



Administrative Services Committee Commission Chamber- 12/8/2015- 1:20 PM
Meeting

ADMINISTRATIVE SERVICES

1. Presentation by Mr. Les Morton regarding DBE ☐ Attachments
Policies/Procedures.
2. Motion to approve the minutes of the Administrative Services ☐ Attachments
Committee held on November 24, 2015.
3. Motion to approve the renegotiation of the ADP contact for ☐ Attachments
Health and Welfare services to exclude Participant Call Center
services.
4. Discuss recruitment process for the EEO Coordinator. ☐ Attachments
(Requested by Commissioner Fennoy)

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**Administrative Services Committee Meeting
12/8/2015 1:20 PM
Les Morton**

Department: Clerk of Commission

Caption: Presentation by Mr. Les Morton regarding DBE Policies/Procedures.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

AGENDA ITEM REQUEST FORM

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

Committee meetings: Second and last Mondays of each month – 12:45 to 1:05 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 <u>Nov. 10, 2015 DEC. 8, 2015</u>
☐ Engineering Services Committee	Date of Meeting _____
☐ Finance Committee	Date of Meeting _____

Contact Information for Individual/Presenter Making the Request:

Name: LES MORTON
 Address: 4708 BROAD OAK COURT
 Telephone Number: (706) 796-7399
 Fax Number: (706) 796-0014
 E-Mail Address: mortonmrtm2@AOL.COM

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

DBE POLICIES / PROCEDURES

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: lbonner@augustaga.gov**

Requests may be faxed, e-mailed or delivered in person and must be received in the Clerk's Office no later than 5:00 p.m. on the Wednesday preceding the Commission meeting and 5:00 p.m. on the Tuesday preceding the Committee meeting of the following week. A five-minute time limit will be allowed for presentations.



**Administrative Services Committee Meeting
12/8/2015 1:20 PM
Minutes**

Department: Clerk of Commission

Caption: Motion to approve the minutes of the Administrative Services Committee held on November 24, 2015.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting Commission Chamber - 11/24/2015

ATTENDANCE:

Present: Hons. M. Williams, Chairman; D. Williams, Vice Chairman; Lockett and Davis, members.

Absent: Hon. Hardie Davis, Jr., Mayor.

ADMINISTRATIVE SERVICES

1. Motion to approve the revocation of the contract with Cigna for Universal Life and to negotiate an agreement with a vendor to offer the coverage elected by employees as well as new enrollments without requiring an Evidence of Approved Insurability (EOI). **Item Action:**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner William Lockett	Passes

2. Motion to approve the minutes of the Administrative Services Committee held on November 10, 2015. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner William Lockett	Commissioner Mary Davis	Passes

3. Report from the HCD Director regarding the difference between Enterprise Zones and Tax Allocation Districts. (Requested by Commissioner Hasan) **Item Action:**
Item #

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 Lockett	Commissioner Mary Davis	Passes

4. Motion to **reauthorize** the ordinance designating the Laney-Walker Enterprise Zone. Originally approved by Commission May 21, 2002. **(Referred from November 17 Commission meeting)** **Item Action: Approved**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner William Lockett	Commissioner Mary Davis	Passes

5. Motion to **reauthorize** the ordinance designating the Rocky Creek Enterprise Zone. Originally approved by Commission May 21, 2002. **(Referred from November 17 Commission meeting)** **Item Action: Approved**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner William Lockett	Commissioner Mary Davis	Passes

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Administrative Services Committee Meeting

12/8/2015 1:20 PM

Motion to approve the renegotiation of the ADP contact for Health and Welfare services to exclude Participant Call Center services

Department: Human Resources

Caption: Motion to approve the renegotiation of the ADP contact for Health and Welfare services to exclude Participant Call Center services.

Background: Currently Augusta GA's HR Department is answering the vast majority of employee calls and inquiries that should and could otherwise be handled by ADP. Augusta GA has not seen a return on investment in that we have not fully utilized the maximum number of call intake by ADP pursuant to the current contract (largely in part due to the fact that employees prefer to contact HR rather than ADP). USI is capable and ready to assume full responsibility of this process which could save Augusta Ga potentially approximately \$80,000 annually. In 2014, ADP did not offer the opportunity to Augusta GA to carve out the Participant Call Center services. The only option was to maintain the current contract as established or cancel the entire Health and Welfare contract. On September 4, 2015, ADP provided the option to Augusta GA to carve out the Participant Call Center reducing the contract from \$344,068.51 to \$263,631.60 for 2016.

Analysis: It would be cost effective to Augusta GA if this function was maintained by USI which provides consulting services for our Health and Welfare contracts.

Financial Impact: It would be in the best interest of Augusta GA to use the USI Benefit Resource Center which could save Augusta approximately \$80,000 annually. This is advantageous for the following reasons: 1). Augusta GA is currently paying USI for the Benefit Resource Center service, however, it is not being utilized. USI is very familiar with Augusta GA's Health and Welfare plans. 2). The potential ROI could save Augusta Ga approximately \$80,000 annually.

Alternatives: Continue to allow ADP to provide Health and Wellness Services and continue to incur cost of approximately \$344,068.51 with no ROI, or proceed with cancelling the contract and bring all services in-house.

in-house.

Recommendation: Approve

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

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission



**Administrative Services Committee Meeting
12/8/2015 1:20 PM
Recruitment Process for EEO Coordinator**

Department: Clerk of Commission

Caption: Discuss recruitment process for the EEO Coordinator. (Requested by Commissioner Fennoy)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:
