



Administrative Services Committee Commission Chamber- 3/25/2013- 1:05 PM
Meeting

ADMINISTRATIVE SERVICES

1. Discuss 2013 Commission goals and objectives. (Requested by the Administrator) ☐ [Attachments](#)
2. Motion to approve the minutes of the Administrative Services Committee held on March 11, 2013. ☐ [Attachments](#)
3. Discuss changing the ordinance that deals with conflict of interest and ethics violations. (Requested by Commissioner Fennoy) ☐ [Attachments](#)
4. 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 March 11 Administrative Services Committee) ☐ [Attachments](#)
5. Discuss tasking the Administrator with soliciting the services of an employee to recruit retail businesses for those areas of Augusta not served by the Downtown Development Authority. The potential development in these areas have been stymied by not having an advocate in place. The number of rooftops coupled with the many hotels in the area would lead one to surmise that the employment of such a person would be a good sound investment. (Requested by Commissioner Lockett) ☐ [Attachments](#)
6. Solicit the support of the Administrator and the DBE Coordinator in formulating a plan to maximize the utilization of the Small Business Opportunity Program for Augusta Procurements by ensuring that all data to support a future disparity study is being collected and maintained. A strategic plan designed to accomplish this task needs to be submitted to the Administrative Services Committee no later than June 30, 2013. (Requested by Commissioner Lockett) ☐ [Attachments](#)

7. Review the findings of the September 4, 2009 NERA (Disparity) Study prepared for Augusta-Richmond County. Discuss those corrective actions taken and prioritize those suggested actions that need to be implemented. A new funding source must be identified to solicit a new study which will replace the current study which expires at the end of the year. (Requested by Commissioner Lockett) ☐ [Attachments](#)
8. Discuss early retirement incentives for eligible employees, eligibility to be determined by Administrator and approved by the Commission-Council. Streamlining operations by decreasing retirement eligible employees coupled with a reduction in benefit costs could have a positive impact on existing budget deficit. A hiring freeze would be imposed with only essential personnel being replaced, with the advance approval of the Commission-Council. (Requested by Commissioner Lockett) ☐ [Attachments](#)
9. Review the Administrator's Report of all pay increases and promotions since January 1, 2012, to include justification for the increase and demographic. The governing authority directed the Administrator to provide this report to the Administrative Services Committee on a quarterly basis. (Requested by Commissioner Lockett) ☐ [Attachments](#)
10. Approve rotating the scheduled time for all committee meetings. (Requested by Commissioner Lockett) ☐ [Attachments](#)



**Administrative Services Committee Meeting
3/25/2013 1:05 PM
Commission Goals and Objectives**

Department: Clerk of Commission

Caption: Discuss 2013 Commission 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
3/25/2013 1:05 PM
Minutes**

Department: Clerk of Commission

Caption: Motion to approve the minutes of the Administrative Services Committee held on March 11, 2013.

Background:

Analysis:

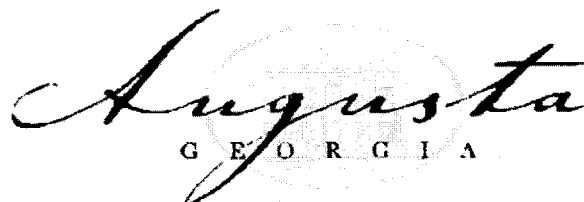
Financial Impact:

Alternatives:

Recommendation:

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Administrative Services Committee Meeting Commission Chamber - 3/11/2013

ATTENDANCE:

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

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

ADMINISTRATIVE SERVICES

1. Discuss as information amending the 2009 - 2012 Action Plans to reprogram \$503,354.00 in Community Development Block Grant (CDBG) funds. **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 provide clarity regarding the amount of authority a single Commissioner has with respect to directing/tasking department directors and direct reports. (Requested by Commissioner Johnson) **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

3. Discuss procedure for completing performance evaluations for direct reports of the Commission. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Delete	Motion to delete this item from the agenda. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner William Fennoy	Passes

4. Discussion of the James Brown Arena Board. (Requested by Commissioner D. Smith) **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

5. Approve a Memorandum of Agreement (MOA) with the Augusta Housing Authority and the State Historic Preservation Office (SHPO) and authorize the mayor to execute the same and any other forms related to the environmental review of the Cherry Tree Crossing Redevelopment Project. **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 Fennoy	Passes

6. Motion to approve the minutes of the Administrative Services Committee held on February 25, 2013. **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 Fennoy	Passes

7. 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 25 Administrative Rescheduled Services Committee)
- Item Action:**

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 Mary Davis	Commissioner William Fennoy	Passes

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**Administrative Services Committee Meeting
3/25/2013 1:05 PM
Ordinance regarding conflict of interest and ethics violations**

Department: Clerk of Commission

Caption: Discuss changing the ordinance that deals with conflict of interest and ethics violations. (Requested by Commissioner Fennoy)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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**Administrative Services Committee Meeting
3/25/2013 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 March 11 Administrative Services Committee)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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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
3/25/2013 1:05 PM
Employee to Recruit Retail Businesses**

Department: Clerk of Commission

Caption: Discuss tasking the Administrator with soliciting the services of an employee to recruit retail businesses for those areas of Augusta not served by the Downtown Development Authority. The potential development in these areas have been stymied by not having an advocate in place. The number of rooftops coupled with the many hotels in the area would lead one to surmise that the employment of such a person would be a good sound investment. (Requested by Commissioner Lockett)

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REVIEWED AND APPROVED BY:

Nancy Morawski

From: wlockett04@comcast.net
Sent: Wednesday, March 20, 2013 9:47 AM
To: Lena Bonner; Nancy Morawski
Subject: Committee Agenda Item(s)

Clerk of Commission

Please add the following items to our next committee meeting:

(a) Discuss tasking the Administrator with soliciting the services of an employee to recruit retail businesses for those areas of Augusta not served by the Downtown Development Authority. The potential development in these areas have been stymied by not having an advocate in place. The number of rooftops coupled with the many hotels in the area would lead one to surmise that the employment of such a person would be a good sound investment.

(b) Solicit the support of the Administrator and the DBE Coordinator in formulating a plan to maximize the utilization of the Small Business Opportunity Program for Augusta Procurements by ensuring that all data to support a future disparity study is being collected and maintained. A strategic plan designed to accomplish this task need to be submitted to the Administrative Services Committee no later than June 30, 2013.

(c) Discuss early retirement incentives for eligible employees, eligibility to be determined by Administrator and approved by the Commission-Council. Streamlining operations by decreasing retirement eligible employees coupled with a reduction in benefit costs could have a positive impact on existing budget deficit. A hiring freeze would be imposed with only essential personnel being replaced, with the advance approval of the Commission-Council.

(d) Review the Administrators Report of all pay increases and promotions since January 1, 2012, to include justification for the increase and demographic. The governing authority directed the Administrator to provide this report to the Administrative Services Committee on a quarterly basis.

(e) Review the findings of the September 4, 2009 NERA (Disparity) Study prepared for Augusta-Richmond County. Discuss those corrective actions taken and prioritize those suggested actions that need to be implemented. A new funding resource must be identified to solicit a new study which will replace the current study which expires at the end of the year.

(f) Approve rotating the scheduled time for all committee meetings.



**Administrative Services Committee Meeting
3/25/2013 1:05 PM
Small Business Opportunity Program**

Department: Clerk of Commission

Caption: Solicit the support of the Administrator and the DBE Coordinator in formulating a plan to maximize the utilization of the Small Business Opportunity Program for Augusta Procurements by ensuring that all data to support a future disparity study is being collected and maintained. A strategic plan designed to accomplish this task needs to be submitted to the Administrative Services Committee no later than June 30, 2013. (Requested by Commissioner Lockett)

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**Administrative Services Committee Meeting
3/25/2013 1:05 PM
Review Findings of NERA Disparity Study**

Department: Clerk of Commission

Caption: Review the findings of the September 4, 2009 NERA (Disparity) Study prepared for Augusta-Richmond County. Discuss those corrective actions taken and prioritize those suggested actions that need to be implemented. A new funding source must be identified to solicit a new study which will replace the current study which expires at the end of the year. (Requested by Commissioner Lockett)

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**Administrative Services Committee Meeting
3/25/2013 1:05 PM
Early Retirement Incentives**

Department: Clerk of Commission

Caption: Discuss early retirement incentives for eligible employees, eligibility to be determined by Administrator and approved by the Commission-Council. Streamlining operations by decreasing retirement eligible employees coupled with a reduction in benefit costs could have a positive impact on existing budget deficit. A hiring freeze would be imposed with only essential personnel being replaced, with the advance approval of the Commission-Council. (Requested by Commissioner Lockett)

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3/25/2013 1:05 PM
Administrator's Report of Pay Increases and Promotions**

Department: Clerk of Commission

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**Administrative Services Committee Meeting
3/25/2013 1:05 PM
Rotating Times for All Committee Meetings**

Department: Clerk of Commission

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(Requested by Commissioner Lockett)

Background:

Analysis:

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