

## CITY OF DUNWOODY QUARTERLY REPORT

1<sup>st</sup> Quarter 2016

The following pages provide a brief synopsis of the service provided and highlights for each department for 1<sup>st</sup> Quarter 2017.

### CITY CLERK

#### Q1 Highlights

- \* A new Records Clerk and Assistant to the City Clerk have recently joined the Clerk’s office.
- \* The Clerk’s office has held meetings with a representative of the State Archives and several City departments regarding records retention and records purging.

#### By the Numbers

	Jan	Feb	March	Q1	Q1/16	YTD
Agendas published by 5:00 p.m. Thursday prior to City Council Meeting	2	5	3	10	11	10
Ordinances and resolutions digitized within one week of Council action	3	12	4	19	9	19
Total number of open records requests	280	253	309	842	360	842

### MUNICIPAL COURT

#### Q1 Highlights

#### By the Numbers

	Jan	Feb	Mar	Q1	Q1/16	YTD
Total number of citations filed	794	801	890	2485	2340	2485
Total number of cases heard at trial	8	6	6	20	20	20
Number of cases disposed	690	628	882	2200	2124	2200
Number of docket closures	10	10	13	33	34	33
Number of Failure to Appear Notices	62	91	96	249	303	249
Number of Computerized Criminal Histories	101	130	144	375	292	375

### COMMUNITY DEVELOPMENT

#### Q1 Highlights

- \* Coordinated amendments to Noise Ordinance and Dunwoody Village Overlay
- \* Initiated solar panel installation application and permit process
- \* Picked up a total of 200 illegal signs

By the Numbers

	Jan	Feb	Mar	Q1	Q1/16	YTD
Total number of plans received for review	80	110	184	374	306	374
Total number of inspections requested	223	351	468	1042	1497	1042
Number of permits issued	92	74	83	249	352	249
Total number of new Code Compliance complaints	9	5	15	29	58	29

**ECONOMIC DEVELOPMENT**

Q1 Highlights

- \* Produced three Shape Dunwoody breakfast meetings with the Dunwoody Perimeter Chamber focused on redevelopment issues
- \* Coordinated the editorial content for the Dunwoody Market Report with the Atlanta Business Chronicle
- \* Represented Dunwoody at the Peachtree Gateway Partnership meetings

By the Numbers

	Jan	Feb	Mar	Q1	Q1/16	YTD
Number of Dunwoody businesses met	15	6	10	31	38	31
Number of recruitment meetings held	12	11	13	36	34	36
Number of new jobs announced	0	0	100	100	30	100
Capital investments announced	0	0	\$1.5M	\$1.5M	\$1M	\$1.5M

**FINANCE**

Q1 Highlights

- \* Substantially completed 2016 Audit process
- \* Completed alcohol renewal process and substantial completion of business license renewals
- \* 2017 Business License Renewals application submission deadline is April 15, 2017

By the Numbers

	Jan	Feb	Mar	Q1	Q1/16	YTD
Number of new licenses issued	50	41	27	118	57	118
Number of license renewals issued	390	373	272	1035	885	1035
Number of solicitations (over \$50K) closed/due during month	0	1	3	4	3	4
Number of solicitations (over \$50K) receiving five or more responses	0	1	2	3	2	3

## HUMAN RESOURCES

### Q1 Highlights

- \* During the first quarter, a total of 59 new applications were received for four titles: Police Officer, Police Service Representative, Prisoner Transport Officer, and Human Resources Generalist. Two new Police Officers, one Prisoner Transport Officer, and one Police Service Representative were hired.
- \* Coordinated retirement presentations for staff in January and February
- \* Conducted salary survey and, with Council approval, updated City salary ranges
- \* Completed performance evaluation process for all City employees
- \* Facilitated several wellness events and challenges

### By the Numbers

	Jan	Feb	Mar	Q1	Q1/16	YTD
Applications Received	19	19	21	59	34	59
Positions Filled	2	2	0	4	6	4

## INFORMATION TECHNOLOGY

### Q1 Highlights

- \* Maintained 99% system uptime (server, VoIP, network)
- \* Maintained over 98% application uptime
- \* Coordinating replacement of end of life laptops for staff
- \* Working closely with City Hall design team on IT and A/V systems for new City Hall

### By the Numbers

	Jan	Feb	Mar	Q1	Q1/16	YTD
Total number of Help Desk tickets	171	140	111	422	601	422
Number of Help Desk tickets resolved successfully	171	139	111	421	580	421

## MARKETING/PUBLIC RELATIONS

### Q1 Highlights

- \* Managed all State of the City event logistics
- \* Assisted Public Works with Comprehensive Transportation Plan Update Open House, community survey, and bike and pedestrian focus group follow-up
- \* Worked with Parks and Recreation department on outreach, advertising and communications for Parks Master Plan Updates and future public input meetings

By the Numbers

	Jan	Feb	Mar	Q1	Q1/16	YTD
Number of media inquiries	24	25	18	67	48	67
Number of public engagement opportunities/community meetings/events	2	1	2	5	4	4
Number of attendees at engagement opportunities/community meetings/events	450	20	370	840	750	840
Unique visitors to Dunwoody website	12247	14077	16083	42407	33557	42407
Unique page views on Dunwoody website	44201	42419	47076	133696	126220	133696
Number of Facebook posts	41	19	21	81	80	81
Number of Tweets	47	22	19	88	101	88

**PARKS**

Q1 Highlights

- \* Installed parking lot and public access to the Donaldson Bannister Farm
- \* Scheduled three concert events for annual concert series
- \* Reopened Wildcat Creek at the Dunwoody Nature Center
- \* Prepared final designs for new baseball fields
- \* Preparing final concept design for Brook Run Park, with a public meeting expected in April

By the Numbers

	Jan	Feb	Mar	Q1	Q1/16	YTD
Number of Parks service requests	0	1	2	3	3	3

**POLICE**

Q1 Highlights

- \* Managing Citizens Police Academy class
- \* Citizens on Patrol have volunteered 240 hours on patrol in 1<sup>st</sup> Quarter
- \* Numerous Neighborhood Watch meetings were conducted
- \* Hosted a delegation of the Police Academy Director from the Republic of Georgia

By the Numbers

	Jan	Feb	Mar	Q1	Q1/16	YTD
Total number of calls	5116	4858	5468	15442	14133	15442
Total number of Priority 1 calls	28	36	34	98	171	98
Total number of alarm calls	245	268	297	811	886	811
Officer-initiated incidents	3040	2825	3159	9024	8251	9024
Number of Part 1 Violent Crimes	4	9	3	16	28	16
Number of Part 1 Property Crimes	161	147	137	445	510	445

**PUBLIC WORKS**

Q1 Highlights

- \* Completed Winters Chapel Sidewalk at Dunwoody Club
- \* Completed left turn lane installation at Winters Chapel at Dunwoody Club
- \* Began Westside Connector Scoping Study
- \* Completed Last Mile Connectivity Study
- \* Completed North Peachtree Way culvert replacement

By the Numbers

	Jan	Feb	Mar	Q1	Q1/16	YTD
Number of Public Works service requests	25	46	57	128	208	128
Number of Storm Water service requests	15	6	7	28	45	28