



4800 Ashford Dunwoody Road  
Dunwoody, Georgia 30338  
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## **MEMORANDUM**

**To:** Mayor and City Council  
**From:** Mike Carlson, Chief of Police  
**Date:** February 9, 2026  
**Subject:** Request for Additional Personnel

## ACTION

Approve the addition of two public safety ambassadors to the patrol division.

## BACKGROUND/SUMMARY

Public Safety Ambassadors (PSA) are non-sworn employees who work alongside sworn police officers providing vital services so police officers can focus their time and energy on functions only officers can do, thus maximizing our finite staff resources. For example, Public Safety Ambassadors typically direct traffic, work private property crashes, issue parking citations, take police reports when no enforcement is needed, and have a myriad of other responsibilities.

This past year, the PSA program has proven successful. They handled 532 incidents, 160 crashes, and participated in 10 city sponsored events. They have all been certified to staff the Real Time Crime Center and will fill in during critical incidents. A vehicle has already been designated in our fleet, so the cost to outfit these positions would be approximately \$23,500.00.

Estimated First Year Costs for the staffing and equipment: \$265,000.00

## RECOMMENDATION

Staff recommend the City Council approve the two additional positions of Public Safety Ambassador.

**PROPOSED COMPENSATION CHART**

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Grade	Department	Title	Fulltime	Salary Minimum	Salary Midpoint	Salary Maximum
101	Police	Prisoner Transport Officer	2	\$39,260	\$51,037	\$62,815
103	City Manager	Administrative Assistant I	1	\$45,793	\$59,530	\$73,267
104	Public Works	Administrative Assistant II	1	\$49,456	\$64,294	\$79,130
104	Finance	Business License Specialist	2	\$49,456	\$64,294	\$79,130
104	Police	Fleet Maintenance Coordinator	1	\$49,456	\$64,294	\$79,130
104	Police	Police Service Representative	6	\$49,456	\$64,294	\$79,130
104	Police	Public Safety Ambassador	6	\$49,456	\$64,294	\$79,130
104	City Clerk	Records Clerk	1	\$49,456	\$64,294	\$79,130
105	Municipal Court	Deputy Municipal Court Clerk	3	\$53,414	\$69,438	\$85,461
105	Community Development	Planner	1	\$53,414	\$69,438	\$85,461
105	Police	Property and Evidence Technician	2	\$53,414	\$69,438	\$85,461
105	Technology	Technology Support Specialist	1	\$53,414	\$69,438	\$85,461
106	Police	Crime and Intelligence Analyst	1	\$57,687	\$74,993	\$92,299
106	Police	Crime Scene Technician	1	\$57,687	\$74,993	\$92,299
106	Finance	Financial Analyst	2	\$57,687	\$74,993	\$92,299
107	Police	Detective	11	\$62,301	\$80,992	\$99,682
107	Police	Executive Assistant	1	\$62,301	\$80,992	\$99,682
107	Police	Police Officer	37	\$62,301	\$80,992	\$99,682
108	City Clerk	Deputy City Clerk	1	\$67,285	\$87,471	\$107,657
108	City Manager	Executive Assistant to the City Manager	1	\$67,285	\$87,471	\$107,657
108	Human Resources	Human Resources Generalist	1	\$67,285	\$87,471	\$107,657
108	Finance	Purchasing Coordinator	1	\$67,285	\$87,471	\$107,657
108	Finance	Revenue Accountant	1	\$67,285	\$87,471	\$107,657
108	Community Development	Senior Planner	1	\$67,285	\$87,471	\$107,657
108	Technology	Systems Administrator	2	\$67,285	\$87,471	\$107,657
109	Police	Records Supervisor	1	\$72,668	\$94,469	\$116,270
110	Economic Development	Business Retention and Cultural Development Manager	1	\$79,936	\$103,915	\$127,896
110	Technology	Lead Systems Engineer	1	\$79,936	\$103,915	\$127,896
110	Finance	Purchasing Manager	1	\$79,936	\$103,915	\$127,896
110	Finance	Risk Manager	1	\$79,936	\$103,915	\$127,896
110	Police	Sergeant	12	\$79,936	\$103,915	\$127,896
111	Finance and Administration	Accounting Manager	1	\$86,330	\$112,229	\$138,128
111	Communications	Communications Manager	1	\$86,330	\$112,229	\$138,128
112	Community Development	Building Official	1	\$93,236	\$121,209	\$149,179
112	Public Works	Capital Projects Manager	1	\$93,236	\$121,209	\$149,179
112	Human Resources	Human Resources Manager	1	\$93,236	\$121,209	\$149,179
112	Police	Lieutenant	4	\$93,236	\$121,209	\$149,179
112	Municipal Court	Municipal Court Clerk	1	\$93,236	\$121,209	\$149,179
114	City Clerk	City Clerk	1	\$110,766	\$143,996	\$177,226
114	Community Development	City Engineer	1	\$110,766	\$143,996	\$177,226
114	Community Development	Deputy Community Development Director	1	\$110,766	\$143,996	\$177,226
114	Technology	GIS Manager	1	\$110,766	\$143,996	\$177,226
114	Technology	Technology Manager	1	\$110,766	\$143,996	\$177,226
115	Finance	Assistant Finance Director	1	\$119,628	\$155,516	\$191,405
115	Police	Major	2	\$119,628	\$155,516	\$191,405

**PROPOSED COMPENSATION CHART**

<b>Grade</b>	<b>Department</b>	<b>Title</b>	<b>Fulltime</b>	<b>Salary Minimum</b>	<b>Salary Midpoint</b>	<b>Salary Maximum</b>
116	Communications	Communications Director	1	\$129,198	\$167,957	\$206,718
116	Community Development	Community Development Director	1	\$129,198	\$167,957	\$206,718
116	Police	Deputy Chief	1	\$129,198	\$167,957	\$206,718
116	Public Works	Deputy Public Works Director	1	\$129,198	\$167,957	\$206,718
116	Economic Development	Economic Development Director	1	\$129,198	\$167,957	\$206,718
116	Parks and Recreation	Parks and Recreation Director	1	\$129,198	\$167,957	\$206,718
117	Public Works	Public Works Director	1	\$139,535	\$181,395	\$223,254
118	Finance and Administration	Finance Director	1	\$150,698	\$195,907	\$241,115
118	Human Resources	Human Resources Director	1	\$150,698	\$195,907	\$241,115
118	Police	Police Chief	1	\$150,698	\$195,907	\$241,115
118	Technology	Technology Director	1	\$150,698	\$195,907	\$241,115
119	City Manager	Assistant City Manager	1	\$162,753	\$211,579	\$260,405
	City Manager	City Manager	1	Set by Council	Set by Council	Set by Council
	General Government	City Council	6 (Elected)	Set by Charter	Set by Charter	Set by Charter
	General Government	Mayor	1 (Elected)	Set by Charter	Set by Charter	Set by Charter



# Public Safety Ambassadors

02/09/2026

## What they do:

- Neighborhood Patrols
- Direct Traffic
- Close Roads
- Assist stranded motorists
- Take Reports – (lost or found property, larceny, shoplifting, harassing phone calls, and other non-critical incidents)
- Respond to crashes
- Real Time Crime Center assistance
- Special Events



# 2026 Statistics

- Incidents: 532
- Crashes: 160
- City Events: 10

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## Cost

- Salary and Benefits for 2 = \$241,500
- Vehicle Outfitting = \$23,500

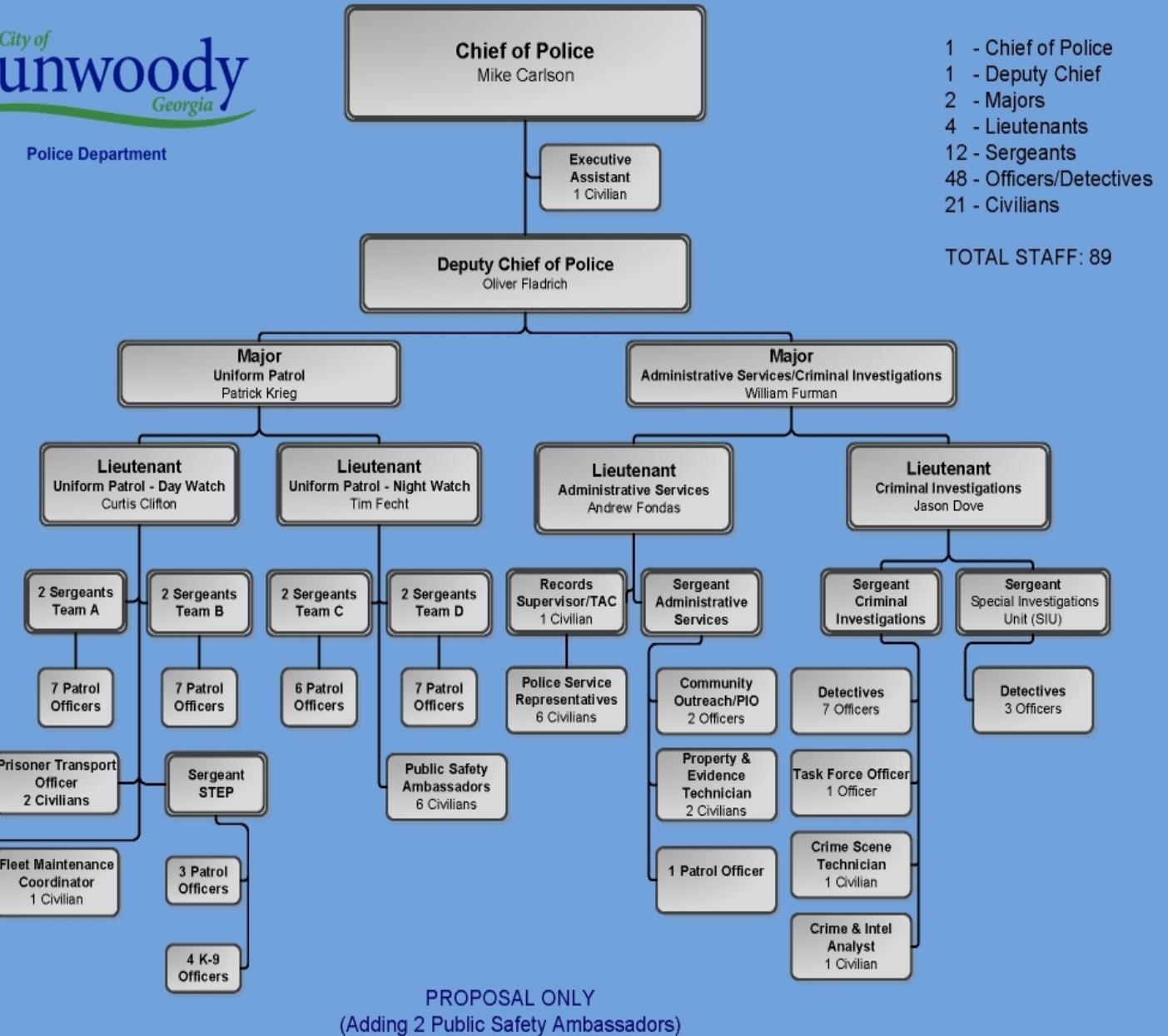


# Staff Recommendation

STAFF RECOMMEND THE CITY COUNCIL APPROVE TWO ADDITIONAL POSITIONS OF PUBLIC SAFETY AMBASSADOR.

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# Proposed Organizational Chart



*City of*  
**Dunwoody**  
*Georgia*