



ADMINISTRATIVE SERVICES COMMITTEE MEETING MINUTES

Commission Chamber
Tuesday, April 30, 2024
1:20 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) MOU with Georgia Rehabilitation Institute, INC. for the development of (2) ADA Accessible Units and (5) Rehabs.

Motion to approve.

Motion made by Johnson, Seconded by Frantom.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

2. Motion to approve Housing and Community Development Department's (HCD's) request to enter into an addendum agreement with R. Taylor HMIS Consulting, LLC to continue U.S. Department of Housing and Urban Development (HUD) Homeless Management Information System (HMIS) management assistance to Housing and Community Development Department.

Motion to approve.

Motion made by Johnson, Seconded by Frantom.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

3. Motion to approve HCD's request to loan HOME – American Rescue Plan, in the amount of One Million Dollars (\$1,000,000.00), for construction of Watson Pointe partnership with Woda Cooper Development and Parallel Housing, Inc. for the sole purpose of a GA Department of Community Affairs (DCAs) Low Income Housing Tax Credit Project only.

Motion to approve.

Motion made by Johnson, Seconded by Frantom.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

4. Receive as information the emergency request for the removal and replacement of Charles B. Webster Detention Center main corridor roof in the amount of \$120,793.00 by Hixon's Commercial Roofing.

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

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

5. Approve an addition of \$7,000.00 for construction services and oversight to the Commission approved emergency request for the evaluation of the Augusta Commons electrical distribution system in the total amount of \$35,000.00 by Johnson Laschober & Associates, P.C.

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

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

6. Receive as information the emergency request for the replacement of all decks, ADA ramps, staircases, and railings at the Diamond Lakes Tennis Courts in the amount of \$191,850.00 by Horizon Construction & Associates.

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

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

7. Receive as information the emergency request for the structural assessment of the marble panels at the Municipal Building in the amount of \$188,480.00 plus \$28,272.00 (15% contingency) for a total of \$216,752.00 by Kuhlke Construction & Associates, Inc.

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

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

8. Approve a change order of purchase order P460291 for the continuation of the assessment/investigation of the Municipal Building marble panel structure in the amount of \$25,000.00 to Johnson, Laschober & Associates, PC.

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

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

9. Receive as information the emergency request for the removal and replacement of Central Services Construction Shop roof in the amount of \$43,000.00 by Crosby Roofing & Seamless Gutters.

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

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

10. Receive as information the emergency request for fire alarm software update and device replacement plan at Charles B. Webster Detention Center in the amount of \$36,500.00 to Southeastern System Technologies.

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

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

11. Receive as information the emergency request for the removal and replacement of Bernie Ward Community Center roof in the amount of \$53,500.00 by Crosby Roofing & Seamless Gutters.

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

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

12. Receive as information the emergency request for the removal and replacement of Carrie J Mays Center and Gym roof in the amount of \$94,325.80 by Crosby Roofing & Seamless Gutters.

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

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

13. Motion to approve utilizing the state contract (#SWC 99999-SPD-ES40199373-009S) for the purchase of four Ford T350s, at a total cost of \$245,448 from Wade Ford.

Motion to approve.

Motion made by Johnson, Seconded by Frantom.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

14. Motion to accept the donation in the amount of \$60,596.45 for the purchase of the UGA Extension Services 12 – passenger van from Gerald Jones Ford.

Motion to approve.

Motion made by Johnson, Seconded by Frantom.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

15. Approve an addition of \$42,525.00 to purchase order 23CSA007 for design fee amendment for supplemental services to cover the costs of a topographical / existing conditions and underground utilities survey for the new Richmond County Correctional Institute facility by IPG, Incorporated – Architects & Planners in c/o with EMC Engineering Services.

Motion to approve.

Motion made by Johnson, Seconded by Frantom.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

16. Presentation of the Standard Operating Procedures project update.

Motion to approve receiving this item as information.

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

17. Motion to approve the renewal of the Intergovernmental Service Agreement between Augusta and the Augusta Richmond County Coliseum Authority in the amount of \$120,000.

Motion to approve.

Motion made by Johnson, Seconded by Frantom.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

18. Motion to approve the minutes of the Administrative Services Committee held on March 26, 2024.

Motion to approve.

Motion made by Johnson, Seconded by Frantom.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

19. Discuss and approve aluminum black fencing. **(Requested by Commissioner Catherine McKnight)**

Motion to delete this item from the agenda and table it to a later date.

Motion made by Johnson, Seconded by Frantom.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

ADDENDUM ITEM

1. Receive an update from the Interim Administrator regarding the Parks and Recreation Department Director recruitment.

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

Motion to approve asking the Interim Administrator to present to commissioners in their agenda books next week a written process regarding executive recruitment and to host a workshop concerning the selection of a director within the next 60 days.

Motion made by Johnson, Seconded by Frantom.

Voting Yea: Scott, Lewis, Frantom, Johnson

Motion carries 4-0.

