

Downtown Development Authority of Augusta, Georgia
Meeting Minutes
February 11, 2016

The regularly scheduled meeting of the Downtown Development Authority of Augusta, Georgia was held on February 11, 2016 at 8:30 a.m. at the DDA office located at 936 Broad Street, Suite 107. Those members in attendance were Commissioner Fennoy, David Hutchison, Rick Keuroglan, Cameron Nixon, Scylance Scott, Jr., Executive Director Margaret Woodard, and Legal Counsel Byrd Warlick. Guests and observers included DDA Office Manager Roxanne Walls, Camille Price of Augusta Tomorrow, Damon Cline of *The Augusta Chronicle*, Augusta-Richmond County Deputy City Administrator Ted Rhinehart, Jennifer Bowen of the Augusta Convention and Visitors Bureau, and Augusta resident Melvin Kelly.

Mr. Scott called the meeting to order at 8:31 a.m. He announced that City Administrator Janice Allen-Jackson would not be joining the meeting as presented on the meeting agenda as she is out with the flu.

Mr. Scott asked for a motion to adopt the agenda. Mr. Hutchison made the motion. Mr. Keuroglan seconded the motion. All were in favor and the motion passed unanimously.

Mr. Scott presented for approval the previous meeting minutes from January 21, 2016. With no additions or corrections, Mr. Nixon made a motion to accept the minutes. Mr. Hutchison seconded the motion. All were in favor and the motion passed unanimously.

The Treasurer's Report was to be conducted by Ms. McLeod but she was unable to attend so Mr. Scott called on Ms. Woodard to give the Treasurer's Report.

In the Treasurer's Report, Ms. Woodard presented the December 2015 and January 2016 financials.

The balance sheet as of December 31, 2015 reflected total checking/savings in the amount of \$46,639.23; accounts payable in the amount of \$13,038.17 for year-end accruals; accrued liabilities in the amount of \$41,577.25 which consists of 2015 4th Quarter payroll and nine days in December. The nine days in December will be invoiced by the city as 2016 1st Quarter.

The Profit & Loss Budget Performance (DDA Operating) Report reflected the following for December 2015: total income in the amount of \$12,905.80; largest expense is payroll expenses in the amount of \$41,577.25; total expenses in the amount of \$48,592.62.

The Profit & Loss Budget Performance (Consolidated) Report reflected the following for December 2015: total income in the amount of \$12,905.91; expenses for Christmas Light-Up in the amount of \$3,526.01 which consists of \$2,500.00 balance that was due on the fireworks and other expenses associated with the event; expenses for SPLOST Riverwalk Improvements in the amount of \$11,923.93 which is for invoices from Cooper Carry that had to be accrued at year-end. We have submitted a SPLOST reimbursement request to the city; total expenses in the amount of \$64,042.56.

The balance sheet as of January 31, 2016 reflected total checking/savings in the amount of \$56,243.43; accounts payable in the amount of \$11,923.93 which is the Cooper Carry invoices that had to be accrued at year-end; accrued liabilities in the amount of \$41,577.25 which consists of 2015 4th Quarter payroll and nine days in December. The nine days in December will be invoiced by the city as 2016 1st Quarter.

The Profit & Loss Budget Performance (DDA Operating) Report reflected the following for January 2016: total income in the amount of \$12,904.36; total expenses in the amount of \$2,186.04; net income in the amount of \$10,718.32.

Ms. Woodard asked if there were any questions. Mr. Nixon made a motion to accept the Treasurer's Report as information. Mr. Keuroglan seconded the motion. All were in favor and the motion passed unanimously.

In the Director's Report, Ms. Woodard updated the Board on the following:

Other

- We are working with a prospective brewery and have shown several locations.
- We are working with Fruitland Vodka in finding a mixing room in the downtown area and are showing spaces to her this afternoon.

Active Economic Development Projects

Georgia Cities Foundation (GCF) Loans

- We are on hold with the Foundation.

SPLOST VI Project/Riverwalk

- We have received an executed copy of the MOU.
- The next steps are final design and budgets, go back to the Augusta Commission for approval, and go through the procurement process.
- We will have the proposed projects and budgets from Cooper Carry for the Board for final approval.

Downtown Programs

Retail Strategy

- Mr. Wade Robinette will be at the March 10th Board meeting to give an update on our retail strategy.
- We are finishing up the available properties inventory which includes some buildings in the Laney Walker area which we feel would be good for office or retail use. This should be completed this quarter.

Grant Projects

James Brown Boulevard Phase I

- The final brickwork is being completed as we had to wait for AT&T to move a manhole cover.
- Pre-punch list items to be completed.
- The final walk-thru to be scheduled.

- A ribbon cutting will be scheduled at project completion.

James Brown Boulevard Phase II

- Ms. Woodard met with Marshal Stroup of GDOT on February 10 to begin this phase.
- The letter of intent from GDOT has been received.
- The paperwork has been submitted to the city to create a purchase order.
- The money for this phase will go directly to the city and vendor invoices approved by the DDA will go to the city for payment.
- A detailed project schedule is forthcoming with design work in 2016, right-of-way work in 2017, and field construction in 2018.
- In process of scheduling required training.
- Project Budget: \$589,500.00
- The draft RFQ for design work is completed and the next step is for it to go through procurement for qualification process to select an engineering firm to design the project.

Parking

- Ms. Woodard went on a trip to Savannah with Commissioners Marion Williams and Ben Hasan, Mrs. Jennifer Bowen of the Augusta Convention and Visitors Bureau, Deputy City Administrator Ted Rhinehart, and Planning and Development Department Director Melanie Wilson to look at parking in regards to residential, employee and mobility. They also met with their planning and zoning to look at how they were able to locate breweries in their urban core.
- A recommendation from the Savannah trip will be made to Cooper Carry.
- There is a small parking group with Deputy City Administrator Rhinehart that is looking at immediate parking needs as Cooper Carry's plan is at least several months out.

Jones Street Alley

- We have received an executed copy of the MOU.
- We will be overseeing the design of the project and have signed a letter of intent with Cranston Engineering Group to proceed.
- The design budget is \$28,967.50.
- We are working with Mr. Steve Cassell, assistant director of engineering, to schedule a design meeting with Cranston Engineering Group and key city employees.
- The preliminary design will then go to the Augusta Commission for approval.

Office Inventory

- We are about 75 percent completed for information gathering and are hoping to have it completed by the end of March.
- We are researching the state of office space in our immediate area to determine current state and future needs.
- Ms. Woodard has attended a State of Office Space Webinar and is meeting with local realtors/brokers that have a real knowledge of the market to assist with the final report.

Other

- The 2015 audit is underway.

- The 2015 Statistics Report for DCA is underway.
- The 2016 operating budget will be presented on today's agenda for Board approval.
- The ribbon cutting for Unysis was held on February 1 with Governor Nathan Deal and Congressman Rick Allen in attendance.

Mr. Scott asked the Board if there were any questions. Mr. Hutchison asked Ms. Woodard about the available properties inventory and wanted to know if it is just properties on the market or does it include vacant properties in which the property owner is doing nothing and has no interest. Ms. Woodard explained to the Board that this inventory does include vacant properties not only properties for sale but also for rent and in-fill development. This report is for all properties that have a viable use. We are trying to complete this report by Masters. Our new web site will not only have the available properties inventory but will also have the office inventory. The office inventory is very detailed and includes floor plans, square footage, electrical and mechanical capabilities. It will possibly be broken down on the web site into three categories such as office, retail, and living (available living units). Incentives will also be listed on the site.

Mr. Scott asked the Board if there were any other questions. Mr. Hutchison asked Ms. Woodard about Fruitland Vodka as they are looking for space. Ms. Woodard explained to the Board that Fruitland Vodka is looking for retail and manufacturing space in Augusta, not only downtown but on Washington Road. Currently, we are looking at zoning. When Ms. Woodard went on the Savannah trip they got the opportunity to see a brew pub room and right in the middle of Savannah's urban core they have just approved a distillery in an old art gallery. An overlay district was created to make this work.

Commissioner Fennoy would like for Ms. Woodard to begin work on a trip to Greenville, South Carolina.

With no other questions, Ms. Woodard asked for a motion to accept the Director's Report as information. Mr. Hutchison made the motion. Commissioner Fennoy seconded the motion. All were in favor and the motion passed unanimously.

Under New Business, City Administrator Jackson will not give a presentation at today's meeting as she is ill as previously mentioned at the beginning of today's meeting. She will give her presentation at our March meeting. Ms. Woodard asked the Board to block out extra time for the meeting next month as presentations will also be given by Planning and Development Department Director Melanie Wilson and Mr. Wade Robinette of Retail Strategies.

The 2016 operating budget was to be presented by Ms. McLeod but she was unable to attend so Mr. Scott called on Ms. Woodard to present it to the Board.

Under New Business, Ms. Woodard presented for approval the proposed 2016 operating budget.

The following is included in the proposed budget under income: retail recruitment sponsorships in the amount of \$15,000.00 which Ms. Woodard is in the process of raising some money to continue the retail strategy should we renew it this year; city funding in the amount of

\$154,610.00 and we have received and signed the agreement; interest income which is budgeted each year; Jones Street Alley in the amount of \$2,000.00 which is our fee to oversee the design of this project; also budgeted for the Riverwalk Initiative; GRU Day sponsorships is zero as we are awaiting a shift towards downtown with their math and sciences building and will look at what GRU Day could look like in the future as there are 700 dorms going up across from the old Wife Saver. GRU Day is a pass-thru; special development legal consultant reimbursement is for a consultant that we may need for special projects that we are working on. Total income in the amount of \$222,879.00 is reflected. In previous years, we have run at a deficit.

Regarding expenses in the proposed operating budget we did allow this year for new website design, new computer for the office manager, increased professional fees as we may need additional legal assistance with future projects, also allowed for education/training for new board members and required training for the TAP Grant. Total expenses in the amount of \$219,320.00 with a net ordinary income in the amount of \$3,559.00 is reflected.

Mr. Scott asked if there were any other questions about the proposed operating budget for 2016. Mr. Nixon made a motion to accept the proposed operating budget for 2016. Mr. Keuroglan seconded the motion. All were in favor and the motion passed unanimously.

Ms. Woodard also added that field work for the audit is forthcoming and we will need to look at appointing finance committee members. Ms. Woodard thanked Mrs. Walls as the audit is a tremendous amount of work.

Mr. Nixon mentioned the 2014 guest op-ed piece that mentioned DDA accomplishments during the year and going forward. He asked the Board if this is something we should look into and Mr. Scott agreed. Ms. Woodard will begin working on a draft for Chairman approval. We will also begin working on a presentation. Ms. Woodard is speaking at a "Women in Business" event in April and will reach out to other clubs to present at their meetings. We will also show our video and give a short re-cap to the Augusta Commission.

Mr. Scott asked if there was anything else to come before this esteemed body in which Commissioner Fennoy spoke of the nominations for the DDA Board that came before committee on Tuesday. It appeared on the agenda as though Commissioner Fennoy was presenting. The board will address the issue.

Ms. Woodard has received the names of the appointees from the Augusta Commission for DAP and a DAP meeting will be scheduled hopefully in the next 30 days. The appointees are Ms. Karen Gordon and Mr. Rett Harbeson.

With no further business to discuss, Mr. Scott asked for a motion to adjourn. Commissioner Fennoy made the motion. Mr. Hutchison seconded the motion. All were in favor and the motion passed unanimously. The meeting adjourned at 9:03 a.m.

Respectfully submitted,

Scylance Scott, Jr., Chairman