



MEMORANDUM

TO: Board of Mayor and Commissioners

FROM: Clai Brown, City Manager

DATE: April 17, 2015

SUBJECT: **WEEKLY REPORT**

CITY MANAGER'S OFFICE

- The bid proposals for the Willis Park Site Improvements Project have been received. Staff is reviewing them.
- The Easter Egg Hunt and Dog Parade were a great success again. Staff wrapped up the event and sent thank-you notes to all sponsors/donors and volunteers associated with the Dog Parade. View event photos on the City Facebook page: <http://goo.gl/LYlodH>.
- Preparation for Georgia Cities Week April 19th-25th is ongoing. Business trivia and photo contests and an April 22nd free community fitness class are being promoted in the E-News and social media. The community is encouraged to participate for the chance to win prizes from City businesses, and to celebrate Avondale Estates. Read more here: <http://www.avondaleestates.org/ga-cities-week-2015.html>.
- The Atlanta Regional Commission requested photographs of the Dec. 6th Demonstration Project (Build-an-Intersection Day) to use in a presentation about effective public outreach. Photographs were sent and have been posted on the City Facebook page since shortly after the event: <http://goo.gl/UwWvDq>.
- The US 278 Improvements Grant has been submitted. The City will find out in this summer if the funds have been awarded. The proposed project, as discussed in the last public meeting, will include corridor-wide sidewalks and additional and enhanced pedestrian crossings along US 278 from Ashton Place to Sams Crossing.

- A prospective business owner requested a meeting with staff to discuss procedures for opening a business in the old James Joyce building. Staff is compiling a list of possible programs they can take advantage of.
- The Willis Park Playground Design and Installation Pre-Proposal meeting was held. Staff is working on the addendum for written and verbal questions which will be sent to the meeting participants and posted online.
- The Historic Preservation Commission (HPC) asked staff to investigate options for completing the Design Guidelines. Staff contacted the Main Street Program representatives, Georgia State and Georgia Tech. Staff will be investigating further with other local schools and provide all options to the HPC.
- A meeting was held with the potential developer of the Fenner Dunlop property to discuss permitting and zoning processes and the Downtown Master Plan.
- Staff held a website RFP pre-proposal meeting April 17th. Firms interested in submitting website proposals had a chance to ask questions about the project. Staff is working on the addendum for written and verbal questions, which will be sent to the meeting participants and posted online.
- The City newsletter was edited and approved for final production and printing. The newsletter is expected to be delivered to City residents and businesses the week of April 27th.
- A birthday social was held for 15 associates with birthdays from January through April. All staff members were invited to enjoy cake and ice cream in honor of the associates.
- The City is reviewing quotes for asphalt repairs to remove root-damaged asphalt and replace it with new asphalt in miscellaneous locations throughout the City.
- The March 2015 Financial Statement was reviewed. The total General Fund revenues for the month amounted to \$186,422.32. The total General Fund expenditures for the month amounted to \$289,514.01. The cash balance in the General Fund operating account, General Fund Reserve and the combined investments totaled \$2,735,414.07.

PUBLIC SAFETY

- Police personnel assisted with the Antique Car Parade through the City.
- AEPD assisted with the filming of a commercial at The Bishop, provided security and traffic control.

- Ofcr. Bennett represented the AEPD during Avondale Elementary School's Career Day activities.
- The last group of AEPD officers completed their annual TASER recertification.
- Updating of the Operation Manual continues and is almost completed.
- Held the current Citizens Police Academy's fifth class, dealing with communications and 911.
- AEPD collected 72 pounds of unwanted medications during their twice-annual Operation Pill Drop April 11 at City Hall. The AEPD also accepts medications year-round for the community's convenience, and had collected 37 pounds of medications prior to April 11. In all, 109 pounds of medications and medical supplies were collected. Participants disposed of surplus, outdated and unwanted household medications and supplies in a discreet and safe manner, thus keeping them out of the wrong hands and out of the water supply.

PUBLIC WORKS

- Spread wood chips at Fletcher Park.
- Relocated Dogipot pet waste station at Lake Avondale for better accessibility.
- Reset leaning sign on Old Rockbridge Road.
- Removed dead dogwood tree on Lakeview Place.
- Repaired several potholes throughout the City.
- Contacted arborist to assess the (Christmas) Holly tree located in Clarendon Plaza. A maintenance program will be conducted to enhance the life of the tree.
- Removed broken and fallen limbs throughout the City.
- Pruned cherry tree at Sweet Gum Hollow.
- Cut and removed a dead tree on Windsor Terrace.
- Trimmed vegetation back on the Berkeley path.
- Site Visits-18
- Sign Violations-21

- Household Waste Removed-33 tons
- Yard Waste Removed-3 tons
- Special pick-ups-6