



## **ADMINISTRATIVE SERVICES COMMITTEE MEETING MINUTES**

Commission Chamber

Tuesday, May 14, 2024

1:15 PM

### **ADMINISTRATIVE SERVICES**

#### **PRESENT**

Commissioner Francine Scott  
Commissioner Tony Lewis  
Commissioner Sean Frantom  
Commissioner Jordan Johnson

#### **ABSENT**

Mayor Garnett Johnson

1. Downtown Development Authority MOU with the City-County for the History Museum.  
It was the consensus of the committee that this item be deleted from the agenda.
2. Motion to approve the purchase of 17 Dodge Police Chargers and a Dodge Durango at a total cost of \$840,749.26 from Thomson Motor Center for the Richmond County Sheriff's Office.  
Motion to approve.  
Motion made by Frantom, Seconded by Lewis.  
Voting Yea: Scott, Lewis, Frantom, Johnson  
Motion carries 4-0.
3. 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. Phase V - for annual Bid items - Phase V for: Annual Bid #24-065 Fireworks for Independence Day Celebration and 24-066 Warehouse Supplies. The award for both items is for one (1) year with an option to extend for (1) additional year.  
Motion to approve.  
Motion made by Frantom, Seconded by Lewis.  
Voting Yea: Scott, Lewis, Frantom, Johnson  
Motion carries 4-0.
4. Approve a change order of purchase order 21REC033 to provide professional services related to furniture at the Henry Brigham Community Center in the total amount of \$153,473.16 Johnson Laschober & Associates, PC.  
Motion to approve.

Motion made by Johnson, Seconded by Lewis.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

5. Present a written process regarding executive recruitment.

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. 1)Update Commission on each department's succession plan for leadership; 2)task Administrator with helping to have a cohesive plan in place in event of need for each department. **(Requested by Mayor Pro Tem Brandon Garrett)**

Motion to approve tasking the Administrator with updating the Commission on the development of a succession plan for all of the City departments.

Motion made by Frantom, Seconded by Lewis.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

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

Motion to approve.

Motion made by Frantom, Seconded by Lewis.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.