



Finance Committee Meeting Commission Chamber - 2/28/2017

ATTENDANCE:

Present: Hons. Sias, Vice Chairman; Hasan and Guilfoyle, members.

Absent: Hons. Hardie Davis, Jr., Mayor; Frantom, Chairman.

FINANCE

1. Motion to accept the 2017 Summer Intern Program \$4000 Grant from Civic Affairs Foundation. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Ben Hasan	Commissioner Wayne Guilfoyle	Passes

2. Consider a request from Mr. Patrick Feistel of the Garden City Rescue Mission for an abatement of taxes for the tax year 2016. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Ben Hasan	Commissioner Wayne Guilfoyle	Passes

3. Motion to approve the minutes of the Finance Committee held on February 14, 2017. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Ben Hasan	Commissioner Wayne Guilfoyle	Passes

4. Approve agreement with Augusta Coliseum Authority for funding as authorized in SPLOST phase 7.

Item Action:
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Ben Hasan	Commissioner Wayne Guilfoyle	Passes

www.augustaga.gov



**Finance Committee Meeting
2/28/2017 1:15 PM
Attendance 2/28/17**

Department:

Presenter:

Caption:

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

AUGUSTA, GEORGIA
New Grant Proposal/Application

Before a Department/agency may apply for the grant/award on behalf of Augusta Richmond County, they must first obtain approval signature from the Administrator and the Finance Director. The Administrator will obtain information on the grant program and requirements from the funding agency and review these for feasibility to determine if this grant/award will benefit Augusta Richmond County. The Finance Director will review the funding requirement to determine if the grant will fit within our budget structure and financial goals.

RECEIVED
ADMINISTRATOR'S OFFICE

Proposal **Project No.** **Project Title**
PR000081 PD 2017 Summer Intern Program
Summer Intern grant from ACCG.

FEB 14 2017

EEO Required: No
EEO Dept Notified: No

AUGUSTA-RICHMOND
COUNTY

Start Date: 05/01/2017

End Date: 09/01/2017

Submit Date: 02/13/2017

Department: 029

Public Defender

Cash Match?

N

Total Budgeted Amount: 4,000.00

Total Funding Agency:

4,000.00

Total Cash Match:

0.00

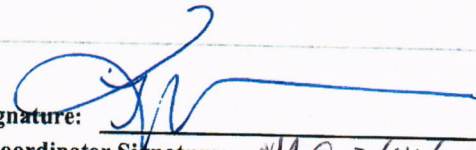
Sponsor: GM0022 ACCG Civic Affairs Foundation
Sponsor Type: PVT Private Entity
Purpose: 13 Community

Flow Thru ID:

Type	ID	Name	Contacts	Phone
I	GMI006	Mason, Katherine		(706)842-1347

Type	By	Date
FA	K. MASON	02/13/2017

Approvals

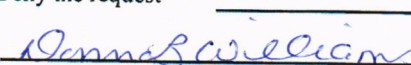
Dept. Signature: 

Grant Coordinator Signature: NA @ 2/14/2017

1.) I have reviewed the Grant application and enclosed materials and:

☒ Find the grant/award to be feasible to the needs of Augusta Richmond County

☐ Deny the request

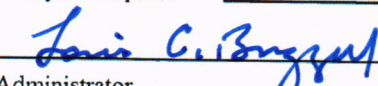

Finance Director

2-14-17
Date

2.) I have reviewed the Grant application and enclosed materials and:

☒ Approve the Department Agency to move forward with the application

☐ Deny the request


Administrator

2/12/17
Date

This form will also be used to provide the external auditors with information on all grants for compliance and certification requirements as required by the State and Federal Government.

Civic Affairs Foundation

an **ACCG** initiative

MEMORANDUM

To: Georgia County Internship Program (GCIP) Grant Recipients for Summer 2017 Grant Period

From: Michele NeSmith, ACCG Research and Policy Development Director

Re: County Grant Package

Date: February 9, 2017

Congratulations on being a grant recipient for the Summer 2017 Georgia County Internship Program (GCIP)! We hope that this internship is mutually beneficial to both the county and intern. The grant period is from May 1, 2017-September 1, 2017. Reimbursement requests with accompanying proof of hire must be submitted to the Foundation no later than Monday, September 18, 2017. **Please read this memo and all the materials included in this packet in their entirety before you submit the requested documents.**

It is very important for the county to establish one point person to manage all the requirements for the GCIP grant. The point person will need to work closely with the Human Resources Department, or the person who manages the county's hiring practices in that there are many employment related forms that must be completed by the county and the intern close to the date of hire.

While the Foundation is aware that it may take time to have your board formally approve the grant agreement, please make every effort to return it as soon as possible. When an intern has been hired, the Foundation should be notified and a copy of the Intern Consent Form and the Intern Information Form should be submitted. The county should not wait until the end of the grant period to submit this information.

Enclosed in this packet is the grant agreement, a list of frequently asked questions, an intern consent form, an intern information form, a grant reimbursement form, an E-Verify usage and acknowledgement form, a grant checklist, a copy of your county's original grant application, and an intern supervisor's guide.

In order to receive the grant funds, the county must submit the following to the Foundation:

- 1) Signed Grant Agreement – as soon as possible**
- 2) Signed Intern Consent Form – at the beginning of the internship**
- 3) Signed and Completed Intern Information Form – at the beginning of the internship**
- 4) Proof of Hire (offer letter and a copy of the E-Verify Usage and Acknowledgement Form) – by September 18, 2017**

5) Signed and Completed Grant Reimbursement Form – by September 18, 2017

6) Proof of Payment-- by September 18, 2017

Once the county has submitted this information, the Foundation will issue grant funds for the wages, workers' compensation coverage and Federal Insurance Contributions Act (FICA) for the county internship positions that have been approved by the Foundation. The money provided for FICA and workers' compensation must be used for these purposes. The county is required to cover all interns hired through the GCIP under their workers' compensation policy. **Please note that your county will not receive any grant funding until you have submitted ALL the requested information and provide proof that an intern has been hired.**

Over the course of the internship, the Foundation will be checking in with the internship supervisor(s) for your county to ensure that the internship is going smoothly. The Foundation will also be visiting certain counties in order to interview the intern(s) and supervisor(s) and to take photos to promote the program. All visits will be scheduled prior to arrival. If you have any questions or concerns, please contact me at mnesmith@accg.org or at 404-522-5022.

Thanks again for your participation in this program.

Civic Affairs Foundation

an **ACCG** initiative

February 8, 2017

Ms. Kari Kitchens
402 Taylor Street
Augusta, GA 30901

Dear Kari:

I am pleased to inform you that **Augusta-Richmond County** has been awarded a Georgia County Internship Program (GCIP) grant from the ACCG Civic Affairs Foundation. This grant is awarded for the 2017 summer program in the amount of **\$4000** for the **Public Defender** intern project to cover **two** internships. The grant provided must be used to fund costs associated with the intern's salary, FICA, and worker's compensation as specified in the grant contract. A grant contract package is enclosed for you to complete and return.

Please contact Michele NeSmith at mnesmith@accg.org or at 404-522-5022 if you need assistance in publicizing the proposed internship position. While the Foundation will post this position through their website and help to publicize it through other channels, it is the responsibility of the county to recruit, interview and hire the intern. In the event your county is unable to hire a summer intern for the project description provided, the grant award designated for this purpose will be rescinded and will be used by the Foundation to fund future internship grants.

Congratulations and thank you for participating in the GCIP summer grant program.

Sincerely,

A handwritten signature in black ink, appearing to read "Ross King". The signature is stylized with a large, sweeping "R" and a long, horizontal stroke extending to the right.

Ross King
ACCG Civic Affairs Foundation Secretary-Treasurer

cc: Mayor Hardie Davis
Janice Jackson
Lena Bonner

Georgia County Internship Program Grant Application Summer 2017

Applicants should read the entire GCIP Application Packet prior to completing this form.

This application has two sections. Section I requires the applicant to provide answers to a series of questions and Section II requires a detailed description of the internship project being proposed, the need it addresses, and the expected benefits to the county. More information on how to complete the application can be found in the GCIP Application Process and Guidelines document.

The application deadline for summer 2017 GCIP grants is **Friday, December 2, 2016.**

Applications should be sent to **Michele NeSmith** at the Foundation via email to mnesmith@accg.org, by FAX to 404-589-7879 (note Ms. NeSmith as the recipient), or by mail to:

Civic Affairs Foundation
191 Peachtree Street NE, Suite 700
Atlanta, GA 30303

Please note that factors that influence consideration include but are not limited to the type of project submitted, the overall impact and benefit to the county of the project(s) proposed, the ability to partially fund the internship position(s), collaboration with other counties, regional commissions, colleges/universities, and/or non-profits, and the number of interns requested.

Reminder: Interns should be currently enrolled in college as undergraduate or graduate students, or have recently graduated from college within one year of the grant period. High school students are not eligible. Interns cannot work more than 200 total hours during the grant period. The county and the intern can decide how many hours the intern works per week and the total number of weeks worked. It is recommended that the minimum hours worked per week be no less than 15 hours.

Section I

Number of interns requested for your department:	2
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County Name:	Richmond
Provide County E-Verify Number:	741651



Are you submitting an application that includes a partner?		☐ Yes ☒ No
List partners:		
Is your partner a nonprofit, college or university?	☐ Yes ☐ No	
List contribution level	___ \$500 (25%) ___ Other	
<i>(Partners can include other counties, regional commissions, colleges/universities, and/or non-profit organizations. Partnerships with colleges/universities, and/or non-profit organizations must include at least a 25% funding contribution from those entities.)</i>		

Name of Primary Contact:	Kari Kitchens		
County:	Richmond		
Department:	Circuit Public Defender		
Position:	Director of Grant Initiatives		
Address:	402 Taylor Street Augusta, GA 30901		
Email:	kkitchens@gapubdef.org	Phone:	478-621-6370

Is the county providing partial funding of the amount needed to fund the internship? (Total cost of the internship is \$2000 plus FICA and WC)		☐ Yes ☒ No
What amount?	\$:	
OR		
Is the county providing additional funding? (on top of the grant amount)		☐ Yes ☐ No
What amount?	\$:	

Who will be the supervisor for the intern?			
☐ Same as primary county contact			
☒ Other			
Name:	Kate Mason		
Department:	Office of the Public Defender		
Position:	Circuit Public Defender		
Address:	402 Taylor Street Augusta, GA 30901		
Email:	kmason@au8gustaga.gov	Phone:	706-312-5105
Has this individual previously supervised interns?		☒ Yes ☐ No	

Is adequate space available to support an intern?		☒ Yes ☐ No
Is adequate equipment available (computer, software programs, etc.) for the intern to complete the proposed project(s)?		☒ Yes ☐ No
Will outside technical assistance be required for the intern to complete the project?		☐ Yes ☒ No
If Yes, who will provide it:		
Has your county previously had an intern?		☒ Yes ☐ No

Has your county ever had an intern in this field?	X Yes	☐ No
Did your county previously receive a Georgia County Internship Program (GCIP) grant for interns?	X Yes	☐ No
Is there a college or university located in your county?	X Yes	☐ No
Is there a technical college located in your county?	X Yes	☐ No
What special skills should the intern have to be able to complete the project, such as knowledge of certain types of software, experience using certain types of equipment, etc.? (Note this is for a student so years of work in a certain field should not be included.)		
Will any special training be provided to the intern?	X Yes	☐ No
If Yes, please describe:	The four pillars of implementing a Holistic Defense	

Section II

Project Information

Internship position title:	Law Clerk Summer Internship
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In the gray space below, please FULLY describe the internship position being proposed, the need it addresses, the benefits to the county, and the necessary intern qualifications. The space will expand when you start to type. Include no more than 1-2 additional pages to describe the internship. More information can be found in the GCIP Application Process and Guidelines document

"My time at the Augusta Public Defender was an invaluable learning experience that allowed me to grow substantially as an advocate. First, I was given the opportunity to represent clients in a variety of proceedings, such as bond hearings, arraignments, preliminary hearings, and first appearances. This was the first time I was able to represent clients in Court and speak on the record. This hands on legal experience was enhanced by an office full of extremely knowledgeable attorneys and support staff who were always willing to help me improve. Additionally, while working at the Augusta Public Defender, I was able to work on practical writing tasks that I would encounter in a career as a Public Defender. After interning at the Augusta Public Defender, I feel as though the knowledge learned from school

seamlessly combined with the real life duties of a Public Defender, to prepare me for a career in criminal defense work.” Rachel Dolly, Juris Doctor Candidate, 2017

We are appreciative for the funding through the Civic Affairs Foundation FY 16 that allowed for two paid interns to work in our office, one of whom is Ms. Dolly and quoted above. Through the funding received by ACCG internship grant, two students were able to gain real-life experience serving as public advocates for the indigent, and very possibly cementing their future career in public defense work. As we continue to implement our strategic planning efforts in instituting a holistic defense practice, we respectfully submit this proposal for funding two law interns for FY 17. We will recruit second-year law interns through the Career Development Office of the University of Georgia *School of Law* to be posted from March 1, 2017-March 15, 2017. Two interns will be selected and notified by March 31, 2017. The interns shall work a total of 180 hours between May 1, 2017 and August 31, 2017 (but no more than 15 hours a week). It is at this point that our office desires to expand our current internship program to include second year law students enrolled in the University of Georgia *School of Law*.

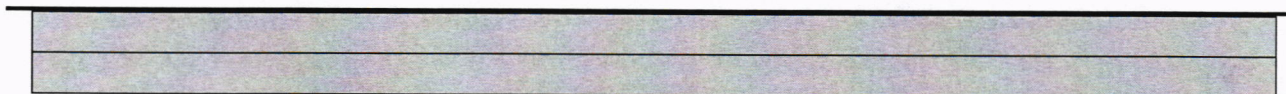
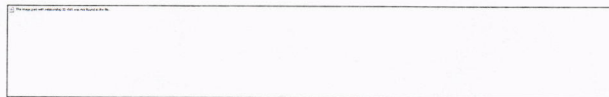
Focusing on the holistic defense module, our interns will interact directly with clients, learn how to interview clients, conduct a need’s assessment, set up legal files, assist in trial preparation (defense theories & plea process) and become adept in understanding the client-centered process in implementing a Holistic Defense module.

Direct supervision of the interns will be provided by the Circuit Public Defender of the Augusta Judicial Circuit, Ms. Kate Mason, who will also conduct the overall performance evaluation. Fiscal management of these funds will be the responsibility of the Augusta-Richmond County Government Finance Department, with the Augusta-Richmond County Government Human Resources responsible for ensuring compliance with all other employment issues, to include citizenship, drug screens and adherence to the employment process. Office space will be provided by the Office of the Public Defender’s office and equipped with computer, internet access, a telephone and access to client files and the state case management system will be provided to the interns.

Budget Each intern shall work a total of 180 hours between May 1 and August 30, no more than 15 hours a week. Compensation of \$10.00/per hour x 180 hours totals \$1,800. FICA is calculated at 7.65% and Workers Compensation is calculated at 3.5% totaling \$201.00 per intern to be reimbursed to the Finance Department. We respectfully request funding for two interns, for a total project cost of \$4,000.

Total per intern: \$2,000

Total for two interns: \$4,000



For questions, email mnesmith@accg.org or call (404)522-5022 ext. 195

The Georgia County Internship Program is offered by the ACCG Civic Affairs Foundation thanks to the generosity and support of private donors. The Foundation is a nonprofit organization established as an initiative by ACCG, Georgia's county association. For more information, visit www.civicaffairs.org.



**Finance Committee Meeting
2/28/2017 1:15 PM
2017 Summer Intern Program grant**

Department:	Public Defender
Presenter:	Katherine Mason
Caption:	Motion to accept the 2017 Summer Intern Program \$4000 Grant from Civic Affairs Foundation.
Background:	This grant for a summer intern program is offered through the Civic Affairs Foundation
Analysis:	The grants are 100% with no match required. : This grant is awarded for the 2017 summer program in the amount of \$4000 for the Public Defender intern project to cover two internships. The grant funds costs associated with the intern's salary and benefits as specified in the grant contract. We will recruit second-year law interns through the Career Development Office of the University of Georgia School of Law to be posted from March 1, 2017- March 15, 2017. Two interns will be selected and notified by March 31, 2017. The interns shall work a maximum of 15 hours a week for a total of 180 hours between May 1, 2017 and August 31, 2017.
Financial Impact:	No cost to Augusta
Alternatives:	None recommended
Recommendation:	To approve
Funds are Available in the Following Accounts:	N/A

REVIEWED AND APPROVED BY:

Finance.
Law.
Administrator.
Clerk of Commission

AGENDA ITEM REQUEST FORM

Commission meetings: First and third Tuesdays of each month – 2:00 p.m.

Committee meetings: Second and last Tuesdays of each month – 1:00 p.m.

Commission/Committee: (Please check one and insert meeting date)

☐	Commission	Date of Meeting	_____
☐	Public Safety Committee	Date of Meeting	_____
☐	Public Services Committee	Date of Meeting	_____
☐	Administrative Services Committee	Date of Meeting	_____
☐	Engineering Services Committee	Date of Meeting	_____
☒	Finance Committee	Date of Meeting	2/28/17

Contact Information for Individual/Presenter Making the Request:

Name: Parrick Feistel
Address: 893 Fenwick St Augusta, Ga 30901
Telephone Number: 803-634-9873
Fax Number: (706) 724-6967
E-Mail Address: pfeistel.germ@gmail.com

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

Have the taxes abated for the Garden City Rescue Mission
for tax year 2016

Please send this request form to the following address:

Ms. Lena J. Bonner
Clerk of Commission
Suite 220 Municipal Building
535 Telfair Street
Augusta, GA 30901

Telephone Number: 706-821-1820
Fax Number: 706-821-1838
E-Mail Address: nmorawski@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 meeting and 5:00 p.m. on the Tuesday preceding the Committee meeting of the following week. A five-minute time limit will be allowed for presentations.

Steven B. Kendrick
Tax Commissioner
535 Telfair St. Ste 100
Augusta, GA 30901

INTENT TO FIFA NOTICE



1/7/2017

Tax Due
6261.56

MAKE CHECK OR MONEY ORDER PAYABLE TO:
Richmond County Tax Commissioner

Map: 047-3-102-00-0

000670 (2/3)
AUGUSTA DIALYSIS RESEARCH FOUNDATION
114 FULL MOON CT
SAVANNAH GA 31406-8528

Description:
828 FENWICK ST

Location:
828 FENWICK ST

0473102000 2016824570 626156 0000000 20170106 5

Return top portion with payment.

Our records indicate that you owe property taxes as listed below. Pursuant to Georgia Code Section 48-3-3, this is your thirty day notice of our intent to record a fifa on the General Execution Docket of the Clerk of Superior Court. The recording of this fifa lien against you and/or this property will extend to all properties you own. The General Execution Docket is public record and is monitored and reported by the Credit Bureau. All accounts, except accounts protected by bankruptcy laws, will also be turned over to DTS, our service provider for levy and tax sale proceedings, once the fifa has been recorded.

Additionally, interest will continue to be assessed against the principal balance due at the rate of 1% per month for all delinquent tax years. To prevent these additional charges, please remit the total due within 10 days of this statement. For questions, call 706-821-2391.

To insure that your remittance is posted to the appropriate bill, please make your check payable to "Richmond County Tax Commissioner's Office" and write the tax year and bill number on your check.

NOTICE: Taxes for other years may be outstanding on this property.

Tax Year	Bill No	Due Date	Tax	Interest	Penalty	Other Fees	Paid Amt	Current Due
2016	824570	42689	5636.98	60.88	563.70	0.00	0.00	6261.56

Tax Due: 6261.56

Map: 047-3-102-00-0

***** INTENT TO FIFA NOTICE *****

INTENT TO FIFA NOTICE

RICHMOND COUNTY, GA Taxpayer: AUGUSTA DIALYSIS RESEARCH FOUNDATION INC

Steven B. Kendrick
Tax Commissioner
535 Telfair St. Ste 100
Augusta, GA 30901

INTENT TO FIFA NOTICE



1/6/2017

Tax Due
903.10

MAKE CHECK OR MONEY ORDER PAYABLE TO:
Richmond County Tax Commissioner



Map: 046-2-162-00-0

008681***MIXED AADC 308**26
AUGUSTA DIALYSIS RESEARCH FOUNDATION 1/2
114 FULL MOON LN
SAVANNAH GA 31406-8528

Description:
838 FENWICK ST

Location:
838 FENWICK ST

0462162000 2016873480 9031 0000000 20170106 0

Return top portion with payment.

Our records indicate that you owe property taxes as listed below. Pursuant to Georgia Code Section 48-3-3, this is your thirty day notice of our intent to record a fifa on the General Execution Docket of the Clerk of Superior Court. The recording of this fifa lien against you and/or this property will extend to all properties you own. The General Execution Docket is public record and is monitored and reported by the Credit Bureau. All accounts, except accounts protected by bankruptcy laws, will also be turned over to DTS, our service provider for levy and tax sale proceedings, once the fifa has been recorded.

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NOTICE: Taxes for other years may be outstanding on this property.

Tax Year	Bill No	Due Date	Tax	Interest	Penalty	Other Fees	Paid Amt	Current Due
2016	873480	42689	813.02	8.78	81.30	0.00	0.00	903.10

Tax Due: 903.10

Map: 046-2-162-00-0

***** INTENT TO FIFA NOTICE *****

INTENT TO FIFA NOTICE

RICHMOND COUNTY, GA Taxpayer: AUGUSTA DIALYSIS RESEARCH FOUNDATION 1/2

Steven B. Kendrick
Tax Commissioner
535 Telfair St. Ste 100
Augusta, GA 30901

INTENT TO FIFA NOTICE



1/7/2017

Tax Due
82.75

MAKE CHECK OR MONEY ORDER PAYABLE TO:
Richmond County Tax Commissioner

Map: 046-4-099-00-0



000670 (3/3)
AUGUSTA DIALYSIS RESEARCH FOUNDATION
114 FULL MOON CT
SAVANNAH GA 31406-8528

Description:
836 FENWICK ST
Location:
836 FENWICK ST

0464099000 2016824568 8275 0000000 20170106 3

Return top portion with payment.

Our records indicate that you owe property taxes as listed below. Pursuant to Georgia Code Section 48-3-3, this is your thirty day notice of our intent to record a fifa on the General Execution Docket of the Clerk of Superior Court. The recording of this fifa lien against you and/or this property will extend to all properties you own. The General Execution Docket is public record and is monitored and reported by the Credit Bureau. All accounts, except accounts protected by bankruptcy laws, will also be turned over to DTS, our service provider for levy and tax sale proceedings, once the fifa has been recorded.

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To insure that your remittance is posted to the appropriate bill, please make your check payable to "Richmond County Tax Commissioner's Office" and write the tax year and bill number on your check.

NOTICE: Taxes for other years may be outstanding on this property.

Tax Year	Bill No	Due Date	Tax	Interest	Penalty	Other Fees	Paid Amt	Current Due
2016	824568	42689	74.32	1.00	7.43	0.00	0.00	82.75

Map: 046-4-099-00-0

Tax Due: 82.75

***** INTENT TO FIFA NOTICE *****

Steven B. Kendrick
Tax Commissioner
535 Telfair St. Ste 100
Augusta, GA 30901

INTENT TO FIFA NOTICE



1/7/2017

Tax Due
89.57

MAKE CHECK OR MONEY ORDER PAYABLE TO:
Richmond County Tax Commissioner

Map: 046-4-100-00-0



000670 (1/3)
AUGUSTA DIALYSIS RESEARCH FOUNDATION
114 FULL MOON CT
SAVANNAH GA 31406-8528

Description:
834 FENWICK ST
Location:
834 FENWICK ST

0464100000 2016824569 8957 00000000 20170106 4

Return top portion with payment.

Our records indicate that you owe property taxes as listed below. Pursuant to Georgia Code Section 48-3-3, this is your thirty day notice of our intent to record a fifa on the General Execution Docket of the Clerk of Superior Court. The recording of this fifa lien against you and/or this property will extend to all properties you own. The General Execution Docket is public record and is monitored and reported by the Credit Bureau. All accounts, except accounts protected by bankruptcy laws, will also be turned over to DTS, our service provider for levy and tax sale proceedings, once the fifa has been recorded.

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To insure that your remittance is posted to the appropriate bill, please make your check payable to "Richmond County Tax Commissioner's Office" and write the tax year and bill number on your check.

NOTICE: Taxes for other years may be outstanding on this property.

Tax Year	Bill No	Due Date	Tax	Interest	Penalty	Other Fees	Paid Amt	Current Due
2016	824569	42689	80.52	1.00	8.05	0.00	0.00	89.57

Map: 046-4-100-00-0

Tax Due: 89.57

***** INTENT TO FIFA NOTICE *****



**Finance Committee Meeting
2/28/2017 1:15 PM
Garden City Rescue Mission**

Department: Clerk of Commission

Presenter:

Caption: Consider a request from Mr. Patrick Feistel of the Garden City Rescue Mission for an abatement of taxes for the tax year 2016.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



Finance Committee Meeting Commission Chamber - 2/14/2017

ATTENDANCE:

Present: Hons. Frantom, Chairman; Sias, Vice Chairman; Hasan, member.

Absent: Hon. Hardie Davis, Jr., Mayor; Guilfoyle, member.

FINANCE

1. Award Dawson & Taylor as Commercial Property Insurance Broker with annual quote. (RFP 17-124) **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Ben Hasan	Commissioner Sammie Sias	Passes

2. Request to approve submittal of funding proposal for Federal Transit Administration (FTA) Section 5310 Enhanced Mobility for Seniors and Disabled Persons to the Georgia Department of Human Services and Central Savannah River Area – Agency on Aging. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Ben Hasan	Commissioner Sammie Sias	Passes

3. Approve award of a \$51,448.50 contract to Landmark Preservation, LLC, for the rehabilitation project at the Meadow Garden House Museum. (RFP 17-132) **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Ben Hasan	Commissioner Sammie Sias	Passes

4. Motion to approve the minutes of the Finance Committee held on January 31, 2017. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Ben Hasan	Commissioner Sammie Sias	Passes

5. Approve Excess Workers' Compensation Insurance with Safety National – Incumbent With Statutory limits and a \$1,000,000 Self Insured Retention (SIR – otherwise known as the deductible) to cover all positions for a premium of \$304,882. **Item Action:**
Approved

Motions

Motion Type	Motion Text	Made By	Seconded By	Motion Result
Approve	Motion to approve. Motion Passes 3-0.	Commissioner Ben Hasan	Commissioner Sammie Sias	Passes



**Finance Committee Meeting
2/28/2017 1:15 PM
Minutes**

Department: Clerk of Commission

Presenter:

Caption: Motion to approve the minutes of the Finance Committee held on February 14, 2017.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

STATE OF GEORGIA)
)
RICHMOND COUNTY)

SPLOST 7 CONTRACTOR AGREEMENT
MODERNIZATION JAMES BROWN ARENA PROJECT

This AGREEMENT made and entered into this ____ day of _____, 2017, between Augusta, Georgia, acting by and through the Augusta-Richmond County Commission, a political subdivision of the State of Georgia (hereinafter referred to as “Augusta” or “County”), and the Augusta Richmond County Coliseum Authority, a public body corporate and politic of the State of Georgia, (hereinafter referred to as the “AUTHORITY”;

WITNESSETH:

WHEREAS, the voters of Augusta, Georgia, on November 3, 2015, approved the imposition of the Special Purpose County One Percent Sales and Use Tax (“SPLOST 7”), and designated the use of the proceeds of said tax for certain capital outlay projects, as defined on O.C.G.A. 48-8-111(a), and further approved a project priority payment order in an Intergovernmental Agreement entered into by and between Augusta, Georgia, and the municipalities of Hephzibah and Blythe;

WHEREAS, the Augusta-Richmond County Commission approved SPLOST funding for certain recreational, historical and cultural improvement capital outlay projects to be implemented through various outside agencies as provided in guidelines adopted by Augusta;

WHEREAS, the Augusta-Richmond County Commission desires to contract with the above named AUTHORITY to construct the capital outlay project identified herein as the Modernization James Brown Arena Project (hereinafter referred to as “Project”), which was a part of the approved capital outlay projects for public facilities, referenced in the above-described Intergovernmental Agreement;

WHEREAS the proceeds of said tax in the amount of \$1,500,000.00 are now available for use by the AUTHORITY, according to the disbursement schedule adopted in said Intergovernmental Agreement;

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements between the parties, it is agreed as follows:

SECTION 1- APPROPRIATION AND USE OF FUNDS

1.1 The County agrees to appropriate the sum of \$6,000,000.00 to the AUTHORITY for the purpose of constructing the Project, payable as follows:

\$1,500,000.00 at the execution of this Agreement.

The balance of the sum is anticipated to be payable as follows:

\$4,500,000.00 prior to the end of 2017.

1.2. The AUTHORITY agrees to use such funds that it may receive, pursuant to this Agreement, solely and exclusively for the construction of the above described Project; said Project, including the Project Budget, is more specifically described at "Exhibit A," attached hereto and incorporated herein.

1.3 Said disbursement to the AUTHORITY is an authorized use of said proceeds, under O.C.G.A. Section 48-8-111(E), as said use benefits a "public facility, cultural facility, recreational facility, or historical facility or a combination of such purposes;" and this Agreement is entered into on behalf of Augusta, Georgia and the AUTHORITY, to recognize and acknowledge that Augusta will have fully funded its SPLOST 7 project obligation to the AUTHORITY by payment of \$6,000,000.00 in full made at the time this contract is entered into or by funds to be collected and held by Augusta and encumbered for installment payments.

SECTION 2 - RESPONSIBILITIES AND OBLIGATIONS OF AUTHORITY

2.1 In consideration of the disbursement of said funds, the AUTHORITY shall observe all conditions that the law and/or this Agreement imposes on the use of said funds, which shall include, but not be limited to, the following:

2.2 The AUTHORITY shall use said proceeds in connection with a capital outlay project known as the Modernized James Brown Arena Project. Said real estate and improvements are more particularly described at Exhibit A-1, which is attached hereto and made a part hereof.

2.3 The AUTHORITY, covenants not to use said monies as part of its maintenance and operation budget.

2.4 The AUTHORITY will set up any and all banking accounts necessary or convenient to segregate the account containing said SPLOST money from its other accounts. The AUTHORITY shall make quarterly reports of expenditures regarding this project commencing with the end of the first quarter of 2017 to wit: March 31, 2017 and quarterly thereafter until the end of the quarter in which the project is deemed completed as determined by the Augusta Finance Department. The initial report is due ten (10) business days next following the end of each said quarter. Said reports shall be delivered to Augusta Finance Department, 535 Telfair Street, Suite 800, Augusta, Georgia 30901 to the attention of Ms. Donna Williams, Finance Director for Augusta, Georgia, or her designee, Mr. Tim Schroer, Deputy Finance Director.

2.5 The AUTHORITY shall keep any funds that it receives from the County in a separate account. The AUTHORITY shall maintain a record of each and every expense, in compliance with the generally accepted accounting principles, for which the proceeds of the tax are used. The AUTHORITY shall submit quarterly accounting reports to the County for all funds that the AUTHORITY receives from the County. Said accounting reports shall set forth the amounts expended on the Project during the term of this contract, which shall include any amount

expended on such Project in that current year, and the estimated percentage of said Project's completion. (See Exhibit A).

2.6 The AUTHORITY accepts the following conditions for disbursement of said funds:

A. The AUTHORITY must allow said facility to be used by the public for both the staging of events and attendance. This section shall not preclude the AUTHORITY from charging reasonable and ordinary fees for any event held at said facility.

B. Prior to receipt of said monies, the AUTHORITY shall furnish Augusta with a budget, scope of work and the projected time for completion of the work of said improvements, for which purpose the money is appropriated (See Exhibit A) which is accepted by the County.

2.7 The AUTHORITY shall utilize a procurement/purchasing policy reasonably acceptable to Augusta or comply with the purchasing policies of Augusta-Richmond County regarding the advertising for bids, the securing of bids, and payment, performance bonds, and contracting. Payments to any sub-contractor employed by the AUTHORITY shall be made directly by the AUTHORITY, subject to County's audit and approval. If the total project costs exceed the amount funded by the County, the AUTHORITY shall provide proof of other funding sources. Payments by the AUTHORITY to sub-contractors shall be made only upon presentation of verified invoices.

2.8 The AUTHORITY will maintain the following insurance during the performance of the Contract:

A. Comprehensive General Liability Insurance shall be maintained in force at all times and shall include the following coverages: Products/Completed Operations and Automobile Liability Insurance in the combined single limits of \$1,000,000. This coverage shall be intended to apply as primary and shall not be affected by any insurance that the certificate holder may carry in its

own name. The AUTHORITY shall maintain Worker's Compensation and Employer's Liability Insurance for the benefit of its workers. The above requirements shall also apply to the AUTHORITY'S contractors and sub-contractors who are engaged in the Project.

B. Prior to the commencement of work, the AUTHORITY will provide the Augusta-Richmond County Commission with a certificate of insurance, which evidences the above coverage and shows the Augusta-Richmond County Commission as an "additional insured."

SECTION 3 - RESPONSIBILITIES AND OBLIGATIONS OF THE COUNTY

3.1 Augusta enters this contract to improve the quality of life of its citizens by improvement and renovation of public recreational and historical facilities under the jurisdiction of the AUTHORITY. Augusta shall have the right, by and through this contract, for not less than 50 years of public use and availability of the facility that is the subject of this contract.

3.2 The County and any auditors employed by Augusta shall have the right to verify and audit the expenditures of the AUTHORITY and the Project, sufficient to determine that the monies are being appropriately spent for the Project, in accordance with Georgia laws that govern the expenditures of Special Purpose Local Option Sales Tax monies. Official representatives of the County may inspect the official records of the AUTHORITY, which relate to this project, at reasonable times and upon reasonable notice to the AUTHORITY. The County shall also have the right to inspect the Project at any reasonable time for any purpose related to the performance of any contract awarded, or to be bid upon or awarded, by the AUTHORITY for this Project.

SECTION 4 – OBLIGATIONS OF THE AUTHORITY AND COUNTY

4.1 Each of the parties hereto warrants and represents to the other that it will comply with all the requirements of the laws of the State of Georgia.

4.2 After approval of this contract, all contracts between the AUTHORITY and any sub-contractor, at the request of Augusta, shall be submitted to the County Administrator for administrative review. If any irregularity or illegality appears, the Administrator may submit any such questions to the Augusta-Richmond County Commission. The decision to review or not review any such contracts shall not absolve the AUTHORITY from any liability and the AUTHORITY shall hold Augusta harmless for any irregularity or illegality in connection with such contracts.

4.3 This Agreement constitutes the entire agreement between the parties as to the matters described herein and may not be amended except by a written instrument, signed by each party's duly authorized officers.

4.4 Breach of contract with respect to any of the terms of this Agreement, or with respect to the use of funds, shall terminate the County's obligations under this Agreement; shall terminate the County's obligation for the payment of any future funds; and shall entitle the Parties to all remedies provided by law.

IN WITNESS WHEREOF, the County and AUTHORITY have caused these presents to be executed by their respective, duly authorized officials, on the date entered above.

AUGUSTA-RICHMOND COUNTY COMMISSION

By: _____
Mayor

ATTEST:

By: _____
Clerk of Commission

Seal

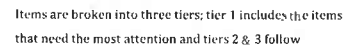
AUTHORITY:

Augusta Richmond County Coliseum Authority

By: Cedric Johnson
As its Chair

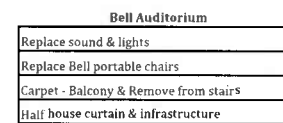
ATTEST:

Brian Gore
As its Assistant Secretary



	Tier 1	Tier 2	Tier 3
\$120,000	\$120,000		
\$40,000	\$40,000		
\$135,000	\$135,000		
\$39,000	\$39,000		
\$6,000	\$6,000		
\$30,000	\$30,000		
\$40,000	\$40,000		
\$50,000	\$50,000		
\$150,000	\$150,000		
\$54,000	\$54,000		
\$67,000	\$67,000		

Total	\$731,000	
		<u>\$731,000</u>



	Tier 1	Tier 2	Tier 3
\$500,000	\$500,000		
\$200,000	\$200,000		
\$65,000	\$65,000		
\$5,000	\$5,000		

Total	\$770,000	
		\$770,000

<u>2016 SPLOST FUNDS</u>	<u>JBA</u>	<u>\$731,000</u>
	<u>BELL</u>	<u>\$770,000</u>
	<u>TOTAL</u>	<u>\$1,501,000</u>

EXHIBIT A



**Finance Committee Meeting
2/28/2017 1:15 PM
SPLOST 7 agreement with Augusta Coliseum Authority**

Department: Finance

Presenter: Timothy Schroer

Caption: Approve agreement with Augusta Coliseum Authority for funding as authorized in SPLOST phase 7.

Background: Project funding in the amount of \$6,000,000 for the Augusta Coliseum Authority was approved in the SPLOST 7 referendum. The Augusta Coliseum Authority project is for facility renovations, improvements and or facility replacement

Analysis: Funding for the project will be provided per the following schedule that was approved by the commission on February 16, 2016: \$1,500,000 – December 2016 \$4,500,000 - December 2017 Disbursement of funds is subject to collections and will be made in accordance with the attached agreement upon approval by the governing body.

Financial Impact: Funding is authorized in SPLOST 7

Alternatives: n/a

Recommendation: approve agreement

Funds are Available in the Following Accounts: 329-06-4310/5721110 216067102/5721110

REVIEWED AND APPROVED BY:

**Finance.
Law.
Administrator.**

Clerk of Commission
