



**City Manager
Monthly Report
Report Ending October 8, 2021**

PUBLIC WORKS

Construction Projects:

- Peeler Road Sidewalk – The site restoration has continued this month. The paving is scheduled to begin the week of October 11th and the completion of the project is expected to be in November. There will be minor traffic delays on Peeler Road.
- Spalding at Chamblee Dunwoody Intersection - The underground utility conflicts have continued to impact the stormwater pipe installation. The pipe work is expected to be completed in the next month apart from the storm line crossing on Spalding Drive at the south end of the project. There will be minor traffic delays periodically on Spalding Drive.
- 2021 Paving - Blount Construction has completed the 2021 paving list, except for Peeler Road and Mount Vernon Place, which are scheduled for the week of October 11th. The manhole adjustments and post-paving cleanup continues.
- Mount Vernon Place Sidewalk - Autaco will be completing the last driveway and sidewalk in preparation for paving the road in mid-October.
- Georgetown Gateway - The contractor has completed approximately 650 feet of new water main from Peeler Road to Kent Avenue. The Atlanta Gas Light resumed nighttime boring for the gas main between Old Spring House Lane and I-285 with this work scheduled to be completed in October. Georgia Power crews returned from Hurricane Ida emergency work at the end of September and are scheduled to complete Phase I of their pole installation in October. AT&T underground relocation is pending completion of Atlanta Gas Light's work. Minor traffic delays will occur on Chamblee Dunwoody Road between 9 a.m. and 4 p.m. on weekdays.
- Perimeter Center East Sidewalk - The project is substantially complete and scheduled for a final site inspection.
- Winters Chapel Path Phase I – The site clearing is planned for later this month pending contract approval. The construction bid has been advertised and is scheduled to open October 12th.



Spalding Drive Utilities

Other Highlights:

- Center Drive Stormwater Repairs – The department lined 374 feet of corrugated metal pipe.
- Trapnell Drive Stormwater Repairs – The department lined 383 feet of corrugated metal pipe.

Workload/Activities:

- The stormwater staff responded to flash flooding from a 50+ year storm event on September 8th. The rain gauges indicated that some areas received 2½ to 3½ inches of rain in 45 minutes.
- The maintenance crews completed 36 stormwater work orders, 19 street repairs and 19 traffic signal repairs.

POLICE

Other Highlights:

- The North Metro SWAT was called to execute a search warrant on a Wanted Suspect for Aggravated Battery who was suspected of selling drugs. Two suspects were arrested, and small amounts of various drugs were seized.
- An Officer was injured during the arrest of a suspect and received minor injuries to his forearm.

Workload/Activities:

- Officers responded to a report of Flooding on I-285 between Ashford Dunwoody Road and Chamblee Dunwoody Road.
- Officers responded to a report of a large explosion at the Arrive Apartments. At this time, the explosion appears to have been caused by a gas leak. There were four people injured who were transported to Grady by AMR. Officers and DeKalb Fire remained on the scene for hours working. Eventually, most residents were able to return to their apartments the Red Cross aided the residents that were displaced.
- Officers responded to a report of a Robbery on Club Forest Court. An unknown subject used force to snatch the briefcase from an elderly resident approaching his home.
- Officers responded to an Aggravated Assault call where a suspect pointed a gun at a maintenance worker and leasing manager at an apartment complex and threatened them.
- Officers responded to a Person Armed call. Officers located a male who had threatened several people with a box cutter. The subject was arrested.
- Officers responded to a Shoplifting call at Von Maur. The suspect fled to the MARTA platform. As the Officer deployed her Taser, the suspect fell onto the train and the Officer ended up on the train also. The suspect continued to struggle and was taken into custody at the Medical Center Station.
- Officers responded to a Crash involving a horse trailer on I-285. The 2 horses in the trailer were killed in the crash.
- Officers responded to a call of a Person Armed waving a gun. Officers located the subject and discovered the "gun" in question was a gold cap gun with an orange barrel.
- Officers responded to a report of an Armed Robbery with shots fired. The victim was walking on the sidewalk on Peachtree Industrial Boulevard when he was approached by a black male and a Hispanic male. The subjects demanded his belongings and when he refused, the black male suspect fired one round into the ground. The victim gave the suspects his cellphone and they fled the scene.
- Officers responded to an Overdose call where a 19-year-old female was found unresponsive by her boyfriend after consuming Percocet pills. After receiving

five doses of Narcan the victim finally responded and was transported to the hospital.

- Officers responded to a Loitering and Prowling call after receiving a call from a concerned citizen. The suspects were pulling on door handles to vehicles and were subsequently arrested.
- Officers received a License Plate Reader (LPR) hit on a missing suicidal person. The person was located and transported to the hospital for treatment.
- Officers responded to an Overdose at a recovery center where a 25-year-old female had overdosed. The center had administered two doses of Narcan before Officers arrived, and Officers administered two additional doses of Narcan. The victim was transported to the hospital.
- While on the above Overdose call, Officers locate a male subject that had overdosed as well and administered a dose of Narcan.
- Officers responded to an Intoxicated Person injured on Chamblee Dunwoody Road near I-285. Officers found out the subject was in an argument and got out of the vehicle he was in. As he tried to get his cellphone, the driver accelerated, and the subject was struck and transported to the hospital.
- Officers responded to a report of an Armed Robbery at the BP Station. The victim said he was sitting in his car when two black males approached him, armed with a gun, and demanded his vehicle.
- Officers responded to a report of an Armed Robbery at Corona's restaurant. A female asked a male patron to step outside and when he did, an unknown Hispanic male put a knife into his back and demanded his money. The suspects fled the scene in a vehicle.
- Officers responded to a report of an Aggravated Assault where a subject experiencing a mental health crisis struck another person with a stick. Warrants were secured and the suspect was arrested and transported to the hospital for treatment.
- Officers responded to a report of an Aggravated Assault. The suspect pistol whipped the victim and as he was leaving, shot at him. Fortunately, the victim was not struck by a bullet and Detectives are investigating.

PARKS

Major Projects:

- The staff have completed the grading and irrigation at the former Austin School site. The electrical work, fencing and sodding will be completed in the coming weeks. Both playgrounds are open to the public and parking lot is seal coated with patch and restriping to begin October 11th.
- The Dunwoody Arts & Culture Month social media calendar was created to highlight art program, art user groups, Brook Run Skate Park murals, and Partner events throughout October.

Other Highlights:

- The work for the new stairs at Dunwoody Nature Center Eco Classroom is scheduled to begin week of October 4th.
- L.E.A.F. Parks & Recreation Guide released September 1st for programming and events, September thru December 2021.
- The new fall programs, include Tennis lessons at Waterford Park and dance classes at Brook Run Park Amphitheater.

Workload/Activities:

- The department is working with engineers for roof repairs on the Veterans Memorial.
- The "Trunk or Treat" event components are secure, and Dunwoody Police Department will supply 5 to 6 patrol vehicles. An Elton John cover band is booked.

COMMUNITY DEVELOPMENT

Major Projects:

- The department completed 446 building inspections.
- The department coordinated an investigation, permitting and inspection work for the Arrive apartments.
- The Food Hall at Ashford Lane is at the sheet rock stage.
- Lazy Dog is progressing but are experiencing supply issues on some items.
- The department issued 18 warnings and 3 citations.
- The department conducted an apartment sweep at Dunwoody Village Apartment homes.
- The department removed 35 illegal signs.
- The department conducted 143 inspections, which included 17 vacant properties.
- The department completed 71 site inspections.
- The City Engineer inspected some flooding issues.
- The department presented one residential variance case at the (Zoning Board of Appeals) ZBA, which was approved. In October there will be one residential and one commercial case to present.
- The department presented 16 text amendments to correct conflicts, provide clarity and adjust processes for various chapters of the municipal code to the Planning Commission. This included providing an option for concurrent variances and was approved by City Council.
- The department presented a Dunwoody Village rezoning case to the City Council and it was approved.
- The department drafted language for party house regulations and the Planning Commission will review in October.
- The department started drafting regulations for a new Perimeter Mall entertainment district.
- City Council had another reading for the new sign code and will go back to City Council on October 11th.
- The department met with the developers of High Street and ground-breaking is expected in November.
- There were 134 permit applications submitted.
- A total of 71 permits were issued.

Other Highlights:

- The department reviewed preliminary materials for a new furniture store on Ravinia Parkway and Ashford Dunwoody Road. A community meeting is likely in October and will come to City Council early next year.
- The department scheduled a community meeting in October for a 14-unit townhouse subdivision on Peeler Road.
- The close-out of Dunwoody Village townhomes is expected in the next four to eight weeks.

- The Perimeter Marketplace is progressing with trees being planted and some asphalt being put down. It will still be several weeks before they're ready to open the Publix grocery store.

Workload/Activities:

- The department received 104 business license applications and received \$82,756 in payments.
- The department received 147 non-business license applications and took in \$693,958 in payments.
- There are 206 remaining outstanding 2020 business license accounts.
- There are 396 outstanding 2021 business license accounts.
- The department is preparing for the annual renewal of alcohol licenses with renewals due by November 30th.

ECONOMIC DEVELOPMENT

Major Projects:

- The Economic Recovery Advisory Committee has been formed to advise the Mayor on short-term recommendations to facilitate the recovery of Dunwoody's key economic sectors from the COVID-19 crisis and generate longer-term strategies for systemic change that creates a more vibrant economy into the future. Two projects have been selected for further study:
 - Small Business & Entrepreneurship Program – The City has hired a consultant to create a strategy for Small Businesses. The first stakeholder meeting occurred, and the final strategy is due in November.
 - Hospitality & Tourism Projects – The department is working with Discover Dunwoody to identify Hospitality and Tourism Projects.
- The Economic Development Department is taking the lead on the \$150,000 Community Development Assistance grant the city recently received from the Atlanta Regional Commission to create a shared economic vision for the Perimeter Dunwoody commercial market. The Contract will be presented on the October 25th Council Meeting for approval.
- The Urban Redevelopment Agency has selected Colliers as the Broker for the 2.5 Acre Commercial Site. This is the final parcel associated with Project Renaissance and is planned for a restaurant focused retail node. Proposals for the site are being accepted by Colliers.
- The Dunwoody Art Commission approved the art submissions for Spruill's Amplify Exhibit and the final design of the Bike Rack Project.

Other Highlights:

- Economic Activity –
 - Held Ribbon Cutting for Dermani MedSpa and Lift Yoga.
 - Held 35th Anniversary celebration for East 48th Street Market.
 - The department hosted the Latino and Hispanic Heritage Celebration at the Shops of Dunwoody.

Workload/Activities:

- The department conducted 76 Business Retention calls.
- The department conducted 24 Business Recruitment calls.

INFORMATION TECHNOLOGY

Major Projects:

- Migration to cloud for email and Barracuda – There are 11 users that remain and are being manually migrated. A new tool was purchased to resolve the issues, which has been working, therefore the department should be able to move more quickly.
- On Site Back End Phone System update – The Request for Proposals (RFP) closes on October 12, 2021, at 2 p.m.
- Applications to Cloud: The applications for City Works, OnBase, and Incode is approved and signed, and submitted to the vendor for scheduling.
- Security Assessment: Trace Security was selected, kick off call completed, and the Assessment will be completed in January 2022.
- Netmotion redundancy: This project has been completed and the system is active with 2 redundant servers for Netmotion.

Workload/Activities:

- The department has 295 helpdesk tickets open this period.
- A total of 309 helpdesk tickets have been closed this period.
- The department hosted 29 zoom meetings.

Future Projects:

- Annex Host and SANs (Storage Server) configuration
- KnowBe4 Audit and Procedures
- Network and Power Redundancy
- Server Room Updates
- Sharepoint configuration

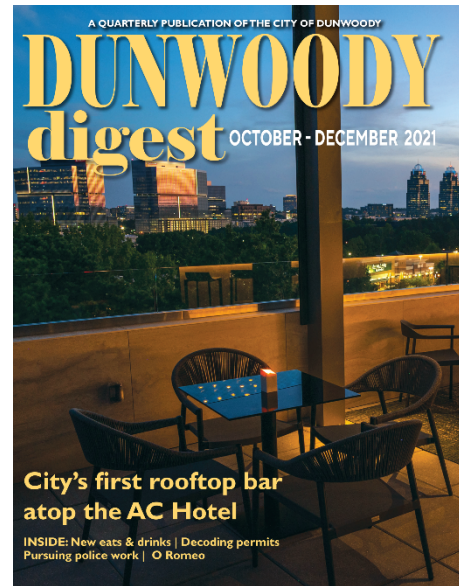
COMMUNICATIONS / MARKETING

Major Projects:

- The department printed and mailed out the winter 2021 edition of the [Dunwoody Digest](#).
- The department promoted the parks master planning public input process: 2 press releases, [webpage](#), videos, graphics.
- Atlanta Magazine Central Perimeter Focus: sharing content, images.

Other Highlights:

- Communications team earned a 2021 Savvy Award for outstanding achievement in creating an economic development marketing campaign to lift local restaurants through the pandemic.
- “[Inside Dunwoody](#)” by City Manager Eric Linton: The September newsletter focused on community development
- The department developed a new ad campaign focusing on Dunwoody as ATP (At the Perimeter) – first placement for Perimeter Chamber Guide 2021.



Workload/Activities:

- The department supported response to apartment explosion: responded to media calls, shared messages from Dunwoody Police, fire and Atlanta Gas Light.
- Graphics: 2021 Election, Parks Pop-Up, Dunwoody Cares, Remembering 9/11.
- Video: E. 48th Street Market Proclamation, Heritage celebration (2), New parks drone, Household hazardous waste event, Water main break, Ribbon cuttings: Lift Yoga, Dermani MEDSPA.
- Created and shared D-news: [Sept. 10](#), [Sept. 17](#), [Sept. 24](#), [Oct. 1](#); Created and shared Dunwoody Ambassador opportunities: [Sept. 8](#), [Sept. 15](#), [Sept. 20](#).
- The department printed an ad for the October calendar line-up in Crier.

September 2021 stats:

- The department issued 6 press releases, received 24 media inquiries and 27 articles: [link to coverage](#)
- The department produced 8 videos for social media: 12.6K total views (E. 48th Street Market was most popular); 2 Council meetings - 766 total Facebook views.
- Top posts: (Facebook) New Ashford Dunwoody ramp; (Twitter) Savvy Award; (Instagram) Savvy Award

FINANCE

Major Projects:

- The Finance staff began processing payments to vendors using the managed file transfer process.
- The department met with the Budget Committee September 9th to review Proposed 2022 Operating and Capital Budgets.
- The department posted Invitation to Bid (ITB 21-03) Winters Chapel Road Multi-Use Trail, Phase I project for the Department of Public Works.
- The department posted the Request for Qualifications (RFQ 21-06) Holiday Lighting Services for the Parks and Recreation Department.
- The department received 5 bids for Invitation to Bid (ITB 21-02) Winters Chapel Trail 16P Site Clearing for the Department of Public Works.
- The department received 2 proposals for the Request for Proposals (RFP 21-10) Edge City 2.0 – A Shared Vision for the Perimeter Dunwoody District.
- The due date was extended on the proposal for Request for Proposals (RFP 21-11) Managed Voice Over Internet Protocol (VOIP) Solution to Tuesday, October 12, 2021, at 2 p.m. for the Information Technology (IT) Department.
- The department awarded a Service Provider Contract to W&A Engineering for Construction Staking and As-Built Surveying Services associated with the Winters Chapel Road Trail project for the Department of Public Works.
- The Monthly Financial Report for August 2021 can be found at:
<https://www.dunwoodyga.gov/Home/ShowDocument?id=1862>

Other Highlights:

- All team members continued working on the 2022 Budget. The 5-year Capital Improvement Projects (CIP) schedule was updated to include Fiscal Years 2022 – 2026.
- The staff conducted FY2021 performance reviews and discussed FY2022 goals.
- The department met with Tyler Incode to discuss migration to the cloud.
- The Finance team began work with Concur to create a second policy for Accounts Payable (AP) approval.
- The department continues work on building a Risk Management Program that extends to all departments within the city to mitigate future risks.
- The short-term rental excise tax payments came in because of the new law on July 1st; collections year to date for 2 months is \$88,486.
- The Finance department issued the next phase of Not-for-Profit grants from CARES funding to two agencies, \$10,000 each (I CARE and St Vincent de Paul).

MUNICIPAL COURT

Workload/Activities:

- The department disposed of more than 560 cases and reset 69 cases.
- The department has interviewed candidates for the Deputy Clerk position and a candidate hasn't been selected. The position is still posted.

CLERK

Other Highlights:

- The City Clerk's Office reviewed and approved ballot proofs for the November 2nd General Election and submitted to DeKalb County Elections Division.

Workload/Activities:

- The City Clerk's Office processed 434 Open Records Requests for the month.
- The City Clerk's Office processed 5 contracts for the month of August.
- The City Clerk's Office prepared all agendas, summaries, minutes, and associated procedures for the following meetings in the month of September:
 - a) Two City Council meetings
 - b) One Budget Committee meeting
 - c) One Dunwoody Art Commission Meeting
 - d) One Development Authority meeting
- The financial transactions and expenditures were reviewed and approved for the City Clerk's office for the month of September.

HUMAN RESOURCES

Other Highlights:

- The city filled three Police Officer positions and one Police Service Representative position.
- Human Resources worked with the City's benefits broker and Human Resource Information System (HRIS) vendor to prepare for Open Enrollment in November.
- Human Resources worked with a compensation consultant and members of the City's senior management team on a compensation study.
- Human Resources provided annual training on the City's Equal Employee Opportunity (EEO) and No Harassment Policy.
- Human Resources and the Wellness Committee coordinated a flu vaccine clinic for City employees.

Upcoming:

- Open Enrollment will take place in early November.