



MEMORANDUM

TO: Board of Mayor and Commissioners

FROM: Clai Brown, City Manager

DATE: March 28, 2014

SUBJECT: **WEEKLY REPORT**

CITY MANAGER'S OFFICE

- As part of the Main Street Start-Up process City Staff is required to attend training events throughout 2014. The New Manager's Retreat was held Monday and Tuesday of this week in Blackshear, GA. Staff attended and was able to discuss issues with new managers with similar situations from all over the State.
- A resolution to approve and transmit the 2014 Downtown Master Plan was completed by the BOMC on March 20th. The consultant and staff are working to transmit the plan to the Atlanta Regional Commission (ARC) for final approval.
- Staff participated on the weekly Google conference calls to discuss the updated Hut Agreement, checklist, answers to questions from last week's conference call and any current issues.
- D.H. Griffin Wrecking Company submitted the agreement and received the keys to the buildings that will be demolished at 68 and 70 N. Avondale Road including the "Rays" pole sign. An asbestos survey will be completed and approved by the state before demolition, along with utilities disconnected and rodent letter.
- The field work for the annual City audit is underway. The audit is projected to be completed by the end of May.
- Participated on a Code Enforcement software webinar. The code enforcement software is web-based and will allow staff to track violations, schedule inspections, create violation letters, set reminders, upload pictures, customize to City needs and more. A more in-depth review is being conducted of the software program.

PUBLIC SAFETY

- Police Department and City Administration personnel conducted a quarterly safety inspection of Public Works, to include vehicles and the premises as well. Both the Police Department and Public Works are inspected quarterly as part of the City's Safety Program. The program not only helps to detect items and areas where improvement may be required, but also assists the City in being awarded Safety Grant funding.
- Chief Broden met with the Neighborhood Watch Director to determine possibilities to encourage more participation in the City-wide Neighborhood Watch Program. Many citizens are currently involved, but having additional "eyes and ears" available to detect possible crime is better.
- Police Department ordered a new Police cruiser to replace an older unit to be removed from the fleet.

PUBLIC WORKS

- Installed sod in the verge of the newly installed sidewalk on Kensington Road.
- Prepared the Towne Cinema for the State of the City meeting.
- The quarterly safety inspection was conducted on all vehicles and Public Works facility.
- Contacted DeKalb County Watershed regarding a water leak at Clarendon Avenue and Kensington Road.
- Met with a resident on Nottingham regarding construction work at the location.
- Site Visits-6
- Sign Violations-9
- Household Waste Removed-24 tons
- Yard Waste Removed-21 tons
- Special Pick-ups-3