



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>	