



ADMINISTRATIVE SERVICES COMMITTEE MEETING AGENDA

Commission Chamber
Tuesday, March 12, 2024
1:20 PM

ADMINISTRATIVE SERVICES

- 1.** Motion to approve Housing and Community Development Department's (HCD's) request to provide HOME Partnership Investment Program (HOME) Funding to Vetted Investments and Acquisition to develop new construction of four (4) affordable single family units on Lyman Street.
- 2.** Motion to approve utilizing the state contract (#SWC 99999-SPD-ES40199373-002) for the purchase of one Ford F250, at a total cost of \$55,768 from Allan Vigil Ford for the Richmond County Sheriff's Office.
- 3.** Approve the transfer of funds from E911 fund balance to E911 Capital balance in the amount of \$231,418 for the emergency replacement of the power generator at E911 Emergency Services Department by Georgia Power.
- 4.** Motion to approve Design Concept Plan for Newman Tennis Center – Phase I, and continue with the Preliminary and Final Design Process. Concept Plans created by Project Manager – ISM. (Referred from March 5 Commission Meeting)
- 5.** Motion to accept the FY24 GCIP Grant award for Communications Internship. The ACCG Civic Affairs Foundation provides the Summer 2024 Georgia County Internship Program (GCIP) funding in the amount of \$3,259.50.
- 6.** Motion to approve the minutes of the Administrative Services Committee held on February 13, 2024.



Administrative Services Committee Meeting

Meeting Date: 03/12/2024

HCD_ Vetted Investments & Acquisition HOME Agreement

Department:	HCD
Presenter:	Hawthorne Welcher, Jr. and/or HCD Staff
Caption:	Motion to approve Housing and Community Development Department's (HCD's) request to provide HOME Partnership Investment Program (HOME) Funding to Vetted Investments and Acquisition to develop new construction of four (4) affordable single family units on Lyman Street.
Background:	<p>Housing and Community Development and Vetted Investments & Acquisition have worked together to build five Veteran single family units on Cedar Street. Vetted Investments have proposed to construct four single family units on Lyman Street. The units will be geared toward the new initiative T.E.A.C.H. which stands for Tenured Educators Affordable Community Housing. This initiative is a multi-phased infill development that will provide access to homeownership opportunities to educators and employees of Richmond County Board of Education (RCBOE) that are within the required income limits for the HOME Investment Partnership Program. HCD along with Vetted Investments & Acquisition has agreed to partner to fund 50/50 on the development of four units on Lyman Street. This is another initiative to Resurging South Augusta. HCD is requesting to provide HOME funds to assist in construction of these four units. HCD will provide 50% of total development cost and a 16% developer's fee to construct the four units.</p> <p>Vetted Investments is requesting:</p> <ul style="list-style-type: none"> • <u>2533 Lyman Street</u>, Augusta, GA 30906: Total Construction Cost: \$168,413.00 Total Request \$84,207.00 • <u>2537 Lyman Street</u>, Augusta, GA 30906: Total Construction Cost:\$168,413.00 Total Request \$84,207.00 • <u>2558 Lyman Street</u>, Augusta, GA 30906: Total Construction Cost: \$168,413.00 Total Request \$84,207.00 • <u>2567 Lyman Street</u>, Augusta, GA 30906: Total Construction Cost:\$168,413.00 Total Request: \$84, 207.00

The funding request is to assist with the cost associated with the construction of four (4) affordable single family units.

Item 1.

Analysis:

Approval of the contract will allow the partnership to construct four (4) single family units in the Lyman/Dover Community on Lyman Street area to aid in the fight of blight.

Financial Impact:

HCD will utilize Home Investment Partnership (HOME) received through its annual allocation from Housing and Urban Development in the amount of \$336,828.00 to assist in the construction of four (4) single family affordable housing units.

Alternatives:

Do not approve HCD's Request.

Recommendation:

Motion to approve Housing and Community Development Department's (HCD's) request to provide HOME Partnership Investment Program (HOME) Funding to Vetted Investments and Acquisition to develop new construction of four (4) affordable single family units on Lyman Street.

Funds are available in the following accounts:

Housing and Urban Development (HUD) Funds: HOME Investment Partnership Grant (HOME) funds.

HOME Funds: 22107 3212

**REVIEWED AND
APPROVED BY:**

Procurement
Finance
Law
Administrator
Clerk of Commission

CONTRACT

Between

AUGUSTA, GEORGIA

And

VETTED INVESTMENTS & ACQUISITION**In Partnership with****WARRICK DUNN COMMUNITIES**

In the amount of

\$ 84,207.00**Eighty-Four Thousand Two Hundred Seven Dollars & 00/100**For Fiscal Year **2022**

Providing Funding From

HOME INVESTMENT PARTNERSHIPS PROGRAM***“2533 Lyman Street– Single Family”***

THIS AGREEMENT (“*Contract*”), is made and entered into as of the ____ day of ____, 2024 (“*the effective date*”) by and between Augusta, Georgia, a political subdivision of the State of Georgia, acting through the Housing and Community Development Department (hereinafter referred to as “*HCD*”) – with principal offices at 510 Fenwick , Augusta, Georgia 30901, as party of the first part (hereinafter called “*Augusta*”), and Vetted Investments & Acquisition, a developer, organized pursuant to the Laws of the State of Georgia (hereinafter called “*Vetted Investments*”) as party in the second part.

WITNESSETH

WHEREAS, Augusta is qualified by the U.S. Department of Housing and Urban Development (hereafter called HUD) as a HOME Program Participating Jurisdiction, and Augusta has received HOME Investment Partnerships Act (hereinafter called HOME or the HOME Program) funds from HUD for the purpose of providing and retaining affordable housing for eligible families; as defined by HUD; and

WHEREAS, Vetted Investments & Acquisition will be involved in HOME eligible activities; and

WHEREAS, Augusta wishes to increase homeownership opportunities and preserve and increase the supply of affordable housing for HOME Program eligible low and moderate income families through

eligible uses of its HOME Program grant funds, as described in the Augusta-Richmond County Consolidated Plan 2020-2024; and the Year 2024 Annual Action Plan; and

WHEREAS, Augusta wishes to enter into a contractual agreement with Vetted Investments & Acquisition for the administration of HOME eligible affordable housing development activities; and

WHEREAS, this activity has been determined to be an eligible HOME activity according to 24 CFR 92.504(c)(13), and will meet one or more of the national objectives and criteria outlined in Title 24 Code of Federal Regulations, Part 92 of the Housing and Urban Development Regulations.

WHEREAS, Vetted Investments & Acquisition has agreed to provide services funded through this contract free from political activities, religious influences, or requirements; and

WHEREAS, Vetted Investments & Acquisition has been selected and approved to partner with Capital Rise, LLC as development partners to assist in the development of the Lyman Street area.

WHEREAS, Vetted Investments & Acquisition has agreed to match HOME funds 50% of total construction cost in form of reimbursement.

WHEREAS, Vetted Investments & Acquisition has requested, and Augusta has approved a total of \$ 84,207.00 in HOME funds to perform eligible activities as described in Article I below;

NOW, THEREFORE, the parties of this agreement for the consideration set forth below, do here and now agree to the following terms and conditions:

ARTICLE I. SCOPE OF SERVICES

A. Scope of Services

a. Project Description

Vetted Investments & Acquisition agrees to utilize approved HOME funds to support project related costs associated with property located at 2533 Lyman Street, one (1) single family unit to be construct and sold to an eligible low-income buyer. This project is an affordable housing effort which involves development and construction. Under this agreement:

- i. Perform new construction services for a single family unit.*

- ii. *Will participate in bi-weekly construction meetings.*
- iii. *Perform all required and requested marketing and advertising activities; in accordance with “Fair Housing” regulations*
- iv. *Perform all construction management and project oversight in accordance with all laws, ordinances and regulations of Augusta*
- v. *All projects are to possess the following components:*
 - 1. Evidence of Site Control
 - 2. At the time of sales, evidence that a qualified homebuyer has been identified, received, and completed a comprehensive home buying education course(s) and pre-purchase housing counseling program, prior to the completion of the assigned home.
 - 3. If at the time of construction, there is no approved homebuyer, VETTED INVESTMENTS must utilize the services of a licensed Realtor to market and sale the unit.

B. Use of Funds

HOME Program funds shall be used by Vetted Investments & Acquisition for the purposes and objectives stated in Article I, Scope of Services, and Exhibit “A” of this Agreement. The use of HOME funds for any other purpose(s) is not permitted. The following summarizes the proposed uses of funds under this agreement:

a. Construction Costs

An amount not to exceed \$ **84,207.00** in a HOME funds shall be expended by Vetted Investments & Acquisition from Year 2020 HOME Program funds for construction costs related to the development of one (1)) single family unit at 2533 Lyman Street in the Lyma/Dover Community. The design and specifications must be approved by HCD prior to construction (Exhibit A). Funds will be used to assist with the cost of all construction related fees.

The address for this project is:

- i. 2533 Lyman Street, Augusta, Georgia 30901

Initial: _____

C. Program Location and Specific Goals to be Achieved

Vetted Investments shall conduct project development activities and related services in its project area that incorporates the following boundaries: Deansbridge Road. on the West; Lumpkin Road on the East; Dover Street on the South; and Peach Orchard on the North and its designated geographic boundaries approved by AHCD.

D. Project Eligibility Determination

It has been determined that the use of HOME Program funds by Vetted Investments & Acquisition will be in compliance with 24 CFR Part 92. The project has been underwritten and reviewed in accordance with underwriting standards and criteria of Augusta and the amount of subsidy provided is appropriate. Notwithstanding any other provisions of this contract, Vetted Investments & Acquisition shall provide activities and services as described in the description of the project, including use of funds, its goals and objectives, tasks to be performed and a detailed schedule for completing the tasks for this project as provided in Exhibit A of this contract.

ARTICLE II. BUDGET AND METHOD OF PAYMENT

Vetted Investments & Acquisition will be compensated in accordance with Article II, Budget and Method of Payment, that specifically identifies the use of HOME funds and any other project funding as represented in Article II. C. 2 of this Agreement. Vetted Investments & Acquisition will carry out this project with implementation oversight provided by HCD. Vetted Investments & Acquisition agrees to perform the required services under the general coordination of HCD. In addition, and upon approval by Augusta, Vetted Investments & Acquisition, may engage the services of outside professional services, consultants, and contractors to help carry out the program and project.

A. Funds

Augusta shall designate and make HOME Program funds available in the following manner: **\$84,207.00** HOME funds under this agreement for project expenses incurred as outlined in ARTICLE I, Scope of Services, subject to Vetted Investments & Acquisition compliance with all terms and conditions of this agreement and the procedures for documenting expenses and activities as set forth in ARTICLE V.

- a. The method of payment shall be on a performance reimbursement basis. The Reimbursement Form (AIA Form) is located in Appendix B. For invoicing, Vetted Investments & Acquisition will include documentation showing proof of payment in

the form of a cancelled check attached with its respective invoice and completed reimbursement form that includes amount requested, amount remaining and specific line-item names that relate to the contract budget found in Appendix A. Must also submit lien waivers for vendors and sub-contractors as specified in the Work Write-Up.

- b. HCD will monitor the progress of the project and Vetted Investments & Acquisition performance on a weekly basis with regards to the production and overall effectiveness of the project.
- c. Vetted Investments & Acquisition and contractor will participate in bi-weekly construction meetings as set by HCD.
- d. Upon the termination of this agreement, any unused or residual funds remaining shall revert to Augusta and shall be due and payable on such date of the termination and shall be paid no later than thirty (30) days thereafter.
- e. Funds may not be transferred from line item to line item in the project budget without prior written approval of Augusta thru HCD.
- f. The use of funds described in this agreement is subject to the written approval of the U. S. Department of Housing and Urban Development.
- g. This Agreement is based upon the availability of HOME Program funds. Funds may be requested on a n as needed basis but not more than once a week.

Initial: _____

B. Project Financing

HCD will fund fifty percent (50%) of the total construction costs of this single project and seeks to provide Vetted Investments & Acquisition with the necessary Agreement.

Augusta Housing and Community Development will fund VETTED INVESTMENTS fifty percent (50%) of construction on four units (2533 Lyman Street, 2535 Miller Street, 2537 Lyman and 2539 Lyman Street). As VETTED INVESTMENTS agrees to work in sole partnership with HCD in the development of units.

The Augusta Housing and Community Development Department (AHCD) and WD Communities will fund no more than \$ **84,207.00** of the total development costs of a single project, and seeks to provide potential homebuyer with the necessary HOME funding upon receipt of the preliminary closing documents.

Initial: _____

C. Timetable for Completion of Project Activities

Vetted Investments & Acquisition shall obligate the designated funding within five months of the date of execution of this Agreement. Based on the budget outlined in D below, Vetted Investments & Acquisition will provide a detailed outline of critical project milestones and projected expenditures during the development project as Exhibit B. These documents will become an official part of the contractual agreement and provide the basis for overall project performance measurements.

a. Liquidated Damages

- i. *Vetted Investments & Acquisition shall complete this project no later than 150 Days from the effective date of the Notice To Proceed, unless otherwise approved by Director of HCD. The penalty for non-completion is \$50 a day for every day over the stated deadline.*

Initial: _____

D. Project Budget: Limitations

1. Vetted Investments & Acquisition shall be paid a total consideration of no more than \$ **84,207.00** for full performance of the services specified under this Agreement. Any cost above this amount shall be the sole responsibility of Vetted Investments & Acquisition. It is also understood by both parties to this contract that the funding provided under this contract for this specific project shall be the only funds provided by Augusta- unless otherwise agreed to by Augusta and Vetted Investments & Acquisition.

2. Vetted Investments & Acquisition shall adhere to the following budget in the performance of this contract:

Construction	\$ 84,207.00
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TOTAL HOME PROJECT COST:	\$ 84,207.00
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Initial: _____

ARTICLE III. RESALE/RECAPTURE PROVISIONS [24 CFR 92.254(5)]

The Resale/Recapture Provisions in this Article III shall ensure compliance with the HOME Program “Period of Affordability” requirements pursuant to 24 CFR 92.254(a)(4). 24 CFR 92.254 required that

Augusta, its subrecipients, and CHDOs follow certain resale/recapture restrictions regarding its HOME-funded homebuyer program. Each property sold to a homebuyer will remain affordable for the duration of the affordability period or Augusta will use the recapture option.

If the eligible homebuyer (who received down payment assistance [HOME Program] or other development subsidy funds from Augusta) sells their property, then HCD shall capture the HOME funds which will ensure that the recaptured HOME Program funds are reinvested in other affordable housing in Augusta for low and moderate-income persons. This shall be accomplished through deed restrictions, property liens, and contractual obligations, as described in Article I.B of this Agreement.

ARTICLE IV. TERM OF CONTRACT

The term of this Agreement shall commence on the date when this agreement is executed by Augusta and Vetter Investments & Acquisition (whichever date is later) and shall end at the completion of all program activities, within the time specified in Article II. C, or in accordance with Article X: Suspension and Termination.

ARTICLE V: DOCUMENTATION AND PAYMENT

- A. This is a pay-for-performance contract and in no event shall Augusta provide advance funding to Vetter Investments & Acquisition or any contractor/subcontractor hereunder. All payments to Vetter Investments & Acquisition by Augusta will be made on a per performance request through the AIA Document.
- B. Vetter Investments & Acquisition shall maintain a separate account and accounting process for HOME funding sources.
- C. Vetter Investments & Acquisition shall not use these funds for any purpose other than the purpose set forth in this Agreement.
- D. Subject to Vetter Investments & Acquisition compliance with the provisions of this Agreement, Augusta agrees to reimburse all budgeted costs allowable under federal, state, and local guidelines.
- E. All purchases of capital equipment, goods and services shall comply with the procurement procedures of OMB Circular A-110 "Uniform Administrative Requirements for Grant Agreements with Institutions of Higher Education, Hospitals and other Non-Profit Organizations" as well as the procurement policy of Augusta.
- F. Requests by Vetter Investments & Acquisition for payment shall be accompanied by proper documentation and shall be submitted to HCD, transmitted by a cover memo, for approval no

later than their (30) calendar days after the last date covered by the request. For purposes of this section, proper documentation includes: "Reimbursement Request Form" supplied by HCD, copies of invoices, receipts, other evidence of indebtedness, budget itemization and description of specific activities undertaken. Invoices shall not be honored if received by HCD later than sixty (60) calendar days after expiration date of Agreement. The reimbursement request form is in Appendix B.

- G. Vetted Investments & Acquisition shall maintain an adequate financial system and internal fiscal controls.
- H. Unexpended funds shall be retained by Augusta. Upon written request, Augusta may consider the reallocation of unexpended funds to eligible projects proposed by Vetted Investments & Acquisition.

Initial: _____

ARTICLE VIII ADMINISTRATIVE REQUIREMENTS

A. Conflict of Interest

Vetted Investments & Acquisition agrees to comply with the conflict-of-interest provisions contained in 24 CFR 92.356 (f) as appropriate.

This conflict-of-interest provision applies to any person who is an employee, agent, consultant, officer, or elected official or appointed official of Vetted Investments & Acquisition. No person described above who exercises, may exercise or has exercised any functions or responsibilities with respect to the HOME activities supported under this contract; or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain any financial interest or benefit from the activities, or have a financial interest in any contract, sub-contract, or agreement with respect to the contract activities, either for themselves or those with whom they have business or family ties, during their tenure or for one year thereafter. For the purpose of this provision, "family ties", as defined in the above cited volume and provisions of the Code of Federal Regulations, include those related as Spouse, Father, Mother, Father-in-law, Mother-in-law, Step-parent, Children, Step-children, Brother, Sister, Brother-in-law, Sister-in-law, Grandparent, Grandchildren of the individual holding any interest in the subject matter of this Contract. The Vetted Investments & Acquisition in the persons of Directors, Officers, Employees, Staff, Volunteers and Associates such as Contractors, Sub-contractors and Consultants shall sign and submit a Conflict-of-Interest Affidavit. (Affidavit form attached as part in parcel to this Contract.

- B. Augusta may, from time to time, request changes to the scope of this contract and obligations to be performed hereunder by The Vetted Investments & Acquisition. In such instances, Vetted Investments & Acquisition shall consult with HCD/Augusta on any changes that will result in substantive changes to this Contract. All such changes shall be made via written amendments to this Contract and shall be approved by the governing bodies of both Augusta and Vetted Investments & Acquisition.

- C. Statutes, regulations, guidelines, and forms referenced throughout this Contract are listed in Appendix A and are attached and included as part in parcel to this Contract.

ARTICLE IX. OTHER REQUIREMENTS

A. Fair Housing

Vetted Investments & Acquisition agrees that it will conduct and administer HOME activities in conformity with Pub. L. 88-352, "Title VI of the Civil Rights Act of 1964", and with Pub. L. 90-284 "Fair Housing Act", and that it will affirmatively further fair housing. One suggested activity is to use the fair housing symbol and language in Vetted Investments & Acquisition publications and/or advertisements. (24 CFR 570.601).

Non-Discrimination and Accessibility

Vetted Investments & Acquisition agrees to comply with 24 CFR Part I, which provides that no person shall be excluded from participation in this project on the grounds of race, color, national origin, or sex; or be subject to discrimination under any program or activity funded in whole or in part with federal funds made available pursuant to the Act. Reasonable accommodations will be offered to all disabled persons who request accommodations due to disability at any time during the application, resident selection and rent up process.

Enforcement Provisions

1. HCD will conduct yearly on-site inspections of assisted units to verify they are maintained in standard condition and meet applicable housing quality standards to include ongoing maintenance requirements.
2. Breach of Agreement or default: Breach occurs when a party to a contract fails to fulfill his or her obligation as described in the contract or communicates an intent to fail the obligation or otherwise appears not to be able to perform his or her obligation under the contract. Any obligations by either party not being upheld by said agreement will constitute as noncompliance and result in termination of agreement. HCD will notify Vetted Investments & Acquisition if the agreement is in default or has been breached in any manner.
3. Repayment of HOME Funds: If property does not comply with 24 CFR 92.252 funding will be paid back with nonfederal funds.

D. Labor Standards

1. General: Vetted Investments & Acquisition agrees that in instances in which there is construction work over \$2,000 financed in whole or in part with HOME funds under this Contract, Vetted Investments & Acquisition will adhere to the Davis-Bacon Act (40 USC 276), as amended, which requires all laborers and mechanics working on the project to be paid not less than prevailing wage-rates as determined by the Secretary of Labor. By reason of the foregoing requirement, the Contract Work Hours and Safety Standards Act (40 USC 327 et seq.) also applies. These requirements apply to the rehabilitation of residential property only if such property contains eight or more units. (24 CFR 92.354)
2. Labor Matters: No person employed in the work covered by this contract shall be discharged or in any way discriminated against because he or she has filed any complaint or instituted or caused to be instituted any proceeding or has testified or is about to testify

in any proceeding under or relating to the labor standards applicable hereunder to his or her employer. (24 CFR 92.354)

E. Environmental Standards

Vetted Investments & Acquisition agrees that in accordance with the National Environmental Policy Act of 1969 and 24 CFR part 58, it will cooperate with Augusta/HCD in complying with the Act and regulations, and that no activities will be undertaken until notified by Augusta/HCD that the activity is following the Act and regulations. Prior to beginning any project development activity, an environmental review must be conducted by the Augusta-Richmond County Planning Department pursuant to (24 CFR 92.352).

F. Flood Insurance

Consistent with the Flood Disaster Protection Act of 1973 (42 USC 4001-4128), Vetted Investments & Acquisition agrees that HOME funds shall not be expended for acquisition or construction in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards (representing the 100-year floodplain). Exceptions will be made if the community is participating in the National Flood Insurance Program or less than a year has passed since FEMA notification and flood insurance has been obtained in accordance with section 102(a) of the Flood Disaster Protection Act of 1973.

G. Displacement and Relocation

Vetted Investments & Acquisition agrees to take all reasonable steps to minimize displacement of persons as a result of HOME assisted activities. Any such activities assisted with HOME funds will be conducted in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) and the Housing and Community Development Act of 1974 (24 CFR 92.353).

H. Non-Discrimination in Employment

Vetted Investments & Acquisition agrees to comply with Executive Order 11246 and 12086 and the regulations issued pursuant thereto (41 CFR 60) which provides that no person shall be discriminated against on the basis of race, color, religion, sex or national origin. Vetted Investments & Acquisition will in all solicitations or advertisements for employees placed by or on behalf of Vetted Investments & Acquisition; state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin or familial status.

I. Employment and Business Opportunities

Vetted Investments & Acquisition agrees that low- and moderate-income persons residing within Augusta-Richmond County; and that contracts for work in connection with the project be awarded to eligible business concerns which are located in or owned in substantial part by persons residing in Augusta-Richmond County - (24 CFR 570.697).

J. Lead-Based Paint

In accordance with Section 92.355 of the HOME Regulations and Section 570.608 of the CDBG Regulations, Vetted Investments & Acquisition agrees to comply with the Lead Based Paint Poisoning Prevention Act pursuant to prohibition against the use of lead-based paint in residential structures and to comply with 24 CFR 570.608 and 24 CFR 35 with regard to notification of the hazards of lead-based paint poisoning and the elimination of lead-based paint hazards.

K. Debarred, Suspended or Ineligible Contractor

Vetted Investments & Acquisition agrees to comply with 24 CFR 570.609 with regards to the direct or indirect use of any contractor during any period of debarment, suspension, or placement in ineligibility status. No contract will be executed until such time that the debarred, suspended or ineligible contractor has been approved and reinstated by HCD.

L. Drug Free Workplace

In accordance with 24 CFR part 24, subpart F, Vetted Investments & Acquisition agrees to administer a policy to provide a drug-free workplace that is free from illegal use, possession or distribution of drugs or alcohol by its beneficiaries as required by the Drug Free Workplace Act of 1988.

M. Publicity

Any publicity generated by Vetted Investments & Acquisition for the project funded pursuant to this Contract, during the term of this Contract or for one year thereafter, will make reference to the contribution of Augusta-Richmond County in making the project possible. The words "Augusta-Richmond County Department of Housing and Community Development" will be explicitly stated in any and all pieces of publicity; including but not limited to flyers, press releases, posters, brochures, public service announcements, interviews, and newspaper articles.

N. Timely Expenditure of Funds

In accordance with 24 CFR 85.43, if Vetted Investments & Acquisition fails to expend its grant funds in a timely manner, such failure shall constitute a material failure to comply with this Contract and invoke the suspension and termination provisions of ARTICLE X. For purposes of this Contract, timely expenditure of funds means Vetted Investments & Acquisition shall obligate and expend its funds as designated under ARTICLE II. (B).

O. Compliance with Laws and Permits

Vetted Investments & Acquisition shall comply with all applicable laws, ordinances and codes of the federal, state, and local governments and shall commit no trespass on any public or private property in performing any of the work embraced by this contract. Vetted Investments & Acquisition agrees to obtain all necessary permits for intended improvements or activities.

P. Assignment of Contract

Vetted Investments & Acquisition shall not assign any interest in this contract or transfer any interest in the same without the prior written approval of Augusta.

Q. Equal Employment Opportunity

Vetted Investments & Acquisition agrees to comply with the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and implementing regulations at 24 CFR part 146 and the prohibitions against otherwise qualified individuals with handicaps under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and implementing regulations at 24 CFR part 8. For purposes of the emergency shelter grants program, the term dwelling units in 24 CFR part 8 shall include sleeping accommodations.

R. Affirmative Action

Vetted Investments & Acquisition will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or familial status. Vetted Investments & Acquisition will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, or Vetted Investments & Acquisition social status. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or advertising; lay-off or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. Vetted Investments & Acquisition agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by Augusta setting forth the provisions of this nondiscrimination clause. Vetted Investments & Acquisition agrees to make efforts to encourage the use of minority and women-owned business enterprises in connection with HOME supported activities.

S. Affirmative Marketing Plan

Vetted Investments & Acquisition and managing agent shall adopt the affirmative marketing procedures and requirements as specified in the HOME Final Rule 92.351.

T. Religious Influence

Vetted Investments & Acquisition will not discriminate against any employee or applicant for employment on the basis of religion and will not give preference of persons on the basis of religion. Vetted Investments & Acquisition will not discriminate against any person applying for shelter on the basis of religion. Vetted Investments & Acquisition will provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing and exert no religious influence in the provision of shelter and other eligible activities funded by this grant.

U. Indirect Costs

Indirect costs will only be paid if Vetted Investments & Acquisition has indirect cost allocation plan approved by the Department of Housing and Urban Development prior to the execution of this Contract.

V. Travel

If applicable, Vetted Investments & Acquisition shall obtain prior written approval from the Grantee for any travel outside the State of Georgia with funds provided under this contract. All Federal Travel Regulations are applicable (41 CFR Part 301).

W Construction Requirements - SEE APPENDIX C

All housing units [*rehabilitated, reconstructed or newly constructed*] and assisted with HOME Program funds must, before occupancy, meet the Property Standards specified at 25 CFR 92.251 [the HOME Program Regulations]. The Property Standards at 24 CFR 92.251 require that the units receiving HOME Program funds must meet all local codes for new construction. In the absence of local codes, properties must meet the HUD Section 8 Housing Quality Standards [HQS]. All units assisted under this Contract is “new construction” by HOME Program definition and therefore must meet the local building codes for new housing in Augusta-Richmond County, as applicable. All units must meet applicable property standards upon project completion.

ARTICLE X. SUSPENSION AND TERMINATION

- A. In the event Vetted Investments & Acquisition materially fails to comply with any terms of this agreement, including the timely completion of activities as described in the timetable and/or contained in ARTICLE I, Scope of Services, Augusta may withhold cash payments until Vetted Investments & Acquisition cures any breach of the contract. If Vetted Investments & Acquisition fails to cure the breach, Augusta may suspend or terminate the current award of HOME funds for The Pineview project.
- B. Notwithstanding the above, Vetted Investments & Acquisition shall not be relieved of its liability to Augusta for damages sustained as a result of any breach of this contract. In addition, to any other remedies it may have at law or equity, Augusta may withhold any payments to Vetted Investments & Acquisition for the purposes of set off until such time as the exact amount of damages is determined.
- C. In the best interest of the program and to better serve the people in the target areas and fulfill the purposes of the Act, the City of Augusta can terminate this contract if Vetted Investments & Acquisition breach this contract or violate any regulatory rules. The City of Augusta can terminate the contract in 30 days and call the note due.
- D. Notwithstanding any termination or suspension of this Contract, Vetted Investments & Acquisition shall not be relieved of any duties or obligations imposed on it under ARTICLES V, VI, VII, VIII, IX, XI, and XII of this agreement with respect to HOME funds previously disbursed or income derived therefrom.

ARTICLE XI. NOTICES

Whenever either party desires to give notice unto the other, such notice must be in writing, sent by certified United States mail, return receipt requested, addressed to the party for whom it is intended, at the place last specified, and the place for giving of notice shall remain such until it shall have been changed by written notice.

Augusta will receive all notice at the address indicated below:

Office of the Administrator

Municipal Building
535 Telfair Street
Augusta, GA 30911

With copies to:

Augusta Housing and Community Development Department
510 Fenwick Street
Augusta, GA 30901

Vetted Investments & Acquisition will receive all notices at the address indicated below:

Vetted Investments & Acquisition
2333 Woodsman Drive
Augusta, Georgia 30906

ARTICLE XII. INDEMNIFICATION

Vetted Investments & Acquisition will at all times hereafter indemnify and hold harmless Augusta, its officers, agents and employees, against any and all claims, losses, liabilities, or expenditures of any kind, including court costs, attorney fees and expenses, accruing or resulting from any or all suits or damages of any kind resulting from injuries or damages sustained by any person or persons, corporation or property, by virtue of the performance of this Contract. By execution of this agreement, Vetted Investments & Acquisition specifically consents to jurisdiction and venue in the Superior Court of Richmond County, Georgia and waives any right to contest jurisdiction or venue in said Court.

Should it become necessary to determine the meaning or otherwise interpret any work, phrase or provision of this Contract, or should the terms of this Contract in any way be the subject of litigation in any court of laws or equity. It is agreed that the laws of the State of Georgia shall exclusively control same.

The parties hereto do agree to bind themselves, their heirs, executors, administrators, trustees, successors, and assigns, all jointly and severally under the terms of this Contract.

ARTICLE XIII. INSURANCE AND BONDING

Vetted Investments & Acquisition shall acquire adequate insurance coverage to protect all contract assets from loss or damage resulting from theft, fraud or physical damage. All policies and amounts of coverage shall be subject to approval by Augusta. Additionally, Vetted Investments & Acquisition shall procure and provide for approval by Augusta a blanket fidelity bond in the amount of at least \$100,000.00 covering all personnel of Vetted Investments & Acquisition handling or charged with the responsibility for handling funds and property pursuant to this contract. VETTED INVESTMENTS shall procure and provide, for approval by Augusta, comprehensive general liability insurance in the amount of at least \$1,000,000.00 insuring the Grantee and adding as named insured the City of Augusta, the Mayor, Commissioners, and Augusta's officers, agents, members, employees, and successors.

Additionally, Vetted Investments & Acquisition shall procure officers and directors liability insurance under policies to be approved by Augusta. All of the above policies shall provide that no act or omission of the grantee, its agents, servants, or employees shall invalidate any insurance coverage required to be

provided by Vetted Investments & Acquisition hereunder shall be cancelable without at least fifteen (15) days advance written notice to the Grantee. All insurance policies required hereunder or copies thereof shall be promptly submitted for approval by Augusta.

ARTICLE XIV. PRIOR AND FUTURE AGREEMENTS

This document incorporates and includes all prior negotiations, correspondence, conversations, agreements or understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements, or understandings concerning the subject matter of this agreement that are not contained in this document. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representations or agreements whether oral or written. Augusta is not obligated to provide funding of any kind to Vetted Investments & Acquisition beyond the term of this Contract.

ARTICLE XV. LEGAL PROVISIONS DEEMED INCLUDED

Each and every provision of any law or regulations and clause required by law or regulation to be inserted in this Contract shall be deemed to be inserted herein and this Contract shall be read and enforced as though it were included herein and if, through mistake or otherwise, any such provision is not inserted or is not correctly inserted, then upon application of either party this Contract shall forthwith be amended to make such insertion.

ARTICLE XVI. ANTI-LOBBYING

To the best of the jurisdiction's knowledge and belief:

No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

ARTICLE XVII. COUNTERPARTS

This Agreement is executed in two (2) counterparts – each of which shall be deemed an original and together shall constitute one and the same Agreement with one counterpart being delivered to each party hereto.

IN WITNESS WHEREOF, the parties have set their hands and seals as of the date first written above:

ATTEST:

AUGUSTA, GEORGIA

(Augusta)

Approved as to form: _____
Augusta, GA Law Department

Date: _____

By: _____
Garnett L. Johnson
As its Mayor

Date: _____

By: _____
Takiyah A. Douse
As its Interim Administrator

Date: _____

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

Date: _____

SEAL

Lena Bonner
As its Clerk

ATTEST:

VETTED INVESTMENTS & ACQUISITION

BY: _____

Its: _____ Date

ATTEST:

WD COMMUNITIES

BY: _____

Its: _____ Date

Plain Witness Date

APPENDIX A

Statutes:

24 CFR Part 92, HOME Investment Partnerships Program (“HOME”)

OMB Circular A-110 - Uniform Administrative Requirements for Grants and Agreement with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations

OMB Circular A- 122 - Cost Principles for Non-Profit Organizations

OMB Circular A-133 - Audits of Institutions of Higher Education & other Non-Profit Institutions

40 USC 276 Davis-Bacon Act

40 USC 327 Contract Work Hours and Safety Standard Act

Uniform Relocation Assistance and Real Property Acquisition Policies Act

Lead Based Paint Poisoning Prevention Act

24 CFR 35 – HUD Requirements for Notification, Evaluation and Reduction of Lead-Based Paint Hazards in Housing Receiving Federal Assistance and Federally-Owned Residential Property being sold, Final Rule

Augusta-Richmond County Procurement Policy

Conflict of Interest Affidavit

Forms:

AIA Construction Document

Contract and Subcontract Activity Report

Monthly Report

Quarterly Report

Annual Report

APPENDIX B

REPORTING REQUIREMENTS

Vetted Investments & Acquisition shall submit to the Grantee the following reports for the term of this agreement and maintain applicable documentation for the full term of the affordability period. Augusta reserves the right to change reporting requirements, as needed as well as the right to review records and reports for the public, HUD, IG or any other interested party as deemed appropriate.

1. *Monthly/Quarterly Progress & Financial Reports
Due the 15th of the month for each new quarter.*
2. *Annual Progress Report (January 16th)*
3. *Audit/Financial Report by April 30th*
4. *Contract & Subcontract Activity Report Due with each Request for Payment*
5. *Grantee shall maintain files on each person assisted. Each file shall contain, but is not restricted to, income data and verification for each person assisted; Rental housing application, worker order requests, inspection reports, payment history, pest control log, violation report; and any other document that will provide proof of needed service(s) and subsequent provision of such service(s) as allowed under this contract.*
6. *Vetted Investments & Acquisition shall establish and maintain an Affirmative Marketing file to hold advertisements, flyers, and other public information. Must also keep records of its activities in implementing the affirmative marketing plan, including other community outreach efforts and its annual analysis.*
7. *Vetted Investments & Acquisition shall keep up-to-date records based on census data, applications, and surveys about community residents, applicants, residents of the project, and records about tenant selection or rejection.*

APPENDIX C

CONSTRUCTION REQUIREMENTS

1. All construction projects shall comply with Federal, State, and local codes and ordinances, including, but not limited to, the following:
 - A. "Standard Building Code", 2000 Edition, Southern Building Congress, International, Inc., Birmingham, Alabama.
 - B. "Standard Plumbing Code", latest edition, Southern Building Congress, International, Inc., Birmingham, Alabama.
 - C. Standard Mechanical Code, latest edition, Southern Building Congress, International, Inc., Birmingham, Alabama.
 - D. "National Electric Code", latest edition, National Fire Protection Association, Quincy, Massachusetts.
 - E. Model Energy Code, 1997, Council of American Building Officials.
 - F. "ADA Accessibility Guidelines for Buildings and Facilities", Department of Justice, American with Disabilities Act of 1990".
 - G. Williams-Steiger Occupational Safety and Health Act of 1970, Public Law 91-596.
 - H. Part 1910 – Occupational Safety and Health Standards, Chapter XVII of Title 29, Code of Federal Regulations (Federal Register, Volume 37, Number 202, October 18, 1972).
 - I. Part 1926 - Safety and Health Regulations for Construction, Chapter XVII of Title 29, Code of Federal Regulations (Federal Register, Volume 37, Number 243, December 16, 1972).
 - J. Section 106 of the National Historic Preservation Act (16 U.S.C. 470f).
2. Eligible Contractors: Any contractor desiring to bid on HOME projects may apply for inclusion on the HCD Approved Contractor List. Applications will be processed and either approved or disapproved within 10 working days. Under no circumstances will barred, disapproved, or otherwise ineligible contractors be allowed to bid on federally funded projects.
3. Project Review. All plans, specifications, work write-ups, projected cost estimates, punch lists or other means of outlining work on a particular project will be submitted in writing to HCD for review and approval prior to bidding. HCD Construction and Rehabilitation Inspectors will review these items for compliance with new construction and/or rehabilitation standards and materials use.
4. Change Orders: Change orders are a part of doing business in but will be managed by written request to HCD for approval. No one can give a verbal change order on site. Documentation must be submitted and approved by Program Manager and Director of HCD.
5. Retainage for 10% of each draw will be withheld until all the work is complete.

6. Property Standards: 92.251(a)(1) requires new construction projects to meet State and local codes, ordinances, and zoning requirements. In the absence of an applicable State or local code for new construction, HOME-assisted projects must meet the International Code Council's (ICC's) International Residential Code or International Building Code, whichever is applicable to the type of housing being developed.

§92.251(a)(2) incorporates or specifies additional standards:

- Accessibility requirements as applicable, in accordance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and the Fair Housing Act. These requirements are not new.
- Disaster mitigation standards, in accordance with State and local requirements or as established by HUD, where they are needed to mitigate the risk of potential disasters (such as earthquakes, hurricanes, flooding, and wildfires). This is a new requirement.

§92.251(a)(iv) and (v) adds requirements to improve project oversight for new construction. HCD must:

- Review and approve written cost estimates, construction contracts, and construction documents.
 - Conduct construction progress and final inspections to ensure that work is done in accordance with the applicable codes, the construction contract, and construction documents.
7. Inspections. The project will be inspected and approved by an HCD Construction and Rehabilitation Inspector prior to release of the funds for that project.
8. HOME-assisted rental housing must meet the required property standards at the time of the project completion and must be maintained in accordance with applicable housing quality standards throughout the affordability period.

EXHIBIT “A”

PROJECT DEVELOPMENT AND MANAGEMENT PROCEDURES

1. Augusta through the Housing and Community Development Department agrees to provide up to **\$84,207.00** in Year 2022 HOME Investment Partnerships funds to Vetted Investments & Acquisition. These funds will support new construction with the production of approximately one single-family affordable unit.
2. HCD must review and approve all residential design plans, project specifications and total development cost for each residential development project before work is commenced and before funds can be released for payment reimbursement. Construction payments will be released to Vetted Investments & Acquisition in accordance with the attached drawdown schedule and budget.
3. With HCD approval, Vetted Investments & Acquisition may use HOME funds under this contract for all the following purposes:
 - a. To support development costs as outlined in Item 6 below.
4. Completion Delays, Remedies, and Penalties
 - A. If the Contractor fails to complete the work within the time frame specified in the contract, plus any authorized delays, HCD may
 1. Terminate the contractor in accordance with the “Provisions for Augusta Housing and Community Development Department (HCD)” clause of this contract.
 2. Assess liquidated damages of fifty dollars (\$50.00) per working day from the schedule of completion to the date of final acceptance of the project. The total amount of liquidated damages will be deducted from the total contract price, plus any change order amounts.
 - B. The Contractor shall not be charged with liquidated damages for any delays in the completion of the work due:
 1. To any acts of the Federal, State, or City/County Government; including controls or restrictions upon or requisitioning of materials, equipment, tools or labor by reason or war, National Defense, or other National, State or City/County emergency.
 2. To any acts of the Owner that hinder the progress of the work.
 3. To causes not reasonable foreseeable by the parties to this contract at the time of the execution of the contract which are beyond the control and without the fault or negligence of the Contractor; including but not restricted to acts of God; as of the public enemy; acts of another contractor in the performance of some other contract with the owner; fires; epidemics; quarantine restrictions; strikes; freight embargoes; and weather of unusual severity such as hurricanes, tornadoes, cyclones, and other extreme weather conditions; and

4. To any delay of the subcontractor occasioned by any other causes specified in subparagraphs A and B above. Provided, however, that the contractor promptly (within 10 days) notifies HCD in writing of the cause of the delay. If the fact shows the delay to be properly excusable under the terms of this contract, HCD shall extend the contract time by a period commensurate with the period of authorized delay to the completion of the work as whole; in the form of an amendment to this contract.

6. Construction Costs and Requirements

- a. The amount that can be used to pay for development costs will be identified on a project-by-project basis in EXHIBIT B. In no case will this amount exceed the maximum per unit amount as defined at 24 CFR 92.250.
- b. Vetted Investments & Acquisition will provide construction management for the project to ensure that construction work is being carried out in accordance with plans, specifications, and the project budget.
- c. Vetted Investments & Acquisition must make sure contractor obtains and posts all permits on job site. Prior to releasing final payment on each unit, Vetted Investments & Acquisition must also secure a Certificate of Occupancy from the contractor that has been issued by the Department of Licenses and Inspection.
- d. Vetted Investments & Acquisition must collect progress and final lien releases from the contractor, subcontractors, and material suppliers prior to making a payment to a contractor.
- e. HCD may continually inspect each unit for contract compliance and to determine the percent of completion prior to processing a draw request and releasing payment. HCD may elect to make up to five (5) payments per unit. HCD may choose not to release payments if the work being performed is not of acceptable quality to HCD and if the unit is not being built or rehabilitated in accordance with plans and specifications, or if project is not on schedule.

EXHIBIT “B”

PROJECT SCHEDULE OF COMPLETION

VETTED INVESTMENTS & ACQUISITION MUST PROVIDE A COMPLETED SCHEDULE OF COMPLETION AS EXHIBIT C - WITH APPROPRIATE PROJECT MILESTONES WITHIN 10 TO 15 DAYS AFTER SIGNING THIS CONTRACT. THIS SCHEDULE MUST BE PROVIDED IN SUFFICIENT DETAIL TO PERMIT HCD TO MONITOR AND ASSESS PROGRESS IN CONNECTION WITH THE PERFORMANCE OF THIS CONTRACT. A SAMPLE SCHEDULE IS PROVIDED BELOW.



Administrative Services Committee Meeting

Meeting Date:

2024 – RCSO Ford F250

Department:	Central Services – Fleet Management
Presenter:	Ron Lampkin; Interim Central Services Director
Caption:	Motion to approve utilizing the state contract (#SWC 99999-SPD-ES40199373-002) for the purchase of one Ford F250, at a total cost of \$55,768 from Allan Vigil Ford for the Richmond County Sheriff's Office.
Background:	<p>The Richmond County Sheriff's Office is requesting to purchase one Ford F250, to replace asset #219264, a 2019 Dodge Durango that was totaled in a vehicle accident in June 2021.</p> <p>The state contract holder, Allan Vigil Ford, informed Fleet Management that the Ford manufacture pricing for 2024 Ford F250s were open and orders needed to be submitted as soon as possible to ensure we meet the state pricing deadline. The vendor requested a LOI to potentially hold the orders until the Augusta Commission has approved the purchase. Once approved, Fleet Management will acquire the purchase order and submit to the vendor for securing the purchase of the vehicle.</p>
Analysis:	The Procurement Department issued a LOI (Letter of Intent) to secure the purchase of one Ford F250 at a price of \$55,768.
Financial Impact:	<p>Funding in the amount of \$55,768 is available in the following SPLOST 8 Public Safety Vehicles account:</p> <ul style="list-style-type: none"> 330-03-1310/222-03-9002/54-22110
Alternatives:	(1) Approve (2) Do not approve
Recommendation:	Motion to approve utilizing the state contract (#SWC 99999-SPD-ES40199373-002) for the purchase of one Ford F250, at a total cost of \$55,768 from Allan Vigil Ford for the Richmond County Sheriff's Office.
Funds are available in the following accounts:	330-03-1310/222-03-9002/54-22110
<u>REVIEWED AND APPROVED BY:</u>	N/A



Procurement Department

Mrs. Geri Sams, Director

LETTER OF INTENT TO PURCHASE VEHICLE FROM ALLAN VIGIL FORD LINCOLN MERCURY, INC.

This letter of intent dated, **January 29, 2024**, is to inform you that the Central Services Department – Fleet Management Division has concluded that we intend to purchase: **one (1) 2024 Ford F250** for the below listed Departments, utilizing:

Statewide Contract Number: 99999-SPD-ES40199373-002

Vehicles: 2024 Ford F250

Contract: Effective Date: November 15, 2013 – Expiration Date: November 30, 2024

The specific specifications and pricing information for this purchase is attached.

1. **Buyer:** Augusta, Georgia – Central Services Department: Fleet Management Division
2. **Seller:** Allan Vigil Ford: Fleet & Government Sales (Attn: Mike Brown)
6790 Mt. Zion Boulevard, Morrow, GA 30260
3. **Vehicle Total Purchase Price:** \$55,768.00
4. **Source:** Georgia Statewide Contract Number: **99999-SPD-ES40199373-002**

Vehicles to be purchased and Departments to receive vehicles:

# of Vehicles	Department	Division	Price
One (1)	Sheriff's Office	Operations	\$55,768.00

A purchase order will be provided upon the approval of the Augusta, Georgia Commission.

Respectfully submitted,

Geri A. Sams

Director of Procurement

Attachments: Vehicle Purchase Price /Specifications/Quotes

Room 605 - 535 Telfair Street, Augusta Georgia 30901
(706) 821-2422 - Fax (706) 821-2811

www.augustaga.gov

Register at www.demandstar.com/supplier for automatic bid notification



Scan this QR code with your smartphone or camera equipped tablet to visit the Augusta, Georgia



Central Services Department

Ron Lampkin, Interim Director
LaQuona Sanderson, Fleet Manager

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

MEMORANDUM

TO: Geri Sams, Director, Procurement Director
FROM: Ron Lampkin, Interim Director, Central Services Director
DATE: January 24, 2024
SUBJECT: Request to Utilize State Contract #SWC 99999-SPD-ES40199373-002
– 2024 Ford F250

Central Services-Fleet Management request to utilize state contract #SWC 99999-SPD-ES40199373-002 (2024 Ford F250) and a "Letter of Intent" (LOI) to purchase one Ford F250 for the Richmond County Sheriffs Office.

The state contract holder, Allan Vigil Ford, informed Fleet Management that the Ford manufacture pricing for 2024 Ford F250s is open and to place orders as soon as possible due to the high demand and low supply of vehicles. The vendor requested a LOI to potentially hold our orders until the Augusta Commission has approved the purchases. Once approved, Fleet Management will acquire the purchase order and submit to the vendor for securing the asset purchase.

Augusta Richmond County Sheriffs Office is requesting one Ford F250 utilizing SPLOST 8 Public Safety vehicles allocation. Central Services-Fleet Management has consulted with the department to ensure the vehicle specifications meet their operation needs.

Please approve the use of the state contract and LOI in total amount of \$55,768 to Allan Vigil Ford. Thank you for your assistance. Please contact Fleet Management with any questions or concerns.

LS/kb

ALLAN VIGIL FORD-LINCOLN GOVERNMENT SALES

2024 Ford F250 Regular Cab
V8 Long Bed 4X2 (3/4 ton)

Base Price \$42,960.00

SWC #99999-SPD-ES40199373-002

Equipment Included in Base price

6.8L V8 Gasoline/E85 Engine
10 Speed Automatic Transmission
Factory Installed A/C
9800# GVWR
AM-FM RadiomP3
8" screen, bluetooth
Power windows, locks, mirrors
Remote keyless entry
40/20/40 Vinyl Bench Seat
Rubber Floor Covering
Full Size Spare Tire
Rear Step Bumper
Solar Tinted Glass
Trailer brake controller
2.5" Receiver Hitch (12.5k)
Tilt Steering Wheel
Rear View Camera
Electric Shift (4X4 only)
Cruise control

Colors Available

Exterior	Interior
M7 Carbonized Gray	Gray
PQ Race Red	Gray
JS Iconic Silver	Gray
D1 Stone Gray	Gray
UM Agate Black	Gray
Z1 Oxford White	Gray

FOB Allan Vigil Ford
Delivery \$1.50 per mile, \$75 minimum

ALLAN VIGIL FORD GOV'T SALES
6790 Mt. Zion Blvd
Morrow, GA 30260

770-968-0680 Phone
800-821-5151 Toll Free
678-364-3910 Fax

Options

Options	Price	Code
6.7L V8 Diesel Engine	9,495.00	99T
6.7L V8 Diesel Eng. Hi output	11,570.00	99M
4X4 Option	2,935.00	F2B
LT246 All-terrain tires	160.00	TBM
Super Cab Long Bed	2,830.00	X20I
Super Cab Short Bed	2,475.00	X20s
Crew Cab Long Bed	4,242.00	W20I
Crew Cab Short Bed	3,385.00	W20e
Electronic locking axle	435.00	X3H
Roof Clearance Lights	89.00	592
Chrome package	215.00	96V
Cab Steps (running boards)	425.00	18B
Retractable Bed Side-Step	315.00	87S
Engine block heater	95.00	41H
PTO Transmission -diesel only	270.00	62R
Interior work surface	135.00	52S
110 AC outlet	165.00	43C
XL Off-road package-4X4 only includes skid plates	940.00	17Z
R.window defrost-privacy glass	468.00	435/924
Cloth 40/20/40 Bench Seat	295.00	1S
HD Alternator	80.00	67D
Upfitter Switches	160.00	66S
Spray-in Bedliner	450.00	ATK
XLT Pkg Upgrade	5,411.00	XLT
The XLTs are 4X4, 2 wheel drive is not available		
Gate Step	345.00	85G
Snow plow prep	235.00	473
Gooseneck hitch(long bed & 4X4 required)	815.00	53W/15J
Dual battery(gas engines)	199.00	86M
2KW Pro Power Onboard-	945.00	43K
Delete pickup bed	(235.00)	66D

Option total
Other vendor added equipment
Delivery

Total

Contact person

Department

Phone Number

Fax number

06/13/23

WEST WARNING EQUIPMENT SALES & SERVICE, LLC

QUOTE

115 SAND BAR FERRY ROAD
AUGUSTA, GA 30901

Phone # 706-855-6916

Date	Quote #
1/19/2024	7828

Name / Address
FIRSTVEHICLE ATTN: TERRI PO BOX 507 AUGUSTA, GA 30903

Qty	Item	Description	Rate	Total
		2024 FORD F250 NARCOTICS		
1	FEN-C-4010	FENIEX C-4010 4200 MINI CONTROLLER	125.00	125.00
4	SOU-PMP2WSDD8	SOUND OFF PMP2WSDD8 DUAL WINDOW SHROUD KIT FOR 4" LIGHT W/ STUD MOUNT (2 FRONT , 2 REAR)	25.00	100.00
8	SOU-EMPS2STS3B	SOUND OFF EMPS2STS3B MPOWER 4" STUD MOUNT-SINGLE COLOR BLUE	120.00	960.00
2	SOU-EMPS2STS3B	SOUND OFF EMPS2STS3B MPOWER 4" STUD MOUNT-SINGLE COLOR BLUE (GRILL)	120.00	240.00
2	FEN-FN-4016	FENIEX FN-4016/ Q-4016 FUSION/ QUAD SURFACE MOUNT L BRACKET	15.00	30.00
2	SOU-EMPSA05C2-E	SOUND OFF EMPSA05C2-E 4X2 MPOWER STUD MOUNT DUAL COLOR BLUE/WHITE (BED LIGHTS)	195.00	390.00
1	WAY-44214	BLACK FULL SWITCH TOGGLE BOOT	7.00	7.00
1	WAY-44251	WAYTEC 44251 TOGGLE SWITCH	8.00	8.00
1	FEN-C-4014	FENIEX C-4014 STORM PRO 100W SIREN	179.00	179.00
1	COD-C3100-U	CODE3 C3100-U 100W SPEAKER W/ UNIVERSAL MOUNTING BRKT	165.00	165.00
1	TINT	WINDOW TINT 20% WITH STRIP	375.00	375.00
1	LABOR	LABOR TO INSTALL ABOVE	1,550.00	1,550.00

+ 1%
STATE
FEE
4/129
\$1
4170

This Quote is an offer by West Warning Equipment to purchase Goods and/or provide Services (as applicable) to the recipient of this quote in accordance with the specifications stated herein. This Quote is not binding or accepted until the recipient supplies West Warning Equipment with a purchase order for the quoted goods and/or services. Commencement of purchasing goods and/or providing services will occur once both parties agree upon a date. Quoted Prices are good for 30

Sales Tax (8.0%)

\$0.00

Total

\$4,129.00

FIXED ASSET TRANSACTION DOCUMENT

DEPT SUBMITTING INFO: RISK MANAGEMENT

☒ DELETION

ASSET NUMBER	<u>219264</u>
DEPARTMENT	<u>SHERIFF</u>
DESCRIPTION	<u>DODGE DURANGO</u>
SERIAL NUMBER	<u>1C4RDHAG9KC836395</u>
ACQ. NUMBER	<u>N/A</u>
FUND SOURCE	<u>5522273</u>

COMMENTS: VEHICLE TOTALED DUE TO ACCIDENT

CONDITION ☒ VEHICLE TOTALED

Equipment Table _____

FASTER _____

Fuelman _____

File _____

COPIES

Finance - Fixed Assets: Edie

Dept Director: _____

Fleet Manager: Ron

Accident file: Charli

Date/Time: 6/29/2021 11:19

ALLAN VIGIL FORD-LINCOLN GOVERNMENT SALES

2024 Ford F250 Regular Cab
V8 Long Bed 4X2 (3/4 ton)

Base Price \$42,950.00

SWC #99999-SPD-ES40199373-002

Equipment included in Base price

6.8L V8 Gasoline/E85 Engine
10 Speed Automatic Transmission
Factory Installed A/C
9800# GVWR
AM-FM RadioMP3
8" screen, bluetooth
Power windows, locks, mirrors
Remote keyless entry
40/20/40 Vinyl Bench Seat
Rubber Floor Covering
Full Size Spare Tire
Rear Step Bumper
Solar Tinted Glass
Trailer brake controller
2.5" Receiver Hitch (12.5k)
Tilt Steering Wheel
Rear View Camera
Electric Shift (4X4 only)
Cruise control

Colors Available

Exterior	Interior
M7 Carbonized Gray	Gray
PQ Race Red	Gray
JS Iconic Silver	Gray
D1 Stone Gray	Gray
UM Agate Black	Gray
Z1 Oxford White	Gray

FOB Allan Vigil Ford
Delivery \$1.50 per mile, \$75 minimum

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6.7L V8 Diesel Eng. Hi output	11,570.00	99M
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Super Cab Long Bed	2,830.00	X20I
Super Cab Short Bed	2,475.00	X20s
Crew Cab Long Bed	4,242.00	W20I
Crew Cab Short Bed	3,888.00	W20s
Electronic locking axle	435.00	X3H
Roof Clearance Lights	89.00	592
Chrome package	215.00	96V
Cab Steps (running boards)	425.00	18B
Retractable Bed Side-Step	315.00	87S
Engine block heater	95.00	41H
PTO Transmission -diesel only	270.00	62R
Interior work surface	135.00	52S
110 AC outlet	165.00	43C
XL Off-road package-4X4 only includes skid plates	940.00	17Z
R.window defrost-privacy glass	468.00	435/924
Cloth 40/20/40 Bench Seat	295.00	1S
HD Alternator	80.00	67D
Upfitter Switches	160.00	66S
Spray-in Bedliner	450.00	ATK
XLT Pkg Upgrade	6,411.00	XLT
The XLTs are 4X4, 2 wheel drive is not available		
Tailgate Step	345.00	85G
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Department

Phone Number

Fax number

06/13/23

WEST WARNING EQUIPMENT SALES & SERVICE, LLC

Item 2.

QUOTE

115 SAND BAR FERRY ROAD
AUGUSTA, GA 30901

Phone # 706-855-6916

Date	Quote #
1/19/2024	7828

Name / Address
FIRSTVEHICLE ATTN: TERRI PO BOX 507 AUGUSTA, GA 30903

Qty	Item	Description	Rate	Total
		2024 FORD F250		
		NARCOTICS		
1	FEN-C-4010	FENIEX C-4010 4200 MINI CONTROLLER	125.00	125.00
4	SOU-PMP2WSDDDB	SOUND OFF PMP2WSDDDB DUAL WINDOW SHROUD KIT FOR 4" LIGHT W/ STUD MOUNT (2 FRONT , 2 REAR)	25.00	100.00
8	SOU-EMPS2STS3B	SOUND OFF EMPS2STS3B MPOWER 4" STUD MOUNT-SINGLE COLOR BLUE	120.00	960.00
2	SOU-EMPS2STS3B	SOUND OFF EMPS2STS3B MPOWER 4" STUD MOUNT-SINGLE COLOR BLUE (GRILL)	120.00	240.00
2	FEN-FN-4016	FENIEX FN-4016/ Q-4016 FUSION/ QUAD SURFACE MOUNT L BRACKET	15.00	30.00
2	SOU-EMPSA05C2-E	SOUND OFF EMPSA05C2-E 4X2 MPOWER STUD MOUNT DUAL COLOR BLUE/WHITE (BED LIGHTS)	195.00	390.00
1	WAY-44214	BLACK FULL SWITCH TOGGLE BOOT	7.00	7.00
1	WAY-44251	WAYTEC 44251 TOGGLE SWITCH	8.00	8.00
1	FEN-C-4014	FENIEX C-4014 STORM PRO 100W SIREN	179.00	179.00
1	COD-C3100-U	CODE3 C3100-U 100W SPEAKER W/ UNIVERSAL MOUNTING BRKT	165.00	165.00
1	TINT	WINDOW TINT 20% WITH STRIP	375.00	375.00
1	LABOR	LABOR TO INSTALL ABOVE	1,550.00	1,550.00

+ 1%
STATE
FEE
4129
4170

This Quote is an offer by West Warning Equipment to purchase Goods and/or provide Services (as applicable) to the recipient of this quote in accordance with the specifications stated herein. This Quote is not binding or accepted until the recipient supplies West Warning Equipment with a purchase order for the quoted goods and/or services. Commencement of purchasing goods and/or providing services will occur once both parties agree upon a date. Quoted Prices are good for 30 days.

Sales Tax (8.0%)

\$0.00

Total

\$4,129.00



Administrative Services Committee

Meeting Date: 3/12/2024

Emergency – E911 Power Generator Replacement

Department:	Central Services Department
Presenter:	Ron Lampkin
Caption:	Approve the transfer of funds from E911 fund balance to E911 Capital balance in the amount of \$231,418 for the emergency replacement of the power generator at E911 Emergency Services Department by Georgia Power.
Background:	E911 Emergency Services Department's current power generator has presented several mechanical and control related malfunctions. Due to these issues, age, and hours of service of the unit, it was highly recommended that the generator be replaced. E911 requires and relies on the use of a functional generator to ensure it has the capability to respond to all county emergencies. It is of utmost importance and urgency that this unit be replaced to eliminate any potential downtime of the building and this essential service.
Analysis:	<p>Georgia Power will perform the corresponding replacement work and preventive maintenance of the new unit.</p> <p>The fund balance usage for the generator replacement is an allowable E911 reserve fund purchase per Georgia Code 46-5-134.</p>
Financial Impact:	\$231,418.00, E911 Fund Balance
Alternatives:	<p>A – Approve</p> <p>B – Do not Approve</p>
Recommendation:	Approve the transfer of funds from E911 fund balance to E911 Capital balance in the amount of \$231,418 for the emergency replacement of the power generator at E911 Emergency Services Department by Georgia Power.
Funds are available in the following accounts:	\$231,418.00, E911 Fund Balance



Central Services Department

Ron Lampkin, Interim Director
Maria Rivera-Rivera, Deputy Director

2760 Peach Orchard Road, Augusta, GA 30906
(706) 828-7174 Phone

MEMORANDUM

TO: Geri Sams, Director, Procurement Department
FROM: Ron Lampkin, Interim Director, Central Services Department
DATE: March 4, 2024
SUBJECT: Emergency Memo – 911 Center Generator

In accordance with §1-10-57 Emergency Procurements, I respectfully ask you to accept this communication as notification of an emergency at the 911 Emergency Center relating to the power generator.

During an emergency service call, the 911 power generator presented several mechanical and control related malfunctions. Due to the previous issues, age, and hours of service of the unit, it was highly recommended that the generator be replaced. The 911 Emergency Center requires and relies on the use of a functional generator to ensure it has the capability to respond to all county emergencies. It is of utmost importance and urgency that this unit be replaced to eliminate a potential downtime of the building and this essential service.

The proposed unit will be a 250Kw Diesel Generator with a 5yr./2000hr. manufacturer warranty. It will also include a 5-year preventive maintenance contract. Removal of the existing unit and installation of the new unit is accounted for in the proposal cost.

Please process a purchase order to Georgia Power Company in the amount of \$231,418.00 for the replacement of the 911 emergency generator and preventive maintenance contract.

If you have any questions or concerns, please contact the Central Services Department.

RL/mcrr

C. Sams
3-4-24

Maria Rivera-Rivera

From: Harrington, Tammy J. <TJHARRIN@southernco.com>
Sent: Monday, March 4, 2024 1:11 PM
To: Maria Rivera-Rivera
Subject: [EXTERNAL] 911 Generator Proposal

Hello Maria ,

Please allow this email to serve as confirmation that the price that was submitted to Augusta Richman County in the Georgia Power Proposal is still the valid turnkey price.

Thanks again,

Tammy Harrington

Georgia Power

770-550-5370

Get [Outlook for iOS](#)

[NOTICE: This message originated outside of the City of Augusta's mail system -- DO NOT CLICK on links, open attachments or respond to requests for information unless you are sure the content is safe.]



Georgia Power

Proposal for AUGUSTA RICHMOND COUNTY

Augusta Richmond Co - 911 Replacement
Generator 444 Taylor Street

Monday, January 8, 2024

Prepared by: Steven Faulkner, Kathy Randolph and Tammy Harrington



Proposal

241 Ralph McGill Blvd. NE
Solutions Sales Bin 10210
Atlanta, GA 30308
770-550-5370

Monday, January 8, 2024

AUGUSTA RICHMOND COUNTY

Maria Rivera-Rivera
Deputy Director, Facilities
Augusta-Richmond County--Central Services Department

Re: Augusta Richmond Co - 911 Replacement Generator 444 Taylor Street

Georgia Power Company is pleased to offer you our proposal to provide the following **Turnkey Design/Build** and commissioning of a 250 kw Winco Diesel Generator, Transfer Switch and Annunciator at the 911 Emergency Communication Center located at 444 Taylor Street, Augusta GA , 30901.

Scope Description: Furnish and install diesel-fired standby generator, transfer switch and annunciator.

Scope of work:

- Provide and ship to customer location, (1) 250 kW 3 phase 120/208V Winco Diesel Generator with enclosure and 845-gallon base fuel tank (2-10 weeks lead time).
- Provided equipment will meet industrial standards and will have a non-proprietary digital Deep Sea 7310 controller.
- Genset will have a FPT industrial Diesel engine and Stamford Newage 12 lead alternator ends.
- Provide and ship to customer (1) Asco 300G industrial Transfer switch rated at 208 volts/600 amp.
- ATS is service entrance rated in a Nema 1 Enclosure.
- Removal of existing generator, crane rental, and installation are included.
- On-site start up and commissioning will be included in this quote.
- Warranty registration, along with a 5yr./2000 hr. manufacturer's warranty
- Warranty will go into effect at completion of start-up.
- 5-year Preventive Maintenance Plan to include (2) services Per Year.
- Provide rental generator and wire into transfer switch.

Exclusions and Clarifications:

- Pricing assumes re-use of existing concrete pads.
- Pricing assumes the re-use of existing power and control conductors.
- Local, State, & Federal Tax excluded.
- Initial fueling of Genset will be customers responsibility.
- Concrete cutting or replacement.
- Additional conduit runs or feeder cable excluded.
- **Code Upgrades, Environmental Remediation, or Special Permitting is not included.**

Pricing Details:

	Pricing
PM Contract (5-year Term)	\$9,959
250Kw Diesel Generator, transfer switch, annunciator, rental generator and wire into transfer switch	\$221,459

The total price is \$231,418.00 plus any applicable taxes

Notes:

- Additional fees for GPC regulated facilities, easements, ingress and egress, environmental permitting, utility locates etc. are not included in the price above.
- Utility Services not responsible for damages Resulting from "pre-existing conditions"
- This price does not include any regulated charges.

This offer is valid for thirty days or until earlier revoked by Georgia Power Company, and it is made in accordance with and subject to the terms and conditions attached hereto. Such terms and conditions are expressly incorporated by reference into this letter and shall be binding on the parties.

This proposal is subject to and is pending final approval by Georgia Power management subsequent to customer acceptance.

If you wish to accept this offer and the terms and conditions of this letter, please indicate your acceptance by signing below and returning this letter to me at your convenience.

Thank you again for allowing us the opportunity to present our proposal. We are very eager to serve your system needs and look forward to hearing from you soon.

Sincerely,

Tammy Harrington

Solutions Sales - Georgia Power Company
Phone – 770-550-5370 - Email – TJHARRIN@southernco.com

The undersigned unconditionally agrees to engage Georgia Power Company to perform the Project and to purchase the equipment and/or services described above from Georgia Power Company on and subject to the terms and conditions of this letter agreement.

AUGUSTA RICHMOND COUNTY**GEORGIA POWER COMPANY**

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Attachments: - Terms and Conditions

TERMS AND CONDITIONS

1. **THE TERMS SPECIFIED HEREIN TAKE PRECEDENCE OVER AND SUPERCEDE ANY CONFLICTING OR DIFFERENT TERMS SET FORTH IN ANY NEGOTIATIONS, AGREEMENTS, DISCUSSIONS OR CORRESPONDENCE BETWEEN THE PARTIES.**
2. These Terms and Conditions, and the letter agreement attached hereto (collectively, the "Agreement"), constitute the entire agreement between Georgia Power Company (the "Company") and the customer (the "Customer" and, collectively with the Company, the "Parties") as to the subject matter hereof, and no modification shall be binding unless in writing and signed by each of the Parties.
3. The Customer acknowledges that the Company is not the manufacturer of any of the equipment or materials furnished to Customer pursuant to this Agreement, and that the Company shall not be liable for claims arising out of the manufacture or design thereof.
4. The Company will perform the Project work in a professional and workmanlike manner with a reasonable degree of care, skill and diligence and in accordance with this Agreement. If the performance of any portion of the Project fails to comply with these requirements, and the Customer gives written notice of such failure to the Company not later than one (1) month following the completion of the Project, then, to the extent necessary to cure such failure, the Company shall repair, replace, or reperform, at its option, the affected portion of the work at no additional cost to the Customer.
5. **THE ONLY WARRANTY CONCERNING THE PROJECT (OR ANY GOODS, EQUIPMENT, MATERIALS OR SERVICES INCLUDED THEREIN) IS SET FORTH IN ABOVE PARAGRAPH 4. THE COMPANY DOES NOT MAKE AND EXPRESSLY DISCLAIMS ANY IMPLIED WARRANTY, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR APPLICATION, OR OTHERWISE, WITH RESPECT TO THE PROJECT (OR ANY EQUIPMENT OR OTHER GOODS OR MATERIALS OR SERVICES THEREIN) FURNISHED PURSUANT TO THIS AGREEMENT. THERE ARE NO WARRANTIES ARISING FROM COURSE OF DEALING OR USAGE OR TRADE OR ANY WARRANTY AS TO NONINFRINGEMENT. THE COMPANY SHALL HAVE NO OBLIGATION OR RESPONSIBILITY FOR OR WITH RESPECT TO ANY WARRANTY PROVIDED BY THE MANUFACTURER OR ANY THIRD PARTY SUPPLIER OF ANY EQUIPMENT, PARTS OR OTHER MATERIALS PROVIDED PURSUANT TO THIS AGREEMENT.**
6. **UNDER NO CIRCUMSTANCES SHALL THE COMPANY BE LIABLE FOR INDIRECT, SPECIAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, WHETHER BASED UPON BREACH OF CONTRACT, NEGLIGENCE OR ANY OTHER LEGAL THEORY, UNDER ANY CLAIM ARISING OUT OF OR CONNECTED IN ANY WAY WITH THIS AGREEMENT, ANY PRODUCTS OR SERVICES FURNISHED PURSUANT TO THIS AGREEMENT, OR THE SALE, DELIVERY, INSTALLATION OR USE THEREOF. THE PARTIES FURTHER AGREE THAT THE LIABILITY OF THE COMPANY UNDER ANY AND ALL CLAIMS ARISING OUT OF OR CONNECTED IN ANY WAY WITH THIS AGREEMENT, ANY SERVICES OR EQUIPMENT FURNISHED PURSUANT TO THIS AGREEMENT, OR THE SALE, DELIVERY, INSTALLATION OR USE THEREOF, WHETHER BASED UPON BREACH OF CONTRACT, NEGLIGENCE OR ANY OTHER LEGAL THEORY, SHALL IN NO CASE EXCEED, IN THE AGGREGATE, THE CONTRACT PRICE OF THIS AGREEMENT.**
7. The Company shall not be liable for delays in the work or delivery, or failure to deliver, due to (1) causes beyond its reasonable control, (2) acts of God, acts of civil or military authority, priorities, fires, strikes, floods, epidemics, war, riot, delays in transportation or car shortages, or (3) inability of the Company or any supplier due to causes beyond its reasonable control to obtain necessary labor, equipment, materials, components, or manufacturing facilities. In the event of any such delay, the date of installation or performance or related services shall be extended for a period equal to the time lost by reason of the delay. The consent of the Customer to installation of any such equipment furnished hereunder is understood to constitute a waiver of all claims for damages by reason of delay.

8. To the fullest extent permitted by law, the Customer shall indemnify, defend and hold harmless the Company and its officers, directors, employees, affiliated companies, contractors, agents, successors and assigns (collectively, the "Indemnitees") from and against any and all losses, liabilities, claims, damages and expenses (including investigation costs, expenses of litigation and reasonable attorneys' fees) incurred or suffered by any Indemnitee, whether or not involving third party claims and whether or not caused in part by the active or passive negligence of any Indemnitee (collectively, "Damages"), arising, directly or indirectly, from or in connection with the Customer's electric distribution system or the operation, use, malfunction, failure or defect thereof or the Project, except for any Damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence or willful misconduct of any applicable Indemnitees or their agents or employees in the performance of the Project.
9. Payment to the Company for the Project in the amount set forth in this Agreement shall be made by the Customer within thirty (30) days after the Customer's receipt of an invoice with respect to the Project. Accounts with open balances more than thirty (30) days old are subject to a **late payment finance charge**. The **late payment finance charge** is computed at a "periodic rate" of 1.5% per month applied to the net balance past due at the end of the billing period, after deducting payments and/or credits given. Any partial payments received on past due accounts shall be applied first to the payment of finance charges due and then to the oldest past due invoices. **Late payment finance charges** can be avoided by paying the current open balances within thirty (30) days from the date of the invoice. In the event the finance charges assessed hereunder exceed the maximum allowed by law, the finance charges shall be assessed at the highest legal rate. If the Company shall employ counsel to collect amounts due from the customer, then the Customer shall pay to the Company all attorneys' fees paid to collect the balance.
10. To secure the payment in full of all amounts payable by the Customer hereunder, the Customer hereby grants to the Company a purchase money security interest in and security title to all equipment, parts, and other materials provided or installed by the Company pursuant to this Agreement and all proceeds from their sale or disposition. The Customer agrees to execute such financing statements and other documentation as may be requested by the Company in order to protect and perfect the security interest granted herein. The Customer further authorizes the Company to file any financing statements and other documentation in order to protect or perfect such security interest with or without the Customer's signature.
11. Georgia Power Company will make every effort to locate existing underground utilities, however the Customer assumes full responsibility for, and all liabilities and costs associated with, (a) the location of underground utilities at the site of the work, (b) any relocation or removal of underground (including but not limited to rock) or overhead obstructions which are not part of the Company's scope of work and which may interfere with or make more expensive the work, (c) any pre-existing, unknown condition which prevents or makes more expensive the performance of the Work, (d) permits and required notifications to any governmental entity, and (e) any hazardous waste or toxic materials encountered at the site.
12. This Agreement has been entered into in the State of Georgia, and shall be governed by and construed in accordance with the laws of the State of Georgia. Any legal action or proceeding arising under or in connection with this Agreement or the equipment or materials furnished hereunder shall be brought only in state or federal courts located in Fulton County in the State of Georgia, and each of the Parties hereby irrevocably consents to the jurisdiction and exclusive venue of such courts and waives any objection which it may now or hereafter have to the jurisdiction or venue of such courts.
13. If for any reason any provision of this Agreement is determined to be invalid or unenforceable, such invalidity or unenforceability shall not affect those provisions of this Agreement which are valid and enforceable.
14. The Customer shall not, without the prior written consent of the Company, assign any of its rights or obligations under this Agreement; provided that the Customer may assign its rights and obligations hereunder to a lender or finance lessor in connection with a leasing or other financing arrangement approved by the Company. No such assignment to a lender or finance lessor shall relieve the Customer of any of its obligations hereunder.
15. If the Customer believes that all or any part of the Project work is entitled to tax exempt status, the Customer will furnish to Company, contemporaneously with the Agreement execution, documentation sufficient to prove its tax exempt status, and the Customer will assume full responsibility for satisfying all tax exempt requirements.

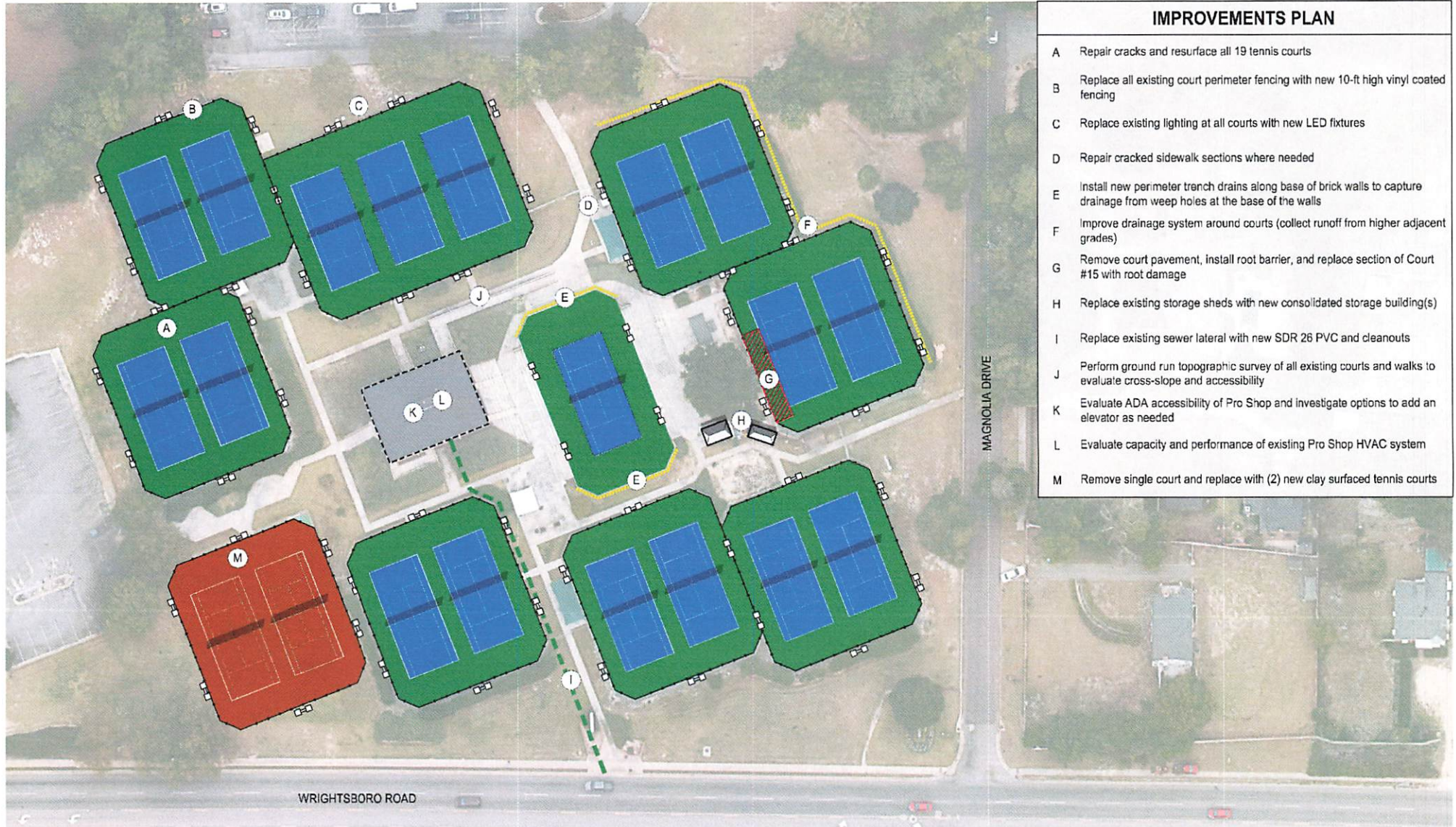


Commission Meeting

March 5, 2024

AO Approve Design Concept Plan for Newman Tennis Center

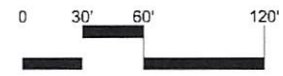
Department:	Parks and Recreation Department
Presenter:	Ron Lampkin
Caption:	Motion to approve Design Concept Plan for Newman Tennis Center – Phase I, and continue with the Preliminary and Final Design Process. Concept Plans created by Project Manager – ISM.
Background:	Newman Tennis Center is an approved SPLOST 8 Improvements Project. Phase I of this project will consist of repairing and resurfacing eighteen (18) existing tennis courts, replacing all perimeter fencing with new 10-foot high vinyl coated fencing, repair sidewalks, replace lighting with LED fixtures, improve sanitary sewer lateral(s), improve court cross-slopes, further evaluate ADA accessibility of Pro Shop and investigate options to add an elevator, and evaluate capacity and performance of existing Pro Shop HVAC system.
Analysis:	On December 8, 2020, Augusta Commission adopted and approved SPLOST 8 projects, and Newman Tennis Center was a part of that list. Construction is scheduled to commence the fourth quarter of 2024, if the concept plan is approved. The timeline for construction is 6 to 9 months.
Financial Impact:	Adequate funds have been budgeted and available through SPLOST 8 for design and construction.
Alternatives:	Do not approve the Design Concept Plan for Newman Tennis Center, and risk delaying proposed construction schedule for 2024-2025.
Recommendation:	Approve Design Concept Plan for Newman Tennis Center – Phase I, and continue with the preliminary and final design process.
Funds are available in the following accounts:	SPLOST 8
<u>REVIEWED AND APPROVED BY:</u>	N/A



Augusta Parks and Recreation

Newman Tennis Center- Proposed Improvements

Augusta, GA
January 2024





Meeting Name

Meeting Date: 03/12/2024

FY2024 GCIP Grant Award for Communications Intern

Department:	Office of the Administrator
Presenter:	Daniel Evans
Caption:	Motion to accept the FY24 GCIP Grant award for Communications Internship. The ACCG Civic Affairs Foundation provides the Summer 2024 Georgia County Internship Program (GCIP) funding in the amount of \$3,259.50.
Background:	The Georgia Counties Intern Program (GCIP) is offered by the ACCG Foundation to provide a valuable education on the operations of local government while also helping to motivate the student to consider a career in public service. The intern can perform their internship at any time from May 1, 2024-September 1, 2024. Counties are responsible for paying the interns during the internship and the Foundation will reimburse counties for their internships after the internship has been completed and all required documentation has been submitted.
Analysis:	The ACCG Foundation shall reimburse Augusta for the cost of wages at the rate of \$15.00 per hour for each hour worked up to 200 hours, for a maximum reimbursement of \$3000.00 in wages and benefit for the internship. Wage: \$3,000.00 FICA: \$229.50 Worker's Compensation: \$30.00 Total: \$3,259.50.
Financial Impact:	\$3,259.50. Augusta does not have a match requirement for this funding.
Alternatives:	<ol style="list-style-type: none"> 1. To Approve Acceptance of the award. 2. To Move to no action.
Recommendation:	Approve acceptance of the FY24 GCIP Grant award for Communications Internship. The ACCG Civic Affairs Foundation provides the Summer 2024 Georgia County Internship Program (GCIP) funding in the amount of \$3,259.50.
Funds are available in the following accounts:	Budgeted in 220-02-2628
<u>REVIEWED AND APPROVED BY:</u>	N/A

AUGUSTA, GEORGIA
New Grant Proposal/Application

Item 5.

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.

Proposal Project No. Project Title

PR000479 ADMINSTR 2024 GCIP Summer Intern Program (PIO)

The Foundation operates the Georgia County Internship Program (GCIP) which offers grants to counties to recruit and hire college and university students for county internships. One internship position is awarded this summer. / Local match required: No / EEO Required: No / EEO Dept Notified: No

Start Date: 05/01/2024

End Date: 09/01/2024

Submit Date: 02/19/2024

Department: 013

Administrator

Cash Match?

N

Total Budgeted Amount: 3,259.50

Total Funding Agency:

3,259.50

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	GMI045	Evans, Daniel		(706)826-1359

Type	By	Date
FA	D.EVANS	02/28/2024

Approvals

Dept. Signature:

Grant Coordinator Signature:

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

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

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.



GEORGIA COUNTY INTERNSHIP PROGRAM GRANT AGREEMENT

This AGREEMENT is made and entered into by and between the ASSOCIATION COUNTY COMMISSIONERS OF GEORGIA CIVIC AFFAIRS FOUNDATION, INC., (the "FOUNDATION"), having its principal office at 191 Peachtree Street, Suite 700, Atlanta, Georgia, 30303, and _____ County ("COUNTY"), having its principal office at _____.

In exchange for valuable consideration, the parties agree as follows.

I. GENERAL TERMS.

A. Agreement Term:

This Agreement shall be effective as of the last date of execution by the parties. Pursuant to O.C.G.A. § 36-10-1, approval by the COUNTY'S governing authority and entry on the COUNTY'S minutes is necessary before the parties may execute. Evidence thereof shall be provided to the Foundation from the COUNTY Clerk's Office as requested and incorporated into this Agreement.

B. Purpose of Agreement:

The FOUNDATION is providing grant funding through the Georgia County Internship Program pursuant to the grant award letter ("Grant Award Letter") (Exhibit A) to reimburse certain costs to the COUNTY to employ interns to complete projects as described in the county grant application ("County Grant Application") (Exhibit B) from May 1, 2024 until September 1, 2024. This Agreement provides the terms and conditions under which the COUNTY may receive reimbursement from the FOUNDATION.

II. REIMBURSEMENT TO COUNTY.

In exchange for the COUNTY hiring the intern(s) to perform projects as described in the approved County Grant Application and to learn about the operations of county government, the FOUNDATION shall provide reimbursement to the COUNTY as follows:

A. Use of Grant Funds.

1. Amount of Reimbursement

ACCG Civic Affairs Foundation

- a. **Hourly Rate.** The FOUNDATION shall reimburse the COUNTY for the cost of wages at the rate of \$15.00 per hour for each hour worked up to 200 hours, for a maximum reimbursement of \$3000.00 for wages per intern, per internship, unless the COUNTY has agreed to pay a percentage of the costs as described within the County Grant Application.

The COUNTY may pay the intern at a higher rate than \$15.00 per hour at its own expense as provided for in their approved County Grant Application or as established at a later time by the COUNTY. In either case, the COUNTY shall be responsible for payment for all the costs above the reimbursed hourly rate of \$15.00 per hour, including workers' compensation and FICA.

- b. **Workers' Compensation.** The FOUNDATION shall reimburse the COUNTY for a portion of the cost to cover the intern under the COUNTY'S workers' compensation plan in the Foundation's sole discretion up to a maximum reimbursement rate of up to \$30.00 per intern, per internship.
 - c. **FICA.** The FOUNDATION shall reimburse the COUNTY for a portion of the cost of paying Federal Insurance Contributions Act (FICA) in the Foundation's sole discretion at a maximum reimbursement of up to \$229.50 per intern, per internship.
2. **Additional Compensation for Intern.** The COUNTY may pay the intern(s) in an amount greater than \$15.00 per hour or allow the intern(s) to work more than 200 hours during the grant period. However, the COUNTY will not be entitled to additional grant reimbursement for wages, workers' compensation, FICA or any other employment costs for the additional wages or hours.

III. Obligations of COUNTY:

- A. **Use of Grant Funds.** Grant reimbursement is limited to the actual amount of wages paid and approved employment costs for up to 200 hours of actual work performed by a qualified intern, from May 1, 2024 to September 1, 2024, for the Foundation approved internship project as described within the attached County Grant Application.
- B. **Compensation.** The COUNTY shall pay interns funded in whole or in part by this grant a minimum of \$15.00 per hour for each hour suffered or permitted to be worked by the intern.
- C. **Internship Requirements.** All interns must have on site supervision, be provided with work projects as provided in the approved County Grant Application submitted by the COUNTY and be afforded the opportunity to learn about the operations of county government.
- D. **Required Information: Proof of Payment of Intern and Reporting Requirements.** Upon completion of the internship, the COUNTY shall provide the following information

ACCG Civic Affairs Foundation

to the **FOUNDATION**: (1) copy of the offer letter provided to the intern upon hire; (2) employment verification, including the E-Verify usage and acknowledgement form (“E-Verify Usage and Acknowledgement Form”) (**Exhibit C**); (3) proof of payment for each payment period for every intern receiving funding through this Agreement; (4) signed and completed reimbursement form (“Reimbursement Form”) (**Exhibit D**); and (5) completed Intern Evaluation Form (**Exhibit E**). All required information shall be submitted by the COUNTY and received by the FOUNDATION by October 11, 2024 in order to be eligible to receive grant reimbursement.

- E. Hiring of Intern.** In order to be eligible to receive the reimbursement provided for in Paragraph A of Section II of this Agreement, the **COUNTY** must hire an intern who is an undergraduate student, graduate student, recent college graduate, or a high school student 16 years of age or older who is dually enrolled in a college program, as an employee to perform the projects as provided for in the approved County Grant Application. The **COUNTY** may not hire an intern as an independent contractor for reimbursement under this Agreement. The intern hired must be willing and agreeable to having certain information shared about them and their internship pursuant to this Agreement. The COUNTY must submit to the FOUNDATION no later than July 15, 2024: intern consent form (“Intern Consent Form”) (**Exhibit F**); the intern information form (“Intern Information Form”) (**Exhibit G**); and an intern photograph.
- F. Tax Withholdings.** The **COUNTY** is responsible for withholding all applicable state and federal income taxes on an intern’s earnings.
- G. Nondiscrimination in Employment Practices.** The **COUNTY** agrees to comply with federal and state laws, rules and regulations, relative to nondiscrimination in employment practices because of political affiliation, religion, race, color, sex, disability, age over 40 years, national origin or any other protected class as provided by law. Nondiscrimination in employment practices is applicable to employees, applicants for employment, promotions, demotions, dismissal and other elements affecting employment/employees.
- H. Compliance with Applicable Provisions of Federal and State Laws and Regulations.** The **COUNTY** agrees to comply with all applicable federal and state laws, including, but not limited to:
1. **The Americans with Disabilities Act.** The **COUNTY** agrees to comply with all applicable provisions of the Americans with Disabilities Act (ADA) and any relevant federal and state laws, rules and regulations regarding employment practices toward individuals with disabilities and the availability/accessibility of programs, activities, or services for clients with disabilities.
 2. **Fair Labor Standards Act**
 3. **Georgia Security and Immigration Compliance Act.** The **COUNTY** agrees to comply with all of the E-Verify usage and hiring requirements as provided for in O.C.G.A. § 13-10-91(a).

ACCG Civic Affairs Foundation

- I. **Duty to Notify FOUNDATION.** It shall be the duty of the COUNTY to notify the FOUNDATION if an intern quits or is terminated by the COUNTY within five (5) days of separation.
- J. **Nepotism.** If the COUNTY has a nepotism policy for new hires, that policy shall apply to the hire and engagement of any intern reimbursed in whole or in part through this grant. In the absence of such a policy, the COUNTY shall refrain from hiring interns who are closely related by blood or marriage to COUNTY employees or officials who have a hiring or supervisory role over the intern. The COUNTY shall apply its personnel policies on dating in the workplace to any intern hired through this grant. If the COUNTY fails to follow these requirements, the COUNTY will not receive grant funding for any of the interns who have been involved in any of the aforementioned activities at the sole discretion of the FOUNDATION.
- K. **Campaign and Other Impermissible Activities.** Interns hired through the Georgia County Internship Program and paid through grant funding are not permitted to work on campaigns for elections of commissioners or for any other elected official as part of their work with the COUNTY. Interns are further not permitted to run personal errands for COUNTY officials and staff or work on projects that are unrelated to county government. If the COUNTY fails to follow these requirements, they will not receive grant funding for any of the interns who have been involved in any of the aforementioned activities at the sole discretion of the FOUNDATION.

IV. CONTRACT MODIFICATION

No amendment, modification, or alteration of this AGREEMENT shall be valid or effective unless such modification is made in writing and signed by both parties.

V. TERMINATION

This Agreement may be terminated in the following circumstances:

- A. **Due to default or for cause.** The FOUNDATION may terminate this AGREEMENT at any time if the COUNTY fails to perform any of its obligations under this AGREEMENT and fails to cure any breach within 10 days of a notice of breach and intention to terminate by the FOUNDATION. The COUNTY shall be required to submit all required information identified in Section III (D) not later than 20 days after the date of written notice of termination. The COUNTY shall not receive any grant reimbursement for costs incurred after the date of termination or in the event a breach occurred that could not be satisfied.
- B. **Due to Early Separation of Intern.** Should the intern funded by this grant be separated from the COUNTY'S employment prior to the expiration of their internship period, this AGREEMENT shall terminate within 20 days of the separation unless another

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undergraduate student, graduate student, recent graduate, or a high school student 16 years of age or older who is dually enrolled in a college program, is hired to continue and complete the approved internship within the grant period and at least 100 hours are remaining of the internship.

- C. **Natural Termination.** Unless otherwise terminated, this Agreement shall terminate December 31, 2024.
- D. **Survival.** The following sections shall survive termination for any reason of this Agreement: Access to Records, Records Retention, and Investigation; Hold Harmless; Program Publicity and COUNTY Participation;

VI. Access to Records, Records Retention, and Investigation

- A. The **FOUNDATION** shall have access to any pertinent books, documents, papers, and records of the **COUNTY** for the purpose of making audit examinations, excerpts, and transcripts. The **COUNTY** shall retain all records related to this grant for seven years from submission of the required information. If any litigation, claim, or audit is started before the expiration of the seven-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.
- B. The **COUNTY** agrees that the **FOUNDATION** has the authority to investigate any allegation of misconduct made by the **COUNTY** pertaining to this Agreement. The **COUNTY** agrees to cooperate fully in such investigations by providing the **FOUNDATION** reasonable access to its records and any other resources as necessary to investigate the allegation.

VII. Hold Harmless

To the extent permitted by law, the **COUNTY** agrees to hold harmless the **FOUNDATION**, Association County Commissioners of Georgia, their employees and agents for any claim growing out of any action performed by the **COUNTY**, its agents or employees under any provision of this contract.

VIII. Program Publicity and COUNTY Participation

- A. The **COUNTY** agrees to allow preplanned site visits from the **FOUNDATION** for the purpose of interviewing the intern(s) and supervisor, taking photographs, video, or audio, and reviewing projects that have been assigned. The **COUNTY** further agrees that any photographs or information obtained during such site visits may be used to promote the Georgia County Internship Program and **FOUNDATION**, which may include, but is not limited to, usage through websites, social networking sites, brochures, press releases, and other forms of media.

ACCG Civic Affairs Foundation

- B. The **COUNTY** further agrees that any promotional information by the **COUNTY** regarding the Georgia County Internship Program must be preapproved by the **FOUNDATION**.
- C. The **COUNTY** additionally agrees that any research, study, review, or analysis relative to the Georgia County Internship Program, or internship, conducted by or on behalf of the **COUNTY** must be reviewed and approved by the **FOUNDATION**.

XI. Miscellaneous Provisions

- A. The intern is an employee of the county. At no time shall the intern be considered an employee or independent contractor of the **FOUNDATION**, or the Association County Commissioners of Georgia.
- B. Neither the **FOUNDATION** nor any of its employees, agents, or subcontractors shall be considered a partner, employee, or agent of the **COUNTY**.
- C. Neither party to this **AGREEMENT** shall have the authority to bind the other party.

This **AGREEMENT** is executed and shall be controlled by the laws of the State of Georgia.

XII. CONTRACT EXHIBIT INCLUSION:

This contract includes the following exhibits, which are attached and incorporated herein by reference:

Exhibit A	Grant Award Letter
Exhibit B	County Grant Application
Exhibit C	E-Verify Usage and Acknowledgement Form
Exhibit D	Reimbursement Form
Exhibit E	Intern Evaluation Form
Exhibit F	Intern Consent Form
Exhibit G	Intern Information Form

ACCG Civic Affairs Foundation

COUNTY:

**ASSOCIATION COUNTY COMMISSIONERS OF
GEORGIA CIVIC AFFAIRS FOUNDATION, INC:**

Signature

Signature

Printed Name

Dave Wills

Printed Name

Title:

Secretary-Treasurer

Title:

This ____ day of _____, 2024

This ____ day of _____, 2024

COUNTY CLERK CERTIFICATION:

The undersigned Clerk of the governing authority of _____ County, DOES HEREBY CERTIFY that the Georgia County Internship Program Grant Agreement with the Association County Commissioners of Georgia Civic Affairs Foundation, Inc. was adopted by the _____ County Governing Authority in a meeting that was properly advertised and open to the public on _____, 2024, and that the original of said agreement appears of record in the minute book of the County, which is in my custody and control.

WITNESS my hand and the official seal of the governing authority of County.

(SEAL)

Clerk

ACCG Civic Affairs Foundation

February 6, 2024

Mr. Daniel Evans
535 Telfair Street
Augusta, GA 30901

Dear Mr. Evans,

I am pleased to inform you that Augusta-Richmond County has been awarded a **Georgia County Internship Program (GCIP) grant** from the Association County Commissioners of Georgia Civic Affairs Foundation ("ACCG Civic Affairs Foundation") contingent upon the parties entering into the terms and conditions of the Georgia County Internship Program Grant Agreement (the "Agreement") that this grant award letter is incorporated hereto. A grant contract package is enclosed for you to complete and return. Upon proper completion of such as solely determined by the ACCG Civic Affairs Foundation, this grant is awarded for the 2024 summer program in the amount of **\$3,259.50** for the **Public Information and Social Media Intern** project to cover **one internship**. The grant provided must be used to fund costs associated with the intern's salary, FICA, and worker's compensation as specified in the Agreement.

Please contact Michele NeSmith at mnesmith@accg.org or at 404-922-8737 if you need assistance with grant requirements or in publicizing the proposed internship position. While the ACCG Civic Affairs 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 the County is unable to hire a summer intern for the project description provided, the grant award designated for this purpose will be rescinded in full.

Congratulations and thank you for participating in the GCIP 2024 grant program.

Sincerely,



Dave Wills
Association County Commissioners of Georgia Civic Affairs Foundation Secretary-Treasurer

cc: Mayor Garnett Johnson
Danielle Hayes
Lena Bonner
Takiyah Douse



Georgia County Internship Program Grant Application Summer 2024

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

This application has three sections. Section I requires the applicant to indicate the grant category for the application. Section II requires the applicant to provide answers to a series of questions and Section III 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 the 2024 GCIP grant program is Monday, December 18, 2023

Applications should be sent to Michele NeSmith at the Foundation via email to mnesmith@accg.org.

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 16 years of age or older who are dually enrolled in a college or university are also eligible. Interns cannot work more than 200 total hours during the grant period unless the county agrees to pay for all expenses beyond the 200-hour 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: Grant Category

Select (X) the grant category for this application.

General GCIP Grant	X
Kundell Environmental Grant	
Garner Health and Human Services Grant	
Verizon Grant	

Section II: General Grant Information

County Name:	Richmond County
County E-Verify Number:	46923
Number of Interns Requested:	1

Are you submitting an application that includes a partner?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
List partners:		
Is your partner a nonprofit, college, or university?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
List contribution level	<input type="checkbox"/> \$600 (25%) <input type="checkbox"/> 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 Grant Coordinator or other Primary Contact:	Daniel J. Evans		
County:	Richmond		
Department:	Administrator's Office		
Position:	Grant Writer		
Address:	535 Telfair Street		
Email:	Devans2@augustaga.gov	Phone:	706-826-1359

Is the county providing partial funding of the amount needed to fund the internship? (Total cost of the internship is \$3,000 plus FICA and WC supplement)		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
What amount?	\$:	
OR		



Is the county providing additional funding? (on top of the grant amount)		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
What amount?		\$:	
Who will be the supervisor for the intern?			
<input type="checkbox"/> Same as grant coordinator or other primary county contact			
<input checked="" type="checkbox"/> Other			
Name:	Danielle Hayes		
Department:	Administrator's Office		
Position:	Public Information Officer		
Address:	535 Telfair Street		
Email:	dhayes@augustaga.gov	Phone:	706-312-5511
Has this individual previously supervised interns?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Is adequate space available to support an intern?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is adequate equipment available (computer, software programs, etc.) for the intern to complete the proposed project(s)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Will outside technical assistance be required for the intern to complete the project?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If Yes, who will provide it:		
Has your county previously had an intern?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Has your county ever had an intern in this field?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Has your county previously received a Georgia County Internship Program (GCIP) grant for interns?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is there a college or university located in your county?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is there a technical college located in your county?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> 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?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please describe: Social media etiquette, basic press release training.		
Please describe how your county plans to recruit and advertise the internship position:		
The intern position will be advertised through GovernmentJobs.com, which is our primary job board that Augusta utilizes for recruitment. In addition, the announcement will be distributed through our local colleges and technical schools for posting to their internal job boards as well. Active recruitment will take place in partnership with the Augusta University Public Administration and Graduate School Departments as well. Candidates will be required to submit an application along with their transcripts. All applicants will be reviewed and qualified applicants interviewed by the Public Information Officer and City Administrator (or their designee).		



Section III: Project Description and Intern Position Title

Project Information

Internship position title:	Public Information and Social Media Intern
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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.

The Public information and Social Media intern will assist with researching, drafting, editing, producing and evaluating a variety of social media, web, and multimedia products such as photos, videos, podcasts, graphics and more. They will also assist with inquiries from local news media and drafting and editing remarks for City of Augusta leadership, gather news clips, assist with interviews, and press conferences, edit and issue news releases on a variety of topics, provide research assistance, and contribute to other communications projects.

The main project focus for the Public Information and Social Media intern will be to work directly with the City's Public Information Officer on the web presence for the City's Sand Hills Urban Development plan. The Sand Hills Historic District in Augusta, Georgia is a historic district which was listed on the National Register of Historic Places in 1997. The district included 334 contributing buildings and a contributing site in a 231 acres area in a historically disadvantaged, African-American community that abuts the Augusta National, famed home of the Masters Golf Tournament.

As Augusta works to develop quality, affordable housing and commercial opportunities for this neighborhood, the intern would work directly with Augusta Community Development staff in crafting the message of the community revitalization strategy for the citizens of Augusta to receive information on the growth and rejuvenation of this historic neighborhood.

Examples of duties for the Public Information and Social Media intern include, but are not limited to:



- Monitor media coverage and compile media reports.
- Create and maintain media lists and contact databases.
- Assist in organizing and coordinating press events, conferences, and interviews.
- Support in writing and editing press releases, media pitches, and other PR and website materials.
- Conduct research on industry trends, competitors, and media outlets.
- Monitor social media platforms for mentions and engagement opportunities.
- Collaborate with cross-functional teams to ensure consistent messaging across all channels for Augusta, Georgia.

Qualified candidates have a strong interest in, or are seeking a degree in, digital media, communications, public affairs/relations, media and/or journalism, film/TV production, graphic design, photography, or a related field. Strong interpersonal and communication skills and the ability to handle multiple tasks and work under pressure are a must. Meticulous attention to detail in writing and editing is also necessary. Previous internship experience in a communications-related position is desirable.

For questions, email mnesmith@accg.org or call (404) 992-8737

The Georgia County Internship Program is offered by the ACCG Civic Affairs Foundation thanks to the generosity and support of our donors and supporters. The Foundation is a nonprofit 501 (c) (3) organization. For more information, visit www.civicaffairs.org.



Georgia County Internship Program (GCIP) E-Verify Usage and Acknowledgement Form

Georgia law through O.C.G.A. §13-10-91(a) requires all counties to use E-Verify to verify the employment eligibility of all newly hired employees. All intern participants in the GCIP must be verified through this process by the county when they are hired. Failure to complete this process will result in the forfeiture of grant funds by the ACCG Civic Affairs Foundation to the county.

The following information should be prepared by the Human Resources Director or person for your county who processes new employees to verify that the county did use E-Verify to verify the employment eligibility of interns hired through the GCIP. This form is to be submitted along with a copy of the offer letter to complete the proof of hire grant requirement. The county should not submit the E-Verify confirmation issued by USCIS, I9 form, or other sensitive information such as copies of a driver's license, passport, or social security card to satisfy this requirement.

I, _____, acknowledge that _____ County used the E-Verify program to verify the employment eligibility of _____, GCIP summer intern, on the _____ day of _____ 2024.

County Position

Signature

Date

E-Verify Number

Date of E-Verify Authorization



Administrative Services Minutes

March 12, 2024

Minutes

Department:	N/A
Presenter:	N/A
Caption:	Motion to approve the minutes of the Administrative Services Committee held on February 13, 2024.
Background:	N/A
Analysis:	N/A
Financial Impact:	N/A
Alternatives:	N/A
Recommendation:	N/A
Funds are available in the following accounts:	N/A
<u>REVIEWED AND APPROVED BY:</u>	N/A



ADMINISTRATIVE SERVICES COMMITTEE MEETING MINUTES

Commission Chamber

Tuesday, February 13, 2024

1:05 PM

ADMINISTRATIVE SERVICES

PRESENT

Mayor Garnett Johnson

Commissioner Tony Lewis

Commissioner Sean Frantom

Commissioner Jordan Johnson

ABSENT

Commissioner Francine Scott

1. Motion to approve utilizing the state contract (#SWC 9999-001-SPD0000183-002) for the purchase of two Chevrolet Tahoes at a total cost of \$118,857.40 from Hardy Chevrolet for the Richmond County Sheriff's Office.

Motion to approve.

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Lewis, Frantom, Johnson

Motion carries 3-0.

2. Motion to approve the amendment of Purchase Order P434867 for Diamond Lakes Scoring Towers to add an additional \$154,687.75 for additional work completed. Additional funds will be taken from SPLOST 8 Facility Maintenance/ Existing Facilities (including Craig Houghton).

Motion to approve.

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Lewis, Frantom, Johnson

Motion carries 3-0.

3. Receive a recommendation from the Central Services Department regarding a different design/concept for the Edward M. McIntyre sign for Riverwalk. (Referred from January 30 Administrative Services Committee)

Motion to refer this item to the full Commission with no recommendation.

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Lewis, Frantom, Johnson

Motion carries 3-0.

4. Discuss why some committee meetings are not online (ex. P & Z committee) but others are (ex. Sheriff Merit Board). **(Requested by Commissioner Sean Frantom)**

Motion to approve streaming the Planning & Zoning Commission and Board of Zoning Appeals meetings online.

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Lewis, Frantom, Johnson

Motion carries 3-0.

5. Presentation of the Interim Administrator's recommendation regarding the Boathouse and the Rowing Club.

Motion to approve the recommendation of the Administrator to allow the Augusta Rowing Club to remain in their current location on the lower level of the Augusta Boathouse and to utilize the remaining funds in SPLOST allocated for the Boathouse for stabilization efforts to include the demolition of the deck, the removal of the HVAC system, mold remediation in the facility, the removal of the insulation and the girders on the first floor and the construction of access steps to gain entry into the interior of the building from the front with an estimated funding cost of \$400,000 for the project.

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Lewis, Frantom, Johnson

Motion carries 3-0.

6. Motion to approve the minutes of the Administrative Services Committee held on January 30, 2024.

Motion to approve.

Motion made by Frantom, Seconded by Johnson.

Voting Yea: Lewis, Frantom, Johnson

Motion carries 3-0.