



**City Manager
Monthly Report
Report Ending January 10, 2025**

PARKS

Highlights:

- New therapeutic recreation program called “Adaptive Soccer,” led by non-profit, Unique Individual Ranch, begins in March. Existing therapeutic recreation program “Special Pops Tennis” will also return for 2025.

Upcoming Events:

- January 20: Martin Luther King, Jr. (MLK) Day of Service
- February 1-28: Black History Month mural exhibit
- February 1: Valentine Photos at Brook Run Dog Park
- February 8: Valentine’s Dance at N. Shallowford Annex
- February 21: Georgia Arbor Day

Accolades and Happenings:

- Two Bridges Park sculpture delivered to Brook Run Park maintenance shop in preparation for January installation. Concrete base scheduled to be poured week of January 14.

Department Items:

- Part-Time Recreation Leader position filled, with a start date of January 13.
- MLK, Jr. Day of Service project page live for volunteer registration. Projects include tree and daffodil plantings at Brook Run Park, cleanup of the Dunwoody Nature Center and Brook Run Community Garden, and blood donations through LifeSouth.
- Georgetown Park, Pernoshal Park, and Windwood Hollow Park pavilions painted along with fencing at Dunwoody Cultural Arts Center.
- New Facilities Associate, Michelle Calderon, onboarded.

Data:

- 37 work orders completed in December, including response to tornadic activity.
- Dunwoody Preservation Trust hosted over 50 visitors at its free Open House at the Donaldson-Bannister Farm on December 14. The December 14th event is the lead-off to a quarterly series of Open House events in 2025 for the public.
- Rush Union High School Prep program saw 31 participants with more than half being Dunwoody High School students.
- The Dunwoody Community Garden donated a total of 2,432 pounds of fresh organic produce to Malachi’s Storehouse in 2024.
- 130 letters from Santa were mailed in December.
- Holiday Lights display welcomed 23,200 visitors throughout the month of December.

- “Every Christmas Story Ever Told” at Stage Door Theatre welcomed over 900 attendees across 10 shows and received the Suzi Recommended honor. Suzi Bass Awards are the Atlanta-Based awards for professional theatres.

POLICE

Highlights, Accolades and Happenings:

- Sgt. Trey Nelson was awarded the Governor’s Office of Highway Safety (GOHS) and Metro Atlanta Traffic Enforcement Network (MATEN) 2024 Officer of the Year award for his outstanding contributions towards combating distracted and drunk driving.
- The department’s 16th Annual Christmas for Kids program provided for over 68 children in need to have their individual “Christmas Wish Lists” fulfilled by numerous Dunwoody citizens who signed up to sponsor each child. The Christmas for Kids “Wrap-Up” event provided an additional opportunity for Dunwoody citizens to volunteer their time to wrap gifts for each child. The program culminated with a private “Polar Express” themed walk-through event for the 35 registered families to enjoy a personal visit with Santa and all his helpers.
- During December, Dunwoody Police Department partnered with Elevate City Church to make some unusual holiday traffic stops. Instead of giving tickets, Officers stalled the drivers while a team inside the nearby Target shopped, wrapped and delivered gifts to make Christmas dreams come true. The Hope Project was a big success!

Upcoming Events and Classes:

- Now accepting applications for the Spring Citizens’ Police Academy (Tuesdays, February 18 through May 6, 2025)
- DPD began its fundraising efforts for the Special Olympics of Georgia's Polar Plunge coming up on February 22, 2025. This event provides funding for year-round sports training and competition programs for children and adults with intellectual disabilities.

Workload/Activities (highlights):

- Public Indecency - 1201 Hammond Dr: An Officer responded to Nordstrom Rack regarding public indecency. The suspect, a MARTA bus driver, was reported exposing himself to female customers while holding a True Religion jacket to conceal his actions. Upon arrival, the suspect was detained and voluntarily admitted to the offense. Security footage confirmed the incident. Suspect was charged with Public Indecency (City Ordinance), issued a citation, and given a Criminal Trespass Warning.
- Person Shot – 2000 Asbury Square (The Heights Apartments): A male/female couple were arguing inside an apartment unit. The female left the apartment and contacted another couple in a downstairs apartment. The female from the initial

argument wanted to leave the complex but needed her phone from her apartment. She said her boyfriend damaged walls and property in the apartment. The downstairs male neighbor decided to go upstairs to ask the female's boyfriend for her phone. The female's boyfriend became irate and started accusing the downstairs neighbor of sleeping with his girlfriend. The downstairs male neighbor then armed himself with a firearm and began to retreat backwards while the female's boyfriend walked toward him down the stairs and into the parking lot. The female's boyfriend continued to walk toward the male neighbor, who was armed, telling him to shoot him while his hands were in the air. The armed male neighbor fired one or two warning shots before firing a single gunshot into the left foot of the female's boyfriend. The shooting victim was transported to a local hospital. The shooter was ultimately arrested for aggravated assault and the female's boyfriend was arrested for family violence, criminal trespass and simple assault once he was released from the hospital.

- RAVEN Alert/Discharging firearms – 6750 Peachtree Industrial Blvd: Officers received a Flock raven alert for a single gunshot in the Dunwoody Glen Apartments. Upon checking the reported area, an Officer located one 40 caliber shell casing in the parking lot roadway. No one was reported injured, as well as no property was reported being damaged because of this incident.
- Motor Vehicle Crash w/Entrapment – Meadow Lane Rd east of Ridgeview Rd: Officers responded to the listed location in reference to a single vehicle crash. When Officers arrived on scene it was learned that a Toyota truck was traveling east on Meadow Lane Road towards Perimeter Center Place when the driver failed to maintain his lane of travel and drove onto the center median. The front passenger side of the truck collided with a tree in the median, which caused the truck to spin around and come to a final rest on the westbound side of Meadow Lane Rd. As a result of the collision the driver was partially ejected out of the front windshield. When Officers first made contact with the driver, he was not conscious but was breathing. The driver was trapped in the truck and DeKalb Fire used the jaws of life to cut him out of the truck. Due to the severity of the injuries the driver was transported to Grady via AMR.
- Axon Fleet Alert/Arrest – Publix, Chamblee Dunwoody Road: Officers identified a wanted person driving a white BMW 740 near Chamblee Dunwoody Road. The driver parked at Publix (5550 Chamblee Dunwoody Rd.), where Officers detained him upon exit after confirming identity. Following Monroe County warrant confirmation, the suspect was arrested and transported to DeKalb County jail.

Data:

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

PUBLIC WORKS

Highlights:

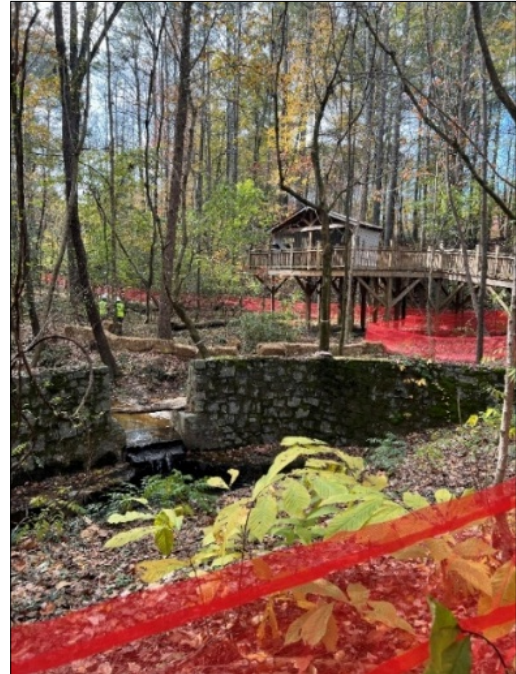
- Nature Center Wetlands Restoration- Construction began and old boardwalk was removed.

Upcoming Events:

- Vermack Road streetlight installation scheduled for the first quarter of 2025.
- Old Spring House Lane Path bid advertisement in January
- Roberts Drive Gateway Sign installation

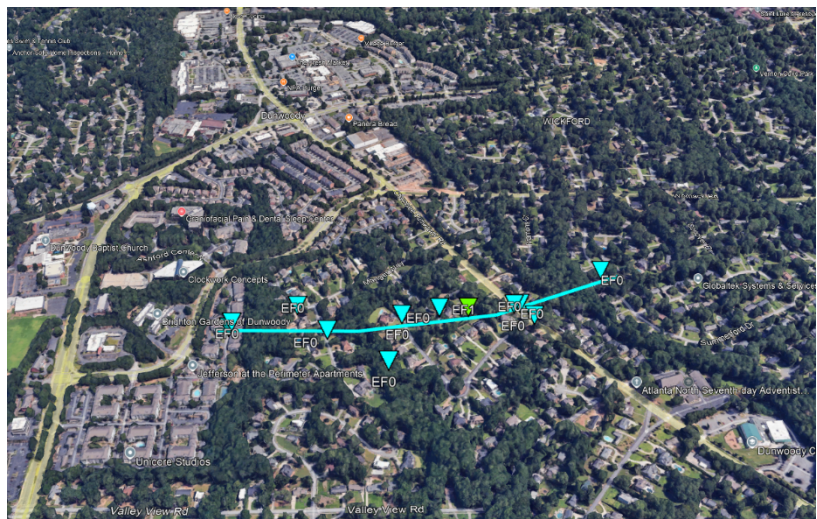
Department Items:

- Publicized new Adopt-A-Stream program and 30 volunteers signed up for training.
- Gateway Signs- 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.



Nature Center Wetlands Construction

- 2025 Paving- Eight bids received in December. Cleaning and video inspection of 800 feet of pipe identified for repairs to begin in January.
- Ashford Dunwoody Path Phase 1- Project is substantially complete. Remaining work includes installing the bus shelter and completing the punch list.
- Responded to an EF0 tornado on Sunday, December 29th. Trees were down on 15 roads primarily in the area between Perimeter and Dunwoody High School. Extensive damage occurred around Chamblee Dunwoody Road between Womack and Valley View Road.



Tornado Path, Source: National Weather Service

COMMUNICATIONS

Highlights:

- Winter issue of the [Dunwoody Digest](#) arrived in mailboxes
- Worked with the Finance Department on the first in-house production of the Budget Book; Kathy Florence began design of the 120-page online report; bringing the work in-house saves money and allows for great collaboration
- Storm/tornado messaging – created special web page and social media messages to list road closures and update cleanup efforts
- Developed animated PowerPoint template for Economic Development pitch deck presentation
- Collaborated with Public Works to promote the completion of the Georgetown Gateway project and gateway signs: press release, video, social media – Crier front page!
- Collaborated with Public Works to promote Adopt-a-Stream: created logo, webpage, online registration form, press release
- Organized staff holiday lunch – great turnout, streamlined service



Upcoming Events:

- Waterford playground ribbon cutting – Jan. 13
- Martin Luther King, Jr. (MLK) Day of Service – Jan. 20
- Youth City Council – Michael Starling presents on Jan. 23
- SaveStation with AED unveiling - February

Department Items:

- Press releases: Waterford playground opening, MLK, Jr. Day of Service, Adopt-a-Stream, Georgetown Gateway, Storm updates
- Created a new logo for Dunwoody Police Department's (DPD's) firearm instructors
- Created a new logo for DPD's Christmas for Kids
- Graphics – Dunwoody Digest promotions (6), Happy New Year, Adopt-a-Stream, Employee awards, D-news eggnog survey, Hello winter, Winter holidays, Remembering President Carter, calendar ads for the Dunwoody Crier & Rough Draft
- Videos: Storm damage and cleanup, Holiday Lights, Georgetown ribbon cutting
- "[Inside Dunwoody](#)" focused on Eric Linton's 10th anniversary as Dunwoody City Manager, detailing accomplishments and future plans

- Created and shared 5 weekly issues of D-news and the monthly Dunwoody VIPs report

December 2024 Data:

- [December 2024 Stories](#) link
- Issued 4 press releases; Received 3 media inquiries; Created 8 graphics; Created 7 videos with 42K views; 669 Facebook views for December City Council meeting
- Top posts: (Facebook) Dunwoody waiving storm permit fees; (Instagram) Holiday Lights opening night; (LinkedIn) Georgetown Gateway ribbon cutting

COMMUNITY DEVELOPMENT

Highlights:

- As part of the City's response to the December tornado, the Department has mapped damage to private property and waived permit fees to facilitate quick repair and rebuilding.

Upcoming Events:

- January 13, 2025: The City Council will conduct a second read of a rezoning application to increase the number of allowed uses within the existing shopping center at 2480 Mount Vernon Road and associated addresses. A public hearing was held on December 9th.

Accolades and Happenings:

- The City Building Official, Donnie Sullivan, received the Field Employee of the Year award to honor his service.
- December 9, 2024: The City Council approved a text amendment prohibiting the transient sale of dogs, cats, and rabbits in the City of Dunwoody at its December 9, 2024, meeting.
- Jointly with the Business License staff, the Code Enforcement staff has implemented a new pro-active notification process for alcohol-serving businesses to improve compliance with licensing requirements.

Department Items:

- Work on the Direction Dunwoody Comprehensive Plan is continuing. The project team held a pop-up event on December 1st during the Holiday Lights Event at Brook Run Park.
- The City Arborist has submitted the application for renewal of the Tree City USA designation. The city has received the dedication for 12 years in a row.

Data:

- The Building Division has completed 390 inspections.

- The Code Enforcement division conducted 106 inspections including 7 vacant properties, received 17 new complaints and brought 46 cases into compliance.
- The staff issued 11 code enforcement warnings and 1 citation.
- The Department received 95 permit applications and issued 104 permits.
- The Department conducted 26 erosion control inspections and issued 7 notices of violation.

ECONOMIC DEVELOPMENT

Highlights:

- Made presentation to the State and Regional Economic Development Project Managers on Dunwoody's Office Market.
- Toured the new Launch Fayette business accelerator facility with the Fayette County Development Authority.

Upcoming Events:

- January 14, Dunwoody Art Commission Meeting
- January 16, Dunwoody Development Authority Meeting
- February 4, Dunwoody Art Commission Meeting
- March 20, Dunwoody Development Authority Meeting

Department Items:

- Attended Ribbon Cutting for Summit Coffee.
- 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 16 Retention Meetings.
- Conducted 12 Business Recruitment Meetings.

FINANCE

Highlights:

- The Monthly Financial Report for November 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 November 30, 2024.
- Led a Q4 2024 CIP (Capital Improvement Plan) review meeting with city management and key department directors to review the City's CIP status by project.
- Finance is working with the Communications department to complete the final version of the 2025 Budget Book. This version will be submitted to GFOA (Government Finance Officers Association) by the end of January 2025 in order to apply for the Distinguished Budget Presentation Award.

Upcoming Events:

- Fieldwork for the FY2024 external audit will begin on Monday, March 10, 2025 and is expected to last for 2 weeks.

Accolades and Happenings:

- The City of Dunwoody received the Certificate of Achievement for Excellence in Financial Reporting from GFOA for the FY2023 ACFR (Annual Comprehensive Financial Report).

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.
- Received 8 proposals for Request for Qualifications (RFQ) 24-07 Women's History Month Murals.
- Received 8 bid responses for Invitation to Bid (ITB) 24-05 2025 Street Resurfacing Project.
- Notice to Proceed issued to NOVA Engineering & Environmental, LLC for RFQ 24-04 Stand-By Construction Materials Testing/Environmental Services/Geotechnical Services Unit Price Contract.
- Notice to Proceed issued to United Consulting Group, LTD for RFQ 24-04 Stand-By Construction Materials Testing/Environmental Services/Geotechnical Services Unit Price Contract.
- Notice to Proceed issued to Geo-Hydro Engineers, Inc for RFQ 24-04 Stand-By Construction Materials Testing/Environmental Services/Geotechnical Servies Unit Price Contract.
- Received a rebate check for \$15,722.20 from J.P. Morgan Chase Bank for the city's Purchasing Card Program.

INFORMATION TECHNOLOGY

Highlights:

- Conference Room Technology Upgrades – Scheduling for Shallowford, Ashford, and Magnolia
- Back Up and Recovery Provider – Completed
- Network Refresh – Phase 1 completed, Phase 2 beginning
- SIEM/SOC project – estimated completion 1st Quarter 2025

Major Projects:

- SharePoint Migration – The scheduled completion date is 1st Quarter 2025
- Data Classification - scheduled completion 1st Quarter 2025
- Cyber Security ARPA updates – Will be completed with end of Network Refresh
- Central Square – The project is in progress with revised schedule for go-live TBD
- Central Square for PD – Migrate to cloud – pre kick off scheduled
- Central Square Freedom Project – project kicking off
- Vendor Security Platform - project kicking off
- Employee cell phone upgrades – scheduled completion Q1 2025

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:

- The department had 227 helpdesk tickets opened in this period.
- The department closed 225 helpdesk tickets.
- The department hosted 10 zoom meetings during this period.
- Currently, 163 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 531 open records requests in the month of December.
- The City Clerk's Office processed 9 contracts during the month of December.
- The City Clerk's Office prepared all agendas, summaries, minutes, and associated procedures that were held during the month of November:
 - ✓ One City Council

- ✓ One Public Facilities Authority
- The staff reviewed and approved the financial transactions and expenditures for the City Council and City Clerk's office for the month of December.

MUNICIPAL COURT

Workload/Activities:

- Disposed of over 358 cases and reset 30.

HUMAN RESOURCES

Highlights:

- The city filled one Police Officer position.
- Human Resources worked with Georgia Interlocal risk Management Agency (GIRMA) to implement the new Post-Traumatic Stress Disorder (PTSD) benefit for sworn employees.
- Human Resources coordinated with a new vendor to prepare to roll out an enhanced Employee Assistance Program (EAP) benefit for all employees in 2025.
- Human Resources rolled out the timeline and forms for the annual performance evaluation process.
- The Department published two Employee Handbook Amendments to all City employees.
- Human Resources and the Wellness Committee sponsored the Maintain Don't Gain wellness challenge.

Upcoming Events:

- The Maintain Don't Gain wellness challenge will continue through the holidays into early January.
- Human Resources will administer the annual performance evaluation process, taking place in January and February.