



MEMORANDUM

TO: Board of Mayor and Commissioners

FROM: Clai Brown, City Manager

DATE: October 31, 2014

SUBJECT: **WEEKLY REPORT**

CITY MANAGER'S OFFICE

- Leo Shababy of Skip's Hot Dogs grilled hamburgers, veggie burgers, chicken and hot dogs for all City associates during an outdoor luncheon at the City Hall pavilion. The luncheon has become an annual tradition thanks to the generosity of Skip's, a cornerstone City business since its 1979 opening.
- The City was approved to participate in the national Small Business Saturday program scheduled for Nov. 29th. Various giveaway items were received and will be distributed to business participants. Staff and the Downtown Development Authority (DDA) Chair met to discuss the event, which will also serve to kick-off an entire December "Month of Merry" program promoting Avondale Estates businesses. All interested businesses will be included. Learn more about Small Business Saturday at <https://www.americanexpress.com/us/small-business/shop-small/>.
- City Staff and the DDA have been working to assist the Department of Juvenile Justice (DJJ) in lease negotiations for additional parking. The contract has been reviewed and final revisions are being made.
- A resident was interested in lot split options. City Staff presented the options and process.
- Staff attended the Atlanta Regional Commission's Land Use Coordinating Meeting focused on Placemaking. Placemaking is a multifaceted approach to the planning, design and management of public spaces. It capitalizes on a local community's assets, inspiration and potential, with the intention of creating public spaces that promote people's health, happiness and well-being. The City of Avondale Estates Downtown Master Plan established some of the community's priorities for public spaces. To further involve the community, a demonstration

project of a possible road diet and roundabout will take place on December 6th at the intersection of N. Clarendon Avenue and N. Avondale Road. The demonstration will allow the community to witness the impact these projects would have on the City.

- The City Manager spoke at the Avondale Estates Men's Club and gave an update on City happenings. The presentation touched on Euramex's recent purchase of the 13-acre Fenner Dunlop property, new and upcoming City businesses, future development, the Willis Park concept plan, the City curbing plan, the stabilization of Carl's Corner, annexation and more.
- Staff met with the Georgia Department of Transportation (GDOT) at the intersection of Kensington Road and Covington Highway to discuss the requested traffic island. GDOT has suggested a new layout of the traffic island and will be presenting it to DeKalb County Traffic Engineering. Once GDOT has reviewed with the County, a completed layout will be sent to the City for review and approval.
- The City Manager and Mayor Pro Tem attended the DeKalb Municipal Association (DMA) meeting. Representative Mike Jacobs spoke on annexation, new cityhood and the General Assembly.
- The City held its annual Halloween Spirit Award competition. Non-resident judges drove through the City October 27 and selected seven households and one business with the best Halloween decorations. Winners were designated by Halloween Spirit Award yard signs and included in a special holiday e-news.
- Staff welcomed and began training Permitting Concierge Coordinator Phil Howland during his first full week of work.
- As part of the associate Wellness Program, staff attended a Step By Step awards ceremony. Associates received awards for consistency, improvement and taking the most steps.

PUBLIC SAFETY

- AEPD personnel assisted with the Citizens Patrol annual pot-luck luncheon.
- Changes were made in duty assignments for the Halloween detail.

PUBLIC WORKS

- Inspected and took inventory of leaning/bent traffic signs in the commercial district.

- Marked various light poles along N. Avondale Road that are not working and dispatched Georgia Power to repair.
- Contacted DeKalb County Watershed to repair and patch street on Lakeshore Drive by Fletcher Park.
- Contacted DeKalb County Watershed regarding a water leak on Lakeshore Drive.
- Cleaned dirt and debris from entrances along N. Avondale Road.
- Site Visits-19
- Sign Violations-13
- Household Waste Removed-25 tons
- Yard Waste Removed-7 tons
- Special Pick-ups-5