Administrative Services Committee Meeting Committee Room- 1/8/2007- 1:00 PM

ADMINISTRATIVE SERVICES

1. Consider adopting recommendations to increase Disadvantaged Business Enterprise opportunities for minorities, women owned and local small businesses in accordance with Augusta Richmond County's policy. Attachments

2. Rescind designation of the Olde Town Neighborhood as a Local Historic District. Attachments

3. Declare a moratorium on demoliton of structures in the Olde Town Neighborhood until April 15, 2007, except for those specifically approved by the Augusta Commission. Attachments

4. Approve retirement of Mr. Charles R. Teasley under the 1949 Pension Plan. Attachments

5. Approve retirement of Mr. John W. Baxley under the 1949 Pension Plan. Attachments

Administrative Services Committee Meeting
1/8/2007 1:00 PM
DBE Recommendations

Department: Clerk of Commission

Caption: Consider adopting recommendations to increase Disadvantaged Business Enterprise opportunities for minorities, women owned and local small businesses in accordance with Augusta Richmond County's policy.

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

Funds are Available in the Following Accounts:

REVIEWED AND APPROVED BY:

Clerk of Commission

Administrative Services Committee Meeting
1/8/2007 1:00 PM
Olde Town Historic Designation

Department:	Planning Commission
Caption:	Rescind designation of the Olde Town Neighborhood as a Local Historic District.
Background:	The Designation of Olde Town as an Historic District was initiated by the Olde Town Neighborhood and approved by the Historic Presevation Commission. The designation was finalized on December 19, 2006. A telephone call received on December 20, 2006 revealed that the notices of the public hearing required at 7-4-15 (c) were improperly mailed by the company that did the mail out. Owners and occupants were required by law to receive the notices, but the mail out went only to the occupants. As a result, the procedure requirements were violated and the whole process must be redone. The company that did the original mail out has agreed to cover all costs,. Correct notices are being sent out and a public hearing will be held by the Historic Preservation Commission at their January 25, 2007 meetring. The issue will be on the February 12, 2007 committee agenda and it will go back to the Augusta Commission on February 20, 2007.
Analysis:	The designation was done improperly and it must be undone and redone properly. The proposed action is to rescind the designation so that this process can start over.
Financial Impact:	None
Alternatives:	Really none
Recommendation:	Rescind the Designation of the Olde Town Neighborhood as a Local Historic District.

Funds are Available in the Following Accounts:	n/a

REVIEWED AND APPROVED BY:

Clerk of Commission

Administrative Services Committee Meeting
1/8/2007 1:00 PM
Olde Town Moratorium

Department:	
Caption:	Declare a moratorium on demoliton of structures in the Olde Town Neighborhood until April 15, 2007, except for those specifically approved by the Augusta Commission.
Background:	The Commission declared a similar moratorium in August when the Olde Town Neighborhood designation process began. That moratorium expired on November 30, 2006. Because of the problem with the legal notice, the designation process was invalid and must be done over. The proposed moratorium would assure that no important structures are demolished until the designtiaon of Olde Town as a local historic district can be completed.
Analysis:	Since the proposed moratorium has a safety valve in that anyone who needs to demolish a structure can go before the Commission there are no hardships and therefore no legal issues.
Financial Impact:	None
Alternatives:	No moratorium
Recommendation:	Approve the moratorium through April 15, 2007.
Funds are Available in the Following Accounts:	

REVIEWED AND APPROVED BY:

Clerk of Commission

Administrative Services Committee Meeting
1/8/2007 1:00 PM
Petition for Retirement of Mr. Charles R. Teasley

Department:	Human Resources
Caption:	Approve retirement of Mr. Charles R. Teasley under the 1949 Pension Plan.
Background:	Under the 1949 Pension Plan, Sheriff and Fire Department Employees can voluntarily retire at the age of 55 at the completion 25 years of service. Other employees can voluntarily retire at the age of 60 at the completion of 25 years of service. Early Retirement Date is the first day of any month within five years of the Normal Retirement Date and after the completion of 20 years of service.
Analysis:	Mr. Teasley (age 58) is currently the Director of Augusta Animal Services. Mr. Teasley was hired on January 4, 1982; he joined the 49 Pension Plan on January 4, 1982. Mr. Teasley meets both the age and years of service requirements for early retirement in the 49 Pension Plan. His proposed retirement date is February 1, 2007. The normal retirement benefit payable to Mr. Teasley will be $2,414 per month (Life Only).
Financial Impact:	Funds are available in the 49 Pension Plan. Employee has contributed 8% of his salary towards his retirement since January 4, 1982.
Alternatives:	Do not approve Retirement of Mr. Teasley under the 1949 Pension Plan.
Recommendation:	Approve Retirement of Mr. Teasley under the 1949 Pension Plan.
Funds are Available in the	

Following
Accounts:

REVIEWED AND APPROVED BY:

Finance.
Administrator.
Clerk of Commission

GEBCorp

RETIREMENT BENEFIT OPTIONS

Defined Benefit Program for
Augusta-Richmond County Employees' Plan
1949 City Plan (8% Contribution)

PARTICIPANT INFORMATION

Employee Name:	Charles R. Teasley	Social Security Number:	XXX-XX-7847
Date of Birth:	7/24/1948	Original Date of Hire:	1/4/1982
Gender:	Male	Normal Retirement Date:	8/1/2008

Beneficiary Name:	Terri Teasley	Social Security Number:	XXX-XX-3983
Date of Birth:	10/13/1959	Relationship:	Spouse
Gender:	Female		

MONTHLY BENEFIT PAYMENT OPTIONS

For: Reduced Early Retirement

Retirement Date:	1/17/2007
Age at Commencement Date:	58.520
Benefit Commencement Date:	2/1/2007
Credited Service:	24.917 Years
Minimum Total Benefit:	$55,339
Average Annual Compensation:	$55,097

	Year	Amount
Compensation Used	2004	$48,944
	2005	$54,103
	2006	$59,521
	2007	$2,725

Early Retirement Benefit Adjustment: 0.9250

AVAILABLE FORMS OF PAYMENT

Form of Benefit	Regular	
	Employee	Beneficiary
Single Life:	$2,414 ✓	
10 Year Certain and Life:	$2,328	
50% Joint and Survivor:	$2,044	$1,022
75% Joint and Survivor:	$1,898	$1,424
100% Joint and Survivor:	$1,772	$1,772
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
1/8/2007 1:00 PM
Petition for Retirement of Mr. John W. Baxley

Department:	Human Resources
Caption:	Approve retirement of Mr. John W. Baxley 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. John W. Baxley (age 55) is currently a Lieutenant with the Fire Department. Mr. Baxley was hired on October 11, 1971; he joined the 49 Pension Plan on October 11, 1971. Mr. Baxley meets both the age and years of service requirements of the 49 Plan. His proposed retirement date is January 2, 2007. The normal retirement benefit payable to Mr. Baxley will be $3,279 per month (Life Only).
Financial Impact:	Funds are available in the 49 Pension Plan. Employee has contributed 5% of his salary towards his retirement since October 11, 1971.
Alternatives:	Do not approve Retirement of Mr. John W. Baxley under the 1949 Pension Plan.

Recommendation: Approve Retirement of Mr. John W. Baxley under the 1949 Pension Plan.

Funds are Available in the Following Accounts:

REVIEWED AND APPROVED BY:

Finance.
Administrator.
Clerk of Commission

GEBCorp

RETIREMENT BENEFIT OPTIONS

Defined Benefit Program for
Augusta-Richmond County Employees' Plan
1949 City Plan (5% Contribution)

PARTICIPANT INFORMATION

Employee Name:	John W. Baxley	Social Security Number:	XXX-XX-1221
Date of Birth:	9/27/1951	Original Date of Hire:	10/11/1971
Gender:	Male	Normal Retirement Date:	10/1/2006

Beneficiary Name:		Social Security Number:	
Date of Birth:		Relationship:	
Gender:			

MONTHLY BENEFIT PAYMENT OPTIONS

For: Normal Retirement

Retirement Date:	1/2/2007
Age at Commencement Date:	55.350
Benefit Commencement Date:	2/1/2007
Credited Service:	35.167 Years
Minimum Total Benefit:	$43,179
Average Annual Compensation:	$51,975

	Year	Amount
Compensation Used	2004	$53,525
	2005	$50,717
	2006	$51,683

AVAILABLE FORMS OF PAYMENT

Form of Benefit	Regular Employee	Regular Beneficiary
JWB Single Life:	$3,279	
10 Year Certain and Life:	$3,201	
50% Joint and Survivor:		
75% Joint and Survivor:		
100% Joint and Survivor:		
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.