

# 2014 Retreat Action Items



On January 24, 2014 the Council gathered for a day long retreat to discuss the city's strategic direction and priorities for the coming year with the City Manager and City Clerk.

At the Retreat, the Council prioritized 24 items for discussion and reached agreement for a course of action for each item.

The following pages detail staff's and Council's progress on those action items.

## Progress Update

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| <p><b>1. Transparency</b><br/><i>making progress</i></p> <p><b>2. Responsiveness</b><br/><i>making progress</i></p> <p><b>3. Requiring a Second</b><br/><i>making progress</i></p> <p><b>4. Fire and 911 Services</b><br/><i>making progress</i></p> <p><b>5. Stormwater Improvements</b><br/><i>halfway completed</i></p> <p><b>6. Contract Services</b><br/><i>substantial completion</i></p> <p><b>7. House Resolution 486</b><br/><i>completed for 2014</i></p> <p><b>8. Council Meeting Efficiency</b><br/><i>making progress</i></p> | <p><b>9. Intersection Improvements</b><br/><i>making progress</i></p> <p><b>10. Neighborhood Paving Funding</b><br/><i>increase planned for FY 2015</i></p> <p><b>11. Regional Improvements</b><br/><i>making progress</i></p> <p><b>12. Park Improvements</b><br/><i>making progress</i></p> <p><b>13. Citizen Involvement on Boards</b><br/><i>application process completed</i></p> <p><b>14. Appointment of City Attorney</b><br/><i>completed</i></p> <p><b>15. Subdivision of Residential Lots</b><br/><i>making progress</i></p> <p><b>16. Fund Balances</b><br/><i>substantial completion</i></p> | <p><b>17. Code Enforcement</b><br/><i>halfway completed</i></p> <p><b>18. Council Requests</b><br/><i>making progress</i></p> <p><b>19. Expense Accounts</b><br/><i>making progress</i></p> <p><b>20. Forfeiture Funds</b><br/><i>completed for 2014</i></p> <p><b>21. Replacing Police Cars</b><br/><i>substantial completion</i></p> <p><b>22. CTP Updates</b><br/><i>planned for 2016</i></p> <p><b>23. Siren System</b><br/><i>substantial completion</i></p> <p><b>24. Boundary Planning</b><br/><i>making progress</i></p> |
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## CITY CLERK

### 13. Board Applications

Council Agreed: Create a formalized application process for citizens interested in serving on city boards, commissions, and committees.

Staff created an application, pushed it out in the e-newsblast, posted it on the website, and has been accepting applications.

### 14. Appointing Attorney

Council Agreed: Formally appoint the City Attorney

Staff added it to the agenda in February.

## CITY MANAGER

### 4. 911 Services

Council Agreed: Discuss possibility of a joint Brookhaven/Dunwoody 911 Center; Brookhaven chose to join ChatComm as a “subscriber.”  
Council Agreed: Explore renewal options with ChatComm for Council consideration and negotiate a reasonable flat, annual rate.  
Staff negotiated with ChatComm and shared ChatComm’s proposal for renewal at the “subscriber level” for another 5 years at \$1.125M per year.

### 4. Fire Services

Council Agreed: Move forward with RFPs to study the (1) North DeKalb Fire Authority, (2) Dunwoody-only, and (3) Sandy Springs partnership.  
Staff has been working on the RFPs and will release after discussion with the new City Manager and each of the potential NDFCA partners.

### 6. Contract Services

Council Agreed: Continue the Split-Contract Service to ensure high level service through vested service level metrics at a fixed, reasonable cost.  
Staff continues to track Key Performance Indicators for all government service contracts and reports to the Council on a quarterly basis.

### 18. Council Requests

Council Agreed: Ensure requests coming out of Council Meetings are assigned and handled in accordance with Council requests.  
The City Manager continues to meet with staff following every Council Meeting and assign Council requests for direct action.

### 23. Siren System

Council Agreed: Add outdoor warning sirens and a lightning detection and alert system to cover Dunwoody Park and Brook Run Park.  
Staff conducted an RFP and awarded contracts for sirens and lightning detection and alert. Equipment is on order and will be installed in July.

## COMMUNITY DEVELOPMENT

### 15. Subdivision of Residential Lots

Council Agreed: Discuss alternative processes and appeals for lot subdivision.  
Staff included the subdivision of lots in the six month Zoning Code rewrite updates.  
Proposed amendments will return to Council prior to a full cycle review.

### 17. Code Enforcement

Council Agreed: Staff should increase its focus on temporary, illegal sign issues.  
Staff increased the frequency of “sign sweeps” and added a regular Saturday to efforts.

Council Agreed: Investigate citizen volunteer program to involve those interested in sign compliance in a safe and practicable way.  
Staff is researching effective programs and practices in other communities and working with the City Attorney to explore a potential program for Dunwoody.

### 24. Long Term Boundary Area Planning

Council Agreed: Staff should work to include appropriate staff members of neighboring jurisdictions in planning for boundaries areas.  
Staff has met with representatives from neighboring cities to discuss and coordinate their plans for the future including LCI applications to our efforts on initiatives like the Perimeter Center Zoning District and intersection improvements.

# COUNCIL AGREEMENTS

# STAFF PROGRESS

## FINANCE

### 5. Stormwater Improvements

Council Agreed: Given the rising costs to make repairs, consider a modest inflationary increase to the flat fee.  
Staff presented information in March.

Council Agreed: Consider applying for a GEFA loan to expedite the fixes for failing structures within current funding level.  
Staff presented in May and will return in July with additional requested information.

### 6. Contract Services

Council Agreed: Move forward with the fourth year renewal option for all of the current government service contracts.  
Staff presented contract renewals in April.

### 16. Fund Balances

Council Agreed: Review previously appropriated capital fund balances for potential reallocation.  
Staff included the appropriated capital fund balances as part of the First Quarter Financial Report.

## MARKETING AND PUBLIC RELATIONS

### 1. Transparency

Council Agreed: Refocus the citizen engagement strategy to share more information through print media.  
Staff has investigated citywide mailers and newspaper inserts, the first insert in planned for publication in July.

Council Agreed: Repeat the survey in 2015, shift to earlier in the year, and explore responsiveness and transparency.  
Staff has included the funding for the Community Survey in their draft FY 2015 Budget preparations.

### 2. Responsiveness

Council Agreed: Focus on respectfully acknowledging notes and e-mails.  
Staff has focused on quickly acknowledging receipt or responding back with information or a timetable for service.

Council Agreed: Increase the City’s e-mail distribution list by adding 2,500 subscribers in 2014.  
In the first quarter, we added 425 subscribers to the e-mail distribution list (up to 10,696 from 10,271 in 2013)

Council Agreed: Increase website traffic with website redesign project.  
Staff is focused on increasing usability in the website redesign project. The new site will launch in late 2014.

### 9. Communication for Intersection Improvements

Council Agreed: Produce visual handouts for projects and initiatives.  
Staff has ensured each public meeting or event included a new or updated take home handout and is working on a regular feature for on-going and upcoming intersection improvement projects.

### 11. Regional Improvements

Council Agreed: Explore possibility of facilitating an outside group to create a community calendar/activity guide.  
Staff researched potential partners, looked at regional examples, considered costs, and shared findings with Council.

## POLICE

### 20. Forfeiture Funds

Council Agreed: Continue to share an annual report with Council on use of asset forfeiture funds.  
Staff shared the annual report on use of asset forfeiture funds in May.

### 21. Police Car Replacement

Council Agreed: Include a request in 2015 Budget to fund the continuing replacement of the original police vehicles.  
Staff has included the funding in their draft FY 2015 Budget preparations.

## PUBLIC WORKS

### 10. Neighborhood Paving Funding

Council Agreed: In the FY 2015 Budget, increase annual total investment in paving to add \$400K for local streets.  
Staff prepared the five year paving plan using this guide.

### 11. Regional Improvements

Council Agreed: Staff should have a broader conversation with neighboring cities to identify potential opportunities for regional investments related to parks.  
Staff is looking holistically at our future park needs to prepare.

Council Agreed: Staff should revitalize stalled joint-use agreements with Peachtree Charter Middle School regarding field usage.  
Staff is preparing to discuss with the school.

### 12. Park Improvements

Council Agreed: Research the possibility of creating a Parks Advisory Board to consider the needs of the whole community.  
Staff is researching best practices and use in other communities.

### 22. Comprehensive Transportation Plan Updates

Council Agreed: Budget and plan for a formal, community-based update to the Comprehensive Transportation Plan in 2016.  
Staff has made a note for the FY 2016 Budget process.

### CITY COUNCIL

#### 2. Responsiveness

Council Agreed: Focus on respectfully acknowledging notes and e-mails.

Council has been more responsive on acknowledging receipt or responding back with information or a timetable for service.

#### 3. Requiring a Second

Council Agreed: Socialize issues prior to meetings to improve efficiency of discussions and ensure a second for discussion.

Council has been working to socialize issues prior to adding them to the agenda and ensure a second for discussion.

Council Agreed: The Councilor adding an item to the agenda should send a memo and any back-up information to the City Clerk by the Wednesday before the Council Meeting to allow for the rest of the Council to appropriately prepare for discussion.

Council is improving on sending back-up information and adding items in a timely fashion.

#### 5. Stormwater Improvements

Council Agreed: Given the rising costs to make stormwater repairs, consider a modest inflationary increase to the flat fee.

Council approved a modest inflationary increase (tied to municipal price index) for the stormwater fee and will review annually.

#### 6. Contract Services

Council Agreed: Bring the fourth year renewal option for all of the current contracts to a Council Meeting for consideration.

In April, Council renewed the fourth year renewal option for all the government service contracts.

#### 7. House Resolution 486

Council Agreed: As the number one legislative priority for 2014, Council should work closely with General Assembly representatives to support and advocate for local school control.

Council attended meetings and worked with the city's lobbyists in support of House Resolution 486 throughout the session.

#### 8. Council Meeting Efficiency

Council Agreed: Utilize the meeting efficiency tips presented by the manager, utilize the consent agenda, ask questions of staff prior to the meeting or during the work session, and socialize issues prior to Council Meetings.

Council has asked more clarification questions in work sessions and increased utilization of the consent agenda.

#### 14. Attorney Appointment

Council Agreed: Formally appoint the interim/acting City Attorney, Cecil McClendon as City Attorney.

In February, Council appointed the interim/acting City Attorney as the City Attorney.

#### 15. Subdivision of Residential Lots

Council Agreed: Discuss alternatives processes and appeals for residential lot subdivision process.

Council gave staff some preliminary feedback during the May discussion of the six month Zoning Code rewrite updates.

#### 19. Expense Accounts

Council Agreed: Each Councilor should continue to be judicious in the expenses billed to his or her expense account.

Councilors have all signed the Purchasing Card Holder's Agreement and continue monitoring their own expenses.

#### 22. Comprehensive Transportation Plan Updates

Council Agreed: Budget and plan for a formal, community-based update to the Comprehensive Transportation Plan in 2016.

In additional discussions in February, Council renewed its commitment to update community-based plans at the five year mark.