



Administrative Services Committee Meeting Commission Chamber - 1/26/2015

ATTENDANCE:

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

Absent: Hon. Hardie Davis, Mayor.

ADMINISTRATIVE SERVICES

1. Adopt the 2012 Land Bank Act.

**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 Dennis Williams	Passes

2. Attorney Benjamin Allen regarding the bid process for public works contracts.

**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 Mary Davis	Commissioner William Lockett	Passes

3. Discuss having the committee agenda books delivered to the Commission on the Wednesday preceding the Monday Committee Meeting. **(Requested by Commissioner Wayne Guilfoyle)**

**Item
Action:**
Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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It was the consensus of the committee that this item be referred back to the next committee meeting.

4. Update from staff on Disparity Study. **(Requested by Commissioner Marion Williams)** **Item Action:**
Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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It was the consensus of the committee that this item be referred back to the next committee meeting.

5. Discuss/approve monthly reports from EEO Department relative to cases filed. **(Requested by Commissioner Marion Williams)** **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Approve	Motion to approve asking the EEO Coordinator to brief the Commission during legal meetings on any EEO issues that she feels they need to be briefed on. Mr. Lockett votes No. Motion Passes 3-1.	Commissioner Dennis Williams	Commissioner Marion Williams	Passes
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6. Update from the Administrator regarding modifications to the Municipal Building relative to persons with disabilities. **(Requested by Commissioner Marion Williams)** **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
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Motion to approve

Approve	receiving this item as information. Motion Passes 4-0.	Commissioner Dennis Williams	Commissioner William Lockett	Passes
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7. Update from the General Counsel regarding the reorganization of the Law Department. (Requested by Commissioner M. Williams) **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 William Lockett	Commissioner Dennis Williams	Passes

8. Motion to approve the minutes of the Administrative Services Committee held on January 12, 2015. **Item Action:** Approved

Motions

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

9. Discuss/receive report from the Administrator regarding information reported from the Transit Contract Manager to the Commission on December 16, 2014 regarding contractual violations of McDonald Transit. (Requested by Commissioner Marion Williams) (Referred from January 12 Administrative Services Committee) **Item Action:** Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information. Mr. M. Williams votes No. Motion Passes 3-1.	Commissioner Dennis Williams	Commissioner Mary Davis	Passes

10. Motion to approve award of RFP 14-208 Universal Life to Cigna subject to **Item**

final contract negotiations and to authorize the Administrator to execute such finally negotiated contract. **Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve with the execution of the contract by the Mayor. Motion Passes 4-0.	Commissioner Dennis Williams	Commissioner William Lockett	Passes

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**Administrative Services Committee Meeting
1/26/2015 1:05 PM
Attendance 1/26/15**

Department:

Caption:

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



**AUGUSTA, GEORGIA
LAND BANK AUTHORITY**

1 9 9 7

A Good Start Is Half Of Success

2 0 0 7

Board of Directors

Tederell Johnson, Deputy Tax Commissioner's Office,
Paul DeCamp, Planning Director, Planning Commission
Tameka Allen, Interim City Administrator
Robert Sherman, License & Inspection, AGLBA Chairman

Norman Michael, AGLBA Executive Director
925 Laney-Walker Boulevard
Augusta, Georgia 30901
Tel: 706-821-1884
Fax: 706-821-1784
Email: nmichael@augustaga.gov

MEMO

DATE: January 13, 2015

TO: The Honorable Marion Williams, Chairman
Members of the Administrative Services Committee

FROM: Norman Michael, Director, Land Bank Authority

SUBJECT: 2012 Georgia Land Bank Act.

Below is the content of the agenda item originally submitted to your Committee, on May 12, 2014, approved for discussion at the May 22, 2014 Commission meeting and has now been placed back on your agenda for discussion and approval.

I have also attached the 2012 Land Bank Act along with a summary for your review.

CAPTION: Adopt the 2012 Land Bank Act

BACKGROUND: Land Bank Authorities (LBA) in Georgia were authorized by the General Assembly in 1991 (48-4-60). Since that time, 13 authorities across the state have been created and managed by local government officials. LBA's acquire, secure and dispose of blighted and derelict properties for the purpose of redevelopment, restoration and reinvestment. Most of the properties are residential, vacant and/or abandoned. LBA's are able to extinguish outstanding property taxes, interest and penalties and then work with local developers to convert these properties into productive use. Land Banks serve as a redevelopment tool for turning around blighted areas to productive and livable conditions. These redevelopment projects create jobs, enhance property values, stabilize neighborhoods and reduce crime. LBA's acquire property through tax sales, market purchases or donations. Most of the properties acquired have a lower fair market value than the taxes, penalties and interest outstanding.

In 2010, an initiative was undertaken to advance a new land banking law to provide for improved operational, financial and programmatic outcomes. As a result the new Georgia Land Bank Act was passed and become law in July 2012.

ANALYSIS: The primary changes in new legislation

Establishes a self-financing mechanism for LBA's so they will be less reliant on funding from local governments. This gives local governments the option to allow LBA's to receive up to 75% of City and County property taxes on redevelopment projects in which the LBA has conveyed property to a developer, for five years. On most properties, the local government was previously not receiving any property tax payments prior to the redevelopment.

Allows counties to work together to establish regional land banks. This will be particularly helpful in rural communities in which single counties and cities do not have the staff or resources available to establish a land bank. This will allow local governments to collaborate in addressing the challenges of vacant, dilapidated and tax delinquent properties across their regions.

Requires that the number of board members be an odd number between 5-11 and provides that LBA's may establish the priorities for the use of properties conveyed by the land bank.

SUMMARY FINANCIAL: No funding required

ALTERNATIVES: Do not approve

RECOMMENDATION: Approve

FUNDS: None required

Senate Bill 284

By: Senator Golden of the 8th

AS PASSED

**A BILL TO BE ENTITLED
AN ACT**

1 To amend Chapter 4 of Title 48 of the Official Code of Georgia Annotated, relating to tax
2 sales, so as to provide for provisions governing the creation and operation of land banks on
3 and after July 1, 2012; to provide a short title and a statement of construction, intent, and
4 scope; to provide for legislative findings; to define certain terms; to provide for the creation,
5 existence, and board membership of land banks; to provide for land bank powers, including
6 those powers related to the acquisition and disposition of tax delinquent and other properties;
7 to provide for financing of land banks; to provide for public meetings of land banks, for the
8 adoption of rules and regulations to address potential conflicts of interest, and for the
9 dissolution of land banks; to provide an effective date; to repeal conflicting laws; and for
10 other purposes.

11 BE IT ENACTED BY THE GENERAL ASSEMBLY OF GEORGIA:

12 **SECTION 1.**

13 Chapter 4 of Title 48 of the Official Code of Georgia Annotated, relating to tax sales, is
14 amended in Code Section 48-4-61, relating to land bank authority established by interlocal
15 cooperation agreement, powers, purpose, and dissolution, by adding a new subsection to read
16 as follows:

17 "(f) No land bank authority shall be created pursuant to this article on or after July 1, 2012.
18 Except as otherwise provided in subsection (j) of Code Section 48-4-104, any land bank
19 created pursuant to this article prior to July 1, 2012, shall continue to be governed by this
20 article."

21 **SECTION 2.**

22 Said chapter is further amended by adding a new article to read as follows:

23 "ARTICLE 624 48-4-100.25 (a) This article shall be known and may be cited as the 'Georgia Land Bank Act.'

26 (b) Any land bank created prior to July 1, 2012, pursuant to Article 4 of this chapter shall
27 not be affected by this article but shall be entitled to continue in existence and exercise all
28 powers granted in such article. The board of any existing land bank may vote, in the
29 manner provided in subsection (j) of Code Section 48-4-104, to continue in existence under
30 the provisions of this article, thus exercising the additional authorities and powers
31 contained herein.

32 48-4-101.33 The General Assembly finds and declares that:

34 (1) Georgia's communities are important to the social and economic vitality of this state.
35 Whether urban, suburban, or rural, many communities are struggling to cope with
36 dilapidated, abandoned, and tax delinquent properties;

37 (2) Citizens of Georgia are affected adversely by dilapidated, abandoned, and tax
38 delinquent properties, including properties that have been abandoned due to mortgage
39 foreclosure;

40 (3) Dilapidated, abandoned, and tax delinquent properties impose significant costs on
41 neighborhoods and communities by lowering property values, increasing fire and police
42 protection costs, decreasing tax revenues, and undermining community cohesion;

43 (4) There is an overriding public need to confront the problems caused by dilapidated,
44 abandoned, and tax delinquent properties, and to return properties which are in
45 nonrevenue-generating, nontax-producing status to an effective utilization status in order
46 to provide affordable housing, new industry, and jobs for the citizens of this state through
47 the creation of new tools that enable communities to turn abandoned spaces into vibrant
48 places; and

49 (5) Land banks are one of the tools that can be utilized by communities to facilitate the
50 return of dilapidated, abandoned, and tax delinquent properties to productive use.

51 48-4-102.52 As used in this article, the term:53 (1) 'Board of directors' or 'board' means the board of directors of a land bank.

54 (2) 'Consolidated government' means a unified government created pursuant to Article
55 IX, Section III, Paragraph II of the Constitution of Georgia.

56 (3) 'Intergovernmental contract' means a contract as authorized pursuant to Article IX,
57 Section III, Paragraph I of the Constitution of Georgia and paragraph (5) of Code Section
58 36-34-2, and entered into by counties, consolidated governments, and municipal
59 corporations pursuant to this article.

60 (4) 'Land bank' means a public body corporate and politic established in accordance with
61 the provisions of this article.

62 (5) 'Land bank member' means the local governments that are parties to the
63 intergovernmental contract or resolution creating a land bank and the local governments
64 that join a land bank subsequent to its creation pursuant to the provisions of this article.

65 (6) 'Real property' means all lands and the buildings thereon, all things permanently
66 attached to land or to the buildings thereon, and any interest existing in, issuing out of,
67 or dependent upon land or the buildings thereon.

68 (7) 'School district' means any school district, independent school system, or other local
69 school system in this state.

70 48-4-103.

71 (a) Any county, municipal corporation, or consolidated government may elect to create a
72 land bank in accordance with subsection (b) of this Code section by the adoption of a local
73 law, ordinance, or resolution as appropriate to the applicable counties, consolidated
74 governments, or municipal corporations, which action specifies the following:

75 (1) The name of the land bank;

76 (2) The number of members of the board of directors, which shall consist of an odd
77 number of board members and be not less than five board members or more than 11
78 board members;

79 (3) The initial individuals to serve as board members and the length of terms for which
80 they will serve; and

81 (4) The qualifications, manner of selection or appointment, and terms of office of board
82 members.

83 (b) A land bank may be created pursuant to an intergovernmental contract by any of the
84 following and any combination of the following methods:

85 (1) A county and one or more municipal corporations located wholly or partially within
86 the county;

87 (2) Two or more counties and one or more municipal corporations located wholly or
88 partially within the geographical boundaries of each county;

89 (3) A consolidated government and one or more municipal corporations located wholly
90 or partially within the same county as the consolidated government; or

- 91 (4) Any consolidated government without a municipal corporation located wholly or
92 partially within the same county as the consolidated government may create a land bank
93 as follows:
- 94 (A) Through ordinance or resolution of the governing authority of the consolidated
95 government;
- 96 (B) Through an intergovernmental contract with another consolidated government
97 without a municipal corporation located wholly or partially within the same county as
98 the consolidated government; or
- 99 (C) Through an intergovernmental contract with other counties, municipal
100 corporations, or consolidated governments creating land banks pursuant to paragraph
101 (1), (2), or (3) of this subsection.
- 102 (c) Any intergovernmental contract creating a land bank shall specify the matters identified
103 in subsection (a) of this Code section.
- 104 (d) Subject to the limitations of subsection (b) of this Code section, any county or
105 municipal corporation or consolidated government may elect to join any preexisting land
106 bank by executing the intergovernmental contract or resolution that created the land bank
107 and such other documentation as may be necessary.
- 108 (e) A land bank shall have the power to acquire real property only in those portions of the
109 county located outside of the geographical boundaries of a nonparticipating municipal
110 corporation located within the county; provided, however, that a land bank may acquire
111 real property lying within such nonparticipating municipal corporation with the consent of
112 such municipal corporation.
- 113 (f) A school district may participate in a land bank pursuant to an intergovernmental
114 contract provided such contract specifies any members of the board of education serving
115 on the board of the land bank and any actions of the land bank which are subject to
116 approval by the board of education.
- 117 (g) A land bank shall be a public body corporate and politic and shall have permanent and
118 perpetual duration until terminated and dissolved in accordance with the provisions of
119 subsection (c) of Code Section 48-4-111.
- 120 48-4-104.
- 121 (a) The initial size of a board shall be determined in accordance with paragraph (2) of
122 subsection (a) of Code Section 48-4-103. Unless restricted by the actions or agreements
123 specified in Code Section 48-4-103, and subject to the limits stated in this Code section,
124 the size of the board may be adjusted in accordance with the bylaws of the land bank.
- 125 (b) In the event the board of a land bank created by a county and a municipal corporation
126 or by a consolidated government before July 1, 2012, votes to continue in existence under

127 the provisions of this article, the land bank members shall jointly nominate and approve at
128 least one additional board member so that there is an odd number of board members. In
129 the event the land bank members of such a preexisting land bank are unable to approve
130 such additional board members, such preexisting land bank shall not exist under the
131 provisions of this article unless and until a new intergovernmental contract is approved in
132 accordance with this article.

133 (c) Notwithstanding any law to the contrary, an elected member of the municipal
134 governing authority shall be eligible to serve as a board member, and the acceptance of the
135 appointment shall neither terminate nor impair that public office. Any municipal employee
136 shall be eligible to serve as a board member. Notwithstanding any law to the contrary, an
137 elected member of the county governing authority shall be eligible to serve as a board
138 member, and the acceptance of the appointment shall neither terminate nor impair that
139 public office. Any county employee shall be eligible to serve as a board member.
140 Notwithstanding any law to the contrary, an elected member of a consolidated government
141 governing authority shall be eligible to serve as a board member, and the acceptance of the
142 appointment shall neither terminate nor impair that public office. Any consolidated
143 government employee shall be eligible to serve as a board member. A tax commissioner
144 or tax collector, or both, may serve ex officio as a member of the land bank board if so
145 authorized by the intergovernmental contract, local law, ordinance, or resolution that
146 creates the land bank or by subsequent intergovernmental contracts with the land bank
147 members.

148 (d) The members of the board shall select annually from among themselves a chairperson,
149 vice chairperson, secretary, treasurer, and such other officers as the board may determine
150 and shall establish their duties as may be regulated by the intergovernmental contract or by
151 rules adopted by the board. When in actual conflict the intergovernmental contract shall
152 control over the bylaws or rules adopted by the board.

153 (e)(1) The board shall establish rules and regulations relative to the attendance and
154 participation of board members in its regular and special meetings. The rules and
155 regulations may prescribe a procedure whereby a board member who fails to comply with
156 the rules and regulations of the board may be removed from office by no less than a
157 majority vote of the remaining members of the board, and that board member's position
158 shall be vacant as of the first day of the next calendar month.

159 (2) A land bank member may remove any board member appointed by that land bank
160 member.

161 (3) Any board member removed under the provisions of this subsection shall be
162 ineligible for reappointment to the board, unless the reappointment is confirmed by at
163 least a two-thirds' vote of the governing authority of the appointing land bank member.

- 164 (f) A vacancy on the board shall be filled in the same manner as the original appointment.
165 (g) Board members shall serve without compensation. The board may reimburse a board
166 member for expenses actually incurred in the performance of duties on behalf of the land
167 bank.
168 (h) The board shall meet in regular session according to a schedule adopted by the board
169 and also shall meet in special session as convened by the chairperson or upon written notice
170 signed by a majority of the board members.
171 (i) A quorum of board membership shall be a simple majority of the entire board
172 membership, and no action of the board shall be taken in the absence of a quorum. All
173 actions of the board must be approved by the affirmative vote of a majority of the members
174 of the board present and voting; provided, however, that no action of the board shall be
175 authorized on the following matters unless approved by a majority of the entire board
176 membership:
177 (1) Adoption of bylaws and other rules and regulations for conduct of the land bank's
178 business;
179 (2) Hiring or firing of any employee or contractor of the land bank. Such function may
180 by majority vote be delegated by the board to a specified officer or committee of the land
181 bank under such terms and conditions and to the extent that the board may specify;
182 (3) Incurring of debt;
183 (4) Adoption or amendment of the annual budget; and
184 (5) Sale, lease, encumbrance, or alienation of real property, improvements, or personal
185 property with a value of more than \$50,000.
186 (j) A land bank created pursuant to Article 4 of this chapter may continue in existence in
187 accordance with provisions of this article upon the unanimous consent of the board
188 members, and contingent upon the appointment of at least one additional board member
189 pursuant to subsection (b) of this Code section.
190 (k) A board member shall not be liable personally on obligations of the land bank, and the
191 rights of creditors of a land bank shall be solely against the land bank.
192 (l) A board member shall be prohibited from voting by proxy. A board member may
193 request a recorded vote on any resolution or action of the land bank.

194 48-4-105.
195 A land bank may employ an executive director, its own counsel and legal staff, and such
196 technical experts, other agents, and employees, permanent or temporary, as it may require
197 and may determine the qualifications and fix the compensation and benefits of those
198 persons. A land bank may also enter into contracts and agreements with municipal
199 corporations or counties or consolidated governments for staffing services to be provided

200 to the land bank by agencies or departments thereof or for a land bank to provide such
201 staffing services to agencies or departments thereof.

202 48-4-106.

203 (a) A land bank shall constitute a public body, corporate and politic, and shall have all
204 powers necessary or appropriate to carry out and effectuate the purposes and provisions of
205 this article, including the following powers:

206 (1) To adopt, amend, and repeal bylaws for the regulation of its affairs and the conduct
207 of its business;

208 (2) To sue and be sued in its own name and plead and be impleaded in all civil actions,
209 including, but not limited to, actions to clear title to property of the land bank;

210 (3) To adopt a seal and to alter the same at pleasure;

211 (4) To acquire by purchase, lease, or otherwise and to hold, lease, and dispose of real or
212 personal property of every kind and character, or any interest therein, in furtherance of
213 the public purposes of the land bank;

214 (5) To acquire, accept, or retain equitable interests, security interests, or other interests
215 in any real property, personal property, or fixtures by loan agreement, note, mortgage,
216 deed to secure debt, trust deed, security agreement, assignment, pledge, conveyance,
217 contract, lien, loan agreement, or other consensual transfer in order to secure credit
218 extended by the land bank;

219 (6) To borrow from private lenders, from municipal corporations, counties, or
220 consolidated governments, from the state, or from federal government funds, as may be
221 necessary, for the operation and work of the land bank;

222 (7) To borrow money to further or carry out its public purpose and to execute notes,
223 other obligations, leases, trust indentures, trust agreements, agreements for the sale of its
224 notes or other obligations, loan agreements, mortgages, deeds to secure debt, trust deeds,
225 security agreements, assignments, and such other agreements or instruments as may be
226 necessary or desirable, in the judgment of the land bank, to evidence and to provide
227 security for such borrowing;

228 (8) To issue notes or other obligations of the land bank and use the proceeds thereof for
229 the purpose of paying all or any part of the cost of any land bank projects and otherwise
230 to further or carry out the public purpose of the land bank and to pay all costs of the land
231 bank incidental to, or necessary and appropriate to, furthering or carrying out such
232 purpose;

233 (9) To make application directly or indirectly to any federal, state, county, or municipal
234 government or agency or to any other source, whether public or private, for loans, grants,
235 guarantees, or other financial assistance in furtherance of the land bank's public purpose

236 and to accept and use the same upon such terms and conditions as are prescribed by such
237 federal, state, county, or municipal government or agency or other source;
238 (10) To enter into agreements with the federal government or any agency thereof to use
239 the facilities or services of the federal government or any agency thereof in order to
240 further or carry out the public purposes of the land bank;
241 (11) A land bank shall have no authority to lend money to a nongovernmental entity;
242 provided, however, that a land bank may administer funds in the form of a loan to a
243 nongovernmental entity when such funds are received from federal, state, and local
244 government entities for the purpose of making such loans; provided, further, that only
245 such transactions which are fully consistent with the purpose of the land bank shall be
246 permitted. In those transactions, a land bank may extend credit to any person,
247 corporation, partnership, whether limited or general, or other entity for the costs of any
248 land bank projects which credit may be evidenced or secured by loan agreements, notes,
249 mortgages, deeds to secure debt, trust deeds, security agreements, assignments, or such
250 other instruments, or by rentals, revenues, fees, or charges, upon such terms and
251 conditions as the land bank shall determine to be reasonable in connection with such
252 extension of credit, including provision for the establishment and maintenance of reserve
253 funds, and, in the exercise of powers granted by this article in connection with any land
254 bank projects the land bank shall have the right and power to require the inclusion in any
255 such loan agreement, note, mortgage, deed to secure debt, trust deed, security agreement,
256 assignment, or other instrument of such provisions or requirements for guaranty of any
257 obligations, insurance, construction, use, operation, maintenance, and financing of a
258 project, and such other terms and conditions, as the land bank may deem necessary or
259 desirable;
260 (12) As security for repayment of any notes or other obligations of the land bank, to
261 pledge, mortgage, convey, assign, hypothecate, or otherwise encumber any property of
262 the land bank, including, but not limited to, real property, fixtures, personal property, and
263 revenues or other funds, and to execute any lease, trust indenture, trust agreement,
264 agreement for the sale of the land bank's notes or other obligations, loan agreement,
265 mortgage, deed to secure debt, trust deed, security agreement, assignment, or other
266 agreement or instrument as may be necessary or desirable, in the judgment of the land
267 bank, to secure any such notes or other obligations, which instruments or agreements may
268 provide for foreclosure or forced sale of any property of the land bank upon default in any
269 obligation of the land bank, either in payment of principal, premium, if any, or interest
270 or in the performance of any term or condition contained in any such agreement or
271 instrument. The state, on behalf of itself and each county, municipal corporation,
272 political subdivision, or taxing district therein, waives any right it or such county,

273 municipal corporation, political subdivision, or taxing district may have to prevent the
274 forced sale or foreclosure of any property of the land bank upon such default and agrees
275 that any agreement or instrument encumbering such property may be foreclosed in
276 accordance with law and the terms thereof;
277 (13) To receive and administer gifts, grants, and devises of money and property of any
278 kind and to administer trusts;
279 (14) To use any real property, personal property, or fixtures or any interest therein or to
280 rent or lease such property to or from others or make contracts with respect to the use
281 thereof, or to sell, lease, exchange, transfer, assign, pledge, or otherwise dispose of or
282 grant options for any such property in any manner as it deems to be in the best interests
283 of the land bank and the public purpose thereof;
284 (15) To procure insurance or guarantees from the General Assembly or federal
285 government of the payments of any debts or parts thereof incurred by the land bank and
286 to pay premiums in connection therewith;
287 (16) To enter into contracts and other instruments necessary, incidental, or convenient
288 to the performance of its duties and the exercise of its powers, including, but not limited
289 to, intergovernmental contracts for the joint exercise of powers under this article.
290 Intergovernmental contracts with municipal corporations, counties, or consolidated
291 governments may include contracts for the performance of services by municipal
292 corporations, counties, or consolidated governments on behalf of the land bank or by the
293 land bank on behalf of municipal corporations, counties, or consolidated governments,
294 whether or not such counties, consolidated governments, or municipal corporations are
295 located inside or outside the geographical boundaries of the land bank members;
296 (17) To procure insurance against losses in connection with the real property, assets, or
297 activities of the land bank;
298 (18) To accept and issue deeds in its name, including without limitation the acceptance
299 of real property in accordance with the provisions of paragraph (2.1) of subsection (u) of
300 Code Section 16-13-49;
301 (19) To finance by loan, grant, lease, or otherwise, refinance, construct, erect, assemble,
302 purchase, acquire, own, repair, remodel, rehabilitate, modify, maintain, extend, improve,
303 install, sell, equip, expand, add to, operate, or manage real property or rights or interests
304 in property, and to pay the costs of any such project from the proceeds of loans by
305 persons, corporations, partnerships, whether limited or general, or other entities, all of
306 which the land bank is authorized to receive, accept, and use;
307 (20) To fix, charge, and collect rents, fees, and charges for the use of real property of the
308 land bank and for services provided by the land bank;

- 309 (21) To grant or acquire a license, easement, lease, as lessor or lessee, or option with
310 respect to real property of the land bank;
- 311 (22) To enter into partnerships, joint ventures, and other collaborative relationships with
312 municipalities and other public and private entities for the ownership, management,
313 development, and disposition of real property;
- 314 (23) To hold title to real property for purposes of establishing contracts with nonprofit
315 community land trusts, including, but not limited to, long-term lease contracts;
- 316 (24) To organize and reorganize the executive, administrative, clerical, and other
317 departments of the land bank and to fix the duties, powers, and compensation of all
318 employees, agents, and consultants of the land bank; and
- 319 (25) To do all other things necessary or convenient to achieve the objectives and
320 purposes of the land bank or other laws that relate to the purposes and responsibilities of
321 the land bank.
- 322 (b) The exercise of a specific power by a land bank may be limited or withdrawn by a land
323 bank member when the land bank is acting with respect to real property within the
324 jurisdiction of such member. Procedures for the exercise of such limitation or withdrawal
325 of power shall be provided in the intergovernmental contract.
- 326 48-4-107.
- 327 A land bank shall neither possess nor exercise the power of eminent domain.
- 328 48-4-108.
- 329 (a) The real property of a land bank and its income and operations are exempt from all
330 taxation by the state and by any of its political subdivisions, including, but not limited to,
331 real property held by a land bank as lessor pursuant to long-term lease contracts with
332 community land trusts.
- 333 (b) A land bank may acquire real property or interests in real property by gift, devise,
334 transfer, exchange, foreclosure, purchase, or otherwise on terms and conditions and in a
335 manner the board considers is in the best interest of the land bank.
- 336 (c)(1) A land bank may acquire real property by purchase contracts, lease-purchase
337 agreements, and may accept transfers from municipal corporations, counties, or
338 consolidated governments upon such terms and conditions as agreed to by the land bank
339 and the municipal corporation, county, or consolidated government.
- 340 (2) Notwithstanding any other law to the contrary, a municipal corporation, county, or
341 consolidated government may transfer to a land bank real property and interests in real
342 property of the municipal corporation, county, or consolidated government on such terms
343 and conditions and according to such procedures as determined by the municipal

344 corporation, county, or consolidated government, so long as the real property is located
345 within the geographical boundaries of the land bank.

346 (3) The acquisition of property by the land bank shall not be governed or controlled by
347 any regulations or laws relating to procurement or acquisition of property of the counties,
348 consolidated governments, or municipal corporations that are members of the land bank
349 unless specifically provided in the applicable intergovernmental contract or resolution,
350 and transfers of property by municipal corporations, counties, or consolidated
351 governments to the land bank shall be treated as transfers to a body politic as
352 contemplated by subparagraph (a)(2)(A) of Code Section 36-9-3.

353 (d) A land bank shall maintain all of its real property in accordance with the laws and
354 ordinances of the jurisdiction in which the real property is located.

355 (e)(1) Except as otherwise provided in paragraph (2) of this subsection, a land bank shall
356 not own or hold real property located outside the geographical boundaries of the land
357 bank members.

358 (2) A land bank may be granted pursuant to an intergovernmental contract with a county,
359 consolidated government, or municipal corporation the authority to manage and maintain
360 real property located within the geographical boundaries of such county, consolidated
361 government, or municipal corporation, but outside the geographical boundaries of the
362 land bank members.

363 48-4-109.

364 (a) A land bank shall hold in its own name all real property acquired by the land bank
365 without regard to the identity of the transferor of the property.

366 (b) A land bank shall maintain and make available for public review and inspection an
367 inventory of all real property held by the land bank.

368 (c) A land bank may convey, exchange, sell, transfer, lease as lessor, grant, and mortgage
369 as mortgagor any and all interests in, upon, or to real property of the land bank in some
370 form and by such method as determined by the board to be in the best interest of the land
371 bank.

372 (d)(1) A land bank shall determine the terms, conditions, form, and substance of
373 consideration necessary to convey, exchange, sell, transfer, lease as lessor, grant, and
374 mortgage as mortgagor any interests in, upon, or to real property.

375 (2) Consideration may take the form of monetary payments and secured financial
376 obligations, covenants, and conditions related to the present and future use of the
377 property, contractual commitments of the transferee, and such other forms of
378 consideration as determined by the board to be in the best interest of the land bank.

379 (e)(1) The board shall determine and state in the land bank policies and procedures the
380 general terms and conditions for consideration to be received by the land bank for the
381 transfer of real property and interests in real property.
382 (2) The disposition of property by the land bank shall not be governed or controlled by
383 any regulations or laws of the participating land bank members unless specifically
384 provided in the applicable intergovernmental contract.
385 (f) Land bank members may, in the resolution or intergovernmental contract creating a
386 land bank, establish a hierarchical ranking of priorities for the use of real property
387 conveyed by a land bank, or, if the resolution or intergovernmental contract creating the
388 land bank is silent, the board of directors may establish a hierarchical ranking of priorities
389 for the use of real property conveyed by a land bank, including but not limited to:
390 (1) Use for purely public spaces and places;
391 (2) Use for affordable housing;
392 (3) Use for retail, commercial, and industrial activities;
393 (4) Use as conservation areas;
394 (5) Use for land trusts or for other public entities; and
395 (6) Such other uses and in such hierarchical order as determined by the board of directors
396 of the land bank.
397 (g)(1) Subject to the requirements of paragraph (5) of subsection (i) of Code Section
398 48-4-104, a county, municipal corporation, or consolidated government may, in the
399 applicable intergovernmental contract or in the resolution creating a land bank, require
400 that any particular form of disposition of real property, or any disposition of real property
401 located within specified jurisdictions, be subject to specified voting and approval
402 requirements of the board.
403 (2) Except and unless restricted or constrained as provided in paragraph (1) of this
404 subsection, the board may delegate to officers and employees the authority to enter into
405 and execute agreements, instruments of conveyance, and all other related documents
406 pertaining to the conveyance of real property by the land bank.
407 48-4-110.
408 (a) A land bank may receive funding through grants and loans from the land bank
409 members, from any other municipal corporations, counties, or consolidated governments
410 in the state, from the General Assembly, from the federal government, and from other
411 public and private sources.
412 (b) A land bank may receive and retain payments for services rendered, for rents and
413 leasehold payments received, for consideration for disposition of real and personal
414 property, for proceeds of insurance coverage for losses incurred, for income from

415 investments, and for any other asset and activity lawfully permitted to a land bank under
416 this article.

417 (c) Up to 75 percent of the real property taxes collected on real property, exclusive of any
418 state or school district ad valorem tax, conveyed by a land bank pursuant to the laws of this
419 state shall be remitted to the land bank. The specific percentage of such taxes to be
420 remitted, as to each land bank member, shall be set forth in the local law, ordinance, or
421 resolution or in the intergovernmental contract of the land bank. Such allocation of
422 property tax revenues shall commence with the first taxable year following the date of
423 conveyance and shall continue for a period of five years. Such funds shall be remitted to
424 the land bank in accordance with the administrative procedures established by the tax
425 commissioner or tax collector of the county or counties in which the land bank is located.
426 Such allocation of property tax revenues shall not occur if such taxes have been previously
427 allocated to a tax allocation district, or to secure a debt of the municipal corporation or
428 consolidated government, unless the tax allocation district, municipal corporation, county,
429 or consolidated government enters into an agreement with the land bank for the remittance
430 of such funds to the land bank.

431 (d) At the time that the land bank sells or otherwise disposes of property as part of its land
432 bank program, the proceeds from the sale, if any, shall be allocated as determined by the
433 land bank among the following priorities:

434 (1) Furtherance of land bank operations;
435 (2) Recovery of land bank expenses; and
436 (3) Remitter to the tax commissioner or tax collector for distribution to the appropriate
437 taxing entity in proportion to and to the extent of their respective tax bills and costs.
438 Any excess proceeds shall be distributed pursuant to any applicable intergovernmental
439 contract or land bank rules, regulations, or bylaws in accordance with the public policy
440 stated in this article.

441 48-4-111.

442 (a) All meetings shall be open to the public, except as otherwise provided by Chapter 14
443 of Title 50, and a written record shall be maintained of all meetings. All records of a land
444 bank shall be subject to Article 4 of Chapter 18 of Title 50, relating to open records.

445 (b) No board member or employee of a land bank shall acquire any interest, direct or
446 indirect, in real property owned or to be acquired by the land bank, nor shall any board
447 member assist any third party in negotiating against the land bank for property identified
448 by the land bank for acquisition by the land bank. No board member or employee of a land
449 bank shall have any interest, direct or indirect, in any contract or proposed contract for
450 materials or services to be furnished or used by a land bank. The board may adopt

451 supplemental rules and regulations addressing potential conflicts of interest and ethical
452 guidelines for board members and land bank employees.

453 (c)(1) A land bank may be dissolved as a public body corporate and politic 60 calendar
454 days after an affirmative resolution approved by two-thirds of the membership of the
455 board.

456 (2) Sixty calendar days' advance written notice of consideration of a resolution of
457 dissolution shall be given to the governing authorities of the land bank members, shall
458 be published in a local newspaper of general circulation.

459 (3) Upon dissolution of the land bank, all real property, personal property, and other
460 assets of the land bank shall become the assets of the municipal corporation, county, or
461 consolidated government in which the property is located, unless provided otherwise in
462 any applicable intergovernmental contracts.

463 (4) Land banks created pursuant to paragraphs (2) through (4) of subsection (b) of Code
464 Section 48-4-103 shall not automatically dissolve upon the withdrawal of one or more
465 land bank members unless the intergovernmental contract so provides, except that no
466 municipal corporation may maintain the existence of a land bank if the county in which
467 the municipal corporation is located withdraws from the land bank, and no county may
468 maintain the existence of a land bank if the single municipal corporation that is both
469 located within that county and is a member of the land bank withdraws from the land
470 bank.

471 48-4-112.

472 (a) Whenever any real property is acquired by a land bank and is encumbered by a lien or
473 claim for real property taxes owed to one or more of the land bank members or to
474 municipal corporations, counties, or consolidated governments that have an
475 intergovernmental contract with the land bank, the land bank may, by resolution of the
476 board, discharge and extinguish any and all such liens or claims. The decision by the board
477 to extinguish such liens or claims is subject to the voting requirements contained in
478 subsection (i) of Code Section 48-4-104. Unless provided otherwise in an applicable
479 intergovernmental contract, whenever any real property is acquired by a land bank and is
480 encumbered by a lien or claim for real property taxes owed to a school district, the land
481 bank shall notify the school district of its intent to extinguish all such liens and claims in
482 writing. If the school district fails to object in written form to the proposed extinguishment
483 within 30 days of receipt of such notice to the land bank, the land bank shall have the
484 power, by resolution of the board, to discharge and extinguish any and all such liens or
485 claims. To the extent necessary and appropriate, the land bank shall file in appropriate
486 public records evidence of the extinguishment and dissolution of such liens or claims.

487 (b) To the extent that a land bank receives payments of any kind attributable to liens or
488 claims for real property taxes owed to a municipal corporation, county, consolidated
489 government, or school district on property acquired by the land bank, the land bank shall
490 remit the full amount of the payments to the tax commissioner or tax collector for
491 distribution to the appropriate taxing entity.

492 (c)(1) A tax commissioner or tax collector may assign, transfer, or sell to a land bank any
493 ad valorem tax executions issued against a single property or ad valorem tax executions
494 issued against multiple tracts of property in the geographical jurisdiction of the land bank
495 in one or more transactions and upon such terms and conditions as are mutually
496 acceptable to the tax commissioner and the land bank. Notwithstanding the notice
497 requirements in subsection (c) of Code Section 48-3-19, when the land bank is the holder
498 of a tax execution, the land bank shall provide notice of the transfer of the tax execution
499 to the land bank in the following manner:

500 (A) Immediately upon acquisition of one or more tax executions, the land bank shall
501 send notice of the tax execution transfer by certified mail, return receipt requested, to
502 all interested parties whose identity and address are reasonably ascertainable. Copies
503 of the notice of the tax execution transfer shall also be sent by first class mail to the
504 property address to the attention of the occupants of the property, if any. In addition,
505 notice shall be posted on the property; and

506 (B) Within 30 days of the tax execution transfer, the land bank shall cause a notice of
507 the tax execution transfer to be published on two separate dates in the official organ of
508 the county in which the property is located.

509 (2) The notice contained in subparagraphs (A) and (B) of paragraph (1) of this subsection
510 shall specify:

511 (A) The name of the land bank and the contact information for the individual
512 responsible for collecting the delinquent taxes;

513 (B) The property address;

514 (C) A description of the property;

515 (D) The tax identification number of the property;

516 (E) The applicable period of tax delinquency; and

517 (F) The principal amount of the delinquent taxes together with interest and penalties.

518 (3) The land bank may submit the execution to the levying officer 12 months after the
519 date of transfer or 24 months after the tax giving rise to the execution was originally due,
520 whichever is earlier.

521 (d)(1) Notwithstanding any other provision of law, at a nonjudicial tax sale conducted
522 pursuant to Article 1 of this chapter where the tax commissioner or tax collector or the
523 land bank is the holder of the tax execution giving rise to the sale, a land bank may tender

524 a bid in an amount equal to the total amount of all tax liens which were the basis of the
525 execution and any accrued interest, penalties, and costs. In the event of such tender by
526 the land bank, such bid comprises the land bank's commitment to pay not more than all
527 costs of the sale and its assumption of liability for all taxes, accrued interest thereon, and
528 penalties, and, if there is no other bid, the tax commissioner or tax collector shall accept
529 the land bank's bid and make a deed of the property to the land bank.

530 (2) If there are third parties who bid on a given parcel and the land bank tenders the
531 highest bid on that parcel, the land bank shall pay the tax commissioner or tax collector
532 the full amount of the bid tendered by the land bank in order to obtain the parcel.

533 (e)(1) A land bank may tender a bid at any sale ordered by the court pursuant to Article 5
534 of this chapter in an amount equal to the total amount of all tax liens which were the basis
535 of the judgment and any accrued interest, penalties, and costs. In the event of such tender
536 by the land bank, such bid shall comprise the land bank's commitment to pay not more
537 than all costs of the sale and its assumption of liability for all taxes, accrued interest
538 thereon, and penalties. If there is no other bid and the property is not redeemed by the
539 owner in accordance with subsection (c) of Code Section 48-4-81, the tax commissioner
540 or tax collector shall accept the land bank's bid and make a deed of the property to the
541 land bank.

542 (2) If there are third parties who bid on a given parcel and the land bank tenders the
543 highest bid on that parcel, the land bank shall pay the tax commissioner or tax collector
544 the full amount of the bid tendered by the land bank in order to obtain the parcel.

545 (3) Subject to the statutory 60 day redemption period required pursuant to subsection (c)
546 of Code Section 48-4-81, the land bank, as purchaser at such sale, shall take and
547 thereafter have an absolute title to the property sold, free and discharged of all tax and
548 municipal claims, liens, mortgages, charges, and estates of whatsoever kind except for
549 those interests referenced in subsection (b) of Code Section 48-4-79. In the event of
550 purchase by a land bank, the conveying instrument described in subsection (g) of Code
551 Section 48-4-81 shall note the conveyance to the land bank pursuant to this article.

552 (4) The deed to the land bank shall be executed and delivered to the land bank within 90
553 days of the sale pursuant to subsection (d) of Code Section 48-4-81.

554 (5) Notwithstanding any other provision of law, a land bank that is a transferee and
555 holder of tax executions may file petitions of foreclosure pursuant to Article 5 of this
556 chapter on real property located within a jurisdiction that has authorized the ad valorem
557 tax foreclosure process contained in Article 5 of this chapter. In a petition of foreclosure
558 pursuant to Article 5 of this chapter, a land bank is authorized to combine in a single
559 petition multiple tracts of real property, and the court may order in a single final judgment
560 that all or part of the real properties identified in the petition be sold to the land bank free

561 and clear of all liens and encumbrances so long as the petition and accompanying
562 affidavits provide:

563 (A) Identification of each tract of real property;

564 (B) The identities of all parties having an interest in each respective tract of property;

565 (C) The amount of the tax lien due and owing; and

566 (D) The nature of the notice of the proposed sale provided to such interested parties."

567 **SECTION 3.**

568 This Act shall become effective on July 1, 2012.

569 **SECTION 4.**

570 All laws and parts of laws in conflict with this Act are repealed.



Office of the Administrator

Tameka Allen, Interim Administrator
Steven J. Cassell, Interim Deputy Administrator

Room 801 - Municipal Building
530 Greene Street - AUGUSTA, GA 30901
(706) 821-2400 - FAX (706) 821-2819
www.augustaga.gov

May 22, 2014

Mr. Norman Michael
Executive Director – Land Bank Authority
925 Laney Walker Boulevard
Augusta, GA 30901

Dear Norman:

The Augusta-Richmond County Commission, at their regular meeting held on Thursday, May 22, 2014 approved discussing the Adoption the 2012 Georgia Land Act at the upcoming retreat. (Approved by Administrative Services Committee May 12, 2014)

If you have any questions, please contact me.

Yours truly,

A handwritten signature in black ink, appearing to be "Tameka Allen", written over a horizontal line.

Tameka Allen
Interim Administrator

05-22-14: #20



**Administrative Services Committee Meeting
1/26/2015 1:05 PM
2012 Land Bank Act**

Department: Clerk of Commission

Caption: Adopt the 2012 Land Bank Act.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

AGENDA ITEM REQUEST FORM

Commission/Committee: (Please check one)

- ☒ Commission
☐ Public Services Committee
☐ Administrative Services Committee
☐ Engineering Services Committee
☐ Finance Committee
☐ Public Safety Committee

Contact Information for Individual/Presenter Making the Request:

Name: LARRY MCCORD DESIGN BUILD
C/O BENJAMIN ALLEN
Address: P O BOX 156 AUGUSTA, GA 30903
Telephone Number: 706/724-7023
Fax Number: 706/722-2095
E-Mail Address: BATHURLOW93@aol.com

Caption/Topic of Discussion to be placed on the Agenda:

BID PROCESS FOR PUBLIC WORKS
CONTRACTS

Please send this request form to the following address:

Ms. Lena J. Bonner
Clerk of Commission
Room 806 Municipal Building
530 Greene Street
Augusta, GA 30911
Telephone Number: 706-821-1820
Fax Number: 706-821-1838
E-Mail Address: lbonner@augustaga.gov

Requests may be faxed, e-mailed or delivered in person and must be received in the Clerk's Office no later than 5:00 p.m. on the Wednesday preceding the Commission or Committee meeting of the following week. A five-minute time limit will be allowed for presentations.

Commission meetings are held on the first and third Tuesdays of each month at 2:00 p.m. Committee meetings are held on the second and last Mondays of each month from 12:30 to 3:30 p.m.



Administrative Services Committee Meeting
1/26/2015 1:05 PM
Atty. Ben Allen

Department:

Caption: Attorney Benjamin Allen regarding the bid process for public works contracts.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
1/26/2015 1:05 PM
Delivery of Committee Agenda Books**

Department:

Caption: Discuss having the committee agenda books delivered to the Commission on the Wednesday preceding the Monday Committee Meeting. **(Requested by Commissioner Wayne Guilfoyle)**

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
1/26/2015 1:05 PM
Disparity Study**

Department:

Caption: Update from staff on Disparity Study. **(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
1/26/2015 1:05 PM
EEO Monthly Reports**

Department:

Caption: Discuss/approve monthly reports from EEO Department relative to cases filed. **(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
1/26/2015 1:05 PM
Handicap modifications to Municipal Bulilding**

Department:

Caption: Update from the Administrator regarding modifications to the Municipal Building relative to persons with disabilities.
(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
1/26/2015 1:05 PM
Law Department Reorganization**

Department:

Caption: Update from the General Counsel regarding the reorganization of the Law Department. (Requested by Commissioner M. Williams)

Background:

Analysis:

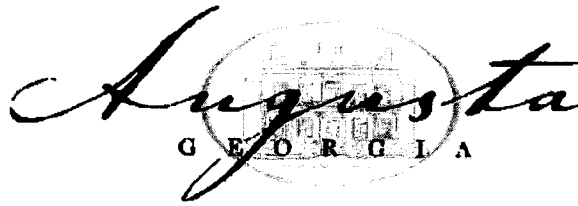
Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting Commission Chamber - 1/12/2015

ATTENDANCE:

Present: Hons. M. Williams, Chairman; D. Williams, Vice Chairman;
Lockett, member.

Absent: Hons. Hardie Davis, Mayor; Davis, member.

ADMINISTRATIVE SERVICES

1. Motion to approve the 2015 annual bid award for various departments for the purchase of annual bid items. The following annual bid items require the Commission approval: **Item Action:**
Disapproved

15-038 Uniforms & Accessories - Fire Department

15-063A Athletic Clothing & Equipment Recreation, Parks and Facilities
Maintenance Department

15-065 Chemicals - Utilities Department

15-118 Tires - Environmental Services Department

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Mr. M. Williams votes No. Motion Fails 2-1.	Commissioner William Lockett	Commissioner Dennis Williams	Fails

2. Presentation by Kim Hines regarding Grow Harrisburg. (Requested by Commissioner Fennoy) **Item Action:**
Rescheduled

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this item to the full Commission with no	Commissioner William	Commissioner Dennis	Passes

recommendation. Lockett Williams
Motion Passes 3-0.

3. Motion to approve the minutes of the Administrative Services Committee held on December 8, 2014. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Dennis Williams	Commissioner William Lockett	Passes

4. Report by Ms. Margaret Woodard on parking forums and path forward. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve tasking the attorney to meet with Ms. Woodard and Mr. Cassell regarding updating the current parking ordinance and bring back options detailing goals and objectives to the committee for approval. Motion Passes 3-0.	Commissioner Dennis Williams	Commissioner William Lockett	Passes

5. Consider proposed procedure for authorization of Agreements/Contracts for the Laney Walker/Bethlehem Redevelopment Project, the Housing and Community Development Department and the Hyde Park Drainage Improvement Project by the City Administrator and Mayor for program/calendar year 2015. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
	Motion to approve HCD using the same procedures as they used in 2014 with	Commissioner	Commissioner	

Approve	a monthly report to be given on the Hyde Park project. Motion Passes 3-0.	Dennis Williams	William Lockett	Passes
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6. Discuss/receive report from the Administrator regarding information reported from the Transit Contract Manager to the Commission on December 16, 2014 regarding contractual violations of McDonald Transit. (Requested by Rescheduled Commissioner Marion Williams) **Item Action:**

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Defer	Motion to refer this item to the next committee meeting. Motion Passes 3-0.	Commissioner William Lockett	Commissioner Dennis Williams	Passes

7. Approval to carry over operational funds of \$100,000.00 which was approved for the HR 2014 budget year to be redesignated for 2015. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Delete	Motion to delete this item from the agenda.	Commissioner Dennis Williams	Commissioner William Lockett	Passes

8. Provide update from the Tax Commissioner to Commission on completed initiatives for 2015 and request funding source for Tax Billing and Collection software. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve receiving this item as information.	Commissioner William Lockett	Commissioner Dennis Williams	Passes

9. County Attorney. **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 3-0.	Commissioner Dennis Williams	Commissioner William Lockett	Passes

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**Administrative Services Committee Meeting
1/26/2015 1:05 PM
Minutes**

Department: Clerk of Commission

Caption: Motion to approve the minutes of the Administrative Services Committee held on January 12, 2015.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
1/26/2015 1:05 PM
Report on McDonald Transit**

Department: Clerk of Commission

Caption: Discuss/receive report from the Administrator regarding information reported from the Transit Contract Manager to the Commission on December 16, 2014 regarding contractual violations of McDonald Transit. (Requested by Commissioner Marion Williams) (Referred from January 12 Administrative Services Committee)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



Administrative Services Committee Meeting
1/26/2015 1:05 PM
Universal Life RFP

Department:	Human Resources
Caption:	Motion to approve award of RFP 14-208 Universal Life to Cigna subject to final contract negotiations and to authorize the Administrator to execute such finally negotiated contract.
Background:	Augusta, Georgia reviewed several companies to select a single carrier for The Universal Life contract. The objective of the RFP process was to select a carrier who will provide eligible participants with a quality, affordable life insurance policy with high guarantee issue limits (minimum \$100,000 GI) and a solid minimum guaranteed interest rate.
Analysis:	• We reviewed 4 compliant respondents to the Universal Life RFP. While all 4 companies have the capabilities required to provide this product to Augusta Richmond County we felt that overall 1 company stood out above the others. We primarily looked at 6 different categories when reviewing the RFP's. 1. GI issue levels, 2. Underwriting requirements 3. Portability and Conversion 4. Guaranteed Interest Rate 5. Administrative Assistance/Customer Service 6. Company reputation and financial stability.
Financial Impact:	It has been more than 7 years since this policy was vetted. We believe we can offer employees an improved product with premium savings for most employees. There is no cost to Augusta Richmond County for this product.
Alternatives:	The alternative to our recommendation is to make no carrier change and continue with the current vendor.
Recommendation:	Our recommended carrier is Cigna
Funds are Available in the Following Accounts:	

REVIEWED AND APPROVED BY:

Finance.

Law.

Administrator.

Clerk of Commission
