

City of Chamblee Continuity of Operations Plan COVID-19 Emergency



March 21, 2020 Update

Updated language is highlighted

This plan outlines the City of Chamblee's continuity of operations during the local State of Emergency declared by Mayor Clarkson on Monday, March 16, 2020. It will be updated as situations change and needs are identified. The DeKalb County Board of Health and the Georgia Department of Health are the primary agencies responsible for COVID-19 response. It is the city's priority to support the national goal of slowing the progression of the virus and our city goal of ensuring our workforce is staffed continuously at sustainable levels to provide essential services. To achieve these goals, citywide efforts include:

- All City of Chamblee facilities are closed to the public until further notice.
- All city public meetings, events and programs through the end of April are cancelled.
- City staff have implemented teleworking procedures to minimize the number of staff in the office. In cases where staff need to be in city facilities, alternative schedules and flexible hours are implemented to minimize contact and exposure. In addition, staff who operate in the field are required to limit interactions and practice social distancing.
- The City Council may elect to have regular meetings using teleconference capabilities. In these cases, meetings will be properly noticed as well as posted on social media with a phone number for call-in attendance. Please check the agenda packets for information regarding login/call-in information for each meeting. Agendas can be found online: <http://chambleecityga.igm2.com/citizens/default.aspx>.
- Executive Order 2020-1 was signed by the Mayor on March 21, 2020. This implements the following actions, to include but not limited to:
 - All restaurants, hookah lounges, businesses that sell food or beverages for consumption on premises, or businesses that provide entertainment on premises shall be closed to in-person dining, consumption of alcohol, smoking of hookah, or entertainment until the expiration of this executive order.
 - Restaurants and other businesses who sell food may offer food for take-away or for customers to eat somewhere other than at the establishment. Similarly,

hookah lounges may sell their product to-go in a manner consistent with the regulations of this Section.

- Any business to which this Section applies that violates the terms set forth herein may be closed in order to protect public health and may have its business license suspended or revoked.
- It shall be unlawful for groups of ten (10) or more unrelated persons to congregate in any public or private place, whether indoor or outdoor, for any social, religious, athletic, cultural, political, entertainment, or educational purpose during the effective dates of this executive order.
- If a business licensed by the City is found to have hosted a gathering in violation of this Section, such business is subject to being closed to protect public health and to having its business license suspended or revoked.
- The full Executive Order may be found on the City of Chamblee website

Each department within the City of Chamblee government has identified programs that are essential and will be continued at the same service level during this city emergency. Other programs may see a reduction in levels of service due to the efforts to sustain essential services. Some services may be temporarily discontinued for the same reason or due to the nature of this emergency. Those services will resume when staffing levels are appropriate and based on guidance from national health policies. View the department sections below for additional information on services that will and will not be maintained. Administrative and emergency management staff will continue to actively monitor, plan and communicate about this situation in the coming weeks. The health and welfare of our community is the city's top priority.

Planning & Development Department is operational. Building inspectors, land development inspectors and code enforcement officers continue to work as before. All other staff members are working remotely. We can accept all applications and inspection requests electronically. At this time, the Planning and Development Department is unable to accept phone calls. Instead, we ask individuals to communicate via email by contacting chambleedevelopment@chambleega.gov. If a call is necessary, staff will create a teleconference upon request.

Parks and Recreation

- Areas still open to the public include:
 - Rail Trail
 - Keswick Nature Trail
 - Park Trails at Keswick and Dresden
 - Open Playing Fields at all parks
- All athletic fields and courts are closed. This includes soccer fields at Dresden Park, basketball, soccer, softball, T-ball and tennis at Keswick Park
- All playgrounds, pavilions and the Rail Trail Game Zone are closed. While we do not have fencing around these amenities, please understand that city staff are not able to properly sanitize the equipment at any of our parks.
- Water Fountains are turned off at all parks.
- Spring Programming Status:
 - Adult Softball – Cancelled and Refunded
 - Youth Baseball/T-ball – Cancelled and Refunded
 - Youth Soccer – Suspended until after April 30th per Georgia Soccer
 - Youth Flag Football and Lacrosse – Suspended until further notice
 - Adult Kickball – Suspended until further notice
 - Youth and Adult Tennis – Suspended until further notice
 - Pickleball – Suspended until further notice
 - All indoor programming such as yoga, Kung-Fu, certification classes, etc. – Cancelled

Police Department:

- Make all requests for reports via e-mail at policerecords@chambleega.gov.
- Walk-in fingerprinting services and criminal history checks are temporarily discontinued. If you need to speak to someone at headquarters, contact 770 986-5005.
- We have **increased** the number of Officers on duty to assist in responding to any additional calls for service. We also currently have two officers that are taking reports over the phone. We are limiting interactions between shifts to minimize the opportunity for exposure to the coronavirus.

- The 911/Communications Center is fully staffed. If you need to make a non-emergency police report, contact them at (770) 986-5005. As always, if it is an emergency, please call 911.
- The holding cells in the Chamblee Police Department are currently closed. All detainees will be housed at DeKalb County Jail.
- The Investigation Division will work remotely with one detective reporting to the office during the week.
- Administrative support is operating on a rotating daily basis.
- Freedom of Information Act (FOIA) requests can be submitted via the city online portal: [https://chambleega.govqa.us/WEBAPP/rs/\(S\(gawkjo02goekuxvl4vu10jif\)\)/supporthome.aspx](https://chambleega.govqa.us/WEBAPP/rs/(S(gawkjo02goekuxvl4vu10jif))/supporthome.aspx). All follow up communications are handled thru this portal, including any clarifications and/or cost estimates. For questions on police department requests, contact Julie Shrader at jshrader@chambleega.gov.

City Hall:

- Staff is teleworking and only coming into city hall on alternating schedules.
- Freedom of Information Act (FOIA) requests can be submitted via the city online portal: [https://chambleega.govqa.us/WEBAPP/rs/\(S\(gawkjo02goekuxvl4vu10jif\)\)/supporthome.aspx](https://chambleega.govqa.us/WEBAPP/rs/(S(gawkjo02goekuxvl4vu10jif))/supporthome.aspx). Most FOIA requests will be sent back electronically. Returns that cannot be sent electronically will be mailed to the recipient. For questions on general requests, contact Emmie Niethammer at eniethammer@chambleega.gov.
- Occupation Tax Licensing: See the city webpage for updates and options to process renewals without coming to city hall. <https://www.chambleega.com/149/Occupational-Tax-Certificates>. Questions may be sent to taxlicensing@chambleega.gov.
- Alcohol Licenses: Forms are on the city website. Any updates or changes will be posted on the city alcohol licensing webpage: <https://www.chambleega.com/148/Alcohol-Licenses>.
- The city has suspended recruitment and interviews related to non-essential personnel.
- Checks are being mailed to vendors and employees without disruption. Vendors cannot pickup checks at City Hall.

Community & Economic Development

- The City of Chamblee is coordinating a small business support effort through the Community and Economic Development team. Laura Linman, the Business Outreach Coordinator, is the point person for businesses needing assistance. The city asks all business leaders to sign up for the business e-newsletter (bit.ly/39ZSCxn) and to join the Chamblee Business Community Facebook page (<https://bit.ly/CBCFB2020>) to stay up to date with communications and resources, as well as to connect with other businesses in our community. The city also will be coordinating small group chat sessions via video conference to collaborate and share resources, which will be announced via the e-newsletter and social media. Laura can be reached by calling (770) 349-5258 or by emailing llinman@chambleega.gov.
- Community and Economic Development is operational, and staff are teleworking.
- The May concert has been cancelled. Staff is working closely with vendors and is monitoring the situation regarding the other concerts.
- The most-up-to-date information is posted on the city's social media. Follow us: Facebook: @CityOfChamblee; Twitter: @ChambleeGA; Instagram [chamblee.ga](https://www.instagram.com/chamblee.ga)

Public Works

- Trash pickup is the top priority and will continue as scheduled.
- Sanitation crews are limiting person-to-person interactions to prevent exposure to and the spread of the Coronavirus.
- Commercial sanitation services are provided by private waste haulers selected by the business owner. Contact those companies directly regarding any changes to schedules.
- Pothole and traffic signal repairs will continue to be addressed according to the severity and priority level.
- Recycling will continue as scheduled. Collection schedules may be altered in the future if staffing levels are affected by the emergency.
- Bulk pickup and yard waste removal will be suspended on March 23rd, and staff will be redirected to trash pickup.
- The fleet maintenance staff is working alternating schedules to limit exposure.
- All other services are lower priority and may be suspended or operate at limited capacity.

Projects

- Peachtree Road Streetscape continues.
- Construction of the public safety facility on Buford Highway will continue.
- The City Council awarded \$3 million worth of paving to Allied Paving. The streets in the 2020 paving list are primarily focused on recent sewer work performed by the county. All work was chosen based on scores provided from a third-party analysis.
- Other capital projects are on hold due to uncertainty with staffing levels.

The Mayor and Council have attended several meetings (via conference call) and continue to talk with experts related to COVID-19 and the state of emergency that was declared on March 16, 2020. Further polices may be put in place to continue to keep our community safe during this time. The City of Chamblee is navigating uncharted territory, and we are working diligently to protect public safety. We ask the public to please be careful with their health and be mindful of the health of others. Thank you for your understanding.