

**Downtown Development Authority  
Meeting Minutes  
December 11, 2008**

The regularly scheduled meeting of the Downtown Development Authority was held December 11, 2008 at 8:30 am at the DDA offices located at 936 Broad Street, Suite 107. Those members in attendance were 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 of Augusta Tomorrow, Tim Rausch of the Augusta Chronicle, and Barry White of the CVB.

In the absence of Mr. Kendrick, Mr. Roberts called the meeting to order at 9:03 am and welcomed everyone.

Mr. Roberts presented the previous meeting minutes. With no additions or corrections, Mrs. Brinson made the motion to approve the previous meeting minutes. Commissioner Hatney made a second to the motion. All were in favor and the motion passed unanimously.

In the Treasurer's Report, Mr. Nixon stated he has spoken with a couple of local CPA firms that are qualified to do government work and our current CPA firm is still the best option for us. For now, we are looking at part-time help from another CPA firm to supplement the work that Mrs. Walls and Ms. Woodard do for the financials. We will be on budget if operating is separated from restricted funds. We are due some money from the city and salary reimbursements have not yet been paid. Mr. Nixon will meet with Ms. Woodard to discuss the final presentation of the financials.

Commissioner Hatney made the motion to accept the Treasurer's Report as information. Ms. Brinson made a second to the motion. All were in favor and the motion passed unanimously.

In the Directors Report, Ms. Woodard stated the SPLOST VI presentation for the Commission is completed and Mark Bowling will attend the presentation.

There will be a CADI Board meeting next week. The CADI winter newsletter is completed and will be distributed to property owners before the end of the year.

The Saturday Market did turn in a grant to the CVB and was awarded about \$5,000 for a new website, video clip and advertising.

Ms. Woodard presented the 2008 Accomplishments presentation to the Board which included the following:

- Completion of the 10<sup>th</sup> Street Demonstration Block
- CADI is up and running and the Grand Opening was held in March

- Business Recruitment Video was completed
- Completed the Business Start- Up Guide available in hard copy and is on our website as well.
- Initiated the Trolley Study
- Saturday Market has been rebranded. Raised \$9,000 in private money and \$25,000 in in-kind sponsors.
- Second Annual Christmas Light Up Spectacular was a tremendous success with the new lighted boat parade.
- The DDA partnered with the CVB for the wonderful downtown signs and kiosks. One of the kiosks is located on the 10<sup>th</sup> Street Demo Block.
- The DDA boundaries were extended with extra funding for the year.
- Started the first Harrisburg Committee
- Opening of the JB White's Building  
They were a recipient of a \$250,000 GA Cities Foundation Loan
- R.W. Allen and Richard Mullis both received GA Cities Foundation Loans in the amount of \$200,000 and \$53,000.

Mr. Roberts thanked Ms. Woodard for her report. Mr. Roberts and the other board members gave a round of applause for Ms. Woodard, Mrs. Fuselier, and Mrs. Walls for a great year.

Under Old Business, Mr. Nixon stated the Finance Committee met last week and recommends the DDA establish a fee structure for services the DDA provides. The Finance Committee is proposing a charge of one percent of the loan amount for Georgia Cities Loan Applications and other loans with a minimum of \$1000. This fee would be paid on the application up front. Bonding issues would be handled on a case by case basis.

Mr. Nixon made the motion with a second by Commissioner Hatney. All were in favor and the motion passed unanimously.

In addition, the finance committee is proposing that the executive director have the authority to sign checks for up to \$1,000.00 without a second signature. Any amount over a \$1,000.00 would require two signatures. Ms. Woodard can sign those checks also with a second signature. Ms. Woodard would not sign reimbursement checks made out to her.

Mr. Nixon made the motion with a second by Commissioner Hatney. All were in favor and the motion passed unanimously.

The bank statements are currently being opened and reconciled by Mrs. Walls. Ms. Woodard will begin opening the bank statements.

Currently the DDA has money in savings earning interest and money in checking to write checks. Mr. Nixon is proposing on-line banking to allow transfers between savings and checking. He would like to allow Mrs. Walls with authority of Ms. Woodard to move

money from savings to checking when needed online. At this time it does not include on-line bill pay.

Mr. Nixon made the motion with a second by Commissioner Hatney. All were in favor and the motion passed unanimously.

With no further business, Mr. Roberts asked for a motion to adjourn. Commissioner Hatney made a first to the motion. Mr. Nixon made a second to the motion. Mr. Roberts adjourned the meeting at 9:40 am.

Respectfully Submitted,

Julian Roberts, Secretary