



Finance Committee Meeting

Commission Chamber- 3/10/2020- 1:05 PM

## **FINANCE**

1. Request to approve month to month agreement for WC TPA services for the month of February 2020.  [Attachments](#)
2. Update from Finance Dept. regarding Link Deposit Funds. **(Requested by Commissioner Marion Williams)**  [Attachments](#)
3. Motion to approve the minutes of the Finance Committee held on February 25, 2020.  [Attachments](#)
4. Request approval to transfer funds from salary line item 101021112/5111110 to 101021112/5239112 to continue to contract labor line; once the employee returns from worker's compensation leave funds will be returned to salary line item.  [Attachments](#)
5. Receive updated 2019 report from Finance Dept. regarding overtime payouts for employees in the Augusta Utilities Department in accordance with Commission's direction at the March 3 Commission meeting. **(Requested by Commissioner Marion Williams)**  [Attachments](#)

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**Finance Committee Meeting  
3/10/2020 1:05 PM  
Approve Month to Month agreement for WC TP'A**

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**Department:** Finance- Risk Managment

**Presenter:** Joe Crozier

**Caption:** Request to approve month to month agreement for WC TPA services for the month of February 2020.

**Background:** Workers Compensation Third Party Administrator contract was approved February 18, 2020. The prior contract ended 1/31/2020 but the RFP process was delayed by vendor protest. Corvel agreed to continue to provide service to Augusta during February in order to avoid interruption of service.

**Analysis:** The new contract date effective is March 1, 2020. Augusta needs to make payment to Corvel for February services.

**Financial Impact:** Corvel would receive the same rate for February as it received for the last month of the expired contract. The cost is \$7800

**Alternatives:**

**Recommendation:** Approve contract extension for the month of February in order to compensate the TPA for services delivered.

**Funds are Available in the Following Accounts:** Funding is available from account 621 01 5231

**REVIEWED AND APPROVED BY:**

**Finance.  
Law.**

Cover Memo

Item # 1

**Administrator.**  
**Clerk of Commission**

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**Finance Committee Meeting  
3/10/2020 1:05 PM  
Link Deposit Funds**

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**Department:**

**Presenter:** Commissioner Marion Williams

**Caption:** Update from Finance Dept. regarding Link Deposit Funds.  
**(Requested by Commissioner Marion Williams)**

**Background:**

**Analysis:**

**Financial Impact:**

**Alternatives:**

**Recommendation:**

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

**REVIEWED AND APPROVED BY:**

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**Lena Bonner**

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**From:** Donna Williams  
**Sent:** Wednesday, March 4, 2020 11:52 AM  
**To:** Lena Bonner  
**Subject:** LINK Deposit  
**Attachments:** Williams Approval Letter 7.19.2016.pdf; July 19, 2016 info and recommendations approved.pdf

Lena

At the meeting on July 19, 2016 there was discussion and approval of action regarding funds in 2 CDs at local banks designated to operate the LINK program. The two certificate of deposit were maturing. The discussion centered around the lack of use of the programs and the lack of interest being earned on the funds.

At that meeting, the commission approved returning the funds to Augusta's pooled cash to be invested at the going rate. There they would be available if needed after the program was overhauled.

I don't recall any further discussion about a new version being presented.

donna

*Donna B. Williams, CGFM*

*Finance Director*

**Augusta Richmond County Georgia | 535 Telfair St., Suite 800 | Augusta, GA 30901**

✉ [dwilliams@augustaga.gov](mailto:dwilliams@augustaga.gov) | 📞 Office: (706) 821- 2338 | 📠 Fax: (706) 821- 2855

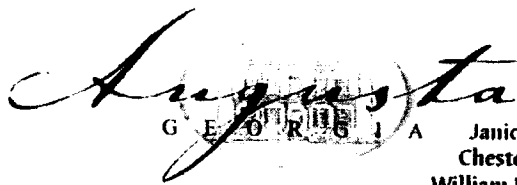
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AED:104 1

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## Office of the Administrator

Janice Allen Jackson, Administrator  
 Chester Brazzell, Deputy Administrator  
 William E. Rhinehart, Deputy Administrator

Ste. 910 - Municipal Building  
 535 Telfair Street - AUGUSTA, GA 30901  
 (706) 821-2400 - FAX (706) 821-2819

July 19, 2016

Ms. Donna Williams  
 Finance Director  
 535 Telfair Street  
 Augusta, GA 30901

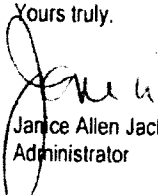
Dear Donna:

The Augusta, Georgia Commission, at their regular meeting held on Tuesday, July 19, 2016 took action on the following items

11. Approved to adopt the attached recommendations of the Finance Director regarding the city's Link Deposit Program and tasked the Administrator to present a draft new Link program by the end of September 2016. (Approved by Administrative Services Committee July 12, 2016)
32. Received as information the results of the 2015 financial audit

If you have any questions, please contact me.

Yours truly,

  
 Janice Allen Jackson  
 Administrator

07-19-16 #11, #32



|                                      |                |      |
|--------------------------------------|----------------|------|
| State Bank (purchaser of First Bank) | \$3,683,991.85 | .10% |
| Georgia Bank and Trust               | \$1,961,753.51 | .45% |

The Certificates of Deposit listed above are investments belonging to Augusta as a part of Augusta's total pool of invested cash. These CD's are referenced as supporting the LINK Deposit program. It is important to recognize that none of the funds listed above were in any way intended to be loaned out by the banks administering the program. None of Augusta's funds were at risk.

These investments will mature in August. I submit the following recommendations.

1. At maturity, the funds be returned to Augusta's pooled cash and become part of the existing investment pool.
2. Augusta should take this opportunity to revamp/overhaul the existing LINK program or to design a program that defines specific goals and processes to assist those small businesses desiring to conduct business with Augusta.
3. Once the new design is approved by Commission, an RFP would be drawn up by the Compliance Department for responses to be solicited by the Procurement Department.
4. The design of the program would clearly define the roles of the departments involved (Compliance, Finance, Procurement, Administration, etc) as well as define qualifications for prospective applicants.
5. The RFP should clearly state whether Augusta would provide any incentives to participating institutions, the amount, the expected rate of return, and any reporting requirements.
6. If investments such as Certificates of Deposit are used, those funds would be pulled from the total pooled cash available, the CD would be purchased and identified as associated with the program.
7. The program would be evaluated annually to measure its effectiveness.

A few points bear repeating:

1. Augusta's funds are not being loaned out.
2. Participating banking institutions use their own criteria to determine credit worthiness
3. The maturing existing Certificates of Deposit are not new revenue to Augusta. Those funds would simply move from an investment, to cash, then back to an investment.





**Finance Committee Meeting  
3/10/2020 1:05 PM  
Minutes**

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**Department:**

**Presenter:**

**Caption:** Motion to approve the minutes of the Finance Committee held on February 25, 2020.

**Background:**

**Analysis:**

**Financial Impact:**

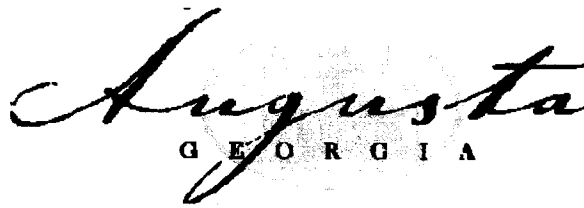
**Alternatives:**

**Recommendation:**

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

**REVIEWED AND APPROVED BY:**

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## Finance Committee Meeting Commission Chamber - 2/25/2020

### ATTENDANCE:

Present: Hons. Fennoy, Chairman; D. Williams, Vice Chairman; M. Williams, member.

Absent: Hons. Hardie Davis, Jr., Mayor; Frantom, member.

### FINANCE

- |                                                                                                                                                                                                                          |                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 1. Approve Civil and Magistrate Court budget transfer request: \$17,000.00 be transferred from Org. Key 101021613/Object Code 5111210 (Perm Part-Time S&W-Regular) to Object Code 5212999 (Other Professional Services). | <b>Item<br/>Action:<br/>Approved</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|

#### Motions

| Motion Type | Motion Text                              | Made By                         | Seconded By                    | Motion Result |
|-------------|------------------------------------------|---------------------------------|--------------------------------|---------------|
| Approve     | Motion to approve.<br>Motion Passes 3-0. | Commissioner<br>Dennis Williams | Commissioner<br>William Fennoy | Passes        |

- |                                                                                      |                                      |
|--------------------------------------------------------------------------------------|--------------------------------------|
| 2. Motion to approve the minutes of the Finance Committee held on February 11, 2020. | <b>Item<br/>Action:<br/>Approved</b> |
|--------------------------------------------------------------------------------------|--------------------------------------|

#### Motions

| Motion Type | Motion Text                              | Made By                         | Seconded By                    | Motion Result |
|-------------|------------------------------------------|---------------------------------|--------------------------------|---------------|
| Approve     | Motion to approve.<br>Motion Passes 3-0. | Commissioner<br>Dennis Williams | Commissioner<br>William Fennoy | Passes        |

3.

Recommend authorizing the Administrator to appropriate no more than \$10,000 from contingency funds for matching grant funds required for a veterans' cemetery.

**Item Action:**  
Approved

### Motions

| Motion Type | Motion Text                              | Made By                         | Seconded By                    | Motion Result |
|-------------|------------------------------------------|---------------------------------|--------------------------------|---------------|
| Approve     | Motion to approve.<br>Motion Passes 3-0. | Commissioner<br>Dennis Williams | Commissioner<br>William Fennoy | Passes        |

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**Finance Committee Meeting  
3/10/2020 1:05 PM  
Superior Court Transfer of salary funds**

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**Department:**

**Presenter:** Superior Court

**Caption:** Request approval to transfer funds from salary line item 101021112/5111110 to 101021112/5239112 to continue to contract labor line; once the employee returns from worker's compensation leave funds will be returned to salary line item.

**Background:** Currently the Superior Court Reporter, a critical position has been out on worker's compensation leave since February 19, 2019. (See attachment for further details.)

**Analysis:**

**Financial Impact:**

**Alternatives:**

**Recommendation:** Approve

**Funds are Available in the Following Accounts:** Available in salary line item 101021112/5111110.

**REVIEWED AND APPROVED BY:**

**Lena Bonner**

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**From:** Kelly Campbell  
**Sent:** Tuesday, February 19, 2019 2:59 PM  
**To:** Lena Bonner  
**Cc:** Commissioner William Fennoy; Commissioner Dennis Williams; Commissioner Marion Williams; Commissioner Sean Frantom  
**Subject:** Superior Court - court reporter position  
**Attachments:** FW: Question

2/19/19

Dear Mrs. Bonner:

We have a court reporter, a critical position, out on worker's compensation leave. We received the attached communication from Mrs. Nancy Ocque that we need commission approval to move funds from salary lines to contract labor lines to fill this position with contract labor. Please place this request on the next agenda of the Finance Committee for approval to move these funds from salary lines to contract labor lines and return them once the court reporter returns from worker's compensation leave. Thanks for your assistance.

Sincerely,

Carl C. Brown, Jr.  
 Chief Judge Superior Court  
 Augusta Judicial Circuit  
 Augusta-Richmond County Judicial Center  
 John H. Ruffin, Jr. Courthouse  
 735 James Brown Boulevard, Suite 4203  
 Augusta, GA 30901-2974  
 706.821.2347  
 706.721.4476 fax

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AED:104.1

Item # 4



**Finance Committee Meeting  
3/10/2020 1:05 PM  
Overtime payouts in Augusta Utilities Dept.**

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**Department:**

**Presenter:** Commissioner Marion Williams

**Caption:** Receive updated 2019 report from Finance Dept. regarding overtime payouts for employees in the Augusta Utilities Department in accordance with Commission's direction at the March 3 Commission meeting. **(Requested by Commissioner Marion Williams)**

**Background:**

**Analysis:**

**Financial Impact:**

**Alternatives:**

**Recommendation:**

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

**REVIEWED AND APPROVED BY:**