



ADMINISTRATIVE SERVICES COMMITTEE MEETING AGENDA

Commission Chamber

Tuesday, September 30, 2025

1:05 PM

ADMINISTRATIVE SERVICES

1. Dr. Gayla S. Keesee, PhD, relative to The Charter Review Process Deserves Better: Holding Our Consultants Accountable.
2. Motion to create workshop to discuss protected class and current ban the box policy. **(Requested by Commissioner Jordan Johnson)**
3. Motion to approve Housing and Community Development Department's (HCD's) to provide HOME funding to assist low to moderate income homebuyer with gap financing, down payment and closing cost to purchase homes through the Homebuyer Subsidy Program in the amount of \$40K.
4. Receive as information an update on upcoming organizational development initiatives.
5. Receive as information an update on Standard Operating Procedures (SOPs) in Augusta departments.
6. Have Administrator provide a list with completion date, of all outstanding task that the Commission directed a 30 + day report be brought back to the body. Examples would be Lot Maintenance, SOP updates, etc. **(Requested by Commissioner Stacy Pulliam)**
7. Motion to **approve** the minutes of the September 9, 2025 Administrative Services Committee Meeting.



Administrative Services Committee Meeting

September 30, 2025

Charter Review Process

Department:	N/A
Presenter:	N/A
Caption:	Dr. Gayla S. Keesee, PhD, relative to The Charter Review Process Deserves Better: Holding Our Consultants Accountable.
Background:	N/A
Analysis:	N/A
Financial Impact:	N/A
Alternatives:	N/A
Recommendation:	N/A
Funds are available in the following accounts:	N/A
<u>REVIEWED AND APPROVED BY:</u>	N/A

Lena Bonner

From: CSRA League of Women Voters <csra.lwv@gmail.com>
Sent: Wednesday, September 17, 2025 7:23 PM
To: Lena Bonner
Cc: Natasha L. McFarley; Katie Davis
Subject: Re: FW: [EXTERNAL] Request to Speak at Commission Meeting 9/16/2025

Thank you for letting me know. Could you transfer my request to speak to speak to the administration committee?

Gayla S. Keesee

On Wed, Sep 17, 2025 at 10:42 AM Lena Bonner <lbonner@augustaga.gov> wrote:

Good morning Ms. Keesee,

Just a friendly FYI, the Commission will be conducting its regular committee meetings on Tuesday, September 30, 2025.

Your request could be placed on the Administrative Services Committee , which is scheduled for 1:05 p.m. and deals with Administrative matters and/or on their Tuesday, October 7, 2025 regular meeting agenda.

Also, I will advise our Information Technology Department of the issues you shared. Please advise how you would like to proceed.

Best regards,

Lena J. Bonner

Clerk of Commission

Office of the Clerk of Commission

535 Telfair Street

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)

☒ Commission Date of Meeting 9/16/2025
☐ Public Safety Committee
☐ Public Services Committee
☐ Administrative Services Committee
☐ Engineering Services Committee
☐ Finance Committee

Contact Information for Individual/Presenter Making the Request:

Name: Gayla S. Keesee
 Address: 2837 Cornelia Road, Augusta, GA 30906
 Phone: 706-414-6515
 Email: csra.lwv@gmail.com

Caption/Topic of Discussion to be placed on the Agenda: The Charter Review Process Deserves Better: Holding Our Consultants Accountable

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: lbonner@augustaga.gov
nmcfarley@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

September 30, 2025

Protected class and current ban the box policy

Department:	N/A
Presenter:	N/A
Caption:	Motion to create workshop to discuss protected class and current ban the box policy. (Requested by Commissioner Jordan Johnson)
Background:	N/A
Analysis:	N/A
Financial Impact:	N/A
Alternatives:	N/A
Recommendation:	N/A
Funds are available in the following accounts:	N/A
<u>REVIEWED AND APPROVED BY:</u>	N/A



Administrative Services Committee

Meeting Date: September 9, 2025

HCD_ Homebuyer Subsidy Request

Department:	HCD
Presenter:	Charles Jackson and/or HCD Staff
Caption:	Motion to approve Housing and Community Development Department's (HCD's) to provide HOME funding to assist low to moderate income homebuyer with gap financing, down payment and closing cost to purchase homes through the Homebuyer Subsidy Program in the amount of \$40K.
Background:	The City of Augusta's Home Subsidy Program is a loan in the form of a second mortgage. This financial assistance is combined with a primary loan (first mortgage loan) from a participating lending institution and enables a <i>qualified</i> first-time home buyer to become a homeowner. The buyer must be a first-time home buyer and the home must become the buyer's primary residence. The program is funded by The Department of Housing and Urban Development (HUD) and administered by The City of Augusta's Housing and Community Development Department (AHCD). The program promotes neighborhood stability by assisting with the gap financing toward the purchase price and closing costs for homes located within the city limits of Augusta and in conjunction with local Community Housing Development Organizations (CHDOs) and employees of Augusta, Georgia. One application awaiting approval to move forward with the process of becoming homeowners: 1. Homebuyer Subsidy – 1233 Miller Street - Requesting: \$40,000 Sales Price: \$ 235,000.00 Applicants have a first mortgage from a lending institution but need the Subsidy to complete the process. Once approved, Lenders will schedule closing and the applicants will then become new homeowners in Augusta, Georgia.
Analysis:	The approval of the application will enable individual to become homeowner and "Make the American Dream a Reality". Approval will also have a positive impact on the community by increasing the tax base in Augusta, Georgia.

Financial Impact: The City receives funding from the US Housing and Urban Development Department on an annual basis. This approval would be for the amount of \$40,000.00.

Alternatives: Do not approve HCD's Request

Recommendation: Motion to approve Housing and Community Development Department's (HCD's) request to provide Homebuyer Subsidy to potential homebuyer to assist in becoming a homeowner in Augusta, GA.

Funds are available in Housing and Urban Development (HUD) Funds: HOME Partnership Grant
the following accounts: 22107 3212 5225110

REVIEWED AND
APPROVED BY:

Procurement

Finance

Law

Administrator

Clerk of Commission



HOME PROGRAM HOMEBUYER WRITTEN AGREEMENT

NOTICE TO HOMEBUYER: This AGREEMENT contains a number of requirements you must fulfill in exchange for the federal assistance you are receiving through the Home Investment Partnerships Program (HOME Program). Be sure to read each paragraph carefully and ask questions regarding any sections you do not fully understand. This AGREEMENT will be enforced by a forgivable loan and mortgage as set forth below. You should be sure that you thoroughly understand these documents before you sign them.

THIS AGREEMENT, made and entered into this ____ day of _____, **2025** by and between **Rayshundra McWilliams** hereinafter referred to as “BORROWER,” and **AUGUSTA HOUSING & COMMUNITY DEVELOPMENT** having its principal office at **510 Fenwick, Augusta, Georgia 30901**, hereinafter referred to as “LENDER.”

WHEREAS, on _____, the Lender agreed to provide to the Borrower financial assistance to be used in pursuit of the purchase of certain real property hereafter described: **Map Parcel # 046-4-015-00-0** and **1233 Miller Street, Augusta, GA 30901**.

WHEREAS, a percentage of said financial assistance was provided in the form of a Forgivable Loan, hereinafter referred to as a “LOAN,” with said Loan being in the amount of **Forty Thousand dollars 00/100 (\$40,000.00)** subject to the condition that the Borrower executes this Agreement.

WHEREAS, the Forgiveness Loan is funded by the U.S. Department of Housing and Urban Development (“hereafter HUD”) via the HOME Investment Partnership Program (hereafter “HOME Program”), and restrictions apply to the Borrower when participating in the City of Augusta’s Forgiveness Loan Program.

NOW THEREFORE, in consideration of the said Loan and in accordance with the provisions of State of Georgia Statutes, the parties do hereby agree as follows:

The Borrower covenants and agrees with the Lender to adhere to the following HOME Program Restrictions imposed on them for the federal assistance provided:

Affordability Period

You must comply with the HOME Program’s period of affordability. The period of affordability for the home will be 20 years, based on the amount of direct subsidy to the HOMEBUYER. During this 20-year period, the HOMEBUYER must maintain the home as his/her **principal place of residence** at Rayshundra McWilliams

all times. During this time the recapture restriction is effective and requires all HOME funds that were provided for the purchase of the home to be repaid to the City, including principal, interest, late fees, and other charges, if you do not occupy the property as your principal residence or if you sell or transfer the property.

Maximum Sales Price

The property may not have a purchase price for the type of single-family housing that exceeds 95% of the median purchase price for the area. It has been verified that the purchase price of the housing does not exceed 95 percent (95%) of the median purchase price of homes for the area, as set forth in 24 CFR Part 92.254(a).

The maximum purchase price is as follows for Augusta Richmond County GA:

Unit #	FHA Limits Pre-Economic Stimulus Act- 2025	
	Existing Homes	New Homes
1 Unit	\$ 209,000	\$ 253,000
2 Unit	\$ 267,000	\$ 323,000
3 Unit	\$ 323,000	\$ 392,000
4 Unit	\$ 400,000	\$ 485,000
Unadjusted Median Value	\$ 219,000	\$ 265,945

Appraised property value

The AWARDEE certifies that a certified property appraiser has appraised the property that is the subject of this AGREEMENT at a value of \$ **235,000.00.**

Principal residence requirement

This agreement shall remain in force throughout the affordability period as long as the home remains the principal residence of the HOMEBUYER. Should the HOMEBUYER not maintain the home as his/her principal residence, or rent or sell the residence to another party, the HOMEBUYER will be in breach of this agreement and will be required to repay the amount awarded, as of the day the home is no longer the principal place of residence of the HOMEBUYER. If the home is sold to another party, the liability of the HOMEBUYER will be limited to the amount of the net proceeds of the sale as set forth below.

_____ *Buyer Initials*

Recapture Agreement

This is a mechanism to recapture all or a portion of the direct HOME subsidy if the HOME recipient decide to sell the house within the affordability period at whatever price the market will bear. The recaptured funds will come from the net proceeds if available. Any such repayment as required shall be made to the Lender no later than thirty (30) days following the action that requires the repayment.

Rayshundra McWilliams

Obligation of Repayment

As security of Borrower's obligation of repayment, and subject to the terms and conditions of this Agreement, the Borrower grants, and the Lender shall and hereby does have, a lien on the real estate hereinafter described in the full amount necessary to satisfy said repayment obligation and the cost, including reasonable attorney's fees, of collecting the same. The real estate subject to said lien is legally described as:

ALL THAT LOT OR PARCEL OF LAND, situated, lying and being in the City of Augusta, Richmond County, Georgia bounded North by Walton Way. South by Laney Walker Blvd., East by 15th Street and West by 15th Street. Parcel # 046-4-012-00-0 Property recorded as 1233 Miller Street, Augusta, GA 30901

Promptly after the date of any sale, transfer or other conveyance of the above describe property, or in the event of a sale by contract for deed, at least ten (10) days prior to the date of such sale; or if the property shall cease to be the Borrower's **principal place of residency**, the Borrower or his/her heirs, executors, or representatives shall give the lender notice thereof.

In the event the Borrower or his/her heirs, executors, or representatives shall fail or refuse to make a required payment within said limited period, the Lender may, with or without notice to the Borrower, foreclose said lien in the same manner as an action of the foreclosure or mortgages upon said real estate, as provided by State Statute.

Ownership of Property

You must hold fee simple title to the property purchased with HOME funds for the duration of your Forgiveness Loan.

Use of HOME funds

The HOMEBUYER agrees that HOME assistance will be used to lower the cost of the home by providing down payment assistance. This will reduce the sales price of the home to the HOMEBUYER and reduce the total amount the HOMEBUYER will be required to borrow in order to purchase the home.

_____ *Buyer Initials*

Household Income

You must be an eligible household through the time of filing a loan application with the City or other lender to the escrow closing of the purchase transaction. Income eligibility means that your annual gross household income, adjusted for household size, does not exceed eighty percent (80%) of the Augusta-Aiken median income, as established by HUD.

Rayshundra McWilliams

Insurance requirement

The HOMEBUYER must at all times during the duration of this AGREEMENT maintain a valid and current insurance policy on the home for the current appraised or assessed value of the home. Failure to maintain a valid and current insurance policy will be considered a breach of this AGREEMENT, and the AWARDEE will have the right to foreclose on its mortgage lien if necessary to protect the HOME Program investment.

Property standards

Pursuant to HOME Program rules, the property that is the subject of this AGREEMENT must meet all State and local housing quality standards and code requirements. If no such standards or codes apply, the property must at a minimum meet the HUD Section 8 Housing Quality Standards/Uniform Physical Condition Standards.

Termination Clause

In the event of foreclosure or deed in lieu of foreclosure of Prior Security Deed, any provisions herein or any provisions in any other collateral agreement restricting the use of the Property to low or moderate-income households or otherwise restricting the Borrower's ability to sell the Property shall have no further force or effect. Any person (including his successors or assigns) receiving title to the Property through a foreclosure or deed in lieu of foreclosure of a Prior Security Deed shall receive title to the Property free and clear from such restriction.

Further, if any Senior Lien Holder acquires title to the Property pursuant to a deed in lieu of foreclosure, the lien of this Security Instrument shall automatically terminate upon the Senior Lien Holder's acquisition of title, provided that (i) the Lender has been given written notice of a default under the Prior Security Deed and (ii) the Lender shall not have cured the default under the Prior Security Deed within the 30-day notice sent to the Lender."

This Agreement shall run with the aforementioned real estate and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, representatives, successors and assigns.

If at any time that the City realizes that you have falsified any documentation or information, you may be required by law to pay the full amount of subsidy provided.

_____ *Buyer Initials*

Post Purchase Requirement

Homeowner must attend a Post Homeownership Counseling class and submit a certificate of completion to AHCD within the first two years of purchasing the house. AHCD will not release the lien on the property until this requirement has been met.

_____ *Buyer Initials*

Rayshundra McWilliams

IN WITNESS WHEREOF, the Borrower has executed this Forgiveness Loan Repayment Agreement.

 Date _____
 HOMEBUYER SIGNATURE (**RAYSHUNDRA MCWILLIAMS**)

Attest:

Subscribed and sworn to before me _____, 20____.

My Commission Expires _____, 20____.

 Notary Signature

IN WITNESS WHEREOF, the parties have set their hands and seals as of the date first written above:

ATTEST: AUGUSTA, GEORGIA
 (The City)

Approved as to form: _____
 Augusta, GA Law Department

Date: _____

By: _____
 Garnett Johnson
 As its Mayor

Date: _____

By: _____
 Tameka Allen
 As its City Administrator

Date: _____

By: _____
 Charles Jackson
 As its Interim Director, HCD

Date: _____

SEAL

 Lena Bonner
 As its Clerk

Rayshundra McWilliams



Administrative Services Committee Meeting

Meeting Date: September 30, 2025

Update on Organizational Development Initiatives

Department:	Administrator's Office
Presenter:	Tameka Allen, Administrator
Caption:	Receive as information an update on upcoming organizational development initiatives.
Background:	The Augusta Commission has expressed a strong commitment to employee development. The Administrator's Office is working with the Human Resources Department to develop several initiatives to help foster a culture of excellence throughout the organization. Together, these programs will provide meaningful opportunities for employees to offer feedback and grow professionally, strengthening the organization for the future.
Analysis:	Upcoming initiatives include: • Employee Climate Survey (October 6 - November 24, 2025) All employees will be invited to participate in an online survey addressing job satisfaction, leadership, work environment, career development, and other topics. • Succession Planning Workshop (November 13, 2025 - tentative) A consultant from the Georgia Municipal Association will facilitate a workshop for the governing body and department directors regarding best practices for succession planning. • Employee Mandatory Training Program (launching January 2026) HR is developing a cycle of six mandatory training modules for all employees to complete throughout 2026. HR will provide a more detailed update about this program before launch. • Augusta Government Leadership Program (January 2026) A cohort of rising leaders throughout the organization will be selected through an application process to participate in a 12-month leadership development program.
Financial Impact:	N/A
Alternatives:	N/A

Recommendation: Receive as information an update on upcoming organizational development initiatives.

Funds are available in the following accounts: N/A

**REVIEWED AND
APPROVED BY:**

Organizational Development Initiatives

Administrator Tameka Allen
September 30, 2025

Initiatives



Employee Climate
Survey



Succession Planning
Workshop



Employee Mandatory
Training Program



Augusta Government
Leadership Program

Questions ?



Administrative Services Committee Meeting

Meeting Date: September 30, 2025

Update on Departmental Standard Operating Procedures

Department:	Administrator's Office
Presenter:	Tameka Allen, Administrator
Caption:	Receive as information an update on Standard Operating Procedures (SOPs) in Augusta departments.
Background:	On January 30, 2024, the Administrative Services Committee directed Department Directors that report to the Administrator to provide copies of their departmental SOPs and related policies. This initial review was conducted in 2024. Some departments had to create or substantially revise their SOPs, with some still outstanding into 2025.
Analysis:	In July 2025, Administration provided a template for key policy topics to be addressed by all departments (including purchasing, timekeeping, vehicle usage, training and travel, inventory management, etc.). Departments were asked to review their existing SOPs to ensure these topics are included. As of September 22, 2025, most departments have provided revised SOPs to the Administrator's Office for review. The attached table shows the status of submitted documentation.
Financial Impact:	N/A
Alternatives:	N/A
Recommendation:	Receive as information an update on Standard Operating Procedures (SOPs) in Augusta departments.
Funds are available in the following accounts:	N/A
<u>REVIEWED AND APPROVED BY:</u>	

Update on Departmental Standard Operating Procedure (SOP) Submissions

Item 5.

Department	Department Has SOP	SOP Submitted (2024)	Updated SOP Submitted (2025)	Signed Service Level Agreement	Comment
911 Communication	Yes	Yes	Yes	N/A	Update submitted 8/19/25
Airport	Yes	Yes	No	N/A	Transportation Security Admin (TSA) and Federal Aviation Admin (FAA) SOP submitted 4/1/2024; no additional updates at this time
Animal Services	Yes	Yes	Yes	Yes	Update submitted 8/8/25
Central Services	Yes	Yes	Yes	Yes	Update submitted 9/19/25
Engineering & Environmental Services	Yes	No	Yes	No	SOP submitted 9/19/25; SLA developed but under continued discussion with department
Finance	Yes	Yes	Yes	Yes	Update submitted 9/19/25
Fire & EMA	Yes	Yes	Yes	Yes	Update submitted 7/23/25
Housing & Community Development	Yes	Yes	Yes	N/A	Update submitted 8/21/25
Human Resources	Yes	Yes	Yes	N/A	Update submitted 9/15/25
Information Technology	Yes	Yes	Yes	Yes	Update submitted 8/29/25
Planning & Development	Yes	Yes	Yes	Yes	Update submitted 8/22/25
Procurement	Yes	Yes	Yes	N/A	Update submitted 9/12/25; under review by department for futher updates
RCCI	Yes	Yes	Yes	Yes	Update submitted 8/22/25
Recreation	Yes	Yes	No	Yes	Existing SOP submitted 3/13/24; no updates submitted in 2025
Utilities	SOG*	No	No	Yes	Practices/procedures exist but are not documented consistently; AUD requests additional time to formalize
Transit	Yes	Yes	Yes	Yes	Update submitted 9/22/25

*Standard Operating Guidelines

as of 9/24/2025



Administrative Services Committee Meeting

September 30, 2025

List of Tasks

Department:	N/A
Presenter:	N/A
Caption:	Have Administrator provide a list with completion date, of all outstanding task that the Commission directed a 30 + day report be brought back to the body. Examples would be Lot Maintenance, SOP updates, etc. (Requested by Commissioner Stacy Pulliam)
Background:	N/A
Analysis:	N/A
Financial Impact:	N/A
Alternatives:	N/A
Recommendation:	N/A
Funds are available in the following accounts:	N/A
<u>REVIEWED AND APPROVED BY:</u>	N/A



Administrative Services Committee

September 30, 2025

Minutes

Department:	N/A
Presenter:	N/A
Caption:	Motion to approve the minutes of the September 9, 2025 Administrative Services Committee Meeting.
Background:	N/A
Analysis:	N/A
Financial Impact:	N/A
Alternatives:	N/A
Recommendation:	N/A
Funds are available in the following accounts:	N/A
<u>REVIEWED AND APPROVED BY:</u>	N/A



ADMINISTRATIVE SERVICES COMMITTEE MEETING MINUTES

Commission Chamber

Tuesday, September 09, 2025

1:05 PM

PRESENT:

Commissioner Brandon Garrett, Chairman

Commissioner Tina Slendak, Co- Chair

Commissioner Tony Lewis, Member

ABSENT:

Commissioner Don Clark, Member

ADMINISTRATIVE SERVICES

1. Motion to **approve** the minutes of the August 12, 2025, Administrative Services Committee meeting.

Motion to approve

Motion made by Lewis and seconded by Slendak

Voting Yea: Garrett, Slendak and Lewis

Motion carried 3-0

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