



Administrative Services Committee Committee Room- 7/30/2007- 1:00 PM Meeting

ADMINISTRATIVE SERVICES

1. Consider revision to the First Time Homebuyer – Down Payment Assistance Program Design. ☐ [Attachments](#)
2. Discuss the Administrator's evaluation process. (Requested by Commissioner Williams) ☐ [Attachments](#)
3. Approve award of 2007 HOME Funds for CHDO Set-Aside Projects. ☐ [Attachments](#)
4. Consider revision to the Emergency Repair and Homeowner Rehabilitation Programs' Design ☐ [Attachments](#)
5. Approve retirement of Mr. Sterling Howell under the 1949 Pension Plan. ☐ [Attachments](#)
6. Motion to approve restructuring of Land Bank Authority Board. ☐ [Attachments](#)
7. Approve reclassification of position in Board of Elections Office. ☐ [Attachments](#)

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**Administrative Services Committee Meeting
7/30/2007 1:00 PM
1st Time Homebuyer - DPA Program**

Department: Housing & Community Development Department

Caption: Consider revision to the First Time Homebuyer – Down Payment Assistance Program Design.

Background: The Housing and Community Development Department administers the Homeownership Program which provides down payment assistance to low and moderate income (LM) first-time homebuyers. The purpose of the program is to increase the homeownership rate, especially for LM and minority households and to revitalize and stabilize the community.

Under the present policy, no down payment is required to participate in the First Time Homebuyers Program. Subsequently, eligible applicants can receive a grant of up to \$7,500 toward the down payment on a single family unit.

We are proposing that the guidelines be changed as outlined below:

1. Individuals with Gross Income <50% of the Area Median Income (AMI) will have a \$500 Down Payment
2. Individuals with Gross Income >50% AMI will have a \$1,000 Down Payment

Analysis: According to FHA Mortgage Limits for Richmond County, a Four-Family household can purchase a home for up to \$384,936. The reality of the fact is, if we continue the program as it is, a family can obtain a \$384,936 home without paying any money down. Based on the proposed changes, 1) Individuals will have an investment in the purchase of a home, 2) A down payment of \$500 or more will qualify applicants to participate in the Georgia Department of Community Affairs (DCA) Georgia Dream

Homeownership Program and leverage between \$5,000 - \$20,000 in down Payment Assistance, and 3) These two programs can be layered for a potential gross subsidy of \$27,500 (\$7,500 AHCD and \$20,000 DCA).

Financial Impact: The maximum down payment assistance allowed under the City's program is \$7,500. By requiring an individual to pay \$500 or \$1,000, HCD assistance will be less and more individuals can be assisted.

Alternatives: None recommended.

Recommendation: Approve Revision to the First Time Homebuyer – Down Payment Assistance Program Design which will require individuals to pay between \$500 - \$1,000 toward the Purchase Price of a Home

Funds are Available in the Following Accounts: CDBG Funds - \$35,000 HOME Funds - \$156,596

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**



**Administrative Services Committee Meeting
7/30/2007 1:00 PM
Administrator's Evaluation Process**

Department: Clerk of Commission

Caption: Discuss the Administrator's evaluation process. (Requested by Commissioner Williams)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission



**Administrative Services Committee Meeting
7/30/2007 1:00 PM
Award of 2007 HOME CHDO Set-Aside Funds**

Department:	Housing and Community Development Department
Caption:	Approve award of 2007 HOME Funds for CHDO Set-Aside Projects.
Background:	The City of Augusta reserves 20% of its annual HOME allocation 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 has 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, housing experience and development capacity of the CHDO. Reviewers evaluated the applications to make sure they clearly described the project and answered all relevant project feasibility questions.
Financial Impact:	A total of \$253,904 in 2007 HOME funds is available for award under the HOME set-aside program.
Alternatives:	None recommended
Recommendation:	Approve award of 2007 HOME CHDO Set-Aside to Antioch Ministries \$101,561; East Augusta CDC \$76,171.20 & Promise Land CDC \$76,171.20 for a total of \$253,904

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

2007 HOME CHDO Set-Aside allocation

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**

FUNDING RECOMMENDATION AUGUSTA HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT YEAR 2007 HOME SET-ASIDE PROJECTS BY CHDOs					
RANK	RECIPIENT (CHDO)	PROJECT COST	AMOUNT REQUESTED	PROJECT DESCRIPTION	AMOUNT RECOMMENDED
1	Antioch Ministries	\$335,000	\$150,000	Block 1300 – Perry Avenue Uplift Project Construction of three (30 new single family homes	\$101,561.60
2	East Augusta CDC	180,000	115,000	Magnolia Ave – Construct two (20 single family homes	\$ 76,171.20
3	Promise Land CDC	440,000	150,000	Gordon Woods – construct four (40 single family homes	\$ 76,171.20
				TOTAL	\$253,904.00



**Administrative Services Committee Meeting
7/30/2007 1:00 PM
Homeowner Rehabilitation Program**

Department: Housing & Community Development

Caption: Consider revision to the Emergency Repair and Homeowner Rehabilitation Programs' Design

Background:

The Housing and Community Development Department administers the Emergency Repair Program and the Homeowner Rehabilitation Program. We are proposing changes to the two (2) programs to ensure the City receive an income stream coming from loans versus no return to the City on grants. 1. Emergency Repair Program Grants of up to \$5,000 per unit are provided to low income homeowners for housing improvements limited to dangerous conditions. Homeowners with Gross Income of 80% or less of HUD's AMI receives a grant of up to \$5,000 for emergency repairs such as electrical, roof, plumbing and heating/air conditioning. Proposed Change to the Emergency Repair Program Homeowners with Gross Income of 80% or less of HUD's AMI will receive grants up to \$5,000 for emergency repairs of their home. However, if any of the following minimum housing standard codes are deficient, the Homeowner must borrow the funds to address the deficiencies for electrical, roof replacement, plumbing and heating/air conditioning. The maximum loan amount is \$10,000. 2. Homeowner Rehabilitation Program Deferred loans and low interest loans up to \$35,000 are provided to low and moderate income owner occupants of single unit properties. Homeowner's with a Gross Income of <50% of AMI receives a Conditional Deferred Payment Loan (CDPL) up to \$35,000 for rehabilitation of their home. The loan is conditional in that the loan will graduate into a grant as the loan matures. For each year up to the fifth year, a portion of the loan equally 1/20th is subtracted from unpaid balance. Homeowners with a Gross Income of >50% of AMI receive loans with established monthly payments. Proposed Change to the Homeowner Rehabilitation Program

Cover Memo

Item # 4

1. Individuals who are the primary owner of their property and whose income falls within and/or below HUD's 50% AMI guideline will be exempt from making monthly payments. The funds assigned to their home will be collected in full at the time of transfer and/or sale of property. Upon death of the homeowner or transfer or sale of property, if the heir is a low income family, monthly payments will be established. In addition, if the heir does not occupy the house, they have the option to rent to a low income family. Otherwise the heir will have to pay off the loan.

2. Individuals who are the primary owner of the property and whose income is above HUD's 50% AMI, but not greater than the 80% will qualify for a full payback loan at three (3%) interest and multiple loan terms of 5, 15 and 20 years.

Analysis: Revisions to these programs ensures an income stream coming from loans versus no return to the City on grants.

Financial Impact: The City will have additional funds to use for other rehabilitation projects.

Alternatives: None recommended.

Recommendation: Approve Revisions to the Emergency Repair and Homeowner Rehabilitation Programs' Design

Funds are Available in the Following Accounts: CDBG and HOME Funds

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**



**Administrative Services Committee Meeting
7/30/2007 1:00 PM
Petition for Retirement of Mr. Sterling Howell**

Department: Human Resources

Caption: Approve retirement of Mr. Sterling Howell 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: Mr. Howell (age 60) is currently a Mechanic with the Augusta Regional Airport. Mr. Howell was hired on August 24, 1981; joined the 49 Pension Plan on August 24, 1981. Mr. Howell meets both the age and years of service requirements for retirement in the 49 Pension Plan. His proposed retirement date is October 1, 2007. The normal retirement benefit payable to Mr. Howell will be \$1,762 per month (Life Only).

Financial Impact: Funds are available in the 49 Pension Plan. Employee has contributed 8% of his salary towards his retirement since August 24, 1981.

Alternatives: Do not approve Retirement of Mr. Sterling Howell in the 1949 Pension Plan.

Recommendation: Approve Retirement of Mr. Sterling Howell in 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 (GE) (8% Contribution)

PARTICIPANT INFORMATION

Employee Name:	Sterling E. Howell	Social Security Number:	XXX-XX-7477
Date of Birth:	9/2/1947	Original Date of Hire:	8/24/1981
Gender:	Male	Normal Retirement Date:	10/1/2007

Beneficiary Name:	Paulette Howell	Social Security Number:	XXX-XX-1744
Date of Birth:	12/24/1950	Relationship:	Spouse
Gender:	Female		

MONTHLY BENEFIT PAYMENT OPTIONS

For: Normal Retirement

Retirement Date: 10/1/2007
 Age at Commencement Date: 60.080
 Benefit Commencement Date: 10/1/2007

Credited Service: 26.083 Years

Minimum Total Benefit: \$45,185
 Average Annual Compensation: \$34,505

Compensation Used	Year	Amount
	2004	\$7,744
	2005	\$33,292
	2006	\$35,736
	2007	\$26,741

AVAILABLE FORMS OF PAYMENT

Form of Benefit	Regular	Employee	Beneficiary
<i>S.H.</i> Single Life:	\$1,762		
10 Year Certain and Life:	\$1,687		
50% Joint and Survivor:	\$1,561	\$781	
75% Joint and Survivor:	\$1,477	\$1,108	
100% Joint and Survivor:	\$1,401	\$1,401	
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



**Administrative Services Committee Meeting
7/30/2007 1:00 PM
Proposed restructuring of Land Bank Authority Board**

Department: County Attorney

Caption: Motion to approve restructuring of Land Bank Authority Board.

Background:

The Augusta Land Bank Authority was created by a Resolution in 1997. Georgia Code requires the Board to consist of four (4) members appointed by the governing authority of the consolidated government for which the Land Bank operates under. The Land Bank currently consists of Fred Russell, so long as he serves as Administrator for Augusta-Richmond County; Rob Sherman, so long as he serves as the Director of Licensing and Inspection for Augusta-Richmond County; Paul DeCamp so long as he serves as the Director of Housing and Neighborhood Development for Augusta-Richmond County; and Jerry Saul (or his appointee) so long as he serves as the Tax Commissioner of Augusta-Richmond County. Included in this group but not counted in the quorum, is one (1) member of the Augusta Commission serving in an ex officio capacity. The proposed changes are the result the Board's desire to create community interest in the Land Bank and to eliminate any potential appearances of conflict between the City and the Land Bank. The proposed changes are as follows:

1. Director of License and Inspection (or his designee) of Augusta-Richmond County; and
2. Tax Commissioner (or his designee) of Augusta-Richmond County; and
3. Executive Director of Planning and Zoning (or his designee) of Augusta-Richmond County; and
4. A qualified citizen of Richmond County appointed by the

Cover Memo

Item # 6

Augusta-Richmond County Commission; and

Including one member of the Augusta-Richmond County Commission serving in an ex officio capacity.

Analysis: See Background

Financial Impact: N/A

Alternatives: Do not approve.

Recommendation: Approve

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

REVIEWED AND APPROVED BY:

**Administrator.
Clerk of Commission**

AMENDED RESOLUTION

AMENDED RESOLUTION RESTATING THE AUTHORIZATION OF THE AUGUSTA-RICHMOND COUNTY LAND BANK AUTHORITY; CREATING A NEW COMPOSITION OF THE LAND BANK BOARD WHICH SHALL BE SELECTED BY THE AUGUSTA-RICHMOND COUNTY COMMISSION FROM AMONG ITS MEMBERSHIP; PROVIDING A TERM FOR SAID MEMBERS; PROVIDING FOR RELATED MATTERS; PROVIDING AN EFFECTIVE DATE; TO REPEAL CONFLICTING RESOLUTIONS; AND FOR OTHER PURPOSES.

WHEREAS, O.C.G.A. § 48-4-60, et seq., provides that upon adoption of a Resolution by a consolidated government a Land Bank Authority may be established to be a public body corporate and politic with the power to sue and be sued, to accept and issue deeds in its name, and to have other powers necessary and incidental to, carry out the purposes of such Land Bank Authorities; and

WHEREAS said Land Bank has been established by an enabling Resolution as adopted by the Augusta Richmond County Commission on July 16, 1997 and readopted on September 6, 2005; and

WHEREAS O.C.G.A. § 48-4-62 requires that the Land Bank Board be composed of four members to be appointed by the governing authority of the consolidated government;

NOW THEREFORE BE IT RESOLVED BY THE AUGUSTA RICHMOND COUNTY COMMISSION AS FOLLOWS:

Section 1

Section 5 of said Resolution as adopted on July 16, 1997 and readopted on September 6, 2005, is deleted in its entirety there from and said section 5 is hereby amended and restated to read:

Section 5. MANAGEMENT AND CONTROL OF RICHMOND COUNTY LAND BANK AUTHORITY; COMPOSITION.

(a) Said Richmond County Land Bank Authority shall be managed and controlled by a Board composed of four (4) members to be appointed by the Augusta-Richmond County Commission. Said Board shall be composed as follows:

1. Director of License and Inspection (or his designee) of Augusta-Richmond County; and
 2. Tax Commissioner (or his designee) of Augusta-Richmond County; and
 3. Executive Director of Planning and Zoning (or his designee) of Augusta-Richmond County; and
 4. A qualified citizen of Richmond County appointed by the Augusta-Richmond County Commission.
- (b) One member of the Augusta-Richmond County Commission, as selected by the Augusta-Richmond County Commission, who shall serve ex officio without voting authority and who shall serve a two (2) year term commencing from the date of his or her appointment and until his or her successor is duly qualified and appointed.

Section 2.

Duly adopted by the Augusta-Richmond County Commission this ____ day of _____, 2007.

Augusta-Richmond County
Commission

By: _____
As its Mayor

Attest:

Clerk of Commission



**Administrative Services Committee Meeting
7/30/2007 1:00 PM
Reclassification of Position in Board of Elections Office**

Department: Board of Elections

Caption: Approve reclassification of position in Board of Elections Office.

Background: This reclassification was requested in 2003 and 2005. The reason for the request is due to the restructure of employees caused by the implementation of electronic voting in 2002. The position would change from a deputy clerk (grade 39) to an administrative aid (grade 43).

Analysis: The restructure of employees was implemented in 2003. The restructure would pay the employee for the job she has been performing since the restructure.

Financial Impact: The financial impact would be \$4,500 yearly. The funding for the salary increase was included and approved in the Board of Elections 2007 Budget.

Alternatives: Continue underpaying employee.

Recommendation: Approval is highly recommended for the continued efficient operation of the Board of Elections Office.

Funds are Available in the Following Accounts: Included in the Board of Elections 2007 Budget. Account number 101-01-4110-51.11110

REVIEWED AND APPROVED BY:

Finance.
Human Resources.
Administrator.



BOARD OF ELECTIONS

Room 104 - Municipal Building
530 Greene Street
Augusta, Georgia 30911
(706) 821-2340

Attachment number 1
Page 1 of 3
Chairman
AARON BATTLE
MTESA P. COTTEMOND
TIMOTHY E. MOSES
L. C. MYLES

LYNN BAILEY
Executive Director

TRAVIS DOSS, JR.
Assistant Director

June 9, 2003

Ms. Brenda Byrd-Pelaez, Director
Human Resources Dept.
6th Floor, City-County Bldg.
Augusta, GA 30911

Dear Brenda:

You will find attached a modified job description for a position in our office. We are requesting at this time that one of our positions currently classified as Records Clerk I (salary grade 39) be reclassified to Administrative Assistant II (salary grade 43).

As you are aware, Georgia recently changed its method of voting from punch card to electronic touch screen voting. This change has had a dramatic effect on the work load typically experienced by this office and we find that some restructuring is needed to accommodate the new workload. This position will assume some of the administrative duties currently performed by the Assistant Director, such as coordinating the data entry process as it pertains to the upkeep of the voter registration list. You will find this and other changes reflected on the updated Records Clerk I job description attached.

Should you have any questions, or if we can provide any further information regarding this request, please give me a call. I thank you in advance for your assistance in this matter.

Sincerely,

Lynn Bailey,
Executive Director



BOARD OF ELECTIONS

LYNN BAILEY
Executive Director

TRAVIS DOSS, JR.
Assistant Director

LINDA W. BEAZLEY
Chair

BOB GARDNER
TIMOTHY E. MOSES
ADNA STEIN
MTESA COTTEMOND WRIGHT

MEMORANDUM

TO: Fred Russell, Administrator

FROM: Lynn Bailey, Board of Elections 

DATE: July 25, 2005

RE: Reclassification

Per your request, you will find attached a current departmental organizational chart, authorized positions and salaries, and the major department functions for the Board of Elections Office. I have also attached the original reclassification request made on June 9, 2003.

I trust that the attached information is useful and complete. Should you have further inquiries, please give me a call.



BOARD OF ELECTIONS

LYNN BAILEY
Executive Director

TRAVIS DOSS, JR.
Assistant Director

LINDA W. BEAZLEY
Chair

BOB GARDNER
TIMOTHY E. MOSES
L.C. MYLES
MTESA COTTEMOND WRIGHT

February 14, 2007

Mr. Fred Russell
City Administrator
Augusta, GA 30911

Dear Mr. Russell:

In its 2007 Budget as approved by the Augusta Commission, the Board of Elections placed an additional \$4,500 to cover a reclassification of a position. The position to be reclassified is a Records Clerk 1 (Step 39) and is being reclassified to Chief Deputy Clerk (Step 43). The employee affected by this change is Shirley Thomas. Shirley's current salary is \$24,038. The reclassification and resulting salary increase would make her salary \$28,538. This is a \$4,500 a year increase.

I would like for this reclassification to go into effect as soon as possible, as it is long overdue. The reclassification has been requested due to the fact that since 2002 when Georgia changed its voting system, it has become necessary for certain employees of the Board of Elections Office to assume additional responsibilities and it is only fair that the affected employees be compensated properly. For your information, I have also attached documentation dating from 2003 and 2005 requesting this reclassification. This documentation includes a job description and other information that you will need in order to update your records. Please let me know right away if there is any further information that I need to provide in order to put this reclassification in to effect.

At your convenience, please let me know when I can expect this change to go into effect. I thank you in advance for your assistance.

Sincerely,

A handwritten signature in cursive script that reads "Lynn Bailey".

Lynn Bailey,
Executive Director