



**ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES
TUESDAY, MAY 21, 2024**

CALL TO ORDER

The Administrative Policy Committee conducted a meeting on Tuesday, May 21, 2024. The Honorable Edward H. McDowell, Jr., Chair called the meeting to order at 11:26 a.m.

Attendee Name	Title	Status
Edward H. McDowell	Chair	Present
Aditi Bussells	Member	Present
Peter M. Brown	Member	Present

INVOCATION

The Honorable Peter M. Brown led the invocation.

APPROVAL OF MINUTES

1. February 27, 2024 Administrative Policy Committee Meeting Minutes – *Approved*

Upon a motion made by Dr. Bussells and seconded by Mr. Brown, the Committee voted unanimously to approve the February 27, 2024 Administrative Policy Committee Meeting Minutes.

COMMITTEE DISCUSSION

2. Honorary Namings - The Honorable Edward H. McDowell, Jr. – *Endorsed for City Council Consideration*

Councilor McDowell said we want to tie up any loose ends on the matters of the Leroy Moss Multipurpose Center, the Sara Nance Cultural Resource Center, and the Virginia Lee Bedford Center today before we bring this to Council.

Ms. Pamela Benjamin, Assistant City Manager for Administrative Services said we have had several discussions about street namings, facilities, and buildings and the process in which we do so. To bring some order to this process, we revisited some of our policies. We’ve reviewed the application and tweaked it to better line up with the process. In the Honorary Naming Policy, we added that the application will be completed by an applicant or a sponsoring Council Member. In the past, we have named rooms after individuals with distinction, so we added “room” to the policy where appropriate. We have also added language to say if the facility is being named, then the signage would be on the inside and outside.

There was a consensus of the committee to standardize signage while ensuring consistency between interior and exterior signage including dates of dedication, names of dignitaries, and



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facility names. Rooms would have signage outside to indicate names, similar to City Hall's conference room. To maintain consistency, it was agreed to use plaques instead of letters for outside signage. Next steps include finalizing policy revisions, submitting the revised policy for approval, and reaching out to potential applicants. Additionally, a future discussion is planned regarding whether the naming policy should specify deceased or living individuals.

3. Proposed Memorial Garden at T.S. Martin Park - Mr. Randy Davis, Director of Parks and Recreation – *Received as information*

Mr. Randy Davis, Director of Parks and Recreation presented a proposal for a community garden at T.S Martin Park, which stemmed from Joe Azar's desire to establish such a garden in the 29203 community, as expressed in his living will. The idea was presented by William Ackel, Joe's cousin, who had discussions with Ed Brogdon and Willa Martin Bailey dating back to 2014. Bailey, the daughter of T.S Martin, had envisioned a garden as part of her father's park. The proposal gained momentum after Joe Azar was impressed by a similar garden built by Brogdon in 2017. The proposed site for the garden is behind the baseball field in the park, featuring various elements such as raised beds, flower gardens, and educational programs for students from W.A. Perry Middle School. Funding for the project primarily relies on donors. The city is expected to contribute approximately \$30,000 for perimeter fencing and signage bearing the name "Joseph S. Azar Community Garden" at TS Martin Neighborhood Park.

There was discussion about the need for the proposal to undergo further review, including alignment with the city's new branding standards, particularly concerning sign design.

There was consensus of the committee that the proposal would progress through the application process to establish a memorandum of agreement once approved.

4. Proposed Policy Related to the Issuance of Keys to the City and Proclamations - Ms. Pamela Benjamin, Assistant City Manager for Administrative Services

Councilor McDowell said there needs to be a formal policy that indicates how a proclamation and keys to the city ought to be delivered.

Ms. Pamela Benjamin, Assistant City Manager for Administrative Services shared the draft of the policy. The policy outlines the process for requesting proclamations and keys, including the completion of a form similar to an application.

There was discussion regarding distinctions between staff initiated proclamations related to city work and citizens; keys being the highest honor; symbolic gestures by the Mayor;; and naming a portion of Gregg Street "Brian Newman Way", with emphasis on the updated process. Next steps include bringing back policy with tracking method and communications.



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ADJOURNMENT

The meeting was adjourned at 12:22 p.m.

Respectfully submitted:

Erika D. Moore Hammond, CMC
City Clerk