



MEMORANDUM

TO: Board of Mayor and Commissioners

FROM: Clai Brown, City Manager

DATE: May 15, 2015

SUBJECT: **WEEKLY REPORT**

CITY MANAGER'S OFFICE

- The Comprehensive Plan update process is underway. Staff is working on forming a Steering Committee and working with the Atlanta Regional Commission (ARC) on a timeline and Community Participation Plan. The process will run through the fall.
- The City is required to be Local Administered Project (LAP) certified to receive federal funds. All the required classes have been taken. Staff is drafting the required documents for Title VI and ADA compliance.
- The City has been working with the Georgia Main Street Design staff to maximize City-owned land for temporary parking. The Main Street staff submitted a plan and staff is getting cost estimates to implement parts of the plan. View the plan on the City website: <http://goo.gl/WU8GCb>.
- Planning for the annual 4th of July Parade is underway. Staff is working on securing sponsors and participants.
- Three first-grade classes from The Museum School toured City Hall. During a Q&A session, students asked Mayor Elmore about Avondale Estates history, architecture, elections and more. Staff attended and posted a photo of the visit on Facebook: <https://goo.gl/5rDOKB>.
- Staff attended the DeKalb Municipal Association meeting to discuss the upcoming renewal of the Service Delivery Strategy with DeKalb County.
- The draft of the Tree Ordinance has been completed and applies citywide, not just for commercial property, as recommended by the Tree Ordinance Ad Hoc Committee. The draft ordinance was sent to the Tree Ordinance Ad Hoc Committee, the Tree Board and the Lake Board. The draft will also be included in the Monday E-News and is posted on the City Website: <http://avondaleestates.org/resources/pdfs/tree-ordinance-draft-05182015.pdf>. City

Planner Keri Stevens will accept comments until June 5th, preferably submitted to her via email at kstevens@avondalestates.org. The comments will be compiled into one document and distributed for discussion at an upcoming Board of Mayor and Commissioners Work Session.

- Staff opened sealed website proposals and completed an initial review this week. The City received eight website design and development proposals, along with one partial proposal only for extra website functionality (a government transparency suite with agenda management system and video webstreaming).

PUBLIC SAFETY

- Officer Serban started his Field Training Program. During the program, a new officer is assigned to a certified Field Training Officer (FTO) and trained on the operations of the agency, policy/procedure, patrol techniques and more. The new officer and the FTO patrol as a two-man unit and the training period lasts approximately six to eight weeks.
- Chief Broden attended the monthly meeting of the DeKalb County Chiefs' Association conducted at the Chamblee Police Department. DeKalb County District Attorney (DA) Robert James and Mr. Ryan Rose were the featured presenters. DA James spoke about the new DeKalb County Family Protection Center, located at 1950 West Exchange Place and scheduled to open May 28, 2015. The center is designed to help families affected by violence, abuse and exploitation. Mr. Rose, of Cardiac Science, introduced the company's newest AED (automated external defibrillator), the G-5. The success and the role of AEDs in law enforcement was also discussed.
- The monthly Command Staff Meeting was conducted. Items discussed were 2015 budget expenditures, personnel issues, upcoming training and scheduled events.

PUBLIC WORKS

- Cut back overgrowth from around speed limit signs on Clarendon Avenue and South Avondale Road.
- Replaced damaged street sign on Clarendon Avenue.
- Cleared an area in the rear of the Bird Sanctuary and dug a trench for better water drainage.
- Cleared overgrowth, removed trash and limbed up trees on City property at the old pizza café.
- Treated poison ivy and poison oak on Windsor Terrace and Melford Place.

- Trimmed back the overgrowth from sidewalk and limbed-up various trees on Covington Road, from the entrance of the American Legion to Windsor Terrace.
- Replaced the pedestrian crosswalk sign at Ashton Place and Covington Road.
- Repaired potholes at the corner of Center Street and Franklin Street.
- Started painting the curbing along Dartmouth Avenue in preparation for turning Dartmouth Avenue into a one-way street from Clarendon Place to Kingstone Road on Monday morning.
- Site Visits-18
- Sign Violations-8
- Grass Violations-4
- Parking Violations-3
- Household Waste Removed-36 tons
- Yard Waste Removed-3 tons
- Special pick-ups-8