



Administrative Services Committee
Meeting

Commission Chamber- 7/11/2011- 1:00 PM

ADMINISTRATIVE SERVICES

1. An Ordinance to amend the Augusta, GA. Code Title Eight Chapter One Article One Sections 8-1-5 through 8-1-9 relating to the Creation and Duties of the Planning and Development Department; to repeal all Code Sections and Ordinances and part of Code Sections and Ordinances in conflict herewith; to provide an effective date and for other purposes. ☐ [Attachments](#)
2. Discuss increase in monies being allocated for the demolition of condemned houses. (Requested by Commissioner Lockett) ☐ [Attachments](#)
3. Discuss implementation of policy requiring all boards and committees submit an electronic version of meeting minutes to the Clerk of Commission for dissemination to members of the commission-council excluding those members of the commission-council that may choose to opt out. (Requested by Commissioner Lockett) ☐ [Attachments](#)
4. Motion to task Administrative Services Committee with developing a report and recommendation for an organizational structure and job descriptions for Equal Employment Opportunity and Minority and Small Business Opportunity consistent with the Charter. ☐ [Attachments](#)
5. Discuss amending the 2011 Action Plan due to a decrease in Fiscal Year 2011 allocations for the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Housing Opportunities for Persons with AIDS (HOPWA) and Emergency Shelter Grant (ESG) Programs. ☐ [Attachments](#)
6. Provide an update on the status of the Augusta Master Plan to include a list of proposed projects and a time-line. Discuss a quarterly update be provided the commission-council. (Requested by Commissioner Lockett) ☐ [Attachments](#)



Administrative Services Committee Meeting

7/11/2011 1:00 PM

An Ordinance to Amend the Augusta, GA. Code Sections 8-1-5 through 8-1-9 Relating to the Creation and Duties of the Planning and Development Department

Department: Administrator

Caption: An Ordinance to amend the Augusta, GA. Code Title Eight Chapter One Article One Sections 8-1-5 through 8-1-9 relating to the Creation and Duties of the Planning and Development Department; to repeal all Code Sections and Ordinances and part of Code Sections and Ordinances in conflict herewith; to provide an effective date and for other purposes.

Background: On March 30, 2011, the Augusta Georgia Commission approved the Administrator's reorganization plan as described in the Augusta, Georgia Proposed Government Reorganization Draft Project Plan. This Project Plan requires the creation of an Augusta, Georgia Planning and Development Department.

Analysis: To update and amend the Code as related to This Ordinance establishes the Augusta, Georgia Planning and Development Department to be consistent with the Proposed Government Reorganization Draft Project Plan.

Financial Impact: N/A.

Alternatives: Decline to amend Code at this time.

Recommendation: Approve.

**Funds are Available
in the Following
Accounts:** N/A.

REVIEWED AND APPROVED BY:

Finance.

Cover Memo

Item # 1

Law.
Administrator.
Clerk of Commission

ORDINANCE NO. _____

An Ordinance to Amend the Augusta, GA. Code Title Eight Chapter One Article One Sections 8-1-5 through 8-1-9 Relating to the Creation and Duties of the Planning and Development Department; To Repeal All Code Sections and Ordinances and Part of Code Sections and Ordinances in Conflict Herewith; To Provide an Effective Date and for Other Purposes.

WHEREAS, on March 30, 2011, the Augusta Georgia Commission approved the Administrator's reorganization plan as described in the Augusta, Georgia Proposed Government Reorganization Draft Project Plan; and

WHEREAS, such Proposed Government Reorganization Draft Project Plan requires the creation of an Augusta, Georgia Planning and Development Department; and

WHEREAS, Augusta, Georgia desires to update and amend the Code as related to the creation of the Augusta, Georgia Planning and Development Department to be consistent with the Proposed Government Reorganization Draft Project Plan;

THE AUGUSTA, GEORGIA COMMISSION, ordains as follows:

SECTION 1. AUGUSTA, GA. CODE Sections 8-1-5 through 8-1-9 as set forth in the Augusta, Ga. Code, re-adopted July 10, 2007, are hereby amended by striking these sections in their entirety as set forth in "Exhibit A" hereto and inserting in lieu thereof new Code Sections 8-1-5 through 8-1-9, restated as set forth in "Exhibit B" hereto.

SECTION 2. This ordinance shall become effective the first day of November, 2011.

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

Adopted this _____ day of _____, 2011.

David S. Copenhaver
As its Mayor

Attest:

Lena J. Bonner, Clerk of Commission

Seal:

CERTIFICATION

The undersigned Clerk of Commission, Lena J. Bonner, hereby certifies that the foregoing Ordinance was duly adopted by the Augusta, Georgia Commission on _____, 2011 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

~~Secs. 8-1-5. — 8-1-9. Reserved.~~

Exhibit B

Sec. 8-1-5. Creation of Planning and Development Department; Duties - Generally.

- (a) The Augusta, Georgia Planning and Development Department is hereby established, and the Commission shall employ the necessary staff to administer and enforce the provisions of this and related Chapters.
- (b) The person in charge of the Augusta, Georgia Planning and Development Department shall be known as the Director of Planning and Development. The Director shall enforce the provisions of this and related Chapters, and he/she or his/her duly authorized representative shall perform any duty imposed upon him/her by this and related Chapters.
- (c) The Planning and Development Department shall have as its duties and responsibilities the following:
 - (1) Prepare and recommend to the Planning Commission a Master Plan or parts thereof for the development of Augusta, Georgia.
 - (2) Prepare and recommend to the Planning Commission a Comprehensive Zoning Ordinance and map or maps thereto;
 - (3) Prepare and recommend to the Planning Commission zoning map(s) and Special Exceptions;
 - (4) Prepare, publish, and distribute maps, plans, reports, and recommendations relating to the planning and development of Augusta, Georgia;
 - (5) Recommend to the Augusta, Georgia Commission programs for public improvements and financing thereof;
 - (6) In the performance of these functions, enter upon land, make examinations and surveys, and place and maintain necessary signs, monuments, or markings thereon;
 - (7) Any other function or duty delegated to the Planning and Development Department or its Director under the provisions of this Code; and
 - (8) Any other function or duty which may from time to time be delegated to the Planning and Development Department or its Director.

Sec. 8-1-6. Performance of duties – Master Plan.

- (a) It shall be the duty of the Planning and Development Department to prepare and recommend for adoption and amendment a Master Plan of Augusta, Georgia to the Planning Commission.
- (b) Such Master Plan may show, among other things, the following:

- (1) Existing and proposed streets, highways, expressways, bridges, tunnels and viaducts and approaches thereto; routes of railroads and transit lines; terminals, ports and airports.
- (2) Parks, playgrounds, forests and other public open spaces.
- (3) Sites for public buildings, structures and facilities.
- (4) Land areas for residential, business, industrial, recreational, agricultural, forestry, and special purposes and uses.
- (5) Limited development areas for purposes of conservation, water supply, sanitation, drainage, historic preservation, protection against flooding and similar environmental considerations.
- (6) Areas for housing development, slum clearance, and urban renewal and redevelopment.
- (7) Location of public utilities whether publicly or privately owned, including but not limited to sewerage and water supply.
- (8) Zoning districts and other planning features.
- (9) Time and priority schedules and cost estimates for the accomplishment of the proposals.
- (c) The Master Plan shall be based upon and include appropriate studies of the location and extent of present and anticipated other pertinent data.
- (d) Such Plan may be adopted, added to and changed from time to time by the Augusta, Georgia Commission. It shall be a public record, but its purpose and effect shall be solely to aid the Planning and Development Department and the Planning Commission in the performance of their duties.

Sec. 8-1-7. Performance of duties – Zoning ordinance and maps.

- (a) It shall be the duty of the Planning and Development Department to prepare and recommend for adoption and amendment to the Planning Commission a zoning ordinance and map or maps. The purpose of such ordinance and map or maps shall be to regulate:
 - (1) The location, height, bulk, number of stories, and size of buildings and other structures.
 - (2) The percentage of lot which may be occupied, the sizes of yards, courts, and other open areas.
 - (3) The density and distribution of population and dwelling units.

- (4) Land areas for residential, business, industrial, recreational, agriculture, forestry, conservation, historic preservation, water supply, sanitation, protection against floods, governmental activity and other special purposes.
- (b) The map or maps shall divide Augusta, Georgia into districts of such number, shape and size as the Planning Commission may determine; and within such districts the Planning Commission may regulate the erection, construction, reconstruction, alteration, and use of building and structures and uses of land. All such regulations shall be uniform for each class or kind of building throughout each district, but the regulations in one district, but the regulations in one district may differ from those in other districts.
- (c) At such time the Augusta, Georgia Commission deems it necessary to enact an entirely new zoning ordinance and map or maps, the governing bodies shall hold a public hearing thereon, after at least fifteen (15) days notice of the time and place of which shall be published in a newspaper of general circulation in Augusta, Georgia. All procedural standards set forth in the Official Code of Georgia shall be complied with.
- (1) No change or departure from the text or maps, as certified by the Planning Commission, shall be made unless such change or departure is first submitted to the Planning Commission for review and recommendation.
- (2) The Planning Commission shall have thirty (30) days within which to submit its report. If the Planning Commission fails to submit a report within a thirty-day period, it shall be deemed to have approved the change or departure.
- (d) The zoning ordinance, including the map or maps, may be amended from time to time; but no amendment shall become effective unless it shall have been proposed by or shall have first been submitted to the Planning Commission for review and recommendation.
- (1) The Planning Commission shall conduct, on behalf of the Augusta, Georgia Commission, all public hearings on proposed amendments to the zoning ordinance and maps.
- (2) Policies and procedures as specified by the Official Code of Georgia shall be followed by the Planning Commission in considering such public hearings.

Secs. 8-1-8. – 8-1-9. Reserved.



**Administrative Services Committee Meeting
7/11/2011 1:00 PM
Demolition of Condemned Houses Funding Increase**

Department: Clerk of Commission

Caption: Discuss increase in monies being allocated for the demolition of condemned houses. (Requested by Commissioner Lockett)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Lena Bonner

From: Commissioner William Lockett
Sent: Thursday, July 07, 2011 11:08 AM
To: Lena Bonner
Subject: Committee Agenda Item Request

Morning Ms. Bonner:

Will you please place the following items on appropriate committee agenda:

1. Discuss implementation of policy requiring all boards and committees submit an electronic version of meeting minutes to the Clerk of Commission for dissemination to members of the commission-council excluding those members of the commission-council that may choose to opt out.
2. Provide an update on the status of the Augusta Master Plan to include a list of proposed projects and a time-line. Discuss a quarterly update be provided the commission-council.
3. Discuss increase in monies being allocated for the demolition of condemned houses.

Thanks

Bill Lockett, MPA
Commissioner, District 5
(706) 825-1847

Please consider the environment before printing this email.

This e-mail contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. The City of Augusta accepts no liability for the content of this e-mail or for the consequences of any actions taken on the basis of the information provided, unless that information is subsequently confirmed in writing. Any views or opinions presented in this e-mail are solely those of the author and do not necessarily represent those of the City of Augusta. E-mail transmissions cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the content of this message which arise as a result of the e-mail transmission. If verification is required, please request a hard copy version.

AED:104.1



**Administrative Services Committee Meeting
7/11/2011 1:00 PM
Minutes from Boards and Commissions**

Department: Clerk of Commission

Caption: Discuss implementation of policy requiring all boards and committees submit an electronic version of meeting minutes to the Clerk of Commission for dissemination to members of the commission-council excluding those members of the commission-council that may choose to opt out. (Requested by Commissioner Lockett)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Lena Bonner

From: Commissioner William Lockett
Sent: Thursday, July 07, 2011 11:08 AM
To: Lena Bonner
Subject: Committee Agenda Item Request

Morning Ms. Bonner:

Will you please place the following items on appropriate committee agenda:

1. Discuss implementation of policy requiring all boards and committees submit an electronic version of meeting minutes to the Clerk of Commission for dissemination to members of the commission-council excluding those members of the commission-council that may choose to opt out.
2. Provide an update on the status of the Augusta Master Plan to include a list of proposed projects and a time-line. Discuss a quarterly update be provided the commission-council.
3. Discuss increase in monies being allocated for the demolition of condemned houses.

Thanks

Bill Lockett, MPA
Commissioner, District 5
(706) 825-1847

Please consider the environment before printing this email.

This e-mail contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. The City of Augusta accepts no liability for the content of this e-mail or for the consequences of any actions taken on the basis of the information provided, unless that information is subsequently confirmed in writing. Any views or opinions presented in this e-mail are solely those of the author and do not necessarily represent those of the City of Augusta. E-mail transmissions cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the content of this message which arise as a result of the e-mail transmission. If verification is required, please request a hard copy version.

AED:104.1



**Administrative Services Committee Meeting
7/11/2011 1:00 PM**

Motion to task Administrative Services Committee with developing a report and recommendation for an organizational structure and job descriptions for Equal Employment Opportunity and Minority and Small Business Opportunity consistent with the Charter.

Department: Commissioner Aitken

Caption: Motion to task Administrative Services Committee with developing a report and recommendation for an organizational structure and job descriptions for Equal Employment Opportunity and Minority and Small Business Opportunity consistent with the Charter.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

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



Administrative Services Committee Meeting
7/11/2011 1:00 PM
Revised 2011 CDBG, HOME, HOPWA & ESG Allocations

Department: Housing and Community Development

Caption: Discuss amending the 2011 Action Plan due to a decrease in Fiscal Year 2011 allocations for the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Housing Opportunities for Persons with AIDS (HOPWA) and Emergency Shelter Grant (ESG) Programs.

Background: On November 4, 2010, the Commission approved the 2011 Action Plan as part of the 2010-2014 Consolidated Plan. At the time the 2011 Action Plan was submitted to HUD, Congress had not appropriated funds for Fiscal Year 2011. Consequently, the City based its estimated allocations for 2011 on grant amounts received in Year 2010. On June 3, 2011, HUD notified the City of its actual allocations for Year 2011 CDBG, HOME, HOPWA and ESG which reflects a total decrease in funds of \$569,319. Provided as Attachment #1 is a listing of the estimated program allocations and the actual program allocations the City will receive for Year 2011. Due to the decrease in allocations, the 2011 Action Plan must be amended to take into consideration the reduction in funds. All CDBG, HOME, HOPWA and ESG projects are affected. Attachment #2 reflects the estimated program/projects allocations (proposed) and actual program/project allocations for each program. According to the City's Citizen Participation Policy, this decrease in allocations for each program and each project triggers a substantial change to the 2011 Action Plan. Therefore, the revisions must be presented to the public for a 30-day comment period. If comments are received, they will be presented to the Commission on August 16, 2011 for consideration. Staff is requesting authorization to proceed with the publication of a Public Notice in the newspapers to solicit comments on the changes. The Public Notices will be published in the Augusta Chronicle July 16, 2011 and the Metro Courier July 21, 2011. The deadline for public comments will be August 16, 2011. Any comments received will be presented to Commission on August 16, 2011.

Analysis: : It has been known for some time Federal allocations were going to be decreased by Congress. The City must incorporate the

changes (decrease in funds) into its 2011 Action Plan to accurately reflect the reduced projects' budgets. The revised 2011 Action Plan and any comments received will be transmitted to HUD.

Financial Impact: : Due to the decreases in CDBG, HOME, HOPWA and ESG program allocations, each project will undergo a decrease in funds and a change in the scope of services. Therefore, the scope of services for each funded project will be scaled back to accommodate the reductions.

Alternatives: None recommended.

Recommendation: Accept the Housing and Community Development Department (HCD) recommendations for reduction in project funds and grant HCD authorization to proceed with the publication of a Public Notice soliciting citizen comments on the proposed changes to the 2011 Action Plan. On August 16, 2011, all comments received will be presented to Commission for consideration.

Funds are Available in the Following Accounts: Anticipated Year 2011 CDBG, HOME, HOPWA and ESG funds to be received from HUD.

REVIEWED AND APPROVED BY:

Finance.
Law.
Administrator.
Clerk of Commission

**ACTUAL YEAR 2011 CDBG, HOME, ESG AND HOPWA
ALLOCATIONS**

Program	Estimated Allocations (\$'s)	Actual Allocations (\$'s)	Decrease (\$'s)
CDBG	2,448,329	2,040,442	407,887
HOME	1,373,547	1,216,121	157,426
HOPWA	429,729	425,918	3,811
ESG	99,387	99,192	195
TOTAL	4,350,992	3,781,673	569,319

Attachment #2 – Revised 2011 Project List

2011 Community Development Block Grant Program

	Proposed	Actual
Entitlement Grant (decreased -\$407,887)	2,448,329	2,040,442
Program Income (estimate)	150,000	150,000
TOTAL	2,598,329	\$2,190,442

Projects	Proposed	Actual
• Acquisition – HCD	250,000	208,250
<i>Public Facilities & Improvements</i>		
• Jessye Norman School of Arts Improvements	96,663	80,520
• Family “Y” Tubman Center Improvements	40,000	33,320
<i>Public Services</i>		
• Art Factory	20,000	16,660
• Augusta Urban Ministries	10,000	8,330
• Boys and Girls Club	10,000	8,330
• CSRA Business League	15,000	12,495
• CSRA EOA “Housing Counseling”	25,000	20,825
• East Augusta CDC	17,000	14,161
• Golden Harvest Food Bank	20,000	16,660
• Kids Restart	20,000	16,660
• Lucy Laney Museum	10,000	8,330
• MACH Academy	20,000	16,660
• Olde Town Outreach Community Center	10,000	8,330
• Promise Land CDC	15,000	12,495
• Salvation Army (Job Training)	15,000	12,495
• Shiloh Community Center	13,000	10,829
Relocation	200,000	166,600
Down Payment Assistance Program	102,000	84,966
Housing Rehabilitation Program	800,000	687,228
Façade – Central Business District	105,000	87,465
Façade – Central City Revitalization District	55,000	45,815
Antioch Ministries Small Business Training	10,000	8,330
Small Business Development/Recruitment (HCD)	200,000	166,600
Administration- \$433,088 & Fair Housing - \$5,000	519,666	438,088
Total	\$2,598,329	\$2,190,442

2011 HOME INVESTMENT PARTNERSHIPS PROGRAM

	Proposed	Actual
Entitlement Grant (decreased -\$157,426)	1,373,547	1,216,121
Program Income	1,000,000	1,000,000
TOTAL	\$2,373,547	2,216,121

Projects	Proposed Budget	Actual Budget
Neighborhood Revitalization	1,730,160	1,612,091
Downpayment Assistance Program	200,000	200,000
CHDO Set-aside (15% minimum)	206,032	182,418
Administration (10% maximum)	237,355	221,612
Total	\$2,373,547	\$2,216,121

Attachment #2 – Revised 2011 Project List

2011 HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS PROGRAM (HOPWA)

	Proposed	Actual Budget
Entitlement Grant (decrease -\$3,811)	\$429,729	425,918

Projects	Proposed Budget	Actual Budget
Hope Health	100,000	99,110
St. Stephen's Ministry	316,837	314,030
Administration (3%)	12,892	12,778
Total	\$429,729	\$425,918

2011 EMERGENCY GRANTS PROGRAM

	Proposed	Actual Budget
Entitlement Grant (decreased -\$195)	\$99,387	99,192

Proposed Projects	Proposed Budget	Actual
CSRA EOA	14,000	14,000
Hope House	17,000	17,000
Interfaith Hospitality Network	19,939	19,818
St. Stephens	15,000	15,000
Safe Homes	4,419	4,419
Salvation Army (shelter operations)	20,000	19,935
United Way	4,060	4,060
Administration (5%)	4,969	4,960
TOTAL	\$99,387	\$99,192



**Administrative Services Committee Meeting
7/11/2011 1:00 PM
Update on Status of Augusta Master Plan**

Department: Clerk of Commission

Caption: Provide an update on the status of the Augusta Master Plan to include a list of proposed projects and a time-line. Discuss a quarterly update be provided the commission-council. (Requested by Commissioner Lockett)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Lena Bonner

From: Commissioner William Lockett
Sent: Thursday, July 07, 2011 11:08 AM
To: Lena Bonner
Subject: Committee Agenda Item Request

Morning Ms. Bonner:

Will you please place the following items on appropriate committee agenda:

1. Discuss implementation of policy requiring all boards and committees submit an electronic version of meeting minutes to the Clerk of Commission for dissemination to members of the commission-council excluding those members of the commission-council that may choose to opt out.
2. Provide an update on the status of the Augusta Master Plan to include a list of proposed projects and a time-line. Discuss a quarterly update be provided the commission-council.
3. Discuss increase in monies being allocated for the demolition of condemned houses.

Thanks

Bill Lockett, MPA
Commissioner, District 5
(706) 825-1847

Please consider the environment before printing this email.

This e-mail contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. The City of Augusta accepts no liability for the content of this e-mail or for the consequences of any actions taken on the basis of the information provided, unless that information is subsequently confirmed in writing. Any views or opinions presented in this e-mail are solely those of the author and do not necessarily represent those of the City of Augusta. E-mail transmissions cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender therefore does not accept liability for any errors or omissions in the content of this message which arise as a result of the e-mail transmission. If verification is required, please request a hard copy version.

AED:104.1