



**City Manager  
Monthly Report  
Report May 10, 2024**

## PARKS

### Highlights:

- Plant acquisition and landscape plan confirmed for Vietnam Veterans Memorial at Brook Run Park. Memorial dedication scheduled for summer.
- Two Bridges Park inspection completed in preparation for May opening; received 100%.
- The Summer L.E.A.F. Parks & Rec Guide complete for May release. This season features the return of Pics in the Park and Groovin' on the Green series, monthly Dunwoody Food Truck Thursdays, and Stage Door Theatre's 50th Anniversary Gala.

### Upcoming Events:

- May 16: Dunwoody Food Truck Thursday Season Opener
- May 18: Kids to Parks Day
- May 24: Kickoff to Summer at Two Bridges Park
- May 27: Memorial Day Ceremony
- June 7: Pics in the Park: Back to The Future
- June 8: Groovin' on the Green Series Opener, featuring Deep Velvet
- July 5: Pics in the Park: Kung Fu Panda
- July 13: Groovin' on the Green, featuring Mount Vernon School and NU Wave ATL
- July 18: Dunwoody Food Truck Thursday + Parks and Recreation Month Celebration

### Accolades and Happenings:

- Kate Borden and Rachel Waldron nominated for awards through the *Women in Parks and Rec* organization.
- Application approved for *Excellence Award in Youth Sports* through National Alliance for Youth Sports. The award recognizes programs that are doing superior jobs of conducting diverse activities with a focus on providing safe and positive experiences for all participants - including children, parents, and coaches. Nominee is Rush Union Soccer.
- Spruill Center for the Arts pavilion and bandshell completed and open for community use.

### Department:

- One quote received for Peachtree Charter Middle School turf. Expecting additional quotes by mid-May.

### Data:

- Brook Run Park hosted a total of 37,694 visitors over the 5-day Lemonade Days festival. The greatest visit count was Saturday, April 20 with 14,989 visits. Participants stayed an average of 120 minutes.

### **POLICE**

#### **Highlights:**

- Chief (Emeritus) Grogan's retirement ceremony held on April 11<sup>th</sup>.
- Chief Carlson commenced his duties as Dunwoody's 2<sup>nd</sup> Police Chief on April 12<sup>th</sup>.
- Signed up for the National 30x30 Initiative, whose goal is to reach 30% women in police recruit classes by 2030.
- Governor's Office of Highway Safety (GOHS) "hands free" detail. 92 citations issued.
- Hired fleet management coordinator.

#### **Upcoming Events:**

- Teen Police Academy registration has started.
- Cops on Donut Shops Special Olympics Fundraiser on June 7<sup>th</sup>.
- Real Time Crime Center scheduled for June 1<sup>st</sup> opening.

#### **Accolades and Happenings:**

- **Detective Eric Haviland** was recognized as our **2024 Officer of the 1st Quarter**. Detective Haviland pursued a complicated case diligently over a five-month period and developed a solid case against a known drug dealer who is responsible for several overdoses in the Metro Atlanta area. Detective Haviland's diligent work resulted in securing a Felony Murder warrant against this drug dealer and provided closure to the parents of an overdose death victim in Dunwoody.
- **CST Sybil Hall** was recognized as our **2024 Employee of the 1st Quarter**. Sybil has volunteered to step in and help her co-workers in emergencies to ensure coverage. She has often adjusted her schedule to meet the demands of unexpected challenges, all while maintaining her high standard of work.
- **Chief Mike Carlson** will take his formal Oath of Office on May 7<sup>th</sup>.

#### **Data:**

See <https://www.dunwoodyga.gov/police/crime-info-stats/crime-comparison>.

## PUBLIC WORKS

### Highlights:

- Ashford Dunwoody Path Phase 1- Bike path completed and streetlights have been installed. The remaining work includes completing the plazas at intersections and landscaping.
- Stormwater pipelining projects were completed on Tamworth Court, Ball Mill Road, Trowbridge Drive, Durrett Drive and Lakeside Drive



### Upcoming Events:

- May 20<sup>th</sup>- Annual paving begins, Eco-classroom ribbon cutting.
- June - Begin pedestrian beacon construction on Perimeter Center West and North Peachtree Road

### Department Items:

- Georgetown Gateway - The contractor completed 380 feet of sidewalk and 400 feet of path. In May, the final sections of the sidewalk and path will be completed, and the new Cotillion signal will be turned on. The paving and punch list work is planned for June. There will be periodic traffic delays on Chamblee Dunwoody Road south of Kent Avenue this month.
- Ashford Dunwoody Path Phase 1- Bike path and streetlights have been installed. The remaining work includes completing the plazas at intersections and landscaping.
- Ashford Dunwoody Road at Hammond Crosswalk Widening- Work is expected to begin this spring.
- Perimeter Center West Pedestrian Beacon- Work is scheduled to begin in May.
- North Peachtree Road Pedestrian Beacon- Pole foundations will be installed in May in preparation for signal pole delivery after school is out.
- Vermack Road Path Phase 2- Construction planned for summer.
- Gateway Signs- Full mock-up of the lettering will be available in May.
- Annual Paving Contract – Will be starting in the Buckline Crossing neighborhood in early May. Paving in Perimeter planned at night during the summer. Arts Center parking lot paving scheduled to begin in August.

- Right of Way/Utility Phase - Dunwoody Village Sidewalk Extension at Post Office- Awaiting U.S. Postal Service review of appraisal and easement documents.
- Mount Vernon Road at Tilly Mill Road Intersection Improvement- Coordinating utility relocation plans with Georgia Power, telecom companies and Atlanta Gas Light. Utility plans are due in June. Right of way acquisition is ongoing.
- Old Spring House Lane Path- Easements acquired. Final overhead utility relocation plans from utilities are due in June.
- Ashford Dunwoody Path Phase 2- Right of way plans completed for parcels between Perimeter Center West and Meadow Lane. The PCID's right of way consultant will begin contacting property owners.
- Ridgeview Road (north)- Preliminary plans and the stormwater analysis completed. Outreach to adjacent property owners will occur in May and June.
- Village Crossroads, Chamblee Dunwoody Road- Contract negotiations underway with the consultant selected for final design.
- Georgetown to Perimeter Trail- Public Works staff conducting ongoing meetings with GDOT and Georgia Power to coordinate this project with the state's plans for Top End 285 managed lanes.
- Eidson Hall to Cherry Hill Path- Stormwater analysis in progress.
- Dunwoody Nature Wildcat Learning Center- Construction plans have been submitted for permitting. Working with the DeKalb Board of Education to modify the access easement to allow for a new water main required for the building.
- Dunwoody Nature Center Wetlands Restoration- Required federal and state permits have been issued. The project has been submitted for grant funding. Construction is pending a decision on the grant funding with the earliest possible start after summer camps.
- Brook Run Maintenance Facility- Parks and Public Works have reviewed the architect's schematic plan and building program.
- Adams Road- As part of the planned repaving, a preliminary plan has been developed to widen the end of the road to meet current city standards.
- Peeler Road Path- A follow up meeting with adjacent property owners is planned for May.

**Data:**

- The department completed 23 stormwater, roadway, sidewalk and signal work orders.

## COMMUNICATIONS

### Highlights:

- Lemonade Days tent – Council and staff celebrated Georgia Cities Week by sharing stats and handing out frisbees to represent the theme of “Soaring to New Heights.”
- Storefront Art – Video, press release, social media.
- Sustainability Heroes - press release. social media
- PCID/Dunwoody Police safety partnership – press release, social media
- [April 2024 Dunwoody stories link](#)



### Upcoming Events:

- Press releases: Summer parks events, Memorial Day, Police Ambassadors
- May 13 - Sushi Kingdom ribbon-cutting
- May 16 – Park Place ribbon-cutting
- May 20 – Eco Classroom stormwater improvements ribbon-cutting

### Department Items:

- Youth City Council – Madalyn Smith discussed the upcoming Comp Plan update.
- Graphics - Dunwoody Digest promotions, April Fools, Blood Drive, Nixle, Eclipse, Green Speak, Lemonade Days, Dunwoody Idol, Soaring to New Heights, AAPI
- Video – Dunwoody sidewalk project, Spruill Gallery local artists, AAPI celebration
- “Inside Dunwoody” by City Manager Eric Linton focused on summer parks plans.
- Created and shared 5 issues of D-news and 2 Dunwoody Ambassadors newsletters.

### April 2024 Data:

- Issued 3 press releases; Received 11 media inquiries; Created 17 graphics; Produced 3 videos for social media: 10K total views (AAPI celebration was the most watched); 2 Council meetings – 806 total views.
- Top posts: (Facebook) Police surveillance trailer at Lemonade Days; (Twitter) Lemonade Days first day; (Instagram) AAPI celebration video; (LinkedIn) Chief Grogan proclamation

## COMMUNITY DEVELOPMENT

**Highlights:**

- Plans presented to Council by KDC (design firm) for the third phase of the Park Center development on April 8<sup>th</sup>. If approved, the development will include two towers with up to 300,000 sf of office space, 300 apartment units, 175 hotel rooms, and 22,000 sf of retail space.
- High Street is continuing its close-out process. Certificate of Occupancy for the commercial buildings is expected in May. At that time, the central green and the grand staircase will become accessible to the public.
- Campus 244 is nearing completion of its temporary certificate of occupancy. The first tenant is scheduled to move in the first of summer.

**Upcoming Events:**

- May 13, 2024: The City Council will conduct a second read for the rezoning of the final phase of the Park Center development.

**Accolades and Happenings:**

- The city awarded the 2024 Sustainability Heroes honor to Jason Metzger and Oak Avenue Landscaping.

**Department Items:**

- Work on new permitting software is continuing.
- A session of the Sustainability Committee's Green Speak series took place on April 18, 2024. Christopher Matos-Rogers presented on saving money with energy efficiency.
- The city is in contract negotiations with the selected firm (TSW) to draft the new Comprehensive Plan and Unified Development Code. The contract is expected to be approved by the City Council on May 13, 2024.

**Data:**

- Building division has completed 539 inspections.
- Code Enforcement division conducted 82 inspections, received 58 new complaints, and brought 31 cases into compliance.
- Code Enforcement division removed 109 signs from the right-of-way.
- Staff issued 32 code enforcement warnings and 2 citations.
- Code Enforcement Division completed an apartment sweep and inspected the environs of 265 dwelling units.
- Department received 117 permit applications and issued 87 permits.
- Department conducted 52 erosion control inspections.

**ECONOMIC DEVELOPMENT**

**Highlights:**



- Hosted the annual Asian American & Pacific Islanders Heritage Celebration at Ashford Lane.
- 3<sup>rd</sup> Annual Dunwoody Village Storefront Art Exhibition kicked-off with 15 paintings created by Dunwoody High School students displayed at Dunwoody Village businesses.
- A new mural was installed at Park Place Shopping Center by Savannah based artist JULU.

**Upcoming Events:**

- May 7, Dunwoody Art Commission Meeting.
- May 8, TiE Atlanta Monthly Meeting
- May 16, Dunwoody Development Authority Meeting.
- June 4, Dunwoody Art Commission Meeting.
- June 4, BisNow Expanding the Perimeter Event
- June 12, TiE Atlanta Monthly Meeting
- July 2, Dunwoody Art Commission Meeting.
- July 10, TiE Atlanta Monthly Meeting.
- July 18, Dunwoody Development Authority Meeting.
- July 25, Access Georgia Foundation – Dunwoody Launch Event

**Department Items:**

- Ribbon Cutting for the Dunwoody Village Art Gallery.
- Approved 16 Public Art Submissions.
- Staff attended business and community meetings: Dunwoody Village Merchants Association, Hosted the Dunwoody Marketing Alliance Meeting, Create Dunwoody Board Meeting, Dunwoody Development Authority Board Meeting, TiE Atlanta Monthly Meeting, and Perimeter Chamber Luncheon.

**Data:**

- Department conducted 53 Retention Meetings.
- Staff conducted 40 Business Touch Points.
- Department conducted 14 Business Recruitment Meetings.

**FINANCE**

**Highlights:**

- The Monthly Financial Report for March 2024 can be found at:



<https://www.dunwoodyga.gov/home/showdocument?id=3426&t=638505892184880295>

- The Dunwoody ARP and CARES Act webpages updated with all activity through March 31, 2024.
- The First Quarter 2024 ARPA Reporting to the US Treasury Department completed by the April 30, 2024, deadline.
- The First Quarter 2024 Capital Projects Review meeting held.
- Finance staff attended the DeKalb County 2024 Tax Digest Virtual Seminar.

**Upcoming Events:**

- Audit Committee Monday, May 13 at 3:30 p.m..

**Accolades and Happenings:**

- TCity's Property & Liability Insurance was renewed with GIRMA.
- TFirst Quarter 2024 Budget Amendment was presented to the City Council.

**Department Items:**

- Finance staff continues working with Community Development and Information Technology on the implementation of CentralSquare – updating permitting software.
- Finance staff worked with the Police Department to reduce fleet insurance expenses and establish a new claim reporting and management process.
- Notice of Intent to Award was issued to Seamless Advanced Solutions, LLC for Request for Proposal (RFP) 23-11 Managed Networking Services Provider.
- Notice of Intent to Award was issued to Ketom Construction Company, Inc. d/b/a Southern Preservation Systems for Information to Bid (ITB) 24-01 Maintenance Repairs Shallowford Annex Building.
- Notice of Intent to Award was issued to Practical Design Partners, LLC for Request for Qualifications (RFQ) 23-07 Winters Chapel Road Path Phase II.
- Notice of Intent to Award was issued to AECOM Technical Services, Inc. for RFQ 23-03 to provide Design Services for North Shallowford Road Shared-Use Path project.
- Five proposals received for RFP 24-03 Purchase and Installation of Playground Equipment at Waterford Park.
- Notice to Proceed issued to Roswell Signs, LLC d/b/a Signarama for the Monument Signage Package.
- Notice to Proceed issued to GEO-Hydro Engineers, Inc. for Proposal to Perform Infiltration Testing Edison Road-Cherry Hill Path.

**INFORMATION TECHNOLOGY**

**Highlights:**

- Back Up and Recovery Provider Request for Proposals (RFPP) – Reviewing submittals.
- Starting discovery in preparation for Network Refresh / auditing main server room equipment.

**Upcoming Events:**

- What Works Cities Certification Assessment – Currently on hold due to workload.
- Additional Security Assessment and updates – Projects in progress.
- CID Applications – Partially completed.
- Cyber Security ARPA updates – Projects ongoing.
- Central Square – Scheduled Business License completion, September 2024.
- Accounts Payable (AP) Automation – Started and scheduled completion, Q2 2024.
- Data Classification Applications – In progress
- Comcast upgrade to fiber – On hold for Networking Request for Proposals (RFP).

**Accolades and Happenings:**

- Replaced main Domain controller.
- Refreshed battery backups supporting servers and network equipment.

**Department Items:**

- Sharepoint Migration – Scheduled completion date is before December 2024
- GMIS Accreditation – Paused for GMIS updates.
- SIEM/SOC project – The next stage is on hold pending Network Refresh.

**Data:**

- 206 helpdesk tickets opened in this period. 193 helpdesk tickets closed in this period.
- Current citywide system users are 155.
- Currently, 475 devices are in use.

**CLERK**

**Data:**

- 564 open records requests processed in the month of April.
- 8 contracts processed during the month of April.
- City Clerk's Office prepared all agendas, summaries, minutes, and associated procedures that were held during the month of April:

- ✓ One Art Commission
- ✓ Two City Council
- ✓ One Development Authority

### **MUNICIPAL COURT**

#### **Upcoming Events:**

- Preparing for the Court Amnesty program in July.

#### **Department Items:**

- The Clerks completed the new Georgia Crime Information Center (GCIC) training for the statewide transition to accessing the network to run criminal and driving histories.

#### **Data:**

- 584 citations were filed with the court and 645 citations disposed of.

### **HUMAN RESOURCES**

#### **Highlights:**

- The city filled one Police Officer position.
- Promotional process for Deputy Chief, Major, Lieutenant, and Sergeant announced. The applications are due to Human Resources in mid-May.
- Human Resources partnered with Department Heads and the City's compensation consultant to prepare for contract conversions and the creation of new City positions. Four new City positions in the Technology Department were approved.
- Annual review of all City job descriptions conducted.
- Human Resources and the Wellness Committee sponsored a healthy lunch, a dermatology screening event, and the kickoff of Feel-Good Friday, a wellness event centered on exercise, healthy eating, and socialization.

#### **Upcoming Events:**

- In May, Human Resources and the Wellness Committee will sponsor a presentation regarding the link between mental health and physical health, a mental health wellness challenge focused on decluttering, Feel Good Friday, and Fro-Yo Friday, a frozen yogurt social event.

- June wellness events will include a seminar on healthcare consumerism, Feel Good Friday, and the introduction of a new Cigna online health coaching program.
- July wellness events will include a seminar on physical wellbeing and preventive care, Feel Good Friday, and a smoothie truck social event.