



**MINUTES
ADMINISTRATIVE SERVICES COMMITTEE**

March 26, 2026

10:00 A.M.

Caucus Suite 204

Staff Present: Rhonda Wallace, Committee Chair, Board of Commissioners
Allison Watters, Board of Commissioners
Jamie McCord, County Manager
Susie Gass, Committee Chief of Staff, Finance Director and
Comptroller
Randy Self, Purchasing Director
Kevin Brown, IT Director
Todd Wofford, Parks and Recreation Director
Amy Stanley Burns, Assistant Human Resources Director
Davlon Ezell, Superior Court Administrator
Lauren Chumbler, County Clerk
Amy Dawkins, Communications Manager

I. Call to Order

Chair Wallace called the meeting to order at 10:03 a.m.

II. Review Minutes from Previous Meetings

- Adopt minutes of regular meeting Jan. 22, 2026

The minutes from the regular meeting of Jan. 22, 2026 were approved by common consent.

III. Public Participation

IV. Purchasing

- Mr. Self reviewed current purchasing bids including seven HVAC units for the jail as well as four Dodge Durango SUVs for the Sheriff's Office.
- Mr. Self also said the bid evaluations are completed for the former Law Enforcement Center renovation project are completed and they will interview the top two candidates.

V. County Clerk

Ms. Dawkins reviewed the days after the Historic Courthouse fire and commented on the significant community outreach after that fire.

VI. Information Technology (IT)

Mr. Brown reviewed the process of installing the firewall as well as new time clocks. Mr. Brown also reviewed the updates to moving the Faster and Fuelmaster programs at Public Works to the cloud.

VII. County Manager

Mr. McCord gave an update on the Historic Courthouse and said that it would cost approximately \$1 million to demolish the building or \$3 million to prep and begin restoration of the building. Mr. McCord estimated that it would cost approximately \$50 million to fix the building. Mr. McCord said that the commission has options and the initial reports on the brick structure were promising.

VIII. Human Resources

Ms. Burns reviewed Human Resources reports concerning a Deputy Chief Appraiser job classification and Engineering Tech job classification.

IX. Finance

Ms. Gass reviewed a new grant administration policy with the committee as well as reviewed the current financial statement.

X. Court Administrator

XI. Parks and Recreation

Mr. Wofford reviewed recent sign and Coke contract proposals which will go before the board in upcoming meetings. Mr. Wofford also updated the committee on the Independence Day fireworks plans including a new contractor, which will go before the board, and a singer for the event.

XII. Tax Assessor

Ms. Gass reviewed the tax assessor reports including a reminder of the date of the tentative mail date for 2026 notices, which is currently May 29. Ms. Gass also said after the purchase of computers and other necessary items to get set the office back up after the fire. Of the \$100,000 allocated by the commission for that purpose, Ms. Gass said there was approximately \$35,000 remaining.

XIII. Elections

XIV. Facilities

Mr. McCord reviewed the facilities reports.

- XV. Chief of Staff Report**
- XVI. Chair's Report**
- XVII. Other Business**
- XVIII. Adjourn**

With no other business to discuss the meeting was adjourned at 11:20 a.m.

Next meeting May 28, 2026, 10 a.m.