



Administrative Services Committee Commission Chamber- 9/14/2021- 1:15 PM Meeting

ADMINISTRATIVE SERVICES

1. Motion to approve the Housing and Community Development Department's (HCDs) request to provide HOME funding to assist one (1) low to moderate income homebuyer with gap financing, down payment and closing cost to purchase a home through the Homebuyer Subsidy Program. 1. 406 McQueen Court, \$25,000  [Attachments](#)

2. Motion to approve Housing and Community Development's (HCD's) fourteen (14) rehabilitation projects.  [Attachments](#)

3. Motion to approve the minutes of the Administrative Services Committee held on August 31, 2021.  [Attachments](#)

4. **Mr. Joe Jones** regarding McCullough Townhomes - United House of Prayer Request. **(Requested by Commissioner Dennis Williams)**  [Attachments](#)

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Administrative Services Committee Meeting

9/14/2021 1:15 PM

HCD_ Homebuyer Subsidy Approval Request: 406 McQueen Court

Department: HCD

Presenter: Hawthorne Welcher, Jr. and/or HCD Staff

Caption: Motion to approve the Housing and Community Development Department's (HCDs) request to provide HOME funding to assist one (1) low to moderate income homebuyer with gap financing, down payment and closing cost to purchase a home through the Homebuyer Subsidy Program. 1. 406 McQueen Court, \$25,000

Background: The Augusta, Georgia's Homebuyer Subsidy Program is a loan in the form of a second mortgage. This financial assistance is combined with a primary loan (first mortgage loan) from a participating lending institution and enables a qualified first-time home buyer to become a homeowner. The buyer must be a first-time home buyer and the home must become the buyer's primary residence. The program is funded by the Department of Housing and Urban Development (HUD) and administered by HCD. The program promotes neighborhood stability by providing financing towards the purchase price and closing costs for homes located within Augusta-Richmond County, in conjunction with local Community Housing Development Organizations (CHDOs) and Augusta, Georgia employees.

Analysis: Approval of this request will allow one (1) homeowner to obtain safe and compliant living conditions.

Financial Impact: Augusta, Georgia receives funding from HUD annually.

Alternatives: Deny HCD's request.

Recommendation: Approve Housing and Community Development Department's (HCDs) request to provide HOME funding to assist one (1) low to moderate income homebuyer with gap financing, down
Cover Memo
Item # 1

payment and closing cost to purchase a home through the Homebuyer Subsidy Program for 406 McQueen Court.

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

HUD Funding: Total amount requested - \$25,000 Laney Walker
Bethlehem Bond funds – 298077340:5211119

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission



LANEY WALKER/BETHLEHEM REVITALIATION PROJECT SUBSIDY 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 Laney Walker/Bethlehem Revitalization Project Subsidy Program (LWBR Subsidy 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 _____, 2021 by and between **HOMEBUYER** hereinafter referred to as “BORROWER,” and **AUGUSTA HOUSING & COMMUNITY DEVELOPMENT (HCD)** having its principal office at **510 Fenwick Street, 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 #059-4-219-00-0 identified as 406 McQueen Court.**

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 **Twenty-Five Thousand dollars and 00/100 (\$25,000.00)**, subject to the condition that the Borrower executes this Agreement.

WHEREAS, the Forgiveness Loan is funded by the Augusta Housing and Community Development Subsidy Program via the Laney Walker/Bethlehem Revitalization Project (hereafter “LWBR 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 Statutes, the parties do hereby agree as follows:

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

Affordability Period

You must comply with the LWBR Program's period of affordability. The period of affordability for the home will be **for the term of the loan (30 years), based on the amount of the direct subsidy to the HOMEBUYER. During this 30-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 LWBR 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.

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 **\$144,027.00**.

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

This is a mechanism to recapture all or a portion of the direct LWBR subsidy if the LWBR 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, situated, lying and being in the City of Augusta, Richmond County, Georgia bounded north of Perry Avenue, south of Laney Walker Boulevard, east of R.A. Dent, and west of James Brown Boulevard.

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 LWBR funds for the duration of your Forgiveness Loan.

Use of LWBR funds

The HOMEBUYER agrees that the LWBR 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*

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 LWBR Program investment.

Property standards

Pursuant to LWBR 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

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*

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: _____
 Odie Donald, II.
 As its Administrator

Date: _____

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

Date: _____

SEAL

 Lena Bonner
 As its Clerk



Administrative Services Committee Meeting
9/14/2021 1:15 PM
HCD_ Rehabilitation Program Approval

Department: HCD

Presenter: Hawthorne Welcher, Jr. and/or HCD Staff

Caption: Motion to approve Housing and Community Development's (HCD's) fourteen (14) rehabilitation projects.

Background: **Homeowner occupied rehabilitation** – Full rehab to include restoration of floors, bathrooms, counter tops, cabinets, etc. 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 Augusta, GA through the Community Development Block Grant (CDBG) program and the Home Investment Partnership (HOME) program.

<u>Address</u>	<u>Project Type</u>	<u>Contractor</u>
1. 3601 Cameron Drive \$34,900.00	Rehab	Legacy 4 Construction
2. 3771 Fairington Drive \$36,000.00	Rehab	Curry Home Improvement
3. 2915 Audubon Court \$29,900.00	Rehab	Legacy 4 Construction
4. 612 East Cedar Street \$29,770.00	Rehab	Curry's Home Improvement

-

Cover Memo

Item # 2

Emergency rehabilitation – Addresses code violations to include only one of the following: roofing, HCAC, electric or plumbing. The homeowner occupied emergency rehabilitation program provides a mechanism for eligible homeowners to bring their home into compliance with local codes and provide safe, decent housing for low-income individuals.

<u>Address</u>	<u>Project Type</u>	<u>Contractor</u>
<u>Budget</u>		
5. 2620 Royal Street \$11,600.00	Emergency	Imperial Construction
6. 400 Rachael Street \$19,701.00	Emergency	Legacy 4 Construction
7. 1104 ½ 10 th Avenue \$11,025.00	Emergency	Imperial Construction
8. 845 Sibley Street \$14,000.00	Emergency	Imperial Construction
9. 1417 Ridgewood Drive \$14,669.00	Emergency	Legacy 4 Construction
10. 1943 Kartha Drive Construction	\$14,300.00 Emergency	Funes
11. 3118 Bellemeade Drive \$6,500.00	Emergency	Imperial Construction
12. 2020 Randall Road \$9,250.00	Emergency	Imperial Construction
13. 3043 Dent Street \$9,150.00	Emergency	Imperial Construction
14. 2646 Drayton Drive \$1,230.00	Emergency	Kitching's Restorations

Analysis: Approval of this request will allow fourteen (14) homeowners to obtain safe and compliant living conditions.

Financial Impact: Augusta, Georgia receives funding from HUD annually.

Alternatives: Deny HCD's request.

Cover Memo

Item # 2

Recommendation: Motion to approve Housing and Community Development's (HCD's) fourteen (14) rehabilitation projects.

Funds are Available in the Following Accounts: HUD Funding: Total amount requested – \$241,995.00 CDBG funds – 221073210:5225110

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission

AHCDD Form 508 (Rev. 05/04)	AUGUSTA HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT	Date:
	CONSTRUCTION CONTRACT - REPAIR PROJECT	

This agreement is between (Contractor):

And: **Augusta Housing & Community Development**
510 Fenwick Street
Augusta, Georgia 30901

Address:

Project #:

The Contractor agrees to furnish all labor and materials to complete in a good, work man like manner repairs to the property shown above, for the total sum of _____. All work will be accomplished in accordance with the attached Work Write Up, and the material and labor quality standards specified in the Augusta Housing and Community Development Department Contractor's Handbook and Performance Manual.

The Contractor agrees to accept payment from the Augusta Housing and Community Development Department in accordance with Department payment procedures. The Contractor agrees to complete all repair work required by this contract within **31** working days of the date of this contract.

The undersigned, having reviewed and understanding this contract, agree to the terms as specified above and in the attached contract documents.

Hawthorne Welcher, Jr., Director
Housing & Community Development

Witness: _____

SWORN TO AND SUBSCRIBED BEFORE ME, THIS

_____ DAY OF _____, 20____.

 Notary Public, State of Georgia

(SEAL)

AHCDD Form 508 (Rev. 05/04)	AUGUSTA HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT	Date:
	CONSTRUCTION CONTRACT - REPAIR PROJECT	

Approved as to form:

Augusta, GA Law Department

Date: _____

By: _____
Hardie Davis
As its Mayor

Date: _____

By: _____
Odie Donald II
As its Administrator

Date: _____

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

Date: _____

SEAL

Lena Bonner
As its Clerk

AHCDD Form 507 (Rev. 11/05)	AUGUSTA HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT	Date:
	CONSTRUCTION CONTRACT - HOUSING REHABILITATION	

THIS CONTRACT, by and between _____, hereinafter called "**Owner**" and _____, hereinafter called the "**Contractor**."

WITNESSETH:

That the Owner and the Contractor, for the considerations hereinafter named, mutually agree as follows:

ARTICLE 1
CONTRACT DOCUMENTS

The Contract Documents shall consist of the Housing Rehabilitation Contract General Conditions (AHCDD Form 510), Attached Work Write Up, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after the execution of this Agreement; these form the Contract and are as fully a part of the Contract. The Contract represents the entire and integrated agreement between the parties and supersedes prior negotiations, representations and agreements, both written and oral.

In the event of a conflict among the Contract Documents, the Documents shall be interpreted according to the following priorities:

- First Priority: Manufacturer's Instructions
- Second priority: Construction/Rehabilitation Contract
- Third Priority: General Conditions of Contract, 2000 version
- Fourth Priority: Work Write-Up dated _____

AHCDD Form 507 (Rev. 11/05)	AUGUSTA HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT	Date:
	CONSTRUCTION CONTRACT - HOUSING REHABILITATION	

ARTICLE 2

SCOPE OF SERVICES

The Contractor shall do all the work and provide all the materials, tools, machinery, supervision, etc., necessary for the rehabilitation of the property locate _____, all in accordance with the Work Write-Up which is attached hereto and expressly incorporated herein by reference and made a part hereof.

The contractor shall perform the entire rehabilitation of the residential structure as described in the contract documents except items as indicated as follows, which are to be the responsibility of other contractors:

Scope

Contractor

ARTICLE 3

TIME OF PERFORMANCE

The services of the Contractor are to commence on _____ and shall be completed by _____. As time is of the essence, the Contractor will, if these services are not completed within this time period, be assessed the amount of **Fifty Dollars (\$50.00)** for each day the work is not substantially completed after _____ unless an extension is granted by the Owner. Liquidated damages shall be deducted from the total amount of payment due the Contractor under this Contract.

ARTICLE 4

CONTRACT PRICE

In consideration of the terms and obligations of this Contract, the Owner agrees to pay the Contractor _____. The Contract Sum is based upon the following alternates, which are described in the Contract Documents and are hereby accepted by the Owner:

AHCDD Form 507 (Rev. 11/05)	AUGUSTA HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT	Date:
	CONSTRUCTION CONTRACT - HOUSING REHABILITATION	

#1 _____
 #2 _____
 #3 _____

ARTICLE 5 PROGRESS PAYMENTS

The Contractor agrees that the total contract price shall be paid in one or more progress payments based upon the value of the work satisfactorily completed at the time the progress payment is made. Such progress payments shall be disbursed on a monthly basis, after inspection and approval of the work by the Owner and the Augusta Housing and Community Development Department, or its duly authorized representative, less a retainage of 10% of the price of the work completed. Prior to receiving any progress payment, the Contractor shall furnish the Owner with Application and Certificate for Payment Owed To Date, for the materials and labor procured under this Contract. Upon completion of the whole Contract and acceptance of the work by the Owner and the Augusta Housing and Community Development Department, and compliance by the Contractor with all Contract terms, the amount due the Contractor shall be paid including any retainage. The Owner and the Augusta Housing and Community Development Department shall approve a final disbursement of all amounts withheld from prior disbursements upon the completion of the construction of the Project as evidenced by the final approval by all code agencies and a field inspection by the Augusta Housing and Community Development Department. The Augusta Housing and Community Development Department and the Owner may withhold from such disbursement up to two hundred percent (200%) of any amounts required to complete the scheduled value of "punch list" items so-called, and seasonal work such as landscaping.

ARTICLE 6 CONTRACTOR AFFIDAVIT

Prior to each payment by the OWNER, the CONTRACTOR shall affirm in writing that there are no liens or claims filed against the CONTRACTOR or Owner related to materials, labor or services supplied on this or any other project in which the CONTRACTOR was or is currently involved. No payment shall be made to the Contractor if a lien has been filed with respect to the work, which is the subject of this Contract.

Final payment shall be made within fourteen (14) days after the request for payment by the CONTRACTOR, provided that the Work of the Contract be then satisfactorily performed, subject to the provisions of the Contract Documents, and further subject to receipt by the OWNER of the same Affirmation relative to existing liens or claims against the CONTRACTOR as set forth above. Upon such final payment, the CONTRACTOR shall provide to the OWNER a Final Release of Lien stating that the CONTRACTOR has no further claims or liens against the Owner for materials or labor supplied under this Agreement.

AHCDD Form 507 (Rev. 11/05)	AUGUSTA HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT	Date:
	CONSTRUCTION CONTRACT - HOUSING REHABILITATION	

ARTICLE 7 OWNER'S REPRESENTATIVES/LENDER'S AGENTS

The Owner's Representative shall be _____.

The Owner's Representative will provide administration of this Contract during construction and throughout the warranty period.

The Owner's Representative will visit the site at intervals appropriate to the stage of construction to determine if the Work is proceeding in accordance with the Contract Documents.

Based on the Owner's Representative evaluation of Contractor's invoices for payment, the Owner's Representative will determine the amounts owing to the Contractor.

The Owner's Representative will have authority to reject Work that does not conform to the Contract Documents.

If the Contractor fails to correct defective Work or persistently fails to carry out the Work in accordance with the Contract Documents, the Owner's Representative, by a written order, may order the Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated.

ARTICLE 8 CHANGES IN THE WORK

After this agreement is executed by the Owner, any changes to the scope of Work, budget or time schedule must be agreed upon in writing by the Owner and Contractor and approved by the lender's representatives.

ARTICLE 9 FINES

The Contractor is fully responsible for the means and methods of executing the scope of work. The Contractor is specially trained in lead-safe work practices and lead hazard reduction and therefore agrees to hold the owner and the agency harmless in the event of any fines from federal or local agencies concerning the lead hazard reduction work. The Contractor agrees to immediately satisfy any and all fines or judgments presented by OSHA, EPA, the local or state health department, the applicable state lead-based paint activities certification and training program, and any other governmental agency having jurisdiction over lead hazard reduction work.

AHCDD Form 507 (Rev. 11/05)	AUGUSTA HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT	Date:
	CONSTRUCTION CONTRACT - HOUSING REHABILITATION	

ARTICLE 10 TERMINATION OF AGREEMENT

This agreement may be terminated by either party upon seven days' written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.

This agreement may be terminated by the Owner upon at least seven days written notice to the Contractor in the event the project is permanently abandoned.

In the event of termination not the fault of the Contractor, the Contractor shall be compensated for all services performed to the termination date.

ARTICLE 11 ARBITRATION

All claims, disputes and other matters in question between the parties to this agreement, arising out of or relating to this agreement or the breach thereof, shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then obtaining unless the parties mutually agree otherwise. No arbitration arising out of or relating to this agreement, shall include, by consolidation, joinder or in any manner, any additional person not a party to this agreement except by written consent containing a specific reference to this agreement and signed by the Owner, the Owner's Representative, and any other person sought to be joined. Any consent to arbitration involving an additional person or persons shall not constitute consent to arbitration of any dispute not described therein or with any person not named or described therein. This agreement to arbitrate and any agreement to arbitrate with an additional person or persons duly consented to by the parties to this agreement shall be specifically enforceable under the prevailing arbitration law.

Notice of the demand for arbitration shall be filed in writing with the other party to this agreement and with the Augusta Housing and Community Development Department Director. The demand shall be made within a reasonable time after the claim, dispute or other matter in question has arisen, in no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim dispute or other matter in question would be barred by the applicable statute of limitations.

The award rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

AHCDD Form 507 (Rev. 11/05)	AUGUSTA HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT	Date:
	CONSTRUCTION CONTRACT - HOUSING REHABILITATION	

ARTICLE 12
ASSIGNMENT OF CONTRACT

This agreement may not be assigned to any other Contractor or Agent of Contractor without the written approval of the Owner and the Augusta Housing and Community Development Department.

IN WITNESS WHEREOF, the parties hereto executed this Agreement the day and year first above written.

CONTRACTOR

Curry Home Improvement

Name of Contractor

Contractor's Representative – Title

Signature of Contractor

OWNER

Name of Homeowner

Signature of Owner

WITNESS: _____

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Public

AHCDD Form 507 (Rev. 11/05)	AUGUSTA HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT	Date:
	CONSTRUCTION CONTRACT - HOUSING REHABILITATION	

Approved as to form:

Augusta, GA Law Department

Date: _____

By: _____
Hardie Davis
As its Mayor

Date: _____

By: _____
Odie Donald, II
As its Administrator

Date: _____

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

Date: _____

SEAL

Lena Bonner
As its Clerk



**Administrative Services Committee Meeting
9/14/2021 1:15 PM
Minutes**

Department:

Presenter:

Caption: Motion to approve the minutes of the Administrative Services Committee held on August 31, 2021.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting Commission Chamber - 8/31/2021

ATTENDANCE:

Present: Hons. Hasan, Chairman; Scott, Vice Chairman; Frantom and B. Williams, members.

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

ADMINISTRATIVE SERVICES

- | | |
|---|---|
| 1. Presentation on Final Report from the Mayor's Task Force on Confederate Monuments. | Item
Action:
Approved |
|---|---|

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this item to the full Commission with no recommendation.	Commissioner Bobby Williams	Commissioner Ben Hasan	

No action was taken on this motion due to the passage of the substitute motion.

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Substitute motion to approve receiving this item as information. Motion Passes 4-0.	Commisioner Sean Frantom	Commissioner Bobby Williams	Passes

- | | |
|---|---|
| 2. Staff will provide a public update to the Commission related to the implementation of VaxUp Augusta to include an update on the status of partner MOUs, program roll-out, and general program projections. | 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.	Commisioner Sean Frantom	Commissioner Bobby Williams	Passes

3. Approve the attached sole source procurement from Downtown Decorations, Inc in the amount of \$118,375 for Broad Street Christmas décor. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commissioner Bobby Williams	Commisioner Sean Frantom	Passes

4. Discuss the homeless situation in Richmond County. **(Requested by Commissioner Catherine McKnight)** **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 Bobby Williams	Commissioner Ben Hasan	Passes

5. Motion to approve Housing and Community Development Department's request to enter into agreement with Georgia Rehabilitation Institute, Inc. (GRI) for ADA project initiatives. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commisioner Sean Frantom	Commissioner Francine Scott	Passes

6.

Item # 3

Motion to approve Housing and Community Development Department's (HCD's) request to provide HOME funding to assist one (1) low to moderate income homebuyers with gap financing, down payment and closing cost to purchase a home (414 McQueen Court) through the Homebuyer Subsidy Program. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commisioner Sean Frantom	Commissioner Francine Scott	Passes

7. Discussion of Housing and Community Development Department's Homebuyer Subsidy Program, Down Payment Assistance Program, and Rehabilitation Program practices and processes. **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve the request for the exception of \$25,000 for approval by the Administrator for the rehabilitation program . Motion Passes 4-0.	Commissioner Bobby Williams	Commissioner Ben Hasan	Passes

8. Administrative update in response to Commission inquires related to maintaining the grounds of public/common areas, parks, facility maintenance, as well as general operations of the aquatics center. **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 Francine Scott	Commissioner Bobby Williams	Passes

9.

Motion to approve the minutes of the Administrative Services Committee held on August 11, 2021.

**Item
Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 4-0.	Commisioner Sean Frantom	Commissioner Francine Scott	Passes

10. Mr. Joe Jones regarding McCullough Townhomes - United House of Prayer Request. **(Requested by Commissioner Dennis Williams).**

**Item
Action:**
Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	It was the consensus of the committee that this item be referred back to the next committee meeting with no objections.			

www.augustaga.gov



Administrative Services Committee Meeting
9/14/2021 1:15 PM
Mr. Joe Jones regarding McCullough Townhomes

Department: Augusta Commission

Presenter: Commissioner Dennis Williams

Caption: **Mr. Joe Jones** regarding McCullough Townhomes - United House of Prayer Request. **(Requested by Commissioner Dennis Williams)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

Funds are Available in the Following Accounts:

REVIEWED AND APPROVED BY:
