



ADMINISTRATIVE SERVICES COMMITTEE MEETING MINUTES

Commission Chamber

Tuesday, July 30, 2024

1:10 PM

ADMINISTRATIVE SERVICES

PRESENT

Mayor Garnett Johnson

Commissioner Francine Scott

Commissioner Tony Lewis

Commissioner Sean Frantom

Commissioner Jordan Johnson

1. Receive as information the emergency request for the replacement of the 30-ton kitchen rooftop unit located at the Charles B. Webster Detention Center in the amount of \$69,353.41 by Augusta Chiller Service.

Motion to approve.

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

2. Request to approve submission of the FY2024 Annual Action Plans and authority for the Mayor, as Augusta, Georgia's Certifying Official, to execute the documents, including but not limited to, the SF-424s and Certifications and Assurances required to be included with this submission, as well as Certifications of Consistency with the Consolidated Plan for HUD CoC Grant Applications for 2024.

Motion to approve.

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

3. Motion to approve Housing and Community Development Department's (HCD's) request to provide funding for HCD administered Sand Hills Redevelopment Plan Charrettes.

Motion to approve.

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

4. Motion to approve the submitted amended grant agreement with Community Foundation of the CSRA (CFCSRA) and Housing and Community Development (HCD).

Motion to approve.

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

5. Receive as information updates regarding the PACT project with Trane and NV5.

Motion to approve receiving this item as information.

Motion made by Johnson, Seconded by Frantom.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

6. Motion to approve bid #24-174 for the purchase of one 2024/2025 Vacuum truck, at a total cost of \$493,960 from Vacutek of Austell, GA for the Utilities Department – Fort Gordon Division.

Motion to approve.

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

7. Request to approve submission of the Lead and Healthy Homes Technical Studies Grant and authority for the Mayor, as Augusta, Georgia's Certifying Official, to execute the necessary HUD documents.

Motion to approve.

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

8. Motion to approve Risk Management to proceed with the repair/replacement of the Emily S. Tubman Monument, not to exceed \$150,000.00, and to accept the Porter Fleming Foundation Grant Award in the amount of \$25,000 for the same, authorizing the Mayor to sign related documentation and approve.

Motion to approve.

Motion made by Johnson, Seconded by Frantom.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

9. Discuss making all city employees ex-officio members and not voting members effective January 1, 2025 for all boards and authorities. **(Requested by Commissioner Sean Frantom)**

Motion to approve making all city employees ex-officio members and not voting members effective January 1, 2025 for all boards and authorities.

Motion made by Frantom.

Motion dies for lack of a second.

Motion to refer this item to the full Commission with no recommendation.

Motion made by Johnson, Seconded by Frantom.

It was the consensus of the committee that this motion be approved without objection.

10. Request Administrator's office provide an update on the progress of Departments SOPs.
(Requested by Commissioner Stacy Pulliam)

Motion to approve continuing with the crafting of the departments' standard operating procedures and task the Administrator and the Human Resources Director with developing metrics for the evaluation of department directors to be presented to the Commission in 90 days.

Motion made by Johnson, Seconded by Frantom.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

11. Request for HCD to present on the process of Home Renovations procedures and allocated funding for this program. **(Requested by Commissioner Stacy Pulliam)**

Motion to approve tasking the Administrator and the HCD Director with selecting a date within the next 90 days to hold a work session to discuss the programs in the HCD Department regarding home renovations.

Motion made by Johnson, Seconded by Frantom.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

12. Motion to approve the minutes of the Administrative Services Committee held on July 9, 2024.

Motion to approve.

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.