



**City Manager
Monthly Report
Report Ending April 5, 2024**

PARKS

Upcoming Events: (April 1, 2024 – August 30, 2024)

- April 17-21, Lemonade Days
- May 16th, Food Truck Thursdays Season Opener
- May 17th, Senior Health & Fitness Day
- May 18th, Kids to Parks Day
- May 2nd, Kickoff to Summer at Two Bridges Park
- May 27th, Memorial Day Ceremony
- June 7th, Pics in the Park
- June 8th, Groovin' on the Green Series Opener
- July 5th, Pics in the Park
- July 13th, Groovin' on the Green
- July 18th, Food Truck Thursday + Parks & Rec Month Celebration
- August 2nd, Pics in the Park
- August 10th, Groovin' on the Green

Major Projects:

- Groovin' on the Green Concert Series performers have been secured. The series will be held on the second Saturday of the month, June through October. The series will see a total of nine acts through a combination of opening and main acts.
- The shade structures for Two Bridges Park are in manufacturing. The site inspection is scheduled for late April. The Kickoff to Summer event will be held May 24th, and include the seasonal opening of the splashpad, free King of Pops, and giveaways.
- The Waterford Park playground Request for Proposals were opened March 21st. Proposals are due back April 23. Staff will then score and provide recommendation to council in May.

Other Highlights:

- The Wildcat Park and Homecoming Park restroom options and pricing are currently being solicited. The concept approval will be presented to council in May.

- The Stage Door Theatre ballet room remodel is now complete. The staff is soliciting quotes to install sprung floors to increase program offerings.
- New programs have been added for the summer season, including free Equalizer Health classes, free self-defense classes, Dwarf Goat Pilates and Meditation, and Tree Wellness Walks.

Workload/Activities:

- Waterford Park tennis court resurfacing quotes are currently being solicited. One quote has been received: awaiting two comparable quotes. The scope calls for structural crack repair and the playing surface to be patched and restriped.
- The redesign of the Brook Run Park Veterans Memorial to be completed by summer. The new concept will allow visitors to walk the open space and complement the design of the forthcoming Vietnam War Memorial.
- The Recreation Coordinator staff onboarding began March 18th. The part-time Recreation Leader interviews will begin in April to assist with facility rentals and special events.

PUBLIC WORKS

Upcoming Events: (April 2024-June 2024)

- April/May - Annual paving begins.
- June - Begin pedestrian beacon construction on Perimeter Center West and North Peachtree Road

Major Projects:

Construction Phase

- Georgetown Gateway- **The contractor reached an important milestone in March with the completion of all stormwater pipelines. Other activities included installing 340 feet of curb, 90 feet of sidewalk and 7 trees. In April the remaining curb and sidewalk will be completed, weather permitting.** There will be periodic traffic delays on Chamblee Dunwoody Road south of Kent Avenue.

- Ashford Dunwoody Path Phase 1- **The contractor has completed all of the sidewalk for the project. Georgia Power has begun installing the streetlight wiring and once that is completed, the contractor will begin building the cycle track.**



- Dunwoody Road Sidewalk- The final landscaping is underway and will be completed in early April.
- Ashford Dunwoody Road at Hammond Crosswalk Widening – The work is expected to begin this spring.
- Perimeter Center West Pedestrian Beacon – The signal materials have been ordered with delivery scheduled for May and construction beginning in June.
- North Peachtree Road Pedestrian Beacon – The signal materials have been ordered with delivery scheduled for June and construction planned during summer.
- Vermack Road Path Phase 2- The department is currently obtaining construction quotes for summer construction.
- Gateway Signs - The contractor provided final shop drawings at the end of March and is coordinating with Georgia Power for power at each site.
- Annual Paving Contract – Blount Construction is planning to begin neighborhood paving in April. The paving in Perimeter planned at night during summer. The Arts Center parking lot paving scheduled to being in August. The stormwater personnel have evaluated storm pipe crossing and work orders for minor repairs are in progress.

Right of Way/Utility Phase

Ashford Dunwoody Path Phase 1

- Dunwoody Village Sidewalk Extension at Post Office - Awaiting U.S. Postal Service review of appraisal and easement documents.
- Mount Vernon Road at Tilly Mill Road Intersection Improvement- Coordinating utility relocation plans with Georgia Power, telecom companies and Atlanta Gas Light. Utility plans are due in June.

- Old Spring House Lane Path- Easements acquired. Final overhead utility relocation plans from utilities are due in June.

Design Phase

- Ashford Dunwoody Path Phase 2- Finalizing right of way plans.
- Ridgeview Road (north)- The Preliminary plans are in progress and stormwater analysis is expected to be complete in May.
- Village Crossroads, Chamblee Dunwoody Road- The Consultant selection for final design is in progress.
- Georgetown to Perimeter Trail - Public Works staff met with GDOT to coordinate this project with the state's plans for Top End 285 managed lanes.
- Eidson Hall to Cherry Hill Path – The Stormwater analysis is in progress.
- Dunwoody Nature Wildcat Learning Center – The construction plans have been submitted for permitting.
- Dunwoody Nature Center Wetlands Restoration – The construction plans have been submitted for permitting.
- Brook Run Maintenance Facility - The architect has submitted schematic plans for city review.

Other Highlights:

- The stormwater contractors reconstructed curb and gutter on Mount Venron Road and Womack Road to improve roadway drainage.
- The stormwater pipe lining is in progress on Buckline Crossing and Fontainebleau Court. Contractors completed 270 feet of pipelining in Arden Woods and 430 feet in Dunwoody Club Forest.

Activities:

- The department completed 22 stormwater, roadway, sidewalk and signal work orders.

COMMUNITY DEVELOPMENT

Recent and Upcoming Cases: (March – April 2024)

- March 7th: The Zoning Board of Appeals has approved two residential variance cases.

- March 25th: The City Council has approved master sign plans for Kingswood Church and for the Emory Medical Office Building.
- April 4th: The Zoning Board of Appeals will hear three residential variance cases.
- April 8th: The City Council will conduct a first read, reviewing the rezoning application for the remaining phase of Park Center. The development proposed includes apartments, office, hotel, and retail space.

Major Projects:

- **Work at High Street is progressing well. The first apartment building is occupied, and a certificate of occupancy is expected for the second apartment building.**
- The work at Campus 244 is continuing with the first certificates of occupancy expected for the summer.
- The work on building out the new permitting software is continuing.
- **The Community Development department has completed its proposal evaluations and interviews to select consultants for the new 20-year Comprehensive Plan and the creation of a Unified Development Ordinance. The work is expected to start in May and last approximately two years.**
- The first home at Swancy (formerly Cottages of Dunwoody) on Roberts Drive is completed and occupied.
- The Sustainability Committee has selected the 2024 Sustainability Heroes. The awardees will be honored at the April 29th City Council meeting.
- The next installation of the Green Speak sustainability speaker series will be on April 18th at the Nature Center and will cover sustainability options for residences.

Workload/Activities:

- The Code Enforcement division conducted 61 inspections, received 63 new complaints, and brought 33 cases into compliance.
- The Code Enforcement division removed 132 signs from the right-of-way.
- The staff issued 41 code enforcement warnings and 6 citations.
- The Department received 112 permit applications and issued 90 permits.
- The Building Division completed 410 building inspections.
- The Department conducted 41 erosion control inspections.
- **The Code Enforcement Division has submitted final notices to businesses who have not completed their alcohol license renewal for 2024.**

ECONOMIC DEVELOPMENT

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

- April 9th, Dunwoody Art Commission Meeting
- April 10th, TiE Atlanta Monthly Meeting – Growing Your Team & Tech Talent
- April 11th, Dunwoody Development Authority Board Meeting
- April 28th, Asian American and Pacific Islander Heritage Celebration
- May 7th, Dunwoody Art Commission Meeting
- May 16th, Dunwoody Development Authority Board Meeting

Major Projects:

- Edge City 2.0 Vision.
 - The Dunwoody Development Authority will host a series of public Forums to continue the conversation regarding the implementation of the Edge City Vision. 2024 will include two Forums:
 - Emerging Suburban Development Patterns featuring Ellen Dunham-Jones
 - Evolving Suburban Housing Options
 - 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:
 - Phase IV of the Green Light Art Project.
 - 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.

- A strategic partnership between the City of Dunwoody, Perimeter Chamber and the ACCESS Georgia Foundation has been established and an official Launch event is being scheduled for July.
- 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 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 Spruill Arts Center, Mikata, Woof Gang Bakery, and Snooze.
 - The Landscape of Dunwoody Mosaic was unveiled on March 20.
 - Attended Meetings/Presentations: Perimeter Chamber Board Meeting, Create Dunwoody Board Meeting, TiE Atlanta Monthly Meeting, and Dunwoody Village Merchants Association.

Workload/Activities:

- The department conducted 63 Business Retention meetings.
- The department conducted 16 Business Recruitment meetings.

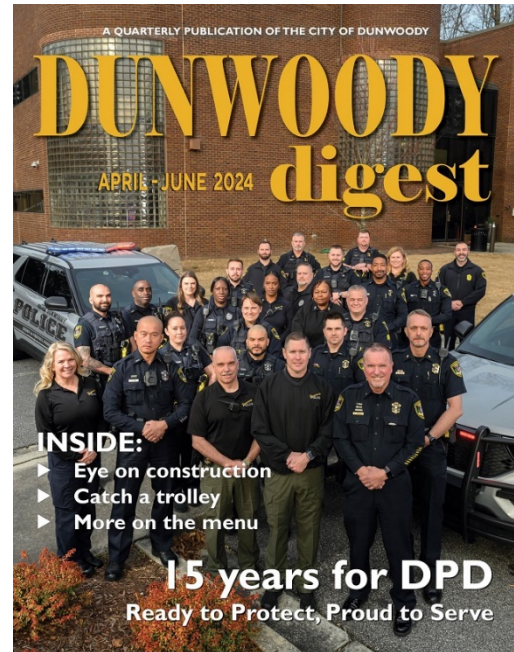
COMMUNICATIONS

Upcoming:

- Dunwoody Road sidewalk ribbon cutting - April 9th
- Lemonade Days table – April 20th and 21st
- Georgia Cities Week – April 21-27
- Promoting Asian-American Pacific Islander (AAPI) Cultural Celebration – April 28th
- Youth City Council – Community Development to discuss Comp Plan – April 18th

Highlights:

- Spring issue of the [Dunwoody Digest](#) hit mailboxes in late March.
- The Landscape of Dunwoody unveiling – press release, video, great coverage
- Youth City Council dinner and recognition during March 25th meeting
- Household hazardous waste recycling event – press release, updated webpage, and registration form
- Women’s History Month murals – created four videos profiling the artists, included special graphic in D-news.
- Designing logo for the Dunwoody Police Department’s (DPD) Real-Time Crime Center



Workload/Activities:

- Press releases: Dunwoody to hold household hazardous waste event, City leaders unveil The Landscape of Dunwoody
- Graphics: Storefront art exhibit at Perimeter Mall, Luck of the Irish, Welcome Spring, new Green Light Art display, calendar ads for Dunwoody Crier and Rough Draft
- “Inside Dunwoody” by City Manager Eric Linton for March focused on Chief Grogan’s retirement and the DPD’s 15th anniversary
- Created and shared D-news: [March 8](#), [March 15](#), [March 22](#), [March 29](#), [March Ambassadors](#)
- Videos: High Street from MARTA, Daffodils blooming, Women’s History Month mural artist profiles (4), Storefront art at Perimeter Mall, DPD’s 15th anniversary wishes, Snooze ribbon cutting, Woof Gang ribbon cutting, Mikata ribbon cutting, Spruill expansion ribbon cutting, The Landscape of Dunwoody unveiling

March 2024 stats:

The department issued 3 press releases, received 10 media inquiries, [March 2024 Dunwoody stories link](#)

- Created 10 graphics; The staff produced 16 videos for social media: 50K total views (Woof Gang ribbon cutting was the most watched); 2 Council meetings – 516 total views.
- Top posts: (Facebook) The Landscape of Dunwoody; (Twitter) Household hazardous waste recycling; (Instagram) Woof Gang ribbon cutting; (LinkedIn) Snooze ribbon cutting.

INFORMATION TECHNOLOGY

Major Projects Completed:

- **Networking Services Provider RFP – Seamless Advanced Solutions**

Major Projects in Progress:

- Additional Security Assessment and updates – Projects in progress.
- CID Applications – Partially completed.
- Sharepoint Migration – The scheduled completion date is before December 2024
- User and System Audits – In progress.
- Cyber Security ARPA updates – Projects ongoing.
- Back Up and Recovery Provider Request for Proposals (RFPP – Reviewing submittals.
- Central Square – The project is in progress with scheduled Business License completion, September 2024.
- Accounts Payable (AP) Automation – The project has started and scheduled completion, Q2 2024.
- Park Internet – On hold.
- Data Classification Applications – In progress.

Major Projects Next in Queue:

- What Works Cities Certification Assessment – Currently 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 209 helpdesk tickets opened this period.
- The department has closed 203 helpdesk tickets.
- The department hosted 12 zoom meetings this period.
- Current users are 151.



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- Currently, 467 devices are in use.

POLICE

Upcoming Events (April 1 – July 31, 2024)

- The Dunwoody Police Department (DPD) Teen Police Academy will be held the week of July 8-12, 2024, for teens ages 14-19 years old.
- The DPD is holding a Blood Drive at City Hall on April 9th from Noon – 5 pm. If the department has 100 donors, LifeSouth will award \$700 to Special Olympics Georgia.

Other Highlights:

- **The STEP unit conducted a Distracted Driving detail on ADR at Perimeter Center West. Twenty citations were issued, including 10 for Hands Free Violations. One arrest was made.**

Workload/Activities:

- Officers responded to an Entering Auto at Joey D's. Unknown suspects broke into the victim's vehicle taking a substantial amount of cash and property.
- Officers were out with a Vehicle Crash and parked in the roadway to block traffic. The driver of one of the vehicles involved in the crash got out of his vehicle and it rolled backwards into the Officer's vehicle.
- **Officers responded to a Structure Fire on Vermack Road. DeKalb Fire responded and extinguished the fire. No one was injured.**
- Officers responded to Domestic Violence on Winterhaven Court. The victim's ex-boyfriend punched her in the face, threw her against a door, and strangled her. The suspect fled before Officers arrived.
- Officers received a License Plate Reader (LPR) hit on a Wanted Person. The vehicle was located, and the driver was arrested.
- Officers received a RAVEN alert for a Gunshot in the Peachtree Industrial Boulevard area. Officers were in the area and heard several gunshots. Nothing was located.
- Officers responded to a Person Armed on Chamblee Dunwoody Road. The victim stated he was driving on Chamblee Dunwoody Road when he felt something pushing in his seat back. He looked in the backseat and saw an acquaintance pointing a gun at him. The victim said he parked the car and ran.

When Officers checked the vehicle, there was no way a person was sitting in the victim's backseat due to it being full of other items.

- Officers responded to a Suspicious Person on Winters Chapel Road. The victim claimed he was being followed by unknown persons. When Officers told the victim they had spoken to family members about his concerns, the victim punched an Officer in the face. The suspect was arrested.
- Officers responded to a Vandalism at Brook Run Park. Unknown suspects spray painted, "Good has never been punk" on the exterior wall of the bathroom.
- **Officers responded to a Loitering & Prowling on Perimeter Center Place. A suspect was seen pulling on door handles in the parking lot of the hotel. Officers were able to hear the call on Live 911 when it came in and respond before being dispatched which allowed them to get there in time to arrest the suspect.**
- Officers responded to a Burglary at Target. An unknown suspect attempted to crawl up the trash compactor chute to enter Target. Nothing was taken.
- Officers received an LPR hit on a Wanted Person. The vehicle was located, but the driver was not the wanted person. However, the driver was wanted on an outstanding warrant out of Miami, FL for Trafficking Meth. He was arrested.
- Officers responded to a Burglary at Target. Two juvenile suspects forced open a back storage room door and took over \$10,000 worth of Apple products.
- Officers responded to a Domestic Dispute on Madison Drive. Officers located a male and female arguing in the parking deck, both armed with a gun. Both subjects were arrested.
- **Officers responded to another Domestic Violence on Madison Drive. The suspect took a gun and left the apartment, but later returned and kicked in the door. The second time the suspect returned, Officers were able to respond quickly due to Live 911 and capture the suspect.**
- Officers responded to a Package Theft on Ashford Dunwoody Road. An unknown suspect removed a package from in front of the victim's apartment.
- Officers responded to a Burglary at Target where the suspect fled the scene. The juvenile suspect was located near Barnes and Noble and fled from Officers. The suspect was located and arrested. After breaking into a storage area, the suspect sprayed an employee with pepper spray. This suspect is believed to be the same one from several previous incidents. The suspect had an active warrant for Burglary out of East Point. The suspect was also a Missing Person out of Clayton County.

- Officers responded to an Armed Robbery on Ashford Dunwoody Road. The victim was sitting in his vehicle when he was approached by a black male suspect wearing all black with a full facemask on. The suspect stated he had a gun and demanded the victim transfer money to him via PayPal. The victim transferred \$400.
- Officers received an LPR Hit on a Wanted Person. Officers located the vehicle, and the driver was arrested.
- Officers responded to a Crash with Injuries on Roberts Drive. A single vehicle crossed over the lane of traffic and crashed into a tree. Minor injuries were reported.
- Officers received a Lookout for an Armed Person involved in an incident in Cobb County. The suspect was located at the QT on Ashford Dunwoody Road. The suspect was detained. Cobb Police Department responded to the scene and took custody of the suspect.
- **Officers responded to a Burglary at Peachtree Charter Middle School. Officers were advised by DeKalb School Police Officers that three Hispanic or white juveniles were in the school. Three juvenile males fled from Officers. Eventually, all three were located and turned over to their parents. The DeKalb County School Police are handling the Burglary.**
- Officers responded to a Person Shot on I-285. Officers determined the male subject was cleaning his gun in Norcross and accidentally shot himself. Norcross Police Department responded to the scene.
- Officers responded to a Robbery by Force attempt on Peachtree Industrial Boulevard. The victim was attacked by two suspects, but nothing was taken.
- Officers received an LPR Hit on a Wanted Person. The vehicle was located, and the driver was arrested.
- Officers received a RAVEN Alert for Gunshot detection on Peachtree Place Parkway. Officers checked the area, but nothing was located.
- Officers responded to a Person Shot on Perimeter Trace. The 62-year-old victim was shot once in the chest by her grandson who was experiencing a mental health crisis. The suspect fled the scene but was located and arrested by Officers. The victim was transported to the hospital with non-life-threatening injuries.
- Officers responded to a Robbery by Snatching in the parking lot of Perimeter Mall. The victim responded to a Craigslist ad to purchase of a Samsung cellphone for \$600. The parties met in the parking lot of Perimeter Mall. While discussing the purchase, the suspect grabbed the \$600 cellphone from the victim's hand and fled the scene.

- Officers received an LPR hit on a Wanted Person. The vehicle was located, and the driver was arrested.
- **Officers responded to Street Racers on Ashford Dunwoody Road in the parking lot of Publix and QT. There Officers found 100-200 vehicles in the parking lot. The drivers were asked to leave and did so relocating near Taco Mac and Hob Nob. Again, they were asked to leave that location and left the city.**
- Officers responded to a Shoplifting at Lens Crafters. A Hispanic male took 31 pairs of glasses and fled the scene.
- Officers observed a Suspicious Vehicle at Joey D's backed into a parking space. When Officers tried to stop the vehicle, the driver fled the scene. No pursuit was initiated.
- Officers responded to a Tree Down on Dunwoody Village Drive. A tree fell through the roof of the home causing significant damage. DeKalb Fire responded to the scene also. No injuries were reported.
- **Officers responded to a Shots Fired call on Ashford Dunwoody Road. A male suspect was observed by witnesses to pull a handgun and shoot one time into the air. The suspect then fled the scene in a vehicle.**
- Our Prisoner Transport Officer was enroute to the DeKalb County Jail when she was struck from behind by a truck on I-285. The truck fled from the crash. Minor injuries were reported.
- Officers responded to a Burglary at Total Wine. An unknown w/m suspect broke a window out with a brick and grabbed two boxes of beer.
- Officers responded to multiple Entering Autos on Andalusia Trail and Stonehenge neighborhood. The suspects fled before the officers arrived.
- Officers responded to three Motor Vehicle Thefts in a short window from 3305 Charleston Place. The vehicles were captured on our LPR cameras leaving the city.
- Officers responded to a Theft on Kings Down Road. The victim arrived home in an Uber and let two unknown people in his home. He later found out there were four unauthorized Zelle transfers on his account.
- Officers responded to a Shoplifting on Ashford Dunwoody Road. The suspect, a black male with face tattoos, ran off with a \$7,800 gold necklace.
- Officers received a RAVEN Gunshot alert o Winterhaven Court. Officers checked the area with negative results.
- Officers received an LPR Hit on a Stolen License Plate. The vehicle was located, and the driver was arrested. The driver also had an active warrant on him.

- Officers received a RAVEN Gunshot alert on Peachtree Place Pkwy. Officers checked the area with negative results.
- Officers responded to multiple Entering Autos on Spring Mill Cove, Peeler Road, Glenbonnie Drive, Madison Drive, and Ashford Dunwoody Road. No suspects currently.
- **Officers responded to a Strong-Armed Robbery on Winters Chapel Road. The victim was beaten by a suspect who then stole his personal property.**
- Officers responded to a Person Armed on Lake Ridge Lane. The complainant saw an unknown male crouched in the bushes with a long gun. Officers located the suspect who had a pellet gun and was shooting into the woods.
- Officers responded to a Burglary on N. Peachtree Court. The victim was approached by a white couple offering to do some handyman work. While the male distracted the victim, the female entered the home and took cash from the victim's wallet.
- Officers responded to an Aggravated Assault at Lazy Dog. The victim was in an argument with his wife. As the suspect left the parking lot, she struck the victim with her car intentionally. The suspect was arrested.
- Officers responded to a Shoplifting at Von Maur. The suspect fled the scene but was captured by Officers after a brief foot chase. An Officer received minor injuries during the arrest.
- Officers were checking the parking deck of Embassy Suites and located a Stolen Auto.
- **Officers responded to a possible Hate Crime on North Springs Drive. The victim stated he arrived to show a home to potential buyers when the current homeowner approached him yelling, cursing, and spit on him while calling him homophobic names. The homeowner made the same accusations against the victim. Detectives are investigating.**
- Officers responded to a Burglary at the Sherwin Williams. Unknown suspects forced entry through the front door and stole five handheld spray guns.
- Officers responded to a Shoplifting at Von Maur. Once the suspect found out he was being arrested, he began to act erratically. The suspect even threw up in the store and in the back of a police car. Officers deployed the WRAP device, which helped calm the suspect down.
- Officers received an LPR Alert on a Wanted Person. The vehicle was located, and the driver was arrested.

- Officers responded to a Sexual Assault at the Crowne Plaza. The victim went on a date with the male offender. After falling asleep in his room, the victim woke up with the offender assaulting her. CID is investigating.

FINANCE

Major Projects:

- Mauldin & Jenkins conducted the 2023-year end audit from March 11th to March 22nd.
- The city finalized a contract amendment with Jacobs to provide contract services for FY2024.
- Multiple finance staff attended the Mauldin & Jenkins First Quarter Virtual Continuing Professional Education (CPE) training, with topics including a Governmental Accounting Standards Board (GASB) Update, Federal Compliance Update, and Internal Control over Disbursements and P-Cards.
- Finance staff is working with Community Development and Information Technology on the implementation of CentralSquare.
- Finance staff is working on updating Standard Operating Procedures as needed with new software and processes moving forward.
- The Monthly Financial Report for January 2024 can be found at:
<https://www.dunwoodyga.gov/home/showdocument?id=3368&t=638472300343910331>

Other Highlights:

- Held the Q1 Safety Committee Meeting.
- Risk Manager attended the Georgia Interlocal Risk Management Agency (GIRMA) Safety and Liability Grant Training.
- Risk Manager collaborated with event organizers to ensure adherence to the insurance criteria mandated by the city for events.
- The staff received four proposal responses for Request for Proposals (RFP) 24-02 Develop Comprehensive Ten-Year Plan and Creation of a Unified Development Ordinance (UDO) for Community Development.
- Received two bids for Invitation to Bid (ITB) 24-02 PHB Installation at Two Locations Project for Public Works.
- Posted RFP 24-03 for the Purchase and Installation of Playground Equipment at Waterford Park for Parks and Recreation.
- Notice to Proceed issued to A & D Painting, Inc. for Request for Qualifications (RFQ) 23-05 Standby Skilled Trade Contractors for Parks and Recreation.



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- Notice to Proceed issued to United Maintenance, Inc. for RFQ 23-05 Standby Skilled Trade Contractors for Parks and Recreation.
- Notice to proceed issued to Ogletree Enterprises, Inc. for proposal for Dunwoody Road Sidewalk (Chamblee Dunwoody Road) Landscape Improvement Project for Public Works.
- The March Purchasing Card Cycle closed on March 26, 2024

Upcoming Events:

- ARPA reporting for the quarter ending March 31, 2024, is due to the U.S. Department of Treasury by April 30, 2024.

MUNICIPAL COURT

Workload/Activities:

- The department disposed of over 611 cases and reset 26 cases.

CITY CLERK

Other Highlights:

- Worked with City Manager on 2024 City Council Strategic Planning Retreat preparation.

Workload/Activities:

- The City Clerk's Office processed 434 open records requests in the month of March.
- The City Clerk's Office processed 11 contracts in the month of March.
- The City Clerk's Office prepared all agendas, summaries, minutes, and associated procedures for the following meetings that were held during the month of March:
 - ✓ One Art Commission
 - ✓ Four City Council
 - ✓ One Development Authority
- The staff reviewed and approved financial transactions and expenditures for the City Council & City Clerk's office for the month of March.

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.
- 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.