



## FINANCE COMMITTEE MEETING AGENDA

Commission Chamber

Tuesday, April 29, 2025

1:20 PM

### FINANCE

- [1.](#) Presentation of the December 31, 2024 preliminary financial reports
- [2.](#) Approve engaging UHY Advisors Mid-Atlantic, Inc. to conduct audit of Parks and Recreation Department. (RFP 25-902)
- [3.](#) Discuss Downtown "TIA" Transportation Investment Act. (**Requested by Commissioner Jordan Johnson**)



## Finance Committee Meeting

Meeting Date: 4/29/2025

Preliminary December 31, 2024 financial reports

<b>Department:</b>	Finance
<b>Presenter:</b>	Timothy Schroer, CPA, CGMA Interim Finance Director
<b>Caption:</b>	Presentation of the December 31, 2024 preliminary financial reports
<b>Background:</b>	Periodic financial reports keep the commission apprised of the financial condition of the organization.
<b>Analysis:</b>	The reports presented today are the preliminary results of the year ended December 31, 2024. Per GASB standards, Augusta is required to hold open its books for 60 days after year end so that receivables and payables may be accurately recorded. Staff is in the process of final reviews and adjustments in preparation for the annual financial audit. The results of the 2024 audit, which is normally scheduled for presentation in July, will have variances from the reports being presented today due to timing differences and adjustments made during the final audit preparation review. These reports focus on operations for the following funds: General Fund (including Law Enforcement), Urban Service Fund, Fire Protection, Water & Sewerage, Landfill, Garbage Collection, Augusta Regional Airport, and Stormwater Utility
<b>Financial Impact:</b>	
<b>Alternatives:</b>	
<b>Recommendation:</b>	Receive as information
<b>Funds are available in the following accounts:</b>	
<b><u>REVIEWED AND APPROVED BY:</u></b>	TS



## Finance Committee

Meeting Date: April 29, 2025

Audit – Parks and Recreation Department (RFP 25-902)

<b>Department:</b>	Finance
<b>Presenter:</b>	Timothy E. Schroer, CPA, CGMA, Interim Finance Director
<b>Caption:</b>	Approve engaging UHY Advisors Mid-Atlantic, Inc. to conduct audit of Parks and Recreation Department. (RFP 25-902)
<b>Background:</b>	<p>On January 7, 2025, the Commission directed the Finance and Procurement department to procure a firm to audit of the Parks and Recreation Department with a timeline that audit would be completed within 90 days of the engagement of a firm. The scope of the engagement as directed by the Commission is to include:</p> <ul style="list-style-type: none"> <li>a) To determine if charges to Lake Olmstead ledger codes are appropriate.</li> <li>b) To determine all community center list of user groups and the dollar amounts taken in from each group.</li> <li>c) To determine Riverwalk expenditures from all areas including the additional \$150,000 for Eight Street Bulkhead.</li> <li>d) To determine all vendor expenditures and jobs they performed including consultant, lawn services, etc.</li> <li>e) To determine all park expenditures broken down by the park with the ledger codes including Fleming Park.</li> <li>f) To determine all hotel stays with locations by all employees in the department.</li> <li>g) To determine Candlelight Jazz money totals for each date and how is the money collected and used.</li> <li>h) To evaluate IT Department's review of any deleted files for the Recreation department that are personnel or financial.</li> <li>i) To determine review all contracts of \$25,000 or less for department head signature on the document.</li> <li>j) To bring back recommendations of what we can make automated vs. paper</li> <li>k) To determine whether internal controls over assets are adequate to provide reasonable assurance that assets exist and are safeguarded against loss or theft.</li> <li>l) To determine whether controls over government operations provide reasonable assurance that resources are used effectively and efficiently and that expenditures follow established policies and procedures. (Example: procurement, travel)</li> </ul>
<b>Analysis:</b>	The RFP opened on April 15, 2025. Four vendors responded. The evaluation committee met on April 17, 2025, to review and discuss the four responses

received. The committee is recommending UHY Advisors Mid-Atlantic, Inc. be awarded the engagement.

**Financial Impact:** The not to exceed cost proposed is \$71,664.00, if the number of hours needed to complete the engagement is less than proposed, the fee could be reduced accordingly.

**Alternatives:** Reject proposal

**Recommendation:** Approve awarding audit of the Parks and Recreation Department to UHY Advisors Mid-Atlantic, Inc.

**Funds are available  
in the following  
accounts:** 101-01-5110

**REVIEWED AND  
APPROVED BY:**

## Request for Proposals

Request for Proposals will be received at this office until **Tuesday, April 15, 2025 @ 3:00 p.m.** via ZOOM Meeting ID: **823 8039 4329**; Passcode: **25902** for furnishing:

### RFP Item #25-902 Recreation Department Audit for Augusta, GA – Finance Department

RFPs will be received by: The Augusta Commission hereinafter referred to as the OWNER at the offices of:

Darrell White, Interim Director  
Augusta Procurement Department  
535 Telfair Street - Room 605  
Augusta, Georgia 30901

RFP documents may be viewed on the Augusta Georgia web site under the Procurement Department ARcbid. RFP documents may be obtained at the office of the Augusta, GA Procurement Department, 535 Telfair Street – Room 605, Augusta, GA 30901 (706-821-2422).

**All questions must be submitted in writing by fax to 706 821-2811 or by email to [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov) to the office of the Procurement Department by Friday, March 28, 2025 @ 5:00 P.M. No RFP will be accepted by fax or email, all must be received by mail or hand delivered. To ensure timely deliveries, all submittals must be received during our normal office hours from 8:30 a.m. to 5:00 p.m., Monday through Friday. No deliveries will be accepted prior to 8:30 a.m. or after 5:00 p.m., as the building is closed to the public and delivery services outside of these hours.**

No RFP may be withdrawn for a period of **90** days after bids have been opened, pending the execution of contract with the successful bidder(s).

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

**GEORGIA E-Verify and Public Contracts:** The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services over \$2,499 in value to enroll in E-Verify, **regardless of the number of employees.** They may be exempt from this requirement if they have no employees and do not plan to hire employees for the purpose of completing any part of the public contract. Certain professions are also exempt. All requests for proposals issued by a city must include the [contractor affidavit](#) as part of the requirement for their bid to be considered.

Proponents are cautioned that acquisition of RFP documents through any source other than the office of the Procurement Department is not advisable. Acquisition of RFP documents from unauthorized sources places the proponent at the risk of receiving incomplete or inaccurate information upon which to base their qualifications.

**Correspondence must be submitted via mail, fax or email as follows:**

Augusta Procurement Department  
Attn: Darrell White, Interim Procurement Director  
535 Telfair Street, Room 605  
Augusta, GA 30901  
Fax: 706-821-2811 or Email: [procbidandcontract@augustaga.gov](mailto:procbidandcontract@augustaga.gov)

DARRELL WHITE, Interim Procurement Director

Publish:

Augusta Chronicle March 6, 13, 20, 27, 2025  
Metro Courier March 6, 2025

Revised: 10/02/24



**RFP Opening: RFP Item #25-902 Recreation Department Audit  
for Augusta, GA – Finance Department  
RFP Due: Tuesday, April 15, 2025 @ 3:00 p.m. via Zoom**

**Total Number Specifications Mailed Out: 30**  
**Total Number Specifications Download (Demandstar): 9**  
**Total Electronic Notifications (Demandstar): 347**  
**Georgia Procurement Registry: 1665**  
**Total packages submitted: 4**  
**Total Non-compliant: 0**

VENDORS	Attachment "B"	E-Verify	Save Form	Fee Proposal	Original	7 Copies
CBIZ 100 West Minister Street, Suite 500 Providence, RI 02903	YES	1508549	YES	YES	YES	YES
CliftonLarsonAllen, LLP (CLA) 3575 Piedmont Road Northeast Building 15, Suite 1550 Atlanta, GA 30305	YES	1312264	YES	YES	YES	YES
UHY Advisors Mid-Atlantic, Inc 8601 Robert Fulton Drive, Suite 210 Columbia, MD 21046	YES	69740	YES	YES	YES	YES
Baker Tilly, US LLP 205 N Michigan Ave Chicago, IL 60601	YES	193845	YES	YES	YES	YES



Vendors			CBIZ 100 West Minister Street, Suite 500 Providence, RI 02903	CliftonLarsonAllen, LLP (CLA) 3575 Piedmont Road Northeast Building 15, Suite 1550 Atlanta, GA 30305	UHY Advisors Mid-Atlantic, Inc 8601 Robert Fulton Drive, Suite 210 Columbia, MD 21046	Baker Tilly US, LLP 205 N Michigan ave Chicago IL 60601					CBIZ 100 West Minister Street, Suite 500 Providence, RI 02903	CliftonLarsonAllen, LLP (CLA) 3575 Piedmont Road Northeast Building 15, Suite 1550 Atlanta, GA 30305	UHY Advisors Mid-Atlantic, Inc 8601 Robert Fulton Drive, Suite 210 Columbia, MD 21046	Baker Tilly US, LLP 205 N Michigan ave Chicago IL 60601
Phase 1			Ranking of 0-5 (Enter a number value between 0 and 5)								Weighted Scores			
Evaluation Criteria	Ranking	Points	Scale 0 (Low) to 5 (High)											
1. Completeness of Response • Package submitted by the deadline • Package is complete (includes requested	N/A	Pass/Fail	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS
2. Qualifications & Experience	(0-5)	15	4.5	4.9	4.9	5.0	67.8	72.8	72.8	75.0	67.8	72.8	72.8	75.0
3. Organization & Approach	(0-5)	15	4.2	4.5	4.9	4.3	62.8	67.8	73.8	63.8	62.8	67.8	73.8	63.8
4. Scope of Services - Firm's understanding of the Scope of Services and task requirements to be performed included in Section 3. Firm's method for management of overall project costs, schedule, quality assurance/quality control, and other issues critical to this project to include the following: A. Firms Experience specifically in reference to internal audits, compliance audits and operational performance	15	15	4.5	4.7	4.9	4.5	67.8	70.3	72.8	67.8	67.8	70.3	72.8	67.8
5. Schedule of Work	(0-5)	10	4.0	4.0	4.7	4.4	40.0	40.0	46.8	43.5	40.0	40.0	46.8	43.5
6. References	(0-5)	5	4.3	4.0	4.3	4.3	21.7	20.0	21.3	21.7	21.7	20.0	21.3	21.7
7. Financial Stability	(0-5)	5	4.0	4.0	4.0	4.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0
8. Proximity to Area (only choose 1 line according to location of the company - enter the ranking value for the one line only)														
Within Richmond County	5	10					0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Within CSRA	5	6					0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Within Georgia	5	4		5.0			0.0	20.0	0.0	0.0	0.0	20.0	0.0	0.0
Within SE United States (includes AL, TN, NC SC FL)	5	2					0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
• All Others	5	1	5.0		5.0	5.0	5.0	0.0	5.0	5.0	5.0	0.0	5.0	5.0
Phase 1 Total - (Total Maximum Ranking 30 - Maximum Weighted Total Possible 375)			30.6	31.1	32.6	31.5	284.9	310.8	312.4	296.7	284.9	310.8	312.4	296.7
Phase 2 (Option - Numbers 9-10) (Vendors May Not Receive Less Than a 3 Ranking in Any Category to be Considered for Award)														
9. Presentation by Team	(0-5)	10					0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
10. Q&A Response to Panel Questions	(0-5)	5					0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
11. Cost/Fee Proposal Consideration (only choose 1 line according to dollar value of the proposal in relation to all fee proposals - enter the point value for the one line only)							Cost/Fee Proposal Consideration							
Lowest Fees	5	10			5.0		0.0	0.0	50.0	0.0	0.0	0.0	50.0	0.0
Second	5	6				5.0	0.0	0.0	0.0	30.0	0.0	0.0	0.0	30.0
Third	5	4	5.0				20.0	0.0	0.0	0.0	20.0	0.0	0.0	0.0
Forth	5	2		5.0			0.0	10.0	0.0	0.0	0.0	10.0	0.0	0.0
Fifth	5	1					0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Phase 2 - (Total Maximum Ranking 15 - Maximum Weighted Total Possible 125)			5.0	5.0	5.0	5.0	20.0	10.0	50.0	30.0	20.0	10.0	50.0	30.0
Total (Total Possible Score 500) Total (May not Receive Less Than a 3 Ranking in Any Category to be Considered for Award)														
Total Cumulative Score (Maximum point is 500)			35.6	36.1	37.6	36.5	304.9	320.8	362.4	326.7	304.9	320.8	362.4	326.7

Internal Use Only

Evaluator: Cumulative Date: 4/17/25

Procurement Department Representative: Nancy Williams

Procurement Department Completion Date: 4/17/25



## Finance Department

Item 2.

Timothy E. Schroer, CPA, CGMA  
Interim Director

April 17, 2025

Mr. Darrell White  
Interim Procurement Director  
535 Telfair Street, Suite 605  
Augusta, GA 30901

RE: 25-902 – Parks and Recreation Department Audit

Dear Mr. White:

The Evaluation Committee for the Parks and Recreation Department Audit (RFP #25-902) met on April 17, 2025. It is the consensus and recommendation of the Evaluation Committee based on all evaluations submitted, that the firm of UHY Advisors Mid-Atlantic, Inc. be awarded the engagement for audit of the Parks and Recreation Department.

Based on the criteria used, I concur with the recommendation of the Evaluation Committee.

Thank you.

Sincerely,

Timothy E. Schroer, CPA, CGMA  
Interim Finance Director

Cc:

Nancy Williams, Contract Compliance Administrator



## **FYI: Process Regarding Request for Proposals**

### **Sec. 1-10-51. Request for proposals.**

Request for proposals shall be handled in the same manner as the bid process as described above for solicitation and awarding of contracts for goods or services with the following exceptions:

- (a) Only the names of the vendors making offers shall be disclosed at the proposal opening.
- (b) Content of the proposals submitted by competing persons shall not be disclosed during the process of the negotiations.
- (c) Proposals shall be open for public inspection only after the award is made.
- (d) Proprietary or confidential information, marked as such in each proposal, shall not be disclosed without the written consent of the offeror.
- (e) Discussions may be conducted with responsible persons submitting a proposal determined to have a reasonable chance of being selected for the award. These discussions may be held for the purpose of clarification to assure a full understanding of the solicitation requirement and responsiveness thereto.
- (f) Revisions may be permitted after submissions and prior to award for the purpose of obtaining the best and final offers.
- (g) In conducting discussions with the persons submitting the proposals, there shall be no disclosure of any information derived from the other persons submitting proposals.

### **Sec. 1-10-52. Sealed proposals.**

- (a) *Conditions for use.* In accordance with O.C.G.A. § 36-91-21(c)(1)(C), the competitive sealed proposals method may be utilized when it is determined in writing to be the most advantageous to Augusta, Georgia, taking into consideration the evaluation factors set forth in the request for proposals. The evaluation factors in the request for proposals shall be the basis on which the award decision is made when the sealed proposal method is used. Augusta, Georgia is not restricted from using alternative procurement methods for

obtaining the best value on any procurement, such as Construction Management at Risk, Design/Build, etc.

- (b) *Request for proposals.* Competitive sealed proposals shall be solicited through a request for proposals (RFP).
- (c) *Public notice.* Adequate public notice of the request for proposals shall be given in the same manner as provided in section 1-10- 50(c)(Public Notice and Bidder's List); provided the normal period of time between notice and receipt of proposals minimally shall be fifteen (15) calendar days.
- (d) *Pre-proposal conference.* A pre-proposal conference may be scheduled at least five (5) days prior to the date set for receipt of proposals, and notice shall be handled in a manner similar to section 1-10-50(c)-Public Notice and Bidder's List. No information provided at such pre-proposal conference shall be binding upon Augusta, Georgia unless provided in writing to all offerors.
- (e) *Receipt of proposals.* Proposals will be received at the time and place designated in the request for proposals, complete with bidder qualification and technical information. No late proposals shall be accepted. Price information shall be separated from the proposal in a sealed envelope and opened only after the proposals have been reviewed and ranked.

The names of the offerors will be identified at the proposal acceptance; however, no proposal will be handled so as to permit disclosure of the detailed contents of the response until after award of contract. A record of all responses shall be prepared and maintained for the files and audit purposes.

- (f) *Public inspection.* The responses will be open for public inspection only after contract award. Proprietary or confidential information marked as such in each proposal will not be disclosed without written consent of the offeror.
- (g) *Evaluation and selection.* The request for proposals shall state the relative importance of price and other evaluation factors that will be used in the context of proposal evaluation and contract award. (Pricing proposals will not be opened until the proposals have been reviewed and ranked). Such evaluation factors may include, but not be limited to:

- (1) The ability, capacity, and skill of the offeror to perform the contract or

provide the services required;

- (2) The capability of the offeror to perform the contract or provide the service promptly or within the time specified, without delay or interference;
  - (3) The character, integrity, reputation, judgment, experience, and efficiency of the offeror;
  - (4) The quality of performance on previous contracts;
  - (5) The previous and existing compliance by the offeror with laws and ordinances relating to the contract or services;
  - (6) The sufficiency of the financial resources of the offeror relating to his ability to perform the contract;
  - (7) The quality, availability, and adaptability of the supplies or services to the particular use required; and
  - (8) Price.
- (h) *Selection committee.* A selection committee, minimally consisting of representatives of the procurement office, the using agency, and the Administrator's office or his designee shall convene for the purpose of evaluating the proposals.
  - (i) *Preliminary negotiations.* Discussions with the offerors and technical revisions to the proposals may occur. Discussions may be conducted with the responsible offerors who submit proposals for the purpose of clarification and to assure full understanding of, and conformance to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussions and revision of proposals and such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of information derived from proposals submitted by competing offerors.
  - (j) From the date proposals are received by the Procurement Director through the date of contract award, no offeror shall make any substitutions, deletions,

additions or other changes in the configuration or structure of the offeror's teams or members of the offeror's team.

- (k) *Final negotiations and letting the contract.* The Committee shall rank the technical proposals, open and consider the pricing proposals submitted by each offeror. Award shall be made or recommended for award through the Augusta, Georgia Administrator, to the most responsible and responsive offeror whose proposal is determined to be the most advantageous to Augusta, Georgia, taking into consideration price and the evaluation factors set forth in the request for proposals. No other factors or criteria shall be used in the evaluation. The contract file shall contain a written report of the basis on which the award is made/recommended. The contract shall be awarded or let in accordance with the procedures set forth in this Section and the other applicable sections of this chapter.



## Finance Committee

February 25, 2025

### Transportation Investment Act

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<b>Department:</b>	N/A
<b>Presenter:</b>	N/A
<b>Caption:</b>	Discuss Downtown "TIA" Transportation Investment Act. <b>(Requested by Commissioner Jordan Johnson)</b>
<b>Background:</b>	N/A
<b>Analysis:</b>	N/A
<b>Financial Impact:</b>	N/A
<b>Alternatives:</b>	N/A
<b>Recommendation:</b>	N/A
<b>Funds are available in the following accounts:</b>	N/A
<b><u>REVIEWED AND APPROVED BY:</u></b>	N/A

**Lena Bonner**

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**From:** Charles Jackson  
**Sent:** Wednesday, April 23, 2025 10:01 AM  
**To:** Lena Bonner; Natasha L. McFarley  
**Cc:** Natascha Dailey; Tameka Allen; Charles Jackson  
**Subject:** Commission Agenda Items

Good morning Ms. Bonner -

There are two agenda items that are to be reconsidered on April 29th from previous meetings (see below). Will your office place these items on the agenda or should there be a new agenda item entered from a separate department? Thank you in advance for your response.

1. Feb. 25, 2025 — Discussion regarding underutilized parks. (Requested by Mayor Pro Tem Wayne Guilfoyle)
2. Feb. 25, 2025-- Discuss Downtown "TIA" Transportation Investment Act. (Requested by Commissioner Jordan Johnson)

Cordially,  
Charles

Charles M. Jackson, MPA  
Deputy Administrator  
Augusta-Richmond County  
535 Telfair Street, Suite 910  
(706) 821-2504 Office  
(706) 829-7472 Mobile  
cmjackson@augustaga.gov

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AED:104.1