



## **ADMINISTRATIVE SERVICES COMMITTEE MEETING MINUTES**

Commission Chamber

Tuesday, August 29, 2023

1:20 PM

### **ADMINISTRATIVE SERVICES**

#### **PRESENT**

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

1. Presentation of the Rightsizing Plan recommendations by Interim Administrator Douse. **(No recommendation from Administrative Services Committee July 11, 2023 - referred from July 18 Commission meeting)**

Motion to approve the Rightsizing Plan as presented.

Motion made by Johnson, Seconded by Scott.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

2. Motion to approve utilizing state contract (#SWC 99999-SPD-ES40199373-002) for the purchase of nineteen Ford F150s, at a total cost of \$818,612 from Allan Vigil Ford for various departments.

Motion to approve.

Motion made by Frantom, Seconded by Johnson.

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

3. Motion to approve quantity one (1) Healthy Homes Project located at 2363 Mt. Auburn Street.

Motion to approve.

Motion made by Frantom, Seconded by Lewis.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

4. Motion to approve Housing and Community Development Department's (HCD's) request to provide Laney Walker/Bethlehem Revitalization Funding to contract with Capitalrise, LLC to

develop new construction of two (2) single family units, identified as 1101 and 1110 Cedar Street, within Laney Walker/Bethlehem.

Motion to approve.

Motion made by Frantom, Seconded by Lewis.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

5. Motion to approve Housing and Community Development Department's (HCD's) request to approve the addendum engagement agreement with Cherry Bekaert to continue to provide grant management assistance to the Housing and Community Development Department. (23-501C)

Motion to approve.

Motion made by Frantom, Seconded by Lewis.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

6. Request for approval from the Central Services Department, bid #23-130, Vernon Forest Park – Restroom Permit Plan in the amount of \$28,500.00 to be performed by Johnson, Laschober & Associates, P.C.

Motion to approve.

Motion made by Frantom, Seconded by Lewis.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

7. Motion to approve the award of bid #23-177, Augusta Print Shop – Structural Retrofit in the amount of \$93,450.00 to be performed by Contract Management, Inc. A thirty percent (30%) contingency of \$28,035.00 was included. The final amount with contingency is \$121,485.00.

Motion to approve.

Motion made by Frantom, Seconded by Lewis.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

8. Receive as information the emergency request for the replacement of the membrane roof system at the Probation Office in the amount of \$80,000.00 by Hixon's Roofing.

Motion to approve.

Motion made by Frantom, Seconded by Lewis.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

9. Receive as information the emergency request for the replacement of a 5-ton HVAC unit at Mc Bean Community Center in the amount of \$25,998.00 by Trane Company.

Motion to approve.

Motion made by Frantom, Seconded by Lewis.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

10. Receive as information the emergency request for the evaluation of the current conditions of the electrical distribution system at the Augusta Commons in the amount of \$28,000.00 by Johnson Laschober & Associates, P.C..

Motion to approve.

Motion made by Frantom, Seconded by Lewis.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

11. Receive as information the emergency request for the demolition of the 4 5<sup>th</sup> Street building in the amount of \$37,250.00 by Thompson Building Wrecking Co.

Motion to approve.

Motion made by Frantom, Seconded by Lewis.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

12. Request and discuss Information regarding the city's grant application process including seeking grants works. **(Requested by Commissioner Stacy Pulliam)**

Motion to approve tasking the Administrator with compiling a consolidated listing of grants for commissioners.

Motion made by Frantom, Seconded by Johnson.

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

13. Request that the Augusta-Richmond County Board of Commissioners instruct the Board of Assessors, Chief Appraiser and/or their designee to appeal the 2022 Georgia Department of Audits and Accounts (DOAA) Sales Ratio Study, and to 'to refer the question of correctness of the current (2022) equalized adjusted property tax digest of the local school system to the state auditor' as permitted by Georgia Code 48-5-274, and to authorize the Board of Assessors, Chief Appraiser, and/or their designee to act on behalf of Augusta-Richmond County in any related hearings

Motion to approve.

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

14. **Discuss** enhance lighting improvement to address safety concerns at the Augusta Judicial Center. **(Requested by Commissioner Wayne Guilfoyle)**

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

15. Motion to approve the minutes of the Administrative Services Committee held on August 8, 2023.

Motion to approve.

Motion made by Frantom, Seconded by Lewis.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

16. Discuss the organizational structure of the Choice Neighborhoods Initiative.

Motion to approve continuing the original action of the Commission regarding the Choice Neighborhood Initiative with the Administrator as the lead and to include Commissioners Jordan Johnson, Stacy Pulliam and Francine Scott on the committee with a list of the committee members to be provided to all commissioners.

Motion made by Johnson, Seconded by Frantom.

Voting Yea: Scott, Frantom, Johnson

Mr. Lewis out.

Motion carries 3-0.

17. Receive a **report** from the Administrator's Office regarding the current state of ARC 311 Department e.g.-call/email volume, job vacancies and the standard turnaround time given to departments/department heads to respond to 311 requests. (**Requested by Commissioner Stacy Pulliam**)

Motion to delete this item from the agenda.

Motion made by Frantom, Seconded by Lewis.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.