



## **MEMORANDUM**

TO: Board of Mayor and Commissioners

FROM: Clai Brown, City Manager

DATE: July 10, 2015

SUBJECT: **WEEKLY REPORT**

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### **CITY MANAGER'S OFFICE**

- Staff completed the required Main Street Monthly Report and is working on meeting all annual standards for accreditation by the close of 2015. The City was accredited in 2014 and expects to meet the standards again this year.
- Each year the City is required to complete the Certified Local Government Annual Products Report. This report outlines the activities conducted by the Historic Preservation Commission (HPC) and requests information on local tax incentives, grants and additional local resources added into the City's inventory. During the reporting period from October 1<sup>st</sup>, 2013, to September 13<sup>th</sup>, 2014, the HPC processed 68 applications, which is explained in the report as required.
- Following an April Request for Proposals, the City finalized a contract with a firm to develop a new City website. The City will complete initial tasks/worksheets involving desired website photos, layout, design and navigation, and then an in-depth kickoff meeting will be held in late July. The development phase will include community engagement, and the City will keep residents and business owners updated in the E-News, the Newsletter and online.
- Staff completed compiling and editing the July-August 2015 newsletter, which includes 4<sup>th</sup> of July coverage and professional photos by resident volunteer Erik Lesser. The newsletter is expected to be delivered to residents and businesses next week.
- The 37<sup>th</sup> annual Labor Day Race is now featured on the City website and Facebook page. Event promotion will continue until the September 7<sup>th</sup> event. Read race details: <http://www.avondaleestates.org/laborday2015.html>.
- The City signed up for American Express' Small Business Saturday, held annually the day after Black Friday. The City participated in 2014 and has begun planning for the November 28<sup>th</sup> event this year. Small Business Saturday is a movement encouraging people to "Shop Small" at locally owned businesses;

millions of individuals, businesses and communities have embraced it nationwide. The City of Avondale Estates is a community full of independently owned businesses. This is a great opportunity for the Downtown Development Authority—which also functions as the Main Street Board—to highlight the City’s unique business community.

- Consultants, working in conjunction with City staff, completed the US 278 Feasibility Study. The deliverables have been sent to the Atlanta Regional Commission for final approval and final invoice reimbursement. View the concept report and materials and read the background on the City website: <http://www.avondaleestates.org/downtownmaster.html>.
- The Downtown Development Authority is interested in conducting a parking study for the City of Avondale Estates to look at current and future needs as well as best practices. City staff is working with a number of local firms to ascertain the range of services and costs.
- Georgia implemented new laws pertaining to allowances for state-based breweries to distribute their products. City staff reviewed the current Alcohol Ordinance to ensure that the provisions in the local ordinance mirror the state legislation. Some minor changes will need to be made.
- The Atlanta Regional Commission facilitated the second Steering Committee meeting for the Comprehensive Plan. A community survey is being drafted and input from the Steering Committee members will be used to draft the July 22<sup>nd</sup> Public Meeting agenda. The remaining two public meetings were posted on the City’s Facebook page to help spread the word. Read more on the City website: <http://www.avondaleestates.org/comprehensive-plan-update.html>.
- The June 2015 Financial Statement was reviewed. The total General Fund revenues for the month amounted to \$86,295.78. The total General Fund expenditures for the month amounted to \$270,923.93. The cash balance in the General Fund operating account, General Fund Reserve and the combined investments totaled \$2,092,658.04.

## **PUBLIC SAFETY**

- Continued working with HBO Productions on their film request for the production entitled “Confirmation.” The mid-July filming will take place on Wiltshire Drive.
- The monthly Command Staff Meeting was conducted. Items discussed included the current year budget expenditures, upcoming special events, personnel, and specialized training for July through August.

- All AEPD personnel worked the City's 4<sup>th</sup> of July event, including escorting and providing traffic control during the parade, enforcing the traffic plan around the lake area and directing the traffic upon the completion of the fireworks display.
- Cpl. Paul Conroy conducted a TASER (electronic control device) course for departmental personnel who were not yet certified on the device, and therefore not yet allowed to carry one. A TASER is a mandatory piece of equipment for patrol personnel and requires annual recertification. The tool is another less-than-lethal option in the use of force continuum. It may be used when making an arrest of a resisting offender.

## **PUBLIC WORKS**

- Trimmed the Russian olive in the Dewey Brown Plaza.
- Added pine straw around Lake Avondale.
- Prepared the City for the 4<sup>th</sup> of July activities, parade and fireworks show.
- Followed up with DeKalb County Traffic Engineering regarding (1) the reinstallation of the down traffic signal at the corner of Clarendon Avenue and Kingstone Road, and (2) the malfunctioning audible signal at Kensington Road and Covington Highway.
- DeKalb County Watershed reinstalled the water meter for the water fountain near the bridge at Lake Avondale, and inspected a possible sinkhole on Lakeshore Drive.
- Contacted the Georgia Department of Transportation regarding a sinkhole on US 278 in front of the Department of Juvenile Justice building.
- Trimmed overgrowth vegetation from City property on Franklin Street and the Berkeley Path.
- Repaired an opening in the chain-link fence at Willis Park.
- Followed up with DeKalb County Watershed regrading a water leak on Oakham Place and Covington Road.
- Site Visits-11
- Sign Violations-14
- Grass Violations-3
- Parking Violations-2

- Household Waste Removed-33 tons
- Yard Waste Removed-4 tons
- Special pick-ups-7