



ADMINISTRATIVE SERVICES COMMITTEE MEETING MINUTES

Commission Chamber

Tuesday, August 27, 2024

1:10 PM

ADMINISTRATIVE SERVICES

PRESENT

Mayor Garnett Johnson

Commissioner Francine Scott

Commissioner Tony Lewis

Commissioner Sean Frantom

Commissioner Jordan Johnson

1. Discussion to move Code Enforcement under the Marshal's Office effective January 1, 2025. **(Requested by Commissioners Frantom and Guilfoyle - referred from July 9 Administrative Services Committee)**

It was the consensus of the committee that this item be referred to the September 24 committee meeting.

2. Motion to approve the reinstatement of 1% budget cut from the Central Services Department Y24 budget.

Motion to approve.

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

3. Receive as information the emergency request for the replacement of four 5-ton heat pump condensers located at the Eastview Community Center in the amount of \$33,100.00 by Sig Cox.

Motion to approve.

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

4. Approve award of contract to Horizon Construction and Associates, Inc. in the amount of \$285,000.00 to demolish and renovate Phase 1 of Fleming Park. ITB 24-164

Motion to approve.

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

5. Provide a Standard Operating Procedure update.

Motion to approve receiving this update as information.

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

6. Motion to approve the minutes of the Administrative Services Committee held on August 13, 2024.

Motion to approve.

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

ADDENDUM ITEM

1. Parks and Recreation Department Director recruitment discussion. (Requested by the Administrator)

It was the consensus of the committee that this item be added to the agenda without objection.

Motion to approve that the recruitment process be closed, that we receive the five candidates and interview them within the next three weeks.

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.