



ADMINISTRATIVE SERVICES COMMITTEE MEETING AGENDA

Commission Chamber
Tuesday, March 26, 2024
1:20 PM

ADMINISTRATIVE SERVICES

1. Motion to approve Design Concept Plan for Newman Tennis Center – Phase I, and continue with the Preliminary and Final Design Process. Concept Plans created by Project Manager – ISM. (Referred from March 12 Administrative Services Committee)
2. (a) Motion to approve request to enter Agreement with Augusta, GA (c/o HCD) and Community Foundation of the CSRA (CFCSRA). (b) To accept grant funds from CFCSRA. (c.) To instruct the Finance Dept to add available funding to HCD's budget for immediate use and implementation (upon receipt and Finance grant application completion).
3. Discussion with General Counsel regarding Augusta Commission's Rules of Procedure and Robert's Rules of Order. **(Requested by Commissioner Wayne Guilfoyle)**
4. Motion to approve the minutes of the Administrative Services Committee held on March 12, 2024.

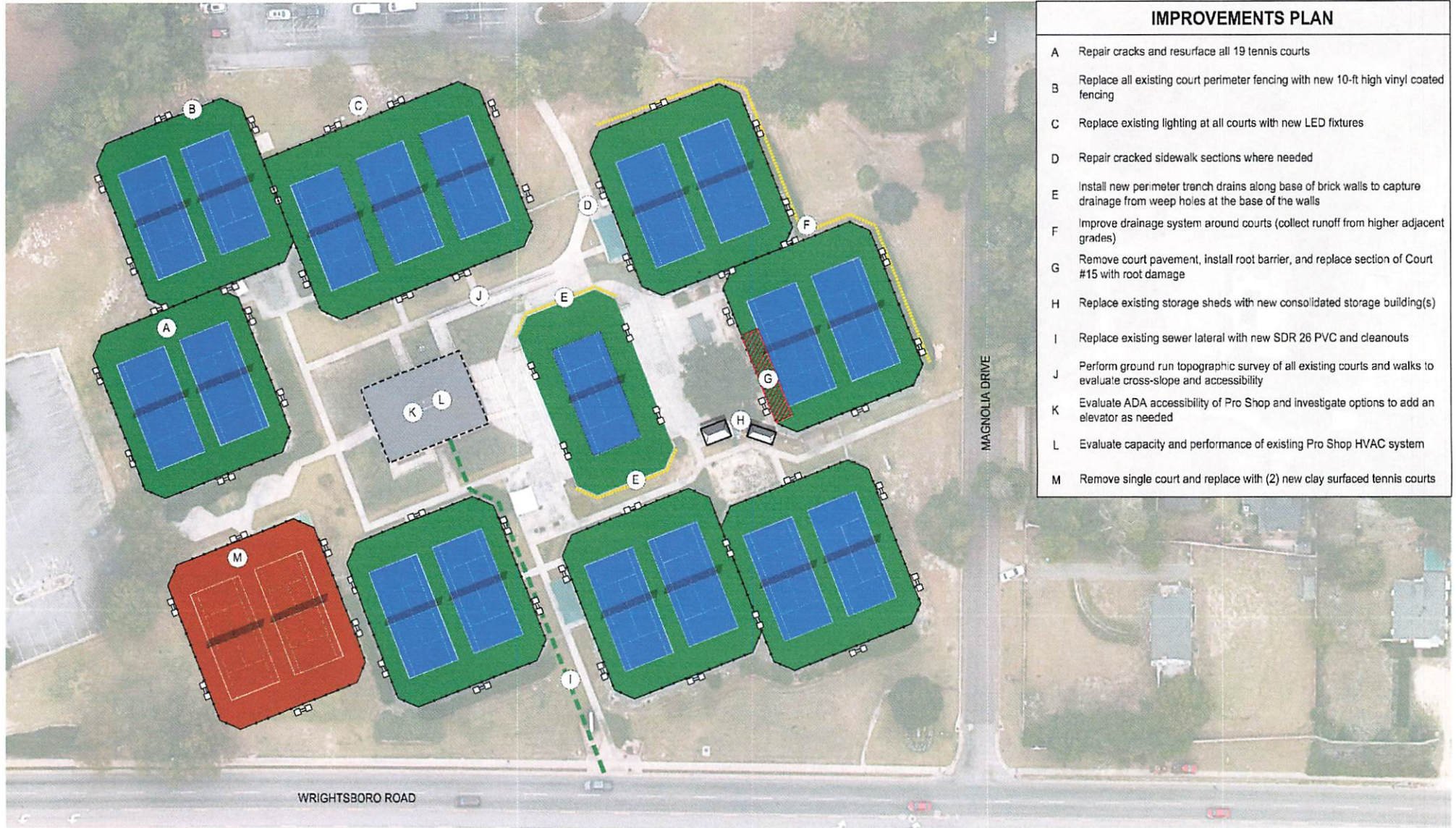


Commission Meeting

March 5, 2024

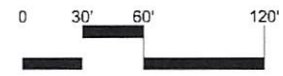
AO Approve Design Concept Plan for Newman Tennis Center

Department:	Parks and Recreation Department
Presenter:	Ron Lampkin
Caption:	Motion to approve Design Concept Plan for Newman Tennis Center – Phase I, and continue with the Preliminary and Final Design Process. Concept Plans created by Project Manager – ISM.
Background:	Newman Tennis Center is an approved SPLOST 8 Improvements Project. Phase I of this project will consist of repairing and resurfacing eighteen (18) existing tennis courts, replacing all perimeter fencing with new 10-feet high vinyl coated fencing, repair sidewalks, replace lighting with LED fixtures, improve sanitary sewer lateral(s), improve court cross-slopes, further evaluate ADA accessibility of Pro Shop and investigate options to add an elevator, and evaluate capacity and performance of existing Pro Shop HVAC system.
Analysis:	On December 8, 2020, Augusta Commission adopted and approved SPLOST 8 projects, and Newman Tennis Center was a part of that list. Construction is scheduled to commence the fourth quarter of 2024, if the concept plan is approved. The timeline for construction is 6 to 9 months.
Financial Impact:	Adequate funds have been budgeted and available through SPLOST 8 for design and construction.
Alternatives:	Do not approve the Design Concept Plan for Newman Tennis Center, and risk delaying proposed construction schedule for 2024-2025.
Recommendation:	Approve Design Concept Plan for Newman Tennis Center – Phase I, and continue with the preliminary and final design process.
Funds are available in the following accounts:	SPLOST 8
<u>REVIEWED AND APPROVED BY:</u>	N/A



Augusta Parks and Recreation Newman Tennis Center- Proposed Improvements

Augusta, GA
 January 2024





Administrative Services Committee Meeting

Meeting Date: 02/27/2024

HCD_ Community Foundation of the CSRA Approval Request

Department: HCD

Presenter: Hawthorne Welcher, Jr. and/or HCD Staff

Caption: (a) Motion to approve request to enter Agreement with Augusta, GA (c/o HCD) and Community Foundation of the CSRA (CFCSSRA). (b) To accept grant funds from CFCSSRA. (c.) To instruct the Finance Dept to add available funding to HCD's budget for immediate use and implementation (upon receipt and Finance grant application completion)

Background: In 2008, the Augusta Commission passed legislation supporting community development in Laney Walker/Bethlehem. Since that time, the Augusta Housing & Community Development Department has developed a master plan and development guidelines for the area, set up financial incentive programs for developers and home buyers, selected a team of development partners to focus on catalytic change, and created a marketing strategy to promote the overall effort.

The Community Foundation for the CSRA runs deep in Augusta and its surrounding communities. For more than 25 years, they have faithfully connected the philanthropic spirit of our community members with nonprofits and community initiatives throughout Richmond, Columbia, McDuffie and Burke counties in Georgia and Aiken and Edgefield counties in South Carolina.

The greater initiative is designed to facilitate neighborhood redevelopment to include development of Grocer / Market/ Wellness Center and Upgrades- to facilities providing foodservices and sustenance to improve the quality of life within the Laney Walker and Bethlehem communities; in partnership CFCSSRA. Augusta, GA has concluded that it is beneficial to receive grant funding for the purpose of redevelopment within Laney Walker Bethlehem.

Analysis:

The approval of the grant agreement will further provide leverage funding for Laney Walker Bethlehem Revitalization activity.

Financial Impact:

HCD to receive grant funds \$500,000.00 From Community Foundation of the CFCSRA which funding was originally intended for Augusta, GA and on effort to continue and revitalization.

Alternatives:

Deny

Recommendation:

(a) Motion to approve request to enter Agreement with Augusta, GA (c/o HCD) and Community Foundation of the CSRA (CFCSRA). (b) To accept grant funds from CFCSRA. (c.) To instruct the Finance Dept to add available funding to HCD's budget for immediate use and implementation (upon receipt and Finance grant application completion)

Funds are available in the following accounts:

Funding: Laney Walker/Bethlehem Revitalization funding
GL Code: 220000000/3361131

REVIEWED AND APPROVED BY:

Procurement
Finance
Law
Administrator
Clerk of Commission



Housing & Community Development Department

Hawthorne E. Welcher, Jr.
Director

Shauntia Lewis
Deputy Director

Item 2.

Grant Agreement

BETWEEN

Housing and Community Development Department

AND

Community Foundation of the CSRA

FOR

“Laney Walker Bethlehem Enhancements”

Grant Term. is made and entered into as of the ____ day of _____, 2024 (“the effective date”) by and between Augusta, Georgia through the Housing and Community Development Department (hereafter referred to as “HCD”) with principal offices located at 510 Fenwick street, Augusta, GA 30901, as party of the first part, hereinafter called “Augusta, GA” and Community Foundation of the CSRA as party in the second part. The grant funds are available for the period beginning on the date Recipient signs this agreement (the “Start Date”) until January 31, 2025 (the “Grant Term”). Any proposed modifications by the Recipient regarding use of grant funds during the Grant Term must be submitted to the Foundation in writing and approved in writing by the Foundation.

Payments, Milestones and Reporting. Foundation will make disbursements of grant funds to Recipient or for Recipient’s benefit to be used solely for the Charitable Purpose. Recipient will provide HCD with documentation in the form of a short fiscal report and description of the work executed by March 1, 2025, with sufficient details allowing the monitoring of Grant Funds to assess whether they have been properly applied and to assure accountability. Foundation may authorize changes to the payment and reporting schedules from time to time where appropriate and will notify Recipient of any change in writing.

Foundation may report on the grant and its outcomes in communications to its board, in its annual report, in grant performance evaluation reports and presentations produced for learning and teaching purposes and/or in Foundation communications with the public, including, but not limited to, other foundations, the philanthropic community, and Foundation’s donors and supporters.

Obligations to Community Foundation of the CSRA: Recipient understands that this grant has been distributed from the CFCSRA. Recipient agrees to comply with the following obligations that may be received directly by Grantee from the CFCSRA throughout the course of this Grant Agreement:



Housing & Community Development Department

Hawthorne E. Welcher, Jr.
Director

Shauntia Lewis
Deputy Director

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Reporting: Grantee shall comply with reasonable reporting requests from the CFCSRA regarding the Grantee Programs. Reporting obligations may include details relating to the Grantee Program on: Recipient Leadership Make-up; Grantee Programs accomplishments and lessons; Demographics Served; Geographies served; Budget breakdowns; Lessons learned; staffing; and progress on key performance indicators. Sample report can be found in **Appendix C.**

Communications: Grantee understands and acknowledges that the CFCSRA intends to publicly announce the existence of this grant. Grantee agrees to work directly with the CFCSRA on a Publicity and Communications Plan designed to showcase the Grantee and

the Grantee Program. Public statements regarding this Grant CFCSRA roles with respect to the Grantee Programs shall require prior approval by each Party and will be developed collaboratively by the Parties, with notice to HCD.

Public Events: Grantee will provide notice to CFCSRA at least fourteen (14) days in advance of any groundbreaking, ribbon-cutting or other public ceremony related to the subject matter of this Grant Agreement.

Recognition. In all public announcements, credit and report of the grant will list the source of the grant as:

Community Foundation of the CSRA at Housing and Community Development

As referenced above, Grantee agrees to work directly with the CFCSRA on a Publicity and Communications Plan designed to showcase the Grantee and the Grantee Program. Grantee will include the CFCSRA logos, as agreed upon through the Publicity and Communications Plan, and Grantee will comply with CFCSRA naming, logo, trademark, service mark and branding standards in effect from time to time, as shared with Grantee through the Publicity and Communication Plan.

Trademarks and Marketing Materials. Subject to the terms and conditions of this Agreement and in accordance with the Publicity and Communication Plan, Wells Fargo grants Grantee non-exclusive, non-transferable, royalty-free right and license to use Community Foundation of CSRA trade names, logo, brand, trademarks, and company descriptions as set forth in Appendix D for the exclusive purpose of



Housing & Community Development Department

Hawthorne E. Welcher, Jr.
Director

Shauntia Lewis
Deputy Director

Item 2.

identifying CFCSRA as the donor supporting the Community Foundation of the CSRA grant , which is the source of funding supporting the Grantee Programs

Additional Terms and Conditions of the Grant. Additional terms of the grant can be found in Appendix A.

Communication regarding current administrative arrangements for this grant should be

directed to shellkberry@cfcsra.org.

On behalf of the Foundation, you have our best wishes for great success.



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NOTICES

All notices given pursuant to the agreement shall be mailed or delivered to the following addresses or such other address as a party may designate in writing:

Notices to the City:

Office of the Administrator
Municipal Building
535 Telfair Street, Suite 910
Augusta, GA 30901

Notices to HCD:

Director
Augusta Housing and Community Development Department
510 Fenwick Street
Augusta, GA 30901

Notices to Community Foundation of the CSRA

720 St Sebastian Way #160,
Augusta, GA 30901

{Signatories on next page}

COUNTERPARTS

This agreement is executed in two (2) counterparts- each of which shall be deemed an original and together shall constitute one and the same agreement with one counterpart being delivered to each party hereto.

IN WITNESS WHEREOF, the parties have set their hands and seals as of the date first written above:

Augusta Housing and Community Development
Community Foundation of the CSRA



Housing & Community Development Department

Hawthorne E. Welcher, Jr.
Director

Shauntia Lewis
Deputy Director

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ATTEST: AUGUSTA, GEORGIA

Approved as to form by: _____

Date: _____

Augusta, GA. Law Department

As Its Legal Counsel

By: _____

Date: _____

Garnett L Johnson

As its Mayor

By: _____

Date: _____

Takiyah A. Douse

As its Interim City Administrator

By: _____

Date: _____

Hawthorne Welcher, Jr.

As its Director-HCD

SEAL

Lena Bonner

As its Clerk of Commission

ATTEST: Community Foundation of the CSRA

(Contractor)

By: _____

Date: _____

President & CEO

By: _____

Date: _____



Appendix A – Additional Terms and Conditions of the Grant

Tax-Exempt Status. Recipient confirms that it is exempt from federal income tax under section 501(c)(3) of the United States Internal Revenue Code of 1986 and is not a private foundation within the meaning of section 509(a) of the Code. Recipient agrees to advise Foundation immediately if there is any change in Recipient's exempt status during the Grant Term. Recipient will comply with the provisions of the Pension Protection Act of 2006.

Charitable Use of Grant Funds. Grant funds may only be used for the Charitable Purpose as stated in this agreement. Use of grant funds must be appropriate under the terms and provisions of the Grant Agreement and sections 501(c)(3) and 170(b) of the Internal Revenue Code of 1986, as amended. Any grant funds unexpended or uncommitted at the end of the Grant Term must be promptly returned to Foundation. Narrative regarding any changes to cost category assumptions of +/-20% should be included in regular reporting to the Foundation. Recipient may not use grant funds to reimburse any expenses incurred prior to the Start Date without written approval from Foundation.

Equality. In the application of its resources to serve the public interest, Foundation gives high priority to the realization of equality of opportunity for all members of society. Accordingly, it is Foundation's expectation that in carrying out this grant Recipient will not discriminate based on race, color, religion, sex, sexual orientation, or natural origin.

Record Maintenance and Inspection. Foundation requires that Recipient maintain adequate records that will enable Foundation to easily determine how the grant funds were expended. The books and records must be made available for inspection by Foundation or its designee at reasonable times to permit Foundation to monitor and conduct an evaluation of operations under this grant. Recipient agrees to allow its personnel to discuss the program and finances with Foundation or its designee and to allow review of financial records connected with the activities financed by the grant. Additionally, Foundation may conduct program audits during the Grant Term, and within four years after completion of the grant.



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Compliance. Recipient is required to notify Communities Foundation of Texas at shellkberry@cfcsra.org within thirty (30) days of any significant leadership or other changes that may substantially affect the ability to fulfill terms and conditions of the Grant Agreement. If (a) Foundation is not reasonably satisfied with the progress of the grant; (b) significant leadership or

other changes occur that Foundation believes may threaten the grant; or (c) Recipient fails to comply with any term or condition of this Grant Agreement, Foundation will notify Recipient of its concerns and provide Recipient with thirty (30) days to address them. If no resolution which is satisfactory to Foundation is reached within that time period, Foundation may, at its discretion, terminate or

suspend the grant. If Foundation determines that the cause of its concerns cannot be remedied, Foundation may permanently terminate, suspend, or withhold payment on the grant. Upon termination, if requested by Foundation, Recipient agrees to promptly return to Foundation, to be returned to the issuing fund, any previously distributed grant dollars associated with activities that will not be completed from the date of termination to the next scheduled payment or the end of the grant term, whichever is first.

Indemnification. Recipient agrees to indemnify, defend and hold the Foundation, and any related parties including donors and donor advisors, harmless from and against any and all liability, loss, and expense (including reasonable attorneys' fees and expenses) or claims for injury or damages arising out of or resulting from, or that are alleged to arise out of or result from, the actions or omissions by recipient or of any of the officers, agents, employees, subgrantees, contractors or subcontractors with respect to the grant. The recipient agrees that any activities by the Foundation in connection with the grant, such as its review or proposal of suggested modifications to the charitable purpose, will not limit or constitute a waiver of the Foundation's rights under this paragraph. Recipient's obligation to indemnify the Foundation, including obligations resulting from the actions of subgrantees or subcontractors, will be limited to the extent permitted or precluded under applicable federal, state, or local laws, including federal or state tort claims acts, the federal anti-deficiency act, state governmental immunity acts, or state constitutions.

Nothing in this grant agreement will constitute an express or implied waiver of the



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Recipient's governmental and sovereign immunities. The obligation of the Recipient under this section will survive the termination of this agreement.

Single Grant. Recipient understands and agrees that this is a one-time grant and that no additional grant commitments have been made and no obligation exists on the part of Foundation to fund any subsequent proposal or grant requests that may be produced and submitted by Recipient as a result of the outcomes supported by this grant.

Counterparts. This Grant Agreement, including any amendments, may be executed in counterparts which, when taken together, will constitute one Grant Agreement.

Copies of this Grant

Agreement will be equally binding as originals and faxed or scanned and emailed counterpart

signatures will be sufficient to evidence execution, though Foundation may require Recipient, the grantee, to deliver original signed documents.

Assignment. This Grant Agreement and any of the rights or obligations under this Grant Agreement may not be assigned without Foundation's prior written consent. An assignment includes (a) any transfer of the grant; (b) an assignment by operation of law, including a merger or consolidation, or

(c) the sale or transfer of all or substantially all of the organization's assets. The terms and conditions of the Grant Agreement will be binding upon the parties to it and upon their successors or assigns, if any.

Applicable Law. The terms and conditions of this Grant Agreement will be governed by Texas law applicable to agreements made and to be performed in Texas.

Entire Agreement, Severability and Amendment. This Grant Agreement is the entire agreement and supersedes any prior oral or written agreements or communications between Foundation and Recipient regarding its subject matter. The provisions of this Grant Agreement are severable so that if any provision is found to be invalid, illegal, or unenforceable, that finding will not affect the validity, construction, or enforceability of any remaining provision. This Grant Agreement may be amended only by a mutual written agreement of the parties.



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Item 2.

Appendix B –Grant Program

This grant from the Foundation to Community Foundation of the Central Savannah River Area shall be used for the Redevelopment of Laney Walker, Augusta.

The \$500,000 payment to Housing and Community Development (“HCD”) from the Community Foundation of the Central Savannah River Area CFCRA (the “Contribution”) is for the support of the redevelopment of the Laney Walker neighborhood (the “Initiative”) through the introduction of a grocery store. The Initiative will close a food desert within the Laney Walker neighborhood and the development will also feature a variety of wraparound services, improving access to the resources needed to achieve a higher quality of life for Augusta residents.

Key components of the Initiative include:

- **OVERALL GOAL:** The Contribution will close a food desert while simultaneously incentivizing small business growth and job creation. Through establishing a grocer as a cornerstone within the local economy, this redevelopment will promote overall financial and physical health through access to food, resources, and economic opportunity.
- **CLOSE FOOD DESSERT:** By bringing a grocer to the Laney Walker neighborhood, residents of this historic community will finally have easy access to healthy food options.
- **WRAPAROUND SERVICES:** The redevelopment will feature a variety of wraparound services, aimed at improving financial, physical, social, and emotional health within the community. Resources provided through the wraparound services, in conjunction with healthy food options, will create a holistic approach to community development and reinvigoration.

Anticipated Initiative budget:

Redevelopment Costs: \$500,000

Additional key Initiative metrics:

- # of Augusta residents served
- % of low- to moderate-income residents served
- Total \$ invested in the revitalization of Laney Walker
- # of residents accessing grocer annually
- # of jobs creating in the local economy through this redevelopment
- # of new businesses brought to the redevelopment



APPENDIX C: Sample Grantee Impact and Performance Report

This Impact and Performance report is provided by _____ (“**Grantee**”) to HCD pursuant to **Section IV** of the Grant Agreement (“**Agreement**”) dated _____. All capitalized terms used herein shall have the meaning given to them in the Agreement.

Period covered by Report:

Date Submitted:

1. **Updated Information on Grantee:** Please provide a summary of all material changes to your organization, including the following, since the date of your last report (or, if this is your first Impact and Performance Report, since the Agreement was executed):
 - a. Management, board, other key personnel
 - b. Tax exempt status
 - c. Mission or purpose
 - d. Key initiatives and developments:
 - e. Funding sources:
2. **Grantee Programs:** For each Grantee Program category or activity set out in **Section II** of the Agreement
 - a. Describe performance, including metrics and demographics, (please provide specific data), in regard to each Grantee Program. (i.e., how many people benefited)
 - b. Describe any other positive or negative community impact of the Grantee Programs.
 - c. Describe any unanticipated circumstances, problems encountered, or lessons learned in connection with the Grantee Programs.
 - d. Summarize any publicity, media coverage, broadcast or dissemination associated with the Grantee Programs.
 - e. Attach a copy of the Budget for the Grantee Programs and indicate the actual performance through the report date for each line item in the Budget.
 - f. Attach any reports of outside evaluators that have evaluated any of Grantee’s Programs.
3. **Community Reinvestment Act Reporting:** For each Grantee Program category or activity set out in **Section II** of the Agreement, please add the appropriate information to the bolded paragraph below and promptly return with this report. This information may be retained by Wells Fargo for CRA consideration purposes only. To determine your area’s HUD estimated median family income, please use the FFIEC’s geocoding website, <http://www.ffiec.gov/geocode/default.aspx> Enter an address located in the area served (cross streets work as well), click “Search” and then “Get Census Demographic”. Base calculations off of the “FFIEC Estimated MSA/MD/non-MSA/MD Median Family Income.”



Housing & Community Development Department

Hawthorne Welcher
Director

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Deputy Director

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Name of Grantee Program: _____

1. Based on actual information recorded by Grantee during the coverage period for this Impact and Performance Report _____% of the clients served by the Grantee Program identified above are considered to be low- or moderate-income as they earn less than 80% of the 2023 area median family income.

I hereby certify, on behalf of Grantee and in my capacity as _____ (title) of Grantee, that the information provided in this Impact and Performance Report is true and correct to the best of my knowledge.

Signature: _____ Name: _____ Title: _____

Address: _____ Phone: _____

AUGUSTA, GEORGIA

New Grant Proposal/Application

Before a Department/agency may apply for the grant/award on behalf of Augusta Richmond County, they must first obtain approval signature from the Administrator and the Finance Director. The Administrator will obtain information on the grant program and requirements from the funding agency and review these for feasibility to determine if this grant/award will benefit Augusta Richmond County. The Finance Director will review the funding requirement to determine if the grant will fit within our budget structure and financial goals.

Proposal Project No. Project Title

PR000483 AHCD Laney Walker Bethlehem Enhancements

Requesting grant funds offered by the Community Foundation of the CSRA for the Laney Walker Bethlehem Enhancements Grant/
CASH MATCH: NO Funding Source 220000000/3361131 /EEO Required: NO

Start Date: 03/12/2024 End Date: 01/31/2025
Submit Date: 02/21/2024 Department: 024 HCD Cash Match? N
Total Budgeted Amount: 500,000.00 Total Funding Agency: 500,000.00 Total Cash Match: 0.00

Sponsor: GM0019 Community Foundation
Sponsor Type: L Local
Purpose: 13 Community Flow Thru ID:

Type	ID	Name	Phone
I	GMI054	Pierce, Arnold	(706)821-1868

Approvals

Type By Date
FA H.WELCHER 02/21/2024

Dept. Signature:

Grant Coordinator Signature:

1.) I have reviewed the Grant application and enclosed materials and:

- ☒ Find the grant/award to be feasible to the needs of Augusta Richmond County
☐ Deny the request

Deputy Finance Director

Date

2.) I have reviewed the Grant application and enclosed materials and:

- ☒ Approve the Department Agency to move forward with the application
☐ Deny the request

Administrator

Date

This form will also be used to provide the external auditors with information on all grants for compliance and certification requirements as required by the State and Federal Government.



Administrative Services Committee

March 26, 2024

Discussion with General Counsel on Augusta Commission's Rules of Procedure and Robert's Rules of Order

Department:	N/A
Presenter:	N/A
Caption:	Discussion with General Counsel regarding Augusta Commission's Rules of Procedure and Robert's Rules of Order. (Requested by Commissioner Wayne Guilfoyle)
Background:	N/A
Analysis:	N/A
Financial Impact:	N/A
Alternatives:	N/A
Recommendation:	N/A
Funds are available in the following accounts:	N/A
<u>REVIEWED AND APPROVED BY:</u>	N/A

Lena Bonner

From: Commissioner Wayne Guilfoyle
Sent: Thursday, March 21, 2024 8:48 AM
To: Lena Bonner; Commissioner Francine Scott
Subject: Robert Rules of Order

Mrs. Bonner, Can you add to Administrative Committee?

For the Attorney to discuss our in house and Robert rules of order.

This e-mail contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. The City of Augusta accepts no liability for the content of this e-mail or for the consequences of any actions taken on the basis of the information provided, unless that information is subsequently confirmed in writing. Any views or opinions presented in this e-mail are solely those of the author and do not necessarily represent those of the City of Augusta. E-mail transmissions cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the content of this message which arise as a result of the e-mail transmission. If verification is required, please request a hard copy version.

AFID-104.1



Administrative Services Committee

March 26, 2024

Minutes

Department:	N/A
Presenter:	N/A
Caption:	Motion to approve the minutes of the Administrative Services Committee held on March 12, 2024.
Background:	N/A
Analysis:	N/A
Financial Impact:	N/A
Alternatives:	N/A
Recommendation:	N/A
Funds are available in the following accounts:	N/A
<u>REVIEWED AND APPROVED BY:</u>	N/A

**ADMINISTRATIVE SERVICES COMMITTEE MEETING MINUTES**

Commission Chamber
Tuesday, March 12, 2024
1:20 PM

ADMINISTRATIVE SERVICES**PRESENT**

Mayor Garnett Johnson
Commissioner Tony Lewis
Commissioner Sean Frantom
Commissioner Jordan Johnson

ABSENT

Commissioner Francine Scott

1. Motion to approve Housing and Community Development Department's (HCD's) request to provide HOME Partnership Investment Program (HOME) Funding to Vetted Investments and Acquisition to develop new construction of four (4) affordable single family units on Lyman Street.

Motion to approve.

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Lewis, Frantom, Johnson

Motion carries 3-0.

2. Motion to approve utilizing the state contract (#SWC 99999-SPD-ES40199373-002) for the purchase of one Ford F250, at a total cost of \$55,768 from Allan Vigil Ford for the Richmond County Sheriff's Office.

Motion to approve.

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Lewis, Frantom, Johnson

Motion carries 3-0.

3. Approve the transfer of funds from E911 fund balance to E911 Capital balance in the amount of \$231,418 for the emergency replacement of the power generator at E911 Emergency Services Department by Georgia Power.

Motion to approve.

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Lewis, Frantom, Johnson

Motion carries 3-0.

4. Motion to approve Design Concept Plan for Newman Tennis Center – Phase I, and continue with the Preliminary and Final Design Process. Concept Plans created by Project Manager – ISM. (Referred from March 5 Commission Meeting)

Motion to refer this item back to the next Administrative Services committee in two weeks.

Motion made by Frantom, Seconded by Lewis.

Voting Yea: Lewis, Frantom, Johnson

It was the consensus of the committee that this item be referred back to the next committee meeting without objection.

5. Motion to accept the FY24 GCIP Grant award for Communications Internship. The ACCG Civic Affairs Foundation provides the Summer 2024 Georgia County Internship Program (GCIP) funding in the amount of \$3,259.50.

Motion to approve.

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Lewis, Frantom, Johnson

Motion carries 3-0.

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

Motion to approve.

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Lewis, Frantom, Johnson

Motion carries 3-0.

ADDENDUM ITEMS

1. Motion to approve Housing and Community Development's request of \$72,846.01 to provide funding for the amendment of one agreement involving the installation of one road within the Twiggs Street corridor identified as Ace Alley, part of the Laney Walker/Bethlehem revitalization project. Work has been completed.

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

Motion to approve.

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Lewis, Frantom, Johnson

Motion carries 3-0.

2. Discuss approval of Phase 2 Audit of City-County Buildings by TRANE as it relates to the Augusta-Richmond County Energy Savings PACT Project. In addition, approve payment of \$398,000.00 to TRANE for Phase 2 audit. (Requested by Commissioner Alvin Mason)

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

Motion to refer this item to the next Administrative Services Committee meeting and ask the Finance Department, the Administrator's office, Central Services and all other parties to meet to discuss the item before the meeting.

Motion made by Johnson.

Motion dies for lack of a second.

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

Motion made by Frantom.

Motion dies for lack of a second.

Motion to refer this item to the full Commission with no recommendation and to direct the Administrator's office and other parties to meet prior to that meeting.

Motion made by Johnson, Seconded by Frantom.

Voting Yea: Lewis, Frantom, Johnson.

Motion carries 3-0.

