



**City Manager
Monthly Report
Report Ending January 7, 2022**

POLICE

Other Highlights:

- The department's Crime Response Team, with additional Officers conducted a joint Distracted Driving Detail on N. Shallowford and Cotillion Drive with Chamblee Police Department and the Governor's Office of Highway Safety (GOHS). A total of 49 citations were issued, which included 42 hands free violation citations and one arrest for a suspended license.
- North Metro SWAT was called out on December 14th to execute a search warrant on a house in Brookhaven.
- Officers delivered presents to children along the Peachtree Industrial Boulevard corridor on Christmas day.
- While an Officer was responding to a Person Hit by Auto call, he proceeded through the intersection of Mt. Vernon and Perimeter Center West. The blue lights and siren on the police car were on and was struck by another vehicle. Both involved drivers sustained minor injuries Georgia State Patrol is working the crash.

Workload/Activities:

- Officers responded to an Armed Robbery of a person at Dunwoody Glen on Peachtree Industrial Boulevard. The victims were robbed of their cell phones at gunpoint by 2 Hispanic males.
- Officers responded to Children's Healthcare of Atlanta in reference to a possible Cruelty to Children call involving malnourished four-week-old twins. Detectives are investigating.
- While on routine patrol, an Officer observed a male subject near a residence on Valley View at 2 a.m. When the Officer attempted to stop and talk to the male subject, he fled the scene. The male was located behind a residence hiding and was arrested for Loitering/Prowling.
- Officers responded to a report of a Theft of over \$5,000 of copper wiring, no suspects.
- Officers received a License Plate Reader hit on a Stolen Auto. As Officers attempted to stop the driver, the vehicle fled the scene. Officers did not pursue.
- Officers responded to a report of a possible Burglary at Life Storage. Officers located a suspect on scene who was arrested for Loitering and Prowling after an investigation. Detectives are investigating for a possible Burglary.
- Officers responded to a report of a Person Hit by Auto at Mount Vernon Road and Bellewood Park. A pedestrian was hit by a vehicle while crossing the road, not at a crosswalk. The pedestrian was slightly injured but refused transport.

- Officers responded to a report of a Prowler at the Bell Apartments looking into vehicles. Officers located the juvenile suspect and he was in possession of multiple debit and/or credit cards that did not belong to him. The juvenile was arrested and released to his parents.
- Officers received a License Plate Reader hit on a Stolen Auto. The vehicle was located, and the driver was arrested. Officers located two stolen guns from Sandy Springs (which were stolen from vehicles) and a small amount of methamphetamine.
- Officers received a License Plate Reader hit on a Stolen Auto. Officers were able to locate the vehicle and arrest the driver and passenger.
- Officers received a License Plate Reader hit on a Stolen Auto. Officers were able to locate the driver and he and a passenger was arrested. A handgun, a small amount of methamphetamine, and a stolen AR15 rifle were located in the vehicle.
- Officers attempted to stop a motorcycle for a traffic violation. The driver fled the scene at a high rate of speed. Officers did not pursue.
- Officers responded to a report of Shoplifting at Dillard's. The male suspect was stopped and found to be wanted out of North Carolina on a Strangulation warrant. As Officers were attempting to arrest the suspect, he pulled away and was pepper sprayed and fled the scene. The suspect was arrested a short time later. The same suspect was arrested for Shoplifting a few days earlier and during this arrest, he was wearing orange jail pants.
- Officers responded to a Domestic Dispute. As Officers were entering the apartment complex, a vehicle was traveling at a high rate of speed toward the exit. When Officers attempted to stop the vehicle, it fled the area.
- Officers responded to an Overdose call and located two unconscious males. Medics administered Narcan and one subject responded. Both victims were transported to the hospital.
- Officers received a License Plate Reader hit on a Stolen Auto. The vehicle was located, and the driver was arrested.
- Officers responded to a report of an Armed Robbery. A male victim was grabbed from behind by a black male and Hispanic male suspect armed with a knife. The suspect took the victim's wallet and food he had.
- Officers responded to a report of a Disorderly Person using racial slurs. Officers located the suspect who was intoxicated and was arrested for disorderly conduct.
- Officers responded to a report of an Armed Robbery in progress only to find out the call was a hoax.

- Officers responded to a Person Hit by Auto call. A 7-year-old riding a hover board fell into traffic. It appears the vehicle stopped prior to hitting the child. The child's injuries are consistent with falling off the hover board.
- Officers received a License Plate Reader hit on a Wanted Person out of Mississippi. The vehicle was located, and the driver was arrested. The driver was also charged with Possession of Methamphetamine.
- Officers responded to a report of Graffiti in the bathroom at Brook Run Park.
- Officers responded to a report of Shots Fired in the Georgetown shopping center. The victim stated a person driving a tan Chevrolet Silverado pulled up next to him and shot at him several times. The victim's vehicle had no damage and no shell casings could be located.
- Officers responded to a report of a Shots Fired call that had previously occurred. The victim found a bullet hole in her door. After an investigation, it was determined a neighbor had fired a "warning" shot at an unwelcome visitor the previous night but did not contact the police. The suspect was arrested for Reckless Conduct.
- Officers responded to a report of a Robbery by Force. The victim was grabbed in a chokehold by three Hispanic males and his cell phone and wallet were taken.
- Officers responded to a report of a Robbery by Force at Status Jewelry. A female suspect asked to see a necklace. As the employee was showing the necklace to the suspect, she grabbed it and pepper sprayed the employee.
- Officers responded to a report of a Suspicious Person running through backyards on Valley View. The male fled from Officers, knocked on several doors and eventually was located. The male was in a mental crisis and was transported to the hospital.
- Officers responded to an apartment on Peachtree Industrial Boulevard in reference to an Overdose. A 23-year-old female was found unresponsive at the sober living center. Two doses of Narcan were delivered, but the victim died.
- Officers responded to a report of a Robbery by Sudden Snatching, which occurred at the ATM outside of Macy's. A male snatched \$500 out of the victim's hand and ran off.
- Officers responded to a report of Shots Fired at an apartment complex. Unknown persons fired 15-20 rounds into the victim's Dodge Charger, no suspects at this time.
- Officers responded to a report of a Civil Dispute. As Officers were leaving the location, a female suspect sprayed the victim with Windex and called him the "N-word". The suspect was arrested.
- Officers responded to multiple locations over several days in reference to Catalytic Converter Thefts.

- Officers responded to a License Plate Reader hit on a Wanted Person. Officers were able to locate and arrest the driver.
- Officers responded to a Multi-Vehicle Crash on I-285 east at Perimeter Center Parkway. Three tractor-trailers were involved, and the roadway was shut down for nearly two hours.
- Officers responded to a report of Entering Autos where seven vehicles were broken into at a business and eight vehicles were broken into at an apartment complex.

PUBLIC WORKS

Upcoming Events: (January 1, 2022 – March 31, 2022)

- Tilly Mill Road- Womack to Mount Vernon shared use path project for public comment period is in January.
- Tilly Mill Road- North Peachtree to Lost Mine Trail public comment period is in January.

Major Projects:

- Spalding at Chamblee Dunwoody Intersection- Construction 57 continues to install concrete curb and sidewalk on the west side of Spalding Drive. The installation of the new traffic signal poles is underway. Blount Construction completed the first phase of the downstream stormwater pipe replacement. In January, Atlanta Gas Light is expected to relocate a section of gas main so that the second phase of the pipe upgrade can begin. Minor traffic delays will continue in the vicinity of the intersection.
- Georgetown Gateway- Atlanta Gas Light is working on service tie-ins to the new gas main and plans to have all relocation completed in January. Comcast continues to relocate their overhead lines and the city’s contractor is installing stormwater pipe at 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- Atlanta Gas Light has installed 800 feet of new gas main and expects to complete their work in February. Georgia Power has obtained all their easements and plans to begin relocating poles in January. The city’s contractor plans to begin installing stormwater pipe on Fontainebleau



Drive in January. Minor traffic delays will occur on Winters Chapel Road on weekdays between 9 a.m. and 4 p.m.

Other Highlights:

- Dunwoody Road Sidewalk- The department is coordinating plans with the utility companies.
- The department advertised a Request for Proposals for the Happy Hollow Road sidewalk project.

Workload/Activities:

- The maintenance crews cleaned 16 stormwater structures and completed 12 stormwater work orders, 2 sidewalk repairs, 11 street repairs and 12 sign repairs.

PARKS

Upcoming Events: (November 1, 2021 - January 31, 2022)

- Martin Luther King Day of Service - January 17, 2022

Major Projects:

- The Holiday Program was a success with 96 Santa letters mailed. The department collected and distributed 332 letters to Phoenix Senior Living and Brighton Gardens for the Letters to Seniors campaign. The Hollywood Holidays was extended to December 31, 2021.
- L.E.A.F. redesign and released for Winter/Spring '22 season. Recreational Program Partners calendar and park kiosks updated respectively.
- The operations staff removed old cabinetry and assisted with the delivery of a new storage container for Chattahoochee Handweavers Guild at the Dunwoody Cultural Arts Center to increase classroom footprint.
- The parking lot light install at the Austin site to start this month.

Other Highlights:

- NEW programs added this season: Crochet/Knitting, Connection Parenting, and Basic Photography Composition.
- The bands have been scheduled for the extended Groovin' on the Green Concerts; series will run June - October for the 2022 season.
- The maintenance staff completed leaf removal on Perimeter Center East and along additional right-of-way locations throughout the city.

Workload/Activities:

- The hiring process has started for the second Operations Coordinator position. The interview process is ongoing.
- The activity book is underway for the Winter/Spring '22 season.

COMMUNITY DEVELOPMENT

Upcoming Events: (December 2021 – February 2022)

- **Zoning Board of Appeals**
 - December 2nd:
 - ZBA case 21-27 (Denied): Requests a variance from Chapter 27, Section 58 to allow a porch to encroach in the rear setback.
 - ZBA case 21-28 (Approved): Requests a variance from Chapter 16, Section 78 to allow a fence in the 75-foot stream buffer.
 - ZBA case 21-29 (Approved): 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 6th, 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.
 - February 3rd, 2022:
 - ZBA case 21-32: Request from Chapter 16, Section 78 to allow a new home within the 75-foot stream buffer.
- **Planning Commission**
 - December 14th, 2022:
 - Rezoning, 11 Ravinia (Recommended for approval): Modification of conditions to allow construction of a new furniture store.
 - Rezoning, Perimeter Center Marketplace (Deferred): Modification of conditions to allow construction of a restaurant/commercial on an existing building pad.
 - January 11, 2022:
 - Rezoning, 4553 N. Shallowford: Rezoning to allow a new medical office building.
- **Mayor and City Council**
 - December 13th:
 - 1st read, text amendments related to party houses and food trucks.
 - January 10th, 2022:
 - 2nd read, text amendments related to party houses and food trucks

Major Projects:

- There were 445 building inspections completed December 1st - December 29th.
- The finishes at Lazy Dog are continuing.
- Publix received their temporary certificate of occupancy and are scheduled to open in January 2022.
- Arrive Apartments is moving forward with their repairs and residents have vacated.
- The code enforcement team issued 15 warnings and 4 citations.
- A total of 277 inspections, including 3 vacant properties have been completed by the department.
- The department has removed 200 signs.
- The department received 35 calls for service.
- The department had three court cases.
- The department completed 29 site inspections.
- The contractor for the Perimeter Marketplace continues to work on the perimeter buildings and the sidewalk/bikepath along Ashford Dunwoody.
- Bonds were collected for the Ashford Dunwoody streetscape to ensure construction. The fiber optic company is planning to work on the fiber object lines in January.
- The City is waiting for the Developer to provide the required infrastructure bonds at Dunwoody Village townhomes.
- Lazy Dog is nearing completion, but there are a few outstanding items such as dedication of right-of-way to the City, parking lot striping and final water quality infrastructure installation.
- High Street is in the mass grading phase of construction.
- The staff met with developers regarding 84 Perimeter Center East and proposed minor amendments to the approved site plan.
- Kim Johnson joined the Community Development team as the new business license specialist.
- The 2022 business license and insurance renewals were mailed out December 9, 2021 to all businesses.
- The department continued working to complete the 2022 Alcohol renewals by the end of December.
- The volume of work has increased with some of the 2022 renewals being returned.

ECONOMIC DEVELOPMENT

Upcoming Events: (January 7, 2022 – March 31, 2022)

- January 20, 2022 - Development Authority Board Meeting
- February 1, 2022 - Dunwoody Art Commission Meeting
- March 1, 2022 - Dunwoody Art Commission Meeting
- March 17, 2022 - Development Authority Board 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 on January 28, 2022.
- The department is working with the Dunwoody Development Authority, Discover Dunwoody and the City of Dunwoody to identify long-term funding for experience-making activities.
- 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.
 - POND has started gathering data and preparing for the Public Engagement process to be kicked off in late 1st Quarter of 2022.

Other Highlights:

- Economic Activity –
 - The department announced Hapag-Lloyd US has selected Dunwoody for their new US Headquarters, creating 786 new jobs in Dunwoody and investing \$18 million at Ravinia 3.
 - The staff held a Ribbon Cutting for Skinfinity Esthetics.

Workload/Activities:

- The department conducted 56 business retention calls.
- The department conducted 11 business recruitment calls.

INFORMATION TECHNOLOGY

Upcoming Events: (November 1, 2021 - January 31, 2022)

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

Major Projects:

- The migration to cloud for email and Barracuda is now completed.
- The City Works migration to cloud go-live is scheduled for January 14, 2022.
- Security Assessment: Trace Security will be completing the Assessment in January.
- The department is awaiting scheduling for testing phase for OnBase.
- The On-Site Back End Phone System update - project planning
- The IT Policy and Support Documentation is being drafted.
- KnowBe4 Reconfiguration and Procedures is scheduled.
- GIS Helpdesk Creation/Configuration is scheduled.
- Annex Host and SANs (Storage Server) configuration is almost complete.

Workload/Activities:

- The department had 202 helpdesk tickets opened this period.
- The department closed 198 helpdesk tickets this period.
- The department hosted 10 zoom meetings this period.

Future Projects:

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

COMMUNICATIONS

Upcoming events:

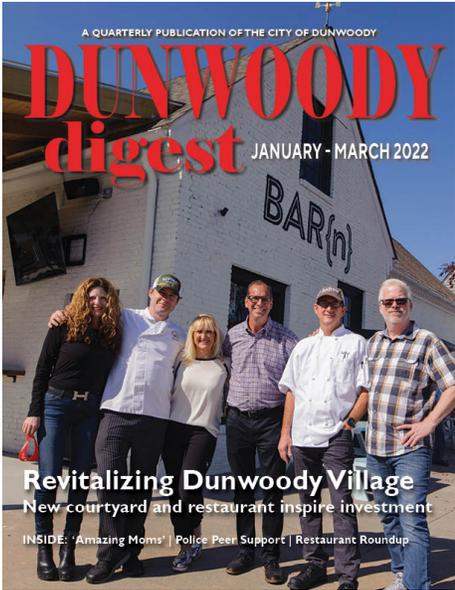
- Continued promotion for Martin Luther King, Jr. Day of Service on January 17, 2022.
- Promotion, registration for Electronics Recycling on March 27th and Household Hazardous Waste Recycling on April 30th.

Highlights:

- Welcome 2022 – banners and signs displayed around the Perimeter area to encourage people to eat, shop, spend local – through January.
- Winter 2022 Dunwoody Digest arrives in resident and business mailboxes
- “Inside Dunwoody” by City Manager Eric Linton: [January newsletter](#) focused on plans for the new year
- Ribbon cuttings: Peeler Road sidewalk project, Holiday Lights, Skinfinity Esthetics

Workload/Activities:

- Graphics: Dunwoody Digest share graphics, January calendar ad for Crier and Reporter, Martin Luther King, Jr. Day of Service ad, Holiday share graphics, Holiday markets share graphic
- Video: Holiday Lights drone, Sidewalk projects completed, Year-end celebrations
- Created and shared D-news: [Dec. 10](#), [Dec. 17](#), [Dec. 22](#), [Dec. 30](#); Dunwoody Ambassadors newsletter: [Dec. 1](#).



December 2021 stats:

- The department issued 2 press releases, received 8 media inquiries, 26 articles: [link to coverage](#)
- The department produced 10 videos for social media: 17.6K total views (Tastee Spoon robot was most popular); 1 Council meeting - 258 total Facebook views
- Top posts: (Facebook) DeKalb Sanitation delays; (Twitter) Holiday Lights drone; (Instagram) Driver crashes into power pole

FINANCE

Major Projects:

- Finance worked with the Police department on securing and distributing the First Responders Supplemental Grant for sworn Police department employees.
- Finance team paid out longevity and holiday bonuses to City employees as well as distributed gift cards.
- The department awarded Women’s History Month Murals for the Parks and Recreation Department.
- The department awarded Black History Month Murals for the Parks and Recreation Department.

- The department advertised for a Request for Proposal 21-15 Traffic Signal, Sign and Streetlight Maintenance for the Public Works Department.
- The department advertised for a Request for Proposal 21-12 Mount Vernon Road Corridor Improvements for the Public Works Department.
- The Finance staff continued work on the 2022 Budget Book.
- The Monthly Financial Report for November 2021 can be found at:
<https://www.dunwoodyga.gov/Home/ShowDocument?id=2005>

Other Highlights:

- The Finance staff continues to collect information to process payments for vendors using the managed file transfer process.
- The Finance team members continue their professional development with online training.
- The department continues work on building a Risk Management Program that extends to all departments within the City in order to mitigate future risks.
- The department received the Georgia Interlocal Risk Management Agency (GIRMA) grant for safety items.
- The department confirmed and finalized the Annual Reports with the Georgia Department of Audits and Accounts.
- An additional Accountant position was added to the Finance department that will be responsible for the administration of American Rescue Plan Act Funds.
- Finance completed the project with Concur on the implementation of a second policy for Accounts Payable approval and security.
- Finance and IT staff completed the project with Tyler Incode in the process of moving the financial software to the cloud.

Upcoming Events:

- The Finance department will begin the review of payroll systems with the Human Resource department for potentially moving away from Paycom for payroll administration.
- The Finance team will begin the work with Truist for streamlining and making reconciliations more automated.

MUNICIPAL COURT

Workload/Activities:

- The department disposed of over 210 cases and 21 cases were reset.

CLERK

Other Highlights:

- The City Clerk's Office participated in orientation for the newly elected council members.

Workload/Activities:

- The City Clerk's Office processed 534 Open Records Requests between November 17th and December 31st.
- The City Clerk's Office processed 20 contracts for the month of December.
- The City Clerk's Office prepared all agendas, summaries, minutes, and associated procedures for the following meetings that were held during the month of December/January:
 - ✓ One City Council meeting
 - ✓ One Dunwoody Art Commission Meeting
 - ✓ One Development Authority meeting
- The department reviewed and approved financial transactions and expenditures for the City Council and City Clerk's office for the month of December.

HUMAN RESOURCES

Other Highlights:

- The City has filled a Police Service Representative position.
- The City is recruiting for Police Officers and Police Service Representatives and has multiple candidates in background phase.
- Human Resources is preparing to administer the market adjustment pay increases that will go into effect on January 1, 2022, for all City employees.
- Human Resources is planning for an employee event in January.

COVID-19 Update:

- Human Resources managed report intake, contact tracing and recordkeeping for 33 COVID-19 cases/exposures.

Upcoming:

- The annual performance evaluations will take place in January and February.