



## MEMORANDUM

TO: Board of Mayor and Commissioners

FROM: Clai Brown, City Manager

DATE: February 27, 2015

SUBJECT: **WEEKLY REPORT**

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### CITY MANAGER'S OFFICE

- As directed by the Board of Mayor and Commissioners (BOMC), staff is drafting language to add to the current Tree Ordinance to address the City's residentially zoned areas. Staff is utilizing the Ad Hoc Tree Ordinance Committee's recommendations memo, as well as other tree ordinances, to draft language that will protect the tree canopy without placing an undue burden on residents.
- A Request for Proposals (RFP) for the Willis Park Site Improvements Project has been drafted and will be advertised for bid the week of March 2<sup>nd</sup>.
- Staff attended the 2015 Georgia Power Franchise Tax Luncheon. Leaders from Georgia Power were in attendance to meet City officials, answer questions, provide an update for 2015 and beyond and hand out franchise checks to the Cities.
- As part of the year-round associates' Wellness Program, the City held a Wellness Luncheon that featured catering from Skip's. Associates have been divided into five Walk Wars teams and will use their Fitbits to compete for team and individual titles.
- A property owner requested assistance from the Main Street Design Team. Staff is working with the property owner and the design team to provide an exterior design that is appropriate for the area and meets the Zoning Ordinance and Architectural Review Board Design Guidelines. The property owner would like a mixed-use product with possible commercial on the ground floor and residential above. An approximate cost estimate will also be provided by the Main Street Design Team.

- The City announced a branding and website project that aims to better define the City's brand and later on, launch a new, more efficient City website that showcases that brand. The project is kicking off with a brief survey, and residents, business owners and visitors are encouraged to take the survey and make their voices heard. Read more and take the survey on the City website: <http://www.avondalestates.org/branding-website.html>.
- Staff is working with organizers of the Saturday, March 14, Rail Arts District Studio Cruise to increasingly promote the event as it draws near. The event will regularly run in the City E-News and be shared on social media sites through March 14.
- The March-April 2015 newsletter was finalized and is expected to be delivered to mailboxes starting next week.

## **PUBLIC SAFETY**

- Officers completed the Security and Integrity (S&I) testing and certification, and the Full Terminal Operators testing and certification. Both certifications are required by the Georgia Bureau of Investigation (GBI) to access and enter data on the Georgia Crime Information Center (GCIC) crime computer system. AEPD is one of only a few agencies that requires all its patrol personnel to be "full terminal operators" in its use of the GCIC system. Officers are recertified every two years.
- Processing of Citizens Police Academy applicants was completed. Twelve (12) applications were received and approved for the fifth session of the course. The class begins March 10 and graduation takes place May 5.

## **PUBLIC WORKS**

- All personnel and equipment was prepared for the winter storm.
- Reset leaning signs throughout the City.
- Contacted DeKalb County Watershed to inspect a potential water leak at Windsor Park.
- Limbed up various trees at Lake Avondale.
- Removed hanging limbs from trees at Willis Park.
- Site Visits-15
- Sign Violations-19

- Household Waste Removed-26 tons
- Yard Waste Removed-5 tons
- Special pick-ups-5