



**City Manager
Monthly Report
Report Ending March 8, 2024**



**MONTHLY REPORT
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PARKS

Upcoming Events: (March 1, 2024 – July 31, 2024)

- March 23, Snap!Dragon's Garden Opening Reception
- April 17-21, Lemonade Days
- May 16, Food Truck Thursdays Season Opener
- May 17, Senior Health & Fitness Day
- May 18, Kids to Parks Day
- May 27, Memorial Day Ceremony
- June 7, Pics in the Park
- June 8, Groovin' on the Green Series Opener
- July 5, Pics in the Park
- July 13, Groovin' on the Green
- July 18, Food Truck Thursday + Parks & Rec Month Celebration

Major Projects:

- Final event components for Snap!Dragon's Garden secured. The 3rd Annual live plant and art exhibit is produced with the Dunwoody Community Garden & Orchard at Brook Run Park. The opening reception will be March 23, with exhibit on view through April 1st.
- Spruill Ribbon Cutting for new expansion set for March 9th at 1:00 p.m. The event will include a formal ribbon cutting and tours of the new space.
- Women's History Month murals on display March 1st through 31st. This year's exhibit features three high schools' students, one of which completed the mural for her Girl Scout Gold Award.

Other Highlights:

- The shade structures for Brook Run Park baseball fields will be installed mid-March.
- Kilometer Kids spring session at Brook Run Park is completely full. This program is free and organized by the Atlanta Track Club.
- Marketing support for Lemonade Days, April 17th through 21st. Park traffic signs and event promotion will begin April 1st.

Workload/Activities:

- The position of Recreation Coordinator has been filled; Part-Time Recreation Leader position remains open.
- The tree planting at Dunwoody Nature Center is scheduled for October, to coincide with Trees Atlanta availability. This planting will replace the trees removed due to the pine beetle infestation.
- Senior Health & Fitness Day event components is 60% secured. The event will include health topics and demonstrations for the senior population, held at the N. Shallowford Annex on May 17th.

PUBLIC WORKS

Upcoming Events: (March 2024-May 2024)

- March - City contractors will conduct video evaluation of 1,700 feet of stormwater pipe in Dunwoody North subdivision.

Major Projects:

- Georgetown Gateway - The contractor completed 500 feet of curb, 473 feet of stormwater pipe including the last three road crossings and turned on the new traffic signal at Old Spring House Lane. Thirteen trees were also planted. In March, weather permitting, the remaining pipe work will be completed, and the last signal will be turned on at Cotillion Drive. The contractors will also continue wrapping up the concrete work on the south end of the project and preparing for final landscaping. Periodic traffic delays will continue on Chamblee Dunwoody Road south of Kent Avenue.
- Ashford Dunwoody Path Phase 1 - The contractor completed the first section of sidewalk near Hammond Drive.
- Gateway Signs - The contractor's granite sample has been accepted and the city is waiting for the contractor's final submittals, construction schedule and completion of a sign mock-up.





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Other Highlights:

- City stormwater contractors began repairs to 340 feet of pipe on Buckline Crossing and 270 feet of pipe in Arden Woods.
- **The city's annual report of stormwater-related activities for 2023 was submitted to the Georgia Environmental Protection Division.**

Activities:

- The department inspected all stormwater pipes under roadways to be paved in 2024.
- The department completed 13 stormwater, roadway, sidewalk, and signal work orders.
- The staff coordinated with AT&T to have numerous abandoned utility poles removed from the right of way.

COMMUNITY DEVELOPMENT

Recent and Upcoming Cases: (February – March 2024)

- February 1st: The Zoning Board of Appeals approved two applications for fences on institutional properties.
- February 12th: The City Council has voted to extend the moratorium on drug treatment facilities and to return the proposed text amendment to the Planning Commission.
- February 13th: The Planning Commission has recommended approval of the rezoning application for the fourth building at Park Center. A mixture of apartments, office, a hotel, and retail space are proposed. The Planning Commission has also recommended approval of two master sign plan applications.
- March 11th: The City Council will review master sign plans for Kingswood Church and for the Emory Medical Office Building.
- **The Dunwoody Municipal Court found a person guilty of building without a permit and was fined \$1000 for each of the seven citations.**

Major Projects:

- **High Street is progressing its phased opening. The certificate of occupancy was issued recently on the first building with apartments. A certificate of occupancy for the second apartment building at High Street is expected for March. Tenants have moved into High Street.**

- The work at Campus 244 is progressing with first certificate of occupancy expected for late spring or summer.
- The Community Development Department is continuing the buildout for its new permitting/planning and zoning/code enforcement system. The department has completed all workbooks that summarize department operations.
- **The Request for Proposals (RFP) for a new comprehensive plan and unified development ordinance was published in February. The work is expected to start in May and last approximately two years.**
- Politan Row and Culinary Dropout have opened at Ashford Lane.

Workload/Activities:

- The Code Enforcement division conducted 72 inspections, received 67 new complaints, and brought 42 cases into compliance.
- The Code Enforcement division removed 102 signs from the right-of-way.
- The staff issued 39 code enforcement warnings and 6 citations.
- The department received 126 permit applications and issued 84 permits.
- The Building Division completed 473 building inspections.
- The Safe Streets Program Manager has completed the first crash site audit with short-and long-term fixes at a crash site involving a pedestrian.
- The department conducted 39 erosion control inspections.

ECONOMIC DEVELOPMENT

Upcoming Events: (March 4 – April 30, 2024)

- March 13, TiE Atlanta Monthly Meeting – Product Market Fit
- March 21, Dunwoody Development Authority Board Meeting
- April 9, Dunwoody Art Commission Meeting
- April 10, TiE Atlanta Monthly Meeting – Growing Your Team & Tech Talent
- April 28, Asian American and Pacific Islander Heritage Celebration

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.
- Entrepreneur & Innovation 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 Merchant Association meetings and working on an annual work plan to activate Dunwoody Village throughout the year.

Other Highlights:

- Economic Activity –
 - Held Ribbon Cuttings for Culinary Dropout & Politan Row.
 - Attended Meetings/Presentations: Perimeter Chamber Board Meeting, Create Dunwoody Board Meeting, TiE Atlanta Monthly Meeting, MARTA TOD Open House, URA Board Meeting, Dunwoody Marketing Alliance

Meeting, Dunwoody Village Merchants Association, and TiE Atlanta
Commerce Connect Social.

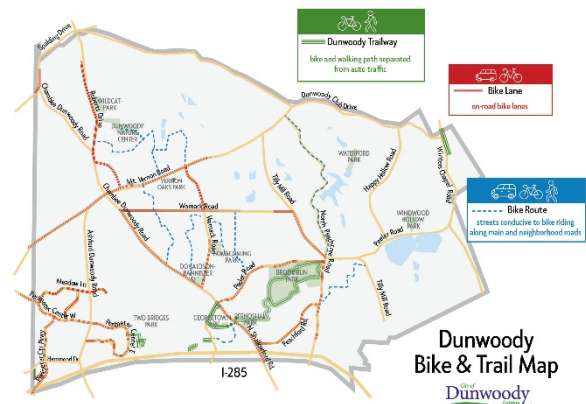
Workload/Activities:

- The department conducted 69 business retention meetings.
- The department conducted 25 business recruitment meetings.

COMMUNICATIONS

Upcoming:

- Profiles of Women's History mural artists
- Spruill Arts expansion ribbon cutting (March 9)
- Mikata ribbon cutting (March 11), Woof Gang ribbon cutting (March 14)



Highlights:

- Designed and wrote spring Dunwoody Digest – Coming to mailboxes in late March/early April.

- **Designed a 15th-anniversary pin for the Dunwoody Police Department**
- Designed Edge City map for Economic Development
- **Designed Business Resource Guide for Economic Development**
- Began D-news resend strategy, averaging 700+ more opens every week.
- Updating Bike Trail map and public works pages
- Designed information board for Perimeter Mall art wall.
- Building online form and designing Teen Police Academy webpage
- Youth City Council – Michael Starling was the November guest speaker.

Workload/Activities:

- Press releases: Sustainability Hero awards, Mike Carlson named incoming Chief, Dunwoody Police increase hiring bonus, Council members receive training recognition.
- Graphics: Georgetown pedestrian detour map, Police blood drive flier, Leap Day, Advance voting, Council training recognition, Groundhog Day, Presidents' Day, calendar ads for Dunwoody Crier and Rough Draft
- "Inside Dunwoody" by City Manager Eric Linton for March focused on hotel occupancy rates rebounding and the work of Discover Dunwoody
- Created and shared D-news: [Feb 9](#), [February 16](#), [February 23](#), [March 1](#), [February Ambassadors](#)
- Videos: Politan Row ribbon cutting, Culinary Dropout ribbon cutting, Spherion ribbon cutting, Arbor Day event, Politan Row vendors (2)

February 2024 stats:

- Issued 4 press releases, received 11 media inquiries, [February 2024 Dunwoody stories link](#)
- Created 5 graphics; Produced 7 videos for social media: 25K total views (Politan Row ribbon cutting was most watched); 2 Council meetings – 382 total views
- Top posts: (Facebook) Daffodils at Brook Run; (Twitter) Wine store coming to Dunwoody; (Instagram) Politan Row ribbon; (LinkedIn) Mike Carlson new Chief of Police

INFORMATION TECHNOLOGY



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Major Projects Completed:

- VPN MFA project completed.

Major Projects in Progress:

- Additional Security Assessment and updates – Projects in progress
- CID Applications – Partially completed.
- Sharepoint Configuration – scheduled completion before Dec 2024
- User and System Audits – in progress
- Cyber Security ARPA updates – projects ongoing
- Networking Services Provider Request for Proposal (RFP) – Vendor selected will present to Council.
- Back Up and Recovery Provider Request for Proposal (RFP) – Will close in March.
- Central Square – project in progress – Scheduled Business License completion September 2024
- AP Automation – project started – Scheduled completion Q1 2024
- Park Internet – On hold

Major Projects Next in Queue:

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

Workload/Activities:

- The department has 204 helpdesk tickets open this period.
- The department closed 206 helpdesk tickets this period.
- The department hosted 14 zoom meetings.
- Current users are 151.
- Current devices being used are 467.

POLICE

Other Highlights:

- Officers conducted a Distracted Driving and Pedestrian Crosswalk Detail at Hammond Dr. at Ashford Dunwoody Road, and Cotillion Drive at N.



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Peachtree on February 6, 2024. A total of 40 citations were issued, including 17 Hands Free violations and 2 Vulnerable Road User citations.

Workload/Activities:

- Officers responded to multiple Entering Autos at Lazy Dog, Seasons 52 and Buffalo Wild Wings. The windows were broken on three different vehicles. A suspect was observed by a witness getting into a Mercedes SUV.
- Officers responded to multiple Entering Autos on Perimeter Center Parkway. A total of eight vehicles were broken into.
- Officers responded to a Suspicious Person at Contender eSports. A male subject made entry into the closed business and was squatting in a storage room. The suspect was arrested.
- On February 13, 2024, Officers received a Raven Alert for Gunshot detection in the back of Dunwoody Glen Apartments. A total of 7 shots were fired. Officers checked the area with negative results.
- **Officers responded to Ali's Cookies to assist DeKalb County Fire. While there, Officers located a subject who illegally entered Contender eSports next door. The suspect had a briefcase with multiple laptops, which turned out to be stolen in a Burglary in Atlanta. The suspect was arrested.**
- Officers conducted a Traffic Stop on N. Peachtree Road. The driver refused to stop and fled the scene. No pursuit was initiated.
- Officers received a License Plate Reader (LPR) Hit on a Wanted Person. The vehicle was located, and the driver was arrested.
- Officers responded to Flooding on I-285 westbound near Peachtree Dunwoody Road after a heavy rain.
- Officers responded to a Shots Fired call on Chamblee Dunwoody Road. Once on scene, Officers found that no shots were fired. Instead, it was a domestic dispute where the female party was threatening to kill herself. She was transported to the hospital for treatment.
- Officer responded to multiple Entering Autos in the Perimeter area. Several vehicles were broken into at Joey D's.
- Officers responded to an Injured Deer on Robert Drives and euthanized the deer.
- Officers responded to multiple Entering Autos on Weldstone Court and Chamblee Dunwoody Road.
- Officers received an LPR Hit on a Wanted Person. The vehicle was located, and the driver was arrested.

- Officers responded to multiple Entering Autos on Wueensborough Drive and E. Bend Creek Court.
- Officers responded to a Disorderly Person call at Peachtree Place Apartments. A female suspect was arrested after being intoxicated, disorderly, and giving a false name. She attempted to kick the window out of the police vehicle and Officers deployed the WRAP device on her.
- Officers received an LPR Hit on a Wanted Person. The vehicle was located, and the driver was arrested.
- **Officers responded to an Assault in Progress on Peachtree Place Parkway. The suspects were supposed to be armed with a knife and a gun. Multiple suspects were detained. There were no weapons present. The investigation led to two suspects being arrested, and another unrelated person being arrested for DUI.**
- Officers responded to a Suicide Threat on Ashford Dunwoody Road. The male victim stated he was depressed from an incident that happened years ago, but he was seeing a therapist.
- Officers responded to a Welfare Check of a female on Perimeter Center West. The victim appeared to have been drugged while she was at a bar in another City. The victim was transported to a hospital for treatment.
- Officers received a Raven Alert for Gunshot Detection on Peachtree Industrial Boulevard. Officers checked the area.
- Officers conducted a Traffic Stop on I-285 westbound. The vehicle refused to stop and fled the scene. No pursuit was initiated.
- Officers responded to a Burglary of a Kiosk at the mall. An unknown suspect cut the tarp and used a pry tool to steal \$23,000 worth of jewelry.
- **Officers responded to a Person Injured on Kingsglen Ct. A Dekalb sanitation worker suffered a catastrophic injury to one of his hands. The worker was transported to Grady Hospital.**
- Officers received an LPR Hit on a Wanted Person for Aggravated Assault. The vehicle was located, and the suspect was arrested.
- Officers responded to a Missing Person on Peachtree Industrial Boulevard. The victim became upset and fled the area. The family was concerned because the victim has a diagnosed mental condition. The victim was located in Doraville.
- Officers responded to a Sexual Assault at 4400 Ashford Dunwoody Road. The victim was charging her laptop when male came up from behind and groped her. The suspect fled the scene.
- Officers received an LPR Hit on a Wanted Person. The vehicle was located, and the driver was arrested.

- Officers conducted a Traffic Stop on Ashford Dunwoody Road. The driver of the vehicle fled at a high rate of speed. No pursuit was initiated.
- **Officers responded to multiple Entering Autos on Manhasset Cove and Holly Banks Circle. Eventually, the suspect was located, and charged with breaking into at least 12 vehicles. The suspect had some evidence on his person.**
- Officers responded to a Disorderly Person at McDonalds on Ashford Dunwoody Road. The suspect yelled disparaging remarks at two black male victims as they entered the restaurant together. The suspect began kicking tables and chairs. The suspect was located and arrested for Disorderly Conduct.
- Officers located a Missing Person at Walmart. The victim was missing out of Clayton County. The victim's grandfather came and picked her up.
- Officers responded to an Aggravated Assault at the Exxon on Ashford Dunwoody Road. The victim and suspect had a dispute while in the checkout line. The suspect showed a firearm in his waistband and then pulled it out and racked the slide.
- Officers responded to multiple Entering Autos at Perimeter Mall, Joey D's, Capital Grille, and Lazy Dog.
- Officers responded to a Suicide Attempt. The male victim cut both wrists and took some type of narcotic. The victim was located in a bathtub. Officers attached an AED, performed CPR, and delivered a dose of Narcan. Eventually, the victim regained consciousness.
- Officers received an LPR Hit on a Wanted Person. The vehicle was located, and the driver was arrested.
- Officers conducted a Traffic Stop on Ashford Dunwoody Road. The driver of the vehicle fled from the Officers. No pursuit was initiated.

FINANCE

Major Projects:

- The 1st Quarter Audit Committee Meeting was held on Monday, February 12.
- The department presented to City Council the FY2023 Year End Budget Amendment agenda item.
- Finance staff is working with Community Development and Information Technology on the implementation of CentralSquare.
- The department issued one check to a not-for-profit agency, which was 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:

- **The department completed the pre-audit tasks for the March 5th FBI Georgia Crime Information Center (GCIC) audit.**
- The department submitted the insurance renewal forms for the period of May 2024- May 2025.
- The last of the Surplus Vehicles have been sold.
- The department is working with Dunwoody Preservation Trust (DPT) and Dunwoody Homeowners Association (DHOA) on the signature event insurance coverage.
- The department updated the insurance requirements for construction projects.
- The department received 5 proposal responses for 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.
- The department received 5 bid responses for Invitation to Bid (ITB) 24-01 Maintenance Repairs Shallowford Road Annex Building.
- A Notice to Proceed was issued to Ogletree Enterprises, Inc for proposal for Chamblee Dunwoody Road at Womack Landscape project.
- A Notice to Proceed was issued to Practical Design Partners, LLC for proposal for Roadway Improvements along Ridgeview Road.
- A Notice to Proceed was issued to Smith Real Estate Services for proposal for Right of Way Services for PI 0012875 DeKalb County – Georgetown Gateway – Chamblee Dunwoody Road.
- A Notice to Proceed was issued to Vanasse Hangen Brustlin, Inc. for proposal for Quarterly Bacterial Monitoring.
- A Notice to Proceed was issued to Superior Recreational Products for Quote 0273792 Buy Board #679-22 Mallory-Two Bridges Park.
- A Notice of Intent to Award contracts was issued for RFQ 23-05 Standby Skilled Trade to 10 contractors.
- The February Purchasing Card Cycle closed on February 26, 2024.

Upcoming Events:

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



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MUNICIPAL COURT

Workload/Activities:

- The department disposed of over 689 cases and reset 36 cases.
- The staff has started scheduling bond forfeiture hearings.

CITY CLERK

Workload/Activities:

- The City Clerk's Office processed 487 open records requests in the month of February.
- The City Clerk's Office processed 9 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 Art Commission
 - ✓ One Audit Committee
 - ✓ Two City Council
 - ✓ 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 February.

HUMAN RESOURCES

Upcoming Events:

- In March, Human Resources and the Wellness Committee will sponsor an employee education presentation on financial wellness and the kickoff of Feel Good Fridays, a wellness event centered on exercise, healthy eating, and socialization.

Other Highlights:

- The City filled the Property and Evidence Technician position.



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- Human Resources administered the annual performance evaluation process, taking place in January and February.
- Human Resources and the Wellness Committee sponsored a heart health wellness challenge and an employee education presentation on heart health.