



## MEMORANDUM

TO: Board of Mayor and Commissioners

FROM: Clai Brown, City Manager

DATE: February 20, 2015

SUBJECT: **WEEKLY REPORT**

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### CITY MANAGER'S OFFICE

- The City won fifth place in the small company category (2-99 employees) of the Atlanta Business Chronicle's Healthiest Employers awards. The City placed higher than any other local government. The City's Wellness Program, funded through a Georgia Municipal Association grant, keeps insurance costs low and helps associates stay healthy, energized and productive. Read the full news release on the City website: <http://www.avondaleestates.org/healthiest-employer-2015.html>.
- A possible restaurateur requested demographic information for the City of Avondale Estates. City Staff assisted in acquiring data from the 2010 Census and the updated 2013 American Community Survey (ACS) data. Staff added relevant Census and ACS links and PDFs to the City website for convenient public use in the future: <http://www.avondaleestates.org/fastfacts.html>.
- Four (4) Community Promotion Program (CPP) applications were received. Staff evaluated each application and provided the BOMC with a synopsis of each one for review.
- The City Attorney reviewed the proposed text amendments to the Sign Ordinance. Staff reviewed the changes recommended by the City Attorney and created a new draft, which has been presented to the BOMC.
- In order to receive federal funds for the U.S. Route 278 road diet, the City must have Local Administered Projects (LAP) Certification. Over the next few months, staff will be completing the required training and testing.

- Staff watched a Main Street webinar that outlined new reporting software. The monthly Main Street reports will be posted on the City's website.
- City staff and the Feasibility Study consultant have been working on the proposed road diet concept plan, based on public input and technical studies. The City will hold a meeting at 6:30 p.m. Thursday, March 19<sup>th</sup>, to present the plan to the community. The City had been working with, and had gained support from, a Georgia Department of Transportation (GDOT) representative who has since been moved to another division. The City is working to get a new GDOT representative up to speed and gain their support. Staff has edited the Downtown Master Plan webpage to cover this priority project's timeline, including the upcoming meeting: <http://www.avondalestates.org/downtownmaster.html>.
- Staff met with the City of Decatur to determine their level of support for the proposed road diet along U.S. 278. The City of Decatur supports the road diet and has also made their section of U.S. 278, from Sams Crossing to South Candler Road, a priority project.
- Planning for the upcoming Easter Egg Hunt and Dog Parade has begun.
- The replacement lights for Carl's Corner have arrived. The monument's stabilization work will recommence and soon be completed.
- The Memorandum of Understanding (MOU) between the Downtown Development Authority and the Department of Community Affairs for the 2015 Classic Main Street Program has been executed.
- As part of the City-sponsored March 14<sup>th</sup> Rail Arts District (RAD) Studio Cruise, staff is assisting with requested road closures. A letter will be sent to impacted businesses and residents to alert them of the closings and mitigate any issues.
- Mayor Pro Tem Giager spoke with third-graders at The Museum School. He covered basic governmental facts, helped to role-play a board meeting and answered questions.
- The City celebrated its 31<sup>st</sup> year as a Tree City USA community by holding a ceremony and special planting on Georgia's Arbor Day, which falls on the third Friday of February. Avondale Estates is one of the few tree cities in DeKalb County and one of the first tree cities in the state of Georgia. The Avondale Estates Garden Club donated funds for the purchase of a memorial tree for each member or spouse who passed away last year. This year, they remembered late, longtime members Claudia Lowery and Ernelle Fife. View the full news release (including a link to additional Facebook photos) on the City website: <http://www.avondalestates.org/arbor-day-2015.html>.

- A Mayoral Special Election Candidates Forum was held at City Hall February 19<sup>th</sup> to give citizens the opportunity to meet the five candidates and ask them questions. The full forum audio is available on the City's website: <http://www.avondalestates.org/agendas.html>.
- A DeKalb Medical nutritionist discussed mindful eating at a February 19<sup>th</sup> class for the City's Wellness Program.
- A Town Hall Meeting with DeKalb County Interim CEO (ICEO) Lee May will be held from 7 to 8:30 p.m. on March 5<sup>th</sup>. ICEO May will start the meeting with a brief overview of issues he has focused on since his July 2013 appointment to office. This includes updates on public safety goals (fire and police) and the 2015 proposed budget. The balance of the time will be spent addressing questions, comments and concerns.
- The January 2015 Financial Statement was reviewed. The total General Fund revenues for the month amounted to \$77,295.68. The total General Fund expenditures for the month amounted to \$191,463.46. The cash balance in the General Fund operating account, General Fund Reserve and the combined investments totaled \$2,915,740.99.

### **PUBLIC SAFETY**

- Cpl. Conroy completed arrangements for conducting the Department's annual TASER recertification. All AEPD patrol personnel are required to carry a TASER (an electronic control device) as part of their equipment and as a step in the Use of Force Continuum. Peace Officers Standards and Training requires annual recertification by all officers who carry/use TASERS.
- The AEPD continues to take applications for the fifth session of the Citizens Police Academy, set to be conducted from March 10 to April 28. Classes will be held primarily on Tuesday evenings from 6:30 to 8:30 p.m. Applications are due by 5 p.m. Friday, February 20.

### **PUBLIC WORKS**

- Backfilled and placed seed and straw at the entrance leading into the old compost south of Lake Avondale dam.
- Installed new dog waste station at Willis Park.
- Removed low-hanging limbs on Wiltshire Drive.
- Cleared overgrowth from the stop sign at Wiltshire Drive and Hess Road.

- Removed damaged concrete pad from City R.O.W. on Wiltshire Drive used to help prevent storm water runoff. A new pad has been formed.
- Contacted DeKalb Watershed regarding the removal of metal plates in the roadway left from water main repairs.
- Contacted Georgia Power to repair the electric power source at Carl's Corner.
- Contacted Comcast and AT&T to remove their lines from an old pole and attach to a newly installed pole.
- Cleared debris from various storm drains throughout the City.
- Re-patched several pot holes in the City.
- Site Visits-18
- Sign Violations-31
- Household Waste Removed-18 tons
- Yard Waste Removed-6 tons
- Special pick-ups-6