Administrative Services Committee Meeting — Commission Chamber- 3/10/2014- 1:00 PM

ADMINISTRATIVE SERVICES

1. Consider changing the ordinance dealing with the compensation for the Airport Director. (Requested by Commissioner Donnie Smith) Attachments

2. Approve the elimination of the requirement for Department Directors to clock in and out. (Requested by Commissioner Lockett) Attachments

3. Approve a Charter Amendment which will eliminate the current EEO/DBE Director Position and simultaneously establish a separate EEO Director Position and a separate DBE Coordinator Position. The HR Director will conduct an extensive job audit to determine the proper classification of the two proposed positions. (Due to the fact that both positions are viable positions that perform critical duties for Augusta, it is without question that both incumbents will continue to perform their respective duties.) (Requested by Commissioner Lockett) Attachments

4. Motion to approve the minutes of the Administrative Services Committee held on February 24, 2014. Attachments

5. 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) Attachments

Administrative Services Committee Meeting
3/10/2014 1:00 PM
Compensation for Airport Director

Department:	Clerk of Commission
Caption:	Consider changing the ordinance dealing with the compensation for the Airport Director. (Requested by Commissioner Donnie Smith)
Background:	
Analysis:	
Financial Impact:	
Alternatives:	
Recommendation:	
Funds are Available in the Following Accounts:	

REVIEWED AND APPROVED BY:

Administrative Services Committee Meeting
3/10/2014 1:00 PM
Department Directors Clocking In and Out

Department:	Clerk of Commission
Caption:	Approve the elimination of the requirement for Department Directors to clock in and out. (Requested by Commissioner Lockett)
Background:	
Analysis:	
Financial Impact:	
Alternatives:	
Recommendation:	
Funds are Available in the Following Accounts:	

<u>REVIEWED AND APPROVED BY</u>:

REGULAR MEETING

COMMISSION CHAMBER
AUGUST 7, 2012

Augusta Richmond County Commission convened at 5:00 p.m., August 7, 2012, the Hon. Deke Copenhaver, Mayor, presiding.

PRESENT: Hons. Lockett, Guilfoyle, Smith, Hatney, Aitken, Johnson, Jackson, Bowles and Brigham, members of Augusta Richmond County Commission.

Absent: Hon. Mason, member of Augusta Richmond County Commission.

The invocation was given by the Reverend Paul Sherwood, Pastor, Reid Memorial Presbyterian Church.

The Pledge of Allegiance to the Flag of the United States of America was recited.

Mr. Mayor: My friend, if you could come forward, we've got a little something for you. And I just want to say thank you for that wonderful invocation. It was well done. Office of the Mayor. By these present be it known that Reverend Paul Sherwood, Pastor, Reid Memorial Presbyterian Church is Chaplain of the Day for his civic and spiritual guidance demonstrated throughout the community. Serves as an example for all of the faith community. Given under my hand this 7th Day of August 2012. Deke Copenhaver, Mayor. Thank you. (APPLAUSE)

Mr. Mayor: Madam Clerk, on to the delegations.

The Clerk:

DELEGATIONS
A. Ms. Jacqueline Kohlenberg. RE: Taxi Cab Inspections.

(This item is to be rescheduled for the next meeting)

The Clerk:

DELEGATIONS
B. Mr. Phillip T. Barrett. RE: Taxi Cab Inspections.

(This item is to be rescheduled for the next meeting)

DELEGATIONS
C. Mr. Paul S. Simon. RE: Reynolds Street Parking Deck.

The Clerk: They're not here? Okay. Mr. Mayor, members of the Commission, Mr. Simon just sent me an email requesting that his request be deleted from today's agenda.

Mr. Mayor: Okay, Madam Clerk, I guess we'll go on to the consent agenda.

Mr. Mayor: Okay, Madam Clerk, on to the regular agenda, please.

The Clerk:

ADMINISTRATIVE SERVICES

40. Discuss eliminating the requirement for directors to clock in and out each work day. (Requested by Commissioner Lockett)

Mr. Mayor: Commissioner Lockett.

Mr. Lockett: Mr. Russell?

Mr. Russell: Yes, sir, Commissioner we actually talked about this. We made this decision several months ago. It was one in hopes to providing fairness to treat everybody from top to bottom the same. In addition to that we discovered we were under the impression that to keep records in a proper manner that would be the appropriate thing to do. Upon later discussion with the Law Department as opposed to the Personnel Department at this particular point in time it seems to me that we probably created more of a problem than what we've actually solved as far as the extent of our exempt employees. We're still looking at an attempt to do that. The director's themselves work for you. They work hours that are probably not consistent with the normal 7 ½ hour day. Most of them work probably more than that and do it in a manner that is on weekends and nights and whatever looking at the people that I've looked at there, basically. I'm not opposed to not requiring them to check in or out. I think our other mechanisms of keeping their schedules would be appropriate. My only concern would be that we run it through the end of this year. If we change it we change it as part of the policy manual change that we have as programmed to look at the individual policy manual issues and do that effective I believe it would be February is the plan at the moment. Otherwise I have no problem one way or the other to be honest with you. In this particular case I really don't have a dog in the fight.

Mr. Lockett: Well, Mr. Administrator, are you saying then that, could you give me a date certain that I can make a motion that this would become effective?

Mr. Russell: **Upon the adoption of the new personnel rules and regulations as based on our program to examine them in November, vote on them in January and have them effective February 1, February one-ish depending on the meeting schedule.**

Mr. Lockett: Madam Clerk, that's my motion.

Mr. Mayor: Do we have a second?

Mr. Aitken: Second.

Mr. Mayor: We have a motion and a second. Commissioner Guilfoyle, did you want to?

Mr. Guilfoyle: Yes, I did. As far as the directors to clock in and clock out I did reach out to Fred Russell last week to give me a time and attendance so we as a body could see who is actually showing up on time, who's missing days, to see if this is a valid request. I would like to see that first before we move forward on it and put something in black and white saying it's going to pass on February 1, if my colleague would not mind waiting until we see that.

Mr. Mayor: Okay. Mr. Russell?

Mr. Russell: What I would anticipate would be having the data from now until then to take a look at so when you actually make that decision in February as part of the changes to the personnel manual you'll be able to look at that. So that would be the plan at the moment. And you, I thought you had that by today but apparently I don't. I'm sorry.

Mr. Mayor: Commissioner Hatney.

Mr. Hatney: Thank you, Mr. Mayor. Mr. Administrator, in all reality when you look at the director's and those department heads who really and truly work all these strange hours and don't get paid for it, I just think it's an insult to have them have to punch a clock. And to say you're going to wait until February 1 that's a disservice as far as I'm concerned.

Mr. Mayor: Okay. Commissioner Bowles.

Mr. Bowles: I believe we have asked for the time and attendance report. I know of at least one previous occasion and Mr. Guilfoyle asked for it so we could see who's clocking in, who's manually being punched in and who's not showing up and punching in. And we've yet to get that information. So I hope we can get some information a little faster this time.

Mr. Russell: Yes, sir.

Mr. Mayor: Thank you, sir. Okay, we have a motion that's been properly seconded. Madam Clerk, could you read back that motion for the sake of clarity?

The Clerk: Yes, sir. It was to eliminate the requirements for directors to clock in and out at the adoption of the new changes for the Personnel, Policy and Procedures Manual which will take place on 2-1-12.

Mr. Mayor: Thank you, ma'am.

Mr. Lockett: 2-1-13.

The Clerk: 2-1-13, I'm sorry.

Mr. Mayor: If there's no further discussion Commissioners will now vote by the usual sign.

Mr. Guilfoyle and Mr. Smith vote No.
Motion Passes 7-2.

Administrative Services Committee Meeting
3/10/2014 1:00 PM
EEO/DBE Director Position

Department: Clerk of Commission

Caption: Approve a Charter Amendment which will eliminate the current EEO/DBE Director Position and simultaneously establish a separate EEO Director Position and a separate DBE Coordinator Position. The HR Director will conduct an extensive job audit to determine the proper classification of the two proposed positions. (Due to the fact that both positions are viable positions that perform critical duties for Augusta, it is without question that both incumbents will continue to perform their respective duties.) (Requested by Commissioner Lockett)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

Funds are Available in the Following Accounts:

<u>REVIEWED AND APPROVED BY</u>:

Nancy Morawski

From: Commissioner William Lockett
Sent: Wednesday, March 05, 2014 8:57 AM
To: Lena Bonner; Nancy Morawski
Subject: Committee Agendas

Hello Ms. Lena:

Please add to the respective committee agendas:

Public Service

Review update of Public Transit Operation under outside vendor. Ascertain whether it is economically feasible to continue outsourcing or follow the current trend of numerous municipalities that have chose to continue in house operations or return to in-house operations. Assess any improvements made by current vendor that could not have been made in-house and at a lower cost. Discuss limitations imposed on the Advisory Committee by addressing concerns with an outside vendor. Provide financial data that reflects revenue, costs, and employee salaries by position. All other relevant information not specifically requested is anticipated.

Administrative Services

Approve a Charter Amendment which will eliminate the current EEO/DBE Director Position and simultaneously establish a separate EEO Director Position and a separate DBE Coordinator Position. The HR Director will conduct an extensive job audit to determine the proper classification of the two proposed positions. (Due to the fact that both positions are viable positions that perform critical duties for Augusta, it is without question that both incumbents will continue to perform their respective duties).

Discuss and review a comprehensive salary analysis on all Department Directors. Approve course of action to be taken to eliminate possible pay inequalities within Augusta.

Approve the elimination of the requirement for Department Directors to clock in and out.

(Lena I requested this action months ago but I don't believe it was ever approved. Please revise for me) Sent from my iPad

Please consider the environment before printing this email.

Administrative Services Committee Meeting
3/10/2014 1:00 PM
Minutes

Department:	Clerk of Commission
Caption:	Motion to approve the minutes of the Administrative Services Committee held on February 24, 2014.
Background:	
Analysis:	
Financial Impact:	
Alternatives:	
Recommendation:	
Funds are Available in the Following Accounts:	

<u>REVIEWED AND APPROVED BY</u>:

Administrative Services Committee Meeting Commission Chamber - 2/24/2014
ATTENDANCE:

Present: Hons. Lockett, Chairman; Davis, Vice Chairman; Fennoy and Jackson, members.
Absent: Hon. Deke Copenhaver, Mayor.

ADMINISTRATIVE SERVICES

1. Update on the department heads who have been approved for salary increases and have not received them. (Requested by Commissioner Fennoy) (Referred from the February 10 Administrative Services Committee) **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 4-0.	Commissioner Joe Jackson	Commissioner Mary Davis	Passes

2. Motion to approve the minutes of the Administrative Services Committee held on February 10, 2014. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner William Fennoy	Commissioner Mary Davis	Passes

3. Motion to approve the Housing and Community Development Department (on behalf of Augusta, Georgia) to execute Indemnification Agreement with the Augusta, Georgia Land Bank Authority related to Retention Pond for the **Item Action:** Approved

Aubern @ Barton Chapel Rental Housing Project.

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Joe Jackson	Commissioner William Fennoy	Passes

4. Discuss the appointment process for the Urban Redevlopment Agency (URA) as approved by the Commission January 21, 2014. **(Requested by Commissioner Marion Williams)**

Item Action: Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to forward this item to the full Commission. Motion Passes 4-0.	Commissioner William Fennoy	Commissioner Mary Davis	Passes

5. Motion to **approve tasking** the Chair of the Finance Committee with scheduling a work session for an extensive review of ALL SPLOST Monies collected, invested, and expended since the inception of the SPLOST Program in ARC. Direct each recipient of SPLOST funds to provide documentation that will reflect the status and disposition of all funds. Task the Finance Director with providing ALL financial documentation associated with the SPLOST Program. This documentation must reflect interest earned and disposition of these earnings. Any SPLOST Monies utilized to retire General Obligation Bonds must be reflected, to include authorization for these actions. Any relevant documentation not specifically requested will be provided. ALL recipients of SPLOST Funds must be available to answer any questions posed by the governing body. Work session should be conducted prior to the February 24 Finance Committee Meeting. **(No recommendation Administrative Services Committee February 10, 2014)**

Item Action: None

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Motion to approve receiving this item as information and that any commissioner	Commissioner		Dies for

Approve	receive any information about present or past SPLOST projects that they need.	William Fennoy		lack of Second

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to review the past six SPLOSTs and give us an update concerning the funds that are left open and the availability of the projects left. Mr. Jackson, Mr. Fennoy and Ms. Davis vote No. Motion Fails 1-3.	Commissioner Joe Jackson	Commissioner William Fennoy	Fails

6. Discuss opportunities/programs for the commission to implement to assist in increasing Augusta-Richmond County employees' morale. **(Requested by Commissioner Mary Davis)**

Item Action: Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve adding this item to the agenda. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Joe Jackson	Passes

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Motion Passes 4-0.	Commissioner William Fennoy	Commissioner Mary Davis	Passes

Administrative Services Committee Meeting
3/10/2014 1:00 PM
Salary Analysis on Department Directors

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)
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