



## **MEMORANDUM**

TO: Board of Mayor and Commissioners

FROM: Clai Brown, City Manager

DATE: August 14, 2015

SUBJECT: **WEEKLY REPORT**

---

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

- The City, with assistance from the Atlanta Regional Commission, is updating its Comprehensive Plan as required to maintain its qualified local government status. The final Steering Committee meeting was held and planning for the August 26 public meeting is underway. The meeting will be an open house with a discussion forum. Draft portions of the plan and information gathered from past meetings and the online survey will be available for viewing. The public will have the opportunity to give the team feedback.
- The Downtown Development Authority (DDA)/Main Street Board is reviewing activities from the past six months to ensure they will meet the Georgia Main Street Annual Standards for Accreditation. Staff is working with the DDA to meet and exceed the standards, which will include a Memorandum of Understanding between the DDA/Main Street Board and Board of Mayor and Commissioners (BOMC) regarding the processes, budgeting and execution of the program. In addition, funding and budgeting will be discussed with the BOMC.
- On Friday, August 14, the Board of Mayor and Commissioners, City associates and business co-owners Dave DeFeo, Tim Ensor and Lawson Wright of My Parents' Basement held an official Ribbon-Cutting Ceremony for the new restaurant and comic book store, located at 22 North Avondale Road. View the event photo album on the City's Facebook page: <https://goo.gl/TZ4uoa>.
- City staff nominated Wild Heaven Craft Brewery for the Georgia Small Business 2016 Rock Star Awards. The City will be notified in the fall of 2015 if Wild Heaven wins the award. While the City has many rock star businesses, this award focuses on small businesses who have reached out to local and state governments for assistance. Wild Heaven worked with the City and the Downtown Development Authority to utilize Revolving Loan Funds from the Department of Community Affairs and Georgia Cities Foundation.
- The Georgia Main Street Conference will be held in Athens, Ga., this year. The City submitted a session proposal to highlight recent planning activities and the

tactical urbanism project for the redesign of U.S. Highway 278. Many other communities have been negatively impacted by state highways in their downtowns, this session will show how the City planned for the future and will highlight the successes and setbacks of the state highway.

- Contracted government web development firm CivicPlus continues to assist staff in the creation of a new website. Staff used the E-News and social media to promote a CivicPlus online survey about how people use the City's current website. The survey garnered over 120 responses and showed people visit the website to view City news, events, agendas, meeting minutes and contact information, and respondents requested that information displayed more prominently and intuitively on the site. Staff and CivicPlus will use survey feedback to assist with the development of site structure and navigation. Staff continues to update the current site by removing and archiving old content and checking pages for spelling, grammar and overall content. CivicPlus is developing site mockups and staff expects to present a mockup to the community in the near future.
- The municipal court clerk attended a recertification seminar. Topics covered included how the Open Records Act applies to the Municipal Court; Georgia Crime Information Center updates; Department of Driver Services updates; ethics and social media; and the courtroom as public property.
- The second annual Citywide Yard Sale is scheduled for 7 a.m. to 2 p.m. Saturday, September 19, and City staff is assisting with event organization and execution. Staff created promotional flyers, directional signs for visitors and yard signs for participating households. Residents interested in participating may visit City Hall from September 1-11 to complete a registration form and pay the \$15 entry fee. A City map will display all participating households and list where people can find certain items, sorted by category.
- At the request of AutumnFest organizers, the City Facebook page now hosts the primary Facebook event listing for AutumnFest, set to be held October 3-4. This will help AutumnFest volunteers with event promotion and create another layer of event outreach. View and join the celebrated annual event on Facebook: <https://goo.gl/D3ewJl>.
- The July 2015 Financial Statement was reviewed. The total General Fund revenue for the month amounted to \$73,220.44. The total General Fund expenditures for the month amounted to \$384,269.04. The cash balance in the General Fund operating account, General Fund Reserve and the combined investments totaled \$1,765,201.87.

## **PUBLIC SAFETY**

- Cpl. Gillis attended the quarterly meeting of the Atlanta Metro Crime Stoppers at the Georgia World Congress Center. Sixteen local law enforcement agencies attended the meeting. Each agency discussed recent criminal activity.

- Chief Broden reviewed a film permit for an independent movie. Production personnel requested permitting to film at the First Baptist Church on Covington Highway on August 25, 2015.
- The monthly Command staff meeting was conducted. Discussion topics included the current budget year expenditures, upcoming special events, personnel issues and specialized training for the months of August and September.

## **PUBLIC WORKS**

- Pothole repaired at South Avondale Road and Fairfield Drive.
- Overgrowth trimmed from the sidewalk on North Avondale Road to improve walkability.
- Contacted DeKalb Watershed about a water main leak at 15 Franklin Street.
- Replaced damaged dog waste stations at Lake Avondale.
- Removed dead abelia hedge on North Avondale Road.
- Shaved 34 sidewalk trip hazards throughout the City.
- Inspected and repaired 6 street signs in the commercial district.
- Spread wood chips and treated weeds in the pocket park at Berkeley and Kensington roads.
- Site Visits - 11
- Sign Violations - 10
- Grass Violations - 5
- Parking Violations - 1
- Household Waste Removed - 35 tons
- Yard Waste Removed - 4 tons
- Special Pickups - 12