



Administrative Services Committee Commission Chamber- 9/24/2012- 1:05 PM
Meeting

ADMINISTRATIVE SERVICES

1. Approve a request from the Housing and Community Development Department for a budget transfer of \$18,370.00 from the Permanent Part-time Salaries & Wages to the Temporary Workers Account. This action is needed to cover current staff shortages. This transfer will cover assistance through the end of this calendar year. ☐ [Attachments](#)

2. Discuss the functions of the Equal Employment Opportunity Office: Jurisdiction "The internal Augusta-Richmond County Equal Employment Opportunity Office covers employees and departments in the Augusta-Richmond County Government operating under the authority of the Mayor and the Commission." Charter Article 5. Section 140(c). "In furtherance of the policies stated in subsections (a) and (b) of this section, the Commission shall employ a person to serve as equal employment opportunity director and as director of minority and small business opportunities. The director shall develop and subject to the approval of the Commission, implement such policies, procedures, and guidelines as the director deems necessary or appropriate to ensure equal employment opportunities for all citizens. The director, subject to the approval of the Commission, shall propose and implement such policies, procedures and guidelines as are necessary and appropriate to ensure equal opportunities for all businesses and citizens in contracting with the Commission and all departments, agencies, authorities, and other entities of local government and to encourage the development of minority and small businesses within Richmond County. In addition, said director shall have such other powers and duties as may from time to time be afforded by action of the Commission." (Requested by Commissioner Lockett) ☐ [Attachments](#)

3. Motion to approve the minutes of the Administrative Services Committee held on September 10, 2012. ☐ [Attachments](#)

4. Discuss Powers and Duties of the Mayor and Council Members: Handbook for Georgia Mayors and Council Members, 5th Edition. "Legislative responsibilities involve setting policy for the government by enacting various ordinance, resolutions, and regulations." "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) ☐ [Attachments](#)
5. Update on current status of progress made on code enforcement violations at Regency Mall in light of news report which reflected fires and possible vandalism on the inside of at least one building at the mall. Provide information substantiating how a clean, safe, and healthy environment is maintained at the mall. Ascertain whether code enforcement goals are being met as relates to improving both the appearance and value of residential and business properties in the area. Discuss License and Inspection Report. (Requested by Commissioner Lockett) ☐ [Attachments](#)
6. Discuss termination of transit management agreement (June 7, 2011) between Augusta, Georgia and Mobility Transit Services, LLC. (Requested by Commissioner Lockett) ☐ [Attachments](#)
7. Motion to approve going into a Legal Meeting. ☐ [Attachments](#)
8. Motion to authorize execution by the Chairman of the affidavit of compliance with Georgia's Open Meeting Act. ☐ [Attachments](#)



Administrative Services Committee Meeting
9/24/2012 1:05 PM
Budget Transfer

Department: Housing and Community Development

Caption: Approve a request from the Housing and Community Development Department for a budget transfer of \$18,370.00 from the Permanent Part-time Salaries & Wages to the Temporary Workers Account. This action is needed to cover current staff shortages. This transfer will cover assistance through the end of this calendar year.

Background: We are requesting that funds be transferred FROM the following accounts: 221-07 3110 5111210 \$(18,336.37)
Justification: Two Program Coordinators positions have been recently vacated. In order to keep up with the demand these positions require, it is necessary to use the services of a temporary agency for the remainder of the calendar year. Staff is proposing the funds be Transferred To the following account: 221-07 3110 5239112 \$18,336.37

Analysis: The transfer of funds will allow the department to keep up with the demands required by HUD, ensuring our grants remain in compliance.

Financial Impact: None

Alternatives: None

Recommendation: Accept the Housing and Community Department (HCD) request for transfer funds and grant HCD authorization to proceed with the transfer.

Funds are Available in the Following Accounts: 221-07-3110-5111210

REVIEWED AND APPROVED BY:

Cover Memo

Item # 1

Finance.
Housing & Economic Development
Finance.
Housing & Economic Development
Finance.
Law.
Administrator.
Clerk of Commission



**Administrative Services Committee Meeting
9/24/2012 1:05 PM
Equal Employment Opportunity Office Functions**

Department: Clerk of Commission

Caption: Discuss the functions of the Equal Employment Opportunity Office: Jurisdiction "The internal Augusta-Richmond County Equal Employment Opportunity Office covers employees and departments in the Augusta-Richmond County Government operating under the authority of the Mayor and the Commission." Charter Article 5. Section 140(c). "In furtherance of the policies stated in subsections (a) and (b) of this section, the Commission shall employ a person to serve as equal employment opportunity director and as director of minority and small business opportunities. The director shall develop and subject to the approval of the Commission, implement such policies, procedures, and guidelines as the director deems necessary or appropriate to ensure equal employment opportunities for all citizens. The director, subject to the approval of the Commission, shall propose and implement such policies, procedures and guidelines as are necessary and appropriate to ensure equal opportunities for all businesses and citizens in contracting with the Commission and all departments, agencies, authorities, and other entities of local government and to encourage the development of minority and small businesses within Richmond County. In addition, said director shall have such other powers and duties as may from time to time be afforded by action of the Commission." (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 Items for September 24, 2012 Meeting

Discuss termination of transit management agreement (June 7, 2011) between Augusta, Georgia and Mobility Transit Services, LLC.

Discuss Powers and Duties of the Mayor and Council Members: Handbook for Georgia Mayors and Council members, 5th Edition.

“Legislative responsibilities involve setting policy for the government by enacting various ordinance, resolutions, and regulations.”

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Discuss the functions of the Equal Employment Opportunity Office:

Jurisdiction “The internal Augusta-Richmond County Equal Employment Opportunity Office covers employees and departments in the Augusta-Richmond County Government operating under the authority of the **Mayor** and the **Commission**.”

Charter, Article 5. Section 140 (c). “In furtherance of the policies stated in subsections (a) and (b) of this section, the Commission shall employ a person to serve as equal employment opportunity director and as director of minority and small business opportunities. The director shall develop and subject to the approval of the Commission, implement such policies, procedures, and guidelines as the director deems necessary or appropriate to ensure equal employment opportunities for all citizens. The director, subject to the approval of the Commission, shall propose and implement such policies, procedures and guidelines as are necessary and appropriate to ensure equal opportunities for all businesses and citizens in contracting with the Commission and all departments, agencies, authorities, and other entities of local government and to encourage the development of minority and small businesses within Richmond County. In addition, said director shall have such other powers and duties as may from time to time be afforded by action of the Commission.”

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mall. Provide information substantiating how a clean, safe, and healthy environment is maintained at the mall. Ascertain whether code enforcement goals are being met as relates to improving both the appearance and value of residential and business properties in the area. Discuss License and Inspection Report



**Administrative Services Committee Meeting
9/24/2012 1:05 PM
Minutes**

Department: Clerk of Commission

Caption: Motion to approve the minutes of the Administrative Services Committee held on September 10, 2012.

Background:

Analysis:

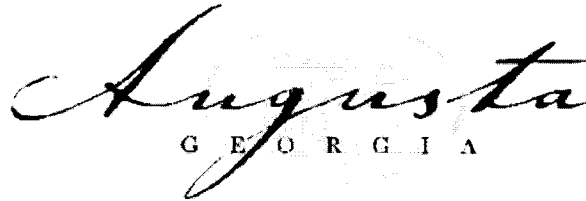
Financial Impact:

Alternatives:

Recommendation:

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REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting Commission Chamber - 9/10/2012

ATTENDANCE:

Present: Hons. Lockett, Chairman; Aitken, Vice Chairman; Mason and Brigham, members.

Absent: Hon. Deke Copenhaver, Mayor.

ADMINISTRATIVE SERVICES

1. Motion to approve the minutes of the Administrative Services Committee held on August 27, 2012. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Alvin Mason	Commissioner Matt Aitken	Passes

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**Administrative Services Committee Meeting
9/24/2012 1:05 PM
Powers and Duties of Mayor and Council Members**

Department: Clerk of Commission

Caption: Discuss Powers and Duties of the Mayor and Council Members: Handbook for Georgia Mayors and Council Members, 5th Edition. "Legislative responsibilities involve setting policy for the government by enacting various ordinance, resolutions, and regulations." "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)

Background:

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Financial Impact:

Alternatives:

Recommendation:

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**Administrative Services Committee Meeting
9/24/2012 1:05 PM
Regency Mall Violations**

Department: Clerk of Commission

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**Administrative Services Committee Meeting
9/24/2012 1:05 PM
Termination of Transit Management Agreement**

Department: Clerk of Commission

Caption: Discuss termination of transit management agreement (June 7, 2011) between Augusta, Georgia and Mobility Transit Services, LLC. (Requested by Commissioner Lockett)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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**Administrative Services Committee Meeting
9/24/2012 1:05 PM
Legal Meeting**

Department: Clerk of Commission

Caption: Motion to approve going into a Legal Meeting.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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in the Following
Accounts:**

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**Administrative Services Committee Meeting
9/24/2012 1:05 PM
Legal Meeting Affidavit**

Department: Clerk of Commission

Caption: Motion to authorize execution by the Chairman of the affidavit of compliance with Georgia's Open Meeting Act.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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