

1. Agenda

Documents:

[BOMC-3-21-18-WS-AGENDA.PDF](#)

2. Meeting Called To Order/Adoption Of Agenda

3. Strategic Planning Recap

4. Intergovernmental Agreement (IGA) Between The Board Of Mayor And Commissioners (BOMC) And The Downtown Development Authority (DDA)

5. Discussion Of DDA/Main Street Board Membership

6. Update On City Manager Search

Documents:

[CMSEARCHPROCESS.PDF](#)

7. Phoenix Station Update

8. Lake Avondale Advisory Board Re-Appointments

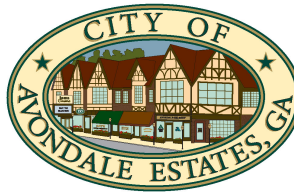
9. Contract For Probation Supervision Amendment

Documents:

[PPSI ADDENDUM.PDF](#)

10. Public Comment

11. Adjournment



**BOARD OF MAYOR AND COMMISSIONERS  
WORK SESSION  
March 21, 2018  
5:30 p.m.**

**AGENDA**

- Item No. 1 Meeting Called to Order
- Item No. 2 Adoption of Agenda
- Item No. 3 **Strategic Planning Recap**  
The BOMC discussed the priorities and goals for 2018 during their strategic planning session which took place on January 25th. The session was facilitated by Katherine Moore of the Georgia Conservancy. She will give a presentation.
- Item No. 4 **Intergovernmental Agreement (IGA) Between the Board of Mayor and Commissioners (BOMC) and the Downtown Development Authority (DDA)**  
The IGA expired at the end of 2017. The BOMC and DDA are in the process of executing an IGA to govern the relationship moving forward in 2018.
- Item No. 5 **Discussion of DDA/Main Street Board Membership**  
The current DDA is interested in naming Dave Deiters as its Chair and bringing Commissioner Lisa Shortell on board to fill an empty seat. This was discussed at the last joint special called work session between the DDA and BOMC and it was determined that more discussion and research was needed.
- Item No. 6 **Update on City Manager Search**  
The BOMC will finalize which search firm will be tasked with helping to fill the position of City Manager.
- Item No. 7 **Phoenix Station Update**  
Phoenix Station is the name of a proposed development near the intersection of Covington Highway and Memorial Drive. The development would include 244 apartments.
- Item No. 8 **Lake Avondale Advisory Board Re-Appointments**  
The terms for two LAAB members, Camilla Warren and Chris McArthur, expired at the end of 2017. Their seats were advertised with no applicants. Both members would like a new term.

Item No. 9

**Contract for Probation Supervision Amendment**

Due to a change in the law, the contract the City has with Professional Probation Supervision and Rehabilitation Services needs to be amended. The change is in regards to contract expiration and renewal dates.

Item No. 10

Public Comment

Item No. 11

Adjournment

**DRAFT – For Discussion Purposes Only**  
**Avondale Estates City Manager Candidate Search and Selection Process**

**Goals:**

- *To develop and conduct an open, fair and transparent City Manager (CM) selection process that aligns with both the short term and long term priorities of the city within the framework of confidentiality and compliance.*
- *To engage with an experienced third-party firm to provide consultation and candidate search services to the city.*
- *To review and update the current City Manager position documents and salary range expectation.*

What	Who	Timeline
<b>Review third-party firm information for CM search process.</b> <ul style="list-style-type: none"> <li>- Review list of referrals from GMA.</li> <li>- Review “Request for Info” responses received from firms.</li> <li>- Determine budget and scope of services to include updating position information and search services.</li> <li>- Determine additional info required for choosing a search firm.</li> </ul>	<b>BOMC, City Staff</b>	<b>March 7 BOMC Special Called Work Session</b>
<b>Determine final Search Firm, Scope of Services and Budget</b> <ul style="list-style-type: none"> <li>- Send agreement to City Attorney to review</li> </ul>	<b>BOMC</b>	<b>March 21 BOMC Regular Work Session</b>
<b>Approve the firm’s service agreement as reviewed by the City Attorney.</b>	<b>BOMC, City Staff</b>	<b>March 26 BOMC Meeting</b>

**DRAFT – For Discussion Purposes Only**  
**Avondale Estates City Manager Candidate Search and Selection Process**

<p><b>Consulting firm to lead and begin CM search process and involve stakeholders as appropriate.</b></p> <ul style="list-style-type: none"> <li>- <b>Develop work plan and deliver services according to scope as determined by BOMC.</b></li> <li>- <b>Facilitate position updates, documentation, confidential communications, phone screens, candidate questionnaires, interviews and selection related services.</b></li> <li>- <b>All interested candidates should be referred to the firm process.</b></li> <li>- <b>Conduct services in line with best employment practices and legal requirements.</b></li> </ul>	<p><b>Consulting Firm</b></p>	<p><b>April =&gt; TBD</b></p>
<p><b>Regular public updates as to CM search progress as appropriate.</b></p>	<p><b>BOMC</b></p>	<p><b>April 18 Regular Work Session and ongoing</b></p>
<p><b>Additional steps, workplan, and timeline prepared by third party firm.</b></p>	<p><b>BOMC, Consulting Firm</b></p>	<p><b>Ongoing</b></p>

**State of Georgia  
County of Dekalb**

**ADDENDUM TO THE CONTRACT FOR PROBATION  
SUPERVISION AND REHABILITATION SERVICES  
BY AND BETWEEN THE CITY OF AVONDALE ESTATES  
AND PROFESSIONAL PROBATION SERVICES, INC. (PPSI)**

WHEREAS the City of Avondale Estates and PPSI have previously entered into a Contract for Probation Supervision and Rehabilitation Services pursuant to which the City has retained PPSI to coordinate and provide certain probation services to the Avondale Estates Municipal Court; and

WHEREAS the City of Avondale Estates and PPSI desire to amend the terms of said Contract;

NOW THEREFORE, in consideration of the promises and mutual covenants hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the City of Avondale Estates and PPSI do hereby enter into this Addendum of said Contract and hereby incorporate this Addendum into said Contract:

**MODIFICATION OF THE PERIOD OF SERVICE**

This addendum shall serve as a modification of the period of service contemplated by the original Contract as follows:

The performance of the aforementioned services shall commence on the 1<sup>st</sup> day of April, 2018, and shall continue with a specific expiration date of the 31<sup>st</sup> day of March, 2019, which shall be the anniversary date of this contract. The contract shall automatically renew for specific one-year terms on April 1<sup>st</sup> each year, thereafter, under the same terms and conditions as provided herein, unless written notice to the contrary is directed to the other party not less than thirty (30) days prior to the current term's expiration, in accordance with O.C.G.A. §36-60-13. Said automatic renewals shall continue for a maximum period of four (4) years. Notwithstanding anything herein, either party may terminate this Contract upon thirty (30) days written notice. The City may terminate this Contract immediately for cause, including without limitation material breach of this Contract, insolvency of PPSI, or filing of a voluntary or involuntary case in bankruptcy.

The City shall have the option to renew the contract for five (5) additional one-year terms provided that the service is satisfactory, both parties are willing to renew, and the renewal is approved with the written consent of the City.

IN WITNESS WHEREOF, the parties hereto have executed this Addendum this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**THE CITY OF AVONDALE ESTATES**

**PROFESSIONAL PROBATION SERVICES, INC.**

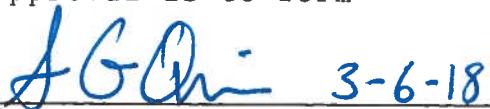
\_\_\_\_\_  
Jonathan Elmore, Mayor

\_\_\_\_\_  
John C. Cox, President

**APPROVAL OF THE AVONDALE ESTATES MUNICIPAL COURT:**

\_\_\_\_\_  
Steve W. Nicholas, Chief Judge

Approval as to form

 3-6-18  
\_\_\_\_\_  
Stephen G. Quinn  
Assistant City Attorney