



## ADMINISTRATIVE SERVICES COMMITTEE MEETING AGENDA

Commission Chamber

Tuesday, October 29, 2024

1:05 PM

### ADMINISTRATIVE SERVICES

1. Update from the Administrator & Fire Chief on the schedule of locations for tree removal and debris cleanup. (**Requested by Commissioner Francine Scott**)
2. Motion to approve to receive as information an update on the implementation of the ADP HRIS system. Go- live is set for January 1, 2025. Training for the Augusta employees will begin in phases with Directors, Manager/Assistant Directors and employees in October.
3. **Min. Dante Barley** regarding the hiring of city bus drivers.
4. **Mr. Lawrence Brannen** (Justice Impacted Reformation Society, Inc.) regarding an Amendment to Augusta's Equal Opportunity hiring policy.
5. Motion to **approve** the minutes of the Administrative Services Committee held on October 8, 2024.



## Administrative Services Committee

October 29, 2024

### Tree Removal and Debris Cleanup

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<b>Department:</b>	N/A
<b>Presenter:</b>	N/A
<b>Caption:</b>	Update from the Administrator & Fire Chief on the schedule of locations for tree removal and debris cleanup. <b>(Requested by Commissioner Francine Scott)</b>
<b>Background:</b>	N/A
<b>Analysis:</b>	N/A
<b>Financial Impact:</b>	N/A
<b>Alternatives:</b>	N/A
<b>Recommendation:</b>	N/A
<b>Funds are available in the following accounts:</b>	N/A
<b><u>REVIEWED AND APPROVED BY:</u></b>	N/A



## Administrative Services Committee

October 29, 2024

ADP HRIS System

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<b>Department:</b>	N/A
<b>Presenter:</b>	N/A
<b>Caption:</b>	Motion to approve to receive as information an update on the implementation of the ADP HRIS system. Go- live is set for January 1, 2025. Training for the Augusta employees will begin in phases with Directors, Manager/Assistant Directors and employees in October.
<b>Background:</b>	N/A
<b>Analysis:</b>	N/A
<b>Financial Impact:</b>	N/A
<b>Alternatives:</b>	N/A
<b>Recommendation:</b>	N/A
<b>Funds are available in the following accounts:</b>	N/A
<b><u>REVIEWED AND APPROVED BY:</u></b>	N/A



Committee Meeting  
October 8, 2024

Department: Human Resources

Presenter: Anita Rookard

Caption: Motion to approve to receive as information an update on the implementation of the ADP HRIS system. Go- live is set for January 1, 2025. Training for the Augusta employees will begin in phases with Directors, Manager/Assistant Directors and employees in October.

Background: Commission approved the ADP HRIS on January 2, 2024, for IT to go under contract with ADP for new software for HR and Payroll.

Analysis: The Human Resources is providing the Mayor and Commission with an update of the implementation process of the new HRIS system. The new HRIS system is to streamline processes and improve reporting and data collection for the organization.

Financial Impact: No additional financial impact at this time.

Alternatives: Not applicable

Recommendation: Receive as information.

# Augusta Forward 2025

Implementation of HRIS





# Augusta Forward 2025

- Implementation of the New HRIS system



# What are we doing

Effective  
January 1,  
2025

Implement  
New ADP  
Solution



# Why?

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- Money
- Create Efficiencies
- Employee Access
- Mitigate Risk





## What's in it for Augusta?

- Employees being able to access personal information using technology.
- Managers being able to access employee and department data in real time.
- Providing executive leadership access to robust reporting.
- Performance Management support
- Learning Management support

# Benefits



Consolidating Systems



Streamlining Processes



Reporting



Learning Management



# What's Next?

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January 1, 2025 Rollout  
Training for Manager  
Training for Directors  
Training for Employees  
Online and In person  
training for all



Questions?





## Administrative Services Committee

October 29, 2024

Min. Dante Barley

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<b>Department:</b>	N/A
<b>Presenter:</b>	N/A
<b>Caption:</b>	<b>Min. Dante Barley</b> regarding the hiring of city bus drivers.
<b>Background:</b>	N/A
<b>Analysis:</b>	N/A
<b>Financial Impact:</b>	N/A
<b>Alternatives:</b>	N/A
<b>Recommendation:</b>	N/A
<b>Funds are available in the following accounts:</b>	N/A
<b><u>REVIEWED AND APPROVED BY:</u></b>	N/A

## AGENDA ITEM REQUEST FORM

Commission meetings: First and third Tuesdays of each month – 2:00 p.m.

Committee meetings: Second and last Tuesdays of each month – 1:00 p.m.

Commission/Committee: (Please check one and insert meeting date)

<input type="checkbox"/> Commission	Date of Meeting _____
<input type="checkbox"/> Public Safety Committee	Date of Meeting _____
<input checked="" type="checkbox"/> Public Services Committee	Date of Meeting <u>10/29/24</u>
<input type="checkbox"/> Administrative Services Committee	Date of Meeting _____
<input type="checkbox"/> Engineering Services Committee	Date of Meeting _____
<input type="checkbox"/> Finance Committee	Date of Meeting _____

Contact Information for Individual/Presenter Making the Request:

Name: Minister Dante Bailey  
 Address: 2321 Mileageville Rd  
 Telephone Number: 706-399-9209  
 Fax Number: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_

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

to try to get bus drivers back on city payroll instead  
back  
of being privately owned

Please send this request form to the following address:

Ms. Lena J. Bonner  
 Clerk of Commission  
 Suite 220 Municipal Building  
 535 Telfair Street  
 Augusta, GA 30901

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

Requests may be faxed, e-mailed or delivered in person and must be received in the Clerk's Office no later than 9:00 a.m. on the Thursday preceding the Commission and Committee meetings of the following week. A five-minute time limit will be allowed for presentations.



## Administrative Services Committee

October 29, 2024

Mr. Lawrence Brannen

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<b>Department:</b>	N/A
<b>Presenter:</b>	N/A
<b>Caption:</b>	<b>Mr. Lawrence Brannen</b> (Justice Impacted Reformation Society, Inc.) regarding an Amendment to Augusta's Equal Opportunity hiring policy.
<b>Background:</b>	N/A
<b>Analysis:</b>	N/A
<b>Financial Impact:</b>	N/A
<b>Alternatives:</b>	N/A
<b>Recommendation:</b>	N/A
<b>Funds are available in the following accounts:</b>	N/A
<b><u>REVIEWED AND APPROVED BY:</u></b>	N/A

## AGENDA ITEM REQUEST FORM

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<input type="checkbox"/> Commission	Date of Meeting _____
<input type="checkbox"/> Public Safety Committee	Date of Meeting _____
<input type="checkbox"/> Public Services Committee	Date of Meeting _____
<input checked="" type="checkbox"/> Administrative Services Committee	Date of Meeting <u>10/29/2024</u>
<input type="checkbox"/> Engineering Services Committee	Date of Meeting _____
<input type="checkbox"/> Finance Committee	Date of Meeting _____

**Contact Information for Individual/Presenter Making the Request:**

Name: Lawrence Brannen (The Justice-Impacted Reformation Society Inc.)

Address: 445 Fenwick Street, Augusta GA 30901, United States

Telephone Number: (706) 524-6786

Fax Number: \_\_\_\_\_

E-Mail Address: exoffendersforreform@gmail.com

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

Request an Amendment to Augusta-Richmond Equal Opportunity hiring policy. The amendment will add

"Persons with criminal histories" to the policy as a group that shall not be discriminated against  
preliminarily, during, and after the hiring process thereby giving persons with criminal histories

"Protected status."

**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 30901**

**Telephone Number: 706-821-1820**

**Fax Number: 706-821-1838**

**E-Mail Address: [nmorawski@augustaga.gov](mailto:nmorawski@augustaga.gov)**

**Requests may be faxed, e-mailed or delivered in person and must be received in the Clerk's Office no later than 9:00 a.m. on the Thursday preceding the Commission meeting and 9:00 a.m. on the Thursday preceding the Committee meeting of the following week. A five-minute time limit will be allowed for presentations.**





## Administrative Services Committee

October 29, 2024

### Minutes

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<b>Department:</b>	N/A
<b>Presenter:</b>	N/A
<b>Caption:</b>	Motion to <b>approve</b> the minutes of the Administrative Services Committee held on October 8, 2024.
<b>Background:</b>	N/A
<b>Analysis:</b>	N/A
<b>Financial Impact:</b>	N/A
<b>Alternatives:</b>	N/A
<b>Recommendation:</b>	N/A
<b>Funds are available in the following accounts:</b>	N/A
<b><u>REVIEWED AND APPROVED BY:</u></b>	N/A



## ADMINISTRATIVE SERVICES COMMITTEE MEETING MINUTES

Commission Chamber

Tuesday, October 08, 2024

1:05 PM

### ADMINISTRATIVE SERVICES

#### **PRESENT:**

**Commissioner Francine Scott**  
**Commissioner Tony Lewis**  
**Commissioner Sean Frantom**  
**Commissioner Jordan Johnson**

#### **Also present:**

**Mayor Garnett Johnson**  
**Commissioner Brandon Garrett**  
**Commissioner Bobby Williams**  
**Commissioner Stacy Pulliam**  
**Commissioner Catherine McKnight**

1. Motion to approve the minutes of the Administrative Services Committee held on August 27, 2024.

#### **Motion to approve.**

Motion made by Johnson, Seconded by Frantom  
Voting Yea: Scott, Frantom, Johnson, Lewis

**Motion carries 4-0**

2. Discussion to **move** Code Enforcement under the Marshal's Office effective January 1, 2025.  
**Item deleted from the agenda without objection.**