



**TO:** Mayor and City Council  
**FROM:** Christian Sigman, City Manager  
**DATE:** September 22, 2017  
**SUBJECT:** August 2017 Departmental Highlights

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Please find enclosed the **August 2017 Departmental Highlights report**.

Please feel free to contact me should you have any questions.

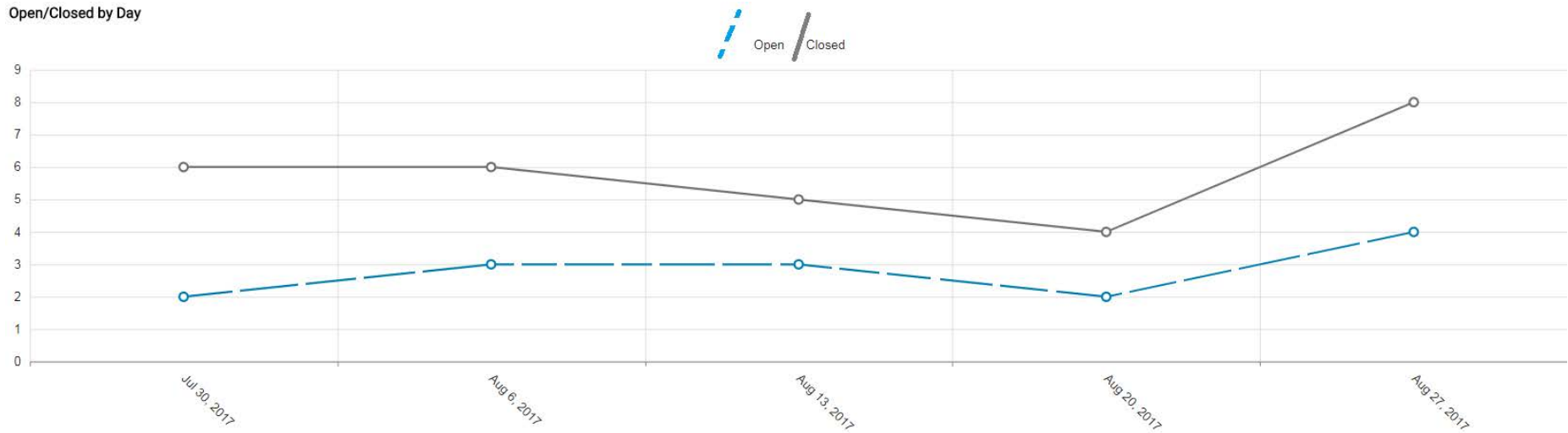
**Index**

Brookhaven Connect Metrics.....	2
Community Development.....	6
Municipal Court.....	11
City Clerk.....	13
Communications.....	14
Tourism.....	15
Information Technology.....	17
Parks & Recreation.....	19
Police.....	21
Public Works.....	26
Finance.....	28

## Brookhaven Connect Metrics: Month of August 2017

**\*Brookhaven Connect is a citizen powered system with requests coming directly from the citizens of Brookhaven. These statistics do not represent the entirety of the work loads assumed by the City's departments.**

Open/Closed by Day



- During the month of August, CitySourced administrators resolved service requests at rate exceeding the rate at which they were submitted.
- Unique requesters have decreased by 8.5% (64 users) from 746 to 682 throughout the month of August.
- Of the 134 service requests submitted this month, 101 have been closed with approximately 25% of the requests remaining open.

## **Brookhaven Connect Metrics: Month of August 2017**

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### **Statistics**

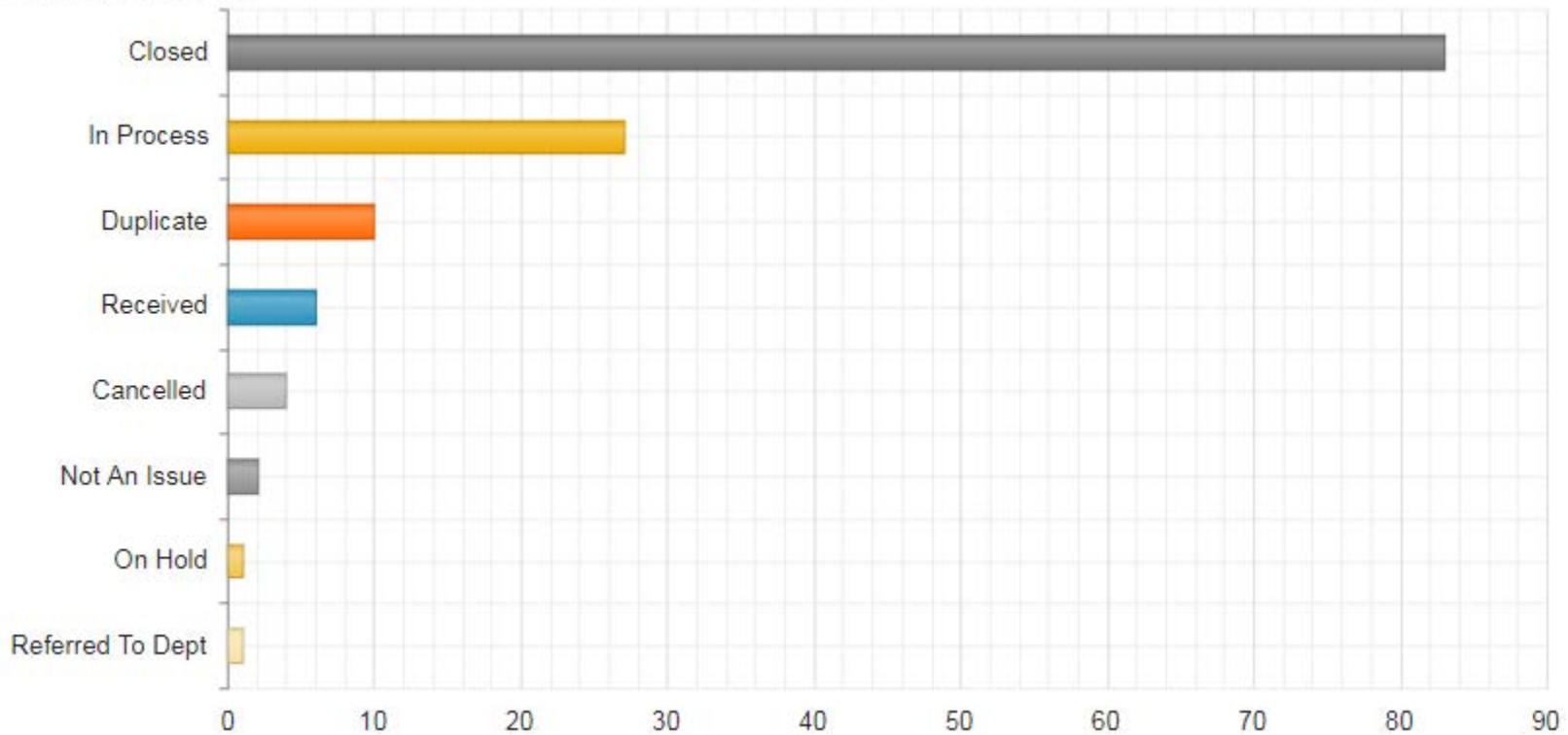
Total Reports Created	134
Total Reports Open	35
Total Reports Closed	99
Average Reports Created per Day	4.188
Average Reports Closed per Day	3.094
Average Time to Close	7.367 Days
Fastest Closed Request Type	Parks & Recreation (.004 Days)
Slowest Closed Request Type	Street Sign (44.891 Days)
Most Common Request Type	Pavement
Least Common Request Type	Downed Lines

- To date, 75% of the total August requests has been resolved, with 33 service requests remaining open.

**Brookhaven Connect Metrics: Month of August 2017**

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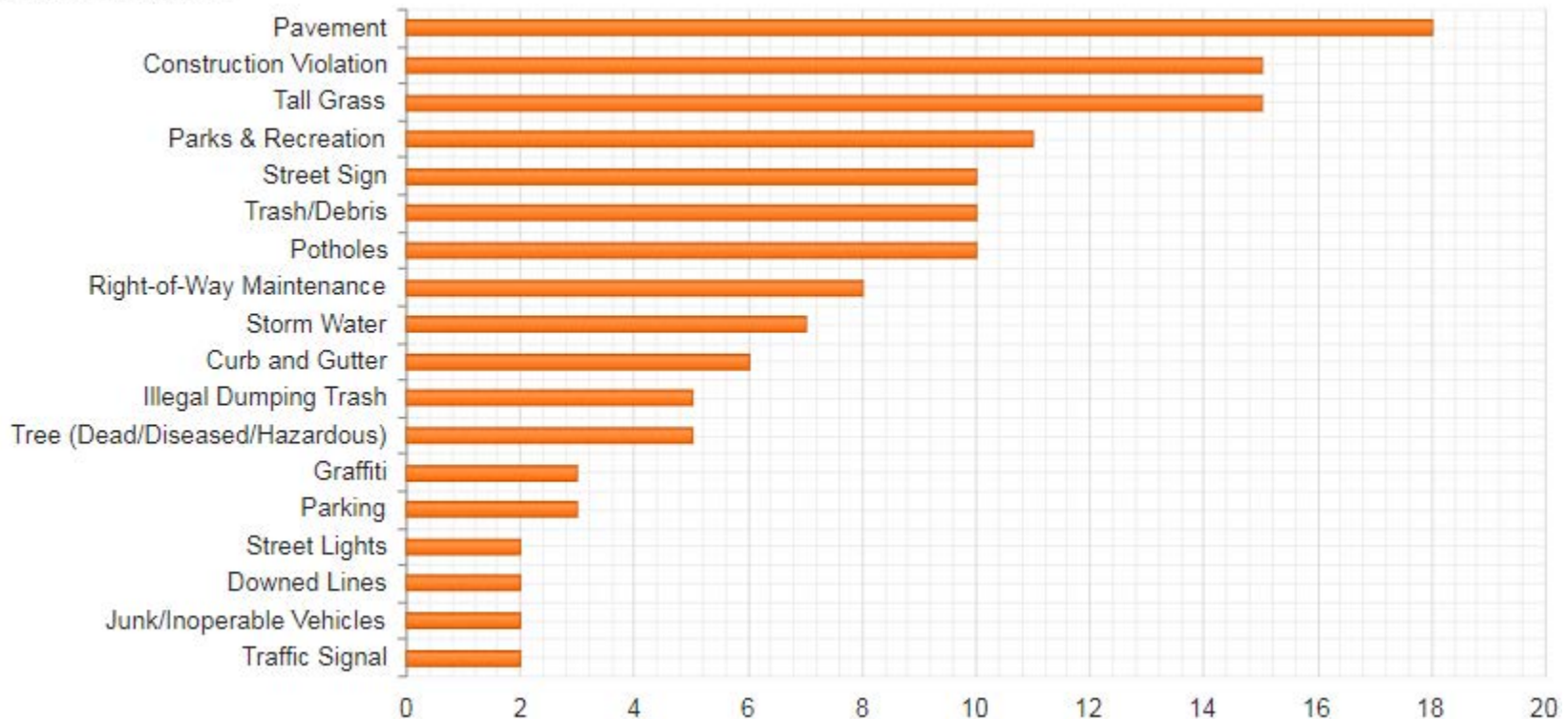
**Requests by Status**



## Brookhaven Connect Metrics: Month of August 2017

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### Requests by Type



- “Tall Grass” service requests reduced in volume by 11.6% over July’s submissions while the number of “Construction Violation” service requests remained stagnant.
- “Pavement” related service requests have seen an increase in the submittal rate over July (5.8%/ 1 requests) due to the paving projects in progress throughout the City.

**Community Development- August 2017**

Community Development 2017 Building Permits												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
All	369	317	378	385	464	552	346	385				
New Single Family	39	11	30	23	20	11	17	35				
New Multi Family	0	0	0	0	0	0	0	0				
Community Development 2016 Building Permits												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
All	334	327	381	334	395	380	407	458	343	340	349	355
New Single Family	26	17	23	28	14	15	43	28	6	12	21	21
New Multi Family	0	0	0	0	0	0	0	0	0	0	0	0

Community Development ZBA/Variances Filed in August 2017			
File #	Address	Scope	Hearing Date
ZBA17-43	1053 Pine Grove Avenue	To increase the maximum lot coverage from 35% to 46% for construction of a swimming pool.	9/20/17
ZBA17-44	1389 Wilford Drive	To reduce the front yard setback from 30 feet to 9.5 feet (Green Meadows Lane) and to reduce the side setback from 7.5 feet to 6.9 feet for construction of an addition to a single family residence.	9/20/17
ZBA17-45	1401 Cartecay Drive	To reduce stream buffer from 75 feet to 33 feet for construction of a patio and retaining wall.	9/20/17
ZBA17-46	1623 North Druid Hills Road & 2112 Village Point	To reduce sign setback from 10 feet to 1.5 feet.	9/20/17
ZBA17-47	3025 Woodrow Way	To reduce the stream buffer from 75 feet to 45 feet and allow a swimming pool on the side subject property.	9/20/17

Community Development ZBA/Variances Heard in August 2017				
File #	Address	Scope	Hearing Date	Action
ZBA17-34	2612 Green Meadows Lane	Reduce the average front yard setback from 75.9 feet to 67 feet and reduce side setback from 10 feet to 4.9 feet to enclose an existing porch	8/16/17	Deferred to 10/18/17
ZBA17-40	4060 East Brookhaven Drive	Reduce the stream buffer from 75 feet to 50 feet to construct a single-family dwelling	8/16/17	Deferred to 10/18/17
ZBA17-41	4080 East Brookhaven Drive	Increase lot coverage from 35% to 38% to allow a swimming pool	8/16/17	Approved with Conditions to increase maximum lot coverage from 35% to 37%.
ZBA17-42	1076 Brookhaven Square	To allow an accessory structure in the front yard and to reduce the front yard setback from 35 feet to 8.25 feet to allow the construction of an attached carport and accessory structure (shed) on the existing driveway.	8/16/17	Approved with Conditions

Community Development Rezonings Filed in August 2017				
File #	Address	Scope	PC Hearing Date	CC Hearing Date
RZ17-06	2070, 2080, 2088, & 2096 Pine Cone Lane and 2069 Coosawatte Drive	To rezone the subject property from R-75 (Single-family) and RM-75 (Multifamily) to allow 22 townhomes.	10/4/17	10/24/17

Community Development Rezonings Heard in August 2017						
File #	Address	Scope	PC Hearing Date	PC Rec	CC Hearing Date	CC Rec
RZ17-04	1611, 1621, 1659 Johnson Ferry Road	Rezone the subject properties from R-100 (Single-	8/2/17	Recommended for Denial	8/22/17	Denied

		family) to R-A5 (Single-family) to allow 17 townhomes.				
TA17-13	N/A	An ordinance to amend Chapter 27, Zoning, Article VI, Enforcements & Penalties, of the Code of the City of Brookhaven.	8/2/17	Recommended for Approval	8/22/17	Approved
TA17-14	N/A	An ordinance to amend section 27-1410, Agriculture & Forestry, of the Code of the City of Brookhaven.	8/2/17	Recommended for Approval	8/22/17	Approved
TA17-15	N/A	An ordinance to amend section 27-1408, Accessory Buildings, Structures, and Uses, of the Code of the City of Brookhaven.	8/2/17	Recommended for Approval	8/22/17	Approved
TA17-16	N/A	An ordinance to amend section 27-1443 Places of Worship; Covenants; Monasteries; Temporary Religious Meetings, General Requirements, of the Code of the City of Brookhaven.	8/2/17	Recommended for Approval	8/22/17	Approved
TA17-17	N/A	An ordinance to amend section 27-14444, Private Elementary, Middle and High	8/2/17	Recommended for Approval	8/22/17	Approved



		School, of the Code of the City of Brookhaven.				
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<b>Code Enforcement Activity August 2017</b>	
Inspections & Follow-ups	736
Violations	429
Total Street Miles Patrolled	±3,155 Miles
CitySourced Requests Created	51
CitySourced Requests Received / In Process	11 22% of Created Requests
CitySourced Requests Closed / Abated	37 73% of Created Requests
Average # of Reports Created per Day	1.6
Average # of Reports Closed per Day	1.3
Average Time to Close	6.5 Days
Courtesy Warnings / Placards	131
Notice of Violation Letters	28
Residential Citations Issued (Single & Multi-Family)	2
Commercial Citations Issued	1
Property Maintenance Violations	262
Misc. Vehicle Violations	14
Misc. Business Violations	12
Misc. Construction Violations	27
Misc. Zoning Violations	8
Signs picked up on city right of ways	106

<b>Building Inspection Activity August 2017</b>	
Plan reviews	97
Building inspections	675
Building inspections percent pass/fail	80%/20%

<b>Key Land Development Activity/Review August 2017</b>	
<b>Land Development Enforcement &amp; Inspection Activity</b>	
Tree removal permits	43
Stop Work Orders issued	9
Courtesy warnings issued (Notice of violation)	77
Environmental Inspections	471
<b>Environmental Court Summons (0)</b>	
N/A	
<b>Land Disturbance Permit Review (10)</b>	

Vickery II - 1922 Wyndale Court	
The Orchard – 2620 Buford Highway	
Park Villa -2069 Coosawatee Drive	
Hanover Brookhaven Multi- Family – 4170 Ashford Dunwoody Road	
East Osborne Station - Apple Valley Road at East Osborne Road	
Drainage Improvements - South Bamby Lane PH2- 1830 Dresden Drive	
Hanover BH Office Parking Deck – 4170 Ashford Dunwoody Road	
Toll Brothers - 10 Executive Park Drive	
1200 Lake Hearn Drive Parking Reconfiguration	
The Ashford - 1918 Johnson Ferry Road	
<b>Land Disturbance Permits Issued (4)</b>	
JR Lewis Elementary School - 2630 Skyland Drive Revision	
11 Corporate Boulevard Commercial Development Revision	
Children’s Healthcare of Atlanta Revision 3- 1447 Northeast Expressway NE	
Cross Keys High School Parking & Portable Revision 1	
<b>Plat Review Activity (2)</b>	
1059 Antioch Drive	
Townsend at Brookhaven – 1338 & 1344 North Cliff Valley Way	
<b>Plats Approved (3)</b>	
3523 Buford Hwy Combination Plat (The Orchard)	
Brookhaven Cove – 1327 Telford Drive	
Brookhaven Wilshire – Hermance Lane	

**Municipal Court- August 2017**

Case Filings	485
Number of Court Dockets	10
Number of Defendants on Dockets	443
Number of Cases on Dockets	675

2016

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Case Filings	831	452	647	535	581	503	508	498	447	465	407	322
Number of Court Dockets	12	13	12	8	9	9	8	9	9	9	8	7
Number of Defendants on dockets	405	339	344	331	381	439	423	531	502	424	315	317
Number of Cases on Dockets	628	542	542	537	567	704	622	804	768	664	488	467

Court Collections & Agencies Payments

Base Fine	\$	77,173.25
Contempt Charge		794.95
Processing Fee		15,329.93
Cash Bonds		22,123.00
Revenue Collected-Diverse Agencies		26,541.52
CB-Applied		9,534.00
Bond Forfeiture		0.00
Overage		234.00
Restitution		0.00
Monthly Cash Collections	\$	151,730.65
Paid to Diverse Agencies		26,541.52
Cash Bond Refunds/Returned		12,072.00
Restitution Paid		0.00
Total Paid Out	\$	39,613.52
NET	\$	112,117.13

## **Glossary of Terms**

- "Revenue Collected- Diverse Agencies"- Throughout the course of a given month the court collects revenue and must submit various portions of it to various agencies and funds which include but are not limited to; the Local Victim Assistance Fund, the Peace Officer's Annuity and Benefit Fund, Crime Labs, and DeKalb County.
- "CB Applied"- Portions of a cash bond, approved by the bond poster, that are applied towards fines and fees once a case has concluded.
- "Overage"- Revenues that result from a miscalculation or counting error on behalf of a court clerk.

## Office of City Clerk- August 2017

<b>City Clerk's Office and Legislative Activities –August 2017</b>		
	Open Record Requests	42
	Agendas/Agenda Packets Managed (Included Audit Comm., Millage Rate Public Hearings, Charter Comm., Alcohol Bd.)	7
	Minutes Composed (Council)	7
	Executive Sessions Held (Council Only)	2
<b>Legislation and Contracts Approved by Mayor and Council – August 2017</b>		
<b>Ordinances/No.</b>	<b>July 2017– Description</b>	<b>Appr. Date</b>
ORD 2017-08-01	Amending Chapter 21, Signs of Code of Ordinances	8/8/2017
ORD 2017-08-02	Amending Chapter 27, Article VI, Enforcement & Pen.	8/22/2017
ORD 2017-08-03	Amending Section 27-1410, Agriculture forestry	8/22/2017
ORD 2017-08-04	Amending Section 27-1408, Accessory Building	8/22/2017
ORD 2017-08-05	Amending Section 27-1443, Places of Worship	8/22/2017
ORD 2017-08-06	Amending Chapter 7, Buildings & Construction	8/22/2017
ORD 2017-08-07	Amending Chapter 14, Land Development & Subdivisions	8/22/2017
ORD 2017-08-08	Amending Budget – HOST and Capital Improv. Sidewalks	8/22/2017
ORD 2017-08-09	Amending Budget – HOST and Capital Improv., Ashford Dun. JF	8/22/2017
<b>Resolutions/No.</b>	<b>August 2017– Description</b>	<b>Appr. Date</b>
RES 2017-08-01	Res. Authorizing No Left Turn Signs at Cambridge Square on A.D.	8/8/2017
<b>Department</b>	<b>Contracts/Agreements – August 2017</b>	<b>Appr. Date</b>
Court	Professional Probation Services	8/8/2017
Council	City Manager's Contract	8/22/2017
GDOT	Title VI Procedures and Designation of Title VI Specialist	8/22/2017
Public Works	Precise Dev. Group – Sidewalk along Woodrow Way and Lanier	8/22/2017
Public Works	Storm water Maintenance and Roads	8/22/2017
<b>Policies/Department</b>	<b>Adopted Policy – August 2017</b>	
Parks and Recreation	Community Garden Policy	8/8/2017
Public Works	Rights of Way Policy – Reviewed at Work Session	8/22/2017
<b>Moratoriums</b>	<b>Pending Moratoriums</b>	
	None	
<b>Grants</b>	<b>Grants/Submittals Approved by Council – August 2017</b>	<b>Appr. Date</b>
	None	
<b>Appointments</b>	<b>Council's Appointments – August 2017</b>	
Sally Epstein	Peachtree Greenway Steering Committee	8/22/2017

## Communications- August 2017

### Communications Department Activities:

- Completed translation and layouts of first Spanish newsletter and activity guide
- Photographed goats in the park, Council for Quality Growth, LA Tech ribbon cutting, selfie day, eclipse event, NAMI kickoff and National Night Out for social media and future use
- Created Paint the Park and Fall Activity Guide banners for homepage of website.
- Created Right of Way Policy page for website
- Press releases & e-blasts:
  - Ashford Dunwoody Road no turn signs
  - LMIG grant
  - Food trucks return to Blackburn Park
  - Ashford Park Elementary project
  - Osborne Rd repairs continue
  - Police commendation
  - City selfie day
  - Solar eclipse
  - External audit
  - Brookhaven hosts rain barrel workshop
  - Doggy Dip Day
  - Paint the Park
  - Colonial Drive closed
  - Traffic light out
  - Soap box derby winner
  - Lanier-Woodrow sidewalks
  - Nancy Creek stream bank grant
  - Trike trak to be rebid
  - Ashentree Drive closed for repairs
  - Brookhaven collects largest code enforcement fine
  - Community gardens policy
  - Right of Way policy
  - PCG open house
  - Renegade goats return
  - Paving update
  - Beauty and the Beast at Blackburn Park
  - Weekly Friday eblasts

### Engagement reports (Aug):

	Posts	Subscribers	Subscriber growth (1 month)
<b>E-blasts/press releases</b>	<b>30</b>	<b>3,251</b>	<b>+10</b>
<b>Facebook</b>	<b>70</b>	<b>5,226</b>	<b>+85</b>
<b>Twitter</b>	<b>84</b>	<b>3,152</b>	<b>+66</b>
<b>NextDoor</b>	<b>17</b>	<b>12,888</b>	<b>+323</b>

## **Tourism- August 2017**

- Digital Billboards on 15 Metro Area Billboards -Atlanta Chili Cook Off/Buford Highway Int'l Half Marathon/Living Walls Conference (Buford Highway)
- Behavioral Display and Retargeting Digital Ads - Tegna
- Three Banners ads displayed on ExploreGeorgia.com
- Brookhaven SEM (Search Engine Marketing)
- I'm Going Events Calendar and Brookhaven Landing Page
- DiscoverBrookhaven.com Web Page
- Restaurants displayed on DiscoverDeKalb.com Dining Listings
- Brookhaven featured in Discover DeKalb's 2017 Destination Guide-30,000 Printed
- Brookhaven featured in new Travel Video (featured on Discover DeKalb Home Page)
- Discover DeKalb Facebook Posts:
  - Lucky's Burger & Brew Brookhaven-5 Likes, 1 Share, 1,376 People Reached
  - EATaliano-2 Likes, 2 Comments, 415 People Reached
  - User Generated Brookhaven Skyline Photo-8 Likes, 1,161 People Reached
  - Terra Terroir Restaurant-4 Likes, 1,673 People Reached
  - Living Walls Conference-1 Like, 291 People Reached
  - Olde Blind Dog Irish Pub-2 Likes, 1,148 People Reached
  - Just off the Highway: Brookhaven-10 Likes, 1,048 People Reached
  - Blackburn Park Video-1 Like, 979 People Reached
- Off The Eatin' Path Facebook Posts:
  - Southern Grove Restaurant-24 Likes, 2,328 People Reached
  - Buford Highway Int'l Half Marathon-72 Likes, 31 Shares, 2 Comments, 4,259 People Reached
  - Atlanta Chili Cook-Off Video-3 Likes, 398 People Reached

## **Sales**

- Attended
  - Connect Marketplace-3500 attendees-96 appointments
  - Kellen Managers Summit-300 attendees-10 appointments
  - PCMA-100 attendees
  - GA/AL and South Central Motor Coach Marketplace-300 attendees-14 appointments
  - Student Youth Travel Association-300 attendees-20 appointments
  - Back to Business conference/Movie TV Industry-150 attendees
  - DeKalb Film Commission Meeting-30 attendees
  - Brookhaven/Chamblee Chamber Breakfast-50 attendees
  - Georgia Production Partners Meeting-100 attendees
  - Global Atlanta Seminar-200 attendees
  - Film Workshop-10 attendees
  - Family Reunion Workshop-33 attendees
  - Travel Media Showcase-met with 40 travel writers and journalists

**Leads submitted to Brookhaven Hotels**

- Association-48 room nights (September 2018)
- Association-402 room nights (January 2018)
- Association-207 room nights (August 2018)
- Association-600 room nights (October 2017)
- Association-71 room nights (October 2017)
- Corporate-78 room nights (November 2017)
- Corporate-70 room nights (February 2018)
- Corporate-175 room nights (September 2018)
- Corporate-390 room nights (October 2018)
- International-30 room nights (April 2018)
- Motorcoach-36 room nights (April 2018)
- Reunion-80 room nights (June 2018)
- Specialty-265 room nights (June 2018)
- Sports-205 room nights (March 2020)
- Sports-520 room nights (January 2020)
- Sports-525 room nights (November 2017)
- Sports-15 room nights (2017)
- Wedding-60 room nights (September 2018)

**Rooms Booked at Brookhaven Hotels**

- Motorcoach-36 room nights (April 2018)
- Reunion-60 room nights (August 2017)
- Reunion-70 room nights (September 2017)

**Other**

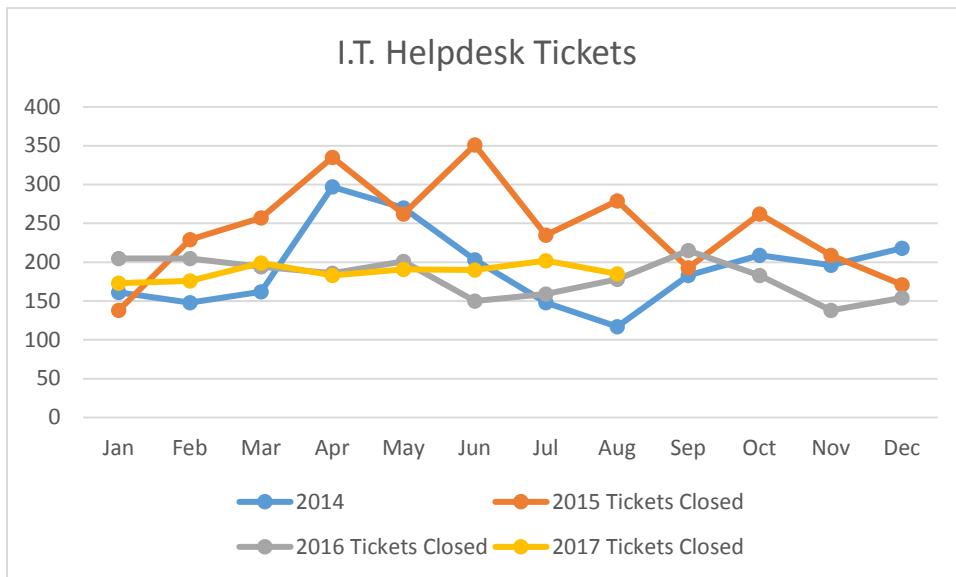
- Discover DeKalb hosted two German golf writers at the Hyatt Regency Atlanta Perimeter and dinner at The Haven
- Discover DeKalb is creating an integrated tourism marketing and communications strategic plan for Brookhaven
- Discover DeKalb held the 2017 Destination Guide unveiling at DoubleTree by Hilton Atlanta Perimeter



## Information Technology (I.T.)- August 2017

### General I.T.

- Added RachetX configuration button to Purchasing screen to capture requisitions and POs.
- Trained Finance Dept (Business Licenses and Purchasing) on scanning processes for Laserfiche.
- Upgraded to Laserfiche 10.2.1 to get Forms feature implemented. Using the Laserfiche forms for new employee Onboarding process.
- Received 1 replacement/corrected disk for June, and 1 disk from MCCi with plans, and uploaded the additional plans to Laserfiche. There are now 1173 plans that have been scanned.
- Received 9 bins back for Q&A; sent out 6 bins of plans.
- Participated in two vendor demonstrations for online business licenses - new and renewal applications.



### GIS

- ChatComm/CAD
  - Attended yearly map audit meeting
  - Processed monthly data update
- Delivered updated street data for street pavement analysis software
- Continued project work for Permitting software
  - Technical support
  - Continued analysis and planning for permitting workflows as it relates to GIS data
- Performed database maintenance and set up development database for testing
- Attended City website redesign meetings
- Training and support of GIS Intern
- Ongoing map/data requests

## **Information Technology (I.T.)- August 2017 continued**

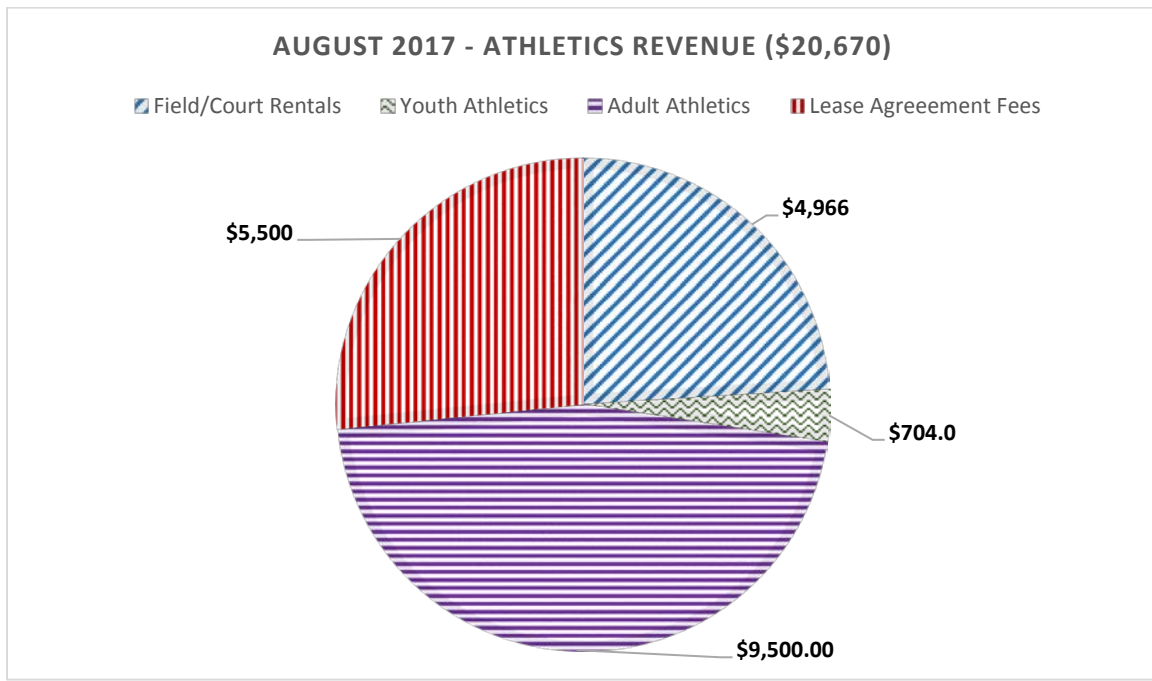
### **Police Department**

- Migrated 28 employees from Verizon account to AT&T cellular account
- Resolved issue with MCT/Query Server disconnecting
- Upgraded MCT and RMS to version 17.1
- Added Syscon Court Software to Records Clerk computer to assist with citizen inquiries
- Assigned and deployed new vehicle 219
- Fixed issue with one of the License Plate Readers

## Parks & Recreation- August 2017

### Parks & Recreation – Athletics Division

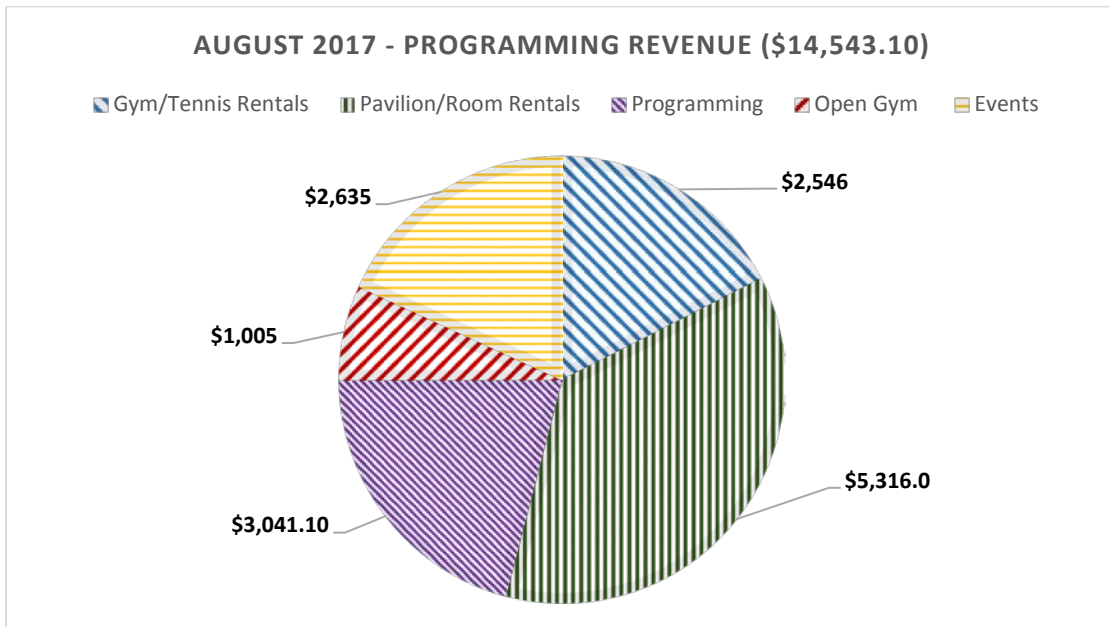
- Tennis court rentals brought in \$266
- 13 Jump Start Sports signups for \$704
- 19 Adult Softball entries for \$9,500
- Athletic field/prep/lights brought in \$4,700
- GO Kickball user fees of \$500
- Universal Tennis Academy program fees for \$5,000



### August Program Revenue Brought In:

- 8 Silver Sneakers drop-ins for \$40
- 5K registrations for \$2,135
- 1 5K sponsor payment for \$500
- 17 fall gymnastics signups for \$2,240
- 3 fall art signups for \$336
- 1 Intro to tumbling signup for \$65

- Pet First Aid partner fee of \$96
- Fresh N Fit partner fee of \$264.10
- Open Gym/Passes brought in \$1,005 between both gyms.
- 1 kept rental deposit check for \$100
- Gym rentals brought in \$2,280
- Classrooms/pavilion/community room/APB rentals brought in \$3,915
- Tennis court rentals brought in \$266
- Rental facility non-resident fees brought in \$1,301



A comprehensive guide to fall Parks and Recreation Programming can be found [here](#)

**Monthly Work Order Summary (Internal w/Contractors)**

- **Work Orders- 8**
- **Work Orders Completed- 8**
- **Work Orders Outstanding- 0**

**Police- August 2017**

**Support Services –**

- 08/01- Sgt. Kissel met with the Georgia Power rep to discuss LPR installation sites
- 08/01- National Night out held at Perimeter Mall.
- 08/02- Sgt. Kissel met with City reps to discuss the PD’s needs for the new website
- 08/07- Ofc. Nino went to Woodward Elementary to welcome the students back to school
- 08/08- Sgt. Kissel attended a meeting with Archive Social
- 08/10- Sgt. Kissel and Cpl. Snively pin pointed LPR locations throughout the city
- 08/14- Sgt. Kissel attended a meeting with Cry Wolf
- 08/16- Sgt. Kissel and Ofc. Nino attended an event held by Hudson grill to raise funds
- 08/16- Sgt. Kissel and Ofc. Nino attended the food truck event to promote the race
- 08/17- Ofc. Nino did a radio interview with El Studio de radio to promote the race
- 08/18- Sgt. Kissel, Ofc. Nino and Ofc. Fikes did a radio interview with 94.9FM
- 08/22- Sgt. Kissel attended a recruitment video planning meeting
- 08/22- Ofc. Nino attended a meeting at Atlanta Crime Stoppers
- 08/25- Maj. Chase, Sgt. Kissel & Ofc. Nino attended Montgomery Elementary’s walk to school event
- 08/26- Lt. Lewis, Sgt. Kissel, Ofc. Nino & Ofc. Fikes did an appearance at a birthday party of a child donating to shop with a badge
- 08/28- Sgt. Kissel appeared at OLA for the first day of preschool
- 08/30- Ofc. Nino attended the monthly meeting at the Mexican Consulate

**Support Services**

<b>REPORTS</b>	<b>OPEN</b>	<b>Officer Nino</b>	<b>Sergeant Kissel</b>	<b>Total</b>
Incident Reports		0	0	0
Accident Reports		0	0	0
Patrol Assist		0	2	2
Arrests		0	0	0
Citations		0	0	0
Press Releases		2	0	2

- In addition, there were numerous media inquiries which were handled in addition to the social media posts.

<b>MONTHLY REPORT: PT Officer / Reserve Officers</b>	
POP Logged	5
Assist Patrol	30
Citations	20
Warnings	12
Transport	2
Arrests	1
Child Safety Seat Install Classes	0
Shifts Worked	54
Court Service Hours	60
Traffic Enforcement Hours	20
Fleet Service Hours	128
Transport Hours for Uniform Patrol/NET	25
Training Hours	8

<b>Monthly Report: K-9 Officers</b>	<b>Officer Fikes</b>
Patrol Assist	49
Other Agency Assist	6
Training Hours	3
Search Warrants	0
Citations	3
Warnings	3
Field Interviews	0
Felony Arrests	4
Misdemeanor Arrests	2
City Ordinance Arrests	0
Wanted Person Located	1
K-9 Search	6
K-9 Tracks	1
K-9 Demonstrations	0
Marijuana Seized	0.0 grams
Cocaine Seized	8.0 grams
Methamphetamine Seized	12.0 grams
Heroin Seized	0.0 grams
Schedule Pills	0

<b>Monthly Report: N.E.T. Team</b>	
Patrol Assist	42
Other Agency Assist	41
Search Warrants	0
Citations	1
Warnings	6
Field Interviews	13
Felony Arrests	3
Misdemeanor Arrests	0
City Ordinance Arrests	0
Wanted Person Located	1
Marijuana Seized	0.0 grams
Cocaine Seized	0.0 grams
Methamphetamine Seized	14.5 kilograms

**Additional Activities for K9 and Narcotic Enforcement Team (N.E.T.) Unit**

- 08/01/17 - K-9 and N.E.T. participated in National Night Out.
- NET and K-9 assisted DEA Enforcement Group 1 with surveillance and a search warrant. The subject of this investigation is responsible for the sale of multiple kilograms of Fentanyl.
- 08/07/17 - Lt. Lewis attended a Gang Initiative Meeting. Deputy Attorney General, Rod Rosenstein was the keynote speaker.
- Officer Clifford attended the National Gang Investigators' Seminar in Chicago, IL from 08/07/17 through 08/09/17.
- 08/14/17 - K-9 and NET attended "shoot house" training.
- 08/22/17 - NET and K-9 assisted the U.S. Marshal's Fugitive Task Force with the apprehension of an individual wanted for Murder in Philadelphia, PA.
- 08/24/17 - K-9 and NET assisted HSI with a controlled delivery of approximately 14.5 kilograms of liquid methamphetamine. The methamphetamine was shipped from Mexico and destined for an address in Brookhaven. Two persons were arrested and over \$1,900.00 in U.S. currency was seized.
- On 08/25/17, K-9 participated in the Montgomery Elementary School Walk to School Day.
- 08/26/17 - K-9 and NET conducted a narcotics investigation, which resulted in two arrests and the seizure of approximately 13 grams of methamphetamine, approximately 8 grams of marijuana and over \$21,000.00 in U.S. currency.
- 08/28/17 - NET, the DeKalb County Gang Task Force, and a representative from the Coweta County Sheriff's Office participated in our PSN Meeting.

<b>Monthly Report: Traffic Safety Unit</b>	<b>Corporal Snively &amp; Officer Maria Jones</b>
Total Motor Vehicle Stops	89
Total Pedestrian Stops	50
Total Citations Issued	66
Total Warnings Issued	84
Felony Arrests	0
Misdemeanor Arrests	10
City Ordinance Arrests	0
Wanted Persons Located	4
<b>GOHS Initiative Concentration Areas:</b>	
Total Pedestrian Related Contacts (Improper crossing & Fail To Yield)	95

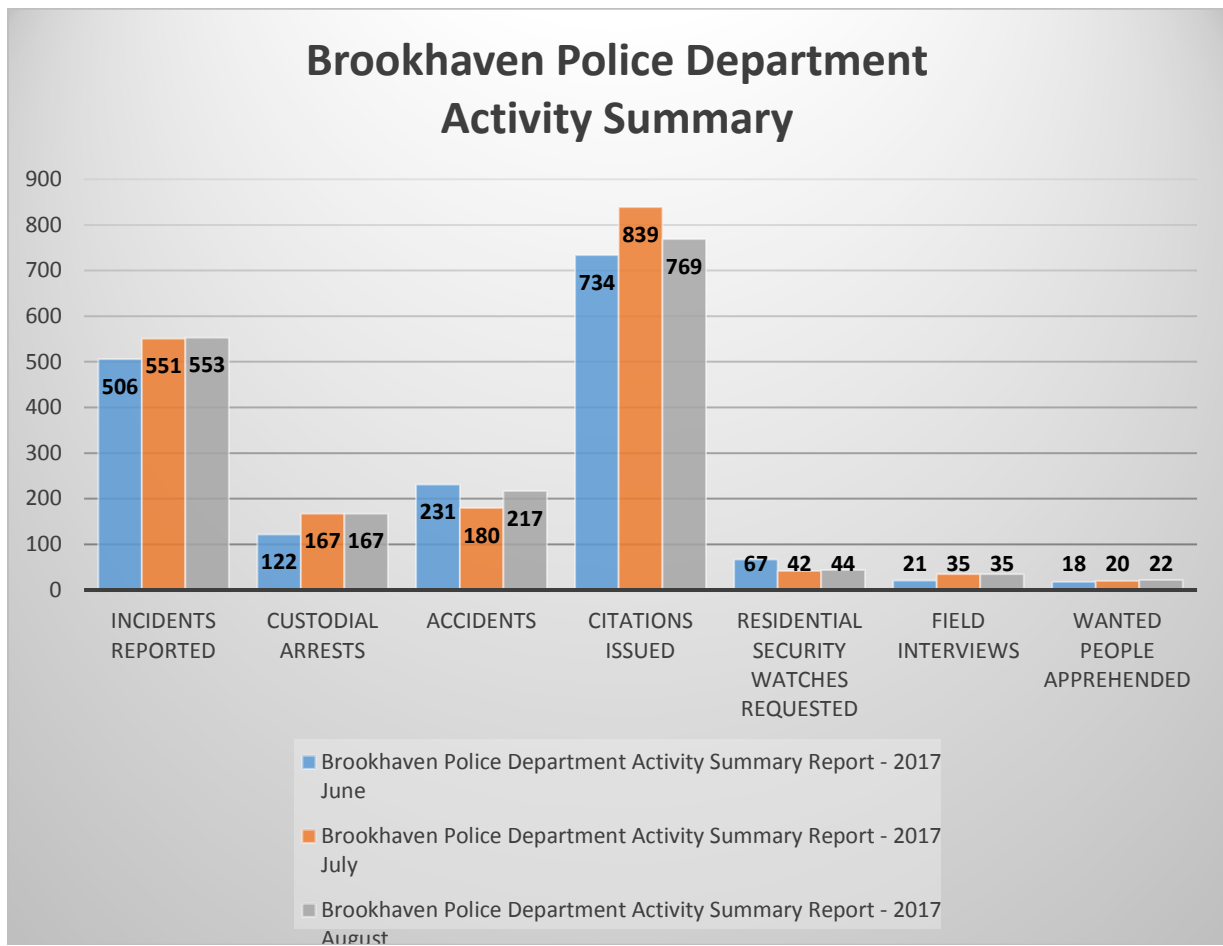
**Additional Activities for Traffic Safety Unit**

- August 01, Corporal Snively and Officer Jones participated in National Night Out and distributed more than 90 pedestrian safety education items, including: reflective belts, flashing lights, flashing wrist bands, and educational coloring books.
- During the first week of school, August 07 – 11, Corporal Snively and Officer Jones patrolled several of the city’s school zones:
  - August 07: Montgomery Elementary
  - August 08: Ashford Park Elementary and Kitteridge Magnet
  - August 10: Dekalb Path Academy
  - August 11: Cross Keys High School and Woodward Elementary
    - During the Woodward Elementary presentation, Officer Jones distributed 45 pedestrian safety and education items, including: reflective belts, flashing lights, and educational coloring books.
- August 09, both officers attended the monthly MATEN meeting hosted by Marietta PD.
- August 10, Corporal Snively met with representatives from Georgia Power to conduct a site-by-site survey of each proposed location for the city-wide LPR project.
- August 14, both officers attended firearms training at the Cherokee County SO Range.
- August 15, both officers participated in Honor Guard Training.
- August 16, Corporal Snively attended a meeting of the Historic Brookhaven Neighborhood Association to discuss the neighborhood’s planned camera and LPR initiatives.
- August 20 - August 23, both officers attended the GOHS Annual Conference in Savannah.
  - Corporal Snively was a speaker at the event, and presented on our Pedestrian Safety programs.
  - At the conclusion of the conference, BPD was awarded Third Place for our agency category at the Governor’s Challenge Awards.
- August 25, Officer Jones joined several other officers at Montgomery Elementary School for Walk to School Day, where she made dozens of pedestrian contacts and showed proper crosswalk use.



**Criminal Investigations Division**

<b>2017 - Criminal Investigations Report</b>	
Total Reports Handled	188
Total Reports Cleared INACTIVE	146
Total Reports Ex-Cleared	3
Total Reports Unfounded	6
Total Arrests by Investigators	13
Warrants Obtained Pending Arrest	8
Search Warrants	7



## **Public Works- August 2017**

### **Major Initiatives Completed**

- Began installation of “bump outs” in the Brookhaven Heights neighborhood and creating final petition for Epling Forest Drive Traffic Calming. Continued to implement installation of radar speed signs for LMIG project.
- Capital Paving Project: Project 100% complete as of 08/04/2017
- Major Drainage Projects: Osborne Rd Drainage Project – Project is 100% complete as of 8/18.
- Other Drainage Projects: E Club Drive (2449), Colonial Drive, and Blackburn Park Stormwater Projects – Complete as of 8/30

### **Major Initiatives in Progress/Upcoming**

- Stratfield Drive Stormwater Piping Project – Project is being redesigned for a comprehensive solution without vaults.
- Sidewalk concept design underway: Briarwood Road, Cartecay Drive, Childers Drive, Curtis Drive, Lanier Drive (Peachtree-Woodrow), Lanier Drive (Woodrow-Windsor), Mill Creek Road, Skyland Drive, Tryon Road, Woodrow Way Phase 2. R/W Acquisition has begun for Johnson Ferry Road (Existing to City Limits), Caldwell Road, and Lanier Drive (Windsor-Hearst)
- Ashford Dunwoody/Dresden Drive ATMS Project – Preliminary Design Continuing
- Peachtree Road LCI – Pedestrian/Streetscape Project – Concept Design Continuing
- Brookhaven Heights Traffic Calming – installation continuing, PIOH held on 8/14/17
- In Process Traffic Calming Studies/Petitions/Design/Coordination on Parkcrest, Parkridge, Epling Forest, Oak Forest
- Georgia Power Streetlight Audit – Audit complete

### **Ongoing Coordination**

- PTOF 5 year Grant coordination w/ PCID
- RTOP Coordination with GDOT – Signals on Peachtree Road, Clairmont Road, Buford Highway, & N Druid Hills Road.
- PTOF Coordination with PCIDs/GDOT – Signals on Ashford Dunwoody Road from Lake Hearn to Johnson Ferry
- PCIDs Public Works Committee - Coordination with PCIDs, Sandy Spring, Dunwoody
- Buford Hwy Streetscape/Sidewalk Project – Coordination with GDOT
- MOA to participate in ongoing Upper Chattahoochee River Basin Mapping Project with DeKalb County, Decatur, Dunwoody, and GaDNR for FEMA FIRM and FIS updates scheduled to become effective in 2017

### Completed Work Orders

2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
<b>Street Maintenance</b>													
Sidewalk Repairs	1	1	1	0	2	1	0	2					8
Curb Repairs	1	1	5	3	4	10	6	6					36
Potholes	3	4	2	8	1	6	3	1					28
Patching	5	2	6	9	10	10	11	9					62
Signs	15	4	11	11	6	14	5	8					74
<b>Traffic Signals</b>													
Signal Repairs	7	3	10	3	4	10	6	2					45
<b>ROW Maintenance</b>													
Tree Removal	7	1	7	6	9	6	7	1					44
ROW Maintenance	4	3	5	5	5	20	12	16					70
<b>Stormwater</b>													
Stormwater Cleaning	4	2	1	2	5	8	7	4					33
Stormwater Repairs	9	8	6	9	5	13	9	6					65
<b>Total work orders</b>	<b>56</b>	<b>29</b>	<b>54</b>	<b>56</b>	<b>51</b>	<b>98</b>	<b>66</b>	<b>55</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>465</b>

### Service Requests Received

2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Curb and Gutter	0	0	0	0	0	0	3	6					9
Downed Lines	0	0	7	0	0	3	1	2					13
Pavement/Potholes	13	11	13	21	15	16	22	28					139
Right of Way/Trash	4	3	5	6	12	7	8	6					45
Sidewalk	3	1	5	5	2	3	4	0					23
Stormwater	9	8	5	11	16	20	5	5					74
Street Lights	4	0	4	3	3	2	1	2					17
Street Sign	3	4	4	8	5	12	7	10					43
Traffic Signal	0	4	5	4	2	8	8	2					31
Tree	1	0	3	0	1	0	3	1					8
<b>Total Service Requests</b>	<b>37</b>	<b>31</b>	<b>51</b>	<b>58</b>	<b>56</b>	<b>71</b>	<b>62</b>	<b>36</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>402</b>

### ROW Encroachment Permits (including Dumpsters/Road Closures)

- Permits issued YTD, 394
- Permits issued this month, 31

## **Finance**

### **August 31, 2017 Financial Report in Brief**

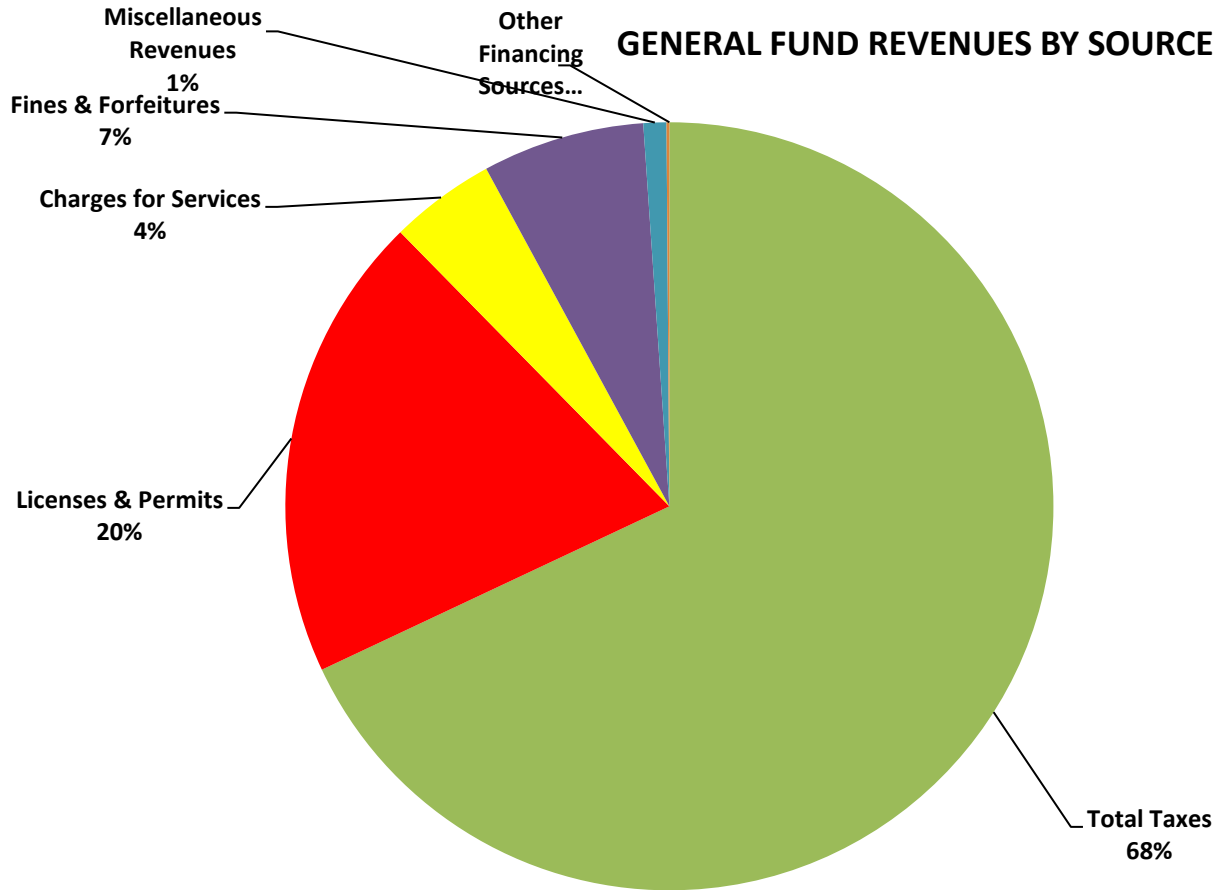
The August financial statements are presented in comparative form to provide context regarding various revenues and expenditures that are “seasonal” in nature. The significant General Fund revenues that are not typically received each month include (1) property taxes (billed Sept 1 and collected thereafter), (2) franchise fees (larger utility provider remits in 1<sup>st</sup> quarter of year with other utilities remitting quarterly), (3) business and occupational taxes (renewals are due March 31<sup>st</sup>), (4) insurance premium tax and fees (collected and remitted by State; Oct 1<sup>st</sup>), and (5) alcohol licenses (renewals due Nov 30<sup>th</sup>). Operationally, the expenditures are not subject to “seasonal” variances, but the acquisition of capital items can be arbitrary from one year to the next. Although there are no notable differences from August 2016 to August 2017, below is a brief review of the revenues and expenditures.

#### **General Fund Summary**

Total General Fund revenues through August 31<sup>st</sup>, 2017 are \$51.1 thousand more than they were this time last fiscal year. This difference is very minimal and verifies that there are no notable differences between 2016 and 2017. Total General Fund expenditures through August 31<sup>st</sup>, 2017 are \$877.9 thousand more than those at this same time last year. The expenditure discrepancy is primarily a result of being fully staffed for the first time in the City’s short life.

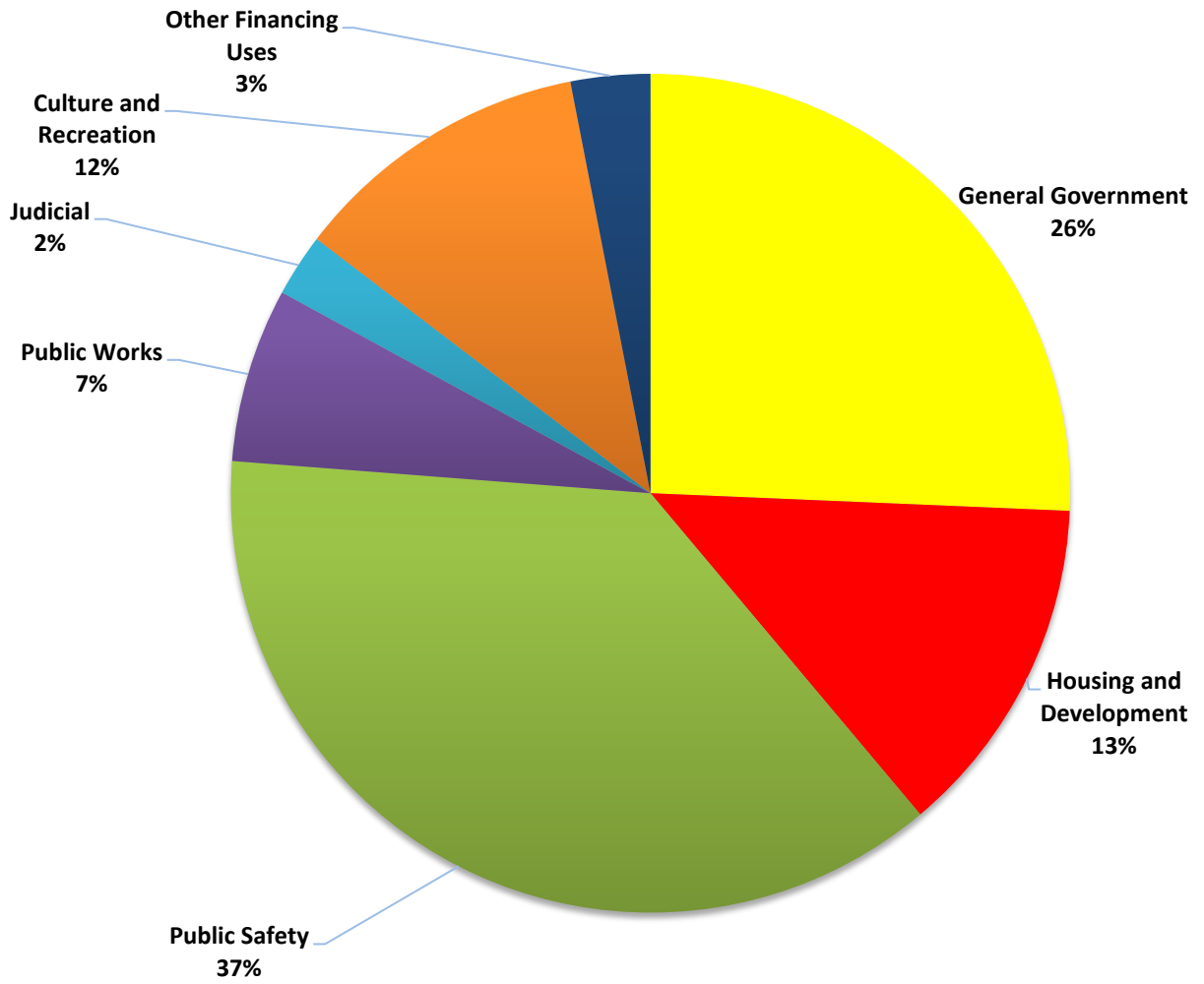
**BUDGET COMPARISON REPORT - GENERAL FUND - REVENUES**  
**For The Eighth Month Ending August 31, 2017**

	<b>2016 Amended Budget</b>	<b>2016 YTD Transactions</b>	<b>2017 Revised Budget</b>	<b>2017 YTD Transactions</b>	<b>Variance from Budget</b>	<b>% of Annual Budget</b>
Property Tax	\$ 6,642,980	\$ 151,813	\$ 8,318,321	\$ 353,767	\$ (7,964,554)	4.25%
Motor Vehicle Tax & Title Ad Valorem Tax	330,000	76,547	231,669	47,025	(184,644)	20.30%
Recording Intangible Tax	90,000	66,901	90,000	72,654	(17,346)	80.73%
Real Estate Transfer Tax	36,000	31,784	36,000	25,573	(10,427)	71.04%
Franchise Tax	3,035,000	3,044,521	3,200,000	3,483,372	283,372	108.86%
Alcoholic Beverage Excise Tax	800,000	619,171	825,000	697,065	(127,935)	84.49%
Energy Excise Tax	35,000	41,419	40,000	88,799	48,799	222.00%
Motor Vehicle Rental Excise Tax	50,000	29,553	50,000	35,789	(14,211)	71.58%
Business & Occupational Tax	2,300,000	1,963,388	2,100,000	1,924,842	(175,158)	91.66%
Insurance Premium Tax	2,800,000	15,800	2,815,000	18,450	(2,796,550)	0.66%
Financial Institutions Tax	55,000	32,402	50,000	-	(50,000)	0.00%
Penalties & Interest	12,000	4,013	8,000	8,409	409	105.11%
<b>Total Taxes</b>	<b>16,185,980</b>	<b>6,077,313</b>	<b>17,763,990</b>	<b>6,755,745</b>	<b>(11,008,245)</b>	<b>38.03%</b>
Licenses & Permits	1,950,000	1,756,575	2,225,000	1,951,262	(273,738)	87.70%
Charges for Services	427,500	556,328	630,000	441,122	(188,878)	70.02%
Fines & Forfeitures	1,250,000	665,280	1,350,000	678,150	(671,850)	50.23%
Miscellaneous Revenues	403,459	338,982	494,878	95,896	(398,982)	19.38%
Investment Earnings	5,000	3,982	5,000	11,968	6,968	239.36%
Other Financing Sources	2,785,341	484,576	1,870,043	-	(1,870,043)	0.00%
<b>TOTAL REVENUES</b>	<b>\$ 23,007,280</b>	<b>\$ 9,883,036</b>	<b>\$ 24,338,911</b>	<b>\$ 9,934,143</b>	<b>\$ (14,404,768)</b>	<b>40.82%</b>



Governmental Function	2016 Amended Budget	2016 YTD Transactions	2017 Revised Budget	2017 YTD Transactions	Variance from Budget	% of Annual Budget
General Government	\$ 4,818,619	\$ 2,832,612	\$ 5,572,782	\$ 3,678,349	\$ 1,894,433	66.01%
Housing and Development	3,141,385	1,761,975	3,198,487	1,893,416	1,305,071	59.20%
Public Safety	7,985,260	5,335,602	8,433,344	5,350,051	3,083,293	63.44%
Public Works	1,420,316	664,998	1,521,230	962,762	558,468	63.29%
Judicial	724,016	373,961	629,345	346,782	282,563	55.10%
Culture and Recreation	2,693,048	1,862,337	2,351,205	1,658,960	692,245	70.56%
Other Financing Uses	2,221,536	619,312	3,566,471	438,367	3,128,104	12.29%
<b>TOTAL EXPENDITURES</b>	<b>\$ 23,004,180</b>	<b>\$ 13,450,797</b>	<b>\$ 25,272,864</b>	<b>\$ 14,328,686</b>	<b>\$ 10,944,178</b>	<b>56.70%</b>

### GENERAL FUND EXPENDITURES BY GOVERNMENTAL ACTIVITY



**General Fund Balance Reservations**

To facilitate the accounting of various City programs, the City has reserved a portion of fund balance attributable to specific programs or activities. These programs or activities to date have not had sufficient revenues or major expenditures that would require the establishment of individual funds. Thus, the General Fund “preserves the balance of the program or activities resources” for future use. This would include (a) Tree Conservancy or Tree Fund and (b) Police Donations. Their applicable balance of resources, receipts and disbursements are noted below:

**Tree Fund/Conservancy**

Established via City Ordinance, Chapter 14, Section 14-47, the receipts or contributions are part of “alternative compliance” with the City’s tree ordinance. It is only after determination that recompense trees do not fit on a redeveloped site, would a contribution be made. Expenses are chiefly limited to purchase/installation of trees in parks, right-of-ways, and other City-owned or leased property.

Balance at Dec. 31, 2016	\$	21,237
Receipts		-
Disbursements		
Balance at August 31, 2017	\$	<u>21,237</u>





**Police Programs/Activities**

An important element of community policing is the various police department programs and activities that promote interaction with our citizens and our police department. Whether the resources are provided to support general policing or the community programs, the receipts and disbursement are segregated to achieve their designated purpose(s).

Police Programs	Balance	Receipts	Disbursements	Balance
	Dec 31, 2016			August 31, 2017
	\$	\$	\$	\$
Explorer Program	11,766	24	-	11,790
Shop with a Badge/Cop	21,793	22,617	(9,871)	34,539
General PD Donations	(1,990)	600	(575)	(1,965)
K9 Donations	-	40	-	40
Police Bike Fund	-	-	-	-
	\$	\$	\$	\$
Totals	31,569	23,281	(10,446)	44,404