



**City Manager
Bi-Weekly Report
Report Ending September 25, 2020**

PUBLIC WORKS

Major Projects:

- Chamblee Dunwoody at Spalding - 13 construction bids received. Contract award to be presented to Council in October. Georgia Power returning to set concrete poles on 9/27.
- Peeler Road Sidewalk - Construction 57 installed 200 feet of storm pipe.
- Tilly Mill Sidewalk - Contract executed with Lewallen Construction.
- North Shallowford Path - Autaco has constructed 75% of new path. Comcast moved lines to new pole.
- Dunwoody Club Drive Pavement Reconstruction - Allied Paving removed old pavement and mixed cement into the soil subgrade. Paving is scheduled to begin the week of 9/28.



*Driveway Replacement North
Shallowford*

Other Highlights:

- On 9/17, Public Works responded to 5 trees knocked down during tropical depression Sally, including the large tree at the corner of Chamblee Dunwoody and Mount Vernon. The entire signal span at the intersection was knocked down by the tree and was rebuilt and open to traffic in the afternoon on 9/18. Public Works took this opportunity to upgrade the intersection with flashing yellow arrows.



Workload/Activities:

- Stormwater maintenance crew repaired a sinkhole on Sudbury Road and cleaned culverts on Vernon Lake Drive, Chamblee Dunwoody Road and Ball Mill Road.
- Pavement repairs completed on Saffron Drive, Hidden Branches Drive and Kings Down Road.

POLICE

Other Highlights:

- While transporting a shoplifting suspect from Target, an officer struck one of the red balls in the parking lot causing minor damage.

Workload/Activities:

- After receiving an LPR hit related to a stolen vehicle out of New York, officers were able to locate the vehicle and arrest the driver.
- Officers responded to an armed neighborhood dispute call where a subject pulled a knife on another subject. The incident was captured on cellphone video.
- An unknown young female subject stole two political banners from the yard of a residence on [REDACTED].
- An armed male was waving an AR-15 rifle around the Exxon station after getting into a dispute with several subjects at the scene. The male was stopped in his vehicle while leaving the scene and arrested.
- A male subject attempted to pass a fraudulent check at two different jewelry stores at Perimeter Mall. After a lengthy foot chase, the subject was arrested.
- Officers responded to a call where a homeowner reported that his ex-wife walked into his home uninvited after a protective order had been issued. Aggravated Stalking warrant will be secured.
- An ex-boyfriend of the victim stole a firearm from her and waved it at her as he was running from her apartment. The suspect was arrested in this case.
- Unknown persons broke into two cars while parked at Dunwoody Baptist Church.
- A male subject advised an officer he was being followed by the Cartel. After speaking with the subject for a lengthy period of time, it was determined the subject was experiencing a mental health crisis. An officer hurt his knee while trying to secure the subject.
- Multiple trees fell in the roadway at multiple locations Thursday. One large tree fell on top of the back half of a passing car. The driver was pregnant and uninjured.
- A female was struck on the head and knocked out by an unknown subject. Her cellphone was taken.
- After receiving an LPR hit on a carjacked vehicle out of Chattanooga, officers located the car. The suspect vehicle fled from officers who chased the car until the chase became too dangerous due to the weather conditions.
- A 70-year-old male shot himself in the head and was transported to the hospital where he later died.
- Officers responded to a home on [REDACTED] with locating a potential murder suspect. The suspect was not located.
- A subject was arrested after a traffic stop after small clear baggies were located containing suspected crystal meth, cocaine and marijuana.

PARKS

Major Projects:

- Austin demo approved. Awarded to Complete Demolition Services LLC. On site meeting and pre-con completed. Currently in permitting process.
- CO issued for Brook Run Park Phase I Construction. Project is complete except for minor punch list items.
- WWH and Waterford Tennis court resurfacing NTP sent to Signature Tennis, pre-con completed. Work to begin on October 5th at Windwood Hollow Park

Other Highlights:

- Held initial design meeting with CHA for the park at Perimeter Center East property
- Starting a new yoga program at Brooke Run Park in October
- Art Classes have started at the Shallowford Annex

Workload/Activities:

- Extensive storm cleanup from hurricane Sally
- Artists confirmed for Dunwoody Arts & Culture Month in conjunction with Discover Dunwoody
- Lighting vendor selection for Halloween Event
- #TrailTuesday walks in October

COVID-19 Update:

- Ongoing twice a day disinfection of all playgrounds and afterhours bathroom cleaning

COMMUNITY DEVELOPMENT

Major Projects:

- There were 131 building inspections completed over the last two weeks.
- Brook Run park passed its final inspections and was given a certificate of occupancy.
- Code enforcement pulled 35 signs from the ROW and other areas.
- We have completed the draft of the comprehensive plan and it will go to the State DCA and the ARC for review.
- Planners held a video conference call with the neighbors on ZBA 20-17 and did a voice call with the neighbors on ZBA 20-16.
- Roberts Drive rezoning RZ20-02 is scheduled to go to the City Council on October 12th for the first read. It passed the planning commission with a vote of 5-1.
- The planners held a virtual meeting with the owners and the attorney for 84 Perimeter Center East to rezone the property. It will come to the planning commission in November.

Other Highlights:

- There were several political season signs that were reported and code enforcement followed up and they were brought into compliance.
- Code enforcement addressed the sign of the individual complaints from one person and 45 or the 50 were brought into compliance.
- Planners issued comments for 301 and 303 Perimeter Center for the rezoning from OCR to PC-2 to add an educational service. The case is coming to the planning commission soon.
- Andy Mendzef joined the code enforcement team. Delali Tsaku has been shifted to Chamblee as of last Friday.

Workload/Activities:

- We had 47 new applications for new plan submittals.
- 12 re-inspections were completed by code enforcement.

COVID-19 Update:

- We have code enforcement working and they were in the office every day.
- The planners were in the office Tuesday through Thursday.

ECONOMIC DEVELOPMENT

Major Projects:

- Public Art Implementation Plan – The Final Draft Recommendations will be published September 25th with a Business Item on the 9/29 City Council Meeting. Draft Ordinance for Public Art will be presented to Council on October 12th.
- The Dunwoody Development Authority Board hosted a strategic planning retreat the summer and consensus is forming to update the Economic Development Strategy due to our changing economic situation due to COVID-19. The planning process will take place this Fall with a January completion.
- Georgetown Green Commercial Site – The Urban Redevelopment Agency Board has decided to release a Request for Qualifications for Brokers to represent the URA in marketing the property.

Other Highlights:

- Economic Activity –
 - EAE Elektrik, a Turkish based manufacturer of electrical equipment located their US subsidiary, EAE USA at 56 Perimeter Center East.
 - CrossFit Dunwoody held a ribbon cutting ceremony with the City on September 23rd. CrossFit Dunwoody renovate the former Jiffy Lube building in Dunwoody Village.
 - Economic Development and Communications is partnering with Discover Dunwoody and our counterparts in Sandy Springs on a #LetsDoLunch campaign to support our local restaurants.

Workload/Activities:

- Conducted 33 Business Retention calls.
- Conducted 12 Business Recruitment calls.

COVID-19 Update:

- Continued to engage with external stakeholders to maintain strong relationships with our partners, especially as we began dealing with the growing threat of COVID-19 and the myriad Federal, State and Local responses.
- Working on criteria for the disbursement of Small Business Grant funds from CARES Act and searching for a non-profit partner to manage the distribution of those funds.

INFORMATION TECHNOLOGY

Major Projects:

- KnowBe4: Procedures in progress
- Annual Technology Audit: final phase
- Workspace One MDM Solution: testing phones deployed
- Police Fleet New Laptops: first deployment next week
- Council Chambers Upgrades: laptops installed, Diversified completion date set for 2nd week of November

Workload/Activities:

- 190 tickets opened
- 167 tickets closed

COVID-19 Update:

- Diversified project kicked off and parts ordered
- Laptops installed for Dais and Presentation PC
- Continue to Host Hybrid and Virtual-Only Zoom Meetings
- IT Staff working on site, most of the week, as needed and for all hybrid meetings

Future Projects:

- Migration to cloud for email and Barracuda
- Final configurations to Fortinet for VPN
- CityWorks/GIS software upgrades
- Transition of Desktops to Laptops
- Configuration of Host and SANS
- Restoration of Netwrix Server

MARKETING / COMMUNICATIONS

Major Projects:

- 2020 Census: **Court ruling on 9/24 *might* push back Census deadline another month, which would give us more time. Right now, Dunwoody is one of 4 cities in DeKalb outpacing the county and state response rates. We're ahead of neighbors Brookhaven, Sandy Springs and Peachtree Corners. PD has posted an electronic Census message on Winters Chapel Rd. We're coordinating a Dunwoody stop at the Georgetown Kroger for the DeKalb Census Caravan on 9/29.
- Mayor's Meetup: Planning socially-distanced community meetup on the new Great Lawn at Brook Run Park. It will include updates from Chief Grogan and time for Q&A.
- Mt. Vernon Corridor Improvements: Project page, video, survey, press release, ad to be released on 9/29: www.dunwoodyga.gov/mtvernon

Other Highlights:

- Emergency messaging: Worked with Dunwoody Public Works and Dunwoody Police to share information and updates about the tree down on Chamblee Dunwoody Road and Mt Vernon Road. Over the course of 2 days, we posted five videos with 9.1K views on Facebook, plus 7.3K views on Twitter and Instagram. We also sent out alerts through the City of Dunwoody app and D-news.
- Strategies for Coping in 2020: Mental health webinar led by Mayor Deutsch was well-received with positive engagements and 1.5K views on Facebook.
- #LetsDoLunch: Began shared messaging with Visit Sandy Springs and Discover Dunwoody to support local restaurants; produced "fans" distributed by Economic Development to encourage visits and social media sharing.

Workload/Activities:

- Created and shared D-news: <https://conta.cc/3mUIjRY>, <https://conta.cc/3my71Yp>
- Crossfit Dunwoody ribbon cutting: FB video viewed 2.6K times
- Press release, social media posts & ad for Dunwoody Municipal Court's October Amnesty and Dunwoody Sign Survey (ad coming soon)

Coming up:

- Painted Picnic Table Tour: As part of Arts & Culture Month in October, we'll release an interactive list on the City of Dunwoody app to find painted picnic tables near your location. We'll also release a printable map and begin a t-shirt giveaway for those who take and share photos.
- Austin property community input: Working with parks and GIS on a survey, video, project page and community meeting to seek community input on what's next for the former Austin Elementary School property.

FINANCE

Major Projects:

- RFP 20-07 External Audit Services opens Monday, October 5, 2020.
- ITB 20-09 Tilly Mill Rd. Pedestrian and Bicycle Improvements; issued Notice of Award.
- ITB 20-07 Demolition of Austin Elementary; issued Notice of Award.
- ITB 20-02 Spalding Drive at Chamblee Dunwoody Road Project; received 13 bids.
- Will begin pilot testing electronic platform for payments; need to extract data for testing (working with IT).
- Georgia Government Finance Officers Virtual Conference Begins October 1.
- Monthly Financial Report for August 2020 can be found at:

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

Other Highlights:

- Received CARES Funding from DeKalb County.
- Sent out all 2021 Alcohol Renewal License forms to current vendors.
- Working on SOP's for all positions.
- Looking for robust options for financial reporting in the Cloud.
- Council approved Surplus and sale of a 2012 Chevy Tahoe to Pickens County.
- Finance will be replacing credit card machines at front counters for compliant regulations.
- Standardizing monthly revenue reports to ensure accuracy and timeliness from departments.

COVID-19 Update:

- Front Desk Reception open on Mondays and Fridays from 8 am to 12 pm, Tuesdays, Wednesdays and Thursdays from 8 am to 5 pm.
- Back office staff continues to work staggered schedules on site and remotely to minimize in person contact.
- Supplies ordered routinely for COVID sanitation include disinfectant wipes, face masks and sanitizer.

MUNICIPAL COURT

Workload/Activities:

- Disposed of over 180 cases reset 36 cases.
- Citations filed with the court continue to increase.
- Over 500 failures to appear amnesty notices mailed to defendants notify them of the program in October.

CITY CLERK

Major Projects:

- Preparing for Staff Open Records Training in October via Zoom

Other Highlights:

- Attended 3rd Charter Commission meeting, took minutes, published summary
- Drafted and published October 12 Alcohol License Review Board special called meeting agenda; purpose of meeting is to provide annual training and training of new Board member

Workload/Activities:

- Processed 141 Open Records Requests
- Facilitated the signing of 8 contracts, agreements, resolutions, ordinances
- Published agenda for September 17 Development Authority Board retreat
- Prepared minutes and summary for September 17 Development Authority Board retreat
- Published agenda for September 18 City Council special called meeting
- Prepared Council Chambers and conference rooms and assisted Mayor & Council, & City Manager's office at City Hall for Council Meeting
- Prepared minutes and summary of September 18 City Council special called meeting
- Published agenda for September 24 Urban Redevelopment Agency meeting
- Prepared minutes and summary for September 24nUrban Redevelopment Agency meeting
- Published agenda for September 29 City Council special called meeting
- Published agenda for September 29, City Council Meeting

HUMAN RESOURCES

Other Highlights:

- Conducted annual EEO and No Harassment Policy training for all City supervisors and employees
- Held September flu vaccine clinic for employees, consultants and dependents
- Partnering with our benefits broker and HRIS to prepare for Open Enrollment
- Partnering with our workers' comp broker to market our workers' comp plan for renewal

COVID-19 Update:

- Participated in COVID-related webinars to stay up-to-date on current legal guidance and best practices

Upcoming:

- Performance evaluations for City Manager and City Clerk – September/October
- Open Enrollment – November
- Workers' Comp renewal – January