

DOWNTOWN DEVELOPMENT AUTHORITY CITY OF JONESBORO
Regular Meeting
170 SOUTH MAIN STREET
February 2, 2017 – 6:00 PM

NOTE: As set forth in the Americans with Disabilities Act of 1990, the City of Jonesboro will assist citizens with special needs given proper notice to participate in any open meetings of the City of Jonesboro. Please contact the City Administrator's Office via telephone (770-478-3800) or email at rclark@jonesboroga.com should you need assistance.

Agenda

- I. CALL TO ORDER - CHAIRMAN JOEL AVILES**
- II. ADOPTION OF AGENDA**
- III. ADOPTION OF MINUTES**
 - 1. Consideration of the Minutes of the January 5, 2017 Regular Meeting.
- IV. AGENDA ITEMS**
 - 1. Consideration to amend the Downtown Development Authority of the City of Jonesboro Bylaws.
 - 2. Discussion regarding the establishment of meeting dates, times & composition of subcommittees.
- V. EXECUTIVE DIRECTOR'S REPORT - RICKY L. CLARK, JR.**
- VI. BOARD OF DIRECTORS COMMENTS**
- VII. ADJOURNMENT**

**CITY OF JONESBORO
REGULAR MEETING
170 SOUTH MAIN STREET
January 5, 2017 – 6:00 PM**

MINUTES

The City of Jonesboro Mayor & Council held their Regular Meeting on Thursday, January 5, 2017. The meeting was held at 6:00 PM at the Jonesboro Police Station, 170 South Main Street, Jonesboro, Georgia.

I. CALL TO ORDER - JOEL AVILES, CHAIRMAN

Attendee Name	Title	Status	Arrived
Joy B. Day	Ex-Officio	Present	
Joel Aviles	Board of Directors	Present	
Helen Meadows	Board of Directors	Present	
Harry Osborne	Board of Directors	Present	
Donya Sartor	Board of Directors	Absent	
Juli Segner	Board of Directors	Absent	
Allen Roark	Board of Directors	Present	

II. ADOPTION OF AGENDA

1. Motion to amend the agenda.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Harry Osborne, Board of Directors
SECONDER:	Allen Roark, Board of Directors
AYES:	Day, Aviles, Meadows, Osborne, Roark
ABSENT:	Donya Sartor, Juli Segner

Director Osborne requested amending the agenda to provide for a correction to the Minutes of the October 6, 2016 Board Meeting.

2. Motion to Adopt Agenda with amendments.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Harry Osborne, Board of Directors
SECONDER:	Helen Meadows, Board of Directors
AYES:	Day, Aviles, Meadows, Osborne, Roark
ABSENT:	Donya Sartor, Juli Segner

III. ANNUAL APPOINTMENT OF OFFICERS

A. Appointment of Chair - Joel Aviles

1. Director Osborne made a motion to ratify items A, C, D & E, together.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Harry Osborne, Board of Directors
SECONDER:	Joy B. Day, Ex-Officio
AYES:	Day, Aviles, Meadows, Osborne, Roark
ABSENT:	Donya Sartor, Juli Segner

B. Appointment of Vice-Chair

1. At this time, Chairman Aviles opened the floor for nominations. Director Roark nominated Director Osborne as Vice Chair of the Downtown Development Authority. Hearing no other nominatinos, the floor was closed.
2. Motion to appoint Director Osborne as Vice-Chair for the Jonesboro Downtown Development Authority.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Joy B. Day, Ex-Officio
SECONDER:	Allen Roark, Board of Directors
AYES:	Day, Aviles, Meadows, Osborne, Roark
ABSENT:	Donya Sartor, Juli Segner

C. Appointment of Secretary-Treasurer - Ricky L. Clark, Jr.

1. Appointment of Executive Director - Ricky L. Clark, Jr.
2. Appointment of Legal Counsel - Steve Fincher

IV. ADOPTION OF MINUTES

Upon request of Director Osborne, the order of Minutes was updated to review in chronological order, to include October 6, 2016 minutes.

1. Correction to Minutes of October 6, 2016 6:00 PM

1. Motion to make the October 6, 2016 to be corrected as follows:

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Harry Osborne, Board of Directors
SECONDER:	Allen Roark, Board of Directors
AYES:	Day, Aviles, Meadows, Osborne, Roark
ABSENT:	Donya Sartor, Juli Segner

Amendments:

Section 3. Regular Meetings

- a. Regular Meetings of the Authority shall be held each month on the first Thursday at 6:00 p.m. Notice of the time and place of such meeting shall be provided in accordance with the Georgia Open Meetings Act (O.C.G.A. 50-14-1, et seq.). All meetings shall be conducted in accordance with the Georgia Open Meeting Act.

ADD - In regard to Regular Meetings of the Authority, in the event that there are no current proposals or resolutions to consider or to act upon, the Executive Director shall be responsible to provide training for the Directors shall be responsible to provide training for the Directors in the form of providing information about the structure of the Authority, the operation of the Authority, and/or activities, and/or activities of other Downtown Development Authorities which might suggest prospective activities for this Authority, or other information which the Executive Director may offer.

Also correction of motion/second relative to the motion

2. Consideration of the Minutes of the November 3, 2016 Regular Meeting.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Joy B. Day, Ex-Officio
SECONDER:	Helen Meadows, Board of Directors
AYES:	Day, Aviles, Meadows, Osborne, Roark
ABSENT:	Donya Sartor, Juli Segner

3. Consideration of the Minutes of the November 29, 2016 Special Called Meeting.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Helen Meadows, Board of Directors
SECONDER:	Harry Osborne, Board of Directors
AYES:	Day, Aviles, Meadows, Osborne, Roark
ABSENT:	Donya Sartor, Juli Segner

V. AGENDA ITEMS

1. Discussion regarding DDA Committee Appointments.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Allen Roark, Board of Directors
SECONDER:	Helen Meadows, Board of Directors
AYES:	Day, Aviles, Meadows, Osborne, Roark
ABSENT:	Donya Sartor, Juli Segner

DDA Subcommittees (recommending authority, only):

Design Committees:

1. Joel Aviles, Committee Lead
2. Jule Segner

Organization Committee:

1. Helen Meadows, Committee Lead
2. Allen Roark

Promotion Committee:

1. Jule Segner, Committee Lead
2. Helen Meadows

Economic Restructuring Committee:

1. Harry Osborne, Committee Lead
2. Joy Day
2. Discussion regarding the FY' 17 Downtown Development Authority of the City of Jonesboro Annual Budget.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Allen Roark, Board of Directors
SECONDER:	Helen Meadows, Board of Directors
AYES:	Day, Aviles, Meadows, Osborne, Roark
ABSENT:	Donya Sartor, Juli Segner

3. Discussion regarding design of sanitation cans displayed downtown - Chairman Aviles
 1. Mayor Day advised that she would speak with the Director of Public Works about switching out the cans.
 4. Discussion regarding FY' 17 Downtown Development Authority Strategic Planning Retreat
 1. Board Consensus to hold Strategic Planning Retreat on February 24, 2017.

VI. EXECUTIVE DIRECTOR REPORT - RICKY L. CLARK, JR.

Mr. Clark advised that one of our members, Donya Sartor, has tenured her resignation from the DDA. Further, Mr. Clark advised that Mayor & Council would seek to appoint someone at their February meeting.

VII. BOARD OF DIRECTORS COMMENTS

Chairman Joel Aviles - Requested a presentation to the City Council regarding ensuring that any light poles with outages, be corrected. Mr. Clark advised that he would check with Georgia Power to see if they could assist. Chairman Aviles requested that this item be brought forward at the next DDA Meeting. In addition, Chairman Aviles requested that we speak with the Clayton County Convention & Visitors Bureau regarding lighting their building at night.

VIII. ADJOURNMENT

1. Motion to adjourn at 7:12 PM.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Allen Roark, Board of Directors
SECONDER:	Helen Meadows, Board of Directors
AYES:	Day, Aviles, Meadows, Osborne, Roark
ABSENT:	Donya Sartor, Juli Segner

JOY B. DAY – MAYOR

RICKY L. CLARK, JR. – CITY ADMINISTRATOR



CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary

Agenda Item #

4.1

-1

COUNCIL MEETING DATE
February 2, 2017

Requesting Agency (Initiator)

Office of the City Administrator

Sponsor(s)

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

Consideration to amend the Downtown Development Authority of the City of Jonesboro Bylaws.

Requirement for Board Action *(Cite specific Council policy, statute or code requirement)*

Bylaws Article VIII - Section 1

Is this Item Goal Related? *(If yes, describe how this action meets the specific Board Focus Area or Goal)*

Community Planning, Neighborhood and Business Revitalization

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

Based upon affirmative votes in our last meeting, it is necessary to formally amend our bylaws. The request is to amend the bylaws as follows:

- The Executive Director shall make monthly reports with an accounting of all monetary receipts and disbursements, all acquisitions of real property and all sales, conveyance or other divesture of title of the Authority's real property, which reporting requirements are mandatory and in addition to any other duties assigned by resolution of the Authority or otherwise.
- In regard to Regular Meetings of the Authority, in the event that there are no current proposals or resolutions to consider or to act upon, the Executive Director shall be responsible to provide training for the Directors shall be responsible to provide training for the Directors in the form of providing information about the structure of the Authority, the operation of the Authority, and/or activities, and/or activities of other Downtown Development Authorities which might suggest prospective activities for this Authority, or other information which the Executive Director may offer.

Fiscal Impact

(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)

N/A

Exhibits Attached *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*

- DDA Bylaws as amended 020217

Staff Recommendation *(Type Name, Title, Agency and Phone)*

Approval

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Ricky Clark, City
Administrator

Date

February, 2, 2017

Signature

City Clerk's Office

JONESBORO DOWNTOWN DEVELOPMENT AUTHORITY BYLAWS

OVERARCHING MISSION/PURPOSE/DEFINITION OF THE

JONESBORO DOWNTOWN DEVELOPMENT AUTHORITY

Mission Statement

The Jonesboro Downtown Development Authority works to ensure the long-term economic stability of Downtown Jonesboro by maintaining the small town character of the district and by supporting the fundamentals that assure Jonesboro is a great place to live, work, play, invest and do business.

Program Overview

The Jonesboro Downtown Development Authority ("Authority") is a seven-member Board of Directors appointed by the Jonesboro City Council to serve as advocates and advisors to the Council on issues related to economic growth and development in Downtown Jonesboro. The Authority works to attract business to the Downtown area and provides technical support to assure that existing businesses achieve their full potential. The Authority actively markets the City of Jonesboro and works to strengthen the small town character of the community. The Authority works with its partners at Jonesboro City Hall and within the Jonesboro business community to provide a bridge between the business and residential communities for the benefit of the entire City of Jonesboro.

The Authority's program is modeled after the National Trust for Historic Preservation's successful national Main Street approach (www.mainst.org). The Main Street approach provides a comprehensive approach to the economic revitalization of the historic commercial center of a community. While based upon a commitment to the preservation of historic commercial buildings, the Main Street approach is as much about preserving a strong sense of community as it is about preserving buildings. Main Street is based on four central program elements that form the basis for the Jonesboro Downtown development/revitalization process.

Organization

Organization involves building a Downtown support group that is well represented by business and property owners, bankers, citizens, public officials, chambers of commerce and other local economic development organizations. Everyone must work together to renew Downtown. A strong organization provides the stability to build and maintain a long-term effort.

The coordinator in the Main Street approach is the local Downtown Development Director. He/she forms the organizational base of support, introducing members of the community to their own overlooked advantages, showing methods of restoration,

rehabilitation, and adaptive reuse that have been successful in similar towns. The manager helps coordinate efforts, explaining that the program is a self-help approach, depending largely on broad-based support.

All segments of the community must be made to understand that Downtown needs a voice to speak out, telling the story of the historic central business area. They must know the importance of that voice in promoting Downtown as a center for retail and business, and also for special events and celebrations. That unified voice asks the County and City for help in problem solving on major issues, such as parking. It establishes working relationships among Downtown merchants, property owners, and all other groups and offers management to the group. Egos and "turf" must be put aside as all stakeholder groups come together to work on an agreed upon set of goals for the Downtown district.

Once the community becomes a cohesive, cooperative unit, the Downtown begins to solve its own problems and once again competes in the marketplace as a center for retail and business.

Promotion

Promotion creates excitement Downtown. Street festivals, parades, retail events, and image development campaigns are some of the ways Downtown encourages customer traffic. Promotion involves marketing an enticing image to shoppers, investors, and visitors.

Calling the community's attention to Downtown and changing any negative attitudes requires promotional techniques designed to foster a positive image. Downtown must be shown as a vital, exciting place where things are happening. Advertising Downtown as a center of social and economic activity is one of our main objectives.

A schedule of events, planned well in advance and supported by all Downtown groups, will maintain the consistency needed to establish and maintain the Downtown credibility. Constant visibility is of vital importance.

There are three basic categories of Downtown promotion: image promotions, joint merchandising, and special events promotion. Image promotions include slide shows, institutional advertising, logos, business directories, calendars, and shopping bags. These should be done with professional quality. Joint merchandising promotions create activity and demand. They require voluntary participation by a majority of the merchants who should also adopt an advertising format. Special events have a community-wide impact. These events improve community attitudes and promote Downtown as a friendly place to return for other things. Creating community pride and connection to the Downtown

district helps strengthen a sense of community and generates a market for Downtown business growth.

Design

Design enhances the attractiveness of the business district. Historic building rehabilitation, street and alley clean-up, colorful banners, landscaping, and lighting all improve the physical image of the Downtown as a quality place to shop, work, walk, invest in and live. Design improvements result in a reinvestment of public and private dollars in Downtown.

Because buildings have been altered in a variety of ways, particularly over the past 30 years, removal of the incompatible elements and enhancement of original ones can be a dramatic way of achieving visible results in a Downtown revitalization program. It has been a common misunderstanding that because historic preservation is central to our approach, we propose to restore Downtown areas to the appearance of one particular earlier era. That is not the case. Downtowns have evolved over decades, one building at a time. It is important to maintain the vitality of Downtown inherent in the different styles of architecture and materials and the range of tastes and levels of prosperity they represent. Our design philosophy is that good design can exist in any period, the past or the present.

Economic Restructuring

Economic restructuring involves analyzing current market forces to develop long-term solutions. Recruiting new businesses, creatively converting unused space for new uses, and sharpening the competitiveness of Main Street's traditional merchants are examples of economic restructuring activities.

The economic restructuring segment of our Downtown program has as its goal to strengthen the Downtown economy to assure that existing businesses are retained and thrive and that new commercial endeavors are successfully recruited. The fundamental recognition is that for new money to come Downtown, or for old money to stay Downtown, there must be a way to both show a profit and be secure.

Merchant and shopper surveys, retail market studies, and other studies help to determine the strengths and weaknesses of Downtown. From this data collection comes a realistic idea of Downtown potential. A list of desired business types and a list of available buildings and spaces should be made and then put in order of importance. When we establish priorities, we look for businesses that will fill a gap in the tenant mix, occupy a key building, complement existing businesses and generate traffic Downtown. Having a

solid plan and the necessary data to support business recruitment efforts allows us to take advantage of unanticipated opportunities.

Our economic restructuring includes a commitment to a well-balanced development strategy. A healthy Downtown should include commercial, retail, restaurant and residential uses. Private businesses should exist along with government services, nonprofit organizations, institutions, retail and restaurant uses and Downtown residents. A well designed Downtown is one in which pedestrian connections are easily made and reliance on automobiles is minimized.

ARTICLE I

DIRECTORS

Section I. Management powers, Number, Qualification and Term.

The property, affairs, and business of the Downtown Development Authority of Jonesboro ("Authority") shall be managed by its directors consisting of seven persons, appointed for initial and subsequent terms as provided in O.C.G.A. § 36-42-1. The qualifications of the Directors shall be as provided by law.

Section 2. Authority and Power. The directors shall have such authority and power as is conferred upon them by the "Downtown Development Authority Law of 1981," 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. Regular Meetings.

- a. Regular Meetings of the Authority shall be held each month on the first Thursday at 6:00pm. Notice of the time and place of such meeting shall be provided in accordance with the Georgia Open Meetings Act (O.C.G.A. § 50-14-1, et seq.). All meetings shall be conducted in accordance with the Georgia Open Code Meetings Act.
- b. In regard to Regular Meetings of the Authority, in the event that there are no current proposals or resolutions to consider or to act upon, the Executive Director shall be responsible to provide training for the Directors shall be responsible to provide training for the Directors in the form of providing information about the structure of the Authority, the operation of the Authority, and/or activities, and/or activities of other Downtown Development Authorities which might suggest prospective activities for this Authority, or other information which the Executive Director may offer.
- c. Any Director who misses three consecutive meetings will, at the conclusion of the third consecutive missed meeting, be deemed as having resigned from the Authority.
- d. The Authority will assure that all public meeting notices are posted prior to the meeting in accordance with the Georgia Open Meetings Act. All tentative agenda items must be given to the Authority no less than twenty-four hours in advance of the meeting.

Section 4. Special Meetings. Any meetings other than Regular Meetings shall be deemed Special Meetings and notice of the time and place of such meetings shall be provided in accordance with the Georgia Open Meetings Act. Special Meetings may be held upon call of the Chair, Vice-Chair, or any two Directors of the Authority. Notice of Special Meetings may be either oral or written. Oral notice may be delivered to Directors personally or by telephone twenty-four hours in advance. Written notice may be given to Directors via e-mail or United States Postal Service post marked forty-eight hours in advance. Unless specified otherwise, any notice hereinafter called for in these bylaws shall be given as specified in this section. No other notice of any meeting need be given any Director who attends such meeting unless such director attending at the beginning of such meeting states any objection or objections to the place and time of the meeting, to the manner in which it has been called or convened, or to the transaction of business. No notice shall be required to be given any Director who at any time before or after the meeting waives notice of the meeting in writing.

Section 5. Quorum. A majority of the Directors constitutes a quorum. If at any meeting of the Authority 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. Unless otherwise specifically required by statute or these bylaws, the act of the majority of such Directors present at a meeting at which a quorum is present shall be the act of the authority.

Section 6. Delegation of Powers. The Authority may, by resolution or resolutions, confer upon a Director or combination of Directors such specific powers as it deems proper not inconsistent with these bylaws or the laws of the State of Georgia.

Section 7. Parliamentary Procedures. In case of dispute concerning parliamentary procedures governing the conduct of meetings of the Authority, Roberts Rule of Order shall govern.

Section 8. Annual Training. Each Director must complete the training required by O.C.G.A. § 36-42-7 within twelve (12) months following appointment to the Authority. Thereafter, each Director will be encouraged to participate in such training conferences on an annual basis.

Section 9. Nomination of Directors. Prior to the expiration of the term of any Director of the Authority, the Chair shall appoint an owner of real property in the Downtown district, and an owner of a business establishment whose principal place of business is located in the Downtown district, who are not Directors of the Authority, to act as a nominating committee and to submit nominations for Directors to the City Council.

ARTICLE II

OFFICERS

Section 1. Number. The Authority shall elect a Chair, a Vice Chair, a Secretary, and a Treasurer from their number. The positions of Secretary and Treasurer may be combined into one office. A Recording Secretary may also be elected, who may be, but need not be, a Director.

Section 2. Election. At the first regular meeting in January of every year, new officers shall be elected or reelected. Notice of time and place of such meeting shall be posted in accordance with the Georgia Open Meetings Act.

Section 3. Term and Removal. All officers shall be elected by and serve at the discretion of the Authority and any officer may be removed from office, 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 due to death, resignation, removal, disqualification, or otherwise, shall be filled by the Directors for the unexpired portion of the term. Resignations shall be submitted in writing to the Chair.

Section 4. Powers. The powers and duties of the officers shall be as provided from time to time by resolution or other directive of the Directors. In the absence of such provisions, respective officers shall have the powers and shall discharge the duties customarily and usually held and performed by like officers of the authorities similar in organization and purposes to this Authority. The Recording Secretary, if a non-director, shall attend meetings for the purpose of recording the minutes of such meetings, but shall not have any of the powers, rights, or duties of the Directors.

ARTICLE III

EXECUTIVE DIRECTOR AND CITY EMPLOYEES

Section 1. Executive Director. The Authority shall appoint an executive director and impose duties and responsibilities upon him or her, by resolution. Such executive director shall be either the then-serving City Clerk of the City of Jonesboro or the City Administrator of the City of Jonesboro and shall not be entitled to any additional compensation for serving in such role. The Executive Director shall make monthly reports with an accounting of all monetary receipts and disbursements, all acquisitions of real property and all sales, conveyance or other divesture of title of the Authority's real property, which reporting requirements are mandatory and in addition to any other duties assigned by resolution of the Authority or otherwise.

Section 2. Employees. The Authority may utilize the services of employees of the City of Jonesboro as may in the discretion of the Authority be necessary; however, in no event

shall such employees be subject to termination by the Authority from their employment with the City of Jonesboro.

ARTICLE IV

FISCAL YEAR

Section 1. Time. The fiscal year of the Authority shall begin on the first day of January of each year and end on the last day of December of each year.

Section 2. Annual Meetings. The annual meeting of the Authority shall be held on the date of the first regular meeting in December of each year. The Chairman shall give notice of the time and place of such meeting.

Section 3. Annual Audit. The Treasurer shall cause an annual audit of the books of the Authority to be made by the accounting firm representing the City of Jonesboro. A copy of the audit shall be filed with the State Auditor in compliance with the Local Government Financial Management Standards Act (Georgia Laws, 1980, p. 1738).

ARTICLE V

CORPORATE SEAL

Section 1. Seal. The Seal of the Authority shall consist of an impression bearing the name "Downtown Development Authority of Jonesboro" around the perimeter and the word "SEAL" and the year of activation in the center thereof. In lieu thereof, the Authority may use an impression or writing bearing the word "SEAL" enclosed in parentheses or scroll, which shall also be deemed the seal of the Authority.

ARTICLE VI

BYLAWS

Section 1. Applicability of Bylaws. With the exception of the requirement of annual and monthly meetings, these bylaws are a formal written statement of the unwritten rules by which the Authority has acted and shall apply retroactively to all actions and proceedings of the Authority previously taken.

ARTICLE VII

DEPOSITORIES

Section 1. Depositories. The Authority shall from time to time provide by resolution or resolutions for the establishment of depositories for funds of the Authority.

Section 2. Execution of Notes, Drafts, and Checks. All drafts, checks, etc., drawn against accounts of the Authority in an amount of \$200.00 or more, or in any amount for an item not provided for in the approved budget, will require prior review and approval by the officers of the Authority. Any draft or check against the accounts of the Authority in an amount of \$200.00 or more, any check or draft made out to cash, and any check or instrument endorsed for cash, shall require signatures from two of the following: Chair, Vice-Chair, Secretary, or Treasurer.

Section 3. Financial Reporting and Reviews. A detailed register of all account transactions, including an accounting of actual expenses, will be provided at the regular monthly board meetings by the Treasurer. In addition, financial compilation reports prepared by a Certified Public Accountant will be submitted to the Authority as required.

ARTICLE VIII

AMENDMENTS

Section 1. Amendments. The Bylaws of the Authority shall be subject to alteration, amendment, or repeal, and new Bylaws, not inconsistent with any laws of the State of Georgia, creating this Authority may be made by the affirmative vote of the 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 ten (10) days prior to the meeting at which such amendment(s) 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.

END OF BYLAWS



CITY OF JONESBORO, GEORGIA COUNCIL Agenda Item Summary

Agenda Item #

-2

4.2

COUNCIL MEETING DATE
February 2, 2017

Requesting Agency (Initiator)

Office of the City Administrator

Sponsor(s)

Requested Action (Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)

Discussion regarding the establishment of meeting dates, times & composition of subcommittees.

Requirement for Board Action (Cite specific Council policy, statute or code requirement)

Is this Item Goal Related? (If yes, describe how this action meets the specific Board Focus Area or Goal)

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

At our last meeting, the DDA ratified appointments to the central program elements of Organization, Promotion, Design & Economic Restructuring. To that end, the Executive Director is requesting that we establish a cap for the number of members on each subcommittee to no more than five persons including the two members from the DDA. In addition, the Executive Director is also seeking for each committee to establish meeting dates, times & locations.

Fiscal Impact

(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)

Exhibits Attached (Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)

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Staff Recommendation (Type Name, Title, Agency and Phone)

No More Than 5 Persons on Each Committee.

FOLLOW-UP APPROVAL ACTION (City Clerk)

Typed Name and Title

Ricky Clark, City
Administrator

Date

February, 2, 2017

Signature

City Clerk's Office