



Administrative Services Committee Commission Chamber- 11/12/2012- 1:05 PM
Meeting

ADMINISTRATIVE SERVICES

1. Approve the renewal of existing Master Services Agreement with ADP to provide Health and Welfare services and Time and Labor Management services for Augusta, GA employees. ☐ [Attachments](#)
2. An Ordinance to amend, update and make certain corrections to the Augusta, GA Code, Title Eight, Chapter Three Article One Section 8-3-1 relating to the incorporation of the Land Subdivision Regulations Article One through Article Six to repeal all ordinances and parts of ordinances in conflict herewith; to provide an effective date and for the other purposes provided herein. ☐ [Attachments](#)
3. Discuss Augusta Youth Center Lease Agreement. **(Requested by Commissioner Matt Aitken) (Referred from October 29 Administrative Services Committee)** ☐ [Attachments](#)
4. Motion to approve the minutes of the Administrative Services Committee held on October 29, 2012. ☐ [Attachments](#)
5. Motion to uphold denial of bid protest regarding RFP # 12-182 Third Party Administrator/Administrative Services Only filed by Meritain Health, Inc. ☐ [Attachments](#)



**Administrative Services Committee Meeting
11/12/2012 1:05 PM
ADP Renewal of Master Services Agreement**

Department: Human Resources

Caption: Approve the renewal of existing Master Services Agreement with ADP to provide Health and Welfare services and Time and Labor Management services for Augusta, GA employees.

Background: ADP currently provides Health and Welfare services (automated benefits services) and Time and Labor Management services (automated time tracking) for Augusta, GA employees. On October 2, 2012 Augusta received notice of renewal of the contract to provide these services.

Analysis: There are no new services associated with this renewal - this is simply a continuation of the existing services that are provided by ADP. There is a 2.3% increase added to Health and Welfare services for 2013. There is no increase for Time and Labor Management services planned at this time. The total projected cost for 2013 will be \$519,300.

Financial Impact:

Alternatives: Do Not Approve ADP Renewal of Master Services Agreement

Recommendation: Approve ADP Renewal of Master Services Agreement

Funds are Available in the Following Accounts: This will be funded from 101015510 and 616015221 for 2013.

REVIEWED AND APPROVED BY:

**Finance.
Law.
Administrator.**

Cover Memo

Item # 1



ADP
4900 University Ave
West Des Moines, IA 50266

July 1, 2012

Augusta, Georgia
Robby Burns
530 Greene St
Augusta, GA 30901

Dear Robby,

This letter is to notify you of a fee increase pursuant to the Master Services Agreement between Augusta, Georgia and ADP, Inc. effective 01/11/2010.

In accordance with Annex Z, Section 4 (fee changes), we are providing written notice of a rate increase which will take effect on 10/01/2012. A 2.3% increase shall apply to all Health & Welfare and FSA Services.

If you have any questions or concerns please feel free to contact Sean Kelly, your Service Delivery Manager

Sincerely,

A handwritten signature in cursive script that reads 'Janet Lightfoot'.

Janet Lightfoot – Director of Service Delivery
ADP National Account Services

Item # 1



ADP, Inc.
5800 Windward Parkway
Alpharetta, GA 30005

October 2, 2012

Robby Burns
City of Augusta
530 Greene Street
Augusta, GA 30911

RE: Renewal of Master Services Agreement

Dear Mr. Burns,

ADP, Inc. ("ADP") and Augusta, Georgia ("Client") are the parties to a Master Services Agreement dated January 11, 2010, as previously amended (the "Agreement"). In consideration of the mutual covenants contained in the Agreement and herein, and for other good and valuable consideration, ADP and Client hereby agree as follows:

1. **Renewal Term:** Effective January 11, 2013, the Agreement is renewed for a period of one (1) year thereafter.

Except as expressly amended by this renewal letter, all terms and conditions contained in the Agreement shall remain in full force and effect. In the event of any conflict between the terms and conditions contained in the Agreement and the terms and conditions contained in this letter, the terms and conditions contained in this letter shall prevail. The terms defined in the Agreement and used in this letter shall have the same respective meanings as set forth in the Agreement unless otherwise clearly defined in this letter.

Acknowledged and agreed to:

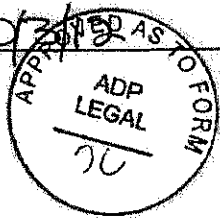
ADP, INC.

By: BS

Name: Brad Surminsky
CFO, NAS Division

Title: _____

Date: 10/2/12



AUGUSTA, GEORGIA

By: _____

Name: _____

Title: _____

Date: _____



Administrative Services Committee Meeting

11/12/2012 1:05 PM

**An Ordinance to amend, update, and make certain corrections to the Augusta, GA. Code Section 8-3-1 -
Land Subdivision Regulations.**

Department: Planning & Development Department

Caption: An Ordinance to amend, update and make certain corrections to the Augusta, GA Code, Title Eight, Chapter Three Article One Section 8-3-1 relating to the incorporation of the Land Subdivision Regulations Article One through Article Six to repeal all ordinances and parts of ordinances in conflict herewith; to provide an effective date and for the other purposes provided herein.

Background: There is a need to make technical revisions to this Code Section to ensure accuracy and cohesiveness with respect to prior ordinances approved by the Commission. No substantive amendments are proposed by this revision.

Analysis: The Home Rule Provision within the State of Georgia Constitution enacted in 1983, grants the governing authority of any county or municipality within the State of Georgia the power to: establish planning commissions; provide for the preparation and amendment of overall plans for the orderly growth and development of the municipalities and counties; provide for the regulation of structures on mapped streets, public building sites, and public open spaces; repeal conflicting laws; and for other purposes; and The Augusta, GA Planning Commission, created and organized under the terms of the aforementioned Home Rule Provision, made a study and analysis of the areas of Augusta, GA and presented an Ordinance regulating the subdivision of land in Augusta, Georgia; requiring and regulating the preparation and presentation of development plans and final plats for such improvements to be made or guaranteed to be made by the subdivider; setting forth the procedure to be followed by the Augusta, GA Planning & Development Department in applying these rules, regulations, and standards; and prescribing penalties for the violation of these rules, regulations, and standards; and The Augusta, GA Commission approved the "Land Subdivision Regulations" Ordinance No. 6175 on July 6, 1999; further amended by Ordinance No. 7288 enacted September 6, 2011, and Since adoption of Ordinance No. 6175 and Ordinance No. 7288, Item # 2

Augusta, GA identified areas of the Augusta, GA. Code Title Eight Article 1 Section 8-3-1 regarding the “Land Subdivision Regulations”; requiring, refinement, clarification and correction; and The refinement, clarification and correction as set forth in this ordinance properly accounts for Augusta, GA. Code Section 8-3-1 Incorporation of the Land Subdivision Regulations Article One through Article Six.

Financial Impact:	N/A
Alternatives:	N/A
Recommendation:	Approve.
Funds are Available in the Following Accounts:	N/A

REVIEWED AND APPROVED BY:

**Administrator
Clerk of Commission**

ORDINANCE NO. _____

AN ORDINANCE TO AMEND, UPDATE, AND MAKE CERTAIN CORRECTIONS TO THE AUGUSTA, GA. CODE, TITLE EIGHT, CHAPTER THREE ARTICLE ONE SECTION 8-3-1 RELATING TO THE INCORPORATION OF THE LAND SUBDIVISION REGULATIONS ARTICLE ONE THROUGH ARTICLE SIX TO REPEAL ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HERewith; TO PROVIDE AN EFFECTIVE DATE AND FOR THE OTHER PURPOSES PROVIDED HEREIN.

WHEREAS, the Home Rule Provision within the State of Georgia Constitution enacted in 1983, grants the governing authority of any county or municipality within the State of Georgia the power to: establish planning commissions; provide for the preparation and amendment of overall plans for the orderly growth and development of the municipalities and counties; provide for the regulation of structures on mapped streets, public building sites, and public open spaces; repeal conflicting laws; and for other purposes; and

WHEREAS, Augusta, GA Planning Commission, created and organized under the terms of the aforementioned Home Rule Provision, made a study and analysis of the areas of Augusta, GA and presented an Ordinance regulating the subdivision of land in Augusta, Georgia; requiring and regulating the preparation and presentation of development plans and final plats for such improvements to be made or guaranteed to be made by the subdivider; setting forth the procedure to be followed by the Augusta, GA Planning & Development Department in applying these rules, regulations, and standards; and prescribing penalties for the violation of these rules, regulations, and standards; and

WHEREAS, Augusta, GA Commission approved the “Land Subdivision Regulations” Ordinance No. 6175 on July 6, 1999; further amended by Ordinance No. 7288 enacted September 6, 2011; and

WHEREAS, Since adoption of Ordinance No. 6175 and Ordinance No. 7288, Augusta, GA identified areas of the AUGUSTA, GA. CODE Title Eight Article 1 Section 8-3-1 regarding the “Land Subdivision Regulations”; requiring, refinement, clarification and correction; and

WHEREAS, the refinement, clarification and correction as set forth in this ordinance properly accounts for AUGUSTA, GA. CODE Section 8-3-1 Incorporation of the Land Subdivision Regulations Article One through Article Six.

NOW THEREFORE, THE AUGUSTA, GEORGIA COMMISSION ordains as follows:

SECTION 1. AUGUSTA, GA. CODE Title Eight Chapter Three Section 8-3-1 as set forth in the AUGUSTA, GA. CODE, re-adopted July 10, 2007, is hereby further amended by striking said in their entirety as set forth in “Exhibit A” hereto.

SECTION 2. AUGUSTA, GA. CODE Title Eight Chapter Three is hereby amended by inserting in lieu thereof a new Code Section 8-3-1 as set forth in “Exhibit B” hereto.

SECTION 3. This ordinance shall become effective upon its adoption in accordance with applicable laws.

SECTION 4. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Adopted this _____ day of _____, 2012.

David S. Copenhaver
As its Mayor

Attest:

Lena J. Bonner, Clerk of Commission

SEAL:

CERTIFICATION

The undersigned Clerk of Commission, Lena J. Bonner, hereby certifies that the foregoing Ordinance was duly adopted by the Augusta, Georgia Commission on _____, 2012, and that such Ordinance has not been modified or rescinded as of the date hereof and the undersigned further certifies that attached hereto is a true copy of the Ordinance which was approved and adopted in the foregoing meeting(s).

Lena J. Bonner, Clerk of Commission

1st Reading _____

2nd Reading _____

Published in the Augusta Chronicle.

Date: _____

EXHIBIT A

Sec. 8 3 1. Incorporation of subdivision regulations.

The Land Subdivision regulations for the former City of Augusta and former unincorporated Areas of Richmond County, Georgia, as adopted on November 1, 1971, and subsequently revised, consisting of article 1 through article 2 inclusive (the Subdivisions Regulations), are included as an Appendix to this Code and are hereby incorporated in this section as if set out in full herein.

EXHIBIT B

Sec. 8-3-1. Incorporation of subdivision regulations.

The Land Subdivision regulations for the former City of Augusta and former unincorporated Areas of Richmond County, Georgia, as adopted on November 1, 1971, and subsequently revised, consisting of all articles inclusive of the Subdivisions Regulations, are included as an Appendix to the AUGUSTA, GA CODE and are hereby incorporated in this section as if set out in full herein. Said Appendix (the Subdivisions Regulations) is maintained by the Planning & Development Department and filed in the Office of the Clerk of Commission.

REDLINE

Sec. 8-3-1. Incorporation of subdivision regulations.

The Land Subdivision regulations for the former City of Augusta and former unincorporated Areas of Richmond County, Georgia, as adopted on November 1, 1971, and subsequently revised, consisting of all articles ~~article 1 through article 2~~ inclusive of ~~(the Subdivisions Regulations)~~, are included as an Appendix to the AUGUSTA, GA CODE ~~this Code~~ and are hereby incorporated in this section as if set out in full herein. Said Appendix (the Subdivisions Regulations) is maintained by the Planning & Development Department and filed in the Office of the Clerk of Commission.



**Administrative Services Committee Meeting
11/12/2012 1:05 PM
Augusta Youth Center**

Department:

Caption: Discuss Augusta Youth Center Lease Agreement. **(Requested by Commissioner Matt Aitken) (Referred from October 29 Administrative Services Committee)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
11/12/2012 1:05 PM
Minutes**

Department: Clerk of Commission

Caption: Motion to approve the minutes of the Administrative Services Committee held on October 29, 2012.

Background:

Analysis:

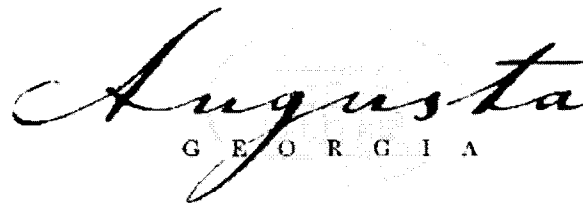
Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting Commission Chamber - 10/29/2012

ATTENDANCE:

Present: Hons. Lockett, Chairman; Aitken, Vice Chairman; Mason and Brigham, members.

Absent: Hon. Deke Copenhaver, Mayor.

ADMINISTRATIVE SERVICES

1. Discuss Augusta Youth Center Lease Agreement. (Requested by Commissioner Matt Aitken) **Item Action:**
Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this item to the next committee meeting.	Commissioner Jerry Brigham	Commissioner Alvin Mason	Passes

2. Motion to approve FTA EEOP Submission for Augusta, Georgia. (Referred from October 16 Commission meeting) **Item Action:**
Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to approve holding this item in committee.	Commissioner Jerry Brigham	Commissioner Alvin Mason	Passes

3. Motion to approve increasing the Disadvantaged Business Enterprise Department expenditure level, funding source will be provided by contributions from 5th Annual Business Expo Platinum Sponsors. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to accept the funding from the contributions and expend it in the amount of \$1,200.	Commissioner Jerry Brigham	Commissioner Alvin Mason	Passes

4. Motion to approve the minutes of the Administrative Services Committee held on September 24, 2012. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve.	Commissioner Jerry Brigham	Commissioner Alvin Mason	Passes

5. Motion to approve ordinance to protect the children of Augusta, Georgia by prohibiting operators and adult passengers of motor vehicles from leaving the vehicle with an unattended child inside. **Item Action:**
Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to ask Ms. Broady to meet with the Administrator and receive input from the Fire Department and the Sheriff's Office on this issue, work out the logistics and bring this back to the committee.	Commissioner Jerry Brigham	Commissioner Alvin Mason	Passes

www.augustaga.gov



**Administrative Services Committee Meeting
11/12/2012 1:05 PM
Bid Protest**

Department:

Caption: Motion to uphold denial of bid protest regarding RFP # 12-182
Third Party Administrator/Administrative Services Only filed by
Meritain Health, Inc.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:
