



Administrative Services Committee Commission Chamber- 9/26/2017- 1:10 PM
Meeting

ADMINISTRATIVE SERVICES

1. Approve the Probate Court Lobby Renovation in order to increase the security of the Probate Court for the Judge, staff and public. (Bid 17-120A)  [Attachments](#)
2. Consider a request from the Augusta Council of Garden Clubs for the purchase, placement and care of a Blue Star Marker.  [Attachments](#)
3. Discuss condemnation proceedings for the old Regency Mall Property. **(Requested by Commissioner Marion Williams)**  [Attachments](#)
4. Presentation from First Vehicle Services regarding Fleet Management. **(Requested by Commissioner Wayne Guilfoyle)**  [Attachments](#)
5. Request to approve publication of the proposed budget allocations for the required 30-Day Public Comment Period and subsequent submission by Augusta Housing and Community Development of the FY 2018 Annual Action Plan for the following programs funded by the U.S. Department of Housing and Urban Development (HUD): Community Development Block Grant (CDBG) Program, Home Investment Partnerships (HOME) Program, Emergency Solutions Grant (ESG) Program, and the Housing Opportunities for Persons with AIDS (HOPWA) Program.  [Attachments](#)
6. Request for approval to adjust the 2017 Budget for the Housing and Community Development Department.  [Attachments](#)
7. Motion to approve the minutes of the Administrative Services Committee held on September 12, 2017.  [Attachments](#)
8. Motion to authorize Recodification of the Augusta, GA Code, Agreement for on-going Supplementation and Online Code  [Attachments](#)

Publication.

9. Discuss Consolidation Bill and Augusta Commission Rules of Procedure Rule 1.09.02 Roll Call Vote.  [Attachments](#)
(Requested by Commissioner Marion Williams)

www.augustaga.gov



Administrative Services Committee Meeting
9/26/2017 1:10 PM
Augusta Probation Court Lobby Renovation, RFB #17-120A

Department: Central Services

Presenter: Takiyah A. Douse

Caption: Approve the Probate Court Lobby Renovation in order to increase the security of the Probate Court for the Judge, staff and public. (Bid 17-120A)

Background: The Probate Court Lobby is experiencing some security concerns, which has been a problem since the John H. Ruffin, Jr. Courthouse completion in 2011. It has been determined that the entrance and waiting area for Suite 100, housing the Probate Court, needs to be renovated to provide enhance security for the Judge, staff and the public. Due to the current layout of the suite, individuals are able to walk through the reception area, most times unnoticed, directly into the courtroom without challenge. The Probate court has endured this lack of security since moving into the August Judicial Center, and it is the only court in the facility experiencing this situation. This proposed renovation plans would establish control procedures for gaining access to the court, making the court's administration operation and courtroom safer.

Analysis: Security of the Probate Courtroom has been an issue since its relocation to the Augusta Judicial Center. Funds to perform the needed renovation upgrade of the court's security had not been available in a sufficient amount until recently. The cost of the security renovation of the court lobby is within the market range for the scope of work and determined to be fair and reasonable

Financial Impact: The cost of renovating the Probate Court Lobby is \$195,000

Alternatives: 1. Approve the Probate Court Lobby Renovation for \$195,000.00 to meet the security needs of the court for its Judge, staff and the public. 2. Do not approve the proposal

Recommendation: Approve the Probate Court Lobby Renovation for \$195,000.00 to

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Item # 1

meet the security needs of the court for its Judge, staff and the public.

**Funds are Available
in the Following
Accounts:**

Funds are available in account 329-05-1120 and 272-02-1710.

REVIEWED AND APPROVED BY:

Finance.

Procurement.

Law.

Administrator.

Clerk of Commission

Invitation to Re-Bid

Sealed re-bids will be received at this office until Tuesday, July 11, 2017 @ 3:00 p.m. for furnishing:

Re-Bid Item #17-120A Augusta Probate Court Lobby Renovations for Augusta Central Services Department – Facility Maintenance Division

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

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

Re-Bid documents may be examined at the office of the Augusta, GA Procurement Department, 535 Telfair Street – Room 605, Augusta, GA 30901. **Plans and specifications for the project shall be obtained by all prime, subcontractors and suppliers exclusively from Augusta Blue Print. The fees for the plans and specifications which are non-refundable is \$15.00.**

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.augustablue.com) at no charge through Augusta Blue Print (706 722-6488) beginning Thursday, June 1, 2017. 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.

A Mandatory Pre Bid Conference will be held on Friday, June 23, 2017 @ 10:00 a.m. in the Procurement Department, 535 Telfair Street, Room 605. A Mandatory Site Visit will follow.

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 Tuesday, June 27, 2017 @ 5:00 P.M. No bid will be accepted by fax, all must be received by mail or hand delivered.

No proposal may be withdrawn for a period of sixty (60) days after bids have been opened, pending the execution of contract with the successful bidder. **A 10% Bid Bond is required to be submitted along with the bidders' qualifications; a 100% performance bond and a 100% payment bond will be required for award.**

Invitation for re-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 waiveable 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.

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

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

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle	June 1, 8, 15, 22, 2017
Metro Courier	June 7, 2017

UNOFFICIAL



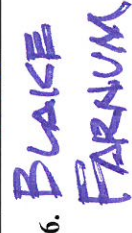
Bid Item #17-120A
Augusta Probate Court Lobby Renovations for Augusta, GA Central Services
Department-Facilities Division
Bid Date: Tuesday, July 11, 2017 @ 3:00 p.m.

Total Number Specifications Mailed Out: 29
 Total Number Specifications Download (Demandstar): NA
 Total Electronic Notifications (Demandstar): NA
 Mandatory Pre-Bid Attendees: 6
 Total packages submitted: 1
 Total Noncompliant: 0

VENDORS	Attachment "B"	E-Verify	Bid Bond	SAVE Form	Bid Price
Kuhlke Construction 3704 Benchmark Drive Augusta, GA 30909	NO BID				
Larry Pittman & Associates, Inc. 1249 Gordon Park Road Augusta, GA 30901	YES	230014	YES	YES	\$195,000.00
Blount's Complete Home Service 2907 Old Tobacco Road Hephzibah, GA 30815	NO BID				
RR&B Associates 6120 Hwy 85 Riverdale, GA 30274	NO BID				

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ITB Mandatory Pre-Bid Conference Sign-in Sheet
Bid Item #17-120A Augusta Probate Court Lobby Renovations for Augusta, GA- Central Services Department-Facility Maintenance
Tuesday, June 23, 2017, @ 10:00 a.m.
PLEASE PRINT

NAME	COMPANY/DEPT.	ADDRESS/CITY/STATE/ ZIP CODE	TELEPHONE NUMBER	FAX NUMBER	EMAIL	Prime/Sub
1. Darrell White 	Procurement	535 Telfair Street, Suite 605 Augusta, GA 30901	706-821-2423	706-821-2811	probidandcontract @augustaga.gov	
2. Nancy Williams 	Procurement	535 Telfair Street, Suite 605 Augusta, GA 30901	706-821-2888	706-821-2811	probidandcontract @augustaga.gov	
3. Salasha Singleton 	Procurement	535 Telfair Street, Suite 605 Augusta, GA 30901	706-821-4251	706-821-2811	probidandcontract @augustaga.gov	
4. MOCTAR GAYE 	Miracle Method SURFACE Refinish	115 Enterprise Dr suite B. Pendergrass, GA 30567	706-813-4338	"	Mgaye@MiracleMethod.com SuS	
5. BEN LAHATTE 	KUHLKE CONSTRUCTION	3704 BENCHMARK DR. AUGUSTA, GA 30909	(706) 650-8722	(706) 860-7363	info@ kuhlkeconstruction.com PRIME	
6. BLAKE FARNUM 	LARRY PITTMAN & ASSOCIATES	1249 GORDON PK RD. AUGUSTA GA 30901	(706) 724 7602	(706) 724 7641	bfarnum @lpa-ga .com PRIME	
7. Jereci Blount 	Blount's Complete Home Service	2907 Old Tobacco Road Hephzibah 30815	(606) 793-9080	706-79388 63		Prime

ITB Mandatory Pre-Bid Conference Sign-in Sheet
Bid Item #17-120A Augusta Probate Court Lobby Renovations for Augusta, GA- Central Services Department-Facility Maintenance
Tuesday, June 23, 2017, @ 10:00 a.m.
PLEASE PRINT

NAME	COMPANY/DEPT.	ADDRESS/CITY/STATE/ ZIP CODE	TELEPHONE NUMBER	FAX NUMBER	EMAIL	Prime/Sub
8. <i>Tammy Burt</i>	<i>Blacks Cayote</i>	<i>2407 Tobacco Rd Jeffersonville, GA</i>	<i>706-793-9253</i>		<i>blacks@blacks.com</i>	<i>Prime</i>
9. <i>Andre R. Relford</i>	<i>RRFB Assoc.</i>	<i>6120 Hwy 85 Riverdale GA 30274</i>	<i>770-997-1820</i>	<i>770-997-1466</i>	<i>dlrcoe@blacks.com</i>	<i>GC Prime</i>
10. <i>Gerald K. Jefferson</i>	<i>Compliance</i>	<i>535 Telfair St. Augusta, GA 30901</i>	<i>706-821-2406</i>	<i>706-823-4395</i>	<i>gjefferson@augustaga.gov</i>	<i>—</i>
11. <i>Tamla Walton</i>	<i>compliance</i>	<i>535 Telfair St. Suite 710 Augusta, GA 30901</i>	<i>706-821-2406</i>	<i>706-823-4395</i>	<i>twalton@augustaga.gov</i>	
12. <i>Louise Wimberly</i>	<i>CS</i>	<i>2760 Peach Orchard Rd Augusta, GA 30906</i>	<i>706-821-1948</i>	<i>706-796-5077</i>	<i>lwimberly@comptekpa.com</i>	
13.						
14.						
15.						



Central Services Department

Takiyah A. Douse, Director
Lonnie Wimberly, Deputy Director
Rick Acree, Facilities Manager

Facilities Division
2760 Peach Orchard Road, Augusta GA 30906
(706) 821-2426 Phone (706) 799-5077 Fax

MEMORANDUM

TO: Mrs. Geri Sams, Director, Procurement Department
FROM: Mrs. Takiyah Douse, Director, Central Services Department
DATE: August 16, 2017
SUBJECT: Bid Item #17-120A Probate Court Lobby Renovation

The proposals for the referenced RFP was received on July 11, 2017. We received one responsive bid.

The compliant bid total for the Probate Court Lobby Renovation is within the market range of the amount of renovation required to make the court secure, and the project budget has been adjusted to meet the market price range. It is therefore recommended, the bid be awarded to Larry Pitman & Associate, at a total cost of \$195,000.

Thank you for your assistance in securing this pricing. Please do not hesitate to call if you have any questions or need additional clarification.

Cc: Lonnie Wimberly
Rick Acree

17 AUG 17 AM 8:28

KUHLKE CONSTRUCTION
3704 BENCHMARK DRIVE
AUGUSTA, GA 30909

SHEARER CONSTRUCTION
ATTN: ROBBIE SHEARER
P. O. BOX 2570
EVANS, GA 30809

R.D BROWN CONSTRUCTION
410 CAROLINA SPRINGS ROAD
NORTH AUGUSTA, SC 29841

SOMMERS CONSTRUCTION
ATTN: PATRICK SOMMERS
4889 SOMERSET DRIVE
EVANS, GA 30809

LARRY PITTMAN
1249 GORDON PARK ROAD
AUGUSTA, GA 30901

CONTRACT MANAGEMENT
ATTN: JAMESY WILLIAMS
1827 KILLINGSWORTH ROAD
AUGUSTA, GA 30904

DABBS-WILLIAMS
ATTN: JAY JAMES
319 S WALNUT STREET
STATESBORO, GA 30459

RCN CONTRACTING
ATTN: JIM NEWMAN
1115 FRANKE PLACE CT
AUGUSTA, GA 30909

HEAVENER CONSTRUCTION
ATTN: RICHARD PIECZYNSKI
1530 CRESCENT COURT
AUGUSTA, GA 30909

MRC CONSTRUCTION COMPANY
2203 WILLIS FOREMAN ROAD
HEPHZIBAH, GA 30815

S. D. CLIFTON CONSTRUCTION
ATTN: MAX KNIGHT
4324 WHEELER ROAD
MARTINEZ, GA 30907

ALLEN + BATCHELOR
CONSTRUCTION
1063 FRANKE INDUSTRIAL DRIVE
AUGUSTA, GEORGIA 30909

DUCKWORTH DEVELOPMENT
P.O. BOX 212597
MARTINEZ, GA 30917

JBC CONSTRUCTION
118 N BELAIR ROAD SUITE 1
EVANS GA 30809

W. A. BRAGG & CO.
ATTN: DARRELL BRAGG
2513 MIKE PADGETT HIGHWAY
AUGUSTA, GA 30906

TWENTIETH CENTURY CONST.
ATTN: CARL JORDAN
2106 KELLY STREET
AUGUSTA, GA 30904

CONTINENTAL CONSTRUCTION
ATTN: ROBBIE HORTON
4190 CROSSTOWNE CT
EVANS, GA 30809

BLOUNT'S COMPLETE HOME
SERVICE
ATTN: JIMMY BLOUNT
2907C TOBACCO ROAD
HEPHZIBAH, GA 30815

J & B CONSTRUCTION
ATTN: JEROME JONES
3550 GORDON HWY
GROVETOWN, GA 30813

HORIZON CONSTRUCTION
ATTN: HENRY HENDERSON
P.O. BOX 798
EVANS, GA 30809

ACC CONSTRUCTION CO
635-A NORTHWEST FRONTAGE RD
AUGUSTA, GA 30907

R.W. ALLEN LLC
1015 BROAD STREET
AUGUSTA, GA 30901

E&P GENERAL CONTRACTORS LLC
2500 W. BROAD STREET
SUITE 605 ATHENS, GA 30606

VERACITY CONSTRUCTION
1556 CEDAR CREEK DRIVE
THOMSON, GA 30824

Takiyah Douse
Central Services Dept.- Facilities

Rick Acree
Central Services Dept.- Facilities

Kelli Irving
LSBOP

Re-Bid Item 17-120
Augusta Probate Court Lobby
Renovations
for Central Services-Fac. Dept.
Due: Tue. 7/11/17 @ 3:00 p.m.

Page 1 of 2 Rebid Item# 17-120A

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CSF
2760 PEACH ORCHARD ROAD
AUGUSTA, GA 30906

CONTRACT MANAGEMENT INC
1827 KILLINGSWORTH ROAD
AUGUSTA, GA 30904

GEORGE WILLSON CONTRACTING
3608 HWY 85 SOUTH
RIVERDALE, GA 30274
RETURNED MAIL

NET PLANNER SYSTEMS INC
4808 TECHNOLOGY DRIVE
MARTINEZ, GA 30907

RR&B Associates General
Contractors
6120 Hwy 85 South
Riverdale, GA 30274

Page 2 of 2 Rebid Item# 17-120A



Compliance Department

Kellie Irving
Compliance Director

MEMORANDUM

To: Takiyah Douse, Director, Central Services Department
Geri Sams, Director, Procurement Department

From: Kellie Irving, Director, Compliance Department
Gerald K. Jefferson, DBE & LSBOP Officer, Compliance Department

Date: September 13, 2017

Subject: Augusta Probate Court Lobby Renovations Package for Augusta, Georgia
Re-Bid Item #17-120A

☒ This bidder/offeror IS eligible for award.	☐ This bidder/offeror IS NOT eligible for award.
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This memo is to transmit the review and concurrence of responsiveness and compliance by the bidder/offeror, **Larry Pittman & Associates, Inc.**. The Augusta, Georgia code requires a contractor to meet the assigned LSBOP Utilization Goal or provide evidence of completing good faith efforts.

The goal established for the **Augusta Probate Court Lobby Renovations Package** for Augusta, Georgia, Re-Bid Item #17-120A, is **30%**. The bidder/offeror submitted the required LSBOP forms; thus, the bidder/offeror is responsive. In addition, the bidder/offeror, after an earnest effort to identify eligible LSBOP firms, was not able to meet the minimum participation and has **0%** utilization.

Should this bidder/offeror be selected for this bid, upon award, the bidder/offeror is requested to contact the Compliance Department - DBE Division to assist in the identification and utilization of current LSBOP firms available for subcontracting work on this project. The bidder/offeror will be required to develop a plan of action to utilize firms to meet the proposed LSBOP Utilization Goal.

The bidder/offeror has met good faith efforts and is responsive and compliant with the Local Small Business Opportunity Program; **therefore, this bidder/offeror is eligible for award.**

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

Compliance Department

535 Telfair Street – Suite 610 - Augusta, GA 30901-4414
(706) 821-2406– Fax (706) 821-4228
WWW.AUGUSTAGA.GOV

Item # 1



**Administrative Services Committee Meeting
9/26/2017 1:10 PM
Blue Star Marker Request**

Department: Clerk of Commission

Presenter:

Caption: Consider a request from the Augusta Council of Garden Clubs for the purchase, placement and care of a Blue Star Marker.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:

30 August 2017

Subject: Purchase, Placement, and Care of the Blue Star Marker by the August Council of Garden Clubs

To: Natascha Bailey,

1. The Augusta Council of Garden Clubs (Council) wishes to place a Blue Star Marker (marker) on the grounds of the Judicial Building or the Courthouse. Our preference is the Judicial Building but will certainly understand if there needs to be an alternative choice.

2. The Council will purchase the marker and post and pay to have it refurbished if that becomes necessary over time. The following inscription will be on the marker:

"Honor all military services. The Garden Clubs of Georgia, August Council of Garden Clubs, and {the name of the jurisdiction sponsoring the placement here}"

3. The City would accept the marker and furnish grounds for placement.

4. A dedication would be held to unveil the marker with invitations going out to numerous individuals including the Governor, the Garden Club of Georgia President, Garden Club District Director, and anyone else that you would like to invite. We would need to identify an appropriate space near the marker to hold the unveiling ceremony. The Council will provide refreshments.

5. Thank you for your consideration of this matter and the Council hopes that you will be able to accept this proposal.

Sincerely,



Peggy Glover

Blue Star Marker Chairman

p) (706)

359

4950



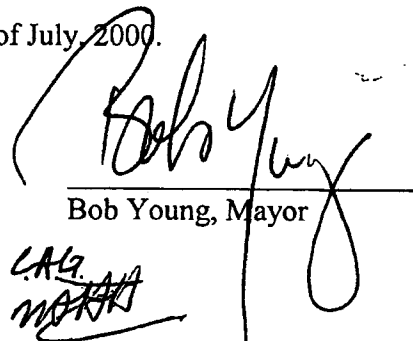
POLICY FOR PLACEMENT OF MONUMENTS AND OTHER MARKERS ON PUBLIC RIGHTS OF WAYS OR OTHER PUBLIC PROPERTY

The criteria of the policy for placement of monuments or historical markers would include:

1. Application for placement of monument or marker submitted to an ad hoc committee comprised of :
 - Planning and Zoning
 - Public Works and Engineering Department
 - Administrator's Office
2. The applicant would be required to enter into a perpetual maintenance agreement. The City would reserve the right to remove the monument or marker from the right of way or public property in case of disrepair or damage of a significant nature not being addressed by the applicant.
3. The successful applicant would apply for and secure an encroachment permit from the Public Works and Engineering Department. This permit would address site requirements such as sight distances, clear zone, restrictions, etc.
4. Installation will be in accordance with City specifications and under City inspection.

As adopted by the Augusta Commission this 20th day of July, 2000.


 ATTEST: Lena J. Bonner
 Clerk of Commission


 Bob Young, Mayor
 C.A.G.
 MORA

To: CLK OF Com 5/24/00



Department of Public Works and Engineering

Clifford A. Goins Assistant Director
Public Works - Engineering Division

Room 701, 530 Greene Street
Augusta, Georgia 30911
(706) 821-1706 FAX (706) 821-1708



TO: HONORABLE BOB YOUNG, MAYOR
MEMBERS OF COMMISSION
ULMER BRIDGES, CHAIRMAN, ENGINEERING SERVICES COMMITTEE
RANDY OLIVER, ADMINISTRATOR

FROM: CLIFFORD A. GOINS, INTERIM ASSISTANT DIRECTOR
PUBLIC WORKS - ENGINEERING DIVISION *CAH*

DATE: MAY 23, 2000
MAY 30, 2000 COMMITTEE MEETING

SUBJECT: MONUMENT/HISTORICAL MARKER POLICY
FILE REFERENCE: 2000-009

CAPTION:

ADOPT POLICY FOR PLACEMENT OF MONUMENTS AND OTHER
MARKERS ON PUBLIC RIGHTS OF WAYS OR OTHER PUBLIC
PROPERTY.

BACKGROUND:

There have been several requests in the past few months to place a monument or other appropriate marker in the right of way or on public property to commemorate a specific person or event. While this has been done in the past on a case by case basis, the need to establish a policy has become apparent.

The Public Works and Engineering Department has performed a limited field reconnaissance on the existing monuments and historical markers in the area. By far, the majority of the existing monuments are on Greene Street with the historical markers at various locations. The median area on Green Street and other streets with width medians makes them ideal for the placement of monuments. Historical markers can be placed in more confined locations.

ANALYSIS:

The criteria of the policy for placement of monuments or historical markers would include:

1. Application for placement of monument or marker submitted to an ad hoc committee comprised of:
 - Planning and Zoning
 - Public Works and Engineering Department
 - Administrator's Office

AGENDA ITEM**May 19, 2000****PAGE TWO**

2. The applicant would be required to enter into a perpetual maintenance agreement. The City would reserve the right to remove the monument or marker from the right of way or public property in case of disrepair or damage of a significant nature not being addressed by the applicant.
3. The successful applicant would apply for and secure an encroachment permit from the Public Works and Engineering Department. This permit would address site requirements such as sight distances, clear zone, restrictions, etc.
4. Installation will be in accordance with City specifications and under City inspection.

FINANCIAL IMPACT:

The agenda item does not contain a request for funding.

ALTERNATIVES:

Do not approve recommended policy in whole or in part.

RECOMMENDATION:

It is recommended that the Commission adopt the Monument/Historical Marker Policy as outlined in the Agenda Item.

PUBLIC WORKS DEPARTMENT DIRECTOR: Cliff A. Arini

ADMINISTRATOR: Charles R. Quier 5/23/00

FUNDS ARE AVAILABLE IN THE FOLLOWING ACCOUNTS: N/A

FINANCE: Lon W. Morrey 5/23/00

COMMITTEE ACTION:

CAG/kmw

xc: Lon Morrey, Comptroller
 Kakoli Basu
 Agenda File
 Main File
 Ms. Teresa Smith, Pre-Construction Engineer



**Administrative Services Committee Meeting
9/26/2017 1:10 PM
Condemnation old Regency Mall Property**

Department:

Presenter: Commissioner Marion Williams

Caption: Discuss condemnation proceedings for the old Regency Mall Property. **(Requested by Commissioner Marion Williams)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
9/26/2017 1:10 PM
First Vehicle Services**

Department:

Presenter: Commissioner Wayne Guilfoyle

Caption: Presentation from First Vehicle Services regarding Fleet Management. **(Requested by Commissioner Wayne Guilfoyle)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:

Lena Bonner

From: Wayne Guilfoyle <augustatile@knology.net>
Sent: Wednesday, September 20, 2017 10:31 AM
To: Lena Bonner
Subject: Agend item

Mrs. Bonner. Please add to Administrative Committee for First Vehicle Services to do a presentation on Fleet Management. Thank You, Wayne Guilfoyle



Administrative Services Committee Meeting
9/26/2017 1:10 PM
FY2018 Annual Action Plan

Department: Housing and Community Development

Presenter: Hawthorne Welcher, Jr., Director

Caption: Request to approve publication of the proposed budget allocations for the required 30-Day Public Comment Period and subsequent submission by Augusta Housing and Community Development of the FY 2018 Annual Action Plan for the following programs funded by the U.S. Department of Housing and Urban Development (HUD): Community Development Block Grant (CDBG) Program, Home Investment Partnerships (HOME) Program, Emergency Solutions Grant (ESG) Program, and the Housing Opportunities for Persons with AIDS (HOPWA) Program.

Background: In order to fulfill statutory and regulatory requirements mandated by the U.S. Department of Housing and Urban Development with regard to the FY2018 Annual Action Plan, the City of Augusta, Georgia is required to make available for public comment the FY2018 Annual Action Plan that provides the jurisdiction an opportunity to review the City of Augusta's Housing and Community Development Department's local strategy to address needs in the areas of community development, economic development, affordable housing and homelessness. Below is a listing of the projected allocations and projected Program Income:

Program	Estimated Allocations (\$'s)	Estimated Program Income
CDBG	1,649,350	200,000
HOME	708,217	235,000
HOPWA	1,058,968	0
ESG	150,876	0
Total Allocation	\$3,567,411.00	Total Program Income \$435,000

Total Allocation + Program Income from loan repayments: \$4,002,411 In compliance with the U.S. Department of Housing and Urban Development regulatory requirements, each annual update to the Consolidated Plan in the form of an Annual Action Plan must be presented to the public for a 30-day comment period.

Analysis: If approved by the Augusta – Richmond County Commission, the Housing and Community Development Department will be capable of funding these projects in accordance with the

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submission of the FY2018 Annual Action Plan to the U. S. Department of Housing and Urban Development (HUD). After the 30 day public comment period, HCD will come before Commission on 11/7/17 for final approval ahead of HUD's Statutory Submission Deadline of 11/15/17. HUD will determine the City's final budget allocations based on congressional approval. This typically happens in June or July of each year. After HUD provides us with the final allocation, they will request resubmission during Calendar Year 2018 of final projects. At that time, the Commission will have the opportunity to revise, if you deem a revision necessary or appropriate.

Financial Impact: If approved by the Augusta – Richmond County Commission, the FY2018 Annual Action Plan will allow for the Housing and Community Development Department to continue to provide funding for needed services and housing projects for low- to moderate-income households throughout the City of Augusta, Georgia.

Alternatives: None Recommended.

Recommendation: Approve publication of the proposed budget allocations for the required 30-Day Public Comment Period and subsequent submission by Augusta Housing and Community Development of the FY 2018 Annual Action Plan, and placement on the Commission Agenda for November 7, 2017.

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:

**Finance.
Law.
Administrator.
Clerk of Commission**

2018 One Year Action Plan - Program Allocations Summary		
Community Development Block Grant - Poverty Reduction Programs (13.1%)		
Action Ministries	\$19,920.00	1.08%
Augusta Mini Theatre	\$19,920.00	1.08%
Augusta Partnership for Children	\$21,840.00	1.18%
Boys and Girls Club - Dogwood Club	\$22,800.00	1.23%
Boys and Girls Club - Hagler Club	\$22,800.00	1.23%
Boys and Girls Club - Johnson Club	\$22,800.00	1.23%
Clubhouse	\$20,160.00	1.09%
CSRA EOA - M. Barnes Homeless Resource Center	\$24,000.00	1.30%
Hope House	\$22,320.00	1.21%
MACH Academy	\$22,080.00	1.19%
The Salvation Army - Augusta Area Command	\$24,000.00	1.30%
Total Proposed funding for Poverty Reduction Programs		\$242,640.00
Community Development Block Grant - Special Purpose Programs (1.2%)		
CSRA EOA - Sibley Street Permanent Housing	\$22,560.00	1.22%
Total Proposed funding for Special Purpose Programs		\$22,560.00
Community Development Block Grant - Public Service Budget		
Total Proposed Funding for Public Services (14.3%)		\$265,200.00
Community Development Block Grant - Housing Development Programs (50.8%)		
Permanent Supportive Housing Project	\$25,000	1.35%
Housing Rehabilitation	\$714,330	38.63%
Affordable Housing Creation	\$75,000	4.06%
Rental Rehabilitation	\$50,000	2.70%
Emergency Code Compliance Program	\$75,000	4.06%
Total Proposed Funding for Housing Development Programs		\$939,330
Community Development Block Grant - Economic Development Programs (10.8%)		
Economic Development	\$200,000	10.81%
Total Proposed Funding for Economic Development Programs		\$200,000
Community Development Block Grant - Programmatic Contingency (4.6%)		
Real Property Activity	\$84,950	4.59%
Total Proposed Funding for Contingency Programs		\$84,950
Community Development Block Grant - Planning & Grants Administration (19.46%)		
Planning & Entitlement Grants Administration	\$305,179	16.50%
Fair Housing	\$54,691	2.96%
Total Proposed Funding for Planning & Grants Administration		\$359,870
Total CDBG Funding Proposed for Program Activities		\$1,849,350
HOME Investment Partnership Grant - Housing Development		
Housing Redevelopment Initiative	\$560,686	59.44%
Homeowner Assistance Program	\$161,388	17.11%
Community Housing Development Organization: Operations	\$41,388	4.39%
Community Housing Development Organization: Projects	\$107,853	11.43%
HOME Investment Partnership Grant - Program Administration (10% cap)		
HOME Program Administration	\$71,902	7.62%
Total HOME Funding Proposed for Housing Development		\$943,217

Emergency Solutions Grant - Rapid Rehousing and Homelessness Prevention (49.7%)		
CSRA EOA	\$25,000	16.57%
Safe Homes	\$25,000	16.57%
Action Ministries	\$25,000	16.57%
Total Street Outreach/Shelter Operations		\$75,000
Emergency Solutions Grant - Street Outreach/Shelter Operations (42.8%)		
Salvation Army	\$32,280	21.40%
Safe Homes	\$32,281	21.40%
Total Street Outreach/Shelter Operations		\$64,561
Emergency Solutions Grant - Program Administration (7.5% cap)		
ESG Administration	\$11,315	7.50%
Total Proposed Funding for ESG Admin		\$11,315
Total ESG Funding Proposed for Homeless Services		\$150,876
Housing Opportunities for Persons with AIDS Grant - Program Activities (97%)		
St. Stephens Ministry	\$193,000	18.23%
Promise Land CDC	\$148,400	14.01%
Antioch Ministry	\$203,987	19.26%
HOPWA Housing	\$481,812	45.50%
Total HOPWA Proposed for Program Activities		\$1,027,199
Housing Opportunities for Persons with AIDS Grant - Program Administration (3% cap)		
HOPWA Program Administration	\$31,769	3.00%
Total HOPWA Funding Proposed for Housing and Services		\$1,058,968
TOTAL PROPOSED 2017 ONE YEAR ACTION PLAN BUDGET		\$4,002,411



Administrative Services Committee Meeting
9/26/2017 1:10 PM
HCD_2017 Budget Increase

Department: Housing and Community Development Department

Presenter: Mr. Hawthorne Welcher, Jr., Director and Ms. Leslie English, AHCD Finance Officer

Caption: Request for approval to adjust the 2017 Budget for the Housing and Community Development Department.

Background: Due to various home sales in our HOME Investment Partnership Program and Neighborhood Stabilization Program, we have receipted Program Income funds in the amount of \$700,000 that were unaccounted for in our initial budget for FY 2017. By federal law, we must utilize these program income funds before we can use our grant funds. This has caused an error in our accounting software because the funds were not budgeted. As is customary, a freeze has been placed on the accounts to prevent budget overages. In order to lift the line item freeze, we are requesting the approval to increase the budget as follows: Income Accounts Expense Accounts HOME Grant \$500,000 Acct. #: 221073212-3313122 Construction Expense \$500,000 Acct. #: 221073212-5225110 NSP Grant \$200,000 Acct. #: 221073217-3313130 Construction Expense \$200,000 Acct. #: 221073217-5225110 Total Increase \$700,000 Total Increase \$700,000

Analysis: This increase in funds for each account would allow the department to continue utilizing the funds on hand for current construction projects that have been taken on to construct additional affordable housing units.

Financial Impact: This request has a \$0.00 net impact to the budget. Due to the Program Income, there will be more funds for projects but will not impact the budget.

Alternatives: There are no alternatives

Recommendation:

Approve the request to amend HCD's current budget in order to

Cover Memo

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expend funds in a timely fashion and remain federally compliant with regulatory requirements.

**Funds are Available
in the Following
Accounts:**

The Income and Expense accounts for the HOME Investment Partnership Program and the Neighborhood Stabilization Program will have a net \$0 impact.

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission



**Administrative Services Committee Meeting
9/26/2017 1:10 PM
Minutes**

Department: Clerk of Commission

Presenter:

Caption: Motion to approve the minutes of the Administrative Services Committee held on September 12, 2017.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting Commission Chamber - 9/12/2017

ATTENDANCE:

Present: Hons. M. Williams, Chairman; Jefferson, Vice Chairman; Davis and D. Williams, members.

Absent: Hon. Hardie Davis, Jr., Mayor.

ADMINISTRATIVE SERVICES

1. Approve proposal to allow Augusta to contract with Purchasing Power to provide a payroll deduction based loan program as a benefit to Augusta GA.'s employees utilizing a State of Georgia's Entity Contract, which was approved by the State to begin November 1, 2016 with four renewals. Also authorize the Mayor to execute the contract on behalf of Augusta. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve doing a sampling of the employees to determine if there is a need or desire for this program, to determine the cost, to ask the Administrator to contact some jurisdictions who have instituted the program and to see what their experience has been and to come back in 30 days with a report. Motion Passes 4-0.	Commissioner Dennis Williams	Commissioner Andrew Jefferson	Passes

2. Update from the Administrator regarding the operations of the Augusta Probation Services Department. (Requested by Commissioner Marion Williams) **Item Action:** Approved

Item # 7

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Andrew Jefferson	Passes

3. Discuss the Lake Olmstead Stadium. (Requested by Commissioner Bill Fennoy) (Referred from August 29 Administrative Services) **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Motion Passes 4-0.	Commissioner Andrew Jefferson	Commissioner Mary Davis	Passes

4. Motion to approve the minutes of the Administrative Services Committee held on August 29, 2017. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Andrew Jefferson	Passes

5. Authorize Submission of the 2017 Exhibit I Continuum of Care Application to HUD and Grant the Mayor the Authority to Execute all Forms associated with the Application, which also include, New and Renewal Applications, Approved Certifications, Agreements and Annual Progress Reports. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Unanimous consent is given to add

Item # 7

this item to the agenda.

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Dennis Williams	Commissioner Mary Davis	Passes

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Administrative Services Committee Meeting

9/26/2017 1:10 PM

Motion to Authorize Recodification of the Augusta, GA Code

Department: Law

Presenter: Andrew G. MacKenzie

Caption: Motion to authorize Recodification of the Augusta, GA Code, Agreement for on-going Supplementation and Online Code Publication.

Background: The Code has been supplemented several times but a significant supplement is needed at this time. Land Development Documents have not been made part of the Code in the past. Updating the Code is needed before online hosting of the Code can be made available. This is a sole source Procurement.

Analysis: Having an easy to use, up to date Code that can be easily accessed online, or even on a mobile device, will be a huge improvement to Augusta's commitment to use technology wisely. Due to the age of the current code and the cost for the needed supplement, is more economically feasible to do a recodification at this time. Following the completion of recodification, online publication with constant updating of the Code will greatly enhance the experience of anyone using the Code. Users will be able to cut and paste Code data to word processing programs and emails as well as compare our Code to the codes of other jurisdictions. Upgrading our Code to include updated interactive features will help Augusta fulfill its growing reputation as the Cyber Center of the South. Including Land Development Documents as part of the Code is consistent with best practices and will improve continuity with other portions of the Code as well as enhance productivity and make it easier for the public to find up to date ordinances and regulations for all matters in one place.

Financial Impact: Money for the recodification is available in the Law Department Budget. The Information Technology department has sufficient funding available to pay for annual hosting costs. The Cost for the recodification has a base price of \$55,000 and will take 12 to 15 months. Completion of historical comparative table and codification of ordinances is \$8,460. Other cost will be incurred.

Cover Memo

Item # 8

based on the amount of additional services needed. (See attached pricing proposal). On-going annual supplementation costs and on-line hosting of the Code will be approximately \$3,000 per year.

Alternatives: Adding a supplement to the existing Code rather than re-codifying the Code could be done for about \$40,000.

Recommendation: Approve recodification.

**Funds are Available
in the Following
Accounts:** IT: Org Key 101015410 Law Department: Org Key 101015311

REVIEWED AND APPROVED BY:

**Finance.
Law.
Administrator.
Clerk of Commission**



Municipal Code Corporation | P.O. Box 2235 Tallahassee, FL 32316
 info@municode.com | 800.262.2633
 www.municode.com

August 23, 2017

Mr. Andrew MacKenzie
 General Counsel
 Augusta-Richmond County
 535 Telfair Street, Building 3000
 Augusta, GA 30901

Sent Via Email: amackenzie@augustaga.gov

Dear Mr. MacKenzie:

Thank you for recently speaking with our Internal Account Executive, Alicia Bywaters, and expressing interest in utilizing Municode for recodification and supplementation services. We are pleased to submit the following information to Augusta-Richmond County.

Our team is driven by the desire to serve you and your citizens. We believe that quality customer relations and exceptional service have set us apart in the legal codification industry since 1951. Our commitment to service inspires us to: provide you with the highest quality legal codification services in the industry; set the standard for online and mobile services; ensure that you receive the most accurate and timely supplements possible and to work with you as a long-term partner. Our desire to serve you is why we have chosen this profession.

Why Municode?

Integrity. *"Our word is our bond."* We believe that long-term relationships built on trust are built to stand the test of time. Our goal is to serve you and your citizens for the next 30 years or more.

Attorneys. We have a team of full-time attorneys. All of your legal work is completed by our experienced team of in-house attorneys.

Experience. With over 4,200 customers in all 50 states, we are the nation's most trusted and experienced codifier of local government codes in the nation, currently hosting over 3,330 municipal codes online. Our team of attorneys has an average of over 20 years of codification experience. With over 215 professionals committed to serving you, we have the depth of knowledge and experience that it takes to stay at the forefront of legal and technological developments.

Relationships. For over 66 years, we have earned the trust, loyalty and respect of our customers by focusing on what is most important to us: our customers. We have a team of customer service professionals dedicated to serving you, your team and your citizens. No matter what the challenge, we are here for you.

Quality. We are committed to excellence in every product that we create. Our team of legal editors and legal proofreaders, each averaging over ten years of service, is dedicated to providing you with the most accurate and timely product available in the nation.

Technological Leadership. MunicodeNEXT is the nation's most advanced, accessible and intuitive website. With MunicodeNEXT, your staff and citizens can have access to your code of ordinances, all archived versions of your code, every official copy of your ordinances, the power to compare versions of your code over time, the ability to be notified every time your code is updated and a powerful search engine capable of simultaneously searching your code, ordinances, minutes, resolutions, budgets and more. Our web tools are designed to make your job easier, your code more accessible and your citizens more informed.

Commitment to Georgia. We are proud to serve 363 clients in Georgia. We also regularly support the Georgia UGA Municipal & County Clerks, Georgia Municipal Clerks & Finance Officers, Georgia Municipal Association, Georgia Association of County Commissioners, Georgia Government Management Information Systems, and Georgia Government Management Information Systems.

Item # 8

Why Our Clients Love Us

Applying our Legal Experience. We have a large team of full-time attorneys. This is a crucial factor to consider when assessing the qualifications of a codification company that is being considered for legal publication and supplementation services. We have been in business for over 66 years and have worked for decades serving the biggest and most advanced municipalities in the nation. No other codification company has this level of experience and knowledge that can be harnessed for your benefit.

Team Approach. We have 14 legal editorial teams consisting of 55 legal editors and proofreaders. By partnering with us, you are provided with a depth of legal talent that is unmatched in the industry. You and your citizens deserve the best and deserve to have a team that will be here to serve you no matter what the situation.

Customer Service. Our goal is to fully understand your unique needs. Your Municode Representative, Dale Barstow, is able to meet with you anytime. Dale can also provide onsite training or host webinars throughout the term of the contract.

Your Representative. Municode's Vice President of Sales, Dale Barstow, is located in Tallahassee, FL. He is available to answer questions and meet with you, as needed. Dale has worked with municipal clients for over 40 years and is an honorary Town Clerk in 5 states. He frequents your area often and attends the Georgia Municipal League Conference, Clerks Conference and IIMC Conference. He is also supported by our entire staff in Tallahassee.

Your Representative. Municode's Regional Inside Sales Representative, Susan Webb, meets with our Georgia clients virtually and on the telephone, with webinars and teleconferences. She works to ensure that our Georgia clients are well taken care of. She is available to answer questions or schedule a meeting with you as needed.

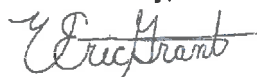
Real People. If you have a question, our response time is normally less than a few minutes via e-mail (constantly monitored) or within the half-hour for phone correspondence. When you call us, you will find that our phones are answered by our employees...not an automated answering service.

Personal Touch. We are a family-owned, medium size business which means you always receive a level of personal service that is unparalleled in the industry. We earn our reputation by providing exceptional customer service, offering helpful suggestions and developing solutions for your unique situation.

Responsible Citizen. We are proud to support numerous Clerk, Attorney, Municipal and County Associations. Additionally, we partner with the International Institute of Municipal Clerks and International Municipal Lawyers Association to provide services to their members. Our Vice President of Sales, Dale Barstow, is the former President of the Municipal Clerks Education Foundation. We are also extremely active within our community, supporting the United Way, Boys Town, the Tallahassee Veteran's Village and Ability First through quarterly employee volunteer days.

If you have any questions or desire additional information, please call and speak with Alicia, Dale or our Assistant Vice President of Sales, Steffanie Rasmussen. We are also happy to schedule a conference call or webinar with all interested parties, or meet with you personally. We are here to serve you!

Sincerely,



W. Eric Grant
President

WEG/amb

cc: Steffanie Rasmussen, Assistant Vice President of Sales

steff@municode.com / 800-262-2633 ext. 1148

Susan Webb, Inside Sales Representative

swebb@municode.com / (800) 262-2633 ext. 1729

Executive Summary

We would like to propose the following option for your consideration. For further details on the project, please see page 8.

Recodification, Supplementation and MunicodeNEXT:

*Logic: Give your municipality a fresh start. Engage our full-time attorneys to examine the legal sufficiency of your code from top to bottom. Clean up the pagination, reprint all pages and replace binders and tabs, if needed. Quickly and efficiently transition your code to the most advanced suite of web/mobile services available in the nation: **MunicodeNEXT**.*

 **Recodification** **\$55,000¹**
 Timeline 12-15 months

A full-time, Municode attorney will legally review the code, not just a code editor. The recodification base cost of \$55,000 is based on a 1,530 page, double column 10-point code (or 1,863 11-point pages).

A Municode attorney will legally review the ordinances, not just a code editor. We will research all legislation against the State Constitution, State Law, and the Charter, and ordinances will be compared to other ordinances to determine if there are inconsistencies or conflicts within the legislation itself. We will suggest a structure and organization for the code and provide a table of contents indicating the recommended structure. We will also provide State Law references within the code and hyperlinks to internal references within the code. We will provide a legal memorandum containing recommended options and conduct a conference to review the memorandum and recommendations. Our team will edit the text of your code to reflect proper grammar and stylistic consistency; create a subject matter index; create all tables (contents, state law reference, prior code comparison, and ordinance disposition); and insert graphics into the printed and electronic versions of the code. A draft code will be provided to you for final review prior to printing and shipment.

 **Supplement Service** (double column per page rate)..... **\$22**

Municode does not charge an extra fee for posting supplements online or printing your supplement pages. All of these services are included in your supplement per page rate.

 **Online hosting**..... **\$550²**

The online code is only \$550 for our basic service. If you want to further enhance the transparency of your online code, you can upgrade to the MyMunicode bundle for only \$2,135!

¹ Please see page 4 for additional pricing details.

² Please see page 6 for additional features and pricing available on our MunicodeNEXT platform.

Supplement Service Base Page Rate⁹ Quotation Sheet

Supplement Service Base Page Rate

Page Format	Base Page Rate
Double Column	\$22 per page

Base page rate above includes:

-  Acknowledgement of material
-  Data conversion, as necessary
-  Editorial work
-  Proofreading
-  Updating the index
-  Schedule as selected by you¹⁰
-  Updating electronic versions¹¹ and online code
-  Printing 0 copies

Base page rate above excludes:

-  Freight Actual freight
-  State sales tax If applicable
-  Graphics¹² & tabular¹³ matter, per graphic or table \$10
-  Annual Administrative Support Fee, invoiced annually each July \$500
-  MyMunicode or online code Selections on page 6

Electronic media options for Code of Ordinances (sent via download)¹⁴

- ☐ Folio Bound Views \$295 initially then \$100 per update
- ☒ WORD (DOCX) \$75 per update
- ☒ Adobe PDF of the code \$75 per update
- ☐ Adobe PDF of each supplement \$75 per update

Payment for Supplements and Additional Services:

-  Invoices will be submitted upon shipment of project(s).

⁹ All prices quoted in this section may be increased annually in accordance with the Producer Price Index – Bureau of Labor Statistics.

¹⁰ Schedule for supplements can be weekly, bi-weekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic updates can occur more frequently than printed supplements.

¹¹ We do not charge a per page rate for updating the internet; however, a handling fee is charged for PDF, Word, Folio or additional electronic media items ordered.

¹² Includes printing of all copies. Additional fees will apply if graphics are printed in color.

¹³ Tabular matter is defined as tables, algebraic formula, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

¹⁴ "delivery" is defined as making updated electronic data available to you via download or FTP. Fee applies whenever content is delivered as PDF, Folio or Word, via one of the aforementioned mediums.

Online Services Quotation Sheet

Please check the appropriate box(es) to indicate your selection. To learn more about our online services, you can participate in one of our free webinars [here](#) or view a pre-recorded version of the webinar [here](#).

Value Pricing:

- ☒ **MyMunicode¹⁵** includes the following commencing with Republication: **\$2,250 annually¹⁶**
- ☒ **Online Code = MunicodeNEXT**
 - ☒ **OrdBank¹⁷**
 - ☒ **CodeBank**
 - ☒ **CodeBank Compare + eNotify**
 - ☒ **MuniPRO**
 - ☒ **Custom Banner**

A la carte pricing: In lieu of purchasing the above package, online services can be purchased a la carte at the following rates:

- | | |
|---|--------------|
| ☐ Online Code = MunicodeNEXT (annually) | \$550 |
| Collapsible TOC (Frameless Version); Mobile Friendly Site; In-line Images and PDF's; Social Media sharing, Scrolling Tables and Charts; Narrow, Pinpoint & Advanced Searching; Save as WORD (DOCX), Hide the Table of Contents, Print and Email; Internal Linking within the Code; Static Linking/Bookmarking | |
| ☐ CodeBank (annually) | \$150 |
| ☐ CodeBank Compare + eNotify¹⁸ (annually) | \$250 |
| ☐ MuniPRO Service (annually) | \$295 |
| ☐ Custom Banner (onetime fee) | \$250 |
- MuniDocs** (only select one option below for MuniDocs)
- | | |
|--|---------------|
| ☐ MuniDocs (up to 25 documents per year updated quarterly) | \$350 |
| ☐ MuniDocs (up to 100 documents per year updated quarterly) | \$750 |
| o Additional documents, each with either option | \$7.50 |

(If MuniDocs is elected, please circle the list of categories and dated documents to be posted)

Minutes - Council Minutes - Committee Minutes – Agendas – Resolutions – Budgets - Other _____

ORDINANCES PENDING CODIFICATION

Option 1) OrdBank, if MyMunicode is not elected.

- | | |
|--|--------------|
| ☐ Per ordinance fee | \$35 |
| ☐ Flat annual fee (recommended if MyMunicode is not selected) | \$750 |

Option 2) OrdBank + OrdLink, if MyMunicode is not elected.

- | | |
|--|--------------|
| ☐ Per ordinance fee | \$60 |
| ☐ Flat annual fee (recommended if MyMunicode is not selected) | \$850 |

¹⁵ Municode does not charge a per page rate for updating the Internet – this is included in the supplement per page rate.

¹⁶ Total value if each item were to be purchased a la carte would be approximately \$2,335 per year with participation in our OrdBank service.

¹⁷ Limited to ordinances that amend the code

¹⁸ Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.

Online Quotation Sheet Continued¹⁹

Historical OrdBank for Ordinances Previously Codified. The "Code Comparative Table – Ordinances" in the current Code lists legislation dating back to Ordinance 6149; however, the Code Comparative Table is incomplete and will be corrected to include the ordinances that have been codified and are history noted within the Code as part of the Recodification project. We have spot checked 156 ordinances and all history notes appear to remain listed under each respective Code section. The Historical OrdBank fee does not include reading each ordinance to ensure that each section is properly notated with a history note. Our linking procedure will just search for each instance of an ordinance and appropriately link the actual document to the existing history note.

The list of 156 potential ordinances that can be added to OrdBank are attached separately. For this project, we will have to record each ordinance, then OCR the ordinance and locate each respective history note for the ordinance, the cost will be \$30 per ordinance. This project can be completed all at once, or in phases by adding only a few years of material at a time.

☒ **Archival OrdBank of ordinances codified (156 x \$30) \$4,680**

OrdBank for Ordinances Codified in Recodification Project. There are 126 ordinances that will be codified in to the Code as part of the recodification project. The list of ordinances is attached separately. The cost will be \$30 per ordinance and can be completed all at once, or in phases by adding only a few years of material at a time.

☒ **Archival OrdBank of ordinances codified in Recodification Project (126 x \$30) \$3,780**

¹⁹ All prices quoted in this section may be increased annually in accordance with the Producer Price Index – Bureau of Labor Statistics.

Scope of Services - Recodification

We will handle the publishing for your Code of Ordinances. This includes legal work, editing, page composition, proofreading, indexing, and delivering the information in print or via electronic copy. Hereinafter, unless specifically cited, a reference to "codes" or "the codes" includes the Code of Augusta-Richmond County, Georgia. We understand the scope of this project to include a complete recodification of the code, ongoing supplemental services and online hosting of the code. A summary of the recodification process is provided below.

Excellence

"The code update went far beyond my expectations. Everyone at Municode was nice to work with and always responded in a timely manner. Your customer service was outstanding. Thanks again for a very positive experience."
- Barron, WI

Recodification Project Leader: H.E. Rick Grant, Executive Vice President and C.O.O.

Material

The following sections describe the nature of material included or excluded in the project, creation of a disposition list, and the methodology of adding material to the online version of the code.

Ordinances. All legislation of a general and permanent nature, passed in final form by you as of the cutoff date established by the Municode attorney (usually following delivery of the legal memorandum), will be included in the new code. We will rely upon the material (in print or electronic form) as furnished by you during the recodification process. All material that we receive will be acknowledged via e-mail, in order to establish a record of included ordinances. Legislation not of a general and permanent nature will be omitted from the code unless otherwise instructed by you.

Attorney Analysis and Review of Material. We will assign a team, consisting of a lead attorney, legal editor, proofreader and indexer, to the project. All recommendations by our legal team are intended for use by your attorney and should not be considered legal advice. Our legal team is responsible for the following: We will research all legislation submitted by you against the State Constitution, State Law and the Charter; additionally, the ordinances are compared to other ordinances, in order to determine if there are any inconsistencies or conflicts within the legislation itself. Zoning and Land Use provisions will be reviewed only if included in the code. Ordinances enacted, or added, subsequent to the date of this agreement, or items not contemplated within the scope of service, may be added at an agreed upon page rate. We will suggest a structure and organization for the code and provide a table of contents indicating the recommended structure.

Page Format Options. We will review page composition format options, such as font type, font size, page layout, and graphics appearance and placement with you. We will help you choose a format that produces a professional document that is easily researched.

References. We will provide State Law references within the code. Editor's notes will be provided as appropriate. Internal references within the code will be hyperlinked in the online version.

Legal Memorandum. We will provide you and your staff with a user-friendly legal memorandum containing all of our analysis and recommendations. This memorandum will reflect our attorney's legal review and will provide you with recommended options intended to remove conflicts and inconsistencies; conform to state law, when appropriate; and ensure compliance with your charter. This approach facilitates collaboration and dissemination among departments, thus making the process as easy for you as possible. Our goal is to make the recodification process simple and smooth for you. From start to finish, we will work with you to complete the project as quickly and efficiently as possible.

Conference. Within 30 days of your receipt of the Legal Memorandum, we will conduct a conference, either in person, via telephone or webinar, to review the legal memorandum and recommendations. All interested personnel may be included; but your attorney and clerk are essential. Issues discovered during the legal research will be discussed at the conference, with the goal of the conference being to come to agreement on any required changes. Your attorney has the final decision-making authority for resolution of issues brought up at the conference or noted in the legal memorandum.

Implementation of Conference Decisions

Editing and Proofreading. Our team will edit the text of your code to reflect proper grammar and stylistic consistency. We will not reword any provision that changes the substantive intent of the code, unless you approve the revision. However, non-substantive revisions to improve readability are a part of the process. We will proofread your code. The text will be reviewed for sense and structure and to ensure the implementation of the decisions by your attorney and our attorney.

Item # 8

Graphics, Index and Tables. Our team will create a hierarchical, subject matter index and all tables (contents, state law reference, prior code comparison, and ordinance disposition) for your code as necessitated by the materials provided. The creation of additional tables can be performed for an additional hourly fee. We will insert the graphics you have provided into the printed and electronic versions of the code. Manipulation, enhancement or reformatting of any graphic supplied by you can be performed for an additional hourly fee.

Post Conference Memorandum and Draft Code. After editing and proofreading, a post-conference memorandum and a draft code incorporating solutions captured in the legal memorandum and agreed upon at the legal conference will be delivered to you. The draft code will be in final print form and will be provided to you for final review prior to printing and shipment. We guarantee typographical correctness. Any errors attributable to our team will be corrected at no charge during the term of this agreement. Our liability for all services shall extend only to correcting the errors in the code and subsequent updates, not to any acts or occurrences as a result of such errors, and only as long as the contract is in effect.

Adopting Ordinance. Our attorney will provide an adopting ordinance upon completion of the project.

Delivery of Code

Electronic Format and Delivery Options. Your new code can be delivered in PDF, DOCX, Folio or integrated with the dtSearch Engine on our MunicodeNEXT platform. Electronic delivery mediums include online posting and download.

Printing and Binding. We will print your code on acid-free paper in your chosen format. Color printing is available at an additional charge. Standard binding for the code is three-post, expandable, dark blue, hunter green, semi-bright black, burgundy, leatherette binders with gold, silver or white stamping. Alternate binders, such as D-ring or polyvinyl, are also available. A seal or logo can be added to the front cover and spine in addition to the text, for an additional charge, if desired. Divider tabs for each major section of the code and index are also provided.

Client Responsibility

Amendatory Legislation. Please forward all adopted legislation (including amendments, the Charter, Special Acts and other pertinent rules and regulations having the effect of law) to be codified on a continual basis. Submission should be timely and can be sent in electronic or printed form. Electronic submission is highly preferred.

Review Legal Memorandum. Please review the legal memorandum to ensure that it comports with your intentions and modify and/or approve the proposed table of contents and organization of the code, page format, font type and size, approve number of copies to be printed, binder colors and choice of electronic format and medium.

Participation of Attorney. Please ensure your attorney and other interested personnel attend and participate in the project, including on-site or teleconference and review of the code draft.

Submission of Data. Please provide data, graphics and tables of the highest reproducible quality, preferably in their original, electronic format. Provide a black and white line art seal or logo for the binders, if desired.

Draft Code. Please review and return the draft within thirty (30) days of receipt. To assist you in this endeavor, a post-conference memorandum will accompany the draft code to point out to you where changes and additions have been made. Any changes to the text should be marked directly on the draft and returned to us. Changes not discussed at the conference may result in a proof update fee.

Supplemental Updating

We will handle 100% of the publishing for your code. This includes editing, page composition, proofreading, indexing, and delivering the information as printed or via electronic copy. Supplementation will start upon completion of the recodification project on the schedule selected by the client.

Editorial Approach. We use a team approach to editing. This provides for consistency in editing, understanding and quality of work for you.

Ongoing Supplementation. Our goal is to meet and exceed the needs and expectations of our clients. Working with you and your staff, we will create whatever supplementation schedule will best serve you and your citizens.



Municipal Code Corporation | P.O. Box 2235 Tallahassee, FL 32316
info@municode.com | 800.262.2633
www.municode.com

This proposal shall be valid for a period of ninety (90) days from the date appearing below unless signed and authorized by Municode and the Client.

Term of Agreement. This Agreement shall begin upon execution of this Agreement and end three years after the publication date of the new code. Thereafter, the supplement service shall be automatically renewed from year to year provided that each party may cancel or change this agreement with sixty (60) days written notice.

Submitted by:

MUNICIPAL CODE CORPORATION

Municode Officer: _____

A handwritten signature in black ink, appearing to read "Eric Brant".

Title: President

Date: August 23, 2017

Accepted by:

AUGUSTA-RICHMOND COUNTY, GEORGIA

By: _____

Title: _____

Date: _____

Resumes and Project Contacts

Lawton Langford, Esq., Chairman & CEO. Lawton attended Vanderbilt University with a double major in Economics and Business Administration. His post-graduate degrees are a Juris Doctor from the FSU College of Law and a Masters of Business Administration from the FSU College of Business. Lawton is a member of the Florida Bar.

Eric Grant, Esq., President. B.S., U.S. Naval Academy; M.A., Georgetown University; J.D., University of Virginia School of Law. Member of the Florida Bar. Eric served as a Tank Platoon Commander in the United States Marine Corps. As a Marine, Eric served both stateside and abroad. Eric and his unit were deployed during Operation Enduring Freedom shortly after September 11, 2001. While serving as a United States Marine, Eric served in Virginia, Kentucky, California and abroad as a member of the 15th Marine Expeditionary Unit.

Legal:

H. E. "Rick" Grant, Esq., Executive Vice President and COO. B.S., U. S. Naval Academy; J.D., Florida State University. Rick is a former naval aviator and Navy attorney (JAG Corps) who retired as the Navy's senior attorney, the Judge Advocate General of the Navy. He has been with Municode for 18 years as the C.O.O. and has headed the Code Department for the last 4 years. He has overall supervision of the legal work of all code projects. He assigns the Municode attorney, and ensures that the final product is up to Municode's demanding standards.

Alyce A. Whitson, B.A., University of South Florida; J.D., University of Florida. Alyce is a long-time member of the Florida Bar with more than 43 years of experience in state and local government law having served as a legal analyst for the Legislature of the State of Florida and attorney for the City of West Palm Beach, Florida and the Florida League of Cities before joining Municode. She has completed countless local government codes and other legal projects throughout the United States.

William J. Carroll Jr., Esq., B.S., Penn State University; J.D., Florida State University; more than 41 years of experience in local government law; Member of Florida Bar. Bill has completed hundreds of codes and legal projects throughout the United States including codes in Arkansas, Colorado, Florida, Indiana, Illinois, Kansas, Kentucky, Louisiana, Maine, Michigan, Missouri, Montana, Nevada, New Jersey, New Mexico, Pennsylvania, South Dakota, Tennessee, Texas, Virginia and Wyoming.

Roger D. Merriam, Esq., B.A., Mercer University; J.D., Emory University; more than 39 years of experience in local government law; Member of Florida Bar. Roger has reviewed Codes in all 50 states and completed Codes in multiple states including Alabama, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Massachusetts, Maine, Maryland, Michigan, Minnesota, Mississippi, Missouri, Nebraska, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Rhode Island, South Dakota, South Carolina, Tennessee, Texas, Virginia, West Virginia and Wisconsin.

Daniel F. Walker, Esq., B.S., Florida Southern College; J.D., Georgia State University College of Law. 8 years of private practice; 15 years of experience in local government law. Active member of Florida and South Carolina Bars, also admitted to practice before the Supreme Court of the United States and the U.S. Court of Appeals for the Armed Forces. Dan has completed code projects in South Carolina, North Carolina, Virginia, Texas, Louisiana, Mississippi, Alabama, Georgia, West Virginia, Illinois, and New Mexico.

Jim Jenkins, Esq., B.A., Eckerd College; J.D., University of Maryland School of Law; Former Appellate Attorney and Trial Prosecutor for the Kings County District Attorney's Office, Brooklyn, New York; 19 years of experience in complex legal research and litigation; 8 years of experience in local government law. Jim has completed Codes in Alabama, California, Georgia, Louisiana, Maryland, New Hampshire, South Carolina, Texas, Utah, Washington and Wisconsin.

Sandra S. Fox, Esq., B.A. (Summa Cum Laude) Florida State University; J.D. (Magna Cum Laude), Florida State University; 13 years of experience in legal research and writing; 10 years of experience in local government law. Sandra has completed over 200 codes and various other legal projects in Alaska, Alabama, Florida, Georgia, Illinois, Kansas, Maine, Michigan, Minnesota, Montana, Oklahoma, Missouri, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, and Wisconsin.

Julie E. Lovelace, Esq., B.A., University of North Carolina - Chapel Hill; J.D., Samford University Cumberland School of Law; 25 years of experience in local government law (11 years as Senior Assistant County Attorney for Leon County, Florida, 14 years in private practice); member of the Florida Bar. Also admitted to practice before the U.S. Court of Appeals for the Eleventh Circuit, U.S. District Court for the Middle District of Florida and U.S. District Court for the Northern District of Florida.

Mary Margaret Bielby, Esq., B.A. (cum laude), Florida State University; Masters Certificate in Project Management, Florida State University; J.D., Samford University Cumberland School of Law. Experience in local government law and civil and criminal law at the federal level.

William "Bill" Sweeney, Esq., B.S., University of Montana; J.D., University of Montana; LLM (Criminal Law), The Army Judge Advocate General School; M.A. (National Security and Strategic Studies), Naval War College. Former Navy Attorney for 21 years, retiring as Captain. Bill also has 7 years of experience in local government law, 3 as Assistant County Attorney. Member of Montana Bar. Also admitted to practice before U.S. District Court of Montana and U.S. Court of Appeals of Armed Forces.

Project Coordinators/Customer Service:

Dale Barstow, Vice President of Sales & pilot of Municode's corporate airplane. Graduate from Embry-Riddle Aeronautical University; Honorary Town Clerk in 5 States; former Municipal Clerks Education Foundation President; Dale has over 40 years of experience in client sales. Dale meets with our customers to ensure face to face communication and coordination.

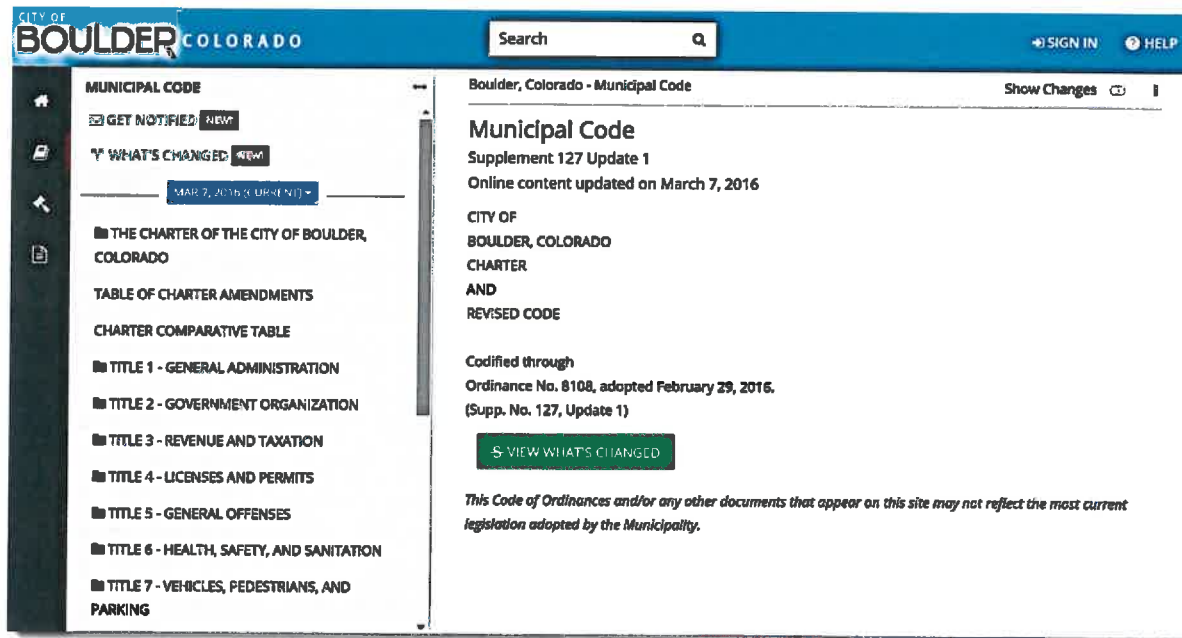
Steffanie W. Rasmussen, Assistant Vice President of Sales. M.S., Industrial & Organizational Psychology, Kansas State University; B.S., Business Psychology, Florida State University; Certificate in Performance Management, Florida State University. She is communication, efficiency and customer service driven.

Susan Webb, Regional Inside Sales Representative. Susan has over 30 years in customer service and sales during her career, with prior experience focused in the copy and print industry for a nationally known corporation. Susan has worked for Municode since 2011 and her primary focus is relationship building and customer satisfaction.

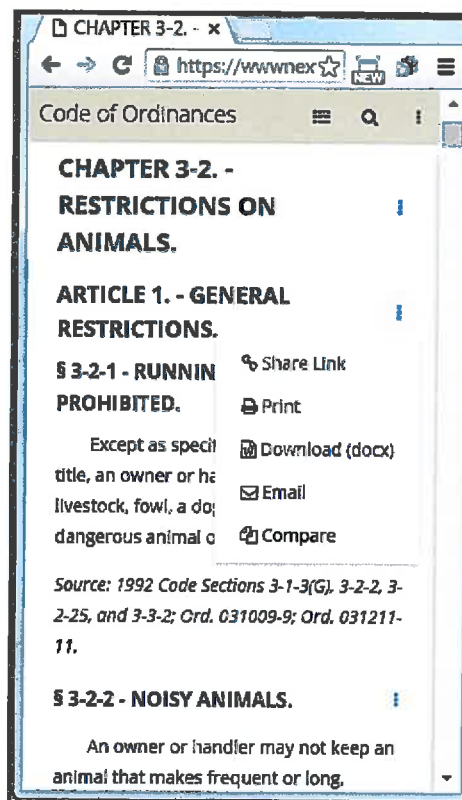
Tassy Spinks, Director of the Supplement Department, B.A., Biology, Randolph-Macon Woman's College in Lynchburg, Virginia (magna cum laude). Tassy also studied abroad at the University of Reading in Reading, England and at Green College at Oxford University, Oxford, England. Tassy has been with Municode for 19 years and oversees a professional team of legal editors, legal proofreaders, production support staff and indexers to ensure that your code is legally accurate and expeditiously updated both online and in print.

Standard Features of MunicodeNEXT

Responsive Design – Our team designed MunicodeNEXT to function on any device. Over 20% of our traffic is generated from a smartphone or tablet. Our user interface, based on Google's Material Design guidelines, ensures any device that accesses our application will have access to our full suite of features.



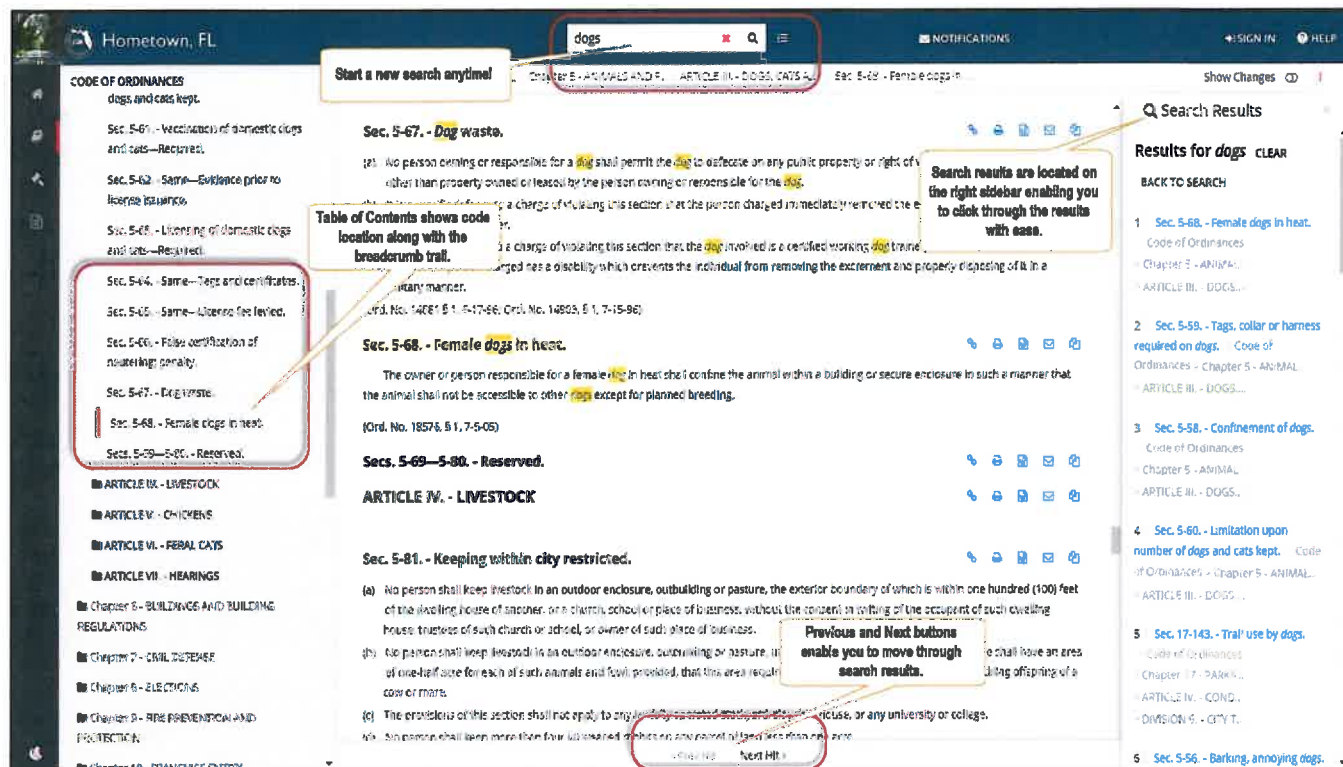
Mobile and Tablet friendly – Our application uses touch friendly icons, easy to access menus, and fly overs to expose all functionality while maintaining a clean, intuitive interface.



Print/Save/Email – Users can print, save (as WORD) or email files at the section level, as well as at the article or chapter level. You can print, save or email non-sequential sections from multiple portions of your code(s). Not all codification companies enable you to download WORD documents directly from the website. Being able to do so greatly enhances your ability to draft new legislation.

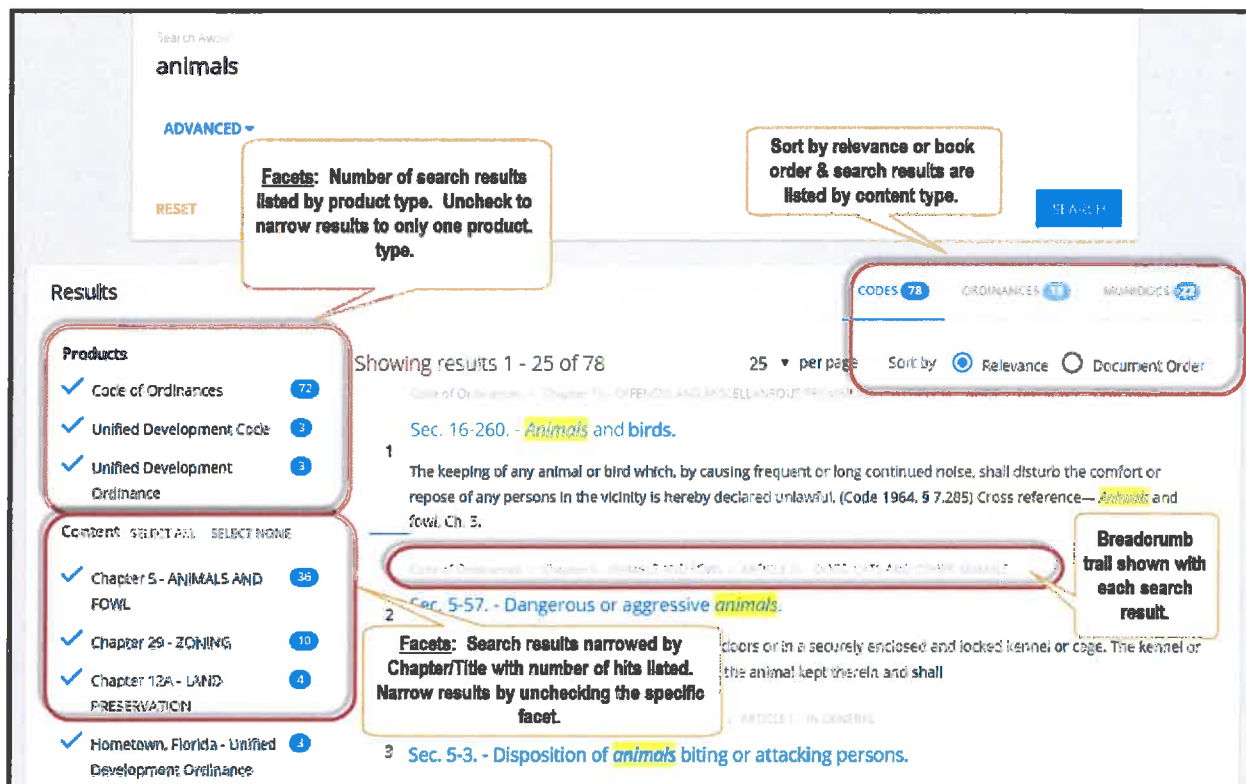
Item # 8

Searching – Municode leverages a powerful open source search platform that also powers sites such as Stackexchange, Github, and Wikipedia. Search starts on a dedicated page, then moves to a persistent right-hand sidebar as you cycle through the results. This enables you to quickly move through search results without clicking “back” to a search results page. The code is also indexed by the section, returning more accurate, granular results. Search results can be sorted by relevance or book order as seen in the screenshot below.



Municode Search Components:

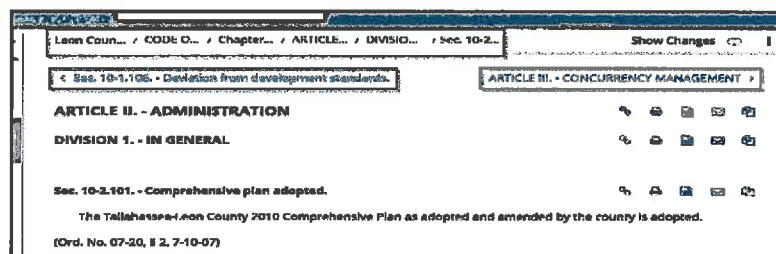
- 🔍 **Advanced Searching** – You and your power users can conduct searches using Natural Language (think Google) or Boolean Logic.
- 🔍 **Multiple Publications** – If you have multiple publications (code, zoning, etc.), they will all be searchable from one interface.
- 🔍 **Searchable ordinances** – With our OrdBank service, ordinances posted pre-and post-codification are full-text searchable.
- 🔍 **Searching all content types** – If you use our OrdBank or MuniDocs service, you can search any combination of the code, ordinances, and MuniDocs simultaneously. Search results are labeled for easy identification.
- 🔍 **Narrow Searching** – Your users have the ability to search selected chapters or titles in order to pinpoint their searches and find what they are looking for as quickly as possible!
- 🔍 **Stored Searching** – MunicodeNEXT allows all search result listings to be bookmarked under your browser's bookmark tabs. Users need only conduct a search and press Ctrl+D to add the search result listing to your browser's tabs.



Search enhancements provided with our latest website upgrade include (see screenshot above):

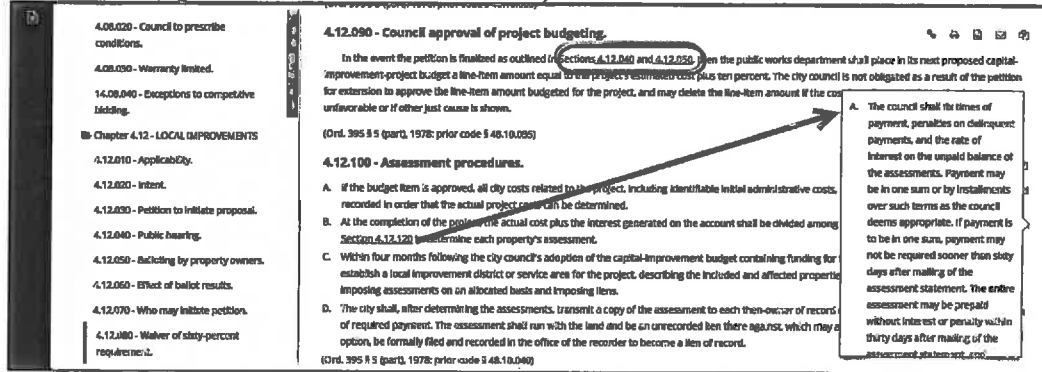
- Multiple products as facets on the left.
- Number of hits in content types and products displayed.
- Ability to sort code results by relevance OR book order.
- Ability to sort ordinance results by relevance OR date order.
- Ability to sort MuniDocs (minutes, etc.) by relevance OR date order.
- Breadcrumb trail on each search result.
- Prev/Next buttons to navigate through hits.
- **COMING SOON!** Synonym searching by the end of 2017.

Browsing – MunicodeNEXT provides a persistent breadcrumb trail when browsing or searching and a Previous/Next button at the top and bottom of any document you're viewing. The table of contents and content pane also stay in sync as you scroll to deliver the most intuitive reading experience possible.



- 🔗 **Internal Cross-Reference Linking** – Cross-references within your code are linked to their respective destination Article, Chapter or Section.
- 🔗 **Collapsible TOC** – The table of contents collapses, providing additional real estate with which you may view your code. Easily view your maps, graphs and charts by simply enlarging the item.
- 🔗 **Mouseover (cluetips)** – Navigate to your code and any linked cross-reference will quickly display in the pop-up preview window.
- 🔗 **Google Translate** – includes the Google Translate plugin, allowing users to view and navigate our hosted codes in over 100+ languages.

(Cross-reference linking and mouseover shown below)



Translation – MunicodeNEXT includes the Google Translate plugin, allowing users to view and navigate our hosted codes in over 100+ languages.

Social Media Sharing – You and your users are able to share code sections via Facebook and Twitter. This will make it easier for you and your team to utilize social media in order to engage your citizenry and enhance your level of transparency.

Static Linking – Copy links of any section, chapter or title to share via email or social media.

Scrolling Tables and Charts – Headers stay fixed while you scroll through the table/chart.

GIS – We can provide a permalink to any code section and assist staff to create a link from your GIS system to relevant code sections.

In-line Images & PDFs – We take great care to ensure that your images match online and in print and are captured at the highest quality possible. Our online graphics can be enlarged by hiding the table of contents to maximize the image. Municode can also incorporate PDFs of certain portions of the code that have very specific viewing and layout requirements.

Website Accessibility – Our current website complies with level A of the Web Content Accessibility Guidelines (WCAG) 2.0.

Support – Phone, email and web support for citizens and staff: 24-hour email response; phone support from 8:00 a.m. to 8:00 p.m. (Eastern). A variety of video tutorials are offered, and we are always available to host a personalized webinar for you and your staff to demonstrate our online features.

Premium Features of MunicodeNEXT

Custom Banner. We can customize the look and feel of your code to more closely match your website. Please note the custom banners in each of the screenshots provided in this sample.

OrdBank. With our OrdBank solution, newly adopted legislation will be posted online in between supplements. Upon the completion of your supplement, the ordinances will be linked in your history notes and stored in your OrdBank Repository under the "OrdBank" tab.

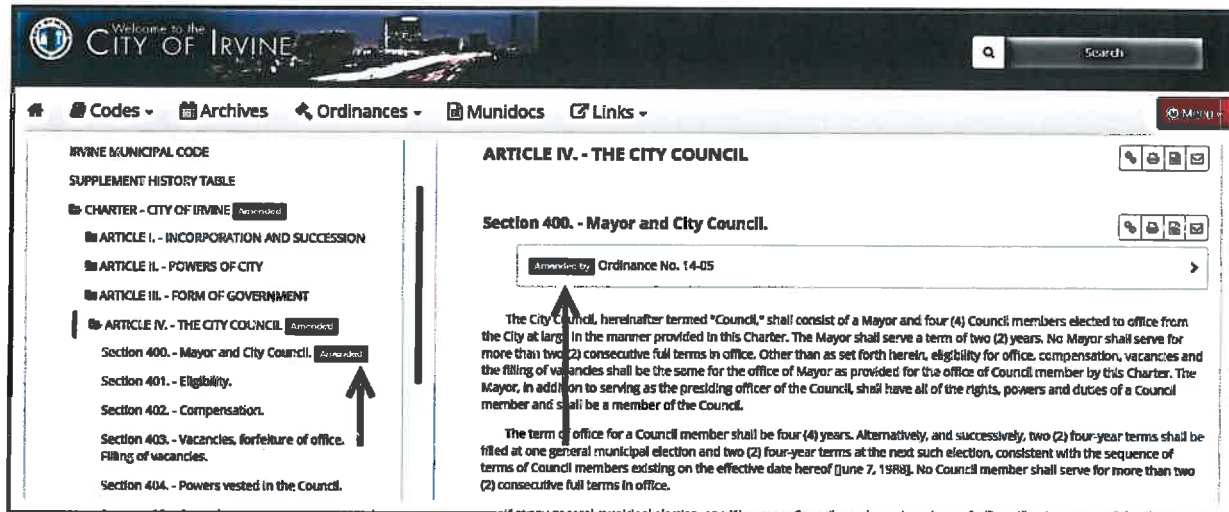
Hyperlinked ordinance in text

The screenshot shows the City of Arvada Code of Ordinances page. The left sidebar lists various sections, including "DIVISION 6. - WATER FEES AND RATES". The main content area displays the text of Ordinance No. 4027, which amends the residential water fees within the city. A specific section of the ordinance is highlighted with a red box, showing the text: "Ord. No. 4027, § 1, 10-16-2006; Ord. No. 4099, § 1, 11-19-2007, eff. 1-1-2008; Ord. No. 4199, § 1, 11-17-2008, eff. 1-1-2009; Ord. No. 4184, § 2, 10-19-2009, eff. 1-1-2010; Ord. No. 4193, § 1, 1-11-2010, eff. 7-1-2010, 1-1-2011; Ord. No. 4361, § 1, 10-22-2012, eff. 1-1-2013; Ord. No. 4411, § 1, 10-21-2013, eff. 1-1-2014; Ord. No. 4465, § 1, 10-20-2014, eff. 1-1-2015; Ord. No. 4524, § 1, 10-19-2015, eff. 1-1-2016".

(One-Click access to the original ordinance in the OrdBank Repository)

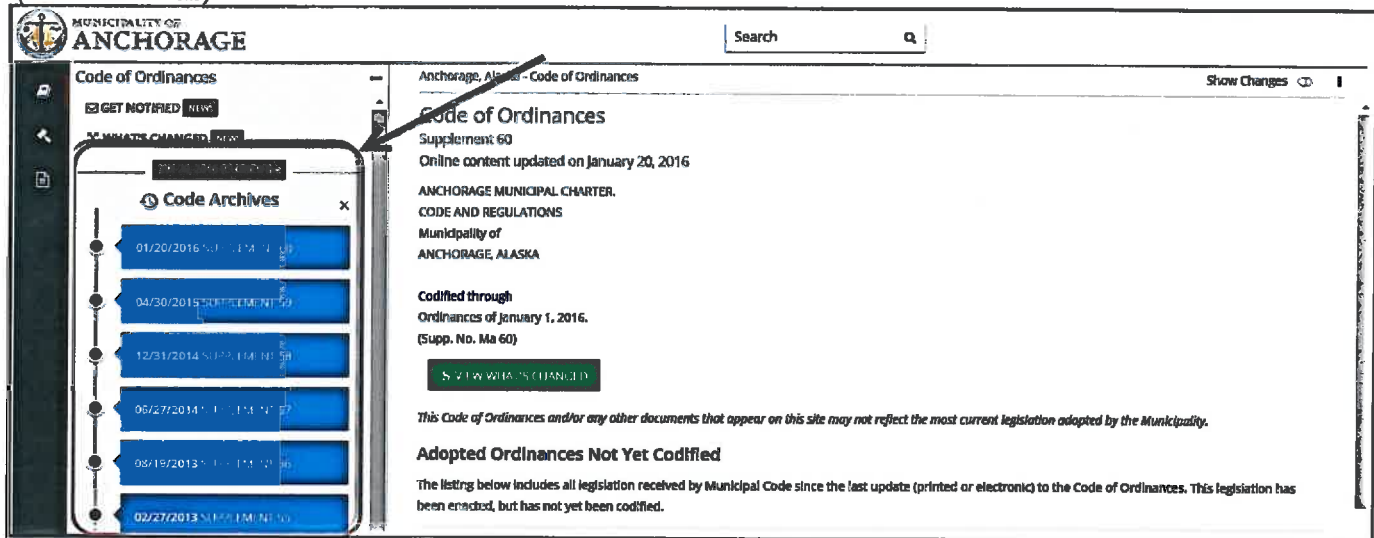
The screenshot shows the City of Arvada Code of Ordinances page. The left sidebar lists various sections, including "Ordinance No. 4099". The main content area displays the text of Ordinance No. 4099, which amends the residential water fees within the city. A specific section of the ordinance is highlighted with a red box, showing the text: "Ordinance No. 4099, § 1, 11-19-2007, eff. 1-1-2008; Ord. No. 4199, § 1, 11-17-2008, eff. 1-1-2009; Ord. No. 4184, § 2, 10-19-2009, eff. 1-1-2010; Ord. No. 4193, § 1, 1-11-2010, eff. 7-1-2010, 1-1-2011; Ord. No. 4361, § 1, 10-22-2012, eff. 1-1-2013; Ord. No. 4411, § 1, 10-21-2013, eff. 1-1-2014; Ord. No. 4465, § 1, 10-20-2014, eff. 1-1-2015; Ord. No. 4524, § 1, 10-19-2015, eff. 1-1-2016".

OrdLink + OrdBank. Prior to incorporating the ordinances into your code via supplementation, the OrdLink feature can hyperlink newly adopted ordinances to the section being amended. Linked sections are highlighted in the table of contents and links are created from the amended sections to the new ordinances. Once the linked ordinances are incorporated into your code, they are added to your OrdBank repository and hyperlinked to your history notes. This service lets everyone know that new ordinances have been adopted.



CodeBank. Our CodeBank feature provides an online archival platform for previous supplements of your code. Empower your staff and citizens to access every previous version of your code with one click.

(CodeBank Tab)



CodeBank Compare. Our CodeBank Compare service is a powerful feature that provides users the ability to select a past version of your online code and compare it to any other version of your online code. The differences will be shown via highlights (added material) or strikethrough (deleted material). The CodeBank feature is required in order to access CodeBank Compare. Users will be notified of the changes in the table of contents and within the text of the code via "modified," "new" or "removed" badges. Users can also select an option to view all of the changes in a single view, complete with strikethrough and highlights showing the specific textual changes that were made. The CodeBank Compare service will show all amendments to your code that were implemented during the most recent update.

eNotify. Our eNotify service allows users to enroll online and receive email notifications each time your online code is updated. This will empower your staff and citizens to receive instant notifications every time your online code is updated. The CodeBank Compare feature is required in order to utilize the eNotify service.

Get Notified

Filling out this form will allow you to receive an email notification every time select publications are updated.

Note: If you no longer wish to receive these notifications once signed up, you can unsubscribe via a link in the notification email.

Email
Enter email

Profession
Select One

Codes

- ☐ Unified Development Code
- ☐ Unified Development Ordinance
- ☒ Code of Ordinances

Sign up to be notified for all publications or narrow notifications to only one product.

Compare enhancements provided with our latest website upgrade include the ability to show changes in every version of the code stored in CodeBank.

(Changes are shown in your Text Changes Tab and in your Table of Contents)

MUNICIPALITY OF ANCHORAGE

Search

ANCHORAGE, Alaska - Code of Ord... / TITLE 2 - LEGISLATIVE BRANCH / Chapter 2.30 - RULES OF PROCEDURE

Code of Ordinances

Chapter 2.30 - RULES OF PROCEDURE FOR ASSEMBLY

2.30.010 - Organization: election of chair and vice-chairs

2.30.020 - Provision of text

2.30.030 - Meetings

2.30.040 - Appearance requests and audience participation

2.30.050 - Introduction of ordinances: action on ordinances

2.30.055 - Conduct of public hearing

2.30.060 - Public hearings and action on proposed resolutions

2.30.070 - Voting

Text Changes

1. The assembly may recess to meet in executive session to discuss the following subjects if the express nature of the subject is stated in the motion calling for the session:

- a. Pending a specific legal matter, including pending litigation;
- b. Labor negotiations with municipal employees;
- c. Matters which the immediate and substantial disclosure of which would clearly effective adversely an adverse effect upon the finances of the municipality; or
- d. Matters which tend to defame or injure or prejudice the reputation and character of any person, provided the person may request a public discussion;
- e. Matters which by law, municipal charter, or ordinance are required to be confidential; or
- f. Matters involving consideration of government records that by law are not subject to public disclosure.

2. No official action may be taken in executive sessions except to give direction to an attorney or labor negotiator regarding a specific legal matter or pending labor negotiation. Although the public may be excluded, the session shall be electronically recorded. The tapes shall be available for public access according to the following schedule:

- a. If the session concerns pending litigation, the release date shall be when all causes of action have been resolved by final judgment or when further claims existing from the matter are otherwise barred;

CHANGED SECTIONS

ANCHORAGE MUNICIPAL CHARTER, CODE AND REGULATIONS

SUPPLEMENT HISTORY TABLE

TITLE 2 - LEGISLATIVE BRANCH
Chapter 2.30 - RULES OF PROCEDURE
2.30.030 - Meetings

TITLE 2 - LEGISLATIVE BRANCH
Chapter 2.50 - INITIATIVES, REFERENDUMS
2.50.090 - Effect of vote.

TITLE 3 - ADMINISTRATION
Chapter 3.20 - EXECUTIVE ORGANIZATION
3.20.010 - Executive and administrative order.

(Show changes button and a custom banner are shown below)

Bonita Springs, Florida

Search

Bonita Springs, Florida - Code of Ordinances

Code of Ordinances

Supplement 2

Online content updated on January 29, 2016

BONITA SPRINGS CITY CODE

Codified through Ordinance No. 15-27, enacted December 2, 2015.

Show Changes

GET NOTIFIED

WHAT'S CHANGED

BONITA SPRINGS CITY CODE

PREFACE

SUPPLEMENT HISTORY TABLE

CHARTER

ARTICLE I. - [IN GENERAL]

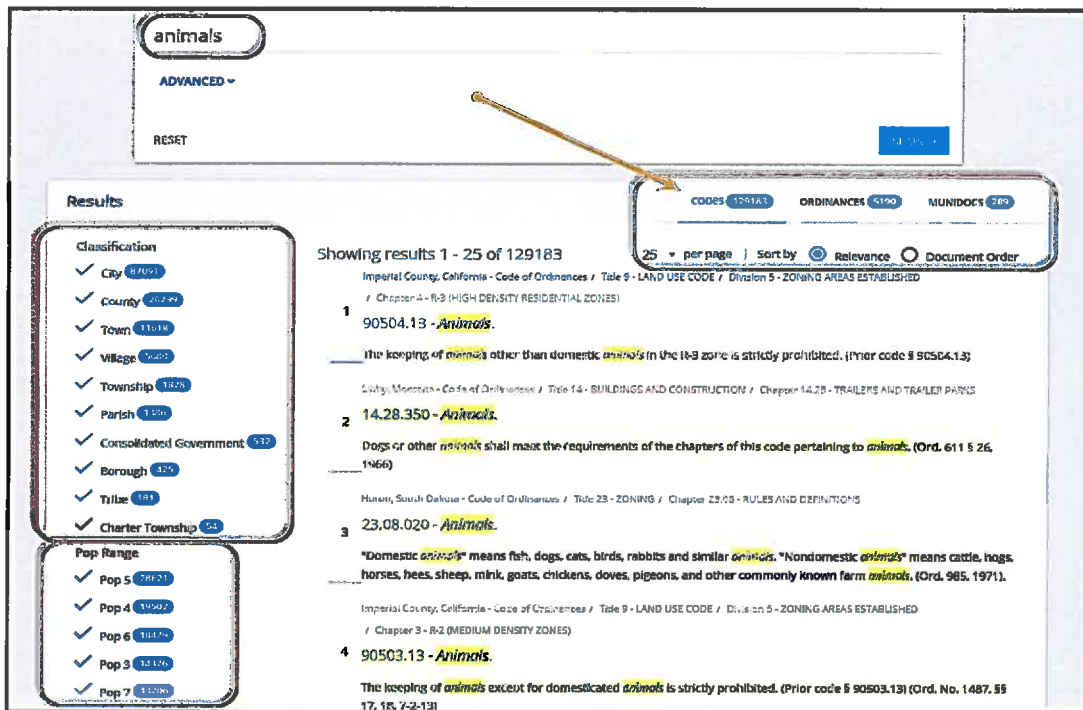
ARTICLE II. - [EFFECTIVE DATE]

Show Changes

This Code of Ordinances and/or any other documents that appear on this site may not reflect the most current legislation adopted by the Municipality.

MuniPRO. MuniPRO Searching allows you to search the over 3,300 codes we host (the entire country, a single state or individually selected codes of your choosing). MuniPRO searches are ideal for researching local regulations of special interest or to find out how other communities are dealing with similar issues. If the IP based model is selected, only Multiple Code Searching is available. MuniPRO provides subscribers with the following tools:

-  **Multiple Code Search.** Search all codes within one state, multiple codes within one state, or search all codes in the entire US hosted by Municode. Search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
-  **MuniPRO Saved Searches.** Save frequently used or complex searches for easy retrieval from the MuniPRO Dashboard.
-  **MuniPRO Notes.** Create a note and attach it to any section in any publication. Note icons are present when viewing the section, alerting the user to a previously written note. A global listing of notes can be accessed and managed from the MuniPRO Dashboard.
-  **MuniPRO Drafts.** Begin a new ordinance draft to keep track of pending legislation. Drafts icons are present when viewing the section, alerting the user to a previously created draft. A global listing of drafts can also be accessed and managed from the MuniPRO Dashboard.



The screenshot displays the MuniPRO search results page for the keyword "animals". The interface includes a search bar at the top with the term "animals" entered, a "RESET" button, and a "MuniPRO" logo. Below the search bar, a navigation menu shows "Results" and "Advanced" options. The search results are displayed in a list format, showing the first 25 results out of 129,183. The results are sorted by relevance, and the page is set to 25 items per page. The search results are categorized by location and type of code, with the following categories and counts:

- Classification:
 - City: 8,999
 - County: 2,024
 - Town: 11,118
 - Village: 1,000
 - Township: 1,125
 - Parish: 1,125
 - Consolidated Government: 1,125
 - Borough: 1,125
 - Tribal: 1,125
 - Charter Township: 1,125
- Pop Range:
 - Pop 5: 1,125
 - Pop 4: 1,125
 - Pop 6: 1,125
 - Pop 3: 1,125
 - Pop 7: 1,125

The search results are displayed in a list format, showing the first 25 results out of 129,183. The results are sorted by relevance, and the page is set to 25 items per page. The search results are categorized by location and type of code, with the following categories and counts:

- Showing results 1 - 25 of 129183
- Imperial County, California - Code of Ordinances / Title 9 - LAND USE CODE / Division 5 - ZONING AREAS ESTABLISHED / Chapter 4 - R-3 (HIGH DENSITY RESIDENTIAL ZONES)
- 1 90504.13 - **Animals.**
- The keeping of **animals** other than domestic **animals** in the R-3 zone is strictly prohibited. (Prior code § 90504.13)
- City, Mendocino - Code of Ordinances / Title 14 - BUILDINGS AND CONSTRUCTION / Chapter 14.25 - TRAILERS AND TRAILER PARKS
- 2 14.28.350 - **Animals.**
- Dogs or other **animals** shall meet the requirements of the chapters of this code pertaining to **animals**. (Ord. 611 § 26, 1966)
- Humboldt, South Dakota - Code of Ordinances / Title 23 - ZONING / Chapter 23.03 - RULES AND DEFINITIONS
- 3 23.08.020 - **Animals.**
- "Domestic **animals**" means fish, dogs, cats, birds, rabbits and similar **animals**. "Nondomestic **animals**" means cattle, hogs, horses, bees, sheep, mink, goats, chickens, doves, pigeons, and other commonly known farm **animals**. (Ord. 985, 1971).
- Imperial County, California - Code of Ordinances / Title 9 - LAND USE CODE / Division 5 - ZONING AREAS ESTABLISHED / Chapter 3 - R-2 (MEDIUM DENSITY ZONES)
- 4 90503.13 - **Animals.**
- The keeping of **animals** except for domesticated **animals** is strictly prohibited. (Prior code § 90503.13) (Ord. No. 1487, §§ 17, 18, 2-2-13)

Additional Services Available

Municode and our family of solutions, MunicodeLEGAL, MunicodePAY, MunicodeWEB, MCCi and enCodePlus offer a wide variety of services, all of which have been designed primarily to serve local governments. Please contact us for information and pricing on any of the services listed below, all of which may be purchased under this contract and all of which are competitively priced.

When selecting any of the solutions outlined below as your service provider, you can be assured of receiving the same excellent customer service and superior products that over 4,200 clients have come to expect from Municode! Municipalities that utilize a combination of our family of services can attest that in addition to lower overall costs, their workload is significantly reduced, their citizens are more informed and they are receiving the best customer service experience possible... from the most reliable provider of government services in the nation... **Municode!**

<https://www.municode.com/>

municodeWEB

MunicodeWEB - Government Website Development powered by aHa Consulting! Let our team of web analysts and developers create or redesign a website for your municipality that provides your staff and citizens with a stunningly beautiful website that is simple for staff to use, easy for citizens to access, responsive, interactive, dynamic, and extremely efficient! Using the popular Drupal, open-source framework, we will work with you to understand your history, anticipate your future, define your priorities and achieve the long-term goals of your community.

When MunicodeWEB designs your completely mobile friendly website, our goal is to improve your image and your community profile, increase the self-service capacity of your residents, and empower your staff to create, edit and maintain website content as simply and efficiently as possible. The result will be an unparalleled municipal website solution at a very compelling price. To learn more about MunicodeWEB, please visit www.ahaconsulting.com

municodePAY

MunicodePAY offers a comprehensive, centralized electronic payment platform that includes a user-friendly citizen online portal that results in significant operational savings and improved customer retention. Your citizens will be able to pay their bills via the web, automated phone number or through your staff. Our platform is equipped with complete accounting and settlement functions that integrate with your CRM, finance and general ledger systems. Daily, weekly and monthly reports for easy tracking, and reconciliation of payments are available on demand in a variety of formats (including PDF, CSV and Excel). With MunicodePAY, payments are collected faster, your operating procedures are simplified, and your citizens are happy. Currently, over 80 municipalities trust MunicodePAY to process over 10 million statements annually. Costs for these services are competitively priced and transaction based with low to no implementation costs. MunicodePAY also offers traditional **Statement Printing and Mailing services, Lock Box Payment Processing Services and Customer Call Center Outsourcing Solutions.** To learn more about MunicodePAY, please follow these links: Website: <https://www.municode.com/#electronicpayments>, Demo:

<https://vimeo.com/143619736>



Municode Innovations (MCCi) understands the challenges organizations face every day with paper based processes. We provide innovative solutions that transform these challenges into smart practices that improve efficiency, productivity and organizational structure. Recognized as one of the nation's top 20 Most Promising Government Technology Solution Providers, we are also the largest Laserfiche provider in the world. MCCi is passionate about helping organizations run their office more efficiently – saving time, money and resources! Please visit our website for more details about any of the services listed below: <https://www.mccinnovations.com/>

Enterprise Content Management Software and Services (Laserfiche). With more than 900 clients nationwide, MCCi is the largest provider of Laserfiche solutions in the world.

Digital Imaging Services. Services include scanning, indexing and integration of hard copy documents, electronic documents, and microfilm/microfiche. MCCi provides the most powerful index retrieval search engine available.

JustFOIA helps agencies receive, track and report on open records requests. JustFOIA is a hosted solution that is user-friendly, affordable, and integrated with Laserfiche Enterprise Content Management.



enCodePlus is a unique Internet-based document editing and presentation system used for authoring, displaying, and managing all aspects of land development regulations or zoning ordinances. Developed by community planners, **enCodePlus** assists in the creation of land development and zoning ordinances that are fully customizable, easy to navigate and rich with features including GIS interactive mapping, a Land Use Look-up tool, hyperlinking to outside resources, historical archiving and in-line graphics. From its humble beginnings as a stand-alone Windows PC program, **enCodePlus** has matured to meet the needs of an innovative and exacting group of land use code writers and their client communities. To learn more about how **enCodePlus** can be an economic driver for your municipality and positively impact the transparency and navigability of your zoning or land development ordinance, please visit this link: <http://www.encodeplus.com/>

What Our Clients Say about Partnering with Us

"We were not only impressed with the services and products provided by Municode but the speed in which it all took place. Our Legislative Body and Administration were pleased with the new code books and the pricing we received. Thank you for producing this great product with such professionalism. We look forward to our continued relationship with Municode."

"We certainly couldn't have done it without your team. MCC is a very customer oriented company."

"I find everyone at Municode delightfully friendly and helpful. You are all very professional. It's apparent that you all care a great deal about good customer service. That is wonderfully refreshing as it is so hard to find anymore."

"I am extremely satisfied with Municipal Codes Corporation's performance and customer assistance. Not many companies provide such excellent services."

"You have personally demonstrated excellent service, diligence and concern for the integrity of our code and the integrity of the product your company produces. Please know your efforts are very much appreciated!"

"We appreciate the superior customer service you have provided. I can't tell you how nice it is to have people that will work with you."

"You are true professionals and great to work with!"

"Thank you for the tremendous job that you do for us. You always make me look good as the Clerk and I truly appreciate your services."

"WONDERFUL!!! Thanks for making my life easier, I really appreciate all that you do!"

"Your diligence, care, command over the process and attention to details have been exceptional. Moreover, what also helps set you apart from most of those in your line of work is that, you are readily accessible and exceedingly responsive. I hope that my clients are as pleased with me as I am with you."

"I really enjoy working with you! Your responsiveness and enthusiasm are greatly appreciated!!"

AUGUSTA-RICHMOND COUNTY, GEORGIA – HISTORICAL ORDBANK FOR PREVIOUSLY ORDINANCES CODIFIED

Historical OrdBank for Ordinances Previously Codified. The “Code Comparative Table – Ordinances” in the current Code lists legislation dating back to Ordinance 6149; however, the Code Comparative Table is incomplete and will be corrected to include the ordinances that have been codified and are history noted within the Code as part of the Recodification project. We have spot checked 156 ordinances, as noted below.

➤ 5927	➤ 6254	➤ 6572	➤ 6957
➤ 5929	➤ 6279	➤ 6573	➤ 6977
➤ 5933	➤ 6292	➤ 6574	➤ 6991
➤ 5935	➤ 6308	➤ 6579	➤ 6992
➤ 5936	➤ 6319	➤ 6580	➤ 7031
➤ 5959	➤ 6325	➤ 6581	➤ 7034
➤ 5961	➤ 6341	➤ 6591	➤ 7035
➤ 5962	➤ 6363	➤ 6598	➤ 7041
➤ 5971	➤ 6364	➤ 6607	➤ 7042
➤ 5994	➤ 6365	➤ 6625	➤ 7047
➤ 5997	➤ 6370	➤ 6639	➤ 7053
➤ 5998	➤ 6371	➤ 6664	➤ 7055
➤ 6023	➤ 6372	➤ 6669	➤ 7056
➤ 6025	➤ 6373	➤ 6689	➤ 7079
➤ 6033	➤ 6374	➤ 6704	➤ 7082
➤ 6045	➤ 6398	➤ 6706	➤ 7083
➤ 6068	➤ 6407	➤ 6707	➤ 7097
➤ 6093	➤ 6424	➤ 6718	➤ 7101
➤ 6094	➤ 6430	➤ 6726	➤ 7105
➤ 6146	➤ 6435	➤ 6727	➤ 7106
➤ 6149	➤ 6436	➤ 6754	➤ 7107
➤ 6159	➤ 6441	➤ 6763	➤ 7111
➤ 6166	➤ 6448	➤ 6764	➤ 7112
➤ 6168	➤ 6454	➤ 6772	➤ 7113
➤ 6174	➤ 6455	➤ 6774	➤ 7114
➤ 6176	➤ 6457	➤ 6776	➤ 7119
➤ 6182	➤ 6460	➤ 6777	➤ 7120
➤ 6183	➤ 6467	➤ 6778	➤ 7126
➤ 6189	➤ 6474	➤ 6798	➤ 7127
➤ 6199	➤ 6507	➤ 6805	➤ 7133
➤ 6223	➤ 6508	➤ 6850	➤ 7137
➤ 6235	➤ 6516	➤ 6863	➤ 7142
➤ 6236	➤ 6517	➤ 6864	➤ 7147
➤ 6237	➤ 6532	➤ 6866	➤ 7151
➤ 6239	➤ 6540	➤ 6875	➤ 7152
➤ 6242	➤ 6545	➤ 6890	➤ 7155
➤ 6243	➤ 6549	➤ 6922	
➤ 6244	➤ 6550	➤ 6931	
➤ 6250	➤ 6557	➤ 6939	
➤ 6252	➤ 6566	➤ 6947	

AUGUSTA-RICHMOND COUNTY, GEORGIA – ORDBANK FOR ORDINANCES INCLUDED IN RECODIFICATION PROJECT

OrdBank for Ordinances Codified in Recodification Project. The following ordinances can be added to OrdBank as part of the Recodification project:

- | | | |
|--------|--------|--------|
| ➤ 6080 | ➤ 7299 | ➤ 7518 |
| ➤ 6147 | ➤ 7300 | ➤ 7519 |
| ➤ 6148 | ➤ 7305 | ➤ 7524 |
| ➤ 6278 | ➤ 7306 | ➤ 7527 |
| ➤ 6298 | ➤ 7307 | ➤ 7528 |
| ➤ 6930 | ➤ 7308 | ➤ 7531 |
| ➤ 7161 | ➤ 7309 | ➤ 7537 |
| ➤ 7165 | ➤ 7311 | ➤ 7547 |
| ➤ 7168 | ➤ 7314 | ➤ 7554 |
| ➤ 7169 | ➤ 7318 | ➤ 7555 |
| ➤ 7171 | ➤ 7327 | ➤ 7556 |
| ➤ 7192 | ➤ 7330 | ➤ 7557 |
| ➤ 7193 | ➤ 7338 | ➤ 7558 |
| ➤ 7197 | ➤ 7342 | ➤ 7562 |
| ➤ 7207 | ➤ 7357 | ➤ 7566 |
| ➤ 7208 | ➤ 7358 | ➤ 7568 |
| ➤ 7209 | ➤ 7359 | ➤ 7572 |
| ➤ 7210 | ➤ 7360 | ➤ 7574 |
| ➤ 7214 | ➤ 7372 | ➤ 7576 |
| ➤ 7215 | ➤ 7373 | ➤ 7577 |
| ➤ 7216 | ➤ 7386 | ➤ 7578 |
| ➤ 7218 | ➤ 7387 | |
| ➤ 7222 | ➤ 7400 | |
| ➤ 7226 | ➤ 7409 | |
| ➤ 7229 | ➤ 7416 | |
| ➤ 7232 | ➤ 7422 | |
| ➤ 7233 | ➤ 7423 | |
| ➤ 7234 | ➤ 7424 | |
| ➤ 7240 | ➤ 7425 | |
| ➤ 7245 | ➤ 7427 | |
| ➤ 7246 | ➤ 7433 | |
| ➤ 7255 | ➤ 7434 | |
| ➤ 7256 | ➤ 7439 | |
| ➤ 7257 | ➤ 7441 | |
| ➤ 7258 | ➤ 7447 | |
| ➤ 7259 | ➤ 7449 | |
| ➤ 7260 | ➤ 7451 | |
| ➤ 7261 | ➤ 7459 | |
| ➤ 7262 | ➤ 7460 | |
| ➤ 7263 | ➤ 7462 | |
| ➤ 7271 | ➤ 7463 | |
| ➤ 7272 | ➤ 7464 | |
| ➤ 7277 | ➤ 7467 | |
| ➤ 7278 | ➤ 7468 | |
| ➤ 7280 | ➤ 7469 | |
| ➤ 7281 | ➤ 7473 | |
| ➤ 7282 | ➤ 7479 | |
| ➤ 7283 | ➤ 7481 | |
| ➤ 7285 | ➤ 7484 | |
| ➤ 7286 | ➤ 7493 | |
| ➤ 7287 | | |
| ➤ 7290 | | |
| ➤ 7291 | | |
| ➤ 7296 | | |
| ➤ 7297 | | |

**AUGUSTA LAW DEPARTMENT**

Andrew G. MacKenzie, General Counsel
Wayne Brown, Deputy General Counsel

Sole Source Justification

August 22, 2017

Re: MuniCode re-codification

Municipal Code Corporation (MuniCode) has been exclusively providing Code publication and editing services to Augusta for over 10 years. Substantial cost has been expended to have the Code created and brought to where it is now. MuniCode is the only company that has the history and experience necessary to recodify the Code and has the entire Code in their proprietary software system for manageable use in the recodification process. Additionally, only MuniCode offers online hosting of Municipal Codes and publication and supplementation services in an all-in one bundle. A diligent search has been conducted and there were no other companies having the knowledge, experience and capability to recodify the Augusta, GA, Code.

Sincerely,

Andrew G. Mackenzie



**Administrative Services Committee Meeting
9/26/2017 1:10 PM
Rules of Procedures**

Department:

Presenter: Commissioner Marion Williams

Caption: Discuss Consolidation Bill and Augusta Commission Rules of Procedure Rule 1.09.02 Roll Call Vote. **(Requested by Commissioner Marion Williams)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

**Funds are Available
in the Following
Accounts:**

REVIEWED AND APPROVED BY:

LC 9 84065

Howard of the 118th and Hart of the 116th offer the following substitute to HB 805:

A BILL TO BE ENTITLED

AN ACT

To provide that the governing authority of Richmond county shall be a board of commissioners consisting of a chairperson-mayor and ten members; to designate the board as the Augusta-Richmond County Commission-Council and the members of the board as commissioners-councilpersons; to provide that the commission-council shall exercise the rights, powers, and duties as the governing authority of Richmond County with both county and municipal powers; to provide for the election of the chairperson-mayor and the members of the commission-council; to provide for commission-council districts; to provide for the members of the board of commissioners of Richmond County and the mayor and councilmembers of the City of Augusta and, if a certain Act is approved in a referendum, the board of commissioners of the City of Hephzibah; to provide for qualifications of the chairperson-mayor and commissioners-councilpersons; to provide for terms of office; to provide that the chairperson-mayor shall be the chief executive officer of the Augusta-Richmond County Commission-Council; to provide for compensation for the chairperson-mayor, the vice chairperson-mayor pro tempore, and the other members of the commission-council; to provide for the executive and administrative powers and duties of the chairperson-mayor; to provide for filling vacancies; to provide for a vice chairperson-mayor pro tempore; to provide for a quorum; to provide for the payment of bonded indebtedness of Richmond County and the City of Augusta and, if a certain Act is approved in a referendum, the City of Hephzibah; to create an Urban Services District or Districts and a Suburban Services District; to provide that such districts shall continue in existence until the commission-council modifies or abolishes such districts by ordinance; to provide for the continuation of existing ordinances and resolutions of the board of commissioners of Richmond County and of cities therein; to provide for a budget and tax levy by the board of commissioners of Richmond County and the governing authorities of certain cities therein for the 1996 year; to provide that tax assessments made by the board of tax assessors of Richmond County and certain cities therein shall constitute the basis for the assessment and collection of taxes of the commission-council for the 1996 calendar year; to provide that the tax levy in 1996 for certain cities shall be levied by the commission-council only within certain Urban Services Districts; to provide for the creation of special

LC 9 84065

(b) No person shall fill a vacancy for an unexpired term by appointment of the commission-council unless that person receives a majority of the votes of the full commission-council.

(c) In the event the office of vice chairperson-mayor pro tempore becomes vacant for any reason, the commission council by a majority vote of its full membership shall elect from among its members a successor who shall serve as such until the first meeting in January immediately following the creation of such vacancy, at which time a successor shall be elected.

SECTION 6.

Seven members of the commission-council shall constitute a quorum for the transaction of ordinary business, and an affirmative vote of at least six members shall be required for the commission-council to take action. Official action of the commission-council shall be entered upon its minutes. Any member of the commission-council shall have the right to request a roll-call vote.

SECTION 7.

(a) The bonded indebtedness of the City of Augusta which is outstanding on January 1, 1996, shall become the debt and obligation of a special tax district which shall correspond to and be conterminous with the corporate limits of the City of Augusta as said corporate limits existed on December 31, 1995. The ad valorem taxes imposed by the City of Augusta prior to January 1, 1996, to retire such bonded indebtedness shall continue to be imposed by the commission-council within the special tax district in the same manner and to the same extent that such ad valorem taxes were previously imposed by the City of Augusta in accordance with the terms of the obligations of such bonded indebtedness. The commission-council, as the governing authority of the City of Augusta, shall be the successor to the previously existing governing authority of the City of Augusta for all purposes relating to such bonded indebtedness, including the enforcement of rights and remedies of bondholders.

(b) The bonded indebtedness of Richmond County outstanding on January 1, 1996, shall not be affected by this Act, and the commission-council, as the governing authority of Richmond County, shall become the successor to the previously existing governing authority of Richmond County for all purposes relating to such bonded indebtedness, including the enforcement of rights and remedies of bondholders.

(c) The bonded indebtedness of the City of Hephzibah which is outstanding on January 1, 1996, shall become the debt and obligation of a special tax district which shall correspond to and be conterminous with the corporate limits of the City of Hephzibah

the Wednesday prior to the Tuesday of the regular Commission-Council meeting with unanimous approval of the members of the Commission-Council attending the regular meeting.

1.07.05 An item may be removed from the agenda prior to 5:00 p.m. on the Wednesday prior to the Tuesday of the regular Commission-Council meeting upon the request of the commissioner, department head, or other individual party who was responsible for placing the item on the agenda.

1.08 CONSENT AGENDA

1.08.01 All items contained in the consent agenda may be voted on en gross. Prior to the vote on the consent agenda, any Commissioner may withdraw an item from the consent agenda so that it shall be voted on individually.

1.08.02 A **non-agenda** item shall be defined as that which is deemed by a Commissioner to require urgent attention, but which has not been placed on the published agenda.

1.08.02(a) If a Commissioner requests that an item be added to the agenda, he/she must provide the specific item, and the reasons immediate attention is required, to the Commission-Council.

1.08.02(b) The unanimous consent of the Commissioners present at the meeting shall be required to add an item to the agenda.

1.09 VOTING

1.09.01 All votes shall be taken by raised hand, except those which the chair handles through unanimous consent (i.e., "If there are no objections . . ."), and unless there is a request for a roll-call vote. A single objection will require that a counted vote be taken. An affirmative vote of at least six (6) members of the Commission-Council shall be required to adopt a motion, except where otherwise indicated.

1.09.02 Any Commissioner shall have the right to request a roll call vote on any issue, in which event the chair shall direct the Clerk to call the roll in alphabetical order, except that the Chairman-Mayor's name shall be called last and only when his vote will create or break a tie. As each Commissioner's name is called, such Commissioner shall vote either "yes" or "no" to the question