

## **MEMORANDUM**

**To:** Mayor and City Council  
**From:** Eric Linton  
**Date:** February 3, 2017  
**Subject:** **Project-Program Activity Update**

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City staff and departments are actively managing ongoing projects, programs and initiatives throughout Dunwoody. From infrastructure improvements, to construction projects and departmental efficiency measures, staff is focused on strategic coordination and management. Following is a high-level, bulleted summary of key activities from the past several weeks and being coordinated over the weeks ahead.

### **Community Development**

- Hosted and staffed Household Hazardous Waste recycling event December 11
- Managed approvals on LCI Update for Georgetown Village
- Presented draft of Dunwoody Village Overlay threshold amendments and Perimeter Center Study (Overlay/Districts/text amendments) to City Council (first read) and coordinated recommended approval from Planning Commission
- Prepared subdivision plat for Austin Elementary School site at Dunwoody Nature Park
- Purchased and initiated use of iWorqs software for building and planning activities
- Hired new employees to replace staff lost to CPL contract with City of Chamblee
- Prepared Scope of Work for Winters Chapel/PIB land use study
- Received PlanFirst award from Department of Community Affairs at State Capitol
- Working with DeKalb County Watershed Management to determine workflow process for project reviews regarding sewer availability and capacity issues

### **Economic Development**

- Attended 38 economic recruitment meetings and 30 retention meetings with existing employers
- Building 1 at State Farm's Park Center development officially opened with the first employees arriving in early December
- Coordinated Dunwoody Development Authority "Community Initiated Development" presentation meeting
- Completed Bond Deal with State Farm to expedite the construction of Building 2 and 3
- Coordinating with Decide DeKalb on a joint economic development protocol

### **Finance & Administration**

- Worked with DeKalb Schools to successfully close contract to exchange property and execute IGA
- Identified legislative agenda and obtained Council approval for same; agenda sent to state representatives and coordinating follow-through efforts
- Continued work on streamlined and improved court accounting processes and reporting
- Kicked off 2017 budget year
- Initiated property and liability insurance renewal process
- Began work on 2016 annual audit and continuing audit process

### **Finance & Administration, Cont.**

- Distributed 2017 business license renewals
- Coordinate City efforts for HOST/SPLOST negotiations for potential 2017 vote
- Processing alcohol and business license renewals
- Scheduling capital projects (particularly public works and parks construction) for approved 2017 enhancements
- Conducting compliance audits on primary municipal service provider contracts

### **Marketing & Public Relations**

- Worked with Public Works department on Comprehensive Transportation Plan Update meetings and bike and pedestrian focus group follow-up
- Coordinated logistics, presentations and planning for Kingsley 5<sup>th</sup> grade class tour of City Hall, Dunwoody Holiday Lunch event, Council for Quality Growth DeKalb Advisory meeting
- Working with GDOT and ARC on Transform 285-400 regional communications/marketing efforts
- Coordinated logistics, advertising and outreach for inaugural MLK, Jr. Day of Service event
- Worked with Parks & Recreation department on outreach, advertising and communications for Parks Master Plan Update public input meeting
- Assisted with various messaging and media relations for ongoing projects and issues

### **Police Department**

- Implemented the Griffin Project serving Special Needs children in our schools
- Conducted Active Shooter training at the MJCC
- Conducted a Multi-Jurisdictional mass casualty event at Perimeter Mall
- Participated in Santa Cop Bowling Tournament Charity event
- Served over 200 children at Christmas for Kids event
- Coordinated a Child Safety Seat Check on 11/2
- Had AFIS hit on print lifted off of the back of a car door handle on Entering Auto case
- C Team Officers supported 29 families through the Publix "Food for Sharing" program
- Worked a fatality accident
- Chief Grogan served as a Panelist at a Sex Trafficking awareness event screening of the movie "8 Days"
- Closed down major Commercial Sex Operation resulting in at least 56 arrests
- D Team won the True to Atlanta Award from the Atlanta Hawks

### **Parks & Recreation**

- Completed work on bathroom facilities at Donaldson Bannister Farm and Stage Door restrooms
- Planning final stages and public meeting to complete the Parks & Recreation Master Plan Update
- Began design phase of the Baseball Field addition to Brook Run Park.
- Launched Public meeting process for the design of Brook Run Park
- Held Great Day of Service Event at Brook Run Park on MLK Day with over 250 in attendance to plant Trees, remove invasive plants and do park clean up

### **Public Works**

- Completed right of way acquisition for Mount Vernon at Vermack project
- Issued notice to proceed to consultant for Westside Connector project
- Finalized IGA with DeKalb for future infrastructure project coordination
- Utility relocation completed for Tilly Mill at North Peachtree project; coordinated work on water main with DeKalb County for weekend work/lane closure
- Advertised 2017 paving bid

**Public Works, Cont.**

- Completed the public survey for the transportation plan update
- Submitting stormwater annual report to EPD
- Advertising Request for Qualifications for Chamblee Dunwoody Road-Dunwoody Village Scoping Study
- Working on completion of the stormwater infrastructure installation for Tilly Mill and North Peachtree project

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