



## **ADMINISTRATIVE SERVICES COMMITTEE MEETING MINUTES**

Commission Chamber

Tuesday, January 30, 2024

1:05 PM

### **ADMINISTRATIVE SERVICES**

#### **PRESENT**

Mayor Garnett Johnson

Commissioner Francine Scott

Commissioner Tony Lewis

Commissioner Sean Frantom

Commissioner Jordan Johnson

1. Motion to approve Housing and Community Development Department's (HCD's) request to provide additional funding to Laney Walker Development Corporation (LWDC) to support soft cost related to the construction of three (3) affordable single family units to be sold to low income homebuyer.

Motion to approve.

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

2. Receive as information the emergency request for the repairs of underground water pipes, valves, and sprinkler system at Carrie J. Mays Community Center in the amount of \$32,500.00 by Key Fire Protection.

Motion to approve.

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

3. Approve proposed Service Request and Work Order Policy.

Motion to approve.

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

4. Discuss starting the process of Augusta Richmond County creating a 3-5 year strategic plan.  
**(Requested by Commissioner Stacy Pulliam)**

Motion to delete this item from the agenda.

Motion made by Frantom.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

5. Update from the Land Bank Authority on the current status of the organization, current board members, and the role the organization should play moving forward. **(Requested by Commissioner Sean Frantom)**

Motion to approve receiving this item as information.

Motion made by Johnson, Seconded by Scott.

Voting Yea: Scott, Frantom, Johnson

Mr. Lewis out.

Motion carries 3-0.

6. Motion to approve the concept for the renaming of the Utilities building after Thomas D. Wiedmeier. Also, to include the approval of \$6,200.00 to Moog Signs for the installation.

Motion to approve.

Motion made by Johnson, Seconded by Frantom.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

7. Receive as information the emergency request for electrical repairs at the Department of Family and Children Services in the amount of \$45,000.00. A twenty two (22%) contingency of \$10,000.00 was included. The final amount with contingency is \$55,000.00 to Hudson's Electric Co.

Motion to approve receiving this item as information.

Motion made by Johnson, Seconded by Scott.

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

8. Motion to approve of the following annual bid items, as the estimated annual purchases for these items are expected to exceed \$25,000.00. This request is in accordance with Sec. 1-10-58 of the Annual Contracts provision. Annual Bid items- Phase II for: 24-008 Ground Support Equipment, 24-010 Gasoline and Diesel.

Motion to approve.

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

9. Motion to approve the concept for the renaming of the Augusta Riverwalk after Edward M. McIntyre, Sr. Also, to include the approval of \$3,400.00 to Moog Signs for the installation.

Motion to approve bringing back to the next committee meeting a different design or concept for the McIntyre sign for the Commission to review.

Motion made by Johnson, Seconded by Frantom.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

10. Motion to approve the minutes of the Administrative Services Committee held on January 8, 2024.

Motion to approve.

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

11. An update from the Administrator's Office relative to SLAs (Service Level Agreements) and Procedure Manuals across all departments being updated and containing all pertinent processes and procedures. **(Requested by Commissioner Stacy Pulliam)**

Motion to approve bringing back an update on this matter in three months.

Motion made by Johnson, Seconded by Frantom.

Voting Yea: Scott, Frantom, Johnson

Mr. Lewis out.

Motion carries 3-0.