



MEMORANDUM

TO: Board of Mayor and Commissioners

FROM: Clai Brown, City Manager

DATE: July 25, 2014

SUBJECT: **WEEKLY REPORT**

CITY MANAGER'S OFFICE

- The Request for Proposal (RFP) submissions for the possible MARTA Overflow Parking Lot have been reviewed by Staff. A representative from MARTA will also be reviewing and commenting on the RFPs.
- A resident requested assistance with a possible lot split and exterior changes to a residence. Staff assisted with the appropriate regulations and helped with the Historic Preservation Commission application.
- A Zoning Confirmation Letter was drafted for a company under their due diligence period prior to property purchase.
- Staff met with a local Realtor to discuss property status and review possible development options.
- A new business met with City Staff to receive assistance on all aspects of opening a business including but not limited to Signage, Architectural Review Board, Business License, Alcohol License and Permitting.
- As part of the Main Street Start-Up Program, Staff is preparing a short five- (5) minute presentation for other Main Street Managers, which will be presented at the required training in Decatur this August. Members of the Downtown Development Authority will also be attending the training.
- The National Main Street Center is requesting nominations from Main Street Communities for the Celebrating Independent Businesses program. Staff is working on a number of nominations.

- A property owner requested assistance from the City regarding a property title issue. Staff discussed the problem with the real estate broker and forwarded the requested documentation to the City Attorney.
- The City is investigating rehabilitating the Public Works Building. As part of the Main Street Program, the City is eligible for low-cost design services. The City is working on the scope and needs and will be sending the application to the Main Street Representative.
- Staff and the Historic Preservation Commission (HPC) have revised the Minor Works list to include additional eligible projects. The list will be reviewed at the August 4th HPC meeting.
- City Manager attended the quarterly DeKalb City Managers' luncheon, where managers discussed current activities in each of their respective Cities.
- The Finance Director attended the Affordable Care Act (ACA) seminar which covered the new law, waiting periods for health coverage and defining a "Regular Employee" based upon several criteria. This law is rather complex and is evolving as implementation is accomplished.

PUBLIC SAFETY

- Three security companies toured City Hall to determine possible security upgrades within the building. Additional security measures, as well as current operating procedures, are being reviewed to determine if they are adequate for the City's needs.
- Initial budget preparations were started for the 2015 annual budget proposal.
- Gathering information for the possible use of body cameras for AEPD officers. Body cameras would not replace the present video/audio recording systems in the patrol units, but would be an addition to record incidents outside of camera view.

PUBLIC WORKS

- Removed old chain link fence and posts, cut down vegetation, removed 3 trees and applied weed treatment to several parcels along Franklin Street.
- Contacted electrician to repair exit signs and replace light ballasts at City Hall.
- Removed a fallen tree on Old Rockbridge Road.
- Limbed low hanging trees along Kensington from Covington Highway to Wynn Drive.

- Grass Violations-6
- Site Visits-17
- Sign Violations-15
- Grass Violations-3
- Household Waste Removed-25 tons
- Yard Waste Removed-8 tons
- Special Pick-ups-5