



Administrative Services Committee Commission Chamber- 2/25/2013- 1:05 PM
Meeting

ADMINISTRATIVE SERVICES

1. Motion to approve Commission 2013 goals and objectives. ☐ [Attachments](#)
(Requested by the Administrator)
2. Motion to approve with a correction the minutes of the ☐ [Attachments](#)
Administrative Services Committee held on February 11, 2013.
3. Motion to update Code provisions relating to employees or ☐ [Attachments](#)
public officials participation as subcontractors on Augusta,
Georgia projects. (Referred from February 11 Administrative
Services Committee)
4. Discuss any contracts that are up for renewal this year to be put ☐ [Attachments](#)
out for RFP and to discuss using a contract
specialist/procurement specialist. (Requested by Commissioner
Guilfoyle) (Referred from February 11 Administrative Services
Committee)
5. Update from staff on the demolition of houses in Augusta. ☐ [Attachments](#)
(Requested by Commissioner Fennoy)

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**Administrative Services Committee Meeting
2/25/2013 1:05 PM
Commission Goals and Objectives 2013**

Department: Administrator

Caption: Motion to approve Commission 2013 goals and objectives.
(Requested by the Administrator)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Commission Goals and Objectives

Page 1 of 2

A. Beautification

- 1) Develop a city-wide beautification plan that will address all areas of beautification to include but not be limited to gateways, streetscapes, litter and trash management and code enforcement. This plan should be completed by May 1, 2013.
- 2) The city shall conduct two major city-wide initiatives each year and shall partner with three (3) neighborhoods to do specific neighborhood initiatives each quarter.
- 3) Inventory all abandoned and dilapidated houses by district and chart the timeline for clearance or removal by May 1, 2013.
- 4) Reduce the number of houses ready to be demolished by 50% each year.
- 5) Develop two (2) new public / private partnerships for gateway / right away maintenance each year.

B. Personnel Issues

- 1) Complete the reorganization of the Human Resources Department by June 1, 2013.
- 2) Review the evaluation process to make it goal oriented by the end of 2013 to be used in 2014.
- 3) Establish an employee training program for supervisors to emphasize management and leadership skills to improve employee development. Start in February 2013.
- 4) Develop a succession planning document / plan for top management positions to be presented to the Commission by August 2013.
- 5) Internally review departments on a rotational basis to ensure best practices productivity and efficiency. Review three (3) departments a year. Procurement will be reviewed in the first year.

3. Economic Development

- 1) Create a committee on local and regional economic development by February 15, 2013 and charge this committee to prepare a report and economic development plan for Augusta by September 2013. This should include:
 - A. Impact of the University merger
 - B. Industrial and retail development
 - C. Rural and downtown development
 - D. Regionalism
- 2) Fund the economic development position.

Commission Goals and Objectives

Page 2 of 2

4. Commission Issues

- 1) Improve communications through quarterly workshops.
- 2) Develop Commission subcommittee to deal with specific topics generated either through goals and objectives or specific needs.
- 3) Improve Commission effectiveness by attending state and regional meetings such as ACCG, GMA and appropriate national meetings.
- 4) Develop standardized reporting process for Commission direct reports by March 1, 2013.
- 5) Review the employment agreements, goals and performance of the Commission direct reports by August 2013.

5. Transit

- 1) Create a committee to study transit issues and develop a plan to improve and increase services. Review the current provider and determine steps forward by September 2013.

6. Infrastructure

- 1) Continue work on the stormwater drainage plan.
- 2) Inventory roads and bridges and develop an inspection plan that will rate their safety and condition yearly. Each year we will fix all level five (5) conditions and 50% of level four (4).

7. Tax District

- 1) Create a committee to review the taxing structure by February 1, 2013. This committee should report its findings by August 2013.



**Administrative Services Committee Meeting
2/25/2013 1:05 PM
Minutes**

Department: Clerk of Commission

Caption: Motion to approve with a correction the minutes of the
Administrative Services Committee held on February 11, 2013.

Background:

Analysis:

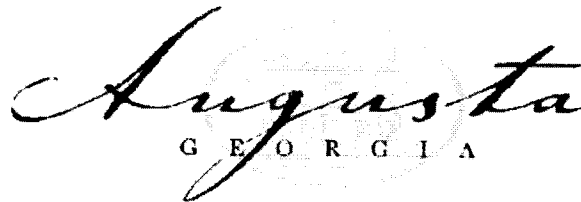
Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting Commission Chamber - 2/11/2013

ATTENDANCE:

Present: Hons. Lockett, Chairman; Davis, Vice Chairman; Fennoy, member.

Absent: Hons. Deke Copenhaver, Mayor; Jackson, member.

ADMINISTRATIVE SERVICES

1. An Ordinance to amend the Augusta Georgia Code for the purpose of providing a uniform policy for the naming and renaming of buildings and properties owned by Augusta, Georgia. (Referred from January 28 Administrative Services Committee) **Item Action:** Approved

Motions

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

2. Motion to approve the minutes of the Administrative Services Committee held on January 28, 2013. **Item Action:** Approved

Motions

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

3. Motion to update Code provisions relating to employees or public officials participation as subcontractors on Augusta, Georgia projects. **Item Action:**

Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve retaining this item in committee for further discussion. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner William Fennoy	Passes

4. Motion to approve proposed procedure for authorization of **Item** Agreements/Contracts for the Housing and Community Development **Action:** Department for Program Year 2013 and ask the Law Department to update the Approved bylaws for the HCD Citizens Advisory Committee. (Approved by Administrative Services Committee January 7, 2013) (No action in Commission meeting January 15, 2013)

Motions

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

5. Motion to approve proposed procedure for authorization of **Item** Agreements/Contracts for the LaneyWalker/Bethlehem Redevelopment by the **Action:** City Administrator and Mayor and ask the Law Department to update the Approved bylaws for the HCD Citizens Advisory Committee. (Approved by Administrative Services Committee January 7, 2013) (No action in Commission meeting January 15, 2013)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve with the deletion of the portion of the caption relating to the updating of the bylaws. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner William Fennoy	Passes

6. Discuss any contracts that are up for renewal this year to be put out for RFP and to discuss using a contract specialist/procurement specialist. (Requested by Commissioner Guilfoyle) **Item Action:** Rescheduled

Motions

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

7. Update from staff regarding the status of the Disparity Study. (Requested by Commissioner Williams) **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 Fennoy	Passes

8. Update from staff regarding the relocation of Hyde Park residents. (Requested by Commissioner Williams) **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 William Fennoy	Commissioner Mary Davis	Passes

9. Receive a report from staff regarding the cost impact of adding Veterans Day as a paid holiday for all Augusta, Georgia Employees. (Requested by Commissioner Lockett) (Referred from January 28 Administrative Services Committee) **Item Action:** Approved

Motions

Motion

Motion

Item # 2

Type	Motion Text	Made By	Seconded By	Result
Approve	Motion to approve the addition of Veterans Day as a paid holiday for all Augusta, Georgia employees. Motion Passes 3-0.	Commissioner William Fennoy	Commissioner Mary Davis	Passes

10. Motion to approve going into a Legal Meeting.

**Item
Action:
Approved**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve going into a legal meeting to discuss personnel. Motion Passes 3-0.	Commissioner William Fennoy	Commissioner Mary Davis	Passes

11. Motion to authorize execution by the Mayor Pro Tem of the affidavit of compliance with Georgia's Open Meeting Act.

**Item
Action:
Approved**

Motions

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

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**Administrative Services Committee Meeting
2/25/2013 1:05 PM
Participation as Subcontractor Augusta, GA Projects**

Department: Law

Caption: Motion to update Code provisions relating to employees or public officials participation as subcontractors on Augusta, Georgia projects. (Referred from February 11 Administrative Services Committee)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE AUGUSTA, GA CODE ARTICLE ONE, CHAPTER ONE, SECTIONS 1-1-27 AND 1-1-23 RELATING TO EMPLOYEE OR PUBLIC OFFICIAL CONFLICTS OF INTEREST RELATED TO COUNTY EMPLOYEES OR PUBLIC OFFICIALS PARTICIPATING DIRECTLY OR INDIRECTLY IN PROCUREMENT CONTRACTS AND RULES OF CONDUCT FOR EMPLOYEES AND PUBLIC OFFICIALS OF AUGUSTA; 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, it is the desire of the Augusta, Georgia Commission to update Code provisions relating to employee or public official conflict participating directly or indirectly in procurement contracts so as to allow employees or public officials to participate as subcontractors on Augusta, Georgia projects, provided the employee or public official operates (or has a legal interest in) a regularly established business enterprise which, when selling such goods or services, meets all legal requirements connected therewith concerning the submission of bids, posting bonds, the quality of goods and services, and all other requirements of the transaction; and

WHEREAS, based on the foregoing, the Augusta, Georgia Commission recommends amending Article One, Chapter One, Sections 1-1-27 and 1-1-23 of the AUGUSTA, GA. CODE.

THE AUGUSTA, GEORGIA BOARD OF COMMISSIONERS ordains as follows:

SECTION 1. AUGUSTA, GA. CODE Sec. 1-1-27 Employee or Public Official Conflict of Interest as set forth in the AUGUSTA, GA. CODE, readopted July 10, 2007, is hereby amended by striking this section in its entirety as set forth in "Exhibit A" hereto and inserting in lieu thereof new Code Sec. 1-1-27 as set forth in "Exhibit B" hereto.

SECTION 2. AUGUSTA, GA. CODE Sec. 1-1-23 Rules of conduct for employees and public officials of Augusta as set forth in the AUGUSTA, GA. CODE, readopted July 10, 2007, is hereby amended by striking this section in its entirety as set forth in "Exhibit C" hereto and inserting in lieu thereof new Code Sec. 1-1-23 as set forth in "Exhibit D" hereto.

SECTION 3. This ordinance shall become effective upon its adoption in accordance with applicable laws.

SECTION 4. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Adopted this ____ day of _____, 2013.

David S. Copenhagen
As its Mayor

Attest:

Lena J. Bonner, Clerk of Commission
Seal:

CERTIFICATION

The undersigned Clerk of Commission, Lena J. Bonner, hereby certifies that the foregoing Ordinance was duly adopted by the Augusta, Georgia Commission on _____, 2013 and that such Ordinance has not been modified or rescinded as of the date hereof and the undersigned further certifies that attached hereto is a true copy of the Ordinance which was approved and adopted in the foregoing meeting(s).

Lena J. Bonner, Clerk of Commission

Published in the Augusta Chronicle.

Date: _____

First Reading _____

Second Reading _____

Item # 3

Exhibit A

~~Sec. 1-1-27. Employee or public official conflict of interest.~~

~~It shall be unethical for any Augusta Richmond County employee or public official, as defined in the Augusta Richmond County Code section 1-1-22(e)(8), to *transact any business* or participate directly or indirectly in a procurement contract when the employee or public official knows that:~~

- ~~(a) The employee or public official or any member of the employee's or public official's immediate family has a *substantial interest or financial interest* pertaining to the procurement contract, except that the purchase of goods and services from businesses which a member of the Commission or other Augusta Richmond County employee has a financial interest is authorized as per O.C.G.A. § 36-1-14, or the procurement contract is awarded pursuant to O.C.G.A. § 45-10-22 and § 45-10-24, or the transaction is excepted from said restrictions by O.C.G.A. § 45-10-25;~~
- ~~(b) Any other person, business, or organization with whom the employee or public official or any member of an employee's or public official's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement contract.~~

~~An employee or public official or any member of an employee's or public official's immediate family who holds a substantial interest or financial interest in a disclosed blind trust shall not be deemed to have a conflict of interest with regard to matters pertaining to that substantial interest or financial interest.~~

~~(Ord. No. 6239, § 2, 1-18-00)~~

Exhibit B

Sec. 1-1-27. Employee or public official conflict of interest.

It shall be unethical for any Augusta, Georgia employee or public official, as defined in the AUGUSTA, GA. CODE section 1-1-22(c)(8), to transact any business or participate directly in a procurement contract when the employee or public official knows that:

- (a) The employee or public official or any member of the employee's or public official's immediate family has a substantial interest or financial interest pertaining to the procurement contract, except that the purchase of goods and services from businesses which a member of the Commission or other Augusta-Richmond County employee has a financial interest is authorized as per O.C.G.A. § 36-1-14, or the procurement contract is awarded pursuant to O.C.G.A. § 45-10-22 and § 45-10-24, or the transaction is excepted from said restrictions by O.C.G.A. § 45-10-25;
- (b) Any other person, business, or organization with whom the employee or public official or any member of an employee's or public official's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement contract.
- (c) The provisions of this section shall not apply to transactions where the employee or public official (or any member of the employee's or public official's immediate family) is acting as a sub-contractor on a procurement contract and will not have a direct contractual relationship with Augusta, Georgia.
 - (1) In connection with any actual or possible conflict of interest, an interested employee or public official must disclose to the Director of the Augusta, Georgia Procurement Department the existence and extent of the financial interest. Interested public official shall abstain from voting on matters in which the public official has a direct or indirect substantial interest or financial interest pertaining to the procurement contract.
 - (2) Any employee or public official acting or seeking to act (or having an immediate family member acting or seeking to act) as a sub-contractor pursuant to this subsection shall not attempt in any way to influence the selection of the prime contractor and shall not vote on the selection of the prime contractor.
 - (3) Except as may be specifically provided herein, nothing in this section shall be construed to alter or eliminate the requirements of AUGUSTA, GA. CODE Section 1-1-23(c)(1) or other requirements of local, state and federal laws.

- (d) An employee or public official or any member of an employee's or public official's immediate family who holds a substantial interest or financial interest in a disclosed blind trust shall not be deemed to have a conflict of interest with regard to matters pertaining to that substantial interest or financial interest.

Exhibit C

~~Sec. 1-1 23. Rules of conduct for employees and public officials of Augusta.~~

~~Employees and public officials of Augusta shall perform their official duties in such a manner as to promote the best interest of the public. To help ensure the proper performance of their duties, the following Rules of Conduct are adopted.~~

~~(a) Receipt of gifts by employees and public officials prohibited; reporting; disposition.~~

- ~~(1) An employee or public official, or any other person on his or her behalf, is prohibited from knowingly accepting and retaining, directly or indirectly, a gift from a lobbyist, vendor, or any other person seeking to influence official action. If a gift has been accepted, it must be either returned to the donor or transferred to a charitable organization. However, a gift may be accepted by an employee or public official on behalf of Augusta, the agency, or the Mayor and Commission. If the gift is accepted, the person receiving the gift shall not maintain custody of the gift for any period of time beyond that reasonably necessary to arrange for the transfer of custody and ownership of the gift.~~
- ~~(2) An employee who accepts a gift for an agency or for the Mayor and Commission must file a report, no later than the last day of each quarter in which a reportable gift is made. The report shall be filed with the employee's agency head and in the case of the Mayor and Commission with the Clerk of the Commission. The report must contain a description of each gift, the name and address of the recipient of the gift, and the date such gift is given. The donor shall be notified that the gift will be reported, but a single gift need not be reported by more than one employee.~~
- ~~(3) A public official who accepts a gift for an agency or for the Mayor and Commission must file a report with the Clerk of the Commission not later than February 1, 2001, and not later than February 1 of each year thereafter, and shall cover the preceding calendar year. The report must contain a description of each gift, the name and address of the donor of the gift, and the date such gift is given. The donor shall be notified that the gift will be reported, but a single gift need not be reported by more than one (1) employee.~~

~~(b) Conflict of interest prohibited.~~

- ~~(1) An employee or public official shall not knowingly use his or her position in any manner which will result in the receipt of a financial benefit or gift, direct or indirect, to the employee, the employee's relatives, the public official, the public official's relatives, or an individual with whom the employee or public official has a financial interest or a business with which the employee or public official has a financial interest.~~

~~(A) These rules shall not be applicable to financial and other benefits derived by an employee or public official that he or she would enjoy to an extent no greater than that which other citizens of Georgia would or could enjoy.~~

~~(B) These rules shall not be applicable to financial and other benefits rightfully gained by an employee or public official pursuant to the proper performance of his or her official responsibilities.~~

~~(C) These rules shall not be applicable to the exceptions to prohibited transactions set forth in O.C.G.A. §§ 45-10-23 and 45-10-25.~~

~~(D) These rules shall not be applicable to such further exceptions as may be made on a case-by-case basis upon application to the Augusta-Richmond County Commission.~~

~~(2) An employee or public official shall not directly or knowingly ask, accept, demand, extract, solicit, seek or assign or receive a financial benefit or gift for himself or herself or for another person in return for being influenced in the discharge of his or her official responsibilities.~~

~~(3) An employee or public official shall not solicit or receive a financial benefit, or a gift other than a financial benefit received by the employee or public official for acting in his or her official capacity, for advice or assistance given in the course of carrying out the employee's official responsibilities.~~

~~(4) An employee or public official shall not use or disclose information gained in the course of, or by reason of, his or her official responsibilities in a way that would affect a personal financial interest of the employee, an employee's relative, the public official, the public official's relative or a person with whom, or business with which, the employee or public official shares a financial interest.~~

~~(5) An employee shall not cause the employment, appointment, promotion, transfer, or advancement of a relative to an employment position which the employee directly supervises or manages. An employee or public official shall not participate in an action relating to the disciplining of a relative. Nothing herein shall be construed to affect Augusta's nepotism policy as contained in its Personnel Policies and Procedures.~~

~~(c) Appearance of conflict.~~

~~(1) Except as otherwise provided in AUGUSTA, GA. CODE Section 1-1-27(c), an employee or public official shall make every reasonable effort to avoid even the appearance of a conflict of interest. An appearance of conflict exists when a reasonable person would conclude from the circumstances that the employee's or public official's ability to protect the public interest, or perform public duties, is compromised by personal interests. An appearance of conflict could exist even in the absence of a legal conflict of interest.~~

- ~~(2) An employee or public official shall recuse himself or herself from participation in any official proceeding in which the employee's or public official's impartiality might reasonably be questioned due to the employee's or public official's personal or financial relationship with any participant in the proceeding, including an owner, shareholder, partner, employee, or agent of a business entity involved in the proceeding. If the employee or public official is uncertain whether the relationship justifies recusal, then the employee or public official shall disclose the relationship to the person presiding over the proceeding. The presiding officer shall determine the extent to which, if any, the employee or public official will be permitted to participate. If the presiding officer is the affected employee or public official, he or she shall relinquish the chair to a substitute who shall make the determination.~~

~~(d) Other rules of conduct.~~

- ~~(1) The agency head shall make a due and diligent effort to determine whether he or she has a conflict of interest or appearance of conflict before taking any action.~~
- ~~(2) The agency head shall continually monitor, evaluate, and manage his or her personal, financial, and professional affairs to ensure the absence of conflicts of interests and appearance of conflicts.~~
- ~~(e) Augusta shall not pay lodging costs, meal costs, transportation costs, entrance fees, admission fees, or for other tickets for anyone other than the employee unless such person has specific approval from the City Administrator or agency head, as applicable, for such person to accompany the employee on such trip, nor shall Augusta pay for such expenses for anyone representing the Mayor or members of the Commission, without specific approval of the Augusta-Richmond County Commission.~~

Exhibit D

Sec. 1-1-23. Rules of conduct for employees and public officials of Augusta.

Employees and public officials of Augusta shall perform their official duties in such a manner as to promote the best interest of the public. To help ensure the proper performance of their duties, the following Rules of Conduct are adopted.

(a) Receipt of gifts by employees and public officials prohibited; reporting; disposition.

- (1) An employee or public official, or any other person on his or her behalf, is prohibited from knowingly accepting and retaining, directly or indirectly, a gift from a lobbyist, vendor, or any other person seeking to influence official action. If a gift has been accepted, it must be either returned to the donor or transferred to a charitable organization. However, a gift may be accepted by an employee or public official on behalf of Augusta, the agency, or the Mayor and Commission. If the gift is accepted, the person receiving the gift shall not maintain custody of the gift for any period of time beyond that reasonably necessary to arrange for the transfer of custody and ownership of the gift.
- (2) An employee who accepts a gift for an agency or for the Mayor and Commission must file a report, no later than the last day of each quarter in which a reportable gift is made. The report shall be filed with the employee's agency head and in the case of the Mayor and Commission with the Clerk of the Commission. The report must contain a description of each gift, the name and address of the recipient of the gift, and the date such gift is given. The donor shall be notified that the gift will be reported, but a single gift need not be reported by more than one employee.
- (3) A public official who accepts a gift for an agency or for the Mayor and Commission must file a report with the Clerk of the Commission not later than February 1, 2001, and not later than February 1 of each year thereafter, and shall cover the preceding calendar year. The report must contain a description of each gift, the name and address of the donor of the gift, and the date such gift is given. The donor shall be notified that the gift will be reported, but a single gift need not be reported by more than one (1) employee.

(b) Conflict of interest prohibited.

- (1) An employee or public official shall not knowingly use his or her position in any manner which will result in the receipt of a financial benefit or gift, direct or indirect, to the employee, the employee's relatives, the public official, the public official's relatives, or an individual with whom the employee or public official has a financial interest or a business with which the employee or public official has a financial interest.

- (A) These rules shall not be applicable to financial and other benefits derived by an employee or public official that he or she would enjoy to an extent no greater than that which other citizens of Georgia would or could enjoy.
 - (B) These rules shall not be applicable to financial and other benefits rightfully gained by an employee or public official pursuant to the proper performance of his or her official responsibilities.
 - (C) These rules shall not be applicable to the exceptions to prohibited transactions set forth in O.C.G.A. §§ 45-10-23 and 45-10-25.
 - (D) These rules shall not be applicable to such further exceptions as may be made on a case-by-case basis upon application to the Augusta, Georgia Commission.
- (2) An employee or public official shall not directly or knowingly ask, accept, demand, extract, solicit, seek or assign or receive a financial benefit or gift for himself or herself or for another person in return for being influenced in the discharge of his or her official responsibilities.
 - (3) An employee or public official shall not solicit or receive a financial benefit, or a gift other than a financial benefit received by the employee or public official for acting in his or her official capacity, for advice or assistance given in the course of carrying out the employee's official responsibilities.
 - (4) An employee or public official shall not use or disclose information gained in the course of, or by reason of, his or her official responsibilities in a way that would affect a personal financial interest of the employee, an employee's relative, the public official, the public official's relative or a person with whom, or business with which, the employee or public official shares a financial interest.
 - (5) An employee shall not cause the employment, appointment, promotion, transfer, or advancement of a relative to an employment position which the employee directly supervises or manages. An employee or public official shall not participate in an action relating to the disciplining of a relative. Nothing herein shall be construed to affect Augusta's nepotism policy as contained in its Personnel Policies and Procedures Manual.
- (c) Appearance of conflict.
- (1) Except as otherwise provided for in AUGUSTA, GA. CODE Section 1-1-27(c), an employee or public official shall make every reasonable effort to avoid even the appearance of a conflict of interest. An appearance of conflict exists when a reasonable person would conclude from the circumstances that the employee's or public official's ability to protect the public interest, or perform public duties, is compromised by personal interests. An appearance of conflict could exist even in the absence of a legal conflict of interest.

- (2) An employee or public official shall recuse himself or herself from participation in any official proceeding in which the employee's or public official's impartiality might reasonably be questioned due to the employee's or public official's personal or financial relationship with any participant in the proceeding, including an owner, shareholder, partner, employee, or agent of a business entity involved in the proceeding. If the employee or public official is uncertain whether the relationship justifies recusal, then the employee or public official shall disclose the relationship to the person presiding over the proceeding. The presiding officer shall determine the extent to which, if any, the employee or public official will be permitted to participate. If the presiding officer is the affected employee or public official, he or she shall relinquish the chair to a substitute who shall make the determination.
- (d) Other rules of conduct.
- (1) The agency head shall make a due and diligent effort to determine whether he or she has a conflict of interest or appearance of conflict before taking any action.
- (2) The agency head shall continually monitor, evaluate, and manage his or her personal, financial, and professional affairs to ensure the absence of conflicts of interests and appearance of conflicts.
- (e) Augusta shall not pay lodging costs, meal costs, transportation costs, entrance fees, admission fees, or for other tickets for anyone other than the employee unless such person has specific approval from the City Administrator or agency head, as applicable, for such person to accompany the employee on such trip, nor shall Augusta pay for such expenses for anyone representing the Mayor or members of the Commission, without specific approval of the Augusta, Georgia Commission.



**Administrative Services Committee Meeting
2/25/2013 1:05 PM
Renewal of Contracts**

Department: Clerk of Commission

Caption: Discuss any contracts that are up for renewal this year to be put out for RFP and to discuss using a contract specialist/procurement specialist. (Requested by Commissioner Guilfoyle) (Referred from February 11 Administrative Services Committee)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Nancy Morawski

From: wayne guilfoyle <augustatile@knology.net>
Sent: Friday, January 25, 2013 2:58 PM
To: Nancy Morawski
Subject: Fw: agenda item

----- Original Message -----

From: wayne guilfoyle
To: Lena Bonner
Sent: Tuesday, January 22, 2013 11:02 AM
Subject: agenda item

Mrs. Lena,

Would you put under Admin. Committee.

!. Discuss any Contracts that are up for renewal this year to be put out for RFP, and to discuss using a contract specialist / procurement specialist.

Can you put the verbiage correctly for me, Thanks, Wayne



**Administrative Services Committee Meeting
2/25/2013 1:05 PM
Update on Demolition of Houses**

Department: Clerk of Commission

Caption: Update from staff on the demolition of houses in Augusta.
(Requested by Commissioner Fennoy)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

AGENDA ITEM REQUEST FORM

Commission meetings: First and third Tuesdays of each month - 5:00 p.m.

Committee meetings: Second and last Mondays of each month - 12:45 to 2:15 p.m.

Commission/Committee: (Please check one and insert meeting date)

☐	Commission	Date of Meeting	_____
☐	Public Safety Committee	Date of Meeting	_____
☐	Public Services Committee	Date of Meeting	_____
☒	Administrative Services Committee	Date of Meeting	_____
☐	Engineering Services Committee	Date of Meeting	_____
☐	Finance Committee	Date of Meeting	_____

Contact Information for Individual/Presenter Making the Request:

Name: William Fennoy
 Address: 1027 Duane St
 Telephone Number: 706 373-0075
 Fax Number: _____
 E-Mail Address: _____

Caption/Topic of Discussion to be placed on the Agenda:

update on demolition of houses in
Augusta

Please send this request form to the following address:

Ms. Lena J. Bonner	Telephone Number: 706-821-1820
Clerk of Commission	Fax Number: 706-821-1838
Room 806 Municipal Building	E-Mail Address: lbonner@augustaga.gov
530 Greene Street	
Augusta, GA 30911	

Requests may be faxed, e-mailed or delivered in person and must be received in the Clerk's Office no later than 5:00 p.m. on the Wednesday preceding the Commission or Committee meeting of the following week. A five-minute time limit will be allowed for presentations.