



Administrative Services Committee Commission Chamber- 10/7/2013- 12:50 PM
Meeting

ADMINISTRATIVE SERVICES

1. Extend the current Augusta Sustainable Development Implementation Program contract to provide services to create a unified development ordinance to assist with the implementation of sustainable development initiatives. ☐ Attachments
2. Presentation by Mr. Brian Green regarding a proposal for a merit system concerning promotions and pay raises. ☐ Attachments
3. Motion to approve the recommendation to officially name the new Butler Creek Park Project, "Butler Creek-North View Community Park". ☐ Attachments
4. Discuss economic development in association with new tourist attractions in Augusta. (Referred from October 1 Commission meeting) ☐ Attachments
5. Discussion of a grocery store on Laney Walker Blvd. (Requested by Commissioner Fennoy) ☐ Attachments
6. Receive as information a presentation by the Human Resources Director and Deputy Administrator on progress made in the implementation of a succession plan for all critical positions within ARC. Underscore the importance of having the ability to perform our mission with the departure of key staff members. (Requested by Commissioner Lockett) ☐ Attachments
7. Motion to approve the minutes of the Administrative Services Committee held on September 23, 2013. ☐ Attachments
8. Motion to receive as information an overview of the Human Resources Department strategic plan. Must include goals, objectives, accomplishments and a timeline for the revision of the Personnel Policies and Procedures Manual. Present ☐ Attachments

measures utilized to ensure full compliance with existing policies and procedures as relates to promotions, compensation, salary adjustments, pay disparities, and retroactive pay. (Requested by Commissioner Lockett)

9. Presentation of proposed tool for performance evaluations of Commission Direct Reports as requested by Commission. ☐ Attachments
10. Discuss timeline for the introduction and implementation of employee performance reviews for personnel in critical positions. (Requested by Commissioner Lockett) ☐ Attachments

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**Administrative Services Committee Meeting
10/7/2013 12:50 PM**

Amend the current Sustainable Development Implementation Program Contract

Department: Planning and Development Dept.

Caption: Extend the current Augusta Sustainable Development Implementation Program contract to provide services to create a unified development ordinance to assist with the implementation of sustainable development initiatives.

Background: The Augusta Sustainable Development Implementation Program Agenda was approved by the City in 2008. The plan has assessed different "character areas" of the city and laid out a process by which Augusta would grow through managing development proactively and with a focus on preserving and enhancing green spaces.

Analysis:

Financial Impact: Funds will be provided through the Sustainable Development Grant

Alternatives: Approve or deny the request for extension

Recommendation: Approve

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

REVIEWED AND APPROVED BY:

**Finance.
Law.
Administrator.
Clerk of Commission**



**Administrative Services Committee Meeting
10/7/2013 12:50 PM
Brian Green**

Department: Clerk of Commission

Caption: Presentation by Mr. Brian Green regarding a proposal for a merit system concerning promotions and pay raises.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting
10/7/2013 12:50 PM
Butler Creek Park Project Park Naming

Department:	Recreation, Parks and Facilities
Caption:	Motion to approve the recommendation to officially name the new Butler Creek Park Project, "Butler Creek-North View Community Park".
Background:	This park development project is located at Highway 56 and Phinizy Road. Park access is off of Carmichael Road adjacent to the North View Community Subdivision. The Augusta Recreation, Parks and Facilities Department has developed a great partnership with the North View Community Association. Working hand in hand from the conceptual plan, through design, and now through the construction phase, this partnership demonstrates what positive things a community can accomplish when they work in concert.
Analysis:	In an effort to provide public engagement and to reflect the historical and geographical location of this park development, the Department, in accordance to Ordinance 7386, and in conjunction with the North View Community Association, Inc., proudly recommends the new park development along Butler Creek in South Richmond County be named "Butler Creek-North View Community Park". (See Attached)
Financial Impact:	N/A
Alternatives:	1. To Approve the naming of this park development "Butler Creek-North View Community Park". 2. Move No Action.
Recommendation:	1. Move to Approve.
Funds are Available in the Following Accounts:	N/A

REVIEWED AND APPROVED BY:

Finance.

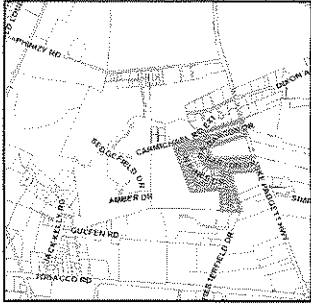
Law.

Administrator.

Clerk of Commission

NORTH VIEW COMMUNITY ASSOCIATION, INC.

MR. EMMITT JOHNSON, PRESIDENT
1821 NORTH BARTON DRIVE
AUGUSTA, GA 30906
706-836-2277



NORTH VIEW
COMMUNITY
ASSOCIATION, INC.

OFFICERS

Emmitt Johnson
PRESIDENT

Christine Freeburg
VICE PRESIDENT

Ruth Tookes
SECRETARY

Juanita Long
TREASURER

Mr. Robert Levine, Director
Administrative Office
2027 Lumpkin Rd.
Augusta, GA 30906

August 29, 2013

Re: Request for naming of Butler Creek Property Park

North View Community Subdivision has made significant efforts of support to the Richmond County Parks and Recreation Department as the first approach and continued plans are made in the completion of the park known as (Butler Creek Park) construction.

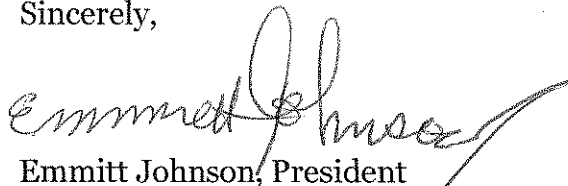
Understanding the importance of proper protocol and all due respect to all involved. North View Community Subdivision was always encouraged that this community would be given an opportunity to input in the naming of the park while also ensuring a worthy and enduring legacy. After much discussion and an extended period of waiting time we are proposing the following name to be considered as this community association advocated its existence.

- Butler Creek North View Community Park

The main entrance and thoroughfare would exist within the neighborhood therefore reflecting a historical and geographical location.

On behalf of the entire North View Community Subdivision we thank you in advance for your time and consideration.

Sincerely,


Emmitt Johnson, President



**Administrative Services Committee Meeting
10/7/2013 12:50 PM
Economic Development/tourist attractions**

Department:

Caption: Discuss economic development in association with new tourist attractions in Augusta. (Referred from October 1 Commission meeting)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
10/7/2013 12:50 PM
Grocery Store**

Department: Clerk of Commission

Caption: Discussion of a grocery store on Laney Walker Blvd. (Requested by Commissioner Fennoy)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
10/7/2013 12:50 PM
Implementation of a Succession Plan for ARC Critical Positions**

Department: Clerk of Commission

Caption: Receive as information a presentation by the Human Resources Director and Deputy Administrator on progress made in the implementation of a succession plan for all critical positions within ARC. Underscore the importance of having the ability to perform our mission with the departure of key staff members. (Requested by Commissioner Lockett)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

**CLERK*

**Administrative Services Committee Agenda Items for
October 7, 2013 Meeting**

Motion to receive as information an overview of the Human Resources Department strategic plan. Must include goals, objectives, accomplishments and a timeline for the revision of the Personnel Policies and Procedures Manual. Present measures utilized to ensure full compliance with existing policies and procedures as relates to promotions, compensation, salary adjustments, pay disparities, and retroactive pay.

Receive as information a presentation by the Human Resources Director and Deputy Administrator on progress made in the implementation of a succession plan for all critical positions within ARC. Underscore the significance of having the ability to fulfill our mission with the departure of a key staff member.

Discuss timeline for the introduction and implementation of employee performance reviews for personnel in critical positions.



**Administrative Services Committee Meeting
10/7/2013 12:50 PM
Minutes**

Department: Clerk of Commission

Caption: Motion to approve the minutes of the Administrative Services Committee held on September 23, 2013.

Background:

Analysis:

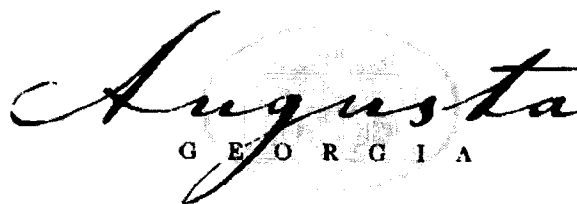
Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting Commission Chamber - 9/23/2013

ATTENDANCE:

Present: Hons. Lockett, Chairman; Davis, Vice Chairman; Fennoy and Jackson, members.

Absent: Hon. Deke Copenhaver, Mayor.

ADMINISTRATIVE SERVICES

1. Discuss request for leave for the Administrator. (Requested by Commissioner Williams) (Referred from August 26 Administrative Services Committee) (Referred from September 17 Commission meeting) **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 Mary Davis	Commissioner Joe Jackson	Passes

2. Discuss how people are appointed to the appropriations committee on the Arts Council, their term on the committee and their residence. (Requested by Commissioner Johnson) (Referred from August 26 Administrative Services Committee) (Referred from September 17 Commission meeting) **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 William Fennoy	Commissioner Mary Davis	Passes

3. Discuss the businesses who are not participating in providing data for the **Item** Item # 7

Disparity Study. (Requested by Commissioner Williams) (Referred from **Action:** August 26 Administrative Services Committee) (Referred from September 17 Approved Commission meeting)

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 Mary Davis	Commissioner William Fennoy	Passes

4. Motion to uphold denial of bid protest regarding ITB #13-171 Downtown Signal & Streetlight Improvements. The Procurement Department denied the request from Bass Signal Corporation the opportunity to supply financial Rescheduled experience and equipment statement which were required with their bid submittal. **Item Action:**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this item to the full Commission in order for the bid appeal to be heard by the full Commission. Motion Passes 4-0.	Commissioner Joe Jackson	Commissioner Mary Davis	Passes

5. Discuss economic development in association with new tourist attractions in Augusta. (Requested by Commissioner Marion Williams) **Item Action:**
Rescheduled

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 4-0.	Commissioner Joe Jackson	Commissioner Mary Davis	Passes

6. Discuss/receive a comprehensive report from Mr. Chester Wheeler, Director HED regarding the relocation program for residents of Hyde Park. **Item Action:**
Item # 7

(Requested by Commissioner Marion Williams)

Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information and ask staff to continue working on this project as expeditiously as possible. Motion Passes 4-0.	Commissioner Joe Jackson	Commissioner Mary Davis	Passes

7. Motion to approve Laney Walker/Bethlehem Revitalization Project – Bridge Loan request of \$2,500,000.00 and return whatever amount is not used; task the Administrator, Finance Department and Mr. Wheeler to identify an additional funding stream to continue the LW/B Project and bring back recommendation in six months; and to determine whether it is more economical to bring the consulting task in-house rather than outsourcing it. (Approved by Administrative Services Committee August 26, 2013 - deferred from the Commission September 3, 2013) (Referred from September 17 Commission meeting)
- Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve tasking the Administrator and Mr. Wheeler to assemble a review team who will address the questions that Mr. Mason has listed and report back to the commissioners in 60 days. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Joe Jackson	Passes

8. Motion to approve the minutes of the Administrative Services Committee held on August 26, 2013.
- Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Item # 7

Approve Motion to
approve.
Motion Passes 4- Commissioner
0. Mary Davis Commissioner Joe
Jackson Passes

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**Administrative Services Committee Meeting
10/7/2013 12:50 PM
Overview of Human Resources Department Strategic Plan**

Department: Clerk of Commission

Caption: Motion to receive as information an overview of the Human Resources Department strategic plan. Must include goals, objectives, accomplishments and a timeline for the revision of the Personnel Policies and Procedures Manual. Present measures utilized to ensure full compliance with existing policies and procedures as relates to promotions, compensation, salary adjustments, pay disparities, and retroactive pay. (Requested by Commissioner Lockett)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

**CLERK*

Administrative Services Committee Agenda Items for October 7, 2013 Meeting

Motion to receive as information an overview of the Human Resources Department strategic plan. Must include goals, objectives, accomplishments and a timeline for the revision of the Personnel Policies and Procedures Manual. Present measures utilized to ensure full compliance with existing policies and procedures as relates to promotions, compensation, salary adjustments, pay disparities, and retroactive pay.

Receive as information a presentation by the Human Resources Director and Deputy Administrator on progress made in the implementation of a succession plan for all critical positions within ARC. Underscore the significance of having the ability to fulfill our mission with the departure of a key staff member.

Discuss timeline for the introduction and implementation of employee performance reviews for personnel in critical positions.



**Administrative Services Committee Meeting
10/7/2013 12:50 PM
Performance Review for Commission Direct Reports**

Department: Human Resources

Caption: Presentation of proposed tool for performance evaluations of Commission Direct Reports as requested by Commission.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

**Finance.
Law.
Administrator.
Clerk of Commission**



Performance Evaluation of Commission Direct Reports

Commission Direct Report Evaluated: _____

Job Title: _____ Performance Review for the Calendar Year: _____

Evaluator: _____ Supervisor ☐ Subordinate ☐

Process:

1. All evaluations must be completed by March 31 of the year following the Performance Review Year.
2. Be specific and provide examples, where appropriate, regarding areas of concern or areas of outstanding performance.
3. The results will be compiled and an average ranking calculated.
4. The Direct Report will be provided a performance evaluation with the average rankings and all comments.
5. The Direct Report will review, provide any feedback, sign the evaluation, and return to Human Resources to be distributed to the Commissioners and placed in the Direct Report's personnel file.

Rating Scale

3-Exceeds Expectations

2-Meets Expectations

1-Below Expectations

Job Duties

Secretarial Duties – Oversees the recording, transcription, and proofreading of minutes of the various committee and Commission meetings; ensures public access to such minutes.

Comments:

Agenda Duties – Prepares final agendas for the various committee meetings and the final Commission agenda using the MuniAgenda system; monitors the MuniAgenda system to observe the movement of agenda items through the system, identifies and corrects any errors with the system and notifies the affected department.

Comments:

Research Duties – Conducts research of city records, including both minutes and documents; responds to inquiries for information as requested by Commissioners, staff personnel, and the general public.

Comments:

Performance Characteristics

Teamwork and Cooperation – Works cooperatively with others, keeps others informed of necessary and factual information, facilitates the operation of a team of which he/she is a part, and promotes teamwork across departments.

Comments:

Relationships – Develops and maintains effective working relationships with others; treats citizens and staff with courtesy, respect, dignity, fairness, and honesty; and presents a positive public image.

Comments:

Communication – Communicates clearly, listen effectively; keeps others informed of necessary and factual information; and deals effectively with conflict.

Comments:

Management Knowledge – Demonstrates knowledge of required laws, regulations, procedures, and rules related to the management of the functional area.

Comments:

Dependability – Completes assignments in a thorough and timely manner; follows through on assignments.

Comments:

Planning – Engages in effective and efficient planning to further the mission of Augusta, Georgia.	
Comments:	
Leadership – Displays leadership in the organization and promotes a shared vision; supports and promotes change management; hard worker and does what is necessary to get job done.	
Comments:	
Fiscal Management – Maintains appropriate budgetary controls; monitors activities and recommends timely and effective corrective actions.	
Comments:	
Support of Policies – Understands, supports, promotes, and upholds, both publically and privately, the policies of Augusta, Georgia.	
Comments:	
Developing Others – Effectively and timely evaluates subordinates; encourages and initiates regular discussion of performance with subordinates; fosters the professional development of subordinates.	
Comments:	
Problem Solving – Comprehensively analyzes problems and develops effective and efficient solutions.	
Comments:	
Attitude – Displays a positive attitude and shows concern for Augusta, Georgia as a whole; understands and promotes the “big picture.”	
Comments:	

Final Evaluation Comments and Signature	
☐ I have read and agree with this evaluation	☐ I have read and disagree with this evaluation*
Direct Report's Signature: _____	Date: _____
*If Direct Report disagrees with the evaluation, Direct Report has the right to respond to this evaluation in writing below or, if more space and/or time is needed, may respond in writing on separate sheet(s) within five (5) business days from the date of the evaluation.	
Direct Report Comments: _____	



**Administrative Services Committee Meeting
10/7/2013 12:50 PM
Timeline for Employee Performance Reviews**

Department: Clerk of Commission

Caption: Discuss timeline for the introduction and implementation of employee performance reviews for personnel in critical positions.
(Requested by Commissioner Lockett)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

**CLERK*

Administrative Services Committee Agenda Items for October 7, 2013 Meeting

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