



Administrative Services Committee Commission Chamber- 9/10/2019- 1:10 PM Meeting

ADMINISTRATIVE SERVICES

1. The Utilities Department-Facilities Maintenance Division requests the purchase of one new crane truck at a cost of [!\[\]\(38441ceaa711016e0bf2ad46ad394ff4_img.jpg\) Attachments](#)
\$135,197 using the GMA lease Program.
2. Motion to authorize the submission of the 2019 Continuum of Care Exhibit I Consolidated Application, Exhibit 2 Applications (both New and Renewal) and all supporting documentation for the Continuum of Care Application to the U.S. Department of Housing and Urban Development (HUD). [!\[\]\(6e027340d4263908f264926b1ad81c5e_img.jpg\) Attachments](#)
3. Motion to approve Housing and Community Development's (HCD's) 2019 request to reallocate administrative expenses for CDBG, HOME, and CDBG Rehab. [!\[\]\(781510d64f329bf3c880acf086e884d6_img.jpg\) Attachments](#)
4. Motion to approve Housing and Community Development Department's (HCD's) request to promote and provide financial assistance to Richmond County Teachers, Sheriff Deputies, Marshal Deputies and First Responders to purchase a new home in the Laney Walker Bethlehem Area. [!\[\]\(93cdf5b84f2bfec404f7441e84b6ba5c_img.jpg\) Attachments](#)
5. Motion to approve Housing and Community Development's (HCD) request to provide rehabilitation services to five (5) homeowner-occupied rehabilitation homes for low-to- moderate homeowners in need of safe, decent and complaint housing. [!\[\]\(0f0f932ce3b5577a82f34ad23239a6e5_img.jpg\) Attachments](#)
6. Meeting Management System for the purpose of Augusta decorum and order of questions and statements. **(Requested by Commissioner John Clarke)** [!\[\]\(eae2be0f6c865f0a2febc97c99fc2475_img.jpg\) Attachments](#)
7. [!\[\]\(beb73fa08c38b910d1745a8873b27d81_img.jpg\) Attachments](#)

Motion to approve the minutes of the Administrative Services Committee held on August 27, 2019.

www.augustaga.gov



**Administrative Services Committee Meeting
9/10/2019 1:10 PM
2019-Utilities-FM-Crane Truck**

Department: Central Services Department - Fleet Management Division

Presenter: Ron Crowden

Caption: The Utilities Department-Facilities Maintenance Division requests the purchase of one new crane truck at a cost of \$135,197 using the GMA lease Program.

Background: The Utilities Department – Facilities Maintenance Division is requesting a new crane truck to service, repair, or replace the lift station pumps. The Division services between 10 to 15 lift stations daily. The bid tab sheets are attached for your review.

Analysis: The Procurement Department published a competitive bid using the Demand Star application for a Crane Truck. Invitations to bid were sent to six vendors with five responses. The vendor, West Georgia Mobile, from Villa Rica, GA was able to offer the requested product with necessary specifications. Bid 19-208: 2019/2020 Crane Truck: West Georgia Mobile Hydraulics (Villa Rica, GA), 2020 Ford F550-\$135,197.00; Altec Industries (Mount Airy, NC), 2019 Ford F550:-\$141,738.00; Versalift Southeast (Knoxville, TN), 2019 Ford F550-\$142,078.00; Technology International (Mary, FL), 2019 Ford F550-\$187,165.00; Sunbelt Ford (Sylvester, GA), 2019 Ford F550-Non-Compliant.

Financial Impact: One Ford F550 Crane Truck for \$135,197 for the Utilities Department-Facilities Maintenance Division using the GMA Lease Program.

Alternatives: (1) Approve the request; (2) Do not approve the request

Recommendation: Approve the purchase one F-550 Crane Truck for Utilities Department using the GMA Lease Program.

Cover Memo

GMA Lease Program

Item # 1

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

REVIEWED AND APPROVED BY:

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

FOR ALL DEPARTMENTS-CRANE TRUCK - BID OPENING 4/23/19 @ 11:00

BID 19-208	Sunbelt Ford, Sylvester, GA	West Georgia Mobile Hydraulics, Villa Rica, GA	Altec Industries, Mount Airy, NC	Versalift Southeast, Knoxville, TN	Technology Intl, Lake Mary, FL
Year	2019	2020	2020	2020	2019
Make	Ford	Ford	Ford	Ford	Ford
Model	F550	F550	F550	F550	F550
Base Price (5.00)	\$123,638.70	\$135,197.00	\$141,738.00	\$142,078.00	\$187,165.00
Delivery Date	90 DAYS ARO	240 Days ARO	360 Days ARO	300 Days ARO	47 Weeks ARO
	NON-COMPLIANT				
	no E-Verify Number provided				
TOTALS:	\$123,638.70	\$135,197.00	\$141,738.00	\$142,078.00	\$187,165.00

Invitation to Bid

Sealed bids will be received at this office until **Tuesday, April 23, 2019 @ 11:00 a.m.** for furnishing for **Augusta, GA Central Services Department - Fleet Maintenance**

Bid Item #19-208 Crane Truck

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

Bid documents may be viewed on the Augusta, Georgia web site under the Procurement Department **ARCbid**. Bid documents may Documents may be examined during regular business hours at the offices of Augusta, GA Procurement Department.

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 Friday, April 5, 2019 @ 5:00 P.M. No bid will be accepted by fax, all must be received by mail or hand delivered.

No bids may be withdrawn for a period of sixty (60) days after bids have been opened, pending the execution of contract with the successful bidder.

Invitation for 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 bid will be accepted by fax, all must be received by mail or hand delivered.

GERI A. SAMS, Procurement Director

Publish:

Augusta Chronicle	March 14, 21, 28, April 4, 2019
Metro Courier	March 14, 2019

OFFICIAL



Bid Item #19-208 - 2019/2020 Crane Truck
for Augusta, GA Central Services Department- Fleet Maintenance Divison
Bid Date: Tuesday, April 23, 2019 @ 11:00 a.m.

Total Number Specifications Mailed Out: 6
Total Number Specifications Download (Demandstar): 58
Total Electronic Notifications (Demandstar): 3
Georgia Procurement Registry: 140
Mandatory Pre-Bid Conference Attendees: NA
Total packages submitted: 5
Total Noncompliant: 1

VENDORS	Attachment "B"	E-Verify #	SAVE Form	Year	Make	Model	Approx. Delivery Time	Total Bid
Sunbelt Ford 1002 W Franklin St. Sylvester, GA 31791	Yes	Non- Compliant	Yes	2019	Ford	F550	Sept/Oct	\$123,638.70
Altec Industries 200 Altec Way Mount. Airy, NC 27030	Yes	65710	Yes	2020	Ford	F550	320-360 Days ARO	\$141,738.00
Versalift Southeast 4816 Rutledge Pike Knoxville, TN 37757	Yes	1333116	Yes	2020	Ford	F550	300 Days ARO	\$142,078.00
West Georgia Mobile Hydraulics, Inc. 98 Edge Road Villa Rica, GA 30180	Yes	846217	Yes	2020	Ford	F550	Feb. 2020	\$135,197.00
Technology International, Inc. 1349 S. International Pkwy., Suite 2411 Lake Mary, FL 32746	Yes	E-Verify Affidavit	Yes	2019	Ford	F550 Super Cad	47 Weeks ARO	\$187,165.00



Central Services Department

Takiyah A. Douse, Director
Ron Crowden, Fleet Manager

Fleet Management
1568-C Broad Street
Augusta GA 30904
Phone: (706) 821-2892

MEMORANDUM

TO: Geri Sams, Director, Procurement Department
THROUGH: Takiyah A. Douse, Director, Central Services Department
FROM: Ron Crowden, Central Services Department-Fleet Management
DATE: May 14, 2019
SUBJECT: Recommendation for Bid #19-208 – Crane Truck

Fleet Management would like to recommend the award of bid #19-208, Crane Truck, to West Georgia Mobile Hydraulics of Villa Rica, GA. The vendor's proposal met the requirements of the bid and was the best and lowest price for the equipment requested.

Please advise this office upon completion of notifications so that we may proceed with the acquisition process.

If you need further information or if you have any questions regarding this recommendation, please contact the Fleet Management Office at 706-821-2892.

RGC/ams

'19 MAY 16 PM 9:33

FOR ALL DEPARTMENTS-CRANE TRUCK - BID OPENING 4/23/19 @ 11:00

BID 19-208	Sunbelt Ford, Sylvester, GA	West Georgia Mobile Hydraulics, Villa Rica, GA	Altec Industries, Mount Airy, NC	Versalift Southeast, Knoxville, TN	Technology Intl, Lake Mary, FL
Year	2019	2020	2020	2020	2019
Make	Ford	Ford	Ford	Ford	Ford
Model	F550	F550	F550	F550	F550
Base Price (5.00)	\$123,638.70	\$135,197.00	\$141,738.00	\$142,078.00	\$187,165.00
Delivery Date	90 DAYS ARO	240 Days ARO	360 Days ARO	300 Days ARO	47 Weeks ARO
	NON-COMPLIANT (NO E-VERIFY NUMBER PROVIDED)				
TOTALS:	\$123,638.70	\$135,197.00	\$141,738.00	\$142,078.00	\$187,165.00

19 MAY 16 AM 9:33

OFFICIAL



Bid Item #19-208
2019/2020 Crane Truck
for Augusta, GA Central Services Department-
Fleet Maintenance Divison
Bid Date: Tuesday, April 23, 2019 @ 11:00 a.m.

Total Number Specifications Mailed Out: 6
Total Number Specifications Download (Demandstar):
Total Electronic Notifications (Demandstar):
Mandatory Pre-Bid Conference Attendees: NA
Total packages submitted: 5
Total Noncompliant: 1

VENDORS	Attachment "B"	E-Verify #	SAVE Form	Year	Make	Model	Approx. Delivery Time	Total Bid
Sunbelt Ford 1002 W Franklin St. Sylvester, GA 31791	Yes	No	Yes	2019	Ford	F550	Sept/Oct	\$123,638.70 / Non-Compliant
Altec Industries 200 Altec Way Mount. Airy, NC 27030	Yes	65710	Yes	2020	Ford	F550	320-360 Days ARO	\$141,738.00
Versalift Southeast 4816 Rutledge Pike Knoxville, TN 37757	Yes	1333116	Yes	2020	Ford	F550	300 Days ARO	\$142,078.00
West Georgia Mobile Hydraulics, Inc. 98 Edge Road Villa Rica, GA 30180	Yes	846217	Yes	2020	Ford	F550	Feb. 2020	\$135,197.00
Technology International, Inc. 1349 S. International Pkwy., Suite 2411 Lake Mary, FL 32746	Yes	E-Verify Affidavit	Yes	2019	Ford	F550 Super Cad	47 Weeks ARO	\$187,165.00

19 MAY 16 AM 9:34



'19 MAY 16 AM 9:34

Item # 1

User: Williams, Nancy

Organization:

City of Augusta, GA (Augusta Commission)

Logout

[My DemandStar](#)[Buyers](#)[Account Info](#)[FAQs](#)[Log Bid](#)[\[View Bids\]](#)[View Quotes](#)[Supplier Search](#)[Build Broadcast List](#)

Planholders List

Member Name City of Augusta, GA (Augusta Commission)

Bid Number ITB-19-208-0-2019/nw

Bid Name 2019/2020 Crane Truck

1 Document(s) found for this bid

3 Planholder(s) found.

[Add Planholder](#)

Supplier Name 	Phone	Fax	Doc Count	Attributes	Programs	Actions
Chattanooga Trailer & Rental, Inc.	4238991744	4238999512	1			Documents
Dodge Data	4133767032		1			Documents
Transport Equipment Co	2294350254	2294312377	1			Documents

Page 1 of 1

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Item # 1

BIDDERS LIST

BID ITEM # 19-208 COST \$ _____

#	COMPANY'S NAME & CONTACT PERSON	COMPLETE MAILING ADDRESS TELEPHONE & FAX NUMBERS	DATE	SPEC #	INITIALS	MAILED BY
1	Christopher Trucks, Inc. Attn: Bruce Ponder 1601 White Horse Rd Greenville, SC 29605	ext. 8362 803 864-269-2131	3/26/19	19-208	DW	U.S. ma. 1
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						Item # 1

**Augusta Crane & Rigging
Attn: Ray Holmes
P.O. Box 474
Hephzibah, GA 30815**

**Gerald Jones Ford
Attn: Tony Snow
3480 Wrightsboro Road
Augusta, GA 30909**

**Hydraulic Machinery, Inc.
Attn: Guy Bos/Steve Foxworth
5024 N. 56th Street
Tampa, FL 33610**

**Altec Industries Inc.
Attn: Morgan Riddle
1730 Vanderbilt Road
Birmingham, AL 35234**

**Maxim Crane Works LP
1615 Doug Barnard Parkway
Augusta, GA 30906**

**Allan Vigil Ford Lincoln, Inc.
Attn: Bob Burtner
6790 Mt. Zion Blvd
Morrow, GA 30260**

**RON CROWDEN
CENTRAL SERVICES DEPARTMENT-
FLEET MAINTENANCE DIVISION
BROAD STREET**

**ANTHONY SEBEK
CENTRAL SERVICES DEPARTMENT-
FLEET MAINTENANCE DIVISION**

**PHYLLIS JOHNSON
COMPLIANCE**

**TAKIYAH DOUSE
CENTRAL SERVICES DEPARTMENT**

**BID ITEM #19-208
2019/2020 CRANE TRUCK
MAILED MARCH 14, 2019**

**BID ITEM #19-208
2019/2020 CRANE TRUCK
FOR CENTRAL SERVICES
DEPARTMENT-FLEET
MAINTENANCE DIVISION
BID DUE: TUE. 4/23/19 @ 11:00 A.M.**

667369197	UbomEmemobong 2019-03-21	ememobongoffiongubom@yahoo.com Ubom, Ememobong	Y	AFA
591156297	VERMEER SOUTHEAST SALES & SERVICE 2019-03-21	adamzehr@vermeersoutheast.com AZEHR, AZEHR	N	NOM
	VERMEER SOUTHEAST SALES & SERVICE 2019-03-21	curtkopacek@vermeersoutheast.com Kopacek, Curt		
	VERMEER SOUTHEAST SALES & SERVICE 2019-03-21	curtkopacek@vermeersoutheast.com VERMEERSOUTHEAST, VERMEERSOUTHEAST		
	VERMEER SOUTHEAST SALES & SERVICE 2019-03-21	glennpatterson@vermeersoutheast.com Patterson, Glenn		
	VERMEER SOUTHEAST SALES & SERVICE 2019-03-21	monteerritt@vermeersoutheast.com Erritt, Monte		
	VERMEER SOUTHEAST SALES & SERVICE 2019-03-21	toddversteeg@vermeersoutheast.com VerSteeg, Todd		
264410397	Veteran Group Logistics, Inc 2019-03-21	ffranks@vlglog.com Franks, Fred	Y	AFA
581804684	WADE TRACTOR & EQUIPMENT INC 2019-03-21	jimmy@wadetractor.com Wade, Jimmy	N	NOM
	WADE TRACTOR & EQUIPMENT INC 2019-03-21	jimmy@wadetractor.com WADETRACTOR, WADETRACTOR		
580533052	WALKER RHODES TRACTOR COMPANY INC 2019-03-21	acrook@walkerrhodetractor.com CROOK, ANDY	N	NOM
	WALKER RHODES TRACTOR COMPANY INC 2019-03-21	finance@walkerrhodetractor.com WEEKS, SUSAN		
	WALKER RHODES TRACTOR COMPANY INC 2019-03-21	smorton100@gmail.com MORTON, SAM		
	WALKER RHODES TRACTOR COMPANY INC 2019-03-21	wrtc@walkerrhodetractor.com RHODES, FOSTER		
611390193	clay mohn mowing 2019-03-21	kevintost@bellsouth.net mckissick, kevin	N	NOM
444465156	cross creek Farm & Ranch DBA Cross Creek 2019-03-21	crosscreekfarmandranch@yahoo.com Steen, Carl	N	NOM
252115248	currielluvanda 2019-03-21	luvandacurrie@yahoo.com currie, luvanda	Y	AFA
669229518	ogunfowokanmotola 2019-03-21	foyintola@yahoo.com ogunfowokan, motola	Y	AFA
252115248	procurement for professional people 2019-03-21	luvandacurrie@yahoo.com currie, luvanda	Y	AFA
214787398	stephen's mecnanical service 2019-03-21	stephen.hills@gmail.com Hills, stephen	Y	AFA
202475086	thomas allen 2019-03-21	tom@kasinfrared.com allen, thomas	N	NOM
010777955	usregistryconnect 2019-03-21	rfq@usregistryconnect.com usregistry, usregistry	N	NOM

ETHNIC GROUP	COUNT
African American	19
Asian American	0
Native American	4
Hispanic/Latino	0
Pacific Island/American	1
Non Minority	117
Not Classified	0
Total Number of Vendors	141
Total Number of Contacts	245

Georgia Procurement Registry Vendor Summary

PR_bid_email_list

Item # 1



Administrative Services Committee Meeting

9/10/2019 1:10 PM

HCD_ 2019 Continuum of Care Application Submission by Housing and Community Development Request

Department: HCD

Presenter: Hawthorne Welcher Jr. and/or HCD Staff

Caption: Motion to authorize the submission of the 2019 Continuum of Care Exhibit I Consolidated Application, Exhibit 2 Applications (both New and Renewal) and all supporting documentation for the Continuum of Care Application to the U.S. Department of Housing and Urban Development (HUD).

Background: Each year, the City of Augusta's Housing & Community Development (HCD) Department applies to HUD through an annual Notice of Funding Availability (NOFA) for the Continuum of Care Programs. This application is not an Entitlement Grant but a competitive application process. These funds are used to support the Homeless Information Management System (HMIS), for administrative services, supplies and to provide technical support to the City of Augusta's collaborating homeless service agencies. This grant renews each year for the same time and amount, October 1 to September 30 (HMIS Program - \$184,475). There are three (3) additional renewal projects from partner agencies funded as a part of the Augusta, Georgia Continuum of Care. Three (3) new project applications are also anticipated for submission this year by local non-profit agencies.

Analysis: Approval will allow the City of Augusta to continue providing these comprehensive services to the homeless population of Augusta-Richmond County.

Financial Impact: These are additional grant funds awarded by HUD through a competitive application process to the City of Augusta for continued operation of the Homeless Information Management System (HMIS) and related services. Currently, there are three (3) additional projects funded through this application for partner agencies: one (1) Supportive Services Only for

Cover Memo

Item # 2

Coordinated Entry, one (1) Rapid Re-Housing and one (1) Permanent Supportive Housing Program.

Alternatives: Deny HCD's request to submit this application and decline funding for the local Homeless Information Management System (HMIS) and three (3) additional projects.

Recommendation: Approve submission of the 2019 CoC Application to HUD, and grant the Mayor the authority to execute all forms associated with the application, to include but not limited to: Submission of the Consolidated Community Application, Priority Listing Exhibit 2 Applications, Certifications, Conditional Award Technical Submission Applications, New and Renewal Grant Agreements and Annual Progress Reports (APR).

Funds are Available in the Following Accounts: Housing and Urban Development (HUD) Funds: Continuum of Care (CoC) in SHP grant. Org key: 221073115 and 221073215.

REVIEWED AND APPROVED BY:

Finance.
Law.
Administrator.
Clerk of Commission



Administrative Services Committee Meeting
9/10/2019 1:10 PM
HCD_ Grant Administration Budget Adjustments Request

Department: HCD

Presenter: Hawthorne Welcher Jr. and/or HCD Staff

Caption: Motion to approve Housing and Community Development's (HCD's) 2019 request to reallocate administrative expenses for CDBG, HOME, and CDBG Rehab.

Background: Each year during budget preparation, HCD must project future allocations of federal funds for CDBG and HOME Grant Programs. When preparing the 2019 budget, we were waiting on 2018 funding to be made available to HCD. At the time we felt as though we had budgeted enough funding for account 5211119 Other Official/Admin for all grants. The majority of the budgeted reimbursable funds were placed in 5599997 Admin Expense Allocation or 5129998 Personnel Expense Reclass. We use Admin Expense Allocation to reimburse the city of administrative costs that are allocable to all the grants. However, we have received some reimbursement requests that are specific to each grant and not allocable across all the grants. Therefore we are requesting to move funds as follows:

Description	Current Budget	Budget Adjustment	Adjusted Budget
221073111 CDBG Admin:			
5211119 Other Official/Admin	\$5,040.00		
	+\$20,000.00		\$25,040.00
5599997 Admin Exp Reclass	\$42,150.00	-\$20,000.00	\$22,150.00
221073112 HOME Admin:			
5211119 Other Official/Admin	\$50,060.00	+\$20,000.00	\$70,060.00
5599997 Admin Exp Reclass	\$97,830.00	-\$20,000.00	\$77,830.00
221073116 CDBG Rehab Admin:			
5211119 Other Official/Admin	\$17,830.00	+\$20,000.00	\$37,830.00
5129998 Personnel Exp Reclass	\$51,380.00	-\$20,000.00	\$31,380.00

Analysis: With the reallocation of funding proposed by HCD, Augusta, GA (c/o Finance) will properly be able to record transactions to the general ledger.

Financial Impact: There is not a net effect to HCD's 2019 Budget.

Cover Memo

Item # 3

Alternatives: 1. The Commission votes to approve Housing and Community Development's (HCD) request to reallocate budgeted funds across account codes. 2. The Commission do not approve Housing and Community Development's request to reallocate budgeted funds.

Recommendation: Motion to approve Housing and Community Development's (HCD's) 2019 request to reallocate administrative expenses for CDBG, HOME, and CDBG Rehab.

Funds are Available in the Following Accounts: Housing and Urban Development (HUD) Funds: CDBG Administration, HOME Administration, CDBG Rehab Administration. Fund 220

REVIEWED AND APPROVED BY:

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



Administrative Services Committee Meeting

9/10/2019 1:10 PM

HCD_ Laney Walker Bethlehem Next Door Program Approval Request

Department:	HCD
Presenter:	Hawthorne Welcher Jr. and/or HCD Staff
Caption:	Motion to approve Housing and Community Development Department's (HCD's) request to promote and provide financial assistance to Richmond County Teachers, Sheriff Deputies, Marshal Deputies and First Responders to purchase a new home in the Laney Walker Bethlehem Area.
Background:	Housing and Community Development (HCD) continues to redevelop the Laney Walker Bethlehem area. HCD has created a new program to assist Richmond County encouraging new teachers, deputies and first responders to purchase homes by providing a housing incentive in the Laney Walker Bethlehem area. HCD currently has a Down payment assistance program (5K), Employee Incentive program (20K), and a Homebuyer subsidy program (25K) that are income restricted by HUD via the HOME Partnership Investment Program. HCD would like to utilize Laney Walker Bethlehem Program funds (non-restricted funds) to assist individuals as an incentive to move in the redevelopment area of LWB. HCD is requesting to provide up to \$25K to assist the new teachers, deputies and first responders.
Analysis:	The approval will potentially increase homeownership opportunities in the downtown development area.
Financial Impact:	HCD will utilize Laney Walker Bethlehem Program funding to award approved homebuyers up to \$25K to move into the Laney Walker/Bethlehem area.
Alternatives:	Do not approve the use of LWB funding to fund the Next Door Program.

Recommendation:

Cover Memo

Item # 4

Motion to approve Housing and Community Development Department's (HCD's) request to promote and provide financial assistance to Richmond County Teachers, Sherriff Deputies and First Responders to purchase a new home in the Laney Walker Bethlehem Area.

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

Laney Walker/Bethlehem Program funding. Fund 298

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission

AUGUSTA GA's NEXT DOOR PROGRAM

EDUCATORS • LAW ENFORCEMENT • FIRST RESPONDERS



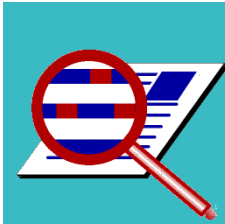
*Eligibility**

First Time Homebuyer; Purchasing in the Laney Walker/Bethlehem Historic Neighborhood; Complete Homebuyer Workshop



Assistance Amount

Up to \$25,000.00



*Additional Information***

Funding provided as a deferred forgivable loan

*HUD income limits may apply based on funding source

**Forgiveness term based on amount of assistance received.

FOR MORE INFORMATION

Contact: Augusta Housing & Community Development

706.821.1797

925 Laney Walker Blvd. 3rd Floor

Augusta, GA 30901



Item # 4

#GrowAugusta



Administrative Services Committee Meeting
9/10/2019 1:10 PM
HCD_ Rehabilitation Program Request

Department: HCD

Presenter: Hawthorne Welcher Jr. and/or HCD Staff

Caption: Motion to approve Housing and Community Development's (HCD) request to provide rehabilitation services to five (5) homeowner-occupied rehabilitation homes for low-to- moderate homeowners in need of safe, decent and complaint housing.

Background: The Homeowner-Occupied Rehabilitation Program provides a mechanism for eligible homeowners to bring their eligible house into compliance with local codes and provide safe, decent housing for lower income individuals. The program has two major components: • Homeowner Occupied Rehabilitation – Full rehab to include rehabbing of floors, bathrooms counter tops, cabinets, etc. • Emergency Rehab – Code items to include only one of the following: roofing, HVAC, electrical or plumbing. The Homeowner-Occupied Rehabilitation Program is designed to bring the eligible homeowner's dwelling into compliance with applicable, locally adopted housing rehabilitation standards to reduce ongoing and future maintenance costs, promote energy efficiency, and to preserve decent affordable owner-occupied housing. Federal funding for these activities is provided to the City of Augusta through the Community Development Block Grant (CDBG) Program and the Home Investment Partnership Program (HOME). This request will provide five (5) homeowners with funding at the following addresses: 1. 2926 Hawk Street – Augusta, GA 30904 \$36,925 2. 3735 Clanton Road – Augusta, GA 30906 \$36,648 3. 3139 Truxton Road- Augusta, GA 30901 \$38,443 4. 1916 Steiner Avenue – Augusta, GA 30901 \$ 6,150 5. 2716 Glenn Hills Drive – Augusta, GA 30906 \$1,000

Analysis: The approval of this request will enable five (5) homeowners to realize compliant decent and safe housing.

Cover Memo
Item # 5

Financial Impact: The City receives funding from the US Housing and Urban Development Department (HUD) on an annual basis. This request would be for a total amount of \$119,166

Alternatives: Do not approve HCDs Request.

Recommendation: Motion to approve Housing and Community Development's (HCD) request to provide rehabilitation services five (5) Homeowner-Occupied Rehabilitation homes for low-to-moderate homeowners in need of safe, decent and complaint housing.

Funds are Available in the Following Accounts: Housing and Urban Development (HUD) Funds: a) CDBG Org key: 221073210

REVIEWED AND APPROVED BY:

Finance.
Law.
Administrator.
Clerk of Commission



HOME PROGRAM HOMEBUYER WRITTEN AGREEMENT

NOTICE TO HOMEBUYER: This AGREEMENT contains a number of requirements you must fulfill in exchange for the federal assistance you are receiving through the Home Investment Partnerships Program (HOME Program). Be sure to read each paragraph carefully and ask questions regarding any sections you do not fully understand. This AGREEMENT will be enforced by a forgivable loan and mortgage as set forth below. You should be sure that you thoroughly understand these documents before you sign them.

THIS AGREEMENT, made and entered into this ____ day of ____, **20__** by and between _____ hereinafter referred to as “BORROWER,” and **AUGUSTA HOUSING & COMMUNITY DEVELOPMENT** having its principal office at **925 Laney Walker Blvd, 2nd Floor, Augusta, Georgia 30901**, hereinafter referred to as “LENDER.”

WHEREAS, on _____, the Lender agreed to provide to the Borrower financial assistance to be used in pursuit of the purchase of certain real property hereafter described; _____
Map Parcel # _____ and

WHEREAS, a percentage of said financial assistance was provided in the form of a Forgivable Loan, hereinafter referred to as a “LOAN,” with said Loan being in the amount of _____, subject to the condition that the Borrower executes this Agreement.

WHEREAS, the Forgiveness Loan is funded by the U.S. Department of Housing and Urban Development (“hereafter HUD”) via the HOME Investment Partnership Program (hereafter “HOME Program”), and restrictions apply to the Borrower when participating in the City of Augusta’s Forgiveness Loan Program.

NOW THEREFORE, in consideration of the said Loan and in accordance with the provisions of State of Georgia Statues, the parties do hereby agree as follows:

The Borrower covenants and agrees with the Lender to adhere to the following HOME Program Restrictions imposed on them for the federal assistance provided:

Affordability Period

You must comply with the HOME Program's period of affordability. The period of affordability for the home will be _____ years, based on the amount of the direct subsidy to the HOMEBUYER. During this _____ year period, the HOMEBUYER must maintain the home as his/her **principal place of residence** at all times. During this time the recapture restriction is effective and requires all HOME funds that were provided for the purchase of the home to be repaid to the City, including principal, interest, late fees, and other charges, if you do not occupy the property as your principal residence or if you sell or transfer the property.

Maximum Sales Price

The property may not have a purchase price for the type of single family housing that exceeds 95% of the median purchase price for the area. It has been verified that the purchase price of the housing does not exceed 95 percent (95%) of the median purchase price of homes for the area, as set forth in 24 CFR Part 92.254(a).

The maximum purchase price is as follows for the Augusta Richmond County GA:

Unit #	FHA Limits Pre-Economic Stimulus Act	
	Existing Homes	New Homes
1 Unit	\$ 152,000	\$ 227,000
2 Unit	\$ 195,000	\$ 291,000
3 Unit	\$ 236,000	\$ 352,000
4 Unit	\$ 292,000	\$ 436,000
Unadjusted Median Value	\$ 160,000	\$ 239,000

Appraised property value

The AWARDEE certifies that a certified property appraiser has appraised the property that is the subject of this AGREEMENT at a value of \$_____.

Principal residence requirement

This agreement shall remain in force throughout the affordability period as long as the home remains the principal residence of the HOMEBUYER. Should the HOMEBUYER not maintain the home as his/her principal residence, or rent or sell the residence to another party, the HOMEBUYER will be in breach of this agreement and will be required to repay any amount that has not yet been forgiven, as set forth in Section 5 of the AGREEMENT, as of the day the home is no longer the principal place of residence of the HOMEBUYER. If the home is sold to another party, the liability of the HOMEBUYER will be limited to the amount of the net proceeds of the sale as set forth in Section 7 below.

_____ *Buyer Initials*

Recapture Agreement

Name of Homebuyer & Property Address
HOME Program – Homebuyer Written Agreement

Item # 5
Page 2 of 6

This is a mechanism to recapture all or a portion of the direct HOME subsidy if the HOME recipient decides to sell the house within the affordability period at whatever price the market will bear. The recaptured funds will come from the net proceeds if available. Any such repayment as required shall be made to the Lender no later than thirty (30) days following the action that require the repayment.

Obligation of Repayment

As security of Borrower's obligation of repayment, and subject to the terms and conditions of this Agreement, the Borrower grants, and the Lender shall and hereby does have, a lien on the real estate hereinafter described in the full amount necessary to satisfy said repayment obligation and the cost, including reasonable attorney's fees, of collecting the same. The real estate subject to said lien is legally described as:

ALL THAT LOT OR PARCEL OF LAND, (Add lot Description)

Promptly after the date of any sale, transfer or other conveyance of the above describe property, or in the event of a sale by contract for deed, at least ten (10) days prior to the date of such sale; or if the property shall cease to be the Borrower's **principal place of residency**, the Borrower or his/her heirs, executors, or representatives shall give the lender notice thereof.

In the event the Borrower or his/her heirs, executors, or representatives shall fail or refuse to make a required payment within said limited period, the Lender may, with or without notice to the Borrower, foreclose said lien in the same manner as an action of the foreclosure or mortgages upon said real estate, as provided by State Statute.

Ownership of Property

You must hold fee simple title to the property purchased with HOME funds for the duration of your Forgiveness Loan.

Use of HOME funds

The HOMEBUYER agrees that the HOME assistance will be used to lower the cost of the home by providing down payment assistance. This will reduce the sales price of the home to the HOMEBUYER and reduce the total amount the HOMEBUYER will be required to borrow in order to purchase the home.

_____ *Buyer Initials*

Household Income

Name of Homebuyer & Property Address
HOME Program – Homebuyer Written Agreement

Item # 5
Page 3 of 6

You must be an eligible household through the time of filing a loan application with the City or other lender to the escrow closing of the purchase transaction. Income eligibility means that your annual gross household income, adjusted for household size does not exceed eighty percent (80%) of the Augusta-Aiken median income, as established by HUD.

Insurance requirement

The HOMEBUYER must at all times during the duration of this AGREEMENT maintain a valid and current insurance policy on the home for the current appraised or assessed value of the home. Failure to maintain a valid and current insurance policy will be considered a breach of this AGREEMENT, and the AWARDEE will have the right to foreclose on its mortgage lien if necessary to protect the HOME Program investment.

Property standards

Pursuant to HOME Program rules, the property that is the subject of this AGREEMENT must meet all State and local housing quality standards and code requirements. If no such standards or codes apply, the property must at a minimum meet the HUD Section 8 Housing Quality Standards/Uniform Physical Condition Standards.

Termination Clause

In the event of foreclosure or deed in lieu of foreclosure of Prior Security Deed, any provisions herein or any provisions in any other collateral agreement restricting the use of the Property to low or moderate-income households or otherwise restricting the Borrower's ability to sell the Property shall have no further force or effect. Any person (including his successors or assigns) receiving title to the Property through a foreclosure or deed in lieu of foreclosure of a Prior Security Deed shall receive title to the Property free and clear from such restriction.

Further, if any Senior Lien Holder acquires title to the Property pursuant to a deed in lieu of foreclosure, the lien of this Security Instrument shall automatically terminate upon the Senior Lien Holder's acquisition of title, provided that (i) the Lender has been given written notice of a default under the Prior Security Deed and (ii) the Lender shall not have cured the default under the Prior Security Deed within the 30-day notice sent to the Lender."

This Agreement shall run with the aforementioned real estate and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, representatives, successors and assigns.

If at any time that the City realizes that you have falsified any documentation or information, you may be required by law to pay the full amount of subsidy provided.

_____Buyer Initials

Lead Requirement

Name of Homebuyer & Property Address
HOME Program – Homebuyer Written Agreement

Item # 5
Page 4 of 6

I understand that my house was built/or not built before 1978. I am in receipt of the “Protect Your Family from Lead in Your Home Booklet” and discussed with the staff of Housing and Community Development.

_____ *Buyer Initials*

Homeowner’s house was built before 1978 and has received a Lead Inspection Report.

_____ *Buyer Initials*

Post Purchase Requirement

Homeowner must attend a Post Homeownership Counseling class and submit a certificate of completion to AHCD within the first two years of purchasing the house. AHCD will not release the lien on the property until this requirement has been met.

_____ *Buyer Initials*

IN WITNESS WHEREOF, the Borrower has executed this Forgiveness Loan Repayment Agreement.

 HOMEBUYER SIGNATURE Date_____

Attest:

Subscribed and sworn to before me _____, 20____.

My Commission Expires _____, 20____.

 Notary Signature

Approved as to form: _____
 Augusta, GA Law Department

Date:_____

By: _____
 Hardie Davis Jr.
 As its Mayor

Date: _____

By: _____
 Jarvis Sims
 As its Interim Administrator

Date: _____

By: _____
 Hawthorne Welcher, Jr.
 As its Director, HCD

Date:_____

SEAL

 Lena Bonner
 As its Clerk



**Administrative Services Committee Meeting
9/10/2019 1:10 PM
Meeting Management System**

Department:

Presenter: Commissioner John Clarke

Caption: Meeting Management System for the purpose of Augusta decorum and order of questions and statements. **(Requested by Commissioner John Clarke)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Lena Bonner

From: Commissioner John E. Clarke
Sent: Wednesday, September 04, 2019 8:01 PM
To: Lena Bonner
Subject: Sept 10th committee meetings

Ms. Bonner,

Please place the “ Management Meeting System” back on the Administrative Services committee please,
Also could you have the IT department there to present some information please.
Thank you so much.

Get Outlook for iOS

Sincerely,

John Clarke

Commissioner district 10

This e-mail contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. The City of Augusta accepts no liability for the content of this e-mail or for the consequences of any actions taken on the basis of the information provided, unless that information is subsequently confirmed in writing. Any views or opinions presented in this e-mail are solely those of the author and do not necessarily represent those of the City of Augusta. E-mail transmissions cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the content of this message which arise as a result of the e-mail transmission. If verification is required, please request a hard copy version.

AED:104.1



**Administrative Services Committee Meeting
9/10/2019 1:10 PM
Minutes**

Department:

Presenter:

Caption: Motion to approve the minutes of the Administrative Services Committee held on August 27, 2019.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting Commission Chamber - 8/27/2019

ATTENDANCE:

Present: Hons. Hardie Davis, Jr., Mayor; Sias, Chairman; Clarke, Vice Chairman; B. Williams and Davis, members.

ADMINISTRATIVE SERVICES

1. The Utilities Department-Construction Division requests the purchase of two replacement Dome Style Service Trucks at a cost of \$72,932 each for a total of \$145,864. Wade Ford - Bid Item 19-237 **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 Bobby Williams	Passes

2. Authorize Jones Lang LaSalle (JLL) to proceed with using the mid-range cost option as the focus of their further investigation of Lake Olmstead Stadium. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information and allow the commissioners to visit some current amphitheater sites. Mr. Sias votes No. Motion Passes 3-1.	Commissioner Bobby Williams	Commissioner Mary Davis	Passes

3. Motion to **approve** that any voting member of this body can make a motion at any point without being recognized by the Chair. **(Requested by Commissioner Marion Williams)** **Item Action:** None

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve tasking the Law Department to amend the Ordinance to reflect that any voting member of the Commission can make a motion at any point without being recognized by the Chair.	Commissioner Mary Davis		Dies for lack of Second

4. Discuss lack of economic growth in the underserved areas of Augusta e.g. the James Brown Heritage Trail and James Brown Trace. **(Requested by Commissioner Marion Williams)** **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve tasking the Administrator with setting up a meeting with Mr. Welcher, the Land Bank Authority and anyone working with economic development to meet and consider holding a workshop to discuss this issue within the the next 30 days. Motion Passes 4-0.	Commissioner Bobby Williams	Commissioner Sammie Sias	Passes

5. Meeting Management System for the purpose of Augusta decorum and order of questions and statements. **(Requested by Commissioner John Clarke)** **Item Action:** Approved

Motions

Motion Text Made By Seconded By

Motion Type				Motion Result
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Delete	Motion to delete this item from the agenda. Motion Passes 4-0.	Commissioner John Clarke	Commissioner Mary Davis	Passes
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6. Motion to approve the minutes of the Administrative Services Committee held on August 13, 2019. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Approve	Motion to approve. Motion Passes 4-0.	Commissioner Bobby Williams	Commissioner Mary Davis	Passes
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7. Discuss and direct Administration and Law Departments to review the city's current substance abuse policy in association with the proposed amendments to Augusta Code Section 3-7-33 Marijuana and report back in 90 days. **(Requested by Commissioner Bobby Williams)** **Item Action:** Disapproved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Approve	Motion to approve. Ms. Davis and Mr. Sias vote No. Motion Ties 2-2.	Commissioner Bobby Williams	Commissioner John Clarke	Ties
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8. Approve 2019 and 2020 Complete Count Census Budget in the respective amounts of \$30,000 and \$45,000. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Unanimous consent is given to add this item to the agenda.

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Item # 7

Approve Motion to approve the Commissioner Commissioner Passes
summary and budget. John Clarke Bobby Williams
Motion Passes 4-0.

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