



MEMORANDUM

TO: Board of Mayor and Commissioners

FROM: Clai Brown, City Manager

DATE: February 7, 2014

SUBJECT: **WEEKLY REPORT**

CITY MANAGER'S OFFICE

- The City received four (4) applications for the Community Promotion Program (CPP) totaling \$15,500. The Board of Mayor and Commissioners budgeted \$15,000 for the CPP. A staff review of each application will be drafted and transmitted to the Board of Mayor and Commissioners. The applications for the CPP funds will be reviewed by the BOMC at an upcoming work session.
- The City of Avondale Estates has been awarded The Certificate of Achievement for Excellence in Financial Reporting by the Government Finance Officers Association (GFOA) of the United States and Canada for its comprehensive annual financial reports (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. A special thank you to Finance Director Ken Turner for his outstanding leadership and management of the City's financials.
- The DeKalb County Transportation Plan is being drafted by the county. Staff has attended the Technical Advisory Committee Meetings to provide input and has reviewed and made comments on the project list. The DeKalb project list includes the US 278 road diet and street improvements as well as an option to address the N. Avondale Road/N. Clarendon Avenue intersection.
- The representatives from the Main Street Program and City Staff had a telephone conference regarding next steps. City staff has completed the Memorandum of Understanding and provided the Department of Community Affairs staff contact information. The Downtown Development Authority (DDA) will discuss proposed Main Street boundaries which will then be reviewed and approved by the Board of Mayor and Commissioners (BOMC). Staff will attend required training in February and March. Once the boundaries are approved City staff and

the DDA will begin to work on a Work Plan in accordance with the Main Street Program in addition to their regular agenda items.

- The City of Avondale Estates was designated an Opportunity Zone. Staff assisted a local business information and contacts for tax questions associated with the program.
- A grant application to stabilize and preserve Carl's Corner was submitted to the Historic Preservation Division (HPD).
- The Local Government Risk Management Services (LGRMS) conducted a risk management safety inspection on City Hall, the Police Department, the Public Works building and all vehicles. The City passed the inspection.
- A Request for Proposal (RFP) has been posted for the demolition of specific structures located at 68 N. Avondale Road (2 story office building) and 70 N. Avondale Road (Old Avondale Pizza Café) otherwise identified as parcel numbers 15 249 16 001 and 15 249 16 002, respectively, as well as a pole sign located at 90 N. Avondale Road, parcel number 15 249 15 009, known as the "Ray's TV" sign.

PUBLIC SAFETY

- The police department's Criminet/GCIC software program was upgraded, to include the server, pc's and laptops. The upgrade provides a quicker response than previously and additional capabilities.
- The Local Government Risk Management System (LGRMS) conducted a safety inspection of the Avondale Estates Police Department. The agency's vehicles, records (vehicle maintenance, training, etc.), Property/Evidence Room and Operations Manual (policies/procedures) were inspected or reviewed. No deficiencies were noted and a very positive report was given.
- Monthly Command Staff Meeting was conducted. Items discussed included last years and the present budget, personnel issues, upcoming training, scheduled events and a review of the department's operation during the recent winter storm.
- A candidate for the additional position of Peace Officer was approved and a conditional offer was made.
- Officer Bollinger was promoted to the rank of Corporal in the department's Police Reserve Unit.

PUBLIC WORKS

- Electrical contractor made repairs to the generator that supplies power to City Hall, replaced a ballast and made adjustments to the electrical panel at the Public Works building.

- DeKalb County Watershed was contacted to repair a water leak on Kingstone Rd. between Berkeley Rd. and Clarendon Ave.
- Irrigation contractor finished the repairs of the irrigations systems along Kensington Rd. where the new sidewalks are being installed.
- Contacted Georgia Power regarding a streetlight that is not working.
- Site Visits-13
- Parking Violations-1
- Sign Violations-14
- Household Waste Removed-16 tons
- Yard Waste Removed-6 tons
- Special Pick-ups-5