



Administrative Services Committee Committee Room- 3/12/2007- 1:00 PM Meeting

ADMINISTRATIVE SERVICES

1. Approve Amendment to Agreement with Light of the World Neighborhood and Economic Development, Inc. ☐ [Attachments](#)
2. Appoint Gaynell Bonner as coordinator of the community and faith based efforts to organize repeat offender program in coordination with church and other community based ministries and programs. (Referred from February 26 Administrative Services) ☐ [Attachments](#)
3. Approve an Ordinance providing for the demolition of certain unsafe and uninhabitable structures in the South Richmond Neighborhood: 1331 Clark Road, (District 8, Super District 10); South Augusta Neighborhood: 1123 Twelfth Avenue, (District 2, Super District 9); South Augusta Neighborhood: 207 Golden Avenue, (District 5, Super District 9); Bethlehem Neighborhood: 1122 Wrightsboro Road, (District 2, Super District 9); Central Business District Neighborhood: 509 Watkins Street, (District 1, Super District 9); Old Town Neighborhood: 519 Second Street, (District 1, Super District 9); Laney-Walker Neighborhood: 1254 Eleventh Street, 1101 Thirteenth Street, (District 1, Super District 9); Harrisburg Neighborhood: 1924 Greene Street, (District 1, Super District 9); Uptown Neighborhood: 1302 Druid Park Avenue, (District 1, Super District 9); AND WAIVE 2ND READING. ☐ [Attachments](#)
4. Approve change in use of CDBG Funds for Dyess Park Improvements. ☐ [Attachments](#)
5. Report from the EEO Officer regarding the development ☐ [Attachments](#)

of an assessment tool for the evaluation of employees reporting directly to the Mayor and Commission. (Referred from February 26 Administrative Services)

6. Update from the EEO Officer regarding a proposal for the Fire Department hiring practices. ☐ [Attachments](#)
7. Update on property on Wrightsboro Road @ Baker Avenue. ☐ [Attachments](#)
8. Discuss the budget for Lisa Williams' supplemental salary for 2007 through the Land Bank Authority and related job description. (Requested by Commissioner Williams) (Referred from February 26 Administrative Services) ☐ [Attachments](#)
9. Approve retirement of Ms. Constance Herndon under the 1949 Pension Plan. ☐ [Attachments](#)
10. Approve the reprogramming of \$54,026.55 in Community Development Block Grant (CDBG) Funds. ☐ [Attachments](#)
11. Discuss/approve severance package for department heads. (Requested by Mayor Copenhaver) ☐ [Attachments](#)
12. Presentation by Mr. Willie Johnson regarding the final payment on the property at 2745 Magnolia Avenue. ☐ [Attachments](#)

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**Administrative Services Committee Meeting
3/12/2007 1:00 PM**

Amendment to Light of the World Neighborhood and Economic Development, Inc. Agreement

Department: Housing and Community Development Department

Caption: Approve Amendment to Agreement with Light of the World Neighborhood and Economic Development, Inc.

Background: On August 1, 2006, the Commission awarded a \$30,000 CDBG grant to Light of the World. This agency is located in the Aragon Park neighborhood and provides several programs for youth and seniors that include tutoring and transportation for seniors. The funds were to be used for improvements to the administrative building and for purchase of a van. Because of the cost of the van, the agency has determined there would be limited funds remaining to use for improvements. Therefore, the agency is requesting that the project be changed from a public facility improvement project to a public service project with the funds to be used as outline below: Van \$18,500 Van Sign \$ 200 Salary \$11,300 TOTAL \$30,000

Analysis: Approval of this request will not increase or decrease the funds allocated to the agency.

Financial Impact: Under the CDBG program, the city can allocate a maximum of 15% of the total CDBG allocation to public service activities. Changing this activity to a public service activity will not cause the city to exceed the 15% cap.

Alternatives: None Recommended

Recommendation: Recommend approval of changing activity from public facility project to public service project and the proposed changes in the project budget.

Funds are

**Available in the
Following
Accounts:**

CDBG Project # 04069-2 \$30,000

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**

AGREEMENT AMENDMENT REQUEST

RECEIVED
NOV 10 2006

Subrecipient: Light of the World Neighborhood and Economic Development, Inc.

TO BE COMPLETED BY AGENCY:

1. Type of Revision (check below ✓):

☒ Budget Amendment ☐ Performance Measures ☐ Duration of Agreement

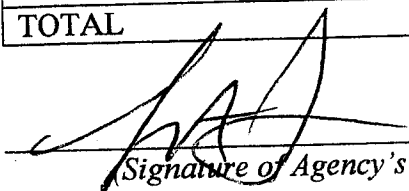
2. Explain Need for Amending Agreement:

\$30,000 was not enough to complete projects listed below.

3. For Budget Amendments, provide a Specific and Detailed Explanation for the Budget Amendment. Generic and Broad Statements will not be accepted.

For this project, we received \$30,000, and there was not enough funds to complete the remainder of the projects for LWNEED. We have enough to buy the van which is \$18,700, but not enough to complete the projects that include the storm doors, the carpet, the handicapped ramp nor the heater.

Budget Categories	Current Amount	Budget Changes + or -	New Proposed Budget Amounts
Van	\$18,500.00	0	\$18,500.00
Improvements	\$11,500.00	-11,500.00	0
Salary	0	+11,300.00	\$11,300.00
Letters for side of Van	0	+ 200.00	\$ 200.00
TOTAL	\$30,000.00	0	\$30,000.00


(Signature of Agency's Director Required)

Nov 8, 06
Date

ORIGINAL

←-----→
TO BE COMPLETED BY AHEDD DIRECTOR

Staff Recommendation:

☐ Approved

☐ Denied

(Signature of (AHCDD) Director)

Date Completed

←-----→
- COMMISSION ACTION -

Commission Recommendation:

☐ Approved

☐ Denied

Date: _____

Conditions: _____



**Administrative Services Committee Meeting
3/12/2007 1:00 PM
Coordinator for Community and Faith Based Programs**

Department: Clerk of Commission

Caption: Appoint Gaynell Bonner as coordinator of the community and faith based efforts to organize repeat offender program in coordination with church and other community based ministries and programs. (Referred from February 26 Administrative Services)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission

AGENDA ITEM _____

EDITION _____

Add on to Administrative Services

DATE: February 26, 2007

TO: Honorable David S. Copenhaver, Mayor
Members of the Commission

FROM: Honorable Betty Beard, Mayor Pro Tem
Stephen E. Shepard, County Attorney



THROUGH: Fred Russell, Administrator

SUBJECT: Coordinator of Community and Faith Based Programs for Parolees

CAPTION: Coordinator of Community and Faith Based Programs for Parolees

BACKGROUND: Two recent community meetings have highlighted the need for Augusta to develop a more formal program to help parolees return to society and remain there as productive members of society and not become repeat offenders.

On January 11, 2007, the Judges of the Superior Court, the Mayor and the Commission met at the Old Government House to discuss issues of common concern.

Discussions quickly centered on the community drug problem and the expense of building more jail space to incarcerate status related offenders i.e., those convicted of drug possession – not the selling of controlled substances.

The second community meeting of relevance was one hosted by Rev. Baxter Stanley at the First Assembly of God for the reception of the Chairman of the Pardons and Parole Board, Vice Chairman and one other member of the Board. This was a community meeting about developing faith based community programs to aid and assist parolees in breaking out of the repeat offender cycle.

Over 30 churches sent representatives.

On February 23, 2007 Gaynell Bonner Steve Shepard and attended a second meeting at First Assembly of God.

Chief Christopher Abby of the State Pardon and Parole Department found that there is a need for this kind of

program, and Ms. Bonner could begin training on March 8, 2007.

The purpose of this memo is to recommend that Augusta invest in the salary of a coordinator of these programs which would involve working with the Superior, State, Magistrate and Juvenile Courts of Richmond County, the churches and the members thereof who feel led to establish such programs and the parolees themselves.

The Augusta program could be modeled after Project Access in Ashville, North Carolina for the delivery of medical services to the persons ineligible for either private health insurance or Medicare. Project Access has been successfully replicated in the Augusta area by the Richmond County Medical Society as the administrator of that program.

Project Access matches uninsured persons with medical needs with general practitioners and specialty physicians who volunteer a certain amount of slots to see these persons and avoid the use of the emergency room by these uninsured persons.

The coordinator of the program here would match parolees with programs and ministries of churches (and other community organizations) who are interested in a prison type of ministry to the persons being released from prison.

ANALYSIS:

See Background

FINANCIAL IMPACT:

The coordinator position would have a salary of approximately \$63,557.78. On an interim and immediate basis, there is money available in the current budgets of the County Attorney and the Law Department to fund this position. The general counsel position has been vacant for two months and approximately 17% of that allocation of salary and benefits was not expended; likewise, in the Law Department, the associate general counsel, I understand, will not come onboard until approximately March 1, 2007 and there will be a 17% unexpended salary. In the County Attorney's office, the position of secretarial assistant has not been filled for approximately two months and would produce approximately 17% of that salary allocation for reprogramming to the coordinator's position recommended by this memorandum.

In addition, there is an experienced person familiar with the courts; the staff of the courts throughout Richmond County

who is currently on temporary duty in the County Attorney's office.

ALTERNATIVES:

Do not fund position and do not have any coordination of volunteer efforts by Augusta for the placement of parolees.

RECOMMENDATION:

Appoint Gaynell Bonner to act as coordinator of the community and faith based efforts to organize repeat offender program in coordination with church and other community based ministries and programs.

AGENDA DATE:

February 26, 2007 – Add on – Administrative Services

DEPARTMENT
DIRECTOR: _____

ADMINISTRATOR: _____

FUNDS ARE AVAILABLE IN THE
FOLLOWING ACCOUNTS: _____

Interim funding is available throughout
salaries as identified above in the County
Attorney Department and the Law
Department

Permanent funding for this position can
come through a surcharge on fines paid
through the courts of Richmond County

FINANCE: _____



**Administrative Services Committee Meeting
3/12/2007 1:00 PM
Demolition Ordinance**

Department:	License & Inspection Department
Caption:	Approve an Ordinance providing for the demolition of certain unsafe and uninhabitable structures in the South Richmond Neighborhood: 1331 Clark Road, (District 8, Super District 10); South Augusta Neighborhood: 1123 Twelfth Avenue, (District 2, Super District 9); South Augusta Neighborhood: 207 Golden Avenue, (District 5, Super District 9); Bethlehem Neighborhood: 1122 Wrightsboro Road, (District 2, Super District 9); Central Business District Neighborhood: 509 Watkins Street, (District 1, Super District 9); Old Town Neighborhood: 519 Second Street, (District 1, Super District 9); Laney-Walker Neighborhood: 1254 Eleventh Street, 1101 Thirteenth Street, (District 1, Super District 9); Harrisburg Neighborhood: 1924 Greene Street, (District 1, Super District 9); Uptown Neighborhood: 1302 Druid Park Avenue, (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:** Account # 220072912 - 5211119

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**

ORDINANCE NO. _____

ORDINANCE TO PROCEED WITH DEMOLITION AND REMOVAL OF THE STRUCTURE ON PROPERTY LOCATED AT 1331 CLARK ROAD, 1123 TWELFTH AVENUE, 207 GOLDEN AVENUE, 1122 WRIGHTSBORO ROAD, 509 WATKINS STREET, 519 SECOND STREET, 1254 ELEVENTH STREET, 1101 THIRTEENTH STREET, 1924 GREENE STREET, AND 1302 DRUID PARK AVENUE.

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 residential 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:

- 1331 CLARK ROAD, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 301 as Parcel 18.
- 1123 TWELFTH AVENUE, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 72-2 as Parcel 191.
- 207 GOLDEN AVENUE, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 84-4 as Parcel 166.
- 1122 WRIGHTSBORO ROAD, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 59-1 as Parcel 536.
- 509 WATKINS STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 47-3 as Parcel 41.
- 519 SECOND STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 47-4 as Parcel 237.
- 1254 ELEVENTH STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 59-2 as Parcel 43.
- 1101 THIRTEENTH STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 46-3 as Parcel 88.
- 1924 GREENE STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 35-2 as Parcel 323.
- 1302 DRUID PARK AVENUE, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 45-4 as Parcel 113.

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 _____, 2007

MAYOR _____ ATTEST: _____
CLERK OF COMMISSION



**Administrative Services Committee Meeting
3/12/2007 1:00 PM
Dyess Park Improvements**

Department:	Housing and Community Development Department
Caption:	Approve change in use of CDBG Funds for Dyess Park Improvements.
Background:	The 2005 Annual Action Plan earmarked \$30,000 in CDBG funds to help fund installation of an elevator inside the community building at Dyess Park on James Brown Blvd.
Analysis:	Architectural analysis indicates that it will cost approximately \$60,000 to install an elevator in the community building. Improvements are also needed to the bathhouse adjacent to the park's swimming pool. The Recreation Department has obtained three quotes on improvements to the electrical and plumbing systems in the bathhouse, the repainting of the bathhouse, the installation of a new slide for the pool and other improvements around the pool. All improvements can be made with the \$30,000 allocated to Dyess Park (see attached memo from the Recreation Department)
Financial Impact:	No additional funds needed. Only the scope of the project is changed.
Alternatives:	None recommended
Recommendation:	Approve the change in use of \$30,000 from installation of an elevator to improvements to the bathhouse at Dyess Park. The scope of the project is changed but the location of the project remains the same.
Funds are Available in the Following	\$30,000 CDBG Project #05030

Accounts:

REVIEWED AND APPROVED BY:

Finance.

Administrator.

Clerk of Commission



RECREATION AND PARKS DEPARTMENT

Tom F. Beck, CPRP
Director

Ronald Houck, CPRP
Planning and Development Manager

To: Paul DeCamp, Interim Manager
From: Ron Houck, Planning and Development Manager
Date: March 2, 2007
Subject: Redefine Scope of Project at Dyess Park

The original scope of work approved at Dyess Park with CDBG funds was to install an elevator for the two story community building. Upon investigation it was found that \$30,000 would not be enough money for this item.

In order to expend these CDBG dollars in an expedient and advantageous manner, the focus was directed towards improvements to the swimming pool and bathhouse.

The following is a list of proposed improvements and associated budget that the Department of Recreation and Parks would like to see approved and funds reprogrammed:

Repaint interior/exterior of bathhouse	\$1,000
Electrical upgrade to the bathhouse	\$1,500
Plumbing fixture upgrade	\$6,000
Pool deck canopy	\$3,500
Swimming pool slide	\$9,000
Life guard stand	\$1,000
Swimming pool vacuum	\$5,000
Contingency	\$3,000

Thank you for your consideration of this request to reprogram the CDBG funds allocated for Dyess Park.

Cc: Tom Beck, Director
Dyess Park CDBG File



**Administrative Services Committee Meeting
3/12/2007 1:00 PM
Employee Evaluation Assessment Tool**

Department: Clerk of Commission

Caption: Report from the EEO Officer regarding the development of an assessment tool for the evaluation of employees reporting directly to the Mayor and Commission. (Referred from February 26 Administrative Services)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission



**Administrative Services Committee Meeting
3/12/2007 1:00 PM
Fire Department Hiring Practices**

Department: Clerk of Commission

Caption: Update from the EEO Officer regarding a proposal for the Fire Department hiring practices.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission



**Administrative Services Committee Meeting
3/12/2007 1:00 PM
Former Transition Center Property**

Department:	Housing and Community Development
Caption:	Update on property on Wrightsboro Road @ Baker Avenue.
Background:	Property is currently owned by the City of Augusta. In 2001, the City loaned a sub-recipient \$285,000 to purchase the property. Over a period of two (2) years an additional \$107,873 was used to purchase a van, industrial appliances and operate certain programs/services to the homeless. The City foreclosed on the property in January 2005 after the sub-recipient failed to make loan payments to the City and, after being monitored, was determined out of compliance with CDBG program regulations. RFPs issued on two separate occasions within the past year failed to generate sufficient interest or a viable project to use the property for housing and services for the homeless. Over the last several months several parties have contacted the department expressing an interest in the property. Attached is a list of the contacts with a short explanation about their intentions for use of the property. Based on a recent survey by department staff, most of the parties remain interested in the property.
Analysis:	The current (April, 2006) appraised value of the property is \$210,000. The city must receive fair market value if the property is sold for a use not eligible under federal regulations. If the property is sold for a CDBG-eligible use of the property, the sales price can be less than the fair market value. In the event that the property is sold outright, and because the property was purchased with federal funds, the City will have to dispose of the property in accordance with certain federal regulations. This process requires a public hearing and comment period. The process to sell the property must also be fair and open to the general public. There is one tenant occupying the property at the present time. If necessary, the tenant would have to be relocated in accordance with the applicable federal regulations. Any

proceeds from the sale or lease of the property would be considered CDBG program income.

Financial Impact: Any proceeds from the sale or lease of the property would be considered CDBG program income.

Alternatives: Alternatives include: 1) Reissue RFP for the third time in hopes of receiving a suitable proposal to reuse the property for housing and services for the homeless, or for some other eligible CDBG use. 2) Sell the property on the open market for an appropriate use.

Recommendation: The department is ready to proceed with either one of the alternatives. The department recommends that program income generated by the sale or lease of the property be used to fund a project benefiting the homeless in the community.

**Funds are
Available in the
Following
Accounts:** Not applicable

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**

Proposed “Use of Property” for the 1835-37 Wrightsboro Road & 1328-1330 Baker Avenue

NAME	COMPANY/NON-PROFIT	USE OF PROPERTY
Sheryl Cook, Realtor	Represents a local developer	Rehab for Rental Property
Darlene Robinson	Nurse – Private Developer	Housing for homeless women and women w/children and programs for substance abuse
Andreax SynJyn Jarre’	Local development group	Renovate complex for Affordable Housing (Section 8)
Berley Green, Realtor	Represent client	Renovate complex for Affordable Rental Property
Norman Carter	Jones Group – Private Investors	Affordable Student Housing
Kevin McKerley	The Friend Group/SMB Investors	Higher Income Apartment Housing Complex
Shelia Boazman	Promise Land/CHDO	Rehab for Low-Mod Income Multi-Family Complex
Randy Bars, Executive Director	SAFE Homes of Augusta	Permanent Housing for clients at the shelter along w/programs
SFC Thomas N. Kaszas	New Life Christian Center	House low income & homeless families and construct a new family activity center
F. Johnson	Paine College	Additional Student Housing
Pat Burke, Executive Director	Julie’s House	Transitional Housing for homeless women and women w/children and provide programs
Stephen Kendricks Pastor Victor Thomas	Group of Ministers	Transitional Housing for men coming out of the Prison System
Adolph G. DeBose	Private Developer	Housing for victims of domestic violence
Melvin Butler	Private Developer	Housing for L/M income persons
Rhonda Parrish	Private Developer	Housing for L/M income persons
Beverly Wright	30901 Development Corp	Housing for L/M income persons



**Administrative Services Committee Meeting
3/12/2007 1:00 PM
Land Bank Authority**

Department: Finance Department, Donna Williams Interim Director

Caption: Discuss the budget for Lisa Williams' supplemental salary for 2007 through the Land Bank Authority and related job description. (Requested by Commissioner Williams)
(Referred from February 26 Administrative Services)

Background: In 2006, the Commission approved allocation of these funds. 85 % of her base salary is charged to the Law Department. 15% of her salary would be charged to the Land Bank Authority for handling of Land Bank activities.

Analysis: Transfer \$ 7,130 from Land Bank Fund Balance Appropriation to Salary and Wages.

Financial Impact: If revenues are not produced by the Land Bank in 2007, then the the Fund Balance will be reduced by \$ 7,130.

Alternatives: (1) Approve (2) Disapprove

Recommendation: Approve the establishment of the budget through Land Bank Fund Balance Appropriation for the Land Bank portion of Lisa Williams's supplement for 2007.

Funds are Available in the Following Accounts: Land Bank Authority Fund Balance Appropriation. 201-00-0000-3952110

REVIEWED AND APPROVED BY:

Clerk of Commission



AUGUSTA LICENSE & INSPECTION DEPARTMENT

ROBERT H. SHERMAN, III
DIRECTOR
1815 MARVIN GRIFFIN RD
P.O. BOX 9270
AUGUSTA, GEORGIA 30906

(706) 312-5050 FAX 312-4277
BUILDING PERMIT: 312-6050
BUSINESS LICENSE: 312-5053
ALCOHOL LICENSE: 312-5033
CODE ENFORCEMENT: 312-5049

MEMORANDUM

TO: STEPHEN E. SHEPARD, CITY ATTORNEY
AUGUSTA LAW DEPARTMENT

FROM: ROBERT SHERMAN, CHAIRMAN ^{RS}
AUGUSTA, GEORGIA LAND BANK AUTHORITY

DATE: MARCH 16, 2006

RE: THE LANDBANK AUTHORITY (LBA) - BOARD MEMBERS APPROVAL TO
COMPENSATE LISA G. WILLIAMS OF THE AUGUSTA LAW DEPARTMENT FOR
CONTINUED SUPPORT AND EXTENDED SERVICES THAT SHE PROVIDES TO
THE LAND BANK AUTHORITY (LBA)

As you know, Ms. Lisa Williams of the Augusta Law Department has been assisting the Land Bank Authority (LBA) since the departure of Mr. Harry James, former Staff Attorney. During the month of December, Ms. Williams was compensated for the months of November and December. In December 2005 Ms. Williams' responsibilities related to the LBA did not cease, but in fact, have increased and she is playing a major roll in assisting the LBA with her continued support and coordination.

The Land Bank Authority Board Members had a meeting on Wednesday, March 15, 2005, and all Board Members approved and authorized the additional increase of 15% out of the LBA funds to cover compensation of the services provided by Ms. Williams. At this time, the Land Bank Authority Board Members are authorizing you and the appropriate personnel to initiate the process for compensation to Ms. Williams. The LBA also request that this submission continue until further notified by the LBA Board Members. The LBA Board Members have agreed that the set up should be the same as was with former Attorney, Harry James, concerning information on expending the appropriate funds to cover the costs of this request. Ms. Williams will receive a 15% increase towards her salary to be effective immediately. Also, Ms. Williams was not compensated for the months of January, February and March. The LBA is also authorizing payment to be made retroactive to cover the three months that Ms. Williams was not compensated.

This letter serves as a formal notification for initiation of the LBA's request. If you have any questions, or if I can be of further assistance, please feel free to contact me at (706) 312-5050. Your assistance in this matter is most appreciated.

Thank you.

RS/

CC: Land Bank Authority Board Members
Fred Russell, Administrator
Fred Stallings, Delinquent Tax Levy Officer
Paul DeCamp, Interim AHEDD Director
Human Resources

Augusta-Richmond County

Job Description

Approved Title: Administrative Assistant II
Title: Administrative Assistant II
Department: Law Department
Reports to: Staff Attorney

Job Code:
Overtime: Non-exempt
Date Prepared: January 15, 2004
Job Grade: 43

GENERAL SUMMARY: Provides administrative support to the law department and the Richmond County Land Bank Authority within the guidelines of relevant governmental codes and ordinances, department rules, governmental policies and procedures, and state laws. Reports to the Coordinator of the Richmond County Land Bank Authority, the Staff Attorneys or other designated person and works with co-workers, department heads, employees in other departments, elected officials, media officials and the general public to provide administrative support.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assists Coordinator of the Richmond County Land Bank Authority and the Law Department attorney with wide variety of tasks including preparing legal agreements, correspondence, memos, and other legal documents.
2. Prepares and attends to filing of real estate documents.
3. Organizes, types, and articulates correspondence, memos, and other documents.
4. Formulates, prepares and updates policies and procedures.
5. Maintains records, files, and assists with database.
6. Prepares mail, composes responses to mail, answers the telephone, receives and relays messages, and responds to inquiries related to the services provided.
7. Maintain appointments and legal department calendar.

REQUIREMENTS

Education: High School diploma, trade school, or equivalent level of education(2 or 4 year degree desirable)

Experience: 3-5 years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Familiar with and experienced in real estate practices and documents.

Knowledge/Skills/Abilities:

- Considerable knowledge of modern office procedures, record keeping, and bookkeeping practices.
- Proficiency in working within deadlines and report preparation.
- Mastery of word processing (WordPerfect, Word or equivalent)
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.
- Considerable knowledge of operations of governmental departments and procedures, governmental and departmental policies, and applicable state and local rules and regulations.
- Strong organizational and proofreading skills.
- Mastery of dealing with elected officials, constitutional officers, employees and the general public.
- Skill in the operation of computers.
- Ability to draft and prepare legal documents.

Other:

- May supervise and/or train designated subordinate personnel.

PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, and occasional lifting of light objects. Work is performed in an office.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

REVIEW/APPROVALS

Human Resources

Date

Line or Staff Management

Date



**Administrative Services Committee Meeting
3/12/2007 1:00 PM
Petition for Retirement of Ms. Constance Herndon**

Department:	Human Resources
Caption:	Approve retirement of Ms. Constance Herndon under the 1949 Pension Plan.
Background:	Under the 1949 Pension Plan, Sheriff and Fire Department Employees can voluntarily retire at the age of 55 at the completion 25 years of service. Other employees can voluntarily retire at the age of 60 at the completion of 25 years of service. Early Retirement Date is the first day of any month within five years of the Normal Retirement Date and after the completion of 20 years of service.
Analysis:	Ms. Herndon (age 55) is currently a Maintenance Worker with the Trees and Landscaping Division of the Public Services Department. Ms. Herndon was hired on January 4, 1982; she joined the 49 Pension Plan on July 24, 1984. Ms. Herndon meets both the age and years of service requirements for early retirement in the 49 Pension Plan. Her proposed retirement date is May 1, 2007. The normal retirement benefit payable to Ms. Herndon will be \$788 per month (Life Only).
Financial Impact:	Funds are available in the 49 Pension Plan. Employee has contributed 8% of her salary towards her retirement since July 24, 1984.
Alternatives:	Do not approve the retirement of Ms. Constance Herndon under the 1949 Pension Plan.
Recommendation:	Approve the retirement of Ms. Constance Herndon under the 1949 Pension Plan.
Funds are	

**Available in the
Following
Accounts:**

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**



RETIREMENT BENEFIT OPTIONS

Defined Benefit Program for Augusta-Richmond County Employees' Plan 1949 City Plan (8% Contribution)

PARTICIPANT INFORMATION

Employee Name:	Constance O. Herndon	Social Security Number:	XXX-XX-9805
Date of Birth:	7/15/1951	Original Date of Hire:	7/24/1984
Gender:	Female	Normal Retirement Date:	8/1/2011
Beneficiary Name:	Arlon Herndon	Social Security Number:	XXX-XX-9124
Date of Birth:	8/16/1950	Relationship:	Spouse
Gender:	Male		

MONTHLY BENEFIT PAYMENT OPTIONS

For: Reduced Early Retirement

Retirement Date: 4/24/2007
Age at Commencement Date: 55.790
Benefit Commencement Date: 5/1/2007
Credited Service: 22.750 Years

Early Retirement Benefit Adjustment: 0.7875

Minimum Total Benefit: \$27,875
Average Annual Compensation: \$20,866

Compensation Used	Year	Amount
	2004	\$13,694
	2005	\$20,716
	2006	\$22,278
	2007	\$5,908

AVAILABLE FORMS OF PAYMENT

Form of Benefit	Regular	Employee	Beneficiary
<i>CH</i> Single Life:	\$788		
10 Year Certain and Life:	\$768		
50% Joint and Survivor:	\$725	\$362	
75% Joint and Survivor:	\$697	\$523	
100% Joint and Survivor:	\$671	\$671	
Lump Sum Cash Out:	N/A		

EXPLANATION OF PAYMENT OPTIONS

Regular

Single Life:	Payable for the life of the participant only; no payments to any beneficiary upon participant's death
10 Year Certain and Life:	Payable for greater of the life of the participant or ten years
50% Joint and Survivor:	Payable for the life of the participant; upon participant's death, beneficiary will receive 50% of benefit
75% Joint and Survivor:	Payable for the life of the participant; upon participant's death, beneficiary will receive 75% of benefit
100% Joint and Survivor:	Payable for the life of the participant; upon participant's death, beneficiary will receive 100% of benefit
Cash Out Value:	Payable in a single lump sum in lieu of any future Plan benefits

For Estimate Purposes Only

Actual benefit amounts will be based on information provided at time of retirement



Administrative Services Committee Meeting

3/12/2007 1:00 PM

Reprogram \$54,026.55 in Community Development Block Grant (CDBG) Funds

Department:	Housing and Community Development Department
Caption:	Approve the reprogramming of \$54,026.55 in Community Development Block Grant (CDBG) Funds.
Background:	From time to time during the year, the department staff reviews the budget of projects to determine if there is a need to reprogram funds. As a result of our review, we have determined that certain projects are in need of additional funds to complete them, other projects have not started because not enough funds have been budgeted, and still other projects have a small amount of funds that the subrecipients could not utilize.
Analysis:	Funds are proposed to be reprogrammed from projects that are either complete or lack sufficient funds to move forward. Funds are proposed to be shifted to four projects that need additional funds to be completed. Reprogramming of these funds will allow the department to complete projects and spend CDBG funds more expediently. The attached table summarizes the proposed reprogramming of funds.
Financial Impact:	This reprogramming of funds is a reallocation of existing funds. No new funds are involved.
Alternatives:	None recommended
Recommendation:	The department recommends the approval to reprogram \$54,026.55 in CDBG from and to the projects shown in the attachment.
Funds are Available in the Following	ARC Community Partnership (#05050) ARC Meals-on-Wheels (0605N) Aragon Park Housing (04121) Boys & Girls Club (04056) East Augusta (1997) Neighborhood Matching

Accounts:

Grant-Hyde Park Neighborhood Association (97066)
Neighborhood Matching Grant-Butler Manor Neighborhood
Association (97066) New Savannah Road Social Services
(04068-2) Neighborhood Beautification (20033)
Neighborhood Improvement Project (0505M) Ombudsman-
undesignated (02184) Temporary Housing (1997)

REVIEWED AND APPROVED BY:**Finance.****Administrator.****Clerk of Commission**

**PROPOSED REPROGRAMMING OF CDBG FUNDS
MARCH 12, 2007**

REPROGRAM FUNDS FROM:		
Project Name	Amount Remaining	Reason
ARC Community Partnership	\$ 2.69	Agency unable to use funds
ARC Meals-on-Wheels	\$ 10,654.00	Leftover funds from purchase of vans
Aragon Park Housing	\$ 10,000.00	Inactive project
Boys & Girls Club	\$ 5.00	Agency unable to use funds
East Augusta CDC	\$ 3,437.00	Leftover funds
Neighborhood Matching Grant-Hyde Park Neighborhood Association	\$ 39.07	Agency unable to use funds
Neighborhood Matching Grant-Butler Manor Neighborhood Association	\$ 1.97	Agency unable to use funds
	\$ 9,390.88	Agency forfeited funds - approved by Commission 11/21/06
	\$ 17,088.00	Inactive project
	\$ 1,591.94	Agency unable to use funds
	\$ 175.00	Excess funds allocated to project
	\$ 1,641.00	Leftover funds from project
TOTAL	\$ 54,026.55	

REPROGRAM FUNDS TO:		
Agency	Amount	Purpose
Beulah Grove Resource Center	\$ 28,000.00	Shortage of funds to pave parking lot & install handicap doors
New Savannah Road Police Substation	\$ 10,722.00	Shortage of funds for Police Substation
Augusta Mini Theatre	\$ 10,304.55	Additional funds for New Arts Theatre/Deans Bridge Road
Coordinated Health Services	\$ 5,000.00	Lack of operational funds for the Homeless convalescent center
		"Good Samaritan Respite Center" located at 2110 Broad Street
TOTAL	\$ 54,026.55	

Source: Augusta Housing & Community Development Department, March 12, 2007



**Administrative Services Committee Meeting
3/12/2007 1:00 PM
Severance Package for Department Heads**

Department: Clerk of Commission

Caption: Discuss/approve severance package for department heads.
(Requested by Mayor Copenhaver)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission

Nancy Morawski

From: Lena Bonner
Sent: Wednesday, March 07, 2007 1:00 PM
To: Nancy Morawski
Subject: FW: Agenda Request

*Lena J. Bonner
Clerk of Commission
Room 806 Municipal Building
530 Greene Street
Augusta, Ga. 30911
Office phone-706-821-1820
Fax - 706-821-1838*

-----Original Message-----

From: Mayor Deke Copenhaver
Sent: Wednesday, March 07, 2007 11:48 AM
To: Lena Bonner
Cc: Fred Russell
Subject: Agenda Request

Lena,
I would like to place an agenda item on the Administrative Services Committee for next Monday's meeting. Please add "Discuss/Approve Severance Package For Department Heads". My explanation is below.
Thanks for your help!

Thanks,
Deke

Commissioner Holland and Committee Members,

As we continue to focus as a body on providing a better work environment for our employees, I firmly believe the time has come to offer our department heads a severance package in order to provide for better job security. This should also help significantly in our ongoing efforts to fill positions that now remain open.

The Administrator has in the past recommended a package that I think we should approve in a show of support for our staff moving forward. I have asked Fred to make his recommendation for the Committee in your next meeting.

Thank you in advance for your strong consideration of this proposal and for your dedication to moving our City forward.

Thanks,
Deke

3/7/2007



**Administrative Services Committee Meeting
3/12/2007 1:00 PM
Willie Johnson**

Department: Clerk of Commission

Caption: Presentation by Mr. Willie Johnson regarding the final payment on the property at 2745 Magnolia Avenue.

Background:

Analysis:

Financial Impact:

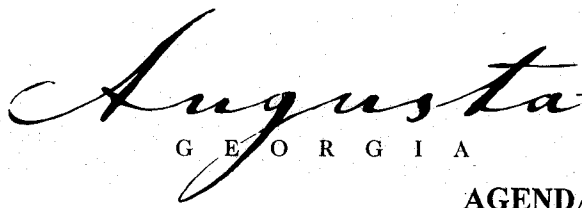
Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission



AGENDA ITEM REQUEST FORM

Commission/Committee: (Please check one)

- ☐ Commission
☐ Public Services Committee
☒ Administrative Services Committee — 3/12
☐ Engineering Services Committee
☐ Finance Committee
☐ Public Safety Committee

Contact Information for Individual/Presenter Making the Request:

Name: Willie Johnson
Address: 3738 Woodcock Dr
Telephone Number: 706 339-8444
Fax Number: 706
E-Mail Address: _____

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

Haven't received Final payment on the property
of 2745 Magnolia Ave

Please send this request form to the following address:

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

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

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