



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

PARKS

Highlights:

- N. Shallowford Annex window repairs are scheduled to begin the week of July 15th.

Upcoming Events:

- July 13: Groovin' on the Green, featuring Mount Vernon School and NU Wave ATL
- July 15: National Giveaway Day at Brook Run Park playground: Dunwoody Parks and Recreation is giving away cooling towels and Popsicles while supplies last.
- July 18: Dunwoody Food Truck Thursday + Parks & Recreation Month Celebration
- August 2: Pics in the Park: Madame Web
- August 10: Groovin' on the Green with DieDra Hurdle-Ruff and G Clef & The Playlist
- September 14: Groovin' on the Green with The New Quintet and Sassfolk

Accolades and Happenings:

- All crosswalks and speed tables at Brook Run Park have been restriped. Restriping and decorative planters are complete at Wildcat Park second entrance.

Department Items:

- July 4th parade route cleanup included removal of three hazardous trees on Mt. Vernon and limbs on Dunwoody Village Parkway were removed. Tri Scapes crew working heavily on parade route pruning, limbing, edging, cleaning.
- Status pending on "Excellence in Youth Sports Award" with National Alliance for Youth Sports; and grant funding for Waterford Park tennis court resurfacing through United States Tennis Association.
- Little Free Library restorations at Windwood Hollow Park and Georgetown Park.

Data:

- Top programs for the month include 27 participants for Goat Pilates, 13 participants for Babysitting Bootcamp, and 7 for POUND Fitness.
- Brook Run Park multi-use field rentals are full Mondays-Thursday evenings.
- Pics in the Park estimate attendance of 350 guests
- Groovin' on the Green Series Opener estimate attendance of 2,300 guests
- 27 pavilion rentals across Brook Run Park, Pernoshal Park, and Windwood Hollow Park.

POLICE

Highlights:

- Officer Ramatu Kamara started on June 17, 2024. She will swear in on July 8, 2024
- Officers participated in the Cops on Donut shops for the Special Olympics. The location was at the intersection of Mount Vernon and Chamblee Dunwoody Roads and \$2,132 was raised.
- Officer Sebastian Wright was sworn in by the mayor on June 10, 2024.
- In-service training at the annex was completed, which included CPR and Taser recertification.

Upcoming Events:

- Police staff have been preparing the operations order security plan for the 4th of July parade.
- 2024 Teen Police Academy will take place July 8-12, 2024, with on-going registrations.
- Registrations are currently open for the next Citizens Police Academy to take place August 13, 2024 - November 14, 2024.
- The Real Time Crime Center is scheduled for July 12, 2024.
- The owner of Flock will visit our Real Time Crime Center on July 17, 2024

Accolades and Happenings:

- The Citizens on Patrol had their 8th Anniversary on June 6, 2024.
- Lt. Jason Dove was selected to fill the Investigations Lieutenant position.
- Sgt. Josh Sanders was selected to fill the Investigations Sergeant position.
- Currently there are 8 Public Safety Ambassador candidates in the background process.

Data:

- See Crime Stats Comp. report (2023-2024 through May):
<https://www.dunwoodyga.gov/home/showpublisheddocument/3345/638538679858800000>

PUBLIC WORKS

Highlights:

- 2024 Paving Program completed the paving for Adams Walk, Village North Court, Village North Road, Northbrooke Circle, and Northbrooke Lane.
- North Peachtree and Perimeter Center West beacon poles have been constructed.
- Vermack Road Trail Phase II – drainage on the west side has been completed and the road is open to traffic. The trail work will begin the week of July 8th.



Upcoming Events:

- July – Completion of the North Peachtree beacon pole.
- July – Completion of Vermack Trail Construction

Department Items:

- Georgetown Gateway – Final striping is scheduled to begin on July 11th. The new signals are activated at Cotillion Drive and Dunwoody Park intersection signals are completed and the remaining pedestrian signal poles at Dunwoody Park and Cotillion Dr intersections are near completion.
- Ashford Dunwoody Path Phase 1- Began construction of the plaza areas.
- Perimeter Center West Pedestrian Beacon-Poles and one mast have been constructed and one mast to be installed on July 11th.
- North Peachtree Road Pedestrian Beacon- Pole has been constructed and mast arm to be installed on July 11th. On schedule to be completed prior to first day of school.
- Vermack Road Path Phase 2- Stormwater pipe installation is completed on July 1st. The trail construction is scheduled to begin mid-July and will be completed by first day of school.
- Gateway Signs- A full letter mock-up was completed in May. Contractor coordinated with Georgia Power to provide power at each site. Awaiting contractor’s final shop drawing revisions.
- Annual Paving Contract – Paving to resume in early July at Chestnut Ridge Drive and Joberry Court.
- Mount Vernon Road at Tilly Mill Road Intersection Improvement- Coordinating utility relocation plans with Georgia Power. Right of way acquisition is ongoing.



Mast Arm at PCW Pedestrian Beacon



- Old Spring House Lane Path- Easements acquired. Preparing plans for advertising the bid in August
- Village Crossroads, Chamblee Dunwoody Road- Contract for design to be presented to the City Council in July.
- Dunwoody Nature Wildcat Learning Center- Construction planned for after summer camps.
- Dunwoody Nature Center Wetlands Restoration- A grant funding request was submitted to the Georgia Environmental Protection Division.
- Brook Run Maintenance Facility- Concept plan comments have been provided to the architect and civil engineering.
- Stormwater projects completed during June included projects Fontainbleau Court and Buckline Xing.

COMMUNICATIONS

Highlights:

- Summer edition of the Dunwoody Digest mailed to all residences and businesses addresses.
- Press releases: Dunwoody partners with Access Georgia Foundation, Dunwoody finance team awards, Millage rate hearings
- Connect with Council – created graphic, fliers, social media posts
- Stream buffer message – created webpage and social media post with rules about removing trees, building in stream buffers
- Hosted tents: Sandy Springs Juneteenth Celebration and Dunwoody 4th of July Parade



Upcoming Events:

- Police Ambassadors – designed new patch, planning press release and social media
- Real-Time Crime Center unveiling – July/August
- Supporting I-285 Express Lanes Open House – July 16
- Connect with Council – Stacey Harris and Catherine Lautenbacher

Department Items:

- Graphics – Digest promotions (7), Vermack detour map, Pollinator Week, Swisslog welcome, Solstice, Splash pad open, Municipal Court Week, Solstice, Flag Day, Father’s Day, Parks map and favorites, Election Day
- Video – Transportation Insight ribbon cutting, Juneteenth celebration, night paving
- “Inside Dunwoody” by City Manager Eric Linton focused on Public Owned Public Spaces (POPS)
- Created and shared 4 issues of D-news and a Dunwoody Ambassadors newsletter

June 2024 Data:

- Issued 3 press releases; Received 10 media inquiries; Created 23 graphics; Produced 4 videos for social media: 17K total views (Juneteenth was the most watched); 3 Council meetings – 1,098 total views on Facebook
- Top posts: (Facebook) Officer swearing in; (Twitter) Velvet Taco opening; (Instagram) Pics in the Park promo; (LinkedIn) Welcome Chewy Vet Care

COMMUNITY DEVELOPMENT

Highlights:

- High Street has opened to the public with all buildings having received certificates of occupancy. Businesses will continue to open during the next few months.
- Campus 244 has opened the main office building and received its certificate of occupancy. Construction of the hotel and retail will continue.
- Work on the new Comprehensive Plan and Unified Development Ordinance kicked off on June 20th. A first public hearing is scheduled for the July 22nd City Council meeting.

Upcoming Events:

- July 8, 2024: The City Council will hear a text amendment regarding community residences and recovery homes.
- July 9, 2024: The Planning Commission will hear a text amendment for streetscapes in the Jett Ferry area.

Accolades and Happenings:

- The City Council has adopted new permitting fees for projects valued under \$75,000 in compliance with state law.

Department Items:

- Work on building out the new permitting software continues. Testing of the initial buildout occurred in June.

Data:

- The Building Division has completed 393 inspections.
- The Code Enforcement division conducted 121 inspections including 7 vacant properties, received 52 new complaints and brought 25 cases into compliance.
- The Code Enforcement division removed 211 signs from the right-of-way.
- The staff issued 41 code enforcement warnings and 1 citation.
- A total of 138 permit applications were received and 87 permits were issued.
- The department conducted 49 erosion control inspections.

ECONOMIC DEVELOPMENT

Highlights:

- Transportation Insight HQ Ribbon Cutting.

Upcoming Events:

- July 10, TiE Atlanta Monthly Meeting
- July 18, Dunwoody Development Authority Meeting
- July 25, Access Georgia Foundation – Dunwoody Launch Event
- August 6, Dunwoody Art Commission Meeting
- August 22, State of the Edge Community Forum
- September 3, Dunwoody Art Commission Meeting
- September 19, Dunwoody Development Authority Meeting

Accolades and Happenings:

- Swisslog announced a 26,000 square foot lease at the Terraces.
- Transportation Insight moved into their new 174,000 square foot Headquarters at Campus 244 with 500 initial jobs.

Department Items:

- Held Ribbon Cutting for Transportation Insight.
- Approved 1 Public Art Submission.
- Attended business and community meetings: Hosted the Dunwoody Marketing Alliance Meeting, Create Dunwoody Board Meeting, Perimeter Chamber Coffee Connection, TiE Atlanta Monthly Meeting, Perimeter Chamber Luncheon, and BisNow Broker Event.

Data:

- Conducted 16 Retention Meetings.
- Conducted 51 Business Touch Points.
- Conducted 10 Business Recruitment Meetings.

FINANCE

Highlights:

- The first two 2024 Millage Rate public hearings were held on Wednesday, June 26 at 6:00pm and Thursday, June 27 at 8:00am.

Upcoming Events:

- The third and final 2024 Millage Rate public hearing is scheduled for Monday, July 8 at 6:00pm.

Accolades and Happenings:

- A surplus of 12 vehicles and 1 trailer was approved by the Council at the June 10th meeting. The vehicles and trailer are being prepared for sale via on-line auction.

Department Items:

- The finance staff continues working with Community Development and Information Technology on the implementation of CentralSquare, which is an update to our permitting software.
- Risk Manager submitted the City's application to GMA for the 2024 Safety and Worker's Compensation grants
- The 2nd Quarter Safety Meeting was held.
- Notice to Proceed issued to Vandermeer Management, LLC for Program Management Services at Brook Run Park.
- Notice to Proceed issued to TSW Design Group for Request for Proposal (RFP) 24-02 Comprehensive 10-Year Plan & Creation of a Unified Development Ordinance.
- Notice of Intent to Award issued to W & A Engineering Georgia, LLC for Civil Engineering Services 4470 N. Shallowford Road.
- Posted Request for Qualifications (RFQ) 24-03 Chamblee Dunwoody Road Georgetown Gateway Public Art Sculpture.
- The Monthly Financial Report for May 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 May 31, 2024.

INFORMATION TECHNOLOGY

Highlights:

- Back Up and Recovery Provider Request for Proposals – reviewing references – should be presented at Aug Council meeting for council review
- Starting network assessment phase of Network Refresh
- Data Classification process started for on prem data - discovery phase

Major Projects:

- Digital Cities Survey 2024 - started
- Sharepoint Migration – The scheduled completion date is before December 2024
- Additional Security Assessment and updates – Projects in progress.
- CID Applications – Partially completed.
- Cyber Security ARPA updates – Projects ongoing.
- Central Square – The project is in progress with revised schedule for go-live TBD
- Accounts Payable (AP) Automation – The project has started and is scheduled for completion by Q3 2024.
- Court App Updates

Department Items:

- Park Internet – On hold for Networking Refresh
- GMIS Accreditation – Paused for GMIS updates
- Comcast upgrade to fiber – On hold for Networking (Request for Proposal (RFP)
- SIEM/SOC project – The next stage is on hold for Network Refresh
- What Works Cities Certification Assessment – Currently on hold due to workload.

Data:

- There are 193 helpdesk tickets opened this period.
- Helpdesk tickets closed for this period are 182.
- The department hosted 14 zoom meetings this period.
- Currently, 157 users are being managed.
- There are 597 devices (laptops, tablets, cell phones, and desk phones) being managed.

CITY CLERK

Data:

- The City Clerk's Office processed 522 open records requests in the month of June.
- The City Clerk's Office processed 5 contracts during the month of June.
- The City Clerk's Office prepared all agendas, summaries, minutes, and associated procedures that were held during the month of June:
 - ✓ One Art Commission
 - ✓ Three City Council
 - ✓ One Urban Redevelopment Agency
- Reviewed and approved the financial transactions and expenditures for the City Council and City Clerk's office for June.

MUNICIPAL COURT

Workload/Activities:

- Disposed of over 501 cases and reset 21 cases.
- The Amnesty Program kicked off.
- 18 warrants withdrawn and cases scheduled for hearings.
- Over \$4,000 collected in failure to appear fines.

HUMAN RESOURCES

Highlights:

- The city onboarded three new hires, a Police Officer, a Lead Systems Engineer, and a Systems Administrator.
- Human Resources is working with the City's benefits broker regarding benefits renewals in preparation for Open Enrollment.
- Human Resources is reviewing the Employee Handbook and drafting a comprehensive Employee Handbook revision.
- Human Resources and the Wellness Committee sponsored Feel Good Friday, and a seminar on healthcare consumerism was rescheduled for July.

Upcoming Events:

- July wellness events will include a seminar on healthcare consumerism, Feel Good Friday, and a smoothie truck social event.
- In August, the Wellness Committee will sponsor biometric screenings and Feel Food Friday.
- Wellness events planned for September include a sleep health presentation, a flu vaccine clinic, and Feel-Good Friday.
- Annual training for all employees on the City's Equal Employment Opportunity (EEO) and No Harassment Policy is scheduled for September.