

1. Agenda

Documents: [BOMC-1-25-16-SCM-AGENDA.PDF](#)

2. Agenda Items

Documents: [AGENDAITEMS1.PDF](#)



**BOARD OF MAYOR AND COMMISSIONERS  
SPECIAL CALLED MEETING**

**January 25, 2016**

**7:30 p.m.**

**AGENDA**

- Item No. 1 Meeting Called to Order
- Item No. 2 Adoption of Agenda
- Item No. 3 Approval of Minutes  
December 8, 2015 Special Called Work Session with the DDA  
December 8, 2015 Work Session  
December 14, 2015 Regular Meeting  
January 4, 2016 Regular Meeting
- Item No. 4 Commissioner Updates – Subject of General Interest and Concern
- Item No. 5 Deborah Carter, Citizen Advocacy
- Item No. 6 Resolution for Downtown Development Authority (DDA) Appointments
- Item No. 7 Resolution for Historic Preservation Commission/Architectural Review Board (HPC/ARB) Reappointment
- Item No. 8 Resolution for Lake Avondale Advisory Board (LAAB) Reappointments
- Item No. 9 Main Street Memorandum Of Understanding (MOU)
- Item No. 10 Arbor Day Proclamation
- Item No. 11 Citizens' Comments:  
"It's another beautiful day in Avondale Estates" – Thomas P. Samford
- Item No. 12 Announcements (Mayor Pro Tem Giager)
- The Georgia Conservancy will present material about Building Competitive Communities here at City Hall tomorrow night at 6:30 p.m.
  - As we mentioned earlier, Avondale Estates celebrates its 32<sup>nd</sup> year as a Tree City on Friday, February 19<sup>th</sup>, which is Arbor Day. Avondale Estates is one of the few tree cities in DeKalb County and the second tree city in the states of Georgia. This year's Arbor Day tree will be planted at 22 Dartmouth Avenue.
  - We regret to report the death of former resident Mary Reimer.
- Item No. 13 Adjournment



**A RESOLUTION**

**A RESOLUTION APPOINTING MEMBERS TO THE DOWNTOWN DEVELOPMENT  
AUTHORITY FOR THE CITY OF AVONDALE ESTATES.**

**WHEREAS**, Avondale Estates Downtown Development Authority has been created by the State of Georgia; and

**WHEREAS**, the Avondale Estates Board of Mayor and Commissioners has the authority to appoint its members, in accordance with State law; and

**WHEREAS**, the Downtown Development Authority consists of seven members. Four of those members shall be business owners in the City of Avondale Estates; and three members shall be City residents; and

**WHEREAS**, three vacancies exist on the Downtown Development Authority due to resignations and expired terms, and

**WHEREAS**, the positions must be filled by Avondale Estates business owners; and

**WHEREAS**, the Board of Mayor and Commissioners have interviewed prospective members and have determined that the prospective appointees are duly qualified; and

**NOW, THEREFORE, BE IT RESOLVED BY THE** Board of Mayor and Commissioners of the City of Avondale Estates that the following members be appointed to the Avondale Estates Downtown Development Authority:

Parke Kallenberg (business owner)	Term expires January 31 <sup>st</sup> , 2021
Nick Purdy (business owner)	Term expires January 31 <sup>st</sup> , 2021
Rachel Herzog (business owner)	Term expires January 31 <sup>st</sup> , 2021

APPROVED THIS 25<sup>th</sup> DAY OF JANUARY 2016

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Jonathan Elmore, Mayor

ATTEST:

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Gina Hill, City Clerk

**A RESOLUTION**

**REAPPOINTING A MEMBER TO THE HISTORIC PRESERVATION COMMISSION  
& ARCHITECTURAL REVIEW BOARD  
FOR THE CITY OF AVONDALE ESTATES**

**WHEREAS**, City of Avondale Estates has created a Historic Preservation Commission & Architectural Review Board; and

**WHEREAS**, the Board of Mayor and Commissioners has the authority to appoint its members; and

**WHEREAS**, the Historic Preservation Commission/Architectural Review Board has a member whose term expired on October 31, 2015;

**WHEREAS**, the Board of Mayor and Commissioners wish to reappoint this member;

**NOW, THEREFORE, BE IT RESOLVED BY THE** Board of Mayor and Commissioners of the City of Avondale Estates that the following member be reappointed to the Avondale Estates Historic Preservation Commission and Architectural Review Board.

David Sacks                      Term to expire on October 31, 2018

**RESOLVED** this 25th of January 2016.

**BOARD OF MAYOR AND COMMISSIONERS OF  
THE CITY OF AVONDALE ESTATES, GEORGIA**

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**JONATHAN ELMORE, MAYOR**

**ATTEST:**

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Gina Hill, City Clerk

**A RESOLUTION**

**REAPPOINTING MEMBERS TO THE LAKE AVONDALE ADVISORY BOARD FOR  
THE CITY OF AVONDALE ESTATES**

**WHEREAS**, City of Avondale Estates has adopted an ordinance creating a Lake Avondale Advisory Board; and

**WHEREAS**, the Board of Mayor and Commissioners has the authority to appoint its members; and

**WHEREAS**, the Lake Avondale Advisory Board has two members whose terms expired December 31, 2015;

**NOW, THEREFORE, BE IT RESOLVED BY THE** Board of Mayor and Commissioners of the City of Avondale Estates that the following members be reappointed to the Lake Avondale Advisory Board:

Camilla Warren, Chair  
Chris McArthur

Term to expire on December 31, 2017  
Term to expire on December 31, 2017

**SO RESOLVED** this 25th day of January, 2016.

**BOARD OF MAYOR AND COMMISSIONERS OF  
THE CITY OF AVONDALE ESTATES, GEORGIA**

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Jonathan Elmore, Mayor

**ATTEST:**

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Gina Hill, City Clerk

## **Georgia Classic Main Street Memorandum of Understanding (MOU)**

The City is designated as a Classic Main Street. Each year the Department of Community Affairs (DCA) requests that the City approve a Memorandum of Understanding (MOU) to participate in the Classic Main Street Program. The MOU outlines the responsibilities of the community, Main Street Board of Directors (our DDA), Downtown Manager and the DCA associated with the Main Street Program. Some highlights from the MOU include:

- The Community will maintain a paid professional to administer the program and assist the manager in data collection.
- The Main Street Board will assist with the development of a Work Plan and provide opportunities for public engagement.
- The Downtown Manager will complete monthly economic and programming activity reports and other data collection as well as attend training.
- DCA will provide Classic Main Street Communities with training, publicity, technical and other assistance at no or low cost.

The logo for the Georgia Department of Community Affairs features a stylized city skyline in green and orange above the text "Georgia® Department of Community Affairs".

Georgia® Department of  
**Community Affairs**

December 3, 2015

To Whom It May Concern:

Enclosed you will find a copy of the 2016 Georgia Classic Main Street Program Memorandum of Understanding. As per the National Main Street Center requirements all accredited Main Street cities must have a current signed MOU agreement on file with the Georgia Department of Community Affairs in order to retain the use of the Main Street name.

The enclosed document must be signed by the Mayor, Board Chair and local Manager and returned to DCA by no later than **February 15, 2016**. Failure to comply may result in probationary status or loss of accreditation for the local Main Street program in 2016.

As per this MOU agreement the local municipality is required to notify the Office of Downtown Development within one week of any Downtown Director Vacancy. If at any point during the 2016 calendar year there is a change in the local program manager, the local program is required to submit a new MOU including the new manager's signature to DCA, clarifying that person's understanding of the requirements of the this relationship.

Regards,

Jessica Reynolds,  
Director, Office of Downtown Development &  
Georgia Main Street Program  
Georgia Department of Community Affairs



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# 2016 Georgia Classic Main Streets Memorandum Of Understanding

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MOU

1/1/2016

## GEORGIA CLASSIC MAIN STREETS PROGRAM

### MEMORANDUM OF UNDERSTANDING

#### 2016 Program Year

This agreement is entered into and executed by the Georgia Department of Community Affairs Office of Downtown Development (hereinafter referred to as “DCA”), the City/Town of **Avondale Estates**, Georgia (hereinafter referred to as “Community”), the Local Main Street Program Board of Directors, and the Downtown Manager for the Community. DCA will enter into this agreement with the above parties to provide services in return for active and meaningful participation in the Georgia Classic Main Streets Program by the Community as specified below.

This agreement outlines the necessary requirements set forth by DCA for the Community’s participation in the Georgia Classic Main Streets Program for 2016. DCA is the sponsoring state agency for the Georgia Classic Main Street program and is licensed by the National Main Street Center (hereinafter referred to as “National Program”) to designate, assess, and recommend for accreditation Main Street programs within the State of Georgia.

In recognition of the agreement by DCA, the Community, the Board of Directors, and the Downtown Manager to maintain an active Local Main Street Program, the parties have agreed to the following:

#### ARTICLE 1: THE COMMUNITY AGREES TO—

1. Appoint or contract with an entity to serve as the Board of Directors for the local Main Street Program. The city council may not serve as the Main Street Board.
2. Set and review boundaries for the target area of the local Main Street Program.
  - A. A copy of these boundaries should remain on file with DCA at all times.
  - B. The Community should work with the Board of Directors to review boundaries at least once every three years.
3. Employ a paid professional downtown manager responsible for the daily administration of the local Main Street Program.
  - A. The downtown manager must have a job description that identifies at least 75% of their duties (if a full time employee) or all of their duties (if a part-time employee) that are directly related to Main Street activities. A copy of the job description should remain on file with DCA at all times.
  - B. The downtown manager should be paid a salary consistent with other community and economic development professionals within the region. The program manager’s salary must be paid in excess of minimum wage.
  - C. The Community must notify DCA within one week of any downtown manager vacancy and the Community must appoint an interim downtown manager until the position is filled. DCA must have accurate contact information for the downtown manager at all times.
  - D. Provide an annual evaluation of the downtown manager. If the manager is employed by an entity other than the local government, require that entity to provide an annual evaluation and performance review.
4. Provide for local Main Street Program solvency through a variety of direct and in-kind financial support.
  - A. If the downtown manager is an employee of the local Main Street Program and not the Community, the Community assures that the program has the financial means to pay for said manager for the period of this agreement.
  - B. The local Main Street program must maintain an identifiable and publicly accessible office space. DCA encourages this space to be in the local Main Street program area.
  - C. The local Main Street program must have sufficient funding to provide travel and training for the downtown manager and the Board of Directors.
5. Assist the downtown manager in compiling data required as part of the monthly reporting process.
  - A. Provide for a positive relationship between the downtown manager and key city staff to access the following information in a timely manner:
    - i. Business license data
    - ii. Building permit data
    - iii. Property tax data
    - iv. Geographic Information Systems data (mapping support when available)
  - B. Review reported data submitted by the downtown manager to assure accuracy.

6. Use the "Main Street America" name in accordance with the National Main Street Policy on the Use of the Name Main Street.
7. Notify DCA in writing prior to any wholesale changes in the local program, including staff changes, major funding changes, change in organizational placement of the program or major turnover in the board of directors. Such notice should be within one business week of said changes when possible. Changes may result in program probation, the loss of accreditation or removal of program designation.

ARTICLE 2: THE BOARD OF DIRECTORS AGREES TO—

1. Assist the downtown manager in creating an annual work plan that incorporates incremental and meaningful goals related to the Main Street Approach™ to downtown revitalization: Community Transformation Strategies, Organization, Design, Promotion and Economic Vitality.
  - A. The work plan should include specific tasks, assignments or a point of contact for the task, related budget needs, and a timeline.
  - B. The work plan should be created on a Calendar Year format in concurrence with this Agreement (2016).
  - C. A copy of the work plan should be on file and updated with DCA monthly as part of the monthly reporting process.
2. Provide opportunities for regular public engagement and support of the Local Main Street Program.
  - A. DCA recommends a public downtown visioning event/town hall meeting at least once every three years.
  - B. The Board should identify opportunities for volunteer support and assistance in executing the work plan.
  - C. The Board should actively engage the community for financial and in-kind support of the local program.
3. Conduct, at least, one board training, orientation or planning retreat per year for the local program.
4. Meet a minimum of 6 times per year and minutes of each meeting are maintained and distributed. Such meetings should be open to the public and public notice should be given related to meeting times and agendas.
5. Attend training when possible to become better informed about the Main Street approach and trends for downtown revitalization and to support the downtown manager.
6. Newly Appointed Board Members are required to attend Main Street 101, hosted by the Office of Downtown Development, within their first year of their first term.
7. Assure the financial solvency and effectiveness of the Local Main Street Program.
  - A. Adopt an annual budget that is adequate to support the annual work plan, maintain an office and support staff, and provide for training and travel.
  - B. Maintain current membership of the Local Main Street Program to the National Main Street Center to be eligible for accreditation.
  - C. Provide for policies to expend funds, enter into debt, and provide programming support for the local Main Street Program.

ARTICLE 3: THE DOWNTOWN MANAGER AGREES TO—

1. Complete all reporting required by DCA to maintain National Accreditation of the local Main Street Program.
  - A. Complete monthly economic and programming activity reports, including portions of said reports that are required as part of the local program assessment process by DCA. These reports must be completed by the 30<sup>th</sup> of the following month. (Example: March report due by April 30<sup>th</sup>). Failure to complete monthly reports in a timely manner may result in program probation, the loss of accreditation or removal of program designation.
  - B. Participate in occasional surveys by DCA related to Main Street Programming.
  - C. Provide documentation of all meetings, work plans, budgets, job descriptions, mission and vision statements for the organization.
  - D. Provide documentation to support the work of the organization as it relates to the Main Street Approach™, including information related to historic preservation as required by the National Main Street Center.
  - E. Provide, from time to time, documentation related to local ordinances, plans, codes, and policies that are specific to the Community's downtown area.
2. Participate in training to broaden the impact of the local Main Street Program.
  - A. One representative from the local program should attend at least one Regional Managers meeting in 2016.
  - B. The downtown manager and/or board members are expected to attend at least one preservation-related training annually.
  - C. DCA requires managers to attend at least 30 hours of training annually (including webinars, regional managers meetings, annual trainings, statewide workshops, etc.) Eligible training hours can come from both DCA and non-

DCA hosted training events. Training must be relevant to the field of downtown development, historic preservation, planning, community development and economic development.\*

*\*A current list of training opportunities through DCA can be obtained at any time from the agency.*

3. Respond to requests by DCA in a timely manner.
4. Take advantage of the Georgia Classic Main Street network of professional downtown managers.
5. All newly hired managers must complete Main Street 101 training with DCA within the first 12 months of employment in the local community.
6. Provide regular updates between the local Main Street Program and the Community.
  - A. Managers are encouraged to provide at least quarterly reports to the local government.
  - B. Managers are encouraged to provide copies of all minutes, budgets, and work plans to the local government in a timely manner.
7. Maintain and preserve project files. Document downtown projects and other major local program information in a thorough and systematic fashion. All relevant programmatic documentation should be uploaded and stored in the DCA shared Dropbox folder created for your program. This is to help ensure a seamless transfer of project files to city representatives or successor manager in the event of personnel changes.

ARTICLE 4: DCA AGREES TO—

1. Supervise all communications between the Community, state government agencies and the National Main Street Center as it relates to the local Main Street Program.
2. Conduct a curriculum of training on an annual basis to assist the downtown manager, the Main Street Board, and the Community with the local downtown revitalization program.
  - A. DCA will offer a series of webinars (live and pre-recorded) on a diverse set of downtown related topics and will upload a copy of recorded webinars to the Georgia Main Street YouTube Channel.
  - B. DCA will offer six Regional Managers Meetings statewide in 2016.
  - C. DCA will offer four Main Street 101 workshops and two Main Street 201 workshops throughout the year related to the Main Street Approach™
3. Assist local Main Street Programs with organizational issues that may prevent the successful progress of the Community's downtown revitalization strategy.
  - A. DCA may provide assistance, directly or through partnerships, to assist in the execution of local organization strategy sessions, trainings, retreats, and community visioning sessions.
  - B. DCA may assist communities in selecting candidates for the position of downtown manager as requested.
  - C. DCA may require a local Main Street Program to host an on-site assessment visit if the program has had a major leadership or organization change, is currently in a probationary status, or is in jeopardy of losing accreditation or designation status.
4. Provide timely assistance and guidance to the Community as a result of requests for service, monthly reports, or the annual assessment process.
  - A. DCA may contact a community upon observation of monthly reporting abnormalities, missing data or missing reports. If a community becomes delinquent in multiple reports, DCA may contact the local board chair or city administrator about the delinquency.
  - B. DCA may assist in training local staff or volunteers in the reporting process.
  - C. DCA will provide unlimited telephone consultations with local programs.
  - D. DCA will attempt to provide on-site assistance as feasible.
5. Provide ongoing press coverage of the Georgia Classic Main Streets Program, including social media outreach, to recognize and publicize the work of local programs.
6. Provide access to resource materials, sample codes and ordinances, organizational documents, and templates for local programs.
7. Conduct an annual program assessment for the Community highlighting success and opportunities for improvement.
8. Provide design services to the local program at a discounted rate. Services may include phone consultations, site visits, design training, services for local property owners and merchants, conceptual drawings, property plans and layouts, corridor plans and strategies, historic preservation plans, and historic research, among other services as requested.
9. Provide economic development assistance to encourage small business development, real estate development and property rehabilitation within the downtown area.

ARTICLE 5: ALL PARTIES AGREE THAT—

1. This agreement shall be valid through December 31, 2016.
2. This agreement may be terminated by DCA or the Community by written notice of 60 days. Termination of this agreement by the Community will result in the loss of local Main Street Designation. Communities that choose to terminate their Georgia Classic Main Streets Program affiliation will be required to formally apply for and participate in the Start-Up Program process if they desire to regain their National Accreditation in the future.
3. If the Community, Board of Directors and/or Downtown Manager fail to fulfill their obligations set forth in this agreement, DCA reserves the right to determine a course of action for the local Main Street Program as it deems appropriate. Such course may include probation, loss of accreditation or termination of designation.
4. If at any point during the 2016 calendar year there is a change in the local program manager, the local program is required to submit a new MOU including the new manager's signature certifying that person's understanding of the requirements of this relationship.
5. Any change in the terms of this agreement must be made in writing and approved by both parties.

**GEORGIA CLASSIC MAIN STREET PROGRAM**  
**MEMORANDUM OF UNDERSTANDING: 2016 Program Year**

THIS AGREEMENT IS HEREBY EXECUTED BY AND BETWEEN THE PARTIES BELOW:

LOCAL GOVERNMENT (COMMUNITY): \_\_\_\_\_

\_\_\_\_\_  
Mayor/Chief Elected Official's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date Term Expires

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MAIN STREET BOARD OF DIRECTORS

\_\_\_\_\_  
President/Board Chairperson's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date Term Expires

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DOWNTOWN MANAGER

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date Hired

Please check here if this position is vacant.

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GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS  
OFFICE OF DOWNTOWN DEVELOPMENT  
GEORGIA CLASSIC MAIN STREET PROGRAM

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date

Jessica Reynolds  
Director, Office of Downtown Development  
Georgia Department of Community Affairs  
60 Executive Park South, NE  
Atlanta, Georgia 30329

Phone: 404-679-4859  
Email: [Jessica.reynolds@dca.ga.gov](mailto:Jessica.reynolds@dca.ga.gov)



## Proclamation

**WHEREAS**, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for planting of trees; and

**WHEREAS**, this day, now known as ARBOR DAY, was first observed with the planting of more than a million trees in the State of Nebraska; and

**WHEREAS**, Arbor Day is now observed throughout the United States and the world; and

**WHEREAS**, trees reduce erosion of our topsoil, reduce heating and cooling costs, moderate temperature, clean air, produce oxygen, and provide habitat for wildlife; and

**WHEREAS**, trees are a renewable resource that provides paper, wood, fuel, and beauty

**NOW, THEREFORE**, I, Jonathan Elmore, Mayor of the City of Avondale Estates, Georgia, do hereby proclaim February 19, 2016, as the 144<sup>th</sup> anniversary celebration of Arbor Day in the City of Avondale Estates, and urge all citizens to celebrate Arbor Day and support efforts to protect our trees and woodlands.

Dated this 25<sup>th</sup> day of January 2016.

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Jonathan Elmore, Mayor