



Administrative Services Committee Commission Chamber- 6/14/2016- 1:05 PM
Meeting

ADMINISTRATIVE SERVICES

1. Commission Policy for the Drafting of Ordinances and Code Amendments. (Referred from May 31 Administrative Services Committee)  [Attachments](#)
2. Discuss getting updated profile information (**Talent Bank Questionnaire**) on current consensus appointments by the Augusta Commission. (**Requested by Commissioner Sean Frantom**)  [Attachments](#)
3. Comprehensive update from the appropriate staffers regarding the city's Link Deposit Program. Report to include but not limited to the date of inception, copy of approved guidelines, initial and current amount of deposits, name of banking institutions and number of loans associated with the program, etc. (**Requested by Commissioner Marion Williams**) (Referred from May 31 Administrative Services Committee)  [Attachments](#)
4. Motion to approve the minutes of the Administrative Services Committee held on May 31, 2016.  [Attachments](#)
5. An Ordinance to amend the Augusta, GA Code Title One Chapter Two Article One Section 1-2-2 and Section 1-2-13 (Rule of Procedure 1.01) relating to the time and place for Commission and Committee meetings of the Augusta, Georgia Board of Commissioners; to repeal all Code Sections and Ordinances and parts of Code Sections and Ordinances in conflict herewith; to provide an effective date and for other purposes.  [Attachments](#)



**Administrative Services Committee Meeting
6/14/2016 1:05 PM**

Commission Policy for the Drafting of Ordinances and Code Amendments

Department: Commission

Presenter: Law Department

Caption: Commission Policy for the Drafting of Ordinances and Code Amendments. (Referred from May 31 Administrative Services Committee)

Background: The Commission considered a similar policy on March 15, 2005.

Analysis: See attached

Financial Impact: None

Alternatives:

Recommendation:

Funds are Available in the Following Accounts: N/A

REVIEWED AND APPROVED BY:

Commission Policy for the Drafting of Ordinances and Code Amendments

1. **Statement of Policy:** Augusta, Georgia is committed to maximizing efficiency with respect to the time and resources spent by city staff drafting ordinances and code amendments. Employees of Augusta, Georgia are prohibited from drafting ordinances or code amendments at the request of members of the Commission, except as provided in this policy.
2. **Process:** The process for a member of the Commission to request the drafting of a non-emergency ordinance or code amendment shall be as follows:
 - A. Requestor shall place a request on the agenda of one of the committees with an explanation of the ordinance or code amendment he or she wants approved.
 - B. The committee shall consider the request and then forward it to the full Commission with either of the following:
 - (i) A recommendation to approve; or
 - (ii) A recommendation to deny; or
 - (iii) A motion to forward to the Commission with no recommendation; or
 - (iv) A “no action” vote (but the request will still be forwarded to the full Commission).
 - C. If approved by the Commission, the ordinance or code amendment shall be drafted by staff and brought back to the full Commission in accordance with the directions and timeline set by the Commission.
3. **Emergency Process:** In the event that circumstances arise that require an ordinance or code amendment to be drafted on an emergency basis, the following process shall apply:
 - A. Requestor shall send a request to the Administrator stating the circumstances that he or she believes require the ordinance or code amendment to be done on an emergency basis.
 - B. Upon the approval of the Administrator, the Administrator shall
 - (i) Have the appropriate staff to draft the ordinance or code amendment for Commission approval; and

- (ii) Submit the draft to the Law Department for legal review; and
- (iii) Present the proposed ordinance or Code amendment to the full Commission at a Regular or Special Called Commission meeting with an explanation of the reasons for using the Emergency Process.

4. **Comprehensive Zoning Ordinance:** This policy shall not apply to the Comprehensive Zoning Ordinance of Augusta, Georgia, as Section 35 of the Zoning Ordinance covers zoning amendments.

Adopted this _____ day of _____, 2016 by the Augusta, Georgia Commission.

Hardie Davis, Jr.
As its Mayor

Attest:

Lena J. Bonner, Clerk of Commission
Seal:



**Administrative Services Committee Meeting
6/14/2016 1:05 PM
Consensus appointments**

Department:

Presenter:

Caption: Discuss getting updated profile information (**Talent Bank Questionnaire**) on current consensus appointments by the Augusta Commission. (**Requested by Commissioner Sean Frantom**)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

AUGUSTA-RICHMOND COUNTY BOARDS, AUTHORITIES AND COMMISSIONS

AUTHORITIES

1. Augusta Canal Authority (**District appointments**)
2. Augusta Housing Authority (**Mayoral appointments**)
3. Augusta Port Authority (**District appointments**)
4. ARC Solid Waste Authority (**Consensus appointments**)
5. Coliseum Authority (**Consensus appointments**)
6. CSRA EO Authority (**Consensus appointments**)
7. Downtown Development Authority (**Consensus appointments**)
8. ARC Land Bank Authority (**Consensus appointments**)
9. Richmond County Hospital Authority (**Consensus appointments**)
10. Richmond County Industrial Development Authority (**Consensus appointments**)
11. Augusta Redevelopment Agency of Augusta (**Consensus appointments**)
12. Unified Development Authority (**Consensus Appointment**)

BOARDS

1. Animal Control Board (**District appointments**)
2. ARC Citizen's Small Business Advisory Board (**District appointments**)
3. ARC Transit Citizens Advisory Board (**District appointments**)
4. ARC Construction Board (**Consensus appointments**)
5. ARC Housing & Community Development Citizens Advisory Board (**District appointments**)
6. ARC Personnel Board (**District appointments**)
7. Board of Elections(**Consensus appointments**)
8. Board of Health (**Consensus appointments**)
9. Board of Tax Assessors (**Consensus appointments**)
10. Board of Trustees of ARC Public Library (**District appointments**)
11. Community Service Board of East Central Georgia(**Consensus appointments**)
12. Public Facilities Board (**District appointments**)
13. Department of Family & Children Services (DFCS) Board (**Consensus appointments**)
14. HB 100 Regional Board – Region 2 Board(**Consensus appointments**)
13. Riverfront Development Review Board (**District appointments**)
15. Sheriff's Merit Board (**Consensus appointments**)
16. Board of Zoning Appeals (**District appointments**)

COMMISSIONS

- 17. Augusta Aviation Commission (**Bush Field**) (**District appointments**)
- 18. Augusta General Aviation Commission (**Daniel Field**) (**District appointments**)
- 19. ARC Historic Preservation Commission (**District appointments**)
- 20. ARC Planning Commission (**District appointments**)
- 21. ARC Tree Commission (District appointments)**
- 22. Augusta Regional Transportation Study – Citizens Advisory Committee
(**Consensus Appointments**)



**Administrative Services Committee Meeting
6/14/2016 1:05 PM
Link Deposit Program**

Department:

Presenter: Commissioner Marion Williams

Caption: Comprehensive update from the appropriate staffers regarding the city's Link Deposit Program. Report to include but not limited to the date of inception, copy of approved guidelines, initial and current amount of deposits, name of banking institutions and number of loans associated with the program, etc. **(Requested by Commissioner Marion Williams)** (Referred from May 31 Administrative Services Committee)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
6/14/2016 1:05 PM
Minutes**

Department: Clerk of Commission

Presenter:

Caption: Motion to approve the minutes of the Administrative Services Committee held on May 31, 2016.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting Commission Chamber - 5/31/2016

ATTENDANCE:

Present: Hons. Hardie Davis, Jr., Mayor; D. Williams, Vice Chairman; Lockett and Davis, members.

Absent: Hon. M. Williams, Chairman.

ADMINISTRATIVE SERVICES

1. Amend the schedule for 2016 strategic workshops.

**Item
Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner William Lockett	Commissioner Mary Davis	Passes

2. Discuss (and receive as information) amending the 2012, 2013 and 2014 Action Plans to re-program \$652,063.74.

**Item
Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner William Lockett	Commissioner Mary Davis	Passes

3. Motion to approve the minutes of the Administrative Services Committee held on May 10, 2016.

**Item
Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner William Lockett	Passes

4. Commission Policy for the Drafting of Ordinances and Code Amendments. **Item Action:**
Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this item to the next committee meeting. Motion Passes 3-0.	Commissioner William Lockett	Commissioner Mary Davis	Passes

5. Consider award of RFP 16-123 Consulting Services for Classification & Compensation Study. **Item Action:**
Disapproved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Ms. Davis votes No. Motion Fails 2-1.	Commissioner William Lockett	Commissioner Dennis Williams	Fails

6. Motion to accept as information the H.O.U.S.E.S initiative to assist local nonprofit organizations in their mission to End Veteran Homelessness within the Augusta-Richmond County Jurisdiction. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner William Lockett	Passes

Item # 4

7. Comprehensive update from the appropriate staffers regarding the city's Link Deposit Program. Report to include but not limited to the date of inception, copy of approved guidelines, initial and current amount of deposits, name of Rescheduled banking institutions and number of loans associated with the program, etc. **Item Action:**
(Requested by Commissioner Marion Williams)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this item to the next committee meeting. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner William Lockett	Passes

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Administrative Services Committee Meeting

6/14/2016 1:05 PM

**ORDINANCE TO AMEND CODE SECTIONS 1-2-2 AND 1-2-13 (RULE OF PROCEDURE 1.01)
RELATING TO THE TIME AND PLACE FOR MEETINGS**

Department: Rules Sub-Committee

Presenter: Commissioner Frantom/ Law Department

Caption: An Ordinance to amend the Augusta, GA Code Title One Chapter Two Article One Section 1-2-2 and Section 1-2-13 (Rule of Procedure 1.01) relating to the time and place for Commission and Committee meetings of the Augusta, Georgia Board of Commissioners; to repeal all Code Sections and Ordinances and parts of Code Sections and Ordinances in conflict herewith; to provide an effective date and for other purposes.

Background: The Commission Rules Sub-Committee was formed to review the Rules of Procedure and make recommendations for improvement.

Analysis: See Attached.

Financial Impact: None.

Alternatives: N/A.

Recommendation: Approve

**Funds are Available
in the Following
Accounts:** N/A.

REVIEWED AND APPROVED BY:

Finance.
Law.
Administrator.
Clerk of Commission

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE AUGUSTA, GA CODE TITLE ONE CHAPTER TWO ARTICLE ONE SECTION 1-2-2 AND SECTION 1-2-13 (RULE OF PROCEDURE 1.01) RELATING TO THE TIME AND PLACE FOR COMMISSION AND COMMITTEE MEETINGS OF THE AUGUSTA, GEORGIA BOARD OF COMMISSIONERS; TO REPEAL ALL CODE SECTIONS AND ORDINANCES AND PARTS OF CODE SECTIONS AND ORDINANCES IN CONFLICT HEREWITH; TO PROVIDE AN EFFECTIVE DATE AND FOR OTHER PURPOSES.

WHEREAS, Sections 1-2-2 and 1-2-13 (Rule of Procedure 1.01) both address Commission and committee times and places; and

WHEREAS, there is a need to consolidate these provisions and to clarify Commission and committee meetings in April and July of each year; and

WHEREAS, it is the desire of the Commission to amend AUGUSTA, GA CODE Sections 1-2-2 and 1-2-13 (Rule of Procedure 1.01).

THE AUGUSTA, GEORGIA COMMISSION hereby ordains as follows:

SECTION 1. Augusta, GA Code Section 1-2-2 as forth in the Augusta, GA Code, as amended by Ordinance, 7464 adopted September 16, 2014, is hereby amended by striking this section in its entirety as set forth in “Exhibit A” hereto. Augusta, GA Code Section 1-2-13 (Rule of Procedure 1.01), as re-adopted by the Commission on July 10, 2007, is hereby amended by striking this section in its entirety as set forth in “Exhibit B” hereto. A new Rule of Procedure 1.01 is hereby inserted to replace the repealed Code Section and the repealed Rule as set forth in “Exhibit C” hereto.

SECTION 2. This ordinance shall become effective upon approval.

SECTION 3. All ordinances, parts of ordinances, policies, and procedures concerning the time or location of Commission, Committee, or Legal meetings in conflict herewith are hereby repealed.

Adopted this ____ day of _____, 2016.

Hardie Davis, Jr.
As its Mayor

Attest:

Lena J. Bonner, Clerk of Commission

1st Reading: _____
2nd Reading: _____

Exhibit A

STRIKE:

~~Sec. 1-2-2. Meeting Time and place; committees.~~

- ~~(a) Regular Commission meetings shall be held on the first and third Tuesday of each month at 2:00 p.m. at the Municipal Building, in the Lee Beard Commission Chambers or such other Commission Chambers as may be created in the future.~~
- ~~(b) Regular Commission meetings for legal matters and matters requiring urgent approval shall be held on the second and last Monday of every month at 12:00 p.m. (noon) at the Municipal Building, in the Lee Beard Commission Chambers or such other Commission Chambers as may be created in the future.~~
- ~~(c) All regular Committee meetings shall be held on the second and last Monday of every month beginning at 12:45 p.m. at the Municipal Building, in the Lee Beard Commission Chambers or such other Commission Chambers as may be created in the future.~~
- ~~(d) Other called meetings of the Commission and Committees and the subject, dates and time of these meetings may be scheduled as needed and notification of such meetings shall be provided to the public in advance as required by law.~~
- ~~(e) If there is a necessity to change the time and date of the regular meeting of the Commission or Committees or of any specially called meeting or any Legal meeting, this shall be done by request of the Mayor or a majority of the members of the Commission, provided a majority of the Commissioners can attend the meeting which shall be held on a different day and shall be given the notice herein required.~~
- ~~(f) The Commission may hold such additional meetings as shall be deemed necessary when called by the Mayor or a majority of the members of the Commission, provided all members shall have been notified at least twenty-four (24) hours in advance of the special meeting. Provided, further, that a majority of the Commission may convene the same in extraordinary session for emergency business, such a natural disaster or civic disturbance, whenever in their judgment it may be necessary.~~
- ~~(g) Any action taken at any committee meeting (other than to postpone the agenda item to the next, or a future, committee meeting) shall be placed on the agenda of the regular meeting, regular called meeting, or special meeting of the full Commission for approval of the action of the committee.~~

Exhibit B

STRIKE:

~~Sec. 1-2-13. Rules of Procedure Appendix A.~~

~~Operational Procedure~~

~~1.01 Meetings~~

~~1.01.01 Regular and special meetings of the Augusta-Richmond County Commission Council (also referred herein as the Commission Council or the Commissioners) shall be as determined by Ordinance adopted by the Augusta-Richmond County Commission Council. Except as otherwise provided by law, all meetings of the Commission Council shall be public meetings.~~

~~1.01.02 An adjourned meeting is a continuation of the meeting immediately preceding, whether a regular or special meeting.~~

~~1.01.02(a) If a scheduled meeting of the Commission Council is not completed due to time constraints or emergency, the meeting shall be adjourned to the following day or to a specific day scheduled by the Commission Council to allow for the completion of pending business.~~

~~1.01.02(b) In an adjourned meeting (regular or special), only business which would have been proper to consider at the immediately preceding meeting may be considered and acted upon at the adjourned meeting.~~

~~1.01.02(c) Adjourned meetings resume business under the same rules, limitations and rights as the immediately preceding meeting.~~

~~1.01.03 Executive Session meetings shall be conducted in accordance with the O.C.G.A § 50-14-3 and 50-14-4, or as these sections may be amended from time to time.~~

Exhibit C

REPLACE WITH:

Sec. 1-2-13. Rules of Procedure- Appendix A.

Operational Procedure

1.01 MEETING-Time and place; committees.

1.01.01 Except for the months of April and July, regular Commission meetings shall be held on the first and third Tuesday of each month at 2:00 p.m. in the Commission Chambers on the second floor of the Municipal Building. Except as otherwise provided by law, all meetings of the Commission shall be public meetings.

1.01.01(a) The first meeting in April of each year shall be held on the last week of the preceding March.

1.01.01(b) The first meeting in July of each year shall be held on the last week of the preceding June.

1.01.02 Regular Commission meetings for Executive Session matters and matters requiring urgent approval shall be held on the second and last Tuesday of every month at 11:00 a.m. in the Commission Chambers on the second floor of the Municipal Building.

1.01.02(a) Executive Session meetings shall be conducted in accordance with the Georgia Open Meetings Act.

1.01.03 Except for the months of April and July, all regular committee meetings shall be held on the second and last Tuesday of every month in the Lee N. Beard Commission Chamber beginning at 1:00 p.m. with the Public Services Committee starting first every time followed by an alphabetic rotation of the following committees Administrative Services, Engineering Services, Finance, Public Safety on a two-month rotation cycle.

1.01.03(a) The last committee meetings in March of each year shall be cancelled and all items on such committees shall be forwarded to the last Commission meeting in March.

1.01.03(b) The last committee meetings in June of each year shall be cancelled and all items on such committees shall be forwarded to the last Commission meeting in June.

1.01.04 Other called meetings of the Commission and Committees and the subject, dates and time of these meetings may be scheduled as needed and notification of such meetings shall be provided to the public in advance as required by law.

1.01.05 If there is a necessity to change the time and date of the regular meeting of the Commission or Committees or of any specially called meetings or any executive session meeting, this shall be done by request of the Mayor or a majority of the members of the Commission, provided a majority of the Commissioners can attend the meeting which shall be held on a different day. Notice of the time and date change shall be provided to the Mayor and Commission.

1.01.06 The Commission may hold such additional meetings as shall be deemed necessary when called by the Mayor or a majority of the members of the Commission, provided all members shall have been notified at least twenty-four (24) hours in advance of the special meeting. Provided, further, that a majority of the Commission may convene the same in extraordinary session for emergency business, such a natural disaster or civic disturbance, whenever in their judgment it may be necessary.

1.01.07 An adjourned meeting is a continuation of the meeting immediately preceding, whether a regular or special meeting.

1.01.07(a) If a scheduled meeting of the Commission is not completed due to time constraints or emergency, the meeting shall be adjourned to the following day or to a specific day scheduled by the Commission to allow for the completion of pending business.

1.01.07(b) In an adjourned meeting (regular or special), only business which would have been proper to consider at the immediately preceding meeting may be considered and acted upon at the adjourned meeting.

1.01.07(c) Adjourned meetings resume business under the same rules, limitations and rights as the immediately preceding meeting.

1.01.08 Any action taken at any committee meeting (other than to postpone the agenda item to the next, or a future, committee meeting) shall be placed on the agenda of the regular meeting, regular called meeting, or special meeting of the full Commission for approval of the action of the committee.