



MEMORANDUM

TO: Board of Mayor and Commissioners

FROM: Clai Brown, City Manager

DATE: March 7, 2014

SUBJECT: **WEEKLY REPORT**

CITY MANAGER'S OFFICE

- Staff and volunteers met to start planning the Easter Celebration at the Lake which will be held Saturday, April 19th from 10:00 a.m. to noon.
- The RAD Studio Cruise is coming up March 15th. Staff assisted with planning and the installation of the banners.
- As part of the Main Street Program, the DDA will be amending the bylaws to include the Main Street Program and adopting the same map for Main Street as the established DDA boundaries, excluding commercial property at the end of Covington Highway and along Clarendon Avenue, which would not be considered part of "downtown". The documents have been drafted and the DDA will discuss at their March 11th meeting.
- Area business and property owners have expressed concern about the lack of parking. The City has contacted MARTA about temporarily using some of their property along Laredo Drive for overflow parking. MARTA sent a follow-up email associated with the request and staff responded to their questions.
- A review of code enforcement software was conducted. The City is looking into a software management tool for code enforcement.
- A planning meeting was held in preparation for the upcoming Georgia Cities Week. Georgia Cities Week will be recognized the week of April 13th thru April 19th. The theme this year is "People, Place, Purpose".
- Downtown Development Authority (DDA) Chair, City Staff and Forum Management met at the Department of Juvenile Justice (DJJ) building to discuss

closing the MARTA walkway that is between the parking lot of the DJJ building and Kensington Road. Also, discussed was the proposal of the 2015 budget.

- A conference call was held with Google and the nine Cities that have been selected in Atlanta to answer any questions regarding the required checklist.

PUBLIC SAFETY

- Detective Gillis attended the monthly meeting of the Atlanta Metropol Fraud Group which was conducted at the Ansley Country Club. The meeting was attended by federal, state and local law enforcement officers as well as members from private corporate security departments. During the meeting agencies and corporations present cases that they are working to the group in an information sharing effort that might assist in solving area cases. The Avondale Estates Police Department shares cases with the group on a regular basis as well as making important and new contacts.
- Officers Brand and Allen attended the 40-hour Field Training Officer (FTO) course at the Fulton County Public Safety Training Center. The course enables officers to become Field Training Officers who assist/train new officers coming to the Department. In order to become certified, a Field Training Officer has to have a minimum of 3 years in law enforcement and 2 years with their current agency. Field Training Officers are certified by Peace Officers Standards and Training (P.O.S.T.) of Georgia.
- Chief Broden and City Manager Brown met with the Citizens on Patrol Coordinator to discuss updates and possible changes in the citizen involved program.
- The monthly Command Staff Meeting was conducted. Items discussed were the present budget expenditures, personnel issues, upcoming training and scheduled events.
- The Department's newest officer, Officer Garner, began his employment with the agency.
- The SpeedSentry device was placed into service on Stratford Road to monitor southbound traffic for the period of 02-21-14 to 03-05-14. During the period of the study it was revealed that 99.5% of the traffic was traveling within acceptable limits.

PUBLIC WORKS

- Planted a small tree on Kensington Road.
- Removed weeds around the Tudor Village building.

- Compiled a list of potholes and steel plates throughout the City and submitted the list to DeKalb County Roads and Drainage.
- Continued to remove the sand along City streets.
- Spoke with a tree contractor regarding the removal of a dead tree on Exeter Road.
- Contacted landscape companies regarding quotes for the installation of sod for the Kensington Road project.
- Inspected all City Parks.
- Site Visits-16
- Sign Violations-15
- Household Waste Removed-24 tons
- Yard Waste Removed-7 tons
- Special Pick-ups-4