

**Downtown Development Authority
Meeting Minutes
February 19, 2009**

The regularly scheduled meeting of the Downtown Development Authority was held February 19, 2009 at 8:30 am at the DDA offices located at 936 Broad Street, Suite 107. Those members in attendance were Steven Kendrick, Paul King, Julian Roberts, Commissioner J. R. Hatney, Cameron Nixon, Mark Bowling, Cassandra Brinson, Legal Counsel Byrd Warlick, and Executive Director Margaret Woodard. Guests and observers included DDA Office Manager Roxanne Walls, CADI Project Manager Jessica Fuselier, Camille Price and Braye Boardman both from Augusta Tomorrow, Tim Rausch of the Augusta Chronicle, Dr. Michael Ashe and Paula Piney both from MCG, Mary Binns of Georgia Trust, Charlotte Ginn of Bible Deliverance Temple, Fred Russell of the City of Augusta, Robert Kuhar of Morris Communications, Natalie McLeod a building developer, Sherwin Loudermilk of Horizon Investments, Chris Thomas of News 12, Erik Montgomery of Historic Augusta, Katy Ledford, Jamise Goodman, Nick Olaya, and Natalie Schweers all from SunTrust.

Mr. Kendrick called the meeting to order at 8:35 am and welcomed everyone.

Mr. Roberts presented the previous meeting minutes. Mr. Roberts asked for a motion to accept the previous meeting minutes. With no additions or corrections, Commissioner Hatney made a first to the motion. Mr. Nixon made a second to the motion. All were in favor and the motion passed unanimously.

In the Treasurer's Report, Mr. Nixon presented the new format for the financials. Mr. Nixon thanked Mrs. Walls for doing a really good job along with the CPA firm that is contracted to put the financials together. Mr. Nixon went over the first two pages which is the DDA Profit & Loss Budget Overview. The \$216,790.00 consists of city funding, Saturday Market income, BID/CADI income, and projected interest income. Our budget is projected to have expenses of \$216,790.00. It is a balanced budget and is what we are proposing.

He then presented the DDA Balance Sheet. A lot of it has been drawn from the Audit and also consists of checking account balances. Total assets are over \$4 million.

Mr. Nixon also presented the DDA Profit & Loss Budget Performance (Consolidated) Report. Total income is \$15,283.52. He explained the Sponsorships expense is large due to Terry School of Business Economic Luncheon and the Destination Downtown Alliance which is over the monthly budget due to timing of expenses. We are still under the annual budget of \$3,615.00. The total expenses through January were \$6,807.87. We are ahead for the first month in the amount of \$8,475.65.

Mr. Nixon introduced the DDA Profit & Loss Budget Performance Reports for DDA Operating, SPLOST, and Christmas. If all three are added together they equal the DDA Profit & Loss Budget Performance (Consolidated) Report.

He also introduced the DDA Profit & Loss Previous Year Comparison Report. Since we have done some significant changes to the financials this may not be useful this year but will become useful in the future.

Mr. Nixon presented Saturday Market on the River financials.

There is a lot of information to absorb for the financials and some reports may be paired down. Mr. Nixon is pleased with the financials as we now have a better way to manage our money.

We will still use Serotta Maddocks Evans for our audit. Matt Verdery is a small CPA business that we have contracted to help with our format and is a good resource to make sure items are entered correctly.

Mr. Nixon asked for a motion to accept the Treasurer's Report. Commissioner Hatney made a first to the motion. Mrs. Brinson made a second to the motion. All were in favor and the motion passed unanimously.

Mr. Nixon asked for a motion to accept the budget for the Downtown Development Authority. Commissioner Hatney made a first to the motion. Mr. King made a second to the motion. All were in favor and the motion passed unanimously.

Mr. Nixon stated the SPLOST budget would be available for the next board meeting. Mr. Nixon commended Ms. Woodard for a wonderful job in putting the budgets together.

Mr. Kendrick commended Mr. Nixon for separating operating, SPLOST, and Saturday Market.

In the Directors Report, Ms. Woodard stated the Pilot Lighting Project plans were finally approved by Traffic and Engineering and there is a tentative schedule. The RFP will be issued in March. The bids are due in April. The contract will be awarded in May. Mobilization and construction will begin in June.

The Pilot Lighting Project and the Museum Greenway Project are the only two SPLOST projects that are still on-going.

A great partnership has been formed with the Youth Challenge Academy at Ft. Gordon. They were volunteers for Christmas Light Up Spectacular and have been downtown every Tuesday since then working with the CADI program. It has been a great partnership. Next Tuesday they will be in Harrisburg doing the first Harrisburg Neighborhood cleanup as part of the Harrisburg Initiative.

A new CADI website is being created by Mr. Jeff Partl. This website will be separate from the DDA website.

Ms. Woodard stated the CADI statistics year-to-date are attached in the director's report. Important statistics to note are over 30 tons of debris removal and assistance to pedestrians 250 times over the last year. In addition, there has been no employee turnover since Mrs. Fuselier accepted the position in August 2008.

Saturday Market on the River will also have a new website thanks to a grant from the CVB. RFPs have been issued to three companies to get a new website up and running.

The Saturday Market on the River schedule is set for the year. A goal has been set for \$9,000.00 in sponsorships. To date we have raised \$6,000.00 so far with \$5,000.00 from EZ GO and \$1000 from Southern Siding. We are still working with other sponsors to raise the additional sponsorships.

The Harrisburg Survey/Historic Preservation Grant contract has been awarded to do a survey of historic structures in Harrisburg for Phase 1.

The trolley field survey has been completed by URS. URS will be coming to visit next week. Mr. Juriah Lewis and the Transit Department are undergoing a huge transit study with Mr. Wilbur Smith, a Transit consultant. The next step is to get both groups together. The trip to Little Rock has been pushed back so we are now looking at financing and fast tracking the project.

Mr. Woodard stated we are on the SPLOST short list for \$1.2 million.

We did receive the Transportation Enhancement Grant for \$215,000.00 from the Department of Transportation for James Brown Blvd. and have received notice to proceed.

There are five Georgia Cities Loan applications. The Georgia Cities Foundation is almost out of money. They are now fundraising to fill up the coffers. They are sending a Project Manager to sit down with us and tell us which applications to go ahead and process.

The Ellis Street Streetscape is almost completed. The lights and the trees are on back order.

Mr. King mentioned Ms. Woodard's attendance and support at the Grand Opening of the Stovall Barnes House on Greene Street.

Ms. Woodard asked for a motion to accept the Director's Report as information. Mr. Nixon made a motion. Mr. Roberts seconded the motion. All were in favor and the motion passed unanimously.

Mr. Kendrick commended Ms. Woodard for a great job.

Under Old Business, Mr. King spoke on behalf of the Design Committee regarding the Streetscape Standards. The Streetscape Standards are posted on the DDA website for review. Ms. Woodard says they are also at Mr. Hayward Johnson's office and Mr. Steve Cassell's office with all of the combined remarks. This addresses items that the board has discussed in the past regarding sidewalk design and how to handle the dirt area around trees. There is a demo planter in front of SunTrust on the north side of Broad Street. A paver was used that allows water to go through it. It has been laid around the tree and does not have a tripping hazard. It is attractive, inexpensive, and safe.

Mr. Nixon asked if there is a deadline as to when that would be accepted. Ms. Woodard says the next step is to take the Streetscape Standards to the Engineering Services Committee and get those adopted so they can be enforced. She says it make take thirty to sixty days.

Under New Business, Mr. Nixon spoke of the resolution to issue bonds for MCG Dental School. This resolution would assist the financing of the construction of the new Dental School at the Medical College of Georgia at the former site of the Gilbert Manor Homes. This resolution would allow the DDA to sell bonds in an aggregate amount of \$37 million dollars. The Chairman, Vice Chairman, and the Secretary are authorized to issue and execute any document relative to the issuance of the bonds.

Mr. Nixon then deferred to Ms. Woodard for background information due to his being a relatively new member to the board.

Ms. Woodard stated that about a year ago MCG contacted us and asked us to submit a proposal to issue bonds for the Dental School and the dorms. The board voted at that meeting for the Finance Committee and Legal Counsel to negotiate that. We submitted a proposal to MCG and met with Mr. Bill Bowes and Dr. Michael Ashe last week. They accepted our proposal and asked for a formal resolution in today's meeting. We worked very hard last year to have our boundaries changed to include MCG, Harrisburg, and East Boundary so we could help and support them in their expansion efforts.

Mr. Nixon stated he is very pleased to have this resolution and would be happy to make a motion. Commissioner Hatney asked if MCG is not in a position to issue bonds themselves. Dr. Ashe responded no. They have to use a vehicle such as the Downtown Development Authority. None of their organizations have the power to issue bonds.

Mr. Bowling asked Mr. Nixon if a fee is associated. Mr. Nixon stated that the DDA will receive a one-time fee paid at the issuance of the bond. The bond amount is \$37 million dollars. This is the first new issuance in 20 years. The fee is \$46,250.00.

Mr. Kendrick asked if there were any more questions about the resolution. With no questions, Mr. Nixon made the motion. Mr. Roberts seconded the motion. All were in favor and the motion passed unanimously. The board approved the bond resolution to assist MCG in the building of the Dental School.

Under New Business, Mr. Kendrick introduced Mr. Russell. Mr. Russell updated the board on the proposed TEE Center and parking deck which will have 750 spaces located directly across the street. He asked the board for a motion to begin negotiations with the DDA staff on developing a bonding mechanism to fund the parking deck pending Commission approval. That would not only support the TEE Center but activities downtown at the Commons.

Mr. Kendrick asked if he could get a motion from the board to allow staff to move forth in the negotiation process. Mr. Nixon made a first to the motion. Mr. Roberts made a second to the motion. The board approved the motion to allow the DDA staff and Legal Counsel to negotiate with the City to move forward with the process of the bonding of the TEE Center parking deck pending Commission approval. The final details on the actual bonding deal will come back to the board for approval. All were in favor and the motion passed unanimously.

Under New Business, Mr. Boardman came before the board with a request for \$5,000.00 for the Augusta Tomorrow Master Plan. This is to finalize and finish the funding for the Master Plan.

After board discussion, Mr. Nixon made the motion to send it back to the Finance Committee for review. Commissioner Hatney made a second to the motion. The motion passed unanimously.

Under New Business, Ms. Woodard spoke on behalf of Ms. Binns for the request for \$500.00 for the Historic Preservation Annual Meeting. This May is the Historic Preservation annual meeting and is taking place in Augusta May 15th thru May 17th. The DDA has played a role in part of the planning of the Downtown Ramble.

The Finance Committee made a motion to pledge \$500.00. Mr. Roberts made a second to the motion. All were in favor and the motion passed unanimously.

Under New Business, in the absence of Ms. Mainor, Mr. Montgomery presented the request for \$600.00 on behalf of the City of Augusta as Historic Augusta facilitates the Historic Preservation Grant.

The Finance Committee made a motion to fund at \$300.00. Mr. King seconded the motion. All were in favor and the motion passed unanimously.

Under New Business, Ms. Goodman of SunTrust presented the SunTrust Loan Presentation regarding tax credits. This is to spur economic development in low income communities. A printed presentation was also handed out at the meeting.

Mr. Kendrick thanked SunTrust for their presentation.

Ms. Woodard presented to the board a possible retreat in March from 8:00 am until 12:00 pm to discuss the 2009 Strategic Plan. The board asked Ms. Woodard to schedule a retreat.

With no further business, Mr. Kendrick adjourned the meeting at 9:50 am.

Respectfully Submitted,

Julian Roberts, Secretary