

**Downtown Development Authority
Meeting Minutes
March 13, 2008**

The regularly scheduled meeting of the Downtown Development Authority was held March 13, 2008 at 8:30 am at the DDA offices located at 416 8th Street. Those members in attendance were Dr. James Carter, Commissioner J.R. Hatney, Paul King, Steven Kendrick, Legal Counsel Byrd Warlick and Executive Director Margaret Woodard. Guests and observers included Roxanne Walls, Jessica Fuselier, Rick Wiggins of CADI, Barry White of the CVB, Lara Plocha of D(a)2, David Hutcheson of the Book Tavern and Tim Rausch of the Augusta Chronicle.

Steven Kendrick called the meeting to order at 8:30 am and welcomed everyone. Mr. Kendrick asked for a review of the previous meeting minutes from February 14, 2008 in the absence of secretary Julian Roberts. With no additions or corrections Dr. Carter as immediate past secretary moved the minutes to be approved. Mr. Kendrick made a second to the motion. All were in favor and the motion passed unanimously.

In Phil Wahl's absence, Margaret Woodard presented the 2008 revised budget. The Commission approved additional funding in the amount of \$50,000 and city funding has been changed to reflect the increase. Under expenses, Ms. Woodard added a line item for moving expenses in the amount of \$1000 and added \$2000 for business recruitment. She had added \$9500 for summer interns and made adjustments to staff salaries for increases as well. Net income is zero.

In the Financial Reports, Ms. Woodard stated that total income to date is \$127,254.14. Expenses are standard operating in the amount of \$119,690.25. Net income is \$7563.89. The balance sheet reflects \$222,961.06 in the Capitol City Money Market; \$122,286.58 in the GB&T CD account; \$140,465.83 in checking and \$15,613 in savings. Ms Woodard reminded the board that 2007 salary reimbursements to the city have not yet been invoiced. The SMOB has total income in the amount of \$8070. Ordinary expenses to date are \$4029. Net income is \$4040.80. The SMOB balance sheet reflects \$20,487.71 in checking.

Paul King made motion to approve the new operating budget and to accept the financial reports as information. Dr. Carter made second motion. All were in favor and the motion passed unanimously.

In the Finance Committee Report, Mr. King stated the committee had met to discuss the \$2000 request form DA(2) for a discount shopping initiative. The committee approved and will recommend to the board a \$1000.00 pending an operational website and list of participants. No motion was made on this matter as it is pending.

Mr. King stated the committee also discussed Ms. Woodard's many accomplishments since December 2005 and that the board must remain competitive in our salaries at all times. He pointed out that the Richmond County Development Authority Director's

salary as reported in the Augusta Chronicle is \$98,000.00 a year and the DDA Director in Savannah gets a base salary of \$85,000.00 a year plus a bonus. Mr. King made a formal motion to increase Executive Director Margaret Woodard's salary to an annual rate of \$78,400.00 retro active to the first of the year. Dr. Carter made second motion. A substitute motion was made by Commissioner Hatney to increase Ms. Woodard's salary to \$80,000.00. Mr. King accepted the substitute motion. All were in favor and the motion passed unanimously.

In the Chairman's report, Mr. Kendrick discussed the trip to Charlotte, NC to see URS Engineering and learn about their trolley system. Those who attended were Ms. Woodard, Juriah Lewis of Transportation Planning, Steve Cassell of Traffic Engineering and Ben Skinner. The meeting was very productive and the committee is working on steps forward for a trolley in downtown Augusta.

In the Director's report, Ms. Woodard introduced Rick Wiggins the Project Manager for Clean Augusta Downtown Initiative and Roxanne Walls the new Office Manager for DDA. The CADI team consists of four safety ambassadors and five clean team members that have all completed training. All equipment has arrived with the exception of the pick up truck. Ms. Woodard is currently looking for storage facilities for equipment and the CADI grand opening is March 26th at the Commons.

Ms. Woodard presented a copy of the contract between CADI and DDA which outlines the services and fees for CADI to be operated under the DDA. The contract that has been and reviewed by Legal Counsel Brian Epps on behalf of the CADI and Legal Counsel Byrd Warlick on behalf of the DDA. After review, Mr. Kendrick made motion to accept the contract with a second by Mr. King. All were in favor and motion passed unanimously.

The 10th Street Demonstration Block is near completion. Ms. Woodard stated the contractor has been given a two week extension due to weather and change orders. All work will be completed by April 15 with the possible exception of the lamp posts which had to be special ordered for banner installation. The last change order was to relocate the storm line and to install the street banners. That project is now at \$126,761.96 and projected costs were \$125,000.00.

Ms. Woodard and Mr. Steve Cassell met with URS to discuss the Pilot Lighting Project. All the storm sewers in downtown will need to be replaced. The 900 block of Broad will serve as the pilot block. Mr. Cassell is working on finding the rest of the money to match our \$100,000.00 investment in order to proceed with design. The Ellis Streetscape Project will go out for bid in April.

Ms. Woodard also spoke of trip to Charlotte to visit with URS. They recommend a loop from the medical community to downtown first. The cost estimates are \$25 million per mile of track. Next steps include a trip to Little Rock, refining alignment, identifying development opportunities, cost estimates and funding. URS fees are estimated at \$40,000. Ms. Woodard will begin looking at grant opportunities.

In closing, Ms. Woodard stated the Commission did approve our boundary extensions as well as funding and a new fine dining restaurant the Broad Street Market will open on the 1200 block of Broad Street on April 1st.

Under New Business, Mr. Kendrick stated that our April meeting occurs during Master's and asked the board to consider a special called meeting in lieu of the regular meeting if necessary. All were in agreement.

Under New Business, Mr. Barry White stated the CVB will present to the Augusta Commission his presentation for the wayfinding signage on Tuesday and asked board members to attend to show support.

Mr. Kendrick adjourned the meeting at 9:10 am.

Respectfully Submitted,

Julian Roberts, Secretary