



Administrative Services Committee Committee Room- 6/11/2007- 1:00 PM Meeting

ADMINISTRATIVE SERVICES

1. Approve award of 2007 Home Funds for CHDO Operating Expenses. ☐ [Attachments](#)
2. Approve Local Small Business Opportunity Assistance Program Ordinance (Requested by Commissioner Don Grantham) (Referred from June 5 Commission meeting) ☐ [Attachments](#)
3. Discuss the County Attorney's breach of the confidentiality of a city employee's EEO complaint. (Requested by Commissioner Marion Williams) (Referred from June 5 Commission meeting) ☐ [Attachments](#)
4. Approve award of 2007 Home Funds for CHDO Set-Aside Projects. ☐ [Attachments](#)
5. Approve Retirement of Ms. Mary Jo McNeely under the 1977 Pension Plan. ☐ [Attachments](#)

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**Administrative Services Committee Meeting
6/11/2007 1:00 PM
Approval of 2007 HOME Operating and Set-Aside Agreements**

Department: Housing & Economic Development

Caption: Approve award of 2007 Home Funds for CHDO Operating Expenses.

Background: Up to five percent (5%) of Augusta's annual HOME allocation may be used for operating expenses for Certified Community Housing Development Organizations (CHDOs) and 15% of its annual allocation for CHDO Set-Aside. In January 2007, AHCD recertified four CHDOs: Antioch Ministries, East Augusta CDC, Promise Land Community Development and Sand Hills Urban Development, Inc. Five percent of the city's HOME allocation for 2007 is \$ 63,476.00, so each CHDO would receive \$ 15,869.00 for operating expenses.

Analysis: Allocation of the 2007 HOME funds will assist the CHDOs in covering general operating expenses

Financial Impact: A total of \$ 63,476.00 in 2007 HOME funds is available for CHDO operating expenses.

Alternatives: None recommended

Recommendation: Approve the distribution of \$ 63,476.00 in 2007 HOME funds for operating expenses to the following certified CHDOs: • Antioch Ministries Inc. - \$15,869.00 • East Augusta CDC - \$15,869.00 • Promise Land CDC- \$15,869.00 • Sand Hills UD, Inc. \$15,869.00

Funds are Available in the Following Accounts:

REVIEWED AND APPROVED BY:

Clerk of Commission



**Administrative Services Committee Meeting
6/11/2007 1:00 PM**

Approve Local Small Business Opportunity Assistance Program Ordinance

Department: Attorney

Caption: Approve Local Small Business Opportunity Assistance Program Ordinance (Requested by Commissioner Don Grantham) (Referred from June 5 Commission meeting)

Background: To amend and replace the Disadvantaged Business Enterprises Ordinance. Attorney will furnish text of Ordinance following conferences with Procurement Director, LSBOAP Coordinator (formerly DBE Director) and others on May 31, 2007.

Analysis: Amendment and restatement of this Ordinance responds to the deficiencies found by the Federal Court in the DBE Ordinance and particularly it removes from said Ordinance, references to race and gender. This Ordinance also requests authorization and appropriation of funds for a disparities study subject to the choosing of a qualified professional firm through the Procurement process.

Financial Impact: N/A

Alternatives: None

Recommendation: Pass Ordinance as restated.

Funds are Available in the Following Accounts: N/A

REVIEWED AND APPROVED BY:

Cover Memo

Item # 2

Clerk of Commission

Cover Memo

Item # 2



**Administrative Services Committee Meeting
6/11/2007 1:00 PM
County Attorney**

Department:

Caption: Discuss the County Attorney's breach of the confidentiality of a city employee's EEO complaint. (Requested by Commissioner Marion Williams) (Referred from June 5 Commission meeting)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission



**Administrative Services Committee Meeting
6/11/2007 1:00 PM
Distribution of CHDO Project Set-Aside Funds - 2007**

Department: Housing & Economic Development

Caption: Approve award of 2007 Home Funds for CHDO Set-Aside Projects.

Background: The city of Augusta reserves 20% of its annual allocation of HOME funds for investment in housing projects to be developed by, sponsored or owned by Community Housing Development Organizations (CHDOs). In February the department solicited project funding applications from the CHDOs. Three of the four certified CHDOs submitted project applications for 2007 HOME set-aside funds. CHDOs submitting applications included Antioch Ministries, Inc., East Augusta CDC and Promise Land CDC. All three CHDOs submitted applications for projects involving the construction of new single-family homes.

Analysis: Department staff members have reviewed and ranked the applications based on the five evaluation factors listed on the application. The factors are project description, project feasibility, financing and leverage for the project, milestones and deadlines for the project, and the housing experience and development capacity of the CHDO. Reviewers evaluated the applications to make sure they clearly described the project, answered all relevant project feasibility questions, provided complete and clear information related to project financing and the source and use of funds, included a timeline and milestones for completing the project, and demonstrated that the CHDO has the experience and capacity to complete the project in a timely manner.

Financial Impact: A total of \$253,904.00 in 2007 HOME funds is available for distribution under the set-aside program.

Alternatives:

Recommendation: The staff recommendation for funding is outlined in the table attached

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

REVIEWED AND APPROVED BY:

Clerk of Commission

FUNDING RECOMMENDATION
AUGUSTA HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT
YEAR 2007 HOME SET-ASIDE PROJECTS BY CHDOs

RECOMMENDATION: The staff recommendation for funding is outlined in the table below. In order to reward the top ranked application, and at the same time provide funding to all three applicants, the staff recommends the funds be awarded in the following manner:

- 1st Place applicant be awarded 40% of available funds
- 2nd Place and 3rd Place be awarded 30% of available funds each

FUNDING RECOMMENDATIONS 2007 HOME SET-ASIDE FUNDS					
RANK	RECIPIENT (CHDO)	PROJECT COST	AMOUNT REQUESTED	PROJECT DESCRIPTION	AMOUNT RECOMMENDED
1	Antioch Ministries	\$ 335,000.00	\$ 150,000.00	Block 1300 – Perry Avenue Uplift Project Construction of three (3) new single family homes.	\$ 101,561.60
2	East Augusta CDC	\$ 180,000.00	\$ 115,000.00	Magnolia Avenue – construct two (2) single family homes	\$ 76,171.20
3	Promise Land CDC	\$ 440,000.00	\$ 150,000.00	Gordon Woods – construct four (4) single family homes.	\$ 76,171.20
TOTAL		\$ 600,000.00	\$ 415,000.00		\$ 253,904.00
Source: Augusta Housing and Community Development Department, March 28, 2007					



**Administrative Services Committee Meeting
6/11/2007 1:00 PM
Petition for Retirement of Ms. Mary Jo McNeely**

Department: Human Resources

Caption: Approve Retirement of Ms. Mary Jo McNeely under the 1977 Pension Plan.

Background: Normal retirement under the 1977 Pension Plan is the first day of the month following his/her 65th birthday or attaining 62 yrs. of age and completing 25 years of credited service. The monthly benefit is 1% of the participants average earnings multiplied by his/ her years of credited service. The 1977 Pension Plan allows you to retire as early as age 50 after completing 15 years of service. The early retirement benefit is 5/12% for each month by which the retirement date of the participant precedes his normal retirement date.

Analysis: Ms. Mary Jo McNeely (age 65) is currently a License Clerk with the License & Inspections Department. Ms. McNeely was hired on May 1, 1983. Ms. McNeely meets the requirements for an early retirement under the 1977 Plan. Her proposed retirement date is July 1, 2007. The retirement benefit payable to Ms. Mary Jo McNeely is \$264 per month (Life Only).

Financial Impact: Funds are available in the 1977 Pension Plan. Employee has contributed 4% of her salary towards her retirement since May 1, 1983.

Alternatives: Do not approve the retirement of Ms. Mary Jo McNeely under the 1977 Pension Plan.

Recommendation: Approve the retirement of Ms. Mary Jo McNeely under the 1977 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 1977 County Plan

PARTICIPANT INFORMATION

Employee Name:	Mary J. McNeely	Social Security Number:	XXX-XX-5847
Date of Birth:	6/14/1942	Original Date of Hire:	5/1/1983
Gender:	Female	Normal Retirement Date:	7/1/2007

Beneficiary Name:	Bobby L. McNeely	Social Security Number:	XXX-XX-6879
Date of Birth:	8/18/1938	Relationship:	Spouse
Gender:	Male		

MONTHLY BENEFIT PAYMENT OPTIONS

For: Normal Retirement

Retirement Date: 7/1/2007
 Age at Commencement Date: 65.4
 Benefit Commencement Date: 7/1/2007

Credited Service: 1417 Years

Minimum Total Benefit: \$14,800
 Average Annual Compensation: \$3,357

Compensation Used	Year	Amount
	2002	\$17,428
	2003	\$3,387
	2004	\$25,900
	2005	\$31,395
	2006	\$32,485
	2007	\$14,182

AVAILABLE FORMS OF PAYMENT

Form of Benefit	Regular	Employee	Beneficiary
<i>MSM</i> Single Life:	\$264		
10 Year Certain and Life:	\$251		
50% Joint and Survivor:	\$248	\$124	
75% Joint and Survivor:	\$241	\$180	
100% Joint and Survivor:	\$234	\$234	
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

Item # 5