



MEMORANDUM

TO: Board of Mayor and Commissioners

FROM: Clai Brown, City Manager

DATE: April 4, 2014

SUBJECT: **WEEKLY REPORT**

CITY MANAGER'S OFFICE

- Staff is working with the Georgia Department of Transportation (GDOT) and DeKalb County Transportation to reconfigure the intersection of Covington Highway and Kensington Road for the installation of a traffic island. Staff inspected the area with the contractor to determine the layout. The City is waiting on permitting and approval from GDOT and DeKalb County Transportation before proceeding.
- Staff participated on two Google conference calls to discuss the revised Hut Agreement, security concerns and answers to questions from last week's conference call and any current issues.
- A Request for Proposal (RFP) was drafted and posted on the City website to procure a firm to complete the US 278 Feasibility Study. This work may include a road diet and possible intersection improvements at US 278 and N. Clarendon Avenue.
- City Staff and the Mayor attended a meeting with DeKalb County regarding the proposed Economic Development Plan being drafted for DeKalb County.
- A Request for Proposal (RFP) is being drafted to procure a firm to design a semi-temporary parking lot at the MARTA Storage lot on Laredo Drive for overflow parking for the business district.
- A local realtor and property owner requested a meeting with City Staff regarding upcoming development. Staff met with them and outlined new businesses scheduled to open as well as the status of property in the Central Business District.

- Staff held a kick-off meeting with jB+a to start the design services and the development of the construction documents for Willis Park.
- DeKalb County held a pre-construction meeting for the new proposed Fire Station 3. Staff attended along with all contractors and vendors that will be involved in the construction. The new Fire Station is scheduled to open the week of February 2, 2015.

PUBLIC SAFETY

- AEPD officers assisted the Museum School with their two races, both the 3K Explorer Dash and the 1 Mile Fun Run.
- Chief Broden applied for the 2014 Bulletproof Vest Program (BVP) grant which is awarded by the Bureau of Justice. The grant is awarded annually to assist Law enforcement agencies in the purchasing of body armor for their officers.

PUBLIC WORKS

- Started the prep and maintenance of the beds at Lake Avondale.
- Cleaned the landscape area around Beech and Memorial Drive.
- Met with asphalt contractors to regarding quotes to seal the parking lot at City Hall.
- Removed fallen limbs and trash at Willis Park.
- Site Visits-6
- Sign Violations-9
- Household Waste Removed-34 tons
- Yard Waste Removed-4 tons
- Special Pick-ups-3