



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



**MONTHLY REPORT
REPORT ENDING MARCH 10, 2023**

PARKS

Upcoming Events: (April 1, 2023- July 31, 2023)

- April 20-23, Lemonade Days
- April 27, Dunwoody Food Truck Thursdays Kickoff
- May 20, Kids to Parks Day
- May 29, Memorial Day Ceremony
- June 2, Pics in the Park-movie TBD
- June 10, Groovin' on the Green Series Opener -Satellite Blvd Band
- July 7, Pics in the Park-movie TBD
- July 8, Groovin' on the Green Parks & Rec Month Celebration -Corporate Therapy

Major Projects:

- Completed Certificate of Occupancy walkthroughs of Dunwoody Nature Center, Donaldson-Bannister Farm, Dunwoody Cultural Arts Center, Pernoshal Park, Georgetown Park and Windwood Hollow Park with city inspector and risk management.
- Snap!Dragon's Garden exhibit will return March 25th in partnership with Parks Partner, Dunwoody Community Garden & Orchard. The exhibit will showcase live plants and art through April 1st. An Opening Reception will include free kids' crafts, popcorn, garden tours, live music, and concessions by Moondog Growlers from 11am to 2pm on the March 25th.

Other Highlights:

- The bench design was received by artist Huelani May Fogleman. The design was presented to the Dunwoody Arts Commission at the March 7th meeting. The sculptural bench will be installed across from the current 'Grounded Growth' art sculpture at Brook Run Park.
- New summer camp offering: SPARK with Overtime Athletics is a sports program for ages 3-6 to expose children to various sports and activities. It will be held at Pernoshal Park for one week each in June and July.

Workload/Activities:

- Operations staff met with State Inspector to have all elevators and wheelchair lifts annually inspected and approved per code of ordinance.
- Lemonade Days “save the date” graphic and traffic alert signs have been created for this year’s event. Traffic alert signs will be distributed throughout Brook Run Park beginning week of April 6th.
- A job posting for a temporary Recreation Leader will open March 1st. The position will support Recreation staff from May to October through event setup and night and weekend enforcement of facility rental and field permits.

PUBLIC WORKS

Upcoming Events: (March-May 2023)

- Begin intersection improvements at Crown Pointe Parkway and Perimeter Center West sponsored by the PCID (Spring)

Major Projects:

- Spalding Drive at Chamblee Dunwoody Road- Ogletree has completed 90% of the landscaping. The remaining work will be scheduled when the weather is drier.
- Georgetown Gateway- The contractor completed pavement leveling and 100 feet of sidewalk. Comcast has delayed their completion date until mid-March. AT&T is scheduled to being relocation work on the south end of the project in March. Minor traffic delays will continue on Chamblee Dunwoody Road between 9 a.m. and 4 p.m.
- Winters Chapel Trail, Phase I- Atlanta Gas Light completed repairs to the gas main near Fontainebleau Way. Georgia Power began installing conduit for the streetlights. Minor traffic delays will occur on Winters Chapel Road on weekdays between 9 a.m. and 4 p.m.
- Chamblee Dunwoody at Womack Intersection- Wilson Construction completed all of the storm drainpipe on Chamblee Dunwoody Road and installed 170 feet of sidewalk. AT&T began relocating lines on Womack Road. In March the contractor will work on completing work on Chamblee Dunwoody while AT&T works on Womack. Delays will occur on weekdays between 9 a.m. and 4 p.m.



Chamblee Dunwoody Road Sidewalk



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- Dunwoody Road Sidewalk- An Atlanta Gas Light contractor will begin relocating the gas main and the city's contractor will begin tree removal. Dunwoody Road will be closed until the work is completed this summer.

Other Highlights:

- Submitted Annual Report for Stormwater Utility to the Georgia Environmental Protection Division. In 2022, the city inspected 2,279 storm drains, completed 35 capital projects that repaired 4,521 feet of pipe, completed 118 maintenance work orders, and removed 158 tons of debris from roads and storm drains.

Activities:

- The department completed 22 maintenance roadway and stormwater work orders.

COMMUNITY DEVELOPMENT

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

- February 2nd: The Zoning Board of Appeals approved 2 residential variance requests.
- February 13th: The City Council approved several text amendments for changes to the sign code and extended an existing moratorium on medical cannabis dispensaries. At the same meeting, the rezoning request for Grubb Properties on Perimeter Center East was withdrawn.
- February 14th: The Planning Commission recommended approval for a special land use permit for a personal care home. The case will be heard by the City Council on March 13th.
- February 27th: The City Council issued a moratorium on drug rehab facilities.

Major Projects:

- The city has received Tree City USA recognition for the 11th year in a row. The city has also celebrated Arbor Day with a ceremonial tree planting.
- The work at High Street continues without interruptions with a topping out ceremony is planned for March 31st.
- The Hall food hall at Ashford Lane is completed.
- The department has selected vendors for the household electronics and household hazardous waste recycling events in 2023.
- The QuikTrip gas station at Perimeter Marketplace has opened.



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- The cross-laminated timber addition to the office building at Campus 244 has started construction.

Workload/Activities:

- The Planning and Zoning division presented options for regulating medical cannabis dispensaries at the February 13th City Council meeting.
- The Trail Master Plan process is ongoing, and a second public meeting was held on February 8th.
- The staff completed 54 erosion control inspections and issued 1 stop-work order and 2 citations.
- The Code Enforcement division received 26 new complaints and brought 22 cases into compliance.
- The Code Enforcement division removed 95 signs from the right-of-way.
- The staff issued 27 code enforcement warnings and 3 citations.
- The department received 123 permit applications and issued 72 permits.
- The department completed 505 building inspections.

ECONOMIC DEVELOPMENT

Upcoming Events: (March 6 – April 30, 2023)

- March 7, Dunwoody Art Commission Meeting
- March 16, Dunwoody Development Authority Board Meeting
- March 20, Dunwoody Art Commission 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.
 - Hosting a meeting with Village Businesses and Property Owners on March 6th.
- Edge City 2.0 Vision.
 - Planning an aggressive public engagement campaign to continue the conversation with residents, property owners and developers.
 - Meeting with Property Owners to discuss the Edge City 2.0 Vision.
- Innovation & Entrepreneurship Program: The Economic Development Department is implementing a long-term strategy to support entrepreneurs and



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the innovation economy. Working with Sandy Springs to expand this strategy to the entire Perimeter Market.

- The department is working with the Community Assistance Center and Discover Dunwoody 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 Business Owners Emporium, Bloom Holistic Dentistry, Louisiana Bistreaux, Super Chix, and Superica.
 - Attended Meetings/Presentations: presented at Discover Dunwoody's Board Meeting and attended the TiE Atlanta Angel Investing Pitch session.

Workload/Activities:

- The department conducted 83 business retention calls.
- The department conducted 18 business recruitment calls.

COMMUNICATIONS / MARKETING

Upcoming:

- Ashford Dunwoody Path Groundbreaking – March 14th
- Planning for Two Bridges Park opening
- PR for Local Road Safety Plan/Safe Streets Program Manager

Highlights:

- Designed and wrote the Spring Dunwoody Digest; prepared for printing.
- Issued statements from Mayor & Chief on anti-Semitic fliers, shared supportive chalk drawings in Ashford Chase
- February Youth City Council: Michael Starling
- Introduced “Talk-Back” section to D-news to increase engagement and incentivize reading to the end
- Jennifer Boettcher’s interview with [Discover Dunwoody](#)



Workload/Activities:

- Supported logistics of Dunwoody Trail Master Plan meeting
- Press releases: HIREDunwoody, 2023 Community Survey, New Finance Director, Sustainability Hero nominations, Tree City and Arbor Day
- Graphics: Groundhog Day, Talk-Back, President’s Day, Souper Bowl thank you, Trail meeting & survey, V-Day Observatory, March calendar ads for Crier & Reporter
- Flyer creation for Economic Development’s AAPI celebration; HR’s Eat Your Greens campaign; design updates for DPD’s recruitment flyers
- “[Inside Dunwoody](#)” by City Manager Eric Linton: March newsletter focused on plans for the Ashford Dunwoody Path
- Created and shared D-news: [Feb. 10](#), [Feb. 17](#), [Feb. 24](#), [March 3](#)
- Videos: Super Chix, Louisiana Bistreaux, Bloom Holistic Dentistry, 100th Birthday, Georgia Arbor Day, Business Owner’s Emporium, DHS murals for Women’s History Month, Daffodils blooming, Superica, QT opens
- Monthly display ads for calendar events in Dunwoody Crier, Dunwoody Reporter

February 2023 stats:

- Issued 4 press releases, received 8 media inquiries, [February 2023 Dunwoody stories link](#)
- Created 6 graphics; Produced 9 videos for social media: 27K total views (PF Chang's ribbon cutting was most watched); 2 Council meetings – 452 total Facebook views; Trail Master Plan public meeting – 1.4K Facebook views.
- Top posts: Mayor and Chief's statements on anti-Semitic fliers (Twitter & Facebook), Eater Atlanta spotlight on E. 48th Street Deli (Instagram)

INFORMATION TECHNOLOGY

Upcoming Events: (January and February 2023)

- Zero Trust rollout – Finalization of configuration in process
- Netmotion upgrade – Migration in progress
- Comcast upgrade to fiber – Installation in progress
- Server Room Clean up and Updates – Scheduling pick-up.
- SIEM/SOC project – Training started.
- Sharepoint Configuration - Project in progress
- OneDrive - Project in progress
- MFA Rollout – Final users in progress
- Network Refresh – Equipment ordered.
- Backup solution – Next in queue
- Helpdesk – Selection in progress

Major Projects:

- Sharepoint Configuration – in progress
- OneDrive – in progress
- New Parks Office Tech Configuration – in progress
- Cyber Security ARPA updates – projects in progress
- New RMM review
- New backup review
- New Helpdesk solution
- User and System Audits – In progress

Workload/Activities:

- The department has 487 helpdesk tickets this period.
- The department closed 414 helpdesk tickets this period.
- The department hosted 12 zoom meetings this period.



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Future Projects:

- System Upgrades
- Intune

POLICE

Other Highlights:

- On February 15th, Officers conducted a Distracted Driving detail on Ashford Dunwoody Road. Officers issued 26 citations.
- Officers had a successful 2023 Polar Plunge benefitting the athletes of Special Olympics Georgia. The staff raised about \$5,000 and plunged as Team TopGun.

Workload/Activities:

- Officers responded to a report of a Burglary Attempt at The Drift Apartments. The resident observed two black male suspects attempting to enter his home through the front door. The suspects fled before Officers arrived.
- Officers received a License Plate Reader (LPR) hit on a Stolen Tag. The vehicle was located, and the driver was arrested.
- Officers responded to an Overdose call on Perimeter Center West. The victim admitted to using Heroin and was transported to a hospital for treatment.
- Officers responded to an Overdose call on Peachtree Industrial Boulevard. The victim overdosed but was responsive when the Police arrived. The victim was transported to the hospital.
- Officers responded to a report of a Person Dead. The 41-year-old male was found deceased by his roommate, and there is evidence of drug use. Crime Investigation Division is investigating.
- Officers responded to a report of a Shoplifting at Publix. The suspect fled from Deputy Chief Carlson when he arrived. Deputy Chief Carlson was able to track the suspect down and arrest him.
- Officers observed a vehicle traveling at a high speed on I-285 and attempted a Traffic Stop. The vehicle fled, and no pursuit was initiated.
- Officers responded to a report of Threats at the Marcus Jewish Community Center (MJCC). The driver of a vehicle yelled "Die Jews" at the security guard as he was passing.
- Officers responded to a Person Shot call at the Sage Woodfire Tavern on Ashford Dunwoody Road. A male and female suspect attempted to leave the restaurant

without paying their bill. The security guard confronted the suspects and attempted to capture the suspect vehicle's license plate. After a short altercation, the male suspect shot the victim. The victim was transported to the hospital and CID is investigating.

- Officers responded to a Person Down call on Ashford Dunwoody Road. When Officers arrived, CPR was in progress. Dunwoody Police Officers began CPR and attached an AED. Multiple shocks were delivered along with CPR until DeKalb Fire took over. DeKalb Fire continued CPR and gave an additional shock via their AED. At the time of transport, the victim was alert.
- Officers responded to a report of Threats at Peachtree Charter Middle School. A student was suspended for fighting and is scheduled to return to school this week. Supposedly, the student has threatened to shoot up the school when he returns. The DeKalb School Police were contacted and provided this information.
- Officers responded to a report of a Theft at the Brick Apartments. An unknown suspect stole a package from the mail room of the complex.
- Officers responded to a Pickpocket call on Ashford Dunwoody Road. While the victim was shopping, an unknown suspect removed her cell phone from her coat pocket.
- Officers responded to a Vehicle Crash on I-285 involving an overturned vehicle. The driver and passenger of the vehicle had fled the scene near Chamblee Dunwoody Road. Officers were able to locate the driver, who was arrested for (Driving Under the Influence) DUI.
- Officers responded to a report of a Theft at the High Street construction site. Suspects stole \$20,000 worth of copper wire.
- Officers responded to a report of a Peeping Tom in a public restroom at Perimeter Mall near the food court. A juvenile using the restroom observed a cell phone being placed over the bathroom stall. CID is investigating.
- Officers responded to a report of a Burglary at the High Street construction site. The lock was cut off the entrance gate, and multiple tools were stolen.
- Officers responded to a report of a Traffic Crash with Injuries on I-285 westbound at Ashford Dunwoody Road. One vehicle improperly changed lanes and struck another vehicle causing the vehicle to roll over multiple times. The interstate was shut down for about 30 minutes. Minor injuries were reported.
- Officers responded to a report of Public Indecency at the TJ Maxx. A middle eastern male pulled up to the victim in the parking lot in a red Mazda 6 and exposed himself. CID is investigating.

- Officers received a LPR hit on a Wanted Person. The vehicle was located, and the suspect was arrested.
- Officers received a report about Threats at Peachtree Charter Middle School. An 8th-grade student stated that a recently suspended student had posted a Snapchat story on February 21st showing a gun in his bookbag at Peachtree Charter Middle School. DeKalb School Police were notified.
- Officers responded to a report of an Aggravated Assault at the Marq 8 Apartments. An 11-year-old undergoing treatment for a behavior disorder became upset because she wasn't allowed to use a cell phone. The 11-year-old grabbed a knife and made stabbing motions toward her mother and sister. She was transported to Scottish Rite Hospital.
- Officers responded to a Fight call in the parking deck of the Heartly Apartments. A female involved was arrested. After being placed in the back of a police vehicle, she began to kick the doors violently. The suspect was restrained using the WRAP device.
- Officers responded to a report of a Person Hit by Auto on Chamblee Dunwoody Road at N. Shallowford Road. At this time, it appears the bicyclist drove on the wrong side of Chamblee Dunwoody Road, traveling northbound at N. Shallowford, and was struck by a vehicle. The bicyclist was transported to the hospital with serious injuries.
- Officers responded to a Medical Call on Harris Circle. A 73-year-old male was not alert, conscious, or breathing. CPR was in progress. Officers took over CPR and attached an AED. The patient was shocked twice, and a pulse was detected. DeKalb Fire took over. A DNR order was provided, and all life-saving measures were discontinued by DeKalb Fire.
- Officers responded to an Agency Assist at Roswell Police Department. The department's K9 was requested. K9 Ranger conducted a free air sniff of the vehicle and positively alerted on the vehicle. Drugs were in the vehicle after a search.
- Officers responded to multiple Entering Autos in the perimeter area. One vehicle had \$7,000 in cash stolen. Another vehicle, \$10,000 in cash, and a firearm was stolen.
- Officers responded to a report of multiple Entering Autos on Cherry Hill Lane. Officers observed a vehicle leaving the scene at a high rate of speed. Officers were able to get the tag number of the vehicle. The driver crashed on Gramercy Court. The occupants of the vehicle fled on foot. A Doraville K9 tracked the suspects for about one hour but was unable to locate them. A resident on

Withmere Way encountered the offenders and contacted the Police. As Officers arrived, one suspect fled again. All three suspects were taken into custody. The vehicle they were in was stolen out of DeKalb County. A total of 14 vehicles were broken into. The suspects were juveniles aged 13 – 15.

- Officers received a LPR hit on a Wanted Person. The vehicle was located, and the suspect was arrested.
- Officers responded to a Person Hit by Auto in the parking lot of Walmart. Two females were involved in a domestic dispute. As one female slammed on the gas, an uninvolved victim who walked in front of the vehicle was struck, which caused minor injuries. The driver was cited.
- Officers received a lookout on a vehicle involved in an Armed Robbery in Johns Creek. Officers located the suspect vehicle on Peachtree Industrial Boulevard and engaged in a brief pursuit of the vehicle. The suspect lost control and crashed the vehicle. The suspect was arrested without incident. Johns Creek Police Department responded to the scene and took custody of the suspect.
- Officers responded to a Medical Call on Cedarhurst Drive. The victim, who suffers from epilepsy, was found underwater in the bathtub. Officers began CPR and deployed an AED. No shock was advised. CPR continued until DeKalb Fire arrived and took over. The victim was transported to the hospital in critical condition. The Crime Investigation Division is investigating.
- Officers received a complaint about a Police Officer being rude while directing traffic on Chamblee Dunwoody Road. This was not a Dunwoody Police Officer. After review, it was determined that the Officer worked at the Adairsville Police Department. The agency was contacted and advised that they did not have an Officer by that name working in their department. Officers contacted the subject on Chamblee Dunwoody Road. He had a vest on that said “Police”, was carrying a gun, and had handcuffs. He identified himself as an Adairsville Police Officer. The subject was arrested for Impersonating a Police Officer.
- Officers responded to a report of Cruelty to Children. A 10-year-old confided to a counselor about the victim being grabbed and injured by the victim’s mother because the victim woke up late. CID investigated and charged the mother with Cruelty to Children and Battery-Family Violence.
- 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 Disorderly Person at the Iron Hill Brewery. DeKalb Fire was attempting to help a patient, and he began fighting them and others. The suspect fled the scene and was later located by Officers and arrested.

- Officers located Illegal Parking on tractor-trailers on Perimeter Center East. The department has received multiple complaints about this issue. Several vehicles were cited or towed.
- Officers responded to a report of a Bicyclist Hit by Auto on Mt. Vernon at Vermack. The bicyclist was riding east on Mt. Vernon with a green light when a vehicle turned left and struck the bicyclist causing visible injuries. The driver of the vehicle was cited for a violation of our Vulnerable Road User (VRU) ordinance.
- Officers responded to a report of an Attempted Suicide on Perimeter Trace. A female victim took an unknown amount of prescription pills because she no longer wanted to live. She was transported to the hospital for treatment.
- Officers responded to a report of an Aggravated Assault that occurred at the Exxon Station on Ashford Dunwoody Road. The victim had an exchange of words with the driver of another vehicle. As the victim was about to enter the Exxon on foot, the other vehicle pulled up next to her, and the driver pointed a handgun at her face. The suspect vehicle then fled the scene.
- Officers received a LPR hit on a Wanted Person. The vehicle was located, and the driver was arrested.
- Officers responded to a report of a Stolen Auto. The victim was tracking his vehicle that was stolen earlier in the day in Forrest Park. The vehicle was located, and the female driver admitted to taking the vehicle, and was arrested.

FINANCE

Major Projects:

- Audit Committee meeting was held on Monday, February 13th.
- Presented the FY2022 Budget Amendments at the February 13th City Council meeting.
- The Georgia Power Franchise Fee for FY2022 was collected and deposited into the City's bank account.
- 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, March 14th.
- Finance staff is working on updating Standard Operating Procedures as needed with new software and processes moving forward.



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- The Monthly Financial Report for January 2023 can be found at:
<https://www.dunwoodyga.gov/government/departments/finance/financial-reports/-fsiteid-1#!/>

Other Highlights:

- The Finance department distributed American Rescue Plan Funding to 3 Non-Profits. Additionally, all Q1 2023 reporting have been completed.
- The Finance department filed 3 insurance claims during the month of February.
- A Notice to Proceed was issued to Pond and Company for Transportation Design Services Project.
- A Notice to Proceed was issued to Probolsky Research for Request for Qualifications (RFQ) 22-10 2023 Community Survey Proposal.
- A Notice of Intent to Award was issued to Prowess Construction and Consulting for IWQ 23-03 for Installation of Ballistic Fabric in the Commission Desk area.
- The City received six (6) bids for ITB 23-01 for the Winters Chapel Road Landscaping Improvements Project.
- The City received six (6) proposals for RFQ 23-03 for Engineering Design Services GDOT PL 0019209 North Shallowford Road Shared-Use Path.
- The City received three (3) proposals for RFQ 23-04 Local Road Safety Plan.
- The City received two (2) proposals for RFQ 23-02 Wrecker Services.
- The department posted a Request for Proposal (RFP) 23-03 for Concept Design of Shared Use Path from Georgetown to the Perimeter.
- The department posted an Informal Written Quote (IWQ) 23-04 for Conceptual Design for Sidewalk Along the South Side of Dunwoody Club Drive from Mill Shire Lane to Ball Mill Road.
- The department posted an Informal Written Quote (IWQ) 23-05 for Conceptual Design for Sidewalk Along Peeler Road at Multiple (2) Locations.
- The department posted an Informal Written Quote (IWQ) 23-06 for Conceptual Design of New Sidewalk at Multiple (3) Locations Throughout Dunwoody.
- The February Purchasing P-Card Cycle closed on February 27, 2023.

Upcoming Events:

- The Finance department continues working on the FY2022 end of the year audit work papers in preparation for the external audit. The external auditors are scheduled to begin fieldwork on Monday, March 20th.

MUNICIPAL COURT

Workload/Activities:



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- The department disposed of over 515 cases and reset 21 cases.

CITY CLERK

Other Highlights:

- Preparing for City Council 2023 Strategic Planning Retreat

Workload/Activities:

- The City Clerk's Office processed 611 open records requests in the month of February.
- The City Clerk's Office processed 6 contracts in the month of February.
- The City Clerk's Office prepared all agendas, summaries, minutes, and associated procedures for the following meetings that were held during the month of February:
 - ✓ One Alcohol License Review Board
 - ✓ One Art Commission
 - ✓ One Audit Committee
 - ✓ Two City Council
- The staff reviewed and approved financial transactions and expenditures for the City Council and City Clerk's office for the month of February.

HUMAN RESOURCES

Upcoming Events:

- Human Resources is preparing Total Compensation Statements for all employees. The expected distribution will be in March.
- 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 two Police Officer positions.
- The annual performance evaluations took 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 is coordinating with the Police Department on a Sergeant promotional process to result in the promotion of two new Sergeants.



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- Human Resources is working on an annual review of and updates to the Employee Handbook.
- Human Resources and Finance are working with Paycom to implement several new modules for employee self-service. The Employee Onboarding module is in progress.