



## MEMORANDUM

TO: Board of Mayor and Commissioners

FROM: Clai Brown, City Manager

DATE: January 31, 2014

SUBJECT: **WEEKLY REPORT**

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### CITY MANAGER'S OFFICE

- The City submitted the required Opportunity Zone Activity Report to the Department of Community Affairs (DCA).
- The Historic Preservation Division (HPD) provides a Development Grant yearly. The City has drafted an application to fund the stabilization and preservation of Carl's Corner. The application will be submitted Monday, Feb. 3<sup>rd</sup>.
- The BOMC approved Home Brew events in the City. Staff discussed a possible event with an interested group. An application will be drafted to review each event.
- The Community Promotion Program (CPP) deadline is Jan. 31<sup>st</sup>. The City has received three (3) applications.
- Affinity Service Group conducted the City's 2013 worker's compensation payroll audit. This is done to compare estimated payrolls with actual payrolls for 2013 which establishes the premiums for the year.
- The pre-bid meeting was held at Willis Park with firms to answer questions regarding the request for proposal for landscape/hardscape design services and construction documents. Questions/Answers have been posted on the website homepage with the Willis Park RFP.

## **PUBLIC SAFETY**

- Duty personnel prepared for the winter storm with extended stays by bringing extra clothing, bedding and other items as well as sleeping in the Conference Room. Cables/chains were installed on older patrol units prior to the arrival of the storm. This allowed officers to patrol difficult locations within the City while lessening possible vehicle mishaps. Traffic enforcement details were cancelled, operations concentrated only on “response” type calls, patrolling the City checking for hazardous sections of roadways and reporting such to Public Works, and responding to citizen assist type calls. Two magistrate court judges who reside in the City were transported to and from Magistrate Court.

## **PUBLIC WORKS**

- Inspected and repaired all EXIT signs at City Hall.
- Planned and prepared City trucks and equipment in anticipation of the winter storm. Personnel worked around the clock day and night treating all streets with sand/salt mix and helping individuals that were stuck in the snow/ice.
- Removed fallen limbs from Willis Park.
- Household Waste Removed-16 tons
- Yard Waste Removed-6 tons
- Special Pick-ups-1