



Administrative Services Committee Commission Chamber- 12/10/2012- 2:05 PM
Meeting

ADMINISTRATIVE SERVICES

1. Motion to approve the minutes of the Administrative Services Committee held on November 26, 2012. ☐ [Attachments](#)
2. Approve authorizing a resolution in support of Small Business Saturday. (Requested by Commissioner Lockett) ☐ [Attachments](#)
3. Approve adding Veterans Day as a paid holiday for all Augusta, Georgia Employees. (Requested by Commissioner Lockett) ☐ [Attachments](#)

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**Administrative Services Committee Meeting
12/10/2012 2:05 PM
Minutes**

Department: Clerk of Commission

Caption: Motion to approve the minutes of the Administrative Services Committee held on November 26, 2012.

Background:

Analysis:

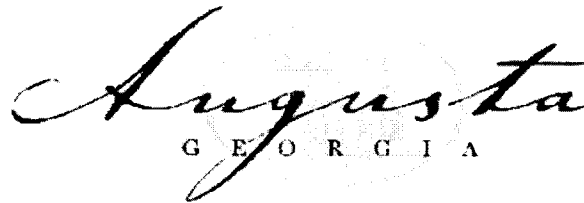
Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting Commission Chamber - 11/26/2012

ATTENDANCE:

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

Absent: Hon. Deke Copenhaver, Mayor.

ADMINISTRATIVE SERVICES

1. Discuss item/items not being approved or receiving an affirmative vote remaining in committee. (Requested by Commissioner Guilfoyle)

Item Action:
Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to pull this item and discuss it in the retreat to be held in early 2013. Motion Passes 4-0.	Commissioner Alvin Mason	Commissioner Matt Aitken	Passes

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

Item Action:
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Alvin Mason	Commissioner Matt Aitken	Passes

3. Consider proposed procedure for authorization of Agreements/Contracts for the Housing and Community Development Department for Program Years 2013, 2014, 2015, and 2016.

Item Action:
Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to pull this item and discuss it in a work session to be held on December 10 at 9:00 a.m. Motion Passes 4-0.	Commissioner Alvin Mason	Commissioner Matt Aitken	Passes

4. Consider proposed procedure for authorization of Agreements/Contracts for the LaneyWalker/Bethlehem Redevelopment by the City Administrator and Mayor. **Item Action:** Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to pull this item and discuss it in a work session to be held on December 10 at 9:00 a.m. Motion Passes 4-0.	Commissioner Alvin Mason	Commissioner Matt Aitken	Passes

5. Consider proposed procedure for authorization of Agreements/Contracts, for the Hyde Park Drainage Improvement Project by the City Administrator and Mayor. **Item Action:** Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to pull this item and discuss it in a work session to be held on December 10 at 9:00 a.m. Motion Passes 4-0.	Commissioner Alvin Mason	Commissioner Matt Aitken	Passes

6. Update from the Deputy Administrator on Human Resources. (Requested by the Deputy Administrator) **Item Action:** Approved
Item # 1

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 Jerry Brigham	Commissioner Alvin Mason	Passes

7. 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. (Referred from November 20 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 Matt Aitken	Commissioner Alvin Mason	Passes

8. Discuss Augusta Youth Center Lease Agreement. (Requested by Commissioner Matt Aitken) (Referred from October 29 Administrative Services Committee) (Referred from November 20 Commission meeting) **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Delete	Motion to delete this item from the agenda. Motion Passes 4-0.	Commissioner Alvin Mason	Commissioner Matt Aitken	Passes

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**Administrative Services Committee Meeting
12/10/2012 2:05 PM
Resolution supporting Small Business Saturday**

Department: Clerk of Commission

Caption: Approve authorizing a resolution in support of Small Business Saturday. (Requested by Commissioner Lockett)

Background: Small Business Saturday is an American Shopping Holiday held on the Saturday after Thanksgiving, between Black Friday and Cyber Monday, during one of the busiest shopping periods of the year. It is a day dedicated to supporting small businesses nationwide by showing our appreciation for the little guys that keep our country's economy going.

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Nancy Morawski

From: Lena Bonner
Sent: Wednesday, November 28, 2012 11:10 AM
To: Nancy Morawski
Subject: FW: Committee Agenda Items

Importance: High

Nancy,

Place items 1 & 3 on Administrative Services Cmte and item 2 on Engineering Services Committee.

Lena

From: wlockett04@comcast.net [<mailto:wlockett04@comcast.net>]
Sent: Wednesday, November 28, 2012 10:06 AM
To: Lena Bonner
Subject: Committee Agenda Items

Madam Clerk:

Will you please add the following agenda items for our next committee meetings. Please edit and add to the appropriate committee.

Approve authorizing a resolution in support of Small Business Saturday. Small Business Saturday is an American Shopping Holiday held on the Saturday after Thanksgiving, between Black Friday and Cyber Monday, during one of the busiest shopping periods of the year. It is a day dedicated to supporting small businesses nationwide by showing our appreciation for the little guys that keep our country's economy going.

Discuss mechanisms that may be utilized to eliminate parade traffic and other activities that disrupt business activities in the downtown business districts during the busiest shopping periods of the year. These activities could be diverted to Reynolds Street or other side streets that will not have an adverse impact on downtown business operations.

(Please consider as companion items)

Approve adding Veterans Day as a paid holiday for all Augusta, Georgia Employees. Augusta is the home of a large military contingent at Fort Gordon and has a very large retired military population that calls Augusta home. Veterans Day is a US Holiday which honors people who have served in the Armed Service, known as Veterans. It is observed on November 11 to honor all American Veterans, both living and dead. Veterans Day is largely intended to thank living veterans for dedicated and loyal service to their country and to acknowledge that we deeply appreciate the sacrifices they have made in their lives to keep our country free.

(May consider budgeting for this proposed holiday by adjusting annual pay increases)



**Administrative Services Committee Meeting
12/10/2012 2:05 PM
Veterans Day Holiday**

Department: Clerk of Commission

Caption: Approve adding Veterans Day as a paid holiday for all Augusta, Georgia Employees. (Requested by Commissioner Lockett)

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Analysis:

Financial Impact: (May consider budgeting for this proposed holiday by adjusting annual pay increases)

Alternatives:

Recommendation:

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