



City Manager Update

September 20, 2022



UPCOMING COMMUNITY EVENTS/PROGRAMS

1. August 10 - October 18: Chamblee 101
2. September 13: NPP Lunch and Learn – Board Development featuring Ann Cramer
3. September 17: Electronics Recycling

GOAL A: CREATE A GREATER SENSE OF COMMUNITY IDENTITY

The focus of this strategic goal is to promote the city as a unique place with which residents are proud to identify. We are unpretentious and proud of the hard work ethic that has been developed from a history that spans from farms to industry. We are an inclusive community that is a destination where you can start your career, open your business, raise your family, and retire. We will achieve our goal through implementing objectives that reinforce and promote our city brand in a way that defines who we are and draws people who are in alignment.

1. The Certificate of Occupancy is still tentatively scheduled for 9/16 for new city hall; rain delays could cause issues with scheduled concrete installation on north and south sides of the building. Move in day is 9/27. It is anticipated that staff will be able to operate out of the building beginning the 2nd week of October. Ribbon cutting is tentatively set to occur during Taste of Chamblee
2. Staff is currently applying for recertification through ARC's Green Communities. Application is due October 7.
3. CGI has scheduled a video press release with the Economic Development Director to announce the launch of the partnership to local businesses. The video press release will notify businesses that CGI Digital has partnered with the city to produce marketing videos for the city and will be reaching out to local businesses to garner interest in sponsorship opportunities. The production team is beginning to draft the script and working with staff to schedule the shoot days.
4. The Chamblee Ambassador Program, the city's new volunteer program, launched at the end of August. During the first Meetup, staff presented the program to 6 attendees and encouraged them to help share the information about the program to other community members. The next meeting is scheduled for October 4th and will include an overview of the program and information regarding volunteering for the Taste of Chamblee.

5. The NPP Lunch and Learn with Ann Cramer took place on September 13th and staff is in the process of preparing the quarterly report for the Nonprofit Partnership Program.
6. A draft of the community almanac for the Neighborhood Engagement Program will be available at the end of October. The first meeting is tentatively scheduled for November.
7. Staff has been recruiting restaurants for Chamblee Restaurant Week (CRW) and Taste of Chamblee (ToC). As of September 12th, there are four restaurants for CRW and 16 restaurant/beverage vendors (inclusive of a few food trucks) for ToC not including eight sponsors. Plaza Fiesta and We Love Buford Highway are community partners that are assisting with the recruitment of restaurants on Buford Highway.
8. Discover Chamblee Update:
 - a. The city will run a 1/2-page advertisement in DeKalb County's Bicentennial Publication
 - b. Discover DeKalb funded a portion of the Atlanta Business Chronicle's Market Report with the Downtown Development Authority
 - c. Discover DeKalb has entered into an agreement with Pineapple PR to manage the Discover Chamblee Facebook and Instagram pages.
9. E-Signal Report:
 - a. Last distribution: September 2, 2022
 - i. Recipients: 3,254
 - ii. Opens: 1,144
 - b. Next distribution: October 7, 2022

GOAL B: SUPPORT A THRIVING BUSINESS ENVIRONMENT

The focus of this strategic goal is for the City to be responsive to the needs of current businesses as well as co-create programs and policies that support sustainable growth. Chamblee will create a business climate that has a sustainable mix of uses (retailers, companies, and industry) that provides a mix of jobs for all skill levels and career stages. Chamblee will become known in metro Atlanta as a great place to do business, as an affordable place to live at every stage of life, and for its unique blend of tradition and innovative spirit.

1. Massage/Spa license renewals will be going out in the next couple of weeks. Applications are due November 1. It will include a letter relaying information about the changes to the code.

2. The Planning and Development Department issued the Certificate of Occupancy (CO) for the TOP Car Wash located at 3631 Clairmont Rd, at the intersection with Dresden Dr.
3. A film company requested to film at the PDK Airport in the middle of September. The company will be using special effects and is currently coordinating these efforts with the PDK Director, Fire marshal office and Chamblee Police.
4. Marketing materials (flyers in English and Spanish) and a sign-up list were created for the upcoming roundtable discussion with Latino-owned businesses. The event date, time and location will be September 28th, at 10am, at the Plaza Fiesta food court.
5. Chamblee business e-newsletter report:
 - a. 312 contacts; 288 subscribers
 - b. Sent on September 1 (Happy Labor Day)
 - i. 34% open rate (Peer average is 37.9%, list average is 31.3%)
 - ii. 1.4% clicks (Peer average is 8.0%, list average is 2.5%)

GOAL C: PROMOTE A HEALTHY AND SAFE LIVING ENVIRONMENT

The focus of this goal is two-fold. First, to create an active and sustainable community that does not sacrifice assets or commodities that have future value for today's economic development or political gains. Secondly, we want to create and maintain a feeling of safety where people feel secure to live and participate in our community.

1. The Georgia Initiative for Community Housing (GICH) site evaluation was held on September 7th. Staff presented to the group of six evaluation committee members, who also asked questions of Mayor, City Manager, Economic Development Director, and Chamblee's Housing Team. A one-hour driving tour for the evaluation committee demonstrated the various housing types, needs, and opportunities within the community. A decision of finalist communities is expected at the end of September. If selected to move forward, staff will participate in the Fall GICH Conference in late October.
2. The Planning and Development Department and Public Works Departments met to coordinate on a review of and potential updates to the City's stormwater ordinance.
3. Sanitation Division:
 - a. *Vehicles out of Service:*
 - i. Unit # 96PW Single Man Leaf Collector (Wiring Harness & valve body)
 - ii. Unit # 154PW Knuckle Truck (Hydraulic hose fitting leaking)
 - iii. Unit #155PW Bucket Truck (Boom repair and hydraulic line replacement).

4. Roadway & Walkways:
 - a. Staff repaired and replaced (3) stop signs;
 - b. Removed and installed No Parking Sign at 5769 Peach Industrial Blvd;
 - c. Removed and replaced 30 m.p.h. sign and signpost at City Hall;
 - d. Filled (7) potholes with cold patch on Chamblee-Dunwoody Rd between Buford Hwy and New Peachtree Rd;
 - e. Repaired sidewalk at Chamblee-Dunwoody Rd and American Industrial Blvd;

GOAL E: PROVIDE QUALITY GOVERNMENT SERVICE THROUGH PARTNERSHIP AND COOPERATION

Chamblee is a well-managed city that works cooperatively with adjacent governments to reach common goals. The city believes in transparent government that actively strives to positively engage all citizens and community groups.

1. Strategic Government Resources facilitated a strategic and business planning workshop for staff; updates to the strategic plan and inclusion of draft staff business plan will be presented to council at a future workshop. Dates are still TBD.
2. Annual budget planning process has kicked off for FY2023. Draft budgets are due to the city manager's office by October 5th and will be discussed with council at the fall budget/strategic plan workshop. *See the attached budget calendar for more information.*
3. A hiring offer for the following positions were made and accepted: Planner 1, Planning and Development Director, Public Works Director.
4. HR is wrapping up final review of job descriptions with FGP so they can finalize the market assessment and pay range updates for each position. The compensation study results will be presented to council in October.
5. Wellness Fair will be hosted on September 30th for city employees and dependents enrolled in the city's benefits plan.
6. The PATH Foundation and the City held the first of 4 steering committee meetings on September 1st. The meeting agenda consisted of introductions, project goals and objectives, summary of public open houses, data collection and mapping, trail branding (naming ideas), project schedule and timeline, and next steps.
7. Parks and Recreation Staff began work with Azimuth Grants on writing the application for the Georgia Outdoor Stewardship Program (GOSP) Grant. If awarded this grant would provide \$3,000,000 towards the construction of the

Savoy-Nancy Creek Trail. Pre-applications are due October 14th and second level applications, if selected, are due May 30, 2023.

8. Related Group (Manor Chamblee project) will host an open house conversation among partners (Keswick HOA, Related Group, Elaine Clark Center) as Related prepares to move forward with installation of Rail Trail segments on their project site and connecting into existing Rail Trail. The discussion is scheduled for October 19th at 6 pm.
9. A Stop Work Order was issued to Stein Group (Lumen project) on September 8 and September 22. Staff in Planning and Development, Public Works, and the City Manager's Office worked with multiple representatives of the Lumen project to bring their site management and management of deliveries into compliance and receive an action plan that is satisfactory in resolving concerns.
10. The Planning and Development Department and Public Works Departments communicated with the School Outreach Coordinator for the area's Safe Routes to Schools (SRTS) program and with the Principal of Dresden Elementary, to review the Dresden ES Field Observation Report from earlier in the year and to schedule a site visit.
11. Community-Oriented Policing Program (COPs):
 - a. Staff Conducted traffic control and a community talk at The Guatemala Consulate
 - b. Met with I Care Atlanta in reference to food giveaway and turkey giveaway
12. Trespass Affidavit Program (TAP): New properties enrolled include 4309 Buford Hwy and the Chamblee Plaza Publix (pending)
13. Homelessness Initiative & Comprehensive Plan: Staff conducted 4 co-responder clinician referrals