



ADMINISTRATIVE SERVICES COMMITTEE MEETING AGENDA

Commission Chamber

Tuesday, August 27, 2024

1:10 PM

ADMINISTRATIVE SERVICES

- 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)**
- 2.** Motion to approve the reinstatement of 1% budget cut from the Central Services Department Y24 budget.
- 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.
- 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
- 5.** Provide a Standard Operating Procedure update.
- 6.** Motion to approve the minutes of the Administrative Services Committee held on August 13, 2024.



Administrative Services Committee

July 9, 2024

Discussion to move Code Enforcement under the Marshal’s Office

Department: N/A

Presenter: N/A

Caption: **Discussion** to move Code Enforcement under the Marshal's Office effective January 1, 2025. **(Requested by Commissioners Frantom and 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

REVIEWED AND APPROVED BY: N/A

Lena Bonner

From: Commissioner Sean Frantom
Sent: Tuesday, July 2, 2024 8:44 AM
To: Lena Bonner; Carla Delaney; Amelio R. Lamkin; Commissioner Wayne Guilfoyle; Takiyah A. Douse
Subject: Agenda Item

Ms. Bonner,

Please add the following agenda item from myself and Commissioner Guilfoyle under Public Services-

Start the discussion to move Code Enforcement under the Marshall Dept. effective January 1, 2025.

Thank you,
Sean

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AED:104.1



Administrative Services Committee

Meeting Date: 8/27/2024

1% Reduction Reinstatement

- Department:** Central Services Department
- Presenter:** Ron Lampkin
- Caption:** Motion to approve the reinstatement of 1% budget cut from the Central Services Department Y24 budget.
- Background:** The Central Services Department is requesting the reinstatement of the 1% of funds cut from the 2024 budget. The reinstatement is being requested for supplies, repairs and maintenance on various buildings for the remainder of the year.
- Analysis:** The 1% budget cut has a direct impact on facilities that fall under Central Services’ responsibility to include the Municipal Building Campus, Charles B. Webster Detention Center, all Parks & Recreation facilities, Richmond County Sheriff’s Office, DFACS. Funds are utilized for supplies, repairs and maintenance on these facilities.
- Financial Impact:** Reinstatement of funds to the following accounts:
 - \$3,700.00 – 101016210
 - \$11,730.00 – 101016211
 - \$11,440.00 – 101016213
 - \$18,440.00 – 101016214
 - \$4,060.00 – 101016216
 - \$920.00 – 101016224
 - \$15,770 - 101016420
- Alternatives:**
 - A – Approve
 - B – Do not approve
- Recommendation:** Motion to approve the reinstatement of 1% budget cut from the Central Services Department Y24 budget.
- Funds are available in the following accounts:** N/A



Central Services Department

Ron Lampkin, Interim Director
Scarlet Green, Business Analyst

2760 Peach Orchard Road, Augusta, GA 30906
(706) 821-7174 Phone (706) 796-5077 Fax

MEMORANDUM

TO: Donna Williams, Director, Finance

FROM: ~~Ron Lampkin, Interim Director, Central Services Department~~

DATE: July 15, 2024

RE: 1% Reduction Reinstatement

We are requesting for the 1% that was cut from our 2024 budget to be placed back in the accounts. We are requesting the 1% back for supplies, repairs, and maintenance on various buildings for the remainder of the year; **\$3,700** in 6210(CSD Admin), **\$11,730** in 6211 (Municipal Building), **\$18,440** in 6214 (In-House Projects), **\$11,440** in 6213 (CBWDC), **\$4,060** in 6216 (Sheriff's Office), **\$920** in 6224 (DFACS), **\$15,770** in 6420 (Construction Shop) which totals **\$66,060**. I have attached a spreadsheet with the breakdown of the accounts that we are requesting to add the money to along with the justifications.

RL/sgg

Org Key	Department Name	2024 Admin Rec	1% CUT	Amount	Org/Key/Object Code	Description	Amount Requesting	Justification
101016210	Central Services - Admin	\$ 369,660.00	\$ 3,700.00	\$ 2,470.00	101016210/52.37110	Education & Training	\$ 2,470.00	Conferences, trainings for remainder of year
				\$ 530.00	101016210/52.35110	Local Mileage	\$ 530.00	Travel for Director, AAI, Business Analyst for remainder of year
				\$ 700.00	101016210/53.11110	General Supplies & Materials	\$ 700.00	Supplies for the office for remainder of year
101016211	B & G Municipal Building	\$ 1,173,410.00	\$ 11,730.00	\$ 11,730.00	101016211/53.19120	R&M Building	\$ 11,730.00	Fan coil unit repairs and backflow plumbing for Municipal Building
101016212	B&G - JLEC	\$ 9,150.00	\$ 90.00	\$ 90.00	101016214/53.19120	R&M Building	\$ 90.00	Move to In-House Projects for buildings outside of Central Services (HVAC and fencing around units to prevent vandalism and theft, flooring, roofing, and plumbing issues)
101016213	B&G - CBWDC	\$ 1,144,240.00	\$ 11,440.00	\$ 11,440.00	101016213/53.19120	R&M Building	\$ 11,440.00	Repairs & Maintenance for CBWDC for remainder of year (already in negatives due to frequency of HVAC, door frames, plumbing, lighting, and glass repairs needed)
101016214	B&G - Inhouse Projects	\$ 67,200.00	\$ 670.00	\$ 670.00	101016214/53.19120	R&M Building	\$ 670.00	Move to In-House Projects for buildings outside of Central Services (HVAC and fencing around units to prevent vandalism and theft, flooring, roofing, and plumbing issues)
101016215	B&G Judicial Center	\$ 1,201,240.00	\$ 12,010.00	\$ 12,010.00	101016214/53.19120	R&M Building	\$ 12,010.00	Move to In-House Projects for buildings outside of Central Services (HVAC and fencing around units to prevent vandalism and theft, flooring, roofing, and plumbing issues)
101016216	B&G RCSO	\$ 406,270.00	\$ 4,060.00	\$ 4,060.00	101016216/52.23111	R&M Contract Building	\$ 4,060.00	Repairs & Maintenance contracts for the remainder of the year (Air handler units and chiller)
101016218	B&G PDO	\$ 182,290.00	\$ 1,820.00	\$ 1,820.00	101016214/53.19120	R&M Building	\$ 1,820.00	Move to In-House Projects for buildings outside of Central Services (HVAC and fencing around units to prevent vandalism and theft, flooring, roofing, and plumbing issues)

Org Key	Department Name	2024 Admin Rec	1% CUT	Amount	Org/Key/Object Code	Description	Amount Requesting	Justification
101016219	B&G Probation	\$ 9,160.00	\$ 90.00	\$ 90.00	101016214/53.19120	R&M Building	\$ 90.00	Move to In-House Projects for buildings outside of Central Services (HVAC and fencing around units to prevent vandalism and theft, flooring, roofing, and plumbing issues)
101016223	B&G Craig Houghton	\$ 232,700.00	\$ 2,330.00	\$ 2,330.00	101016214/53.19120	R&M Building	\$ 2,330.00	Move to In-House Projects for buildings outside of Central Services (HVAC and fencing around units to prevent vandalism and theft, flooring, roofing, and plumbing issues)
101016224	B&G DFACS	\$ 92,240.00	\$ 920.00	\$ 920.00	101016224/53.19120	R&M Building	\$ 920.00	Repairs & maintenance for DFACS for the remainder of the year (Air handler units, chiller, and electrical)
101016420	FM - Construction Shop	\$ 1,577,150.00	\$ 15,770.00	\$ 15,770.00	101016420/53.11110	General Supplies & Materials	\$ 15,770.00	General Supplies & Materials for the remainder of the year
101016430	Records Retention	\$ 142,810.00	\$ 1,430.00	\$ 1,430.00	101016214/53.19120	R&M Building	\$ 1,430.00	Move to In-House Projects for buildings outside of Central Services (HVAC and fencing around units to prevent vandalism and theft, flooring, roofing, and plumbing issues)

Org Key	Department Name	1% CUT	Object Code	2024 Budget	Current Balance (as of 8/15/24)
101016210	Central Services - Admin	\$3,700.00	5223112 - R&M Equipment	\$1,000.00	\$116.72
			5232120 - Postage Print Shop Only	\$1,500.00	\$17.60
			5235110 - Local Mileage	\$570.00	\$313.71
			5237110 - Education & Training	\$5,510.00	\$331.85
			5311110 - General Supplies & Materials	\$900.00	\$53.23
			5319120 - R&M Building	\$4,500.00	\$109.89
101016211	B&G Municipal Building	\$11,730.00	5223114 - R&M Contract Grounds	\$48,360.00	\$25.00
			5223112 - R&M Contract Equipment	\$58,000.00	-\$10,938.20
			5235110 - Local Mileage	\$1,000.00	\$228.08
			5311110 General supplies and materials	\$23,550.00	-\$214.36
			5311112 Cleaning Supplies	\$15,770.00	\$1,897.61
			5311319 Other Chemical Expenses	\$4,030.00	\$207.39
			5311914 - Tool Supplies	\$870.00	\$176.75
			5312210 Natural Gas	\$6,000.00	\$1,186.71
			5319120 - R & M Building	\$16,000.00	\$10.91
			5319130 - R&M Equipment	\$7,970.00	\$371.37
101016212	B&G - JLEC	\$90.00	5319150 - R&M Grounds	\$4,910.00	\$215.79
			5319120 - R & M Building	\$2,480.00	\$1,580.00
101016213	B&G - CBWDC	\$11,440.00	5312110 - Water & Sewerage	\$148,320.00	\$29,651.50
			5213117 - Pest Control	\$6,750.00	\$2,575.00
			5223112 - R&M Contract Equipment	\$150,000.00	\$43,072.67
101016214	B&G - Inhouse Projects	\$670.00	5319120 - R & M Building	\$30,000.00	-\$14,741.00
			5319130 - R&M Equipment	\$60,000.00	-\$3,909.20
			5311914 - Tool Supplies	\$0.00	-\$232.13
101016215	B&G Judicial Center	\$12,010.00	5319150 - R& M Grounds	\$12,430.00	\$1,621.99
			5319120 - R & M Building	\$49,330.00	\$4,277.03
			5319120 - R & M Building	\$27,830.00	\$3,089.40
			5223114 - R&M Contract Grounds	\$34,900.00	-\$2,268.65
			5311110 - General Supplies & Materials	\$14,080.00	\$3,017.81
			5311112 - Cleaning Supplies	\$22,400.00	\$3,334.68
101016216	B&G RCSO	\$4,060.00	5311319 - Other Chemical Expenses	\$6,370.00	\$14.81
			5311420 - Safety Supplies	\$1,000.00	\$148.75
			5223111 - R&M Contract Building	\$8,000.00	\$6.44
			5223112 - R&M Contract Equipment	\$20,940.00	-\$1,353.55
			5223114 - R&M Grounds	\$11,640.00	-\$329.40
			5311110 - General Supplies & Materials	\$3,000.00	\$146.40
			5319130 - R&M Equipment	\$14,200.00	\$86.07

Org Key	Department Name	1% CUT	Object Code	2024 Budget	Current Balance (as of 8/15/24)
101016218	B&G PDO	\$1,820.00	5319120 - R & M Building	\$5,330.00	\$1,727.98
			5223111 - R&M Contract Buildings	\$5,600.00	\$1,645.14
			5223112 - R&M Contract Equipment	\$7,800.00	\$1,045.76
			5223114 - R&M Contract Grounds	\$12,130.00	\$29.00
			5311110 - General Supplies & Materials	\$1,700.00	\$135.20
			5319130 - R & M Equipment	\$6,400.00	\$362.47
101016220	B&G Utilities/Engineering	\$780.00	5222110 - Garbage	\$2,000.00	\$815.32
101016224	B&G DFACS	\$920.00	5319120 - R & M Building	\$61,710.00	\$5.37
			5223112 - R&M Contract Equipment	\$14,800.00	\$2,940.77
			5311110 - General Supplies & Materials	\$4,400.00	\$902.60
			5311914 - Tool Supplies	\$860.00	\$9.48
			5319130 - R & M Equipment	\$21,140.00	-\$851.78
101016420	FM - Construction Shop	\$15,770.00	5311110 - General Supplies & Materials	\$20,250.00	\$1,673.58
			5222510 - Security Services	\$660.00	\$5.96
			5223112 - R&M Contract Equipment	\$580.00	-\$580.00
			5311111 - General Office Supplies	\$750.00	\$30.94
			5311914 - Tool Supplies	\$8,950.00	\$14.27
			5311915 - Computer Hardware Supplies	\$6,930.00	\$120.00
			5312310 - Electricity	\$9,000.00	\$2,254.33
101016430	Records Retention	\$1,430.00	5319120 - R & M Building	\$6,000.00	\$1,464.92
			5319120 - R & M Building	\$4,000.00	\$21.68

Ledger: GL

Report Date: 08/14/2024

Fund: 101 General Fund

GL Budgets and Actuals with Encumbrances

Fiscal Year: 2024

Fiscal Period: 08

Budget Version: PE

Item 2.

<u>Object</u>	<u>Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Balance</u>
Org. Key:	101016210 Central Services-Admin				
Director:	DOUSE				
Report To:	ADMIN				
5235110	Local Mileage	570.00	256.29	0.00	313.71
5237110	Education & Training	5,510.00	5,178.15	0.00	331.85
5311110	General supplies and materials	900.00	846.77	0.00	53.23
	Revenue & Transfers In:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Expenditure and Transfers Out:	6,980.00	6,281.21	0.00	698.79
	Net:	-6,980.00	-6,281.21	0.00	-698.79
Grand Total (RV & TI) by Fund: 101		0.00	0.00	0.00	0.00
Grand Total (XP & TO) by Fund: 101		<u>6,980.00</u>	<u>6,281.21</u>	<u>0.00</u>	<u>698.79</u>
	Net:	-6,980.00	-6,281.21	0.00	-698.79

Ledger: GL
 Report Date: 08/14/2024
 Fund: 101 General Fund

GL Budgets and Actuals with Encumbrances

Item 2.

 Fiscal Year: 2024
 Fiscal Period: 08
 Budget Version: PE

<u>Object</u>	<u>Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Balance</u>
Org. Key: 101016211 B & G - Municipal Building					
Director: DOUSE					
Report To: ADMIN					
5319120	R & M - Building	16,000.00	15,839.09	150.00	10.91
	Revenue & Transfers In:	0.00	0.00	0.00	0.00
	Expenditure and Transfers Out:	16,000.00	15,839.09	150.00	10.91
	Net:	-16,000.00	-15,839.09	-150.00	-10.91
<hr/>					
Grand Total (RV & TI) by Fund: 101		0.00	0.00	0.00	0.00
Grand Total (XP & TO) by Fund: 101		16,000.00	15,839.09	150.00	10.91
	Net:	-16,000.00	-15,839.09	-150.00	-10.91

Ledger: GL
 Report Date: 08/14/2024
 Fund: 101 General Fund

GL Budgets and Actuals with Encumbrances

Item 2.

 Fiscal Year: 2024
 Fiscal Period: 08
 Budget Version: PE

<u>Object</u>	<u>Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Balance</u>
Org. Key: 101016213 B&G-CBW Detention Center					
Director: DOUSE					
Report To: ADMIN					
5319120	R & M - Building	30,000.00	44,741.00	0.00	-14,741.00
	Revenue & Transfers In:	0.00	0.00	0.00	0.00
	Expenditure and Transfers Out:	30,000.00	44,741.00	0.00	-14,741.00
	Net:	-30,000.00	-44,741.00	0.00	14,741.00
<hr/>					
Grand Total (RV & TI) by Fund: 101		0.00	0.00	0.00	0.00
<hr/>					
Grand Total (XP & TO) by Fund: 101		30,000.00	44,741.00	0.00	-14,741.00
	Net:	-30,000.00	-44,741.00	0.00	14,741.00

Ledger: GL
 Report Date: 08/14/2024
 Fund: 101 General Fund

GL Budgets and Actuals with Encumbrances

Fiscal Year: 2024
 Fiscal Period: 08
 Budget Version: PE

Item 2.

<u>Object</u>	<u>Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Balance</u>
Org. Key:	101016214 B & G - Inhouse Projects				
Director:	DOUSE				
Report To:	ADMIN				
5319120	R & M - Building	49,330.00	41,252.97	3,800.00	4,277.03
	Revenue & Transfers In:	0.00	0.00	0.00	0.00
	Expenditure and Transfers Out:	49,330.00	41,252.97	3,800.00	4,277.03
	Net:	-49,330.00	-41,252.97	-3,800.00	-4,277.03
Grand Total (RV & TI) by Fund: 101		0.00	0.00	0.00	0.00
Grand Total (XP & TO) by Fund: 101		49,330.00	41,252.97	3,800.00	4,277.03
	Net:	-49,330.00	-41,252.97	-3,800.00	-4,277.03

Ledger: GL
Report Date: 08/14/2024
Fund: 101 General Fund

GL Budgets and Actuals with Encumbrances

Fiscal Year: 2024
Fiscal Period: 08
Budget Version: PE

<u>Object</u>	<u>Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Balance</u>
Org. Key:	101016216 B&G-RCSO				
Director:	DOUSE				
Report To:	ADMIN				
5223111	R&M-Contract-Buildings	8,000.00	5,290.00	2,000.00	710.00
	Revenue & Transfers In:	0.00	0.00	0.00	0.00
	Expenditure and Transfers Out:	8,000.00	5,290.00	2,000.00	710.00
	Net:	-8,000.00	-5,290.00	-2,000.00	-710.00
Grand Total (RV & TI) by Fund: 101		0.00	0.00	0.00	0.00
Grand Total (XP & TO) by Fund: 101		8,000.00	5,290.00	2,000.00	710.00
	Net:	-8,000.00	-5,290.00	-2,000.00	-710.00

Ledger: GL
Report Date: 08/14/2024
Fund: 101 General Fund

GL Budgets and Actuals with Encumbrances

Fiscal Year: 2024
Fiscal Period: 08
Budget Version: PE

<u>Object</u>	<u>Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Balance</u>
Org. Key:	101016224 B&G - DFACS				
Director:	Douse				
Report To:	ADMIN				
5319120	R & M - Building	61,710.00	59,559.63	2,145.00	5.37
	Revenue & Transfers In:	0.00	0.00	0.00	0.00
	Expenditure and Transfers Out:	61,710.00	59,559.63	2,145.00	5.37
	Net:	-61,710.00	-59,559.63	-2,145.00	-5.37
Grand Total (RV & TI) by Fund: 101		0.00	0.00	0.00	0.00
Grand Total (XP & TO) by Fund: 101		61,710.00	59,559.63	2,145.00	5.37
	Net:	-61,710.00	-59,559.63	-2,145.00	-5.37

Ledger: GL
 Report Date: 08/14/2024
 Fund: 101 General Fund

GL Budgets and Actuals with Encumbrances

Item 2.

 Fiscal Year: 2024
 Fiscal Period: 08
 Budget Version: PE

<u>Object</u>	<u>Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Balance</u>
Org. Key:	101016420 FM-Construction Shop				
Director:	DOUSE				
Report To:	ADMIN				
5311110	General supplies and materials	20,250.00	15,857.55	2,718.87	1,673.58
	Revenue & Transfers In:	0.00	0.00	0.00	0.00
	Expenditure and Transfers Out:	20,250.00	15,857.55	2,718.87	1,673.58
	Net:	-20,250.00	-15,857.55	-2,718.87	-1,673.58
Grand Total (RV & TI) by Fund: 101		0.00	0.00	0.00	0.00
Grand Total (XP & TO) by Fund: 101		20,250.00	15,857.55	2,718.87	1,673.58
	Net:	-20,250.00	-15,857.55	-2,718.87	-1,673.58



Administrative Services Committee

Meeting Date: Tuesday, August 27, 2024

Emergency – Eastview Community Center HVAC Replacements

- Department:** Central Services Department
- Presenter:** Ron Lampkin
- Caption:** 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.
- Background:** Four HVAC units that service the Eastview Community Center were found to be out of operation due to theft and vandalism. The condensers will need to be replaced in order to restore air flow to the facility. The failure of these units, coupled with the outside temperature, is causing the building temperature to increase. It is imperative that the replacements of the HVAC units take place to properly provide the conditioned air required to prevent the threat to public health.
- Analysis:** Sig Cox will perform the repairs to the units.
- Financial Impact:** \$33,100.00; Capital
GL: 272-01-6210 / 54.13120
- Alternatives:** A – Receive as information
B – Do not receive as information
- Recommendation:** 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.
- Funds are available in the following accounts:** \$33,100.00; Capital
GL: 272-01-6210 / 54.13120



Central Services Department

Ron Lampkin, Interim Director 2760 Peach Orchard Road, Augusta, GA 30906
Maria Rivera-Rivera, Deputy Director (706) 828-7174 Phone (706) 796-5077 Fax

MEMORANDUM

TO: **Geri Sams, Director, Procurement Department**

FROM: **Ron Lampkin, Interim Director, Central Services Department**

DATE: *[Signature]*
August 15, 2024

SUBJECT: **Emergency Memo – Eastview Community Center HVAC**

In accordance with §1-10-57 Emergency Procurements, we respectfully ask you to accept this communication as notification of an emergency at the Eastview Community Center relating to damaged and stolen units.

Four HVAC units that service the Eastview Community Center are out of operation. Two units were stolen, and another two units were severely damaged. The missing and damaged units coupled with the current outside temperature are causing room temperatures to increase. It is imperative that the replacement to this unit take place to ensure proper air circulation throughout the facility, as this facility is in consistent use by citizens and staff. Sig Cox has been deemed qualified to make the necessary replacements of the units.

Please process a purchase order for Sig Cox, in the amount of \$33,100.00 for the replacement of the four HVAC units.

If you have any questions or concerns, please contact the Central Services Department.

RL/mcrr

**AUGUSTA-RICHMOND COUNTY GEORGIA
PURCHASING DEPARTMENT**

REQUISITION

REQUISITION:

REQUISITION DATE: 8/15/2024

PURCHASE ORDER NUMBER:

PURCHASE ORDER DATE:

DEPARTMENT NAME: Central Services Department

DEPARTMENT NUMBER: 272016210/54.13120

DEPARTMENT HEAD: 

Item 3.

VENDOR		NAME OF BIDDER	
PHONE NUMBER	(706) 722-5304	NAME OF BIDDER	
QUOTED BY	Bubba Smith	NAME OF BIDDER	

ITEM NO	DESCRIPTION	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	FURNISH & INSTALL 4EA. LENNOX 5-TON HEAT PUMP CONDENSERS. FURNISH ALL MISC COPPER, ELECTRICAL WIRING, THERMOSTAT WIRING, AND ALL REFRIGERANT NEEDED TO RECHARGE	1	\$33,100.00	\$33,100.00				
2								
3								
4	*Emergency							
5	Quote #q100516							
6	Eastview Community Center - SR#548523							
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
TOTAL BID			\$	33,100.00	\$	-	\$	-
SHIPPING CHARGES								
DELIVERY TIME FROM RECEIPT OF PURCHASE ORDER								



Sig Cox Heating & Air Conditioning
1431 Greene Street
Augusta, GA 30901

Phone: (706) 722-5304
sigcoxservice@sigcox.com
sigcox.com

Bill to
Augusta Georgia
Accounting Dep Suite 800
535 Telfair St Municipal Bld
Augusta, GA 30901-2379

✓ Ship to
Eastview Park00037
644 Aiken Street
Augusta, GA 30901

Quote Date: 8/13/2024

Sales Rep: Bubba

Quote #: q100516

SR # 548523

Item	Description	Quantity	Price	Amount
EST	Furnish and install 4ea. Lennox 5-ton heat pump condensers. Furnish all misc. copper that was stolen. Furnish electrical wiring (existing disconnects can be used) Furnish thermostat wiring. Furnish all refrigerant needed to recharge.	1	\$33,100.00	\$33,100.00

Subtotal: \$33,100.00
 Tax: \$0.00
 Total: \$33,100.00
 Payments: \$0.00

Katie Cornelius

From: Darrell White
Sent: Monday, August 12, 2024 11:06 AM
To: Katie Cornelius
Cc: Geri Sams; Audrey Sutton; Nancy M. Williams; Ron Lampkin; Maria Rivera-Rivera; Scarlet Green; Arlene New
Subject: RE: Emergency Request - Eastview Community Center HVAC
Importance: High

Please proceed with this emergency request immediately!

From: Katie Cornelius <KCornelius@augustaga.gov>
Sent: Monday, August 12, 2024 11:02 AM
To: Darrell White <DWhite2@augustaga.gov>
Cc: Geri Sams <gsams@augustaga.gov>; Audrey Sutton <ASutton@augustaga.gov>; Nancy M. Williams <NWilliams@augustaga.gov>; Ron Lampkin <RLampkin@augustaga.gov>; Maria Rivera-Rivera <MRivera-Rivera@augustaga.gov>; Scarlet Green <SGreen@augustaga.gov>; Arlene New <anew@augustaga.gov>
Subject: Emergency Request - Eastview Community Center HVAC
Importance: High

Good morning,

As a follow up to the verbal approval with Deputy Rivera-Rivera, this communication serves as notification of an emergency at the following location:

- Eastview Community Center
 - Two units were stolen from this facility and another two units are heavily damaged due to attempted theft. Currently, there is no air circulation within this facility and the building temperatures are increasing. It is of utmost importance that this is addressed in order to restore proper air circulation to the facility, as it is in consistent use by citizens and staff.

We are requesting approval to proceed with an emergency service call to correct this situation.

Thank you,
 Katie

Katie Cornelius | Administrative Assistant
Augusta – Richmond County | Central Services Department
 2760 Peach Orchard Rd | Augusta, Georgia 30906
 (p) 706-312-4152
KCornelius@augustaga.gov | www.augustaga.gov





Administrative Services Committee

Meeting Date: 8/27/2024

Fleming Park – Phase 1 Construction Contract Award – ITB 24-164

Department:	Parks and Recreation, and Central Services Department(s)
Presenter:	Ron Lampkin and Charles Jackson
Caption:	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
Background:	Fleming Park is a SPLOST 6, 7, and 8 project. This project has been divided into two (2) construction phases. Phase I consists of demolishing necessary structures to simplify surveying and field reconnaissance, and Phase 2 Design and Construction. Additional design services was also approved two (2) months ago to continue Phase II design activities.
Analysis:	Horizon Construction and Associates, Inc. will provide demolition and construction services that include removal of all fencing, dugouts, scoreboards, other site amenities, concrete, scoring towers, light poles, and a Georgia Power transformer. The scope of this project is limited to the field areas. It does not include the parking and site around the existing community center, because it is to remain operational. Construction activities are scheduled for six (6) months. The item was sent out for competitive bid. 4 vendors responded with one being deemed non-responsive by the Compliance Department. Horizon was the lowest most responsive vendor.
Financial Impact:	\$285,000.00
Alternatives:	1) – Approve the request; 2) – Do not approve the request
Recommendation:	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.
Funds are available in the following accounts:	SPLOST 7 Account: 329-06-1110/217057213-5413130

Invitation to Bid

Sealed bids will be received at this office until **Wednesday, March 20, 2024 @ 3:00 p.m.** via ZOOM Meeting ID: **836 6522 4217**; Passcode: **024164** for furnishing:

Bid Item #24-164 Fleming Park Renovations – Phase I Site Facilities and Scoring Tower Demolition for Augusta, GA – Parks and Recreation Department

Bids will be received by Augusta, GA Commission hereinafter referred to as the OWNER at the offices of:

Gerri A. Sams, Director
Augusta Procurement Department
535 Telfair Street - Room 605
Augusta, Georgia 30901

Bid documents may be examined at the office of the Augusta, GA Procurement Department, 535 Telfair Street – Room 605, Augusta, GA 30901 (706-821-2422). Plans and specifications for the project shall be obtained by all prime contractors, subcontractors, and suppliers exclusively from ARC Southern. **The fees for the plans and specifications which are non-refundable are \$100.00.**

It is the wish of the Owner that all businesses are given the opportunity to submit on this project. To facilitate this policy the Owner is providing the opportunity to view plans online (www.e-arc.com) at no charge through **ARC Southern (706 821-0405)** beginning **Thursday, February 8, 2024**. Bidders are cautioned that submitting a package without Procurement of a complete set are likely to overlook issues of construction phasing, delivery of goods or services, or coordination with other work that is material to the successful completion of the project. Bidders are cautioned that acquisition of documents through any other source is not advisable. Acquisition of documents from unauthorized sources places the bidder at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

Pre-Bid Conference will be held on Monday, March 4, 2024 @ 10:00 a.m. Via Zoom – Meeting ID: 895 0652 7536; Passcode: 024164. Optional Site Visit will be held on Tuesday, March 5, 2024; please contact Anthony Williams at (706) 250-3220 in advance.

All questions must be submitted in writing by fax to 706 821-2811 or by email to procbidandcontract@augustaga.gov to the office of the Procurement Department by Wednesday, March 6, 2024 @ 5:00 P.M. No bid will be accepted by fax or email, all must be received by mail or hand delivered.

No bid may be withdrawn for a period of ninety (90) days after BIDs have been opened, pending the execution of contract with the successful vendor. **A 10% Bid Bond is required to be submitted along with your bidders' qualifications. A 100% performance bond and a 100% payment bond will be required for award.**

Invitation for bids and specifications. An invitation for bids shall be issued by the Procurement Office and shall include specifications prepared in accordance with Article 4 (Product Specifications), and all contractual terms and conditions, applicable to the procurement. **All specific requirements contained in the invitation to bid including, but not limited to, the number of copies needed, the timing of the submission, the required financial data, and any other requirements designated by the Procurement Department are considered material conditions of the bid which are not waivable or modifiable by the Procurement Director.** All requests to waive or modify any such material condition shall be submitted through the Procurement Director to the appropriate committee of the Augusta, Georgia Commission for approval by the Augusta, Georgia Commission. Please mark BID number on the outside of the envelope.

GEORGIA E-Verify and Public Contracts: The Georgia E-Verify law requires contractors and all sub-contractors on Georgia public contract (contracts with a government agency) for the physical performance of services over \$2,499 in value to enroll in E-Verify, **regardless of the number of employees.** They may be exempt from this requirement if they have no employees and do not plan to hire employees for the purpose of completing any part of the public contract. Certain professions are also exempt. **All requests for proposals issued by a city must include the contractor affidavit as part of the requirement for their bid to be considered.**

Bidders are cautioned that acquisition of BID documents through any source other than the office of the Procurement Department is not advisable. Acquisition of BID documents from unauthorized sources placed the bidder at the risk of receiving incomplete or inaccurate information upon which to base his qualifications.

Correspondence must be submitted via mail, fax or email as follows:

Augusta Procurement Department
Attn: Gerri A. Sams, Director of Procurement
535 Telfair Street, Room 605
Augusta, GA 30901
Fax: 706-821-2811 or Email: procbidandcontract@augustaga.gov

No bid will be accepted by fax or email, all must be received by mail or hand delivered.

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle February 8, 15, 22, 29, 2024
Metro Courier February 8, 2024

Revised: 2/19/2016



**Bid Opening: Bid Item #24-164 Fleming Park Renovations-Phase I Site
Facilities and Scoring Tower Demolition
for Augusta, GA – Parks and Recreation Department
Bid Date: Wednesday, March 20, 2024 @ 3:00 p.m. via ZOOM**

Total Number Specifications Mailed Out: 24
Total Number Specifications Download (Demandstar): 9
Total Electronic Notifications (Demandstar): 387
Georgia Procurement Registry:
Pre-Proposal Conference Attendees:
Total Packages Submitted: 4
Total Noncompliant: 2

Vendors	Attachment "B"	Addendum 1	E-Verify Number	SAVE Form	Bid Bond	Bid Total	7% Compliance Goal
Complete Demolition Services 1317 South Park St Carrolton, GA 30117	YES	YES	424902	YES	YES	\$146,000.00	NO Non-Compliant
Chaplin & Sons 514 National Avenue Augusta, GA 30901	YES	YES	371069	YES	YES	\$248,000.00	YES
Horizon Construction & Associates, Inc. P.O. Box 798 Evans, GA 30809	YES	YES	229921	YES	YES	\$285,000.00	YES
Thompson Building Wrecking 631 11th Street Augusta, GA 30901	YES	YES	52544	YES	NO Non-compliant	\$87,400.00	YES



Compliance Department

**Phyllis Johnson
Compliance Director**

MEMORANDUM

To: Charles Jackson, Acting Director, Parks and Recreation Department
Geri Sams, Director, Procurement Department

From: Phyllis Johnson, Director, Compliance Department *PJ*

Date: March 28, 2024

Subject: Bid Item # 24-164 – Fleming Park Renovations – Phase 1 Site Facilities and Scoring Tower Demolition Project

This Bidder/Offeror **IS** eligible for award. This Bidder/Offeror **IS NOT** eligible for award.

This memo is to transmit the review and concurrence of responsiveness and compliance by the bidder/offeror, **Horizon Construction & Associates Inc.** Augusta, Georgia code requires contractor(s) to meet the assigned LSBOP Utilization Goal or provide evidence of completing good faith efforts on state and local funded projects.

The goal established for Bid Item # 24-164 – Fleming Park Renovations – Phase 1 Site Facilities and Scoring Tower Demolition Project for Augusta, Georgia, is **7%**. **The bidder/offeror has committed to a minimum of 7% and did submit the required forms and is responsive and has satisfied good faith efforts.**

The bidder/offeror is eligible for award.

Should this bidder/offeror be selected for this bid, upon award, the Compliance Department will monitor the Contractor on a monthly basis to ensure that they meet or exceed their committed goal for this project.

Should you have questions, please contact me at (706) 826-1325.



Compliance Department

**Phyllis Johnson
Compliance Director**

MEMORANDUM

To: Charles Jackson, Acting Director, Parks and Recreation Department
Geri Sams, Director, Procurement Department

From: Phyllis Johnson, Director, Compliance Department *PJ*

Date: March 28, 2024

Subject: Bid Item # 24-164 – Fleming Park Renovations – Phase 1 Site Facilities and Scoring Tower Demolition Project

This Bidder/Offeror **IS** eligible for award. This Bidder/Offeror **IS NOT** eligible for award.

This memo is to transmit the review and concurrence of responsiveness and compliance by the bidder/offeror, **Chaplin & Sons**. Augusta, Georgia code requires contractor(s) to meet the assigned LSBOP Utilization Goal or provide evidence of completing good faith efforts on state and local funded projects.

The goal established for Bid Item # 24-164 – Fleming Park Renovations – Phase 1 Site Facilities and Scoring Tower Demolition Project for Augusta, Georgia, is **7%**. The bidder/offeror has committed to a minimum of **7%** and did submit the required forms and is responsive and has satisfied good faith efforts.

The bidder/offeror is eligible for award.

Should this bidder/offeror be selected for this bid, upon award, the Compliance Department will monitor the Contractor on a monthly basis to ensure that they meet or exceed their committed goal for this project.

Should you have questions, please contact me at (706) 826-1325.



Compliance Department

**Phyllis Johnson
Compliance Director**

MEMORANDUM

To: Charles Jackson, Acting Director, Parks and Recreation Department
 Geri Sams, Director, Procurement Department

From: Phyllis Johnson, Director, Compliance Department *PJ*

Date: March 28, 2024

Subject: Bid Item # 24-164 – Fleming Park Renovations – Phase 1 Site Facilities and Scoring Tower Demolition Project

This Bidder/Offeror **IS** eligible for award. This Bidder/Offeror **IS NOT** eligible for award.

This memo is to transmit the review and concurrence of responsiveness and compliance by the bidder/offeror, **Thompson Building Wrecking Co., Inc.** Augusta, Georgia code requires contractor(s) to meet the assigned LSBOP Utilization Goal or provide evidence of completing good faith efforts on state and local funded projects.

The goal established for Bid Item # 24-164 – Fleming Park Renovations – Phase 1 Site Facilities and Scoring Tower Demolition Project for Augusta, Georgia, is **7%**. The bidder/offeror has committed to a minimum of **7%** and did submit the required forms and is responsive and has satisfied good faith efforts.

The bidder/offeror is eligible for award.

Should this bidder/offeror be selected for this bid, upon award, the Compliance Department will monitor the Contractor on a monthly basis to ensure that they meet or exceed their committed goal for this project.

Should you have questions, please contact me at (706) 826-1325.



Compliance Department

**Phyllis Johnson
Compliance Director**

MEMORANDUM

To: Charles Jackson, Acting Director, Parks & Recreation Department
Geri Sams, Director, Procurement Department

From: Phyllis Johnson, Director, Compliance Department *PJ*

Date: March 28, 2024

Subject: Bid Item # 24-164 – Fleming Park Renovations – Phase 1 Site Facilities and Scoring Tower Demolition Project

This Bidder/Offeror **IS** eligible for award. This Bidder/Offeror **IS NOT** eligible for award.

This memo is to transmit the review and concurrence of responsiveness and compliance by the bidder/offeror, **Complete Demolition Services, LLC**. Augusta, Georgia code requires contractor(s) to meet the assigned LSBOP Utilization Goal or provide evidence of completing good faith efforts on state and local funded projects.

The goal established for the Bid Item # 24-164 – Fleming Park Renovations – Phase 1 Site Facilities and Scoring Tower Demolition Project for Augusta, Georgia, is 7%. The bidder/offeror has not met the minimum participation and has approximately 0% utilization. In addition, the bidder/offeror did not meet the burden of proof in support of its Good Faith Effort (GFE) and is, therefore, non-responsive.

Note: The bidder/offeror provided the GFE form indicating that contact was made ONLY to firms that provide hauling services. Per the project scope provided by the department, there were other scopes of work on this project (i.e., demolition, grassing, import & placement of topsoil, etc.), that certified firms in ARC's LSBOP could provide if given an opportunity. A bidder/offeror's ability to utilize firms not certified in ARC's LSBOP or to self-perform, does not negate the fact that a true GFE must be made to meet the LSBOP goal assigned to this project.

The bidder/offeror is non-compliant with the Local Small Business Opportunity Program; **therefore, this bidder is not eligible for award.**

Should you have questions, please contact me at (706) 826-1325.

COMPLIANCE DEPARTMENT
535 Telfair Street Suite 530 Augusta, GA 30901
(706) 821-2406 Fax (706) 821-4228
WWW.AUGUSTAGA.GOV



2027 Lumpkin Road
Augusta, GA 30906

Memorandum

TO: Geri Sams, Director – Procurement
FROM: Charles Jackson, Acting Director – Parks & Recreation
DATE: June 26, 2024
SUBJECT: Bid Item #24-164 – Recommendation of Award

*Qual -
6/26/24*

Bid Item #24-164 – Fleming Park Renovations – Phase I Site Facilities and Scoring Towers Demolition received two compliant bids. After careful consideration and evaluation of both bids, the Parks and Recreation Department recommends that Horizon Construction & Associates, Inc. be awarded the contract in the amount of \$285,000.00 for this bid item.

With a lump sum base bid of \$248,000.00, Chaplin & Sons was the lowest compliant bid, however the company does not possess a general contractor license and therefore does not qualify.

BOWLES CONSTRUCTION, INC.
2112 HIGHLAND AVE.
AUGUSTA, GA 30904

AUGUSTA REMODELING &
CONSTRUCTION
3876 WRIGHTSBORO RD.
AUGUSTA, GA 30909

THOMPSON BUILDING WRECKING CO.
631 11TH STREET
AUGUSTA, GA 30901

ATTAWAY CONSTRUCTION, LLC
3800 PARK LANE
MARTINEZ, GA 30907

CNT FOUNDATIONS
100 GRACE HOPPER LN
STE 3700-A
AUGUSTA, GA 30901
(Returned Mail)

GREEN & GREEN CONSTRUCTION
2703 PEACH ORCHARD RD
AUGUSTA, GA 30906

IMPACT ROOFING & CONSTRUCTION
453 COLUMBIA INDUSTRIAL BLVD
STE 5
EVANS, GA 30809

CHAPLIN AND SONS CLEARING AND
DEMOLITION
514 NATIONAL AVENUE
AUGUSTA, GA 30901

G&P CONSTRUCTION, LLC
310 BELAIR ROAD
NORTH AUGUSTA, SC 29841
(RETURNED MAIL)

S AND S WIDNER CONTRACTORS
4106 COLBEN BLVD STE 101
EVANS, GA 30809
(Returned Mail)

ALPHA-OMEGA DEMOLITION
8601 DUNWOOD PLACE, SUITE 346
SANDY SPRINGS, GA 30350

DH DEMOLITION SERVICE LLC
10719 ALPHARETTA HWY., SUITE 2171
ROSWELL, GA 30077
Returned mail

DALLAS DEMO LLC
P.O. BOX 1167
DALLAS, GA 30132
(Returned mail)

CLEAN-R-US SERVICES
350 SCHOEN ST., S.E.
ATLANTA, GA 30315

J & J DEMOLITION & GRADING
125 LONG BEACH BRANCH DR.
LOCUST GROVE, GA 30248

MARK'S DEMOLITION & ENVIR CORP
ATTN JOHN PARTRIDGE
4704 FULCHER ROAD
HEPHZIBAH GA 30815

TUTT CONTRACTING, INC
5015 PARHAM ROAD
GROVETOWN, GA 30813
(Returned Mail)

MORRIS INSULATION &
ENVIRONMENTAL
1465 BROAD ST.
AUGUSTA, GA 30901

DEXTER CONTRACTING & HAULING
ATTN: DEXTER E CARTLEDGE
4875 OLD WAYNESBORO RD.
HEPHZIBAH GA 30815

CITY DEMOLITION AND ABATEMENT
124 WESLEY DR.
MARTINEZ, GA 30907

POND MAINTENANCE
3707 COLBERT STREET
AUGUSTA GA 30906

TYCO CONSTRUCTION & INDUSTRIAL
SERVICES, INC.
6197 BOWEN ROAD
BLACKSHEAR, GA 31516

DUNBAR & DUNBAR CONSTRUCTION
2240 WHEELLESS ROAD
AUGUSTA, GA 30904

GEORGE WILSON CONTRACTING
ATTN: GEORGE WILSON
3608 KENTWOOD DRIVE
AUGUSTA GA 30906

FRANK ROST
RECREATION AND PARKS DEPT

CHARLES JACKSON
RECREATION AND PARKS DEPT

PHYLLIS JOHNSON
COMPLIANCE

ADDENDUM 1 BID ITEM# 24-164
FLEMING PARK RENOVATIONS-PHASE 1
SITE FACILITIES AND SCORING TOWER
DEMOLITION
BID DATE 3/20/2024 @ 3:00 P.M.

ADDENDUM 1 BID ITEM# 24-164
FLEMING PARK RENOVATIONS-PHASE 1
SITE FACILITIES AND SCORING TOWER
DEMOLITION
MAIL OUT DATE 3/08/2024

**HORIZON CONSTRUCTION
P.O. BOX 798
EVANS, GA 30809**

**MARSHALL CONTRACTING
1908 OHIO AVE
AUGUSTA, GA 30904**

**COMPLETE DEMOLITION SERVICES LLC
419B CASTLEMAN ROAD
CARROLLTON, GA 30116**

**DODGE CONSTRUCTION NETWORK
34 CROSBY DRIVE SUITE 202
BEDFORD, MA 01730**

0

Planholders

Add Supplier

Export To Excel

Supplier (9)

Supplier ⌵

Download Date

Alliance Steel Construction, Inc.	02/12/2024
ConstructConnect	02/12/2024
Dodge Data	02/09/2024
McAulliffe Realty, Inc. DBA Insurance Services of Augusta	03/19/2024
NOVA Engineering & Environmental, LLC	02/27/2024
Onvia, Inc. - Content Department	02/09/2024
Pyramid Network Services, LLC	02/12/2024
Renascent, Inc.	02/15/2024
Worldscapes LLC	02/09/2024

Add Supplier

Supplier Details

Supplier Name	Alliance Steel Construction, Inc.
Contact Name	Dawn Ahlborg
Address	3500 N 12th Street , Superior, WI 54880
Email	allcnstr@clearwire.net
Phone Number	715-392-2433
Self Declarations	Small Business

Remove

Documents

Tywanna Scott

From: Nancy M. Williams
Sent: Friday, February 9, 2024 1:49 PM
To: Tywanna Scott
Subject: FW: [EXTERNAL] Confirmation of the Event Batch Email process - PE-72155-NONST-2024-000000036

From: bidnotice.donotreply@doas.ga.gov <bidnotice.donotreply@doas.ga.gov>
Sent: Friday, February 9, 2024 1:30 PM
To: Nancy M. Williams <NWilliams@augustaga.gov>
Subject: [EXTERNAL] Confirmation of the Event Batch Email process - PE-72155-NONST-2024-000000036

Dear Nancy Williams,
nwilliams@augustaga.gov

Please review the particulars of an event for 72155-AUGUSTA, CITY OF furnished below.

Event Number: PE-72155-NONST-2024-000000036
Event Title: ITB 24-164 Fleming Park Renovations - Phase I Site Fac. and Scoring Tower Demolition
Event Type: Non-State Agency

Process Log
2024/02/09 13:23:46 : Log starts for - 8170239 - EVENT_RELEASE_TO_SUPL
2024/02/09 13:23:48 : Email Process Log for the Event#: PE-72155-NONST-2024-000000036
2024/02/09 13:23:48 : Email Batch# 2402095780
2024/02/09 13:23:48 : Notification Type: EVENT_RELEASE_TO_SUPL
2024/02/09 13:24:29 : Bad Email not sent to pcannady of CONTINENTAL CONSTRUCTION COMPANY INC
2024/02/09 13:24:30 : Bad Email not sent to rhorton of CONTINENTAL CONSTRUCTION COMPANY INC
2024/02/09 13:25:45 : Bad Email not sent to lynda3456bellsouth.net of SOUTHERN FLOORING INC
2024/02/09 13:30:18 : Total No of Contacts found for sending Email: 1122
2024/02/09 13:30:18 : No of Email(s) not sent due to Bad Email Address: 3

The sourcing event can be reviewed at:
<https://ssl.doas.state.ga.us/gpr/eventDetails?eSourceNumber=PE-72155-NONST-2024-000000036&sourceSystemType=gpr20>

02/09/2024 01:30:18 PM

[NOTICE: This message originated outside of the City of Augusta's mail system -- **DO NOT CLICK** on links, open **attachments** or respond to **requests for information** unless you are sure the content is safe.]



Administrative Services Committee

Meeting Date: August 27, 2024

Standard Operating Procedure (SOP) Project Update

Department: Office of the Administrator

Presenter: Kelli Walker, 311 Manager

Caption: Provide a Standard Operating Procedure update.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

Funds are available in the following accounts: N/A

REVIEWED AND Takiyah Douse, Interim Administrator.

APPROVED BY:

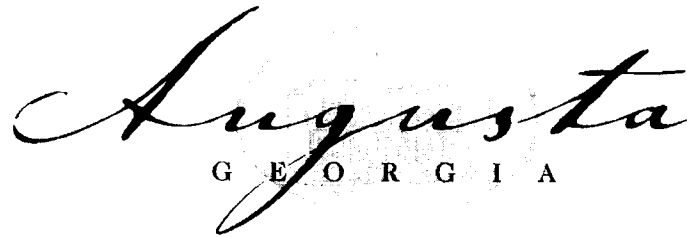


Administrative Services Committee

August 27, 2024

Minutes

Department:	N/A
Presenter:	N/A
Caption:	Motion to approve the minutes of the Administrative Services Committee held on August 13, 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, August 13, 2024
1:10 PM

ADMINISTRATIVE SERVICES

PRESENT

- Mayor Garnett Johnson
- Commissioner Francine Scott
- Commissioner Tony Lewis
- Commissioner Jordan Johnson

ABSENT

- Commissioner Sean Frantom

1. Receive as information updates regarding needed improvements to the Augusta 5th Street Marina from Johnson Laschober & Associates, P.C.

Motion to approve proceeding with the conceptual design costs for the electrical work for the 5th Street Marina with Johnson, Laschober & Associates in the amount of \$35,700.

Motion made by Johnson, Seconded by Lewis.

Voting Yea: Scott, Lewis, Johnson

Motion carries 3-0.

2. Request to approve submission of the Healthy Production Grant and authority for the Mayor, as Augusta, Georgia’s Certifying Official, to execute the documents.

Motion to approve.

Motion made by Johnson, Seconded by Lewis.

Voting Yea: Scott, Lewis, Johnson

Motion carries 3-0.

3. Approve Marquis de La Fayette Historical Marker on Municipal Grounds.

Motion to approve.

Motion made by Johnson, Seconded by Lewis.

Voting Yea: Scott, Lewis, Johnson

Motion carries 3-0.

4. Motion to accept the Budget Retreat Summary as a foundation for the FY25 budget priorities.

Motion to accept this summary as information.

Motion made by Johnson, Seconded by Lewis.

It was the consensus of the committee that this item be received as information without objection.

5. Presentation by Rev. Christopher Johnson and Dr. Patricia Yager regarding the GAIC/UGA Climate Resilience Augusta Project: A model of cooperation.

Motion to approve receiving this item as information.

Motion made by Johnson, Seconded by Lewis.

Voting Yea: Scott, Lewis, Johnson

Motion carries 3-0.

6. Motion to receive a Power point presentation on Succession Planning as information.

Motion to approve authorizing the Human Resources Department and the Administrator to meet and bring back a succession plan.

Motion made by Johnson, Seconded by Lewis.

Voting Yea: Scott, Lewis, Johnson

Motion carries 3-0.

7. Motion to approve the minutes of the Administrative Services Committee held on July 30, 2024.

Motion to approve.

Motion made by Johnson, Seconded by Lewis.

Voting Yea: Scott, Lewis, Johnson

Motion carries 3-0.