



## MEMORANDUM

TO: Board of Mayor and Commissioners

FROM: Clai Brown, City Manager

DATE: May 16, 2014

SUBJECT: **WEEKLY REPORT**

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### CITY MANAGER'S OFFICE

- A basic “Home Fire Safety” and “How to Prepare for a Fire Emergency” presentation will be given to the City by the DeKalb County Fire Rescue Department and Fire Chief Darnell Fullum. The presentation will be given at City Hall on Thursday, May 22<sup>nd</sup> from 6:30 to 7:30 p.m. There will be a Question & Answer session after the presentation with Chief Fullum.
- The Atlanta Regional Commission (ARC) requires that each municipality meet the minimum standards associated with Plan 2040. Staff submitted the required documentation and it was approved.
- Wild Heaven Craft Beers is ready to finalize their revolving loans with the Department of Community Affairs (DCA) and Georgia Cities Foundation. Staff worked with DCA and the chair of the Downtown Development Authority (DDA) to get the necessary information to facilitate this transaction. Wild Heaven received its Certificate of Occupancy and is ready to start brewing.
- Carl’s Corner will be rehabilitated in the near future thanks to a grant from the Historic Preservation Division (HPD). Staff is working on the contract and associated documents.
- A review of all three Requests for Proposals (RFP) for the upcoming Feasibility Study along US 278 was completed. A decision will be made to hire a firm to conduct the technical analysis, create a concept and conduct the public participation. The City hopes to get the project moving along in early summer.
- Lunch with the Mayor was held at Coyote’s Mexican Grill. These lunches occur several times a year and give the community the opportunity to discuss various local issues with the Mayor in an informal setting, outside of regularly scheduled

Board of Mayor and Commissioners meetings and work sessions. About a dozen people attended, and both City and DeKalb County happenings were discussed.

- The Mayor and City Manager attended the DeKalb Municipal Association (DMA) Policy Committee meeting held with Mayors and City Managers of DeKalb County.
- A conference call was held with jB+a to discuss the progress with Phase I of the design documents for Willis Park.

### **PUBLIC SAFETY**

- Officers assisted with traffic control and escorting the “Jack’s Rabbit Run” event which consisted of a 1 mile fun run and a 5K run.
- Officer Brand represented the Avondale Estates Police Department during the Museum School’s Career Day.
- Officer Allen was awarded the department’s “Officer of the Quarter” award for the period January-March 2014.

### **PUBLIC WORKS**

- The spring annuals have begun to be planted throughout the City.
- Contacted Mann Mechanical to repair the water fountain at Lake Avondale.
- Repaired the water fountain at Willis Park next to the tennis courts.
- Dartmouth Avenue in front of the pool has been converted into a ONE WAY for the pool season.
- Removed several dead trees throughout the City.
- Limbed up trees throughout the City.
- Inspected all Parks in the City.
- Grass Violations-5
- Site Visits-13
- Sign Violations-27
- Household Waste Removed-27 tons

- Yard Waste Removed-7 tons
- Special Pick-ups-3