Tuesday, April 22, 2014
OPERATIONS AND FINANCE COMMITTEE

Committee Members
Commissioner Bechtel - Chairman
Commissioner Lucas - Vice Chairman
Commissioner Shepherd
Commissioner Schlesinger
Commissioner Watkins
Charles Coney - Staff Contact

1. Approval of Minutes

Subject: A. Approval of Minutes from Meeting on April 8, 2014
Meeting: Apr 22, 2014 - OPERATIONS AND FINANCE COMMITTEE
Category: 1. Approval of Minutes
Access: Public
Type: Minutes

File Attachments
4-8-2014.doc (84 KB)

2. Adoption of CDBG and Home Proposed Budget for FY 2015

Subject: A. A Resolution To Adopt the Economic and Community Development CDBG and Home Proposed Budget for FY 2015
Meeting: Apr 22, 2014 - OPERATIONS AND FINANCE COMMITTEE
Category: 2. Adoption of CDBG and Home Proposed Budget for FY 2015
Access: Public
Type: Action

File Attachments
4-22-2014 - CDBG HOME proposed budget FY2015.pdf (81 KB)

3. Selection of IPC as Consultant for OPEB and Adoption of Master Statement for OPEB Trust

Subject: A. A Resolution To Authorize and Approve the Selection of The Financial Consultant for OPEB and the Master Statement of Investment Policy for OPEB Trust
Meeting: Apr 22, 2014 - OPERATIONS AND FINANCE COMMITTEE
4. Acceptance of Juvenile Justice Incentive Grant

Subject: A. A Resolution Authorizing the Continuation and Acceptance of the Juvenile Justice Incentive Grant Not To Exceed $500,000

Meeting: Apr 22, 2014 - OPERATIONS AND FINANCE COMMITTEE

Category: 4. Acceptance of Juvenile Justice Incentive Grant

Access: Public

Type: Action

File Attachments
4-22-2014 - Juvenile Justice Incentive Grant.pdf (90 KB)

5. Appointment to General Employees Pension Board

Subject: A. A Resolution Appointing Commissioner Scotty Shepherd and Commissioner Larry Schlesinger to the General Employees Pension Board

Meeting: Apr 22, 2014 - OPERATIONS AND FINANCE COMMITTEE

Category: 5. Appointment to General Employees Pension Board

Access: Public

Type: Action

File Attachments
4-22-2014 - Appointing Shepherd and Schlesinger to Macon Gen Employees Pension Committee.pdf (132 KB)

6. Amending ECD Budget Supplement for Demolition of 37 Houses

Subject: A. A Resolution To Amend Economic and Community Development Budget in the Amount of $300,000 for Demotion Work for 37 Houses Via Bid Process

Meeting: Apr 22, 2014 - OPERATIONS AND FINANCE COMMITTEE

Category: 6. Amending ECD Budget Supplement for Demolition of 37 Houses

Access: Public

Type: Action

File Attachments
4-22-2014 - Demolition of 37 houses.pdf (848 KB)

7. Accepting an Immigration Compliance Policy
### 8. Supplemental Budget Requests

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OPERATIONS AND FINANCE COMMITTEE

MINUTES

April 8, 2014

The Operations and Finance Committee was called to order at 9:00 a.m. by Committee Chairman Gary Bechtel.

COMMITTEE MEMBERS PRESENT:
Commissioner Gary Bechtel – Chairman
Commissioner Elaine Lucas – Vice Chairman
Commissioner Scotty Shepherd
Commissioner Larry Schlesinger
Commissioner Virgil Watkins

OTHERS PRESENT:
Mayor Robert A. B. Reichert
Mayor Pro Tem Bert Bivens
Commissioner Mallory Jones
Commissioner Ed DeFore
Commissioner Al Tillman
Colonel Mike Carswell, Sheriff’s Office
Lt. Collins, Sheriff’s Office
Chief Deputy Russell Nelson, Sheriff’s Office
Dale Walker, County Manager
Charles Coney, Asst. County Manager
Shay Moreland, Recreation – Dir. Sr. Citizens
Chris Floore, Assistant to the County Manager
Julie Moore, Assistant to the County Manager
Judd Drake, County Attorney
Sheila Thurmond, Clerk of the Commission
Jean Howard, Asst. Clerk of the Commission
Dale “Doc” Dougherty, Recreation
Crystal Jones, Asst. County Attorney
Carl Hodge - Recreation
Jami Gaudet, Public Affairs – Macon-Bibb TV
Trae McCombs, Pub. Affairs – Macon-Bibb TV
Justin Crum, Public Affairs – Macon-Bibb TV
Kevin Barrere, Public Affairs – Macon-Bibb TV

NEWS MEDIA:
Anita Oh, 13 WMAZ
Jim Gaines, The Telegraph
Angie Ragle, FOX 24 WGXA

VISITORS/GUESTS:
Cathy Nelson
Merritt Johnson
Theron Ussery
Thomas Galtier – Academy for Classical Education
Esterine Stokes – Academy for Classical Education
Laura Perkins – Academy for Classical Education
Adah Roberts
Mark Stevens

1. Approval of Minutes

A. Approval of Minutes from Special Called Meeting on March 18, 2014

ACTION:

On Motion of Commissioner Schlesinger, seconded by Commissioner Shepherd and carried unanimously with Commissioners Watkins, Lucas, and Bechtel voting in the affirmative, the minutes of the March 18, 2014 Special Called Meeting were approved.
B. Approval of Minutes from Meeting on March 25, 2014

ACTION:

On Motion of Commissioner Schlesinger, seconded by Commissioner Shepherd and carried unanimously with Commissioners Watkins, Lucas, and Bechtel voting in the affirmative, the minutes of the March 25, 2014 Meeting were approved.

2. Franchise Agreements

The Macon-Bibb County Charter granted authority to the Macon-Bibb County Consolidated Government to grant franchises to public utility companies operating in the Macon-Bibb County area.

A. An Ordinance for Franchise to Tri-County EMC

ACTION:

On Motion of Commissioner Schlesinger, seconded by Commissioner Shepherd and carried unanimously with Commissioners Bechtel, Lucas, and Watkins voting in the affirmative, the Franchise agreement with Tri-County EMC was approved.

B. An Ordinance for Franchise to Flint Electric EMC

ACTION:

On Motion of Commissioner Schlesinger, seconded by Commissioner Watkins and carried unanimously with Commissioners Bechtel, Shepherd, and Lucas voting in the affirmative, the Franchise agreement with Flint Electric was approved.

C. An Ordinance for Franchise to Central Georgia EMC

ACTION:

On Motion of Commissioner Schlesinger, seconded by Commissioner Lucas and carried unanimously with Commissioners Bechtel, Shepherd, and Watkins voting in the affirmative, the Franchise agreement with Central Georgia EMC was approved.

3. OPEB Trust Agreement

A Resolution of Amendment to and Adoption of OPEB Trust Agreement

ACTION:

On Motion of Commissioner Schlesinger, seconded by Commissioner Lucas and carried unanimously with Commissioners Bechtel, Shepherd and Watkins voting in the affirmative, the above stated Resolution was approved.
4. **Independent Portfolio Consultants**

A Resolution to authorize and approve the selection of Independent Portfolio Consultants

**ACTION:**

*On Motion of Commissioner Schlesinger, seconded by Commissioner Shepherd and carried unanimously with Commissioners Bechtel, Lucas, and Watkins voting in the affirmative, the above stated Resolution was approved.*

Committee Chairman Gary Bechtel announced there would be a Special Called Meeting of the Operations and Finance Committee on Thursday, April 17th at 10:00 a.m. for the purpose of hearing presentations from Davenport Investment and Independent Portfolio Consultants (IPC). He invited all commissioners to attend.

5. **Investment Policy Amendment**

An Ordinance to amend Investment Policy

Dale Walker stated that he, as County Manager, and Finance Director, Christy Luluccci, were added to the policy.

**ACTION:**

*On Motion of Commissioner Schlesinger, seconded by Commissioner Shepherd and carried unanimously with Commissioners Bechtel, Lucas, and Watkins voting in the affirmative, the Ordinance to amend the Macon-Bibb County investment policy was approved.*

6. **Designation of Auditors for Macon-Bibb County**

A Resolution to designate Mauldin and Jenkins as Auditors for Macon-Bibb County for FY 2015

**ACTION:**

*On Motion of Commissioner Schlesinger, seconded by Commissioner Lucas and carried unanimously with Commissioners Bechtel, Shepherd, and Watkins voting in the affirmative, the Resolution designating Mauldin and Jenkins as Auditors for FY 2015 was approved.*

7. **Recreation Lighting Supplier**

**A. Resolution to approve supplier for lighting at various recreation centers**

Charles Coney, Assistant County Manager, stated Energy & Environment, LLC was the low bidder.

**ACTION:**

*On Motion of Commissioner Schlesinger, seconded by Commissioner Shepherd and carried unanimously with Commissioners Bechtel, Lucas, and Watkins voting in the affirmative, the Resolution approving Energy & Environment, LLC as the supplier of various recreation centers lighting for $192,000, to be paid from SPLOST Funds, was approved.*
8. **Supplemental Budget Requests**

A. Ordinance to appropriate funds to District Attorney for witness fees for trial

**ACTION:**

*On Motion of Commissioner Schlesinger, seconded by Commissioner Shepherd and carried unanimously with Commissioners Bechtel, Lucas, and Watkins voting in the affirmative, the Ordinance to appropriate $10,200 from FY 2014 General Fund Balance to the District Attorney’s Office for witness fees for trial was approved.*

B. An Ordinance appropriate funds to pay the EPD State Fine

**ACTION:**

*On Motion of Commissioner Schlesinger, seconded by Commissioner Shepherd and carried unanimously with Commissioners Bechtel, Lucas, and Watkins voting in the affirmative, the Ordinance appropriating $70,000 from FY 2014 Solid Waste Management Fund Balance to the Landfill Division to pay the EPD State fine was approved.*

9. **Information Technology Update**

Chris Floore, Assistant to the County Manager for Public Affairs, gave an update on the status of the breach of personal information of online applicants seeking employment with Macon-Bibb County. He stated the situation had been corrected and files were no longer available to outside sources. He further stated that a request had been submitted to Google to have the information removed from their search engines and cached pages. The breach was attributed to the merger of the City and County computer systems. A search of other internet caches is being conducted to ensure there are no other places where the information may be available. The services of a third party will be utilized to do a penetration and security audit of the Macon-Bibb County system. Notices will be sent to all affected employees by the Human Resources Department.

Chris Floore introduced his staff which included Trae McCombs, Kevin Barrere, Jami Gaudet and Justin Crum. A video presentation of Macon Street Macon was shown. The launch of the new Macon-Bibb TV website will help the community learn more about consolidation and the people, organizations, and efforts working to make Macon-Bibb a better place to live, work, play, and learn.

Commissioner Lucas asked if there was a policy on what gets covered by the Public Affairs Department and who makes that decision. She stated there should be fairness across the Board. Chris Floore stated that he would provide copies of the policy to members of the Commission.

There being no further business and on motion duly made and seconded, the meeting was adjourned.

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Sheila Thurmond, CCC
Clerk of the Commission

April 8, 2014
ATTACHMENT 2.A

SPONSOR: ROBERT A.B. REICHERT

A RESOLUTION OF THE MAYOR AND MACON-BIBB COMMISSION TO ADOPT THE ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT CDBG AND HOME PROPOSED BUDGET FOR FISCAL YEAR 2015 BUDGET; AND FOR OTHER PURPOSES.

WHEREAS, each year the Macon-Bibb County Economic and Community Development Department receives an allocation from the United States Department of Housing and Urban Development ("HUD") for Community Development Block Grant ("CDBG") Funds and this year Macon-Bibb County expects to receive $1,533,672.00 in CDBG funds from HUD and anticipates an additional $150,000.00 in CDBG program income; and

WHEREAS, each year the Macon-Bibb County Economic and Community Development Department receives an allocation from HUD for HOME Investment Partnership ("HOME") Funds and this year Macon-Bibb County expects to receive $629,797.00 in HOME funds from HUD and anticipates an additional $150,000.00 in HOME program income; and

WHEREAS, each year the Macon-Bibb County Economic and Community Development Department receives program income and utilizes it as a part of the housing/redevelopment revolving loan fund for Housing Rehabilitation, Small Business Development Loans, and housing related activities such as infrastructure, demolition, and acquisition in low-income target neighborhoods; and

WHEREAS, the Economic and Community Development Department of Macon-Bibb County administers these funds and proposes to allocate these funds as set forth in its “FY 2015 CDBG and HOME Budget” attached hereto as Exhibit “A”, and by this reference made a part hereof.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Commission of Macon-Bibb County and it is hereby so resolved by the authority of same that the proposed Fiscal Year 2015 Budget for the Economic and Community Development Department for CDBG and HOME funds in the total amount of $2,463,469.00, as set forth in Exhibit “A” is hereby adopted.

SO RESOLVED this ______ day of __________________, 2014

____________________________
ROBERT A. B. REICHERT, MAYOR

ATTEST:

____________________________
SHEILA THURMOND, CLERK OF COMMISSION

S:\Law\RES MACON-BIBB\2014 CDBG HOME proposed budget FY2015
A RESOLUTION OF THE MACON-BIBB COUNTY COMMISSION, AS THE BOARD OF TRUSTEES FOR THE MACON-BIBB COUNTY OTHER POST EMPLOYMENT BENEFITS TRUST, TO AUTHORIZE AND APPROVE THE SELECTION OF INDEPENDENT PORTFOLIO CONSULTANTS, INC. (IPC) AS THE FINANCIAL CONSULTANT FOR OTHER POST-EMPLOYMENT BENEFITS (OPEB) FUND ASSETS AND TO APPROVE AND ADOPT THE MASTER STATEMENT OF INVESTMENT POLICY (MSOP) FOR THE MACON-BIBB COUNTY OPEB TRUST; AND FOR OTHER PURPOSES

NOW, THEREFORE, BE IT RESOLVED by the Macon-Bibb County Commission, and it is hereby so resolved by the authority of the same that the Macon-Bibb County Commission does hereby authorize and approve the selection of Independent Portfolio Consultants, Inc. (IPC) as the financial consultant for Other Post-Employment Benefits (OPEB) fund assets.

BE IT FURTHER RESOLVED that the Master Statement of Investment Policy (MSOP) for the Macon-Bibb County Other Post-Employment Benefits, a copy of which is attached hereto and incorporated herein by reference, is hereby approved and adopted.

BE IT FURTHER RESOLVED that the Director of Finance and County Manager shall be authorized to take any and all actions necessary to effectuate the selection of Independent Portfolio Consultants, Inc. (IPC) as the financial consultant for Other Post-Employment Benefits (OPEB) fund assets.

SO RESOLVED this _____ day of _____________, 2014.

ROBERT A. B. REICHERT, MAYOR

ATTEST: ________________________________

SHELIA THURMOND, CLERK OF COMMISSION
A RESOLUTION OF THE MACON-BIBB COUNTY COMMISSION AUTHORIZING
THE CONTINUATION AND ACCEPTANCE OF THE JUVENILE JUSTICE
INCENTIVE GRANT NOT TO EXCEED THE AMOUNT OF $500,000.00 AND
AGREEING THAT MACON-BIBB COUNTY WILL SERVE AS THE FISCAL AGENT
OF SAID GRANT; AND FOR OTHER PURPOSES.

WHEREAS, in 2013, the Bibb County Juvenile Court applied for and received the
Juvenile Justice Incentive Grant award in the amount of three hundred eighty-eight thousand
seven hundred seventy-five dollars ($388,775.00) for the project period of August 1, 2013 to
June 30, 2014; and

WHEREAS, the funds are awarded to provide evidence-based programs and services to
systems-involved juveniles at high risk for commitment to the Youth Detention Center; and

WHEREAS, the funds support three identified primary and secondary interventions: Multi-Systemic Therapy, Aggressive Replacement Therapy and Botvin Life Skills to serve a
total of 60 juveniles as identified by the Assistant District Attorney and the Department of
Juvenile Justice; and

WHEREAS, the grant funds are state funds authorized under HB 242; and

WHEREAS, the Criminal Justice Coordinating Council has conducted a program audit
and financial audit as of April 2, 2014, and has invited the Bibb County Juvenile Court to apply
for continuation funding at the same level of funding to continue current chosen interventions; and

WHEREAS, Juvenile Court Judges Thomas J. Matthews and Quintess J. Gilbert have
requested to pursue continuation funding; and

WHEREAS, the application for continuation of said funding requires the County to
serve as the fiscal agent of the grant funds and the application is due April 28, 2014, and there is
no required match; and

WHEREAS, this resolution will benefit and promote the health, safety, morals and
welfare of the citizens of Macon-Bibb County.

S:\LowRES MACON-BIBB\2014 Juvenile Justice Incentive Grant.doc
NOW, THEREFORE, BE IT RESOLVED by the Macon-Bibb County Commission, and it is hereby so resolved by the authority of the same that the Bibb County Juvenile Justice Court is hereby authorized to apply for continuation funding from the Juvenile Justice Incentive Grant for the period of July 1, 2014 to June 30, 2015, not to exceed the amount of five hundred thousand dollars ($500,000.00).

SO RESOLVED this _____ day of ________________, 2014.

______________________________________________
ROBERT A. B. REICHERT, MAYOR

ATTEST:

______________________________________________
SHELIA THURMOND, CLERK OF COMMISSION

(SEAL)
ATTACHMENT 5.A

SPONSOR: MAYOR ROBERT A.B. REICHERT

A RESOLUTION OF THE MACON-BIBB COUNTY COMMISSION CONFIRMING THE MAYOR’S APPOINTMENTS OF COMMISSIONER W.F. “SCOTTY SHEPHERD” AND COMMISSIONER LARRY SCHLESINGER TO POSTS FOUR AND FIVE RESPECTIVELY OF THE RETIREMENT COMMITTEE FOR THE MACON PENSION AND RETIREMENT SYSTEMS, DIVISION A, (1972 GA. LAWS, PAGE 3152, AS AMENDED); AND FOR OTHER PURPOSES.

NOW, THEREFORE, BE IT RESOLVED by the Macon-Bibb County Commission, and it is hereby so resolved by authority of the same that, pursuant to the requirements of Section 8.1 of the Macon Pension and Retirement Systems, Division A, (1972 Ga. Laws, Page 3152, as amended), the Mayor’s appointments are hereby confirmed for Commissioner W.F. “Scotty” Shepherd to fill the unexpired term, 02/07/12 - 02/07/16, of Lauren Benedict for Post 4 of the retirement committee and Commissioner Larry Schlesinger to fill the unexpired term, 02/21/12 - 02/21/16, of Nancy White for Post 5 of the retirement committee.

SO RESOLVED this _____ day of _______________, 2014.

_________________________
ROBERT A.B. REICHERT, MAYOR

ATTEST: ___________________________
SHEILA THURMOND, CLERK OF COMMISSION
A RESOLUTION OF THE MACON-BIBB COUNTY COMMISSION TO AMEND THE ECONOMIC AND COMMUNITY DEVELOPMENT BUDGET SUPPLEMENT REGARDING DEMOLITION, BY PROVIDING $300,000.00 IN ADDITIONAL FUNDING SO THAT DEMOLITION WORK FOR 37 HOUSES MAY BE SUBMITTED VIA THE BID PROCESS AND REQUESTS FOR PROPOSALS RECEIVED FROM INDEPENDENT CONTRACTORS; AND FOR OTHER PURPOSES.

WHEREAS, Macon-Bibb County has several distressed communities in which blight is prevalent resulting in diminished property values; and

WHEREAS, these blighted areas result in communities that are unsafe and hazardous to the public; and

WHEREAS, there are hundreds of structures that have been condemned by Economic and Community Development as they were visual eyesores, and a danger to the public; and

WHEREAS, said properties require extra resources due to issues such as neglect, fire damage and vandalism, yet the properties fail to generate tax revenue for Macon-Bibb County; and

WHEREAS, the demolition of these condemned properties is the sole viable option to decrease the prevalence of blight in our community; and

WHEREAS, Economic and Community Development currently have thirty-seven (37) homes on which remediation has been completed and said homes are currently ready for demolition as seen in the attached Exhibit “A”; and

WHEREAS, due to budgetary constraints and other reasons, the expeditious demolition of these remediated properties is not possible if demolition remains limited to the demolition services provided by Public Works; and

WHEREAS, granting an additional three hundred thousand dollars ($300,000.00) in funding to Economic and Community Development’s budget supplement will allow them to
prepare bid requests and accept requests for proposal (RFP) so that private companies may
demolish these particular properties in a more expeditious manner; and

WHEREAS, the removal of these remediated properties will benefit and promote the
health, safety, morals and welfare of the citizens of the Macon-Bibb County.

NOW, THEREFORE, BE IT RESOLVED by the Macon-Bibb County Commission,
and it is hereby so resolved by the authority of the same that an additional three hundred
thousand dollars ($300,000.00) shall be provided as a budget supplement to Macon-Bibb County
Economic and Community Development for the purpose of submitting the demolition the
properties designated in the attached Exhibit “A,” for bid through the bidding process with the
assistance of the Procurement Department, and paying for said demolitions.

SO RESOLVED this _____ day of ________________, 2014.

ROBERT A. B. REICHERT, MAYOR

ATTEST:

SHELIA THURMOND, CLERK OF COMMISSION
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A RESOLUTION OF THE MACON-BIBB COUNTY COMMISSION AUTHORIZING THE COMMISSION TO ACCEPT AN IMMIGRATION COMPLIANCE POLICY IN THE SAME FORM AS ATTACHED HERETO AS EXHIBIT "A"; AND FOR OTHER PURPOSES.

Purpose: To accept an immigration-compliance plan in order to allow for better adherence with the requirements of OCGA §36-60-6 and §50-36-1.

WHEREAS, E-Verify mandates that public employers must verify the immigration status of its employees, in accordance with OCGA §36-60-6; and

WHEREAS, the Systematic Alien Verification for Entitlements requires, individuals to agree to E-Verify employees or provide proof of immigration status prior to receiving any one of, various the State enumerated public benefits, under OCGA §50-36-1 through 3; and

WHEREAS, the County of Macon-Bibb wishes to ensure full adherence with the provisions of state immigration law; and

NOW, THEREFORE, BE IT RESOLVED by the Commission of Macon-Bibb county, and it is hereby so resolved by the authority of the same that the Commission is authorized to accept the Immigration Compliance Policy, in substantially the same form as attached hereto as Exhibit "A".

SO RESOLVED this ___ day of ______________, 2014.

________________________
Mayor, Macon-Bibb County

SO APPROVED this ___ day of ______________, 2014.

________________________
Clerk of Commission
Macon-Bibb County
Immigration Compliance Policy

April 2014

Doron Dvorak
Compliance Officer Macon-Bibb County
PUBLIC STATEMENT

Macon-Bibb County hereby assures that it adheres to all the requirements of Georgia Security and Immigration Compliance Act (GSICA), its utilization of E-Verification and compliance with the systematic alien verification for entitlements program.

Macon-Bibb County further assures nondiscrimination in all of its programs and activities, while at the same time complying with both Federal and State law. The Macon-Bibb County Compliance Officer, Macon-Bibb County Departments, along with the various Departmental Coordinators are responsible for initiating and monitoring those activities falling under the GSICA, preparing required reports and other responsibilities as required by GSICA.

In the event that the County hires or disperses governmental benefits to individuals, the County will include all e-verification/SAVE and Title VI language in all written agreements where appropriate and will monitor for compliance.

For additional information about Macon-Bibb County’s obligations under GSICA or Title VI, please send your written request or contact:

Doron Dvorak  
Macon-Bibb Compliance Officer  
700 Poplar Street, 3rd Floor  
Macon, Georgia 31201  
DDvorak@maconbibb.us
PURPOSE

There is a dual purpose to Georgia Security and Immigration Compliance Act (GSICA). Its first is to ensure that all Public employers and their business partners are complying with Federal and State law in offering employment only to those individuals who have some verifiably legal status within the United States. This is done to ensure compliance with Federal and State law which make it unlawful for a “person or other entity, to (A) hire an alien knowing the alien is an unauthorized alien or (b) to hire and individual without complying with the requirements of verification set out in federal law.”

The second purpose is to ensure that public benefits are being properly granted to those recipients to whom the aid was intended, and from discriminating against participants and potential participants on the basis of race, color, creed or national origin. Such requirement works to ensure that all persons, regardless of these elements, are allowed access to and participation in programs which are federally funded. To assist in compliance, Macon-Bibb County has established procedures which assist in the monitoring of GSICA compliance in both its hiring and contracting.

APPLICABILITY

The GSICA applies to all Macon-Bibb County departments, subagents, contractors, subcontractors and vendors who transact business with Macon-Bibb County. GSICA also applies to all recipients of “State or local public benefits” including grants, professional or commercial licenses, retirement, health, welfare or disability etc.

AUTHORITY

Compliance with the GSICA falls to the parties; The County will ensure that the issued bids, purchase orders, and employment documents will contain the required E-verify/SAVE affidavits along with the various provisions referencing the laws applicable in this policy. However, it is the responsibility of the party receiving the benefit or employment to ensure that where applicable, they have previously registered with the required Federal Authorities under the E- verification and SAVE provisions. The County will ensure that the signed affidavits are present with any required paperwork, and retain any and all required copies; however, a failure or refusal to return the signed affidavits will result in a delay or denial of employment or the provision of benefits in accordance with the requirements of the GSICA.

The Macon-Bibb County Compliance Officer is responsible for 1) educating departmental coordinators on their responsibilities under the provisions of GSICA, 2) monitoring for compliance with GSICA legislation, 3) ensuring all departments are up to date with and in full compliance with GSICA, 4) assisting with the maintenance of the required documentation for GSICA compliance.

The Macon-Bibb County Compliance Officer’s duties may include but are not limited to the following:

- Conducting annual E-verify/SAVE training for all departments and to those departments/contractors as requested;
- Disseminating all E-verify/SAVE resources, including posters and brochures, to departmental coordinators;
- Educating departmental coordinators on necessary monitoring techniques to ensure departmental compliance;
- Submitting annual GSICA plan to grantees in a timely manner;
- Other duties as necessary to ensure the County’s compliance;

Departmental Coordinators’ responsibilities include but may not be limited to the following:
ATTACHMENT 7.A

- Ensuring that all new employees within their departments receive the E-verify/SAVE training and information;
- Ensuring that procedures are in place to provide for public notification of their E-verify/SAVE rights.
- Prominently displaying all E-verify/SAVE resources, including posters, flyers and brochures, in locations managed by their departments that are frequented by the public;
- Employing necessary monitoring techniques to ensure departmental compliance;
- Providing the Macon-Bibb County Compliance office with the departmental information to be included in the annual E-verify/SAVE plan in a timely manner;
- Other duties as necessary to ensure GSICA compliance.

INTRODUCTION

In order to ensure that Macon-Bibb County continues to faithful adhere to the various provisions of Georgia’s Immigration Law, Macon-Bibb County is subject to and enforces both E-Verify and the Systematic Authorization and Verification for Entitlements (SAVE).

Following the most recent Georgia Legislative Session, clarifications were made to provisions of E-Verify and SAVE under House Bill 125. The following now applies to the State of Georgia:

1. It is the intent of the General Assembly that all public employers and contractors at every tier and level use the federal work authorization program on all projects, jobs, and work resulting from any bid or contract, and that every public employer and contractor working for a public employer take all steps to ensure that a legal and eligible workforce is utilized in accordance with federal immigration and employment.

2. E-Verify:

   a. A public employer shall not enter into a contract for physical performance of services valued $2499.99 or more, unless the contractor registers with and participates in the federal work authorization program. This includes providing a signed affidavit noting the verification number, date and notarization.

   b. E-Verify, with regards to interaction with Macon-Bibb County, is only applicable in three situations:

      i. Where there is an agreement or contract for the performance of services over the specified amount.

      ii. In the provision of a business license or alcohol license where SAVE affidavits require the information

      iii. Where waiver or exemptions of E-Verification are required based on the number employees or specifies categories of employment under the law.

   c. In regards to private employers, the requirements of E-Verify apply primarily in two situations:

      i. Where the private employer has 10 or more employees,
ii. Where the private employer is applying for a business license or other public benefit of the SAVE program.

3. SAVE:

a. Before any County issues a business license, occupational tax certificate, or other documents required to operate a business, the person shall provide evidence that they are either authorized to use the federal work authorization program by having 9 or more employees, or are exempt from the requirement by employing fewer than the requisite employees and indicating so on the affidavit. Compliance requires a signed affidavit noting the verification number, date and notarization. To renew the license, the individual must submit to the county their E-verify number or resubmit the proof of exemption.

b. In accordance with UCGA § 50-36-1(f) For any applicant who has executed an affidavit that he or she is an alien lawfully present in the United States, eligibility for public benefits shall be made through the SAVE program. Until such eligibility verification is made, the affidavit may be presumed to be proof of lawful presence in the United States under federal immigration law for the purposes of this Code section.

c. Where an applicant is seeking to receive some public benefit, the applicant must provide a photocopy of their identification, and provide the affidavit as required if the applicant is 18 or older. If the applicant is under 18, then the affidavit must be executed within 30 days of their 18th birthday.

d. For the purposes of the SAVE program, any document submitted for identification purposes may include, any identification issued by the United States, or in certain cases, by a foreign nation provided there is supporting documentation from Homeland Security. Copies of the document may be submitted by mail or electronically by fax, or email.

e. The approved changes state:

i. United States Citizens’ applicants will not have to resubmit their affidavits for renewal or when they apply for a different public benefit from the same agency.

ii. Under the amended code, each agency or political subdivision, will submit its annual report as required by December 31st of that year to include all SAVE affidavits gathered during the previous year. These reports will include the governmental entities’ name and verification number as well as its authorization date. The report will also include the following:

1. For contracts for the physical performance of services: legal name, address, federal work authorization user number of all contractors and the date of the contract.
2. For business licenses: a listing of each license or certificate issued by the county, the work authorization number of the business, the name of their contact, and the business name.

f. State Auditors will be conducting random audits of governmental agencies' compliance with the requirements of SAVE and E-verify.

The goal of Macon-Bibb County is remain in full compliance with the law; to do this requires accurate record keeping and adherence with the affidavit requirements which are a key part of this effort. Copies of the affidavits and waivers are included within the Macon-Bibb Compliance plan. If you have any questions about any of the compliance requirements contact the Macon-Bibb Compliance Officer at:

Doron Dvorak  
Macon-Bibb Compliance Officer  
700 Poplar Street, 3rd Floor  
Macon, Georgia 31201  
DDvorak@maconbibb.us
MACON-BIBB COUNTY, GEORGIA
SYSTEMATIC ALIEN VERIFICATION FOR ENTITLEMENTS (SAVE) PROGRAM
O.C.G.A. § 50-36-1(c)(2) Affidavit

NOTE: O.C.G.A. § 50-36-1 defines an applicant as "any natural person, 18 years of age or older, who has made application for access to public benefits on behalf of an individual, business, corporation, partnership, or other private entity." A complete list of public benefits for which alien verification is required is set forth in O.C.G.A. § 50-36-1 and the Federal code sections listed in that section.

By executing this affidavit under oath, as an applicant for ____________________________, as referenced in O.C.G.A. § 50-36-1 from Macon-Bibb County, Georgia, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

1) _____ I am a United States citizen.

2) _____ I am a legal permanent resident of the United States.

3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

   My alien number issued by the Department of Homeland Security or other federal immigration agency is: ____________________________________________

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(c)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

______________________________________________________________________________________________

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in ____________________________ (City), ____________________________ (State).

______________________________________________________________________________________________

Printed Name of Applicant

Signature of Applicant

SUBSCRIBED AND SWORN BEFORE ME ON

THIS _____ DAY OF ___________________, 20___.

______________________________________________________________________________________________

Commission Expires:

NOTARY PUBLIC
GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Bibb County has registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify,* in accordance with the application provisions and deadlines established in O.C.G.A. §13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. §13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to Macon-Bibb County at the time the subcontractor(s) is retained to perform such services.

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<thead>
<tr>
<th>BEV/E-VerifyTM User Identification Number</th>
<th>Date of Authorization</th>
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<tbody>
<tr>
<td>(Name of Person or Entity)</td>
<td>Date</td>
</tr>
<tr>
<td>By: Authorized Officer or Agent</td>
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<tr>
<td>Title of Authorized Officer or Agent</td>
<td>Printed Name of Authorized Officer or Agent</td>
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SUBSCRIBED AND SWORN BEFORE ME ON THIS THE:

DAM OF 2013 My Commission Expires

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*or any subsequent replacement operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and control Act of 1986 (IRCA), P.L. 99-603.
GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT WAIVER

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Macon-Bibb County is not registered with, nor authorized to participate in, and is not participating in the federal work authorization program commonly known as E-Verify,* in accordance with the waiver application provisions and deadlines established in O.C.G.A. §13-10-91.

If however, there is a change in the number of current employees, wherein the private employer would be required to register with E-Verify, the undersigned person or entity agrees to register with, and participate in the E-Verification requirements as laid out in O.C.G.A. 13-10-91.

☐ Applied for benefits between 7/1/2012 to 6/30/2012 and have less than 100 employees
☐ Applied for benefits on or after 7/12/2013 I have less than 10 employees
☐ I am not required to E-Verify as a private employer, with fewer than the required employee’s.

(Name of Person or Entity) | Date
---|---
By: Authorized Officer or Agent
Title of Authorized Officer or Agent | Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE:

______ DAY OF 2013 My Commission Expires

Notary Public | Notary Seal

*Or any subsequent replacement operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the immigration Reform and control Act of 1986 (IRCA), P.L. 99-603.
The following is the list of enumerated benefits which Georgia has identified as being subject to the SAVE program verification:

<table>
<thead>
<tr>
<th>Benefit Type</th>
<th>Code References</th>
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<tbody>
<tr>
<td>Alcoholic Beverage Licenses</td>
<td>Ga. Code Ann. § 3-3-2, as amended.</td>
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<td></td>
<td>Ga. Code Ann. § 3-4-110, as amended.</td>
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<tr>
<td>License Type</td>
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<tr>
<td>Adult education; Authorization to conduct a commercial enterprise or business; Business certificate, license, or registration; Business loan; Cash allowance; Disability assistance or insurance; Down payment assistance; Energy assistance; Food stamps; Gaming license; Health benefits; Housing allowance, grant, guarantee, or loan; Loan guarantee; Medicaid; Professional license; Registration of a regulated business; Rent assistance or subsidy; State grant or loan; State identification card; Tax certificate required to conduct a commercial business; Temporary assistance for needy families (TANF); Unemployment insurance; and Welfare to work.</td>
<td>Ga. Code Ann. § 50-36-1 (A) (I)-(xxiv)</td>
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The following is the most inclusive list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status:

1. A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

2. A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

3. A driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the United States Virgin Islands, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

1. An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the United States Virgin Islands, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

2. A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

3. A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

   A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

8. A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

9. A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

10. A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

11. A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
12. A driver's license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

13. A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

14. A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

15. Certification of Report of Birth issued by the United States Department of State (Form DS-1350) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

16. Certification of Birth Abroad issued by the United States Department of State (Form FS-545) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

17. Consular Report of Birth Abroad issued by the United States Department of State (Form FS-240) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]

18. An original or certified copy of a birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
A RESOLUTION OF THE MACON-BIBB COUNTY COMMISSION AUTHORIZING THE COMMISSION TO ACCEPT AN IMMIGRATION COMPLIANCE POLICY IN THE SAME FORM AS ATTACHED HERETO AS EXHIBIT "A"; AND FOR OTHER PURPOSES.

Refereed to the Committee on

Date:

REPORT

Rendered

and

VOTE

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TOTAL:

Bechtel
Schlesinger
Lucas
Jones
Bivins
Defore
Shepherd
Watkins
Tillman
Mayor
Reichert

ATTACHMENT 7.A