



**City Manager
Monthly Report
Report Ending October 7, 2022**



**MONTHLY REPORT
REPORT ENDING OCTOBER 7, 2022**

POLICE

Upcoming Events (September 1, 2022 – November 30, 2022)

- On November 10, 2022, from 6-9pm, the Dunwoody Police Department will be participating in a panel discussion related to Sex Trafficking that will be held at Dunwoody United Methodist Church.

Other Highlights:

- Officers conducted a Distracted Driving / Crosswalk Detail at Chamblee Dunwoody Road and Dunwoody Park. As a result, 24 citations were issued, and two arrests were made with 13 of the citations for hands free violations and six for violations of the Venerable Road User (VRU) ordinance.
- The Metro Atlanta Traffic Enforcement Network (MATEN) recognized the Dunwoody Police Department with an Aware of Achievement for outstanding performance in the Governor's Office of Highway Safety distracted driving campaign for April 2022.
- Officers helped with security at the Crowne Plaza for an event with Governor Kemp and former Secretary of State, Mike Pompeo.
- The Dunwoody Police Department received a grant of \$7,859 from the FY2022 Bulletproof Vest Partnership (BVP) grant.
- A Prisoner Transport Officer was involved in a fleet crash when her vehicle was rear ended on I-285 westbound. The transport officer was transported to the hospital and Georgia State Patrol (GSP) investigated the crash.

Workload/Activities:

- Officers received a License Plate Reader (LPR) hit on a Stolen Auto. The stolen U-Haul was located in the parking lot of Walmart. Officers watched until the driver came back to the vehicle with two flat screen televisions on a dolly and one of the televisions was stolen. The suspect had a Fraud warrant on him from out of state and was arrested.
- Officers received a License Plate Reader (LPR) hit on a Stolen Auto. The vehicle was located, and the driver arrested. The suspect had a warrant out of New Mexico, also. Officers located multiple credit cards of different people, driver's licenses, social security cards, mail and other items in the vehicle.

- Officers responded to a report of a Robbery by Snatching at Macys. The victim encountered several men playing a game where you find an object under a cap. The victim started playing the game and when she opened her bag, a suspect reached in and snatched an envelope out of her bag and told her she lost the game. When the victim tried to grab the envelope back, the suspect threatened to shoot her. The suspects fled in two different vehicles.
- Officers responded to a report of a Robbery by Snatching at the Bank of America ATM on Perimeter Center East. The victim withdrew \$2,000 and a male subject snatched it out of the victim's hand and fled on foot.
- Officers responded to a Person Hit by Auto in the parking lot of the Chick-fil-a on Jett Ferry. The female victim was walking across the drive-thru lane when the driver pulled forward striking the victim's right hand.
- Officers responded to a report of a Theft. The victim received a notice that a PlayStation 5 was delivered to his house and when he returned home, the package was gone.
- Officers received a License Plate Reader (LPR) hit on a Wanted Person. Officers located the vehicle, and the driver was arrest on a warrant for Auto Theft out of Sandy Springs.
- Officers responded to a report of a Larceny at Macys. A black male suspect asked to see a \$5,000 diamond bracelet and ran away on foot.
- Officers responded to a report of a Disorderly Person at Walmart. A female suspect was attempting to fight employees and acting extremely agitated. As Officers attempted to arrest her, she began resisting arrest, but was eventually taken into custody.
- Officers received a License Plate Reader (LPR) hit on a Wanted Person. The vehicle was located, and the driver was arrested.
- Officers responded to a Medical Call where a 75-year-old victim was unresponsive and not breathing. Officers deployed their AED, but no shock was advised. Officers provided CPR until DeKalb Fire Department arrived on scene. The victim regained her pulse before being transported to the hospital.
- Officers responded to a report of a Robbery by Snatching at Nordstroms. A black male asked to see a \$2,895 watch. As the employee reached out to show the watch to the suspect, he grabbed it and ran.
- Officers responded to a report of an Overdose in the parking lot of Dillard's. Officers deployed Narcan and the victim was transported to the hospital.

- Officers responded to a report of a Theft by Pickpocketing that occurred on Ashford Dunwoody Road. There were 3 suspects working together and stole three credit cards from a victim's wallet and attempted to use them.
- Officers responded to a report of Public Indecency outside the Cheesecake Factory. A male subject exposed his himself and urinated on the outside bench. The suspect was arrested.
- Officers responded to a report of a Shoplifting at Best Buy. The suspect concealed merchandise in a book bag and fled from Officers when they arrived. Officers were able to catch the suspect and arrest him. The suspect was found to be wanted out of another state for Murder.
- Officers responded to a Vehicle Crash on I-285 at Chamblee Dunwoody Road with injuries involving an overturned vehicle. The driver showed signs of an opioid overdose, so Officers administered two doses of Narcan. The driver became responsive and was transported to the hospital.
- Officers responded to a Suicide Threat at Perimeter Mall. The victim was threatening to jump off the parking deck and kill himself. The victim was talked off the ledge prior to Officers arrival. The victim was transported to Grady for treatment and was reported as a missing person out of Tennessee.
- Officers responded to a Person Armed call on Winters Chapel Road. The victim and suspect got into an argument over money. The suspect grabbed a knife and tried to attack the victim.
- Officers responded to a Person Hit by Auto on Peeler Road at Cherring Drive. As a pedestrian was crossing Peeler Road inside the crosswalk, she was struck by a vehicle traveling west. The pedestrian was injured and transported to the Hospital and the driver was issued a citation.
- Officers conducted a Traffic Stop and observed a passenger in the vehicle attempting to hide a handgun with his foot. The handgun was found to be stolen and a large amount of ecstasy was found. The suspect was arrested.
- Officers responded to a report of a Burglary at Yao Restaurant. An unknown suspect broke a window and stole five bottles of alcohol valued at \$1,000.
- Officers responded to a report of a Person Hit by Auto. A bicyclist ran into a vehicle while it was in the roadway. No injuries were reported.
- Officers responded to a Person Hit by Auto on Perimeter Center West at Perimeter Place. A motorist turned left into the lane where the bicyclist was traveling and struck him. There were minor injuries and the bicyclist refused transport to a hospital. The driver was cited.

- Officers responded to a report of a Fraud. A business had a check intercepted, and the check was used as a template to create a total of nine fraudulent checks totaling \$25,953.
- Officers responded to a report of Child Neglect. A 13-year-old was dropped off at Barnes & Noble and left for over four hours as a babysitter. A referral was made to DFACS.
- Officers responded to a Person Shot at the Marq Eight Apartments. The victim was shot in the hand and thigh in the parking lot of the leasing office by a known acquaintance. The victim was transported to Grady and CID is investigating.
- Officers responded to a report of a Person Shot near the Chick-fil-A at Perimeter Mall. The male victim was shot in the leg and Officers applied a tourniquet. The victim was transported to the hospital and CID is investigating.
- Officers received a License Plate Reader (LPR) hit on a Stolen Auto. The vehicle was located and recovered, and the driver was arrested.
- Officers responded to a report of an Armed Robbery at an apartment complex on Peachtree Industrial Boulevard. The victim was attempting to purchase marijuana when the suspects pulled a knife on him and robbed him.
- Officers responded to a Dumpster Fire at the High Street construction site. DeKalb Fire responded and put out the fire
- Officers responded to a report of an Injured Deer on I-285. The deer was euthanized.
- Officers received a License Plate Reader (LPR) hit on a Stolen Auto. The driver of the vehicle fled from Officers and was not pursued.
- Officers responded to a report of a Robbery at 6890 Peachtree Industrial Blvd. The victim was on foot when two black males jumped him, stole his keys, and took his wallet containing \$800 cash.
- Officers received a License Plate Reader (LPR) hit on a Wanted Person. The vehicle was located, and the suspect was arrested.
- Officers received multiple 911 Hang Up calls asking for the Police at 60 Perimeter Center Place. While on scene, another call came in claiming there was an active shooter at that location. Officers attempted to trace the Swatting calls but were unable to do so.
- Officers received a License Plate Reader (LPR) hit on a Wanted Person. The vehicle was located, and the suspect was arrested, and individually packaged drugs were in the vehicle.
- Officers responded to a call to a Person Stabbed call. Officers located a person in a mental health crisis who had not been stabbed. The department's clinician

assisted in assessing the individual and signing a 10-13 so the person could be transported to a receiving facility for treatment.

- Officers responded to a report of a Robbery in Progress at the Flats at Perimeter Apartments. The victim claimed to have jumped off his second-floor balcony to get away from three men armed with a gun. An investigation determined the victim was the caller from the recent swatting calls and suffers from a mental illness. The victim was transported to a hospital for treatment.
- Officers responded to a report of an Entering Auto at the Skate Park at Brook Run Park. The victim's vehicle had a window busted out and \$300 cash was taken. The victim had an outstanding warrant and was arrested.
- Officers responded to a report of a Robbery at the Drift Apartment complex. The victim met several black males at an unknown club and went to their apartment. The victim's Louis Vuitton bag was snatched from him, containing \$930 cash.
- Officers responded to a report of Crowd Control at Perimeter Mall. YouTube content creator, Baylen Levine, was attending an event there and over 500 juvenile fans were creating a disturbance.
- Officers received a License Plate Reader (LPR) hit on a Wanted Person. The vehicle was located, and the suspect was arrested.
- Officers received a License Plate Reader (LPR) hit on a Wanted Person. The vehicle was located, and the suspect was arrested.
- Officers attempted to conduct a Traffic Stop on a vehicle traveling 97 mph on I-285. The driver refused to stop and fled the scene.
- Officers responded to a Person Hit by Auto at Chick-fil-A at Perimeter Mall. The victim's hand was struck by a vehicle leaving the restaurant. The victim provided the tag number of the vehicle. The victim complained of minor injuries.
- Officers received a License Plate Reader (LPR) hit on a Missing Person. The vehicle was located, and the missing person was recovered.
- Officers attempted to conduct a Traffic Stop on a vehicle where the driver was violating the Hands-Free law. The vehicle fled from Officers, and they did not pursue. The vehicle was located at an apartment complex and towed.
- Officers received several calls related to Senior Wars throughout the City. Officers could not locate any offenders or damage.
- Officers responded to a report of a Gas Leak at 5418 Chamblee Dunwoody Road. Comcast crews running fiber optic cable struck a gas line and Atlanta Gas Light responded and made repairs.
- Officers received a License Plate Reader (LPR) hit on a Wanted Person. The vehicle was located, and the suspect was arrested.

- Officers conducted a Traffic Stop at Ashford Dunwoody Road and Ravinia Drive. As an Officer attempted to take the driver into custody for a Failure to Appear warrant, the driver fled the scene in the vehicle on Ravinia Drive. The Officer did not chase. However, the suspect abandoned his vehicle and entered 3 Ravinia Drive. A Duluth Police K9 responded to the scene and located the suspect in the building.
- Officers responded to a report of Shots Fired at 6890 Peachtree Industrial Blvd. Officers were able to locate a male suspect who admitted firing his handgun in the air. The suspect was arrested.
- Officers responded to a report of a Burglary at Life Storage facility. The victim's storage unit was broken into, and hundreds of shirts were taken as well as jewelry valued at \$30,000.
- Officers responded to a Shoplifting at the Apple store. A black male suspect had been in the store for 45 minutes before asking to purchase a MacBook Pro and an iPhone 14. When the suspect was handed the two items, he quickly walked out of the store.
- Officers responded to a report of a Fraud at 4725 Ashford Dunwoody Road. The victim dropped a check in the mailbox and the check was apparently stolen and forged into an \$11,200 check.
- Officers responded to a report of an Overturned Vehicle on I-285 eastbound. The vehicle had been carjacked in Atlanta and the driver of the vehicle was involved in a crash and the box truck overturned. The driver was transported to the hospital and was found to be a Missing Juvenile. The Atlanta Police Department was contacted.
- Officers responded to the area of Mt. Vernon Hwy at Abernathy to assist Brookhaven Police after they were involved in a chase with a stolen auto. All four suspects fled on foot but were located by law enforcement.
- Officers observed the center landscaping on fire on Ashford Dunwoody Road. Officers attempted to put the fire out but were not successful. DeKalb Fire responded and extinguished the fire.
- Officers responded to a report of a Pedestrian Hit by Auto at Happy Hollow Road at Dunwoody Club Drive. The pedestrian was walking her dog and using the crosswalk when she was struck by a vehicle. The driver was cited, and the victim was transported to the hospital.
- Officers responded to a Burglary at Academy Sports. The witness observed several subjects stealing items out of a tractor trailer parked behind the business. The suspect is a current employee but has not been charged.

- Officers responded to a Flock hit near the intersection of Chamblee Dunwoody Road and Valley View on a wanted person. The driver was located and arrested.
- Officer responded to a Flock hit near Winters Chapel Road and Peeler Road for a wanted person. The vehicle and driver were located at 5020 Winters Chapel Road (Wal-Mart) and arrested.
- Officers responded to Nordstrom's regarding an injured 12-year-old with head and abdomen injuries. The victim stated the abuse came from her mother who was staying at the Hyatt, contact was made, and the mother was arrested. The Department of Family and Children Services was notified and took custody of the victim.
- A person was hit by an auto in the crosswalk of Winters Chapel Road and Winterbrook Court. The lighting system was activated at the time of the crash. The driver was cited accordingly, and the victim was taken to Northside.
- An Officer attempted to stop a Chevy Impala with dark tinted windows and the odor of marijuana coming from the vehicle. The vehicle fled, but the Officer did not pursue. The vehicle was seen again on N. Peachtree Road and Savoy and had crashed with the suspect fleeing on foot. A Gwinnett K9 responded and located the suspect hiding in the woods.

PUBLIC WORKS

Upcoming Events: (October 2022 – December 2022)

- Spalding Drive detour between Dunwoody Road and Chamblee Dunwoody Road for storm pipe installation - October and November

Major Projects:

- Spalding Drive at Chamblee Dunwoody Road- The final landscaping is being coordinated for installation at the end of the year.
- Spalding Storm Drain Upgrade- Astra Contracting has begun work and is expected to complete the storm drain crossing by the end of the year.
- Georgetown Gateway- The city's contractor installed 594 feet of storm drainpipe and is 25% complete on all the storm drain work. The foundations were installed for the new signal poles. AT&T completed work north of Old Spring House Lane. Comcast is mobilizing to relocate their lines on the south end of the

project. Minor traffic delays will continue on Chamblee Dunwoody Road between 9 a.m. and 4 p.m.

- Winters Chapel Trail, Phase I- Wilson Construction installed 200 feet of storm drainpipe and completed the path between Dunwoody Club Drive and Fontainebleau Way. Minor traffic delays will occur on Winters Chapel Road on weekdays between 9 a.m. and 4 p.m.
- Chamblee Dunwoody at Womack Intersection- Wilson Construction completed 300 feet of storm drainpipe, and 160 feet of curb and gutter on Chamblee Dunwoody Road. Georgia Power is mobilizing to begin relocating the overhead power lines on Womack. Delays will occur on weekdays between 9 a.m. and 4 p.m.
- Dunwoody Road Sidewalk- Sol Construction plans to begin installing the sidewalk in October at the Oakpointe Place entrance. Atlanta Gas Light will not have a crew available for the gas main relocation until December.



*Winters Chapel
Storm Pipe Installation*

Other Highlights:

- The department removed 86 sidewalk trip hazards on Kings Down Circle and North Springs Drive.
- Blount Construction completed the paving for 2022. The manhole adjustments will continue in October.

Workload/Activities:

- The sidewalk repairs on Hammond Drive, Perimeter Center Parkway and Crown Point Parkway have been completed.

PARKS

Upcoming Events: (November 1, 2022- January 31, 2023)

- November 5th, Wine Stroll
- November 11th, Veterans Day Ceremony
- December 1st, Holiday Lights Opening Night
- January 16, 2023, Martin Luther King Day of Service



MONTHLY REPORT REPORT ENDING OCTOBER 7, 2022

Major Projects:

- The L.E.A.F. Fall/Winter '22 was released September 14th across social media and online channels. This season's events were added to Parks & Recreation Facebook page, 12 advertising locations, Civic Recreation, and park kiosks.
- The sight grading for Two Bridges Park is 75% complete. The footer for the bathroom/pump room has been poured; playground equipment installation has begun; the nature trail is 95% complete; parking lot curb and gutter is 50% complete.
- The department received quotes for the repainting of Brook Run Park baseball facilities and Dunwoody Nature Center.

Other Highlights:

- October events: Arts & Culture Month Kickoff, Brook Run Skate Park mural exhibits, Groovin' on the Green Series Finale, Truck or Treat, and the new Halloween Photoshoot at the Brook Run dog park in conjunction with the annual Blessing of the Pets.
- A new handicap parking and sidewalk renovations at Brook Run Park playground and Veterans Memorial is underway. The concrete work is complete, with striping scheduled for completion in the coming weeks.
- The new program registration is open for Fall/Winter, including Babysitter Boot Camp, Pet Safety classes, and Kilometer Kids.

Workload/Activities:

- The Dunwoody Wine Stroll has been postponed to November 5th. The ticket holders were notified of the event change and refunds were handled personally, when applicable.

COMMUNITY DEVELOPMENT

Recent and Upcoming Cases: (September 2022 – October 2022)

- September 1st: The Zoning Board of Appeals approved two residential variance cases.
- September 13th: The Planning Commission deferred a Special Land Use Permit application for a mixed-use project on the Grubb Properties site on Perimeter Center East. Since then, the applicant has requested a subsequent deferral to the November 8, 2022, Planning Commission meeting.

- September 19th: The City Council passed a six-month moratorium on cannabis retail stores. The staff will use that time to review best practices, study potential externalities, and may subsequently propose a code amendment to set parameters for the permitting of these stores.
- October 6th: The Zoning Board of Appeals will hear one residential variance case.

Major Projects:

- The work at High Street continues swiftly, with framing occurring on the fourth level of the multi-family buildings.
- The construction at the Living Spaces store at Ravinia Parkway and Ashford Dunwoody Road is expected to start within the next few weeks.
- The work for the new buildings at Campus 244 is expected to start within the next few weeks.
- The Jeni's Ice Cream and Paris Baguette retail spaces at Ashford Lane are largely completed.
- The foundation at the new Buffalo Wild Wings restaurant on Hammond Drive is poured and framing has started.
- The finishes are being installed at the PF Chang's space at Perimeter Mall and at the Louisiana Bistreaux space at State Farm on Hammond Drive.
- The work at the Food Hall at Ashford Lane has restarted.

Workload/Activities:

- The Trail Master Plan process was kicked off. The next steps are the data gathering and analysis.
- The planning and division successfully organized a household hazardous waste recycling event at City Hall and approximately 450 residents dropped off items.
- The department submitted the application for a food waste recycling grant jointly with the City of Sandy Springs.
- The department completed 535 building inspections.
- The staff conducted 205 code enforcement inspections, including 12 vacant properties. This resulted in one stop work order, 52 warnings, and 5 citations.
- The code compliance division completed the monthly apartment sweep at Jefferson at the Perimeter, 4867 Ashford Dunwoody Road.
- A total of 4 short term rentals have been identified and brought into compliance this month. The division continues to investigate short term rentals through complaints and identification on short term rental platforms.
- The staff completed 62 erosion control inspections.



MONTHLY REPORT
REPORT ENDING OCTOBER 7, 2022

- The department received 129 permit applications and issued 108 permits.

ECONOMIC DEVELOPMENT

Upcoming Events: (October 3, 2022 – November 30, 2022)

- October 4th, Dunwoody Art Commission Meeting
- October 19th, Dunwoody Development Authority Meeting
- October 20th, Edge City 2.0 Public Open House
- November 1st, Dunwoody Art Commission Meeting

Major Projects:

- Edge City 2.0 planning process to create a shared economic vision for the Perimeter Dunwoody commercial market
 - October 20th, Public Open House
- Entrepreneurship and Innovation Strategy – The Economic Development Department is implementing a long-term strategy to support entrepreneurs and the innovation economy.
 - The city announced a strategic partnership with TiE Atlanta, one of the region's oldest entrepreneur support organizations to bring more entrepreneur programing to Dunwoody.
 - In discussions with UGA's Small Business Development Center to partner on entrepreneur education.
 - In discussions with the Technology Association of Georgia to offer networking events in Perimeter.
- The department is working with the Dunwoody Development Authority, Discover Dunwoody, and the City of Dunwoody to identify long-term funding for Experience-making activities throughout the City.

Other Highlights:

- Economic Activity –
 - Held Ribbon Cutting for Wholesome Juice
- Meetings/Presentations –
 - The staff attended multiple Chamber Networking Meetings including the Perimeter Dunwoody Chamber Annual Meeting at Insight Global.
 - The department presented an Economic Update to the Discover Dunwoody Board.
 - The department presented an Economic Update to Dunwoody Rotary.



**MONTHLY REPORT
REPORT ENDING OCTOBER 7, 2022**

- The staff attended the TiECON Entrepreneur Conference held at the Perimeter Marriott.

Workload/Activities:

- The department conducted 81 business retention calls.
- The department conducted 24 business recruitment calls.

INFORMATION TECHNOLOGY

Upcoming Events: (October 2022-November 2022)

- Upgrade to Incode 10 project step one scheduled completed and stage two beginning soon
- Zero Trust rollout – project planning
- Netmotion upgrade – project planning
- Comcast upgrade to fiber – installation in progress
- Server Room Clean up and Updates – in progress

Major Projects:

- Information Technology Policy and Support Documentation has been scheduled for October.
- Sharepoint Configuration – project planning
- OneDrive – project planning
- New Parks Office Tech Configuration has been scheduled.
- Cyber Security ARPA updates – project in progress

Workload/Activities:

- The department has 3,528 helpdesk tickets opened this period.
- The department closed 3,078 helpdesk tickets.
- The department hosted 23 zoom meetings hosted this period.

Future Projects:

- Network and Power Redundancy
- User and System Audits
- System Upgrades
- Intune

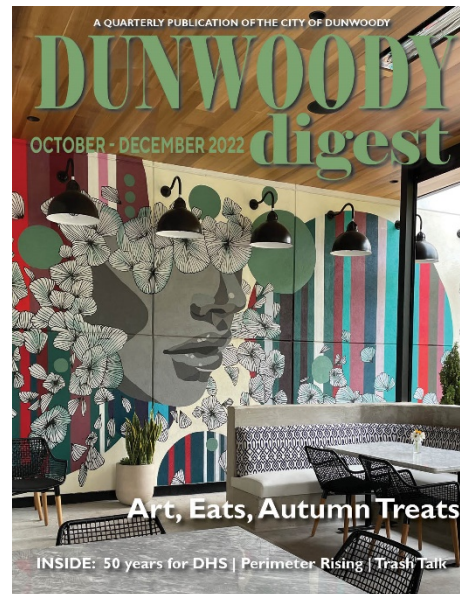
MARKETING / COMMUNICATIONS

Upcoming:

- Messaging for Veterans Day, Holiday Lights, Souper Bowl of Caring
- Green Light Art Project – created logo, press release to come
- Youth City Council – Council Members Catherine Lautenbacher and Rob Price will present in October

Highlights:

- [Fall 2022 Dunwoody Digest](#) delivered to residents + businesses
- Messaging for [GDOT's I-285 lane closures](#)
- Rolled out [welcome bags](#) for new residents – 50+ requests; The staff is planning to share with apartment managers and real estate agents next
- GMA's Visionary City Award application highlighted youth outreach programs
- Youth City Council – Councilman Heneghan presented



Workload/Activities:

- Graphics: Dunwoody Digest share graphics, Work Zone Safety messages; Green Light Art Project logo, Two Bridges Park announcement, Oops Wine Stroll date change, Edge City Open House, Spalding Drive detour map, holiday images, New in town promo for welcome bags, October calendar ad for Crier & Reporter
- Fliers: Opioid seminar, sustainability flier for Butterfly Experience + Welcome Bags, Meet Your Dunwoody Police Department for Welcome Bags
- Videos: DUMC Preschool anniversary, Wholesum ribbon-cutting, Hispanic Latino Cultural Heritage celebration, Georgetown and Gateway drone videos
- Press releases: Edge City Open House, Arts & Culture Month, Electronics Recycling, #GreatDunwoodyCleanup, Truck or Treat, ARP funding for nonprofits
- "Inside Dunwoody" by City Manager Eric Linton: The October newsletter focused on the budget process.



MONTHLY REPORT REPORT ENDING OCTOBER 7, 2022

- Created and shared D-news: [Sept. 2](#), [Sept. 9](#), [Sept. 16](#), [Sept. 23](#), [Sept 30](#);
Dunwoody Ambassadors newsletter: [September update](#)

September 2022 stats:

- The staff issued 4 press release and received 12 media inquiries, [Dunwoody stories link](#)
- The department produced 5 videos for social media: 9.3K total views (DUMC Preschool anniversary was most popular); 2 Council meetings – 479 total Facebook views
- Top posts: (Facebook) City Manager's Report on police co-responder program; (Twitter) Hampton Social coming to High Street; (Instagram) Two Bridges Park announcement

FINANCE

Major Projects:

- The department met with vendor for installation of Kevlar fabric to the inside of panels in the dais area of City Council Chambers.
- The staff is working on updating Standard Operating Procedures as needed with new software and processes moving forward.
- The Monthly Financial Report for August 2022 can be found at: <https://www.dunwoodyga.gov/Home/ShowDocument?id=2530>

Other Highlights:

- The staff worked on Operating and Capital Budgets for 2023 and met with the Budget Committee on September 7th and 8th. Recommendations were made and then incorporated into budget.
The department had intensive training and conversion with the Information Technology Department and Tyler Implementation team for ERP 10. The new version went live on September 19th.

Upcoming Events:

- The Budget Hearings will be October 10th and October 24th, with final budget adoption on October 24th. The advertising requirements have been met.
- Finance is continuing work with Paycom and Human Resources to roll out electronic enhancements for forms and workflows in the payroll software. The



**MONTHLY REPORT
REPORT ENDING OCTOBER 7, 2022**

electronic paid time off forms will start October 1st and new apps will be available and functional soon for employees and elected officials.

MUNICIPAL COURT

Workload/Activities:

- The department disposed of over 506 cases and 42 cases have been reset.
- The department is auditing old probation files to check the status and disposing of them if completed.

CLERK

Workload/Activities:

- The City Clerk's office processed 471 open records requests in the month of September.
- The City Clerk's office processed 6 contracts in the month of September.
- The City Clerk's office prepared all agendas, summaries, minutes, and associated procedures for the following meetings that were held during the month of September:
 - ✓ One Alcohol License Review Board
 - ✓ One Art Commission
 - ✓ Two Budget Committee
 - ✓ Two Citizens Advisory Capital Improvements Committee
 - ✓ Two City Council
 - ✓ One Urban Redevelopment Agency
- The department reviewed and approved financial transactions and expenditures for the City Council and City Clerk's office for the month of September.

HUMAN RESOURCES

Upcoming Events:



MONTHLY REPORT
REPORT ENDING OCTOBER 7, 2022

- Human Resources and the Wellness Committee are planning angioscreens for employees in October.
- Open Enrollment will take place in early November.

Other Highlights:

- The city filled three Police Officer positions.
- The Human Resources Department provided annual training on the City's EEO and No Harassment Policy.
- Human Resources is working with the City's benefits broker regarding benefits renewals in preparation for Open Enrollment.
- Human Resources is working with Paycom, the City's Human Resources Information System (HRIS) vendor, to prepare for Open Enrollment.
- Human Resources and Finance are working with Paycom to implement several new modules for employee self-service. Personnel Action Forms were implemented in September, with additional modules in progress.
- Human Resources and the Wellness Committee sponsored a flu vaccine clinic for all City employees.
- Human Resources managed report intake, contact tracing and recordkeeping for seven COVID-19 positives and exposures.