



Administrative Services Committee Committee Room- 8/10/2006- 3:00 PM Meeting

### **ADMINISTRATIVE SERVICES**

1. Update on Economic Development Ombudsman Program by representatives of Prime Commercial Properties, Inc. (Deferred from July 24 Administrative Services) ☐ [Attachments](#)
2. Motion to approve the recommendations of the Housing & Economic Development Department (HED) Action Team. ☐ [Attachments](#)
3. Update/report from staff regarding the staffing of the Land Bank Authority Office. (Referred from August 1 Commission meeting) ☐ [Attachments](#)
4. Declare a moratorium on demolition of structures in the Olde Town Neighborhood until November 30, 2006, except for those specifically approved by the Augusta Commission. ☐ [Attachments](#)
5. Approve Reduced Early Retirement of Ms. Julia Carroll under the 1977 Pension Plan. ☐ [Attachments](#)
6. Approve Resolution and submit the Revelopment Powers Act question to the voters. ☐ [Attachments](#)

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**Administrative Services Committee Meeting**  
**8/10/2006 3:00 PM**  
**Economic Development Ombudsman - Project Update**

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| <b>Department:</b>       | Housing and Economic Development                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Caption:</b>          | Update on Economic Development Ombudsman Program by representatives of Prime Commercial Properties, Inc.<br>(Deferred from July 24 Administrative Services)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Background:</b>       | <p>The Economic Development Ombudsman Program was established in 2004. Project consultants have performed a variety of services to identify and assist existing and new businesses in the city. Examples of services provided include collaborating with existing economic development organizations, meeting one-on-one with business owners and developers, and conducting Economic Development Workshops, Roundtables and Forums. Initially separate contracts were awarded to Prime Commercial Properties, Inc. and the HBA Group, Inc. to provide services under the program. The principal objective of this "planning phase" of the program was to improve collaboration among economic development organizations and develop a coordinated economic development strategy. On June 21, 2005 the Augusta Commission authorized the continuation of the Economic Development Ombudsman Program. Subsequently a second contract was executed with Prime Commercial Properties, Inc. to begin the implementation phase of the program. On January 17, 2006, the Augusta Commission approved a third contract with Prime Properties, Inc. to continue the implementation phase of the project.</p> |
| <b>Analysis:</b>         | This is a discussion item. Project consultants will update the Administrative Services Committee about ongoing activities and answer questions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Financial Impact:</b> | Prime Commercial Properties is under contract through August 2006 to implement the Economic Development Ombudsman Program.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

**Alternatives:** Not applicable

**Recommendation:** Receive the project update as information.

**Funds are Available in the Following Accounts:** Economic Development Ombudsman Project - 98182/1154, 02183/1155 and 02184/1157 - Year 1998 and 2002 Community Development Block Grants.

**REVIEWED AND APPROVED BY:**

**Clerk of Commission**

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**Administrative Services Committee Meeting  
8/10/2006 3:00 PM  
Housing and Economic Development Department**

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- Department:** Administrator's Office
- Caption:** Motion to approve the recommendations of the Housing & Economic Development Department (HED) Action Team.
- Background:** In an attempt to address the many concerns surrounding the Housing & Economic Development Department, the Chairman of the Administrative Services Committee requested that the Administrator perform an assessment of the Housing & Economic Development Department. The Administrator formed an Action Team to evaluate the current operations of the department and asked that they come back with a recommendation. The Action Team consisted of personnel from Administration, Human Resources, Law Department, Planning & Zoning and the Interim Director of Housing & Economic Development. The Action Team met on several occasions between late March and early July to review information and discuss issues related to the project. Between meetings, team members were assigned to collect information, research relevant issues and formulate recommendations for the future of the department. (Please see attached "Housing & Economic Development Action Plan")
- Analysis:** The overall goal is to develop a department that is conducive to the local government and the citizens of Augusta; a department that provides citizens with the means to enhance the community. The need to take a close look at HED grew out of concerns about the department's activities and performance over the last 2-3 years. Beginning in the summer of 2004 and continuing into the spring of 2005, an extensive dialog took place concerning the performance and mission of the department. Some of the issues that generated discussion among city officials and community development stakeholders included the following: 1. HUD findings and concerns related to the HOME Program 2. Lack of timely

expenditure of CDBG Program funds 3. The role of the department's Citizens Advisory Committee 4. Funding of the local Community Housing Development Organizations (CHDOs) and the relationship between the department and the CHDOs 5. Perception that the department is not well run After proceeding with the Action Plan and performing a complete assessment of the Housing & Economic Development Department, the Action Team is making the following recommendations: 1. The reorganization and re-naming of the department. The new name proposed is the Housing and Community Development Department (organizational chart attached) 2. Revised and/or new job descriptions for each position in the reorganized department (copies attached) 3. The personnel process for evaluating existing department personnel and assigning them to new positions in the reorganized department (copy attached). 4. By-Laws for the department's Citizens Advisory Committee, to be adopted by the Augusta Commission. (copy attached)

**Financial Impact:**

N/A

**Alternatives:**

None recommended.

**Recommendation:**

Approve the recommendations of the Housing & Economic Development Department (HED) Action Team.

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

**REVIEWED AND APPROVED BY:**

**Administrator.  
Clerk of Commission**

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## **Housing & Economic Development (HED) Action Plan**

The following is a plan to address the issues surrounding the HED Department and can be revised as necessary. The ultimate goal is to develop a department that will be conducive to our government and the citizens of Augusta; a department that will provide the citizens of Augusta with a means of enhancing the community.

### ***The following must be addressed:***

- a. Identify the overall expectations of the Department and define the City's goals for HUD funded programs.

### **The Action Plan is outlined as follows: (Please note that some items will be performed simultaneously.)**

### ***The following will be addressed prior to a new Director being appointed.***

- I. **Develop an Action Team** -This team will be provided with the necessary support to address the issues and will work with the Administrative Services Committee, Mayor and Commission to implement any recommendations. This team will consist of personnel that can contribute their expertise to re-develop this department and will work together for an estimated 120 days.
  - a. Administration
  - b. HED
  - c. Human Resources (Address the staffing and personnel items)
  - d. Law Department (Verify that all procedures are legal and processed properly)
  - e. Planning & Zoning
- II. **Establish Organizational Structure (Keep in mind that the Director may make additional modifications but this will allow them an adequate foundation)**
  - a. Identify Benchmark organizations and obtain a copy of their Organizational Charts
  - b. Review and outline the major functions of the department. (What should the department be focusing on? This should provide some input into the potential structure of the organization.)
- III. **Develop Staff**
  - a. Gather and Review current Job Descriptions
  - b. Interview staff for current job duties.
  - c. Develop and/or revise Job Descriptions (They should be in line with the new organizational structure)
  - d. Develop methodology to address current staff. (HR & Law Department)
    - i. Interview current staff for qualified positions
    - ii. Develop some type of job relocation for employees
- IV. **Reaffirm the Relationship with Citizen Advisory Committee (CAC)**
  - a. Develop & Implement CAC Bylaws
  - b. Outline the focus of the CAC
- V. **Address the CDBG Expenditure Mandate**
  - a. Identify Potential Projects
  - b. Establish Expenditure Plan (Make sure "due diligence" is performed to include Public Hearings, no Public Services to exceed cap, etc.)

## **Housing & Economic Development Personnel Review Process**

The following process will be utilized in an attempt to best staff the reorganization of the Housing & Community Development Department, formerly known as the Housing & Economic Development Department.

Every attempt will be made to transition staff and make this process a workable solution for the overall success of this department.

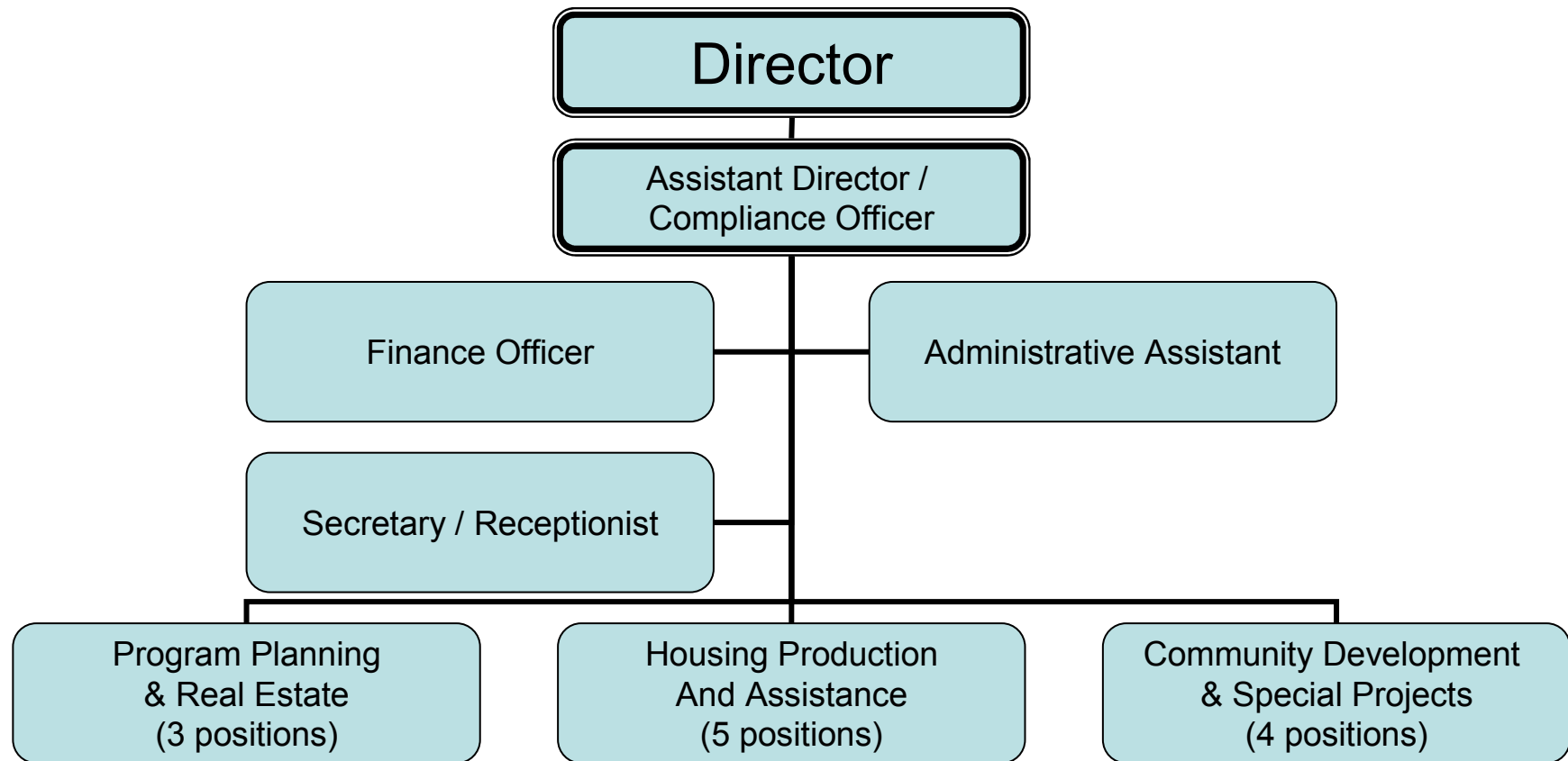
The process includes the following:

1. Each employee will be requested to submit a resume and/or formal documentation outlining their experience, knowledge, etc.
2. Each employee will be reviewed by the Action Team to establish their level of experience, knowledge, strengths, etc.
3. Each employee will be presented with a letter that assigns them to the job within the organization where their skill set best matches.
4. Each employee that does not meet the educational requirements may be considered to be “grandfathered” into the position, depending upon the approval of the Commission.
5. Each employee will be given the option to accept the assigned position or be considered for a transfer within the Augusta government. (The Human Resources Department will do everything to conduct a transfer for these employees.)
6. After the assignment, each employee will be put on a six month probationary period.

Note: The employees that are reassigned to higher salary grades will receive a salary adjustment to the minimum of the new salary range for the new job grade or keep their current salary, whichever is greater.

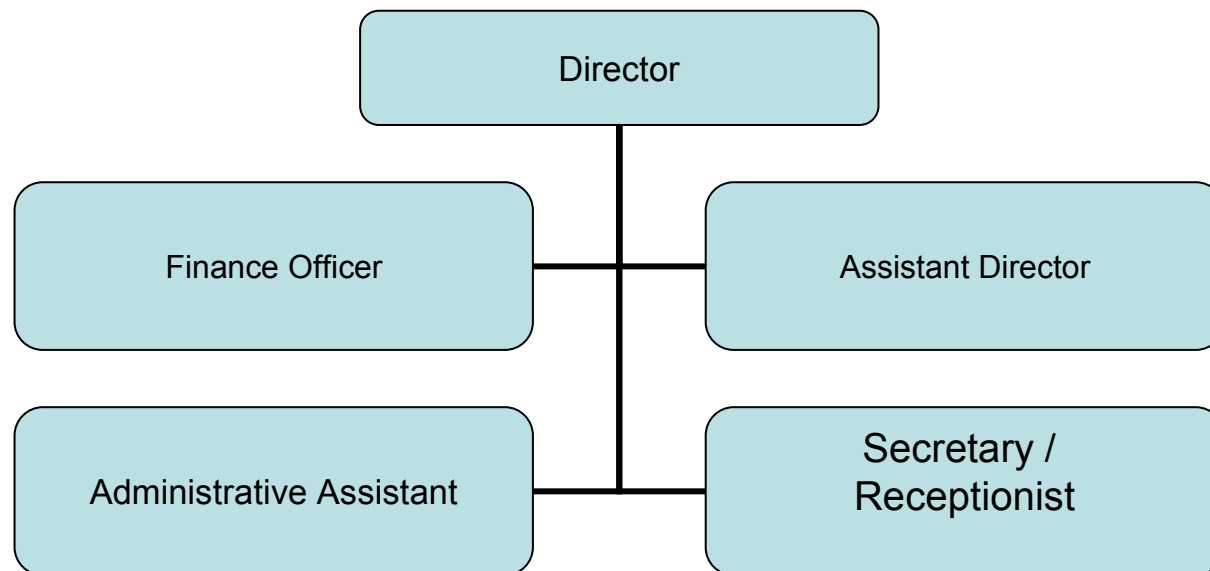
# ORGANIZATIONAL CHART

## HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT





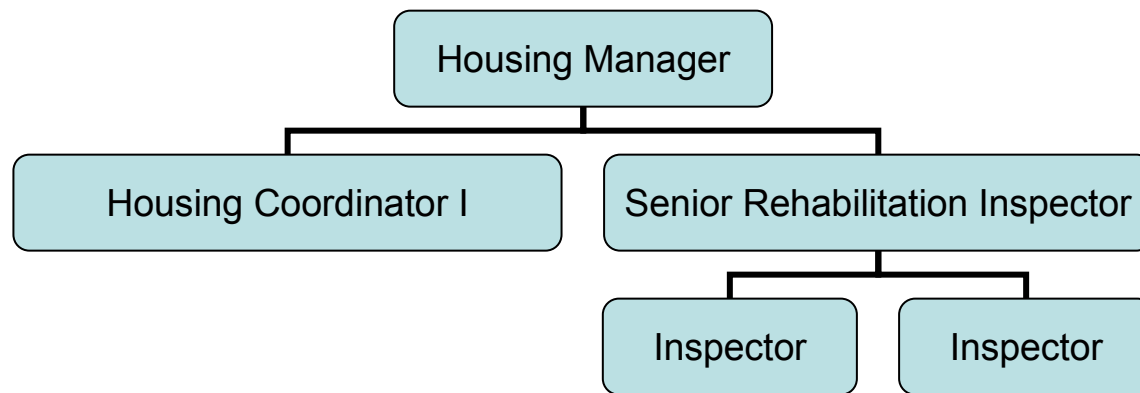
# Administrative Division



## **Administrative Division**

- Management of day-to-day operations
- Administrative and clerical support to other divisions
- Financial management for the department
- Payroll and related employee matters
- Answer routine inquiries and direct public to appropriate staff members
- Assure compliance with applicable laws and regulations.

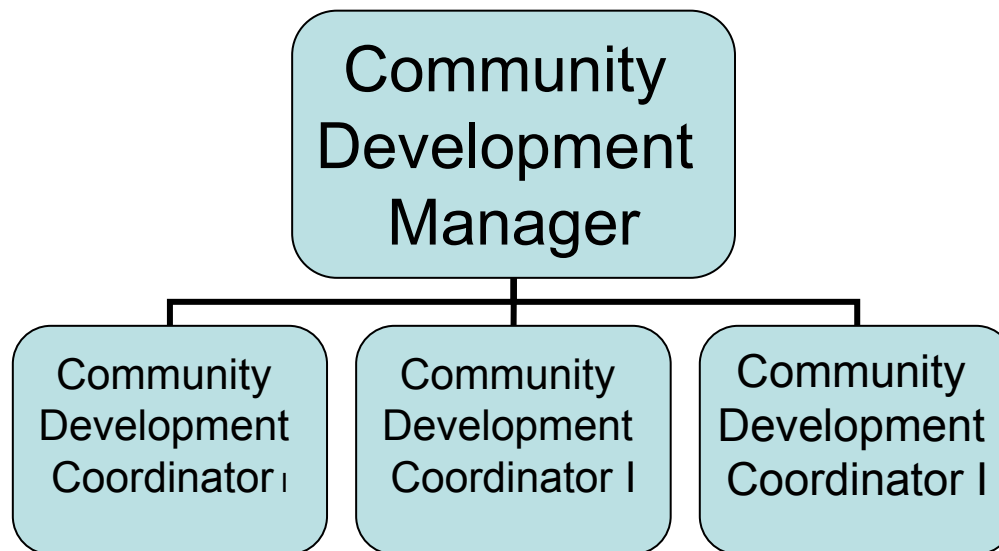
# Housing Production and Assistance Division



# **Housing Production and Assistance Division**

- Staff includes a manager, a housing coordinator and three inspectors
- Programs / Activities
  - CHDO Projects
  - Other Housing Production Projects
  - Housing Rehabilitation Program
  - Façade Rehabilitation Program
  - Paint Program
  - Downpayment Assistance Program
  - Demolition / Rebuild Program
  - Sewer Connection Program
  - HOPWA Program

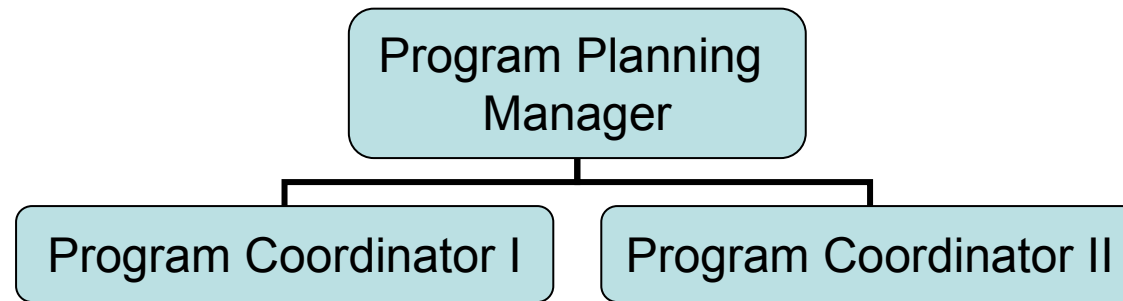
## **Community Development & Special Projects Division**



## **Community Development and Special Projects Division**

- Staff includes a manager and three coordinators
- Programs / Activities
  - Public Service Subrecipients / Projects
  - Public Facility Subrecipients / Projects
  - Homeless Assistance Program (ESG Subrecipients)
  - Economic Development Loan Programs
  - Section 108 Loans
  - Citizens Advisory Committee

# **Program Planning and Real Estate Division**



# **Program Planning and Real Estate Division**

- Staff includes a manager and two coordinators
- Programs / Activities
  - Neighborhood Plans / Special Studies
  - Consolidated Plan / Action Plan
  - Consolidated Annual Performance and Evaluation Report
  - Acquisition and Relocation Activities
  - Housing Trust Fund
  - Project Delivery Team
  - Land Bank Authority
  - Environmental Review for all department projects
  - Work with any subcommittees appointed by the City Commission



# Augusta-Richmond County

## Job Description

**Approved Title:** Finance Officer  
**Title:** Finance Officer  
**Department:** Augusta Housing and Community Development  
**Reports to:** Director

**Job Code:**  
**Overtime:** Exempt  
**Date Prepared:** August 2006  
**Job Grade:** 53

**GENERAL SUMMARY:** Monitors financial management system providing effective control over and accountability for all funds, property, and other assets, within the guidelines of supervisory instruction, federal and state laws, local government codes, and department policies and procedures. Reports to Director or other designated person and works with the city's Finance Department, public accountants, federal agencies, sub-recipients, co-workers, and the public to ensure compliance with regulations governing the use of federal funds and provide accountability to the public and other users of financial information. Position may supervise and/or train subordinate accountant personnel.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Develops and maintains accounting system to produce legally valid records for accounting and auditing purposes.
2. Monitors and evaluates sub-recipient account systems to determine reasonableness, accuracy, and compliance with governmental regulations to include programs such as CHDOS, HOME, CDBG, ESG, etc.
3. Develops necessary financial reports on all program funds and departmental activities. Provides the reports to management, HUD and/or any other funding agency.
4. Reconciles general ledger, bank statements, and letters of credit, posting receipts, disbursements, and adjustments to proper journals, ledgers, and accounts.
5. Reviews invoices for accuracy, assigns code to proper projects and assists in the processing of checks and printing of related reports.
6. Requisitions funds in a manner to comply with HUD requirements for budgets, projects, and HUD's Letter of Credit.
7. Prepares and monitors all departmental budget information.
8. Reviews loan packages for approval and underwrites loans.

### REQUIREMENTS

**Education:** BA/BS in Finance, Accounting, Business Administration or related occupational field of study.

**Experience:** 5+ years in similar position or sufficient experience to perform principal duties and responsibilities. Prefer experience in HUD funding regulations, grant management, lending, and financial management.

### Knowledge/Skills/Abilities:

- Considerable knowledge of HUD funding regulations, underwriting, and grant management.
- Considerable knowledge of procedures and requirements for budget preparation, review, and analysis, financial system operations, and generally accepted accounting practices.
- Familiarity with relevant federal, state and local laws and county policies and procedures.
- Proficiency in principles of planning, organizing, establishing priorities, and maintaining interpersonal and outside relationships with vendors and federal officials.
- Mastery of accounting, personal computers, specialized software, mathematical calculations, and interpretation and analysis of complex data and federal regulations.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently.

### Other:

- May supervise and/or train designated subordinate personnel.

### PHYSICAL DEMANDS

Intermittent sitting, standing, stooping, crouching, walking, and lifting light objects occasionally. 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

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Date

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Line or Staff Management

\_\_\_\_\_  
Date

# ***Augusta-Richmond County***

## ***Job Description***

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**Approved Title: Community Development Coordinator II**  
**Title: Community Development Coordinator II**  
**Department: Augusta Housing and Community Development**  
**Reports to: Community Development Manager**

**Job Code:**  
**Overtime: Exempt**  
**Date Prepared: August 2006**  
**Job Grade: 45**

### **GENERAL SUMMARY:**

Monitors and evaluates projects and activities funded by Block grants and other federal, state, and local grant programs. Evaluates Augusta's Housing and Community Development programs to ensure compliance with federal and state regulations. Reports to the Community Development Manager and works with co-workers, contractors, vendors, attorneys, bankers, and other community agencies to strengthen public/private partnerships.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Monitors the activities of grant programs which address housing, transportation, community facilities, senior citizen services, infrastructure, economic development, and other areas of neighborhood concern.
2. Analyzes requests for grant funding from non-profit human and community service agencies, and prepares recommendations for funding proposals.
3. Coordinates and participates in the development and preparation of grant applications.
4. Maintains working knowledge of regulations, standards, and project procedures.
5. Monitors grant funded projects and services to determine satisfactory performance and compliance with local, state, and federal codes, ordinances, and regulations.
6. Prepares management plan for all grant funded contracts ensuring compliance for grant requirements.
7. Other duties as assigned.

### **REQUIREMENTS**

**Education:** BA/BS in Community Development, Public Administration, Business Administration, or related field.

**Experience:** 3-5 years in similar position or sufficient experience to perform principal duties and responsibilities.

**Knowledge/Skills/Abilities:**

- Proficiency in reading and comprehending complex local, state, and federal regulations and interacting with local, state, and federal officials.
- Considerable knowledge of Block grants and various federally funded grant programs.
- Excellent communication skills, both oral and written.
- Demonstrated ability to work independently.

**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**

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### **REVIEW/APPROVALS**

\_\_\_\_\_  
Human Resources

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Date

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Line or Staff Management

\_\_\_\_\_  
Date

# **Augusta-Richmond County**

## **Job Description**

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**Approved Title: Program Planning Manager**  
**Title: Program Planning Manager**  
**Department: Augusta Housing and Community Development**  
**Reports to: Director**

**Job Code:**  
**Overtime: Exempt**  
**Date Prepared: August 2006**  
**Job Grade: 53**

### **GENERAL SUMMARY:**

Prepares and maintains the main planning and administrative documents required by the programs financed with HUD funds. Reports to the Director of Housing and Community Development or other designate personnel and works with co-workers, vendors, commissioners, and the general public to provide plans and strategies for low to moderate income areas in Augusta-Richmond County.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Develops and updates the Consolidated Plan, Annual Action Plan and the CAPER
2. Supervises, directs, and evaluates assigned staff.
2. Prepares long-range and short-range strategies to address housing and community development needs, fund specific projects and measure project performance.
3. Coordinates the completion of any neighborhood plans or special studies
4. Develops and manages any economic development programs sponsored by the department.
5. Supervises the completion of environmental review on all CDBG, HOME, ESG and HOPWA activities.
6. Coordinates property acquisition and relocation activities by the department.
7. Other duties as assigned.

### **REQUIREMENTS**

**Education:** BA/BS in related field of study.

**Experience:** 5+ years in similar position or sufficient experience to perform principal duties and responsibilities.

**Knowledge/Skills/Abilities:**

- Considerable familiarity with federal, State and local grant program regulations
- Understanding of regulatory compliance issues and monitoring
- General knowledge of federal CDBG, HOME and ESG programs
- Proficiency in review of budgets, financial and program reporting documents
- Good oral and written communication skills
- Thorough understanding of principals and practices of program management
- Creative problem solving skills

**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**

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### **REVIEW/APPROVALS**

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Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Line or Staff Management

\_\_\_\_\_  
Date

# ***Augusta-Richmond County***

## ***Job Description***

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**Approved Title: Program Coordinator I**  
**Title: Program Coordinator I**  
**Department: Augusta Housing and Community Development**  
**Reports to: Program Planning Manager**

**Job Code:**  
**Overtime: Exempt**  
**Date Prepared: August 2006**  
**Job Grade: 47**

### **GENERAL SUMMARY:**

Researches, coordinates, and maintains detailed information on housing and community development goals, needs, and strategies for Augusta-Richmond County and target neighborhoods within the city. Reports to the Program Planning Manager and works with co-workers, county officials, contractors, sub-recipients, and community agencies to promote and implement the goals and policies of the Program Planning and Real Estate division.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Assists with the preparation of the main planning and administrative documents required by HUD.
2. Assists with the completion of environmental review on all CDBG, HOME, ESG, and HOPWA activities.
3. Assists in the property acquisition and relocation activities in compliance with HUD regulations.
4. Coordinates the administrative responsibilities related to the Project Delivery Team, Land Bank Authority, and the Housing Trust Fund.
5. Conducts site analyses and develops action plans.
6. Plans, organizes, and facilitates public involvement and meetings.
7. Coordinates the marketing and public relation activities of the department.
8. Other duties as assigned.

### **REQUIREMENTS**

**Education:** BA/BS in related field of study.

**Experience:** 3-5 years in similar position or sufficient experience to perform principal duties and responsibilities.

**Knowledge/Skills/Abilities:**

- Familiarity with local, state, and federal housing and building codes.
- Considerable knowledge of general contracting principles.
- Excellent communication skills, both oral and written.
- Demonstrated ability to work independently.

**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 and outdoors.

### **DISCLAIMER**

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### **REVIEW/APPROVALS**

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Line or Staff Management

\_\_\_\_\_  
Date

# **Augusta-Richmond County**

## **Job Description**

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**Approved Title: Program Coordinator II**  
**Title: Program Coordinator II**  
**Department: Augusta Housing and Community Development**  
**Reports to: Program Planning Manager**

**Job Code:**  
**Overtime: Exempt**  
**Date Prepared: August 2006**  
**Job Grade: 45**

### **GENERAL SUMMARY:**

Assists with the research and maintenance of detailed information on housing and community development goals, needs, and strategies for Augusta-Richmond County and target neighborhoods within the city. Reports to the Program Planning Manager and works with co-workers, county officials, contractors, sub-recipients, and community agencies to promote and implement the goals and policies of the Program Planning and Real Estate division.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Assists with the preparation and maintenance of main planning and administrative documents required by HUD.
2. Develops neighborhood plans and special studies.
3. Assists with property acquisition and relocation activities.
4. Assists with administrative responsibilities related to the Project Delivery Team, Land Bank Authority, and the Housing Trust Fund.
5. Assists with marketing and public relations activities of the department.
6. Manages the department's loan portfolio to include collection activities, subordination and release of liens, foreclosures, and related activities.
7. Handles routine inquiries related to the department's programs and activities.
8. Other duties as assigned.

### **REQUIREMENTS**

**Education:** BA/BS in related field of study.

**Experience:** 2+ years in similar position or sufficient experience to perform principal duties and responsibilities.

**Knowledge/Skills/Abilities:**

- Proficiency in reading and understanding local, state, and federal regulations related to grant funds.
- Excellent communication skills, both oral and written.
- Demonstrated ability to work independently.

**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**

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### **REVIEW/APPROVALS**

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Line or Staff Management

\_\_\_\_\_  
Date

# **Augusta-Richmond County**

## **Job Description**

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**Approved Title: Director**  
**Title Housing and Community Development Director**  
**Department: Augusta Housing and Community Development**  
**Reports to: Administrator**

**Job Code:**  
**Overtime: Exempt**  
**Date Prepared: August 2006**  
**Job Grade: 59**

### **GENERAL SUMMARY:**

Directs the staff unit that is responsible for the administration, operation, and implementation of housing and community economic developments within the guidelines of Federal, State, and Local laws, county ordinances, policies and procedures, and departmental regulations. Reports to the Administrator and works with department directors, government officials, agencies, employees, vendors, contractors, consultants, banks, attorneys, homeowners, commissioners, and the public to provide administrative support.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Directs the overall planning, operation, and administration of the Housing and Community Development Department including goals, objectives, priorities, policies, procedures, and schedules.
2. Manages, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee evaluations.
3. Provides leadership and recommends policies to implement comprehensive strategies to meet objectives.
4. Prepares budget and cost plans, monitors and controls actual budgets and associated costs.
5. Analyzes proposed/pending regulations, laws, programs, and recommends revisions to affected local, state, regional, and federal entities.
6. Develops and maintains effective working relations with internal administrators, external organizations, government officials, and the public to develop, retain, and expand Augusta's Housing and Community Development programs.
7. Coordinates all activities and Federal programs to be consistent with the goals and objectives of the assignment ensuring that all activities comply with established regulations and guidelines.
8. Other duties as assigned.

### **REQUIREMENTS**

**Education:** BA/BS degree in Urban Planning, Business, Finance, Public Administration, or related field of study.

**Experience:** 5 + years of work-related experience in community development, finance, or public administration with a minimum of four (4) years of supervisory experience.

#### **Knowledge/Skills/Abilities:**

- Considerable knowledge of principles and practices of administration management, supervision, budgeting, and credit and collateral analysis.
- Familiarity with the concepts and theories of community development and urban economic development.
- Thorough knowledge of local, state, and federal laws, rules, regulations, and ordinances affecting community economic and urban development and related programs.
- Considerable knowledge in the areas of fiscal responsibility and administration.
- Good communication skills, both oral and written.
- Demonstrated ability to work independently and supervise others.

#### **Other:**

- Must supervise and/or train designated subordinate personnel.
- Extensive travel from local office to other distant locations may be required on a regular basis.

### **PHYSICAL DEMANDS**

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

### **DISCLAIMER**

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### **REVIEW/APPROVALS**

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Human Resources

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Date

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Line or Staff Management

\_\_\_\_\_  
Date

File Name

# **Augusta-Richmond County**

## **Job Description**

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**Approved Title: Assistant Director /Compliance Officer**  
**Title: Assistant Director of Community Development**  
**Department: Augusta Housing and Community Development**  
**Reports to: Director**

**Job Code:**  
**Overtime: Exempt**  
**Date Prepared: August 2006**  
**Job Grade: 57**

### **GENERAL SUMMARY:**

Provides on-going review, monitoring, oversight and technical assistance to ensure complete and effective program and regulatory compliance pursuant to the operation of all programs, especially those that are federally funded. Stays abreast of federal, state and local regulations, policies and procedures, and works to maintain full agency compliance. Reports to the Director, and works with program managers, department staff, grantees, government officials and others to implement compliance mission.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Manages, directs and evaluates assigned staff, processing employee concerns and problems, directing work, and completing employee performance appraisals.
2. Monitors the operation of all programs, reviewing procedures and consistency with established/stated intent, objectives, plans and mandates.
3. Assists Finance Officer in managing financial records, reporting and required document filing.
4. Updates and maintains Department's Standard Operating Policies and Procedures Manual.
5. Serves as staff advisor for regulatory compliance concerns and issues
6. Prepares reports, assessments and evaluations regarding program compliance.
7. Oversees and ensures that procurements, contracts and agreements are properly entered into.
8. Trains and updates all stakeholder and affected parties on current requirements, material changes and protocols related to federal, state and local law and regulatory compliance.
9. Assists the Director in the development, updating and directing short-term and long-term strategic plans and policies.
10. Other duties as assigned.

### **REQUIREMENTS**

**Education:** BA/BS degree in Business, Finance, or Public Administration.

**Experience:** 5+ years in similar position or sufficient experience to perform principal duties and responsibilities associated with the position with a minimum of three (3) years of supervisory experience.

#### **Knowledge/Skills/Abilities:**

- Considerable familiarity with federal, State and local grant program regulations
- Understanding of regulatory compliance issues and monitoring
- General knowledge of federal CDBG, HOME and ESG programs
- Proficiency in review of budgets, financial and program reporting documents
- Good oral and written communication skills
- Thorough understanding of principals and practices of program management
- Ability to provide professional training
- Creative problem solving skills

#### **Other:**

- May supervise and/or train designated subordinate personnel.

### **PHYSICAL DEMANDS**

Work is performed primarily in an office environment and as such may require sitting, standing, stooping, reaching, lifting light objects and walking. Occasionally incumbent may visit project sites.

### **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

# **Augusta-Richmond County**

## **Job Description**

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**Approved Title: Administrative Assistant**  
**Title: Administrative Assistant**  
**Department: Augusta Housing and Community Development**  
**Reports to: Director**

**Job Code:**  
**Overtime: Non-exempt**  
**Date Prepared: August 2006**  
**Job Grade: 44**

### **GENERAL SUMMARY:**

Provides administrative, secretarial, and clerical support within the guidelines of supervisory instructions, county and departmental regulations, ordinances, and policies and procedures. Reports to the Housing and Community Development Director or other designated person and works with co-workers, contractors, sub-recipients, and community agencies to achieve Housing and Community Development Department goals.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Provides administrative duties and support including: maintaining calendars, maintaining departmental files, answering the phones, greeting and directing visitors, scheduling appointments, and responding to inquiries.
2. Composes and produces various legal, financial, or other critical documents.
3. Assembles, types, and maintains confidential and sensitive correspondence, files, records, and reports.
4. Works with staff to ensure that office operations are maintained.
5. Provides technical support and coordinates program information for staff members.
6. Provides and records program information on behalf of the department and disseminates the information to the appropriate parties.
7. Assists management as necessary with various reports, presentations, and special projects.
8. Administers payroll functions and maintains and updates personnel files within the department.
9. Ensures proper operation of office equipment, and secures repairs and maintenance as necessary.
10. Other duties as assigned.

### **REQUIREMENTS**

**Education:** High School Diploma, trade school, or equivalent level of education.

**Experience:** 3-5 years in similar position or sufficient experience to perform principal duties and responsibilities.

#### **Knowledge/Skills/Abilities:**

- Considerable knowledge of documentation, office practices and procedures, payroll, procurement, and computer equipment and terminology.
- Proficiency in acquiring and maintaining skill sets on new and evolving administrative support tools.
- Ability to prepare accurate documentation to include reports, memos, etc.
- Familiarity with division, department, and County policies and procedures, and interpersonal relations.
- Proficiency in office automation programs and preparing reports for management.
- Proficiency in analyzing reports and records for discrepancies.
- Mastery of standard office equipment, and multi-line phone system.
- Good communication skills, both oral and written.
- Demonstrated ability to work with a team or independently.

#### **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**

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Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Line or Staff Management

\_\_\_\_\_  
Date

File Name



# Augusta-Richmond County

## Job Description

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**Approved Title:** Receptionist/Secretary  
**Title:** Receptionist/Secretary  
**Department:** Augusta Housing and Community Development  
**Reports to:** Director

**Job Code:**  
**Overtime:** Non-exempt  
**Date Prepared:** August 2006  
**Job Grade:** 39

### GENERAL SUMMARY:

Provides clerical support within the guidelines of Augusta, GA codes and ordinances, policies and procedures, departmental rules, and instructions from the Housing and Community Development Director. Reports to the Housing and Community Development Director or other designated person and works with co-workers, vendors, commissioners, and the general public to provide information and services to the public.

### PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Receives, researches, and responds to general departmental inquiries.
2. Receives calls and greets visitors to the department and routes each to the correct person or location.
3. Enters and updates appropriate data in departmental computer system.
4. Performs general clerical duties including: sorting/routing mail, photocopying, faxing and/or filing correspondence, records, or documents.
5. Types routine documents as needed by the department staff.
6. Provides assistance to managers as needed.
7. Other duties as assigned.

### REQUIREMENTS

**Education:** High School diploma or GED.

**Experience:** 0-2 years in similar position or sufficient experience to perform principal duties and responsibilities.

#### Knowledge/Skills/Abilities:

- Considerable knowledge of documentation, office practices and procedures, IT services provided to users, payroll, procurement, and computer equipment and terminology.
- Proficiency in acquiring and maintaining skill sets on new and evolving administrative support tools.
- Ability to prepare accurate documentation to include reports, memos, etc.
- Familiarity with division, department, and County policies and procedures, and interpersonal relations.
- Proficiency in office automation programs and preparing reports for management.
- Proficiency in analyzing reports and records for discrepancies.
- Mastery of standard office equipment, and multi-line phone system.
- Good communication skills, both oral and written.
- Demonstrated ability to work with a team or independently.

#### 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

# **Augusta-Richmond County**

## **Job Description**

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**Approved Title: Housing Manager**

**Title: Housing Manager**

**Department: Augusta Housing and Community Development**

**Reports to: Director**

**Job Code:**

**Overtime: Exempt**

**Date Prepared: August 2006**

**Job Grade: 53**

### **GENERAL SUMMARY:**

Plans, implements, and monitors all housing programs, activities, and services undertaken by the department to develop low to moderate income communities and benefit income eligible persons. Coordinates and administers Housing Programs within the guidelines of state and federal regulations. Reports to the Director or other designated personnel and works with co-workers, contractors, vendors, attorneys, bankers, and other community agencies.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Develops, implements, and maintains systems for all the department's housing programs (e.g. HOME, HOPWA).
2. Ensures all programs are administered and managed effectively in accordance with federal, state and local laws, regulations, and policies and procedures.
3. Supervises and evaluates housing staff.
4. Provides data, reports, and other information needed by HUD, the department, and the community.
5. Evaluates, assesses, and monitors effectiveness of housing programs and recommends improvements.
6. Coordinates procurement of design professionals and contractors needed to implement housing and related programs.
7. Coordinates the implementation of Fair Housing initiatives by the department.
8. Coordinates implementation of the HOPWA program.
9. Other duties as assigned.

### **REQUIREMENTS**

**Education:** BA/BS in Finance, Business Administration, Public Administration, City or Regional Planning, or other related field of study.

**Experience:** 4+ years in similar position or sufficient experience to perform principal duties and responsibilities with a minimum of two (2) years supervisory experience.

#### **Knowledge/Skills/Abilities:**

- Familiarity with federal and state housing regulatory requirements.
- Excellent communication skills, both oral and written.
- Proficiency in computer software systems.
- Demonstrated ability to work independently.

#### **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**

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Human Resources

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Date

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Line or Staff Management

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Date

File Name

# **Augusta-Richmond County**

## **Job Description**

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**Approved Title: Housing Coordinator I**  
**Title: Housing Coordinator I**  
**Department: Augusta Housing and Community Development**  
**Reports to: Housing Manager**

**Job Code:**  
**Overtime: Exempt**  
**Date Prepared: August 2006**  
**Job Grade: 47**

### **GENERAL SUMMARY:**

Assists single-family or multi-family developers/sponsors in using federal funds to help finance affordable housing initiatives. Assists in coordinating housing and related activities funded through various federally funded programs within the guidelines of local, state, and federal regulations, and Augusta, GA policies and procedures. Reports to the Housing Manager and/or other designated personnel.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Provides technical assistance to developers/sponsors of single-family or multi-family affordable housing initiatives.
2. Performs financial analyses of proposed developments and devises solutions to achieve successful implementation.
3. Assists with implementation of all department housing programs (e.g. HOME, HOPWA, Fair Housing)
4. Assesses specific project proposals for compliance with local guidelines and federal regulations and recommends appropriate strategies and funding levels.
5. Oversees the planning, development, implementation, and monitoring of housing programs to provide affordable housing.
6. Interviews applicants in order to determine eligibility under various housing assistance programs.
7. Tracks and maintains loan repayment program.
6. Other duties as assigned.

### **REQUIREMENTS**

**Education:** BA/BS in Planning, Business, Public Administration, or related field of study.

**Experience:** 3-5 years in similar position or sufficient experience to perform principal duties and responsibilities.

**Knowledge/Skills/Abilities:**

- Familiarity with federal, state, and local housing programs and regulatory requirements.
- Excellent communication skills, both oral and written.
- Demonstrated ability to work independently.

**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**

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Human Resources

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Date

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Line or Staff Management

\_\_\_\_\_  
Date

# **Augusta-Richmond County**

## **Job Description**

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**Approved Title: Senior Inspector**  
**Title: Senior Inspector**  
**Department: Augusta Housing and Community Development**  
**Reports to: Housing Manager**

**Job Code:**  
**Overtime: Exempt**  
**Date Prepared: August 2006**  
**Job Grade: 49**

### **GENERAL SUMMARY:**

Develops and implements programs, projects, and special affordable housing initiatives that comply with HUD regulations. Reports to and assists the Housing Manager and works with County staff, homeowners, bankers, and community agencies and other external partners to develop and expand public-private partnerships in the implementation of the affordable housing programs in the Augusta-Richmond County area.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Plans and develops all construction activities undertaken by the department
2. Supervises and directs all construction activities within the department.
3. Trains and supervises subordinate inspectors. Sets work schedules and project priorities
4. Assists with the procurement of design professionals and contractors needed to implement housing programs.
5. Establishes construction specifications and standards, quality control procedures, and inspection criteria.
6. Performs project quality control inspections and ensures compliance with all federal, state, and city codes and ordinances.
7. Coordinates and prepares required reports, write-ups, and cost estimates for eligible projects.
8. Administers and performs Lead-Based Paint testing, hazard reduction, and clearance activities for all Department and sub-recipient rehabilitation projects.
9. Other duties as assigned.

### **REQUIREMENTS**

**Education:** Associate's Degree, Technical School, or equivalent level of education.

**Experience:** 5+ years in similar position or sufficient experience to perform principal duties and responsibilities.

**Knowledge/Skills/Abilities:**

- Considerable knowledge of housing and development programs and corresponding affordable housing programs.
- Proficiency in interpreting and comprehending complex local, state, and federal regulations.
- Considerable knowledge of construction and general contracting.
- Excellent verbal and written communication skills.
- Proficiency in computer software programs.

**Other:**

- Possess or have the ability to obtain certification as a Housing Rehabilitation Inspector.
- Possess or have the ability to be licensed as a Lead-Based Paint Risk Assessor.
- 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

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Date

\_\_\_\_\_  
Line or Staff Management

\_\_\_\_\_  
Date

File Name

# ***Augusta-Richmond County***

## ***Job Description***

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**Approved Title: Housing Inspector**  
**Title: Housing Inspector**  
**Department: Augusta Housing and Community Development**  
**Reports to: Senior Housing Inspector**

**Job Code:**  
**Overtime: Non-exempt**  
**Date Prepared: May 2006**  
**Job Grade: 45**

### **GENERAL SUMMARY:**

Conducts on-site inspections of residential and commercial properties within the guidelines of local, state, and federal regulations. Determines what repairs to the property are needed and prepares work write-ups and specifications to be used in bidding and construction. Reports to the Senior Housing Inspector or other designated personnel and works with homeowners, contractors, engineers, fire officials, attorneys, zoning officials, insurance adjusters architects, and the public to ensure quality and safety in construction.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Performs initial inspections of residential and commercial property for code violations and other needed work.
2. Performs project inspections to ensure local, state, and federal compliance.
3. Coordinates reports, walk-throughs, write-ups, costs, and cost estimates for eligible projects.
4. Receives sealed bids and oversees bid process, pre-construction conference, and contract signing.
5. Oversees construction projects while ensuring adherence to contractual provisions.
6. Performs final inspections and executes final project documents.
7. Maintains records, including project folders, licensing and insurance documents, and warranties.
8. Other duties as assigned.

### **REQUIREMENTS**

**Education:** High School diploma or GED.

**Experience:** 3-5 years in similar position or sufficient experience to perform principal duties and responsibilities.

**Knowledge/Skills/Abilities:**

- Considerable knowledge of construction and general contracting principles.
- Familiarity with local, state, and federal housing and building codes.
- Proficiency in construction cost estimating, specification writing, and inspection techniques.
- Excellent oral and written communication skills.
- Demonstrated ability to work independently.

**Other:**

- Possess or have the ability to obtain state certification for required inspections.
- 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 and outdoors on construction sites with exposure to cold/inclement weather, dust, dirt, construction machinery, and noise.

### **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

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Date

\_\_\_\_\_  
Line or Staff Management

\_\_\_\_\_  
Date

# ***Augusta-Richmond County***

## ***Job Description***

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**Approved Title: Community Development Manager**  
**Title: Community Development Manager**  
**Department: Augusta Housing and Community Development**  
**Reports to: Director**

**Job Code:**  
**Overtime: Exempt**  
**Date Prepared: August 2006**  
**Job Grade: 53**

### **GENERAL SUMMARY:**

Coordinates the review, approval, and monitoring of grant projects while assuring delivery of high quality technical assistance and program services. Coordinates and administers the grant projects (CDBG, ESG, and HOPWA) in compliance with local, state, and federal regulations. Reports to the Director or other designated personnel and works with co-workers, contractors, vendors, attorneys, bankers, and other community agencies to strengthen public/private partnerships.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Manages the implementation and monitoring of all CDBG-funded public service and public facility projects, and all ESG and SHP-funded projects.
2. Develops effective systems to coordinate all aspects of the various CDBG, ESG and SHP funded projects.
3. Supervises, directs, and evaluates assigned staff.
4. Interprets and assures compliance with applicable local, state, and federal guidelines and regulations.
5. Evaluates program needs and recommends changes to increase effectiveness.
6. Consults with government officials, organizations, and interested citizens to determine service needs and desired grant program goals.
7. Prepares and disseminates reports and other documents as required.
8. Other duties as assigned.

### **REQUIREMENTS**

**Education:** BA/BS in Public or Business Administration, Accounting, Marketing, or related field of study.

**Experience:** 4+ years in similar position or sufficient experience to perform principal duties and responsibilities with a minimum of two (2) years supervisory experience.

**Knowledge/Skills/Abilities:**

- Considerable familiarity with federal, State and local grant program regulations
- Understanding of regulatory compliance issues and monitoring
- General knowledge of federal CDBG, HOME and ESG programs
- Proficiency in review of budgets, financial and program reporting documents
- Good oral and written communication skills
- Thorough understanding of principals and practices of program management
- Creative problem solving skills

**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

## **BY-LAWS CITIZENS ADVISORY COMMITTEE**

The following bylaws shall apply to the Citizens Advisory Committee established as a part of Augusta's Citizen Participation Plan for Community Development Programs financed in whole or part by the U.S. Department of Housing and Urban Development (HUD).

### **ARTICLE I.           DEFINITIONS**

The following definitions shall apply to the terms below as they may appear throughout the by-laws:

***Action Plan*** – A one-year plan that gives specific information about how the Augusta, Georgia will use CDBG, HOME, ESG, HOPWA and other related federal funds to work toward reaching the goals set forth in the City's Consolidated Plan.

***Community Development Block Grant (CDBG)*** – Federal program authorized for community development as a result of Title I of the Housing and Community Act of 1974, as amended.

***Emergency Shelter Grant (ESG)*** – Federal program authorized specifically to assist homeless persons as a result of Subtitle B of Title IV of the Stewart B. McKinney Homeless Assistance Act, as amended

***HOME Investment Partnerships (HOME)*** – Federal program authorized for housing activities as a result of Title II of the Cranston-Gonzalez National Affordable Housing Act, as amended.

***Housing Opportunities for Persons With Aids (HOPWA)*** – Federal program created through the National Affordable Housing Act of 1990 and authorized by the AIDS Housing Opportunity Act of 1992. Funds are authorized for use for housing and supportive services for persons medically diagnosed with HIV/AIDS.

***Consolidated Plan*** – The document submitted to HUD that serves as the planning document for Augusta, Georgia and an application for funding under the following formula grant programs: CDBG, HOME, ESG and HOPWA, which is prepared in accordance with the applicable federal regulations.

### **ARTICLE II.           FUNCTIONS AND ROLE**

1. The Citizens Advisory Committee shall act as a representative body for the citizens of Augusta, Georgia and serve in an advisory capacity to the Housing and Economic Development Department in the planning, development, implementation, and assessment of all projects funded, or proposed to be funded, under the following HUD programs: Community Development Block Grant (CDBG), HOME Investment

Partnership, Emergency Shelter Grant (ESG) and Housing Opportunities for People with AIDS (HOPWA).

2. The Citizens Advisory Committee shall review and comment on the Five-Year Consolidated Plan and the Annual Action Plan submitted to the Augusta Commission and HUD for approval. As part of this responsibility, the Citizens Advisory Committee shall participate in meetings with the public, neighborhood associations and service organizations.
3. The Citizens Advisory Committee shall have the responsibility of reviewing all proposals submitted for funding and making recommendations to the Housing and Economic Development Department for consideration.

### **ARTICLE III.      MEMBERSHIP**

1. **General:** The Committee shall consist of ten (10) members, each of whom shall represent one of the ten voting districts in the city. Each member shall be nominated by the Commissioner representing the applicable voting district, and confirmed by the Augusta Commission. All members shall be residents of Augusta. Terms of office shall be four (4) years and coincide with the term of the appointing Commissioner. No member shall serve more than two (2) consecutive terms or eight (8) years.
2. **Officers:** The officers of the Citizens Advisory Committee shall consist of a Chair and a Vice-Chair.
  - a) The Chair and Vice-chair shall be elected by a majority vote of the Citizens Advisory Committee.
  - b) Terms of office for the Chair and Vice-chair shall be for one (1) year. The term shall run from January 1 of each year until December 31 of each year.
  - c) No member shall serve more than two (2) consecutive terms as Chair or Vice Chair.
  - d) The Chair shall preside at all Committee meetings. In the Chair's absence, the Vice-chair shall serve as Chair. In the absence of both the Chair and the Vice-chair, the most senior member of the committee shall preside. The presiding officer shall preserve order and decorum at all meetings while promoting discussion by all members in deliberations.
  - e) Upon the resignation or disqualification of the Chair, the Vice-chair shall assume the chairmanship for the remainder of the unexpired term. The Committee shall elect a new Vice-Chair at its next regular meeting.
  - f) The Chair shall appoint any subcommittees found necessary to investigate any matters before the Committee.
  - g) Election of the Committee officers shall be held during the regular meeting in December, with newly elected officers taking office in January of the following year. To be considered for office a committee member must have served on the Committee for at least one (1) calendar year.



#### **ARTICLE IV.      STAFF LIAISON**

The Director of the Housing and Economic Development Department, or the Director's designee, shall serve as a staff liaison to the Citizens Advisory Committee. The Director, or designee, shall assist the Chair in preparing meeting agendas, recording and transcribing the minutes of all meetings, and handling all related correspondence with Committee members.

#### **ARTICLE V.      VOTING**

1. Each Committee member, including the Chair and Vice-chair, shall vote. A committee member shall abstain from voting in the event of a conflict of interest. The committee member shall state for the record the basis for the abstention and complete a Statement of Potential Conflict of Interest form.
2. Voting by proxy or absentee is prohibited.

#### **ARTICLE VI.      ATTENDANCE REQUIREMENTS**

Faithful and prompt attendance at all meetings of the Citizens Advisory Committee, and conscientious performance of the duties required of members, shall be a prerequisite to continuing membership on the Committee.

1. Any member who for reasons other than sickness or bona fide emergency misses (a) three (3) consecutive regular meetings or (b) thirty (30%) percent of all meetings within a calendar year shall be recommended for replacement. Any member who is unable to attend a meeting, whether regular or special, shall contact the Director, or designee, as soon as possible so that the Director can determine and report to the Chair whether or not a quorum can be established.
2. The Director, or designee, shall maintain a record of attendance for each committee member. The Director shall notify the individual, the Clerk of Commission and the appointing Commissioner after a member misses three (3) consecutive meetings or thirty (30%) percent of all meetings within a calendar year. The Director's letter of notice shall include a request to the appointing Commissioner to appoint a new member.
3. In the event of a violation of the attendance requirements, the Citizens Advisory Committee may vote to recommend to the Augusta Commission that a vacancy be declared and that the vacant position be filled in an expeditious manner.

## **ARTICLE VII. QUORUM**

At least six (6) members of the Citizens Advisory Committee must be present to constitute a quorum. When a quorum is not present, the Citizens Advisory Committee may conduct no business other than to re-set the date and time of the meeting, and to adjourn. A list of members and any votes taken shall accompany all Citizens Advisory Committee recommendations and resolutions or dissenting opinions.

## **ARTICLE VIII. MEETINGS**

1. **Regular Meetings:** Regular meetings of the Citizens Advisory Committee shall be held on the fourth Thursday of each month at 3:00 P.M. in the Conference Room of the Augusta Housing and Economic Development Department, 925 Laney-Walker Blvd., Augusta, GA 30901, or in any other designated meeting place, provided the location is specified in all notices required by law. If a regularly scheduled meeting occurs on a legal holiday, the Chair, with the concurrence of a majority of the Committee, may set an alternate date for the meeting. The Director, or designee, shall have the responsibility of ensuring compliance with the Georgia Open and Public Meetings Act. If a quorum is not present at a regular meeting of the Committee, a special meeting may be held within 14 working days from such scheduled meeting.
2. **Special Meetings:** Special meetings of the Committee may be called at any time by the Chair. At least forty-eight (48) hours notice of the time and place of special meetings shall be given to each member of the Committee. The Director, or designee, shall have the responsibility of notifying the press and others as required by the Georgia Open and Public Meetings Act.
3. **Cancellation of Meetings:** Whenever there is no business for the Committee, the Chair may dispense with a regular meeting by giving notice to all members not less than twenty-four (24) hours prior to the time set for the meeting.
4. **Recessed Meetings:** Should the business before the Committee not be completed, the Chair may recess the same from day-to-day until the matters before the Committee are completed.
5. **Open Meetings:** All meetings of the Committee shall be open to the public. However, members of the public shall not address the Committee unless invited to do so by the Chair.
6. **Rules of Order:** Meetings shall be conducted in an orderly manner to ensure the fair treatment of all persons and issues before the committee. The latest edition of **Roberts Rules of Order** shall be available for reference when procedural issues are to be resolved.

**ARTICLE IX. STAFFING ARRANGEMENTS.**

Assistance shall be provided to the Citizens Advisory Committee by the Housing and Economic Development Department staff. The Housing and Economic Development Department staff shall assist the Director, or designee, in coordinating all information submitted from other sources to the Committee.

Specifically, it shall be the responsibilities of the Housing and Economic Development staff, under the direction of the Director, to:

1. Draft and mail agendas and information packets and arrange the time and place of meetings.
2. Make available, in conjunction with the Chair, relevant information and prepare all staff recommendations.
3. Make available copies of comments, proposals or any other information submitted from other sources (i.e. neighborhood meetings, non-profit organizations, departmental staff, appointed and elected officials, etc.) on a timely basis.
4. Apprise the Citizens Advisory Committee of the current federal regulations and changes in those regulations on a timely basis.
5. Serve as a liaison between the Citizens Advisory Committee and other departments.
6. Provide technical assistance to the Citizens Advisory Committee.

**ARTICLE X. NOTICE AND PUBLIC INFORMATION.**

- (1) The Director, or designee, shall be responsible for ensuring compliance with the Georgia Open and Public Meetings Act.
- (2) The Director, or designee, is required to comply with guidelines pertaining to matters of public notice and scheduling as provided by the Clerk of Commission.

**ARTICLE XI. AMENDMENTS.**

These by-laws applicable to the Citizens Advisory Committee may be amended or revised by a majority vote of the Augusta Commission. All amendments or revisions to these by-laws shall be filed with the Clerk of Commission.

Date Adopted: \_\_\_\_\_ By: \_\_\_\_\_

**Note: Format of signature page will have to be revised to reflect adoption of the bylaws by the Augusta Commission**



**Administrative Services Committee Meeting  
8/10/2006 3:00 PM  
Land Bank Authority Office**

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**Department:**

**Caption:** Update/report from staff regarding the staffing of the Land Bank Authority Office. (Referred from August 1 Commission meeting)

**Background:**

**Analysis:**

**Financial Impact:**

**Alternatives:**

**Recommendation:**

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

**REVIEWED AND APPROVED BY:**

**Clerk of Commission**

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**Administrative Services Committee Meeting  
8/10/2006 3:00 PM  
Old Towne Demo Moratorium**

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|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Department:</b>       | Administrative Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Caption:</b>          | Declare a moratorium on demolition of structures in the Olde Town Neighborhood until November 30, 2006, except for those specifically approved by the Augusta Commission.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Background:</b>       | <p>The Old Towne Neighborhood is moving toward designation as a local historic district as provided for at 7-4-15 of the Augusta-Richmond County Code. Historic Guidelines are being drafted. The Historic Preservation Commission will hold a public hearing on the designation about September 15, 2006, and with consent of the Augusta Commission, the designation could be finalized as soon as October 17. The geographic area being considered is the same as the Pinched Gut national Register Historic District. Designation is a grass roots movement initiated by the neighborhood and facilitated by the Historic Preservation Commission, Historic Augusta, and the Planning Commission. At thier July 27 meeting, the HPC was asked by the neighborhood to declare a limited moratorium as provided for in the Code at 7-4-15 (i) to prevent unwanted demolitions prior ot the designation. Such moratoriums have been upheld by the Georgia Courts when they are for a specific purpose and for a limited time period.</p> |
| <b>Analysis:</b>         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Financial Impact:</b> | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Alternatives:</b>     | Approve or deny the moratorium.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Recommendation:</b>   | Approve the moratorium on demolitions except in those cases where they are specifically approved by the Augusta Commission, until November 30, 2006.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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

N/A

**REVIEWED AND APPROVED BY:**

**Clerk of Commission**

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**Administrative Services Committee Meeting**  
**8/10/2006 3:00 PM**  
**Petition for Reduced Early Retirement of Ms. Julia Carroll**

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**Department:** Human Resources

**Caption:** Approve Reduced Early Retirement of Ms. Julia Carroll 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. Julia Carroll (age 51) is currently the Deputy Court Clerk with the Probate Court. Ms. Carroll was hired on May 11, 1976; she joined the 77 Pension Plan on May 11, 1976. Ms. Carroll meets the requirements for an early retirement under the 1977 Plan. Her proposed retirement date is August 31, 2006. The early retirement benefit payable to Ms. Carroll is \$387 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 11, 1976.

**Alternatives:** Do not approve the early retirement of Ms. Julia Carroll under the 1977 Pension Plan.

**Recommendation:** Approve the early retirement of Ms. Julia Carroll under the 1977 Pension Plan.

**Funds are**



**Available in the  
Following  
Accounts:**

**REVIEWED AND APPROVED BY:**

**Finance.  
Administrator.  
Clerk of Commission**

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## RETIREMENT BENEFIT OPTIONS

Defined Benefit Program for  
Augusta-Richmond County Employees' Plan  
1977 County Plan

### PARTICIPANT INFORMATION

|                   |                  |                         |             |
|-------------------|------------------|-------------------------|-------------|
| Employee Name:    | Julia S. Carroll | Social Security Number: | XXX-XX-3548 |
| Date of Birth:    | 12/5/1954        | Original Date of Hire:  | 5/11/1976   |
| Gender:           | Female           | Normal Retirement Date: | 1/1/2017    |
| <br>              |                  |                         |             |
| Beneficiary Name: | Joseph Carroll   | Social Security Number: | XXX-XX-8766 |
| Date of Birth:    | 12/29/1955       | Relationship:           | Spouse      |
| Gender:           | Male             |                         |             |

### MONTHLY BENEFIT PAYMENT OPTIONS

For: **Reduced Early Retirement**

Retirement Date: 8/31/2006  
Age at Commencement Date: 51.740  
Benefit Commencement Date: 9/1/2006  
Credited Service: 29.667 Years

Early Retirement Benefit Adjustment: 0.4833

Minimum Total Benefit: \$43,413  
Average Annual Compensation: \$32,374

| Compensation Used | Year | Amount   |
|-------------------|------|----------|
|                   | 2001 | \$9,982  |
|                   | 2002 | \$31,050 |
|                   | 2003 | \$31,668 |
|                   | 2004 | \$32,289 |
|                   | 2005 | \$32,718 |
|                   | 2006 | \$24,162 |

#### AVAILABLE FORMS OF PAYMENT

| Form of Benefit           | Regular  |             |
|---------------------------|----------|-------------|
|                           | Employee | Beneficiary |
| Single Life:              | \$387    |             |
| 10 Year Certain and Life: | \$383    |             |
| 50% Joint and Survivor:   | \$370    | \$185       |
| 75% Joint and Survivor:   | \$362    | \$272       |
| 100% Joint and Survivor:  | \$355    | \$355       |
| 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  
8/10/2006 3:00 PM  
Revelopment Powers Act**

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|                                                       |                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Department:</b>                                    | Fred Russell, Administrator and Stephen E. Shepard, County Attorney                                                                                                                                                                                                                                                                                 |
| <b>Caption:</b>                                       | Approve Resolution and submit the Revelopment Powers Act question to the voters.                                                                                                                                                                                                                                                                    |
| <b>Background:</b>                                    | The Redevelopment Powers Act, if approved by the voters in November, will give the City more flexibility in its transactions such as the power of private sale of property without exposing the property for sealed bids or an auction sale. The powers in the Act are cumulative and the auction sale and bid procedures would still be available. |
| <b>Analysis:</b>                                      | See Background.                                                                                                                                                                                                                                                                                                                                     |
| <b>Financial Impact:</b>                              | N/A                                                                                                                                                                                                                                                                                                                                                 |
| <b>Alternatives:</b>                                  | Do not pass Resolution calling for Referendum.                                                                                                                                                                                                                                                                                                      |
| <b>Recommendation:</b>                                | Pass Resolution and submit the Redevelopment Powers Act question to the voters.                                                                                                                                                                                                                                                                     |
| <b>Funds are Available in the Following Accounts:</b> | No Cost.                                                                                                                                                                                                                                                                                                                                            |

**REVIEWED AND APPROVED BY:**

**Clerk of Commission**

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