



Administrative Services Committee Meeting Commission Chamber - 8/11/2015

**ATTENDANCE:**

Present: Hons. Hardie Davis, Jr., Mayor; M. Williams, Chairman; D. Williams, Vice Chairman; Lockett and Davis, members.

**ADMINISTRATIVE SERVICES**

1. Discuss the process for pickup of limbs. (Requested by Commissioner M. Williams) **Item Action:**  
Approved

**Motions**

| Motion Type | Motion Text                                                                  | Made By | Seconded By | Motion Result |
|-------------|------------------------------------------------------------------------------|---------|-------------|---------------|
|             | It was the consensus of the committee that this item be added to the agenda. |         |             |               |

**Motions**

| Motion Type | Motion Text                                                                 | Made By                      | Seconded By             | Motion Result |
|-------------|-----------------------------------------------------------------------------|------------------------------|-------------------------|---------------|
| Approve     | Motion to approve receiving this item as information.<br>Motion Passes 4-0. | Commissioner Dennis Williams | Commissioner Mary Davis | Passes        |

2. Discuss sale of surplus merchandise with Fleet Management. (Requested by Commissioner M. Williams) **Item Action:**  
Approved

**Motions**

| Motion Type | Motion Text                                                                  | Made By | Seconded By | Motion Result |
|-------------|------------------------------------------------------------------------------|---------|-------------|---------------|
|             | It was the consensus of the committee that this item be added to the agenda. |         |             |               |

### Motions

| Motion Type | Motion Text                                                                 | Made By                      | Seconded By             | Motion Result |
|-------------|-----------------------------------------------------------------------------|------------------------------|-------------------------|---------------|
| Approve     | Motion to approve receiving this item as information.<br>Motion Passes 4-0. | Commissioner Dennis Williams | Commissioner Mary Davis | Passes        |

3. Motion to approve the minutes of the Administrative Services Committee held on July 28, 2015. **Item Action:** Approved

### Motions

| Motion Type | Motion Text                              | Made By                      | Seconded By             | Motion Result |
|-------------|------------------------------------------|------------------------------|-------------------------|---------------|
| Approve     | Motion to approve.<br>Motion Passes 4-0. | Commissioner William Lockett | Commissioner Mary Davis | Passes        |

4. Consider a request from the Downtown Development Authority to approve a Resolution reestablishing a Downtown Advisory Panel. **Item Action:** Approved

### Motions

| Motion Type | Motion Text                                                                                                                 | Made By                 | Seconded By                  | Motion Result |
|-------------|-----------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------------|---------------|
| Approve     | Motion to approve receiving this item as information and bring it back to the next committee meeting.<br>Motion Passes 4-0. | Commissioner Mary Davis | Commissioner Dennis Williams | Passes        |

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**Administrative Services Committee Meeting  
8/11/2015 1:10 PM  
Attendance 8/3/15**

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**Department:**

**Caption:**

**Background:**

**Analysis:**

**Financial Impact:**

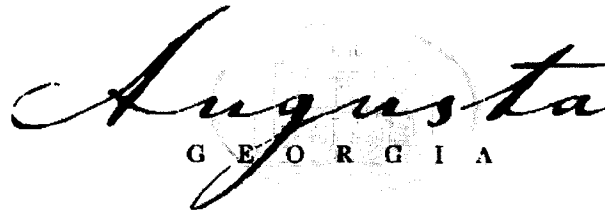
**Alternatives:**

**Recommendation:**

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

**REVIEWED AND APPROVED BY:**

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Administrative Services Committee Meeting Commission Chamber - 7/28/2015

**ATTENDANCE:**

**ADMINISTRATIVE SERVICES**

1. Discuss selection process and replacement process of members on the  
Downtown Advisory Panel in regards to attached resolution.
- Item**  
**Action:**  
Rescheduled

**Motions**

| <b>Motion Type</b> | <b>Motion Text</b>                                                                                                                                                     | <b>Made By</b>          | <b>Seconded By</b>           | <b>Motion Result</b> |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------------|----------------------|
| Defer              | Motion to refer this item to the Legal Department to meet with Ms. Woodard and to bring back some recommendations to the next committee meeting.<br>Motion Passes 4-0. | Commissioner Mary Davis | Commissioner William Lockett | Passes               |

2. Discussion about who should be present in legal meetings. (Requested by Commissioner Frantom) (Referred from July 21 Commission meeting)
- Item**  
**Action:**  
Approved

**Motions**

| <b>Motion Type</b> | <b>Motion Text</b>                                                                                                                                                                                          | <b>Made By</b>          | <b>Seconded By</b>           | <b>Motion Result</b> |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------------|----------------------|
| Approve            | Motion to approve drafting a policy that allows the Clerk of Commission, the Mayor, the Administrator, the Commission and the lead counsel person in legal meetings on an ordinary basis and then as needed | Commissioner Mary Davis | Commissioner Dennis Williams | Passes               |

allow individuals to be brought in as approved by the Commission during the legal meeting. Mr. Lockett votes No.

Motion Passes 3-1.

3. Motion to approve the minutes of the Administrative Services Committee held on June 9, 2015.

**Item  
Action:**  
Approved

**Motions**

| <b>Motion Type</b> | <b>Motion Text</b>                       | <b>Made By</b>               | <b>Seconded By</b>           | <b>Motion Result</b> |
|--------------------|------------------------------------------|------------------------------|------------------------------|----------------------|
| Approve            | Motion to approve.<br>Motion Passes 4-0. | Commissioner William Lockett | Commissioner Dennis Williams | Passes               |

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**Administrative Services Committee Meeting  
8/11/2015 1:10 PM  
Minutes**

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**Department:** Clerk of Commission

**Caption:** Motion to approve the minutes of the Administrative Services Committee held on July 28, 2015.

**Background:**

**Analysis:**

**Financial Impact:**

**Alternatives:**

**Recommendation:**

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

**REVIEWED AND APPROVED BY:**

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## AGENDA ITEM REQUEST FORM

**Commission meetings: First and third Tuesdays of each month – 2:00 p.m.**

**Committee meetings: Second and last Mondays of each month – 12:45 to 1:05 p.m.**

**Commission/Committee: (Please check one and insert meeting date)**

|                                           |                                |
|-------------------------------------------|--------------------------------|
| _____ Commission                          | Date of Meeting _____          |
| _____ Public Safety Committee             | Date of Meeting _____          |
| _____ Public Services Committee           | Date of Meeting _____          |
| ✓ _____ Administrative Services Committee | Date of Meeting <u>7/11/15</u> |
| _____ Engineering Services Committee      | Date of Meeting _____          |
| _____ Finance Committee                   | Date of Meeting _____          |

**Contact Information for Individual/Presenter Making the Request:**

Name: DDA Executive Director Margaret Woodward  
Address: 936 Broad St Ste 107 Augusta GA 30901  
Telephone Number: 706 722 8000  
Fax Number: 706 722 1138  
E-Mail Address: mwoodard@myaugustadowntown.com

**Caption/Topic of Discussion to be placed on the Agenda:**

To Approve resolution re-establishing a  
Downtown Advisory Panel.

**Please send this request form to the following address:**

Ms. Lena J. Bonner  
Clerk of Commission  
Room 806 Municipal Building  
530 Greene Street  
Augusta, GA 30901

Telephone Number: 706-821-1820  
Fax Number: 706-821-1838  
E-Mail Address: [lbonner@augustaga.gov](mailto:lbonner@augustaga.gov)

Requests may be faxed, e-mailed or delivered in person and must be received in the Clerk's Office no later than 5:00 p.m. on the Wednesday preceding the Commission meeting and 5:00 p.m. on the Tuesday preceding the Committee meeting of the following week. A five-minute time limit will be allowed for presentations.

## **RESOLUTION**

### **A RESOLUTION REVISING AND RE-ESTABLISHING A DOWNTOWN ADVISORY PANEL; TO AUTHORIZE SUCH PANEL TO MAKE RECOMMENDATIONS TO THE AUGUSTA, GEORGIA COMMISSION CONCERNING THE CONTINUED GROWTH OF THE CENTRAL BUSINESS DISTRICT OF AUGUSTA, GEORGIA**

WHEREAS; the Augusta, Georgia Commission recognizes the special needs of the Central Business District (CBD) of Augusta, Georgia; and

WHEREAS; the Downtown Development Authority of Augusta (DDA) include among their various missions the enhancement of the quality of life in the downtown area of Augusta; and

WHEREAS; the CBD of Augusta has evolved into a mixed use area with many types of stakeholders to include the following groups: restaurant owners/operators; retail merchants/operators; persons that live in the CBD; owners/operators of entertainment establishments; owners/operators of professional businesses; churches and religious organizations; commercial property owners/operators; commercial tenants; and

WHEREAS; it is recognized that there is a continuing need for a panel of these stakeholders to assist the Augusta, Georgia Commission regarding issues such as zoning, alcohol licenses, and other special needs of the CBD;

NOW, THEREFORE, BE IT RESOLVED BY THE AUGUSTA, GEORGIA COUNTY COMMISSION as follows:

- A. The Downtown Advisory Panel is hereby created to be composed of nine members with membership and terms of appointment as follows:



1. One member of the DDA Board of Directors to be appointed by the DDA Board Chairman; one year term.
  2. A restaurant owner or operator in the CBD to be selected by the restaurant stakeholder group; two year term.
  3. A retail merchant or operator in the CBD to be selected by the retail merchant stakeholder group; one year term.
  4. A resident or owner of residential property in the CBD to be selected by the residential stakeholder group; two year term.
  5. An owner or operator of an entertainment establishment in the CBD to be selected by the entertainment stakeholder group; one year term.
  6. The owner or operator of a professional business located in the CBD to be selected by the professional business stakeholder group; two year term.
  7. A representative from all of the religious organizations located in the CBD to be selected by the religious stakeholder group; one year term.
  8. A commercial property owner in good standing to be selected by the commercial property owner stakeholder group; two year term.
  9. A commercial renter or lessee selected by the commercial tenant stakeholder group; one year term.
- B. Each of said representatives shall begin serving immediately upon approval of this resolution and selection (interim term) and shall then serve for a full term of one (1) or two (2) year(s), January 1 through December 31. An annual meeting will be held in December and stakeholders will elect a representative from each category by caucus. Should a seat be vacated, DAP members shall appoint a replacement by a majority vote until the annual meeting where a replacement will

be chosen by stakeholders.

- C. Any member is eligible to be reappointed to the DAP. The Augusta, Georgia Planning Commission, the Convention and Visitors Bureau, and Augusta Tomorrow shall serve as voting ex-officio members.
- D. The DAP shall elect a Chairman, Vice-Chairman and Secretary to serve a one (1) year term. The Chairman shall notify the membership of meetings, set the agenda and preside over meetings. The Vice-Chairman shall perform these duties in the absence of the Chairman. The Secretary shall maintain meeting minutes.
- E. The DAP will make its recommendations to the Augusta, Georgia Commission regarding issues affecting the downtown business area, specifically including, but not limited to (1) ordinances needed for the overall enhancement of the economic development of the downtown area; (2) policies relative to special events in the CBD, (3) resolution of issues involving downtown residents, merchants and property owners; (4) policies relates to the use of and issuances of alcohol licenses for business in the central business district; (5) zoning issues involving downtown properties.
- F. The downtown area to be served by the DAP shall be that area from the west side of 5<sup>th</sup> Street to the east side of 15<sup>th</sup> Street, and from the river to the north side of Greene Street.

DULY ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2015.

AUGUSTA, GEORGIA

By: \_\_\_\_\_  
Hardie Davis, Jr.  
As its Mayor

ATTEST:

\_\_\_\_\_  
Clerk of Commission



**Administrative Services Committee Meeting  
8/11/2015 1:10 PM  
Resolution reestablishing a Downtown Advisory Panel**

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**Department:** Clerk of Commission

**Caption:** Consider a request from the Downtown Development Authority to approve a Resolution reestablishing a Downtown Advisory Panel.

**Background:**

**Analysis:**

**Financial Impact:**

**Alternatives:**

**Recommendation:**

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

**REVIEWED AND APPROVED BY:**

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