



**City Manager
Bi-Weekly Report
Report Ending November 27, 2020**

PUBLIC WORKS

Major Projects:

- Peeler Road Sidewalk- Construction 57 has completed 250 feet of curb and sidewalk east of the park entrance. There will be lane closures on Peeler Road as work continues towards Cherring Drive.
- Tilly Mill Sidewalk- Lewallen Construction installed 100 feet of stormwater pipe north of Cherring Drive.
- North Shallowford Path- Autaco completed the last section of path and the project is substantially complete. The final landscaping is scheduled for the week of November 30th.
- Dunwoody Club Drive Pavement Reconstruction - Allied Paving has completed the last 250 feet of paving near Winters Chapel Road with final quality control checks in progress.
- Spalding at Chamblee Dunwoody Intersection - Comcast is mobilizing to complete their relocation by the end of December.
- Mill Glen Drive Culvert Rehabilitation - This project has been completed.



Peeler Road Sidewalk

Other Highlights:

- The city organized a stream clean-up day with registrants participating at 31 locations around Dunwoody.
- The Georgetown Gateway construction agreement was signed and returned to Georgia Department of Transportation (GDOT). The city is awaiting Notice to Proceed for the utility relocation to start.
- The utility exploration was completed for Chamblee Dunwoody Road at Womack Road.
- The requests for design proposals will be issued by the end of the month for 2021. The projects included are the Tilly Mill Road corridor south of North Peachtree Road, the sidewalk on Vermack Road south of Parliament and Chamblee Dunwoody Road and Dunwoody Road sidewalks.

Workload/Activities:

- The stormwater maintenance crew completed all repairs on Riverglenn Circle, Trapnell Drive, Martson Drive and Roberts Drive.
- All of the sidewalk repairs on Ashford Center Parkway, Vanderlyn Drive, Kings Point Drive, Vermack Road, Davantry Drive and Happy Hollow Road have been completed.

POLICE

Other Highlights:

- As the Vice President travelled through Dunwoody on November 20, 2020 traffic was directed by Dunwoody Police Officers.

Workload/Activities:

- A 12-year-old and 14-year-old ran away from home. Officers responded to a wooded area where they were last seen and later one juvenile returned home.
- A male and female met at Johnny's Hideaway and returned to the male's apartment. The female stole his wallet and cellphone after he had fallen asleep. The female suspect was located by Police and the stolen items were recovered. The Officers were able to get a confession from the female suspect.
- Officers responded to four car break-ins with one car being stolen on the east side of Dunwoody. The Clarkston Police Department was involved in a chase with the suspects and the stolen vehicle was later recovered. The suspects fled on foot.
- A deer was shot and killed by an unknown suspect(s) in the early morning in a residential area. The suspect loaded the deer in a truck and left the scene.
- All four wheels from a Cadillac Escalade were stolen.
- Officers responded to an armed robbery at Perimeter Mall near the Cheesecake Factory. The victim met several subjects to buy two televisions through the Offer Up app and one suspect presented a gun and took the victim's money.
- Several temporary workers were issued the iPhone 8 by the US Census Bureau and failed to return the phones.
- Officers responded to a Rape call and is being investigated by Detectives.
- Officers responded to two separate force entry Burglaries at different apartment complexes.
- Officers responded to a shoplifting call at Von Maur. The female was followed by Loss Prevention Officers to the MARTA Station where she was taken into custody.
- Officers assisted Homeland Security Investigations (HSI) with a search warrant and over two kilos of meth was seized; one subject was arrested.
- A shoplifting suspect fled Best Buy and was located walking along Ashford Dunwoody Road. When stopped by an Officer, the suspect threw the items down and aggressively moved toward the officer. The Officer displayed his Taser and the suspect was taken into custody.
- Officers responded to a traffic crash westbound on I-285 involving four vehicles, one of which was on fire. There were three lanes of traffic was blocked for approximately 40 minutes.
- Officers were dispatched to a location in reference to a deer that was impaled on top of a wrought iron fence. The deer was euthanized.

- There were several cars broken into at various apartment complexes on Ashford Dunwoody Road.
- Officers located a suspect who was wanted by the Georgia State Patrol for Vehicular Homicide.
- A male subject was ordered out of his vehicle by a juvenile suspect in the parking lot of Perimeter Mall on the west side of Dillard's. The suspect told the victim he had a gun and threaten to shoot him if he didn't get out of the car. The Georgia State Patrol later got into a chase with the suspect in Harris County. The 14-year-old suspect was taken into custody and the vehicle was recovered.
- Officers received an LPR hit for a wanted person. The vehicle was stopped and the suspect was arrested.
- Officers issued a Mattie's Call for a missing adult who has several disabilities. The subject was later located at Northside Hospital as a John Doe.
- A subject was observed by mall security looking into vehicles in the parking lot of Perimeter Mall. The subject was detained by Officers, but refused to provide his name. He was subsequently arrested.
- Officers responded to a call of a Taxi driver being assaulted by a customer. The intoxicated suspect was later located and arrested by Officers.
- Officers responded to a residence where their political sign had been stolen and replaced.
- A total of 15 cars were broken into in the area of Village Springs Run.
- Officers responded to an incident of Aggravated Assault where a female subject cut another person with a razor blade.
- Officers responded to a dispute over a parking space at Perimeter Mall. A female subject, who was trying to save a parking space on foot, pointed a gun at a driver and passenger of a vehicle trying to park in the space. The female was later located in Macy's and arrested.
- After receiving a tip, Officers responded to a report of approximately 100 cars gathered in the Taco Mac parking deck. A supervisor met with the organizer of and after a while the vehicles left the parking deck 10 at a time.
- Officers received an LPR hit on a wanted person out of Dunwoody. The vehicle was located and the driver was arrested.
- Officers responded to First Baptist Church Atlanta due to a female contacting the Church after jumping out of a car on I-285. The female had been assaulted and Detectives are investigating.

COVID-19 Update:

- No staff members are out due to COVID-19.

PARKS

Major Projects:

- Events
 - The Veterans Day video was a success.
 - “Holiday Lights” at Brook Run Park playground are scheduled for December 12th - 28th.
 - The advertising for Holiday Lights will begin on November 30th. The department will advertise the event with park banners, park kiosks, social media, Atlanta Jewish Times’ on November 30th and Dunwoody Reporter on December 1st.
 - The Martin Luther King Day of Service is January 1st - 18th.
 - Dunwoody Residents Giving: The residents of Dunwoody will drive-by to drop off of goods for the Community Assistance Center and/or Malachi’s Storehouse.
 - Dunwoody the Beautiful - January 18th: This event is Adopt-A-Project in the Parks for daffodils, trees and general cleanup. There will be small groups choosing locations in which to beautify and no pre-event festivities are scheduled.
- Programs
 - Letters to Santa - December 1st thru December 21st. The received letters will be sent to Santa.Claus@dunwoodyga.gov and will be answered by Kate Borden. All of the responses will be mailed to homes using a template, themed envelopes and North Pole stamps. The department will begin advertising for this event on November 27th.
 - The asbestos abatement was completed on November 13th for the Austin Elementary site and all utility services to the property have been shut off. The demolition started on November 16th and the gymnasium demolition has been completed. Also, one-third of the school building has been demolished and the bricks set aside.
 - The new asphalt for Waterford Tennis court resurfacing has been installed. It will take 3 weeks for the surface to cure before it can be painted. The department staff is receiving quotes for the pavilion rehabilitation.

Other Highlights:

- Story Walk - In partnership with Dunwoody Library, the department will conduct a “Story Walk”. The book, “Busy-Eyed Day” will be printed on yard signs in English and Spanish with pages lining Dunwoody Trailway and near the Brook Run/Pernoshal connector. A date for installation will be determined by the end of the year and will be scheduled for 3 months.
- The week of Thanksgiving, Rush Union is having a Thanksgiving camp at Brook Run Park.

Workload/Activities:

- The staff is working in CivicRec to update calendars and getting steps together for the Athletic Associations when invoicing starts in January.
- The construction of the Park entry signs has been completed and the installation will begin within the next week.
- Triscapes completed the roof and gutter cleaning on all roofed buildings and pavilions.
- The staff removed and replaced broken bollard post at the baseball fields due to car impact.
- The staff installed step-n-wash sink steps in the bathrooms.

COVID-19 Update:

- Ongoing twice a day disinfection of all playgrounds and after hours' bathroom cleaning.
- Working on CARES money projects.
- All crews continue to wear masks when 6 feet social distancing cannot be followed.

COMMUNITY DEVELOPMENT

Major Projects:

- In the course of 2 weeks, the department has completed 128 building inspections.
- The department issued 52 new permits.
- Code enforcement pulled 125+ signs from the right-of-way and other areas.
- High Street submitted new plans for all buildings, which were previously reviewed by staff.
- The department received word that FEMA plans to drop the community assistance visit.
- The rezoning for 84 Perimeter Center East has been deferred for a month by the planning commission.

Other Highlights:

- There were 47 new erosion control inspections performed.
- The code enforcement team conducted 29 inspections, issued 7 warning notices as well as one citation.
- The code enforcement team worked with the contractor to board up the house at 4822 Chamblee Dunwoody Road. The building official has to sign off on the house before anyone can go inside.

Workload/Activities:

- The department received 26 new applications for plan submittals.

COVID-19 Update:

- Code enforcement continues to work and are in the office every day.
- The Planners continue to work in the office a couple of times a week as well as remotely.

ECONOMIC DEVELOPMENT

Major Projects:

- Public Art Implementation Plan – The Public Art Implementation Plan was approved by City Council on September 29, 2020. The first read of the Public Art Ordinance will be presented to City Council on November 30th. The Ordinance will create the policies for approving Public Art and create a Public Art Commission.
- CARES Act Funding - The CARES Funding for Economic Assistance was approved by City Council on November 9, 2020.
 - Small Business Assistance Grant – The application portal is being developed and plan to go live the first week of December.
 - Al Fresco Matching Grant – The grant is open and applications are being received and reviewed.
 - Entrepreneurship Program – The Entrepreneurship Program is coming soon.
 - Tourism Marketing Campaign – The Tourism Marketing Campaign is coming soon.
- The Dunwoody Gateway and Wayfinding Plan will be presented as a discussion item to City Council on November 30th with a final vote planned for December 14th.

Workload/Activities:

- The department conducted 68 business retention calls.
- The department conducted 15 business recruitment calls.

COVID-19 Update:

- The Economic Development Department is monitoring future Federal Stimulus Programs and working on criteria for the disbursement of Small Business Grant funds from CARES Act.

INFORMATION TECHNOLOGY

Major Projects:

- KnowBe4 Security Awareness Training: The procedures are in progress and additional training is being pushed out.
- Workspace One MDM (Mobile Device Management) Solution: The department will be issuing officer phones and is in the process of porting other City and Police Department numbers.
- Police Fleet New Laptops: The deployment of laptops to the Police fleet is in the final stages with <5 remaining.
- Council Chambers Upgrades: All upgrades were completed by Diversified.
- CityWorks/GIS (Geographical) - The software upgrades were completed on November 20, 2020.
- Transition of Desktops to Laptops: This project is in the planning phase.
- Final FortiClient Configurations: The final configurations for FortiClient has been scheduled.
- Art Center Camera Project: The switch has been delivered and the remaining equipment is on order.

Workload/Activities:

- There are currently 234 helpdesk tickets that are open.
- The department has closed 219 helpdesk tickets.
- A total of 15 zoom meetings were hosted.

COVID-19 Update:

- The Diversified project has been completed.
- The department continues to Host Hybrid and Virtual-Only Zoom Meetings.
- IT Staff is mostly working on site on an as needed basis and for all hybrid meetings.

Future Projects:

- The migration to cloud for email and Barracuda is scheduled for February 2021.
- The restoration of Netwrix Server has been scheduled.
- Annex Host and SANs (Storage Server) configuration has been scheduled.
- Azure Backups has been scheduled.

COMMUNICATIONS / MARKETING

Major Projects:

- Website redesign: On November 30th the department will launch the new website with an enhanced search function, e-notifications, mobile-friendly design, intuitive layout and built-in ADA compliance.
- Atlanta Magazine – Please see, “Your Guide to the Central Perimeter” in the December issue, which features Brook Run Park and the Painted Picnic Tables Project. Kathy Florence designed a beautiful full-page “Connections” ad.

Other Highlights:

- #GreatDunwoodyCleanup: There were 31 registrations including, groups and individuals, Scouts, Dunwoody High School Key Club and North DeKalb Alphas. This was a strong social media engagement with a boost and the Facebook video of the Public Works team cleaning up Nancy Creek was viewed 2.4K times.
<https://www.facebook.com/CityofDunwoody/posts/10157602706516892>
- The Al Fresco Matching Grants press release, social media and ad was covered by the Atlanta Journal Constitution, WSB-TV, Fox 5 Atlanta, Eater Atlanta and Univision.
- Created and shared D-news:
 - (11/13) - <https://conta.cc/36uxEq4>
 - (11/20) <https://conta.cc/2Ksv4cH>
- #GivingThanks – The department did a social media push to spotlight the nonprofits selected for the Vulnerable Population Program.

Coming Up:

- Developing Dunwoody Ambassadors Program: The department is planning to launch the program in January to encourage volunteerism with a new web page, signup form, calendar listing and t-shirts. The department will include volunteer opportunities for city events and program partners such as Dunwoody Nature Center and Dunwoody Preservation Trust.

FINANCE

Major Projects:

- Request for Proposals 20-07 External Audit Services: The Finance Director is recommending Mauldin & Jenkins, LLC to City Council for approval.
- Request for Qualifications 20-05 Dunwoody Lobbying and Intergovernmental Consultant Services: The bid is currently under review and evaluation by the committee. Expected to be on the December 14th agenda.
- The pilot testing for the electronic platform for payments with the Community Development staff has begun. iWorQ has provided screen shots to the staff for this progress.
- The Monthly Financial Report for October 2020 can be found at:

https://dunwoodyga.gov/ckeditorfiles/files/Finance_Acct/2020%20October%20Financial%20Update%20Final.pdf

Other Highlights:

- The department has updated forms and reports on the City's new website.
- The department is reviewing non-profit applications for CARES Funding and waiting on payment documentation. Two agencies should receive the first part of funding in the next week or so.
- The Finance department is working with the bank to increase a remote deposit capacity.
- The department is working on Standard Operating Procedures for all staff positions.
- The credit card machines at the front counters in Finance and Court are being replaced for compliant regulations. The new equipment has been installed.

COVID-19 Update:

- The reception front desk is open on Monday and Friday, 8 a.m. to 12 p.m. and Tuesday, Wednesday and Thursday, 8 a.m. to 5 p.m.
- The back office staff continues to work staggered schedules as well as remotely to minimize in person contact.

MUNICIPAL COURT

Workload/Activities:

- The department disposed of over 120 cases and 22 cases have been reset.
- The new credit card readers for Court have been installed.
- The department welcomed Stephanie Graham and Suri Chadha, two new Public Defenders.

COVID-19 Update:

- The Clerks have been provided with HEPA air purifiers in their areas.
- The department is researching a protective glass for the check-in desk at the metal detector to provide protection for the Clerks.

CLERK

Workload/Activities:

- The department processed 178 Open Records Requests for the period of November 6, 2020 – November 23, 2020.
- The City Clerk facilitated the signing of 8 contracts, agreements, resolutions and ordinances.
- The department drafted and published agendas for the November 9, 2020 and November 30, 2020 City Council meetings.
- The department drafted the summary and minutes for the November 9th City Council meeting.
- The department prepared Council Chambers and conference rooms for hybrid council meeting and assisted with any needs prior to the meeting.
- The department compiled and published the agenda for the November 19, 2020 Development Authority meeting.
- The department drafted the summary of the November 19, 2020 Development Authority meeting.
- The department approved November transactions for City Council and City Clerk's office
- The department will compile and publish the November 30, 2020 meeting on Wednesday, November 25, 2020.

HUMAN RESOURCES

Other Highlights:

- Human Resources conducted Open Enrollment for all City employees for the 2021 benefits plan year.
- The department is partnering with the City's workers' compensation broker for renewal of the 2021 workers' compensation plan.

- The Crime Analyst position has been filled. The City is recruiting for five Police Officers; one Police Officer conditional offer has been extended and accepted.
- The department is working with the Wellness Committee to plan for the 2021 Nutrition Series.

Upcoming:

- The workers' compensation renewal will take place in January.
- The first presentation of the 2021 Nutrition Series sponsored by the Wellness Committee will take place in January.
- The employee performance evaluations are scheduled for January thru February 2021.