

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	_____
☐	Public Safety Committee	Date of Meeting	_____
☐	Public Services Committee	Date of Meeting	_____
☒	Administrative Services Committee	Date of Meeting	10-28-2025
☐	Engineering Services Committee	Date of Meeting	_____
☐	Finance Committee	Date of Meeting	_____

Contact Information for Individual/Presenter Making the Request:

Name: Justice-Impacted Reformation Society Inc.
Address: 445 Fenwick Street, Augusta, GA 30906
Telephone Number: 706-524-6786
Fax Number: _____
E-Mail Address: lawbrannen32@outlook.com

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

Request Admin Services and Intern that Sections 1.10.02(a)
and 1.10.06 of Article 1, Chapter 2, Title 1 of the Augusta-Richmond
County Code of Ordinances be fully defined, and that a policy be
created.

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.

Subject to the limitations provided for herein, speakers will be allowed to appear before the Commission at the public comment session prior to the regular agenda with each speaker allotted a maximum of five (5) minutes for their presentation.

- 1.10.02(a)** Persons seeking to complain about the performance or lack thereof of an employee of Augusta, Georgia shall submit such requests to the Administrator for resolution. Such requests for public comment will not be heard by the Commission or any committee.
- 1.10.02(b) Persons or businesses seeking to do business with Augusta, Georgia shall submit such requests to the Administrator for consideration in accordance with the requirements of the Procurement Code. Requests to make presentations for products or services will not be heard by the Commission or any committee except as permitted by the Procurement Code.
- 1.10.03 Each speaker must submit a request in writing, including his/her address, which will state the topic of discussion, to the Clerk's office no later than 9:00 a.m. on the Thursday preceding the next regularly scheduled Commission.
- 1.10.04 An extension of the five (5) minute limit per person may be granted upon the affirmative vote of six (6) members of the Commission.
- 1.10.05 If deemed advisable by the Chairman- Mayor, a written response to a speaker may be provided by the appropriate County staff within thirty (30) days. The Commission may respond verbally at the completion of any speaker's presentation.
- 1.10.06** After each individual speaker's remarks have concluded, the Chairman Mayor may, but shall not be required to, briefly respond, either personally or through another member of the Commission whom the Chairman-Mayor shall designate. In addition, when a request for special action or a grievance has been heard the matter will be referred to the Administrator (or his/her designee) who will prepare a response to the matter. If necessary, action on the matter for consideration of the Commission will be placed on the agenda for the second regular meeting following the date of the comment.
- 1.10.07 No speaker will be allowed to return on public comment on the same issue within a period of ninety (90) days; however a sneaker may return on another issue following the policy and procedure.
- 1.10.08 All speakers, other than salaried members of the Augusta, Georgia staff, shall address the Commission in the following manner:
- 1.10.08(a) Stating name and address (address is required only if individual has not previously provided address to Clerk).
- 1.10.08(b) Stating whether he/she is speaking for himself/herself or for another;