

DUNWOODY CITY COUNCIL SPECIAL CALLED MEETING MINUTES  
2020 STRATEGIC PLANNING RETREAT  
MARCH 5, 2020

The City Council of the City of Dunwoody held a Special Called Meeting on March 5, 2020 at 10:00 AM. The meeting was held at Lost Corner Preserve Cottage, 7300 Brandon Mill Road, Sandy Springs, Georgia 30328. Present for the meeting were the following:

Voting Members:       Lynn Deutsch, Mayor  
                                  Stacey Harris, Council Member  
                                  John Heneghan, Council Member  
                                  Tom Lambert, Council Member  
                                  Jim Riticher, Council Member  
                                  Joe Seconder, Council Member  
                                  Pam Tallmadge, Council Member

Also Present:           Eric Linton, City Manager  
                                  Jay Vinicki, Assistant City Manager  
                                  Sharon Lowery, City Clerk  
                                  Bill Riley, Assistant City Attorney  
                                  Jordan White, I.T. Systems Administrator  
                                  Craig Lesser, Pendleton Group  
                                  Lauren Lackey, Pendleton Group

A.    CALL TO ORDER - 10:00 A.M.

Mayor Deutsch called the meeting to order and welcomed everyone.

City Manager Eric Linton introduced Craig Lesser, Managing Partner at Pendleton Group, who would be facilitating the meeting.

Mr. Lesser introduced his colleague at Pendleton Group, Lauren Lackey. Mr. Lesser thanked Mayor Deutsch and Mr. Linton for inviting him to facilitate the meeting.

Each member of City Council told a little about themselves.

B.    2020 STRATEGIC PLANNING RETREAT DISCUSSION

Mr. Lesser presented an overview of what some of the northern Atlanta cities are doing and what they are known for. He asked Council to look ahead to 2027 and think about what they want the City's identity to be.

City Council provided the following:

**PROCESS:**

## Communication

- a. With Citizens/Residents
- b. Between Council Members
- c. With Staff

**PLANNING:**

Actionable Comprehensive Master Plan

CIP Plan

Pathway Connectivity Plan

Safety Planning (Safe Streets)

Village Planning

**HOUSING OPPORTUNITIES:**

Aging Demographic

Rentable Spaces

Senior Living

Young “Millennial” Living

**COMMUNITY:**

Technology

Connectivity to:

- a. Entertainment Venues
- b. Parks/pathways/sidewalks
- c. Open spaces

**PARKS:**

Austin Elementary School

Public Art

Wayfinding Signage

Cultural Arts

Planning

**TOP PRIORITIES AS DEFINED BY COUNCIL:**

- Parks/pathways/sidewalks
- Multi-generational housing
- Arts
- Connectivity (to include technologically)
- Sense of place

**PROCESS:**

Mr. Lesser asked if Council was comfortable with the existing processes.

Discussion followed on adding a work session section to the agenda to provide Council with the opportunity to have robust policy discussion before certain agenda items coming up for a vote. Mr. Linton will ensure that section is added to the meeting agenda. If Council wishes to proceed with items that come before them in the work session, he will assign them to the appropriate department director and they will come back to Council for action on a later meeting agenda.

Council discussed the issue of the schools, specifically the shortage of student space in the Dunwoody cluster. Mr. Lesser added that this is a political issue and involves the citizens, the school board members, the legislators, the state school superintendent, and the Governor's office.

Mr. Lesser asked Council to be prepared on Friday morning to have a sentence or paragraph for the City's Guiding Principles paragraph and also to focus on the top priorities as defined today.

E. ADJOURN

Council Member Riticher moved to adjourn. Council Member Tallmadge seconded.  
Passed: For: 7; Against: 0; Abstain: 0; Absent: 0

DUNWOODY CITY COUNCIL SPECIAL CALLED MEETING MINUTES  
2020 STRATEGIC PLANNING RETREAT  
MARCH 6, 2020

The City Council of the City of Dunwoody held a Special Called Meeting on March 6, 2020 at 9:00 AM. The meeting was held at Lost Corner Preserve Cottage, 7300 Brandon Mill Road, Sandy Springs, Georgia 30328. Present for the meeting were the following:

Voting Members:      Lynn Deutsch, Mayor  
                                 Stacey Harris, Council Member  
                                 John Heneghan, Council Member  
                                 Tom Lambert, Council Member  
                                 Jim Riticher, Council Member  
                                 Joe Seconder, Council Member  
                                 Pam Tallmadge, Council Member

Also Present:            Eric Linton, City Manager  
                                 Jay Vinicki, Assistant City Manager  
                                 Sharon Lowery, City Clerk  
                                 Bill Riley, Assistant City Attorney  
                                 Jordan White, I.T. Systems Administrator  
                                 Craig Lesser, Pendleton Group  
                                 Lauren Lackey, Pendleton Group

Mayor Deutsch called the meeting to order. All members were in attendance.

Mr. Lesser called on each member of Council to give his or her ideas from their homework assignment of what should be included in a mission statement/guiding principle. The following list was generated based on the assignment:

- Dynamic
- Sense of community
- World class
- Extensive network of trails/paths
- Something for everyone
- Connected
- Performing Arts
- Location
- Villages/neighborhoods

From Council's input, Mr. Lesser will work with the City's Communications Department to draft several examples of a paragraph for Council to consider as a mission statement/guiding principle and bring it back to them.

Mayor Deutsch announced there are several board member appointments that are expiring on June 30 and several that are expiring on December 31. She said she would send the lists of the expiring terms to Council next week, adding that it is

sometimes helpful to talk to the Department Directors to get their thoughts. Mayor Deutsch said she would like to add the Volunteer Coordinating Committee to Council's topics for discussion.

City Manager Eric Linton presented a PowerPoint presentation of hot topics for the Mayor and Council as follows:

- Dunwoody Cultural Arts Center: Option A, B, C.  
Jay Vinicki provided the history and presented options A, B and C; he said there are certain benefits to Option A-2 above the other options. Council consensus was to go with option A-2.

City Manager Eric Linton said Spruill has implied they have the money to put in 50% - 60% toward the \$2m expansion. He said staff would fine-tune the numbers and bring it back to the Facilities Authority for consideration.

Following discussion, the consensus of Council is to have the old Austin Elementary school demolished as quickly as possible.

- HOTEL/MOTEL TAX:

Jay Vinicki explained the process for issuing hotel/motel tax bonds. If Council is interested, the next steps are to bring an Inducement Resolution to them for discussion. Mr. Vinicki added that a resolution does not commit the City to issuance. City finance staff will work with bond counsel and a financial advisor to bring the options to Council on how much to borrow, the terms, etc.

- CONTRACT RENEWALS:

City Manager Eric Linton provided the history of contract model for city services. He recommended bringing the Communications Department in house, which would be a slight savings of \$33k to \$41k. The major areas for scope changes are that Facilities would be under one umbrella; business license would move from the Finance Department to Community Development; management and supervisory training will be required of all vendors; contracted staff will be paid for all holidays that full-time City staff are paid for.

Following discussion, Council agreed to bring the Communications Department in house.

Mr. Lesser reminded Council not to forget the difference between policy and operations. He asked that they think about the exceptionality of Dunwoody and said that means there may be an element of risk. Mr. Lesser said Council has given an amazing amount of thought over the years on Dunwoody Village. He added that they have also talked about other locations in Dunwoody and asked if there other places in Dunwoody that we should perceive as a sense of place. Council listed the following locations:

Other options: (The Village)

Consider programming across the city; vibrant  
Georgetown

Jett Ferry

Winters Chapel

What can the City do?

Perimeter Center

How can we partner with them?

Make it more livable

Pedestrian friendly crossing on Ashford Dunwoody Road

Rapid bus transit (autonomous vehicle)

North Peachtree

Discussion followed, with the Mayor and Council talking about programming opportunities across town and encouraging centers to have community events in their spaces. Mayor Deutsch said she would like to see a Merchants Association at least in the Village and include Georgetown.

Mr. Lesser suggested that staff look at these nodes and determine what the City can do to encourage programming in these areas. He said they should go to the businesses in these nodes and ask what can be done together to encourage programming in those areas.

Council said they would like to revisit the Winters Chapel plan to reevaluate if something can be done in that area. They said the largest character area is The Perimeter and with High Street coming, they need to have something that identifies them as being in Dunwoody. Council said another node is the apartment complexes on North Peachtree.

Council suggested having staff propose a streetscape design for Jeff Ferry and Winters Chapel. Mr. Lesser recommended talking to the business owners in that area. A suggestion was made to have a park under the MARTA tracks. Mayor Deutsch reminded that it is loud there and suggested the possibility of a path opportunity instead. Council said we should be looking for park opportunities in the Perimeter Center.

Mr. Lesser asked each member of Council if there was anything else they wanted to mention.

Council Member Harris said she doesn't understand why we don't make a profit with our parks program, Dunwoody Senior Baseball, and Pernoshal Park since parents pay a registration fee. Council Member Lambert suggested that they be self-sustainable.

Council Member Lambert said the City needs a separate master trail plan. Council Member Riticher commented that there is an outline of a trail master plan in Public Works.

Council Member Heneghan questioned where the money would come from to do what the City wants to do. He mentioned the activation of the band shell at Brook Run Park and said he has no information on that. Council Member Heneghan said there have been six new hotels built in the last 5 years with no meeting space. He added that he would love to have a small Dunwoody convention center at some point in time. Council Member Heneghan said the City needed to start putting something on paper regarding the senior living aspect.

Mayor Deutsch commented that Council has approved four new hotels, 2 which have been built. She said that we have to be careful that we don't overbuild hotels, adding that we aren't getting national conference blocks of rooms anymore.

Council Member Riticher said he is pleased with what's been covered. He commented that it is a balance standpoint and said Council forget our public works aspect and the police aspect, adding that nationally our police department is understaffed.

Council Member Secoder said we need a standalone micro mobility plan and a Vision Zero Safe Streets Plan.

Council Member Tallmadge said it is crucial that programming for the band shell be strategically done and suggested hiring a professional to guide us. She asked if the City could buy some of the space that is becoming vacant from the State Farm staff moving to the new building to use for an event facility

Mayor Deutsch reminded that when a developer comes to Council regarding something in the Perimeter, they we have to keep in mind the effect on public safety with every retail and hotel space they approve. She said the City needs a capital improvement plan. She also said we have to be sure we are charging appropriately for our programs. Mayor Deutsch said she doesn't think they are planning a summer concert for the band shell. Council Member Heneghan suggested selling tables and possibly having a subscription service for the sale of six tables. A suggestion was made to have a vendor manage the entire venue and they would do everything; collect the revenue, sell the tables, etc.

Council Member Heneghan said he wants to have sidewalks in the residential neighborhoods of the City.

Council Member Lambert asked if it is worth looking into to break a part of the millage out to a separate millage rate for public safety.

Mayor Deutsch said Council looks forward to next steps with the #1 priority being transit – sidewalks/trails, adding that we need to think about pedestrian safety and trails.

Mayor Deutsch thanked everyone and said that it had been a good retreat.

## **ADJOURN**

Council Member Riticher moved to adjourn. Council Member Lambert seconded.

Passed: For: 7; Against: 0; Abstain: 0; Absent: 0



CITY OF DUNWOODY  
MARCH 09, 2020  
CITY COUNCIL MEETING MINUTES

The City Council of the City of Dunwoody held a Meeting on March 09, 2020 at 6:00 PM. The meeting was held in the City of Dunwoody City Hall, Dunwoody Hall, 4800 Ashford Dunwoody Road, Dunwoody, Georgia 30338. Present for the meeting were the following:

Voting Members: Lynn Deutsch, Mayor  
Stacey Harris, Council Member  
John Heneghan, Council Member  
Tom Lambert, Council Member  
Jim Riticher, Council Member  
Joe Secorder, Council Member  
Pam Tallmadge, Council Member

Also Present: Eric Linton, City Manager  
Jay Vinicki, Assistant City Manager  
Cecil McLendon, City Attorney  
Billy Grogan, Chief of Police  
Sharon Lowery, City Clerk  
Richard McLeod, Community Development Director  
Jennifer Boettcher, Communications Director  
Ginger LePage, Information Technology Director  
Kyrán Parker, Information Technology  
John Gates, Purchasing Manager  
Britney Davis, Assistant to the City Clerk  
Eric Shealy, Open Records Clerk

### CALL TO ORDER

Mayor Deutsch called the meeting to order. All members were in attendance.

Mayor Deutsch announced that the meeting was not being streamed due to a power surge last week that burned up the motherboard that controls the audio and video functions.

Council Member Secorder requested that item #3, Approval of Contract for Redesigning the City of Dunwoody's Website, be removed from the Consent Agenda and be added to Business Items.

Council Member Heneghan requested that Code Enforcement be added under Discussion Items.

Council Member Heneghan moved to approve the amended agenda. Council Member Tallmadge seconded.

Passed: For: 7; Against: 0; Abstain: 0; Absent: 0

### INVOCATION

#### 1. Invocation (Joe Secnder)

Council Member Secnder provided the Invocation.

### PLEDGE OF ALLEGIANCE LED BY GIRL SCOUT DAISY TROOP 19113

The Mayor and Council led the Pledge of Allegiance.

### DUNWOODY POLICE OFFICER SWEARING IN/DUNWOODY POLICE RECOGNITION

PUBLIC COMMENTS - Public Comment allows the City Council the opportunity to listen to the public (3 minutes per speaker/30 minutes total).

Mary Keesee commented that she did not envision the pocket park proposed for the area under the MARTA rail line as a peaceful place for a park. She said she had reviewed the High Street development and noted that they are proposing a public park that would be located just across the street from the MARTA station.

### REPORTS AND PRESENTATIONS

#### CONSENT AGENDA

Council Member Riticher moved to approve the Consent Agenda, as amended. Council Member Lambert seconded.

Passed: For: 7; Against:0; Abstain: 0; Absent: 0

#### 2. Approval of February 24, 2020 City Council Meeting Minutes

#### 3. Approval of Contract for Redesigning the City of Dunwoody's Website, plus Ongoing Hosting and Support (Jennifer Boettcher)

*(This item was removed from the Consent Agenda and placed under New Business at the request of Council Member Seconder.)*

3. SECOND READ: Review and Consideration of Text Amendments Regarding Breweries (Chapter 27) (ORDINANCE 2020-XX-X) (Richard McLeod)
4. SECOND READ: Review and Consideration of Text Amendments Regarding an Entertainment District (Chapter 4) (ORDINANCE 2020-XX-X) (Richard McLeod)

#### BUSINESS ITEMS (ACTION ITEMS)

5. Award of Sales Contract for Purchase of Property Located at 4553 and 4555 North Shallowford Road (City Attorney Cecil McLendon and Purchasing Manager John Gates)

City Attorney Cecil McLendon provided the fundamental provisions of the Purchase and Sales Agreement for the property located at 4553 and 4555 North Shallowford Road as follows:

- Purchase price: \$6,800,000.00
- Earnest money: \$25,000.00
- Rezoning condition: expressly contingent on Property being rezoned by Seller to allow the demolishing of the existing building on the 4553 Parcel and developing a new 40,000 square foot medical building with surface parking. Building at 4555 remains unchanged.
- Parking easement: Purchaser will execute Parking Easement acceptable to Seller for a certain amount of spaces at the 4553 Parcel for after business hours overflow parking for patrons of Pernoshal Park.
- Time to close: upon the effective date of the Purchase and Sales Agreement (approval date of Mayor and Council), a six-month window opens for the rezoning process to be completed by Purchaser and the sale to move forward. If the rezoning process is not completed as evidenced solely by a vote of the City Council within the six-month time period, the Purchaser has a one-time right to extend for a period not to exceed 60 days to complete the zoning process, provided diligence has been used in the rezoning process. If the property has not been rezoned prior to December 31, 2020, the Purchase and Sales Agreement is null

and void, unless there is written, mutual agreement between the parties to extend.

Council Member Heneghan said he would be voting against approval of the Sales and Purchase Agreement due to not agreeing with the manner in which the property was advertised for sale.

Council Member Tallmadge motioned to approve the sales contract in the amount of \$6,800,000.00 for the purchase of the property located at 4553 and 4555 North Shallowford Road. Council Member Riticher seconded.

Passed: For: 6 (Deutsch, Harris, Lambert, Riticher, Seconder, Tallmadge); Against: 1 (Heneghan); Abstain: 0; Absent: 0

6. Approval of Contract for Redesigning the City of Dunwoody's Website, plus Ongoing Hosting and Support (Jennifer Boettcher)

Jennifer Boettcher presented and answered questions of Council. This is a 5-year contract in the amount of \$77,622.20. Staff recommends awarding the contract for web redesign, hosting and support to Granicus in the amount of \$77,622.20.

Council Member Heneghan moved to award the contract to Granicus in the amount of \$77,622.20. Council Member Tallmadge seconded.

Passed: For: 7; Against: 0; Abstain: 0; Absent: 0

DISCUSSION ITEMS

7. Code Enforcement

Council Member Heneghan said the City was short one code enforcement officer for a two-week period recently but is fully staffed now with two code enforcement officers. He asked how the City contracts for the work effort of code enforcement, adding that he wants to ensure the City is receiving fair and equitable service.

Richard McLeod said that if all complaints are given to code enforcement there are some that should go to the police department for enforcement. Mr. McLeod said he and Chief Grogan can have a discussion about that.

Council Member Heneghan asked if two code enforcement officers are enough. Mr. McLeod said that two are not enough and that he had

requested a third code enforcement officer in his budget in the past but it was not approved.

Mayor Deutsch asked City Manager Eric Linton to help Council identify the problem and come up with a solution. She asked that Council be provided better code enforcement data in the next few weeks. Mayor Deutsch asked Chief Grogan to give a presentation in the next few months explaining the difference between tagging and gang activity.

PUBLIC COMMENTS - Public Comment allows the City Council the opportunity to listen to the public (3 minutes per speaker).

#### CITY MANAGER COMMENTS

#### COUNCIL COMMENTS

Mayor Deutsch reminded that the State of the City is this Thursday night at 7:00 p.m. at Dunwoody United Methodist Church. She said there would be a demonstration of the new voting machines at the church from 5:00 – 7:00 p.m. prior to the State of the City.

#### EXECUTIVE SESSION

#### ADJOURN

Council Member Riticher moved to adjourn. Council Member Tallmadge seconded.

Passed: For: 7; Against: 0; Abstain: 0; Absent: 0

CITY OF DUNWOODY  
MARCH 18, 2020  
CITY COUNCIL EMERGENCY SPECIAL CALLED MEETING MINUTES

The City Council of the City of Dunwoody held an Emergency Special Called Meeting on March 18, 2020 at 11:30 AM. The meeting was held in the City of Dunwoody via teleconference. Present for the electronic meeting were the following:

Voting Members:     Lynn Deutsch, Mayor  
                              Stacey Harris, Council Member  
                              John Heneghan, Council Member  
                              Tom Lambert, Council Member  
                              Jim Riticher, Council Member  
                              Joe Seconder, Council Member  
                              Pam Tallmadge, Council Member

Also Present:         Eric Linton, City Manager  
                              Jay Vinicki, Assistant City Manager  
                              Cecil McLendon, City Attorney  
                              Bill Riley, Assistant City Attorney  
                              Billy Grogan, Chief of Police  
                              Sharon Lowery, City Clerk  
                              Jennifer Boettcher, Communications Director  
                              Ginger LePage, Information Technology Director  
                              Britney Davis, Assistant to the City Clerk

CALL TO ORDER Mayor Deutsch called the meeting to order. All members were in attendance

BUSINESS ITEMS (ACTION ITEMS)

1. CONSIDERATION OF AN EMERGENCY ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF DUNWOODY, GEORGIA, UNDER SECTION 1.03 OF THE CHARTER OF THE CITY OF DUNWOODY, GEORGIA, DECLARING A LOCAL EMERGENCY DUE TO THE NOVEL CORONAVIRUS DISEASE 2019 GLOBAL PANDEMIC AND ESTABLISHING RULES AND REGULATIONS (ORDINANCE 2020-XX-XX) (City Attorney

Cecil McLendon the City Attorney presented the proposed emergency ordinance regarding COVID-19 and answered questions of Council.

Council Member Heneghan motioned to approve the Emergency Ordinance declaring a local emergency due the novel Coronavirus Disease 2019 global pandemic. Council Member Harris seconded.

Passed: For: 7; Against:0; Abstain: 0; Absent: 0

## CITY MANAGER COMMENTS

The City Manager provided the Mayor and Council with departmental updates.

### **Community Development**

The building department will keep operating and inspections will go on, yesterday, 28 inspections were performed. For residential video of the inspections will be taken and will be reviewed via video unless there is a questions about the video and the inspector will go to the site then. Commercial will go forward as usual with the inspector on site. Code enforcement will respond to the iWork app and respond to email requests as well.

### **Economic Development**

Continues to work on the Public Art Plan work accomplished during the week of March 9.

### **Police**

The Police Department continue to work on their Continuity of Operations Plan. To the extent possible, they are limiting contact with the public. Citations are issued in lieu of a physical arrest for minor infractions. All non-essential staff members are working from home and the call volume over the last day has been reduced.

### **Courts**

Courts processes emails, answer phone calls, and electronically attach tickets via email to violators. Fines and fees can be paid online.

### **Parks and Recreation**

Staff operations completed on site meeting with maintenance provider, Triscapes to ensure cleanliness of park facilities and with contractors working on the PCMS Field House. As of yesterday, all interior spaces in the parks system are closed until May 18<sup>th</sup>. All non-profits have been notified of the closure and signs have been posted at all facilities.

Brook Run Construction is moving very well with the improved weather and a completion date around the first half of May is anticipated.

### **Public Works**

Road resurfacing will resume tomorrow. The contractor is trimming low hanging trees ahead of upcoming street paving and continue to work on the crosswalk at Tilly Mill at Andover.

COUNCIL COMMENTS

ADJOURN

Council Member Harris motioned to adjourn. Council Member Lambert seconded.

Passed: For: 7; Against:0; Abstain: 0; Absent: 0



CITY OF DUNWOODY  
MARCH 18, 2020  
CITY COUNCIL EMERGENCY SPECIAL CALLED MEETING MINUTES

The City Council of the City of Dunwoody held an Emergency Special Called Meeting on March 18, 2020 at 5:00 PM. The meeting was held in the City of Dunwoody via teleconference. Present for the meeting were the following:

Voting Members: Lynn Deutsch, Mayor  
Stacey Harris, Council Member  
John Heneghan, Council Member  
Tom Lambert, Council Member  
Jim Riticher, Council Member  
Joe Seconder, Council Member  
Pam Tallmadge, Council Member

Also Present: Eric Linton, City Manager  
Jay Vinicki, Assistant City Manager  
Cecil McLendon, City Attorney  
Bill Riley, Assistant City Attorney  
Billy Grogan, Chief of Police  
Sharon Lowery, City Clerk  
Brent Walker, Parks and Recreation Director  
Richard McLeod, Community Development Director  
Jennifer Boettcher, Communications Director  
Britney Davis, Assistant to the City Clerk  
Ginger LePage, Information Technology Director

CALL TO ORDER

Mayor Deutsch called the meeting to order. All members were in attendance.

BUSINESS ITEMS (ACTION ITEMS)

1 Protocol to Enact Emergency Legislation/Ordinances (Bill Riley)

Assistant City Attorney Bill Riley presented the protocol to enact emergency legislation to the Mayor and Council. Mr. Riley stated that section 103 of the City's Charter outlines emergencies, and through this Council is able to exercise their rights to set procedures directly related to the city's operations and emergencies.

2 Consideration of Emergency Ordinance Declaring a State of Emergency in the City of Dunwoody, Georgia, Under Section 1.03 of the Charter of the City of Dunwoody, Georgia, Declaring Local Emergency of the Novel

Coronavirus Disease 2019 Global Pandemic (ORDINANCE 2020-XX-XX)  
(Mayor Deutsch)

The City Clerk read the First Read of the ordinance for the record.

Before presenting Mayor Deutsch stated that the following proposed ordinances were her initiative for the council to consider as it relates to restaurants, requesting that only one be adopted.

The Mayor stated that this ordinance proposes that Council would not change anything about restaurant operations with the exception of the time restaurants would be permitted to sell alcohol. Mayor Deutsch presented the second ordinance to allow restaurants to remain open for takeout.

The City Attorney answered questions of Council regarding what can be included or subtracted from the ordinance alternatives relating to public health as well the overall welfare of the citizens and businesses of the city.

Council Member Heneghan motioned to approve the ordinance under section 1.03 of the charter, declaring local emergency of the novel coronavirus disease 2019 global pandemic. Council Member Secoder seconded.

Passed: For: 7; Against: 0; Abstain: 0; Absent: 0

Council Member Heneghan moved to amend the ordinance to add language 'if a restaurant is licensed to sell beer and wine for on premise consumption, such business during the efficiency of this ordinance shall only be authorized to sell open bottles of beer or wine for takeout consumption off premises'. Council Member Tallmadge seconded.

Passed: For: 7; Against: 0; Abstain: 0; Absent: 0

Council Member Lambert moved to amend the ordinance by adding language to section 4.1 to reflect the effective date, as Friday 9:00 p.m. March 20, 2020. Council Member Heneghan.

Passed: For: 7; Against: 0; Abstain: 0; Absent: 0

Council Member Harris moved to amend section 4.3 (c) of the ordinance. Council Member Secoder seconded.

Passed: For: 7; Against: 0; Abstain: 0; Absent: 0

3. FIRST READ: Consideration of Emergency Ordinance of the Mayor and Council of the City of Dunwoody, Georgia, Under Section 1.03 of the Charter of the City of Dunwoody, Georgia, Declaring Local Emergency of the Novel Coronavirus Disease 2019 Global Pandemic (ORDINANCE 2020-XX-XX) (Mayor Deutsch)

The City Clerk read the First Read of the ordinance for the record.

Bill Riley answered questions of Mayor and Council.

4. Consideration of an Emergency Ordinance of the Mayor and Council of the City of Dunwoody, Georgia, Under Section 1.03 of the Charter of the City of Dunwoody, Georgia, Declaring Local Emergency of the Novel Coronavirus Disease 2019 Global Pandemic (ORDINANCE 2020-XX-XX) (Mayor Deutsch)

Council Member Riticher motioned to remove item #4 from the agenda, as they are made superfluous by the passing of agenda items #2 and #3. Council Member Harris seconded.

Passed: For: 7; Against: 0; Abstain: 0; Absent: 0

5. FIRST READ: Emergency Ordinance of the Mayor and Council of the City of Dunwoody, Georgia, Under Section 1.03 of the Charter of the City of Dunwoody, Georgia, Declaring Local Emergency of the Novel Coronavirus Disease 2019 Global Pandemic (ORDINANCE 2020-XX-XX) (Mayor Deutsch)

Council Member Riticher motioned to remove item #5 from the agenda, as they are made superfluous by the passing of agenda items #2 and #3. Council Member Harris seconded.

Passed: For: 7; Against: 0; Abstain: 0; Absent: 0

## DISCUSSION ITEMS

### CITY MANAGER COMMENTS

We continue to work with our partners on getting the word out, also the CDC message, we want to keep instilling that in all of our publications.

### COUNCIL COMMENTS

ADJOURN

Council Member Riticher motioned to adjourn. Council Member Tallmadge seconded.

Passed: For: 7; Against: 0; Abstain: 0; Absent: 0

CITY OF DUNWOODY  
MARCH 20, 2020  
CITY COUNCIL EMERGENCY SPECIAL CALLED MEETING MINUTES

The City Council of the City of Dunwoody held an Emergency Special Called Meeting on March 20, 2020 at 4:00 PM. The meeting was held in the City of Dunwoody via teleconference. Present for the meeting were the following:

Voting Members: Lynn Deutsch, Mayor  
Stacey Harris, Council Member  
John Heneghan, Council Member  
Tom Lambert, Council Member  
Jim Riticher, Council Member  
Joe Secorder, Council Member  
Pam Tallmadge, Council Member

Also Present: Eric Linton, City Manager  
Jay Vinicki, Assistant City Manager  
Cecil McLendon, City Attorney  
Billy Grogan, Chief of Police  
Sharon Lowery, City Clerk  
Nicole Stojka, Human Resources Director  
Jennifer Boettcher, Communications Director  
Ginger LePage, Information Technology Director  
Britney Davis, Assistant to the City Clerk

CALL TO ORDER

Mayor Deutsch called the meeting to order and conducted roll call. All members were in attendance via teleconference.

BUSINESS ITEMS (ACTION ITEMS)

1. SECOND READ: Consideration of Emergency Ordinance of the Mayor and Council of the City of Dunwoody, Georgia, Under Section 1.03 of the Charter of the City of Dunwoody, Georgia, Declaring Local Emergency of the Novel Coronavirus Disease 2019 Global Pandemic (ORDINANCE 2020-XX-XX) (Mayor Deutsch)

The City Clerk read the second read of the ordinance into the record.

Mayor Deutsch presented the proposed ordinance. She stated that the ordinance was the same ordinance Council previously approved from the March 18, 2020 special called meeting.

The City Attorney presented and provided proposed revisions of the ordinance. The amendments would add language regarding health clubs, personal grooming businesses and event spaces.

Council Member Harris moved to approve the emergency ordinance with the proposed amendment #1. section 4 of the ordinance; to include in 4.1, 4.1(a) and (b) the substitution of the language- restaurants or businesses for bars, restaurants and businesses. In section 4.1(d) to include the language- licensed by the City of Dunwoody. In section 4.2 to also add language in reference to studio, gyms, sports clubs and shared event spaces. As well add section 4.3. Council Member Lambert seconded.

Passed: For: 7; Against: 0; Abstain: 0; Absent: 0

### DISCUSSION ITEMS

#### CITY MANAGER COMMENTS

The city manager advised the council on the tactic the city administration would like to take to protect the employees effective by Covid-19 and use March 18<sup>th</sup> as the date for any staff effective by the pandemic.

#### COUNCIL COMMENTS

#### EXECUTIVE SESSION

#### ADJOURN

Council Member Riticher moved to adjourn. Council Member Tallmadge seconded.

Passed: For: 7; Against: 0; Abstain: 0; Absent: 0

CITY OF DUNWOODY  
MARCH 23, 2020  
CITY COUNCIL EMERGENCY SPECIAL CALLED MEETING MINUTES

The City Council of the City of Dunwoody held a meeting on March 23, 2020 at 6:00 PM. The meeting was held in the City of Dunwoody via teleconference. Present for the electronic were the following:

Voting Members: Lynn Deutsch, Mayor  
Stacey Harris, Council Member  
John Heneghan, Council Member  
Tom Lambert, Council Member  
Jim Riticher, Council Member  
Joe Secoder, Council Member  
Pam Tallmadge, Council Member

Also Present: Eric Linton, City Manager  
Jay Vinicki, Assistant City Manager  
Cecil McLendon, City Attorney  
Bill Riley, Assistant City Attorney  
Billy Grogan, Chief of Police  
Sharon Lowery, City Clerk  
Jennifer Boettcher, Communications Director  
Ginger LePage, Information Technology Director  
Britney Davis, Assistant to the City Clerk

### CALL TO ORDER

Mayor Deutsch called the meeting to order and conducted roll call. All members attended via teleconference.

### REPORTS AND PRESENTATIONS

#### 1. Impact on Financials During This Emergency

Assistant City Manager Jay Vinicki provided a report on the status of the City financials and answered questions of Council; see attached report. He said the fund balance at the beginning of the year was \$16.8 million. Mr. Vinicki added that the fund balance decreases during the summer months prior to the property tax payments coming in.

City Manager Eric Linton said he wanted to give Council a snapshot of where we are now and asked Council to let the department directors manage their budgets.

Council agreed with Mr. Linton and asked to be kept apprised of the financial status of the City.

## BUSINESS ITEMS (ACTION ITEMS)

2. Second Restatement and Amendment of Emergency Ordinance of the Mayor and Council of the City of Dunwoody, Georgia, Under Section 1.03 of the Charter of the City of Dunwoody, Georgia, Declaring Local Emergency of the Novel Coronavirus Disease 2019 Global Pandemic (ORDINANCE 2020-XX-XX) (Mayor Deutsch)

The City Clerk read the proposed ordinance into the record.

City Attorney Cecil McLendon said the header of the emergency ordinance would be revised to read "A Restatement and Amendment" of Emergency Ordinance. He presented the following proposed amendments:

### **4.4 Establishments offering Massage, Manicure, Hairstyling, or Personal Grooming Services**

4.4(a) Due to the close proximity required to deliver Massage, Manicure, Hairstyling, or Personal Grooming services the same being in contravention to the public health, safety and welfare due to the nature of this emergency, establishments providing Massage, Manicure, Hairstyling, or Personal Grooming services shall discontinue business until this emergency declaration is terminated.

4.4(b) Massage provided by medical doctors, chiropractors or licensed physical therapists for medical purposes shall not be subject to restrictions contained in this Section 4.4.

### **4.5 Event Facilities and Event Spaces**

4.5(a) Due to the nature of events and the potential close proximity of participants and enclosed nature of many event facilities and event spaces, the same being in contravention to the public health, safety and welfare due to the nature of this emergency, Event Facilities or Event Spaces capable of hosting gatherings of more than ten (10)



persons shall discontinue business until this emergency declaration is terminated;

4.5(b) For any business: (1) maintaining as an Event Facility or Event Space as ancillary use of its business; and (2) where the primary business is not otherwise prohibited from operating pursuant to this Emergency Declaration or other laws or regulations, such business shall not be subject to closure restrictions contained in this Section 4.5 so long as the Event Facility or Event Space is closed and not be available for business. A sample of such business is a hotel with a ballroom or a restaurant with an event space.

Mr. McLendon said there was a suggestion before the meeting regarding the section on massage, manicure, hairstyling, or personal grooming services to allow for curbside pickup of products they sell. He offered the following language as an additional amendment:

4.4(c) Businesses which provide products or supplies for sale in the course of their business may continue to offer any such items for sale via curb-side take-away at the establishment. Businesses continuing to operate for curb-side take-away sales shall establish systems that ensure that patrons, employees and contractors of the business maintain at least 6 feet of personal distance between themselves as much as possible given the physical constraints of the premises.

Council Member Harris asked what the difference is between curb-side pickup and someone going in a picking up items that are for sell at a place of business.

Mr. McLendon said the language for section 4.4(c) could be revised to read: Businesses which provide products or supplies for sale in the course of their business may continue to offer any such items for sale. Businesses continuing to operate shall establish systems that ensure that patrons, employees and contractors of the business maintain at least 6 feet of personal distance between themselves as much as possible given the physical constraints of the premises.

Council Member Heneghan moved to approve the ordinance with the amendments. Council Member Lambert seconded.

Council Member Secoder offered an amendment to add a section 4.6 to read "All employers and businesses which remain open for use by the public must take the necessary steps to reduce in person contact

and maintain a distance of 6 feet between individuals while in the establishment.” Council Member Lambert seconded.

The amendment was voted and passed: For: 7; Against: 0; Abstain: 0; Absent: 0.

Council Member Riticher moved to approve the ordinance as amended to include the language for section 4.4(c) as read by the City Attorney. Council Member Tallmadge seconded.

Passed: For: 7; Against: 0; Abstain: 0; Absent: 0

### DISCUSSION ITEMS

3. How can we help local businesses in the short term during this emergency?

Mayor Deutsch said the question has been raised about business licenses.

Michael Starling said everyone is waiting for the federal stimulus package to see what it provides or does not provide. He added that most small businesses he has heard from are not concerned about their business licenses, they are concerned about their next 2-3 rent payments that will be due.

Linda Nabers said the City has received approximately 11% of our business taxes for the year, adding that we usually receive approximately \$2m in business license taxes annually. She said the City has been inundated with the question of whether we will extend the deadline. Ms. Nabers said to extend the deadline would take legislative action by Council.

Staff will research the administrative guidelines for removing penalties and interest and bring something back to Council.

4. How can we help non-profits that support the poor during this emergency?

Mayor Deutsch said there have been a lot of requests for assistance to our cultural arts non-profits to forgive the rent for the rest the year.

Council Member Heneghan said there are a number of non-profits that serve the community. He asked staff to do a comprehensive review and look at what the non-profits owe. He said there is a possibility of suspending their rent payments for a month or two. Council Member Heneghan said he would want to see what the impact would be on the City's budget before making any hard decisions.

Mayor Deutsch said she would like to forgive the April rent and asked if there were any objections from Council. No one objected.

#### CITY MANAGER COMMENTS

City Manager Eric Linton provided Council with an update on city operations; see attached report.

#### COUNCIL COMMENTS

Council Member Heneghan thanked all of staff for what they do.

Council Member Secoder also thanked staff.

Council Member Riticher thanked staff. He said that for businesses, it is with a heavy heart that they have had to take these measures, but they are making these moves to protect everyone.

Council Member Tallmadge thanked the community for supporting the restaurants.

Council Member Lambert urged everyone to act responsibly.

Council Member Harris reiterated what Council Member Tallmadge said about supporting our businesses and our restaurants. She asked the businesses that were shut down to consider donating masks and gloves if they have them.

Mayor Deutsch thanked staff for working diligently to keep the City moving forward in this extraordinary situation. She thanked Council for being so supportive, adding that this has been incredibly difficult. Mayor Deutsch said it is important that we all do our part and asked the community to support our local restaurants and businesses. She announced that tomorrow is National Take Out Day; Perimeter Mall closed at 7:00 pm on a temporary basis.

Council Member Tallmadge gave a huge shout out to Mayor Deutsch for doing an amazing job.

ADJOURN

Council Member Riticher motioned to adjourn. Council Member Tallmadge seconded.

Passed: For: 7; Against: 0; Abstain: 0; Absent: 0

**Communications:**

- 1) Continue to send out information on our our special COVID-19 web page and all social media platforms, including the app. Reaction on social media has been mostly positive.
- 2) Built out the economic development webpage with a focus on COVID-19 resources. Work on this continues as we are in a fluid environment.

**Court:**

Our court clerks have been scanning and attach citations for our existing court cases and they are also accessible via emails and telephone calls. When court operations resume, will plan on postponing court one additional week to give us time to reset the cases from previous weeks.

**Public Works:**

Contractor continued work on Tilly Mill Road at Andover with grading for curb on the north side of Andover

-Completed constructability review for Spalding at Chamblee Dunwoody intersection project

-Coordinated with MARTA on Ashford Dunwoody Phase II path

-Stormwater site meetings at Old Spring House Road, Riverglenn Circle, Center Drive, Bunky Way and Dunwoody Knoll

-Tree removal completed for Dunwoody Knoll pipe replacement

-Adjusted traffic signal timing plan for reduced traffic volume

**Economic Development:**

Update from Thursday and Friday:

- Coordination with neighboring cities to discuss economic response to Coronavirus
- Continue to work with the Public Art consultant on next steps.

- Continue to research on businesses, federal stimulus, etc.

**Police:**

Monitoring the skate park to insure compliance with its closure.

Our staff has been issued all of the appropriate PPE equipment except for the disposable isolation gowns. They are maintaining social distancing to the extent possible, washing hands and using hand sanitizer when appropriate and wiping down their equipment and vehicle when needed. These points have been communicated, with Police staff to a daily basis to provide guidance and direction on all of these important COVID-19 issues.

AMR and DeKalb Fire have issued all the suggested PPE equipment and are following the CDC Guidelines.

**Parks:**

Signs have been placed around all playgrounds and the skate park advising their closure. The rims have been removed from the basketball courts, and all park restrooms have been locked.

**Community Development:****Building Inspections:**

Completed 30 building inspections.

Completed 1 plan review.

**Code Enforcement:**

Responding to new cases and performed 20 re-inspections

**Engineering:**

Reviewed 7 residential permits in IWORQ and 20200078.

**Erosion Control:**

Completed 6 plan reviews.

Completed 2 erosion control inspections.

**Permit Technician:**

Processed 6 resubmittals.

Processed 6 new submittals.

Emailed out 9 plan review comment documents.

Processed 6 payments and issued permits.

**Plan Review:**

Responded to designer / applicant emails.

Responded to designer / applicant telephone calls.

**Planning:**

Communicated with an applicant about a solar panel application.

Revised project page(s) on the Community Development websites to bring them up to date.

Reviewed and approved building Plan review for High Street Building 3.

Reviewed the Final Plat/Minor Subdivision Application for brevity and conciseness. Made multiple recommendations.

Continue to process Small Cell Tower Permits

Working on completing zoning certification letters.

**Finance:**

- State Department of Audits awarded the extension of the June 30 deadline (90 day extension)
- Payroll and Retirement have been done remotely
- Checks have been sent out via USPS and bank drafts to vendors
- End of year reports and work papers are being delivered remotely to the auditors

All 7 hotels have paid excise taxes for February (\$395,681)

Municipal Services RFP has been posted for solicitation

ITB 20-03 Dunwoody Parks and Recreation Signage Installation and RFP 20-03 Athletic field Lighting, Design/ Build for Peachtree Charter Middle School Football Field are in and ready for review.

We received 1 Proposal for RFP 20-02 Road and Stormwater Maintenance and Repair Services, we will Re-Bid the solicitation for more competition.

**Census:**

Census operations has delayed and revised their schedule.



To: Mayor and City Council  
City of Dunwoody

From: J. Jay Vinicki  
Assistant City Manager

Linda Nabers  
Finance Director

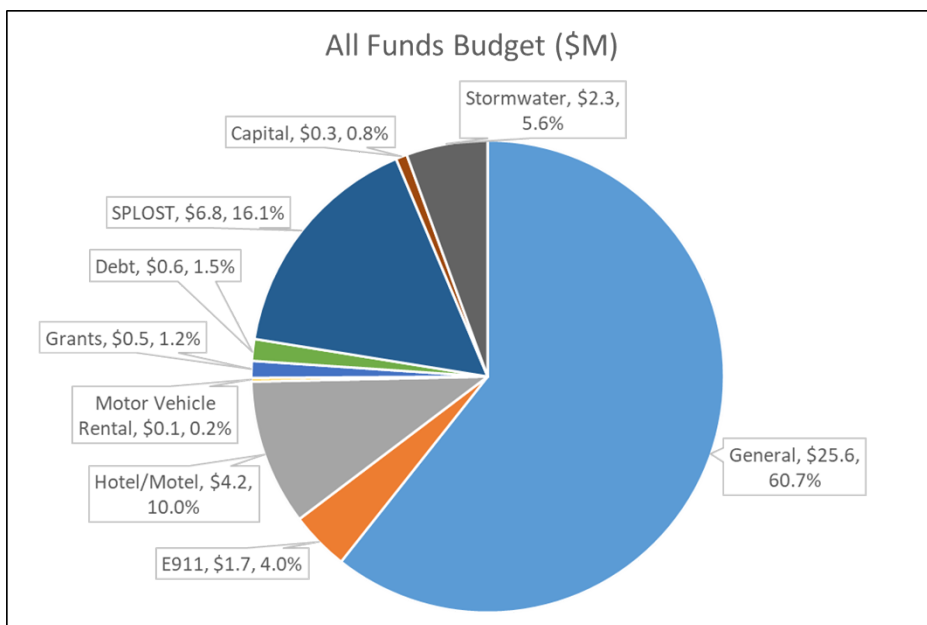
Thru: Eric Linton  
City Manager

Date: 21 March 2020

Subject: Financial Update

This memo is to give Mayor and Council an analysis on the financial health of the City based upon recent events with the COVID-19 pandemic. Let me preface this memo, with the caveat that all information used in any estimates is fluid and can easily change day by day.

First, an overview of the City budget is needed as a refresh. The City's 2020 over budget by fund looks like this:



The General Fund is where most of the focus will be, but I want to review the smaller funds first, because their impact and related actions are simpler to analyze.

**SPLOST** This revenue source is expected to drastically decrease, however the City can manage as revenue decreases. The primary effort here is repaving. Staff can review all SPLOST related projects and create a prioritization as revenue decreases

**Stormwater** Stormwater funding is an enterprise fund. Any fund balance or revenue can only be used for stormwater efforts. As we receive this funding at the end of the year, we will have to assume a larger than normal undercollection. Staff will review stormwater projects in light of this creating prioritization assuming a decrease.

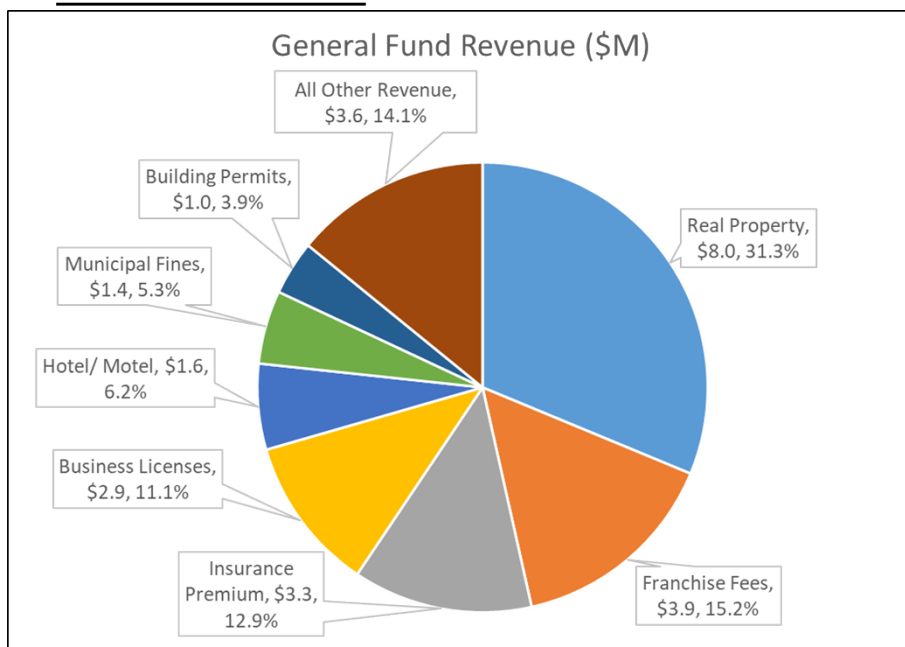
**Hotel/Motel** This funding is expected to decrease dramatically. The funding in FY2020 is used for the budget for DCVB, the Ashford Trails, and operating for the General Fund. The assumptions on its impact to the General Fund will be discussed in a later section.

**Capital** The projects in here are park related and IT related. Staff will look at the list of projects to see areas for reduction. Many of the IT projects have already started and are necessary for system stability.

The FY2020 General Fund budget assumes \$25.7 million of revenue, while conservative, it does not match the new normal. The breakdown falls into eight basic categories shown at the right.

The next chart shows estimated impacts on the various revenue sources for this fiscal year. Again, this is not a projection, but much more a sensitivity analysis.

#### **General Fund Revenue**



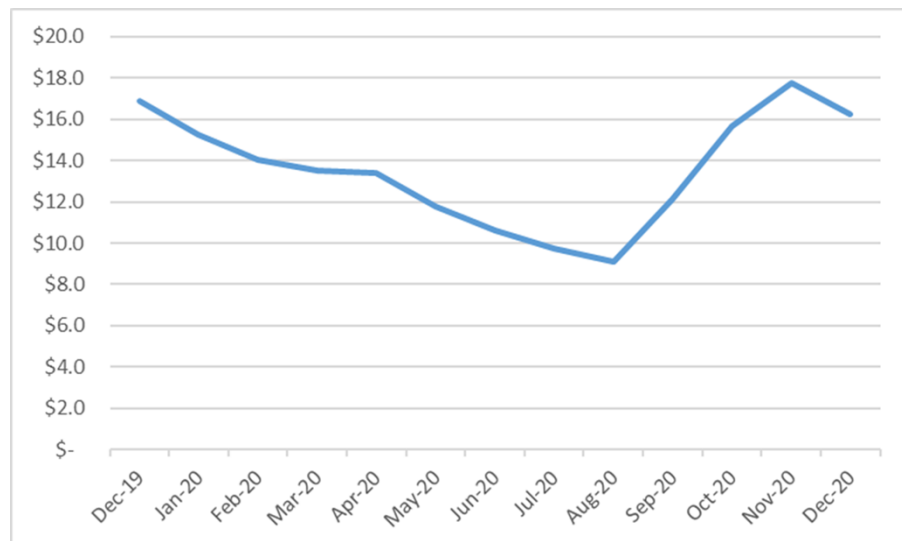
Below are shown four scenarios, each scenario breaks down the revenue decrease into two pools: Hotel/Motel and Building Permits as one pool, both of

which will be more sensitive to the market issues and then all other revenue categories where decreases will be driven primarily by non-payment.

	\$M	A (5/15)	B (10/50)	C (15/50)	D (25/75)
Real Property	\$ 8.0	\$ (0.4)	\$ (0.8)	\$ (1.2)	\$ (2.0)
Franchise Fees	\$ 3.9	\$ (0.2)	\$ (0.4)	\$ (0.6)	\$ (1.0)
Insurance Premium	\$ 3.3	\$ (0.2)	\$ (0.3)	\$ (0.5)	\$ (0.8)
Biz Lic	\$ 2.9	\$ (0.1)	\$ (0.3)	\$ (0.4)	\$ (0.7)
Hotel/Motel	\$ 1.6	\$ (0.2)	\$ (0.8)	\$ (0.8)	\$ (1.2)
Fines	\$ 1.4	\$ (0.1)	\$ (0.1)	\$ (0.2)	\$ (0.4)
Bldg Permit	\$ 1.0	\$ (0.2)	\$ (0.5)	\$ (0.5)	\$ (0.8)
All Other	\$ 3.6	\$ (0.2)	\$ (0.4)	\$ (0.5)	\$ (0.9)
	\$25.7	\$ (1.5)	\$ (3.6)	\$ (4.8)	\$ (7.7)
		-6.0%	-14.0%	-18.5%	-30.1%

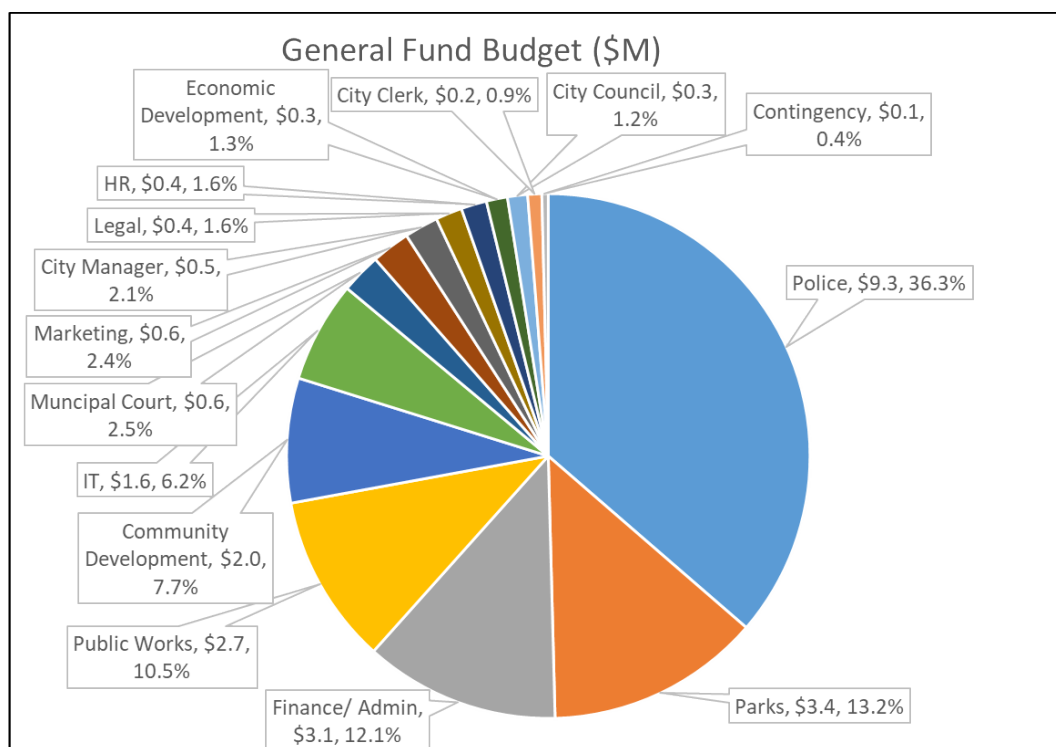
In Scenario A, all revenue categories are decreased 5%, except Hotel/Motel and Building Permits which are decreased 15%. This results in an overall decrease of about 6%. Scenario B is 10% for all categories, but 50% for Hotel/Motel and Building Permits resulting in a \$3.6 million loss or 14%. Scenario C is \$4.8 million is 19%. Scenario D is 30%.

Overall, the General Fund had an estimated \$16.8 million in fund balance to start off the year. If no expenditure constraint



s are implemented, the City could weather the brunt of these scenarios for the year as a whole. This, however, does not discuss cash flow issues. This is a chart showing what this year would have been in typical circumstances. The low point is in the August time frame. All actions by the City need to focus on this dynamic with the loss of Hotel/Motel tax being the largest driving factor as that decrease has started immediately. It would push the fund balance lower than what is shown here during the year.

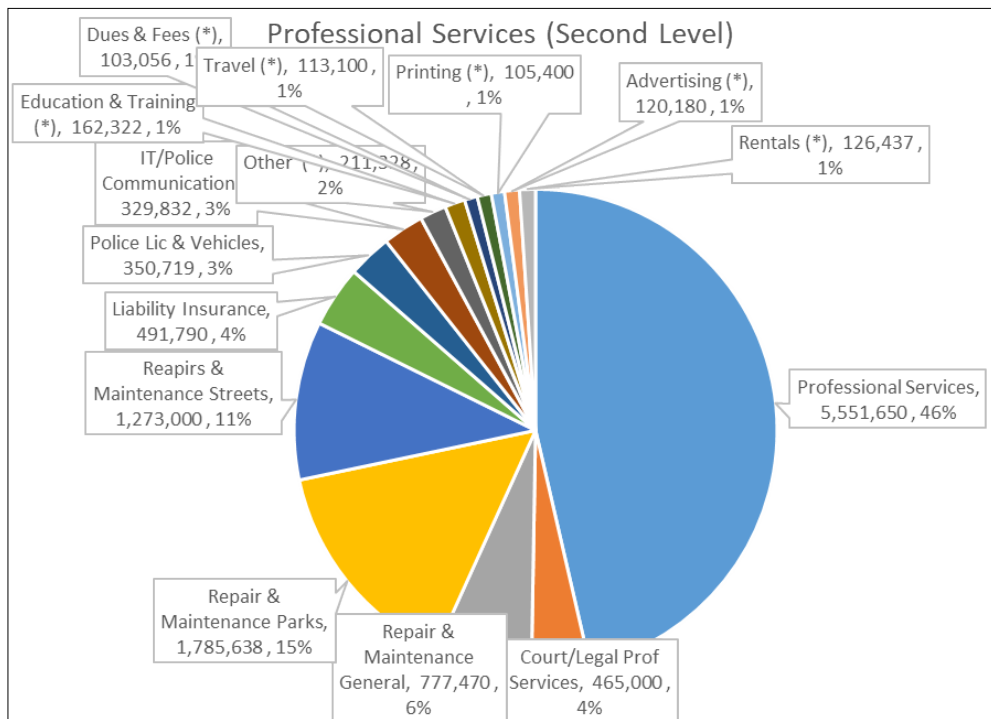
Staff is reviewing all budgeted expenditures for immediate action. To give a glimpse at where the spending is, please check the following charts. First, by department in the General Fund – the biggest departments are Police, Parks, Finance (including Facilities and Debt), Public Works, Community Development, then Information Technology. The remaining nine departments all have budgets under \$600,000 each.



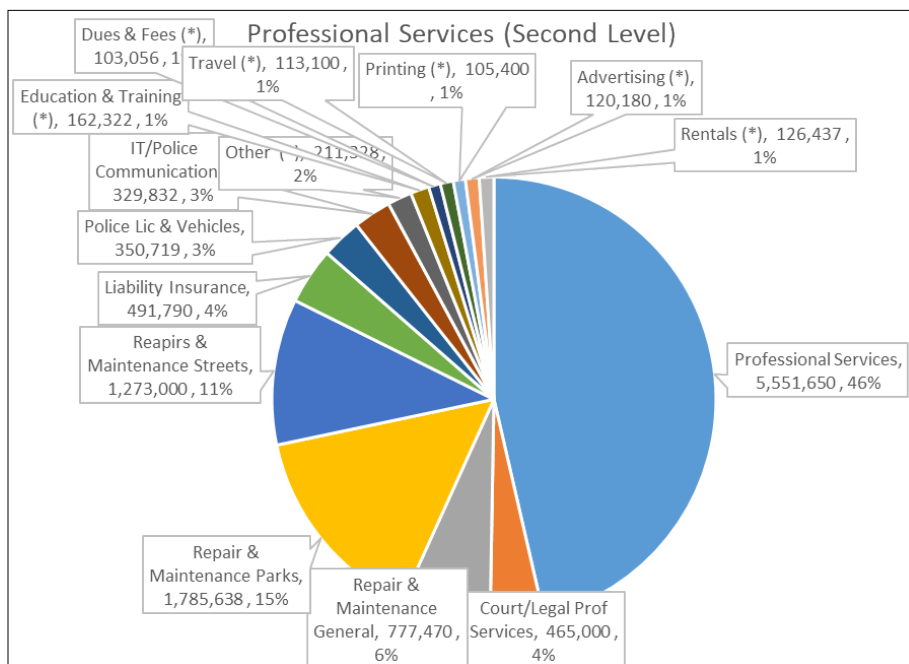
When not looking at departments, forty percent of the General Fund is salaries and benefits (\$10.3 million), the next largest category is professional services (47% or \$12.0 million) and then Supplies/Other (13% or \$3.3 million.)

Looking closer at professional services, almost half are related to the public-private partnership contracts and other contracted amounts, some are guaranteed, some not. Staff is already reviewing all contracted payments to suggest areas for control. Your next larger categories fall under repairs and maintenance for park and streets, then smaller categories such as licenses and vehicle repairs for Police.

The categories of education, travel, printing, advertising, and rentals can be drastically reduced and if those expenses can be reduced by 75% that would generate over \$700,000. If 25% of the repair and maintenance categories could be reduced that would generate another \$959,000.



The Supplies/Other category is one third utilities which have little room for reduction and about one fifth is debt payments. In the short term, the supplies for park and small supply items will be looked at each time something is purchased and the contingency could be eliminated.



At the present time, the city can weather the next few months on a cash basis along with

implementing a process of reviewing each and every dollar spent.

Aside from short term issues, the City must look today into next year also. Given these previous four scenarios, this memo shows three alternatives using each. One alternative has no spending control, one with \$1.3 million and one with \$2.6 million.

To explain each chart: It starts with an estimated starting fund balance for the year. Please note, we are still not closed with the previous financial year, but we feel this is an appropriate number for discussion purposes.

		A (5/15)	B (10/50)	C (15/50)	D (25/75)
Est Starting FB		\$ 16.8	\$ 16.8	\$ 16.8	\$ 16.8
loss in rev		\$ (1.5)	\$ (3.6)	\$ (4.8)	\$ (7.7)
<b>no exp controls</b>		\$ -	\$ -	\$ -	\$ -
Est Ending FB		\$ 15.3	\$ 13.2	\$ 12.0	\$ 9.1
Months		7.1	6.2	5.6	4.2
Use of FB		(0.7)	(1.7)	(2.2)	(3.6)
		A (5/15)	B (10/50)	C (15/50)	D (25/75)
Est Starting FB		\$ 16.8	\$ 16.8	\$ 16.8	\$ 16.8
loss in rev		\$ (1.5)	\$ (3.6)	\$ (4.8)	\$ (7.7)
<b>exp controls 5%</b>		\$ 1.3	\$ 1.3	\$ 1.3	\$ 1.3
Est Ending FB		\$ 16.5	\$ 14.5	\$ 13.3	\$ 10.4
Months		7.7	6.8	6.2	4.8
Use of FB		(0.1)	(1.1)	(1.6)	(3.0)
		A (5/15)	B (10/50)	C (15/50)	D (25/75)
Est Starting FB		\$ 16.8	\$ 16.8	\$ 16.8	\$ 17.2
loss in rev		\$ (1.5)	\$ (3.6)	\$ (4.8)	\$ (7.7)
<b>exp controls 10%</b>		\$ 2.6	\$ 2.6	\$ 2.6	\$ 2.6
Est Ending FB		\$ 17.8	\$ 15.8	\$ 14.6	\$ 12.1
Months		8.3	7.4	6.8	5.6
Use of FB		0.5	(0.5)	(1.0)	(2.4)

Going left to right you see different reductions in revenue. For each alternative, we have no expenditure controls, \$1.3 million in expense controls, and \$2.6 million. For each alternative, the City looks (under **these assumptions**) to be able to weather the year on an annual basis. Cash flow though would still have to be monitored

However, this economy is the new normal and the City needs to look ahead also at how 2021 will be handle. With that in mind, staff will follow the guidance in the Council's Emergency Ordinance 2020-03-07 and shall continue contract, budgeting, and fiscal operations in the ordinary course of business, but staff will focus on the possible areas for control of expenditures outlined in this memo while also focusing on not reducing necessary services to the public.

CITY OF DUNWOODY  
MARCH 26, 2020  
CITY COUNCIL EMERGENCY SPECIAL CALLED MEETING MINUTES

The City Council of the City of Dunwoody held an Emergency Special Called Meeting on March 26, 2020 at 11:00 AM. The meeting was held in the City of Dunwoody via teleconference. Present for the electronic were the following:

Voting Members: Lynn Deutsch, Mayor  
Stacey Harris, Council Member  
John Heneghan, Council Member  
Tom Lambert, Council Member  
Jim Riticher, Council Member  
Joe Seconder, Council Member  
Pam Tallmadge, Council Member

Also Present: Eric Linton, City Manager  
Jay Vinicki, Assistant City Manager  
Cecil McLendon, City Attorney  
Bill Riley, Assistant City Attorney  
Billy Grogan, Chief of Police  
Sharon Lowery, City Clerk  
Jennifer Boettcher, Communications Director  
Ginger LePage, Information Technology Director  
Britney Davis, Assistant to the City Clerk

**CALL TO ORDER**

Mayor Deutsch called the meeting to order. All members attended via teleconference.

**BUSINESS ITEMS (ACTION ITEMS)**

1. Resolution Requesting Enhanced Statewide and/or Regional Guidance From the State of Georgia in Order to Promote a Concerted and Comprehensive Approach in Response to the COVID-19 Pandemic (RESOLUTION 2020-03-XX) (Mayor Deutsch)

Mayor Deutsch presented the resolution requesting the Governor of the State of Georgia pass statewide and/or regional guidelines and regulations to be implemented in response to the COVID-19 Pandemic.

Council Member Heneghan motioned to approve the resolution. Council Member Tallmadge seconded.

Passed: For: 7; Against: 0; Abstain: 0; Absent: 0



2. Third Restatement and Amendment of the Emergency Ordinance of the Mayor and Council of the City of Dunwoody, Georgia, Under Section 1.03 of the Charter of the City of Dunwoody, Georgia, Declaring Local Emergency of the Novel Coronavirus Disease 2019 Global Pandemic (ORDINANCE 2020-03-XX) (Cecil McLendon)

The City Clerk read the Third Restatement and Amendment of the Emergency Ordinance into the record.

City Attorney Cecil McLendon presented and answered questions of Council.

Mr. McLendon stated that the amendment of the ordinance includes the addition of section 4.7, Prohibition of Assemblages, Events and Gatherings, and asked Council to determine an effective date.

Council requested that in section 4.7(a) first sentence, the words "in excess" be removed and the words "or more" be added following "(1) persons". Council further requested the addition of the words "construction sites" in the exceptions sentence following "15,000 square feet".

Council Member Heneghan motioned to approve the Third Restatement and Amendment of the emergency ordinance, as amended, to become effective at midnight on March 27, 2020. Council Member Tallmadge seconded.

Passed: For: 7; Against: 0; Abstain: 0; Absent: 0

## **DISCUSSION ITEMS**

### **CITY MANAGER COMMENTS**

City Manager Eric Linton provided Council with an update on city operations; see attached report.

City Hall is closed until April 13 and is operating with a limited staff. The remainder of staff are working remotely and can do most things online and from their remote work locations. Mr. Linton called on Chief Grogan to give Council a report from the police department.

Chief Grogan reported that all officers have been issued PPE equipment and they are working with DEMA to get additional equipment, in particular the N95 masks and gloves. Chief Grogan explained that the police department is still

arresting people for failure to appear and giving them an opportunity to bond out and releasing them on a copy of their charges if they do not make bond. There is no bond for probation violations, the police department obtains offender's information on where they live and is releasing them. The department is releasing misdemeanor shoplifters on a copy of their charges. Traffic enforcement has been halted with the exception of serious traffic offenses to limit contact between the officers and the public. Chief Grogan added that visibility is extremely important at this time so they have placed some of their spare cars in high visibility locations in the city.

Chief Grogan said there has been a few instances of potential exposure to the virus, resulting in 3 officers in self-isolation at home until they get the results back from the fire department on whether it was a positive exposure or not. Some of the Community Outreach Officers are working to fill in on those officer's shifts.

Mr. Linton said the City is still working through some of the Federal regulations regarding leave and emphasized that we are going to protect the employees and find the best method to do that. He added that the police are on the front lines and have the biggest exposure risks. He said communications between his office, the police department, the other City departments and Chief Cox with DeKalb County is exceptional during this crisis.

### **COUNCIL COMMENTS**

Council Member Seconder welcomed Boy Scout Troop 266 from Dunwoody United Methodist Church, who were watching the meeting as part of the requirements to get their Civic Engagement badge.

Council Member Riticher thanked everyone involved in printing and distributing the "Everything's Going to be Okay" signs, and said he had to especially thank Heyward Wescott .

Mayor Deutsch commented that she had done a ride along with Chief Grogan and there was very little traffic at Hammond and Ashford Dunwoody around lunchtime. She said the residents are doing a fantastic job and that she is grateful. She reminded that if it's not essential for you to go somewhere, please stay home. Mayor Deutsch said she is hoping the Governor will hear our appeal and issue an order. She thanked the police department, staff, and Council for persevering and thanked the citizens. She encouraged all Boy Scouts and Girl Scouts who need to work with a government official to reach out to the City Council via email.

### **ADJOURN**

Council Member Riticher motioned to adjourn. Council Member Harris seconded.

Passed: For: 7; Against: 0; Abstain: 0; Absent: 0

## City Manager's March 26, 2020 Report

Government operations continue. The baseball fields and tennis courts are now closed and locked. We are placing signs at the Dog Park for no more than 10 people at a time and we are modifying the benches in the smaller Dog Park to discourage groups sitting in close proximity to each other. All other park activities are cancelled, however, the passive portions of the parks remain open.

City Hall will remain closed until at least April 13, 2020. We do have limited staff in the building in an effort to optimally maintain operational continuity while reducing the risk of a COVID-19 outbreak with staff.

### Police:

We had an 87 yr old female experiencing severe respiratory issues and was transported to the hospital. Because of her ongoing medical conditions, EMS did not believe she had COVID-19. Our officers maintained social distancing.

We have no issues with the skate park, playgrounds, or restrooms. However, a lot of people are at the dog park.

We conducted a comparison of our Calls for Service and Part 1 Crime comparing March 7-13, 2020 to March 14-20, 2020. Here is what we found:

	<u>March 7-13, 2020</u>	<u>March 14, 2020</u>	<u>Change</u>
Calls for Service			
Part 1 Crime	32	33	+.03%

### Communications:

- 1) Worked on budget to find cuts.
- 2) Requested and received correction from the Dunwoody Reporter about occupational tax relief.
- 3) Handled questions from businesses impacted by closures.
- 4) Handled media inquiries – city services.
- 5) Made updates to our COVID-19 website, economic development website and web calendar.
- 6) Social media messaging about COVID-19 impacts on Facebook, Twitter, Instagram.
- 7) Worked with Mayor on special stay-at-home message and distributed to press, posted on social media.
- 8) Sent out special midweek newsletter with a focus on COVID-19:  
[https://myemail.constantcontact.com/Special-Midweek-D-news--Dunwoody-Updates-Related-to-COVID-19.html?soid=1132914421735&aid=8MIFLnw\\_BTE](https://myemail.constantcontact.com/Special-Midweek-D-news--Dunwoody-Updates-Related-to-COVID-19.html?soid=1132914421735&aid=8MIFLnw_BTE)
- 9) Produced flyer about social distancing for businesses that are still open.

**CITY CLERK'S OFFICE:**

1. Worked with City Manager, Mayor, City Attorney to schedule, produce and publish emergency special called meeting agendas for week of 3-23-20 and distribute to Mayor, Council, and staff. Media notifications sent. Attended 3-23-20 virtual meeting.
2. General administrative office work; preparing meeting summaries and meeting minutes.
3. Processed 6 new open records requests and logged over 3 hours on the large ante litem open records request. We have processed 1383 files on that request with 139 remaining to be processed.
4. Telephone conference with H.R. and Police Department regarding review of Performance Evaluation Form to discuss possible revisions.

**Community Development:****Building Inspections:**

Completed 29 building inspections.

Completed 1 plan review.

**Code Enforcement:**

Issued 5 warning notices.

Working on apartment sweeps.

Completed five re-inspections.

**Engineering:**

Discussion with Public Works on their perspective on what a proper drainage easement should be for 20200078 (500 Ashwood Parkway) - the 84" diameter pipe between two proposed restaurant buildings. After discussion, we are requiring a 50' drainage easement for this pipe, which is 20 - 25 feet deep, to provide proper access.

Approved 4373 Ashley Court. He has pursued a solution without needing an easement from the neighboring property.

Processed a request for assistance from 2020 0366, 6945 Hunters Branch, who was having a hard time with the website, forwarded his request to Valerie Thomas.

**Erosion Control:**

Completed 1 plan review.

Completed 8 erosion control inspections. 2 of the 8 are not active (Dunwoody HS and 2138 Luray Court).

Responded to Patrick Brand's (GA EPD) email re: Brook Run Park complaint. Follow-up with contractor and others to determine validity of complaint.

**Permit Technician:**

Processed 4 resubmittals.

Processed 9 new submittals.

Returned 10 phone calls.

Responded to 21 emails.

Emailed out 10 plan review comment documents.

Processed 7 payments and issued permits.

Stamped plans in office and emailed 5.

**Plan Review:**

Completed 4 building plan reviews. Commercial Building – New Construction (High Street Phase I Building 3).

Responded to designer / applicant emails.

Responded to designer / applicant telephone calls.

**Planning:**

Sent an administrative decision to a resident about a type B home occupation.

Updated the City Website for the latest Administrative Permit decision.

Contacted the Dunwoody Crier regarding the notice of Administrative determination.

Completed 1 plan review.

Discussed ways to help Zoning Board of Appeals hear variance cases.

Reviewed the administrative variance application for microcell structures and the special administrative permit for brevity and conciseness. Made multiple recommendations.

Researched video conferencing options for planning staff to conduct video conferences with applicants.

Completed 3 occupational tax certificate zoning approvals.

Worked on short-term rentals.

Finalized all the forms for AP 20-03.

Working to update the website with all recent cases.

Doing research on updating our administrative permitting process.

#### **Public Works:**

- Reviewed department finances and developed budget contingencies
- Tuesday's in-field activities shut down due to rain
- Reviewed 2 development permits
- Coordinated with utilities on Tilly Mill Sidewalk, Spalding at Chamblee Dunwoody and Winters Chapel Path projects
- Teleconference with Georgia Development Partners for schedule on Roberts Drive repairs
- Capital projects status update teleconference
- Finalized bid package for Georgetown Gateway
- -Contractor began adjusting curb height on Roberts Drive project -Work resumed on Tilly Mill at Andover crosswalk project -Signal coordination monthly meeting held via teleconference
- -Conducted pre-bid meeting for Peeler Road sidewalk project via teleconference
- -Bid package for Georgetown Gateway resubmitted to GDOT -Teleconference to discuss next steps for gateway signage project -Pavement repairs on Peeler Road -Storm drain cleaning in Brook Run Park

#### **Parks and Recreation:**

Operations continue to monitor closed facilities and inspect Austin School for damages.

Recreation staff posted additional online programs today and began cross training with maintenance on park inspections.

I contacted Sizemore Group to set up a teleconference with art center user groups to complete the facility assessment.

I also picked up the bids for the PCMS field lights and the park sign proposals and will begin review of them tomorrow.

#### **Human Resources:**

Attended a three webinars related to COVID-19: one from Cigna on health coverage and insurance questions, a legal one on privacy rights, and one about the new leave law.

Continue to work with our salary survey consultant on their draft analysis to date, per our conversation this morning. They are fine-tuning some analysis.

Heather is continuing to work on the revisions to our performance evaluation form.

#### **Economic Development:**

- Researched businesses and how much they are cutting back. It's difficult to get direct information, but I drove through all of our office parks and looking at the parking decks it looks like 80-90% reduction – they are basically empty.
- Continuing to update our information on support to businesses. The Senate passed the Stimulus Bill last night and the House is expected to vote today. Once that is done, we will focus on pushing out information on how to receive assistance.
- Held a conference call with TSW on the Gateway Signage project and they are moving towards finalizing the plan.
- Lining up interviews for the Business Chronicle Market Report

#### **Courts:**

The deputy clerks continue to scan and attach citations in Tyler.

Preparing and pre-prepping dockets for late April and May in order to be prepared for court when we get back to the office.



CITY OF DUNWOODY  
MARCH 30, 2020  
CITY COUNCIL EMERGENCY SPECIAL CALLED MEETING MINUTES

The City Council of the City of Dunwoody held a meeting on March 30, 2020 at 5:30 PM. The meeting was held in the City of Dunwoody via teleconference. Present for the electronic were the following:

Voting Members: Lynn Deutsch, Mayor  
Stacey Harris, Council Member  
John Heneghan, Council Member  
Tom Lambert, Council Member  
Jim Riticher, Council Member  
Joe Secorder, Council Member  
Pam Tallmadge, Council Member

Also Present: Eric Linton, City Manager  
Jay Vinicki, Assistant City Manager  
Cecil McLendon, City Attorney  
Bill Riley, Assistant City Attorney  
Billy Grogan, Chief of Police  
Sharon Lowery, City Clerk  
Jennifer Boettcher, Communications Director  
Ginger LePage, Information Technology Director  
Britney Davis, Assistant to the City Clerk

CALL TO ORDER

Mayor Deutsch called the meeting to order and conducted roll call. All members attended via teleconference.

BUSINESS ITEMS (ACTION ITEMS)

1. Fourth Restatement and Amendment of the Emergency Ordinance, Under Section 1.03 of the Charter of the City of Dunwoody, Georgia, Declaring Local Emergency of the Novel Coronavirus Disease 2019 Global Pandemic (ORDINANCE 2020-03-XX) (Cecil McLendon)

The City Clerk read the proposed ordinance into the record.

City Attorney Cecil McLendon said this amendment adds a Shelter in Place provision to the existing emergency ordinance. He explained that Sections 1 through 3 remain unchanged; paragraphs 4.1(c),

4.4(c), and 4.6(a) have the following language added at the end of the paragraphs: "provided, however, the 6 foot restriction shall not apply between members of a household or living unit who are involved in joint activities" and adds a new paragraph 4.6(b) "to the greatest extent practicable, employers and businesses which remain open for use by the public shall establish policies to allow employees to work remotely where remote work is possible due to the nature and scope of the employee's duties." He added that Section 4 of the ordinance deals with businesses.

Mr. McClendon said there is a new Section 5. Shelter in Place; Essential Activities, with an effective date of 12:01 a.m. Sunday, March 29, 2020, the same effective date as the Mayor's Order and said the amendment creates a broad Shelter in Place; paragraph 5.1 "Residents Ordered to Remain at Home or Place of Residence" with exceptions for Essential Activities and Essential Governmental Functions; paragraph 5.2 establishes "Essential Activities" and creates exceptions in paragraphs 5.2(a),(b),(c),(d),(e), and (f); paragraph 5.3 "Essential Government Functions and Essential Critical Infrastructure Workers" defines that Essential Critical Infrastructure Workers as those defined by the Department of Homeland Security; Section 9 states that the ordinance will stand repealed at 12:00 p.m. on Wednesday, April 15, 2020, unless re-enacted.

Council Member Heneghan said a constituent said they had a contractual agreement with an ex-spouse to deliver their children home at the end of their visit and wanted to know if paragraph 5.2(e) would apply in that case.

Mr. McLendon replied that this is permissible under paragraph 5.2(a).

Council Member Secoder asked Mr. McLendon to clarify the part of the emergency ordinance that businesses should be looking at.

Mr. McLendon replied that if the business is not regulated under paragraphs 4.1 - 4.5, they should refer to paragraphs 4.6(a) and 4.6(b), which states if a business is remaining open they must follow the 6 foot rule and try to let their employees work remotely, if possible. and follow the gathering stipulation.

Council Member Heneghan motioned to approve Council Member Secoder seconded.

Passed: For: 7; Against: 0; Abstain: 0; Absent: 0

## DISCUSSION ITEMS

### CITY MANAGER COMMENTS

City Manager Eric Linton provided Council with an update on city operations; see attached report.

Other Notes:

Staff is preparing a resolution to bring to Council at their next meeting to waive the penalties and interest for late Occupational Tax payments.

Brook Run Park is progressing well now that there is nice weather, most of the turf is down, a lot of the sod is down and the amphitheater is taking shape.

Chief Grogan reported that the subject the three officers were exposed to tested negative for COVID-19 and the officers have returned to work. The department is not conducting routine traffic enforcement at this time, but if officers observe someone driving recklessly or creating a safety issue, they can pull them over and use all the protective measures available to keep themselves safe. Chief Grogan added that they have limited the number of interactions they have with the public but in certain egregious cases they will conduct enforcement and arrest people if necessary.

### COUNCIL COMMENTS

Council Member Secoder commented that there has to be focus put on people to shelter in place. He asked the citizens to try to stay home or at least maintain the 6' distance.

Council Member Tallmadge said that a constituent requested that she ask the Dunwoody citizens to fly their American flags.

Mayor Deutsch thanked the residents for doing a tremendous job trying to social distance, adding that people are staying home as much as possible and that will help this country get through this.

## ADJOURN

Council Member Riticher motioned to adjourn. Council Member Tallmadge seconded.

Passed: For: 7; Against: 0; Abstain: 0; Absent: 0

**City Manager Report for Monday, March 30, 2020****Community Development:****Building Inspections:**

Completed 30 building inspections.

Completed 2 plan reviews.

**Code Enforcement:**

Responded to emails and returned phone calls.

Completed 90% of Jefferson at Perimeter apartment sweep. Anticipate 100% completion by the end of the day.

A stop work order was issued to Dunwoody High School, (DeKalb County) for violating Amanda's directive to only cut down three trees. DeKalb County cut down eight.

**Engineering:**

Completed second 84 Perimeter Center East engineering review – forwarded comments to applicant.

Completed 4 plan reviews.

**Erosion Control:**

Completed 11 plan reviews.

**Permit Technician:**

Processed 4 resubmittals.

Processed 11 new submittal.

Responded to 3 phone calls and 31 emails.

Emailed out 15 plan review comment documents.

Processed 12 payments and issued permits.

Emailed out 5 Certificate of Occupancy's.

Stamped 2 plans and emailed.

Paid Invoices for end of month P-Card.

Forwarded 6 wiring approvals to Georgia Power.

#### **Plan Review:**

Completed 2 Commercial Building – Interior Modification plan reviews.

Responded to designer / applicant emails.

Responded to designer / applicant telephone calls.

#### **Planning:**

Working on Dunwoody Village Townhome permits.

Working with Mara Thomas on permitting issues.

Following up with Verizon on their Special Administrative Permit submittal.

Comp Plan follow-up discussion with planning staff and Kimley Horn.

Reviewed the Major LDP site plan requirements, the residential site plan requirements, and the request for power release forms for brevity and conciseness. Made multiple recommendations.

Conferred with team members.

#### **Technology Specialist:**

Provided copies of receipts to Finance to accompany the financial report.

#### **Communications:**

I thought you might be interested in some website analytics. We've had TONS of traffic.

Dunwoodyga.gov	March 15-29, 2020	March 15-29, 2019
Page views	46,431	24,993
Main page	9,188	3,556
COVID-19 page	7,248	

Shelter-in-place press release	2,425	
Newsroom page	1,225	
Parks overview	1,194	

- 1) Worked with the Mayor on shelter-in-place press release, messaging, graphic
- 2) Produced and sent out D-news, with a focus on the city's COVID response:  
[https://myemail.constantcontact.com/D-news--Dunwoody-News--Parks-Arts--Transportation--Community.html?soid=1132914421735&aid=O\\_Oc1a4l6dk](https://myemail.constantcontact.com/D-news--Dunwoody-News--Parks-Arts--Transportation--Community.html?soid=1132914421735&aid=O_Oc1a4l6dk)
- 3) Trained with webmaster on new FAQ page, which we plan to roll out on Monday
- 4) Fielded questions from residents and businesses about shelter-in-place and licensing
- 5) Social media messaging – including special image on safe shopping
- 6) Brainstormed focus for Atlanta Biz Chronicle viewpoint
- 7) Updated special COVID-19 page, web calendar and department pages

#### **Police:**

We had an Aggravated Assault yesterday afternoon at 6900 Peachtree Industrial Blvd. A suspect on a large, orange tricycle stabbed the victim in the leg with a knife. We were able to arrest the suspect.

We responded to a Domestic Dispute at the Bell Apartments. One of the involved parties was positive for COVID-19, confirmed by Emory. Officers had the subject step outside and remained at least 10 feet from him. The dispute was just verbal, and both parties agreed to separate.

Officers passed out the Follow the Rules flyer to open businesses.

Through DEMA, we placed an order for 300 additional N-95 masks and gloves, hopefully, they will be receiving a shipment soon.

We did have a residential Burglary yesterday during the day while the resident was taking a nap.

We received a complaint that Notting Hill Apartments were open with an excessive number of people in the leasing office at one time, and their gym and yoga area were still open. Sergeant Clifton stopped by and informed them of our emergency declarations. They closed the gym and yoga area and will restrict the number of people in the leasing office to less than ten people. They advised they had seen an uptick in potential renters due to their rent dropping to \$1,000 a

month. They are listed as an essential function under the DHS guidelines adopted by the City of Dunwoody.

Here is what has happened over the last day.

We ran about 15 kids off of the field at Peachtree Charter Middle School.

We passed out the latest flyers to all of the businesses that are open.

We continued our visible patrols around the City.

We responded to a civil dispute at the storage facility on N. Shallowford. One of the tenants was in the process of being evicted, but was given an extension. The tenant became upset and threatened to come back and touch everything since she had been in contact with someone from NY who is infected with COVID-19.

A nine year old boy riding his bicycle was bumped into by a vehicle inside Notting Hill Apartments. The child had minor injuries and his mom was there.

We had a Burglary of medical supplies at Piedmont Urgent Care. It appears a recently terminated employee entered the building and stole several boxes of gloves and face masks with eye shields.

We continued to move our unmarked vehicles around the City for visibility.

#### **Parks and Recreation:**

Operations continues to do facility inspections of closed buildings.

We chained the gates at the baseball fields and tennis courts and posted closure signs and posted limited use signs at the dog park.

Recreation staff are assisting with facility inspections.

Staff is beginning to prepare for classes that will hopefully begin in the summer.

Installed zip ties on batting cages and hung signs closing those facilities.

Contacted bidders for field lights and park signage to get best and final offers from apparent low bids.

Began scoring proposal for design services of Perimeter Center East Park Property with the Project Manager from Lowe.

Dog Park will be closed beginning on Tuesday, March 30, 2020



**Human Resources:**

We continue to monitor the employee exposures and absences. HR is working with the Chief and DC to be sure we're in compliance with the new Act (FFCRA) regarding the use of emergency paid sick leave.

Attended another legal webinar today related to COVID-19.

Heather is continuing to work on the draft of our revised performance evaluation form.

**Finance:**

- **Daily Conference Calls:** Daily calls with our team to make sure they are on track with their assignments. Insuring that our employees have the resources and support they need to get their daily assignments completed.
- **Weekly Calls:** In addition to the daily calls our team, Infomark has weekly calls with Sharon in Finance to go over priority projects. We want to make sure these projects are on track and if she or the team need any additional support we can provide the help they need.
- **Onsite Work:** We have several team's members that are going into the office on a regular basis to process the mail, develop deposits and complete accounts payable runs.

**Public Works:**

- Construction contractors working at Tilly Mill and Andover and on Roberts Drive
- Optech completed Brooke Farm pond repair
- Finalized quote for Bend Creek stormwater repair and prepared memo for Council
- Provided comments to consultant on Mount Vernon Road concept drawings
- Reviewed construction cost estimate for Ashford Dunwoody Road Phase I
- Responded to sinkhole reported on Stonington Drive. Determined it was related to sewer lateral and forwarded to DeKalb.
- Reviewed proposed gateway sign locations and provided comments for consultant
- Responded to Council questions on Peeler Road project
- Reviewed and approved invoices.

**Census:**Update on 2020 Census Field Operations

Based on continuing assessments of guidance from Federal, State and local health authorities, the Census Bureau is suspending 2020 Census field operations for two additional weeks to April 15, 2020. The Census Bureau is taking this step to help protect the health and safety of the American public, Census Bureau employees, and everyone who will go through the hiring process for temporary census taker positions.

The Census Bureau continues to evaluate all 2020 Census field operations, and will communicate any further updates as soon as possible.

The 2020 Census is open for self-response online at [2020Census.gov](https://2020Census.gov), over the phone by calling the number provided in your invitation, and by paper through the mail.

**Other Notes:**

Staff is preparing a resolution to bring to Council at the next meeting to waive penalties and interest for late Occupational Tax payments.

In a separate attachment I will send you an update on Brook Run Park. Construction is progressing nicely with the nice weather.