



Finance Committee Meeting

Commission Chamber- 2/26/2019- 1:15 PM

FINANCE

1. Request to expand pool of banks as approved depositories.
(Referred from February 19, 2019 Commission meeting)  [Attachments](#)
2. Request to transfer funds from the Special Instructional Services line item to Operational budget line item in the amount of \$27,206 plus 30% for benefits to fund unfunded Law Clerk position in Juvenile Court.  [Attachments](#)
3. Motion to approve the minutes of the Finance Committee held on February 12, 2019.  [Attachments](#)
4. Request approval to move funds from salary lines to contract labor lines; once the employee returns from worker's compensation leave funds will be returned to salary line item.  [Attachments](#)
5. Approve additional funding for reorganization of Tax Assessor Commercial Property Division  [Attachments](#)

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**Finance Committee Meeting
2/26/2019 1:15 PM
Financial Institutions used for Certificates of Deposit**

Department: Finance

Presenter:

Caption: Request to expand pool of banks as approved depositories.
(Referred from February 19, 2019 Commission meeting)

Background: Augusta has used the following local banks for Certificates of Deposit. As CD's mature, banks are contacted and the current investment rates are requested.

South State Bank (formerly Georgia Bank and Trust)

State Bank and Trust (formerly First Bank)

Suntrust Bank

East West Bank

Bank of America

Rates are reviewed and funds invested with the institution that provides the best rate of return and liquidity options for the government. The rate offered by Georgia Fund One is used as a benchmark.

Analysis: As the Federal Reserve Board has increased the Fed Rate, interest rates have rebounded, several financial institution have contacted the Finance Department requesting the opportunity to provide investment options. All deposits must be fully insured by the FDIC or if the amount is greater than \$250,000 the financial institution must offer collateralization at 110% as required by O.C.G.A. § 45-8-12. The financial Institution to be added at this time: 1. Fifth Third Bank 2. Queensborough Bank 3. Regions Bank 4. Synovus Bank 5. Wells Fargo 6. Multi-Bank Securities, Inc. Each bank has its own investment agreement.

Cover Memo

Item # 1

requires approval of the governing body. Approval of this item would authorize those agreements so that funds could be invested with these additional institutions.

Financial Impact: Expanding the pool of financial institutions allow more competition with opportunities to increase interest revenue for the government

Alternatives: do not expand pool

Recommendation: Expand pool of financial institutions

Funds are Available in the Following Accounts: The government may benefit from higher interest revenue.

REVIEWED AND APPROVED BY:



**Finance Committee Meeting
2/26/2019 1:15 PM
Law Clerk position in Juvenile Court**

Department:

Presenter:

Caption: Request to transfer funds from the Special Instructional Services line item to Operational budget line item in the amount of \$27,206 plus 30% for benefits to fund unfunded Law Clerk position in Juvenile Court.

Background: Human Resources department has confirmed that the Law Clerk position in Juvenile Court exist but was unfunded to cover the increases as a result of the Classification and Compensation questionnaire evaluations. In order for employee to be hired as a permanent employee, Juvenile Court will need to make the above request.

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Cover Memo

Item # 2

Lena Bonner

From: Kenneth Perry
Sent: Tuesday, February 19, 2019 2:08 PM
To: Patti Strength
Cc: Tony McDonald; Kelly Campbell
Subject: RE: Vacant Position

Hello Patti :

Thank you for patience regarding your inquiry about how to move Lavascia Johnson from her current status to a permanent Augusta, Georgia employee. The HR department has confirmed that the Law Clerk position in your department still exist but was unfunded to cover the increases as a result of the Classification and Compensation questionnaire evaluations. In order for Ms. Johnson to be hired as a permanent employee, Juvenile Court will need to make the following request of the Commission:

1. Request to transfer funds from the Special Instructional Services line item to Operational budget line item in the amount of \$27,206 plus 30% for benefits.
2. If approved by the Commission, submit a Request for Personnel Action to Human Resources to reclassify the Law Clerk position to an Administrative Assistant I, salary grade 8.
3. Once the Request for Personnel Action is approved, a hiring action will need to be submitted to HR to hire Lavascia Johnson as the Administrative Assistant I at an annual salary of \$27,206. Heather Driver at extension 1006 can assist with this action.
4. Human Resources will contact Ms. Johnson to complete her pre-employment screenings and inform her of the date she should attend new hire orientation.

If you have any questions, please don't hesitate to contact me.

Thank you,

Mr. Kenneth D. Perry | Compensation and Benefits Manager
Compensation - Benefits - Retirement
Augusta, Georgia Government
 535 Telfair Street, Suite 400 | Augusta, Georgia 30901
 (p) 706-849-5917 | (f) 706-821-2967
KPerry@augustaga.gov | www.augustaga.gov



From: Patti Strength <pstrength@augustaga.gov>
Sent: Monday, February 18, 2019 11:31 AM

Item # 2



**Finance Committee Meeting
2/26/2019 1:15 PM
Minutes**

Department:

Presenter:

Caption: Motion to approve the minutes of the Finance Committee held on February 12, 2019.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



Finance Committee Meeting Commission Chamber - 2/12/2019

ATTENDANCE:

Present: Hons. Fennoy, Chairman; M. Williams and Frantom, members.

Absent: Hons. Hardie Davis, Jr., Mayor; D. Williams, Vice Chairman.

FINANCE

1. Affirm current authorized bank signatories and authorize the Mayor and Clerk to execute documents as required by financial institutions. **Item Action:**
Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this item to the full Commission with no recommendation. Motion Passes 3-0.	Commisioner Sean Frantom	Commissioner William Fennoy	Passes

2. Request to approve Augusta Commercial Property Insurance coverage for 2019 offered through Affiliated FM, current carrier, for a premium of \$434,000 for full blanket coverage and limited flood coverage in flood prone areas. **Item Action:**
Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this item to the full Commission with no recommendation. Motion Passes 3-0.	Commisioner Sean Frantom	Commissioner William Fennoy	Passes

3. Approve funding for the March 19, 2019 Special Election in Commission District 5.

**Item
Action:**
Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this item to the full Commission with no recommendation. Motion Passes 3-0.	Commisioner Sean Frantom	Commissioner William Fennoy	Passes

4. Request to expand pool of banks as approved depositories.

**Item
Action:**
Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this item to the full Commission with no recommendation. Motion Passes 3-0.	Commisioner Sean Frantom	Commissioner William Fennoy	Passes

5. Motion to approve the minutes of the Finance Committee held on January 29, 2019.

**Item
Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Marion Williams	Commisioner Sean Frantom	Passes

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**Finance Committee Meeting
2/26/2019 1:15 PM
Move these funds from salary lines**

Department:

Presenter: Superior Court

Caption: Request approval to move funds from salary lines to contract labor lines; 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, is out on worker's compensation leave. (See attachment for further details.)

Analysis:

Financial Impact: The amount should be the remaining unused portion of the court reporter's salary with automatic restoration to the salary line once the reporter returns from leave.

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Lena Bonner

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



**Finance Committee Meeting
2/26/2019 1:15 PM
Tax Assessor Departmental Reorganization**

Department: Administration

Presenter: Janice Allen-Jackson, Administrator

Caption: Approve additional funding for reorganization of Tax Assessor Commercial Property Division

Background: With the loss of key personnel in the commercial property division in 2018 the Tax Assessor evaluated the organizational structure of the department and determined that a reorganization would benefit the organization with increased operational effectiveness and efficiencies. Additionally the reorganization would encourage personnel stability. The plan was presented to the Board of Assessors and approved on November 29, 2018.

Analysis: Additional funding in the amount of \$25,900 is required for the implementation of the proposed reorganization. The Human Resources department has reviewed and approved the structure of the proposed reorganization.

Financial Impact: Funding for this request is available in General Fund Contingency

Alternatives:

Recommendation: Approve request for additional funds

Funds are Available in the Following Accounts: 101-10-1110/6011110 – General Fund Contingency

REVIEWED AND APPROVED BY:

Cover Memo

Item # 5

Finance.
Law.
Administrator.
Clerk of Commission

**Tax Assessor Departmental Reorganization
Funding Analysis**

PCN Number	PCN Description	Proposed PCN Description	Current Grade	Proposed Grade	Current Salary	Proposed Salary	Variance	% Variance
TAD24PM001	PROJECT CENTER MANAGER		20	22	\$ 63,117.14	\$ 63,117.14	-	0.0%
TAD24ZP001	APPRAISAL SUPERVISOR		20		49,282.31	49,282.31	-	0.0%
TAD24ZP002	APPRAISAL SUPERVISOR		20		50,686.70	50,686.70	-	0.0%
TAD24ZP003	APPRAISAL SUPERVISOR		20		49,282.31	49,282.31	-	0.0%
TAD24ZP005	APPRAISAL SUPERVISOR		20		49,282.31	49,282.31	-	0.0%
TAD24ZP006	APPRAISAL SUPERVISOR		20		48,554.00	-	(48,554.00)	-100.0%
TAD25LR001	ASST DEPUTY CHIEF APPRAISER		24		69,850.58	69,850.58	-	0.0%
TAD25LR002	ASST DEPUTY CHIEF APPRAISER		24		69,850.58	69,850.58	-	0.0%
TAD31AI001	CHIEF APPRAISER		31		137,025.00	137,025.00	-	0.0%
TAD35VZ001	PROPERTY VALUATION SPECIALIST	PROPERTY APPRAISER II (RESID)	11	14	36,368.12	36,368.12	-	0.0%
TAD39TZ001	DEPUTY CHIEF APPRAISER		26		88,030.31	88,030.31	-	0.0%
TAD46SH001	EXECUTIVE ASSISTANT I		15		44,164.21	44,164.21	-	0.0%
TAD49HN001	GIS SPECIALIST		12		39,818.51	39,818.51	-	0.0%
TAD49HN002	GIS SPECIALIST		12		38,399.54	38,399.54	-	0.0%
		PROPERTY APPRAISER TRAINEE		8	-	28,220.11	28,220.11	100.0%
TAD63UE004	PROPERTY APPRAISER I	PROPERTY APPRAISER I (COMM)	12		32,874.84	40,240.32	7,365.48	22.4%
TAD63UE005	PROPERTY APPRAISER I	PROJECT ANALYST	12		32,874.84	40,240.32	7,365.48	22.4%
TAD63UE006	PROPERTY APPRAISER I	PROPERTY APPRAISER I (RESID)	12		32,874.84	32,874.84	-	0.0%
TAD63UE007	PROPERTY APPRAISER I	PROPERTY APPRAISER I (RESID)	12		32,874.84	32,874.84	-	0.0%
TAD63UE008	PROPERTY APPRAISER I	PROPERTY APPRAISER I (COMM)	12		32,874.84	40,240.32	7,365.48	22.4%
TAD63UE009	PROPERTY APPRAISER I	PROPERTY APPRAISER I (RESID)	12		32,874.84	32,874.84	-	0.0%
TAD63UE010	PROPERTY APPRAISER I	PROPERTY APPRAISER I (RESID)	12		32,874.84	32,874.84	-	0.0%
TAD63UL001	PROPERTY APPRAISER II	PROPERTY APPRAISER II (PERS. PROP)	13	14	60,084.54	60,084.54	-	0.0%
TAD63UL002	PROPERTY APPRAISER II	PROPERTY APPRAISER II (COMM)	13	14	36,368.12	41,564.22	5,196.10	14.3%
TAD63UL003	PROPERTY APPRAISER II	PROPERTY APPRAISER II (RESID)	13	14	36,368.12	36,368.12	-	0.0%
TAD63UL004	PROPERTY APPRAISER II	PROPERTY APPRAISER II (RESID)	13	14	36,368.12	36,368.12	-	0.0%
TAD63XL001	PROPERTY APPRAISER III	PROPERTY APPRAISER III (SALES ANALYST)	16		44,344.14	44,344.14	-	0.0%
TAD63XL002	PROPERTY APPRAISER III	PROPERTY APPRAISER III (MOBILE HOMES)	16		42,931.69	42,931.69	-	0.0%
TAD63XL003	PROPERTY APPRAISER III	PROPERTY APPRAISER III (AUDITOR)	16		50,474.18	50,474.18	-	0.0%
TAD63XL005	PROPERTY APPRAISER III		16	0	37,571.00	-	(37,571.00)	-100.0%
TAD63XL006	PROPERTY APPRAISER III	PROPERTY APPRAISER III (AUDITOR)	16		45,803.06	45,803.06	-	0.0%
		AUDITOR		16	-	40,240.32	40,240.32	100.0%
TAD63XL007	PROPERTY APPRAISER III	AUDITOR	16		37,571.00	40,240.32	2,669.32	7.1%
TAD63XT001	PROPERTY APPRAISER IV	COMMERCIAL/AUDITORS MANAGER	18	22	55,755.36	63,117.14	7,361.78	13.2%
TAD63XT002	PROPERTY APPRAISER IV		18		52,354.30	52,354.30	-	0.0%
TAD69YM001	TAX APPRAISAL CLERK		8		53,960.76	53,960.76	-	0.0%
TAD69YM002	TAX APPRAISAL CLERK		8		40,352.51	40,352.51	-	0.0%
TAD69YM003	TAX APPRAISAL CLERK		8		27,206.00	28,220.11	1,014.11	3.7%
TAD69YM004	TAX APPRAISAL CLERK		8		27,614.09	28,220.11	606.02	2.2%
TAD69YM005	TAX APPRAISAL CLERK		8		27,614.09	28,220.11	606.02	2.2%
TAD69YM006	TAX APPRAISAL CLERK		8		27,614.09	28,220.11	606.02	2.2%
TAD69YM007	TAX APPRAISAL CLERK		8		35,072.11	35,072.11	-	0.0%
					\$1,839,262.78	\$ 1,861,754.02	22,491.24	1.2%

Increase in benefit costs

3,373.69

Item # 5

Total Increase requested

\$ 25,864.93

