



**City Manager
Monthly Report
Report Ending February 9, 2024**



MONTHLY REPORT
REPORT ENDING FEBRUARY 9, 2024

PARKS

Upcoming Events: (February 1, 2024 – June 1, 2024)

- February 3rd, Dog Park Valentine's Photoshoot
- February 8th, Parent/Child Valentine's Dance
- February 16th, Georgia Arbor Day Planting
- March 23rd, Snap!Dragon's Garden Opening Reception
- April 17-21, Lemonade Days
- May 2nd, Food Truck Thursdays Season Opener
- May 17th, Senior Health & Fitness Day
- May 18th, Kids to Parks Day
- May 27th, Memorial Day Ceremony

Major Projects:

- The trees affected by Pine Beetles have been marked for removal at Dunwoody Nature Center. The work is scheduled to be completed the week of February 5th.
- The contract for shade structures at Two Bridges Park have been approved. The manufacturing to begin in February.
- The 8th Annual Martin Luther King (MLK) Day of Service saw over 600 volunteers across all projects. Volunteers donated blood through LifeSouth, cleaned up the Dunwoody community garden, planted trees and daffodils at Brook Run Park, and more.

Other Highlights:

- Shade structures for the Brook Run Park baseball fields are in manufacturing and expected by the end of March. Permit is approved.
- Preparation for the department's two annual Valentine's Day events is underway. The dog park photoshoot is already oversold, and parent/child dance is 50% full.
- L.E.A.F. Parks and Rec Guide for Winter/Spring '24 was released January 4. The online guide features programs and special events from Dunwoody Parks & Recreation plus the nine Parks Partners, for January through April of 2024.

Workload/Activities:

- Invitation to Bid for the North Shallowford Annex water leak repair closes February 2nd.
- The final inspections of the Spruill Center for the Arts expansion are completed, and the facility is now open. Landscaping is to be completed in February.
- **The position of Parks and Recreation Director has been filled; Recreation Coordinator and Facilities Associate positions remain open.**

PUBLIC WORKS

Upcoming Events: (February 2024-April 2024)

- March 2024 - Chamblee Dunwoody Road at Womack Road additional landscaping.
- March 2024 - Bid advertisement for pedestrian signals at Chesnut Elementary School and on Perimeter Center West.

Major Projects:

- Georgetown Gateway- **The contractor completed the traffic signal at the Kroger entrance, 20 feet of path, 61 feet of curb, and 108 feet of stormwater pipe.** The utility companies removed three utility poles in conflict with the project. **The contractor is working to resolve one remaining conflict with a utility pole.**

In February, activities will include installing the remaining storm drainpipe north of Old Spring House, activating the new signal at Cotillion Drive, constructing curb and path at the south end of the project and landscaping completed areas. Periodic traffic delays will continue on Chamblee Dunwoody Road south of Kent Avenue.

- Ashford Dunwoody Path Phase 1 - The contractor began earthwork near Hammond Drive.





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- Gateway Signs - The contractor provided a stone sample for final approval and construction of sign mock-up.

Other Highlights:

- City contractors completed video evaluation of 670 feet of stormwater pipe in Dunwoody Club Forest and will begin lining failing pipes in February.

Activities:

- The department completed 35 stormwater, roadway, sidewalk, and signal work orders.

COMMUNITY DEVELOPMENT

Recent and Upcoming Cases: (January – February 2024)

- January 4th: The Zoning Board of Appeals approved one residential variance case and a special exception case for a three-lot subdivision.
- January 22nd: The City Council approved a text amendment for animated signs in residential districts.
- February 1st: The Zoning Board of Appeals approved two applications for fences on institutional properties.
- **February 13th: The Planning Commission will hear a text amendment on the rezoning application for the fourth building at Park Center. The building will be a mixture of apartments and hotel spaces.** The Planning Commission will also consider two master sign plan applications for Kingswood Church and the Emory buildings on North Shallowford and Pernoshal Court.

Major Projects:

- High Street has received their first Certificate of Occupancy and initial move-ins have started for the apartment units in Building 3. Additional Certificates of Occupancy are expected to be released in the coming months. High Street also has submitted their master sign plan for review.
- Work at Campus 244 is progressing with the hotel building being topped out.
- The Community Development Department is continuing the buildout for its new permitting/planning & zoning/code enforcement system. Currently, the initial buildout is ongoing.



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- The Community Development Department has drafted an RFP for a new comprehensive plan and unified development ordinance. Publication of the RFP is expected in February.
- **The Atlanta Regional Commission recertified the City as Gold in the Green Communities program.**
- The work at Politan Row has completed with a February opening.

Workload/Activities:

- The Sustainability Committee hosted a Green Speaks event featuring Carl Thomas on January 17th.
- **The city received the Tree City USA certification for a 12th year in a row.**
- The Code Enforcement division conducted 96 inspections, received 47 new complaints, and brought 33 cases into compliance.
- The Code Enforcement division removed 142 signs from the right-of-way.
- The staff issued 31 code enforcement warnings and two citations.
- The department received 106 permit applications and issued 106 permits.
- The building division completed 325 building inspections.
- The department conducted 62 erosion control inspections.

ECONOMIC DEVELOPMENT

Upcoming Events: (February 5 – March 31, 2024)

- February 6, Dunwoody Art Commission Meeting
- March 5, Dunwoody Art Commission Meeting
- March 21, Dunwoody Development Authority Board Meeting

Major Projects:

- Edge City 2.0 Vision.
 - Working with the Dunwoody Development Authority to host a series of public Forums to continue the conversation regarding the implementation of the Edge City Vision.
 - Partnering with the Perimeter CID and MARTA on the Dunwoody MARTA Station Transit Oriented Development Study.
- Placemaking – Economic Development continues to lead creative placemaking efforts in coordination with community partners. Work includes:
 - Working on Phase IV of the Green Light Art Project.

- The Womack Road Retaining Wall Mosaic is nearing completion with an installation set prior to the end of March.
- Working with Stage Door Theatre to install a Mural at the Dunwoody Cultural Arts Center.
- Developing an expanded Placemaking Plan for the Perimeter Center-Dunwoody Village Corridor using the Ashford Dunwoody Road Trail as the spine.
- Site selection for the Dunwoody Swing Sign is underway along Ashford Dunwoody Road in Perimeter.
- Working with the Dunwoody Art Commission to select public art for the Georgetown Gateway Project.
- Innovation & Entrepreneurship Program: The Economic Development Department is implementing a long-term strategy to create an eco-system that supports entrepreneurs and the innovation economy.
- **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 between the City Council and Development Authority.**
 - Partnering with the Dunwoody Perimeter Chamber to host Quarterly Business Association meetings and working on an annual work plan to activate Dunwoody Village throughout the year.

Other Highlights:

- Economic Activity –
 - Held Ribbon Cuttings for The Coder School
 - Attended Meetings/Presentations: Dunwoody Perimeter Chamber Mixer, Create Dunwoody Board Meeting, Re-Discover Dunwoody Trolley Tour, Dunwoody Village Business Association, and TiE Atlanta Social Mixer.

Workload/Activities:

- The department conducted 82 business retention calls.
- The department conducted 18 business recruitment calls.

COMMUNICATIONS / MARKETING

Upcoming:

- **Promoting Georgia Arbor Day February 16th, Sustainability Hero nominations**

- Planning for Culinary Dropout ribbon cutting, February 15th.
- Beginning design and editorial for the Spring Dunwoody Digest

Highlights:

Dunwoody City Council meeting at Dunwoody High School – It was a great feedback and turnout with more than 100 people in attendance.

- Martin Luther King, Jr. Day of Service – promoted participation, produced preview video with Jack & Jill and planting video.
- **Produced 4Q2023 report.**
- Promoted the Front Yard Tree Planting program, slots filled up within days.



Workload/Activities:

- Press releases: Tree City USA, ARC's Green Communities, Rachel Waldron named Parks & Rec Director, City Council to hold meeting at Dunwoody High School, Chief Grogan to retire.
- Graphics: Groundhog Day, Keep it Loose recycling info, Kudos to Ginger LePage and Sgt. Sillah, Pups on a Leash, Oath of Office, New Year, Dunwoody Digest promotions, calendar ads for Dunwoody Crier and Rough Draft
- "Inside Dunwoody" by City Manager Eric Linton for January focused on the new city-wide paving assessment and paving plans
- Created and shared D-news: [January 5](#), [January 12](#), [January 19](#), [January 26](#), [February 2](#); [January Ambassadors](#)
- Videos: Black History Month artist profiles, New Georgetown traffic light (all video provided by David Ayers), MLK, Jr. Day of Service volunteers, MLK, Jr. Day of Service preview with Jack & Jill, Coder School ribbon-cutting

January 2024 stats:

- The department issued 4 press releases, received 11 media inquiries, [January 2024 Dunwoody stories link](#)
- Created 8 graphics; Produced 4 videos for social media: 10.8K total views (Georgetown traffic light was most watched); 2 Council meetings – 401 total views
- Top posts: (Facebook) Congratulations Rachel Waldron; (Twitter) Okay Anny opening at Politan Row; (Instagram) New Georgetown traffic light video; (LinkedIn) Congratulations Chief Grogan

INFORMATION TECHNOLOGY

Major Projects Completed:

- Police Department's RMS (Report Management System) Replication Server
- Flock OS IT configuration.
- External Dependencies Management Assessment – Completed.

Major Projects in Progress:

- Additional Security Assessment and updates – Projects in progress.
- Crime Investigations Division Applications – Partially completed.
- Sharepoint Configuration – The scheduled completion is before December 202.
- User and System Audits – In progress.
- Cyber Security ARPA updates – Projects are ongoing.
- Networking Services Provider Request for Proposals – RFP has closed.
- Back Up and Recovery Provider RFP – The RFP will close in February.

- Central Square – The project is in progress and the scheduled Business License completion is September 2024.
- Accounts Payable Automation – The project has started with scheduled completion by Q1 2024
- Park Internet – On hold.
- VPN MFA project – In progress.

Major Projects Next in Queue:

- What Works Cities Certification Assessment – On hold due to workload.
- Network Refresh – On hold for Networking RFP.
- SIEM/SOC project – The next stage is on hold for Network Refresh.
- Annex Connectivity – On hold for Network Refresh.
- Comcast upgrade to fiber – On hold for Networking RFP.
- New Remote Monitoring and Management (RMM) review
- GMIS Accreditation – Paused for GMIS updates.
- Court App Updates

Workload/Activities:

- The department has 257 helpdesk tickets currently open.
- The department has closed 261 helpdesk tickets this period.
- The department hosted 12 zoom meetings.
- Currently, the department has 151 users.
- The department has 465 devices.

POLICE

Upcoming Events (February 1 – April 30, 2024)

- The Polar Plunge benefitting Special Olympics Georgia is February 24th at Lake Acworth. The department will have a team participating again this year.
- The next Citizen Police Academy is scheduled to start on Tuesday, February 20th. This is a great opportunity for citizens to get a behind-the-scenes look into the inner workings of the Police department.

Other Highlights:

- The Crime Response Team conducted a Distracted Driving detail on January 10th on Chamblee Dunwoody Road at Mt. Vernon and Peachtree Industrial Boulevard at Winters Chapel. A total of 24 hands-free citations were issued as well as 10 other various citations.

Workload/Activities:

- Officers received a License Plate Reader (LPR) hit on a Wanted Person for Aggravated Assault. The vehicle was located, and the driver was arrested.
- Officers responded to a Shots Fired at The Hartley Apartments. The witness observed a group of young males fire a gun into the stairwell of one of the buildings. Officers contacted the suspects, and one of the males eventually admitted to possessing and discharging the gun. The suspect was arrested as one another subject for providing a false name.
- Officers responded to a Sexual Assault at 4400 Ashford Dunwoody Road. The juvenile victim said she was sexually assaulted by another juvenile inside an elevator at the location. Crime Investigation Division (CID) is investigating.
- **Officers responded to an Armed Robbery at Iron Hill Brewery. A b/m dressed in black, armed with a handgun, confronted the manager, and demanded money. The suspect was also wearing a mask and fled on foot.**
- Officers responded to a Theft of Mail from the Post Office. The victim received notice that he had seven pieces of mail to pick up. When he picked his mail up at the post office, he only had six pieces. The missing one was a check, which he cancelled.
- Officers responded to multiple Entering Autos on Dunwoody Crossing and Springfield Drive. A total of 5 vehicles were broken into.
- Officers received an LPR hit on a Wanted Person from a Hit & Run in Dunwoody. The vehicle was located, and the driver was arrested.
- Officers responded to multiple Entering Autos at various businesses located in the Perimeter area. A total of six vehicles were broken into.
- Officers responded to a RAVEN alert for Gunshot detection. The area was checked with negative results.
- Officers responded to a Pedestrian Struck by Auto on N. Peachtree at the Dunwoody Crossing entrance. The pedestrian was crossing N. Peachtree when a vehicle ran the light causing minor injuries to the pedestrian. The suspect vehicle fled the scene.
- Officers received an LPR hit on a Wanted Person. The vehicle was located, and the driver was arrested.
- Officers responded to a Sexual Battery on Lake Ridge. The father of the victim's child was touching the victim inappropriately and without her consent. When she refused, he punched her in the face. The suspect was arrested.

- Officers responded to a Burglary in Progress at the coin laundry on Winters Chapel Road. The suspect had fled the scene on foot. After an extensive search, the female suspect was located by Doraville Police, and arrested.
- Officers responded to a Person Armed on Tilly Mill Road. The son of the victim was threatening to stab the victim and was attempting to break down a bathroom door. Officers responded and arrested the suspect. The suspect also threatened to kill a Police Officer.
- Officers responded to a Burglary at Dunwoody Crossing Apartments. The victim observed by video a black male breaking into his apartment. The victim made verbal contact with the suspect through the video system, and the suspect fled the scene.
- Officers responded to a Trouble Unknown/Shots Fired at Dunwoody Park. Several subjects had gotten into a dispute outside the bar. All of them denied having a gun, but one 45-caliber shell casing was located on the sidewalk.
- Officers responded to a Burglary on Perimeter Center East. Unknown persons entered the empty building and removed copper wire.
- Officers responded to a Threat call on Tilly Mill Road. The ex-boyfriend of the victim threatened to come over and shoot the place up and kill her. Warrants were secured.
- Officers responded to a Shoplifting at Nordstrom Rack. The suspect fled and was tackled by Officers where he continued to resist. Eventually, he was arrested and charged with felony shoplifting.
- **Officers were at Walmart investigating a Shoplifting when the Officer was notified of another Shoplifting. That suspect fled the store and resisted being arrested. During the arrest, a loaded handgun fell from the suspect's waistband on the ground. An officer was injured during the arrest.**
- Officers responded to a Shoplifting at Publix on Ashford Dunwoody Road. The suspect fled from Officers. Officers tackled the suspect who continued to resist until he was finally handcuffed. A total of \$200 in stolen steaks and other food was recovered.
- Officers responded to a Suspicious Person at the Flats at Mt. Vernon Apartments. The suspect was pulling on door handles and attempted to enter the victim's apartment. The suspect was located and arrested.
- Officers responded to an Entering Autos at Perimeter Mall. Several suspects were seen pulling on door handles of vehicles and potentially entering one vehicle. All three males fled on foot in different directions. Two suspects were located and arrested.

- Officers responded to a Shots Fired call on Four Oaks Drive. A vehicle in the driveway had three doors open. No one in the home responded to Officers. Officers could see and hear children crying. Officers made entry and located several people in the residence. Drugs were in plain view. A search warrant was secured, and various amounts and types of drugs were located, as was a duffle bag containing multiple guns and cash. One spent shell casing was also located. Two suspects were arrested.
- Officers responded to a Shots Fired call on Peachtree Industrial Boulevard. The complainant stated that several subjects have been walking into the woods near his apartment lately, firing rounds in the woods. The department did receive a RAVEN alert when this happened. The investigation is continuing.
- Officers responded to a Shots Fired call on Lake Ridge Ln. The offender was cleaning his firearm when it accidentally discharged and fired a round into another apartment. No one was injured.
- Officers responded to multiple Entering Autos in the parking lot of Seasons 52, Cheesecake Factory, and Joey D's.
- Officers responded to multiple Entering Autos around Valley View. Seven cars were broken into overnight.
- Officers received a lookout for a vehicle used in an Armed Robbery of a jewelry store in Atlanta. The vehicle hit on an LPR in Dunwoody. Officers located the abandoned vehicle in Dunwoody Village Apartments. Atlanta Police Department responded to the scene.
- Officers responded to multiple Entering Autos in the parking lot at Joey D's, Capital Grille, and Seasons 52. A total of 5 vehicles were broken into.

FINANCE

Major Projects:

- Finance Department submitted the 2024 Adopted Budget Book and application to GFOA for the Distinguished Budget Presentation Award.
- The 4th Quarter American Rescue Plan (ARP) reporting was submitted to the Treasury Department.
- Finance staff is working with Community Development and Information Technology on the implementation of CentralSquare.
- The department issued 4 checks to not-for-profit agencies which were distributed from the ARPA II funds.

- Finance staff is working on updating Standard Operating Procedures as needed with new software and processes moving forward.

Other Highlights:

- Onboarded a new contract employee for the reception desk so Finance could temporarily reassign staff to support the handling of business licenses during the renewal season.
- Established new insurance requirements and review procedures for special events.
- Initiated the process for the city's 2024 insurance renewal.
- Established the safety committee for 2024.
- Continue to auction surplus items and court-ordered items.
- The installation of the front window was successfully finished.
- Notice to Proceed issued to Denyse Companies, Inc for ITB 23-04 Gateway Signs.
- Issued Notice of Intent to Award contract to Practical Design Partners, LLC for Roadway Improvements along Ridgeview Road proposal.
- Issued Notice of Intent to Award contract to Superior Recreational Products for Mallory-Two Bridges Park proposal.
- Issued Notice of Intent to Award contract to Vanasse Hangen Brustlin, Inc for Quarterly Bacterial Monitoring.
- Issued Notice of Intent to Award contract to Smith Real Estate Services for Right of Way Acquisition Services for Georgetown Gateway-Chamblee Dunwoody Road project.
- Issued Notice of Intent to Award contract to Action & Adventure, LLC for RFP 23-10 Brook Run Skate Park Concessionaire contract.
- Posted Request for Qualifications (RFQ) 24-02 Engineering Design Services GDOT PI 0019785, DeKalb County, Chamblee Dunwoody Road from Womack Road to Roberts Drive LCI Dunwoody Village Crossroads.
- Posted Request for Proposals (RFP) 24-01 Backup and Recovery Services Solution Provider.
- Posted Invitation to Bid (ITB) 24-01 2024 Maintenance Repairs Shallowford Annex Building.
- The January Purchasing Card Cycle closed on January 26,2024.

Upcoming Events:

- The Finance staff is preparing for the FY2023 year-end external audit, which is scheduled to start on March 11.



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- The first Audit Committee meeting of FY2024 will be held on Monday, February 12th at 3:30 pm at City Hall.

MUNICIPAL COURT

Workload/Activities:

- The department disposed of over 579 cases and 31 cases were reset.
- The department audited and disposed of the 2019 cleared warrants.

CITY CLERK

Workload/Activities:

- The City Clerk's Office processed 507 open records requests in the month of January.
- The City Clerk's Office processed 14 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:
 - ✓ One Art Commission
 - ✓ Two City Council
 - ✓ One Development Authority
 - ✓ One Public Facilities Authority
- 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 and the Wellness Committee will sponsor a heart health wellness challenge and an employee education presentation on heart health in February.

Other Highlights:

- **The city filled the Parks and Recreation Director position and the Business License Specialist position.**
- Human Resources administered the annual performance evaluation process, taking place in January and February.



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- Human Resources is working with the City's employment attorneys on Employee Handbook updates.
- Human Resources and the Wellness Committee sponsored hearing screenings and an employee education presentation on exercise.