



**City Manager  
Monthly Report  
Report Ending December 8, 2023**

## PARKS

### **Upcoming Events: (November 1, 2023- December 31, 2023)**

- November 11<sup>th</sup>, Veterans Day Ceremony
- December 5<sup>th</sup>, Holiday Lights Opening Night
- December 6<sup>th</sup> – 31<sup>st</sup> Holiday Lights, nightly from 5-10pm

### **Major Projects:**

- Two Bridges Park drive lane paving, additional sidewalk connection from park to Dunwoody Montessori and reconfiguration of the island at the entrance completed.
- Holiday Lights Opening Night rescheduled for December 5<sup>th</sup>. The event includes free hot cocoa, character photos, and concessions from Top Job Beverages and DonutNV Atlanta from 4-8pm. Light display is held at Brook Run Park and features 85,000 lights in an Apres Ski Party theme.
- Information requested for Winter/Spring '24 L.E.A.F. which features Dunwoody Parks & Recreation and Parks Partners Programs and Special Events for January through April.

### **Other Highlights:**

- The department completed the repair of step lights at Brook Run Park amphitheater with Capital City Electric. The lights are now more cost effective and energy efficient with new photocell function.
- New bollard lights installed at Dunwoody Culture Arts Center, North Shallowford Annex, and Dunwoody Nature Center to make pedestrian areas safer at night.
- Souper Bowl of Caring, Letters to Santa, and Holiday Letters for Seniors programs begin December 5 at Holiday Lights Opening Night. Programs have been offered annually, since 2020.

### **Workload/Activities:**

- The quote has been received for Two Bridges Park shade structures to be placed over playground and splash pad in 2024.

- The leaf removal at all parks with emphasis on Brook Run Park Oval in preparation for Holiday Lights Opening Night, December 5.
- 2024 Athletic Agreements have been sent out for signature from associations.

**PUBLIC WORKS**

**Upcoming Events: (December 2023-February 2024)**

- The Chamblee Dunwoody Road near Cotillion Drive, the lane closures will continue for 2 weeks from late December to early January for median construction.

**Major Projects:**

- Chamblee Dunwoody at Womack Intersection- Final punch list work and tree planting planned to be completed before the end of the year.
- Georgetown Gateway- **The city’s contractor placed 197 feet of storm drainpipe, 30 feet of curb and reconstructed 4 driveways. The work will continue to complete the last segment of pipe between the Kroger entrance and Old Spring House Lane. There are preparations being made for a 2-week lane closure in mid-December near Cotillion Drive. There will be periodic traffic delays on Chamblee Dunwoody Road south of Kent Avenue.**
- Crean Eco Classroom at Dunwoody Nature Center: **The city’s contractor completed the stormwater improvements.**
- Ashford Dunwoody Path Phase 1- **Contractors removed the light poles, trees, and mall marquee sign within the construction area.**
- Crown Pointe Parkway at Perimeter Center West Turn Lane and Path: **The project is substantially complete with final completion expected by the end of the year.**
- Gateway Signs- The sign fabrication plans have been reviewed and returned to the contractor for final submittal.



**Other Highlights:**

- The city contractors completed over 500 feet of stormwater pipelining in the Mill Glen and Dunwoody Trace neighborhoods.
- On National Stem Day, Stormwater staff presented to 2<sup>nd</sup> graders at Dunwoody Elementary School on the importance of stormwater management.

**Activities:**

- The department completed 18 stormwater, roadway, and signal work orders including a large pavement repair on Springfield Drive.

**COMMUNITY DEVELOPMENT**

**Recent and Upcoming Cases: (November 2023 – December 2023)**

- November 2<sup>nd</sup>: The Zoning Board of Appeals approved one residential variance case.
- November 13<sup>th</sup>: The City's consultant Toole presented the draft Road Safety Action Plan to the City Council.
- November 14<sup>th</sup>: The Planning Commission will recommend approval on a proposed text amendment to allow certain types of animated signs in residential districts. The City Council will hear this text amendment at its December 11<sup>th</sup> meeting.
- November 27<sup>th</sup>: The City Council adopted the Road Safety Action Plan.
- December 7<sup>th</sup>: The Zoning Board of Appeals will hear three residential variance cases.
- December 11<sup>th</sup>: The City Council will hear the proposed text amendment for animated signs in residential districts.
- December 12<sup>th</sup>: The Planning Commission will hear a text amendment on rules and use regulations for community residences and recovery communities.

**Major Projects:**

- The work at High Street is moving towards completion. The finishes are going into the two multi-family buildings.
- **The City Council has adopted the Road Safety Action Plan, completing, setting up the city to apply for federal safety funding.**
- The Planning & Zoning division completed a project with students from Johns Hopkins University, conducting a greenhouse gas emission inventory for municipal services.

**Workload/Activities:**

- The staff completed 35 erosion control inspections, with two stop work orders issued.
- The Code Enforcement division conducted 158 inspections, received 44 new complaints, and brought 23 cases into compliance.
- The Code Enforcement division removed 158 signs from the right-of-way.
- The staff issued 20 code enforcement warnings and no citations.
- The Code Enforcement Division has completed its apartment sweep with re-inspection for compliance scheduled for January.
- The department received 136 permit applications and issued 99 permits.
- The department completed 446 building inspections.

**ECONOMIC DEVELOPMENT**

**Upcoming Events: (December 4 – January 31, 2024)**

- December 5<sup>th</sup>, Dunwoody Art Commission Meeting
- January 9<sup>th</sup>, Dunwoody Art Commission Meeting
- January 18<sup>th</sup>, Dunwoody Development Authority Meeting

**Major Projects:**

- Placemaking – The Economic Development Department continues to lead creative placemaking efforts in coordination with community partners.
  - Working with the Dunwoody Art Commission to select public art for the Georgetown Gateway Project.
  - Construction of the Womack Mosaic is underway with a Spring 2024 completion.
  - Phase III of the Greenlight Art Project has been installed bringing the total project to 15 pieces of art. The planning for the next phase is underway.
  - Developing an expanded Placemaking Plan for the Perimeter Center-Dunwoody Village corridor using the Ashford Dunwoody Trail as the spine.
  - Site selection for the Dunwoody Swing Sign is underway along Ashford Dunwoody Road.
- 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 in November between the City Council and Development Authority.

- Partnering with the Dunwoody Perimeter Chamber to host Quarterly Business Association meetings and working on an annual work plan to activate Dunwoody Village throughout the year.
  - Produced the Dunwoody Village Scarecrow Showdown.
- Installed the Activate the Asphalt Mural in Dunwoody Village.
- Edge City 2.0 Vision.
  - The Economic Development staff is undertaking an aggressive public engagement campaign to continue the conversation with residents, property owners, and developers.
  - Meeting with Property Owners individually to discuss the Edge City 2.0 Vision.
  - Planning for a series of Edge City Dialogues to continue the conversation regarding the Perimeter Dunwoody economic development vision.
  - Partnering with Perimeter CID and MARTA on the Dunwoody MARTA Station Transit Oriented Development Study.
- Innovation & Entrepreneurship Program: The Economic Development Department is implementing a long-term strategy to support entrepreneurs and the innovation economy. The staff is working with Sandy Springs to expand this strategy to the entire Perimeter Market.

**Other Highlights:**

- Economic Activity –
  - Held Ribbon Cuttings for: Ark Coffeehaus and Perimeter Beauty & Barber Institute.
  - Hosted the Dunwoody Marketing Alliance Meeting.
  - Attended Meetings/Presentations: TiE Monthly Meeting, Create Dunwoody Board Meeting, Vibe After Five, Perimeter Chamber Coffee Connections, Perimeter Chamber Annual Meeting, and ARC Roadmap Presentation.

**Workload/Activities:**

- The department conducted 56 Business Retention calls.
- The department conducted 11 Business Recruitment calls.



COMMUNICATIONS / MARKETING

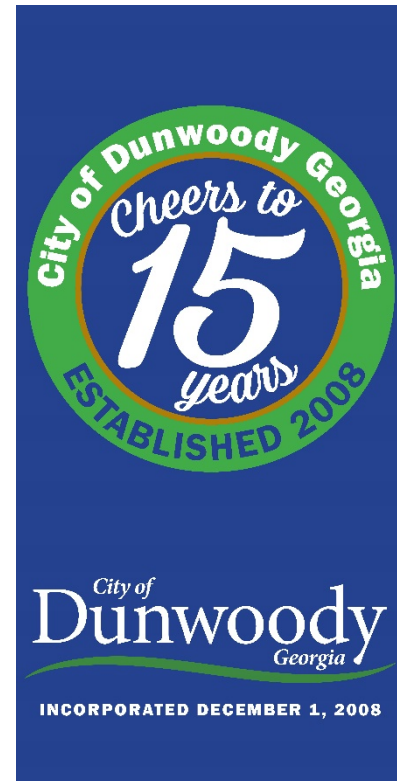
- Promoting Martin Luther King, Jr. Day of Service
- Womack ribbon cutting – December 11<sup>th</sup>
- Banners for Dunwoody's 15<sup>th</sup> anniversary

#### Highlights:

- Designed and wrote winter Dunwoody Digest – coming to mailboxes in late December/early January.
- Designed Q3 2023 Report
- Veterans Day: shared change of venue message, recorded ceremony
- Created and shared message about the decision to end the Womack crosswalk detour.

#### Workload/Activities:

- Youth City Council – Mayor Lynn Deutsch was the November guest speaker.
- Press releases: Dunwoody celebrates Holiday Lights, Dunwoody adds new Electric Vehicles (EV) chargers in public places, Dunwoody is a top-10 Digital Cities Survey winner (made the front page of the Crier), Dunwoody begins search for new Parks and Recreation Director, Dunwoody City Council approves Road Safety Action Plan
- Graphics: Georgetown paving map, Election Day, Thanksgiving, Farewell Brent, Holiday Lights new date, December calendar ads for Crier & Reporter, graphics for Dunwoody Police Department's Citizens' Police Academy, Coffee with a Cop
- "Inside Dunwoody" by City Manager Eric Linton: December newsletter focused on the City of Dunwoody's 15<sup>th</sup> anniversary.
- Created and shared D-news: [November 10](#), [November 17](#), [November 24](#), [December 1](#)
- Videos: Veterans Day, Ark Coffeehaus ribbon cutting, Perimeter Beauty Institute ribbon cutting, Activate the Asphalt painting



#### November 2023 stats:

The department issued 6 press releases, received 12 media inquiries, [November 2023 Dunwoody stories link](#)



- Created 7 graphics; Produced 8 videos for social media: 12.9K total views (Ark Coffeehaus was most watched); 2 Council meetings – 466 total views.
- Top posts: (Facebook) Brent Walker new role; (Twitter) New EV chargers; (Instagram) Womack crosswalk update; (LinkedIn) Brent Walker new role

### INFORMATION TECHNOLOGY

#### **Major Projects Completed:**

- Access Control updates– completed.

#### **Major Projects in Progress:**

- Additional Security Assessment and updates – projects in progress
- CID Applications – in progress
- Sharepoint Configuration - project in progress
- User and System Audits – in progress
- Cyber Security ARPA updates – projects ongoing
- Networking Services Provider Request for Proposals (RFP) – RFP closed, reviewing submissions.
- Central Square – project in progress – scheduled completion Sept 2024
- AP Automation – project started – scheduled completion Jan 2024
- Park Internet – reviewing submissions.
- External Dependencies Management Assessment – scheduled.

#### **Major Projects Next in Queue:**

What Works Cities Certification Assessment – on hold due to workload  
 Network Refresh – on hold for Networking 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 RFP  
 New Remote Monitoring and Management (RMM) review  
 New backup RFP – on hold due to workload.  
 GMIS Accreditation – paused for GMIS updates.  
 Court App Updates  
 VPN MFA project – on hold for Interdev

#### **Workload/Activities:**

- The department has 287 open helpdesk tickets this period.
- The department closed 271 helpdesk tickets this period.
- The department hosted 8 zoom meetings this period.
- There are 153 users.
- The department currently has 467 devices.
- The City of Dunwoody was named as a Top 10 Digital City.

## POLICE

### Workload/Activities:

- Officers responded to a Person Armed with a Gun on Drexel Point. The suspect threatened to murder the victim and her child after both met on a website. The suspect was located and arrested.
- On November 12<sup>th</sup>, Officers received a RAVEN alert for a gunshot detected on Peachtree Industrial Boulevard. Officers checked the area but did not locate any evidence of the gunshot. A 911 call about the gunshot wasn't received by the department.
- Officers responded to a Robbery by Snatching at Target. Several suspects snatched the purse of the victim and fled the scene.
- Officers responded to an Armed Robbery on Peachtree Industrial Boulevard. The victim exited his apartment when a Dodge Charger pulled up. A black male suspect got out of the vehicle and brandished a firearm, demanding his money. After taking the victim's money, the suspect fled on foot.
- Officers received a License Plate Reader (LPR) hit on a Stolen Auto. The vehicle was located, and the driver was arrested.
- Officers responded to a Fraud at the Bank of America on Jett Ferry. The victim reported a cryptocurrency scam involving 14 wire transfers totaling almost \$350,000.
- Officers responded to a Theft on Hammond Drive. The victim was working out and laid his \$10,000 Rolex on the ground beside him. When the victim realized he left it on the ground, the Rolex was gone.
- **Officers responded to a Person Down call on Waterford Drive. The victim was not breathing, and CPR was in progress. After several minutes of CPR, the victim was transported to the hospital.**
- On November 15<sup>th</sup> Officers received a RAVEN alert for multiple gunshots on Peachtree Place Parkway. Nothing was located and no 911 was received.
- Officers responded to a Burglary at North Italia. Unknown suspects broke in the rear door and stole some whiskey.

- Officers conducted a Traffic Stop on a vehicle driving erratically on I-285. The passenger was experiencing an Overdose. Officers delivered multiple doses of Narcan, which revived the victim. The victim was transported to the hospital and the driver was arrested for DUI.
- Officers responded to a Suicide Attempt at Peachford Hospital. A patient locked himself in a bathroom and was cutting himself with large screws. The victim was transported to the hospital.
- On November 14<sup>th</sup>, Officers received a RAVEN gunshot alert on PIB. Officers checked the area but were not able to locate anything.
- **Officers responded to an Aggravated Assault at the Chevron on PIB. The victim got into an argument with the suspect, who attacked him with a machete. The victim was transported to the hospital.**
- Officers conducted a Traffic Stop on the suspect vehicle from the Aggravated Assault with a machete. The driver was arrested.
- Officers responded to an Overdose on Hammond Drive. A female collapsed on the floor of Marshall's. The female admitted to taking GHB. A second female began exhibiting similar symptoms. The first female was transported to the hospital.
- Officers responded to an Aggravated Assault at the Chevron on PIB. After dropping off a fare there, the victim stated a suspect pointed a handgun at him because he had the suspect momentarily blocked in. The suspect fled the scene.
- Officers responded to Damage to Property on a retaining wall of the Residence Inn. Unknown suspects spray painted "Stop Cop City" on the retaining wall.
- **Officers responded to a Suspicious Person at the Marcus Jewish Community Center (MJCC). A black male subject asked questions about membership and then wanted to speak to someone from Israel who spoke Hebrew. The subject asked odd questions and then left the location.**
- Officers responded to a Burglary at the Post Office on Dunwoody Village Parkway. Unknown suspects broke into the building and took various packages and mail.
- Officers responded to multiple Entering Autos at the Capital Grille and Buffalo Wild Wings. Unknown suspects broke into five vehicles between these two locations.
- On November 20<sup>th</sup>, Officers received a RAVEN alert for multiple gunshots around PIB. It appears that the shots may have been fired from the roadway. Nothing was located.

- Officers responded to a Damage to Property call at the DeKalb County Water Treatment Plant on Winters Chapel Road. Security staff encountered a black male screaming at the gate. The suspect broke the windshield of the guard's vehicle and shattered the guard shack window. The suspect fled before the Officers arrived.
- Officers responded to an Armed Robbery on PIB. Three victims were robbed at gunpoint by a slim black male driving a black Honda.
- Officers responded to a Vehicle Crash with Injuries on I-285 westbound at Chamblee Dunwoody Road. A motorcyclist caused a crash with multiple vehicles. The rider was thrown off his motorcycle and sustained serious injuries. He was transported to the hospital.
- Officers responded to an Injured Deer on Perimeter Center Parkway. Officers euthanized the deer.
- **Officers conducting surveillance in the perimeter area observed multiple suspicious persons walking between several vehicles in the parking lot in front of the Cheesecake Factory. Officers confronted the suspects, one of whom had a screwdriver on him. The owner of one of the vehicles they were near confirmed it had been broken into. The suspects were arrested. One juvenile was armed with a handgun.**
- Officers attempted to conduct a Traffic Stop on a Wanted Person out of Athens Clarke County with one of their Detectives present. The known suspect fled immediately. No pursuit was initiated.
- Officers received a lookout from Sandy Springs PD on a Theft suspect who stole lawn equipment. The vehicle and driver were located on Winters Chapel Road and detained for Sandy Springs PD.
- Officers conducted a Traffic Stop on a possible DUI driver near N. Shallowford and Cotillion Drive after receiving multiple complaints. The driver drove on the wrong side of the roadway, stopped, and then urinated on his vehicle. The driver was arrested for DUI.
- On November 26<sup>th</sup>, Officers received a RAVEN alert for Gunshot detection on PIB. Officers checked the area.
- Officers responded to a Motor Vehicle Theft on Chamblee Dunwoody Road. The suspect returned a rental car and wanted to extend the rental. When his credit card was declined, the suspect got into the vehicle and drove away. Warrants were secured for the suspect, who was located and arrested in Gwinnett County.
- Officers received an LPR alert on a Wanted Person. The vehicle was located, and the driver was arrested.

- On November 25<sup>th</sup> Officers received a Raven alert for Gunshot detection on PIB. Officers checked the area with negative results.
- Officers responded to a Theft at CVC. As a black female suspect was checking out, she asked clerk to help her locate something on one of the aisles. As they were doing that, a second black female entered the business and removed the cash from the register.
- Officers responded to an Entering Auto on Winters Chapel Road. The suspect vehicle was identified and later located in Chamblee-by-Chamblee Police Department. The suspect stated he got into an argument with his brother and punched the window of a random vehicle. The suspect was arrested for Criminal Trespass.
- **Officers responded to an Armed Robbery on PIB. A black male driving a black Nissan approached two victims, pulled a firearm, and demanded items. One elderly victim was pistol-whipped by the suspect. The suspect took \$100 and fled the scene.**
- Officers responded to an Armed Robbery on PIB. An unknown male suspect jumped out of a vehicle, pointed his gun at the victim, and took his wallet.
- On December 1<sup>st</sup>, Officers received a RAVEN alert for Gunshots at LaCota Apartments on PIB. Officers checked the area.
- Officers received an LPR alert on a Wanted Person. The vehicle was located, and the suspect was arrested.
- Officers responded to a Shoplifting at Dillard's. The suspect fled from Officers. After an extensive chase and deployment of a Taser, the suspect was arrested.
- **Officers responded to a Damage to Property at MAA Apartments. Unknown persons spraypainted an Acworth Police marked police vehicle.**
- **Officers responded to an Armed Robbery/Kidnapping at Winters Chapel at PIB. The complainant reported that her husband was kidnapped and robbed by four armed men. He was assaulted and robbed, then dropped off in Dacula, GA. The victim did not report it because he is undocumented and afraid.**
- Officers responded to a Person Armed call on Happy Hollow. A male was observed banging on the door, armed with a knife. The suspect was located, but no knife was found, and no crime was committed.
- Officers received an LPR alert on a Stolen Auto. The vehicle was located and recovered in the parking lot of Walmart.
- **Officers responded to a possible Sex Trafficking at the Crowne Plaza. A juvenile runaway was located and was forced to have physical relations with a male at this location. CID is investigating.**

- Officers attempted to conduct a Traffic Stop on I-285. The driver refused to stop and fled. No pursuit was initiated.
- Officers responded to I-285 to Assist Sandy Springs PD with a Hit & Run that occurred in their jurisdiction. Officers were able to locate the vehicle in Dunwoody and arrest the driver for DUI.
- Officers responded to Northside Hospital in reference to an Aggravated Assault that happened on PIB. The victim stated his girlfriend ran him over with her vehicle. The victim sustained multiple injuries, including two broken legs and a head injury. The suspect was located and arrested.
- Officers responded to an Aggravated Stalking on PIB. The victim stated she had a TPO out against her ex-boyfriend, which prohibited him from contacting her. He contacted her against the TPO. A warrant was secured for his arrest.
- Officers responded to a Rape on PIB. The victim stated her mom's boyfriend raped her after getting her intoxicated. CID is investigating.
- **Officers worked with the FBI on a possible Armed Robbery being planned at Jewelry Artisans. Officers and Detectives, in coordination with the FBI, were able to arrest four armed suspects as they were about to rob the jewelry store.**
- Officers responded to Vandalism at the skate park at Brook Run Park. Unknown suspects sprayed painted graffiti in the restroom.

### FINANCE

#### Major Projects:

- Finance is working with the IT Department to wrap up the Information Technology internal audit. Additionally, the final internal audit of the year has started, and it will be an audit of the City's P-card process.
- Finance staff is working with Community Development and Information Technology on the implementation of CentralSquare.
- Finance staff continues to work with our financial software provider Tyler to implement Accounts Payable Automation.
- Finance staff is working on updating Standard Operating Procedures as needed with new software and processes moving forward.
- The Monthly Financial Report for October 2023 can be found at:  
<https://www.dunwoodyga.gov/home/showdocument?id=3157&t=638366941637814362>
- Additionally, the City's ARP and CARES webpages have been updated with actual spending through October 31, 2023.



**MONTHLY REPORT  
REPORT ENDING DECEMBER 8, 2023**

**Other Highlights:**

- Sold 5 surplus vehicles on GovDeals.
- Issued Notice to Proceed to Autaco Development, LLC for Request for Proposal (RFP) 23-07 On-Call Sidewalk and Small Construction Projects Unit Price Contract.
- Issued Notice to Proceed to TerraMark Geospatial for RFP 23-06 2023-2027 MS4 Inspections and Dry Weather Screenings.
- Issued Notice to Proceed to NV5 Engineers and Consultants, Inc. for Proposal for North Peachtree Road – PHB Subsurface Utility Engineering Quality Level “A” Survey.
- The department received two proposal responses for RFP 23-09 Managed Networking Service Provider.
- The department received 11 proposals for RFQ 23-05 Standby Skilled Trade Contractors.
- The department received 12 proposals for RFQ 23-07 Black History Month Murals.
- The department posted RFQ 23-08 for Women History Month Murals.
- The Purchasing Card Cycle for the month ended November 26, 2023.

**Upcoming Events:**

- Finance Department has started working on the 2024 Adopted Budget Book that will be submitted for the GFOA Distinguished Budget Presentation Award.
- Finance staff is preparing for FY2023 year end. Currently, the department is working with departments to verify the status of any outstanding Purchase Orders prior to yearend.

**MUNICIPAL COURT**

**Workload/Activities:**

- The department disposed of over 747 cases and reset 31 cases.
- The department welcomed a new Public Defender, Patrick C. Hall.

**CITY CLERK**

**Workload/Activities:**



- **The City Clerk's Office processed 516 open records requests in the month of November.**
- The City Clerk's Office processed 8 contracts in the month of November.
- 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 Art Commission
  - ✓ One Audit Committee
  - ✓ Two 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 November.

### **HUMAN RESOURCES**

#### **Upcoming Events:**

- Human Resources is planning for administration of the annual performance evaluation process, which will take place in January and February.
- Human Resources and the Wellness Committee will sponsor a third healthy cooking class in December and the Maintain Don't Gain challenge will continue over the holidays.

#### **Other Highlights:**

- **The city filled 2 Police Officer positions, 2 Financial Analyst positions, and a Revenue Accountant position.**
- Human Resources administered the Open Enrollment process, and all City employees had the opportunity to enroll in benefits for the 2024 plan year.
- Human Resources and the Wellness Committee sponsored a healthy cooking class and a wellness challenge.