

Athens-Clarke County Unified Government

Review of the Boards, Authorities, and Commissions

Prepared by:
The Office of Operational Analysis
September 2016

Review of the Athens-Clarke County Unified Government Boards, Authorities, and Commissions (BACs)

Report to the Mayor and Commission
December 2016

Mayor & Commission
Unified Government of Athens-Clarke County
City Hall
301 College Avenue
Athens, Georgia 30601

Subject: Review of the Boards, Authorities, and Commissions

The Office of Operational Analysis (OA) has completed a review of the local Boards, Authorities, and Commissions. This audit was requested by the Mayor and Commission and included in the FY16 Audit Work Plan. Included in the scope of the audit was to verify the current status as active or inactive, and the goals and objectives of each entity.

The review was conducted in accordance with Generally Accepted Government Auditing Standards (GAGAS). Those standards require the audit team plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for the audit findings and conclusions. OA believes the evidence obtained and presented in this report provides a reasonable basis for the findings and conclusions based on the audit objectives.

OA appreciates the cooperation and assistance provided by the Clerk of Commission (COC) Office, as well as other county personnel, for their assistance and cooperation during this audit.

Finally, I would like to recognize the efforts of Debbie Allen (Administrative Assistant), Yuling Zhang and Sara Richey (Student Interns) of my office.

Sincerely,



Stephanie R. Maddox Internal Auditor

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EXECUTIVE SUMMARY

On September 2, 2014, the Mayor and Commission (M&C) approved an audit on the Boards, Authorities, and Commissions (hereinafter called BACs) to include assessment of their goals and operations. OA limited the review to controls related to BACs as referenced in Appendix E. Task Forces or Ad Hoc Committees are not included in this review.

SCOPE

The scope, as approved by the M&C, was to conduct the review of the Athens-Clarke County Unified Government (ACCUG) Boards, Authorities, and Commissions to include an assessment of their goals and operations.

OBJECTIVE

As part of the audit, (OA) the following items were undertaken:

1. Compile a list of all known BACs.
2. Provide a description of the BACs purpose, responsibilities, and mission. Is the mission being carried out as originally identified and if it is still relevant to the Athens-Clarke County (ACC) community today.
3. Determine if each BAC has a documented statement of purpose, authority, or responsibility.
4. Determine if periodic reports of outcomes, issues, or concerns are made available to the community, if so, through what communication method.
5. Provide a listing of current BAC members with member names, meeting information, and length of term.
6. Document the BAC vacancy appointment process.

METHODOLOGY

Several techniques were employed in this review in order to provide as much as possible a comprehensive review of the BACs. A list of major tasks undertaken during the audit follow:

- Conducted several interviews with the COC Office to obtain a list of the BACs and gain an understanding of the function, contact information, etc. that would assist OA in meeting audit objectives.
- Met with the ACC Public Information Officer to gain an understanding of the various methods that the Public Information Office (PIO) employs in assisting county departments in advertising to and communicating with the public.
- Developed and disseminated a questionnaire for the BACs, either through the U.S. Postal Service or electronically via an email address if it was made available to OA.
- Conducted internet searches and researched local newspapers for BAC announcements that perhaps were not include on the BAC list provided by the COC.
- Surveyed other governments to establish benchmarks for comparisons.
- Interviewed previous members of the Audit Committee and former Interim Internal Auditor to gain an understanding of the committee's expectations for the audit at the time it was approved.
- Prior to the conclusion of the audit, OA developed and disseminated a questionnaire for the M&C to ensure audit expectations were met before submitting the draft report.

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BACKGROUND

Like most local government communities throughout Georgia, ACC is governed not only by elected officials but also by some public, non-elected BACs. These BACs cover everything from the Arts to Solid Waste Management. For those who are perhaps interested in public service, but not in public office, serving on a BAC would provide an opportunity for citizens to become directly involved in public decision making.

Each BAC or advisory group is unique in its purpose, mission, role, duration of term, size, complexity, and responsibility. Some groups are created for a specific length of time, while others are ongoing in their assistance to the M&C. For the purpose of this report, advisory groups are intended to mean the boards, authorities, or commissions appointed to give advice only, and does not directly affect the operations of ACCUG.

These advisory groups play a particular role in creating recommendations on important community and governmental issues. The advisory groups provide an important link between the community, county departments, and the M&C. Members contribute personal and professional insight into community needs, and their opinions affect County policy and lead to improved services.

BACs created by statute are subject to the Open Meetings Act (O.C.G.A. § 50-14-1 (b), (c)) and the Open Records Act (O.C.G.A. § 50-18-70 through 77). The Open Meetings Act states, except as otherwise provided by law, all meetings shall be open to the public (Appendix B). The Open Records Act states that public records should be made available without delay.

Specifically, meeting minutes of any BAC should be promptly recorded and be open to public inspection once approved by the BAC, but no later than immediately following the next regular meeting of the BAC. However, nothing should prohibit the earlier release of minutes whether approved by the BAC or not.

According to Georgia state statutes, the Open Meetings Act and Open Records Act apply to appointed BACs at the state and local level. Further, it applies to meetings of two or more members of the same BAC to discuss matters which will foreseeably come before that BAC for action. Under the law, there are three basic requirements:

1. Meetings of public boards or commissions must be open to the public
2. Reasonable notice of meetings must be given
3. Minutes of the meetings must be taken and maintained as public record

Georgia law requires BACs to provide public notice in advance of all meetings, even emergency meetings. Notification procedures for regular meetings should be at least one week in advance of the regular meeting. For emergency meetings, notices must be posted at least 24 hours in advance and oral notification to the newspaper which serves as the legal organ for the county.

BAC Announcements and Appointment Process

As BAC appointments come available, either by term expiration or by an unexpected vacancy from the BAC, the COC prepares a media release (Appendix H) to announce the opening on the ACC COC web page approximately 14 days before the end of a BAC term. When notified, the ACC Public Information Office (PIO) takes the information and publicizes it in different ways, such as, on ACTV (government access channel) Charter Cable Channel 180 and University

Cablevision, Channel 6. An important point to note, ACTV airs 24 hours a day, 7 days a week on TV, online, and in some public space waiting areas, namely the Multi-Modal Transportation Center, the Department of Labor, the City Hall lobby, the lobby of the Satula Avenue Government Building, the Division of Family and Children's Services, and the Water Business Office.

Additional methods undertaken by PIO to advertise BAC vacancies is through postings on various social media outlets such as Facebook and Twitter and by generating a media release that goes out to more than 450 subscribers and is automatically added to the ACC homepage under News & Featured Items.

Approximately 125 people apply to serve on a BAC each year. For those inquiring about an open BAC position the COC will refer them to the associated ACC department. According to the COC Office, a media release goes out three times per year announcing vacated or expiring BAC appointments.

According to the Application for Consideration of Appointment (Appendix C), the qualifications for serving on the various BACs are:

1. Must be a county resident.
2. Must not have a felony conviction.
3. Must be a registered voter.
4. Must have no past due obligations owed by you as an individual or as owner of any business to Athens-Clarke County.

In the event an applicant does not meet all the qualifications listed on the application, the COC will still forward the application to the Mayor and Commission for review and consideration of an appointment.

Following the application deadline, the M&C will review all applications, interview applicants, and make a selection for BAC vacancies; BAC appointments are announced at the next Mayor and Commission Regular Session voting meeting.

HISTORY

According to the following ordinance adopted at the time of Unification of the City of Athens and Clarke County, the power of the commission is as follows with respect to the BACs:

(d) Except as otherwise provided by the Constitution, general or local law or this Charter, the commission may by ordinance create, change, alter, combine, abolish, consolidate and redefine the manner of appointment, membership, powers and duties of bureaus, boards, commissions, departments, divisions, authorities, offices and agencies of the unified government, including positions of public employment, and may transfer and delete functions and assign additional functions to any bureaus, offices, agencies, departments, divisions, boards, authorities, commissions and positions of public employment existing under this Charter. The commission may by ordinance transfer all the assets, liabilities and obligations thereof to a department, a division or other unit of a department of the unified government, which shall have the power, and its duty shall be to perform and exercise all the functions and powers theretofore performed and exercised by such board, commission, authority, division, agency, bureau, office, department or position of public employment.

(Ord. of 7-2-96, § 1; ; Ord. of 7-6-99, § 1; Ord. of 7-5-2000, § 1; 2002 Ga. Laws, p. 4737, § 1)

This ordinance is in accordance with the State of Georgia's status as a "home rule" state. Home Rule provides city and county governments the power to establish or dissolve local boards, authorities, and commissions that are not under the auspices of the Georgia General Assembly, Georgia law, or the Georgia Constitution. This gives the duly elected Commission the right to dissolve locally convened BACs, such as the Library Board or Keep Athens-Clarke County Beautiful, but not those required by State Law, such as the Department of Family and Children Services Board. Below are definitions of and delineation of the roles of boards, authorities, and commissions.

BACs often appear together as a group; the distinction between the three are not easily identified. Commissions and Boards are similar in nature, though most Boards convened are established at the state level, while the primary focus of Commissions is on local issues. Authorities usually manage larger projects, defined by infrastructure and government operational needs. The following descriptions of the BACs go into greater detail about their individual characteristics.

BOARDS

There are two types of boards referred to in local government operations, local boards and boards established by State law or constitution. State boards oversee functions such as placing taxable values on property, health, and elections. Boards that are local in nature serve to guide the operations of agencies with a focus on issues in the local community, such as the Clarke County Department of Family & Children's Services Board and the Board of Health. Board members may be appointed by the Mayor or Commissioners, or recommended. Such as is the case with the Keep Athens-Clarke County Beautiful Board who after reviewing applications will make a selection and forward the name of the desired applicant to the Mayor and Commission for appointment at the next Mayor and Commission Regular Session voting meeting.

Table 1

Athens-Clarke County Boards		
	Name	Purpose
1	Board of Assessors	The Board of Assessors is responsible for determining taxability, value, and equalization of all property assessments within the County.
2	Board of Elections (BOE)	BOE is responsible for accurately and impartially conducting and maintaining proper voter registration for all eligible citizens of ACC and properly administering federal, state and local elections.
3	Board of Equalization (BOEQ)	BOEQ is responsible for hearing appeals forwarded from the Board of Assessors when a property owner does not agree with the initial decision reached by the Board of Assessors.
4	Board of Health	The Clarke County Board of Health determines the health needs and resources in Clarke County, develops programs, activities and facilities responsive to those identified needs, secure compliance with the rules and regulations of the local health department and support activities/services provided by Health Department personnel.
5	Clarke County Department of Family and Children's Services (DFCS) Board	The DFCS Board is responsible for providing oversight and support of services and evaluating their effectiveness in meeting the mission of the agency.
6	Construction Board of Appeals	The Construction Board of Appeals is responsible for hearing appeals of decisions and interpretations of the building official and considering variances to technical codes.
7	Hearings Board	The Hearing Board hears requests for variances from Zoning & Development Standards, the Environmental Areas ordinance, the Flood Protection Ordinance, the Sign Ordinance and the Community Tree Management Ordinance, as well as appeals of staff interpretations.
8	Keep Athens-Clarke County Beautiful Advisory Board (KACCB)	KACCB's mission is to educate and empower citizens and businesses with the resources to take action as environmental stewards of litter prevention, waste reduction, and beautification.
9	Library Board	The Library Board assists the library with ongoing operations.
10	Region 2 Mental Health, Developmental Disabilities and Addictive Diseases Regional Planning Board	Identifies community needs and gaps in the current behavioral health and developmental disabilities service system and recommends priorities.

AUTHORITIES

Authorities created by local government accomplish specific objectives, projects, or missions that are for public purposes and in the public interest.

Local governments create authorities as a means of providing a wide range of services to their citizens and have used them in increasing numbers to deliver services. The 1992 Census of Governments notes that Authorities are by far the most rapidly growing type of government. Realizing the ever-increasing role Authorities play in service delivery at the local government level, the General Assembly passed the Local Government Authorities Registration Act (O.G.G.A. 36-80-16) during the 1995 legislative session. This act requires local government authorities to register annually with the Department of Community Affairs (DCA) beginning January 1, 1996. See Appendix J (pages 118-133) for information related to the ACC authorities that have registered for 2016.

Under Georgia Statute, local government authorities can be created in three ways: by

1. General enabling act
2. Local laws
3. Constitutional Amendments

Cities or counties are authorized to create Authorities through general enabling legislation by passing an ordinance or resolution. The majority of authorities registered with the Department of Community Affairs (DCA) fall into this category.

Other authorities are formed under local law, to create a single, unique local government authority. Some authorities are created through this means even if there is a general enabling statute available. The third possible method of creating a local government authority is through a Constitutional Amendment. These are similar to local laws; however, they must be approved by the voters of the affected jurisdiction and, as such, are included in the Constitution. Authorities can no longer be created by Constitutional Amendment, but there are some existing authorities that were created this way. Most of the constitutionally created authorities are development authorities.

As mentioned earlier, local government authorities are established to carry out a specific public purpose. These purposes can include economic development, hospital operations, housing, or the operation of the water and sewer system.

Table 2

Athens-Clarke County Authorities		
	Name	Purpose
1	Athens Downtown Development Authority (ADDA)	ADDA's mission is to promote, to maintain, and to enhance a safe and economically viable central business district by focusing both public and private resources on the fulfillment of downtown's potential to benefit the entire community.
2	Athens-Clarke County Downtown Development Authority (ACC DDA)	Serves as a liaison between the downtown business community and Athens-Clarke County Government to create and sustain a vital Central Business District. Coordinates planning and implementation of public facilities and assist private investors and individual businesses.
3	Athens-Clarke County Industrial Development Authority (IDA)	IDA is responsible for expanding and developing industry in Athens-Clarke County; issues bonds to help large, out-of-town businesses relocate to Athens-Clarke County.
4	Athens-Clarke County Land Bank Authority	The Land Bank Authority's purpose is to acquire the tax delinquent properties of the County in order to foster the public purpose of returning land which is in a nonrevenue-generating, nontax-producing status to effective utilization status in order to provide housing, new industry and jobs for citizens of the County.
5	Athens-Clarke County Public Facilities Authority (PFA)	PFA oversees imminent domain and revenue bonds for infrastructure projects requiring funds outside the general fund of Athens-Clarke County.
6	Clarke County Airport Authority	The Airport Authority oversees the operation of the airport, including policies of safety, personnel, and the budget, as well as seeking federal and state funding for maintenance and improvements. Additionally, the board ensures the airport is following FAA guidelines and meeting community needs, present and future.
7	Classic Center Authority for Clarke County (CCA)	CCA's mission is to develop and promote the cultural growth, public welfare, education, and recreation of the people of ACC and the state, including the acquisition and construction of buildings and related facilities. Acts as the planning and operations policy board for the Classic Center and all related properties, functions and enterprises.
8	Development Authority of the Unified Government of ACC	Develop and promote, for the public good and the general welfare, trade, commerce, industry, and employment opportunities in Athens-Clarke County.
9	Georgia's Innovation Corridor Joint Development Authority	is responsible for pursuing biotechnology development along the Georgia Highway 316 corridor, the four-lane highway connecting Athens to Atlanta.
10	Hospital Authority of Clarke County Georgia	The hospital authority works to ensure that healthcare needs of the area are being met and to plan for the hospital's future growth strategically.
11	Housing Authority of the City of Athens, Georgia (AHA)	AHA mission is to provide secure, affordable and quality housing and resources which encourage and sustain independence for wage earners, elderly and families.
12	Joint Development Authority of Northeast Georgia (JDANEG)	A multi-county group created to promote and to expand industry and trade within its seven-county area. Its members participate in regional efforts and partnerships intended to attract new industry and provide increased employment opportunities for its residents.
13	Northeast Georgia Regional Solid Waste Management Authority (NEGRSWA)	NEGRSWA meets quarterly and is involved in planning, education, and research related to solid waste topics on a regional level.
14	Residential Care Facilities for the Elderly Authority of Athens-Clarke County (RCFE)	RCFE provides facilities for comprehensive services required by elderly persons in a single location (residential care and services in skilled nursing homes, intermediate care homes, and personal care homes).
15	Solid Waste Management Authority of Athens Clarke-County Georgia (SWMA)	SWMA is responsible for the financing of projects as provided by the Regional Solid Waste Management Authorities Act for the public good and general welfare of Athens-Clarke County and to promote the general welfare of the State of Georgia.
16	Upper Oconee Basin Water Authority	Authorized to secure governmental permits, licenses, and approval to proceed with the design, financing, acquisition, and construction of reservoirs and related improvements. In return, the Authority is obligated to deliver an allocation of water supply to each member based on population ratios and water consumer count at the time the legislation was enacted.

COMMISSIONS

In this context, “Commission” does not include the elected members of the ACC Commission. Commissions are advisory groups established both regionally and locally. Commission members are not elected but appointed. At the local level, many commissions focus on local land use and construction planning and will advise elected officials on the status of ongoing projects and operations.

Georgia law provides that all cities and counties participate in a regional commission. A Regional Commission is a regional planning organization created and managed under Georgia law to provide technical and planning assistance to its member local governments. There are 12 Regional Commissions in Georgia. An example of a regional commission in ACC is the NE Georgia Regional Development Commission (NEGRC) which serves 12 counties and 54 municipal governments in NE Georgia.

Table 3

Athens Clarke-County Commissions		
	Name	Purpose
1	Athens Cultural Affairs Commission (ACAC)	ACAC is charged with advising ACCUG on cultural affairs and aesthetic development of the built environment in accordance with provisions of planning, programming, procurement, installation, operation, and maintenance of public art projects and artworks.
2	Commission on People with Disabilities (CPWD)	CPWD is a community partnership designed to encourage the participation of people with disabilities into vocational training leading to supportive employment.
3	Historic Preservation Commission (HPC)	HPC meets monthly to discuss pending or potential historic designations for sites or districts within Athens-Clarke County. They review applications for Certificates of Appropriateness, as well as deliberates and make recommendations to the Mayor and Commission regarding the protection of historic resources in Athens-Clarke County.
4	Northeast Georgia Regional Commission (NEGRC)	NEGRC serves 12 counties and 54 municipal governments in the Northeast Georgia Region. This commission acts as a resource for local governments in their area in a variety of specialized areas, such as local government planning, economic development, grant preparation, administration, job training, and aging services.
5	Northeast Georgia Surface & Air Transportation Commission	This Commission is no longer in operation but was responsible for planning a regional airport designed to relieve Atlanta Hartsfield- Jackson Airport.
6	Oconee Rivers Greenway Commission (ORGCC)	ORGCC is responsible for developing the plan, including guidelines for implementation, for a river-oriented greenway system within Athens-Clarke County.
7	Overview Commission	The Overview Commission is charged with reviewing the operation of the unified government. Such evaluation shall be completed every ten (10) years, starting in 2010, or sooner if determined to be necessary by a majority vote of the commission.
8	Planning Commission	The Planning Commission deliberates and makes recommendations to the Mayor & Commission regarding Planned Development requests, Special Use requests, Rezoning requests, the Planning & Zoning Code, the Comprehensive Plan and other planning and development-related matters.

SUMMARY

Between November 2014 and January 2016, the Office of Operational Analysis (OA) conducted research and analysis of over 30 BACs. The first working document for research was a report provided by the COC (Appendix A). This document provided an outline in which each entity was researched.

OA worked from the list provided by the COC to look for specific details about each BAC as well as conducting research to make sure there were no BACs left off the list. OA discovered, one BAC, the Athens Cultural Affairs Commission (ACAC), was the only BAC not included on the list provided by the COC. Next, OA developed a questionnaire and mailed it to every address on record to retrieve additional information from each BAC. If no address was available and an email address was available, OA emailed an electronic questionnaire. The questionnaire (Appendix D) included questions on the following topics:

1. The BACs mission statement and purpose
2. The members serving on the BAC
3. Meeting schedule, time, and location
4. Contact information

Of the 34 BACs identified, 50% (17) provided a complete or partial response to our questionnaire. Staff verified information reported by the BACs by: reviewing statutes, board minutes, and other information sources; following up on discrepancies to the extent possible; and researching web pages that may show board, meeting, or required work product information.

Numerous attempts were made to contact the 17 BACs that did not respond to the request for information (Appendix G). The information in this report for the 17 BACs comes from OA staff conducting internet searches and from other available public sources.

OA also conducted benchmarking with other communities to gauge ACC's approach to posting and announce BAC appointments, including the ease of access and how information is delivered to the community. These comparisons provided ideas on other ways to invite public participation. Both in-state and out-of-state communities were sampled to ensure against sample bias related to regional trends as well as a comparison to communities surrounding ACC.

BENCHMARK COMMUNITIES

OA conducted benchmarking (measuring standards against similar communities) and examined public information on BACs as listed on ten municipal websites with the purpose of providing a baseline of credible information about how ACC stands in comparison. Three Georgia cities were chosen to guard against regional trends, as they are in different areas of the state. The remaining out-of-state cities were chosen based on their demographic similarities to ACC. The benchmark results are documented in Table 4.

A specific set of best practices was identified and contrasted with those currently used at ACC. The best practices identified were as follows:

- Web page solely dedicated to BACs
- Description of BACs purpose, responsibilities, and term length
- Listing of BAC members with dates of appointments and term expiration dates

Table 4

Benchmark Results Comparing ACC to Similar Demographics							
	Community	Who has Oversight for BACs?	BACs listed on Website	Purpose of the BAC Listed?	Advertising Methods	Application Available Online?	Application Submission Online?
1	Athens-Clarke County	Clerk of Commission	No*	No	Online, local TV	Yes*	Yes
2	Brunswick, Georgia	City Clerk	Yes	Yes	Newspaper	No (must submit letter of interest)	No
3	Chapel Hill, North Carolina	Communications & Public Affairs Department	Yes	Yes	Online	Yes	Yes
4	Columbia, Missouri	City Clerk	Yes	Yes	Online	Yes	Yes
5	Columbia, South Carolina	Office of the City Clerk	Yes	Yes	Online	Yes	No
6	Fayetteville, Arkansas	The City Clerk's Office	Yes	Yes	City website, Facebook, Gov't TV Channel	Yes	No
7	Florence, Alabama	Mayor/Council Office	Yes	Yes	Online, local TV, Council agendas on website	Yes	No
8	Floyd County Georgia	Office of the County Clerk	Yes	No	Media release from PIO	"Citizen Profile Sheet"	No
9	Gainesville, Florida	Clerk of Commission	Yes	Yes	Online, local TV	Yes	Yes
10	Macon-Bibb County, Georgia	Not identified	No	No	Not identified	No	No
11	Sandy Springs, Georgia	City Clerk	Yes	Yes	N/A: vacancies not advertised	Online interest form	Yes

*Athens-Clarke County – BACs are listed on the county website three times a year when there is a sufficient number of vacancies to schedule interviews.

Explanation of Criteria

- A web page dedicated to BACs:** Website has a devoted page for BACs.
- Description of BAC purpose and responsibility:** Brief narrative explanation of purpose, mission, and goals; or listed as a hyperlink for individual BAC websites.
- BAC Composition:** Detailed information on the number of members required, term length, and any professional prerequisites for appointees, etc.
- BAC advertising methods and appointment process:** Protocol and process for appointing candidates; appointment application available online.

Benchmark results reveal that nine out of ten (90%) communities provide a list of BACs on their website. Eight out of ten (80%) communities listed the BACs purpose and provided an online application. Communities as small as Brunswick, Georgia displayed BAC information on their homepage, complete with a list of members and length of term. Gainesville, FL, which is close in size and demographics to Athens-Clarke County has a dedicated area on their website for BAC information. Also included on their website is service requirements, term length, and a list of current BAC members.

Another important consideration is the ease by which individuals can apply for appointments. There was some variability between the benchmark communities; eighty percent (80%) of the communities made an electronic application available online. However, only forty percent (40%) of the communities allowed applications to be submitted electronically. For the remaining cities, individuals were required to print the application and submit it by mail or deliver it in person.

Macon-Bibb County, the only benchmark community that was a consolidated city-county government, does not include BAC information on their website, nor did they respond to several contact attempts. Conversely, Gainesville, FL, provides an *Advisory Board Participation Handbook* for new BAC members. The guide outlines, rules of governance, voting, quorums, and other information regarding service.

Table 5

Benchmark Results Comparing ACC to Local Area Counties							
	Community	Who has Oversight for BACs?	BACs listed on Website	Purpose of the BAC Listed?	Advertising Methods	Application Available Online?	Application Submission Online?
1	Athens-Clarke County	Clerk of Commission	No*	No	Newspaper, Online, local TV	Yes*	Yes
2	Barrow County**	County Clerk	Yes	Yes	No	No	No
3	Jackson County***	Manager's Office	No	No	Commissioners spread the word	No	No
4	Madison County	Chair, Board of Commissioners	No	No	No	No Application	No
5	Oconee County	County Clerk	Yes	No	Newspaper	Yes	Yes
6	Oglethorpe County	Administrator, Board of Commissioners	No	No	Newspaper	No	No

*Athens-Clarke County – BACs are listed on the county website three times a year when there is a sufficient number of vacancies to schedule interviews.

**Barrow County - According to the County Clerk, BAC appointment recommendations come from each respective BAC.

***Jackson County's website is being updated. Beginning January 2017 all BAC information will be available online.

The application will also be available online with online submission.

Benchmark results for the communities surrounding Athens-Clarke County have similarities relating to promoting BAC vacancies. For example, both Jackson and Madison County do not provide any information relating to BACs on their website. Also, upcoming vacancies are not announced through a media release nor in the newspaper. For these two counties, BAC selections are based on personal invitations from a BAC member and appointments are usually handled by word of mouth.

Oconee County was the most similar to ACC when communicating vacancies to the community. However, it is important to note that Oconee County maintains a BAC presence on their county website all the time with details for each BAC listed on the site. ACC prepares a media release only when there are upcoming BAC vacancies. After the applications have been reviewed, interviews conducted, and appointments made, the BAC information is removed from the ACC COC web page until the next time it is necessary to announce vacancies.

Madison County General Policy, Section 2D, “County Board of Commissioners shall on the 1st Monday of February each year, publish in the legal organ a listing of all Commissions, Boards, Authorities and Councils with a current member listing – also post a listing of all vacancies that will occur during that calendar year for each.” (Appendix I)

OA contacted the Madison County Clerk’s Office for the purpose of verifying the policy. Staff conducted a telephone conversation with the Chair of the Madison County Board of Commissioners who stated that there is no application and BAC vacancies are not advertised. Further, BAC vacancies are rare; if there is a vacancy, the Commissioners make an attempt to find someone to fill the BAC position.

FINDINGS AND RECOMMENDATIONS

The audit report contains five recommendations for the Audit Committee to consider.

1. Currently, general information about individual BACs is not available to the public online unless there is a vacancy. The ACC web page for BACs normally reads “There are no vacancies on various Boards, Authorities, and Commissions at this time. Please contact the Clerk of Commission Office for further questions (706) 613-3031. The only general information about individual BACs made available online is for those BACs that have upcoming vacancies.

Recommendation

Create an online presence for all BACs. Each web page should include but is not limited to governing charter, names of persons serving on each BAC, the effective date of appointment, and the expiration of the term of appointment, attendance requirements, and contact information. Develop and maintain a BAC listing on the ACC website.

- a) Provide online public access to BAC information even when vacancies do not exist.
- b) Develop a comprehensive list of all BACs and links to further information about each BAC.
- c) Continue using the online BAC application when openings are available.

2. Overall, the BACs do not each provide the same level of information related to- the disclosure of meeting schedules, transparency of purpose, and accomplishments of intended objectives.

Recommendation

Standardize information for all BACs.

- a) Establish a policy that requires all BACs to submit an annual update to the COC relating to any changes in membership, meeting information, and goals and objectives, etc.
- b) Require BACs identify a member to work with the PIO to determine the best option for complying with the Georgia Open Meetings Act and Georgia Open Records Act.

3. Currently, BAC vacancies and positions that are scheduled to become vacant are announced 14 days before the term expiration. Interviews are normally scheduled one week later with appointments announced at the next Mayor and Commission Regular Session voting meeting. The entire process averages 30 days. Below is an example a Media Release issued on June 3, 2016 (Appendix H).

Media Release	June 3
Application deadline	June 17
Interviews	June 28 (only date)
Appointment announcement	July 5

Thirty days is not a sufficient or ideal timeframe for community members to respond to BAC positions of interest. A variety of conflicts could occur preventing individuals from being available for an interview, which is only scheduled for one day. Examples of conflict for community members could include but not limited to:

- a) Previously scheduled vacations
- b) Employment commitments
- c) Family obligations

Recommendation

- a) Announce BAC vacancies at least 30 days prior to term expiration or position availability.
- b) Offer more than one day of interviews for individuals interested in serving on a BAC.

4. It is difficult to find evidence that all BACs fully follow the Georgia Open Meetings Act and Georgia Open Records Act. Under these acts, meetings of two or more members of a BAC to discuss business matters must be:

- (1) Open to the public
- (2) Advertised to the public
- (3) Minutes (written) taken and recorded

OA staff could not locate specific information for several BACs, including meeting information, contact information, meeting notices, or meeting minutes.

Recommendation

- a) A calendar of scheduled meetings and/or any scheduled special meetings, noting the time and place of said meetings.

- b) Require BACs meeting notices be in compliance with the Georgia Open Meetings Act and Open Records Act for meeting notification and for records requests.
- c) Require meeting minutes be kept in writing and made available to the public.

5. Create a citizen advisory handbook that will help the community better understand the responsibilities associated with serving on a BAC to include, but not limited to, rules that govern BACs, Georgia's Open Records Act and Open Meetings Act, understanding the relationship between the BAC and Staff, attendance requirements, setting goals and objectives, and common rules of order for conducting meetings.

CONCLUSION

Citizen advisory groups remain the primary process for involving residents in the democratic decision-making process. They perform a critical role by advising the policy-making body on important and complex issues. These groups provide an opportunity for individual citizens to share their opinions and perspectives, and to formulate recommendations in a focused, small group format.

The Pew Research Center reports that newspaper readership has declined nationwide from 62 million to 44 million between 1990 and 2014. There has been a 10% decline in just the last decade. In 2012, 50% of American citizens were accessing news through digital means. Television news access dropped by 13%. This data indicates that more citizens are seeking news and information from the internet. Increasing the visibility of BACs and providing readily available information will ensure that all citizens who wish to participate will be able to do so.

ATHENS-CLARKE COUNTY UNIFIED GOVERNMENT
Review of the Boards, Authorities, and Commissions – Manager’s Response

AUDITOR’S RECOMMENDATION	RESPONSIBILITY Primary / Secondary/Tertiary (M&C, Manager, Dept.)	IMPLEMENTATION TIME FRAME Start / Completion	ACTIONS TO BE TAKEN / PLANNED TO BE IMPLEMENTED
<p>1. Currently, general information about individual BACs is not available to the public online unless there is a vacancy. The ACC web page for BACs normally reads “There are no vacancies on various Boards, Authorities, and Commissions at this time. Please contact the Clerk of Commission Office for further questions (706) 613-3031. The only general information about individual BACs made available online is for those BACs that have upcoming vacancies.</p>			
<p>RECOMMENDATIONS</p> <p>Create an online presence for all BACs. Each web page should include but is not limited to: governing charter, names of persons serving on each BAC, the effective date of appointment, and the expiration of the term of appointment, attendance requirements, and contact information. Develop and maintain a BAC listing on the ACC website.</p> <p>a) Provide online public access to BAC information even when vacancies do not exist.</p> <p>b) Develop a comprehensive list of all BACs and links to further information about each BAC.</p> <p>c) Continue using the online BAC application when openings are available.</p>			<p>Manager’s comment:</p> <p>Do not disagree. There may be some missing committees from the overall list, including the SPLOST Oversight Committee, the Rails to Trails Committee, etc who have citizens appointed to these groups. Also, should we not also recognize commissioner-comprised committees such as the Government Operations Committee and the Legislative Review Committee?</p>

2. Overall, the BACs do not each provide the same level of information related to- the disclosure of meeting schedules, transparency of purpose, and accomplishments of intended objectives.

RECOMMENDATIONS			Manager's comment:
<p>Standardize information for all BACs.</p> <p>a) Establish a policy that requires all BACs to submit an annual update to the COC relating to any changes in membership, meeting information, and goals and objectives, etc.</p> <p>b) Require BACs identify a member to work with the PIO to determine the best option for complying with the Georgia Open Meetings Act and Georgia Open Records Act.</p>			<p>b. This has been the Attorney's Office's responsibility to provide periodic trainings on the law. The Public Information Officer may not be well-suited to assure compliance with the law. The PIO has not had any interaction with this process, as such requests go through the Clerk's Office.</p>

3. Currently, BAC vacancies and positions that are scheduled to become vacant are announced 14 days before the term expiration. Interviews are normally scheduled one week later with appointments announced at the next Mayor and Commission Regular Session voting meeting. The entire process averages 30 days. Below is an example a Media Release issued on June 3, 2016 (Appendix H).

Media Release	June 3
Application deadline	June 17
Interviews	June 28 (only date)
Appointment announcement	July 5

Thirty days is not a sufficient or ideal timeframe for community members to respond to BAC positions of interest. A variety of conflicts could occur preventing individuals from being available for an interview, which is only scheduled for one day. Examples of conflict for community members could include but not limited to:

- a) Previously scheduled vacations
- b) Employment commitments
- c) Family obligations

RECOMMENDATIONS			Manager's comment:
<p>a) Announce BAC vacancies at least 30 days prior to term expiration or position availability.</p> <p>b) Offer more than one day of interviews for individuals interested in serving on a BAC.</p>			<p>Will defer to Clerk on this recommendation.</p>

4. It is difficult to find evidence that all BACs fully follow the Georgia Open Meetings Act and Georgia Open Records Act. Under these acts, meetings of two or more members of a BAC to discuss business matters must be:

- (1) Open to the public
- (2) Advertised to the public
- (3) Minutes (written) taken and recorded

OA staff could not locate specific information for several BACs, including meeting information, contact information, meeting notices, or meeting minutes.

RECOMMENDATIONS			Manager's comment:
<ul style="list-style-type: none">a. A calendar of scheduled meetings and/or any scheduled special meetings, noting the time and place of said meetings.b. Require BACs meeting notices be in compliance with the Georgia Open Meetings Act and Open Records Act for meeting notification and for records requests.c. Require meeting minutes be kept in writing and made available to the public.			<p>b. This is already required by law so is this recommendation really needed?</p> <p>c. Currently the minutes are kept in respective departments. Should there be some retention limit...i.e. 5 years?</p>

5. Create a citizen advisory handbook.

RECOMMENDATION			Manager's comment:
Create a citizen advisory handbook that will help the community better understand the responsibilities associated with serving on a BAC to include, but not limited to, rules that govern BACs, Georgia's Open Records Act and Open Meetings Act, understanding the relationship between the BAC and Staff, attendance requirements, setting goals and objectives, and common rules of order for conducting meetings.			Agreed that this is a good idea. The Manager's Office will compile this handbook in tandem with a Mayor and Commissioner handbook in the works.

ATHENS-CLARKE COUNTY UNIFIED GOVERNMENT
Review of the Boards, Authorities, and Commissions – Clerk of Commission Response

AUDITOR'S RECOMMENDATION	RESPONSIBILITY Primary / Secondary/Tertiary (M&C, Manager, Dept.)	IMPLEMENTATION TIME FRAME Start / Completion	ACTIONS TO BE TAKEN / PLANNED TO BE IMPLEMENTED
<p>1. Currently, general information about individual BACs is not available to the public online unless there is a vacancy. The ACC web page for BACs normally reads “There are no vacancies on various Boards, Authorities, and Commissions at this time. Please contact the Clerk of Commission Office for further questions (706) 613-3031. The only general information about individual BACs made available online is for those BACs that have upcoming vacancies.</p>			
RECOMMENDATIONS Create an online presence for all BACs. Each web page should include but is not limited to governing charter, names of persons serving on each BAC, the effective date of appointment, and the expiration of the term of appointment, attendance requirements, and contact information. Develop and maintain a BAC listing on the ACC website. a) Provide online public access to BAC information even when vacancies do not exist. b) Develop a comprehensive list of all BACs and links to further information about each BAC. c) Continue using the online BAC application when openings are available.	Clerk Clerk Clerk	Nine months Covered in a) Agreed	Commissioner Wright made a similar suggestion some months ago. We will undertake this project within the next year.

2. Overall, the BACs do not each provide the same level of information related to- the disclosure of meeting schedules, transparency of purpose, and accomplishments of intended objectives.

RECOMMENDATIONS

Standardize information for all BACs.

- a) Establish a policy that requires all BACs to submit an annual update to the COC relating to any changes in membership, meeting information, and goals and objectives, etc.
- b) Require BACs identify a member to work with the PIO to determine the best option for complying with the Georgia Open Meetings Act and Georgia Open Records Act.

Mayor & Commission

This will require action of the Mayor and Commission. Changes in membership should be reported to the Clerk's office at the time of occurrence.

The PIO does not work with open meetings/records compliance. The staff liaison can obtain guidance from ACC Attorney Berryman as needed. It should be noted 15 of the BACs have their own attorney who provides counsel.

3. Currently, BAC vacancies and positions that are scheduled to become vacant are announced 14 days before the term expiration. Interviews are normally scheduled one week later with appointments announced at the next Mayor and Commission Regular Session voting meeting. The entire process averages 30 days. Below is an example a Media Release issued on June 3, 2016 (Appendix H).

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- a) Previously scheduled vacations
- b) Employment commitments
- c) Family obligations

RECOMMENDATIONS

- a) Announce BAC vacancies at least 30 days prior to term expiration or position availability.
- b) Offer more than one day of interviews for individuals interested in serving on a BAC.

Clerk

Already in place

Mayor & Commission

Mayor and Commission will need to decide if they wish to interview more than one day.

4. It is difficult to find evidence that all BACs fully follow the Georgia Open Meetings Act and Georgia Open Records Act. Under these acts, meetings of two or more members of a BAC to discuss business matters must be:

- (1) Open to the public
- (2) Advertised to the public
- (3) Minutes (written) taken and recorded

OA staff could not locate specific information for several BACs, including meeting information, contact information, meeting notices, or meeting minutes.

RECOMMENDATIONS			
a. A calendar of scheduled meetings and/or any scheduled special meetings, noting the time and place of said meetings.			Each BAC should have a designated party to ensure meetings are properly posted for the public.
b. Require BACs meeting notices be in compliance with the Georgia Open Meetings Act and Open Records Act for meeting notification and for records requests.			This is already covered under state law.
c. Require meeting minutes be kept in writing and made available to the public.			This is already covered under state law.

5. Create a citizen advisory handbook.

RECOMMENDATION			
Create a citizen advisory handbook that will help the community better understand the responsibilities associated with serving on a BAC to include, but not limited to, rules that govern BACs, Georgia's Open Records Act and Open Meetings Act, understanding the relationship between the BAC and Staff, attendance requirements, setting goals and objectives, and common rules of order for conducting meetings.	Clerk/Manager/Attorney	One year	Manager Williams has prepared a draft of Roles and Expectations for Advisory Committees to the Mayor and Commission. We will provide this information to the newly/reappointed members in December 2016. We will also include the information in the next advertisement packet. A copy will be provided to the department liaisons and ask that they share with the respective BAC.



December 21, 2016

Mayor & Commission
Unified Government of Athens-Clarke County
City Hall
301 College Avenue
Athens, Georgia 30601

Re: Response to Manager's Office & Clerk of Commission Comments –
Boards, Authorities and Commissions Audit

As a direct response to comments from the Manager's Office and the Clerk of Commission, the Office of Operational Analysis (OA) offers these findings for consideration. In order to approximate the experience of ACC residents seeking information about Boards, Authorities and Commissions (BACs), our office first pursued information through the county website and additional sources and then attempted to contact all 34 BACs by phone or email in order to assess their relative compliance with the Georgia Open Records Act and Open Meetings Act. OA received responses from 14 BACs.

The ACC Attorney's Office confirmed that training is provided to the Historic Preservation Commission, Planning Commission, and Hearings Board. Guidance regarding compliance with the Georgia Open Records Act and Open Meetings Act is also available for the other BACs upon request. However, inquiries for counsel are not made and as a result active oversight of BACs does not occur.

In pursuing information regarding the meetings, minutes, agendas, and points of contact for the various Boards, Authorities and Commissions there were challenges in locating the specific items from an individual source. In all 34 cases, it involved using a combination of the ACC event calendar, the county directory, a BAC operated webpage, Google, or various links provided on the ACC website's homepage that in some cases generated untraceable paths. In contacting the various BACs, inconsistencies in the method of posting meeting information were confirmed in 10 of 14 respondents. These inconsistencies speak to the need for a single point of reference for those seeking information about the BACs in ACC. All respondents acknowledged deficiencies in current level of compliance with transparency requirements and exhibited a willingness to improve current practices. All respondents were forthcoming with information regarding BAC meeting times and the availability of meeting minutes and agendas. Two respondents stated that general members of the public rarely attend their meetings, therefore they do not feel the distribution of their meeting minutes or agendas to the public are necessary.

Ideally, BACs would provide a consistent level of information to the public. Our inquiry showed that the accessibility of information to the public varied among BACs supported by ACC Departments. For example, the Leisure Services Department provides support to the Oconee Rivers Greenway Commission (ORGC) and the Athens Cultural Affairs Commission (ACAC). ORGC posts meeting times, minutes and agendas to a webpage on the ACC website as well as its own. ACAC operates its own website but does

OFFICE OF OPERATIONAL ANALYSIS

301 College Avenue • Athens, Georgia 30601 • (706) 613-3012

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Mayor & Commission
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not post meeting schedules, agendas, or minutes on the ACC website. It does however post meeting times and locations to the ACC calendar.

It was found that while all 14 BACs record their meeting minutes, nine do not make them available online. Two do not provide or allow electronic releases, but require the public to come to their designated office to view files. For many who do post meeting minutes the timing of availability is irregular. Meeting agendas are handled in a similar manner. Without a specific request, many BACs are without direction to proactively disseminate information regarding their meetings that improved oversight would provide.

The BACs within the Planning Department stand out as the ideal template for other BACs to follow. They are the most compliant with the Georgia Open Records and Georgia Open Meetings Act. Planning Commission, housed under the Planning Department, discloses meeting schedules, agendas, and minutes on the ACC website and calendar. These BACs also house a coordinator responsible for distributing meeting agendas, minutes, times, locations, and any changes that may arise.

Today's citizens and stakeholders expect immediacy of information made available around the clock. In the spirit of keeping pace with the changing needs of the community, it is imperative that the availability of BAC information is improved. People today expect service and information through the most convenient communication channel for them at any given time. ACC Departments can take the critical step of providing the community with highly effective self-service via the Web. With Web self-service (allowing visitors to find answers online from any device), residents can quickly and easily pinpoint the information they need without assistance. In the past a community member may have made an inquiry by phone or an in-person visit, however, reliance on a website or even an app is becoming increasingly common in local government. Regardless of the chosen method, the community will come to expect consistent, accurate, and up-to-date information available at all times. A single, easy-to-find answer may meet the needs of thousands of community members simultaneously. This kind of scalability is especially valuable to individuals perhaps interested but unaware of the various missions, goals and objectives of each BAC prior to submitting an application for a BAC appointment.

As an immediate approach of addressing the inconsistencies with BAC information accessible to the community the Public Information Office (PIO) has indicated there is a means by which BACs would be able to post meeting minutes and agendas, but would require some training provided by PIO staff. This would create a central location for BAC meeting information for interested parties. Additionally, a dedicated webpage for each BAC that included details from the forthcoming citizen advisory handbook would further improve public knowledge of BAC functions and responsibilities.

Sincerely,



Stephanie R. Maddox
Internal Auditor

Cc: Bill Berryman, Attorney
Robert Hiss, Assistant Manager
Jestin Johnson, Assistant Manager

Jean Spratlin, Clerk of Commission
Blaine Williams, Manager

APPENDIX

Appendix A

AIRPORT AUTHORITY

Overseeing the operation of the airport which includes policies of safety, personnel, budget; following of FAA guidelines as well as seeking federal and state funding for maintenance and improvements; insuring the airport meets community needs, present and future.

ATHENS DOWNTOWN DEVELOPMENT AUTHORITY

"...The purpose of said authority shall be the redevelopment of the Downtown Athens Area, and said authority shall have the power to employ engineers and planners, and other agents and professional services as it may deem necessary, to contract for the construction, remodeling and altering of buildings, and to contract for the construction, reconstruction, altering, changing and closing of streets, sidewalks, passageways and alleys."

ATHENS HOUSING AUTHORITY

Establishment of policy and direction
Review and approval of budgets and financial records
Hiring and evaluation of the executive director

Commissioners are governed by strict, federal conflict of interest regulations and are prohibited from doing business with the authority until one year after their last date of service.

ATHENS-CLARKE COUNTY (INDUSTRIAL) ECONOMIC DEVELOPMENT AUTHORITY

Encourage and promote the expansion of business and industry in Athens-Clarke County and to participate in the development of a long-range plan therefor with the Unified Government and Chamber of Commerce.

ATHENS-CLARKE COUNTY LIBRARY BOARD

MAJOR DUTIES/RESPONSIBILITIES: (Trustee Job Description from the 1996 edition of the Georgia Public Library Trustees Handbook)

The issues and decisions involved in the administration of the modern public library are varied and complex. Trusteeship is not only an honorary position; it is also a working relationship with the community, library staff, and fellow trustees.

Trustees must devote a great deal of time and express a high level of interest to fulfill their duties. Commitment is the primary qualification for those who serve on the board.

Effective boards consist of informed, dedicated citizens who represent a cross-section of the community. There is a direct correlation between the quality of library service a community is provided and the knowledge, capability, and enthusiasm of its board members.

Appendix A

HEARINGS BOARD

Review of all variances not subject to the Staff Review Process.
Final plat approval for Master Planned Developments.
Appeal of a staff decision or interpretation.

BOARD OF ELECTIONS

Powers and duties of election superintendents relating to the conduct of primaries and elections pursuant to the provisions of Title 21 of the O.C.G.A.

Powers and duties of the board of registrars relating to the registration of voters and absentee balloting procedures pursuant to the provisions of Title 21 of the O.C.G.A.

BOARD OF HEALTH

Determine the health needs and resources of its jurisdiction by research and by collection, analysis, and evaluation of all data pertaining to the health of the community

Develop, in cooperation with the department, programs, activities, and facilities responsive to the needs of its area

Secure compliance with the rules and regulations of the department that have local application

Enforce, or cause enforcement of, all laws pertaining to health unless the responsibility for the enforcement of such laws is that of another agency

Support activities/services provided by personnel of Health Department

CLASSIC CENTER AUTHORITY

Acts as the planning and operations policy board for the Classic Center (Civic Center) and all related properties, functions and enterprises.

CONSTRUCTION BOARD OF APPEALS

Hear appeals of decisions and interpretations of the building official and consider variances of the technical codes.

DEPARTMENT OF FAMILY & CHILDREN SERVICES

Acquire an understanding of DFACS services and programs and be prepared to interpret the objectives and goals of DFACS to local citizens.

Present DFACS programs to local officials as a good investment in enhancing and supplementing state funded programs, and to set standards for the expenditure of county funds.

Advocate for DFACS and assist in improving the image of DFACS in the community.

Appendix A

HISTORIC PRESERVATION COMMISSION

Inventory historic resources
Recommend historic designations to ACC Commission
Review certificate of appropriateness applications
Recommend to ACC Commission financial and/or other incentives to encourage preservation
Perform historic preservation activities as the official agency of Athens' Preservation Program
Conduct educational programs
Seek state & federal funds for historic preservation

REGION TWO MENTAL HEALTH, DEVELOPMENTAL DISABILITIES AND ADDICTIVE DISEASES BOARD

(Serving: Columbia, Lincoln, McDuffie, Richmond, Taliaferro, Warren, Wilkes, Burke, Emanuel, Glascock, Jefferson, Jenkins, Screven, Barrow, Clarke, Elbert, Greene, Jackson, Madison, Morgan, Oconee, Oglethorpe and Walton Counties)

Plan and submit Annual Report for East Central Mental Health, Developmental Disabilities and Addictive Diseases Region.

NORTHEAST GEORGIA REGIONAL DEVELOPMENT CENTER

Regional development for City and County Governments of Barrow, Clarke, Elbert, Greene, Jackson, Madison, Morgan, Oconee, Oglethorpe, Walton, Jasper and Newton Counties.

PLANNING COMMISSION

Prepare a master plan or parts thereof for the development of Athens-Clarke County.

Prepare and recommend for adoption to the Mayor and Commission of Athens-Clarke County a zoning ordinance or resolution and map for its political jurisdiction.

Prepare and recommend for adoption to the Mayor and Commission of Athens-Clarke County regulations for the subdivision of land within Athens-Clarke County, AR Districts and to administer the regulations that may be adopted.

Prepare and recommend for adoption to the Mayor and Commission of Athens-Clarke County, plat or plats or an official map showing the exact location of the boundary lines of existing, proposed, extended, widened or narrowed streets, public open spaces or public building sites, together with regulations to control the erection of buildings or other structures within such lines, within Athens-Clarke County or a specified portion thereof.

BOARD OF ASSESSORS

Investigate diligently and to inquire into the property owned in the county for the purpose of ascertaining what real and personal property is subject to taxation in the county and to require the proper return of the property for taxation.

Appendix A

GEORGIA BIOSCIENCE JOINT DEVELOPMENT AUTHORITY

(Athens-Clarke, Barrow, Gwinnett, and Oconee Counties)

Transact business pursuant to, and exercise the powers provided by the provisions of, the Development Authorities Law, codified in O.C.G.A. Title 36, Chapter 62, as now existing or hereafter amended

DEVELOPMENT AUTHORITY OF THE UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY

Develop and promote trade, commerce, industry, and employment opportunities for the public good and the general welfare.

RESIDENTIAL CARE FACILITIES FOR THE ELDERLY AUTHORITY OF ATHENS-CLARKE COUNTY

Help finance the cost of providing an adequate supply of residential care facilities for the elderly of Athens-Clarke County

SOLID WASTE MANAGEMENT AUTHORITY OF ATHENS-CLARKE COUNTY

Financing of projects as provided by the Regional Solid Waste Management Authorities Act (O.C.G.A. Section 12-8-50, et seq.) for the public good and general welfare of Athens-Clarke County and to promote the general welfare of the State of Georgia.

Georgia's Sunshine Laws



**GEORGIA FIRST
AMENDMENT
FOUNDATION**

your right to know

A Citizen's Guide to Open Government

Office of the Georgia Attorney General

Sam Olens,

Attorney General

In Cooperation with the
Georgia First Amendment Foundation
and the Georgia Press Association

Fifth Edition 2014

Sunshine Laws

Both the Open Meetings Law and the Open Records Law apply to all entities which are an “agency” of the state or local government in Georgia. In addition, they apply to associations whose members are themselves “agencies” if the association itself receives a substantial part of its budget from agencies.

The term “agency” is broadly defined in O.C.G.A. § 50-14-1(a)(1) to include the following:

- Every state department, agency, board, bureau, commission, public corporation and authority;
- Every county, municipal corporation, school district and other political subdivision;
- Every department, agency, board, bureau, commission, authority and similar body of each county, municipal corporation or other political subdivision of the state;
- Every city, county, regional or other authority established pursuant to state law; and
- Non-profit organizations that receive more than one-third of their funds from a direct allocation of state funds from the governing authority of an agency.

All private entities that carry out governmental functions are subject to Open Records provisions of the Sunshine Laws.⁴

Open Records

A. What Records Are Available To The Public?

Georgia’s Open Records Law provides the public with broad access to governmental records and documents.⁵ The public has a right to see, inspect and copy all “public records.” “Public records” are broadly defined to include the following:

- Documents;
- Papers;
- Letters;
- Maps;
- Books;
- Tapes;
- Photographs;

⁴ *Cent. Atlanta Progress, Inc. v. Baker*, 278 Ga. App. 733 (2006)

⁵ O.C.G.A. § 50-18-70; *Cent. Atlanta Progress*, 278 Ga. App. at 734–35 (“[T]he Act must be broadly construed to effect its remedial and protective purposes.”)

- Computer-based or generated information;
- Data;
- Data fields; and
- Similar material prepared and maintained or received by an agency.⁶

Public records also include records prepared and maintained or received by a private person or entity in the performance of a service or function for or on behalf of an agency or when such documents have been transferred to a private person or entity by an agency for storage or future governmental use.⁷ Records prepared or maintained by a private entity in cooperation with public officials, or contemplating the use of public resources and funds are considered public records and are subject to the Open Records Law.⁸

The Law specifically designates “computer records” as public records subject to the Law. The Open Records Law mandates that if a county maintains a computerized index of county real estate deed records, the index must be printed and made available for public inspection no less than every 30 days.⁹ Additionally, courts have held that agencies may not keep details of litigation settlements secret.¹⁰

A diverse array of information useful to citizens for a variety of purposes is available for public inspection and copying. Just a few examples of documents subject to the Open Records Law are: police incident reports; public officials’ salaries and expense reports; municipal bid offers; licensing, permitting, and zoning regulations and decisions; reports of restaurants’ sanitation conditions; campaign contributors and amounts; and education budgets.

The Open Records Law provides a range of limited exceptions; See O.C.G.A § 50-18-72 in Appendix 1. Under the Open Records Law, these exclusions are subject to a narrow construction and only that portion of a public record to which the exclusion is directly applicable is exempted.¹¹

The recent amendments to the Law make clear that the right of access extends to individuals outside the state.¹² It is irrelevant what the purpose of a particular request is. But describing the need for or planned use of the requested records, if that need or use is not sensitive, may sometimes facilitate access. Articulating why, consistent with the Act’s purpose, access will further public understanding

6 O.C.G.A. § 50-18-70(b)(2)

7 O.C.G.A. § 50-18-70(b)(2); *United HealthCare of Ga., Inc. v. Ga. Dep’t of Cnty. Health*, 293 Ga. App. 84 (2008); *Hackworth v. Atlanta Bd. of Educ.*, 214 Ga. App. 17 (1994)

8 *Cent. Atlanta Progress, Inc. v. Baker*, 278 Ga. App. 733 (2006)

9 O.C.G.A. § 50-18-71(i). Similarly, images of deeds, liens and plats available through a statewide online information system and an index of that data satisfy the definition of a public record subject to the Law. 2012 Op. Atty. Gen. 12-5

10 *Mullins v. City of Griffin*, 886 F. Supp. 21 (N.D. Ga. 1995)

11 O.C.G.A. § 50-18-72(b); *City of Brunswick v. Atlanta Journal-Constitution*, 214 Ga. App. 150 (1994); *City of Atlanta v. Corey Entm’t, Inc.*, 278 Ga. 474 (2004)

12 O.C.G.A. § 50-18-71(a)

of government activities and operations or enable a community to hold its leaders accountable for the expenditure of public funds can be important.¹³

B. The Open Records Process

Open records requests may be made to any custodian of the desired records. A written request is not required but is advisable to eliminate any dispute as to what was requested or when the request was made. Only requests made in writing are subject to criminal and civil enforcement proceedings and penalties in the Law.¹⁴ In addition, an agency can require that all written requests go to a specifically designated records custodian who must be identified on the agency's website if it has one.¹⁵ A *sample open records request is attached as Appendix 3 to this booklet.*

The agency must produce for inspection the records requested within three business days of receiving the request except as noted below.¹⁶

If the records exist and are subject to inspection but are not available within three business days, a description of the available records and a timetable for their inspection and copying must be provided within the three day time period, and the records themselves or access thereto must be provided "as soon as practicable."¹⁷ The new Law provides detailed guidelines related to requests for records maintained electronically. Specifically, agencies must provide electronic or printed copies of electronic records using the computer programs that the agency uses, and individuals may request production in the format in which the agency keeps the record or in a standard export format such as ASCII.¹⁸ Alternatively, an agency may provide access to records through a publicly accessible website.¹⁹

If access to a record is denied in whole or in part, the agency must provide in writing the specific legal authority (the relevant statute's code section, subsection, and paragraph) exempting such record from disclosure.²⁰

13 The recently amended Open Records Act's "legislative findings and declaration," which is the first provision of the Law, states: "The General Assembly finds and declares that the strong public policy of this state is in favor of open government; that open government is essential to a free, open, and democratic society; and that public access to public records should be encouraged to foster confidence in government and so that the public can evaluate the expenditure of public funds and the efficient and proper functioning of its institutions. . . ." O.C.G.A. § 50-18-70(a)

14 O.C.G.A. § 50-18-71(b)(3)

15 O.C.G.A. § 50-18-71(b)(1)(B), (2)

16 O.C.G.A. § 50-18-71(b)(1)(A); *Unified Gov't of Athens-Clarke Cnty. v. Athens Newspapers, LLC*, 284 Ga. 192 (2008); *Wallace v. Greene Cnty.*, 274 Ga. App. 776 (2005)

17 O.C.G.A. § 50-18-71(b)(1)(A)

18 O.C.G.A. § 50-18-71(f)

19 O.C.G.A. § 50-18-71(h)

20 O.C.G.A. § 50-18-71(d); *Unified Gov't of Athens-Clarke Cnty. v. Athens Newspapers, LLC*, 284 Ga. 192 (2008); *Hoffman v. Oxendine*, 268 Ga. App. 316 (2004)

Appendix 1

THE OPEN RECORDS LAW

§ 50-18-70. Legislative findings and declaration; definitions

- (a) The General Assembly finds and declares that the strong public policy of this state is in favor of open government; that open government is essential to a free, open, and democratic society; and that public access to public records should be encouraged to foster confidence in government and so that the public can evaluate the expenditure of public funds and the efficient and proper functioning of its institutions. The General Assembly further finds and declares that there is a strong presumption that public records should be made available for public inspection without delay. This article shall be broadly construed to allow the inspection of governmental records. The exceptions set forth in this article, together with any other exception located elsewhere in the Code, shall be interpreted narrowly to exclude only those portions of records addressed by such exception.
- (b) As used in this article, the term:
 - (1) "Agency" shall have the same meaning as in Code Section 50-14-1 and shall additionally include any association, corporation, or other similar organization that has a membership or ownership body composed primarily of counties, municipal corporations, or school districts of this state, their officers, or any combination thereof and derives more than 33 1/3 percent of its general operating budget from payments from such political subdivisions.
 - (2) "Public record" means all documents, papers, letters, maps, books, tapes, photographs, computer based or generated information, data, data fields, or similar material prepared and maintained or received by an agency or by a private person or entity in the performance of a service or function for or on behalf of an agency or when such documents have been transferred to a private person or entity by an agency for storage or future governmental use.

§ 50-18-71. Inspection and copies of public records; request procedures; fees and charges

- (a) All public records shall be open for personal inspection and copying, except those which by order of a court of this state or by law are specifically exempted from disclosure. Records shall be maintained by agencies to the extent and in the manner required by Article 5 of this chapter.
- (b) (1) (A) Agencies shall produce for inspection all records responsive to a request within a reasonable amount of time not to exceed three business days of receipt of a request; provided, however, that nothing in this chapter shall require agencies to produce records in response to a request if such records did not exist at the time of the request. In those instances where some, but not all, records are available within three business days, an agency shall make available within that period those records that can be located and produced. In any instance where records are unavailable within three business days of receipt of the request, and responsive records exist, the agency shall, within such time period, provide the requester with a description of such records and a timeline for when the records will be available for inspection or copying and provide the responsive records or access thereto as soon as practicable.

Appendix 2

THE OPEN AND PUBLIC MEETINGS LAW

§ 50-14-1. Meetings of departments, agencies, boards, etc., to be open to public; notice of meetings and agenda

(a) As used in this chapter, the term:

- (1) "Agency" means:
 - (A) Every state department, agency, board, bureau, office, commission, public corporation, and authority;
 - (B) Every county, municipal corporation, school district, or other political subdivision of this state;
 - (C) Every department, agency, board, bureau, office, commission, authority, or similar body of each such county, municipal corporation, or other political subdivision of the state;
 - (D) Every city, county, regional, or other authority established pursuant to the laws of this state; and
 - (E) Any nonprofit organization to which there is a direct allocation of tax funds made by the governing body of any agency as defined in this paragraph which constitutes more than 33 1/3 percent of the funds from all sources of such organization; provided, however, that this subparagraph shall not include hospitals, nursing homes, dispensers of pharmaceutical products, or any other type organization, person, or firm furnishing medical or health services to a citizen for which they receive reimbursement from the state whether directly or indirectly; nor shall this term include a subagency or affiliate of such a nonprofit organization from or through which the allocation of tax funds is made.
- (2) "Executive session" means a portion of a meeting lawfully closed to the public.
- (3) (A) "Meeting" means:
 - (i) The gathering of a quorum of the members of the governing body of an agency at which any official business, policy, or public matter of the agency is formulated, presented, discussed, or voted upon; or
 - (ii) The gathering of a quorum of any committee of the members of the governing body of an agency or a quorum of any committee created by the governing body, at which any official business, policy, or public matter of the committee is formulated, presented, discussed, or voted upon.
- (B) "Meeting" shall not include:
 - (i) The gathering of a quorum of the members of a governing body or committee for the purpose of making inspections of physical facilities or property under the jurisdiction of such agency at which no other official business of the agency is to be discussed or official action is to be taken;

Appendix C

EXAMPLE OF APPLICATION FOR APPOINTMENT FOR BACs

APPLICATION FOR CONSIDERATION OF APPOINTMENT BY ATHENS-CLARKE COUNTY MAYOR AND COMMISSION

Board, authority, or commission on which you would like to serve. (A separate application must be completed for each position.)

- Athens Downtown Development Authority
- Department of Family and Children Services
- Historic Preservation Commission
- Region 2 Mental Health, Developmental Disabilities & Addictive Diseases Planning Board
- Vision Committee

If applying for Athens Downtown Development Authority, please check your applicable category.

- Property owner
- Business owner

If applying for Department of Family and Children Services, please check your applicable category.

- Pediatric health care provider
- Appropriate school personnel
- Emergency responder
- Law enforcement personnel
- Private child welfare service providers
- Alumni of the child welfare system
- Mental health care provider
- Former foster parent
- Leader within the faith based community

If applying for Region 2 MHDDAD Advisory Council please check your applicable category.

- Consumer of disability services
- Family member of consumer
- Advocate for disability services
- Interested local leader or business person

Appendix C

Occupation

Occupation	
Employer	

What professional or community experience do you have related to this position? {Please list positions and their corresponding dates.)

What appointed, elected, or paid positions do you hold or have you held with Athens-Clarke County or with the former City of Athens or Clarke County governments? (Please list positions and their corresponding dates.)

What would be your biggest contribution if appointed to this position?

Other comments or information. Please attach a brief resume.

If selected for an interview, will you be available
on Tuesday, June 28 from 12:00 noon to 9:00 p.m.?
This is the only day for interviews.

Yes No

In order to be interviewed you must:

- Be a resident of Athens-Clarke County
- Be registered to vote in Athens-Clarke County
- Have no felony convictions
- Have no past due obligations owed by you as an individual or as owner of any business to Athens-Clarke County

By signing below, I confirm that I am informed and I understand the obligation and commitment required by this position. By my signature below, I am also indicating my agreement to follow all applicable requirements of the Georgia Open Records Act and the Georgia Open Meetings Act.

Signature

Signature	
Date	

Appendix C

Georgia law restricts disclosure by the government of unlisted phone numbers, personal email addresses and cell phone numbers and day and month of birth. This information will not be used in Athens-Clarke County publications or websites related to the board or authority to which you are applying unless you consent in writing to such use.

I _____ do consent OR _____ do not consent to the use of some or all of the following information in publications or websites related to the board or authority to which I have applied: unlisted phone numbers, personal email addresses and cell phone numbers and day and month of birth.

Signature



*****BELOW IS THE CORRESPONDENCE MAILED TO THE BACs*****

DATE

XXXX Authority
Attn: Executive Director
Athens, GA 30601

RE: FY15 Audit Work Plan

Dear Jane Doe,

On September 2, 2014, the Mayor and Commission voted to audit the current Unified Government of Athens-Clarke County Boards, Authorities, and Commissions to include assessment of their goals and operations. Please return the completed form by June 30, 2015. A return envelope with postage and the return address is enclosed for your convenience.

Should you have any questions, please contact our office, Office of Operational Analysis, at (706) 613-3012.

Thank you in advance for your willing participation.

Office of Operational Analysis
Stephanie Maddox, Internal Auditor
301 College Avenue, Ste. 201, Athens, GA 30601

Name of Board, Authority, or Commission _____

I. Meeting

1. Meeting schedule _____
2. (1) What times _____ (2) Average Duration _____
3. (1) Where _____ (2) Who owns the facility _____
(3) Is it adequate in terms of space, convenience, parking, seating? _____

II. Membership

1. Number of members authorized: (1) Max. _____ (2) Attendance average at meetings _____
2. Length of term _____ (2) Max. allowed number of consecutive terms _____
3. Qualifications (e.g. residency, experience, education): (1) Required: _____
(2) Preferred: _____
4. Chair _____, determined by _____
5. Member List (please attach the list with their contacts & titles/responsibility descriptions)

6. How are vacant positions filled?

7. How do you correspond with current members?

8. Any personal expenses involved/required? _____
9. Is there compensation for board/committee/authority members?
If so, how much? How often? _____ Why? _____

III. Mission

1. Purpose Statement _____
2. Short-term goals & objectives _____
3. Long-term goals & objectives _____

IV. Accomplishments

1. What activities do you engage in sponsor/promote? How often?

2. What community benefit do you provide?

3. Most recent accomplishments:

4. Describe your "target" population.

V. Transparency

1. Are performance reports submitted to Mayor & Commission annually? _____
2. Are meeting agendas available prior to each meeting? _____
3. Are meeting minutes available to the public? _____
4. How can one find the annual performance reports, meeting agendas, and meeting minutes?

5. How are vacant membership positions advertised?

6. How can one find out more information about your Board, Authority, or Commission?

---- THE END OF THE QUESTIONS ----

Thank you for participating and completing the enclosed questionnaire.

Please feel free to use this page for additional information that would allow us to understand the board/committee/authority in which you serve. If you have any questions, please don't hesitate to contact the office --Office of Operational Analysis at 706-613-3012. Thank you very much!

Appendix E

In the Auditor's FY15 Work Plan, the Office of Operational Analysis (OA) was charged with completing a "a review of the current Unified Government of Athens-Clarke County Boards, Authorities and Commissions (BACs) to include assessment of their goals and operations." As OA begins concluding the audit report regarding the BACs, we want to ensure all audit expectations from the Commission are met. To that end, below is a short list of questions meant to capture any lingering concerns regarding the audit report. **In order to allow sufficient time to address any concerns captured on this questionnaire, we are requesting you email your responses back no later than April 29, 2016.**

As the audit report currently stands, there are several components and areas in which research was conducted. These sections include:

1. Assembling a comprehensive (as comprehensive as possible) list of the BACs
2. Finding descriptions related to the mission/purpose of each BAC
3. Determining if the BAC was currently active or inactive
4. Locating a meeting schedule to determine if meetings were open to the public
5. Identifying the mechanisms through which one learns about, and applies for, BAC openings in ACC
6. Assessing how effectively information is communicated to the public regarding openings and applying for BACs
7. Benchmarking how ACC publicizes and communicates information related to BACs with similar communities in the Southeast region.

1. *Does the information above seem to match/capture your expectations for the scope of the audit?*

If you answered no, please answer the following question.

2. Please list any additional items you would like the Office of Operational Analysis to consider before we conclude the audit.

The Office of Operational Analysis thanks you for your input.

Appendix F

BOARDS	AUTHORITIES	COMMISSIONS	TASK FORCES	COMMITTEES
Board of Assessors	ACC Downtown Athens Development Authority	Athens Cultural Affairs Commission	Criminal Justice Task Force	Audit Committee
Board of Elections	Athens Downtown Development Authority (ADDA)	Commission on People with Disabilities	Public Art Task Force	Commercial Green Build Committee
Board of Equalization	Athens-Clarke County Industrial Development Authority	Historic Preservation Commission (HPC)	Solid Waste Citizens Task Force	Community Tree Council (CTC)
Board of Health	Athens-Clarke County Land Bank Authority	NE Georgia Regional Commission		Economic Development Foundation
Clarke County Department of Family and Children's Services Board	Athens-Clarke County Public Facilities Authority	NE Georgia Surface & Air Transportation Commission		Environmental Buffer Committee
Construction of Board of Appeals	Clarke County Airport Authority	Oconee Rivers Greenway Commission		Government Operations Committee
Hearings Board	Classic Center Authority for Clarke County	Overview Commission		Joint Solid Waste Coordinating Committee
Keep Athens-Clarke County Beautiful Board (KACCB)	Development Authority of the Unified Government of ACC Georgia	Planning Commission		Legislative Review Committee
Library Boards (Regional & Local)	Georgia's Innovation Corridor Joint Development Authority			MACORTS Technical Coordinating Committee
Region 2 Mental Health, Development Disabilities & Addictive Diseases Regional Planning Board	Hospital Authority of Clarke County Georgia			Madison, Athens-Clarke, Oconee Regional Transportation Study (MACORTS)
	Housing Authority of the City of Athens, GA			Rails-to-Trails Committee
	Joint Development Authority of NE Georgia			Solid Waste Citizen Advisory Committee
	Northeast Georgia Regional Solid Waste Management Authority			SPLOST 2011 Committee
	Residential Care Facilities for the Elderly Authority of ACC			SPLOST Citizens Advisory Committee
	Solid Waste Management Authority of ACC			Transit Citizens Advisory Committee
	Upper Oconee Basin Water Authority			VISION Committee
				Water Conservation Committee

NOTE: Information contained in this report is related to Boards, Authorities, and Commissions only; Task Forces and Committees are not included in this report.

Appendix G

Questionnaire Responses

Appendix G

Questionnaire Received		
	YES	NO
Board of Assessors	X	
Board of Elections	X	
Board of Equalization	X	
Board of Health	X	
Clarke County Department of Family and Children's Services Board	X	
Construction of Board of Appeals	X	
Hearings Board	X	
Keep Athens-Clarke County Beautiful Board (KACCB)	X	
Library Board		X
Region 2 Mental Health, Development Disabilities & Addictive Diseases Regional Planning Board		X

BOARDS

Board of Assessors	X	
Board of Elections	X	
Board of Equalization	X	
Board of Health	X	
Clarke County Department of Family and Children's Services Board	X	
Construction of Board of Appeals	X	
Hearings Board	X	
Keep Athens-Clarke County Beautiful Board (KACCB)	X	
Library Board		X
Region 2 Mental Health, Development Disabilities & Addictive Diseases Regional Planning Board		X

AUTHORITIES

ACC Downtown Athens Development Authority	X	
Athens Downtown Development Authority (ADDA)	X	
Athens-Clarke County Industrial Development Authority*	X	
Athens-Clarke County Land Bank Authority	X	
Athens-Clarke County Public Facilities Authority		X
Clarke County Airport Authority		X
Classic Center Authority for Clarke County		X
Development Authority of the Unified Government of ACC Georgia		X
Georgia's Innovation Corridor Joint Development Authority**		X
Hospital Authority of Clarke County Georgia		X
Housing Authority of the City of Athens, GA	X	
Joint Development Authority of NE Georgia		X
Northeast Georgia Regional Solid Waste Management Authority		X
Residential Care Facilities for the Elderly Authority of ACC	X	
Solid Waste Management Authority of ACC		X
Upper Oconee Basin Water Authority		X

COMMISSIONS

Athens Cultural Affairs Commission		X
Commission on People with Disabilities		X
Historic Preservation Commission (HPC)		X
NE Georgia Regional Commission		X
NE Georgia Surface & Air Transportation Commission	X	
Oconee Rivers Greenway Commission	X	
Overview Commission		X
Planning Commission	X	

*formerly ACC Economic Development Authority

**formerly Georgia Bioscience Joint Development Authority

Appendix G

Name of Board, Authority, or Commission	Tax Assessor		
I. Meeting			
1. Meeting schedule generally once a month, second Thursday of each month			
2. (1) What times	5:30	(2) Average Duration	one hour
3. (1) Where	City Hall	(2) Who owns the facility	ACCG
(3) Is it adequate in terms of space, convenience, parking, seating?		yes	
II. Membership			
1. Number of members authorized: (1) Max. 3 (2) Attendance average at meetings 3			
2. Length of term 6 years (2) Max. allowed number of consecutive terms n/a			
3. Qualifications (e.g. residency, experience, education): (1) Required: resident in county, at least 21 years of age, must hold a high school diploma or its equivalent, 40 hours of certification training every two years			
(2) Preferred:			
4. Chair	Jeb Bradberry	, determined by vote at beginning of each year	
5. Member List (please attach the list with their contacts & titles/responsibility descriptions)			
Ivery Clifton, David Lynn			
6. How are vacant positions filled? by appointment of commissioners			
7. How do you correspond with current members? e-mail, phone			
8. Any personal expenses involved/required? no			
9. Is there compensation for board/committee/authority members? yes If so, how much? How often? \$3955/year Why?			
III. Mission			
1. Purpose Statement To value property at a fair and equitable value and uniform amongst similar properties in the area			
2. Short-term goals & objectives			
3. Long-term goals & objectives			
IV. Accomplishments			
1. What activities do you engage in sponsor/promote? How often? promote fair and equitable taxation			
2. What community benefit do you provide? fair and equitable taxation			
3. Most recent accomplishments: for 20 years produced a timely and approved tax digest with Department of Revenue			
4. Describe your "target" population. all			
V. Transparency			
1. Are performance reports submitted to Mayor & Commission annually? yes, DOR sales ratio report			
2. Are meeting agendas available prior to each meeting? yes			
3. Are meeting minutes available to the public? yes			
4. How can one find the annual performance reports, meeting agendas, and meeting minutes? ACG website			
5. How are vacant membership positions advertised? by county commissioners			
6. How can one find out more information about your Board, Authority, or Commission? ACG website			

--- THE END OF OUR QUESTIONS ---

Thank you for participating and completing the enclosed questionnaire.

Please feel free to use this page for additional information that would allow us to understand the board/committee/authority in which you serve. If you have any questions, please don't hesitate to contact the office --Office of Operational Analysis at 706-613-3012. Thank you very much!

It is important to emphasize that assessors must be certified by the state Department of Revenue by attending courses and receiving 40 hours of certified training every two years. An assessor may have to travel to another city in Georgia to receive training for a week.

Appendix G

Name of Board, Authority, or Commission

Athens-Clarke County Board of Elections
and Voter Registration

I. Meeting

1. Meeting schedule Regular meetings the first Tues. of each month and as needed
2. (1) What times 2:00 pm (2) Average Duration 1-2 hours
3. (1) Where Bd Elections upstairs (2) Who owns the facility Athens-Clarke County Government
- (3) Is it adequate in terms of space, convenience, parking, seating? Most of the time. For larger meetings we move to City Hall Mayor's Comm. Chambers

II. Membership

1. Number of members authorized: (1) Max. 5 (2) Attendance average at meetings 4
2. Length of term 4 years (2) Max. allowed number of consecutive terms no limit
3. Qualifications (e.g. residency, experience, education): (1) Required: resident of ACC, registered voter, never convicted of a felony, not holder of elected office
(2) Preferred:
4. Chair _____, determined by Board elects each year (January)
5. Member List (please attach the list with their contacts & titles/responsibility descriptions)
see attached

6. How are vacant positions filled?

3 appointed by Mayor's Commission, 1 appointed by Rep. Committee, 1 appointed by Dem. Comm

7. How do you correspond with current members?

Email, phone, in person, mail

8. Any personal expenses involved/required?

No

9. Is there compensation for board/committee/authority members?

If so, how much? How often? \$25/meeting

Why?

Yes
This board helps assist with election set up and certification, work that would have to be paid for.

III. Mission

1. Purpose Statement

Accurately and impartially conduct and maintain

2. Short-term goals & objectives

Conduct three scheduled elections during FY16 with no legal

3. Long-term goals & objectives

Maintain a well trained office staff to keep up with

IV. Accomplishments

1. What activities do you engage in sponsor/promote? How often?

Voter registration drives held in conjunction with community events, festivals

2. What community benefit do you provide?

Accessibility to voter registration, voting, and local office qualifying.

3. Most recent accomplishments:

Elections Director and Elections Asst. are almost complete with

4. Describe your "target" population.

Upcoming, current eligible citizens, candidates.

V. Transparency

1. Are performance reports submitted to Mayor & Commission annually?

Submitted by Manager's Office.

2. Are meeting agendas available prior to each meeting?

Yes, posted on door and website

3. Are meeting minutes available to the public?

Yes

4. How are vacant membership positions advertised?

Clerk of Commission, Local Party Committees

5. How can one find out more information about your Board, Authority, or Commission?

Civil our office, 706-613-3150, come by our office at 155 E. Washington St or check website www.athensclarkecounty.com/elections

--- THE END OF OUR QUESTIONS ---

Thank you for participating and completing the enclosed questionnaire.

Please feel free to use this page for additional information that would allow us to understand the board/committee/authority in which you serve. If you have any questions, please don't hesitate to contact the office --Office of Operational Analysis at 706-613-3012. Thank you very much!

III Mission (cont) proper voter registration for all eligible citizens of ACC and to properly administer federal, state and local elections. Committed to provide citizens with well prepared voting precincts, trained poll workers, properly maintained and programmed voting equipment, voter registration opportunities and the maintenance of election voting records in a fair and nondiscriminatory manner.

(2) challenges (2) Demonstrate voting equipment and distribute election material to the citizens of ACC, at public meetings throughout the year (3) hire and train poll workers and temporary help for elections in 2016 (4) Audit all existing paper voter registration forms against lasercards files and move paper forms to Voting Machine Bldg. (5) Change batteries in all voting equipment prior to the March 1, 2016 PPT. to implement changes associated with new voter registration process of applicants for voter registration (SAVE process)

(3) election law changes. (2) Be prepared to handle the implementation and replacement of the current voting equipment, since the state has used the current touchscreens for 13 years and they are no longer manufactured. (3) Encourage the state to expand law to allow vote centers.

IV

1. (1) Working with UGA and public schools - demos, speeches. (2) Visit churches when asked, speak at civic clubs.

3. National Certification Classes - (Election Center)

(2) Board of Elections was part of the Peabody Awards event at UGA on March 30, 2015 - set up PR table

(3) Served as a pilot county for the new statewide Voter Registration System

(4) Director of Elections ~~is~~ is on the Georgia Election Officials Assn. Executive Board, Elections Assn. is on the Voter Registrars Assn. of Ga Executive Board

(5) Election office was selected as one of first in Georgia to utilize "Ballot on Demand" paper ballots for mailing.

(6) New Voting Equipment Storage & Programming Facility has been built one of the best in Georgia by the State Center for Elections

ATHENS-CLARKE COUNTY BOARD OF ELECTIONS – 2015

Jean Blackstone (Commission Appointee)

Chairperson 706-613-5386 (home)
491 Chesterfield Road 706-340-1139 (cell)
Bogart, GA 30622 Email: blackstonej@bellsouth.net
Fax: 706-613-8801

Charles Knapper (Commission Appointee)

Vice Chairperson 706-548-2857 (Home)
199 Hanover Court 706-338-0620 (cell)
Bogart, GA 30622 Email: knappercq@msn.com

E. Walter Wilson (Republican Committee Appointee)

Secretary 706-548-3024 (home)
520 Hobbs Road 706-540-1511 (cell)
Athens, GA 30607 706-546-1829 (office/store)
Email: ewwilson@ix.netcom.com

Alison B. McCullick (Commission Appointee)

Member 706-354-4914 (home)
465 Milledge Circle 706-369-5923 (work)
Athens, GA 30606 706-247-3444 (cell)
Email: amccull@uga.edu

Michele Simpson (Democratic Committee Appointee)

Member 706-546-1471 (home)
145 Orchard Knob Lane 706-202-0177 (cell)
Athens, GA 30605 Email: simpson@earthlink.net

Appendix G

Name of Board, Authority, or Commission	Board of Equalization		
I. Meeting			
1. Meeting schedule	As appeals are filed by taxpayers to Board of Assessors		
2. (1) What times	W-F 8:00 am to 5:00 pm	(2) Average Duration	unknown
3. (1) Where	Courthouse	(2) Who owns the facility	County
(3) Is it adequate in terms of space, convenience, parking, seating?			
II. Membership			
1. Number of members authorized: (1) Max.	12	(2) Attendance average at meetings	3
2. Length of term	3 years	(2) Max. allowed number of consecutive terms	N/A
3. Qualifications (e.g. residency, experience, education): (1) Required: owner of real property in Clarke County, successfully completed mandatory 40 hour training 1st yr, 8 hr succeeding yrs, 20 hrs 1st yr of each reappointment			
(2) Preferred:			
4. Chair	Ron Schwartz	, determined by elected by the Board	
5. Member List (please attach the list with their contacts & titles/responsibility descriptions) See Board List attached			
6. How are vacant positions filled? Grand Jury appointment			
7. How do you correspond with current members? email and phone			
8. Any personal expenses involved/required? yes, all reimbursed by County			
9. Is there compensation for board/committee/authority members? If so, how much? How often? \$25 1/2 day, \$50 whole day Why? Statutory			
III. Mission			
1. Purpose Statement	See Policy and Procedures adopted by Board		
2. Short-term goals & objectives			
3. Long-term goals & objectives			
IV. Accomplishments			
1. What activities do you engage in sponsor/promote? How often?	OCGA 48-5-311 - Also See Policy and Procedures		
2. What community benefit do you provide?			
3. Most recent accomplishments:			
4. Describe your "target" population.			
V. Transparency			
1. Are performance reports submitted to Mayor & Commission annually?	No		
2. Are meeting agendas available prior to each meeting?	Appeal maintained as open record on court docket		
3. Are meeting minutes available to the public?	N/A appeal maintained as open record on court docket		
4. How can one find the annual performance reports, meeting agendas, and meeting minutes? Court Docket monitors in hallway and Office, JusticePath App for smart phones, internet at www.athensclarkeclerkofcourt.com			
5. How are vacant membership positions advertised?	Notice in legal organ per OCGA 15-12-81 and 48-5-311 PSA, website		
6. How can one find out more information about your Board, Authority, or Commission? Read O.C.G.A. 48-5-311, inquire with Appeal Administrator, inquire with Board of Assessors.			

--- THE END OF OUR QUESTIONS ---

Thank you for participating and completing the enclosed questionnaire.

Please feel free to use this page for additional information that would allow us to understand the board/committee/authority in which you serve. If you have any questions, please don't hesitate to contact the office --Office of Operational Analysis at 706-613-3012. Thank you very much!

ATHENS-CLARKE COUNTY

BOARD OF EQUALIZATION

POLICIES AND PROCEDURES

Adopted June 20, 2013
Revised August 13, 2015

Policies and Procedures

Athens-Clarke County Board of Equalization

1. Purpose

The purpose of these policies and procedures is to ensure that:

- All Board members are aware of the correct manner in which the business of the Board is to be conducted.
- The Board follows a consistent approach to equalization.
- There is a single reference source when questions arise relative to general administration, hearings, and training of the Board.
- The Board is in compliance with all state laws and administrative rules promulgated by the Georgia Department of Revenue or otherwise provided by law.

2. Adoption of Policies and Procedures

- The following policies and procedures were adopted by the Athens-Clarke County Board of Equalization (hereinafter referred to as “Board of Equalization” or “Board”) on June 20, 2013, in accordance with provisions of O.C.G.A. § 48-5-311.
- These policies and procedures shall apply to all hearings before the Board on or after the date of adoption by the Board.

3. Definitions of Terms

When used herein, the following terms shall have the stated meaning(s):

- **Board of Tax Assessors.** The board responsible for assessment of real and personal property values and granting homestead exemptions in Athens-Clarke County.
- **Alternate.** Members of the Board of Equalization who are statutorily eligible to succeed a regular member of the Board when such member vacates office for any reason and who take the place of a regular member on the sitting panel when such member is unable to attend a hearing or otherwise statutorily unable to serve. Alternates, like regular members, are equally authorized and empowered by law to hear and decide appeals and are competent to exercise the power and authority of the Board.

- ***Appeal.*** A formal petition filed by a taxpayer to the Board of Equalization seeking a legal review of the county tax assessor's valuation of the property with respect to taxability, uniformity of assessment, value or denial of homestead exemption for the purpose of having the Board determine if the valuation should be affirmed, denied or otherwise affected as provided by law.
- ***Appellant.*** The taxpayer or the taxpayer's authorized representative who files to the Board of Equalization an appeal of the county tax assessor's valuation of his or her property with respect to taxability, uniformity of assessment, value or denial of homestead exemption.
- ***Grand Jury.*** The Athens-Clarke County Grand Jury; a 'jury' of no less than 16 or more than 23 citizens of the county comprising a judicial entity.
- ***No Show.*** The failure of any party to an equalization appeal to appear or be present for a scheduled hearing.
- ***Sitting Panel.*** The members or alternate members of the Board of Equalization who comprise the group that is present for an appeal to the Board and who are statutorily qualified to hear evidence relevant to said appeal and to render a decision affirming, denying or otherwise affecting the appeal.
- ***Tax assessor (or Board of Tax Assessors).*** The Athens-Clarke County Board of Tax Assessors, its representative(s) or any agent(s) thereof.

4. Qualifications and Array of Board

- The Athens-Clarke County Board of Equalization shall consist of three regular members and nine alternates, each appointed by the Athens-Clarke County grand jury to serve a term of office, provided by law.
- Qualifications of members and alternates of the Board shall be as provided in O.C.G.A. § 48-5-311 (b).
- Each member and alternate member of the Board shall take and execute in writing, before the Clerk of Superior Court of Athens-Clarke County, the oath of office required by O.C.G.A. § 48-5-311 (c)(5) before assuming office, attending mandatory training and hearing any appeal brought before the board.

5. Training Requirements

- To be qualified to serve as a member or alternate of the Board and to be eligible to hear an appeal, each member and alternate appointed by the grand jury shall satisfactorily complete mandatory training in appraisal and equalization procedures required by O.C.G.A. § 48-5-311 (b)(2)(A). On or after January 1, 2016, following the completion of

each term of office, a member shall, within the first year of reappointment complete no less than twenty (20) hours of continuing education training in appraisal and equalization procedures prepared and required by the commissioner of the Georgia Department of Revenue. Any person appointed to such Board shall be required to complete annually a continuing education requirement of at least eight (8) hours of training. No member shall be eligible to hear an appeal as a member of the board unless prior to such appeal, such member shall satisfactorily complete the 20 hours of training. Failure of any member or alternate to fulfill mandatory education requirements shall render the member or alternate ineligible to serve on the Board; and the vacancy created thereby shall be filled in the same manner as other vacancies on the board are filled.

- Each member of the county board of equalization who participates in online training provided by the Department of Revenue shall be compensated by the county at the rate of \$25.00 per day for each eight (8) hours of completed training. A member shall certify under oath and file an affidavit with the Appeal Administrator stating the number of hours required to complete such training and the number of hours which were actually completed. The Appeal Administrator shall review the affidavit, and following approval thereof, shall notify the county governing authority.
- When a member or alternate attends mandatory training, the member or alternate shall provide to the Appeal Administrator a copy of the certificate of training provided to him or her by the Department of Revenue within a reasonable time from the date he or she received the certificate. The Appeal Administrator shall not process claims for reimbursement of lodging and travel expenses for any member or alternate member until the Appeal Administrator receives a copy of the member's or alternate's certificate of training.
- The Appeal Administrator shall schedule and make all reservations necessary for training of members and alternates (excluding lodging and travel, for which each member or alternate shall be responsible herself or himself). Upon submittal of a voucher and receipts related thereto, sums for lodging, meals and travel shall be reimbursed to members and alternates in such amounts established and approved by the county governing authority.

6. Presiding Officer

- The members and alternate members of the Board of Equalization shall appoint a Chairperson of the Board of Equalization.
- The rules contained in the current edition of ***Robert's Rules of Order Newly Revised*** shall govern the hearings in all cases to which they are applicable and in which they are not inconsistent with the Georgia law these *Policies and Procedures*.

7. Quorum

- A quorum must be present in order for the Board of Equalization to convene and hear evidence on and decide appeals.
- A quorum shall consist of any combination of members and/or alternates comprising a panel of three.

8. Scheduling Members for Hearings

- The Appeal Administrator shall notify the Chair of each hearing date in which appeals will be presented to the Board. The Chair shall coordinate and schedule a total of three members and/or alternates legally qualified and serving on the Board, which may be any combination of members and alternates necessary to array the panel, and to accommodate members' and alternates' personal schedules, recusals for statutory reasons, and other reasons that may affect attendance. The Chair may use any manner of scheduling as may be necessary to accommodate the workload of the Board as long as the methodology employed equally distributes the workload among the members and alternates of the board.
- If any member or alternate member scheduled by the Chair for a hearing is unable to attend on any hearing date, the member or alternate shall notify the Chair and Appeal Administrator at least 24 hours prior to the hearing date.
- Members and alternates reporting for service shall constitute and be referred to as the "Sitting Panel".

9. Voting

- Actions of the Board shall be determined by a simple majority vote, with the decision of the majority of the sitting panel prevailing with respect to each appeal presented to the Board.
- Each member of a sitting panel—including the chairperson if he or she is a member of the panel—shall vote on each issue brought before the panel during an appeal.
- The decision of the majority shall have full force and effect of law.

10. Disqualification of Sitting Panel Members

- All members and alternates of the Board are equally authorized and empowered by law to hear and decide appeals and shall be competent to exercise the power and authority of the Board.

- Before any appeal is heard by a sitting panel, each member of the panel shall certify in writing that he or she is not disqualified from hearing the appeal pursuant to O.C.G.A. § 48-5-311(j).
- No member or alternate shall serve on a sitting panel and adjudge any appeal in which he or she would be subject to a challenge for cause if he or she were a member of a panel of jurors deciding a superior or state court civil case involving the same subject matter.

11. Appeal Administrator

- The Appeal Administrator shall have oversight and supervision of all boards of equalization of the county and hearing officers. Specific oversight duties of the Appeal Administrator are provided in O.C.G.A. § 48-5-311(d).

12. Authorized Representatives

- An appellant has the right to represent himself/herself or to be represented by legal counsel or any other representative during an appeal before the Board.
- The appellant must specify to the Board in writing, prior to his or her scheduled hearing, the names(s) of any such representative(s) that will appear on his or her behalf.
- When an appellant gives notice of such authorized representative, all documentation regarding the appellant's appeal will be sent to the named authorized representative.

13. Hearings

- Within 15 days of the receipt of the notice of an appeal, the Appeal Administrator shall set a date for a hearing of the appeal and shall notify in writing the taxpayer or the taxpayer's authorized representative (if applicable) and the Board of Tax Assessors of the date of the hearing.
- Within 30 days of the date of notification of the taxpayer of the hearing, but not earlier than 20 days from the date of such notification, the Board shall hold a hearing to determine the questions presented.
- Appeal hearings shall be scheduled by the Appeal Administrator so that appeal cases are brought before the Board in the chronological order in which they are filed, although it shall be in the Appeal Administrator's discretion to otherwise schedule hearings when conflicts and other variables affect scheduling.

- Hearings shall be scheduled from 8:00 a.m. until 5:00 p.m. or as otherwise required by the Board. Hearings shall be held Wednesday-Friday (excluding legal holidays observed by the Office of the Clerk of Courts of Athens-Clarke County).
- Hearings shall be held in the Grand Jury of Room of the Athens-Clarke County Courthouse unless the Appeal Administrator determines that it is necessary to schedule them at another room or location for logistical purposes. Should a change in location occur, the Secretary shall post signs notifying all parties of the new location.
- If an appellant has more than one property on appeal, the appellant may request consolidation of all such appeals into a single civil action so that only one hearing is required for such cases in lieu of the Board conducting a hearing for each parcel or item of property.
- Upon timely motion by either party and within the sound discretion of the Board, a hearing may be continued or postponed. The Chairperson may, on his or her own motion, continue or postpone a hearing.
- An appellant may reschedule an appeal(s) once for any reason. The request must be made to the Appeal Administrator at least five (5) days prior to the scheduled hearing date. The Appeal Administrator will reschedule the hearing to a day and time mutually acceptable to the appellant and the Board.
- Appellants and the tax assessor's office may come to a mutual agreement on the value of the property and withdraw the appeal at any time prior to the hearing.

14. Order of Presentation of Evidence

- The appellant shall have the option of presenting his or her case first or of allowing the tax assessor to go first. Each side shall have a total of ten minutes to present its case, although the Chairperson may allot additional time for presentation of evidence as he or she deems necessary.
- Appellants may present any evidence they feel supports their case.
- The standard of proof on all issues shall be a 'preponderance of the evidence,' which is established when one party's evidence is of greater weight or is more convincing than the evidence offered in opposition to it.
- When a hearing is held regarding a Tax Assessor's assessment, the Board of Tax Assessors shall have the burden of proof in regards to value but not as to taxability.²
- If a hearing is held regarding a property tax exemption, then the party seeking the property tax exemption shall have the burden of proving entitlement.
- Parties shall have the right to respond and present evidence on all issues involved and

to cross examine all witnesses.

- Once each side has presented its case, the hearing shall be closed by the Chairperson and no further evidence shall be offered or considered.

15. Evidence

- The rules of evidence for appeal hearings shall be substantially as follows:
- Irrelevant, immaterial, or unduly repetitious evidence shall be excluded;
- The rules of evidence applicable to the trial issues in civil non-jury cases in the superior courts shall be followed as far as practicable.
- Evidence not admissible under superior court rules may be admitted when necessary to discover facts not reasonably understood from the previously admitted evidence.
- The Board has discretion as to whether to admit evidence or not if the evidence presented is of a type commonly relied upon by reasonably prudent persons, except when the evidence is precluded by statute.
- Documentary evidence may be received in the form of copies or excerpts if the original is not readily available;
- Upon request, parties shall be given an opportunity to compare the copy with the original or have it established as documentary evidence according to the rules of evidence applicable to the superior courts of Georgia;
- A party may conduct such cross-examination as required for a full and true disclosure of the facts.
- Official notice may be taken of judicially recognizable facts and generally recognized technical facts or records within the agency's specialized knowledge.
- The parties shall be notified of any material so noticed and shall be afforded the opportunity to contest such material at the hearing.
- Either party may obtain subpoena forms from the Board by making a timely request to the Appeal Administrator.
- Service, proof of service and enforcement of subpoenas shall be as provided by Georgia law and shall be the responsibility of the party requesting the subpoena.
- In accordance with the Georgia Administrative Procedure Act, a party shall be

entitled to present his or her case or defense by oral or documentary evidence, to submit rebuttal evidence, and to conduct such cross-examination as may be required for a full and true disclosure of the facts.³

16. Transcripts of Hearings

All proceedings before the Board of Equalization or any hearing officer may be recorded at the taxpayer's expense and with equipment provided by the taxpayer.

17. Board Decisions

- After all information has been presented, members of the sitting panel shall deliberate and make a decision pursuant to O.C.G.A. § 48-5-311 (e)(6)(D)(j).
- Deliberations are open to the public; however no additional information may be presented once the Board begins deliberating.
- The panel's decision must be agreed to by the majority, must be in writing and signed by all sitting members. The Board shall announce its decision on each appeal at the conclusion of the hearing before proceeding with another hearing.
- A copy of the final decision shall be delivered by hand to each party with written receipt, or by certified mail to the taxpayer or the taxpayer's named authorized representative and the original to the Board of Assessors expediently as practical by the Appeal Administrator.
- The decision of the Board shall clearly state the Board's ruling regarding the property's value, uniformity, or taxability.
- The original decision shall be filed in the tax assessor's office and a copy kept in the Board's files until the deadline for appealing the Board's decision to Superior Court has expired.
- All members of the Board are expressly prohibited from discussing their decision in any case decided by the board. All notations made by the Board will be included into the record along with the decision and maintained by the Appeal Administrator.

18. Records

- The Clerk of Superior Court as Appeal Administrator shall maintain all records arising from all appeals to the Board of Equalization.
- Such records shall be maintained by the Clerk for twelve (12) months after the deadline to file an appeal to superior court expires.

BOARD OF EQUALIZATION 2015

Ron Schwartz

Benjamin Walker

Ray Charles Rozier

Lance W Bardsley

Linda N. Smith

Carol Bowles

Richard W. Jones

Nathan Jaworski

David Wells

Patton O'Neill

Dale Bogardus

James Gilstrap

Appendix G

2015 ACC BOARD OF TAX EQUALIZATION

REGULAR MEMBERS	Vender No	ALTERNATE MEMBERS	Vendor No	ADDITIONAL ALTERNATE MEMBERS	Vendor No	ADDITIONAL ALTERNATE MEMBERS	Vendor No	TERM
Benjamin Walker 240 Ashbrook Dr Athens, GA 30605 706-353-2999 w 706-338-6716 cell mbbwbt@yahoo.com	14372	James Gilstrap 130 Longbranch Ct Athens, GA 30605 770-307-7856 cell appointed 04-21-15 jgil2@uga.edu	15949	Richard W. Jones 100 Mal Bay Road Athens, GA 30606 706-548-1222 dicklistens@yahoo.com	12094	Lance W. Bardsley 136 Huntington Shoals Dr Athens, GA 30606 706-353-6494 lbardsley@ung.edu lbardsley@charter.net	12075	Expires 1/1/2016
Nathan Jaworski 156 Beaver Trail Athens, GA 30605 706-549-9816 706-255-2003 cell 706-387-0087 work nate.jaworski@gmail.com	14198	Ray Charles Rozier 301 Timber Creek Dr Athens, GA 30605 706-369-1543 706-296-2657 rozjor@bellsouth.net	5462	Carol Bowles 110 May Ct Athens, GA 30606 706-549-8578 h 706-714-2149 cell carolbowles@bellsouth.net Original appt 12-13-10	13016	Dale Bogardus 255 Deerhill Drive Bogart, GA 30622 706-296-0281 dale.bogardus@ga.usda.gov	15083	Expires 1/1/2017
Ron Schwartz One Tanglewood Court Athens, GA 30606 706-546-1320 706-207-2451 cell ron@trumpscatering.com	5569	Patton O'Neill 388 Cherokee Ridge Athens, GA 30606 706-254-1122 h oneillpattonw@hotmail.com	15756	David Wells 341 Old Pittard Road Athens, GA 30601 678-778-4262 cell w.david.wells@gmail.com wwells1@ggc.edu	15742	Linda N. Smith 405 Stableford Court Athens, GA 30607 706-461-0017 C 706-548-8505 W slindan@hotmail.com	5782	Expires 1/1/2018

Name of Board, Authority, or Commission Clarke County Board of Health

I. Meeting

1. Meeting schedule quarterly, first month of the quarter, 3rd Wednesday
2. (1) What times 4 pm (2) Average Duration 1 hour
3. (1) Where Clarke County Health Dept. (2) Who owns the facility Athens-Clarke County
(3) Is it adequate in terms of space, convenience, parking, seating? yes

II. Membership

1. Number of members authorized: (1) Max. 7 (2) Attendance average at meetings 10
2. Length of term 6 years (2) Max. allowed number of consecutive terms varies, see attached member list
3. Qualifications (e.g. residency, experience, education): (1) Required: please see attached OCGA 31-3-2 that governs membership on a County Board of Health
(2) Preferred:
4. Chair James Gray, determined by annual officer election
5. Member List (please attach the list with their contacts & titles/responsibility descriptions)
see attached
6. How are vacant positions filled?
varies depending on seat, see attached member list and OCGA 31-3-2
7. How do you correspond with current members?
by email primarily
8. Any personal expenses involved/required? none except travel to quarterly meeting
9. Is there compensation for board/committee/authority members? yes
If so, how much? How often? \$25 per meeting Why? allowed under OCGA 31-3-7

III. Mission

1. Purpose Statement
please see attachment
2. Short-term goals & objectives
please see attachment
3. Long-term goals & objectives
please see attachment

IV. Accomplishments

1. What activities do you engage in sponsor/promote? How often?
please see attachment
2. What community benefit do you provide?
please see attachment
3. Most recent accomplishments:
please see attachment
4. Describe your "target" population.
please see attachment

V. Transparency

1. Are performance reports submitted to Mayor & Commission annually? yes, as part of budget request process
2. Are meeting agendas available prior to each meeting? yes
3. Are meeting minutes available to the public? yes
4. How can one find the annual performance reports, meeting agendas, and meeting minutes?
contact the Health Department
5. How are vacant membership positions advertised? ACC appoints members (see attached membership list)
and we believe those openings are announced by the County in their usual manner (newspaper, etc.)
6. How can one find out more information about your Board, Authority, or Commission?
Georgia Department of Public Health website: <http://dph.georgia.gov/public-health-districts>

**CLARKE COUNTY
BOARD OF HEALTH MEMBERSHIP**

End of Current Appointment

1.	CHIEF EXECUTIVE OFFICER OF COUNTY'S GOVERNING AUTHORITY (OR DESIGNEE)	WITH OFFICE
	◆◆ Jared Bailey 145 Marsha Court Athens, GA 30606	email: jared.bailey@athensclarkecounty.com Home/Work/Cell 706-338-9019
		Fax: 706-316-0752
2.	COUNTY SUPERINTENDENT OF SCHOOLS	WITH OFFICE
	Dr. Phillip Lanoue 132 Bradford Place Athens, GA 30606	email: superintendent@clarke.k12.ga.us Cell 706-224-9463
3.	LICENSED PHYSICIAN (COUNTY APPOINTED)	12/31/2017
	Dr. Brandon Harden 570 Southview Drive Athens, GA 30605	email: hardenb@kidsheart.com Work: 912-228-0498
4.	ADVOCATE FOR CONSUMERS (COUNTY APPOINTED)	12/31/2016
	Ms. Patricia Moore 195 Henderson Avenue Athens, GA 30605	email: pjmoore@uga.edu Work: 706-201-4018
5.	CONSUMER OR LICENSED NURSE (CITY APPOINTED)	12/31/2016
	◆ James Gray 340 Richard Way Athens, GA 30605	email: midtownlegal@icloud.com Cell: 404-490-5014
6.	ADVOCATE NEEDY/UNDERPRIVILEGED/ELDERLY (COUNTY APPOINTED)	12/31/2015
	◆◆◆ Ms. Kathleen Cason 160 Williamsburg Lane Athens, GA 30605	email: keason@uga.edu Cell: 706-207-5672
		Work: 706-542-7039
7.	CHIEF EXECUTIVE OFFICER OF THE GOVERNING AUTHORITY OF THE LARGEST MUNICIPALITY OF THE COUNTY (OR DESIGNEE)	WITH OFFICE
	Melissa Link 148 Hiawassee Avenue Athens, GA 30601	email: melissalink@athensclarkecounty.com Cell: 706-372-3382

- ◆ Chairperson
- ◆◆ Vice Chairperson
- ◆◆◆ Secretary

Updated September 2016

**SIX YEAR TERM EXPIRATION DATES FOR BOARD OF HEALTH MEMBERS
ACCORDING TO O.C.G.A. 31-3-2 (D)**

<u>Board Position</u>	<u>Initial Term Expired</u>	<u>Subsequent Terms Expire</u>
Advocate of Needy	Dec. 31, 1985	Dec. 31 of 1997, 2003, 2009, 2015, 2021
Advocate of Consumer	Dec. 31, 1986	Dec. 31 of 1998, 2004, 2010, 2016, 2022
Consumer or Nurse	Dec. 31, 1986	Dec. 31 of 1998, 2004, 2010, 2016, 2022
Physician	Dec. 31, 1987	Dec. 31 of 1999, 2005, 2011, 2017, 2023

2015 Georgia Code

Title 31 - HEALTH

Chapter 3 - COUNTY BOARDS OF HEALTH

§ 31-3-2 - Composition; terms of members

(a) Each county board of health shall be composed of seven members as follows:

- (1) One member shall be the chief executive officer of the governing authority of the county, by whatever name called, or some member designated by said officer; in counties where the governing authority is the judge of the probate court of the county, he shall be the member so appointed;
- (2) One member shall be the county superintendent of schools or other school personnel may be designated by said superintendent for such time period as determined by the superintendent but not to exceed such superintendent's contract term;
- (3) Except as otherwise provided in this paragraph, one member to be appointed by the governing authority of the county shall be a physician actively practicing medicine in the county and licensed under Chapter 34 of Title 43. If there are fewer than four physicians actively practicing in the county or if there is no physician actively practicing in the county who is willing and able to serve, the governing authority may appoint a person licensed as a nurse or dentist under Chapter 26 or 11, respectively, of Title 43, and actively practicing such profession in the county or any other person having a familiarity with and concern for the provision of medical services in the county;
- (4) One member to be appointed by the governing authority of the county shall be a consumer, a representative of a consumer, or a person from an advocacy agency or group, which member will represent on the board the county's consumers of health services;
- (5) One member to be appointed by the governing authority of the largest municipality in the county shall be a person interested in promoting public health who is a consumer or a nurse licensed under Chapter 26 of Title 43;
- (6) One member to be appointed by the governing authority of the county shall be a consumer member who will represent on the board the county's needy, underprivileged, or elderly community; and
- (7) One member shall be the chief executive officer of the governing authority of the largest municipality of the county, by whatever name called, or some member designated by said

officer; provided, however, that whenever the legal situs of such largest municipality lies within an adjoining county, the county governing authority may adopt an ordinance providing:

- (A) For the selection by the county governing authority of the chief executive officer, by whatever name designated, of the governing authority of any municipality lying wholly or partially within the county to fill the position on the county board of health authorized by this paragraph;
- (B) That the chief executive officer so selected may designate another member of the respective municipal governing authority, whose term of office is the same as that of the chief executive officer, to serve in the place of the chief executive officer;
- (C) That the chief executive officer so selected or the chief executive officer's designee shall serve for a term of office as a member of the county board of health concurrent with the term of office as a member of the municipal governing authority;
- (D) That a vacancy in the position on the county board of health which is held by the chief executive officer or the chief executive officer's designee shall be filled for the unexpired term by the county governing authority; and
- (E) That the first member of the county board of health selected by the county governing authority under such ordinance may take office at any time on or after January 1, 1987, and that the term of office of the member of the county board of health holding office pursuant to this paragraph on December 31, 1986, shall expire on the day immediately preceding the day such first member selected under such ordinance takes office.

(b) No member appointed to the county board of health shall be an employee of the county board of health or of the department.

(c) The terms of the members of county boards of health serving as such on June 30, 1985, and who are serving in membership positions required to be filled by grand jury appointment, shall expire at the end of June 30, 1985, and upon the appointment and qualification of their successors.

(d) The initial term of the member first appointed pursuant to paragraph (3) of subsection (a) of this Code section shall begin July 1, 1985, and shall expire December 31, 1987; the initial term of the member first appointed pursuant to paragraph (4) of subsection (a) of this Code section shall begin July 1, 1985, and shall expire December 31, 1986; the initial term of the member first appointed pursuant to paragraph (6) of subsection (a) of this Code section shall begin July 1, 1984, and expire December 31, 1985; and the initial term of the member first appointed pursuant to paragraph (5) of subsection (a) of this Code section shall begin July 1, 1984, and shall expire December 31, 1986. After these initial terms, members appointed pursuant to paragraphs (3), (4), (5), and (6) of subsection (a) of this Code section shall take office the first day of January immediately following the expiration of the immediately preceding term of that office and serve terms of six years and until their successors are appointed and qualified. Vacancies in any such

Clarke County Board of Health

III. Mission

1. Purpose Statement:

Have a positive impact on the health and wellness of our communities and the individuals that reside therein.

2. Short-Term Goals & Objectives:

Educate members of the community to know and understand their numbers.

· (I.e. Cholesterol, BMI, A1c, fasting glucose etc.)

Insure we have adequate resources to run programs, clinics and health departments.

Maintain standby resources, equipment and personnel for Emergency Preparedness.

3. Long-Term Goals & Objectives:

Reduce the percentage of individuals that are pre-diabetic or diabetic through wellness interventions, help with diet and education.

Reduce teen pregnancy, utilizing our clinics and active provision of birth control and LARCS and community wide health education.

Reduce infant mortality through perinatal interventions, collaboration with local facilities and physicians and education targeted to possible mothers.

Prevent unwanted pregnancies and enable women to space births to maximize health of infants and resources available to them by providing family planning services especially LARCS.

IV. Accomplishments

1. What activities do you engage in sponsor/promote? How often?

We promote and organize health fairs for many segments of the population. We have a mobile clinic that visits communities with health access problems. Our nurses organize flu immunization outreach programs to local schools. We provide health education through classes and events as well as on a personal level. We work with local business and government to provide wellness services to employees.

2. What community benefit do you provide:

We provide health education, Family Planning services, preventive interventions and some acute care to all sectors of the community allowing them to live fuller and more active lives. Our specialty care clinic provides acute care for HIV/AIDS patients. Teen clinics help teens with adjustment problems, substance abuse, and preventing STD's and pregnancy. Our health clinics provide cancer and cardiovascular screenings to ameliorate and prevent disease. We monitor and manage infectious disease including food borne illness, TB and other diseases. We track and provide vital records for the community. Our environmental health division insures restaurants serve clean and wholesome product, that septic tanks are well designed and functioning and also oversee many other areas of environmental concern.

3. Most recent accomplishments:

Our data analysis/need assessment section has just completed an in depth needs assessment of the county. Teen pregnancy rates and infant mortality rates are trending downward through a combination of efforts of which we are a significant part. Our teen clinics have been copied and studied by other departments in the state. We have the foremost family planning program in the state.

membership shall be filled, for the unexpired term and until a successor is appointed and qualified, in the same manner as the original appointment.

(e) Persons holding office as members pursuant to paragraph (1), (2), or (7) of subsection (a) of this Code section shall serve as members while holding their offices as chief executive officer of the governing authority of the county, county superintendent of schools, or chief executive officer of the largest municipality of the county, respectively.

(f) In each county having a population of not less than 400,000 and not more than 500,000 according to the United States decennial census of 1990 or any future such census, the superintendent of the largest municipal school system in the county shall serve in an ex officio capacity as an additional member of the county board of health.

Clarke County Board of Health

4. Describe your "target" population

We provide services to all members of the community. Our perinatal and child tracking services (BCW, C1st, hearing screening) benefit mothers and infants to five years old. Immunizations provided by health departments impact school age children through mature adults. Our Family Planning programs involve most women and hypertension and obesity programs target males and females from youth to elderly.

Appendix G

Name of Board, Authority, or Commission Clarke County Department of Family and Children Services

I. Meeting

1. Meeting schedule Every 3rd Wednesday of the month
2. (1) What times 12:00 noon (2) Average Duration 1 1/2 hour
3. (1) Where Clarke County DFCS Board Room (2) Who owns the facility Athens-Clarke County
- (3) Is it adequate in terms of space, convenience, parking, seating? Yes

II. Membership

1. Number of members authorized: (1) Max. 7/5 current (2) Attendance average at meetings 4
2. Length of term 5 years (2) Max. allowed number of consecutive terms none
3. Qualifications (e.g. residency, experience, education): (1) Required: _____

See Attached Membership Categories

- (2) Preferred: none
4. Chair Emily Boness, determined by Board Members Vote
5. Member List (please attach the list with their contacts & titles/responsibility descriptions)
See Attached
6. How are vacant positions filled?
Vacancies are advertised and applicants approved by Athens-Clarke County Board of Commissioners
7. How do you correspond with current members?
Email
8. Any personal expenses involved/required? No
9. Is there compensation for board/committee/authority members? Yes
If so, how much? How often? \$45.00 per month Why? Stipend

III. Mission

1. Purpose Statement
To provide oversight and support of services provided and evaluate their effectiveness in meeting the mission of the agency.

2. Short-term goals & objectives
To increase community awareness of needs of population served and services provided by agency. To advocate for staff.

3. Long-term goals & objectives
To reduce the amount of time children remain in the care of the state. To improve staff morale and reduce turnover.

IV. Accomplishments

1. What activities do you engage in sponsor/promote? How often?
Staff appreciation efforts, quarterly; review and recommendation of services, monthly; foster care advocacy, ongoing

2. What community benefit do you provide?
Education about needs and issues of the population served, services provided, and issues impacting effectiveness of service delivery.

3. Most recent accomplishments:
Allocation of funds to hire temporary workers to provide clerical service assistance to social services workers to address cases in timely manner, foster care recruitment efforts

4. Describe your "target" population.
Children, individuals and families who are at risk of harm or loss of self sufficiency for a variety of reasons such as homelessness, loss of income or mental health issues.

V. Transparency

1. Are performance reports submitted to Mayor & Commission annually? Yes an annual report is sent annually
2. Are meeting agendas available prior to each meeting? The minutes from the prior meeting, along with budget and performance reports are sent.
3. Are meeting minutes available to the public? Yes
4. How can one find the annual performance reports, meeting agendas, and meeting minutes?
They can contact Rhonda Floyd, Clarke County DFCS Operations Coordinator @ (706) 227-7007 for this information
5. How are vacant membership positions advertised? The Athens-Clarke County Commission advertises online and in the newspaper
6. How can one find out more information about your Board, Authority, or Commission?
Jean Spratlin with the Athens Clarke County Commissioners is the contact for this information

Appendix G

---- THE END OF OUR QUESTIONS ----

Thank you for participating and completing the enclosed questionnaire.

Please feel free to use this page for additional information that would allow us to understand the board/committee/authority in which you serve. If you have any questions, please don't hesitate to contact the office --Office of Operational Analysis at 706-613-3012. Thank you very much!

Clarke County DFCS has implemented "Operation Permanency" which relies on commitment of all stakeholders to come together to develop and implement action plans immediately upon a child entering care which has resulted in a decrease in the amount of time in care.

Advocacy for staff includes staff appreciation events, educating the community on the services and roles of staff, advocating for supplemental pay and career advancement opportunities such as a path to acquire professional license.

Clarke County Department of Family and Children Services
Board Members

Emily Boness
Board Chair 09/15
18 Milledge Court
Athens GA 30605
boness@fanning.uga.edu
June 2016

Andrea Lingard
Vice Chair 09/15
180 Featherwood Hollow
Athens GA 30601
(H) 706-369-8180
lingardj@bellsouth.net
June 2020

James Gaudin
191 Clyde Road
Athens GA 30605
(H) 706-549-9337
(C) 706-850-1173
jgaudin5204@att.net
June 2017

Karen Hooker
273 Lake Vista Way
Athens GA 30607
(H) 706-202-9363
(W) 706-548-7291
hookerk@clarke.k12.ga.us
June 2018

Appendix G

Robert Fris
244 Barber Street, Apt. D4
Athens GA 30601
W (706) 542-1412
brandonfris@gmail.com
June 2019

MEMBERSHIP

Per O.C.G.A. § 49-3-2 (amended via SB 138) the governing authority (Local County Board of Commissioners) shall ensure that all appointments made on or after July 1, 2015, are made from the following categories:

- (1) Pediatric health care providers;
- (2) Appropriate school personnel;
- (3) Emergency responders;
- (4) Law enforcement personnel;
- (5) Private child welfare service providers;
- (6) Alumni of the child welfare system;
- (7) Mental health care providers;
- (8) Former foster parents; and
- (9) Leaders within the faith-based community.

- Each board will have five to seven members.
- Terms of County Board Members are for five years, beginning on July 1, and are staggered so that one term expires each year. A Board Member whose term has expired may continue to serve until a successor is appointed.
- Appointments to fill vacancies on County Boards caused by death, resignation, or disqualification before the expiration of a term are made for the remainder of the term.
- Board vacancies which occur for any reason, including but not limited to expiration of the term of office, shall be filled by new criteria within 90 days.
- No elected officer of the state or any subdivision thereof shall be eligible for appointment to the county board.
- Public Assistance recipients may not be appointed to the board since the appointment would create an illegal conflict of interest.
- As a matter of policy, the Division does not support the appointment of anyone who has immediate family members on the staff of the local office. The County Board Chair and/or the County Director shall make the Chairman of the County Commission aware of this policy.

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- Any board member in one of the situations defined above is automatically and immediately disqualified for continued membership on the board. The County Director must advise the County Commission and request another appointment to fill the vacancy.
- All appointments should be reflective of gender, race, ethnic, and age characteristics of the county population.
- County Directors are responsible for timely notification to the Division Director and Regional Director of any changes to the membership of the county boards.

Name of Board, Authority, or Commission

Construction Board of Appeals

I. Meeting

1. Meeting schedule As Needed
2. (1) What times TBD (2) Average Duration 1 hour
3. (1) Where Planning Dept. (2) Who owns the facility ACC
(3) Is it adequate in terms of space, convenience, parking, seating? yes

II. Membership

1. Number of members authorized: (1) Max. 4 (2) Attendance average at meetings 4
2. Length of term 4 (2) Max. allowed number of consecutive terms not limited
3. Qualifications (e.g. residency, experience, education):
(1) Required: resident; located in ACC; licensed in field
(2) Preferred:
4. Chair n/a, determined by
5. Member List (please attach the list with their contacts & titles/responsibility descriptions)

6. How are vacant positions filled?

Applications submitted through Clerk of Commission

7. How do you correspond with current members?

Phone calls and emails

8. Any personal expenses involved/required? no

9. Is there compensation for board/committee/authority members?

If so, how much? How often? \$500/mtg. Why? for travel expenses, etc.

III. Mission

1. Purpose Statement

Responsible for hearing appeals of decisions + interpreting of the building official + considering variances to technical codes.

2. Short-term goals & objectives

3. Long-term goals & objectives

IV. Accomplishments

1. What activities do you engage in sponsor/promote? How often?

2. What community benefit do you provide?

Ensure construction is safe and within code regulations.

3. Most recent accomplishments:

n/a

4. Describe your "target" population.

n/a

V. Transparency

1. Are performance reports submitted to Mayor & Commission annually?

NO

2. Are meeting agendas available prior to each meeting?

Yes

3. Are meeting minutes available to the public?

Yes

4. How can one find the annual performance reports, meeting agendas, and meeting minutes?

on file in Department

5. How are vacant membership positions advertised?

ACC Clerk of Commission

6. How can one find out more information about your Board, Authority, or Commission?

Doug Hansford, Dept. Director, Building Inspection
701-1413-3520

CONSTRUCTION BOARD OF APPEALS

5 years
no limit

<u>MEMBERS</u>	<u>DISTRICT</u>	<u>TERM EXPIRES</u>
John Rogers (Electrical Contractor)	9	11-30-17
Smith Wilson (General Contractor)	1	11-30-18
Vacant (Mack Chambers) (HVAC)	6	11-30-18
David Matheny (Architect/Engineer)	7	11-30-19
Randall Power (Plumbing Contractor)	1	11-30-20
Randall Power 1206 Moores Grove Road Winterville, GA 30683		Smith Wilson 480 E. Broad Street, #001 Athens, GA 30601
John Rogers 175 Cleveland Avenue Athens, GA 30601		Vacant
David Matheny 330 Research Drive, Suite A 240 Athens, GA 30605		

Revised 11-03-15

Appendix G

Name of Board, Authority, or Commission	Keep Athens-Clarke County Beautiful		
I. Meeting			
1. Meeting schedule	First Wednesday of every month (except July)		
2. (1) What times	3:30-5:00pm	(2) Average Duration	1.5 hours
3. (1) Where	Athens First B&T Downtown (2) Who owns the facility Athens First Bank and Trust		
(3) Is it adequate in terms of space, convenience, parking, seating? Yes			
II. Membership			
1. Number of members authorized: (1) Max.	20	(2) Attendance average at meetings	15
2. Length of term	3 years	(2) Max. allowed number of consecutive terms	2
3. Qualifications (e.g. residency, experience, education): (1) Required: <u>residency and registered voter</u>			
(2) Preferred: <u>volunteer interest litter, recycling, beautification and other community environmental issues.</u>			
4. Chair	Marilyn Applyby, determined by <u>Board vote</u>		
5. Member List (please attach the list with their contacts & titles/responsibility descriptions) See attachment			
6. How are vacant positions filled? Openings listed on county website, member newsletters, quarterly newsletter and out-going members nominate replacement			
7. How do you correspond with current members? via e-mail, monthly Board meetings, and community events			
8. Any personal expenses involved/required? <u>No</u>			
9. Is there compensation for board/committee/authority members? If so, how much? How often? <u>N/A</u> Why? <u>N/A</u> no			
III. Mission			
1. Purpose Statement The mission of the KACCB program is to educate and empower citizens and businesses with the resources to take action as environmental stewards of litter prevention, waste reduction, and beautification.			
2. Short-term goals & objectives To promote beautification efforts in the community; To maintain sustained litter reduction; To promote the proper handling of solid waste; To enhance environmental awareness through education			
3. Long-term goals & objectives To identify and improve areas of general community concern, increase awareness of each individual's role in taking care of our community, and promote adequate maintenance of public and private property.			
IV. Accomplishments			
1. What activities do you engage in sponsor/promote? How often? See attachment			
2. What community benefit do you provide? See attachment			
3. Most recent accomplishments: See attachment			
4. Describe your "target" population. We serve the entire ACC community			
V. Transparency			
1. Are performance reports submitted to Mayor & Commission annually? <u>Yes</u>			
2. Are meeting agendas available prior to each meeting? <u>Yes</u>			
3. Are meeting minutes available to the public? <u>Yes</u>			
4. How are vacant membership positions advertised? Openings listed on county website, member newsletters, Quarterly newsletter and out-going members nominate replacement			
5. How can one find out more information about your Board, Authority, or Commission? visit www.keepathensbeautiful.org and click "join the board"			

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--- THE END OF OUR QUESTIONS ---

Thank you for participating and completing the enclosed questionnaire.

Please feel free to use this page for additional information that would allow us to understand the board/committee/authority in which you serve. If you have any questions, please don't hesitate to contact the office --Office of Operational Analysis at 706-613-3012. Thank you very much!

See attachment

Accomplishments

1. What activities do you engage in sponsor/promote? How often?

As a local affiliate of the Keep Georgia Beautiful program and the National Keep America Beautiful program, KACCB positively affects the community bringing State and National programs to Athens and engaging citizens in volunteer service. KACCB staff work diligently to be creative and relevant in providing sustainable programs to our year round residents as well as to our large University of Georgia community. On an annual basis, KACCB administers 7 litter prevention programs, 8 recycling programs/events, and 8 community beautification programs. KACCB organizes and/or leads the local MLK Day of Service Event, Rivers Alive, Bring One for The Chipper Christmas Tree Recycling Program, the KAB Great American Clean-up, National Planting Day, GreenFest, Adopt Athens, the Cigarette Litter Prevention Program and several other community-wide programs and events. . In 2014 KACCB completed 14 workshops and held 35 outreach events with 9,527 community members attending and engaged 7,286 volunteers into action for our community. Our program has a history of leadership in environmental education through our Green Schools Program, which has been providing environmental education lesson plans and outreach for 13 years. Last year our outreach education efforts reached 4176 students in 29 schools and daycare centers. As the chair of the Community Garden Network School Committee, KACCB has worked collaboratively with the Athens Land Trust, The University of Georgia, the County Extension Agency, and the Council on Aging to help implement 15 community gardens in 22 school gardens in Athens. KACCB works closely with the local business community and celebrates their contributions through our signature Beautiful Business of the Month Program. KACCB works daily to maintain volunteer programs like Adopt Athens, Adopt-A-Highway, The Athens Tool Shed Program, School Garden Administration and Assistance, Green School Environmental Education Outreach, Ink Jet and Laser Jet Recycling, etc.

2. What Community Benefit do you provide:

Keep Athens-Clarke County Beautiful (KACCB) is a program of the Athens-Clarke County (ACC) Solid Waste Department/Recycling Division with the mission to educate and empower citizens and businesses with the resources to take action as environmental stewards of litter prevention, waste reduction, and beautification. KACCB is also a 501(c)3 non-profit organization with a Commission appointed Board of Directors that works closely with the government program to strengthen outreach programs through volunteer assistance and programmatic funding. See Infograph below.

Keep Athens-Clarke County Beautiful

FY 2014

We educate and empower citizens and businesses with the resources to take action as environmental stewards of litter prevention, waste reduction, and beautification.



2014 National Affiliate of the Year



8 beautification programs. 7 litter prevention. 8 recycling programs.



COMMUNITY EVENTS

**61**

events

7,286

volunteers

29,967

volunteer hours

912bags of
garbage
collected
from
roadways**198**bags of
recycling
collected
from
roadwaysfor every \$1
of local funds
invested in
KACCB**\$194**is returned
in community
benefit

3. Most recent Accomplishments

National Affiliate of the Year, State Affiliate of the Year, Executive Director of the Year, 2014 “Outstanding Civic Organization” Award by the Georgia Urban Forestry Council (GUFC). (KACCB partnered with several community groups to plant orchards at two elementary schools, two middle schools, and six urban community garden sites reaching 1,324 students)

Appendix G

KEEP ATHENS-CLARKE COUNTY BEAUTIFUL BOARD OF DIRECTORS

725 Hancock Industrial Way

Athens, Georgia 30605

www.keepathensbeautiful.org

706-613-3501 x312

2015-2016

<p><u>Voting Member</u> <u>Chairperson:</u></p> <p>Aubrey Miller (June 2018) 1850 Epps Bridge Pkwy, Suite 301 Athens, GA 30606 H (706) 318-8090 aubm3@aol.com aubreymiller@athensfirstbank.com</p> <p><i>Executive Committee</i></p>	<p><u>Voting Member</u> <u>Vice-Chairperson:</u></p> <p>Theresa Napoli (June 2016) 305 Lucille St. Athens, GA 30606 C (404) 729-1517 theresanapoli@gmail.com</p> <p><i>Executive Committee</i> <i>Public Relations/Projects Committee</i></p>	<p><u>Voting Member</u> <u>Treasurer:</u></p> <p>Amanda Smith (June 2016) 327 S. Church Street Athens, GA 30605 H (315) 212-9990 W (678)753-3238 smith2104@gmail.com</p> <p><i>Executive Committee</i> <i>Finance Committee</i></p>
<p><u>Voting Member</u> <u>Secretary:</u></p> <p>Cora Keber (June 2017) 2450 S. Milledge Avenue Athens, GA 30605 W (706) 542-6156 ckeber@uga.edu</p> <p><u>*Member by Virtue of the State Botanical Garden of Georgia</u></p>	<p><u>Voting Member</u></p> <p>Marilyn Appleby (June 2017) 300 S. Rocksprings St. P.O. Box 1469 Athens, GA 30603-1469 W (706) 425-5367 M (706) 202-1506 H (706) 548-7123 mappleby@athenshousing.org</p> <p><u>*Ex-Officio Designee by Athens Housing Authority</u></p>	<p><u>Voting Member</u></p> <p>Joy Barrett (June 2017) 475 Millstone Circle Athens, GA 30605 H (706) 543-5556 C (1) 706-767-7930 barretts4@att.net</p> <p><i>Membership Committee</i></p>
<p><u>Voting Member</u></p> <p>L. Kay Parrish (June 2016) 600 Athens Road Winterville, GA 30683 H (706) 424-0901 parrishk@clarke.k12.ga.us</p>	<p><u>Voting Member</u></p> <p>Chris Caswall (June 2018) JunkSouth PO Box 964 Athens, GA 30603 W 7-855-RIP-JUNK H (706) 340-3969 ccaswall@junksouth.com</p> <p><i>Membership Committee</i> <i>Public Relations/Projects Committee</i></p>	<p><u>Voting Member</u></p> <p>Anna Truszcynski 120 West Dougherty Street Athens, GA 30601 W (706) 613-3440 ex 382 Anna.Truszcynski@athensclarkecounty.com</p> <p><u>* Voting Member by virtue of ACC Transportation and Public Works Department</u></p>

Appendix G

<p><u>Voting Member</u></p> <p>Elisabeth Lohmueller (June 2018) 148 Old Will Hunter Rd Athens, GA. 30606 C (603) 490-9739 elisabethlohmueler@gmail.com</p>	<p><u>Voting Member</u></p> <p>Sheridan Soileau (June 2018) 105 Hunnicutt Dr Athens, GA 30606 C (706) 201-3739 Sheridan109@gmail.com</p>	<p><u>Voting Member</u></p> <p>Victoria Prevatt (June 2018) 315 Beechwood Drive Athens, GA 30606 C (706) 255-8815 vprevatt@uga.edu</p>
<p><u>Voting Member</u></p> <p>Theresa Owen (June 2018) 145 Arch Street Athens, GA 30601 C (206) 251-8869 towen@negrc.com</p>	<p><u>Voting Member</u></p> <p>Brian Gamsey (June 2017) 120 N. Poplar Street Athens, GA 30601 C (404) 931-9662 brian@tripleplayfoundation.org</p> <p><i>Membership Committee</i></p>	<p><u>Ex-Officio Member</u></p> <p>Allison Wright (June 2016) 430 Hampton Court Athens, GA 30605 H (706) 549-3518 allison.wright@athensclarkecounty.com</p> <p><u>*Ex-officio Designee of ACC Mayor & Commission</u></p>
<p><u>Voting Member</u></p> <p>Greg Denzin (June 2018) 170 Nowhere Road Athens, GA 30601 H (706) 247-3599 gandglandscapedesign@gmail.com</p>	<p><u>Ex-Officio Member</u></p> <p>Brad Rickard (June 2017) 5700 Lexington Road Athens, GA 30605 W (706) 613-3508 C (706) 296-3557 Brad.rickard@athensclarkecounty.com</p> <p><i>Membership Committee</i></p> <p><u>*Ex-officio of the ACC Solid Waste Department</u></p>	<p><u>Executive Director</u></p> <p>Stacee Farrell 725 Hancock Industrial Way Athens, GA 30605 W (706) 613-3501 x312 C (706) 247-5387 stacee.farrell@athensclarkecounty.com</p>

Appendix G

Name of Board, Authority, or Commission Athens Downtown Development Authority

I. Meeting

1. Meeting schedule Monthly, 2nd Tuesday of the month
2. (1) What times 3:00 pm (2) Average Duration 1-2 hrs.
3. (1) Where AACOC (2) Who owns the facility AACOC - Chamber of Commerce
- (3) Is it adequate in terms of space, convenience, parking, seating? Yes

II. Membership

1. Number of members authorized: (1) Max. 7 (2) Attendance average at meetings 7
2. Length of term 2 yrs. (2) Max. allowed number of consecutive terms no maximum
3. Qualifications (e.g. residency, experience, education): (1) Required: downtown business owner or downtown property owner
(2) Preferred:
4. Chair Chris Blackmon, determined by vote of Board of Directors annually
5. Member List (please attach the list with their contacts & titles/responsibility descriptions)
See attached
6. How are vacant positions filled? 4 by appointment by ACC M&C, ACC advertises, 3 are by position - Mayor, Commissioner, AACOC interviews and appoints
7. How do you correspond with current members?
email, monthly meeting, meeting agenda packet
8. Any personal expenses involved/required? no
9. Is there compensation for board/committee/authority members?
If so, how much? How often? _____ Why? no

III. Mission

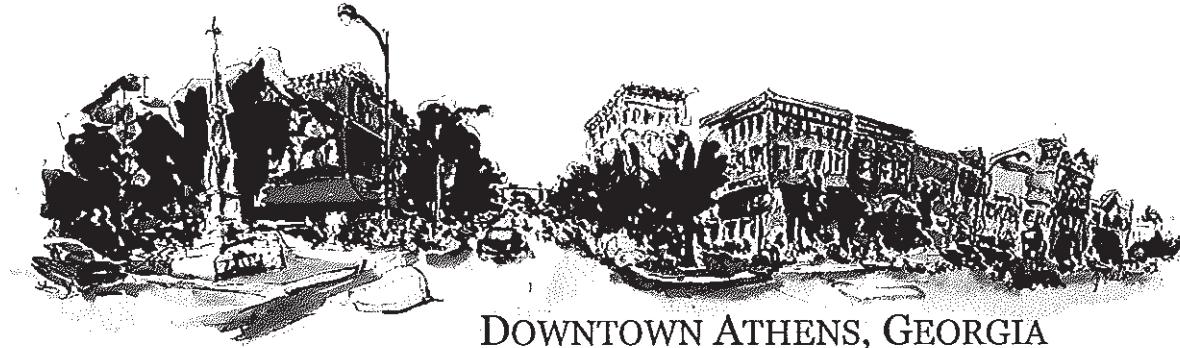
1. Purpose Statement
See attached
2. Short-term goals & objectives
See attached FY14-15 complete; FY16-17 to be adopted 7/14/15
3. Long-term goals & objectives
See attached FY14-15 complete; FY16-17 to be adopted 7/14/15

IV. Accomplishments

1. What activities do you engage in sponsor/promote? How often? grant & loan programs business incentives, promotion, event sponsorship, parking management
2. What community benefit do you provide?
Support and enhance economically viable and vibrant downtown
3. Most recent accomplishments:
See attached
4. Describe your "target" population.
All downtown stakeholders (residents, businesses, visitors, etc.)

V. Transparency

1. Are performance reports submitted to Mayor & Commission annually? Yes, starting 2015*
2. Are meeting agendas available prior to each meeting? Yes, one week prior
3. Are meeting minutes available to the public? Yes, online
4. How are vacant membership positions advertised? ACC
5. How can one find out more information about your Board, Authority, or Commission?
Website - www.DowntownAthensGA.com



DOWNTOWN ATHENS, GEORGIA

Athens Downtown Development Authority

Meeting Calendar 2015

All ADDA Regular Board meetings are held the second Tuesday of the month, unless otherwise noted. All meetings begin at 3:00pm. Meetings are held in the Chamber of Commerce Building, 246 West Hancock Avenue, Athens, Georgia 30601. All meetings are open to the public.

2015

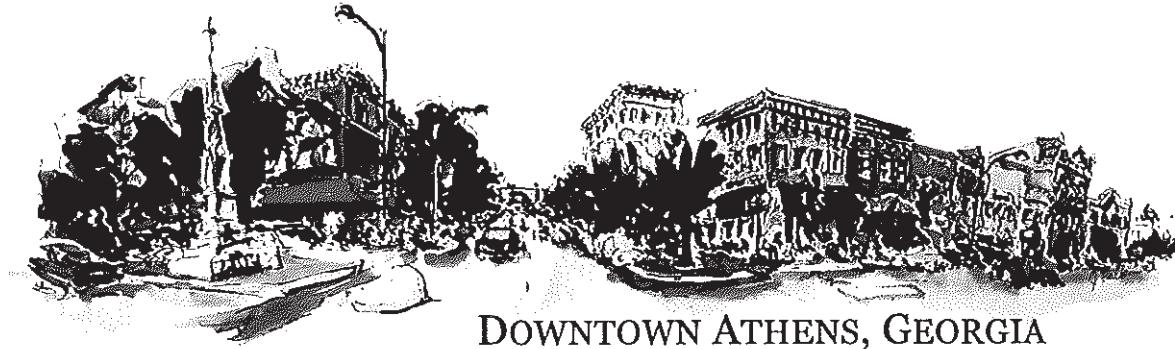
January 20*
February 10
March 17*
April 14
May 5*
June 9
July 14
August 11
September 8
October 13
November 10
December 8

2016

January 12

* Meeting date NOT a second Tuesday

Athens Downtown Development Authority · Downtown Athens Business Association
P.O. Box 1295 · Athens, Georgia 30603 · Phone 706.353.1421
www.DowntownAthensGa.com



**ADDA Board of Directors
2015**

Chris Blackmon, Partner & Owner of Atlas Real Estate Advisors - Chair
blackmonemail@bellsouth.net
Cell: 706-207-5262

Erica Cascio, Owner of Square One Fish Co. – Vice Chair
yogini910@aol.com
Cell: 954-592-9467

Nancy Denson, Mayor, Unified Government of Athens-Clarke County
nancy.denson@athensclarkecounty.com
Work: 706-613-3010

Patrick Garrard, Attorney, Blasingame, Burch, Garrard & Ashley
phg@bbgbalaw.com
Work: 706-354-4000

Mike Hamby, District 10 Commissioner, Unified Government of Athens-Clarke County
mike.hamby@athensclarkecounty.com
Cell: 706-338-3970

William Overend, Partner & Owner of McArthur, McArthur & Overend, L.L.P.
Email: bill@overend.com
Work: 706-353-7736

Regina Quick, Attorney & Owner of Regina Quick, P.C.
rmqpc@mindspring.com
Work: 706-353-0166

Pamela Thompson, Executive Director, ADDA
pamela@downtownathensga.com
Work: 706-353-1421, extension 238

ATHENS DOWNTOWN DEVELOPMENT AUTHORITY

About Us

The mission of the Athens Downtown Development Authority (ADDA) is to promote, to maintain, and to enhance a safe and economically viable central business district by focusing both public and private resources on the fulfillment of downtown's potential to benefit the entire community.

To achieve this mission, ADDA focuses on several objectives. These include:

1. To acquire, construct, improve, alter, repair, and maintain properties within the Downtown Athens Area as set forth in the enabling legislation and to promote for the public good and general welfare, trade, commerce, industry, and employment opportunities.
2. To undertake and oversee the revitalization and redevelopment of the urban, central city areas located within the Downtown Athens Area and to use those powers as prescribed by law and as requested by the Unified Government of Athens-Clarke County, Georgia.

The ADDA is also part of the Georgia Main Street Program which is based on a comprehensive strategy of work, tailored to local needs and opportunities, in four broad areas, called the Main Street Four Point Approach:

1. Design: Enhancing the physical appearance of the commercial district by rehabilitating historic buildings, encouraging supportive new construction, developing sensitive design management systems, and long-term planning.
2. Organization: Building consensus and cooperation among the many groups and individuals who have a role in the revitalization process.
3. Promotion: Marketing the traditional commercial district's assets to customers, potential investors, new businesses, local citizens and visitors.
4. Economic Restructuring: Strengthening the district's existing economic base while finding ways to expand it to meet new opportunities -- and challenges from outlying development.



DOWNTOWN ATHENS, GEORGIA

ATHENS DOWNTOWN DEVELOPMENT AUTHORITY FY14-15 WORK PLAN

The ADDA Mission is to:

- * create an economically sustainable, vibrant and viable downtown
- * create an environment that attracts people and investments
- * be an advocacy group for downtown constituents
- * promote downtown to residents, businesses and visitors

FY14-15 PRIORITIES

1. Infrastructure - plan and advocate for improved public and private downtown utilities
2. Business Resources - research, communicate and utilize loans, grants and incentives
3. Economic Impact - measure and communicate the large impact of downtown activity
4. Promotion - wayfinding, aesthetics and cleanliness of downtown
5. Organization - internal review of policies, procedures and partnerships
6. Planning - Master Plan implementation strategy

Adopted October 2013
FINAL REPORT

FY14-15 Strategies

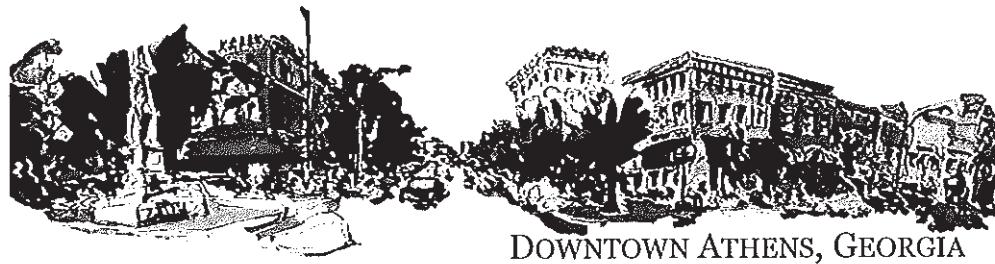
1. Infrastructure - plan and advocate for improved public and private downtown utilities
 - ✓ Strategy 1 - Parking Meter Conversion Program
 - Strategy 2 - Make Parking Decks better alternative to street parking
 - ⚠ Strategy 3 - Downtown Infrastructure Needs Assessment
 - ⚠ Strategy 4 - Downtown Internet & Data Assessment
2. Business Resources - research, communicate and utilize loans, grants and incentives
 - ⚠ Strategy 1 - Downtown Economic Development Incentive Package
 - ✓ Strategy 2 - Façade Program
 - ✓ Strategy 3 - Comprehensive List of Business Financing Resources
 - ✓ Strategy 4 - Comprehensive List of Business Grant Resources
 - ✓ Strategy 5 - Comprehensive List of Business Tax Incentives Programs
3. Economic Impact - measure and communicate the large impact of downtown activity
 - ⚠ Strategy 1 - Economic Impact Report
 - Strategy 2 - ADDA Annual Report
 - ✓ Strategy 3 - Promote Downtown Athens
 - ✓ Strategy 4 - Downtown Communication Program
4. Promotion - wayfinding, aesthetics and cleanliness of downtown
 - ✓ Strategy 1 - Downtown Cleanliness Program
 - ⚠ Strategy 2 - Comprehensive Wayfinding Signage
 - ⚠ Strategy 3 - Comprehensive Parking Signage
 - ⚠ Strategy 4 - Market the deck parking
 - ✓ Strategy 5 - Encourage Downtown Events
5. Organization - internal review of policies, procedures and partnerships
 - ✓ Strategy 1 - Review ADDA organization
 - ✓ Strategy 2 - Review Parking System organization
6. Planning - Master Plan implementation strategy
 - ✓ Strategy 1 - Master Plan
 - Strategy 2 - Promote good downtown land use practices

22 Strategies

12 Completed

7 In Progress

3 Not Started



ATHENS DOWNTOWN DEVELOPMENT AUTHORITY FY16-17 WORK PLAN

The ADDA Mission is to:

- * create an economically sustainable, vibrant and viable downtown
- * create an environment that attracts people and investments
- * be an advocacy group for downtown constituents
- * promote downtown to residents, businesses and visitors

FY16-17 PRIORITIES

1. Economic Impact - measure, communicate and expand the large impact of downtown activity
2. Promotion - wayfinding, aesthetics and cleanliness of downtown
3. Business Resources - research, communicate and utilize loans, grants and incentives

FY16-17 Strategies

1. Economic Impact - measure, communicate and expand the large impact of downtown activity
 - Strategy 1 - Economic Impact Report
 - Strategy 2 - ADDA Annual Report
 - Strategy 3 - Revise ADDA Boundary
 - Strategy 4 - Expand business incubation efforts
2. Promotion - wayfinding, aesthetics and cleanliness of downtown
 - Strategy 1 - Downtown Beautification Program
 - Strategy 2 - Comprehensive Wayfinding Signage
 - Strategy 3 - Comprehensive Parking Signage
 - Strategy 4 - Encourage Downtown Events
3. Business Resources - research, communicate and utilize loans, grants and incentives
 - Strategy 1 - Create ADDA Local Revolving Loan Fund
 - Strategy 2 - Workshops to explain ADDA programs available to businesses
 - Strategy 3 - Promote and Encourage use of ADDA programs, resources and loans

Adopted XXXX 2015

ATHENS DOWNTOWN DEVELOPMENT AUTHORITY

ACCOMPLISHMENTS
July 2013 – June 2015

A. Programming

1. Awarded Georgia Cities Foundation funds in partnership with Creature Comforts Brewery
2. Created policy for use of Washington Street Deck Rooftop event space
3. Worked with UGA Professor Jack Crowley to finish the Downtown Master Plan and move it forward to ACC
4. Awarded Georgia Cities Foundation funds in partnership with The Rook & Pawn bistro and board game café
5. Created local Façade Grant Program, first award made April 2015
6. Started Quarterly Newsletter
7. Worked with ACC staff to promote purchase of sidewalk scrubber and enhanced trash service downtown
8. Worked with DABA and ACC staff to amend sign ordinance to allow wall sign that can be used for daily specials
9. Modified CEP Guidelines to require ADDA recognition at events and in marketing to increase advertising efforts
10. Grew relationship with Four Athens, supporting new tech businesses downtown
11. Elected to Georgia Downtown Association Board of Directors
12. Presented at several meetings and panels to highlight work of ADDA, gaining statewide recognition for redevelopment efforts
13. Received Local Government Financial Officer Level I Certification

B. Parking

1. Installed new software in College Avenue deck to allow for acceptance of credit cards, debit cards and cash – funded by Life Cycle Funds for no impact on operating budget
2. Purchased and installed 510 new single-space meters on street that allow for acceptance of credit cards, debit cards and cash – funded by SPLOST Funds for no impact on operating budget
3. Installed second after-hours pay machine in Washington Street Parking Deck for improved customer service and collections
4. Held first “Beat the Boot” parking fine amnesty event
5. Modified parking deck attendant hours to save money and better serve customers
6. Modified security hours to maintain safe environment while saving money
7. Transitioned to new private partner at Washington Street Parking Deck
8. Starting having parking deck gates closed on Sunday to capture lost revenue, collecting ~\$42,000 a year
9. Cleaned and repainted all on-street parking meter poles
10. Presented proposal to remove Pay & Display machines on Broad Street and Clayton Street and replace them with single-space meters, using several

funding sources for no impact on ADDA or ACC operating budget; approved by Mayor and Commission

11. Issued RFP for management of surface lots for special events; same vendor was awarded contract, and revenue increased from \$7,500 per year to ~\$21,000 per year
12. Researched and changed credit card processor; decreasing cost from ~\$0.25 to ~\$0.15, based on typical \$0.75 charge (not including gateway fee)
13. Partnered with ACC staff and was awarded grant to place electric vehicle charging station in Washington Street Parking Deck
14. Coordinated meetings and presented recommendation on Loading Zones and Delivery Lane Ordinance to Mayor and Commission; adopted in December 2014
15. Worked with Board to renew Parking Management Agreement, with a 5% increase in split of net revenue
16. Revenue Collection – actual funds received by ACC up 123% since 2013
17. Partnered with Tax Commissioner to get contact information for parking fine collection

C. Organizational

1. Outsourced Payroll and Worker's Comp insurance for cost savings
2. Outsourced health insurance for costs savings
3. Based on area market survey, parking employees were paid \$8 per hour versus \$10; implemented two-year plan to increase pay rate to \$10 per hour
4. Converted all paper payroll checks to electronic transfer, saving time and money
5. Instituted Director approval of all invoices before payment
6. Instituted correct and signed timesheets for all employees
7. Brought gift certificate program up to date and instituted procedures to make program more secure and accountable
8. Worked with DABA to transfer hard costs of gift certificate program to them
9. Updated website to place all meeting agenda item materials online prior to meeting
10. Instituted delivery of board meeting packets one week before meeting
11. Oversight of ADDA charter update based on unification of government
12. Cleaned out two unnecessary storage units, surplus and safely shredded outdated paperwork

BY-LAWS

DOWNTOWN ATHENS DEVELOPMENT AUTHORITY
ATHENS, GEORGIA

ARTICLE I
NAME AND PURPOSE

Section 1. Name and Legal Authority. The Downtown Athens Development Authority was created as a constitutional development authority by an act of the legislature and a referendum of the voters of Athens, Georgia approving the authority by a local constitutional amendment. The Charter for the Downtown Athens Development Authority is found at Ga. L. 1977, p. 3533, amended Ga. L. 1987, p. 3825 (the "Charter"). The Downtown Athens Development Authority utilizes the trade name Athens Downtown Development Authority ("ADDA"). Athens Downtown Development Authority is synonymous with Downtown Athens Development Authority.

Section 2. Purpose. The purpose of the ADDA is to stimulate and sustain economic development in downtown Athens by encouraging cooperation and building leadership; by advancing a positive image of downtown and promoting it as an exciting place to live, shop, and invest; by sustaining and improving the appearance of downtown; and by strengthening and expanding the economic base of downtown. The ADDA serves non-profit and public purposes.

Section 3. Effective uses. ADDA is most effectively used when its financing and project administration abilities are reserved for unusual endeavors which include: 1) complex, unique or special projects which ADDA can concentrate on to the exclusion of other things, 2) enterprises which are essentially entrepreneurial and beyond the range of functions of local government, and 3) public/private partnerships.

ARTICLE II
DIRECTORS AND SERVICE

Section 1. Management Powers, Number, Qualification and Term. The property, affairs and business of the ADDA shall be overseen by its seven member board of directors (the "Board") appointed according to the terms of the Charter and serving the term of office specified in the Charter.

Section 2. Powers. The directors shall have such power and authority as is conferred upon them by the Charter as the same now exists or may hereafter be amended, and such other power and authority as may be contained under the Constitution and the Laws of the State of Georgia as the same may now or hereafter exist.

Section 3. Conditions of Service. No director shall receive compensation for services, but may be reimbursed for reasonable expenses incurred in the performance of director duties.

Section 4. Director Resignation. Any director may resign by giving notice in writing to the Chair of the ADDA and the Mayor of the Athens-Clarke County Commission. Such resignation shall take place as specified in the resignation and upon acceptance by the Athens-Clarke County Commission.

Section 5. Director Removal. A director who is absent from three consecutive regular meetings without proper cause shall be subject to removal. A director who conducts himself in

such a fashion as to jeopardize the good public standing of the ADDA is also subject to censure, as well as removal. The director may be removed by a majority vote of the Board, subject to approval by the Athens-Clarke County Commission.

Section 6. Vacancies. A seat on the Board shall be considered vacant upon the expiration of a term, resignation, death, or removal of a member. At the end of any term of office, if a successor has not been appointed, the director whose term of office has expired shall continue to hold the office until his successor is appointed. Any person appointed to fill the unexpired term of a director shall serve to the end of the unexpired term.

Section 7. Conflict of Interest. A director shall not use his board position to influence the ADDA's decisions or discussions where the director has a material financial interest; or where the director has an organizational responsibility or personal relationship interest which may result in a real or apparent conflict of interest. Directors shall disclose investments, interest in real property or businesses, and sources of income or gifts that may present a conflict of interest. The Board's determination of conflict of interest regarding a director's financial, organizational or personal interest shall be final and not subject to review. Each director who serves as a director because of an office he holds as specified in the Charter shall not have a conflict of interest because of his duties for the office which results in his appointment.

Section 8. Business with a Director. The ADDA may purchase from, sell to, borrow from, loan to, contract with, or otherwise do business with a director or any organization or person with which a director has a substantial interest or involvement provided the director: 1) discloses the interest in advance to the Board and have such recorded in the minutes, 2) not be present at that portion of a board meeting during discussion or decision on the matter and 3) not participate in any board decision relating to the matter. A "substantial interest or involvement" shall mean any interest or involvement which reasonably may be expected to result in a direct financial benefit to such director, as determined by the Board, whose determination shall be final and not subject to review.

Section 9. Confidentiality. No Board member shall disclose, either during or after tenure, any confidential information obtained as a result of having served on the Board, without first having obtained the written consent of the Board.

ARTICLE III MEETINGS

Section 1. Regular Meetings. The Board shall meet at a regular time and place established by resolution of the Board. Notice of this meeting, as well as other public meetings of the Board, shall be posted in a conspicuous public place at the regular meeting place. All meetings shall be conducted in accordance with the Georgia Open Meetings Act (O.C.G.A. Section 50-14-1 et. seq.)

Section 2. Special Meetings. Special meetings may be held upon the call of the Chairman, the Executive Director, or any two directors at such time during regular business hours and at such place within the ADDA governing area as shall be specified in the notice of such meeting. In the case of a Special Meeting of the Board, the directors, the public, and the local legal organ shall be given 24 hours notice of this meeting. A meeting of any committee of ADDA may be called by the Chair of the Board or the Chair of the Committee, and this shall require 24 hours notice to committee members, the public and the local legal organ. No action of any committee or its members shall be binding upon ADDA until such committee actions have been approved by the Board.

Section 3. Executive Sessions. The Board may approve an executive session to consider matters allowed by the Georgia Open Meetings Act. Voting on issues discussed in closed executive session must be made by a meeting open to the public. All executive sessions must be conducted in compliance with the Georgia Open Meetings Act.

Section 4. Annual Meeting. At the first meeting of each calendar year, the Board shall conduct an annual meeting to elect officers and make financial and operational reports and recommendations necessary for the conduct of ADDA's annual affairs.

Section 5. Quorum. A majority of the directors, at a meeting duly assembled shall constitute a quorum for the transaction of business. A majority is defined as a majority of the legal appointments of directors in effect at the time in which the meeting is called. Any unappointed, vacant or expired seats shall not count towards a majority. Unless otherwise specifically required by statute or these by-laws, the act of a majority of such directors present at a meeting at which a quorum is present shall be the act of ADDA, and if at any meeting of ADDA there shall be less than a quorum, a majority of those present may adjourn the meeting without further notice, until a quorum shall have been obtained.

Section 6. Parliamentary Procedures. In case of dispute concerning parliamentary procedures governing the conduct of meetings of ADDA, Roberts Rules of Order shall govern.

Section 7. Minutes. Minutes of a regular, special or committee meeting must be recorded. Minutes must be made available to the public after they have been approved by ADDA, but no later than immediately following the next regular meeting. Minutes must include the names of the members present at the meeting, a description of each motion or other proposal made and a record of all votes. For a closed executive session, minutes are not required unless land acquisition is discussed, but the reason for closing the open meeting must be reflected in the open meeting minutes.

Section 8. Telephonic participation. Upon a motion by the Chair which is duly seconded and approved by a majority of Directors present, a director may participate in discussion and voting telephonically, and shall be considered to have been present at the meeting.

Section 9. Appointment of Members. Prior to the expiration of the term of any director of the ADDA, the vacancy shall be advertised and directors shall be appointed by the Mayor and Commission of the Unified Government of Athens-Clarke County, Georgia.

ARTICLE IV OFFICERS

Section 1. Officers. Officers of the ADDA Board shall be a Chair and a Vice Chair. No members shall hold more than one office at a time. The directors may elect or appoint a Recording Secretary, who may be, but need not be, a director. The Executive Director shall serve as Treasurer.

Section 2. Election and Tenure. All officers of ADDA shall be selected by ADDA at the Annual Meeting held in January each year. The Chair and Vice-Chair must be chosen from the four members appointed by the Mayor and Commission of the Unified government of Athens-Clarke County, Georgia. During the last meeting of ADDA each calendar year, nominations shall be made for officers for the upcoming year. Nominations from the floor may also be made at the Annual Meeting. Officers shall be elected by a majority of directors. New officers shall assume

office immediately upon election. Officers shall serve for one year and may be re-elected to the same office for no more than two consecutive years. At least one year must expire before a member is re-elected to an office previously held.

Section 3. Term and Removal. All officers shall be elected by and serve at the discretion of the directors and any officer may be removed from office, either with or without cause, at any time, by the affirmative vote of the majority of the directors of the authority then in office. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, shall be filled by the directors for the unexpired portion of the term. Resignation shall be submitted in writing to the Chairman.

ARTICLE V OFFICER DUTIES

Section 1. Chair. The Chair shall be the principal officer of ADDA and shall preside at all meetings. The Chair shall have the authority to sign and execute on behalf of ADDA all documents, notes, contracts and obligations authorized by ADDA. The Chair shall appoint committees and committee chairs as may be necessary. The Chair shall be a member of all committees, except the nominating committee. The Chair shall have general oversight and supervision of the finances of ADDA in coordination with the Executive Director.

Section 2. Vice-Chair. The Vice-Chair shall perform duties such as may be assigned by the Chair. In the absence of the Chair, or in the event of the disability, inability or refusal to act of the Chair, the Vice-Chair shall perform the duties of the Chair.

Section 3. Secretary. The Secretary shall provide for the keeping and reporting of the minutes of meetings of ADDA. The Secretary shall give appropriate notices in accordance with the bylaws and as required by law. The Secretary shall act as custodian of Authority records as well as the Seal of the Authority.

Section 4. Treasurer. The Treasurer shall have the responsibility of keeping financial records and accounts. The Treasurer shall review ADDA's Annual Audit and Annual Budget. The Treasurer shall make reports to ADDA as to its financial condition.

Section 5. Assignment of Duties. The Chair of ADDA may assign other duties to any officer from time to time. Officer duties may be designated to executive or administrative personnel by ADDA as is practical to conduct the daily affairs of ADDA. ADDA may hire, contract or otherwise engage professional, legal and other assistance as needed.

ARTICLE VI EXECUTIVE DIRECTOR

Section 1. Duties. The Executive Director shall be the primary administrative and executive officer for ADDA. The Executive Director is a non-voting member of ADDA as well as all other committees. The Executive Director shall serve as advisor to the Chair and assist ADDA with issues, policies, reports, information, committees, and actions as needed according to the policies and regulations of ADDA. The Executive Director shall be responsible for hiring, discharging, directing and supervising employees and agents of ADDA. The Executive Director shall prepare an Annual Budget for approval by ADDA. The Executive Director shall draft an Annual ADDA Work Plan for review and approval by ADDA. The Executive director shall perform such other duties as may be assigned by the Board.

Section 2. Employment. The Executive Director shall be hired by ADDA. The performance and compensation of the Executive Director shall be reviewed annually by the Board. The Executive Director may only be terminated by a majority vote of the Board.

Section 3. Spending Authority. The Executive Director shall have authority for expenditures of up to \$5,000 within amounts authorized in the Annual Budget. Disbursements made by check over \$5,000 must be authorized with by both the Executive Director and either the Chair or the Vice-Chair.

ARTICLE VII
FISCAL YEAR

Section 1. Time. The fiscal year of ADDA shall begin on the first day of July of each year and end on the last day of June of each year.

Section 2. Annual Meeting. An annual meeting of ADDA shall be held in January of each year. If the annual meeting is to be in addition to the regular monthly meeting, notice of the time and place of such meeting shall be given by the Chairman.

Section 3. Annual Audit. The Treasurer shall cause an annual audit of the books of ADDA to be made by an outside CPA, in addition to the audit performed by the Finance Department of the Unified Government of Athens-Clarke County, Georgia, and present such audits to the Board. A copy of the audit shall be filed with the State Auditor; if necessary, to comply with the Local Government Financial Management Standards Act (Georgia Laws, 1980, p. 1738).

ARTICLE VIII
BYLAWS, SEAL, TITLE CONVEYANCE

Section 1. Bylaw Amendments. The by-laws of ADDA shall be subject to alteration, amendment or repeal, and new by-laws not inconsistent with any laws of the State of Georgia creating ADDA may be made by affirmative vote of a majority of the directors then holding office at any regular or special meeting of the directors. Proposed amendments shall be submitted in writing to all directors of the Authority ten (10) days prior to the meeting at which such amendment will be considered. If such written proposed amendment is submitted by mail, it shall be deemed to be delivered when deposited in the United States mail properly addressed and with sufficient postage thereon.

Section 2. Seal. The Seal of ADDA shall consist of an impression bearing the name "Downtown Athens Development Authority" around the perimeter and the word "SEAL" and the year of activation in the center thereof.

Section 3. Conveyance of Title. Upon the action of ADDA resolving to convey title or take title to real property, the signature of the Chair, or Vice Chair in place of the Chair, and the Executive Director shall be required.

ARTICLE IX
COMMITTEES

Section 1. Standing Committees. At the beginning of each calendar year, the Chairman shall appoint three committees – Finance, Parking Management, and Main Street. Each committee shall have no less than two members. Each committee shall elect its own chair. Each committee

shall make such reports of its actions and recommendations to the full Board as may be necessary and appropriate.

Section 2. Ad Hoc Committees. From time to time, the Chair shall appoint such ad hoc committees as may be necessary and appropriate to gather information and report to the Board on the subject for which the committee was appointed. Each ad hoc committee shall have no less than two members.

ARTICLE X ASSOCIATE MEMBERS

Section 1. Associate Members. The ADDA may include in its meetings and activities persons known as Associate members who shall be non-voting members representing governments, agencies or institutions in Athens. Associate Members may participate in ADDA discussions and activities, provide reports from their respective agencies and serve on ADDA committees, subject to approval by the Chair. ADDA may create or disband associate memberships as deemed necessary.

Section 2. Associate Membership. Associate members may include, but are not limited to, representatives from University of Georgia; The Classic Center; Athens Convention and Visitors Bureau; Athens-Clarke County Police Department.

Section 3. Obligations. Associate members are afforded regular participation in ADDA's public meetings and discussions, and may thereby contribute information and exercise influence in these discussions. As such, Associate Members shall agree to be bound as are Directors by the rules as they apply regarding Conflicts of Interest and Confidentiality as recorded in these Bylaws.

The foregoing Bylaws were adopted by the Downtown Athens Development Authority this
5 day of September, 2013.

By: 
Chair of the Authority

Attest: Pamela Thompson
Executive Director of the Authority

DOWNTOWN ATHENS DEVELOPMENT AUTHORITY
CONFLICT OF INTEREST/CONFIDENTIALITY AGREEMENT

We, the undersigned Directors of the Downtown Athens Development Authority, as well as Associate Members of the Authority, do hereby agree to be bound by the Conflict of Interest, Disclosure and Confidentiality rules as prescribed in the Bylaws of ADDA:

DIRECTOR/MEMBER

DATE

Athens Downtown Development Authority Board Member Contract

I, _____ understand that as a member of the Athens Downtown Development Authority Board of Directors, I have a legal and personal responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward.

As part of my responsibilities as a board member:

1. I will interpret the organization's work and values to the community, represent the organization, and act as a spokesperson.
2. I will attend at least 75% of board meetings, committee meetings, and special events.
3. I will act in the best interests of the organization, and excuse myself from discussions and votes where I have a conflict of interest.
4. I will stay informed about what's going on in the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies and other board matters.
5. I will attend required professional development training offered by the city in order to help me meet my responsibilities.
6. I will work in good faith with staff and other board members as partners towards creating and achieving our goals. Accepting the responsibility of being a working board member, I will annually take responsibility for at least one major project or area of work specified in our organizational work plan.
7. If I don't fulfill these commitments to the organization, I will expect the Chairman to call me and discuss my responsibilities with me.

In turn, the organization will be responsible to me in several ways:

1. I can expect that monthly meetings will provide me with financial reports and an update of organizational activities that allow me to meet the "prudent person" standards of the law (1).
2. Opportunities will be offered to me to discuss with the executive director and the Chairman the organization's programs, goals, activities, and status; additionally, I can request such opportunities.
3. The organization will help me perform my duties by keeping me informed about issues in the industry and field in which we are working, and by offering me opportunities for professional development as a board member.
4. Board members and staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal and ethical responsibilities to this organization. Board

Appendix G

members and staff will work in good faith with me towards achievement of our goals.

5. If the organization does not fulfill its responsibilities to me, I can call on the Chairman and executive director to discuss the organization's responsibilities to me.

Signed:

Member, Athens Downtown Development Authority Board of Directors

Chair, Athens Downtown Development Authority Board of Directors

The board chair should sign two copies of this agreement for each board member. Each new board member should sign both, return one copy to the board chair, and keep the other for reference.

Footnote: (1) The "Prudent Person Rule," applied in many legal settings in slightly differing language, states that an individual must act with the same judgment and care as, in like circumstances, a prudent person would act.

Appendix G

Name of Board, Authority, or Commission

Athens-Clarke County Industrial Development Authority

I. Meeting

1. Meeting schedule Regular (annual) meetings on last Wednesday of each calendar year
2. (1) What times 10:00 AM (2) Average Duration one hour
3. (1) Where 246 W. Hancock Ave (2) Who owns the facility Athens Chamber of Commerce
Athens, GA
- (3) Is it adequate in terms of space, convenience, parking, seating? Yes

II. Membership

1. Number of members authorized: (1) Max. 5 (2) Attendance average at meetings 4.5
2. Length of term 2 yrs or more (2) Max. allowed number of consecutive terms no limit
3. Qualifications (e.g. residency, experience, education): (1) Required: No required qualifications, except Mayor of Athens-Clarke Co., one Commissioner appointed by Commission of Athens-Clarke County, and the Chair of the Athens Chamber of Commerce are required members. Other two members are appointed by the Athens-Clarke Co. Commission.
(2) Preferred:
4. Chair Mayor Nancy B. Denson, determined by vote of Board of Directors of Authority
5. Member List (please attach the list with their contacts & titles/responsibility descriptions)
See List of Members attached.
6. How are vacant positions filled?
By appropriate appointing authority
7. How do you correspond with current members?
By regular mail, telephone and email
8. Any personal expenses involved/required? No. Cost of mandatory training is reimbursed.
9. Is there compensation for board/committee/authority members?
If so, how much? How often? N/A Why? N/A NO

III. Mission

1. Purpose Statement Expanding and developing industry in Athens-Clarke County, for improving the general welfare of said County and
2. Short-term goals & objectives
3. Long-term goals & objectives

IV. Accomplishments

1. What activities do you engage in sponsor/promote? How often? See List of Projects attached. The Authority engages in conduit financings for the acquisition, construction and equipping of property by private persons, firms and corporations.
2. What community benefit do you provide?
Increase ad valorem tax base and increase employment in Athens-Clarke County
3. Most recent accomplishments:
4. Describe your "target" population.

V. Transparency

1. Are performance reports submitted to Mayor & Commission annually? NO
2. Are meeting agendas available prior to each meeting? Yes
3. Are meeting minutes available to the public? Yes
4. How are vacant membership positions advertised? Yes (by Clerk of Commission)
5. How can one find out more information about your Board, Authority, or Commission?

Constitutional Amendment
*Term is 2 yrs for 2 members appointed by Mayor and Commission, term concurrent with term of office as Mayor, Commissioner and Chamber Chair for 3 members appointed per

Athens-Clarke County Industrial Development Authority

List of Members for the year 2015

[Quorum = 3 members]

<u>Member Name:</u>	<u>Office:</u>	<u>Term Expiration:</u>
Mayor Nancy B. Denson 301 College Avenue Athens, GA 30601 (706) 613-3010 (Work) email: Nancy.Denson@athensclarkecounty.com	Chairman	January 1, 2019 (Concurrent with term as Mayor)
Andy Herod 315 Brookwood Drive Athens, GA 30605 (706) 543-0281 (Home) email: andyherodathens@yahoo.com	Vice-Chairman	January 3, 2017 (Concurrent with term as Commissioner)
David Ellison 150 E. Washington Street Athens, GA 30601 (706) 208-3688 (Work) Email: david@davidellisonlaw.com	Secretary / Treasurer	December 31, 2016
Chad Collins, Bone Dry Roofing Company P.O. Box 7756 Athens, GA 30604 (706) 714-7832 (Cell) (706) 543-1275 (Work) Email: Chadcollins@bonedryroofing.net	Member	December 31, 2015
Robert J. Synk 375 Millstone Circle Athens, GA 30605 (706) 255-3618 Email: bsynk@bellsouth.net	Member	December 31, 2015

REGULAR (ANNUAL) MEETINGS ARE TO BE HELD ON THE LAST WEDNESDAY
OF JANUARY OF EACH YEAR AT 10:00 A.M. AT 246 WEST HANCOCK AVENUE,
ATHENS, GEORGIA

Athens-Clarke County Industrial Development Authority

List of Members for the year 2015

[Quorum = 3 members]

send copies of all notices to:

Ryan Moore, Director
Athens-Clarke County
Economic Development Department
246 W. Hancock Avenue
Athens, Georgia 30601
(706) 613-3233
ryan.moore@athensclarkecounty.com

Jean Spratlin, Clerk of Commission
Unified Government of Athens-Clarke County
City Hall
301 College Avenue, Suite 204
Athens, Georgia 30601
(706) 613-3031
jean.sratlin@athensclarkecounty.com

Appendix G

Athens-Clarke County Industrial Development Authority Conduit Debt Schedule						
Conduit Debt	Issue Year	Maturity Date	Initial Issue Authorized	Additions	Payments	12/31/2014
McNeil Specialty Products Co.	1992	11/1/2022	\$250,000,000.00			\$111,871,667.84
Seaboard Farms of Athens	1995	2/1/2015	\$7,000,000.00			\$3,000,000.00
Champion International Corp.	1995	1/15/2015	\$17,000,000.00			\$17,000,000.00
Danaklon Americas	1996	12/1/2020	\$65,000,000.00			\$100,000.00
Eaton Corporation	1998	12/1/2018	\$25,000,000.00			\$24,999,446.04
Coca-Cola Enterprises	12/1/1999	12/31/2019	\$4,000,000.00			\$4,000,000.00
Eaton Corporation	2001	12/1/2015	\$52,000,000.00			\$22,667,000.00
Allen Properties, Inc.	2003	12/1/2024	\$7,400,000.00			\$7,400,000.00
Lowe's Home Center	2007	12/31/2026	\$14,683,910.17			\$14,683,910.17
McClane	2011	9/1/2027	\$14,200,000.00			\$16,700,000.00
PBR/Orient	2014	9/1/2027				\$0.00
Grand Total			\$473,283,910.17	\$11,611,458.45	(\$14,200,000.00)	\$234,033,482.50

Appendix G

Name of Board, Authority, or Commission	Athens-Clarke County Land Bank Authority		
I. Meeting			
1. Meeting schedule <u>1st Tuesday of every month</u>			
2. (1) What times <u>4 p.m.</u>		(2) Average Duration <u>1 hour</u>	
3. (1) Where <u>Planning Dept.</u>		(2) Who owns the facility <u>A-CC</u>	
(3) Is it adequate in terms of space, convenience, parking, seating? <u>yes</u>			
II. Membership			
1. Number of members authorized: (1) Max. _____ (2) Attendance average at meetings <u>5</u>			
2. Length of term <u>4 yrs</u> (2) Max. allowed number of consecutive terms _____			
3. Qualifications (e.g. residency, experience, education): (1) Required: <u>residency</u>			
(2) Preferred:			
4. Chair <u>Alice Kinman</u> , determined by <u>vote of the authority's board</u>			
5. Member List (please attach the list with their contacts & titles/responsibility descriptions) <u>Mitch Scrader, Vice Chair; Kathy Hoard, Treasurer; Andy Herod, Secretary; Mike Hamby</u>			
6. How are vacant positions filled? <u>Appointed by Mayor & Commission</u>			
7. How do you correspond with current members? <u>email</u>			
8. Any personal expenses involved/required? <u>no</u>			
9. Is there compensation for board/committee/authority members? <u>no</u>			
If so, how much? How often?		Why?	
III. Mission			
1. Purpose Statement			
2. Short-term goals & objectives <u>To promote work-force housing and mitigate blight in A-CC by acquiring unwanted property</u>			
3. Long-term goals & objectives <u>Same</u>			
IV. Accomplishments			
1. What activities do you engage in sponsor/promote? How often? <u>We purchase property, generally through tax sales, that is undesirable on the open market.</u>			
2. What community benefit do you provide? <u>Our goal is to work with affordable housing developers to return that property to its best use.</u>			
3. Most recent accomplishments: <u>Purchase of a house and lot on Davis Street; RFP sent to developers to have lot redeveloped for workforce housing.</u>			
4. Describe your "target" population. <u>A-CC residents living at or below 150% of the median family income</u>			
V. Transparency			
1. Are performance reports submitted to Mayor & Commission annually? <u>no</u>			
2. Are meeting agendas available prior to each meeting? <u>yes</u>			
3. Are meeting minutes available to the public? <u>yes</u>			
4. How can one find the annual performance reports, meeting agendas, and meeting minutes? <u>These items are kept on file in the Clerk of Commission's office</u>			
5. How are vacant membership positions advertised? <u>Through the usual A-CC channels</u>			
6. How can one find out more information about your Board, Authority, or Commission? <u>Contact the office of the Clerk of Commission</u>			

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--- THE END OF OUR QUESTIONS ---

Thank you for participating and completing the enclosed questionnaire.

Please feel free to use this page for additional information that would allow us to understand the board/committee/authority in which you serve. If you have any questions, please don't hesitate to contact the office --Office of Operational Analysis at 706-613-3012. Thank you very much!

See Attachment 2

Appendix G

Name of Board, Authority, or Commission	Housing Authority of the City of Athens, Georgia (Athens Housing Authority)		
I. Meeting			
1. Meeting schedule Regular Board Meetings are normally held on the last Thursday of the month			
2. (1) What times normally at 4:30 p.m.		(2) Average Duration 2 hours	
3. (1) Where Athens Housing Authority		(2) Who owns the facility Athens Housing Authority	
(3) Is it adequate in terms of space, convenience, parking, seating? Yes			
II. Membership			
1. Number of members authorized: (1) Max. 6 (includes 1 resident) (2) Attendance average at meetings 12			
2. Length of term 5 @ 5-yr & 1 @ 1-yr (2) Max. allowed number of consecutive terms no maximum			
3. Qualifications (e.g. residency, experience, education): (1) Required: sole discretion of Mayor			
However, the Board must include one AHA Resident (one-year term) who is required to maintain residency.			
(2) Preferred: diverse fields			
4. Chair Valdon Daniel, determined by election among Board members			
5. Member List (please attach the list with their contacts & titles/responsibility descriptions)			
See Attachment 1			
6. How are vacant positions filled?			
Appointed by Mayor with no requirement for input from ACC Commission			
7. How do you correspond with current members?			
Phone / E-mail / Mail / Face-to-Face			
8. Any personal expenses involved/required? commuting to and from Board Meetings			
9. Is there compensation for board/committee/authority members? No			
If so, how much? How often? N/A		Why? N/A	
III. Mission			
1. Purpose Statement			
Our Mission is to provide secure, affordable, quality housing and resources which encourage and sustain independence for wage earners, elderly, and families.			
2. Short-term goals & objectives			
Defined in Annual Plan submitted each fiscal year to HUD			
3. Long-term goals & objectives			
Defined in Five-Year Plan submitted once every five years to HUD			
IV. Accomplishments			
1. What activities do you engage in sponsor/promote? How often?			
Affordable Housing, First-time Homeowners, Bond issuances			
2. What community benefit do you provide?			
Affordable Housing for the community			
3. Most recent accomplishments:			
Current transformation efforts at the former Jack R. Wells neighborhood / now Columbia Brookside			
4. Describe your "target" population.			
those in need of affordable housing - Federal funding is targeted at 80% of area median income (AMI). AHA funds may assist up to 120% AMI.			
V. Transparency			
1. Are performance reports submitted to Mayor & Commission annually? No			
2. Are meeting agendas available prior to each meeting? Yes			
3. Are meeting minutes available to the public? Yes			
4. How can one find the annual performance reports, meeting agendas, and meeting minutes?			
Contact the Athens Housing Authority			
5. How are vacant membership positions advertised?			
not advertised			
Vacant membership positions are appointed at the sole discretion of the Mayor.			
6. How can one find out more information about your Board, Authority, or Commission?			
Athens Housing Authority's Website: www.athenshousing.org			

Athens Housing Authority Board of Commissioners

For information regarding the Athens Housing Authority, please call 706-425-5401.

Mr. Valdon R. Daniel – Chair
1300 Belmont Road
Athens, GA 30605
Five-year term: expires 5/31/2016

Mr. James C. Smith – Vice Chair
University of Georgia
School of Law
Herty Drive
Athens, GA 30602
Five-year term: expires 5/31/2017

Ms. Jennie Mattox – Resident Commissioner
Ms. Mattox passed away May 16, 2015.
The Mayor is expected to make a new appointment in July 2015.
213 Parkview Extension
Athens, GA 30605
One-year term: expires 5/31/2016

Mr. Frank Platt, Jr.
124 Bristol Woods Drive
Athens, GA 30606
Five-year term: expires 5/31/2018

Ms. Michele K. Pearson
120 Mandy Drive
Athens, GA 30601
Five-year term: expires 5/31/2020

Mr. Charlie M. Maddox
115 Avalon Drive
Athens, GA 30606
Five-year term: expires 5/31/2019

Per AHA Bylaws –
Executive Director also serves as
Secretary/Treasurer (ex-officio)
J. Richard Parker, II –
Secretary/Treasurer
Athens Housing Authority
P.O. Box 1469
Athens, GA 30603-1469
Work Phone: 706-425-5401

Attachment 2
June 2015

The Housing Authority of the City of Athens, Georgia (Athens Housing Authority) is an independent agency. The Athens Housing Authority (AHA) was created in 1938 under state enabling legislation (O.C.G.A § 8-3-1 et seq.), provided for by the U.S. Housing Act of 1937. As a result, the AHA has its own “governmental” powers including eminent domain, subpoena power, and the ability to issue tax-exempt bonds.

The Athens Housing Authority is a public non-profit corporation that implements programs established by the United States Congress and regulated by the U.S. Department of Housing and Urban Development (HUD).

HUD is responsible for funding and overseeing the AHA's operations. The AHA has a contractual relationship with HUD to build, manage, and maintain the buildings and administer the rent subsidy program. HUD allocates funds, develops regulations and procedures, contracts with the AHA to carry out the regulations and procedures, and monitors the AHA's performance and compliance.

The Athens Housing Authority is governed by its Board of Commissioners who are appointed by the Mayor at his/her sole discretion. The Authority is not a part of local government and is not under the supervision or oversight of the ACC Commission. The AHA does not utilize any local funding for its operations. It takes no local tax revenue.

The Athens Housing Authority has a Cooperation Agreement with local government, which addresses the provision of local services within public housing developments. This Agreement also provides for a Payment in Lieu of Taxes (PILOT) to local government.

The Athens Housing Authority also contracts with local government for services funded from the Community Development Block Grant (CDBG) Program and HOME Program. These HUD programs are currently administered and monitored by the Housing and Community Development Department of local government.

Appendix G

Name of Board, Authority, or Commission		Residential Care Facilities of the Elderly Authority of Athens-Clarke County	
I. Meeting			
1. Meeting schedule		Regular (annual) meetings on the 3rd Tuesday of March of each calendar year	
2. (1) What times		4:00 pm	(2) Average Duration
3. (1) Where		300 College Avenue Athens, GA	(2) Who owns the facility
		(3) Is it adequate in terms of space, convenience, parking, seating?	
II. Membership			
1. Number of members authorized: (1) Max.		7	(2) Attendance average at meetings
2. Length of term		6 yrs	(2) Max. allowed number of consecutive terms
3. Qualifications (e.g. residency, experience, education):		(1) Required: (a) taxpayer residing in Athens-Clarke County and (b) not an officer or employee of Athens-Clarke County	
		(2) Preferred:	
4. Chair		Janey Cooley	, determined by vote of Board of Directors of Authority
5. Member List (please attach the list with their contacts & titles/responsibility descriptions) See List of Directors attached			
6. How are vacant positions filled? Mayor and Commission of Athens-Clarke County			
7. How do you correspond with current members? By regular mail, telephone and email.			
8. Any personal expenses involved/required? No.			
9. Is there compensation for board/committee/authority members? If so, how much? How often? N/A Why? N/A			
III. Mission			
1. Purpose Statement To provide facilities for comprehensive services required by elderly persons in a single location (residential care and services in skilled nursing homes, intermediate care homes and personal care homes)			
2. Short-term goals & objectives			
3. Long-term goals & objectives			
IV. Accomplishments			
1. What activities do you engage in sponsor/promote? How often? See List of Projects attached. The Authority engages in conduit financings for projects in furtherance of its purposes.			
2. What community benefit do you provide? Provide special facilities and services needed by elderly persons where not otherwise provided through operation of private enterprise.			
3. Most recent accomplishments:			
4. Describe your "target" population.			
V. Transparency			
1. Are performance reports submitted to Mayor & Commission annually? No			
2. Are meeting agendas available prior to each meeting? Yes			
3. Are meeting minutes available to the public? Yes			
4. How are vacant membership positions advertised? Yes (by Clerk of Commission)			
5. How can one find out more information about your Board, Authority, or Commission?			

**RESIDENTIAL CARE FACILITIES
FOR THE ELDERLY AUTHORITY
OF ATHENS-CLARKE COUNTY**

List of Directors for the year 2015

[Quorum = 4 Directors]

<u>DIRECTOR NAME:</u>	<u>OFFICE:</u>	<u>TERM EXPIRATION:</u>
Janey Cooley 161 South Stratford Drive Athens, Georgia 30605 (706) 354-5095 (Work) (706) 543-5971 (Home) Email: janey@fabathens.com	Chairperson	June 30, 2017
Martha DeHart 265 Pinewood Circle Athens, Georgia 30606 (706) 338-9311 (Cell) Email: mrd1963@gmail.com	Vice Chairperson	June 30, 2017
Lauren H. Fancher 253 Satula Avenue Athens, Georgia 30601 (706) 583-2138 (Work) (706) 338-2751 (Home) Email: lhfancher@gmail.com	Assistant Secretary/ Treasurer	June 30, 2015
Floretta Johnson 415 Washington Drive Athens, Georgia 30601 (706) 389-3560 (Work) (706) 353-1892 (Home) Email: fjohnson@stmarysathens.org	Secretary/Treasurer	June 30, 2019
Shelby Lacy 160 St. Paul Drive Athens, Georgia 30606 (706) 549-3014 (Home)	[None]	June 30, 2015
Jeanné Westbrook 150 Red Fox Run Athens, Georgia 30605 (706) 548-1784 (Home)	[None]	June 30, 2015

[VACANCY]

**RESIDENTIAL CARE FACILITIES
FOR THE ELDERLY AUTHORITY
OF ATHENS-CLARKE COUNTY**

send copies of all notices to:

Jean Spratlin, Clerk of Commission
Unified Government of Athens-Clarke County
City Hall
301 College Avenue, Suite 204
Athens, Georgia 30601
(706) 613-3031
jean.spratlin@athensclarkecounty.com

Annual Meeting Date:

3rd Tuesday of March of each year at 4:00 p.m.

Regular Meeting Dates:

3rd Tuesday of March of each year at 4:00 p.m.

Place of Regular and Special Meetings of the Authority:

First American Bank and Trust Company
300 College Avenue
Third Floor
Athens, Georgia 30601

LIST OF PROJECTS

\$4,000,000 in original principal amount
Residential Care Facilities for the Elderly Authority of Athens-Clarke County
Revenue Refunding Bonds
(Wesley Woods of Athens, Inc. Project),
Series 2007



305 Research Drive
Athens, GA 30605
706.369.5650
706.583.2701 Fax

6/3/13 James R. Dove
Executive Director

Steve:

The NEGA Surface and Air Transportation Commission was active in the early 90's but has not met in approximately 20 years. E.H. Culpepper was a driving force in its creation, but as stated, the SATC exists in name only.

Thanks,

OCONEE RIVERS GREENWAY COMMISSION

Ron Thomas, FAICP

Chair

Personal Mailing Address:

230 Beech Creek Rd.

Athens, GA

AUDIT FORM ORIGINALLY ADDRESSED TO:

Ron Thomas, Chair

“Overview Commission”

Name of Board, Authority, or Commission

Oconee Rivers Greenway Commission

I. Meeting

1. Meeting schedule

2. (1) What times: 4:00 PM Monthly (2) Average Duration: 1 ½ Hours
3. (1) Where: Athens Regional Library (2) Who owns the facility: Athens-Clarke County
(3) Is it adequate in terms of space, convenience, parking, seating? Yes

II. Membership

1. Number of members authorized:

(1) Max. 15 Commissioners

a. 10 Appointed by ACC Mayor-Commission as nominated by ORGC
b. 5 Appointed by President University of Georgia as nominated by ORGC

(2) Attendance average at meetings: 9

2. Length of term: 5 years

(2) Max. allowed number of consecutive terms: 2

3. Qualifications (e.g. residency, experience, education):

(1) Required: Athens-Clarke County Resident Registered Voter
(2) Preferred:

4. Chair: Ron Thomas, FAICP, determined by: annual officer election

5. Member List (please attach the list with their contacts & titles/responsibility descriptions)

6. How are vacant positions filled? ACC public positions advertised. Candidates interviewed by ORGC Committee with recommendation to ORGC for conveyance to ACC Mayor-Commission for appointment action. Similarly ORGC makes recommendations for candidates for UGA positions to the university president for his selection.

7. How do you correspond with current members? Monthly meeting and UGA email Listserv

8. Any personal expenses involved/required? Only for special projects approved by ORGC

9. Is there compensation for board/committee/authority members? No
If so, how much? How often? Why?

III. Mission

1. Purpose Statement:

As set forth in: CHAPTER 1-11. OCONEE RIVERS GREENWAY COMMISSION*

*Charter references: Athens-Clarke County Commission, § 2-101; certain boards, commissions and

authorities continued, § 4-101

(c) **Responsibility generally.** The Oconee Rivers Greenway Commission shall be responsible for developing the plan for a river-oriented greenway system within Athens-Clarke County, Georgia. The primary purpose of this system shall be the protection of the natural resources of the North Oconee and Middle Oconee rivers, their major tributaries and their floodplains for the benefit and enjoyment of the citizens of Athens-Clarke County. Such plan shall also include guidelines for the implementation of the plan.

(d) **Advisory nature of commission.** responsibility with regards to purchases of land. Such commission shall be advisory in nature and is charged with the responsibility of recommending to the mayor and commission parcels of land to be purchased or acquired by the Unified Government of Athens-Clarke County for inclusion in the Greenway system.

(e) **Authority generally.** The Oconee Rivers Greenway Commission shall be authorized to:

- (1) Solicit private donations of land, easements and supplemental funds which shall be used for the establishment of the greenway system;
- (2) Seek federal, state and private foundation funds for the preservation and enhancement of the greenway system, or to further the purposes of such commission; to conduct education programs on the greenway system and its resources;
- (3) Recommend to the mayor and commission financial and/or other incentives to preserve, enhance or further the purposes of the Oconee Rivers Greenway Commission; and
- (4) Attend and take advantage of training available through state, federal or private agencies to further the education of the Oconee Rivers Greenway Commission members in accordance with established budget constraints.

(f) **Budgetary authority and accountability.** The Oconee Rivers Greenway Commission is hereby authorized to develop and maintain an annual budget to cover costs of operation which shall be submitted to the mayor and commission for approval. The Oconee Rivers Greenway Commission shall account to the mayor and commission for the expenditure of such funds.

(g) **Assistance from other departments authorized.** The Athens-Clarke County Arts and Environmental Education Department and other appropriate unified government departments are hereby authorized to offer assistance from time to time to the Oconee Rivers Greenway Commission.

(h) **Power to hire given.** The Oconee Rivers Greenway Commission shall have the power to hire personnel as they deem proper.

(i) **Annual reports.** The Oconee Rivers Greenway Commission shall make an annual report to the mayor and commission and such other reports as may be requested.

(Ord. of 1-7-92, § 1; Ord. of 7-2-96, § 1; Ord. of 7-6-99, § 1)

2. Short-term goals & objectives

The following are current ORGC activities in the project areas in the preceding year and future projects:

North Oconee River Greenway & downtown –

Since its inception, ORGC has helped plan, champion the development of, and even provided stimulus funding for a walkable, bikeable river corridor trail network. While ORGC emphasizes that the greenway is more than the developed trail, it also considers the trail network as an important transportation, recreational, and educational asset to the community. Many of the current trail projects are supported by SPLOST funds.

The Pulaski Creek Greenway Connector - extends from Pulaski Street to the ACC Council on Aging and was dedicated by Mayor Denson and civic leaders, including ORGC Chair Ron Thomas, on August 1, 2014

FUTURE AGENDA CONSIDERATIONS: ORGC will continue to support Pulaski Creek Greenway trail connections to North Oconee River Greenway.

The Trail Creek Greenway is under construction and will connect Trail Creek Park to the North Oconee River Greenway at Dudley Park. The connector opened to the public June 4, 2015.

FUTURE AGENDA CONSIDERATIONS: ORGC publicized the opening and use of the new trail section.

New Starts - A number of new trail projects are planned to begin construction in the coming two years. ORGC looks forward to facilitating, championing, and publicizing these developments which will provide new and important links among east Athens, downtown, and UGA campuses. When completed, more than four miles will be added to Athens' trail network. The projects include:

- North Oconee River Greenway Path
- Easley Mill Connector
- East Campus Connector
- Firefly Trail

FUTURE AGENDA CONSIDERATIONS: ORGC will support the development of these projects and publicize the opening and use of the new trail sections as completed.

Rock & Shoals

Rock and Shoals is a natural area of flat granite outcrops. The patchwork of exposed rock has scant soil development and constitutes an extreme environment supporting an unusual array of specialized plants. Rock and Shoals is jointly owned by ACC and the Georgia Department of Natural Resources (GDNR). GDNR has designated the area as a state "Heritage Preserve" and will initiate a joint management plan for the area soon. The State Botanical Gardens sponsors occasional guided tours of Rock and Shoals, and UGA students with the College of Environment and Design are in the process of developing design ideas for the site.

FUTURE AGENDA CONSIDERATIONS: ORGC will support further studies and plans to ensure the conservation future and educational potential of Rock and Shoals.

Beech Haven

Beech Haven, the former retreat of the Rowland family along the Middle Oconee River founded in 1909, has been a major focus of the ACC Greenspace Acquisition Program over the last few years. The property represents an important example of lodge-style retreats of the Arts and Crafts movement (1900-1920). Beech Haven is particularly unusual because of the extant, Asian-inspired garden features, including stone pagoda lanterns, bridges, and outdoor furniture, as well as decorative pond remnants. The site is also important as a natural area, river access point, and for potential trail link to Ben Burton Park as part of the Middle Oconee Greenway trail network.

In 2014 ORGC activities included:

- Raised public awareness and support
- Supported documentation of the site's historic significance
- Assisted with fund-raising for the Athens Clarke Heritage Foundation (ACHF) stabilization project

Some specific activities included:

- Supported Greenspace Program acquisitions
- Led a public awareness effort in partnership with the ACC Historic Preservation Commission, the ACC Cultural Affairs Commission, and the UGA Willson Center in February 2014; events included:
 - Paul Duchscherer tour & lecture (nationally prominent author and TV personality expert on the Arts & Crafts movement invited and hosted by ORGC Chair Ron Thomas and Marty Thomas).
 - Lynden House public forum organized and facilitated by ORGC included:
 - Panel discussion

- Facilitated round table session
- Duchscherer/ Thomas WUGA radio interview
- Facilitated research partnership between the ACHF and Cultural Landscape Center at College of Environment + Design at UGA with support of Cobb House grant; the grant supports mapping and historic research to develop a nomination to the National Register of Historic Places
- Led another public awareness effort in February 2015; events included:
 - Lecture on Beech Haven history and the Arts and Crafts movement presented by Helen and Nat Kuykendall and jointly sponsored by the Athens Regional Library
 - Paul Duchscherer second tour, commentary at the above lecture, and participation in a fund-raiser reception hosted by Ron and Marty Thomas; the reception was remarkably successful (see below)
- Supported public tours of Beech Haven led by Lucy Rowland and Nat Kuykendall
- ORGC members Karen Porter and Nat Kuykendall led OLLI classes related to Beech Haven

ACHF stabilization project

- ORGC chair and vice chair serve on ACHF Beech Haven steering committee
- Over \$63,000 raised to date with ACHF
 - ORGC gave \$2000
 - \$13,000 raised at Marty & Ron Thomas' fund-raiser reception
 - ORGC supported ACFH's request for \$25K from the Riverview Foundation
- Stabilization of the 1911 Summer House is nearing completion and the important Camelback Bridge already has been stabilized

Beech Haven Greenspace Acquisition

ORG supports and champions ACCs continued acquisition to assemble land for a future public park as part of the greenway network; two significant parcels under consideration:

- Oconee River Land Trust potential to acquire for 14 acres (\$214K from Riverview Foundation.)
- Greenspace Program reviewing nomination of the Hampton Park tract to connect with adjacent neighborhoods

FUTURE AGENDA CONSIDERATIONS: ORGC will continue to support fund-raising, education, research, and planning for the stabilization and rehabilitation of Beech Haven as a public asset and part of the ACC Greenway Network.

Tallassee Forest

The 310 acres of the north reach of the Middle Oconee River has been an important focus of ORGC for the last couple of years.

Here ORGC commissioners worked with partners such as the Oconee River Land Trust, the Athens Land Trust, and the ACC environmental coordinator (EC) and Leisure Services to identify significance, research resources, and generally support the acquisition of this major conservation land that includes exceptional ecological and archeological resources. Current ORGC support activities include:

- Support for *Tallassee Forest Inventories, Baseline Data, and Recommendations*
 - the report was coordinated and compiled by ORGC Commissioner Dr. Karen Porter
 - the ORGC endorsed the report for transmittal to the ACC mayor and commission
- Review of the master plan underway with ACC contractor Sand County Studios
 - ORGC serves on the planning advisory committee
- Support for the *Tallassee Interim Ecological Management Plan* produced by the ACC EC
 - ORGC Natural Areas Committee worked closely with the EC to review and advise in the development of the plan
 - ORGC recently endorsed the final plan to the mayor and ACC commission

FUTURE AGENDA CONSIDERATIONS: ORGC will continue its on-going activities and support for Tallassee Forest.

Oconee Rivers Water Trails

The concept of Oconee River water trails has received the enthusiastic support of ORGC including several recent activities:

- Recommended that the mayor and commission pass the “ACC Oconee Rivers Water Trails” resolution
- Endorsed the annual Georgia River Network Hidden Gems Paddle
- Received and passed on \$202 windfall from the Hidden Gems Paddle event to the Upper Oconee Watershed Network’s (UOWN) Oconee Rivers Water Trails Committee (ORWTC)
- Financially supported the development of the first public boat launch facility on the Middle Oconee River (see below)
- Nominated UOWN/ORWTC as an ex-officio ORGC member

FUTURE AGENDA CONSIDERATIONS: ORGC will continue to support water trail development on the Oconee Rivers in Athens Clarke County.

Ben Burton Park

ORG provided \$2650 for a site survey that allowed the project work to proceed funded by ORWTC with \$4000 grant from the Georgia River Network for the first public water trail boat put-in in Athens Clarke County.

FUTURE AGENDA CONSIDERATIONS: ORGC will support future planning and improvements of Ben Burton Park.

3. Long-term goals & objectives

These are included as “Future Agenda above. In addition, the greenway corridors and trail plans relate to the up-coming ACC comprehensive plan up-date and are a priority as addressed in our annual report:

Appendix G

One of the key mandates in the ordinance establishing the ORGC is that the commission “...shall be responsible for developing a plan for a river-oriented greenway system...” and “...include guidelines for the implementation of the plan.” Currently ORGC is engaging in several planning-related activities:

- An ORGC ad hoc committee is reviewing and advising the commission on the development of the Greenway Network Plan
- ORGC is represented on the Tallahassee Forest Planning Advisory Committee
- ORGC has on-going interest and input into the Downtown Development Authority’s Downtown Master Plan
- ORGC has begun dialogue with the ACC Planning Department to support the upcoming ACC Comprehensive Plan

FUTURE AGENDA CONSIDERATIONS: ORGC will continue to work with Leisure Services on the Greenway Network Plan and site plans, as well as with the ACC Planning Department on the comprehensive plan program. ORGC will consider the efficacy of seeking funds and directing a comprehensive river greenway corridor planning study in coordination and cooperation with the comprehensive plan effort.

IV. Accomplishments

1. What activities do you engage in sponsor/promote? How often?

Education Support – As part of its core mission, the ORGC allocated funds annually to support educational programs related to the greenway and the environment. ORGC sponsored Odum Environmental Grants to local teachers to promote ecological awareness for ACC schools (FY14: \$600; FY15: \$800)

FUTURE AGENDA CONSIDERATIONS: ORGC will continue and expand its support of educational activities related to the river greenway.

Partnerships for Greenway Protection

Supporting its partners ORGC

- Sponsored the annual *Rivers Alive!* clean up
- Sponsored the Georgia Trails Summit hosted in Athens in its first two years (2014 & upcoming 2015)
- ORGC contributed to the Trail Master training program sponsored by Leisure Services by providing funds for lunch during the session.

ORGC collaborated with a number of partner organizations over the past year, including:

Athens-Clarke Heritage Foundation	Upper Oconee Watershed Network
Willson Center for Humanities & Arts	Athens Downtown Development Association
Oconee River Land Trust	Bike Athens
Georgia Rivers Network	College of Environment & Design UGA
Rivers Alive	River Basins Center UGA
Firefly Trail Inc.	Sustainable UGA
OLLI	Campus architect UGA

FUTURE AGENDA CONSIDERATIONS: ORGC will continue this support as appropriate and possible.

Public Information/Interpretation

ORGC members led OLLI classes related to the greenway:

- “Oconee Rivers Greenway: Athens’ Emerald Necklace” - Dr. Karen Porter
- “Beech Haven” history tour – Nat Kuykendall with Lucy Rowland

Appendix G

ORG participated in several local "green" events:

- Commissioner Steven Harris' staff person Savanah Hembree generously worked with an ad hoc ORGC committee to develop a new ORGC logo and handouts about the greenway and the ORGC; these graphic products have been extensively used for public events

FUTURE AGENDA CONSIDERATIONS: ORGC and its commissioners will continue to actively participate in public information activities.

2. What community benefit do you provide?
As identified above and according to our enablement.

3. Most recent accomplishments:
See above

4. Describe your "target" population.
All citizens of Athens-Clarke County

V. Transparency

1. Are performance reports submitted to Mayor & Commission annually?
Yes

2. Are meeting agendas available prior to each meeting?
Yes

3. Are meeting minutes available to the public?
Yes

4. How can one find the annual performance reports, meeting agendas, and meeting minutes?
Post by ACC Staff to ACC web page

5. How are vacant membership positions advertised?
Posted at ACC and advertised in local papers

6. How can one find out more information about your Board, Authority, or Commission?
Some available on ACC web site and to be increased

---- THE END OF OUR QUESTIONS ----

Thank you for participating and completing the enclosed questionnaire. Please feel free to use this page for additional information that would allow us to understand the board/committee/authority in which you serve. If you have any questions, please don't hesitate to contact the office --Office of Operational Analysis at 706-613-3012. Thank you very much!

Thank you for participating and completing the enclosed questionnaire.

Please feel free to use this page for additional information that would allow us to understand the board/committee/authority in which you serve. If you have any questions, please don't hesitate to contact the office --Office of Operational Analysis at 706-613-3012. Thank you very much!

CURRENT BYLAWS AS ADOPTED BY ORGC

BY-LAWS OF THE OCONEE RIVERS GREENWAY COMMISSION ARTICLE ONE

Objectives and Purposes

Appendix G

1.1 Objectives of the Oconee Rivers Greenway Commission (the Commission) shall be adhered to strictly and shall be confirmed to the special pursuits and purposes herein and as outlined in the goals of the organization as presented to the Unified Government of Athens-Clarke County and to The University of Georgia. (Sec. 1-11-1, Ord. of 1-7-92, § 1)

1.2 The goals and purposes of the Commission may be amended or altered only with expressed written consent of the mayor and commission of the Unified Government of Athens Clarke County and The University of Georgia.

1.3 The Oconee Rivers Greenway Commission shall be responsible for developing the plan for a river-oriented greenway system within Athens-Clarke County, Georgia. The primary purpose of this system shall be the protection of the natural resources of the North Oconee, Middle Oconee, and Oconee rivers, their major tributaries and their floodplains for the benefit and enjoyment of the citizens of Athens-Clarke County. Such plan shall also include guidelines for the implementation of the plan.

1.4 The Oconee Rivers Greenway Commission is authorized to recommend rules and regulations for the proper protection and management of the North Oconee, Middle Oconee, and Oconee rivers, their major tributaries and their floodplains within the borders of Athens Clarke County.

1.5 The Commission is advisory in nature and is charged with the responsibility of recommending to the mayor and commission parcels of land to be purchased or acquired by the Unified Government of Athens-Clarke County for inclusion in the Greenway system.

1.6 Authority. The Oconee Rivers Greenway Commission shall be authorized to:

- (1) Solicit private donations of land, easements and supplemental funds which shall be used for the establishment of the greenway system;
- (2) Seek federal, state and private foundation funds for the preservation and enhancement of the greenway system, or to further the purposes of such commission; to conduct educational programs on the greenway system and its resources;
- (3) Recommend to the mayor and commission financial and/or other incentives to preserve, enhance or further the purposes of the Oconee Rivers Greenway Commission: and
- (4) Attend and take advantage of training available to further the education of the Commission members in accordance with established budget constraints.

ARTICLE TWO

Membership and Terms

2.1 There shall be an Oconee Rivers Greenway Commission which shall consist of 15 members appointed for five year terms of office.

2.1.1 Ten members shall be appointed initially by the commission of Athens-Clarke County, Georgia. Whenever a vacancy exists thereafter, the Oconee Rivers Greenway Commission shall make nominations to the commission and the commission shall confirm or reject such nominations.

2.1.2 Five (5) members shall be appointed initially by the president of the University of Georgia. Whenever a vacancy exists thereafter, the Oconee Rivers Greenway Commission shall make nominations to the president of the University of Georgia and the president shall confirm or reject such nominations.

2.1.3 Up to ten ex-officio members may be appointed as follows: one each by the Athens-Clarke County Planning Department, the University of Georgia, the Athens Downtown Development Authority, the Northeast Georgia Regional Development Center, the Chamber of Commerce, Civic Center Authority,

Appendix G

Athens-Clarke County Arts and Environmental Education Department, Athens-Clarke County Recreation and Parks Department, Athens-Clarke County Police Department, Athens-Clarke County Public Affairs Department, and Athens-Clarke County Public Utilities Department. Other appropriate organizations may be asked to send representatives, but the total number of ex-officio members shall not exceed 10 members. These members shall be appointed for an indefinite term and shall be reappointed or removed from the Commission at the pleasure of the represented authority.

2.1.4 Terms. The term of office of the appointed members of the Commission shall be five years or until their successors are appointed. *Terms expire on December 31.* No one may serve on the Commission more than two (2) full consecutive terms. In order to achieve staggered terms, initial appointments shall be: three members for one year, three members for two years, three members for three years, three members for four years, and three members for five years, with the initial appointments to the staggered terms to be made according to alphabetical order of the current members' last names and effective as of January 7, 1992. (Some current members will then be in their second terms.)

2.2 Fifty percent (50%) of the voting members of the Commission shall constitute a quorum at any regular or special meeting of the Commission, and no proxy vote shall be allowed. Voting members that must be absent for three or more consecutive regular meetings should apply in advance to the chair for a leave of absence. Members on a leave of absence will not be counted as voting members.

2.3 Special meetings of the Commission may be called by the chairman at any time, with three days notice, to conduct urgent business and shall also be called at the written request of any two voting members of the Commission. All such special meetings shall be announced in the official legal organ of the Unified Government of Athens-Clarke County.

2.4 Any Commission member may be removed, at any regular meeting, upon the recommendation of the executive committee, by a majority vote of the voting members, and with consent in writing of the appointing authority. All Commission members are responsible for attending and participating in regular Commission meetings to accomplish the work of the Commission. Therefore, after 3 consecutive, or 5 of 7 consecutive absences by a Commission member without prior notification of the chair, the executive committee may recommend removal of that member to the voting members.

2.5 Ex-officio members of the Commission shall serve as resources to the Commission and have equal rights and responsibilities with appointed members to participate in the meetings and to serve on committees but will neither vote nor hold elective office, except that an ex-officio member may serve as a non-voting secretary if so nominated and elected.

2.6 The Commission, by resolution, may provide for any and all permanent committees necessary for the proper conduct of the affairs of the Commission.

2.7 The Commission shall meet a minimum of six times per year, and no less frequently than once every two-month period. A scheduled time and place shall be designated by the chairman for regular meetings of the Commission. All members shall be notified at least 5 days in advance of any change in the time or location of these regular meetings. All meetings will be conducted in accordance with the Georgia Open Meetings Act.

ARTICLE THREE

Officers

3.1 The officers of the Oconee Rivers Greenway Commission shall be: chairman, vice chairman, secretary, and treasurer.

3.2 All officers shall be elected by a majority of the voting members at the annual meeting of the Commission. Officers shall hold office for one year following their election, or until such time as their successors are chosen. The Commission, by a majority of the voting members, may elect officers to fill vacancies that occur between annual meetings.

Appendix G

3.3 The chairman shall be the chief administrative officer of the Commission.

3.3.1 He/ she shall be responsible for general supervision of the policies and activities of the Commission, as well as active management of the Commission's financial affairs.

3.3.2 He/she shall preside over Commission meetings, shall be an ex-officio member of all committees, shall appoint committees as necessary, and shall serve as principal communications liaison between the Commission, the governing authorities of the Unified Government of Athens-Clarke County and The University of Georgia.

3.3.3 The chairman shall conduct all meetings in accordance with Roberts Rules of Order, as revised. He/she shall have the authority to determine the need to call for a roll call vote when a voice vote is inconclusive.

3.3.4 The chairman shall develop and maintain an annual budget to cover costs of operation which shall be submitted to the mayor and commission for approval.

3.4 The vice-chairman shall perform such duties as are generally performed by vice-chairman, and in the event of vacancy of the chairman, or at his/her request, or at the direction of the Commission, shall have the authority and perform the duties of the chairman.

3.5 The secretary shall keep the minutes of the Commission and have charge of the minute records. He/she shall be responsible for all correspondence of the Commission, and shall perform such other duties and have such other powers as may be delegated by the chairman or the Commission.

3.6 The treasurer shall be charged with the financial affairs of the Commission. He/she shall recommend financial action to the chairman and Commission, shall prepare all financial statements for all meetings of the Commission, and shall perform such related duties as may be delegated by the chairman of the Commission.

3.7 Assistants to the vice-chairman, secretary, and treasurer may be appointed by, and shall have such duties as may be delegated by, the chairman or the Commission.

ARTICLE FOUR

Executive Committee

4.1 The executive committee shall consist of the regular officers of the Commission and the immediate past chairman.

4.2 The executive committee shall be empowered to transact all urgent business of the Commission between regular meetings if determined necessary by the chairman.

4.3 The chairman, or in his/her absence, the vice-chairman, shall preside at all meetings of the executive committee. Such meetings shall be called by the chair with due notice of three days given to each member of the committee prior to such meetings.

4.4 Three of the four voting members of the executive committee shall constitute a quorum.

ARTICLE FIVE

Annual Meeting and Reporting Procedures

5.1 An annual meeting of the Commission shall be held each year at a and place to be determined by the chairman and members of the Commission.

Appendix G

5.2 Notice in writing of the annual meeting shall be sent to each member of the Commission at least five days prior to the date of the meeting and shall be published in the official organ of Athens-Clarke County at least three days prior to the date of the meeting time.

5.3 An annual report of the Commission's activities for the year shall be presented to the Commission by the chairman at the annual meeting, and shall be submitted in writing to each governing authority responsible for Commission appointments upon approval in text by majority of the voting members.

5.4 A quorum at the annual meeting shall be defined in the same manner as at regular meetings as specified in section 2.2.

ARTICLE SIX

Amendments

6.1 These by-laws may be amended, altered or repealed by a two-thirds vote of the voting members by written ballot or at any regular meeting, with previous notice of such changes, or at any special meeting, provided notice is given of the proposed changes in the notice of such special meeting.

* As amended and adopted at the Oconee Rivers Greenway Commission's annual meeting on February 14, 1995; further amended on April 19, 1996; February 10, 1998; May 11, 1999; April 23, 2013; and December 17, 2013.

CURRENT ORGC VOTING MEMBERS

ACC Appointments

- *Mack Duncan – ORGC Treasurer - Retired Geologist*
- *Chris Fleisher, UGA Geologist*
- *Cartter Fontaine, Business Owner/Videographer*
- *Susie Haggard, Retired Program Manager, GA Dept of Economic Development*
- *Nat Kuykendall – ORGC Vice Chair - Retired National Park Service Senior Planner*
- *Alex Patterson, Retired Attorney*
- *Karen Porter, UGA Professor Emerita, Odum School of Ecology*
- *Bob Sleppy, Executive Director, Nuci's Space*
- *Nancy Stangle, Emerita Director, Athens Land Trust*
- *Madeline Van Dyck - Nurse Practitioner*

UGA Appointments

- *Ron Thomas – ORGC Chair - UGA College of Environment and Design; APA Fellow*
- *Steve Harris, UGA Director of the Office of Security & Emergency Preparedness*
- *Shana Jones, UGA Planning & Environmental Services Program Manager*
- *Lara Mathes, UGA Director of Campus Planning*
- *Vacant*

CURRENT ORGC EX OFFICIO MEMBERS

- *Bike Athens – Tyler Dewey*
- *Northeast Georgia Regional Commission – John Devine*
- *UOWN/Oconee River Water Trails Committee – Terry Stephens*
- *Athens Downtown Development Authority – Pamela Thompson*
- *ACC Leisure Services – Mel Cochran*
- *ACC Environmental Coordinator – Andrew Saunders*
- *ACC Planning – Vicki Buschbom*
- *ACC Transportation and Public Works – Rani Katreed (Inactive)*
- *ACC Public Utilities – Gary Duck (Inactive)*

Appendix G

Name of Board, Authority, or Commission	Planning Commission
I. Meeting	
1. Meeting schedule monthly, 1st Thursday	
2. (1) What times 6:30 agenda; 7:00 meeting (2) Average Duration	
3. (1) Where Planning Auditorium (2) Who owns the facility	
(3) Is it adequate in terms of space, convenience, parking, seating?	
1-2 hours	
A-CC	
usually, but not always enough parking	
II. Membership	
1. Number of members authorized: (1) Max. 10 (2) Attendance average at meetings 9	
2. Length of term 5 years (2) Max. allowed number of consecutive terms 2	
3. Qualifications (e.g. residency, experience, education): (1) Required: residency	
(2) Preferred:	
4. Chair Alice Kinman, determined by nominating committee	
5. Member List (please attach the list with their contacts & titles/responsibility descriptions) Please see https://athensclarkecounty.com/840/Planning-Commission	
6. How are vacant positions filled? Appointed by Mayor and Commission	
7. How do you correspond with current members? via email	
8. Any personal expenses involved/required? no	
9. Is there compensation for board/committee/authority members? yes If so, how much? How often? \$10/meeting, twice a year Why? cover expenses of visiting development sites	
III. Mission	
1. Purpose Statement Please see https://athensclarkecounty.com/840/Planning-Commission	
2. Short-term goals & objectives Make recommendations to M&C regarding planning and development-related matters	
3. Long-term goals & objectives Same as above, and we are specifically involved in MACORTS and the Comp Plan updates	
IV. Accomplishments	
1. What activities do you engage in sponsor/promote? How often? Citizen review of all planning and development-related matters	
2. What community benefit do you provide? Citizen review of all planning and development-related matters	
3. Most recent accomplishments: We review and make recommendations every month. Our last meeting was August 6.	
4. Describe your "target" population. The citizens of A-CC, those who want to develop land in A-CC, the people who live in the neighborhoods affected by that development.	
V. Transparency	
1. Are performance reports submitted to Mayor & Commission annually? The M&C receives reports on our work every other month.	
2. Are meeting agendas available prior to each meeting? yes	
3. Are meeting minutes available to the public? yes	
4. How can one find the annual performance reports, meeting agendas, and meeting minutes? By visiting https://athensclarkecounty.com/840/Planning-Commission . Also, much information about our activity is available through the NNI.	
5. How are vacant membership positions advertised? Via announcement from the Clerk's Office	
6. How can one find out more information about your Board, Authority, or Commission? By visiting https://athensclarkecounty.com/840/Planning-Commission	

--- THE END OF OUR QUESTIONS ---

Thank you for participating and completing the enclosed questionnaire.

Please feel free to use this page for additional information that would allow us to understand the board/committee/authority in which you serve. If you have any questions, please don't hesitate to contact the office --Office of Operational Analysis at 706-613-3012. Thank you very much!



ATHENS
CLARKE
COUNTY

MEDIA RELEASE

For immediate release
June 3, 2016

Contact: Jean Spratlin
(706) 613-3031

UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY SEEKS CANDIDATES FOR MAJOR POLICY BOARDS

(Athens, GA) The Unified Government of Athens-Clarke County is seeking qualified candidates to fill the following terms on important policy-making boards:

- ◆ Two positions on the Athens Downtown Development Authority for a term of two years. One position must be a downtown business owner* and one must be a downtown property owner.
- ◆ Two positions on the Department of Family and Children Services Board, one position for a term of five years.* One position for a partial term expiring on June 30, 2019.
- ◆ One position on the Historic Preservation Commission for a term of three years.
- ◆ One position on the Region 2 Mental Health, Developmental Disabilities and Addictive Diseases Regional Planning Board for a term of three years.
- ◆ Five positions on the Vision Committee, four positions for a term of three years.* One position for a partial term expiring on June 30, 2018.

*Incumbents are eligible for reappointment and may reapply.

Applicants must be Athens-Clarke County residents and registered to vote in Athens-Clarke County. The deadline for receiving applications is Friday, June 17.

Applications can be obtained from the Clerk of Commission's office in Room 204 of City Hall or from the ACC website: www.athensclarkecounty.com. For more information, please call Jean Spratlin, Clerk of Commission at 613-3031. **

** Instructions for downloading an application.

Go to www.athensclarkecounty.com

Click on Departments

Next click on Departments A-L

Then click on Clerk of Commission

Finally click on Boards and Authorities

CLERK OF COMMISSION
UNIFIED GOVERNMENT OF ATHENS-CLARKE COUNTY, GEORGIA

301 College Avenue • Athens, Georgia 30601 • (706) 613-3031 • Fax (706) 613-3033

Appendix H

June 3, 2016

Thank you for your interest in upcoming vacancies on various boards, authorities, and commissions.

A separate application must be completed for each position and submitted by Friday, June 17.

The Mayor and Commission is tentatively scheduled to interview applicants the afternoon/night of Tuesday, June 28. This will be the only date for interviews. After the deadline for receipt of applications, you will receive notification of your interview time. If you will be out of town or otherwise unavailable on this date, let us know at the time you submit your application.

Appointments are tentatively scheduled to be made at the Mayor and Commission meeting of Tuesday, July 5. You will receive a letter from Mayor Denson following the date of this meeting.

Please call 613-3031 with any questions.

Thank you,

Jean Spratlin
Clerk of Commission

JS/ch

2016 MADISON COUNTY GENERAL POLICY

Section 2. Board of Commissioner's Statements of Policies & Procedures.

- A. **Vice-chairman.** The Board of Commissioners shall vote to elect the Vice-Chairman for a twelve-month period. Commissioner John Pethel was elected as Vice-Chairman for the twelve-month period ending December 31, 2016.
- B. **Equipment.** County equipment shall not be loaned to any person, firm or corporation unless approved by the Board of Commissioners.
- C. **Conduct.** All Board members must abide by the State Code of Ethics.
- D. **Committee Appointments.** The Board of Commissioners has the duty to make appointments to certain boards and committees. In order to fairly represent all citizens of Madison County, no one person shall serve on more than one (1) county appointed board or committee. The Sheriff of Madison County is excluded from this policy. Resignations of committee or board members shall be submitted in writing to the Chairman of the Board of Commissioners, and once so submitted may not be withdrawn without approval of the Board of Commissioners. The office of the Madison

County Board of Commissioners shall on the 1st Monday of February each year, publish in the legal organ a listing of all Commissions, Boards, Authorities and Councils with a current member listing – also post a listing of all vacancies that will occur during that calendar year for each. The publishing shall request and encourage citizens of Madison County to submit their names for consideration to fill any vacancies that will occur.

- E. **Acceptance of Deeds.** No deed dedicating real estate to the county for public use shall be deemed to have been accepted unless and until such dedication is approved by the County Attorney and such deed is accepted by the Board of Commissioners, and such acceptance is noted on the official minutes of the Board of Commissioners.

F. Legal Expenses.

1. In accordance with O.C.G.A. § 45-9-21, Madison County will undertake to defend civil, criminal, or quasi-criminal actions brought or maintained against members of the Board of Commissioners, or against supervisors, administrators, employees, or other elected or appointed county officers, arising out of the performance of their duties or in any way connected therewith, whether based upon negligence, violation of contract rights, or violation of civil, constitutional, common law, or statutory rights. Defense shall

Appendix J

ATHENS-CLARKE COUNTY

Boards, Authorities, and Commissions

Guide

(BACs)

The Office of Operational Analysis collected and organized a comprehensive list of BACs in Athens-Clarke County. The purpose of this guide is to provide reference material relating to the BACs that will assist the Mayor and Commission when evaluating the qualifications for applicants for appointment.

The information in this guide was obtained from questionnaire responses and internet research, and interviews with the Clerk of Commission. Any information omitted in the guide has not been obtained.

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BOARDS

Board of Assessors

Purpose Statement:	Is responsible for determining taxability, value, and equalization of all property assessments within the county.
Authorizing Legislation:	O.C.G.A. § 48-5-290
Membership:	Three member body of appointed citizens of Athens-Clarke County.
Members:	Jeb Bradberry, Chair Ivery Clifton David Lynn
Term:	Six Years
Qualifications:	Resident of county; at least 21 years of age; must hold a high school diploma or its equivalent; 40 hours of certified training every two years is required by the State Department of Revenue. Assessors may be required to travel to another city in Georgia to obtain their 40 hours of certification training.
Meeting Information:	Generally once a month on the second Thursday at 5:30 PM City Hall, 301 College Avenue, Room 103 Athens, GA 30601
Primary Contact:	Kirk Dunagan, Chief Appraiser 325 E. Washington Street, Suite 280 (Courthouse) Athens, GA 30601 706-613-3140 http://ga-athensclarkecounty.civicplus.com/1403/Tax-Assessor

Source(s): BAC questionnaire; ACC Website

Board of Elections

Purpose Statement:	Manages voter registration and conducts all elections held in Athens-Clarke County (including the city of Winterville), to be of service to every citizen by being fair, nondiscriminatory, and informed on all election laws and legislative changes that will affect their duties and responsibilities to the public.
Authorizing Legislation:	O.C.G.A. § 21-2-45
Membership:	Five maximum; Three appointed by Mayor & Commission, One appointed by Republican Committee, and One appointed by Democratic Committee Jean Blackstone, Chair (Commission Appointee) Charles Knapper, Vice Chair (Commission Appointee) E. Walter Wilson, Secretary (Republican Committee Appointee) Alison Bracewell McCullick (Commission Appointee) Michele Simpson (Democratic Committee Appointee)
Term:	Four Years
Meeting Information:	First Tuesday of each month and as needed 2:00 – 4:00 P.M. Board of Elections 155 E. Washington Street Athens, GA 30601
Qualifications:	Resident of Athens-Clarke County; registered voter; never convicted of a felony; not holder of elected office.
Primary Contact:	Cora Wright, Interim Director, Elections & Voter Registration; 155 E. Washington Street Athens, GA 30601 706-613-3150 http://www.athensclarkecounty.com/160/Board-of-Elections

Source(s): BAC questionnaire

Board of Equalization

Purpose Statement:	The Board of Equalization is responsible for hearing appeals forwarded from the Board of Assessors when a property owner does not agree with the initial decision reached by the Board of Assessors.
Authorizing Legislation:	O.C.G.A. 48-5-311
Membership:	Maximum 12 members; grand jury appointment
	Regular Members: Benjamin Walker Nathan Jaworski Ron Schwartz, Chair
	Alternate and Additional Alternate Members: James Gilstrap Ray Charles Rozier Patton O'Neill Richard W. Jones Carol Bowles David Wells Lance W. Bardsley Dale Bogardus Linda N. Smith
Term:	Three Years
Qualifications:	Owner of real property in Clarke County, successfully completed mandatory 40 hour training first year; eight hour succeeding years; 20 hours first year of each reappointment
Primary Contact:	Appeal Administrator, Clerk of Superior Court 325 E. Washington Street, Room 450 (Courthouse) Athens, GA 30601 706-613-3189 http://www.athensclarkecounty.com/7157/Board-of-Equalization

Board of Health

Purpose Statement:	<p>The goal of the Northeast Health District is to offer free or low-cost services to all people in our area and to promote healthy lifestyles among all member of our community. The Clarke County Board of Health determines the health needs and resources in Clarke County, develops programs, activities and facilities responsive to those identified needs, secure compliance with the rules and regulations of the local health department and support activities/services provided by Health Department personnel.</p> <p>The Northeast Health District is comprised of ten county Health Departments in and around Athens, GA. Additionally, all county Health Departments offer Women, Infants and Children (WIC) Food and Nutrition Services.</p>
Authorizing Legislation:	O.C.G.A. 31-3-2 (D)
Membership:	<p>Each county Board of Health is composed of 7 members as follows and is appointed by the governing authority of the county:</p> <p>One member as the chief executive officer of the governing authority of the county or designated member by this officer; 1 member the county superintendent of schools or other school personnel designated by the superintendent; 1 member as a physician actively practicing medicine in the county; 1 member as a consumer, a representative of a consumer, or person from an advocacy agency or group; 1 member a person interested in promoting public health who is a consumer or a licensed nurse ; 1 member who will represent the county's needy, underprivileged or elderly community and one member the chief executive officer of the governing authority of the largest municipality of the county.</p>
Members:	<p>James Gray, Chair Jared Bailey, Vice Chair Dr. Phillip Lanoue Dr. Brandon Harden Patricia Moore Kathleen Cason, Secretary Melissa Link</p>
Term:	Six Years
Meeting Information:	Quarterly, first month of the quarter on third Wednesday
Primary Contact:	http://dph.georgia.gov/public-health-districts

Source(s): BAC questionnaire

Clarke County Department of Family and Children's Services (DFCS) Board

Purpose Statement:	The DFCS Board's primary role is to be the link between the agency and the community. The board is responsible for providing oversight and support of services and evaluating their effectiveness in meeting the mission of the Clarke County Department of Family and Children's Services. The DFCS Boards is a combination of advocacy, resource development, political activism, staff relations, customer service, and administrative functions
Authorizing Legislation:	<p>The legislation authorizes local County Commissioners to directly appointment DFCS Board members. There are some considerations to being appointed to the DFCS Board: No elected officer of the state or any subdivision thereof shall be eligible for appointment to the county board.</p> <ol style="list-style-type: none">1. Public Assistance recipients (TANF, Food Stamps, Medicaid, etc.) may not be appointed to the DFCS Board2. As a matter of policy, DFCS does not support the appointment of anyone who has an immediate family member on the staff at the local DFCS office.
Members:	Emily Boness, Chair Andrea Lingard, Vice Chair James Gaudin Karen Hooker
Term:	Five Years
Qualifications:	<p>The legislation authorizes local County Commissioners to directly appoint DFCS Board Members with the following considerations. The following will not be allowed to be appointed to the Board:</p> <ul style="list-style-type: none">• Elected officials to the state or any political subdivision of the state (county or city) O.C.G.A. Section 49-3-2(a).• Public Assistance recipients (TANF, Food Stamps, Medicaid, etc.).• Anyone who has an immediate family member on the staff at the local DFCS Office.
Meeting Information:	Third Wednesday of each month (typically) Clarke County DFCS office at 285 North Avenue 12 N – 1:30 PM
Primary Contact:	Jean Spratlin, Clerk of Commission 301 College Avenue, Room 204 (City Hall) Athens, GA 30601 706-613-3031

Source(s): BAC questionnaire

Construction Board of Appeals

Purpose Statement: The Construction Board of Appeals is responsible for hearing appeals of decisions and interpretations of the building official and considering variances to technical codes.

The construction board of appeals shall have the power, as further defined in subsections (6), (7) and (10), to hear appeals of decisions and interpretations of the building official and consider variances of the technical code.

Authorizing Legislation: Ord. of 1-5-93, § 1; Ord. of 7-2-96, § 1; Ord. of 7-6-99, § 1; Ord. of 5-6-2003, § 2

Membership: The board shall consist of four members, who shall reside in Athens-Clarke County. Such board shall be composed of one construction (general) contractor, one plumbing contractor, one electrical contractor, one heating, ventilating and air conditioning contractor and one architect or engineer. The members of such board shall elect a chairman and vice-chairman who shall serve for one year. All members of such board shall be appointed by majority vote of the Mayor and Commission of Athens-Clarke County. Such members shall be licensed and actively participating within the construction industry.

Members:
John Rogers
Smith Wilson
David Matheny
Randall Power
Vacant

Term: Four Years; no limit to consecutive terms

Meeting Information: Meet as necessary; 1 hour meeting
120 W. Dougherty Street; Planning Building
Athens, GA 30601

Primary Contact: Doug Hansford, Department Director
Building Inspection
120 W. Dougherty Street
Athens, GA 30601 706-613-3520

Source(s): BAC questionnaire

Appendix J

Hearings Board

Purpose Statement:	The Hearing Board hears requests for variances from Zoning & Development Standards, the Environmental Areas ordinance, the Flood Protection Ordinance, the Sign Ordinance and the Community Tree Management Ordinance, as well as appeals of staff interpretations.
Authorizing Legislation:	Local Ordinance Code Sec. 9-4-10 F
Membership:	Seven member body composed of ACC residents appointed by the Mayor and Commission.
Members:	Edward Simpson, Chair Ricky Boggs, Vice-Chair Nancy Burk Myung Cogan Michael Lord Thomas Patrick Shearer Joey Tucker
Term:	Four Years
Meeting Information:	Second Wednesday of each month at 3 PM Planning Department 120 W. Dougherty Street Athens, GA 30601 706-613-3515
	Citizens can receive periodic e-mails or text messages about projects on the Hearing Board agenda through ACC Neighbor Notification Initiative. Notices are sent monthly, prior to upcoming meetings, and also in the event of a change to an agenda.
Primary Contact:	www.athensclarkecounty.com/838/Hearings-Board

Source(s): BAC questionnaire

Appendix J

Keep Athens Clarke County Beautiful Board (KACCB)

Purpose Statement:	The mission of KACCB is to educate and empower citizens and businesses with the resources to take action as environmental stewards of litter prevention, waste reduction, and beautification.
Authorizing Legislation:	Ord. of 12-1-92, § 1; Ord. of 4-7-98, § 1; Ord. of 9-5-2000, § 1
Membership:	Maximum 20
Members:	Aubrey Miller Theresa Napoli Amanda Smithregion 2re Cora Keber Marilyn Appleby, Chair Joy Barrett Chris Caswall Greg Denzin Brian Gamsey Elisabeth Lohmueller Theresa Owen Kay Parrish Victoria Prevatt Sheridan Soileau Anna Truszcynski Allison Wright, Ex-Officio Brad Rickard, Ex-Officio Stacee Farrell, Executive Director
Term:	Three Years
Qualifications:	Athens-Clarke County resident and registered voter
Primary Contact:	Stacee Farrell, Executive Director 725 Hancock Industrial Way Athens, GA 30605 709-613-3501 X312 www.keepathensbeautiful.org

Source(s): BAC questionnaire; Board Website

Appendix J

Library Board Local

Purpose Statement: The Library Board assists the library with ongoing operations.

Authorizing Legislation: O.C.G.A. Sec. 20-5-2

Membership: 15 Members appointed by the Athens-Clarke County Board of Commissioners (14) and Winterville City Council (1).

Members of local Library Board:

Diane Adams
Svea Bogue
Erin Boydston
Sean Boyle
Theresa Cullen
Julie Darnell
Linda Dodson
Wally Eberhard
Dennis Hopper
Linda Jones
William Prokasy
Ian Thomas
Shannon Thompson
John Timmons
David Woods

Meeting Information: Second Tuesday of the month at 4 PM
Athens-Clarke County Library, Board Room
2025 Baxter Street
Athens, GA 30606 706-613-3650

Primary Contact: Valerie Bell, Director
Athens-Clarke County Library
2025 Baxter Street
Athens, GA 30606 706-613-3650
www.athenslibrary.org/homepage/regional-information/board-members

Source(s): Website and information from Administration

Appendix J

Region 2 Mental Health, Developmental Disabilities and Addictive Diseases Regional Planning Board

Purpose Statement:	Effectively deliver compassionate, innovative, and accountable services to individuals, families, and communities; and share the state's obligation and responsibility to develop and implement planning and service delivery systems that focus on a core set of consumer oriented, community based values and principles.
	Responsible for planning and submitting the Annual Report for East Central Mental Health, Development Disabilities and Addictive Diseases Region. Also, identify community needs and gaps in the current DBHDD service system and recommends priorities.
Authorizing Legislation:	State Law; According to the 2012 Census of Governments, boards of this type were reauthorized under a 2006 law to contract with various state departments to provide services to regions established by the state.
Membership:	Three local from Athens-Clarke County, 23 Counties, and 25 board members Appointments should be consumers of disability services, family members of consumers, advocates for disability services, or interested local leaders or business persons.
Term:	3 Years
Meeting Information:	The third Thursday of even months except December at 1 PM Northeast Health District 189 Paradise Boulevard Athens, GA 30607 706-583-2658
Primary Contact:	

Source(s): Google search

Appendix J

AUTHORITIES

Appendix J

Athens Downtown Development Authority (ADDA) Formerly DADA

Purpose Statement:	The Charter for the Downtown Athens Development Authority was amended Ga.L. 1987, p. 3825. The Downtown Athens Development Authority utilizes the trade name Athens Downtown Development Authority (“ADDA”). Athens Downtown Development Authority is synonymous with Downtown Athens Development Authority.
	The mission of the ADDA is to promote, to maintain, and to enhance a safe and economically viable central business district by focusing on both public and private resources on the fulfillment of downtown’s potential to benefit the entire community. The Authority administers the revitalization and redevelopment of the Central Business District. Acting as a liaison between the Athens-Clarke County Government and the Downtown Business community, the Authority coordinates planning and implementation of public facilities as well as assisting private investors and individual businesses.
Authorizing Legislation:	Ga. L. 1975, p. 1698, § 1; Ga. L. 1976, p. 1912, § 1 Local Constitutional Amendment, 1977, p. 3533, 1978
Membership:	Seven maximum
Members:	Patrick Garrard Chris Blackmon, Chair Shayne Jordan Mike Hamby Nancy Denson Regina Quick Lori Paluck
Term:	Two Years
Meeting Information:	Second Tuesday of the month 3 – 5PM Athens Area Chamber of Commerce 246 W. Hancock Avenue Athens, GA 30601 706-549-6800
Qualifications:	Downtown business owner or downtown property owner
Primary Contact:	Pamela Thompson, Executive Director 250 W. Broad Street, #108, Athens, GA 30603 706-353-1421 www.DowntownAthensGA.com

Source(s): BAC questionnaire; Community Assessment Report 2006

Appendix J

Athens-Clarke County Downtown Development Authority

Purpose Statement:	The Authority serves as a liaison between the downtown business community and Athens-Clarke County Government to create and sustain a vital Central Business District. The Authority coordinates planning and implementation of public facilities as well as assists private investors and individual businesses.
Authorizing Legislation:	General Statue, O.C.G.A. 36-42-1, 1995
Membership:	Seven maximum
Members:	Patrick Garrard Chris Blackmon Shayne Jordan Mike Hamby Nancy Denson, Chair Regina Quick Lori Paluck
Term:	Two Years
Meeting Information:	Second Tuesday of the month 3 – 5 PM Athens Area Chamber of Commerce 246 W. Hancock Avenue Athens, GA 30601 706-549-6800
Qualifications:	Downtown business owner or downtown property owner
Primary Contact:	Pamela Thompson, Executive Director 250 W. Broad Street, #108 Athens, GA 30603 706-353-1421 www.DowntownAthensGA.com

Source(s): BAC questionnaire; Community Assessment Report 2006

Appendix J

Athens-Clarke County Industrial Development Authority

Purpose Statement:	The ACC Industrial Development Authority is responsible for expanding and developing industry in Athens-Clarke County; issues bonds to help large out-of-town businesses relocate to Athens-Clarke County. How they're funded: Operating expenses are low - occasional training costs and other small expenses, all covered by a nominal fee the authorities receive for issuing bonds.
Authorizing Legislation:	Constitutional Amendment, 1960, p. 1379; continued, 1985, p. 4134 Georgia Laws, 1992, p. 6556
Membership:	Five maximum
Members:	Mayor Nancy Denson, Chair Andy Herod, Vice Chairman, David Ellison, Secretary/Treasurer, Chad Collins, Member, Robert J. Synk, Member
Term:	Two years for two members appointed by Mayor and Commission; term concurrent with term of office as Mayor, Commissioner and Chamber Chair for three members appointed per Constitutional Amendment
Meeting Information:	Regular annual meetings on last Wednesday of January each calendar year from 10 – 11 AM Athens Chamber of Commerce, 246 W. Hancock Avenue, Athens
Primary Contact:	David K. Linder, Attorney 2500 Daniell's Bridge Road, Building 200 Suite 3A Athens, GA 30606 706-548-1151

Source(s): BAC questionnaire; Department of Community Affairs Website

Appendix J

Athens-Clarke County Land Bank Authority

Purpose Statement:	To acquire the tax delinquent properties of the County in order to foster the public purpose of returning land which is in a nonrevenue-generating, nontax-producing status to effective utilization status in order to provide housing, new industry and jobs for citizens of the County.
Authorizing Legislation:	General Statue, OCGA 48-4-60 et seq, 2009
Members:	Alice Kinman, Chair Andy Herod, Secretary Kathy Hoard, Treasurer Mike Hamby Vacancies filled by appointment by the Mayor & Commission
Term:	Four Years
Qualifications:	Athens-Clarke County resident
Meeting Information:	First Tuesday of each month 4 – 5 PM 120 W. Dougherty Street
Primary Contact:	Jean Spratlin, Clerk of Commission 301 College Avenue, Room 204 (City Hall) Athens, GA 30603 706-613-3031

Source(s): BAC questionnaire; Department of Community Affairs Website

Appendix J

Athens-Clarke County Public Facilities Authority

Purpose Statement: Oversees imminent domain and revenue bonds for infrastructure projects requiring funds outside the general fund of Athens-Clarke County.

Authorizing Legislation: Official Citation, Local Law, Act of 1960, p. 2531, 1960

Members:
Harry Sims
Mike Hamby
Jerry NeSmith
Jared Bailey
Melissa Link

Primary Contact:
Jean Spratlin, Clerk of Commission
301 College Avenue (City Hall)
Athens, GA 30603 706-613-3031

Source(s): Google search; Department of Community Affairs Website; ACC Website

Appendix J

Clarke County Airport Authority

Purpose Statement:	Overseeing the operation of the airport which includes policies of safety, personnel, budget; following of FAA guidelines as well as seeking federal and state funding for maintenance and improvements; insuring the airport meets community needs, present and future.
Authorizing Legislation:	Local Law, Act No. 1132, 1988 Georgia Laws 1988, p. 4906
Membership:	Allen Seymour Gerald Driver Neil Carlisle Claudio Lopez Elizabeth Higgins
Primary Contact:	Angela Dalton, Coordinator Athens-Ben Epps Airport 1010 Ben Epps Drive Athens, GA 30605 706-613-3420

Source(s): Department of Community Affairs Website

Appendix J

Classic Center Authority for Clarke County

Purpose Statement:	Develop and promote the cultural growth, public welfare, education, and recreation of the people of ACC and the state, including the acquisition and construction of building or buildings and related facilities. Acts as the planning and operations policy board for the Classic Center (Civic Center) and all related properties, functions and enterprises.
Authorizing Legislation:	Local Law, Act. of 1988, p. 3799, 1988
Members:	Charlie M. Maddox, Chair Richard Boone L. Ryan Brinson Bill Douglas Mike Waldrip
Meeting Information:	Fourth Tuesday of every month 4 PM
Primary Contact:	Paul Cramer, Executive Director 300 N. Thomas Street Athens, GA 30601 706-208-0900 https://classiccenter.com/153/Classic-Center-Authority

Source(s): Classic Center website

Appendix J

Development Authority of the Unified Government of ACC Georgia

Purpose Statement:	Develop and promote, for the public good and the general welfare, trade, commerce, industry, and employment opportunities in Athens-Clarke County. The Authority has since that time been actively involved in the fulfillment of its public purposes of developing and promoting trade, commerce, industry and employment opportunities for the public good through the issuance of its revenue bonds to finance the costs of qualifying "projects" under the Act. Although permitted by law to have employees, the Authority does not have employees or the staff with which to perform its economic development activities.
Authorizing Legislation:	General Statue, O.C.G.A. 36-62-1, 1999
Membership:	Gustavo Burnam, Chairman Charles Edward Barron, Jr., Vice Chairman Mike Hamby, Secretary/Treasurer Jeanne Westbrook, Asst. Secretary/Treasurer Virginia Patel Michael A. Morris David A. Hamilton
Primary Contact:	Athens-Clarke County Economic Development Department 246 W. Hancock Avenue Athens, GA 30601 Attention: Director
Authority Contact:	Development Authority of the Unified Government of ACC c/o Fortson, Bentley and Griffin, P.A. 2500 Daniell's Bridge Road, Bldg 200 Ste. 3A Athens, GA 30606 706-548-1151 Attention: Chairman

Source(s): Department of Community Affairs Website

Appendix J

Georgia's Innovation Corridor Joint Development Authority

Purpose Statement:	To pursue biotechnology development along the Georgia Highway 316 corridor, the four-lane highway connecting Athens to Atlanta.
	Transact business pursuant to, and exercise the powers provided by the provisions of, the Development Authorities Law, codified in O.C.G.A. Title 36, Chapter 62, as now existing or hereafter amended.
	The Georgia Bioscience Joint Development Authority changed its name to the Georgia's Innovation Corridor Joint Development Authority.
Authorizing Legislation:	General Statue, O.C.G.A. 36-62-5.1, 2004
Membership:	12 – three each from: Barrow County Gwinnett County Oconee County Athens-Clarke County
Board Members:	Bryan Lackey Charlotte Nash Guy Herring Kay Keller Melvin Davis Nancy Denson Nick Masino Pat Graham Ryan Moore Spencer Frye Thomas R. Jennings
Term:	Four Years
Meeting Information:	Second Wednesday quarterly Winder Community Center 3 PM
Primary Contact:	Thomas R. Jennings, Chairman Post Office Box 456 233 E. Broad Street Winder, GA 30680 770-867-9444 http://georgiainnovationcorridor.org/

Source(s): Google search; Authority Website

Appendix J

Hospital Authority of Clarke County Georgia

Purpose Statement:	The hospital authority works to ensure that healthcare needs of the area are being met, and to strategically plan for the hospital's future growth.
Authorizing Legislation:	General Statue, O. C. G. A. 31-7-70, 1961
Members:	Dexter L. Fisher Allen R. Green Kathy Hoard James H. Hopkins, Chair Thomas N. Kias, M.D. Gene J. Mays, Sr. Jane Parks, M.D. Tracey Worthington Stice, Vice Chair Jonathan D. Woody, M.D.
Principal Contact:	Wendy Cook, Sr. Vice President & Chief Financial Officer 1199 Prince Avenue Athens, GA 30606 706-475-3334 http://www.athenshealth.org/historyofarmc

Source(s): Google search; Authority Website; Department of Community Affairs Website

Appendix J

Housing Authority of the City of Athens, GA

Purpose Statement:	The Athens Housing Authority provides secure, affordable and quality housing and resources which encourage and sustain independence for wage earners, elderly and families.
Authorizing Legislation:	General Statue, O.C.G.A. 8-3-1, 1938
Membership:	Six (includes one AHA resident); appointed by the Mayor
Members:	Valdon Daniel, Chair James C. Smith, Vice Chair Frank Platt, Jr. Michele Pearson Charlie Maddox Sonya Fears
Term:	Five years except for one year term for resident
Meeting Information:	Normally on the last Thursday of the month 4:30 -6:30 PM Athens Housing Authority 300 S. Rocksprings Street Athens, GA 30603
Primary Contact:	Carol J. Kirchman, Executive Assistant 300 S. Rocksprings Street Athens, GA 30603 706-425-5300 www.athenshousing.org

Source(s): BAC questionnaire

Appendix J

Joint Development Authority of Northeast Georgia

Purpose Statement:	Promote and expand industry and trade within its seven-county area. Acts as the planning and operations policy board for the Classic Center (Civic Center) and all related properties, functions and enterprises.
	The Regional Commission Bylaws provide for private sector representation from each of the region's twelve counties. Nominees are chosen by the leadership of each of those counties and submitted to the Council for approval for a one-year term.
Authorizing Legislation:	General Statute, O.C.G.A. 36-62-1, 1994
Membership:	Barrow County Elbert County Jackson County Madison County Oconee County Oglethorpe County Athens-Clarke County
Members:	Beth Eavenson, representing Tommy Lyon, Elbert County Cary Fordyce, representing Billy Pittard, Oglethorpe County Marvin White, representing Anthony Dove, Madison County Josh Fenn, representing Tom Crow, Jackson County Ryan Moore, representing Nancy Denson, Clarke County Rusty Haygood, representing Melvin Davis Oconee County Guy Herring, representing Pat Graham, Barrow County
Primary Contact:	Burke Walker, Director of Planning and Government Services 305 Research Drive Athens, GA 30605 706-369-5650 http://www.negrc.org/resource-1.php?page_ID=1288630648

Source(s): Google search; Authority Website; Department of Community Affairs Website

Appendix J

Northeast Georgia Regional Solid Waste Management Authority

Purpose Statement: The Authority is comprised of 10 counties in the NEGRC region and is involved in planning, education, and research related to solid waste topics on a regional level. Each member county appoints two representatives to serve on the Authority.

Authorizing Legislation: General Statute, 12-8-50, 1996

Membership:

Athens-Clarke County	Madison County
Barrow County	Morgan County
Elbert County	Oconee County
Greene County	Oglethorpe County
Jackson County	Walton County

According to DCA's 2016 Directory of Registered Local Government Authorities the following counties are also member counties:

Jasper County
Newton County

Members:

Suki Janssen	Linda Fortson
Doug Lowry	Sandra Webb
Brad Rickard	James Davie
Joe Goodman	Ronald Milton
Lee Campbell	John Daniell
Bob Thomas	Amy Morrison
Carroll Slusher	David Clark
Gerald Torbert	Josh Hawkins
Tom Page	John Allman
Kevin Poe	Elaine Oakes

According to DCA's 2016 Directory of Registered Local Government Authorities there is also a vacant member position.

Meeting Information: Meetings are held quarterly on the Wednesday of the third month of each quarter.

Primary Contact: Jim Moneyhun, Project Administrator
305 Research Drive,
Athens, GA 30605 706-369-5650
http://www.negrc.org/resource-2.php?page_ID=1288896808

Source(s): Authority Website; Department of Community Affairs Website

Appendix J

Residential Care Facilities for the Elderly Authority of ACC

Purpose Statement:	Provides facilities for comprehensive services required by elderly persons in a single location (residential care and services in skilled nursing homes, intermediate care homes, and personal care homes).
Authorizing Legislation:	General Statue, OCGA 31-7-110 et seq, 1997
Membership:	Seven maximum
Term:	Six Years
Members:	Jan Cooley, Chair Martha DeHart, Vice-Chair Lauren Fancher, Assistant Secretary/Treasurer Floretta Johnson, Secretary/Treasurer Shelby Lacy Jeanne Westbrook
Qualifications:	Taxpayer residing in Athens-Clarke County and not an officer or employee of Athens-Clarke County
Primary Contact:	David K. Linder, Attorney 2500 Daniell's Bridge Road, Building 200 St 3A Athens, GA 30606 706-548-1151

Source(s): BAC questionnaire

Appendix J

Solid Waste Management Authority of ACC

Purpose Statement:	Responsible for the financing of projects as provided by the Regional Solid Waste Management Authorities Act for the public good and general welfare of Athens-Clarke County and to promote the general welfare of the State of Georgia.
Authorizing Legislation:	General Statue, O.C.G.A. 12-8-50, 1993
Members:	Jared Bailey Diane Bell David Boyd Nancy Denson Sharyn Dickerson Kelly Girtz Mike Hamby Andy Herod Melissa Link Jerry NeSmith Harry Sims Allison Wright
Primary Contact:	Jean Spratlin, Clerk of Commission 301 College Avenue (City Hall) Athens, GA 30603 706-613-3031

Source(s): Google search; Department of Community Affairs Website

Appendix J

Upper Oconee Basin Water Authority

Purpose Statement:	Authorized to secure governmental permits, licenses, and approvals for the design, financing, acquisition, and construction of reservoirs and related improvements. In return, the Authority is obligated to deliver an allocation of water supply to each member based on population ratios and water consumer count at the time the legislation was enacted.
Authorizing Legislation:	Official Citation: Local Law, Act of 1994, p. 5123
Membership:	Barrow County Jackson County Oconee County Athens-Clarke County
Members:	Pat Graham Randy Dowling Nancy Denson, Vice-Chair Gary Duck Melvin Davis, Chair Chris Thomas Tom Crow Eric Clerk Elton Collins Amrey Harden
Primary Contact:	Jim Dove, Executive Director, Northeast Georgia Regional Commission 305 Research Drive Athens, GA 30605 706-369-5650

Source(s): Google search and Department of Community Affairs Website

Appendix J

COMMISSIONS

Appendix J

Athens Cultural Affairs Commission

Purpose Statement: ACAC has been established to advise the Unified Government of Athens-Clarke County on cultural affairs and aesthetic development of the built environment in accordance with provisions of planning, programming, procurement, installation, operation, and maintenance of public art projects and artworks.

Authorizing Legislation: Ord. of 12-7-2010, § 1; Ord. of 12-6-2011, § 1

Membership: Eleven

Members: Marc Beechuck, Chair
Holly J. Alderman, Secretary
Linda Ford
Jan Hebard
Laura Hoffman
Matt Justus
Helen Kuykendall
Michael Lachowski
Leon Leathers
Melissa Lee
Sarah Traub

Meetings: Second Monday of each month
Chamber of Commerce Building
246 W. Hancock Avenue
Athens, GA 30601

Liaisons and Advisors: Brian Seagraves
Marilyn Wolf-Ragatz

Primary Contact: Athens Cultural Affairs Commission
P. O. Box 687
Athens, GA 30603
www.athensculturalaffairs.org

Source(s): Commission Website; ACCUG Website

Appendix J

Commission on People with Disabilities

Purpose Statement: The purpose of the commission on people with disabilities shall be to increase acceptance and full participation of persons with disabilities in the life of this community. This includes promoting employability, housing, state and local government services, public accommodations, transportation and the telephone system.

The commission shall be advisory in nature and authorized to adopt bylaws; to initiate, plan and direct community-wide efforts to achieve such commission's goals; to solicit and accept donations and appropriations of money, service, products, property and facilities for use by such commission; and to make recommendations to the mayor and commission of Athens-Clarke County as well as the private sector regarding measures that are deemed necessary to accomplish its objectives.

Authorizing Legislation: Ord. of 8-4-92, § 1; Ord. of 7-2-96, § 1; Ord. of 7-6-99, § 1

Membership: The Commission shall consist of 30 members who shall be appointed for three years for staggered terms of office.

Eleven members shall be selected initially by the commission on people with disabilities to represent the community. Eight members will be nominated by the commission on people with disabilities.

Whenever a vacancy exists, the appropriate selecting body shall make nominations to the mayor and commission for confirmation or rejection. Members shall reside or be employed in Athens- Clarke County.

Primary Contact:

Source(s): Google search; ACC Website

Appendix J

Historic Preservation Commission (HPC)

Purpose Statement:	The HPC meets monthly to discuss pending or potential historic designations for sites or districts within Athens-Clarke County. In order to protect the historic character of these properties (whether part of a district or individually recognized as landmark), a Certificate of Appropriateness is required prior to making exterior changes to a property. The HPC will review applications for Certificates of Appropriateness, as well as deliberates and make recommendations to the Mayor and Commission regarding the protection of historic resources in Athens-Clarke County.
Authorizing Legislation:	Local Code Sec. 8-5-2
Membership:	Seven-member body composed of ACC residents appointed by the Mayor and Commission.
Members:	Sharon Bradley, Chair Drew Dekle, Vice-Chair Barry Allen Mary Cook Judson Doherty Kevin Blair Garrison Scott D. Reed
Term:	Three Years
Meeting Information:	Third Wednesday of each month 5:30 PM 120 W. Dougherty Street Athens, GA 30601
Primary Contact:	<u>https://athensclarkecounty.com/839/Historic-Preservation-Commission</u>

Source(s): ACC Website

Appendix J

NE Georgia Regional Commission

Purpose Statement:	NEGRC is involved in a broad range of activities related to coordinated and comprehensive planning, land-use development, historic preservation, aging services, revolving loan funds, business retention and development, affordable housing, tourism, workforce development, coordinated transportation, geographic information systems, and disaster-mitigation planning. NEGRC serves 12 counties and 54 municipal governments in the Northeast Georgia Region. This commission acts as a resource for local governments in their area in a variety of specialized areas, such as local government planning, economic development, grant preparation, administration, job training, and aging services.
Authorizing Legislation:	O.C.G.A. § 50-8-32
Membership:	An executive director oversees each RC, supervising staff and facility operations. The executive director reports to a governing regional council, comprising the following members as required by state law: <ul style="list-style-type: none">• Chief elected official of each member county (county chairperson)• One mayor from each member county• Three residents from the region appointed by the governor• Two non-public members, one appointed by the lieutenant governor and a second by the Speaker of the House of Representatives
Members (County Representatives):	Ed Bullard, Greene County Tom Crow, Jackson County Melvin Davis, Oconee County Nancy Denson, Clarke County Anthony Dove, Madison County Keith Ellis, Newton County Pat Graham, Barrow County Kevin Little, Walton County Tommy Lyon, Elbert County Billy Pittard, Oglethorpe County Gene Trammell, Jasper County Ellen Warren, Morgan County
Primary Contact:	www.negrc.org/council.php

Source(s): Commission Website

Appendix J

NE Georgia Surface & Air Transportation Commission

Purpose Statement: To assist in bringing a second regional airport to Northeast Georgia.

Authorizing Legislation: **State 1989**

Membership: Originally members representing 13 counties; in 2007 surviving members of the Commission requested officials to change from 13 to 8 counties and to appointment new members.

The original transportation commission had the power to condemn land and issue bonds, and consisted of representatives from Banks, Barrow, Clarke, Elbert, Greene, Hall, Jackson, Madison, Morgan, Oconee, Oglethorpe, Stephens and Walton counties, and the cities of Athens, Commerce, Elberton, Gainesville, Jefferson, Madison, Monroe and Winder.

It stopped meeting in 1992, after the Federal Aviation Administration awarded Georgia a \$1.8 million grant for a statewide feasibility study, rather than one focused on Northeast Georgia, Culpepper said. The second airport was never built because Hartsfield added a fifth runway and increased its capacity.

Members: E. H. Culpepper, Vice Chair (deceased in July 2009)

Primary Contact:

Source (s): http://onlineathens.com/stories/081207/news_20070812077.shtml#.WAeigY8rJph;
<http://www.peachpundit.com/2007/08/27/2nd-airport-commission-revived/>

According to James Dove, NEGRC the Commission has not been over in over 20 years.

Appendix J

Oconee Rivers Greenway Commission

Purpose Statement: The Oconee Rivers Greenway Commission is authorized to adopt bylaws for its own administration and to recommend rules and regulations for the proper protection and management of the North Oconee and Middle Oconee rivers, their major tributaries and their floodplains within the borders of Athens-Clarke County. The Commission is responsible for developing a plan, including guidelines for implementation, for a river-oriented greenway system within Athens-Clarke County.

Authorizing Legislation: Ord. of 1-7-92, § 1; Ord. of 7-2-96, § 1; Ord. of 7-6-99, § 1

Membership: Ten members appointed by the Mayor and Commission and five members appointed by the President of the University of Georgia.

Members: Mack Duncan, ACC (Treasurer)

Chris Fleisher, UGA

Cartter Fontaine, ACC

Susie Haggard, ACC

Steve Harris, UGA (Secretary)

Shana Jones, UGA

Nat Kuykendall, ACC (Vice Chair)

Lara Mathes, UGA

Alex Patterson, ACC

Karen Porter, ACC

Bob Sleppy, ACC

Nancy Stangle, ACC

Ron Thomas, UGA (Chair)

Madeline Van Dyck, ACC

Open (ACC)

Ex-Officio Members:

Tyler Dewey, Bike Athens

John Devine, Northeast Georgia Regional Commission

Terry Stephens, UOWN/Oconee River Water Trails Committee

Pamela Thompson, Athens Downtown Development Authority

Mel Cochran, ACC Leisure Services

Andrew Saunders, ACC Environmental Coordinator

Vicki Buschbom, ACC Planning

Meeting Information: Third Tuesday of each month 4 -5:30 PM

Athens-Clarke County Library, 2025 Baxter Street

Athens, GA 30606 706-613-3650

Qualifications: Athens-Clarke County resident and registered voter

Primary Contact: Ron Thomas: Ronthom230@charter.net

Source(s): BAC questionnaire and ORGC Chair

Appendix J

Overview Commission

Purpose Statement:	<p>In order to provide a more efficient and responsive government for the citizens of Athens-Clarke County, an overview commission shall be established to review the operation of the unified government. Such evaluation shall be completed every ten years, or sooner if determined to be necessary by a majority vote of the commission.</p> <p>The overview commission shall be convened on the first Tuesday after January 1st beginning in the year 2010, unless sooner convened as determined by a majority vote of the commission of Athens-Clarke County, and every tenth year from the date of convocation thereafter. The overview commission shall complete its review within twelve months of the first meeting date. In reviewing the unified government, the following factors shall be considered:</p> <ol style="list-style-type: none">(1) The goals and objectives of the unified government;(2) The extent to which the unified government has achieved its original objectives in an effective and responsible manner;(3) The performance and accomplishments of the agencies of the unified government in the preceding fiscal year, budgetary costs incurred, projected activities and budgets; and(4) The extent to which additional programs are needed. <p>Upon completion of its review, the overview commission shall make written recommendations published to the mayor and commission and made available to the public.</p>
Authorizing Legislation:	Local Charter; Code of Ordinances - Section 8-116
Membership:	The overview commission shall be composed of a minimum of 21 individuals to be appointed by the grand jury sitting immediately prior to January 1st of the year of convocation of the overview commission. Members of the overview commission shall be registered voters in Athens-Clarke County and not members of the appointing grand jury. Two members shall be selected from each commission district and one member, who shall serve as chair, from the county at-large. In making appointments to the overview commission, the grand jury shall solicit and consider applications from the citizens of Athens-Clarke County.
Primary Contact:	Auditor. Code of Ordinances: Assists in the work of the Overview Commission required by section 8-116 of the Charter.

Source(s): ACC Website

Appendix J

Athens-Clarke County Planning Commission

Purpose Statement:	Prepare a master plan or parts thereof for the development of Athens-Clarke County. Prepare and recommend for adoption to the Mayor and Commission of Athens-Clarke County a zoning ordinance or resolution and map for its political jurisdiction. Prepare and recommend for adoption to the Mayor and Commission of Athens-Clarke County regulations for the subdivision of land within Athens-Clarke County, AR Districts and to administer the regulations that may be adopted. Prepare and recommend for adoption to the Mayor and Commission of Athens-Clarke County, plat or plats or an official map showing the exact location of the boundary lines of existing, proposed, extended, widened or narrowed streets, public open spaces or public building sites, together with regulations to control the erection of buildings or other structures within such lines, within Athens-Clarke County or a specified portion thereof.
Authorizing Legislation:	Local Ordinance Code Sec. 8-1-1 through Sec. 8-1-3
Membership:	The Planning Commission is a ten-member body composed of ACC residents appointed by the Mayor and Commission for five-year terms. No member of the Planning Commission shall serve more than two consecutive full, five-year terms.
Members:	Alice Kinman, Chair James Anderson, Vice Chair Maxine Easom David Finkel Dave Hudgins Hank Joiner Jeffrey Ritchey Lucy Rowland James Scanlon Jeff Scarbrough
Term:	Five Years
Qualifications:	Athens-Clarke County resident
Meeting Information:	First Thursday of each month; 6:30 PM Agenda; 7 PM Meeting Planning Auditorium, 120 W. Dougherty Street, Athens, GA
Primary Contact:	https://athensclarkecounty.com/840/Planning-Commission
Source(s):	BAC questionnaire; ACC Website