



Administrative Services Committee Meeting Committee Room- 3/9/2009- 12:45 PM

ADMINISTRATIVE SERVICES

1. Discussion of reprogramming of \$820,108.62 in Community Development Block Grant (CDBG) Funds, \$130,838.62 in HOME funds and \$20,000 in Emergency Shelter Grant (ESG) Funds. ☐ [Attachments](#)
2. Approve amendments to the GMEBS Pension Plan. ☐ [Attachments](#)
3. Motion to approve an Ordinance to amend Title Three of the Augusta, Georgia Code to add a definition for the term "Motorized Cart: to Section 3-5-1, to repeal all ordinances in conflict herewith, to provide an effective date and for other purposes. ☐ [Attachments](#)
4. Approve an Ordinance providing for the demolition of certain unsafe and uninhabitable structures in the Olde Town Neighborhood: 422 Third Street, (District 1, Super District 9); Harrisburg Neighborhood: 2442 Lawton Street, 1967 Ellis Street, 1809-1811 Fenwick Street, 1711 Fenwick Street, 706 Moore Avenue, 1701-1703 Saint Luke Street, 1851 Wilhelm Lane, (District 1, Super District 9); AND WAIVE 2ND READING. ☐ [Attachments](#)

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Administrative Services Committee Meeting
3/9/2009 12:45 PM
2009 Reprogramming of Funds

Department: Housing and Community Development Department

Caption: Discussion of reprogramming of \$820,108.62 in Community Development Block Grant (CDBG) Funds, \$130,838.62 in HOME funds and \$20,000 in Emergency Shelter Grant (ESG) Funds.

Background:

At the conclusion of each year, staff reviews each program budget to determine if there is a need to reprogram funds from inactive projects to projects that can readily be carried out to expend funds. As a result of staff review, it has been determined that there is a need to reprogram \$820,108.62 in CDBG funds, \$130,838.62 in HOME funds and \$20,000 in ESG funds.

We are proposing that funds be reprogrammed from the following projects:

FROM CDBG - \$820,108.62: 1. ARC Meals-on-Wheels Program - \$81.00 CDBG Project #08050/1711 - Justification: Residual funds from a \$45,000 grant used to purchase a refrigerated van for the Recreational Department's Meals-on-Wheels Program. 2. Apple Valley Phase II - \$735.00 CDBG Project #07031/1547 - Justification: Residual funds from a \$60,000 grant used to design the community center facility to be constructed at Apple Valley Park. 3. Neighborhood Enhancement former Weed & Seed - \$10,000 CDBG Project #06050/1336 - Justification: Agency unable to use funds. 4. Child Enrichment Program - \$3,305.89 CDBG Project #07057/1492 - Justification: Residual funds from a \$10,000 grant used for neglected and abused children. 5. Care Management - \$2,632.31 CDBG Project #08054/1641 - Justification: Residual funds from a \$25,000 grant used for transportation for seniors. 6. Clearance/Demolition License & Inspection - \$48,500 CDBG Project 07040/1523 - Justification: Inactivity of fund use. Agency will have a balance of \$182,034.22 to carry it through FY2009. 7. Economic Development Revolving Fund- \$75,000 CDBG Project #06181/1424 - Justification: Year 2006 funds that has not been used due to lack of loan applicants. This \$75,000 has been restored in the FY2009 program budget. 8. Façade Rehabilitation Grant Program - \$154,129.41 CDBG Project - Justification: To facilitate expenditure of funds. 9. Lucy Laney Museum (Delta Sorority) - \$6,375 CDBG Project #08056/1657 - Justification: Agency unable to use funds. 10. McDuffie Woods Kitchen Improvements - \$4,142 CDBG Project #07036/1568 - Justification: Residual funds from a \$25,000 grant used for kitchen improvements. 11. Miracle Making - \$2,000 CDBG Project #07051/1496 - Justification: Agency unable to use funds. 12. New Bethlehem Center Improvements - \$30.00 CDBG Project #04071/1468 - Justification: Refund from overpayment of invoice. 13. James Brown Blvd/Walton Way Economic Development Project - \$303,178 CDBG Project #08181/1716 - Justification: Agency decided not to proceed with project. 14. New Savannah Road Social Services - \$10,000 CDBG 0805C/1668 - Justification: Agency unable to expend funds in a timely manner. 15. Program Income \$200,000 – Funds received from sale

of Wrightsboro Road property (former Transition Center). FROM HOME \$130,838.62: 1. FY2005 Permanent Homeless Housing Project - \$210,000 - Justification: Inactive project, funds must be reprogrammed to expend funds readily. 2. Program Income Shortfall Adjustment – (minus \$79,161.38) - Explanation: Did not receive FY 2008 HOME Program Income anticipated. Therefore, instead of \$210,000 being reprogrammed, only \$130,838.62 is available to reprogram. FROM ESG \$20,000:

1. Golden Harvest Food Bank \$20,000 – ESG Project #085E/1737 - Justification: Agency forfeited funds. Projects that the funds will be reprogrammed to: TO CDBG \$820,108.62: Antioch Ministries \$278,108 (\$170,000 grant; \$108,180 loan) - Additional funds required in order for the Laney Walker Enterprise Center to proceed with construction. Facility to be located at the corner of Laney-Walker Boulevard and Blount Avenue. Art Factory \$15,000 - To be used to provide art instruction to low income children. Kids Restart \$5,000 - Funds to be used to provide a supervised visitation center for children in foster care. Market Analysis for South Augusta \$50,000 - Funding for market analysis to be performed by a Community Based Development Organization (CBDO). ANIC's Enclave Apartments Improvements \$75,000 - Funds to be used for installation of fencing at the Enclave Apartment Complex located on James Brown Boulevard. Progress Redevelopment, Inc. \$25,000 - Funds to be used for case management for chronic homeless persons in residence at Maxwell House Apartments. Small Business Development/Recruitment \$200,000 - Funds to be used to provide small loans and to recruit businesses. Housing and Community Development Acquisition/Relocation \$162,000.62 - Additional funds to be used for acquisition of properties for development of housing. Neighborhood Cleanup – Turpin Hill I & II neighborhoods \$5,000 - For cleanup of neighborhoods. Neighborhood Cleanup – Bethlehem/Laney-Walker neighborhoods \$5,000 - For cleanup of neighborhoods. TO HOME \$130,838.62: Marion Homes Master Plan and Market Analysis \$80,838.62 - Funds to be used for development of master plan for Marion Homes and a market analysis. Housing Counseling Services \$50,000 - Funds to be used to provide housing counseling to first-time homebuyers. TO ESG \$20,000: Coordinated Health Services \$10,000 - Funds to be used for operational costs of Good Samaritan Respite Center which provides health care for homeless persons released from hospital. Hope House \$10,000 - Funds to be used for operational costs of transitional housing program for females recovering from substance addictions. In accordance with HUD requirements and the City's Citizen Participation Policy, any substantial changes to the Consolidated Plan must be presented to the public for a 30-day comment period. If comments are received, they must be presented to the Commission for action. If approved by Committee, on February 23, 2009, a Public Notice will be published in the newspaper soliciting comments from the public. The deadline for comments will be March 30, 2009.

Analysis: Reprogramming of these funds will allow the department to proceed with active projects and expend the funds in a timely manner.

Financial Impact: This reprogramming of funds is a reallocation of existing funds.

Alternatives: None recommended.

Cover Memo

Recommendation: Accept the Proposed Reprogramming of Funds as Information and Allow

Staff to Solicit Public Comments for a 30-day period. After the 30-day comment period (March 30, 2009), the Proposed List of Reprogrammed Funds along with any citizen's comments will be presented to Commission on April 7, 2009 for approval.

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

Existing CDBG funds - \$820,108.62 Existing HOME funds - \$130,838.62
Existing ESG funds - \$20,000

REVIEWED AND APPROVED BY:

**Finance.
Law.
Administrator.
Clerk of Commission**

REPROGRAM OF FUNDS

Administrative Services Committee
Commission (final approval)

February 23, 2009
April 7, 2009

CDBG

FROM:

AGENCY	Project #	AMOUNT
ARC Meals-On-Wheels Program	08050/1711	81.00
Apple Valley	07031/1547	735.00
Neighborhood Enhancement/Weed & Seed	06050/1336	10,000.00
Child Enrichment	07057/1492	3,305.89
Care Management	08054/1641	2,632.31
Clearance/Demolition	07040/1523	48,500.00
ED Loan Program	06181/1424	75,000.00
Façade Rehabilitation Program	2000/2001/2003/2004/2006	154,129.34
Lucy Laney Museum	08056/1657	6,375.00
McDuffie Woods Improvements	07036/1568	4,142.08
Miracle Making	07051/1496	2,000.00
New Bethlehem Improvements	04071/1468	30.00
James Brown Blvd/Walton Way Economic Dev.	08181/1716	303,178.00
New Savannah Road Social Services	0805C/1668	10,000.00
Program Income		200,000.00
TOTAL – CDBG		\$820,108.62

CDBG

TO:

AGENCY	AMOUNT
Antioch Ministries	278,108.00
Art Factory	15,000.00
Kids Restart	5,000.00
Market Analysis for South Augusta <i>(Analysis to be performed by CBDO)</i>	50,000.00
ANIC Enclave Improvements (fencing)	75,000.00
Progressive Redevelopment, Inc. (Permanent Housing Operating)	25,000.00
Small Business Development/Recruitment	200,000.00
HCD Acquisition/Relocation	162,000.62
Neighborhood Cleanup – Turpin Hill I & II neighborhoods	5,000.00
Neighborhood Cleanup – Bethlehem and Laney-Walker neighborhoods	5,000.00
TOTAL	\$820,108.62

Attachment: Reprogram List

HOME

FROM:

AGENCY	FUND YEAR	AMOUNT
Permanent Homeless Housing	2005	\$210,000.00
Program Income Shortfall Adjustment	2008	(\$79,161.38)
TOTAL		\$130,838.62

TO:

AGENCY	AMOUNT
Marion Homes Master Plan and Market Analysis	80,838.62
Housing Counseling Services	50,000
TOTAL	\$130,838.62

ESG

FROM:

AGENCY	FUND YEAR	AMOUNT
Golden Harvest Food Bank	2008	\$20,000

TO:

AGENCY	AMOUNT
Coordinated Health Services "Samaritan Respite Center"	\$10,000
Hope House	\$10,000
TOTAL	\$20,000



**Administrative Services Committee Meeting
3/9/2009 12:45 PM
Amend GMEBS Pension Plan**

Department: Human Resources

Caption: Approve amendments to the GMEBS Pension Plan.

Background: Many new Department Directors are offered immediate vesting and five years of credited service when accepting an employment offer from Augusta. This amendment will make this type of employment offer a part of the pension plan and allow the additional service to be recognized by the pension plan.

Analysis: This is an amendment to provide that: 1) Augusta-Richmond County Department Directors and County Deputy Administrators who are employed in said position on or after January 1, 2008, report Directly to the administrator (including the Warden, Chief Appraiser, Fire Chief, Elections Director, Airport Director) unless otherwise specified in their employment agreement, will be 100% vested in their normal retirement benefit immediately upon becoming a Participant in the Plan; and 2) Augusta-Richmond County Department Directors who are employed in said position on or after January 1, 2008 will be treated as having an additional five (5) years of Credited Service (in addition to their actual years of Credited Service) for purposes of computing the amount of any retirement or pre-retirement death benefits payable under the Plan, and for purposes of meeting the minimum service requirements for retirement and preretirement death benefit eligibility.

Financial Impact: This amendment has been reviewed by the Pension Plan Actuary and the financial impact on the plan will be very little due to the small amount of department directors in this plan.

Alternatives: Do not approve amendments to the GMEBS Pension Plan.

Recommendation: Approve amendments to the GMEBS Pension Plan.

Funds are Available in the Following Accounts:

REVIEWED AND APPROVED BY:

Cover Memo

Finance.
Law.
Administrator.
Clerk of Commission

LISTING OF DIRECTORS

JOB TITLE	DEPT
DIRECTOR	INFORMATION TECHNOLOGY
DIRECTOR	BOARD OF ELECTIONS
DIRECTOR	RECREATION-ADMINISTRATION
Director	HUMAN RELATIONS
Director	DANIEL FIELD
DIRECTOR	ANIMAL CONTROL
DIRECTOR	W & S-ADMINISTRATION
DIRECTOR	FACILITIES MAINT-GENERAL GOVER
CHIEF APPRAISER	TAX ASSESSOR
DIRECTOR	TRANSIT OPERATIONS
DIRECTOR	PUBLIC WORKS-SOLID WASTE
DIRECTOR	PUBLIC WORKS-HIGHWAYS AND STRE
WARDEN	RCCI
DIRECTOR	HUMAN RESOURCES
DIRECTOR	PROCUREMENT
DIRECTOR	BUILDING INSPECTIONS
DIRECTOR	EMERGENCY TELEPHONE RESPONSE
DIRECTOR	COMMUNITY DEVELOPMENT
FIRE CHIEF	FIRE DEPARTMENT
DIRECTOR	FINANCE DEPARTMENT
DIRECTOR	EMA DIRECTOR
DIRECTOR	AIRPORT-BUSH FIELD
DEP. ADMINISTRATOR	ADMINISTRATOR
DEP. ADMINISTRATOR	ADMINISTRATOR



**Administrative Services Committee Meeting
3/9/2009 12:45 PM**

**AN ORDINANCE TO AMEND THE AUGUSTA, GA CODE TO ADD A DEFINITION FOR THE TERM
“MOTORIZED CART”**

Department:	Law
Caption:	Motion to approve an Ordinance to amend Title Three of the Augusta, Georgia Code to add a definition for the term "Motorized Cart: to Section 3-5-1, to repeal all ordinances in conflict herewith, to provide an effective date and for other purposes.
Background:	Augusta, GA Code Section §3-5-1, in subsection (b) provides 47 definitions of terms applicable to Chapter Five- Motor Vehicles and Traffic.
Analysis:	The proposed Code amendment will add a definition of “Motorized Cart” which will be reflected as definition (48) of AUGUSTA, GA CODE Section §3-5-1(b) and will read: "(48) Motorized Cart. Every motor vehicle having no less than three wheels and an unladen weight of 1,300 pounds or less and which cannot operate at more than 20 miles per hour."
Financial Impact:	No financial impact is anticipated.
Alternatives:	Decline to add a definition of the term "Motorized Cart."
Recommendation:	Authorize this amendment to the Code to improve the clarity of the restrictions which relate to Motorized Carts in Augusta.
Funds are Available in the Following Accounts:	N/A.

REVIEWED AND APPROVED BY:

**Finance.
Law.
Administrator.
Clerk of Commission**

Ordinance No. _____

AN ORDINANCE TO AMEND TITLE THREE OF THE AUGUSTA, GA CODE TO ADD A DEFINITION FOR THE TERM “MOTORIZED CART” TO SECTION 3-5-1, TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH, TO PROVIDE AN EFFECTIVE DATE AND FOR OTHER PURPOSES.

WHEREAS, the AUGUSTA, GA CODE does not currently contain a definition of the term “Motorized Cart”:

WHEREAS, it is the desire of the Commission to improve the clarity of Code language regarding the use of certain motorized vehicles in Augusta-Richmond County;

THE AUGUSTA-RICHMOND COUNTY COMMISSION hereby ordains as follows:

SECTION 1. AUGUSTA, GA CODE Section §3-5-1 as set forth in Ordinance No. 6436, enacted November 19, 2002 and as amended and re-adopted July 10, 2007, is hereby amended by adding a definition for the term “Motorized Cart” in subsection (b), which provides definitions of terms applicable to Chapter Five- Motor Vehicles and Traffic. The newly added definition of “Motorized Cart” shall be reflected as definition (48) of AUGUSTA, GA CODE Section §3-5-1(b), as set forth in “Exhibit A” hereto.

SECTION 2. This ordinance shall become effective upon its adoption in accordance with applicable laws.

SECTION 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Adopted this ____ day of _____, 2009.

David S. Copenhaver
As its Mayor

Attest:

Lena J. Bonner, Clerk of Commission

CERTIFICATION

The undersigned Clerk of Commission, Lena J. Bonner, hereby certifies that the foregoing Ordinance was duly adopted by the Augusta-Richmond County Commission on _____, 2009 and that such Ordinance has not been modified or rescinded as of the date hereof and the undersigned further certifies that attached hereto is a true copy of the Ordinance which was approved and adopted in the foregoing meeting(s).

Lena J. Bonner, Clerk of Commission

Published in the Augusta Chronicle.

Date: _____

First Reading: _____

Second Reading: _____

Exhibit “A”

Sec. 3-5-1. Definitions of words and phrases.

(b) Whenever any words and phrases used in this chapter are not defined herein but are defined in the state laws regulating the operation of vehicles, any such definition therein shall be deemed to apply to such words and phrases used herein, except when the context otherwise requires.

...

ADD

(48) Motorized Cart. Every motor vehicle having no less than three wheels and an unladen weight of 1,300 pounds or less and which cannot operate at more than 20 miles per hour.



**Administrative Services Committee Meeting
3/9/2009 12:45 PM
Demolition of unsafe structures**

Department: License & Inspection

Caption: Approve an Ordinance providing for the demolition of certain unsafe and uninhabitable structures in the Olde Town Neighborhood: 422 Third Street, (District 1, Super District 9); Harrisburg Neighborhood: 2442 Lawton Street, 1967 Ellis Street, 1809-1811 Fenwick Street, 1711 Fenwick Street, 706 Moore Avenue, 1701-1703 Saint Luke Street, 1851 Wilhelm Lane, (District 1, Super District 9); AND WAIVE 2ND READING.

Background: The approval of this ordinance will provide for the demolition of certain structures that have been determined to be dilapidated beyond repair and a public nuisance. The owners of the above referenced properties have been requested to correct the property maintenance violations. The violations were not corrected. By approving this ordinance the City will have the structures demolished, record a lien against the property in the amount of the costs incurred, and send the property owners a bill for payment that is due within 30 days of receipt.

Analysis: Continuing the removal of dilapidated structures will signal to the public that neglected, unsafe and uninhabitable structures will not be allowed and that property owners will be held responsible for their properties.

Financial Impact: The average total cost associated with the demolition of each property will be approximately \$5,200.00. This includes the title search, asbestos survey, and demolition.

Alternatives: Allow the unsafe structures to remain and continue to have a negative impact on the neighborhoods and City.

Recommendation: Approval

Funds are Available in the Following Accounts: FUNDS ARE AVAILABLE IN THE FOLLOWING ACCOUNT: Account # 101072910 / 5212999

REVIEWED AND APPROVED BY:

Cover Memo

**Finance.
Law.**

ORDINANCE NO. _____

ORDINANCE TO PROCEED WITH DEMOLITION AND REMOVAL OF THE STRUCTURES ON PROPERTY LOCATED AT 422 THIRD STREET, 2442 LAWTON STREET, 1967 ELLIS STREET, 1809-1811 FENWICK STREET, 1711 FENWICK STREET, 706 MOORE AVENUE, 1701-1703 SAINT LUKE STREET, AND 1851 WILHELM LANE.

TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES.

BE IT ORDAINED BY THE AUGUSTA-RICHMOND COUNTY COMMISSION AND IT IS HEREBY ORDAINED BY THE AUTHORITY OF SAME AS FOLLOWS:

Section I. That the following properties have been identified by the Director of the Augusta – Richmond County License and Inspection Department as unfit for human habitation (or unfit for its current commercial or business use) and the cost of repair, alteration or improvement of said properties exceeds one-half the value of property and that the said Director shall cause the structures located on hereinafter described property to be demolished and removed as ordered by Augusta-Richmond County Magistrate Court; and that said Director shall cause the costs of such removal and demolition for said property be entered upon the lien docket maintained in the office of Clerk of Augusta - Richmond County Commission and said Director shall otherwise proceed to effectuate the purpose of O.C.G.A. SS 41-2-7 through 41-2-17 with respect to said property, to-wit:

- 422 THIRD STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 47-4 as Parcel 97.
- 2442 LAWTON STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 34-1 as Parcel 118.
- 1967 ELLIS STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 35-1 as Parcel 16.
- 1809-1811 FENWICK STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 35-4 as Parcel 143.
- 1711 FENWICK STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 35-4 as Parcel 180.
- 706 MOORE AVENUE, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 35-4 as Parcel 529.
- 1701-1703 SAINT LUKE STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 35-2 as Parcel 290.
- 1851 WILHELM LANE, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 35-2 as Parcel 562.

Section II. This Ordinance shall become effective upon adoption.

Section III. That all Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

Duly adopted this _____ day of _____, 2009

MAYOR _____

ATTEST: _____
CLERK OF COMMISSION