



Administrative Services Committee Committee Room- 10/30/2006- 1:00 PM Meeting

ADMINISTRATIVE SERVICES

1. Approve Final Version of Year 2007 Annual Action Plan for Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), HOME Investment Partnership and Housing for Persons with AIDS (HOPWA) Funds ☐ [Attachments](#)
2. Approve Amendment to 2006 CDBG Contract with Georgia Legal Services ☐ [Attachments](#)
3. Approve the reprogramming of \$10,000 from the Aragon Park Housing Project and Award to Care Management Consultants, Inc. ☐ [Attachments](#)
4. Approve an Ordinance providing for the demolition of certain unsafe and uninhabitable structures in the Bethlehem Neighborhood: 1539 Twelfth Street, 1613 Twelfth Street, (District 2, Super District 9); South Augusta Neighborhood: 3232 Milledgeville Road, (District 5, Super District 9); AND WAIVE 2ND READING. ☐ [Attachments](#)
5. Report from HED staff on CDBG, UDAG, etc. loan repayments. (Requested by Commissioner Williams) (Referred from October 9 Administrative Services) ☐ [Attachments](#)
6. Approve the use of \$4,000 in R-UDAG funds for one 12-week session of Micro Loan Business Development Training. ☐ [Attachments](#)
7. Approve Retirement of Mr. Ronnie Joyner under the 1949 Pension Plan. ☐ [Attachments](#)

8. Approve Work Related Disability Retirement of Mr. David Pugh under the 1977 Pension Plan. ☐ [Attachments](#)
9. Approve Resolution Authorizing Submission Year 2007 Annual Action Plan for Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), HOME Investment Partnerships and Housing Opportunities for Persons with AIDS Funds ☐ [Attachments](#)
10. Consider request from the South Augusta Redevelopmnet, Inc. regarding funding for the Lyman/Dover Project. ☐ [Attachments](#)
11. Update on outstanding loans administered by the Housing and Ccmmunity Development Department ☐ [Attachments](#)
12. Update on the former Transition Center properties located at 1835 – 37 Wrightsboro Road and 1328 – 1330 Baker Avenue, Augusta, GA 30904 ☐ [Attachments](#)
13. Update from HND staff regarding the Wrightsboro Road/Mill Streets Projects. (Requested by Mayor Pro Tem Williams) ☐ [Attachments](#)
14. Discuss evaluation process for Administartor and Department Directors. (Requested by Commissioner Calvin Holland) ☐ [Attachments](#)

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**Administrative Services Committee Meeting
10/30/2006 1:00 PM
2007 Annual Action Plan**

Department:	Housing & Community Development Department
Caption:	Approve Final Version of Year 2007 Annual Action Plan for Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), HOME Investment Partnership and Housing for Persons with AIDS (HOPWA) Funds
Background:	The City of Augusta, being an entitlement city, receives entitlement grants annually for CDBG, ESG and HOME funds from the U.S. Department of Housing and Urban Development (HUD). For receipt of these federal funds, they must develop and follow an approved Consolidated Plan (CP). On March 29, 2005, the Commission approved the City's 5-year CP for years 2005-2009. This plan contains the City's housing and community development needs and strategies for addressing those needs over the 5-year period. Each year, the City must develop a one-year plan of action (Action Plan) indicating what the City intends to do to carry out the goals and objectives in its 5-year CP. The Action Plan is also the City's application for CDBG, ESG and HOME funds for which funds are applied for and received. On September 5, 2006, the Commission approved the Proposed Year 2007 Annual Action Plan. As required by HUD, the Action Plan was presented to the public for a 30-day review period commencing September 9, 2006 with the deadline for comments being October 9, 2006. Public notices were published in the Augusta Chronicle and Metro Courier. In addition, a public hearing was held September 7, 2006. We are required to submit the citizens' comments to the Commission for consideration and a summary of the comments to HUD after approval of the final Action Plan. The Commission may accept the comments as information or revise the Action Plan based on the comments received. The citizen comments received are indicated on Attachment #2.
Analysis:	Approval and submittal of the Action Plan will enable the

City to receive CDBG, ESG, HOME and HOPWA entitlement funds for Year 2007 to carry out much needed projects for benefit of low income persons and low income areas of the City.

Financial Impact: : It is anticipated the City will receive and have available the following funds for Year 2007: Program Estimated Entitlement Allocation \$'s Program Income \$'s Total \$'s
CDBG 2,333,406 222,000 2,555,406 ESG 100,177 0 100,177
HOME 1,279,749 234,000 1,513,749 ADDI 23,154 0 23,154
HOPWA 376,000 0 376,000 Total \$4,112,486 \$456,000
\$4,568,486

Alternatives: 1. Approve Year 2007 budgets as recommended and accept citizen's comments as information [Attachment #1 – 2007 Budgets and Attachment #2 – Citizens comments). 2. Revise budgets taking into consideration the citizen's comments.

Recommendation: Staff recommends that the attached Year 2007 CDBG, ESG, HOME & HOPWA be approved and submitted to HUD as the City's Year 2007 Annual Action Plan.

Funds are Available in the Following Accounts: Funds to be received from the U.S. Department of Housing and Urban Development in 2007.

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**

Attachment #1: 2007 Annual Action Plan Budgets

2007 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM B-07-MC-13-0004

	Estimate \$	Actual \$
Entitlement Grant	2,333,406	
Program Income	222,000	
Total Funds Available	2,555,406	

	PROJECT	PROPOSED BUDGET \$	ACTUAL BUDGET
<i>Public Facilities & Improvements</i>			
	Antioch Ministries "LW Enterprise Initiative"	100,000	
	Apple Valley – Phase III	60,000	
	Augusta Canal Authority Park (9 th & Walton Way)	155,000	
	Golden Harvest Food Bank (kitchen equipment)	100,000	
	Henry Brigham Center Improvements "Tennis Courts"	60,000	
	McDuffie Woods Center Improvements "Walking Track"	25,000	
	MACH Academy Improvements (tennis courts)	125,000	
<i>Clearance & Demolition</i>			
	Clearance & Demolition (License & Inspection)	100,000	
<i>Public Services</i>			
	Art Factory	7,525	
	Augusta Mini Theatre	20,000	
	Augusta Task Force for the Homeless	15,809.01	
	Augusta Urban Ministries	15,000	
	Boys & Girls Club	10,000	
	CSRA Economic Opportunity Authority	13,000	
	Care Management Consultants	20,000	
	Child Enrichment	10,000	
	Communities In Schools	8,000	
	Coordinated Health Services	20,000	
	Georgia Legal Services	6,500	
	Golden Harvest Food Bank "Brown Bag"	25,000	
	Hope House	15,000	
	JWC Helping Hands	12,800	
	Kids Restart	10,000	
	Light of the World Neighborhood & ED	5,665.99	
	Little World of Learning – Housing Authority	20,000	
	MACH Academy	15,000	
	Miracle Making Ministries "Clinic"	12,000	
	Neighborhood Improvement Project	3,700	
	New Bethlehem Center	10,000	
	Safe Homes	10,000	
	Salvation Army	15,000	
<i>Rehabilitation</i>			
	Housing Rehabilitation Program	744,325	
<i>Code Enforcement</i>			
	Code Enforcement – License & Inspection	100,000	
<i>Economic Development</i>			
	Antioch Ministries Micro-Loan Program	25,000	
	Economic Development Loan Program	100,000	
<i>Program Administration & Planning (20% cap \$511,081)</i>			
	ARC Planning Commission	40,000	
	General Administration	471,081	
<i>Unprogrammed Funds</i>			
	Contingency (for project overruns)	50,000	
TOTAL		\$2,555,406	

**2007 EMERGENCY SHELTER GRANT PROGRAM
S-07-MC-13-0004**

	Proposed	Actual
Entitlement Grant	100,177	

	Project #	PROJECT	PROPOSED BUDGET \$	ACTUAL BUDGET \$
		Augusta Task Force for the Homeless	6,000	
		Augusta Urban Ministries	5,000	
		Beulah Grove Resource Center	4,000	
		Coordinated Health Center "Respite Center"	8,000	
		CSRA EOA	11,000	
		Georgia Legal Services	5,000	
		Golden Harvest Food Bank	11,000	
		Hope House	11,000	
		Interfaith Hospitality Network	6,000	
		St. Stephens Ministry	7,000	
		Safe Homes	9,000	
		Salvation Army (Homeless Prevention)	7,000	
		Salvation Army (Employment training)	7,000	
		ESG Administration	3,177	
TOTAL			\$ 100,177	

**2007 HOME INVESTMENT PARTNERSHIP PROGRAM
M-07-MC-13-0206**

	Estimate	Actual
Entitlement Grant	1,279,749	
Program Income (estimate)	234,000	
Sub-Total	1,513,749	
ADDI	23,154	
Total	\$ 1,536,903	

	PROJECT	Proposed Budget	
	Antioch Ministries	200,000	
	ANIC	150,000	
	Promise Land CDC	150,000	
	Sand Hills Urban Development	135,837	
	Homeownership Program - Citywide (\$156,596) - CHDO (\$90,000)	246,596	
	ADDI	23,154	
	Demolition/Rebuild Program	160,000	
	CHDO set aside (20%)	255,950	
	CHDO Operating Funds (5%)	63,987	
	Administration (10%)	151,379	
TOTAL		\$1,536,903	

**2007 HOUSING OPPORTUNITIES FOR PERSONS WITH HIV/AIDS
GAH-07-F002**

	Proposed	Actual
Entitlement Grant	376,000	

	PROJECT	PROPOSED BUDGET \$	ACTUAL BUDGET \$
	St. Stephens Ministry	244,720	
	Hope Health	100,000	
	Resource Identification	20,000	
	HOPWA Administration (3%)	11,280	
TOTAL		\$ 376,000	

Attachment #2: 2007 Citizen's Comments

CITIZEN'S COMMENTS ON THE 2007 ANNUAL ACTION PLAN

#	Comments/Questions/Concerns	Staff Response/Recommendations
1.	Agency: Augusta Mini Theatre Requests reconsideration of its 2007 CDBG application for \$278,200 Use: Demolition/Asbestos Removal, paving & fencing of structure next to planned Community Arts Theatre – 2546 Deans Bridge Road.	Staff's primary concern has been the agency delays in getting this project underway. Staff has received the plans and specifications and a list of committed funding resources. It appears that the agency is ready to bid the school portion of the project pending a bid date from Procurement. If the Commission deems it necessary to fund this new project, \$50,000 from contingency can be allocated. Also, funds from any of the other projects listed in the 2007 Action Plan can be reduced and redistributed to this project.
2.	Agency: ARC Health Department Comment: A Case Manager observed that most of the non-working clients they serve are dependent on subsidized housing, believe working clients should not be dependent on subsidized housing and services.	Accept comment as information.
3.	Hope House, Inc. Concerns: i) Lack of Permanent Housing for the Homeless individuals with disabilities. When does the City plan to provide the 142 units to the homeless as indicated in the 5-year Consolidated Plan ii) Explain why approximately \$256,000 in HOME funds were set aside for CHDOs iii) What process is used to distribute the funds to the seven CHDOs? iv) Why were HOME funds offered through the competitive basis to non-CHDOs this year and not earlier?	i) Housing projects require an enormous amount of funds that the City and local agencies do not have available. Local agencies depend on the City to fully fund development projects which is not feasible. Each year the City solicits for Homeless Permanent Housing applications as part of its Continuum of Care process. The City has been unsuccessful in its efforts in getting viable projects. Currently, the City has \$210,000 in 2005 HOME funds allocated. The City will be soliciting for Proposals in the next six (6) months. ii) It is a statutory requirement of the HOME regulations [24CFR90.300 (a)(1)] that the City (PJ) must reserve not less than 15% of its HOME allocation for investment only in housing to be developed, sponsored or owned by community housing development organizations (CHDOs). iii) The set-aside funds are allocated on a competitive basis to the CHDOs. Only those certified by the City are eligible for the set aside. There are six CHDOs in the city, they consist of 30901 Development Corporation, Antioch Ministries, Inc., East Augusta CDC, Promise Land CDC, Laney Walker Development Corp., and Sand Hills Urban Development. iv) The City decided to make the process for HOME funds more competitive by allowing other non profits and for profit organizations to apply

v) Why doesn't the City recognize state-designated CHDOs.	for funding. In the past the funds have been considered as an entitlement only to CHDOs, which is not true. By allowing other organizations an opportunity to receive HOME funding, the city feels that the citizens of Augusta will benefit more. v) State and local governments (Participating Jurisdictions) are governed by separate provisions of the HOME regulations in administering the funds that are allocated by HUD. 24 CFR § 92.2001 discusses the Distribution of Assistance. This section distinguishes between local participating jurisdiction and state participating jurisdiction in the distribution of funds. As it relates to the local participating jurisdiction, § 92.201 A (1) states each local participating jurisdiction must, insofar as is feasible, distribute HOME funds geographically within its boundaries and among different categories of housing need, according to the priorities of housing need identified in its approved consolidated plan. In section § 92.201 (A) 2, it states that the PJ may only invest its HOME funds in eligible projects within its boundaries, or in joint projects within the boundaries of contiguous local jurisdictions which serve residents from both jurisdictions. As it relates to the state participating jurisdiction, § 92.201 B (1) states that each state participating jurisdiction is responsible for distributing HOME funds throughout the State according to the State's Assessment of the geographical distribution of the housing needs within the State, as identified in the State's approved consolidated plan. In section § 92.201 (B) 2, states that a state may carry out its own HOME program without active participation of units of general local government or may distribute HOME funds to units of general local government to carry out HOME programs in which both the State and all or some of the units of general local government perform specified program functions. States are required to designate CHDOs to fulfill their obligations with HUD. This also includes the distribution of set aside funds for their designated CHDOs. Designations by Participating Jurisdictions are separate from designations by states. Participating Jurisdiction such as Augusta, are required to designate CHDOs in their local areas. CHDOs are required to have a clearly defined geographical service area. The State of Georgia does not recognize a local CHDO. One must be certified by the state.
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	vi) \$31,280 was set aside in the Action Plan to administer and coordinate the HOPWA Program, why weren't these funds distributed to agencies that provide supportive services to persons suffering from AIDS? vii) For HOPWA funds, why are the same two (2) agencies awarded funds consistently when there are other agencies whose programs are nationally accredited? viii) What does the City require to recognize other highly eligible and licensed agencies?	vi) Because the City is the recipient of the HOPWA funds, it is responsible for the administration of the grant. Staff is required, therefore, payment of staff and administrative expenses related to the HOPWA Program are eligible costs that the City is justified in utilizing. vii) St. Stephen's Ministry and Hope Health are the only two (2) agencies that responds to the Request for Proposals (RFP). They have agreed to take on the responsibility of providing services to clients residing in the counties indicated below: - Hope Health: Edgefield and Aiken Counties - St. Stephens Ministry: Burke, Columbia, McDuffie and Richmond Counties viii) At this time, the City does not offer any special recognition for highly eligible and licensed agencies. Agencies responding to the City's RFP must respond and address all requirements of the RFP.
4.	Promise Land CDC Requests reconsideration of its 2007 CDBG application for \$5,500 Use: Housing Counseling Program	Housing Counseling is not included in the City's 5-year Consolidated Plan as a priority housing need.
5.	Southside Outreach Community Program Requests reconsideration of its 2007 CDBG application for \$25,000 Use: After-school Tutoring Program	Agency application did not meet the minimum score of 60 to be considered for an award.



**Administrative Services Committee Meeting
10/30/2006 1:00 PM
Amendment to 2006 CDBG Agreement with Georgia Legal Services**

Department:	Housing and Community Development Department
Caption:	Approve Amendment to 2006 CDBG Contract with Georgia Legal Services
Background:	Georgia Legal Services is requesting an amendment to its 2006 year CDBG contract with the City of Augusta. Under the contract, Georgia Legal Services is to be reimbursed for providing legal services to the homeless. Georgia Legal services is requesting that the contract be amended to extend the contract period until June 30, 2007, and to accommodate changes to the project budget. The total project budget remains unchanged.
Analysis:	The requested time extension will enable Georgia Legal Services to expend all the funds awarded to the agency under the 2006 contract. The proposed changes to the project budget would enable the staff attorney assigned to the homeless to receive needed training.
Financial Impact:	Funds are available in the 2006 account established for this project
Alternatives:	None recommended
Recommendation:	Approve an amendment to 2006 CDBG Contract with Georgia Legal Services to extend the contract period until June 30, 2007 and to make the requested changes to the project budget.
Funds are Available in the Following Accounts:	CDBG Project #0605B

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**

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October 24,2006

Rose White
Housing & Economic Development
925 Laney Walker Blvd, 2nd Floor
Augusta, GA 30901

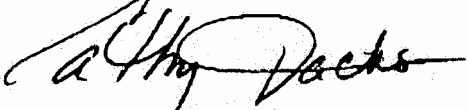
RE: 2006 Contract Documents

Dear Ms. White:

Pursuant to our meeting on this date, attached you will find the budget amendment and the listing of fund codes for the GLSP-Augusta office. As discussed, the budget amendment is not executed by Phyllis Holmen, GLSP Executive Director. However,] am submitting the aforementioned document to Ms. Holmen and will provide the original upon receipt. Additionally, I have requested a copy of the insurance document from Atlanta and will provide same upon receipt

Should you have questions and/or concerns regarding the documents enclosed, please feel free to contact me at the address or telephone number listed above.

Sincerely,


CATHY L. JACKSON
Office Manager

AGREEMENT AMENDMENT REQUEST

Subrecipient: Georgia Legal Services Program, Inc. (Augusta Regional Office)

TO BE COMPLETED BY AGENCY:

1. Type of Revision (check below):

☒ Budget Amendment ☐ Performance Measures ☒ Duration of Agreement

2. **Explain Need, for Amending Agreement:**

Reallocation of funds to accommodate change in insurance rate and extension of contract period until June 30, 2007. The current contract expires on December 31, 2006. The time extension will enable the agency to spend the funds and assist as many clients as possible.

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

Georgia Legal Services Program, Inc. malpractice insurance rate changed effective January 1, 2006 on a statewide basis. The current rate per attorney is \$400.00. Initially \$500 was allocated in this line item. Funds in the amount of \$100 are requested to be reallocated to personnel.

Categories	Current Amount	Budget Changes + or -	New Proposed Budget Amounts
Personnel	13,200	+100	\$13,300
Cynthia McDowell			
Insurance	500	-100	400
Training	300	N/A	300
Rent	1,500	N/A	1,500
TOTAL	15,500		15,500

(Signature of AgelICY 's Director Required)

Date



TO BE COMPLETED BY AHEDD DIRECTOR

Staff Recommendation: 0 Approved 0 Denied

(Signature of AHCD Director)

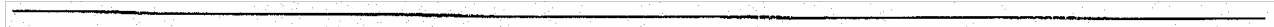
Date Completed

-COMMISSION ACTION -

Commission Recommendation: ☐ Approved ☐ Denied

Date:

Conditions:





**Administrative Services Committee Meeting
10/30/2006 1:00 PM
Care Management Consultants, Inc.**

Department:	Housing and Community Development Department
Caption:	Approve the reprogramming of \$10,000 from the Aragon Park Housing Project and Award to Care Management Consultants, Inc.
Background:	Care Management Consultants is a non-profit agency that has been serving the elderly and disabled population for the past 14 years throughout the Central Savannah River Area. Services provided include transportation, emergency food, home care, access to benefits, etc. A survey conducted by the CSRA Partnership for Community Health has identified transportation for the elderly, frail elderly and disabled as one of the highest priority needs for this population. This agency has an existing 2006 CDBG grant in the amount of \$14,000. All funds for this grant will be expended by October 31, 2006. On October 17, 2006, the Commission approved a request from Juanita Benjamin for \$10,000 to continue its transportation program. At that time, the source of funds was not identified. Staff is proposing that the \$10,000 be reprogrammed from the Aragon Park Housing Project. The Aragon Housing Project was approved by Commission on July 5, 2005 for \$200,000. Since approval of this project, \$180,000 has been either used or reprogrammed from this project as outlined below: Plans & studies for Aragon Park \$ 52,070.65 Reprogrammed to McDuffie Woods (6/20/06) \$ 39,220.00 Reprogrammed to New Savannah Police Substation (6/20/06) \$ 12,000.00 Reprogrammed to Housing Rehab Program (6/20/06) \$ 46,709.35 TOTAL used or reprogrammed \$180,000.00
Analysis:	Because all CDBG funds for Care Management will be expended by October 2006, transportation for the elderly, frail elderly and the disabled may not be available during November and December 2006. To continue the program, more funds should be awarded for this service.

Financial Impact: \$10,000 will be taken from the Aragon Park Housing project and Care Management will be awarded the funds. This will leave a balance of \$10,000 in the Aragon Park Housing project.

Alternatives: None recommended.

Recommendation: Approve the reprogramming of \$10,000 from the Aragon Park Housing Project and Award to Care Management Consultants, Inc.

Funds are Available in the Following Accounts: Aragon Park Housing Project CDBG #04121

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**



**Administrative Services Committee Meeting
10/30/2006 1:00 PM
Demolition of Unsafe Structures**

Department:	License & Inspection
Caption:	Approve an Ordinance providing for the demolition of certain unsafe and uninhabitable structures in the Bethlehem Neighborhood: 1539 Twelfth Street, 1613 Twelfth Street, (District 2, Super District 9); South Augusta Neighborhood: 3232 Milledgeville Road, (District 5, Super District 9); AND WAIVE 2ND READING.
Background:	The approval of this ordinance will provide for the demolition of certain structures that have been determined to be dilapidated beyond repair and a public nuisance. The owners of the above referenced properties have been requested to correct the property maintenance violations. The violations were not corrected. By approving this ordinance the City will have the structures demolished, record a lien against the property in the amount of the costs incurred, and send the property owners a bill for payment that is due within 30 days of receipt.
Analysis:	Continuing the removal of dilapidated structures will signal to the public that neglected, unsafe and uninhabitable structures will not be allowed and that property owners will be held responsible for their properties.
Financial Impact:	The average total cost associated with the demolition of each property will be approximately \$5,200.00. This includes the title search, asbestos survey, and demolition.
Alternatives:	Allow the unsafe structures to remain and continue to have a negative impact on the neighborhoods and City.
Recommendation:	Approval

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

Account # 101072910 - 5212999

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**

ORDINANCE NO. _____

ORDINANCE TO PROCEED WITH DEMOLITION AND REMOVAL OF THE STRUCTURES ON PROPERTY LOCATED AT 1539 TWELFTH STREET, 1613 TWELFTH STREET, AND 3232 MILLEDGEVILLE ROAD.

TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES.
BE IT ORDAINED BY THE AUGUSTA-RICHMOND COUNTY COMMISSION AND IT IS HEREBY ORDAINED BY THE AUTHORITY OF SAME AS FOLLOWS:

Section I. That the following residential properties have been identified by the Director of the Augusta – Richmond County License and Inspection Department as unfit for human habitation (or unfit for its current commercial or business use) and the cost of repair, alteration or improvement of said properties exceeds one-half the value of property and that the said Director shall cause the structures located on hereinafter described property to be demolished and removed as ordered by Augusta-Richmond County Magistrate Court; and that said Director shall cause the costs of such removal and demolition for said property be entered upon the lien docket maintained in the office of Clerk of Augusta - Richmond County Commission and said Director shall otherwise proceed to effectuate the purpose of O.C.G.A. SS 41-2-7 through 41-2-17 with respect to said property, to-wit:

- 1539 TWELFTH STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 59-3 as Parcel 67.
- 1613 TWELFTH STREET, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 59-3 as Parcel 153.
- 3232 MILLEDGEVILLE ROAD, Augusta – Richmond County, Georgia, identified on Augusta-Richmond County Tax Map 69-2 as Parcel 86.

Section II. This Ordinance shall become effective upon adoption.

Section III. That all Ordinances and parts of Ordinances in conflict herewith are hereby repealed. Duly adopted this _____ day of _____, 2006.

MAYOR _____

ATTEST: _____
CLERK OF COMMISSION



**Administrative Services Committee Meeting
10/30/2006 1:00 PM
Loan Repayments**

Department: Clerk of Commission

Caption: Report from HED staff on CDBG, UDAG, etc. loan repayments. (Requested by Commissioner Williams)
(Referred from October 9 Administrative Services)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission



**Administrative Services Committee Meeting
10/30/2006 1:00 PM
Micro Loan Business Development Training**

Department:	Housing & Community Development Department
Caption:	Approve the use of \$4,000 in R-UDAG funds for one 12-week session of Micro Loan Business Development Training.
Background:	The Micro Loan Fund is available to all residents in Augusta, Georgia who are at least 18 years of age. The focus is on low to moderate- income individuals seeking to start or expand a micro business. A micro business is defined as an owner-operated business with five (5) or fewer employees, needing less than \$35,000 in start- up capital. The Micro Loan Fund helps micro entrepreneurs strengthen their businesses, stabilize their incomes, create additional employment and contribute to the economic revitalization of their communities. The business development training is design to introduce tools and techniques necessary for micro entrepreneurs to successfully start and, or expand their business.
Analysis:	Completing the Micro Loan Business Development Training course is a prerequisite to qualifying for a Micro Loan of up to \$5,000. Currently there are 15-25 people requesting the micro loan business development training. The training provides entrepreneurs with essential tools necessary to develop successful businesses. 51 percent of applicants participating in the training will be required to meet HUD low- to-moderate income guidelines. Antioch Ministries has provided the training in the past and is prepared to conduct the proposed 12-week session. The Micro Loan Fund itself has a balance of \$81,781, so the additional training will increase the pool of potential applicants for these loan funds.
Financial Impact:	\$4,000 in R-UDAG funds would pay for the training session.

Alternatives: None recommended

Recommendation: Approve use of \$4,000 in R-UDAG funds for Antioch Ministries to provide one 12-week session of Micro Loan Business Development Training.

**Funds are
Available in the
Following
Accounts:** R-UDAG Account

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**



**Administrative Services Committee Meeting
10/30/2006 1:00 PM
Petition for Retirement of Mr. Ronnie Joyner**

Department:	Human Resources
Caption:	Approve Retirement of Mr. Ronnie Joyner under the 1949 Pension Plan.
Background:	Under the 1949 Pension Plan, Sheriff and Fire Department Employees can voluntarily retire at the age of 55 at the completion 25 years of service. Other employees can voluntarily retire at the age of 60 at the completion of 25 years of service. Amount of Retirement Benefit: The participant is to receive a monthly retirement benefit of an amount equal to (a) 2.15% of the participants average earnings multiplied by the number of months of such credited service (up to a limit of 360 months), plus (b) 1.5% of the participants average earnings multiplied by the number of months of such credited service in excess of the 360 month limit. Payment of Retirement Benefit: The retirement benefit payable in the event of normal retirement shall be payable on the first day of each month.
Analysis:	Mr. Ronnie Joyner (age 55) was a Sergeant with the Fire Department. Mr. Joyner was hired on October 28, 1982; he joined the 49 Pension Plan on October 28, 1982. His proposed retirement date is November 1, 2006. The normal retirement benefit payable to Mr. Joyner will be \$780.39 per month (life only). Mr. Joyner received documentation from the Pension Plan Administrators in 2001 stating "since he is over 45 years of age and had completed at least 10 years of service when he terminated his employment, he has a deferred vested monthly benefit in the amount of \$780.39 that is payable at age 55".
Financial Impact:	Funds are available in the 49 Pension Plan. Employee has contributed 8% of his salary towards his retirement since October 28, 1982.

Alternatives: Do not approve Retirement of Mr. Ronnie Joyner under the 1949 Pension Plan.

Recommendation: Approve Retirement of Mr. Ronnie Joyner under the 1949 Pension Plan.

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

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**

1949 City Pension Plan (P&F)
Worksheet for Calculating Vested Benefits

Key #		34
Participant Name		Joyner, Ronnie
Social Security Number		[REDACTED]
Date of Birth		10/23/1951
Spouse's Date of Birth		06/30/1954
Date of Employment		10/28/82
Pension Hire Date		10/28/82
Date of Termination or Death		5/1/01 ✓
Participant's Age at Term	<i>(Yrs & Near Months-YNM)</i>	49.5000
Plan Normal Retirement Date	<i>(Month First Following)</i>	11/01/2006
Participant's Age at Plan NRD	<i>(Yrs & Near Months-YNM)</i>	55.0000
Benefit Commencement Date	<i>(first day of a month)</i>	11/01/2006 ✓
Participant's Age at Commencement	<i>(Yrs & Near Months-YNM)</i>	55.0000
Participant's Age at Commencement	<i>(Nearest Years)</i>	55.000
Spouse's Age at Commencement	<i>(Nearest Years)</i>	52.000
Lump Sum Payment Date	<i>(Yrs & Whole Months-YWM)</i>	
Age @ LSD	<i>(Yrs & Near Months-YNM)</i>	

Service		
Vesting Service At Termination	<i>(YWM)</i>	18.5000
Total Benefit Service	<i>(YWM)</i>	18.5000

Calculation of the Accrued Benefit

<u>Year</u>	<u>Compensation</u>
1991	-
1992	-
1993	-
1994	-
1995	-
1996	27,084.35
1997	25,784.56
1998	27,663.96
1999	29,648.64
2000	15,660.18
	5

Final Average Earnings	27,699.05
Integration Level	0.00
Vesting Percentage	85%
Monthly Vested Accrued Benefit $[(2.15\% \times \min(30, 18.5000) + 1.5\% \times 0.0000) \times \$27,699.05] \times 85\% / 12$	780.39 ✓
Number of Months BCD Precedes Plan NRD	0.000
Benefit Reduction Factor based on months above	1.0000
Pension Benefit at Benefit Commencement Date	780.39

1949 City Pension Plan (P&F)
Worksheet for Calculating Vested Benefits

Optional Forms of Benefit

Conversion Factors

10-Yr C&C	0.978
100% J&S	0.878
75% J&S	0.915
50% J&S	0.935

Participant's Monthly Benefit Commencing 11/01/2006

					Monthly Benefit Payable to the:	
					<u>Participant</u>	<u>Beneficiary</u>
Life Only	780.39	*	1.00000	=	780.39	0.00
10 Yr C&C	780.39	*	0.978	=	763.22	763.22
100% J&S	780.39	*	0.878	=	685.18	685.18
75% J&S	780.39	*	0.915	=	714.06	476.04
50% J&S	780.39	*	0.935	=	729.66	364.83

Life Only Payment Option Payable for life of retiree only; no payment to beneficiary upon retiree's death

Ten Year Certain and Life Payable for life of retiree, guaranteed for at least 10 years. If retiree dies before end of ten (10) years, the remainder of the 10 years will be paid to the beneficiary

Contingent Payment Options Need spouse Date of birth to compute these options

Full Contingent Full payment to retiree for lifetime; then full payment to beneficiary for lifetime

Three-fourths Contingent Full payment to retiree for lifetime, then three-fourths payment to beneficiary for lifetime

One-half Contingent Full payment to retiree for lifetime, then one-half payment to beneficiary for lifetime.

This is only an estimate based on the current data provided by the County.

If there is a change in any of the data (salary, service credit, etc.), Pension Service

Company will recalculate the benefit and the amount and/or eligibility date may change.

Estimate provided by: **Pension Service Company**

Pension Plan Administrators

1100 Circle 75 Parkway, Ste 320

Atlanta, GA 30339

GEBCorpGovernment Employee
Benefits Corporation of Georgia**FAX: May 22, 2001**

TO: Robby Burns - Augusta Benefits Dept.	FROM: Vivian Harding
FAX NO.: 706-821-2867	PAGES (including cover sheet): 3

☐ **Urgent**☐ **For Review**☐ **Please Comment/Respond****MESSAGE:**

The estimate you requested on Ronnie Joyner follows. The earnings used were the three highest consecutive years.

Under the City 49 plan, normal retirement for public safety workers is age 55 with 25 years of service. Early retirement is age 50 with 20 years of service. Since Mr. Joyner terminated his employment on May 1, 2001, and did not meet the requirements for early or normal retirement, he cannot receive his monthly benefit at this time.

However, since he is over 45 years of age and had completed at least 10 years of service when he terminated his employment, he has a deferred vested monthly benefit in the amount of \$780.39 that is payable at age 55.

The other option Mr. Joyner has is to forfeit his monthly benefit and receive his balance in the City 49 Plan. This option may not be the best since the monthly benefit is payable to him for his life. His current balance in the City 49 Plan is \$31,280.57. His monthly benefits will exceed his current balance in less than 4 years but will continue for life.

Let me know if you have any additional questions.

Pension Service Company
1100 Circle 75 Parkway, Suite 300
Atlanta, GA 30339
(770) 563-9368 (800) 736-7166 FAX (770) 563-9356



Administrative Services Committee Meeting
10/30/2006 1:00 PM
Petition for Work Related Disability Retirement of Mr. David Pugh

Department: Human Resources

Caption: Approve Work Related Disability Retirement of Mr. David Pugh under the 1977 Pension Plan.

Background: If an employee is totally and permanently disabled after five years of Credited Service, said employee may receive a monthly benefit equal to 1% of Average Earnings multiplied by years of Credited Service, reduced by any Workers' Compensation payments. This benefits are payable upon Commission approval of the petition of retirement.

Analysis: Mr. David Pugh (age 58) is currently a Working Foreman Skilled with the Utilities Department. Mr. David Pugh was hired on June 1, 1969; he joined the 1977 Pension Plan on May 15, 1993. Mr. Pugh meets all requirements of Work Related Disability Retirement for the 1977 Pension Plan. His proposed retirement date is October 1, 2006. The disability retirement benefit payable to Mr. Pugh will be \$1,853.56 per month (Life only).

Financial Impact: Funds are available in the 1977 Pension Plan. Mr. Pugh has contributed 4% of his salary towards his retirement since May 15, 1993.

Alternatives: Do not approve Work Related Disability Retirement of Mr. David Pugh under the 1977 Pension Plan.

Recommendation: Approve Work Related Disability Retirement of Mr. David Pugh under the 1977 Pension Plan.

Funds are Available in the Following

Accounts:

REVIEWED AND APPROVED BY:

Finance.

Administrator.

Clerk of Commission



Notice of Disability Benefit
as of September 30, 2006

Defined Benefit Program

David P. Pugh

*Augusta-Richmond County
1977 County Plan*

SS#: XXX-XX-1002

Date of Birth: 7/12/1948

Gender: Male

Estimated Benefit Information

Plan Entry Date: 5/15/1993

Vested % as of Statement Date: 100%

	Important Dates	Credited Service (YRS)	Employment Related Monthly Benefit³	Non-Employment Related Monthly Benefit⁴
Disability Date ¹	9/30/2006	13.33	\$ 1,853.56	\$ 494.28
Benefit Commencement Date ²	10/1/2006			
Normal Retirement Date	7/12/2013			

¹ The Disability Date is the final day you were actively employed under the Plan.

² The Benefit Commencement Date is the first day of the month following the month in which you were determined to be eligible for a disability benefit under the Plan.

³ The benefit you would be entitled to if your disability resulted from a cause rising out of and in the course of Employment with the Employer and is subject to approval by the Commission.

⁴ The benefit you would be entitled to if your disability did not result from a cause rising out of and in the course of Employment with the Employer.

Participant Historical Information

Contributions			Salaries		Employment Activity	
	W/O Interest	With Interest	Plan Year	Amount	Date	Event
Pre-Tax:	\$21,236.62	\$28,891.91	2006	\$ 19,587.12	9/30/2006	Disability Leave/Termination (Service Discontinued)
			2005	\$ 48,460.83		
			2004	\$ 46,012.03	6/1/1969	Original Hire Date
Post-Tax	\$0.00	\$0.00	2003	\$ 31,655.56		
			2002	\$ 41,985.70		
Total:	\$21,236.62	\$28,891.91	2001	\$ 43,688.97		
			2000	\$ 43,768.60		
Interest Earned:		\$7,655.29	1999	\$ 21,345.91		
			1998	\$ 46,115.00		

Every effort has been made to ensure the accuracy of this statement. If you have questions about any of the information shown, or if a correction is needed, please contact your employer. Your right to any benefit and the amount of that benefit will depend on the provisions of the official Plan document in effect at the time you terminate employment.





**Administrative Services Committee Meeting
10/30/2006 1:00 PM
Resolution Authorizing Submission of Year 2007 Annual Action Plan**

Department:	Housing & Community Development Department
Caption:	Approve Resolution Authorizing Submission Year 2007 Annual Action Plan for Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), HOME Investment Partnerships and Housing Opportunities for Persons with AIDS Funds
Background:	As a prerequisite for receipt of federal entitlement funds, the City must submit its Annual Action Plan to the U.S. Department of Housing and Urban Development (HUD) for approval. This resolution authorizes the submission of the plan.
Analysis:	Approval of this resolution will enable the City to submit the Plan and receive its Year 2007 entitlement allocations for CDBG, ESG, HOME and HOPWA funds.
Financial Impact:	It is anticipated that the City will receive and have available a total of \$4,568,486 for use in Year 2007. This amount includes CDBG, ESG, HOME, HOPWA entitlement funds and program income.
Alternatives:	None recommended
Recommendation:	Approve attached resolution for submission of the City's Year 2007 Annual Action Plan to HUD.
Funds are Available in the Following Accounts:	Not applicable

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**

A RESOLUTION AUTHORIZING THE SUBMISSION OF THE ANNUAL ACTION PLAN FOR YEAR 2007 AND GRANTING THE AUTHORITY TO GIVE ASSURANCES AND CERTIFICATIONS AS REQUIRED BY THE SECRETARY OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT AND GRANTING THE AUTHORITY TO EXECUTE THE CONSOLIDATED PLAN AND ACTION PLAN AS APPROVED.

WHEREAS, Augusta-Richmond County has availed itself of the provisions of the Housing and Community Development Act of 1974, as amended and the Housing and Community Development Act of 1987; and

WHEREAS, it is necessary to submit a Year 2007 Action Plan as a prerequisite to receiving Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Shelter Grants (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) funds after public hearings have been held and projects suggested by citizens have been given careful and serious consideration; and

WHEREAS, it order to expedite the orderly execution of the assurances, certifications and Grant Agreement, the Mayor is hereby given authority to provide such assurances, certifications and execute the Grant Agreement as required by the Secretary; and

WHEREAS, in order to expedite the federal programs included in the plan, the Housing and Community Development Department is given authority to carry out the programs as approved by Augusta-Richmond County Commission.

NOW, THEREFORE, BE IT RESOLVED: That the Mayor and the Housing and Community Development Department be authorized to prepare and submit the Year 2007 Action Plan and amendments thereto as well as provide the required assurances, certifications, and execution of the Grant Agreement; and

BE IT FURTHER RESOLVED: That the Housing and Community Development Department be authorized to carry out the orderly execution of the Year 2007 Action Plan as approved by the Augusta-Richmond County Commission in compliance with all applicable law, rules, and regulations.

ATTEST:

AUGUSTA, GEORGIA

BY: _____
David S. Copenhaver
Mayor

Lena J. Bonner
Clerk of Commission

CERTIFICATION

I, Lena J. Bonner, Clerk of Commission, hereby certify that the above is a true and correct copy of a Resolution as adopted by said AUGUSTA-RICHMOND COUNTY COMMISSION in meeting held on November 7, 2006.

S E A L

Lena J. Bonner
Clerk of Commission



**Administrative Services Committee Meeting
10/30/2006 1:00 PM
South Augusta Redevelopment, Inc.**

Department:

Caption: Consider request from the South Augusta Redevelopmnet, Inc. regarding funding for the Lyman/Dover Project.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission

LYMAN-DOVER AREA PROJECT

PROPOSED STABILIZATION PHASE I BUDGET

SOURCES

CDBG (in-place)	\$210,000.00
Land Bank Authority	55,000.00
<u>REPROGRAMED (not confirmed)</u>	<u>72,700.00</u>
TOTAL	\$337,700.00

USES

(Priority)

Exterior Improvements (2 3-bdrm units)	\$ 66,700.00	high
Interior rehab (1 3-bdrm unit)	61,000.00	high
Acquire 2 HUD properties	55,000.00	med
Community Center	40,000.00	low
Relocation (in-progress)	55,000.00	high
Signage/Landscape	10,000.00	med
Asbestos/Boarding up/Misc. (in-progress)	25,000.00	high
<u>Admin. for SAR</u>	<u>25,000.00</u>	high
TOTAL	\$337,700.00	

- Enter into a contractual agreement to administer HUD funds
- Marketing/home buyer training
- Maintain 9 boarded up properties and vacant lots, owned by city, until sold to eligible families
- Keep community informed of project status
- Recruit volunteers/seek donations
- Provide leadership in the redevelopment of the "New Dover" Neighborhood

3. Community Housing Development Organization's Joint Venture

- Develop plans for 8 infill houses for eligible homebuyers
- Secure public and private financing
- Marketing/home buyer training
- Enter into a contractual agreement to administer HUD funds
- Provide leadership in the redevelopment of "New Dover" Neighborhood

4. Land Bank Authority

- Transfer 9 properties to SAR
- Transfer 8 vacant lot to CHDO's
- Transfer 1 vacant lot to Habitat for Humanity

The timeline for Phase I is six months with every expectations of being completed in 4 months. During this period of time we will initiate as many initiatives outlined in the total redevelopment plan as possible. We will secure funding to continue with the redevelopment of the remaining 7 properties currently owned by the city and any addition properties acquired in the mean time along with a timeline and budget. Initiatives to be implemented during phase I will include: rezoning, infrastructure assessment, inform residents of human services program and assistance, property design standards, maintain all vacant lots and properties, community center, diversify funding and funding sources, including available SPLOST funds offered, neighborhood clean-up and watch programs.

DOVER-LYMAN AREA

PROPOSED REDEVELOPMENT PLAN OUTLINE/BUDGET

INITIAL (STABILIZATION) - PHASE I

Mission

South Augusta Redevelopment Inc.(SAR), a 501 c. (3) corporation seeks to contribute to the stabilization and redevelopment of the Lyman-Dover Neighborhood (New Dover) through the Lyman-Dover Redevelopment Plan. This is to be done by participating and/or collaborating in the housing production or redevelopment that will help improve the quality of life for existing and new households.

Statement of Stabilization Phase

The initial phase is centered around the purchased 19 properties, two HUD owned properties and a small commercial strip of property located at the intersection of Deans Bridge and Dover.

- | | | |
|----|------------------------------|---|
| A. | 7 demolished | (to be in-filled, 1 commercial; 6 houses: 1 in phase I) |
| B. | 3 to be demolished | (waiting for HED procurement, will be in-filled) |
| C. | 2 to be rehabbed in phase I | (when Commission authorize SAR funds) |
| D. | 7 to be rehabbed in phase II | (when additional funds are available) |

The initial phase include partnering with the following organizations and accomplishing the associated activities, completed, in-progress and/or planned.

1. City of Augusta

- Provide funding/technical assistance
- Inform residents of human services programs (SAR)
- Implement programs (various depts.: recreation, housing, policing, code, public works, etc.)
- Demolish the non-rehabilitable, city owned properties
- Relocation of occupants of substandard city owned property
- Provide first-time home buyer assistance for qualified buyers
- Rental rehab loans/homeowner rehab assistance/ commercial rehab loans/grants
- Acquisition of strategic properties
- Secure public and private financing
- Land sub-division/re-zoning/design guidelines
- Signage/landscaping

2. Habitat for Humanity

- Develop plans for 1 infill house for eligible homebuyer
- Marketing/home buyer training

3. South Augusta Redevelopment Corporation

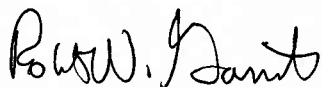
- Rehab properties (2-exterior, 1-interior) with own forces

These items are the beginning of a very basic neighborhood redevelopment (not a total rework.) They are also the items that are necessary to "get the ball rolling" in the initial phase of redevelopment and sales of homes. It is our expectation that completing this phase would make the neighborhood much more desirable for CHDOs, Habitat and private developers to also begin working on new, infill housing construction. As the redeveloped homes are sold the revenues would be revolved to do additional redevelopment. Attached you will also find an overall budget proposal from which these items were extracted.

The Lyman/Dover/Miles (New Dover) Neighborhood is making rapid strides away from becoming a seriously blighted neighborhood and towards becoming a family-friendly, safe and productive neighborhood. Thanks to the active and generous involvement of the Augusta Commission, the Department of Housing and Economic Development, the Department of License and Inspection, the Lyman-Dover Redevelopment Subcommittee, the South Augusta Pastors' Alliance and others, a neighborhood is on the verge of rebirth. As we are on the eve of that transformation, SAR is working in conjunction with the Rocky Creek Neighborhood Association to plan and execute the initial redevelopment phase of the plan.

Commissioner Smith, I want to personally thank you very much for your guidance, prayers and hard work on this project over the last several years. We are still of the understanding that another, major goal is the generation of a new "template" for transforming blighted areas of our city into safe and family-friendly neighborhoods. This new model involves much active participation between public, private, church and civic groups working in coordinated efforts. So far, this strategy seems to be working well in the New Dover project. Be assured that you, the Subcommittee and the other Commissioners are receiving the prayers of many people for God's blessing and guidance. It is these prayers and hard work that we believe will help us achieve the common goals we are seeking.

Sincerely,



Robert W. Garrett
President, South Augusta Redevelopment, Inc.

cc: Augusta Housing and Economic Development, License and Inspection, Recreation, Public Works, Zoning and Permits, Habitat for Humanity, CHDO's, Sheriffs Department, Wachovia Bank.

South Augusta Redevelopment, INC.

Working for Clean, Safe and Beautiful Neighborhoods

October 24, 2006

The Honorable Jimmy Smith
Chairman, Lyman-Dover Redevelopment Subcommittee
530 Greene Street, Room 806
Augusta, GA 30901

Dear Commissioner Smith,

Per our October 11, Dover-Lyman Project meeting, the South Augusta Redevelopment, Inc. (SAR) board resolution and for the sake of continuity for the neighborhood redevelopment, I would like to recommend the following items for approval by the *Administrative Services Committee*. Upon approval, these items would be implemented by the designated organization per the attached stabilization plan (Phase I) and budget:

1. Approve the reprogramming of designated but unused (available) funds from HED/LBA to begin implementing the activities as outlined in the attached Stabilization Plan budget.
2. Reinstate funds (\$200,000) to the CHDO joint venture to do infill housing development on 8 vacant lots.
3. Transfer 8 vacant lots to the CHDO joint venture for infill housing development.
4. Transfer 1 vacant lot to Habitat for Humanity for one infill home. (Habitat is prepared to begin on this as soon as the property is made available to them.)
5. Transfer 9 vacant and rehab-worthy properties to South Augusta Redevelopment, Inc. for redevelopment.
6. Have HED commit to supporting the "New Dover" initiative as per existing programs and activities outlined in the Stabilization Plan.
7. Include funding for the "New Dover" and the Bethlehem Redevelopment Projects in the HOME/CDBG 2007 Budget.
8. Acquisition of two HUD-owned properties located in the Lyman/Dover area.



**Administrative Services Committee Meeting
10/30/2006 1:00 PM
Update on Outstanding Loans - Housing and Community Development**

Department:	Housing and Community Development Department
Caption:	Update on outstanding loans administered by the Housing and Ccmmunity Development Department
Background:	The Housing and Community Development Department routinely enters into loan agreements with property and business owners to facilitate housing rehabilitation, downpayment assistance and business development projects. Loans funds come from the various HUD programs that the department administers, including the CDBG, HOME, UDAG and the Section 108 Loan Guarantee Program.
Analysis:	The attached spreadsheet summarizes the status of the department's loan portfolio as of September 30, 2006
Financial Impact:	Loan payments are counted as program income and credited to the applicable program (e.g. CDBG, HOME). Program income is factored into the budget for the Annual Action Plan.
Alternatives:	None recommended
Recommendation:	Receive as information
Funds are Available in the Following Accounts:	Not applicable

REVIEWED AND APPROVED BY:

Finance.
Administrator.
Clerk of Commission

**Augusta Richmond County
Housing & Community Development Department
Outstanding Loans Summary
As Of:**

Sept 30, 2006

	# Mortgages	Balance of Loans
HOME Mortgages	120	\$ 1,514,018
CDBG Mortgages	90	1,868,314
Total Mortgages	210	3,382,332
 UDAG	 19	 301,669
 Section 108	 1	 2,500,000 Current
ED Micro Loans:	2	10,000 Current
 Total	 232	 \$ 6,194,001

Days Past Due

	Total Number Of Outstanding Loans	Current	30	60	90	120+	See Notes Below
UDAG	19	14				5	
CDBG/HOME	210	160	4	3	1	42	
Section 108	1	1					
ED Micro Loan	2	2					
Total Loans	232	177	4	3	1	47	
 %	 100%	 76.3%	 1.7%	 1.3%	 0.4%	 20.3%	

Notes:

UDAG Loans 120+ days:
Riverwatch Printing; suit filed in Superior Court wk of 10/13/2006 \$35K
Dents Funeral Home past due \$1,436 contacted, will be making pmt this week
Two Accounts to be written off as uncollectible, leaving one which is being worked



**Administrative Services Committee Meeting
10/30/2006 1:00 PM
Update on Transition Center**

Department:	Housing and Community Development Department
Caption:	Update on the former Transition Center properties located at 1835 – 37 Wrightsboro Road and 1328 – 1330 Baker Avenue, Augusta, GA 30904
Background:	This property is currently owned by the City of Augusta. In 2001, the City loaned a sub-recipient \$285,000 to purchase the property and operate certain programs/services to the homeless. The City foreclosed on the property in January 2005 because the sub-recipient failed to make loan payments to the City.
Analysis:	1. OPTIONS – The City has three basic options regarding the property (see below). Any funds generated by the lease or sale of the property would be considered program income under the Community Development Block Grant (CDBG) program. The options are: a. Re-issuing the RFP for use of the property to provide housing and services for the homeless. The property could either be leased or sold for such use. There is \$210,000 in 2005 HOME funds earmarked for permanent housing for the homeless that could be used as an incentive for reuse of the property. In a recent phone conversation, Stella Taylor and Russell Douglas reiterated a recommendation to use the property for an activity benefiting the homeless. b. Selling the property outright for some other use allowed by the local zoning regulations.
Financial Impact:	Housing & Community Development initially invested \$285,000 of CDBG funds to purchase the property and operate programs and services on the property. In April 2006 the property was appraised at \$210,000. If the City is successful in selling the property, the proceeds would be program income to the CDBG program.

Alternatives: Reissue RFP for the third time in hopes of receiving a suitable proposal to carryout the original intent of the program

Recommendation: Sell the property on the open market and use proceeds to fund a housing and services program for the homeless.

**Funds are
Available in the
Following
Accounts:** No funds involved until the property is sold.

REVIEWED AND APPROVED BY:

**Finance.
Administrator.
Clerk of Commission**

**UPDATE REPORT ON CITY OWNED PROPERTY LOCATED AT
1835-37 WRIGHTSBORO ROAD & 1328-1330 BAKER AVENUE
AUGUSTA,GA 30904
DATE: OCTOBER 11, 2006**

BACKGROUND: The subject property is currently owned by the City of Augusta. The property is not under contract to anyone, nor is it listed for sale. In 2001, the City loaned Transition Center, Inc. \$285,000 in CDBG funds to purchase the property and operate certain programs and services on the property. The City foreclosed on the property in January 2005 when Transition Center, Inc. failed to make loan payments to the City. In the fall of 2005, the Augusta Housing and Economic Development Department issued an RFP on behalf of the City asking for proposals to lease or buy the property for use as housing for the homeless. A second RFP was issued in September 2006 - the table below summarizes the main actions affecting the property over the last five years.

DATE	ACTION
01/16/01	Augusta Commission awards \$285,000 loan in CDBG funds to Transition Center, Inc. to be used to purchase the property.
04/02/01	Morgan and Morgan appraised the properties at \$295,000
04/24/01	Loan closing on the property. Transition Center, Inc. purchases the property for \$285,000. 30-year loan with payments of \$916.07 per month.
09/07/04	Augusta Commission approves foreclosure on the property and repayment of \$7,615.39 to HUD for ineligible use of ESG funds by Transition Center, Inc.
01/04/05	City forecloses on property for non-payment of debt (13 months delinquent).
09/28/05	City solicits proposals for lease or purchase of the facility for use as transitional or permanent housing for the homeless
10/17/05	Five-member committee reviews the two proposals submitted in response to the RFP; One from Word of Faith Christian Fellowship Church, Inc. and a second one from Hope House, Inc. The Word of Faith proposal did not meet the criteria because it was not a bonafide non-profit organization. The committee has further negotiations with Hope House but cannot recommend the organization's proposal because Hope House would require approximately \$300,000 per year from the city to operate and maintain the facility.
02/06	AHEDD engages the Perdue Appraisal firm to complete an updated appraisal of the property. This follows several unsolicited inquiries into whether or not the property is for sale.
04/21/06	Perdue Appraisal Services, Inc. appraised the properties at \$210,000
09/08/06	Second City solicitation for proposals to lease or purchase the facility for use as housing and service programs to the homeless.
09/20/06	One proposal was submitted in response to the RFP. Procurement Dept. determined that Avery Enterprises, LLC was non-compliant for not acknowledging receipt of an addendum issued on 09/05/06.
10/05/06	Staff of HCD met to discuss alternative methods to dispose of property – whether to re-bid or sell on open market and prepare update to Administrative Services Committee and Commission

1. **OPTIONS** – The City has three basic options regarding the property (see below). Any funds generated by the lease or sale of the property would be considered program income under the Community Development Block Grant (CDBG) program. The options are:
 - a. Re-issuing the RFP for use of the property to provide housing and services for the homeless. The property could either be leased or sold for such use. There is \$210,000 in 2005 HOME funds earmarked for permanent housing for the homeless that could be used as an incentive for reuse of the property. In a recent phone conversation, Stella Taylor and Russell Douglas reiterated a recommendation to use the property for an activity benefiting the homeless.
 - b. Selling the property outright for some other use allowed by the local zoning regulations.
2. **INQUIRIES ABOUT THE PROPERTY** – The department has had three (3) inquiries about the property since the last RFP. There is interest from a local realtor (for a private buyer), a for-profit developer and a new non-profit organization. The department does not have any written proposals from the interested parties but we have had conversations. The parties have been told that we will make contact with them once Commission and the department determine what course of action will be taken to dispose of the property.

Source: Paul DeCamp, Interim Director, Augusta Housing and Community Development Department



**Administrative Services Committee Meeting
10/30/2006 1:00 PM
Wrightsboro Road/Mill Streets Project**

Department:

Caption: Update from HND staff regarding the Wrightsboro Road/Mill Streets Projects. (Requested by Mayor Pro Tem Williams)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission



**Administrative Services Committee Meeting
10/30/2006 1:00 PM
Evaluations**

Department:

Caption: Discuss evaluation process for Administrator and
Department Directors. (Requested by Commissioner Calvin
Holland)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

Clerk of Commission
