

City of Dunwoody  
 March 22, 2023  
 City Council Special Called Meeting Minutes

The City Council of the City of Dunwoody held a meeting on March 22, 2023 at 9:30 AM at Etowah River Park playground, 600 Brown Industrial Parkway, Canton, Georgia 30114, 10:15 AM at Canton City Hall, 110 Academy Street, Canton, Georgia 30114, and 2:00 PM at Forrest Hill Resort Conference Center, 135 Forrest Hills Road, Dahlonega, Georgia 30533. Present for the meeting were the following:

Voting Members: Lynn Deutsch, Mayor  
 Stacey Harris, Council Member  
 John Heneghan, Council Member  
 Catherine Lautenbacher, Council Member  
 Tom Lambert, Council Member  
 Rob Price, Council Member  
 Joe Seconder, Council Member

Also present: Eric Linton, City Manager  
 Jay Vinicki, Assistant City Manager (Etowah River Park only)  
 Ken Bernard, City Attorney  
 Sharon Lowery, City Clerrk  
 Billy Grogan, Chief of Police  
 Ginger LePage, Technology Director

9:30 A.M. - SITE VISIT - ETOWAH RIVER PARK PLAYGROUND

Mayor Deutsch, City Council, and staff met with Canton Park staff at Etowah River Park playground and toured the park.

10:15 A.M. - CANTON CITY HALL - CANTON CITY MANAGER

Mayor Deutsch, City Council, and staff met with Canton Mayor Bill Grant, City Manager Bill Peppers, Assistant City Manager Nathan Ingram, Police Chief Stephen Merrifield, and other staff members.

Mayor Grant provided an overview of Canton's Road Map for Success, which is the integration of goals and tactics into eight guiding principles. Mayor Grant and his staff explained how they use these guiding principles and answered questions of Dunwoody's Mayor, City Council, and staff.

LUNCH - NAVA TAQUERIA - THE MILL ON ETOWAH

2:00 P.M. - 2023 STRATEGIC PLANNING DISCUSSION

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

City Manager Eric Linton thanked everyone for taking time for the retreat.

City Attorney Ken Bernard introduced the facilitator, Kali Boatright. Ms. Boatright is the President and C.E.O. of North Fulton Chamber of Commerce.

#### Public Safety: (Chief Grogan)

Chief Grogan provided an update on EMS and said this will need to be a multi-city approach to EMS and DeKalb County. He said DeKalb County no longer provides funding for ambulance services and we want them to.

Chief Grogan provided an update on the mental health clinician and where we are in the process of filling that need.

Chief Grogan presented public safety trends for the City of Dunwoody. Mayor Deutsch asked City Manager Eric Linton and Chief Grogan to get staffing recommendations from BerryDunn prior to 2023 budget preparation and the Budget Committee convening.

#### American Rescue Plan: (City Manager Linton)

Mr. Linton presented an overview of the status of CARES 2 funding and ARP I and II. Council requested that staff ensure we are on track to spend ARP I budget funds prior to expiration of the funding. Chief Grogan will look at areas the city can do public/private partnerships for LPR cameras.

#### Diversity, Equity, Inclusion:(Council Member Price)

Council Member Price talked about how the city could become a certified City of Diversity, Equity, Inclusion, and Belonging (Certified City of DEIB) through the Georgia Municipal Association. The cost to apply is \$1,500.00. The process is for City Council to adopt two resolutions, the majority of Council must have at least 3 hours of personal training, and the city must host at least two interactive community stakeholder meetings within one calendar year. Council Member Rice suggested at least two stakeholder meetings this year. He also suggested looking into the One Region Initiative program and deciding if we want to participate in that program.

Committee Education/Acknowledgement (City Manager Linton/City Attorney Bernard)

Mr. Linton gave an overview of the city's boards and committees, what they do. He said some of the challenges and issues we have faced or need to address are membership attendance, training, standing rules, communication with Council, open meetings, and open records training.

Mr. Linton said the city could pay board/committee members a stipend for their meeting attendance. He noted that the Municipal Court Bailiffs are taken to lunch once a year to acknowledge their service to the city.

City Attorney Ken Bernard reminded Council that on a planning and zoning case, they are a quasi-jury and they should never have post-application one-on-one meetings.

EXECUTIVE SESSION - FOR THE PURPOSE OF CYBER SECURITY, LEGAL, REAL ESTATE, AND PERSONNEL DISCUSSION

RECESS

Council Member Seconder motioned to recess the meeting until 8:15 a.m. on Thursday, March 23, 2023. Council Member Lambert seconded.

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

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 Ken Bernard, City Attorney  
 Sharon Lowery, City Clerrk  
 Billy Grogan, Chief of Police  
 Jennifer Boettcher, Communications Director  
 Richard McLeod, Community Development Director  
 Richard Platto, Finance Director  
 Michael Smith, Public Works Director  
 Michael Starling, Economic Development Director  
 Ginger LePage, Technology Director  
 Kali Boatright, Facilitator

### RECONVENE

Mayor Deutsch reconvened the meeting. All members were in attendance.

Mayor Deutsch said SPLOST moved through before crossover day. She provided an update on the SPLOST negotiations and noted that it will be on the ballot in the fall.

### 2023 STRATEGIC PLANNING DISCUSSION

#### BONDS/CAPITAL/SPLOST/FINANCE (LAMBERT)

City Manager Eric Linton said the question of the day is bonds and what the next steps are.

Council Member Lambert provided the history from Citizen Capital Advisory Committee and their recommendations/ranking of capital priorities. He said that he is of the opinion that there be one question on the ballot for our residents, which would make it simpler for them to understand.

Roger Murray of Murray Barnes Finister, LLP and Doug Gebhardt of Davenport & Company, LLC were present to answer questions regarding the potential issuance of a bond.

Roger Murray agreed that one question on the ballot would be simpler. He said the tradeoff is that you may have some people who like some projects and not others and you have to weigh simplicity versus the legalities of do we really have one purpose on the ballot.

City Attorney Bernard reminded that the city cannot campaign for this ballot question. He said nobody should put anything out on Dunwoody letterhead without a disclaimer that says this has not been approved by Council. He reminded that the city can't spend taxpayer money to campaign for people to vote for the bond. Mr. Bernard said the steps in the process are: the city would do a resolution calling for the special election; the Board of Elections joins in the call; the Call is published in the newspaper once a week for 5 weeks preceding the election and there is a notice in the newspaper. He said the facts would be published on the city's website or elsewhere. The city can have a citizen committee advocate for the bond but they would have guidelines for what they could and couldn't do.

#### DUNWOODY VILLAGE:

Michael Starling presented on the Dunwoody Village pedestrian grid. He said the city would hire someone to do a parking demand analysis of Dunwoody Village. He said there would be a second meeting with the business owners of Dunwoody Village, but that meeting will not be hosted by the city. Mr. Starling said there is an opportunity for shared parking.

Upon further discussion, it was agreed that staff would request and update from Regency on their plans and staff will schedule a joint meeting with Planning and the Development Authority.

#### PEDESTRIAN SAFETY:

Michael Smith presented the 2022 quick build safety projects and 2023 pedestrian projects.

Richard McLeod gave an overview of The PATH Foundation timeframes. Staff will provide copies of the plan to Council on April 14 and place the Trail Master Plan on the April 24 meeting agenda for presentation to Council. The Trail Master Plan will be on the May 8 meeting agenda for consideration of adoption by Council.

Michael Smith presented the Jett Ferry streetscapes project overview.

#### COMMUNICATIONS/CITIZEN PARTICIPATION (Boettcher)

Jennifer Boettcher gave an overview of the goals & outreach for Communications Department.

Mayor Deutsch said we need to formalize and change how we do public outreach. She said Council must step up and reach out to their constituents. Mayor Deutsch said the city has to budget to have meetings where the people are when we are doing projects. She said we have to get back to having Town Hall meetings again and be more proactive on the front end.

Mayor Deutsch recessed the meeting for lunch.

Mayor Deutsch reconvened the meeting.

#### COMMUNICATIONS:

Mayor Deutsch said we should have a pre-application meeting, just like the developers do. She said there should be city project engagement and staff should look at how we are pushing out project information.

#### CONSTITUENCY RESPONSES/(CUSTOMER SERVICE/RFQ PROCESS)

Mr. Linton presented and asked what the best method for Council to respond when contacted as a group. Council favored one member responding to the group.

#### CODE ENFORCEMENT COMPLAINTS:

Richard McLeod presented an overview of 2022 code enforcement complaints and the process of code enforcement.

Council asked if there is a follow-up and recheck on code enforcement complaints.

Mr. McLeod said staff would look into updating the Code Enforcement code. He said he and Jennifer Boettcher could get together twice a year and push something out explaining the Code Enforcement process. He said Code Enforcement will provide the complainants with a flyer so they know the process.

#### PUBLIC WORKS MAINTENANCE:

Michael Smith said Code Enforcement has their system and Public Works has SeeClickFix. He explained that residents can put their complaints in SeeClickFix and they will be in the system forever. Mr. Smith provided the status of service requests initiated in the last twelve months. He said requests that are older than 90 days are typically ones that must be handled by other agencies, such as the state, county, or utility companies.

Mayor Deutsch requested that staff notify the complainants immediately if the city has to reach out to another entity or the utility companies, and for anything with DeKalb County, put a note in the response to the complainant asking them to notify DeKalb County Commission Robert Patrick and provide his email address to them.

ISSUES: Construction Projects and How to Hold the Contractor Accountable.

Michael Smith provided state law for public works projects. He said the alternatives to accepting the low bid are design-build or construction manager at risk. He explained some of the tools the city uses for contractor quality and accountability. He said the city has a testing company go on site to test concrete and asphalt projects. Mr. Smith said potential options for elevated oversight of the contractors is to increase staff time allocated to each project by increasing the staffing model to 5 FTEs and increase the total project cost 3% - 5%. An additional option for higher performance is to offer financial incentives for contractors to complete the project ahead of schedule.

Mayor Deutsch said we should have more frequent project status updates on the city's website. She said staff should notify the people directly impacted by the project and have the phone number listed of the staff person at City Hall they should contact. Mr. Smith said staff

normally sends a letter to everyone who lives in the project area. Mayor Deutsch recommended having a rapid response plan when there are issues where the public should be notified, such as a broken gas main. She said Jennifer Boettcher could push those notifications out on social media. Mayor Deutsch requested that if project timelines have changed, staff should update the project calendar and let Council know of the changes.

CONTRACT DRAFTING:

Contract Drafting, Review, Execution and Document Retention Flow:

Mr. Linton provided an overview of the contract process flowchart.

Mayor Deutsch asked if the city could spell out the expectation of project traffic management in project contracts. Michael Smith said most of the projects have GDOT requirements for traffic management.

Council asked staff to look at best practices of other cities for project traffic management, let Council know how disruptive projects will be, show if a project is under construction on the Public Works pages of the city website, and show the length of time of when a project is starting to when it should be completed. Council also asked for capital projects status updates.

SUSTAINABILITY:

Council Member Price suggested having an internal audit of sustainability measures the city is already doing, go through some of the recommendations made by the Sustainability Committee, and have someone provide an update to Council.

Kali Boatright reviewed the list of retreat takeaways with City Council and there was consensus that the list encompasses the retreat items City Council wanted taken back to staff for implementation. (See attached list of Retreat Takeaways.)

EXECUTIVE SESSION - FOR THE PURPOSE OF CYBER SECURITY, LEGAL, REAL ESTATE, AND PERSONNEL DISCUSSION

Council Member Price motioned to enter executive session for the purpose of legal discussion. Council Member Heneghan seconded.

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



ADJOURN

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

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

1. Code Enforcement
  - Status tracking system with resident accessibility (June 2023)
  - Fliers
2. Resident engagement – customer service (July 2023)
  - Ability to track status/resolution of issue
  - Access to dashboard for elected officials
3. Public Alignment of budget to goals/priorities (No deadline)
4. Multi-City approach to EMS/County
  - Where did funding go County originally contributed to fund EMS? (Underway)
5. Public Safety budget/staffing
  - Berry-Dunn draft report (May 2023) Final Report (October 2023)
  - Staffing type (organization chart)
6. ARP I deadline/Expiration (December 2024 obligated, December 2026 to be spent)
  - \$ spent by deadline
7. Social Services Incubator (4<sup>th</sup> Quarter 2023)
  - Timeline/building purchase
  - Possible recreational equity allocation combination
8. ARP II update on \$ (January 2024)
  - Flexibility with non-profit partners
9. GMA Certified City of Diversity, Equity, & Inclusion (June, 2023)
10. Training (easy and local) and stipend proposal from staff for Boards/Committees (Summer 2023)
  - Which groups
  - How much/How often
  - Benchmarking
11. Bond report to City Council (April 10 and May 8 meetings) -Bond Resolution vote (May 22 meeting)
12. Planning Commission/Development Authority joint meeting (late summer 2023)
13. Public meetings engagement (late summer 2023)
  - RFPs & contracts
14. City project communications intentional push (process)
15. Code Enforcement Code update (4<sup>th</sup> quarter 2023)
16. Improve communications around city projects/changes/updates
  - Capital projects
    - Status updates to Council
17. Nuisance ordinance (3<sup>rd</sup> quarter)
  - See DeKalb
18. Intern program/policy (3<sup>rd</sup> quarter)

**SPLOST:**

1. Parking lot re-paving
2. Paving
3. Intersection improvements

**Proceeds from sale of N. Shallowford property - \$7M:**

1. PCMS turf - \$1M
2. Maintenance facility - \$1.5M
3. Internet for parks
4. Street lights
5. Dunwoody Village

**Bond Projects List: (1 question – lump sum and list)****Parks:**

1. List and total - \$30M  
\*add land acquisition

**Infrastructure Improvements - \$26M (add Neighborhood Sidewalk Program)**

- How much to borrow?
- Interest rate?
- Re-payment schedule?

**PARKING LOT I:**

1. Flagpole banners
2. Complete zoning applications prior to public hearing
3. Clarify Council's pre-application involvement with applicant
  - Do Comprehensive Plan align with Council?
4. Amend Charter inconsistencies
5. Public Safety infrastructure improvements
6. Stormwater \$ on city properties
7. Update from Regency on their plan
8. Sustainability update to Council (April 2023)