



## **CITY MANAGER REPORT**

Week Ending June 16, 2017

### **CITY MANAGER'S OFFICE**

- The City has been designated as an accredited Main Street America™ program for meeting rigorous performance standards set by the National Main Street Center. Each year, the National Main Street Center and its Coordinating Program partners announce the list of accredited Main Street America programs in recognition of their exemplary commitment to preservation-based economic development and community revitalization through the Main Street Approach®. Read more about this accreditation on the City website [here](#).
- City Planner Stevens researched possible locations for a new business, small craft brewery, in the Central Business District. A list with contact information and property/building specifications which were similar to the business owners' needs, 4,500 SF-10,000 SF and at minimum ½ acre, was sent to the business owner. The staff also met with business owners' real estate agent.
- A pre-bid meeting was held for the Central Business District/Mill District Hydrology Study RFP. Two firms attended, one firm forwarded written questions and an addendum was created to address them. Bids are due on June 23, at 3 p.m.
- Staff is working with the Department of Revenue-Alcohol, Tobacco, and Fire Arms to determine space requirements for a local business.
- A local business requested additional information on an upcoming Conditional Use Permit at 174 Oak Street. Staff outlined the proposal, a cabinetry and countertop repair shop with no retail or commercial component, and the Conditional Use process.
- Staff attended the June Avondale Estates Business Association Meeting (AEBA). AEBA focused on upcoming events and the recently created business map. There was a short discussion on the Main Street program by City Staff. Staff will provide a more formal outline of the program and some examples at the next AEBA meeting.
- Packets were prepared for the Planning and Zoning Board and the Board of Mayor and Commissioners for review of an annexation request at 3244 Covington

Highway. The applicant has requested R-24 (Very Low Density Single Family Residential) Zoning.

- A meeting was held with the DeKalb Medical Wellness team to review the proposal for the upcoming health and fitness program for City associates.
- Staff met with an architect to review the preliminary layout of the new designed Public Works Facility. The building was inspected and measurements taken for the design and layout. The final draft will be ready by the end of the year.
- A webpage was created on the City website to display the Downtown Development Design Ideas. It can be viewed [here](#).
- The May 2017, Financial Statement was reviewed. The total General Fund revenue for the month amounted to \$275,769.35. The total General Fund expenditures for the month amounted to \$282,758.59. The cash balance in the General Fund operating account, General Fund Reserve and the combined investments totaled \$2,157,355.02.

#### **PUBLIC SAFETY**

- AEPD assisted City Manager Brown and Public Works Director Griffin with identifying the location and installation of “No Parking” signs on Locust Street.
- Chief Thomas attended the monthly DeKalb County Chief’s meeting. Each attending agency provided crime news and trends for their respective area during the meeting.
- A speed data study was conducted on Kensington Road monitoring eastbound traffic with the speed display set in the “off” position. The study covered the seven-day period of June 2-8. The report revealed that 2,493 vehicles traveled the roadway at an average speed of 25 mph in a posted 30 mph zone. 2,472 of the 2,493 vehicles were operating within acceptable limits during the study.
- The monthly Command Staff Meeting was held. Topics covered included preparation for the 4<sup>th</sup> of July, an emergency response manual update, and AED training for staff.

#### **PUBLIC WORKS**

- Installed No Parking signs on Locust Street.
- Repaired potholes on Laredo Drive and at Nottingham Drive and Memorial Drive.
- Trimmed low hanging limb at the corner of Locust and Washington Streets.
- Dropped off 20 chairs to a resident at 54 Clarendon Avenue.
- Performed maintenance at the City-owned tennis courts.

- Inspected tree at 1077 Hess Drive, the pocket park on Clarendon Avenue for potential illegal dumping, and a resident request for additional curb cutting at 945 Nottingham Drive.
- Household Waste Removed – 26 tons
- Yard Waste Removed – 9 tons
- Sign Violations – 17
- Special Pickups – 11
- Site Visits - 15