



MEMORANDUM

TO: Board of Mayor and Commissioners

FROM: Clai Brown, City Manager

DATE: June 5, 2015

SUBJECT: **WEEKLY REPORT**

CITY MANAGER'S OFFICE

- The City is working with the Georgia Department of Transportation to become LAP (Local Administered Project) certified, which is required to receive grant funds. The City applied for a grant to redesign and upgrade US 278 from Ashton Place to Sams Crossing. City staff is working to fulfill all required documentation and file the required application. All necessary classes have been completed.
- Tudor Square is hosting Avondale Estates Food Truck Wednesdays from June 10 to July 15 on a portion of Center Street. The City is assisting with permitting and event promotion. About eight food trucks are signed up and a band will provide live music. Check the Tudor Square Facebook page for regular updates: <https://www.facebook.com/aetudorsquare>.
- The City is working with the Atlanta Regional Commission (ARC) to update the Comprehensive Plan. A draft Participation Plan is being finalized and includes a schedule of events. Members of the ARC will be assisting with the meetings and the update.
- A real estate professional recently approached the City to request a lot split. This lot split would require a new curb cut on Coventry Close to accommodate a new residential home. Land from one or more of the adjacent lots would need to be combined with the proposed lot to meet the lot size requirements from the Zoning Ordinance. All zoning regulations associated with the R-12 district must be met prior to lot split approval. Staff drafted a letter to inform impacted residents and solicit questions and comments.
- A ribbon-cutting ceremony was held June 5 for Petals Consultant and Educational Transitional Program, a new City business that promotes student success in math and beyond. Founder Linda Garvin is a state-certified math teacher with an MBA in management and finance. For more information on Petals, which is located at located at 106 North Clarendon Avenue, Suite A, please call Linda Garvin at 803-816-2770 or email petalsevnted@yahoo.com. View ribbon cutting photos on the City Facebook page: <https://goo.gl/8fgH1h>.

- Fourth of July yard signs are now in stock and on sale at City Hall for \$25 (stake included). T-shirts will be available early next week for \$15. All proceeds from sign and shirt sales go back into the City of Avondale Estates Fourth of July Celebration. This year's design by resident Don Connelly was recently announced on the City's Facebook page: <https://goo.gl/K9nMaj>.

PUBLIC SAFETY

- The 2015-2016 edition of the department's Operations Manual was completed and is in the process of being distributed to agency personnel. The Operations Manual is reviewed and updated annually to keep current on changes pertaining to recent court decisions and law changes; updates in training issues; City personnel and policy changes/additions; and policy changes recommended by senior law enforcement groups (Georgia Association of Chiefs of Police and the International Association of Chiefs of Police).
- A critique was completed on all officers in reference to traffic stops they have performed. The Police Chief reviews a number of stops made by each officer. Stops are randomly selected and reviewed for compliance with departmental policy and procedure, officer safety issues and interaction with the public (courteous, polite and professional). Critiques are conducted on a regular basis to ensure AEPD officers are performing at the professional level expected of them by the department.
- A purging of the Property/Evidence Room has begun. The process is completed on a scheduled basis in an effort to return property which has been recovered and/or no longer needed for court purposes. If property and/or evidence cannot be returned or the owner located, such property is condemned by the court for proper disposal or destruction.
- The monthly Command Staff Meeting was conducted. Items discussed were upcoming special events, current budget year expenditures, personnel and scheduled specialized training.

PUBLIC WORKS

- Trimmed overgrowth away from traffic signs throughout the City.
- Replaced 'No Thru Traffic' sign pole that was damaged by a box truck.
- Pulled weeds from various flower beds around the City.
- Cleaned out several storm water ditches in the City.
- Secured the gate at Willis Park.

- Cleaned mud/debris from various sidewalks throughout the City.
- Site Visits-12
- Sign Violations-22
- Household Waste Removed-37 tons
- Yard Waste Removed-3 tons
- Special pick-ups-8