



**City Manager  
Monthly Report  
Report Ending January 5, 2024**

## PARKS

### Upcoming Events: (January 1, 2024 – April 30, 2024)

- January 13, Dunwoody Farmers Market opens for the season.
- January 15, Martin Luther King, Jr. (MLK) Day of Service
- February 3, Valentine's Pet Photos
- February 8, Valentine's Dance Party
- February 16, Georgia Arbor Day Planting
- March 23, Snap! Dragon's Garden
- April 17-21, Lemonade Days

### Major Projects:

- L.E.A.F. Parks and Rec Guide for Winter/Spring '24 is completed for release week of January 1<sup>st</sup>. The online guide feature programs and special events from Dunwoody Parks & Recreation plus the nine Parks Partners, for January through April of 2024.
- **A final quote has been received for the addition of shade structures at Two Bridges Park. The current industry completion timelines are averaging five months once the purchase order has been created.**
- Trees sourced and sites prepped for MLK Day of Service and Georgia Arbor Day planting.

### Other Highlights:

- Letters to Santa and Holiday Letters to Seniors programs saw a combined total of over 300 letters sent and received during the multi-week programs.
- Punchlist and final inspections completed at the Spruill Center for the Arts expansion project. The courtyard pavilion and bandshell are in manufacturing and expected to be delivered in April.
- Save the Date received from Atlanta Vietnam Veterans Business Association Board for Vietnam War Memorial Dedication at Brook Run Park. The event is currently scheduled for March 29<sup>th</sup>, as it is National Vietnam War Veterans Day.

### Workload/Activities:

- **The new facility rental rates and security deposits will go into effect January 1<sup>st</sup>, 2024. The rates are reviewed annually and balanced with industry trends**



and surrounding agencies. The new security deposit replaces the current alcohol deposit, applies to all facility rentals, and is still fully refundable. The Recreation Leader will report weekly of any instances where a deposit should not be refunded, due to damage.

- Open positions of Facilities Coordinator and Part Time Recreation Leader have been filled. Facilities Coordinator will begin January 2<sup>nd</sup> and Recreation Leader begins January 8<sup>th</sup>.
- The grounds winter projects of pruning and trimming trees, shade structure cleaning, pressure washing, and fence and gate repair are completed.

PUBLIC WORKS

**Upcoming Events: (January 2024-March 2024)**

- Presentation of updated pavement ratings and 5-year paving plan to City Council, January
- Dunwoody Road Sidewalk landscaping, March

**Major Projects:**

- Chamblee Dunwoody at Womack Intersection- Ribbon cutting on December 11<sup>th</sup>.
- Georgetown Gateway - The contractor completed the curb and storm drains for the median island near Cotillion Drive. Other concrete work included 92 feet of curb, 180 feet of sidewalk and path and a driveway apron. Storm pipe installation continued to progress northward from the Kroger entrance with 216 feet of pipe installed this month. The work will continue to complete the last segment of pipe between the Kroger entrance and Old Spring House Lane while working around several utility conflicts. Periodic traffic delays will continue on Chamblee Dunwoody Road south of Kent Avenue.
- Ashford Dunwoody Path Phase 1- The demolition is complete, and construction is expected to begin this month.
- Gateway Signs - The department is awaiting final fabrication plans and stone samples from contractor.

**Other Highlights:**

- City contractors completed stormwater pipelining on Equestrian Way, Devonshire Way and Spalding Drive. **For the year the city rehabilitated over 7,000 feet of stormwater pipe.**
- **The city completed a pilot project on Coldstream Drive and Heatherdale Drive demonstrating a newer technology for curing stormwater pipe liners using ultraviolet light rather than steam.**
- The final plans for the Nature Center boardwalk and wetland restoration were submitted for permitting.



**Activities:**

- The department completed 8 stormwater, roadway, and signal work orders and replaced sidewalk to remove trip hazards on North Peachtree Road at over a dozen locations.

**COMMUNITY DEVELOPMENT**

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

- December 7<sup>nd</sup>: The Zoning Board of Appeals approved three residential variance cases.
- December 11<sup>th</sup>: The City Council conducted a first hearing for the proposed text amendment for animated signs in residential districts. The text amendment will receive a second read at the January 22<sup>nd</sup>.
- December 12<sup>th</sup>: The Planning Commission will hear a text amendment on rules and use regulations for community residences and recovery communities. The text amendment will receive a first read by the City Council on February 12<sup>th</sup>.
- January 22<sup>nd</sup>: The City Council will conduct a second read of the text amendment for animated signs in residential districts. *Pipelining on Coldstream Drive*

**Major Projects:**

- **The work at High Street is moving towards completion. The developer is preparing the opening of two apartment buildings to the public, which is intended for March/April.**

- The work at Campus 244 is progressing with an anticipated completion of the office shell building in the first half of 2024.
- The Community Development Department is underway with its efforts to create a new permitting/planning & zoning/code enforcement system. Currently, the initial buildout is ongoing.
- The city received its first two master sign plan applications for the Emory Medical Office Building and for the Kingswood Church.

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

- The staff completed 26 erosion control inspections, with no stop work orders issued.
- The Sustainability Committee will hold a Green Speaks event featuring Carl Thomas on January 17<sup>th</sup>.
- The Code Enforcement division conducted 131 inspections, received 37 new complaints, and brought 18 cases into compliance.
- **The Code Enforcement division removed 139 signs from the right-of-way.**
- The staff issued 21 code enforcement warnings and no citations.
- The department received 96 permit applications and issued 85 permits.
- **The department completed 455 building inspections.**

### **ECONOMIC DEVELOPMENT**

#### **Upcoming Events: (January 2 – February 29, 2024)**

- January 9, Dunwoody Art Commission Meeting
- January 18, Dunwoody Development Authority Meeting
- February 6, Dunwoody Art Commission 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. 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.**
- Edge City 2.0 Vision.
  - 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. Working with Sandy Springs to expand this strategy to the entire Perimeter Market.

**Other Highlights:**

- Economic Activity –
  - Held Ribbon Cuttings for: Message In A Bottle.
  - 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 Board Meeting.

**Workload/Activities:**

- The department conducted 30 business retention calls.

- The department conducted 13 business recruitment calls.

**COMMUNICATIONS / MARKETING**

**Upcoming:**

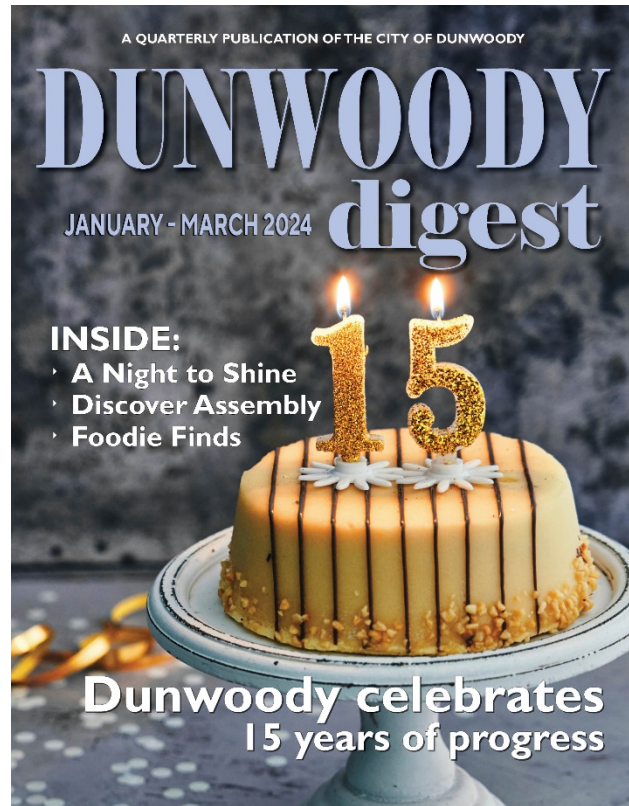
- Promoting Martin Luther King (MLK, Jr.) Day of Service
- Promoting Green Speak on Jan. 17
- **Dunwoody City Council meeting at Dunwoody High School as guests of the Dunwoody High School Youth City Council on Jan. 22.**

**Highlights:**

- **Winter issue of [Dunwoody Digest](#) hit mailboxes in late December.**
- [Atlanta Magazine](#) featured Dunwoody in section on Central Perimeter
- Organized staff holiday luncheon and employee awards
- Supported DeKalb County’s rollout of the Dunwoody ambulance pilot project.

**Workload/Activities:**

- **Press releases:** Intersection improvements complete at Womack and Chamblee Dunwoody, MLK, Jr. Day of Service,
- **Graphics:** Holiday Lights, Hanukkah and Christmas, Spalding Garden Club’s decoration of the Donaldson-Bannister Farm, detour map for Chamblee Dunwoody construction, Winter Solstice, 2023 City Employee Awards, New Year’s Eve, Sanitation delays, Dunwoody Digest promotions, calendar ads for Dunwoody Crier and Rough Draft





- “[Inside Dunwoody](#)” by City Manager Eric Linton for January focused on new projects and plans for 2024
- Created and shared D-news: [December 8](#), [December 15](#), [December 22](#), [December 29](#)
- Videos: Holiday Lights opening night, 2023 ribbon cuttings, 2023 public art reel, Dunwoody Stormwater ultraviolet light, Activate the Asphalt opening, Chamblee Dunwoody/Womack intersection opening, Message in a Bottle ribbon-cutting, Dunwoody ambulance reel.

**December 2023 stats:**

- The department issued 2 press releases, received 13 media inquiries, [December 2023 Dunwoody stories link](#)
- Created 16 graphics; Produced 8 videos for social media: 33K total views (Holiday Lights Opening Night was most watched); 1 Council meeting – 167 total views
- Top posts: (Facebook) Dunwoody High School (DHS) Finance Academy trip; (Twitter) Womack/Chamblee Dunwoody Road intersection ribbon cutting video; (Instagram) Holiday Lights Opening Night video; (LinkedIn) Message in a Bottle ribbon cutting.

**INFORMATION TECHNOLOGY**

**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 has reposted.
- Central Square – The project is in progress and scheduled completion expected September 2024.
- Accounts Payable Automation – the project has started and scheduled completion for January 2024.
- Park Internet – The submissions are being reviewed.
- 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 helpdesk tickets opened this period.
- The department closed 271 helpdesk tickets for this period.
- The department hosted 8 zoom meetings.
- The department currently has 153 users.
- There are 467 devices being used.
- **The City of Dunwoody was named as a Top 10 Digital City.**

**POLICE**

**Other Highlights:**

- On December 19<sup>th</sup>, Officers conducted a Safety Checkpoint on Valley View Road at Valley View Court. There were 19 citations issued for various offenses and two misdemeanor arrests.

**Workload/Activities:**

- Officers responded to multiple Trees Down on Peeler Road near Brook Run Park. The power was out in the area as a result. Public Works responded to the scene.
- Officers received a License Plate Reader (LPR) hit on a Stolen Auto. The vehicle was located and recovered, and the driver was arrested.
- **Officers responded to Assist Sandy Springs Police Department with the identification of a deceased victim in a homicide case. The victim was identified using Rapid ID.**
- Officers responded to a Disorderly Person call at the QT. Officers located a male outside urinating in public. The subject was arrested along with a female involved who had an outstanding warrant.

- Officers responded to a Theft on Winters Chapel Road at the Maysa Ruby Coin Laundry. A black female stole laundry detergent from storage shelves and stuffed them into shopping bags before leaving.
- **Officers responded to an Entering Auto on Dunwoody Crossing. The victim's Dekalb County government-issued truck was broken into, and over \$8,000 worth of power tools were stolen.**
- Officers responded to a Robbery by Force on Hammond Drive. The victim met someone on Hammond Drive through Facebook Marketplace to sell his MacBook Pro. He was talking with a Hispanic male when a black male tackled him and took his MacBook Pro. Both suspects ran toward MARTA.
- Officers attempted to conduct a Traffic Stop on Perimeter Center West. The driver fled. No pursuit was initiated.
- Officers responded to a Person Armed on Ashford Dunwoody Road. The suspect was located and discovered to be armed while a convicted felon. The suspect was arrested.
- Officers responded to a Vehicle Crash on I-285 westbound. A reckless driver crossing several lanes of traffic before striking an NPC water barrier. The crash led to a chain reaction collision, closing four lanes of traffic for about one hour.
- Officers responded to a Road Rage incident on N. Shallowford. The victim turned her bright lights on because she could not see well. A vehicle pulled up beside her, and the black male driver had a gun in his hand and told her he would kill her if she ever shined her bright lights at him again.
- **Officers responded to a Fatality Vehicle Crash on I-285 westbound near Chamblee Dunwoody Road. The driver of the vehicle veered off the road and struck a guardrail head-on. The driver was found deceased.**
- Officers responded to a Road Rage incident on I-285 westbound at Ashford Dunwoody Road. The passenger of a vehicle allegedly pointed a handgun at the victim before fleeing the scene. Officers were able to locate the suspect vehicle. The passenger was the 15-year-old son of the driver. A handgun matching the description of the victim was located. The juvenile was charged.
- Officers responded to a Suspicious Person at Dunwoody Baptist Church. The suspect was speaking Arabic and refused to acknowledge the Officers. The suspect was arrested after a brief struggle for Disorderly Conduct. The WRAP device was deployed.
- Officers responded to a Sexual Battery at Target. An unknown suspect grabbed the buttocks of the victim and fled the scene.

- Officers responded to a Robbery by Snatching on Peeler Road at Lakeside Drive. The victim exited a MARTA bus and was followed by two subjects. A black male snatched the purse of the elderly victim and fled the location with a black female.
- Officers responded to a Simple Battery on Asbury Square. The victim sustained visible injuries from an assault. The victim, an exotic dancer, was attacked by other dancers while attending an event.
- Officers responded to a Shots Fired at the Jefferson Apartments. A male suspect attacked a female victim, and she fired a shot at the male suspect. The suspect fled the scene but was located behind a house on Valley View.
- Officers received a Raven Alert for multiple gunshots in the Peachtree Industrial Boulevard area. The department received a 911 call about the gunshots. Officers checked the area but were not able to locate anything.
- **Officers received an LPR alert for a Wanted Person. The vehicle was located, and the driver was arrested.**
- Officers responded to a Fraud at Best Buy. Two suspects, who had previously used counterfeit \$100 bills to purchase merchandise, returned to the store. Officers were able to arrest the female suspect. The male suspect fled before Officers arrived.
- Officers responded to a Vehicle Crash on Valley View. A driver experienced a medical emergency, drove over a curb, and struck a utility pole, which fell across the roadway. The road was shut down for an extended period.
- Officers received a RAVEN alert for a Gunshot on Winters Chapel Road. Officers checked the area but did not locate anything.
- Officers responded to a Suspicious Person at the Chevron on Peachtree Industrial Boulevard. Officers located three intoxicated Hispanic males who were acting disorderly at the business. As Officers arrested one suspect, the other two fled. A total of two suspects were arrested. One suspect began to hit his head on the partition in the car, so the WRAP device was deployed.
- Officers responded to an Aggravated Assault/Domestic Violence call at the Lakota Apartments. The victim was physically assaulted by her son, and he threatened to stab her with a screwdriver. The suspect was located and arrested.
- **Officers responded to a Shoplifting at Crescent Jewelers. The suspect tried on a \$24,000 Rolex watch and then fled the store with it.**
- Officers received a RAVEN alert for a Gunshot around Peachtree Industrial Boulevard. The area was checked with negative results.

- Officers responded to a Crash on I-285 westbound at N. Shallowford. Two vehicles collided, with one vehicle rolling over multiple times. The Interstate was shut down briefly. No injuries were reported.
- On December 23<sup>rd</sup>, Officers received a RAVEN alert for multiple Gunshots around the entrance to Dunwoody Glen. The area was checked with negative results.
- Officers responded to an Injured Deer on Bellewood Square. The deer was euthanized by officers.
- **Officers responded to a Suicide Threat on Summerset Drive. The victim was on a FaceTime call with a friend and threatened to stab herself. Officers responded to the scene, as did the department's Clinician, who was able to get the victim transported to receive some help.**
- Officers responded to a Hit and Run Crash in the rear parking lot of Park Place. A Jeep struck multiple vehicles. Officers were able to locate the Jeep and arrest the driver for DUI.
- **Officers observed a Suspicious Person on Winters Chapel Road who matched the description of the suspect in a recent Theft in the area. The suspect was on a bicycle and fled from Officers. The suspect was tackled off his bike and arrested. The suspect was in possession of a firearm and crystal meth. The suspect was wanted for Probation Violation on an Aggravated Stalking case out of Gwinnett County.**
- Officers responded to a Shoplifting at Target. Two black males and one Hispanic female grabbed handbags, entered the stock room, placed over \$11,000 worth of Apple products in the bags, and fled the store.
- **Officers responded to a Fraud call on Potomac Road. The complainant fell victim to a phishing scam of Ethereum cryptocurrency, valued at \$218,000.**
- On December 27<sup>th</sup>, Officers received a RAVEN gunshot detection alert in the woods behind Dunwoody Glen Apartments. Officers checked the area with negative results.
- Officers responded to a Fraud on Chamblee Dunwoody Road. The former business owner found unauthorized payments of over \$13,000 to a former manager.
- Officers responded to a Fraud on Seaton Drive. The victim noticed four withdrawals from his account totaling \$1,000 each.
- Officers responded to a Burglary at the Marq 8 Apartments. Unknown suspects forced a storage unit open and stole two toolboxes and six sinks.

- Officers responded to a Domestic Violence on Peachtree Industrial Boulevard. As Officers were arresting the male suspect, he began to resist. Eventually, he was taken into custody. One officer was slightly injured.
- Officers responded to a Battery at Taco Mac. The victim was struck in the face and knocked down by an unknown black male suspect who left the scene before Officers arrived.
- Officers received an LPR hit on a Wanted Person. The vehicle was located, and the driver was arrested.
- Officers received an LPR hit on a Stolen License Plate. The vehicle was located, and the driver was arrested.

### 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 IT on the implementation of CentralSquare.**
- Finance staff continues to work with our financial software provider Tyler to implement Accounts Payable (AP) Automation.
- There were three checks distributed from the ARPA II funds to not-for-profit agencies.
- Finance staff is working on updating Standard Operating Procedures as needed with new software and processes moving forward.
- The Monthly Financial Report for November 2023 can be found at:  
<https://www.dunwoodyga.gov/home/showdocument?id=3205&t=638394422534053476>
- Additionally, the City's ARP and CARES webpages have been updated with actual spending through November 30, 2023.

#### Other Highlights:

- **The remaining surplus vehicles were listed on GovDeals.**
- The Business License renewal packets were completed and are to be mailed the first week of January 2024.
- The installation of the glass window at the front desk was completed.
- The Purchasing Card Cycle for the month ended December 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. The department is currently working with other departments to verify the status of any outstanding Purchase Orders prior to year-end.

**MUNICIPAL COURT**

**Workload/Activities:**

- The department disposed of over 468 cases and 21 cases have been reset.
- **There are three new bailiffs that have been added to the roaster.**

**CITY CLERK**

**Workload/Activities:**

- The City Clerk's Office processed 484 open records requests in the month of December.
- The City Clerk's Office processed 14 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 Art Commission
  - ✓ OneCity Council
- 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 will sponsor hearing screenings and a wellness presentation on the topic of exercise in January.

**Other Highlights:**

- **The city filled one Police Officer position.**
- Human Resources published the timeline and forms for the annual performance evaluation process, which will take place in January and February.



MONTHLY REPORT  
REPORT ENDING JANUARY 5, 2024

- Human Resources and the Wellness Committee sponsored a healthy cooking class and a wellness challenge.