



**City Manager
Monthly Report
Report Ending February 10, 2023**

PARKS

Upcoming Events: (March 1, 2023- June 30, 2023)

- March 1, Women's History Month mural exhibit
- April 20-23, Lemonade Days
- April 27, Dunwoody Food Truck Thursdays begins.
- May 20, Kids to Parks Day
- May 29, Memorial Day Ceremony
- June 2, Pics in the Park
- June 10, Groovin' on the Green Series Opener

Major Projects:

- All performing acts secured for Groovin' on the Green 2023 series. The series will be held on the second Saturday of each month, June through October, at the Brook Run Amphitheater.
- The construction documents for the Dunwoody Veterans Memorial are in process and staff anticipate bidding the rehabilitation this spring.
- Black History Month murals were installed February 1st and will be on display through the entire month at the Brook Run Skate Park.

Other Highlights:

- The 7th Annual Martin Luther King Day of Service saw 500 volunteers involved in tree and daffodil planting, community garden cleanup, Spruill Arts Center cleanup, and invasive plant removal at the Dunwoody Nature Center.
- The February recreation programming is 70% full across all programs, including Valentine's Pet Portraits, Valentine's Princess Party, Self Defense, Babysitter Boot Camp PRO, and more.

Workload/Activities:

- Staff is working with Top Job Beverages for a sponsorship of the 2023 Pics in the Park movie series. Movies will be held at Pernoshal Park on the first Friday of each month, June through August.
- Phase one of Dunwoody Cultural Arts Center new parking lot lights project has been completed.
- The Georgia Arbor Day tree has been sourced. Annual planting will take place at the Dunwoody Library on February 17.

PUBLIC WORKS

Upcoming Events: (February 2023 – April 2023)

- Request proposals to develop conceptual design plans for sidewalks from the city’s sidewalk priority list. (February and March)
- Begin Dunwoody Road gas main relocation (March)
- Begin Ashford Dunwoody Road Path Phase 1 construction (March)

Major Projects:

- Spalding Drive at Chamblee Dunwoody Road- Final landscaping has begun and will be completed in March.
- Spalding Storm Drain Upgrade- Astra Contracting completed the storm drain system in January and will complete site restoration by March. The final paving will coincide with other paving later this year.
- Georgetown Gateway- The contractor completed two retaining walls and 120 feet of sidewalk. The water main subcontractor completed abandonment of the old water main. Comcast has delayed their completion date by 5 weeks. Minor traffic delays on Chamblee Dunwoody Road to continue between 9 a.m. and 4 p.m.
- Winters Chapel Trail, Phase I- Wilson Construction completed final paving and 95% of the concrete curb and path. The landscaping is planned for March. Minor traffic delays will occur on Winters Chapel Road on weekdays between 9 a.m. and 4 p.m.
- Chamblee Dunwoody Road at Womack Intersection- Wilson Construction completed remaining storm drainpipe on the west side of Chamblee Dunwoody Road. Comcast completed their relocation work and AT&T relocation should be complete in February. Delays will occur on weekdays between 9 a.m. and 4 p.m.



Georgetown Gateway Bus Stop Shelter Pad

Other Highlights:

- Advertised request for qualifications for North Shallowford Path design.
- Completed stormwater pipe lining on Dunwoody Club Drive and Redcliff Way (836 feet of lining completed to date using ARPA funds).

Activities:

- The department completed 30 maintenance work and 8 sidewalk replacements.

COMMUNITY DEVELOPMENT

Recent and Upcoming Cases: (January 2023 – February 2023)

- January 5th: The Zoning Board of Appeals approved 1 residential variance request.
- January 9th: The City Council heard several text amendments for changes to the sign code. The second read will be on February 13th.
- February 2nd: The Zoning Board of Appeals approved 2 residential variance requests.
- February 14th: The Planning Commission will hear one special land use permit case for a personal care home.

Major Projects:

- The work at High Street continues without interruptions and additional retail tenants have been announced.
- The department has posted Request for Proposals (RFPs) for the household electronics and household hazardous waste recycling events.
- The work at the QuikTrip gas station at Perimeter Marketplace is completed with the Certificate of Occupancy is ready to be issued.
- The footings for the new parking garage at Campus 244 are being poured.

Workload/Activities:

- The Trail Master Plan process is ongoing with a second public meeting held on February 8th.
- The staff completed 61 erosion control inspections and issued 3 stop-work orders and 3 citations.
- The Code Enforcement division received 45 new complaints and brought 17 cases into compliance.
- The Code Enforcement division removed 110 signs from the right-of-way.
- The Code Enforcement division completed its monthly apartment sweep at the Point at Perimeter apartments.
- The staff issued 27 code enforcement warnings and 3 citations.
- The department received 119 permit applications and issued 94 permits.
- The department completed 458 building inspections.

ECONOMIC DEVELOPMENT

Upcoming Events: (February 6 – March 31, 2023)

- February 7, Dunwoody Art Commission Meeting
- March 7, Dunwoody Art Commission Meeting
- March 16, Dunwoody Development Authority Board Meeting

Major Projects:

- Dunwoody Village Implementation Plan. The Economic Development Department has crafted a Redevelopment Implementation Plan for Dunwoody Village following input from the Joint Planning Retreat conducted in November between the City Council and Development Authority.
- Completed the Edge City 2.0 Report in partnership with POND, Atlanta Regional Commission and Perimeter Community Improvement Districts (CID). An aggressive public engagement campaign will begin later this quarter to continue the conversation with residents, property owners and developers.
- Innovation & Entrepreneurship Program: The Economic Development Department is implementing a long-term strategy to support entrepreneurs and the innovation economy. The staff is working with Sandy Springs to expand this strategy to the entire Perimeter Market.
- The staff is working with the Community Assistance Center to host a Job Fair in Dunwoody.
- Placemaking – Economic Development continues to lead creative placemaking efforts in coordination with community partners. Work includes:
 - Working on Phase II and III of the Green Light Art Project.
 - Working with two artists to install a Mosaic on the retaining wall at Chamblee Dunwoody Road and Womack Road.
 - Working with Perimeter CID and MARTA on a large-scale mural to be installed on the Dunwoody MARTA Station Parking Deck this spring.

Other Highlights:

- Economic Activity –
 - Held Ribbon Cuttings for Fifth Third Bank and PF Chang's.
 - Attended Meetings/Presentations: coordinated meetings with General Managers of Dunwoody Hotels to discuss the Hospitality market; met with representatives from Georgia State University (GSU) to discuss

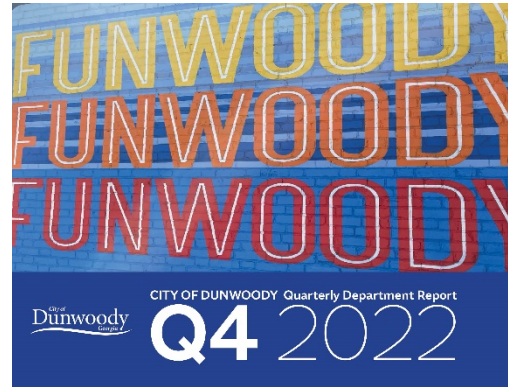
Workload/Activities:

- The department conducted 108 business retention calls.
- The department conducted 24 business recruitment calls.

MARKETING / COMMUNICATIONS

Upcoming:

- Designing and writing the Spring Dunwoody Digest
- Planning for the Two Bridges Park opening
- Updating communications for the Dunwoody Trail Master Plan



Highlights:

- Designed and released the [Q4 2022 Quarterly Report](#)
- Promoted the Trail Master Plan public meeting – press release, yard signs, fliers, Crier ad
- Promoted the release of the Edge City 2.0 report– press release, newsletter, updated [project website](#)
- January Youth City Council: Chief Grogan
- Promoted City of Dunwoody App with how-to videos

Workload/Activities:

- Began paving communications – created postcard for impacted neighbors (press release and website updates coming)
- Created graphic and shared information about Dunwoody’s door-to-door solicitation rules (more coming in the next Dunwoody Digest)
- Reviewing mobile views for pages across the city website
- Graphics: Trail logo, New Year, MLK Blood Drive, Law Enforcement Appreciation Day, Stop Human Trafficking, Quick-build public works projects, Sanitation schedule, Lunar New Year, Kudos to A.J., Dunwoody Digest share graphics, February calendar ads for Crier & Reporter
- [“Inside Dunwoody”](#) by City Manager Eric Linton: February newsletter focused on Dunwoody’s growing dining scene
- Created and shared D-news: [Jan. 6](#), [Jan. 13](#), [Jan. 20](#), [Jan. 27](#), [Feb. 3](#), [January Ambassadors](#), [February Ambassadors](#)

- Videos: MLK, Jr. Day of Service, MLK Preview, Developments along MARTA line, Adult Day of Dunwoody, Fifth Third Bank ribbon cutting, P.F. Chang's ribbon-cutting, "Men in Black" mural, Quick-build public works projects

January 2023 stats:

- The department issued 2 press releases, received 17 media inquiries, [January 2023 Dunwoody stories link](#)
- The staff created 13 graphics; Produced 8 videos for social media: 28.5K total views (Developments along MARTA line was most watched); 2 Council meeting – 521 total Facebook views.
- Top posts: Developments along MARTA line (Instagram); Mall shooting update (Twitter); GA400 SB lane reconfiguration (Facebook)

INFORMATION TECHNOLOGY

Upcoming Events: (January and February 2023)

- Zero Trust rollout – Configuration in progress
- Netmotion upgrade – Installation scheduled.
- Comcast upgrade to fiber – Installation in progress
- Server Room Clean up and Updates – Awaiting surplus.
- SIEM/SOC project – Kickoff meeting scheduled.
- Sharepoint Configuration - Project in progress
- OneDrive - Project in progress
- Multi-Factor Authentication (MFA) Rollout – In progress
- Network Refresh – Awaiting approval.
- Backup solution – Next in queue
- Helpdesk – Selection process beginning.

Major Projects:

- Sharepoint Configuration – in progress
- OneDrive – in progress
- New Parks Office Tech Configuration – Scheduled
- Cyber Security ARPA updates – Projects in progress
- New Remote Monitoring and Managing (RMM) review.
- New backup review
- New Helpdesk solution
- User and System Audits – In progress

Workload/Activities:

- The department had 707 helpdesk tickets opened this period.
- The staff successfully closed 699 helpdesk tickets this period.
- The department hosted 18 zoom meetings hosted this period.

Future Projects:

- System Upgrades
- Intune

POLICE

Upcoming Events (February 7, 2023 – April 30, 2023)

- The Dunwoody Police Department is once again participating in the Polar Plunge, benefitting the athletes of Special Olympics Georgia. The plunge is scheduled for February 25, 2023, and is being held at Lake Acworth. Donation links to support the department's efforts will be posted on our social media channels as it gets closer to the event.

Other Highlights:

- On January 18th, the department conducted a Pedestrian Crosswalk Detail at three different locations. A total of 17 citations were issued at Chamblee Dunwoody Road at Redfield Dr. Also, 18 citations were issued at Tilly Mill Road at Dunwoody Glenn and 18 citations were issued at Chamblee Dunwoody Road at Kings Down Rd.
- The North Metro SWAT team was called out to execute a search and arrest warrant on a Murder suspect in Sandy Springs. The operation was successful.

Workload/Activities:

- Officers responded to a report of a Sexual Assault involving a 5-year-old. The Crime Investigation Division (CID) is investigating.
- Officers attempted to conduct a Traffic Stop on a vehicle on Ashford Dunwoody Road. After the stop, the driver fled in the vehicle; no pursuit was initiated.
- Officers received a License Plate Reader (LPR) hit for a Wanted Person. Officers were able to locate the vehicle and arrest the suspect.

- Officers responded to a report of a Burglary at Hobnob. Officers received an alarm at the location and found a rear door propped open. The suspects attempted to remove a safe but were unsuccessful.
- Officers responded to a report of a Burglary at Alon's Bakery. Officers located a busted window in the business however, nothing was taken.
- Officers responded to a report of Shoplifting at Target. Loss prevention confronted the suspect, and he raised his shirt up, presenting a firearm tucked into his pants. The suspect then left the location.
- Officers received a LPR hit on a Missing Person. The vehicle was located, and the missing person was found to be okay.
- Officers responded to a report of a Sexual Assault involving a 12-year-old that occurred at Peachford Hospital. CID is investigating.
- Officers received a LPR hit for a Wanted Person. The vehicle was located, and the suspect was arrested.
- Officers responded to a report of Theft of Mail at an apartment complex on Lake Ridge Lane. Unknown suspects opened the back of community mailboxes and took an unknown amount of mail.
- Officers responded to a Theft of a Package from the porch of a house on Briers North Dr. A white U-Haul truck pulled up, and a male got out of the truck and took a package from the porch.
- Officers received a LPR hit on a Stolen Auto. The vehicle was located, and the driver was arrested. Additionally, Fentanyl was found in the vehicle.
- Officers responded to a report of an Attempted Suicide at a sober living facility. The victim was transported to the hospital for treatment.
- Officers responded to an Aggravated Assault on Chamblee Dunwoody Road. The suspect pulled a knife on the victims and later retrieved a gun from a vehicle.
- Officers responded to a report of a Person Shot at Perimeter Mall. Two males pulled guns on each other and began shooting. One suspect was located at Perimeter Mall with a gunshot wound. He was transported to the hospital. The other suspect fled the scene and was located at his home. He also had a gunshot wound and was transported to the hospital. Both subjects have charges pending.
- Officers responded to a Shots Fired call on Barclay Drive. Officers found a business that had one shot fired into the window of the business.
- Officers responded to a Tree Down on Peeler Road during the recent storm. Georgia Power and Public Works responded to the scene.

- Officers stopped a vehicle for a minor Traffic Violation. The driver fled from the Officer, and no pursuit was initiated. However, the vehicle was recovered in an apartment complex and contained evidence of fraud. The vehicle was towed.
- Officers received a LPR hit on a Stolen Auto. The vehicle was located, and the driver was arrested.
- Officers received a LPR hit on a Stolen Auto. The driver of the vehicle fled from officers, and no pursuit was initiated.
- Officers responded to a report of a Runaway Juvenile. A 15-year-old female ran away from home after getting upset.
- Officers responded to a Medical Call at the High Street construction site. CPR was in progress on a construction worker and Officers assisted with CPR until DeKalb Fire arrived.
- Officers received a LPR hit on a Wanted Person. The vehicle was located, and the driver was arrested.
- Officers responded to a Theft at an apartment on Peachtree Parkway. An unknown person took a Graco paint sprayer and a DeWalt pressure washer with a total value of \$6,300.
- Officers received a LPR hit on a Wanted Person. The vehicle was located, and the suspect was arrested.
- Officers responded to a report of a Suicide Threat. A female was threatening to jump from a window. The female was transported to a hospital for treatment.
- Officers responded to a report of Entering Autos in progress on Peachford Road. Officers were able to locate the suspects actively breaking into vehicles. The suspects fled in a vehicle and abandoned it at the storage facility on N. Shallowford. One suspect was arrested at the scene, and the others fled. Officers established a perimeter in the area at the Brookhaven Police Department K9 and assisted in the search. A total of five suspects were arrested. The vehicle they were in was stolen. Two of the suspects had stolen guns on them. One suspect was bit by the K9 as he was fleeing. All suspects were charged with multiple felonies.
- Officers responded to a Damage to Property call at Brook Run Park. A window to the bathroom at the multi-use fields was broken.
- Officers received a LPR hit on a Hit & Run suspect out of Dunwoody. The vehicle was located, and the suspect was arrested.
- Officers responded to a report of an Assault on a loss prevention Officer at Nordstroms. The suspect fled from Officers and, after a short foot chase, was arrested.

- Officers responded to a report of a Person Hit by Auto at Mt. Vernon at Hidden Branches. The driver of a vehicle turning left onto Hidden Branches struck a pedestrian in the crosswalk. Minor injuries were reported, and the driver was cited.
- Officers responded to a report of an Armed Robbery at Sagitario. The victims were approached by one black male and two Hispanic males in the parking lot. All suspects were armed and pistol-whipped one victim and stole a wallet, cell phone, and \$700 cash. The victim required stitches.
- Officers responded to a report of Loitering & Prowling at Macy's after hours. An unknown male suspect had slept overnight in the business. He fled prior to Officers arriving.
- Officers received a LPR hit on a Stolen Tag. The vehicle was stopped, and the tag was recovered.
- Officers responded to a report of a Recovered Stolen Auto. The victim's vehicle was stolen from him, and he located it on Facebook Marketplace. The victim arranged to meet the "seller" and after "test" driving the vehicle, called the police. The suspect bought the vehicle from someone else and did not realize it was stolen.
- Officers responded to an Overdose at Gilly's. When Officers arrived, CPR was in progress. After seeing signs of an opioid overdose, Officers deployed Narcan, and the male recovered after a few minutes and was transported to the hospital.
- Officers received a LPR hit on a Wanted Person. The vehicle was located, and the suspect was arrested.
- Officers responded to a report of a Suicide. Officers discovered an 89-year-old male deceased from a self-inflicted gunshot wound to the head.
- Officers responded to a Suicide Threat call. A 14-year-old male stated he would be better off dead. He was transported to a hospital for treatment.
- Officers responded to a Person Down call on Madison Drive. CPR was in progress on a 59-year-old male. Officers continued with CPR, and DeKalb Fire took over after they arrived. A total of 8 shocks were delivered with the AED. The victim began to breathe on his own and was transported to the hospital.
- Officers responded to a report of Suicide Threats. A woman threatened to kill herself by cutting her wrist. Officers were able to talk her into laying the knife down and the victim was transported to the hospital.
- Officers received a LPR hit on a Wanted Person. The vehicle was located, and the suspect was arrested.

- Officers responded to a Suicide Threats call about a 12-year-old female threatening to harm herself. The parent of the juvenile transported her to a facility.
- Officers responded to a report of a Person Shot at the Exxon Station, which turned out to be a swatting call.
- Officers responded to a report of a Person Down, and not breathing. Officers began CPR and attached an AED. No shock was advised. DeKalb Fire took over and a pulse was restored. The victim was transported to the hospital.
- Officers responded to a report of an Injured Deer on Peeler Road. The deer had been struck by a vehicle. Officers euthanized the deer.
- Officers were attempted to conduct a Traffic Stop on a vehicle. The vehicle fled from officers and no pursuit was initiated.
- Officers responded to a report of Terroristic Threats at the Exxon Station on Ashford Dunwoody Road. A male walked in and told the clerk, "How would you feel if the gas station burned down?" The suspect grabbed a lighter and red bull and left the store. The suspect put items on the ground from his vehicle and poured gasoline residue from the nozzle on the items. The suspect was arrested.
- Officers responded to a Person Hit by Auto in the parking lot of Walmart. The victim was struck by a motorist in the parking lot and sustained minor injuries.
- Officers responded to a report of a Burglary at the Mini Mart Tienda on Peachtree Industrial Boulevard. Two suspects broke into the business and stole cash. The suspects fled in a white Chevrolet Malibu.
- Officers conducted a Traffic Stop, and the vehicle fled. No pursuit was initiated. Officers later located the vehicle, and K9 Ranger alerted on the vehicle. The suspect was observed in a parking deck and fled on foot. The vehicle was towed for further investigation.
- Officers responded to a report of Entering Autos in the Perimeter area. Seven vehicles were broken into at Perimeter Mall, Seasons 52, Joey D's, and Hobnob. No suspects.
- Officers responded to a report of a Burglary at Macy's. Officers were able to catch the suspect, who had been staying overnight in Macy's on multiple occasions.
- Officers responded to a call where Antisemitic Flyers were distributed overnight by throwing bags onto driveways that contained these flyers. The bags appeared to be dropped at random homes rather than targeted locations. CID is investigating.
- Officers located a Missing Person out of Savannah. The missing person was removed from GCIC.

- Officers responded to a report of Damage to Property on I-285 westbound at Chamblee Dunwoody Road. Officers located four vehicles with flat tires due to a large pothole on I-285.
- Officers responded to a Missing Person call on Wynterhall Drive. An 81-year-old female was missing and after searching was located on the next-door neighbor's back porch.
- Officers responded to a Vehicle Fire at 6698 Peachtree Industrial Blvd. A vehicle was fully engulfed. DeKalb Fire responded and extinguished the fire.
- Officers responded to a report of Suicide Threats on Perimeter Trace. A 51-year-old female threatened to harm herself. Officers were able to get the victim transported to a hospital for treatment.
- Officers responded to a report of a Disorderly Person on Ashford Dunwoody Rd. A male was observed screaming obscenities in the parking lot of the apartment complex by Police staff at headquarters. The suspect fled from Officers, and after a short foot chase, was detained. The suspect was transported to the hospital for evaluation.
- Officers responded to a report of a Disorderly Person on Perimeter Center West. The suspect was suspected of using fraudulent credit cards to book a room at the hotel. The female suspect later provided a false name to Officers. The suspect resisted arrest prior to being taken into custody.
- Officers received a LPR hit on a Wanted Person. The vehicle was located, and the driver was arrested.
- Officers received a LPR hit on a Stolen Tag. The vehicle was located, and the driver was arrested.
- Officers conducted a Traffic Stop on a Dodge Charger. The driver didn't have a license, smelled of marijuana and refused to put the car in park. The driver fled the scene and bumped an Officer as he was fleeing. No injuries were reported. The driver was clocked by Sandy Springs Police Department going 140 mph.

FINANCE

Major Projects:

- Finance completed the 2023 Operating and Capital Budget Book and applied to GFOA for the Distinguished Budget Presentation Award.
- Finance completed the Q4 2022 Project and Expenditure Report due to the Treasury Department related to ARPA funding. The report was due by January 31, 2023.

- The Georgia Crime Information Center (GCIC) conducts a pre-audit and an on-site audit at a minimum of once every two years to assess the City's Criminal Justice Information System (CJIS) to ensure compliance with applicable statutes, regulations, and policies. Finance staff completed the pre-audit, and the on-site audit is scheduled for Tuesday, February 21st.
- Finance staff is working on updating Standard Operating Procedures as needed with new software and processes moving forward.
- The Monthly Financial Report for December 2022 can be found at: <https://www.dunwoodyga.gov/home/showpublisheddocument/2678>

Other Highlights:

- The Finance department distributed American Rescue Plan Funding to 4 Non-Profits. Additionally, all Q1 2023 reporting has been completed, and 3 audits were conducted.
- The Finance department filed 4 insurance claims during the month of January.
- A Notice to Proceed was issued to CHB Acquisition Services, LLC for Acquisition and Appraisal Cost for the Old Spring House Lane Project.
- A Notice to Proceed was issued to CHB Acquisition Services, LLC for Right of Way Appraisal for 1551 Dunwoody Village Parkway Project.
- A Notice of Intent to Award was issued to Pond and Company for Professional Transportation Design Services Fee Proposal.
- Request for Qualifications (RFQ) 23-01 Citywide Pavement Condition Assessment bid opens Friday, February 3, 2023, at 2:00 PM.
- Posted Invitation to Bid (ITB) 23-01 Winters Chapel Path Landscaping Improvements Project for the Department of Public works.
- Posted RFQ 23-02 Wrecker Services for the Police Department.
- Posted RFQ 23-03 for Engineering Design Services for the North Shallowford Road Shared-Use Path GDOT PI 0019209 for the Department of Public Works.
- Posted RFQ 23-04 Local Road Safety Plan for the Department of Public works.
- The January Purchasing P-Card Cycle Closed on January 26, 2023.
- A Notice of Intent to Award was issued to Blount Construction Company, Inc. for ITB 22-09 2023 Street Resurfacing Project for the Department of Public Works.

Upcoming Events:

- The Finance department continues working on the FY2022 end of the year audit work papers in preparation for the external audit.

MUNICIPAL COURT

Workload/Activities:

- The department disposed of over 485 cases and 28 cases have been reset.
- The staff audited Bench Warrant and Probation Warrant files.

CLERK

Other Highlights:

- Ongoing training of Deputy City Clerk, focusing on November 2023 General Election requirements and procedures.
- Published General Election Qualify Fee ad in the Crier on January 26, 2023.

Workload/Activities:

- The City Clerk's Office processed 499 open records requests in the month of January.
- The City Clerk's Office processed 12 contracts in the month of January.
- The City Clerk's Office prepared all agendas, summaries, minutes, and associated procedures for the following meetings that were held during the month of January:
 - ✓ Two Art Commission
 - ✓ Two City Council
 - ✓ One Development Authority
 - ✓ One Urban Redevelopment Agency
- The staff reviewed and approved financial transactions and expenditures for the City Council and City Clerk's office for the month of January.

HUMAN RESOURCES

Upcoming Events:

- Human Resources is preparing Total Compensation Statements for all employees and expected distribution will be in Q1.
- Human Resources and the Wellness Committee are coordinating an employee education session on insulin resistance, pre-diabetes, and diabetes for March.

Other Highlights:

- The city filled one Police Officer position.



**MONTHLY REPORT
REPORT ENDING FEBRUARY 10, 2023**

- The annual performance evaluations are taking place in January and February.
- Human Resources is administering a salary and benefits survey to ensure a competitive position for recruitment and retention purposes.
- Human Resources and Finance are working with Paycom to implement several new modules for employee self-service. The Employee Onboarding module is in progress.
- Human Resources and the Wellness Committee sponsored an employee education session on wills and estate planning.