



Administrative Services Committee Meeting Commission Chamber - 10/27/2015

ATTENDANCE:

Present: Hons. M. Williams, Chairman; D. Williams, Vice Chairman; Lockett and Davis, members.

Absent: Hon. Hardie Davis, Jr., Mayor.

ADMINISTRATIVE SERVICES

1. Motion to approve the minutes of the Administrative Services Committee held on October 13, 2015. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Dennis Williams	Commissioner William Lockett	Passes

2. Review and approve the revised edition of the Personnel Policies and Procedures Manual. Proposed changes to the manual were reviewed by the Human Resources Department and the Law Department respectively. The revisions to the manual were completed in late 2014 and slated to become effective on January 1, 2015. (Requested by Commissioner Lockett) **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve asking everyone to review the manual and then set up a work session to review and approve it. Motion Passes 4-0.	Commissioner William Lockett	Commissioner Mary Davis	Passes

- | | |
|---|---|
| <p>3. Discuss and review a comprehensive salary analysis of all Department Directors. Approve course of action to be taken to eliminate possible pay inequalities within Augusta. (Requested by Commissioner Lockett)</p> | <p>Item Action:
Approved</p> |
|---|---|

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Mr. Lockett votes No. Motion Passes 3-1.	Commissioner Dennis Williams	Commissioner Mary Davis	Passes

- | | |
|---|--|
| <p>4. Discuss whether the revitalization of the Laney Walker/Bethlehem Area has had on longtime residents and businesses. Explain what methodologies are utilized or needed to accomplish revitalization without displacement. Provide demographic and socioeconomic status of those displaced and of those moving into the revitalized properties. (Requested by Commissioner Lockett)</p> | <p>Item Action:
Rescheduled</p> |
|---|--|

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to approve rescheduling this item to the next committee meeting. Motion Passes 4-0.	Commissioner William Lockett	Commissioner Mary Davis	Passes

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**Administrative Services Committee Meeting
10/27/2015 1:05 PM
Attendance 10/27/15**

Department:

Caption:

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
10/27/2015 1:05 PM
Minutes**

Department: Clerk of Commission

Caption: Motion to approve the minutes of the Administrative Services Committee held on October 13, 2015.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Nancy Morawski

From: Bill Lockett <bill.lockett@me.com>
Sent: Wednesday, February 18, 2015 11:57 AM
To: Lena Bonner; Nancy Morawski
Subject: Committee Agenda Items

Hi Lena:

Unable to submit using computer. Had to type all over again.

Administrative Services

Review and approve the revised edition of the Personnel Policies and Procedures Manual. Proposed changes to the manual were reviewed by the Human Resources Department and the Law Department respectively. The revisions to the manual were completed in late 2014 and slated to become effective on January 1, 2015.

Task the Administrator with developing a succession plan for all critical positions within the ARC Government. Underscore the significance of having the ability to fulfill our mission, without having to recruit outside our government.

Task the Administrator with the development and implementation of employee performance reviews for personnel in critical positions.

Public Service

Receive an update from the Administrator as relates to multiple breaches of contract by the Public Transit Vendor. The update must include the rationalization to continue to outsource public transit when a financial comparative analysis revealed that transit services in house would be less costly. Athens, Columbus, Macon and Savannah no longer outsource their public transit and their transit systems are superior to the one we have in ARC.

Engineering Service

Obtain an update from the Engineering Director as to the status of request to obtain a Memorandum of Understanding with the Georgia Department of Transportation to assume the maintenance of Gordon Highway and Deans Bridge Road. These state highways lead past Fort Gordon's Cyber Command. One could surmise that the unattractiveness of these two highways could have a negative impact on attracting businesses and potential homeowners to our community.
Sent from my iPad



**Administrative Services Committee Meeting
10/27/2015 1:05 PM
Personnel Policies and Procedures Manual**

Department: Clerk of Commission

Caption: Review and approve the revised edition of the Personnel Policies and Procedures Manual. Proposed changes to the manual were reviewed by the Human Resources Department and the Law Department respectively. The revisions to the manual were completed in late 2014 and slated to become effective on January 1, 2015. (Requested by Commissioner Lockett)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
10/27/2015 1:05 PM
Review of Department Directors' Salaries**

Department: Clerk of Commission

Caption: Discuss and review a comprehensive salary analysis of all Department Directors. Approve course of action to be taken to eliminate possible pay inequalities within Augusta. (Requested by Commissioner Lockett)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
10/27/2015 1:05 PM
Revitalization of Laney Walker/Bethlehem Area**

Department: Clerk of Commission

Caption: Discuss whether the revitalization of the Laney Walker/Bethlehem Area has had on longtime residents and businesses. Explain what methodologies are utilized or needed to accomplish revitalization without displacement. Provide demographic and socioeconomic status of those displaced and of those moving into the revitalized properties. (Requested by Commissioner Lockett)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:
