



**City Manager
Monthly Report
Report Ending December 6, 2024**

PARKS

Highlights:

- Waterford Park playground completed and open to public. Ribbon cutting to be scheduled in the coming weeks.

Upcoming Events:

- December 1-31: Holiday Lights display open daily, 5-10pm
- January 20: MLK Jr. Day of Service
- February 1-28: Black History Month mural exhibit
- February 1: Valentine's Photos at Brook Run Dog Park
- February 8: Valentine's Dance at N. Shallowford Annex
- February 21: Georgia Arbor Day

Accolades and Happenings:

- Holiday Lights opening night held December 1st at Brook Run Park. Event included free hot cocoa, photobooth, cookie decorating with Dunwoody Preservation Trust, kickoff of Letters to Santa and Letters for Seniors programs with support from Jack & Jill Atlanta, and holiday activities by four sponsors.
- Recreation Program Manager, Kate Borden, presented to the Dunwoody Woman's Club to promote upcoming holiday letter programs and new adaptive recreation programming for 2025.
- Parks and Recreation Director, Rachel Waldron, presented at Dunwoody Preservation Trust's History Alive to speak on the "History of Parks and Recreation."

Department Items:

- Winterized water fountains and turned on heaters throughout parks system. Closure signs posted at water fountains.
- Eight proposals received for February 2025 Black History Month mural exhibit. Proposals were reviewed with Dunwoody Arts Commission at the December 3rd meeting, and six pieces were approved.
- Planning underway for January's MLK Day of Service. Potential projects to include tree and daffodil plantings at Brook Run Park, cleanup at the Dunwoody Nature Center, and more in coordination with Parks Partners.

Data:

- Veterans Day welcomed 200 guests to Brook Run Park on November 11th.
- Dunwoody Preservation Trust hosted 32 kids aged 6-12 for their inaugural Thanksgiving Break camp.
- Holiday Photos at N. Shallowford Annex sold out with 24 families. Additional times will be added to program for 2025.

- 100 letters collected at Holiday Lights opening night for Letters to Santa program; 50 letters collected for Letters for Seniors program. Letter campaigns run until mid-December.

POLICE

Highlights:

- Installation of the Aerodome drone pod on top of City Hall has begun.
- Received the first of our two new replacement Prisoner Transport Vans.
- December 2, 2024, Dunwoody Police hosted the quarterly Crimestoppers of Greater Atlanta regional meeting at First Baptist Church of Atlanta. Representatives from various metro-wide agencies attended to learn more about how this program can help keep their communities safer.

Upcoming Events:

- December 6, 2024, 6pm-8pm, Christmas for Kids community “Wrap-Up Event” at Dunwoody Hall to wrap gifts collected for underprivileged children.
- Christmas for Kids “Polar Express” (private) event for registered families will take place at an undisclosed location before Christmas Day.

Accolades and Happenings:

- Annual Holiday Food Drive continues through December 16, 2024. Drop off non-expired canned and dry foods in Police lobby 24/7 for those in need.
- November 18, 2024, Free community Car Seat Check event at Headquarters to check for proper installation.
- November 19, 2024, Coffee with a Cop. Numerous officers and police staff gathered with members of the community at Crema in Dunwoody for casual conversation and responding to questions about the department from 8am-10am.
- November 23, 2024, Officers partnered with I Care America to pass out free turkeys to Dunwoody families in need.
- November 27, 2024, Officers partnered with I Care America to provide hot meals to the Unhoused and Frontline Response Centers.

Workload/Activities (highlights):

- Entering Auto – 4532 Ashford Dunwoody Rd/Lazy Dog: Officers responded in reference to an entering auto call. During the investigation, it was discovered that 4 vehicles were broken into by busting out windows. While reviewing footage from our Condor camera, a white Range Rover was discovered backing into a parking space between 2 victim vehicles. After backing into the parking space, the suspects exited the Range Rover and began breaking into parked vehicles. Suspects returned to the Range Rover and exited the mall property. An officer was able to locate the Range Rover via our Flock cameras as it exited

the mall and discovered that the vehicle tag displayed on the Range Rover belonged to a Chevy Malibu. The officer sent out a BOLO to surrounding agencies and approximately an hour later, the Range Rover was located by Atlanta Police Department. The vehicle was impounded and towed to HQ's to be processed. The Malibu was also listed on Flock system as a possible suspect vehicle involved in the entering autos due to the similarities in the times and locations that both vehicles shared. The Malibu was located by Brookhaven Police Department and the occupants were identified and released.

- Shoplifting – 500 Ashwood Pkwy: The Publix Assistant Manager reported a white male suspect concealed two frozen steaks in his backpack. The suspect, wearing a white T-shirt, black jacket, and blue jeans, was last seen heading south toward Meadow Lane Rd.
- Urban Camping, Crown Point Pkwy, Officer approached a male subject who was sleeping on a bench and issued him a verbal warning. A Field Interview card was completed. The subject took advantage of Frontline services.
- Robbery, 4580 Barclay Dr- The victim met the suspect to complete an agreed transaction from an online sale. When the two met at the location, the suspect indicated he had a gun and took the victim's iPad by force. The suspect then ran into the complex and was unable to be located. A photo of the suspect was obtained.
- Aggravated Assault with Knife, 4300 Ashford Dunwoody Rd- Officers responded in reference to a victim who worked at a local restaurant who had been walking with a coworker towards the Marta Station. The victim advised that he and the suspect had been verbally arguing when the suspect picked up and threw a beer bottle at the victim's head. When he missed, the suspect then pulled a large, restaurant-issued kitchen knife out of his backpack. The victim advised the suspect then attempted to stab him multiple times in the torso; however, was unsuccessful in the attempt. The victim called 911 and the suspect ran up Hammond Dr towards the Publix in Sandy Springs. A canvas of the area was conducted by Officers and Sandy Springs Officers; however, the suspect was not located.
- Dunwoody CID/Special Investigations Unit (SIU) partnered with the DEA to execute a search warrant at a residence near Happy Hollow Rd. Two male residents were charged with drug and gun possession. 4.6 pounds of methamphetamine, a felony amount of marijuana, assorted prescription pills, heroin and/or fentanyl, three guns and \$3,360.00 in cash were seized.

Data:

- See **Crime Stats Comparison** report (2023-2024 Crime Stats through October): <https://www.dunwoodyga.gov/police/crime-info-stats/crime-comparison>

PUBLIC WORKS

Highlights:

- Stormwater Pipe Rehabilitation- All American Rescue Plan Act (ARPA) funds for stormwater improvements have been allocated. In total the city invested \$4.9 million of this federal funding in its stormwater system in 3 years. The American Council of Engineering Companies of Georgia (ACEC Georgia) recognized the city and Lowe Engineers with a Merit Award for completing two miles of stormwater pipe rehabilitation in 2 years.
- Georgetown Gateway project recognized with a Merit Award by ACEC Georgia
- Perimeter Center West pedestrian hybrid beacon activated
- Gateway sign installed at Chamblee Dunwoody Road and Cotillion Drive



Gateway Sign at Chamblee Dunwoody Road and Cotillion Drive

Upcoming Events:

- Bid opening for 2025 Paving in December
- Vermack Road streetlight work during school's winter break
- Old Spring House Lane Path bid advertisement in January
- Roberts Drive Gateway Sign installation

Department Items:

- Ashford Dunwoody Path Phase 1- Project is substantially complete. Remaining work includes installing the bus shelter and completing the punch list.
- Perimeter Center West Pedestrian Beacon- Project is substantially complete. Remaining work includes streetlight to be installed by Georgia Power.
- Gateway Signs- Letters for all signs have been fabricated. The next signs to be installed will be at Roberts Drive, North Shallowford Road, and North Peachtree Road. Power connections are being coordinated with Georgia Power.
- Cherry Hill Path- Design plans are complete, and quotes are being obtained for construction. Coordinating with utilities and preparing construction documents.
- Dunwoody Nature Center Wetlands Restoration- Contractor mobilized and installed erosion control in preparation for construction.

COMMUNICATIONS

Highlights:

- Research, writing, and design work for the Winter Dunwoody Digest (January – March 2025)
- Designed the 3rd Quarter Report
- Youth City Council – Chief Mike Carlson presented
- Promoted improvements at the Dunwoody Nature Center – press release, social media, website
- Promoted Holiday Lights – press release, social media, video
- Pitched story to [Georgia Cities Magazine](#) on DPD's Teen Police Academy



Upcoming Events:

- Staff holiday lunch – December 14th
- Delivery of the 2025 Winter Digest – late December/early January.
- Martin Luther King, Jr. (MLK) Day of Service press release, social

Department Items:

- Worked with Dunwoody Police to promote the new Public Safety Ambassadors program
- Communications Manager made a presentation about the VIPS program to Dunwoody nonprofits.
- Graphics – Holiday Lights, Thanksgiving, Veterans Day, Remembering Bernie Marcus, Girl Scouts election, Election Day, Dunwoody Farmers Market Artisans Market, calendar ads for the Dunwoody Crier and Rough Draft
- Edited Veterans Day Ceremony message – thanks to Lt. Curtis Clifton for filming the ceremony
- “[Inside Dunwoody](#)” by City Manager Eric Linton focused on 2024 projects and initiatives
- Created and shared 5 weekly issues of D-news and the monthly Dunwoody VIPS report

November 2024 Data:

- [November 2024 Stories](#) link; [October 2024 Stories](#) link
- Issued 4 press releases; Received 5 media inquiries; Created 10 graphics; 1,055 Facebook views for 2 City Council meetings
- Top posts: (Facebook) 3rd Quarter Officer Awards; (Instagram) Puttshack ribbon cutting; (LinkedIn) – Nature Center improvements

COMMUNITY DEVELOPMENT

Highlights:

- The Element Hotel at Campus 244 has opened to the public. The remaining restaurants and the courtyard will be completed by early 2025.

Upcoming Events:

- December 1, 2024: The Direction Dunwoody team will conduct a pop-up event to obtain input for the Comprehensive Plan during the Light Up Dunwoody event at the Brook Run Park.
- December 9, 2024: The City Council will hear a rezoning application to increase the number of allowed uses within the existing shopping center at 2480 Mount Vernon Road and associated addresses. The Planning Commission recommended approval during its November 19, 2024, meeting.
- December 9, 2024: The City Council will conduct the second read of a text amendment.

Accolades and Happenings:

- The Code Enforcement division has removed over 300 signs from the right-of-way during election season to keep the City's streets clean.
- The City Council has approved a special land use permit for a Starbucks drive-through on November 12th. The store will open at the Perimeter Square center on Perimeter Center West.

Department Items:

- Work on building out the new permitting software is continuing.

Data:

- The Building Division has completed 373 inspections.
- The Code Enforcement division conducted 127 inspections including 7 vacant properties, received 34 new complaints and brought 31 cases into compliance.
- The staff issued 24 code enforcement warnings and 1 citation.
- The department received 118 permit applications and issued 100 permits.
- The department conducted 44 erosion control inspections and issued two stop work orders.

ECONOMIC DEVELOPMENT

Highlights:

- Hosted the second Edge City 2.0 Community Forum focused on missing middle housing.
- Celebrated the Element Hotel Grand Opening at Campus 244.

Upcoming Events:

- December 3, Dunwoody Art Commission Meeting
- January 14, Dunwoody Art Commission Meeting
- January 16, Dunwoody Development Authority Meeting

Department Items:

- Held Ribbon Cutting for Puttshack.
- Held a Planning Retreat for the Dunwoody Art Commission to prioritize future public art projects.
- Attended the Metro Atlanta Redevelopment Summit.
- Attended business and community meetings: Dunwoody Marketing Alliance Meeting, Create Dunwoody Board Meeting, Perimeter Chamber Coffee Connection, TiE Atlanta Monthly Meeting, Dunwoody Village Merchants Association, Discover Dunwoody Board Meeting, Vibe After Five, and Perimeter Chamber Signature Luncheon.

Data:

- Conducted 21 Retention Meetings.
- Conducted 12 Business Recruitment Meetings.

FINANCE

Highlights:

- The final Audit Committee meeting for FY2024 was held on Tuesday, November 12th at 3:30pm at City Hall.
- The Monthly Financial Report for October 2024 was published on the Finance page on the City's website.
- The Dunwoody ARP and CARES Act webpages have been updated with all activity through October 31, 2024.

Department Items:

- Finance staff continues working with Community Development and Information Technology on the implementation of CentralSquare, which is an update to our permitting software.
- The Risk Manager is working with Information Technology and other Department Directors to build and implement a Business Continuity Plan.

- All items that were approved as part of the \$20,000 Safety Grant from GMA (Georgia Municipal Association) have been purchased, and the reimbursement request was submitted.
- Posted Invitation to Bid (ITB) 24-05 2025 Street Resurfacing Project for Public works.
- Notice of Intent to Award issued to Geo-Hydro engineers, Inc. for Request for Qualifications (RFQ) 24-04 Stand-By Construction Materials Testing/environmental Services/Geotechnical Services Unit Price Contract.
- Notice of Intent to Award issued to NOVA Engineering & Environmental, LLC for RFQ 24-04 Stand-By Construction Materials Testing/Environmental Services/Geotechnical Services Unit Price contract.
- Notice of Intent to Award issued to United Consulting Group, Ltd. for RFQ 24-04 Stand-By construction Materials Testing/environmental Services/Geotechnical Services Unit Price Contract.
- Received 8 proposals for RFQ 24-06 Black History Month Murals.

INFORMATION TECHNOLOGY

Highlights:

- Conference Room Technology Upgrades – Scheduling for Shallowford, Ashford, and Magnolia
- Back Up and Recovery Provider – completed
- Network Refresh – Phase 1 completed, awaiting report
- SIEM/SOC project – estimated completion December 2024

Major Projects:

- SharePoint Migration – The scheduled completion date is December 2024.
- Data Classification - Scheduled completion December 2024.
- Cyber Security ARPA updates – To be completed with end of Network Refresh.
- Central Square – The project is in progress with revised schedule for go-live to be determined.
- Central Square for PD – Migrate to cloud – Pending Council approval.
- Employee cell phone upgrades – Scheduled completion Q4 2024

Department Items:

- Park Internet – On hold for Networking Refresh
- Accounts Payable (AP) Automation – Paused
- GMIS Accreditation – Paused for GMIS updates
- Comcast upgrade to fiber – On hold for Network Refresh
- VMWare migration – final steps
- What Works Cities Certification Assessment – Currently on hold due to workload.

Data:

- A 155 helpdesk tickets opened in this period.
- Closed 163 helpdesk tickets.
- Hosted 12 zoom meetings during this period.
- Currently, 162 users are being managed.
- There are 725 devices (267 - computers, 86 - network devices, 156 – cell phones and tablets, and 216 desk phones) being managed.

CITY CLERK

Data:

- The City Clerk's Office processed 400 open records requests in the month of November.
- The City Clerk's Office processed 9 contracts during the month of November.
- The City Clerk's Office prepared all agendas, summaries, minutes, and associated procedures that were held during the month of November:
 - ✓ One Alcohol License Review Board
 - ✓ One Art Commission
 - ✓ One Audit Committee
 - ✓ Two City Council
 - ✓ One Development Authority
- The staff reviewed and approved the financial transactions and expenditures for the City Council and City Clerk's office for the month of November.

MUNICIPAL COURT

Workload/Activities:

- Disposed of over 408 cases and reset 38.
- Judges meeting – The fine for shoplifting increased.

HUMAN RESOURCES

Highlights:

- The city filled one Police Officer and one Sergeant position.
- Human Resources administered the Open Enrollment process, and all City employees had the opportunity to enroll in benefits for the 2025 plan year.
- Human Resources and the Wellness Committee sponsored the Maintain Don't Gain wellness challenge, which began in November.

Upcoming Events:

- The Maintain Don't Gain wellness challenge will continue through the holidays into early January.

- Human Resources is planning for administration of the annual performance evaluation process, which will take place in January and February.