



Administrative Services Committee Commission Chamber- 8/25/2015- 1:10 PM
Meeting

ADMINISTRATIVE SERVICES

1. Discuss the Law Department. (Requested by Commissioner M. ☐ Attachments
Williams)
2. Motion to approve the minutes of the Administrative Services ☐ Attachments
Committee held on August 11, 2015.
3. Approve resolution (with proposed changes) reestablishing a ☐ Attachments
Downtown Advisory Panel (DAP).

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**Administrative Services Committee Meeting
8/25/2015 1:10 PM
Law Department**

Department: Clerk of Commission

Caption: Discuss the Law Department. (Requested by Commissioner M. Williams)

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



**Administrative Services Committee Meeting
8/25/2015 1:10 PM
Minutes**

Department: Clerk of Commission

Caption: Motion to approve the minutes of the Administrative Services Committee held on August 11, 2015.

Background:

Analysis:

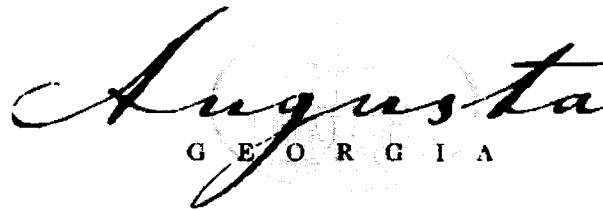
Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:



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. 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. 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. 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. Motion Passes 4-0.	Commissioner Mary Davis	Commissioner Dennis Williams	Passes

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**Administrative Services Committee Meeting
8/25/2015 1:10 PM
Resolution Reestablishing Downtown Advisory Panel**

Department: Clerk of Commission

Caption: Approve resolution (with proposed changes) reestablishing a
Downtown Advisory Panel (DAP).

Background:

Analysis:

Financial Impact:

Alternatives:

Recommendation:

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

REVIEWED AND APPROVED BY:

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>8/25/15</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@augustadowntown.com

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

To Approve resolution (with proposed changes)
re-establishing a Downtown Advisory Panel (DAP)

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

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 (DAP) is hereby created to be composed of thirteen 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. Two downtown business owners appointed by Augusta, Georgia Super District 9 Commissioner; one appointee serving a one year term and one appointee serving a two year term.
3. Two downtown business owners appointed by Augusta, Georgia Super District 10 Commissioner; one appointee serving a one year term and one appointee serving a two year term.
4. A restaurant owner or operator in the CBD to be selected by the restaurant stakeholder group; two year term.
5. A retail merchant or operator in the CBD to be selected by the retail merchant stakeholder group; one year term.
6. A resident or owner of residential property in the CBD to be selected by the residential stakeholder group; two year term.
7. An owner or operator of an entertainment establishment in the CBD to be selected by the entertainment stakeholder group; one year term.
8. The owner or operator of a professional business located in the CBD to be selected by the professional business stakeholder group; two year term.
9. A representative from all of the religious organizations located in the CBD to be selected by the religious stakeholder group; one year term.
10. A commercial property owner in good standing to be selected by the commercial property owner stakeholder group; two year term.
11. 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. DAP Members failing to attend three consecutive DAP meetings may be removed from the DAP.
- D. The Augusta, Georgia Planning Commission, the Convention and Visitors Bureau, and Augusta Tomorrow may each provide an ex-officio representative to attend DAP meetings.
- E. 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.
- F. 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.
- G. The downtown area to be served by the DAP shall be that area from the west side of 5th Street to the east side of 15th 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