



**City Manager  
Bi-Weekly Report  
Report Ending December 11, 2020**

## PUBLIC WORKS

### Major Projects:

- Peeler Road Sidewalk- Construction 57 is working on the retaining wall across from Cherring Drive and once completed, the sidewalk construction will continue east to the connection with the Brook Run trail. The department anticipates minor traffic delays to continue on Peeler Road.
- Tilly Mill Sidewalk- Lewallen Construction completed the stormwater pipe installation from Cherring Drive to the north end of the project at Georgia State's campus. The contractor will begin grading for curb and sidewalk on this section in the next few weeks.
- North Shallowford Path- Autaco is completing the final clean-up and landscaping installation is 90% complete.
- Dunwoody Club Drive Pavement Reconstruction- Allied Paving is scheduled to perform corrective work on 450 feet of the westbound lane that was out of tolerance for smoothness.
- Spalding at Chamblee Dunwoody Intersection- Comcast is relocating lines to new utility poles and Construction 57 is planning to mobilize for construction the week of December 14<sup>th</sup>.



*Tilly Mill Road Sidewalk- Stormwater Pipe Installation*

### Other Highlights:

- The department began easement acquisition for the Winters Chapel Path Phase I project.
- The department began coordination with the utility companies and adjacent property owners for the Mount Vernon Place sidewalk construction near Mount Vernon Road.
- The department is coordinating with the Perimeter Community Improvement District and their consultant to develop concepts for aesthetic treatments on bridges proposed along I-285 for Georgia Department of Transportation's (GDOT's) top end project.
- The department has begun the public involvement phase of Chamblee Dunwoody Road corridor improvements in Dunwoody Village. The department has reached out to adjacent property owners.
- The department is conducting outreach with property owners adjacent to the Mount Vernon Road sidewalk project between Corners Drive and Mount Vernon Place.

**Workload/Activities:**

- The stormwater repairs on Vernon Oaks Drive, Saffron Drive and Chamblee Dunwoody Road are complete. The street repairs on Peachford Road have been completed.

## POLICE

### **Other Highlights:**

- The Christmas for Kids drive-thru event was held and served over 50 needy children.

### **Workload/Activities:**

- An owner, whose vehicle was stolen in Gwinnett County, was able to track his vehicle to Dunwoody. The stolen vehicle was recovered.
- Officers followed up on a hit and run crash that occurred in Dunwoody. The offender was arrested after he falsely reported the crash happened in Sandy Springs.
- After receiving an LPR hit, Officers were able to locate a missing person out of Kentucky.
- Officers responded to a call regarding a stabbing in the area of Peachtree Industrial Boulevard. When Officers arrived they found a male that was stabbed in the bicep after getting into a verbal dispute with a known subject.
- While a landscape contractor was working, he had lawn equipment stolen from his truck that was parked on Tilly Mill Road.
- After a female subject was arrested for shoplifting, she began to cough in the back of the police vehicle. Her window was rolled down for air and the female subsequently escaped from the car and was located near the Container Store. She struggled with Officers and was eventually taken back into custody. The suspect claimed to have COVID, but tested negative.
- Officers responded to a domestic dispute where the victim had been punched in the face and thrown from a vehicle. The suspect was possibly armed, but Officers located the suspect and conducted a felony stop on his vehicle. The suspect was arrested without incident.
- There were multiple cars broken into at various apartment complexes located throughout the Perimeter area.
- Officers responded to the death of a 56-year-old male subject. The Detectives are continuing the investigation, although no foul play is suspected.
- Officers responded to several suspicious persons calls in the early evening. The teenage subjects were found to be soliciting for GA Youth Peach Association and were waiting on their ride.
- Officers responded to an overdose call at a drug rehabilitation program apartment. A dose of Narcan was delivered prior to the Officer's arrival and a second dose of Narcan was administered by Officers' on the scene. The subject was transported to the hospital conscious and breathing.
- A rape was reported by a victim at an apartment in Dunwoody and the suspect is the victim's husband.

- Police Officers responded to a burglary at Carlton's Pharmacy and at this time, nothing appears to be missing.
- The restroom at Windwood Hollow Park was damaged by an unknown person(s).
- A house on Fontainbleau Drive caught fire and burned to the ground. Fortunately, no people were injured, but two dogs died.
- After receiving an LPR hit on a stolen license plate, Officers were able to locate the parked vehicle and recover the tag.
- There were multiple cars broken into overnight in the Branches.
- Officers responded to a domestic dispute where a subject was choked by her boyfriend. The victim fled her apartment and was chased by the suspect. The victim was able to finally get away when she got into a stranger's car.
- There were several cars in a neighborhood broken into and a vehicle reported stolen.
- Officers received an LPR hit on a stolen vehicle out of Florida. They were able to locate and recover the stolen vehicle with no occupant in the car.
- Officers responded to a disorderly person call where the subject was throwing items on the ground and yelling. The subject was found to be experiencing a mental health crisis and was transported to the hospital for treatment.
- Officers responded to a package theft from a porch that had just occurred. A thorough investigative effort located a suspect who was detained. The suspect's vehicle contained the stolen items plus additional stolen items from other locations.
- A 14-year-old boy was riding his bicycle at the intersection of Tilly Mill Road and N. Peachtree Road and attempted to cross the roadway when traffic had a green light. The young boy's bike hit the side of a vehicle, but the vehicle left the scene. The boy had minor injuries.
- A small dog was attacked by a large dog, but Officers were unable to locate the larger dog.
- A political sign was stolen from the fence of a residence. No suspects.
- After arresting a shoplifting suspect at Von Maur, Officers discovered the suspect was driving a stolen vehicle out of Chamblee. The vehicle was located and returned to the owner.
- Officers were dispatched to a fight in progress at Winters Chapel Road and Peachtree Industrial Boulevard. A female driver got upset with an AT&T crew working at the intersection and got out of her car. The female threatened to shoot one of the workers as she put her gun to his head. The female was taken to the ground and held for Officers. The gun was stolen out of Gwinnett County.

**COVID-19 Update:**

- We have one staff member out due to COVID-19.

## PARKS

### Major Projects:

- Events
  - “Holiday Lights at Brook Run Park” is from December 12<sup>th</sup> – December 28<sup>th</sup>.
  - Martin Luther King (MLK) Day of Service
    - A “Souper Bowl of Caring” drop off of goods for the Community Assistance Center and Malachi’s Storehouse is scheduled to begin on December 21<sup>st</sup>.
      - Collection bins to be confirmed
    - Jan 18<sup>th</sup>: The department has an in-person day of service scheduled at the following locations:
      - Painting at Spruill
      - Tree planting at Brook Run Park
      - Tree planting at Dunwoody Nature Center
      - Daffodil planting at Brook Run Park
- Programs
  - Letters to Santa Dec 1<sup>st</sup> to Dec 21<sup>st</sup> - The department has received over forty letters to date.
  - Holiday Letters to Seniors begins December 10<sup>th</sup>
    - The letters collected at N. Shallowford Annex and Arts Center will be distributed to Brighton Gardens of Dunwoody, Phoenix @ Dunwoody and Dunwoody Place until December 31<sup>st</sup>.
- The vertical demolition of the Austin School Building is 90% completed.

### Other Highlights:

- The installation of new parks signage has started.
- The court surface at Waterford Tennis has been installed and surface painting to be completed by December 23<sup>rd</sup>, weather permitting.

### Workload/Activities:

- The Leisure Events and Fun (L.E.A.F.) parks catalog for Winter/Spring '21 is underway.
- The Parks maintenance staff has checked all utility closet heaters in the bathrooms before the first anticipated freeze to protect the pipes from freezing.
- The staff completed all monthly maintenance items at the dog park, including leaf removal and laying additional stones, where needed.
- The maintenance department repaired a drainage runoff issue at Donaldson Bannister driveway by regrading and creating check dams to funnel water into the grassy area.
- The crews completed the winterizing process for all irrigation systems and water fountains throughout the parks.

- Park Operations staff solicited quotes from tree companies for multiple trees throughout the parks and right-of-way. The idea is to create new contacts with tree contractors for the city's use.

**COVID-19 Update:**

- The department has ongoing disinfection of all playgrounds and after hours' bathroom cleaning twice a day.
- The department is working on CARES money projects.
- The crews continue to wear masks when 6-foot social distancing can't be followed.

## COMMUNITY DEVELOPMENT

### **Major Projects:**

- There were 136 building inspections completed over the last two weeks.
- The department issued 45 new permits.
- Code enforcement pulled 57 signs from the right-of-way as well as other areas.
- The Director has begun the transition to change staffing for Community Development.
- The Zoning Board of Appeals (ZBA) approved 6 cases, which included the Roberts Drive case that was also passed by City Council.
- The rezoning for 84 Perimeter Center East was approved unanimously by the planning commission. The case will be presented to the City Council in January.

### **Other Highlights:**

- The erosion control team performed 22 new inspections.
- The code enforcement team completed 35 inspections, issued 5 warning notices and one citation.
- The code enforcement team had 10 court cases in the last two weeks where they testified.

### **Workload/Activities:**

- The department received 28 new applications for plan submittals.

### **COVID-19 Update:**

- The department has had code enforcement and the inspectors working in the office or in the field daily.
- The Planners are typically in the office a couple of times a week and working remotely.



## ECONOMIC DEVELOPMENT

### **Major Projects:**

- Public Art Implementation Plan – The Final Read of the Public Art Implementation Plan will occur on December 14, 2020. The Ordinance will create the policies for approving Public Art and create the Dunwoody 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 in the final stages of development and plans are to go live the week of December 14<sup>th</sup>.
  - Al Fresco Matching Grant – The Grant is open and applications are being received and reviewed. There are currently five applications being reviewed for approval.
  - 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 for approval on December 14<sup>th</sup>.

### **Workload/Activities:**

- The department conducted 41 Business Retention calls.
- The department conducted 12 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:**

- Workspace One MDM (Mobile Device Management) Solution/ AT&T FirstNet: The final stages should have most employees migrated next week.
- Police Fleet New Laptops: There are less than 5 new laptops remaining for the final stages of this project.
- Transition of Desktops to Laptops: The transition is scheduled for next week.
- Art Center Camera Project: The first step of configuration is scheduled for next week.
- Azure Backups for all major servers: The Azure backups for all major servers has been completed.

### **Workload/Activities:**

- The department currently has 164 helpdesk tickets opened.
- The department has closed 216 helpdesk tickets
- The department hosted 18 zoom meetings.
- Interdev has hired 2 new employees that will start on December 14<sup>th</sup> and December 21<sup>st</sup>.

### **COVID-19 Update:**

- The department continues to Host Hybrid and Virtual-Only Zoom Meetings.
- An IT staff member is working on site daily this period as well as for all hybrid meetings.

### **Future Projects:**

- The Migration to cloud for email and Barracuda project is scheduled for completion in February 2021.
- Restoration of Netwrix Server
- Annex Host and SANs (Storage Server) configuration
- The KnowBe4 Security Awareness Training procedures are continuing.
- The final FortiClient configurations are progressing.
- Network and Power Redundancy
- The on-site back end phone system updates are on-going.

## COMMUNICATIONS / MARKETING

### Major Projects:

- The City's new website was launched on November 30<sup>th</sup> through a press release, social media and an explainer video viewed 1.9K on Facebook. An additional training was scheduled for December 8<sup>th</sup> and December 10<sup>th</sup> on extra tools to create microsites and American with Disabilities Act (ADA) compliance.
- Dunwoody Digest: This is our 1<sup>st</sup> digital-only edition, which will be released at the beginning of 2021 as well as a training on best practices and formats for online delivery.

### Other Highlights:

- Mayor's Meetup: COVID-19 Vaccines - press release, social media, script preparation
- Holiday Lights press release, social media

### Workload/Activities:

- Social media: The department created and shared a mask reminder graphic and shared nonprofit resources for those who are struggling.
- The department edited 6 bicycle operations and safety videos.
- The department created and shared D-news, which can be accessed by clicking on the links below.
  - <https://conta.cc/37HzkNe> (December 4th)
  - <https://conta.cc/343gZJD> (December 11th)

### November Stats:

- The department issued 2 press releases, received 19 media inquiries and designed 3 ads for the Atlanta Magazine Connections, Al Fresco Grants and Holiday Lights.
- The department produced 5 videos for social media with 9.6K total views, two Council meetings and 2K Facebook views. The Tastee Spoon ribbon-cutting video was the most popular.
- The most engaging Facebook post was for Tastee Spoon. <https://bit.ly/33Ur77h>  
Peachtree Charter Middle School field lights had the most engaging Tweets. <https://bit.ly/3m1Bcpp>  
The most engaging Instagram post was for the Cheek-Spruill holiday décor. <https://bit.ly/2WaSc29>

## FINANCE

### **Major Projects:**

- The Request for Qualifications (RFQ) 20-05 for Dunwoody Lobbying and Intergovernmental Consultant Services Contract is ready for Council approval.
- The Systematic Alien Verification for Entitlements (SAVE) and E-Verify information has been validated for Federal Law Compliance.
- The iWorQ testing needs to be reformatted for the electronic platform regarding payments with Community Development. The staff is working with iWorQ to get this resolved by December 20<sup>th</sup>.
- The monthly Financial report for October 2020 can be found at:

[https://dunwoodyga.gov/ckeditorfiles/files/Finance\\_Acct/2020%20October%20Financial%20Update%20Final.pdf](https://dunwoodyga.gov/ckeditorfiles/files/Finance_Acct/2020%20October%20Financial%20Update%20Final.pdf)

### **Other Highlights:**

- The department has reviewed the new website for updated forms and reports.
- The review of the 2020 Open Claims with Travelers Insurance is in process.
- The issuance of Holiday and Longevity Bonuses has been completed.
- The department is reviewing non-profit applications for CARES Funding Grants and has issued two non-profit CARES grant checks. The department is in the process of reviewing other non-profits and Al Fresco grants.
- The remote deposit capacity has increased to help with cash flow.
- The department is working on Standard Operating Procedures (SOP) for all positions.

### **COVID-19 Update:**

- The front desk reception area is open on Mondays and Fridays from 8:00 am to 12:00 pm and Tuesday, Wednesday and Thursday from 8:00 am to 5 :00pm.
- The back office staff continues to work staggered schedules on-site as well as remotely to minimize in person contact.
- A steady order of supplies for COVID sanitation are on-going.

## MUNICIPAL COURT

### **Workload/Activities:**

- The department has disposed of over 120 cases and 25 cases have been reset.
- The department completed the court's calendar through March 2021.
- In the new year, the department will no longer have court on Tuesday and are caught up on the reset cases, due to Covid-19.
- In an effort to practice social distancing, the department will continue limiting the number of defendants in court.
- The department will have two court sessions a day on Wednesday and Thursday.

## CLERK

### **Workload/Activities:**

- The department processed 183 Open Records Requests for the period of November 24, 2020 thru December 11, 2020.
- The City Clerk facilitated the signing of 18 contracts, agreements, resolutions and ordinances.
- The department drafted and published agendas for the December 14, 2020 Dunwoody Facilities Authority Special Called meeting and the City Council meeting.
- The department drafted the summary and minutes for the November 30, 2020 City Council Special Called meeting as well as for the City Council meeting.
- The department prepared Council Chambers and conference rooms for hybrid Council meetings and assisted with any needs for the meeting.
- The department compiled and published the agenda for the December 10, 2020 Development Authority meeting.
- The department drafted the summary and minutes of the December 10, 2020 Development Authority meeting.

## HUMAN RESOURCES

### **Other Highlights:**

- Human Resources is partnering with the City's workers' compensation broker regarding transitioning to a new workers' compensation insurance carrier for 2021.
- Currently two positions for Police Officers have been filled and the City is recruiting for four additional Officers.
- The department is working with the Wellness Committee to plan for the 2021 Nutrition Series.

- The 2020 performance evaluation timeline and forms have been distributed to all City employees, in preparation for the performance evaluation meetings in early 2021.

**COVID-19 Update:**

- The department participated in COVID-related webinars to stay up-to-date on current legal guidance and best practices.

**Upcoming:**

- The workers' compensation insurance coverage will transition to a new carrier 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.