



Administrative Services Committee Commission Chamber- 5/13/2013- 1:05 PM
Meeting

ADMINISTRATIVE SERVICES

1. 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) (Referred from April 22 Administrative Services Committee) ☐ Attachments

2. Discuss initiating dialogue among members of the commission-council to ascertain whether an interest exists in becoming an Age-Friendly Community. Communities participating must commit to a cycle of assessing and improving their age-friendliness. According to the federal Administration on Aging, by 2030, nearly 20% of the U. S. population will be 65 and older. Communities that adopt progressive and forward thinking public policies and urban planning models will attract and retain more residents, provide varied business opportunities to serve the older population, their families, and caregivers, and build infrastructure and policies that are friendly to all ages. An "Age-Friendly Community" entails an inclusive and accessible urban or suburban environment that encourages active and healthy aging. (AARP's Network of Age-Friendly Communities) (Requested by Commissioner Lockett) ☐ Attachments

3. Discuss rationale for changing the conflict of interest policy. Should changes be necessitated, task the general counsel with reviewing conflict of interest policies of other municipalities and provide search results and a recommendation to the administrative services committee for review and subsequent approval by the commission-council. (Requested by Commissioner Lockett) ☐ Attachments

4. Heery International SPLOST Project update. ☐ Attachments

5. Approve rotating the scheduled meeting time for all ☐ Attachments committees. (Requested by Commissioner Lockett)
6. Motion to approve the minutes of the Administrative Services ☐ Attachments Committee held on April 22, 2013.
7. Discuss the Georgia Municipal Association's Handbook for Georgia Mayors and Council Members, Fifth Edition, as relates to the "Powers and Duties of the Mayor and Council Members." ☐ Attachments
The municipal governing authority consists of the city council or city commission, and depending on the provisions of the city's charter, the mayor. The governing authority is responsible for two essential types of functions: legislative and administrative. (a) Legislative responsibilities involve setting policy for the government by enacting various ordinances, resolution, and regulations. (b) Administrative responsibilities deal with the implementation of the policies and procedures established by the governing body. In many cities, the administrative burden is too great to be borne solely by the mayor and council, so these powers are delegated to a professional manager and policies are carried out by various departments, boards, and commissions in the city. (Requested by Commissioner Lockett)
8. Discuss the proposal from the Carl Vinson Institute of Government to provide organizational review services as part of the 2013 Commission Goals and Objectives. (Requested by the Administrator) ☐ Attachments
9. Update on the South Augusta sustainable master plan/ Augusta Tomorrow master plan with John Stout and Camille Price. ☐ Attachments
(Requested by Mayor Pro Tem Corey Johnson)



**Administrative Services Committee Meeting
5/13/2013 1:05 PM
Administrator's Report of Pay Increases and Promotions**

Department: Clerk of Commission

Caption: 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) (Referred from April 22 Administrative Services Committee)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

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
5/13/2013 1:05 PM
Age-Friendly Community**

Department: Clerk of Commission

Caption: Discuss initiating dialogue among members of the commission-council to ascertain whether an interest exists in becoming an Age-Friendly Community. Communities participating must commit to a cycle of assessing and improving their age-friendliness. According to the federal Administration on Aging, by 2030, nearly 20% of the U. S. population will be 65 and older. Communities that adopt progressive and forward thinking public policies and urban planning models will attract and retain more residents, provide varied business opportunities to serve the older population, their families, and caregivers, and build infrastructure and policies that are friendly to all ages. An "Age-Friendly Community" entails an inclusive and accessible urban or suburban environment that encourages active and healthy aging. (AARP's Network of Age-Friendly Communities) (Requested by Commissioner Lockett)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Administrative Services Committee Agenda (May 13, 2013)

Discuss rationale for changing the conflict of interest policy. Should changes be necessitated, task the general counsel with reviewing conflict of interest policies of other municipalities and provide search results and a recommendation to the administrative services committee for review and subsequent approval by the commission-council.

Discuss initiating dialogue among members of the commission-council to ascertain whether an interest exists in becoming an Age-Friendly Community. Communities participating must commit to a cycle of assessing and improving their age-friendliness. According to the federal Administration on Aging, by 2030, nearly 20% of the U. S. Population will be 65 and older. Communities that adopt progressive and forward thinking public policies and urban planning models will attract and retain more residents, provide varied business opportunities to serve the older populations, their families, and caregivers, and build infrastructure and policies that are friendly to all ages.

An "Age-Friendly Community" entails an inclusive and accessible urban or suburban environment that encourages active and healthy aging. (AARP's Network of Age-Friendly Communities)

Approve rotating the scheduled meeting time for all committees.

Discuss the Georgia Municipal Associations Handbook for Georgia Mayors and Council Members, Fifth Edition, as relates to the "Powers and Duties of the Mayor and Council Members."

The municipal governing authority consists of the city council or city commission, and depending on the provisions of the city's charter, the mayor. The governing authority is responsible for two essential types of functions: legislative and administrative.

- (a) Legislative responsibilities involve setting policy for the government by enacting various ordinances, resolutions, and regulations.
- (b) Administrative responsibilities deal with the implementation of the policies and procedures established by the governing body. In many cities, the administrative burden is too great to be borne solely by the mayor and council, so these powers are delegated to a professional manager and policies are carried out by various departments, boards, and commissions in the city.



**Administrative Services Committee Meeting
5/13/2013 1:05 PM
Conflict of Interest Policy**

Department: Clerk of Commission

Caption: Discuss rationale for changing the conflict of interest policy. Should changes be necessitated, task the general counsel with reviewing conflict of interest policies of other municipalities and provide search results and a recommendation to the administrative services committee for review and subsequent approval by the commission-council. (Requested by Commissioner Lockett)

Background:

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Alternatives:

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**Administrative Services Committee Meeting
5/13/2013 1:05 PM
Heery International**

Department:

Caption: Heery International SPLOST Project update.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
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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	5/13/13
☐	Engineering Services Committee	Date of Meeting	_____
☐	Finance Committee	Date of Meeting	_____

Contact Information for Individual/Presenter Making the Request:

Name: MICHELE RALL / HEERY INTERNATIONAL
 Address: 999 PEACHTREE STREET STE 300
 Telephone Number: 404-946-2363
 Fax Number: 404-892-7582
 E-Mail Address: mrall@heery.com

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

Heery International SPLIT project update.

Please send this request form to the following address:

Ms. Lena J. Bonner
 Clerk of Commission
 Room 806 Municipal Building
 530 Greene Street
 Augusta, GA 30911

Telephone Number: 706-821-1820
 Fax Number: 706-821-1838
 E-Mail Address: lbonner@augustaga.gov

Requested by:
 Comm. Bill Lockett

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.



**Administrative Services Committee Meeting
5/13/2013 1:05 PM
Meeting time for all committees**

Department: Clerk of Commission

Caption: Approve rotating the scheduled meeting time for all committees.
(Requested by Commissioner Lockett)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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Approve rotating the scheduled meeting time for all committees.

Discuss the Georgia Municipal Associations Handbook for Georgia Mayors and Council Members, Fifth Edition, as relates to the "Powers and Duties of the Mayor and Council Members."

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**Administrative Services Committee Meeting
5/13/2013 1:05 PM
Minutes**

Department: Clerk of Commission

Caption: Motion to approve the minutes of the Administrative Services Committee held on April 22, 2013.

Background:

Analysis:

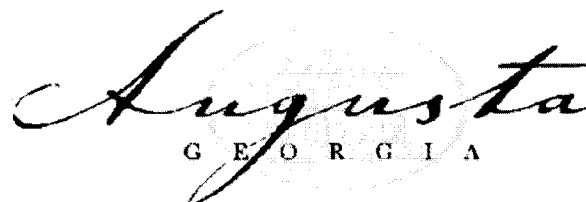
Financial Impact:

Alternatives:

Recommendation:

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Administrative Services Committee Meeting Commission Chamber - 4/22/2013

ATTENDANCE:

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

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

ADMINISTRATIVE SERVICES

1. Motion to approve the minutes of the Administrative Services Committee held on March 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 Joe Jackson	Passes

2. Motion to approve the resolution supporting the Augusta Housing Authority and Walton Communities, LLC's application for low income housing tax credits to be named the Legacy at Walton Oaks Phase 2 (Senior's). **Item Action:** Approved

Motions

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

3. 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 25 Administrative Rescheduled **Item Action:** Rescheduled

Services Committee)

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this item to the full Commission with no recommendation. Motion Passes 3-0.	Commissioner Mary Davis	Commissioner Joe Jackson	Passes

4. Review the Administrator's Report of all pay increases and promotions since January 1, 2012, to include justification for the increase and demographic. **Item Action:**
The governing authority directed the Administrator to provide this report to Rescheduled the Administrative Services Committee on a quarterly basis. (Requested by Commissioner Lockett) (Referred from March 25 Administrative Services Committee)

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 Joe Jackson	Passes

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**Administrative Services Committee Meeting
5/13/2013 1:05 PM
Powers and Duties of Mayor and Council Members**

Department: Clerk of Commission

Caption: Discuss the Georgia Municipal Association's Handbook for Georgia Mayors and Council Members, Fifth Edition, as relates to the "Powers and Duties of the Mayor and Council Members." The municipal governing authority consists of the city council or city commission, and depending on the provisions of the city's charter, the mayor. The governing authority is responsible for two essential types of functions: legislative and administrative. (a) Legislative responsibilities involve setting policy for the government by enacting various ordinances, resolution, and regulations. (b) Administrative responsibilities deal with the implementation of the policies and procedures established by the governing body. In many cities, the administrative burden is too great to be borne solely by the mayor and council, so these powers are delegated to a professional manager and policies are carried out by various departments, boards, and commissions in the city. (Requested by Commissioner Lockett)

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Approve rotating the scheduled meeting time for all committees.

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**Administrative Services Committee Meeting
5/13/2013 1:05 PM
Proposal from Carl Vinson Institute of Government**

Department: Clerk of Commission

Caption: Discuss the proposal from the Carl Vinson Institute of Government to provide organizational review services as part of the 2013 Commission Goals and Objectives. (Requested by the Administrator)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
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**Administrative Services Committee Meeting
5/13/2013 1:05 PM
South Augusta sustainable master plan**

Department:

Caption: Update on the South Augusta sustainable master plan/ Augusta Tomorrow master plan with John Stout and Camille Price.
(Requested by Mayor Pro Tem Corey Johnson)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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