning on the day after the date this section becomes effective in 2009, the Authority shall consist of seven members to be appointed as follows:

(1) Six members shall be appointed by the Augusta-Richmond County Commission, with the five commissioners of Super District 9 entitled to appoint three members and the five commissioners of Super District 10 entitled to appoint three members; and

(2) One member shall be appointed by the legislative delegation which shall consist of all members of the General Assembly representing all or a portion of Richmond County. The member appointed by the legislative delegation shall be the chairperson of the Authority.

In order to be qualified to serve on the Authority, an appointee shall be a resident of Richmond County and shall have experience in business.

(b) Beginning on the day after the date this section becomes effective in 2009, the appointees of the county commission shall serve a term concurrent with the term of the Super District commissioner from the Super District that made the appointment. The appointee from the legislative delegation shall serve a two-year term, except as otherwise specified in this section. In order for an appointee of the county commission to be removed from the Authority, seven members of the Augusta-Richmond County Commission, including four members from the Super District that made the appointment, without the necessity of a showing of cause, must vote for the removal of the appointee.

(c) The members of the Authority in office on the day before the date this section becomes effective in 2009 shall not serve until the regular expiration of the terms to which such members were appointed, and the terms of such members shall expire at 11:59 P.M. on the date this section becomes effective in 2009.

(d) As soon as practicable on or after the date this section becomes effective in 2009, the Augusta-Richmond County Commission shall appoint such members provided for in this section for terms beginning on the day after such date to replace the previously appointed members of the Authority. All appointees to the Authority shall serve until their respective successors are appointed and qualified.

(e) Appointed members of the Authority may be reappointed only after taking at least a one-year break between appointments.

(f) As soon as practicable on or after the date this section becomes effective in 2009, the legislative delegation shall appoint such member provided for in this section for a term beginning on the day after such date and ending on December 31, 2010, or until his or her respective successor is appointed and qualified. Subsequent appointees of the legislative delegation shall serve two-year terms or until his or her respective successor is appointed and qualified.

(g) Immediately after their appointment, the members of the Augusta-Richmond County Coliseum Authority shall enter upon their duties. They shall all attend an orientation and training course approved by the Augusta-Richmond County Commission. They shall elect one of their number as vice chairperson, and may also elect a secretary and treasurer who need not necessarily be a member of the Augusta-Richmond County Coliseum Authority. The vice chairperson and secretary and treasurer shall serve for a period of one year and until their successors are appointed and qualified. Four members of the Augusta-Richmond County Coliseum Authority shall constitute a quorum. The chairperson shall be a nonvoting member of the Authority, except he or she may vote to break a tie vote by the other members. The chairperson shall form committees and appoint members thereto as he or she deems necessary.

(h) As soon as practicable after the date this section becomes effective in 2009, the members of the Augusta-Richmond County Coliseum Authority shall cause to be published a manual governing the acceptable business practices and management techniques to be followed by all members during their service on the Authority. This manual shall also include a statement of the purpose of the Augusta-Richmond County Coliseum Authority and a statement of the vision for the future of the Authority.

(i) In the event of a vacancy by reason of death, disqualification, removal, resignation, or other reason, the body which appointed such member shall appoint a person to serve the remainder of the term of such member. No vacancy on the Augusta-Richmond County Coliseum Authority shall impair the right of the quorum to exercise all their rights and to

perform all of the duties of the Authority.

(j) The members of the Augusta-Richmond County Coliseum Authority shall serve without compensation provided that all members shall be reimbursed for their actual expenses necessarily incurred in the performance of their duties. The Authority shall make rules and regulations governing the procedures to be followed in conducting the business of the Authority. It shall have perpetual existence."

SECTION 2.

This Act shall become effective on May 31, 2009, or upon its approval by the Governor or upon its becoming law without such approval, whichever last occurs.

SECTION 3.

All laws and parts of laws in conflict with this Act are repealed.

This information is provided in electronic format by the Georgia general Assembly as a public service. This information does not constitute an official record of the General Assembly and no warranty or guarantee of any kind is provided.

HARGROVE LEADERSHIP SERVICES

4141B Columbia Road
Martinez, Georgia 30907
706-364-4230

September 28, 2009

J. Edward Enoch, PC
3540 Wheeler Road
Suite 309
Augusta, Georgia 30909

Dear Mr. Enoch,

Thank you for the opportunity to provide you and the Augusta-Richmond County Coliseum Authority with a proposal for the mandated orientation and training session.

I have enclosed the proposal along with my resume and other supporting materials. After you and the Authority members have had an opportunity to review the materials, please let me know what adjustments are needed.

I look forward to working with you on this endeavor.

Sincerely,


Faye Hargrove



AUGUSTA-RICHMOND COUNTY COLISEUM AUTHORITY ORIENTATION AND TRAINING WORKSHOP

Proposal

WORKSHOP OBJECTIVES

To provide training and information that will instruct the Authority on acceptable business practices and management techniques to economically and efficiently manage the Augusta-Richmond County Civic Center Complex.

TIME: 9:00am – 4:00pm
DATE: To be determined by Authority Members
LOCATION: Augusta Museum of History or
Old Government House

PROPOSED AGENDA

9:00 Welcome and Objectives of the Workshop *Faye Hargrove (see attached resume)*
CEO, Hargrove Leadership Services
Retreat Facilitator

9:10 Chair's Opening Remarks *Cedric Johnson*
Chairman, Coliseum Authority

9:20 Ice Breaker—Are you an Owl, Dolphin, Elephant or Eagle?
(ODEE Style Inventory exercise designed to build rapport among Authority members, create the environment for discussions of the topics of the day, and allow Authority members to learn about their own communication and decision making styles and those of their fellow Authority members.
(See attached) *Faye Hargrove*

10:00 From Then to Now: A Brief History of the Authority *Mallory Millendar*
Professor, Paine College

10:20- Break

10:30 Review of Member Survey Results *Faye Hargrove*
(See attached survey to be completed via telephone with all Authority members)

11:00 Overview of Management Contracts and Agreements *Ed Enoch*
Authority Attorney

11:30 Understanding the Budget and Financial Statements

J.T. Cosnahan
Authority Accountant

12:30 Working lunch—Presentation and Q & A
Session with Global Spectrum representatives

Monty Jones
Complex Manager

1:30 Basic Board Duties and Responsibilities

Georgia's Sunshine Laws
The Georgia's Open Meetings Law
The Georgia Open Records Law

Ed Enoch

Individual Member Responsibilities
How Committees Operate

Faye Hargrove

2:45 Break

3:00 Topics Requested on Member Survey

Faye Hargrove

3:50 Review of Action Items

4:00 Adjourn

COSTS

24 consulting hours @ \$250

\$6000

DISCOUNT

-\$ 4,000

TOTAL COST

\$ 2,000

AUGUSTA-RICHMOND COUNTY COLISEUM AUTHORITY
Member Survey

The purpose of this survey is to gather the input of Authority members regarding the upcoming retreat and orientation. Your participation will help us to plan the retreat and ensure the agenda meets the needs of the members. The combined results from all members will be presented at the retreat. This conversation should take approximately 20 minutes. Thank you for your participation.

1. What do you think is the most pressing issue facing the Authority at the present time?

2. What actions do you think the Authority should take to address this issue?

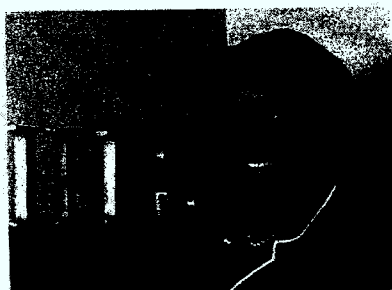
3. What is your long range vision for the Authority?

4. What is your long range vision for the Augusta-Richmond County Civic Center Complex?

5. What retreat topics would most help you serve as a member of the Augusta-Richmond County Coliseum Authority?

6. Do you have any questions for me?

Notes



CAROLYN LAFAYE HARGROVE, PHD (FAYE)

Bio

In 1998, Faye left higher education and launched her Augusta-based consulting firm, Hargrove Leadership Services (HLS). Originally, the firm focused on coaching and developing executive leaders—primarily in the Atlanta area. She continued to expand the services to include leadership training, teambuilding, and helping companies to assess and select the right leadership talent. The firm's clients have included Childrens Healthcare of Atlanta, BellSouth, ZC Sterling, Emory University, Electrolux, and the Augusta Chapter of the Red Cross.

In the past few years HLS has continued to grow and expand the number of staff and the types of services offered—including a program for women transitioning from welfare to the workforce, a leadership training program for area ministry leaders, a program for men transitioning out of prison and the Next Steps Program targeting student discipline in the Richmond County School District. Faye also continues to maintain her ties to the Academic world as a part time instructor in the Masters in Public Administration (MPA) program at Augusta State University

Faye received the Ph.D. in Industrial/Organizational Psychology in 1987 from the University of Georgia. In addition to corporate management positions, she previously served as a faculty member in the School of Business at Georgia College (now Georgia College and State University). She served as head of the School of Business at USC Aiken for several years before moving on to assume the role of Vice President for Academic and Student Affairs at Benedict College in Columbia South Carolina. From there she served as Vice President for Student Development at Bennett College for Women in Greensboro, North Carolina.

Faye is strongly committed to serving her community. She is currently on the Board of Trustees for the Augusta Museum of History, the Boards of Directors for the Community Foundation of the CSRA, the United Way of the CSRA, Women in Philanthropy and Shiloh Community Center. She is a member of the Women in Business Committee of the Metro Augusta Chamber of Commerce, the steering Committee for Leadership Columbia County, the Kiwanis Club of Augusta and the Augusta Chapters of Delta Sigma Theta Sorority, Inc. and the Links, Inc. Faye is also a volunteer executive coach and trainer for nonprofit organizations and churches in her area.

Email: faye@hargroveleadership.com

**Industrial/Organizational Psychologist
Leadership Consultant**

EDUCATION

**PhD 1987, Industrial/Organizational Psychology, University of Georgia,
(Co-majors in Psychometrics and Human Resources Management).**

MS 1984, Industrial/Organizational Psychology, University of Georgia

BS 1979, Psychology, University of Georgia.

CAREER PROFILE

Management consultant and Performance Coach with a successful track record of executive coaching, leadership assessment and the development and delivery of training programs tailored to impact client needs. A diverse background which includes 25 years of management experience ranging from first line supervisor to the executive levels. A published scholar with academic experience as a tenured, Associate Professor of Management, Head of School of Business Administration and Economics and VP for Academic and Student Affairs. Successful start-up and ownership of two entrepreneurial ventures.

CAREER OVERVIEW

President and Founder

Hargrove Leadership Services

1998-present

Management consulting firm specializing in assessment and development of leadership skills through executive coaching, and the design and delivery of tailored training programs. Serve as assessment center evaluator. Proficient in use of paper and pencil personality measures, 360-degree feedback and other leadership assessment tools.

Adjunct Professor

Augusta State University

2006-present

Department of Political Science, Masters in Public Administration. Teach courses in Strategic Planning, Organization Behavior and Non-Profit Management

Vice President for Student Development

Bennett College, Greensboro North Carolina

1996-1998

Reported directly to President with responsibility for providing leadership and supervision of student affairs units and programs for private women's college.

Vice President for Academic and Student Affairs

Benedict College, Columbia, South Carolina

1994-1996

Reported directly to President with responsibility for providing leadership and supervision of faculty, staff and all instructional and student support programs.

Head, School of Business Administration and Economics 1989-1994
and Associate Professor of Management

University of South Carolina Aiken, Aiken, South Carolina

Reported to Vice Chancellor for Academic Affairs with responsibility for providing leadership to academic unit with 700 majors, three off campus programs and 50 full/part-time faculty. Nominated "*Outstanding Faculty Advisor*," 1994.

Assistant Director O'Connell Economic Enterprise Institute 1987-1989
Associate Professor of Management

University Of South Carolina Aiken, Aiken, South Carolina

Faculty position with responsibility for teaching undergraduate courses in management, organization behavior and business statistics in addition to development and oversight of programs for the enhancement of entrepreneurship. Faculty advisor to Rho Lambda Chapter, Delta Sigma Theta Sorority, Inc. "*Teacher of the year*" finalist, 1988 and 1993.

Assistant Professor of Management 1984-1987

Georgia College and State University, Milledgeville, Georgia

Responsible for teaching graduate and undergraduate courses in management, organization behavior and business statistics. Faculty advisor to Nu Tau Chapter, Delta Sigma Theta Sorority, Inc. Developed and directed summer *Youth in Business Program*.

First Line Supervisor 1978-1984

E.I. DuPont de Nemours Textile Fibers Division, Athens, Georgia

Oversight of production line for 6-18 employees.

COMMUNITY INVOLVEMENT AND AFFILIATIONS

Member of the Boards of Directors of The Augusta Museum of History, The United Way of the CSRA, The CSRA Community Foundation, Shiloh Community Center and CSRA Women in Philanthropy. Member Metro Augusta Chamber of Commerce Women in Business Committee and Leadership Columbia County Steering Committee, American Psychological Association, and Kiwanis Club of Augusta. Volunteer Executive Coach and Trainer for non-profit organizations in the Augusta, Georgia area.

RECENT WORKSHOPS AND TRAINING

United Way of the CSRA—*Outcomes Training for Leaders of Partner Agencies*
Electrolux Call Center—*Team Training*
Emory University Academic Leadership—*Coached Deans and Department Chairs*
Childrens Health Care of Atlanta—*Executive Coach for High Potential Managers*
Jesse Norman School of the Arts—*Board Training*
Augusta Chapter Red Cross—*Staff Training*
Aiken Housing Authority—*Staff Training*
Augusta Housing and Community Development Department—*Facilitated Goal Session for 2010*

ZC Sterling (Atlanta Office)—*HR Team Training*
CBeyond (Atlanta Office)—*Women's Leadership Forum Workshop*
Richmond County Board of Education—*Staff Training for Langford Middle School
and Bungalow Road Alternative School*
Augusta Transitional Center—*Counselor Training*
Augusta Neighborhood Improvement Corporation (ANIC)—*Staff Training*

REFERENCE AVAILABLE UPON REQUEST



**Administrative Services Committee Meeting
10/26/2009 12:40 PM
Consider the reprogramming of CDBG and HPRP Grant Funds**

Department: Housing & Community Development Department

Caption: Discuss Amending the City's 2008 Action Plan for the Reprogramming of \$12,250 in CDBG Funds and \$80,000 in HPRP Funds.

Background: During the year, staff reviews each program's budget to determine if there is a need to reprogram funds from inactive projects and/or to determine if there is a need to reallocate funds forfeited by agencies. The intent is to readily expend funds in a timely manner.

Analysis: Reprogramming of these funds will allow the department to proceed with active projects and expend the funds in a timely manner.

Financial Impact: This reprogramming of funds is a reallocation of existing funds.

Alternatives: None recommended.

Recommendation: Accept the proposed reprogramming of \$92,250 in CDBG and HPRP Funds as information and allow staff to solicit public comments for a 30-day period. After the 30-day comment period (November 16, 2009), staff will return and present to Committee and Commission for action the Proposed List of Reprogramming and any public comments received.

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

REVIEWED AND APPROVED BY:

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



**Administrative Services Committee Meeting
10/26/2009 12:40 PM
Continuum of Care Application**

Department:	Housing and Community Development Department
Caption:	Authorize Submission of the 2009 Continuum of Care Application to HUD and Grant the Mayor the Authority to Execute all Forms associated with the Application, which includes Submission of the Follow-up Technical Submission Application, Renewal Grant Agreement and the Annual Progress Reports.
Background:	Each year the Housing & Community Development Department apply to HUD for funding through the annual SuperNOFA Continuum of Care Homeless Assistance Programs. These funds are used to support the Homeless Information Management System (HMIS), administrative services, supplies and provide case management to partner agencies. These grants renew each year at the same amount from October 1 to September 30 (Transportation Program - \$34,545), and October 1 to September 30 (HMIS Program - \$181,027).
Analysis:	Approval will allow the City to continue comprehensive services to the homeless population of Augusta-Richmond County.
Financial Impact:	These are additional funds received from HUD to the City for continued operation of the Transportation Program and the Homeless Management Information System (HMIS) and services.
Alternatives:	None recommended
Recommendation:	Approve Submission of the CoC Application to HUD, and Grant the Mayor the Authority to Execute all Forms associated with the Application, which also include Submission of the Follow-up Technical Submission Application, Renewal Grant Agreements and Annual Progress Reports.
Funds are Available in the Following Accounts:	CoC Supportive Housing Program (SHP)

REVIEWED AND APPROVED BY:

**Finance.
Law.**

Cover Memo

Item # 4



**Administrative Services Committee Meeting
10/26/2009 12:40 PM
Dapper and Company Men's Grooming Lounge**

Department: Clerk of Commission

Caption: Consider a request from Dapper and Company Men's Grooming Lounge to place posters in the Municipal Building and for permission to use the city logo on publications for the "Suited for Success" event as an "Event Partner". (Referred from October 12 Administrative Services)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available in
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REVIEWED AND APPROVED BY:

Clerk of Commission

The United States of America



CERTIFICATE OF REGISTRATION PRINCIPAL REGISTER

The Mark shown in this certificate has been registered in the United States Patent and Trademark Office to the named registrant.

The records of the United States Patent and Trademark Office show that an application for registration of the Mark shown in this Certificate was filed in the Office; that the application was examined and determined to be in compliance with the requirements of the law and with the regulations prescribed by the Director of the United States Patent and Trademark Office; and that the Applicant is entitled to registration of the Mark under the Trademark Act of 1946, as Amended.

A copy of the Mark and pertinent data from the application are part of this certificate.

To avoid CANCELLATION of the registration, the owner of the registration must submit a declaration of continued use or excusable non-use between the fifth and sixth years after the registration date. (See next page for more information.) Assuming such a declaration is properly filed, the registration will remain in force for ten (10) years, unless terminated by an order of the Commissioner for Trademarks or a federal court. (See next page for information on maintenance requirements for successive ten-year periods.)



Director of the United States Patent and Trademark Office

REQUIREMENTS TO MAINTAIN YOUR FEDERAL TRADEMARK REGISTRATION

Attachment number 1
Page 2 of 4

Requirements in the First Ten Years*

What and When to File:

- First Filing: A Declaration of Continued Use (or Excusable Non-use), filed between the 5th and 6th years after the registration date. (See 15 U.S.C. §1058; 37 C.F.R. §2.161.)
- Second Filing: A Declaration of Continued Use (or Excusable Non-use) **and** an Application for Renewal, filed between the 9th and 10th years after the registration date. (See 15 U.S.C. §1058 and §1059; 37 C.F.R. §2.161 and 2.183.)

Requirements in Successive Ten-Year Periods*

What and When to File:

- A Declaration of Continued Use (or Excusable Non-use) **and** an Application for Renewal, filed between each 9th and 10th-year period after the date when the first ten-year period ends. (See 15 U.S.C. §1058 and §1059; 37 C.F.R. §2.161 and 2.183.)

Grace Period Filings*

There is a six-month grace period for filing the documents listed above, with payment of an additional fee.

The U.S. Patent and Trademark Office (USPTO) will **NOT** send you any future notice or reminder of these filing requirements. Therefore, you should contact the USPTO approximately one year prior to the deadlines set forth above to determine the requirements and fees for submission of the required filings.

NOTE: *Electronic forms for the above documents, as well as information regarding current filing requirements and fees, are available online at the USPTO web site:*

www.uspto.gov

**YOUR REGISTRATION WILL BE CANCELLED IF YOU DO NOT
FILE THE DOCUMENTS IDENTIFIED ABOVE DURING THE
SPECIFIED TIME PERIODS.**

*Exception for the Extensions of Protection under the Madrid Protocol:

The holder of an international registration with an extension of protection to the United States must file, under slightly different time periods, a Declaration of Continued Use (or Excusable Non-use) at the USPTO. See 15 U.S.C. §1141k; 37 C.F.R. §7.36. The renewal of an international registration, however, must be filed at the International Bureau of the World Intellectual Property Organization, under Article 7 of the Madrid Protocol. See 15 U.S.C. §1141j; 37 C.F.R. §7.41.

Int. Cls.: 35, 36, 37, 39, 41, 42, 43, 44 and 45

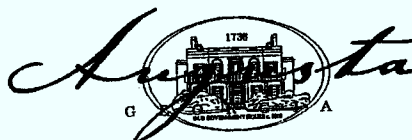
Prior U.S. Cls.: 100, 101, 102, 103, 105, 106 and 107

United States Patent and Trademark Office

Reg. No. 3,115,752

Registered July 18, 2006

**SERVICE MARK
PRINCIPAL REGISTER**



AUGUSTA-RICHMOND COUNTY, GEORGIA
(GEORGIA CONSOLIDATED LOCAL GOVERNMENT), AKA AUGUSTA, GEORGIA
530 GREENE STREET
AUGUSTA, GA 30911

FOR: MUNICIPAL SERVICES, NAMELY, ADVERTISING, TAX ASSESSMENT, ECONOMIC FORECASTING AND ANALYSIS, PROVIDING INFORMATION REGARDING POLITICAL ISSUES, KNOWING HOW TO VOTE AND KNOWING HOW TO REGISTER TO VOTE, AND PROMOTING THE ECONOMIC DEVELOPMENT IN THE CITY OF AUGUSTA, GEORGIA, IN CLASS 35 (U.S. CLS. 100, 101 AND 102).

FIRST USE 0-0-2003; IN COMMERCE 0-0-2003.

FOR: MUNICIPAL SERVICES, NAMELY, FINANCIAL MANAGEMENT, FINANCIAL VALUATION OF PERSONAL PROPERTY AND REAL ESTATE, EVALUATION OF REAL PROPERTY, HOME APPRAISAL SERVICES, RISK MANAGEMENT, AND TAX PAYMENT PROCESSING SERVICES, IN CLASS 36 (U.S. CLS. 100, 101 AND 102).

FIRST USE 0-0-2003; IN COMMERCE 0-0-2003.

FOR: MUNICIPAL SERVICES, NAMELY, ANIMAL CONTROL SERVICES AND PLANNING AND LAYING OUT OF RESIDENTIAL COMMUNITIES, IN CLASS 37 (U.S. CLS. 100, 103 AND 106).

FIRST USE 0-0-2003; IN COMMERCE 0-0-2003.

FOR: MUNICIPAL SERVICES, NAMELY, PUBLIC UTILITY SERVICES AND RESCUE SERVICES, IN CLASS 39 (U.S. CLS. 100 AND 105).

FIRST USE 0-0-2003; IN COMMERCE 0-0-2003.

FOR: MUNICIPAL SERVICES, NAMELY, RECREATIONAL PARK SERVICES, EDUCATIONAL SERVICES, NAMELY, PROVIDING COURSES OF INSTRUCTION AT THE PRIMARY AND SECONDARY LEVEL, AND PROVIDING PUBLIC SWIMMING POOLS, IN CLASS 41 (U.S. CLS. 100, 101 AND 107).

FIRST USE 0-0-2003; IN COMMERCE 0-0-2003.

FOR: MUNICIPAL SERVICES, NAMELY, LEGAL SERVICES, ENGINEERING SERVICES, AND ELECTRICITY AND NATURAL GAS SERVICES, NAMELY METERING, METER READING, AND METER DATA MANAGEMENT AND ANALYSIS, IN CLASS 42 (U.S. CLS. 100 AND 101).

FIRST USE 0-0-2003; IN COMMERCE 0-0-2003.

FOR: MUNICIPAL SERVICES, NAMELY, PUBLIC HOUSING SERVICES, EMERGENCY SHELTER SERVICES, NAMELY PROVIDING TEMPORARY HOUSING, PROVIDING ASSISTED LIVING FACILITIES, AND PROVIDING COMMUNITY CENTERS FOR SOCIAL GATHERINGS AND MEETINGS, IN CLASS 43 (U.S. CLS. 100 AND 101).

FIRST USE 0-0-2003; IN COMMERCE 0-0-2003.

FOR: MUNICIPAL SERVICES, NAMELY, EMERGENCY MEDICAL ASSISTANCE, IN CLASS 44 (U.S. CLS. 100 AND 101).

FIRST USE 0-0-2003; IN COMMERCE 0-0-2003.

FOR: MUNICIPAL SERVICES, NAMELY, POLICE AND CIVIL PROTECTION SERVICES, FIREFIGHTING, AND PROVIDING CONSULTATION AND INFORMATION IN THE FIELD OF EMERGENCY RESPONSE FOR COMMUNITIES, IN CLASS 45 (U.S. CLS. 100 AND 101).

FIRST USE 0-0-2003; IN COMMERCE 0-0-2003.

SER. NO. 76-625,335, FILED 12-21-2004.

NO CLAIM IS MADE TO THE EXCLUSIVE
RIGHT TO USE "1736," AND "AUGUSTA," AND
"GEORGIA," AND "OLD GOVERNMENT HOUSE C.
1800", APART FROM THE MARK AS SHOWN.

GEORGIA CARTY, EXAMINING ATTORNEY

Lena Bonner

From: dapperncompany@gmail.com on behalf of Daryl Rolle [drolle@dapperandcompany.com]
Sent: Thursday, September 24, 2009 5:10 PM
To: Lena Bonner
Subject: Fwd: Suited for Success
Attachments: Suited-Poster (1).JPG

----- Forwarded message -----

From: **Daryl Rolle** <drolle@dapperandcompany.com>
Date: Mon, Sep 21, 2009 at 1:05 PM
Subject: Suited for Success
To: mayordeke@augustaga.gov
Cc: knixon@augustaga.gov

Mayor Copenhaver,

It is of great pleasure that you (City of Augusta) is interested in the upcoming event "Suited for Success" on November 8th and 9th.

Our goal is to provide these gentlemen with the necessary tools to face the current job market, with a since of confidence. The event will be sponsored by

Dapper & Company Men's Grooming Lounge with a host of other local businesses as "Event Partners".

What we would like from the City of Augusta:

- Allow posters for the event to be posted in the Municipal Building
- If your schedule permits a special appearance from you or any of the commissioners during the event
- Permission to use the city logo on publications for the event as an "Event Partner".

Please send any correspondence if the City of Augusta can assist with any portion of the event.

Thanks for all your prompt assistance.

--

Daryl Rolle
Owner
Dapper & Co. LLC - Augusta, Ga
(706) 364-0128 Shop
(706) 364-0127 Fax

drolle@dapperandcompany.com

dapperandcompany.com

" GENERATION OF THE GENTLEMAN"

--

Daryl Rolle

Owner

Dapper & Co. LLC - Augusta, Ga

(706) 364-0128 Shop

(706) 364-0127 Fax

drolle@dapperandcompany.com

dapperandcompany.com

" GENERATION OF THE GENTLEMAN"



**Administrative Services Committee Meeting
10/26/2009 12:40 PM
Early Retirement Incentive Program**

Department: Clerk of Commission

Caption: Report from the Administrator/staff regarding the proposed Early Retirement Incentive Program. (Referred from August 10 Administrative Services)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission



HUMAN RESOURCES DEPARTMENT

Rod Powell, SPHR
Director

To: Fred Russell, Administrator
From: Rod Powell, SPHR, HR Director
Date: Wednesday, September 23, 2009
RE: 2009 Employee Retirement Incentive Program (ERIP) Summary

Revised ERIP plan: One time window to apply for the ERIP is from November 1 – December 31, 2009

- **1949 Retirement Plan:** Applicants must be at minimum 60 years old and have min 25 years of service as of December 31, 2009 to qualify for the extra incentive. **Normal retirement age 60 with 25 years of service**
- **1945 Plan:** Applicants must be 60 years old and have min 25 years of service as of December 31, 2009 to qualify for the extra incentive. **Normal retirement is at age 60**
- **Public Safety Plan:** Member Applicants must be 55 years old and have 25 years of service as of December 31, 2009 to qualify for the extra incentive. **normal retirement age is 55 with 25 years of service for GMEBS and 1949 Plan**
- **GMEBS Plan:** Applicants must be at least 65 years old and have at least 5 years of service or be at least 62 years old with at least 25 years of service as of December 31, 2009 to qualify for the extra incentive

Summary of Incentives for GMEBS, 1945 and 1949 Plans:

- Change multiplier to 1.65% on November 1 instead of 2010 for GMEBS participants
- One year of credited service to all participants who are otherwise eligible for retirement
- Additional retirement credit through conversion of Accrued Sick leave up to six months
- Effective date of retirement is November 1, 2009 – December 31, 2009
- The Administrator has the authority to approve or disapprove all ERIP requests depending on projected savings and criticality of position
- Requires savings on positions affected (unless critical to fill) thru: abolishment, one year hold on re-fill, hire at entry level, and/or reorganization to reduce overall labor costs

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

Item # 6



HUMAN RESOURCES DEPARTMENT

Rod Powell, SPHR
Director

- The Administrator can approve but delay retirement up to one year in cases where critical skills and/or recruitment of a fully trained replacement will require substantially more time than allowed under this plan.

Potential Savings

Based on current salaries, if only 75% of the employees are replaced the potential salary savings would be \$1,682,992 in salary funds. This would more than cover the cost of the ERIP and return a potential savings.

GMEBS Plan:

- \$6,575,599 total salary of all employees on the ERIP plan are in the GMEBS Plans.
- The total initial cost if 1 year of service is offered and 25% choose to retiree under the ERIP is \$76,290.50 not filling 25% of the positions in the first year after the ERIP would save \$1,643,900 in salary, netting approximately \$1,567,609 in savings

1949 & 1945 Plans:

- The potential costs to 1949 pension plan with one year additional credit toward benefits and up to ½ half credit from sick leave conversion. Present value of the incentive is approximately \$156,890 repayment over a 10 year period would be an additional \$23,240 per year.
- There are 24 employees that could take the option because they are eligible now as required by the plan. The largest potential impact comes from health insurance, which is not borne by the pension plan.
- None of the 24 employees are eligible for Medicare in the 1949 plan (employer pays 90%) electing retiree plus one medical coverage could increase our expenditures by \$193,000.

The 1996 ERIP offered to members of the 1945, 1949 and 1977 Pension Plan Participants:

- \$25,000 to Department Directors
- 10 years of credited Service
- No reduction of benefit for retiring prior to normal retirement age
- Age 50 with 20 years of service to qualify

*See the official defined benefit plan document in HR for specific plan requirements.

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HUMAN RESOURCES DEPARTMENT

Rod Powell, SPHR
Director

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Item # 6



THE SEGAL COMPANY
2018 Powers Ferry Road, Suite 850 Atlanta, GA 30339-5003
T 678.306.3100 F 678.306.3190 www.segalco.com

October 8, 2009

Mr. Randy Logan, Employee Benefits Counselor
Georgia Municipal Association
201 Pryor Street, SW
Atlanta, Georgia 30303

RE: Benefit Study for the City of Augusta

Dear Randy,

As requested, we have updated the impact on plan funding of an Early Retirement Incentive Program (ERIP) for the City of Augusta. The attached table includes results of an ERIP to provide enhanced benefits for employees who meet the eligibility requirements for Normal Retirement. The ERIP would provide unreduced benefits with one additional year of service, based on a 1.65% benefit formula.

The city provided listings of eligible participants. Otherwise, the data and results from the November 1, 2009 actuarial valuation were used to develop these results. We have shown the results in two ways: the initial impact without replacement of the employees who take the window and the long-term impact as if these employees were ultimately replaced.

Furthermore, we have determined the cost of converting unused sick leave to credited service for these participants to be immaterial.

When determining the Recommended Contribution, the total level dollar amortization is adjusted, if necessary, to be within a corridor of the 10-year and the 30-year amortization of the unfunded/(surplus) actuarial accrued liability.

If you have any questions or need additional information please let us know.

Sincerely,

Leon F. (Rocky) Joyner, Jr., FCA, ASA, MAAA, EA
Vice President and Actuary
7186626v1/07074.003

Jeanette R. Cooper, FSA, FCA, MAAA, EA
Consulting Actuary



Benefits, Compensation and HR Consulting ATLANTA BOSTON CALGARY CHICAGO CLEVELAND DENVER HARTFORD HOUSTON LOS ANGELES
MINNEAPOLIS MONTREAL NEW ORLEANS NEW YORK PHILADELPHIA PHOENIX PRINCETON RALEIGH SAN FRANCISCO TORONTO WASHINGTON, DC
Multinational Group of Actuaries and Consultants BARCELONA BRUSSELS DUBLIN GENEVA HAMBURG JOHANNESBURG LONDON MELBOURNE
MEXICO CITY OSLO PARIS



Summary of Results**Enhanced Normal Retirement Benefit at the 1.65%
Benefit Level for All Retirement Eligible Participants as
of December 31, 2009**

Current Recommended Contribution	November 1, 2009 Results	1 Year additional service credit
\$ Amount	\$3,167,267	\$3,167,267
Covered Payroll	\$72,194,233	\$72,194,233
% of Covered Payroll	4.39%	4.39%

Initial Impact of ERIP

\$ Amount	\$305,162
Covered Payroll Less ERIP	\$65,618,634
% of Covered Payroll Less ERIP	0.47%

Total Initial Plan Cost

\$ Amount	\$3,472,429
Covered Payroll Less ERIP	\$65,618,634
% of Covered Payroll Less ERIP	5.29%

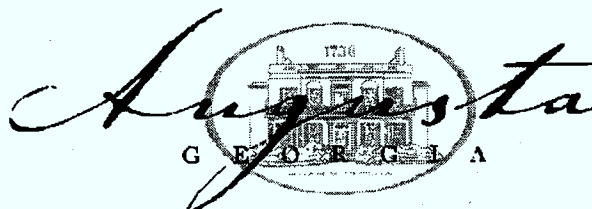
Long-term Impact of ERIP

\$ Amount	\$697,287
Covered Payroll	\$72,194,233
% of Covered Payroll	0.97%

Total Long-term Plan Cost

\$ Amount	\$3,864,554
Covered Payroll	\$72,194,233
% of Covered Payroll	5.35%

Funding Elements	Before ERIP	After Long-Term Impact of ERIP
Normal Cost with Expenses	\$1,673,213	\$1,673,213
Actuarial Value of Assets	\$52,223,077	\$52,223,077
Actuarial Accrued Liability	\$66,712,927	\$73,822,309
Unfunded Actuarial Accrued Liability	\$14,489,850	\$21,599,232
Funded Ratio	78.28%	70.74%



**Administrative Services Committee Committee Room- 8/10/2009
Meeting**

ATTENDANCE:

Hons. Deke Copenhaver, Mayor; Hatney, Chairman; Grantham, Vice Chairman; Beard and Bowles, members.

ADMINISTRATIVE SERVICES

- | | | |
|----|---|---------------------------------|
| 1. | Approve hiring temporary administrative support for the EEO Office to assist the Law Department with the daily administrative activities of the EEO office. | Item Action:
Approved |
|----|---|---------------------------------|

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve.	Betty Beard	Commissioner Joe Bowles	Passed
	Motion carries 4-0.			

- | | | |
|----|---|---------------------------------|
| 2. | Report from Administrator/staff regarding the proposed Early Retirement Incentive Program (ERIP). (Referred from July 28 Administrative Services) | Item Action:
Approved |
|----|---|---------------------------------|

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information with the Administrator, Human Resources and the Finance staff to come back with a recommendation and to include a comparison with the savings that were achieved from the last early retirement program.	Commissioner Joe Bowles	Don Grantham	Passed
	Motion carries 4-0.			