



## **CITY MANAGER REPORT**

Week Ending March 31, 2017

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

- A Request for Proposals (RFP) for the removal of asphalt, construction of fencing and to seed and straw the area at Oak, Lake, and Franklin Streets has been drafted and advertised. View the RFP on the City website [here](#).
- The Annual Easter Egg Hunt and Dog Parade are scheduled for Saturday, April 15, at Willis Park. Registration for the dog parade has begun. [Visit the City website](#) to view the rules and to download the registration form.
- An RFP has been drafted to solicit bids to install an irrigation system and well at Willis Park.
- A Conditional Use Permit application for a small batch craft micro-brewery has been submitted. The application will be reviewed at an upcoming Board of Mayor and Commissioners Regular Work Session.
- City Manager Brown and Mayor Elmore met with developer South City Partners to discuss a possible right turn lane traveling west bound on U.S. Highway 278 at the Sams Crossing intersection in front of the new development.
- Staff met with members of the Avon Garden Club to discuss the possibility of a Senior Community Garden in the City.
- City Manager Brown attended the Community Day Celebration at the First Baptist Church Avondale Estates and gave a Word of Greeting to the guests. The City would like to thank the First Baptist Church for honoring and recognizing the City and the entire surrounding community.
- City Manager Brown attended the Georgia City-County Management Association Spring Conference. Topics of the conference included, “train as you fight-fight as you train” and lead by example, cyber security, financial analysis and policy development, the local government workforce of the future, becoming a public servant.
- Due to a continued breakdown of the newly paved asphalt on Hess Drive, core samples have been taken to test the mixture of the asphalt to ensure it meets the

required paving standards. Next steps will be determined once the City receives the results from the test. Once Hess Drive meets the agreed upon requirements, final payment will be made to the contractor.

- During the repaving of U.S. Highway 278 the parking spaces in the front of the Tudor Village Building were not restriped. Since these spaces are within the Georgia Department of Transportation (GDOT) right-of-way it is their duty to restripe the spaces. The City worked with GDOT to make sure handicapped spaces were included in the restriping process.
- City Manager Brown, Public Works Director Griffin, and Permitting Concierge Coordinator Morris performed a pre-field inspection of South Avondale Road from Dartmouth Avenue to Carl's Corner in preparation for the installation of aerial and underground fiber cable to be installed by AT&T. Field inspections will be performed during the project and after it is completed.
- City Manager Brown and Finance Director Turner are reviewing a proposal from the Georgia Interlock Risk Management Agency (GIRMA). The proposal is for the property and casualty insurance renewal term for the policy year 2017-2018 indicating a premium increase of approximately three percent. The City is looking into other competitive coverage options.
- Mayor Elmore gave his State of the City presentation. Listen to audio from the presentation on the City website [here](#).
- City Clerk Hill attended Avondale Elementary School's Career Day where she gave a presentation about her education, job duties, and the City's government structures to students from grades two through five. She also answered questions from students and was treated to lunch.

### **PUBLIC SAFETY**

- Chief Thomas attended a meeting with City staff and Public Works Director Griffin to discuss the required actions for filming on Berkeley Road. Officers were on-hand during the set-up phase of the filming process and were onsite throughout the day on Friday during the filming.
- Final preparations were made and executed for the [Explorer Dash](#) hosted by The Museum School.
- Corporal Bollinger participated in the annual Operation Safe DeKalb Warrant Roundup.
- Chief Thomas and Corporal Serban attended the academy graduation of the agency's newest officer from the Georgia Public Safety Training Academy.
- Captain Conroy attended the State Certification of Manager's training. The Certification process and training classes equips officers with the knowledge and ability to calculate and improve an agency's overall performance. This

certification is a significant professional achievement and acknowledges the implementation of policies and procedures that are conceptually sound and operationally effective.

- Chief Thomas attended Community Day at First Baptist Church.
- Officers completed the deputization process with the DeKalb County Sheriff's Office.
- A speed data study was conducted on Wiltshire Drive monitoring westbound traffic with the speed display in the "on" position. The study covered the period of March 19-25, and revealed that 3,484 of the 3,489 vehicles were operating within acceptable limits during the study.

### **PUBLIC WORKS**

- New chairs were delivered and installed at City Hall.
- An electrician was contacted to repair light fixtures at the Public Works Building.
- The decorative light poles along South Avondale Road were inspected. A list was made of all fixtures not currently working. Georgia Power was contacted and the list of broken fixtures given to them.
- The Museum School's Explorer Dash banner was installed at the corner of Clarendon Avenue and South Avondale Plaza.
- DeKalb County Watershed was contacted about reports of brown water on Berkeley Road.
- A tree limb was removed from 17 South Avondale Road, a fallen tree was removed from 6 Lakeview Place, and a tree was inspected at Lake Avondale across from 89 Berkeley Road.
- Ivy was cut from the rear parking lot of City Hall.
- An arborist was asked to inspect the oak tree at Fletcher Park.
- Public Works Director Griffin met with the production company who filmed on Berkeley Road on Friday.
- Curbing was inspected at 7 Kingstone Drive and 55 Lakeshore Drive.
- Georgia Power was contacted about a fallen tree laying on the power lines behind 21 Kensington Road.
- Courtroom was set-up and broken down for the Mayor's State of the City address.

- A stormwater concern at 21 Berkeley Road was inspected.
- The fencing installed in the North woods at Lake Avondale was inspected.
- Trash and debris were removed from City-owned property along Franklin Street.
- Household Waste Removed – 25 tons
- Yard Waste Removed – 9 tons
- Sign Violations – 11
- Special Pickups – 11
- Site Visits - 10