



**City Manager  
Monthly Report  
Report Ending December 10, 2021**

## POLICE

### **Upcoming Events**

- Christmas for Kids is scheduled for December 16<sup>th</sup>. This is a private, drive-thru event.
- The Polar Plunge benefitting Special Olympics Georgia is scheduled for February 19, 2022, at Lake Acworth.

### **Other Highlights:**

- The department's K-9 was deployed multiple times for searches during traffic stops and to assist other agencies.
- The Crime Response Team and K-9 Team conducted a Distracted Driving / Pedestrian Crosswalk Detail at Womack Rd @ Mill Stream Court and Peeler Road @ Windwood Drive and issued 24 citations and two felony drug arrests.

### **Workload/Activities:**

- Officers responded to a report of a Gas Leak from the Perimeter Marketplace construction site at Ashford Dunwoody Road and Meadow Lane. The roadway was blocked for a couple of hours until the leak had been capped.
- Officers responded to a Theft on Ashwood Pkwy where a large skid steer was stolen from the location.
- Officers responded to a report of Domestic Violence and spoke to witnesses who confirmed the suspect strangled the victim. The suspect had multiple warrants and was found in an upstairs bedroom. After a short struggle, he was arrested.
- Officers responded to an Alarm call off Tilly Mill Road and discovered that someone had attempted to steal an ATM machine.
- Officers responded to a report of a possible Suicide and discovered a male in the shower that had cut both of his wrists. Officers applied tourniquets and assisted Dekalb Fire while they performed CPR. The victim died at the hospital.
- Officers responded to a Disorderly House at an apartment complex. Officers located a 15-year-old female under the influence of drugs and/or alcohol. The juvenile was uncooperative and became violent. Eventually, the juvenile was released to her guardian.
- Officers responded to a report of an Armed Robbery. The victim met someone on SnapChat and met the subject at the location to sell his AR-15 rifle. The suspect produced a gun and took the victim's rifle.
- Officers responded to a report of a Hit & Run Crash. A female reported she was trying to pass a mail truck and another vehicle drove between them striking her vehicle. Officers were able to locate the mail truck driver and the female

speaking to Officers was the one who struck the vehicle and left the scene. The female was arrested.

- Officers responded to a report of Harassment. The victim has filed several reports related to being harassed by her neighbors. On this date, the victim found dog feces rubbed on the door handles of her vehicle.
- Officers responded to a report of an Armed Robbery at Hobnob. A black male suspect entered the business after hours, ordered employees to lay down on the floor and used a handgun to take cash from the business.
- Officers responded to a report of a Shoplifting where the suspect fled the area on foot. Officers pursued the suspect who gave up after being told he would be Tased if he didn't.
- Officers responded to the report of multiple Entering Autos at a hotel.
- Officers responded to a DeKalb County Motorcycle Officer Crash on Ashford Dunwoody Road that was working a part-time job at the Caffeine & Octane event. The DeKalb Officer was proceeding through an intersection to back up another Officer on a traffic stop when he was struck by a vehicle causing several non-life-threatening injuries.
- Officers responded to a report of two Entering Autos at Brook Run Park. One victim's credit cards were used at a nearby Kroger.
- Officers responded to a report of a Dumpster Fire at the Marq 8 Apartments. DeKalb Fire responded to the scene.
- Officers responded to a report of a Burglary at an apartment where two suspects kicked in the door and took a home safe.
- Officers responded to a report of a person experiencing a Mental Health Crisis. Officers located a male subject who had locked himself in a bathroom and was threatening to kill himself. Officers were able to talk the subject out of the bathroom and he was eventually transported to a hospital.
- Officers responded to a report of a possible Active Shooter, which turned out to be a Domestic Dispute. No gun was involved nor were any arrests made.
- Officers received a License Plate Reader (LPR) hit of a Stolen Auto. The abandoned Mercedes was in a parking lot and towed.
- Officers responded to a report of Suspicious Subjects loading a vehicle with guns and drugs. Officers were able to locate a large box outside an apartment that had 13 sealed large freezer bags of marijuana. The investigation continues.
- Officers responded to a Welfare Check call and could hear a woman screaming inside an apartment. After making entry, a female was in a bedroom and armed with a knife. She was threatening to cut herself, but Officers were able to talk her into putting the knife down and getting some help.

- Officers responded to a report of Vandalism at Brook Run Park. Unknown subject spray-painted graffiti on a column and over a door near the amphitheater.
- Officers conducted a Traffic Stop and arrested a suspect for Possession of Marijuana with Intent to Distribute; 2 pounds of marijuana were found in addition to multiple other drugs.
- Officers responded to a call about a Person Shot in a vehicle at 6900 Peachtree Industrial Blvd. The victim sustained one gunshot to the leg and died after being transported to the hospital. This shooting is under investigation, but at this time, appears the shooting may have been accidental.
- Officers responded to a report of Suspicious Activity. After investigation, it was discovered a male strangled a female and he was arrested for Aggravated Assault.
- Officers responded to a report of a Road Rage incident at I-285 exiting on to Ashford Dunwoody Rd. The suspect fired several shots toward the victim's vehicle striking it near the trunk. The suspect vehicle fled the scene.
- Officers responded to a report of a Burglary at an apartment complex that had occurred the previous day. After reviewing a Ring camera video, the leasing office identified the suspect as an employee. The suspect and his roommate were both located and arrested.
- Officers responded to Emory Hospital to a report of a Person Shot. An investigation revealed the victim accidentally shot himself in the hand while trying to clean his handgun.
- Officers responded to an Agency Assist call. Officers checked an apartment complex for a vehicle that was possibly involved in a hit and run crash resulting in a fatality in Marietta. The vehicle was located, and the Marietta Police arrived on the scene and after contact was made with the suspect, he was arrested.
- Officers responded to a report of a Gas Leak on Chamblee Dunwoody Road near I-285. The roadway was shut down and after a period, all lanes were opened.
- Officers responded to a Threats call where a former employee called the business and made threats to shoot employees. The suspect already has multiple warrants and Officers were able to secure additional warrants.
- Officers responded to a report of a Person Trapped inside a garbage truck. A homeless person had been sleeping in a dumpster when it was emptied into the truck. The victim sustained minor injuries.
- Officers responded to a report of an Injured Deer and Officer had to euthanize the animal.
- Officers responded to a report of a Person Hit by Auto on I-285. A passing vehicle struck the victim as he was changing a tire causing a compound fracture. There is no description of the suspect or suspect vehicle.

- Officers responded to a report of a Hit & Run crash on I-285 westbound. The driver of a Corvette fled the scene after striking one vehicle causing a chain reaction with multiple other vehicles. The driver returned to the scene and was arrested.
- Officers attempted to conduct a Traffic Stop when the driver fled from Officers with no pursuit initiated. The suspect vehicle later crashed, and the driver fled the scene. The suspect could not be located after K-9 Ranger attempted to track him. A stolen gun was recovered from the vehicle and Officers were able to identify the suspect as the owner of the vehicle.
- Officers responded to a report of a Burglary at the Marriott Hotel with multiple rooms broken into.
- Officers responded to Perimeter Mall about a male subject refusing to leave a restroom. The subject refused to provide Officers his name and fled the scene. Officers were able to catch the suspect on Perimeter Center Pkwy.
- Officers responded to a report of an Armed Robbery of a person. The victim was robbed at gunpoint by two Hispanic juveniles who took his wallet, cash, and cellphone.
- Officers responded to a Threats call where an ex-boyfriend had called the victim and made threats to harm her and himself. An Officer spoke to the suspect on the phone as he arrived on scene. The suspect walked to the front porch and committed suicide.
- Officers responded to a report of an Armed Robbery. The victim allowed a male named "Bobby" stay in her apartment to get on his feet. The suspect used a gun and robbed the victim of cash.
- Officers responded to a report of a Sexual Assault that occurred on Ashford Dunwoody Road. The victim believes her drink was spiked and has no memory. Detectives are investigating.
- Officers responded to a report of a Suicide of an 80-year-old man.
- Officers responded to an Entering Auto in Progress on Ashford Dunwoody Road. Officers observed the suspect vehicle and attempted to conduct a traffic stop, but the vehicle refused to stop and fled the scene. Officers did not pursue.
- Officers responded to a report of a Burglary at the BP Station on Chamblee Dunwoody Road. No suspects currently.
- Officers responded to a Person Hit by Auto at Ashford Dunwoody Road and Ashford Pkwy. The victim was struck, while in a crosswalk, by a suspect in a white sedan who fled the scene. The victim had non-life-threatening injuries and was transported to the hospital.
- Officers responded to a report of a Traffic Crash at I-285 east bound at Ashford Dunwoody Road. A power pole was hit, and Ashford Dunwoody Road was blocked due to down power lines.

- Officers responded to a report of a Kidnapping victim being in a vehicle on Ashford Dunwoody Road, which turned out to be a false call.
- While locking the gate at Brook Run Park, Officers found damage on the Barclay Drive gate.

**PUBLIC WORKS**

**Upcoming Events:**

- Construction bid advertisement for Chamblee Dunwoody at Womack Intersection Improvement Project (App. January 2022)
- Tilly Mill Road shared use path project public comment period (App. February 2022.)

**Major Projects:**

- Peeler Road Sidewalk- The contractor has completed the project.
- Spalding at Chamblee Dunwoody Intersection- Construction 57 is continuing to install concrete curb and sidewalk on the west side of Spalding Drive. A subcontractor has begun work on the new traffic signal. Blount Construction mobilized to upsize an existing stormwater pipe that will receive the stormwater from the project. Minor traffic delays will continue in the vicinity of the intersection.
- Mount Vernon Place Sidewalk- Autaco has completed the project.
- Georgetown Gateway- The contractor completed pressure testing for the first 1,000 feet of new water main. Atlanta Gas Light is working on service ties to the new gas main. Comcast continues to relocate their overhead lines and the city’s contractor has begun installing stormwater pipe on the north end of the project. Minor traffic delays will continue on Chamblee Dunwoody Road between 9 a.m. and 4 p.m.
- Winters Chapel Trail, Phase I- The site clearing for the utility relocation has been completed. Atlanta Gas Light has begun relocating the gas main. Georgia Power continues to pursue several easements for utility pole relocation.



Sidewalk on Spalding Drive

**Other Highlights:**

- Dunwoody Road Sidewalk- completed design plans, beginning right of way

- The department submitted funding requests to the Atlanta Regional Commission for Winters Chapel Path Phase II construction and Chamblee Dunwoody-Village Crossroads final design.
- The department completed stormwater repairs at 1940 Trumbull Drive and 4530 Sudbury Drive.

**Workload/Activities:**

- The maintenance crews completed 9 stormwater work orders, 8 street repairs and 13 traffic signal repairs.

**PARKS**

**Upcoming Events:**

- January 17, 2022, Martin Luther King Day of Service 9:00 a.m. – 12:00 p.m. at various park locations.

**Major Projects:**

- Chitwood Studios started installation of the Holiday Lights display at Brook Run Park. The display will be complete and open to the public starting December 1<sup>st</sup>.
- The Austin School site project is complete.
- The installation of eight speed bumps were added along the main park drive of Brook Run Park to deter speeding.

**Other Highlights:**

- The rescheduling of Truck or Treat, due to rain was a big hit with over 1,000 in attendance. The Elton Live, The Ultimate Tribute concert was a huge success.
- The Parks and Recreation Grounds Coordinator position was approved, and the interviews will be conducted in December for January 1<sup>st</sup> start date.
- The retaining wall that runs parallel to Barclay Drive in Brook Run Park has been prepped for the “Be Kind” mural. The unveiling to occur before end of the year.

**Workload/Activities:**

- The department held meetings with Jack & Jill Dunwoody Chapter and the Communications Department to finalize the Souper Bowl of Caring initiative and Martin Luther King Day of Service projects. The Souper Bowl of Caring community drive encourages the collection of non-perishable items from December 1, 2021 through January 17, 2022. The staff have placed bins at both commercial and park locations.

- The staff met with LMI electricians to complete repairs to the restroom heaters and turned on all heaters for the winter to prevent pipes from freezing.
- The department is finalizing the Winter/Spring '22 programming for the next L.E.A.F. release.

### COMMUNITY DEVELOPMENT

#### Upcoming Events:

- **Zoning Board of Appeals**
  - November 4th:
    - ZBA case 21-25 (Approved): request a variance from Chapter 16, Section 78 to allow a fence in the 75-foot stream buffer.
    - ZBA case 21-26 (Approved): request a variance from Chapter 27, Section 58 to allow a porch to encroach in the rear setback.
  - December 2<sup>nd</sup>:
    - ZBA case 21-27: request a variance from Chapter 27, Section 58 to allow a porch to encroach in the rear setback.
    - ZBA case 21-28: requests a variance from Chapter 16, Section 78 to allow a fence in the 75-foot stream buffer.
    - ZBA case 21-29: requests a variance from Chapter 16, Section 78 to allow a new deck to encroach into the 50-foot and 75-foot stream buffers.
  - January 6<sup>th</sup>, 2022:
    - ZBA case 21-30: request from Chapter 16, Section 78 to allow a new sunroom and rebuilt deck to encroach into the 75-foot stream buffer.
    - ZBA case 21-31: request from Chapter 16, Section 78 to allow a fence in the 75-foot stream buffer.
- **Planning Commission**
  - December 14<sup>th</sup>, 2022:
    - Rezoning 11 Ravinia: Modification of conditions to allow construction of a new furniture store.
    - Rezoning Perimeter Center Marketplace: Modification of conditions to allow construction of a restaurant on an existing building pad.
  - January 11, 2022:
    - Rezoning 4553 N. Shallowford: Rezoning to allow a new medical office building.
    - If they turn the application in for rezoning, 1869 & 1873 Peeler Road: Rezoning from R-100 to RM-HD to allow a 14-unit townhome development.

- **Mayor and City Council**
  - November 8<sup>th</sup>:
    - 2<sup>nd</sup> read, text amendment to create the Perimeter Mall Entertainment District (Approved)
  - December 13<sup>th</sup>:
    - 1<sup>st</sup> read, text amendments related to party houses and food trucks.
  - January 10<sup>th</sup>, 2022:
    - 2<sup>nd</sup> read, text amendments related to party houses and food trucks

**Major Projects:**

- There were 527 building inspections completed from October 29<sup>th</sup> through December 1<sup>st</sup>.
- The finishes are going in at Lazy Dog.
- Publix Supermarket is in the final phase of construction.
- High Street has started construction. The trees have been taken down and the parking lots are being torn out.
- The department issued 20 warnings and 9 citations.
- The department completed 150 inspections, which included 3 vacant properties.
- A total of 95 illegal signs were removed.
- The department received 25 calls for service.
- The department had 6 court cases, including Camp Run a Mutt, which the defendant pled nolo contendere. The fines were suspended due to proof provided by the applicant that they had spent close to \$10,000 on system improvements to address the noise.
- The city engineer completed 90 site inspections.
- The department continued discussions with the developer of Dunwoody Village Townhomes related to their final close-out of the subdivision.
- The staff met with the general contractor for High Street for a construction kick-off meeting.
- The staff met with the engineers and developers of 244 Perimeter to discuss permitting and project timelines.
- The staff met with developers regarding the adaptive reuse of the office building at 244 Perimeter Center Parkway. The permits should be applied for in the coming months.
- The department met with Perimeter Marketplace and Michael Smith of Public Works. The Publix site will get their final Certificate of Occupancy in the next week or so with an open date in January 2022. The Ashford Dunwoody streetscape will not be complete because of the third-party contractor needing to move the fiber optic lines.

**Workload/Activities:**

- The department received 116 business license payments and took in \$231,198.51 in payments including 2022 Alcohol/Massage Renewals (10-29 to 11-29)
- A total of 173 payments remains outstanding and 200 business license accounts.
- There are 343 outstanding business license accounts for 2021.

**ECONOMIC DEVELOPMENT**

**Upcoming Events:**

- January 4, 2022 - Dunwoody Art Commission Meeting
- January 20, 2022 - Development Authority Board Meeting
- February 1, 2022 - Dunwoody Art Commission Meeting

**Major Projects:**

- The Economic Recovery Advisory Committee has been formed to advise the Mayor on short-term recommendations to facilitate the recovery of Dunwoody's key economic sectors from the COVID-19 crisis and generate longer-term strategies for systemic change that creates a more vibrant economy into the future. Two projects have been selected for further study:
  - Small Business & Entrepreneurship Program - The City has hired a consultant to create a strategy for a Small Businesses. A Draft Report will be presented to the stakeholder committee in January.
  - Hospitality & Tourism Projects - The department is working with Discover Dunwoody to identify Hospitality and Tourism Projects.
- The Economic Development Department is taking the lead on the \$150,000 Community Development Assistance grant the city recently received from the Atlanta Regional Commission to create a shared economic vision for the Perimeter Dunwoody commercial market.
- The Urban Redevelopment Agency has selected Colliers as the Broker for the 2.5 Acre Commercial Site. This is the final parcel associated with Project Renaissance and is planned for a restaurant focused retail node. Proposals for the site are being accepted by Colliers.

**Other Highlights:**

- Economic Activity -
  - Held a Ribbon Cutting for Yao Restaurant and Unveiled a new Student Flower Mural at 5064 Nandina Lane.

- The Dunwoody Development Authority approved a five-year \$175,000 commitment for an Experience-making Fund to support Create Dunwoody.
- Coordinated a community Job Fair with Corners Outreach and WorkSource DeKalb.
- The department worked with the Communications Department on the Atlanta Business Chronicle's Perimeter Market Report and Atlanta Magazine's Guide to the Central Perimeter.
- The construction of High Street Phase I is underway with the clearing of the site and relocation of utilities.

**Workload/Activities:**

- The department conducted 88 business retention calls.
- The department conducted 29 business recruitment calls.

**INFORMATION TECHNOLOGY**

**Upcoming Events:**

- January 10, 2022 - Security Assessment this week
- January 14, 2022 - City Works cloud migration go-live

**Major Projects:**

- Incode - Live in cloud as of November 23, 2021 - Completed.
- Migration to cloud for email and Barracuda - Final stages - Exchange Server successfully shut down, final restoration of mailboxes in progress this week.
- City Works migration to cloud - testing begins week of December 6<sup>th</sup> with go-live scheduled for January 14, 2022.
- Security Assessment: Trace Security will be completing the Assessment in January.
- OnBase - The department is awaiting scheduling for the testing phase.
- On Site Back End Phone System update - The department is awaiting Council approval at the December 13<sup>th</sup> Council meeting.
- The IT Policy and Support Documentation is being drafted.
- KnowBe4 Reconfiguration and Procedures - This has been scheduled.
- GIS Helpdesk Creation/Configuration - This has been scheduled.
- Annex Host and SANs (Storage Server) configuration - This is near completion.

**Workload/Activities:**

- The department has 291 helpdesk tickets opened this period.
- There were 284 helpdesk tickets closed this period.

- The department hosted 17 zoom meetings.

**Future Projects:**

- Network and Power Redundancy
- Server Room Updates
- Sharepoint configuration
- Password manager for City employees

**COMMUNICATIONS**

**Upcoming events:**

- The Promotion for Martin Luther King, Jr. Day of Service – January 17,2022.
- Ribbon cuttings: Peeler Road sidewalks (December 15)
- Perimeter support local campaign with economic development – January 2022

**Highlights:**

- Atlanta Magazine’s December issue is out with Central Perimeter focus + new ATP Dunwoody ad
- Proofed and submitted next Dunwoody Digest for printing: Jan – March 2022
- “Inside Dunwoody” by City Manager Eric Linton: [December newsletter](#) focused on 2021 highlights
- Promoted Holiday Lights, Souper Bowl of Caring, Parks master planning open house



**Workload/Activities:**

- Added new online calendar by WABE & Reporter to outreach efforts: <https://www.howdoyouatlanta.com/>
- Graphics: December calendar ad for Crier & Reporter, Parks meeting ad for Crier, Happy 13<sup>th</sup> Birthday Dunwoody, Kingsley detour map, Spalding detour map, Happy Hanukkah, Happy Thanksgiving.
- Video: Nandina Lane mural unveiling, Holiday Lights opening night, Tastee Spoon robot
- Created and shared D-news: [Nov. 19](#), [Nov. 24](#), [Dec. 3](#).

**November 2021 stats:**

- The department issued 4 press releases, received 11 media inquiries, 26 articles: [link to coverage](#)
- The department produced 6 videos for social media: 14.4K total views (Bar{n} was most popular); 2 Council meetings - 568 total Facebook views
- Top posts: (Facebook) Bar(n) ribbon cutting; (Twitter) Dunwoody Braves fans; (Instagram) Bar(n) ribbon cutting

### FINANCE

#### **Upcoming Events:**

- The Accounts Payable staff continues gathering vendor contact information to increase the number of vendors receiving payment from Dunwoody via Electronic File Transfer.
- The Finance team members continue their professional development with online training.
- The Longevity Bonus is scheduled to be paid out in December 2021 to City Employees.

#### **Major Projects:**

- The Finance department successfully completed the implementation of a second policy within Concur for Accounts Payable approvals for extra security.
- The Finance team successfully paid out Vacation and Comp Time buy downs to City employees in November 2021.
- The Electronic Immigration Status Verification Annual Reports were submitted to the Georgia Department of Audits and Accounts.
- The current capital projects were evaluated, and adjustments were made to reallocate funds with residual balances and close projects if needed.
- A Notice to Proceed was issued to Blount Construction Company to install a 48" Storm Line Extension Drain Tie (Step 1) for the Spalding Drive Project.
- A Notice to Proceed was issued to Practical Design Partners for a Design of New Shared-Used Path Adjacent to 4545 and 4532 Old Spring House Lane Project.
- A Request for Qualification (RFQ) 21-09 for the Dunwoody Parks and Recreation Women's History Month Murals opens December 10, 2021.
- A Request for Proposals (RFP) 21-12 for Design of Improvements for Mount Vernon Road from Corners Drive to Gramercy court opens December 6, 2021.
- A Request for Proposals (RFP) 21-15 for Traffic Signal, Sign and Streetlight Maintenance opens December 6, 2021.
- The department received one quote for Request for Quote (RFQ) 21-08 Dunwoody Parks and Recreation Black History Month Murals.

- The Finance team concluded testing in Tyler Incode Cloud. Information Technology staff and Tyler Incode successfully transitioned the financial system from testing to live on November 23rd.
- The Monthly Financial Report for October 2021 can be found at:  
<https://www.dunwoodyga.gov/Home/ShowDocument?id=1962>

**Other Highlights:**

- The Finance team members continue their professional development with online training.
- The department is creating a Safety Committee as a part of the Risk Management Program to extend to all departments within the city to mitigate future risks.
- The department received Georgia Interlocal Risk Management Agency (GIRMA) grant for safety items.

**Workload/Activities:**

- The department began the first internal audit with Nichols, Cauley & Associates on purchasing cards and gasoline cards.
- The department is working on the State award for the first responders grant with the Police Department.

**MUNICIPAL COURT**

**Workload/Activities:**

- The department disposed of over 390 cases and reset 43.
- The new Deputy Clerk, Taylor Bryant started November 29<sup>th</sup>.

**CLERK**

**Other Highlights:**

- The City Clerk registered council members-elect Catherine Lautenbacher and Rob Price for the Newly Elected Officials Institute to be held in Athens in February 2022.

**Workload/Activities:**

- The City Clerk's Office processed 413 Open Records Requests for the month.
- The City Clerk's Office processed 8 contracts for the month of October.
- The City Clerk's Office prepared all agendas, summaries, minutes, and associated procedures for the following meetings that were held during the month of November:
  - ✓ One (1) Audit Committee meeting

- ✓ Two (2) City Council meetings
- ✓ One (1) Development Authority meeting
- ✓ One (1) Dunwoody Art Commission Meeting
- ✓ One (1) Public Facilities Authority meeting
- The department reviewed and approved the financial transactions and expenditures for the City Clerk's office for the month of November.

### HUMAN RESOURCES

#### **Other Highlights:**

- The City has filled the positions of Deputy Municipal Court Clerk, Records Supervisor, and one Police Officer.
- The City is recruiting for Police Officers and Police Service Representatives with multiple candidates in the background phase.
- Human Resources administered the Open Enrollment process for all City employees in November.

#### **Upcoming:**

- Human Resources and Finance will administer the market adjustment pay increases for all City employees in January.