



**City Manager
Monthly Report
Report Ending January 6, 2023**

PARKS

Upcoming Events: (February 1, 2022- May 31, 2022)

- February 1st, Black History Month mural exhibit
- February 4th, Valentine's Pet Photos
- February 9th, Daddy Daughter Dance
- March 1st, Women's History Month mural exhibit
- March (to be determined), Spring Arch in the Community Garden
- April 20 - 23, Lemonade Days
- April 27th, Dunwoody Food Truck Thursdays begins
- May 20th, Kids to Parks Day
- May 29th, Memorial Day Ceremony

Major Projects:

- The service projects and LifeSouth blood mobile are confirmed, and registration is open for the 7th annual Martin Luther King, Jr. (MLK) Day of Service. The Souperbowl of Caring food drive began December 1st at Holiday Lights and will run through January 16, 2023. Service projects will be held at Brook Run Park, Dunwoody Nature Center, and Spruill Center for the Arts the morning of January 16, 2023.
- The Artist proposals have been received for Black History Month and Women's History Month.
- Park Staff completed the install of the HVAC split system at City Hall Council Chambers.

Other Highlights:

- The repairs were made to the ceiling in Dunwoody Nature Center clubhouse in preparation for camp.
- A total of 125 Santa letters have been written and mailed for the Letters for Santa program. Over half were received the opening night of Holiday Lights.
- The First Way of the Kitten Self Defense class saw 31 participants. The second class is scheduled for February 28th at the N. Shallowford Annex.

Workload/Activities:

- The department completed the invasive plant removal, and the planting list is confirmed for Two Bridges Park.
- The NFL Flag Football League will start in Winter/Spring '23.

PUBLIC WORKS

Upcoming Events: (January 2023 – March 2023)

- Advertise Request for Qualifications for North Shallowford Road Path

Major Projects:

- Spalding Drive at Chamblee Dunwoody Road- Final landscaping planned for first quarter.
- Spalding Storm Drain Upgrade- Astra Contracting began working on the drain structures in December and is now expected to complete the storm drain system in January.
- Georgetown Gateway- The contractor planted 28 trees north of Chateau. Comcast has revised their completion date to the end of January. The water main subcontractor continued working on abandonment of the old water main. Minor traffic delays are to be expected Chamblee Dunwoody Road between 9 a.m. and 4 p.m.
- Winters Chapel Trail, Phase I- Wilson Construction has completed 90% of the concrete curb and path. The landscaping is planned for the first quarter. Minor traffic delays will occur on Winters Chapel Road on weekdays between 9 a.m. and 4 p.m.
- Chamblee Dunwoody at Womack Intersection- Wilson Construction installed 300 feet of storm drainpipe on Chamblee Dunwoody Road. AT&T has provided a start date of January 9, 2023, to begin relocating their overhead lines. Delays will occur on weekdays between 9 a.m. and 4 p.m.



Georgetown Gateway Concrete Cap over Old Water Main



Other Highlights:

- The Ashford Dunwoody Road Path Phase 1 right of way agreement signed by the owner of Perimeter Mall.
- The stormwater pipe lining on Cherry Hill Lane is complete.

Activities:

- The department replaced 700 feet of damaged sidewalk in the North Springs subdivision and completed 45 maintenance work orders at various locations.

COMMUNITY DEVELOPMENT

Recent and Upcoming Cases: (December 2022 – January 2023)

- December 1st: The Zoning Board of Appeals approved two residential variance requests as well as multiple variance requests for the new NFA Burger building on Chamblee Dunwoody Road.
- December 13th: The Planning Commission recommended approval on multiple changes to the City's Sign Ordinance. This amendment will be heard by the City Council on January 9th.
- January 5th: The Zoning Board of Appeals will hear two residential variance requests.

Major Projects:

- The work at High Street continues swiftly, with multiple buildings being topped out. Retail tenants, including the mini golf provider, Puttshack have started the permitting process.
- The permitting documents have been resubmitted for the proposed liquor store occupying the old Rite Aid space on North Shallowford.
- The final site work is being completed for the new retail building and Quick Trip at Perimeter Marketplace. The preliminary opening for Quick Trip is scheduled for mid-February.
- The department has completed final site inspections at St. Barnabus Church
- The work is continuing smoothly on major projects, including High Street and Campus 244.
- The department has completed final site inspections for the new green space at Ashford Lane.

Workload/Activities:

- The Trail Master Plan process is ongoing. A public meeting was held on December 7th with about 100 attendees.
- The Planning & Zoning division as well as the City Engineer attended the day-long “Complete Streets for the Suburbs” workshop.
- The department has completed the Tree City USA application for 2023.
- The staff completed 44 erosion control inspections, issued 1 stop work order and 2 citations.
- The Code Enforcement division received 36 new complaints and brought 22 cases into compliance.
- The Code Enforcement division removed 255 signs from the right-of-way.
- The Code Enforcement division completed its monthly apartment sweep at the Carlyle apartments.
- The staff issued 18 code enforcement warnings and 4 citations.
- The department received 107 permit applications and issued 83 permits.
- The department completed 342 building inspections.
- The alcohol licenses expired at midnight on December 31st and are in the process of renewing new ones.

ECONOMIC DEVELOPMENT

Upcoming Events: (January 1, 2023 – February 28, 2023)

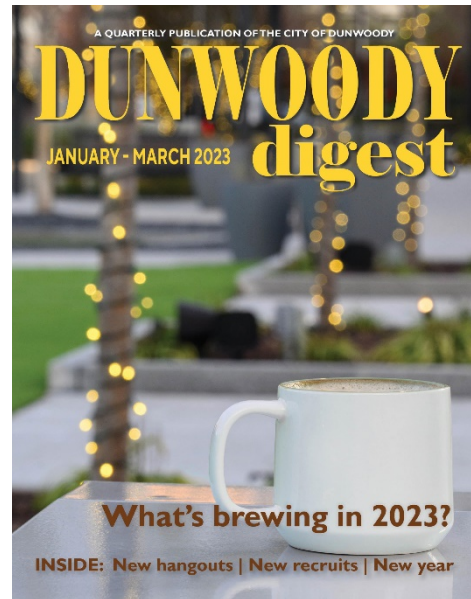
- January 3rd, Dunwoody Art Commission Meeting
- January 19th, Dunwoody Development Authority Meeting
- February 7th, Dunwoody Art Commission

Major Projects:

- Dunwoody Village Redevelopment Plan:
 - Drafted an implementation plan for Dunwoody Village following input from the Planning Retreat with the City Council and Development Authority Board.
- Edge City 2.0 planning process to create a shared economic vision for the Perimeter Dunwoody commercial market. The final report is due Mid-January with a City Council Presentation scheduled for January 23, 2023.
- Entrepreneurship and Innovation Strategy – The Economic Development Department is implementing a long-term strategy to support entrepreneurs and

the innovation economy. The department is working cooperatively with Sandy Springs to develop a joint program to support Entrepreneurs.

- 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 throughout the City.
 - Working on Phase II of the Green Light Art Project to be unveiled in January 2023.
 - Working with artist to install a Mosaic on the retaining wall at Chamblee Dunwoody and Womack Road.
 - Jointly Released a Request for Proposals for a large-scale Mural to be installed on the Dunwoody MARTA Station Parking Deck.



Other Highlights:

- Economic Activity –
 - Held Ribbon Cutting for Morty’s Meat & Supply
 - Held Ribbon Cutting for 101 Bagel Café

Workload/Activities:

- The department conducted 54 business retention calls.
- The department conducted 11 business recruitment calls.

COMMUNICATIONS / MARKETING

Upcoming:

- Video promo for Martin Luther King, Jr. (MLK) Day of Service
- January Youth City Council: Chief Grogan
- Planning for the State of the City & Two Bridges Park opening

Highlights:

- The January 2023 Dunwoody Digest was mailed to residents & businesses.
- Reviewed bids for 2023 Community Survey
- Coordinated MARTA mural bid request release with PCIDs

Workload/Activities:

- The department revamped contact information across the city website.
- The department created development maps for the Economic Development microsite.
- The department designed invitations and swag for a statewide seminar to be hosted by the Dunwoody Technology Department.
- Graphics: Winter Solstice, Hannukah, Christmas, Kwanzaa, Sanitation changes, Digest social images, Fireworks rules, January calendar ad for Crier & Reporter
- Additional press releases: Dunwoody approves more nonprofit grants, Dunwoody recognizes MLK, Jr. Day with service, ARC supports connectivity in Dunwoody
- “Inside Dunwoody” by City Manager Eric Linton: January newsletter focused on 2023 initiatives, including the Community Survey & Trail Master Plan
- Created and shared D-news: [Dec. 9](#), [Dec. 16](#), [Dec. 23](#), [Dec. 28](#), [December Ambassadors](#)
- Videos: Morty’s Meat & Supply ribbon cutting, 101 Bagel Café ribbon cutting, Holiday Lights drone, Ryan Seacrest art

December 2022 stats:

- The department issued 4 press releases, received 11 media inquiries, [December 2022 Dunwoody stories link](#)
- Created 12 graphics; Produced 5 videos for social media: 23.8K total views (Holiday Lights drone video was most popular); 1 Council meeting – 206 total Facebook views
- Top posts: Dunwoody 14th Birthday (Facebook); ARC funding (Twitter); Morty’s ribbon cutting (Instagram)

INFORMATION TECHNOLOGY

Upcoming Events: (January and February 2023)

- Zero Trust rollout – Awaiting server
- Netmotion upgrade – Awaiting server
- Comcast upgrade to fiber – The installation is in progress.
- Server Room Clean-up and Updates – Close to completed

- SIEM/SOC project – vendor selected – Submitting for Council approval
- Sharepoint Configuration - Project in progress
- OneDrive - Project in progress
- MFA Rollout – In progress
- Network Refresh – Awaiting quote
- Backup solution – Next in queue
- Helpdesk – Selection process beginning

Major Projects:

- Sharepoint Configuration – in progress
- OneDrive – in progress
- New Parks Office Tech Configuration – scheduled
- Cyber Security ARPA updates – projects in progress
- New RMM review
- New backup review
- New Helpdesk solution
- User and System Audits – in progress

Workload/Activities:

- The department has 611 helpdesk tickets opened this period.
- The department closed 900 helpdesk tickets closed this period.
- The department hosted 11 zoom meetings hosted this period.

Future Projects:

- System Upgrades
- Intune

POLICE

Upcoming Events (January 3, 2022 – March 31, 2022)

- The Dunwoody Police Department will participate in the Polar Plunge, benefitting the athletes of Special Olympics Georgia. The plunge is scheduled for February 25, 2023 at Lake Acworth. A donation link to support these efforts will be posted on our social media channels as it gets closer to the event.

Other Highlights:

- The department's Crime Response Team and 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.
- The 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.
- As an Officer was responded to a Person Hit by Auto call, he proceeded through the intersection of Mt. Vernon and Perimeter Center West with his blue lights and siren on. The Officer's vehicle was struck by another vehicle with both drivers sustaining 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 by two Hispanic males at gunpoint and took the victims cell phones.
- Officers responded to CHOA 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 and Officers did not pursue.
- Officers responded to a report of a possible Burglary at Life Storage. Officers located a suspect on the 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 were arrested. A handgun, a small amount of methamphetamine, and a stolen AR15 rifle was found in the vehicle.
- Officers attempted to stop a motorcycle for a traffic violation. The driver fled the scene at a high rate of speed, but 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 where two unconscious males were located. Medics administered Narcan, and one subject responded and 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 his food.
- Officers responded to a report of a Disorderly Person using racial slurs. Officers located the suspect, who was intoxicated and using racial slurs. The suspect 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 hoverboard fell into traffic. It appears the vehicle stopped prior to hitting the child. The child's injuries are consistent with falling off the hoverboard.
- 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 was eventually 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 currently.
- 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. There were three tractor-trailers involved, and the roadway was shut down for about 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.
- Officers responded to a report of a Theft of a Motorcycle. As an Officer was driving to the scene, he observed the suspect on the motorcycle. When the Officer attempted to pull the motorcycle over, the driver fled. No pursuit was initiated.
- Officers responded to a report of a Burglary at Perimeter Mall after hours. There were several subjects observed on video stealing approximately \$2,000 worth of clothing from a closed kiosk.
- Officers received a License Plate Reader hit on a Wanted Person. The vehicle was located, and the driver was arrested.
- Officers responded to a report of Damage to Property at the Perimeter Gardens Apartments. Unknown suspects damaged four separate vehicles in the parking lot.
- Officers received a License Plate Reader hit on a Wanted Person. The vehicle was located, and the suspect was arrested.
- Officers stopped a subject for Jay Walking across Ashford Dunwoody Road, and almost causing a collision. The suspect ran from Officers into the mall. The suspect was later arrested with the assistance of a DeKalb County Security Officer Deputy.

FINANCE

Major Projects:

- The department completed and published the City's 2022 Annual Report on Projects Funded Through SPLOST.
- The department completed the Annual Immigration Reporting Requirements for 2022 for the Georgia Department of Audits and Accounts.

- The staff is working on updating Standard Operating Procedures as needed with new software and processes moving forward.
- Finance is continuing work on the 2023 Operating and Capital Budget Book that will be submitted to GFOA for the Distinguished Budget Presentation Award.
- The Monthly Financial Report for November 2022 can be found at:
<https://www.dunwoodyga.gov/home/showdocument?id=2613>

Other Highlights:

- The Finance department distributed American Rescue Plan Funding to an additional 4 Non-Profits.
- Issued a contract to Ogletree Enterprises, Inc. for ITB 22-08 Chamblee Dunwoody Road at Spalding Drive Intersection Landscape Improvement project for Public Works.
- The department received 5 responses for ITB 22-09 2023 Street Resurfacing Project for Public Works.
- The department received 3 responses for RFQ 22-10 2023 Community Survey.
- A contract was issued to CHB Acquisition Services, LLC for IWQ 22-16 Right of Way Acquisitions Services proposal for Public Works.
- A contract issued to Vanasse Hangen Brustlin, Inc. for E. coli Sampling in the Crooked Creek Watershed for Public Works.
- A contract issued to WP Consulting, Inc. for Right of Way Appraisal for 1551 Dunwoody Village Parkway project for Public Works.
- A Notice to Proceed was issued to Kimley-Horn and Associates, Inc. for RFQ 22-05 Jett Ferry Road Streetscape Plan for Public Works.
- A Notice to Proceed was issued to NV5 Engineers and Consultants, Inc. for the Mt. Vernon Road Multi-Use Trail-Subsurface Utility Engineering Quality Level "A" Survey for Public Works.

Upcoming Events:

- The Finance department will begin work on the end of the year audit workpapers.
- The next quarterly Project and Expenditure Report related to ARPA funding is due January 31, 2023.

MUNICIPAL COURT

Workload/Activities:

- The department disposed of more than 310 cases and 18 cases have been reset.
- The department Audited Pretrial diversion cases.
- The department organized the probation and warrant file rooms and consolidated the filing system.

CLERK

Other Highlights:

- Ongoing training of Deputy City Clerk, with focus on November 2023 General Election requirements and procedures.

Workload/Activities:

- The City Clerk's Office processed 471 open records requests in the month of December.
- The City Clerk's Office processed 15 contracts in 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:
 - ✓ One Alcohol License Review Board (meeting canceled)
 - ✓ One Art Commission
 - ✓ Two City Council
 - ✓ One Development Authority
 - ✓ One Urban Redevelopment Agency (meeting canceled)
- The staff reviewed and approved financial transactions and expenditures for the City Council and City Clerk's office for the month of December.

HUMAN RESOURCES

Upcoming Events:

- Human Resources and the Wellness Committee are coordinating an employee education session on wills and estate planning for January.

Other Highlights:



MONTHLY REPORT
REPORT ENDING JANUARY 6, 2023

- The city filled one Police Officer position and the new Deputy Community Development Director position.
- Human Resources and Finance processed market adjustment pay increases for all City employees effective January 1.
- Human Resources published the timeline and forms for the annual performance evaluation process, which will take place in January and February.
- Human Resources and Finance are working with Paycom to implement several new modules for employee self-service. The Employee Onboarding module is in progress.