



MEMORANDUM

TO: Board of Mayor and Commissioners

FROM: Clai Brown, City Manager

DATE: March 27, 2015

SUBJECT: **WEEKLY REPORT**

CITY MANAGER'S OFFICE

- Sidewalks were inspected throughout the City in an effort to locate sections that need to be repaired or replaced. The City will be obtaining repair quotes within the next several months.
- A meeting was held with the Chair of the Downtown Development Authority, the Finance Director and Forum Management to discuss the Department of Juvenile Justice proposed 2016 Operating Budget and Capital Improvement Fund Budget.
- Staff finalized the details for the Easter Egg Hunt and Dog Parade scheduled for April 4th from 10:00 a.m. to noon.
- The Branding and Website Survey responses (318 total) were reviewed. The City received valuable feedback from residents on the development of a City brand, and gauged specific opinions on the current City logo and tagline. About 57% of responders favor keeping the City logo as-is and about 40% favor an update in some form. About 72% of people want to keep the tagline "Small Town, In Town." Based on the general contentment with current City brand elements, the City will soon move forward with a website RFP. As work on a new website progresses, the City will consider a modest logo "refresh" that would only simplify and brighten the current logo. The City will also consider creating a comprehensive document that explains the City brand and offers recommendations for brand deployment and vision.
- Staff attended two conference calls/meetings at City Hall to learn about electronic meeting management programs that would streamline the way City Hall prepares meeting agendas and records meeting minutes. A move in this direction would make the City's online meeting documentation more user-friendly and reduce (1)

printing costs, (2) paper usage, and (3) meeting preparation time. Staff is currently in the research phase and is compiling a list of vendors and contacts. The goal is to launch this sort of program in conjunction with a new City website.

- Associates participating in the Wellness Program attended a seminar about flavoring foods without sodium. Two nutritionists spoke to staff about high- and low-sodium food options, the maximum recommended daily salt intake, and how to use seasoning (e.g., garlic) instead of salt.
- Planning for Georgia Cities Week April 19-25 is ongoing. The weeklong celebration highlights the importance of local government and community. Staff met with a DeKalb Medical representative and trainer to plan for an April 22 (rain date April 23) Exercise Break by the Lake. The free event will feature a roughly one-hour exercise class for all ages and ability levels, and the City will provide fruit, trail mix and water/juice thanks to a donation from DeKalb Medical.
- Made contact with the 2014 Labor Day Race chip-timing company, Georgia Runner, to work with them again for the 2015 event.

PUBLIC SAFETY

- During their second class, the Citizens Police Academy studied investigations and “worked” a simulated homicide under the direction of Cpl. Conroy.
- Officers assisted a production company with security during a TV series shoot on Dartmouth Avenue.
- Sgt. Browen worked with City staff to develop promotional materials for Operation Pill Drop, which will be held behind City Hall from 10 a.m. to 2 p.m. Saturday, April 11. The AEPD invites the community to properly dispose of surplus, outdated and unwanted household medications in a discreet and safe manner, thus keeping them out of the wrong hands and out of the water supply. All types of medications will be accepted. The AEPD also accepts unwanted medications year-round for the community’s convenience.

PUBLIC WORKS

- Contacted DeKalb County Watershed about a water leak on Wiltshire Drive.
- Spread ADA mulch at Fletcher Park and Willis Park.
- Repaired potholes on N. Clarendon Avenue and Stratford Road.
- Contacted DeKalb County Traffic Engineering about a malfunctioning pedestrian signal at Oak Street and N. Avondale Road.

- Trimmed overgrowth from sidewalk on N. Avondale Plaza.
- Site Visits-15
- Sign Violations-31
- Household Waste Removed-27 tons
- Yard Waste Removed-5 tons
- Special pick-ups-4