



TO: Mayor and City Council
FROM: Christian Sigman, City Manager
DATE: November 17, 2017
SUBJECT: October 2017 Departmental Highlights

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

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

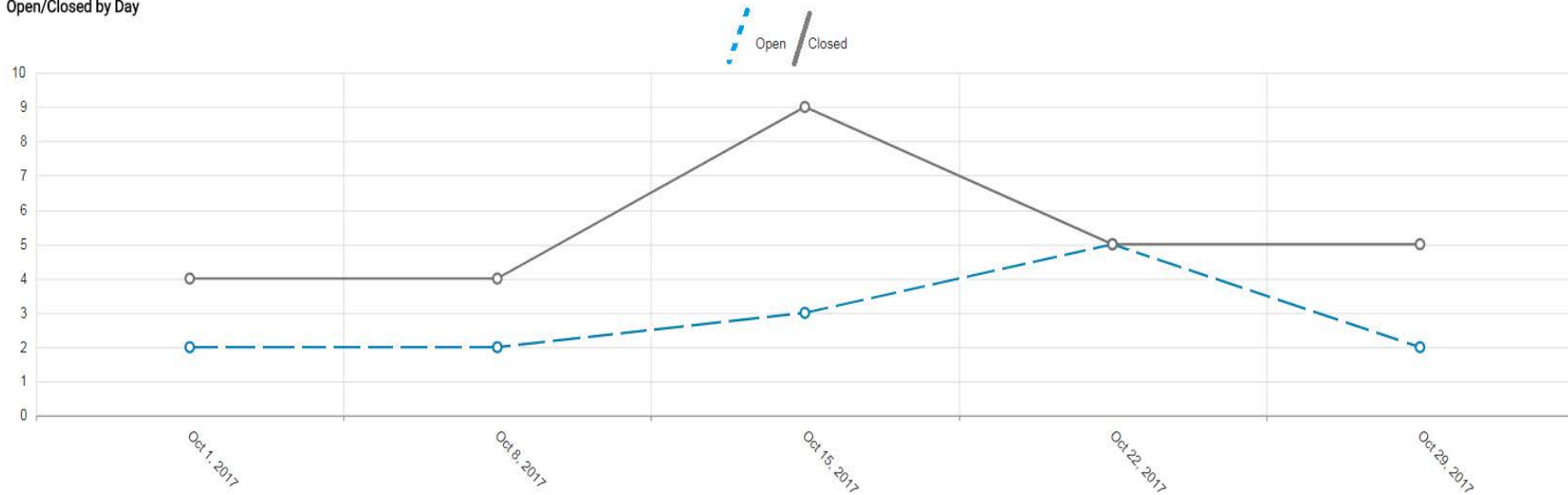
Index

Brookhaven Connect Metrics.....	2
Community Development.....	6
Municipal Court.....	11
City Clerk.....	12
Communications.....	13
Tourism.....	14
Information Technology.....	16
Parks & Recreation.....	18
Police.....	20
Chattcom.....	20
Public Works.....	24
Finance.....	26

Brookhaven Connect Metrics: Month of October 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



- Throughout the month of October, Brookhaven Connect administrators resolved requests exceeding the rate at which they were submitted. This trend has persisted throughout most the year and has remained constant throughout the duration of Q3 and the current quarter (Q4).
- Of the 104 service requests created in October, 64 have been closed with 40 remaining open.
- There are currently 147 open service requests in Brookhaven Connect including all October submittals.
- To date there are 768 active Brookhaven Connect users submitting requests. This represents an increase of 77 users since September 26.

Brookhaven Connect Metrics: Month of October 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.**

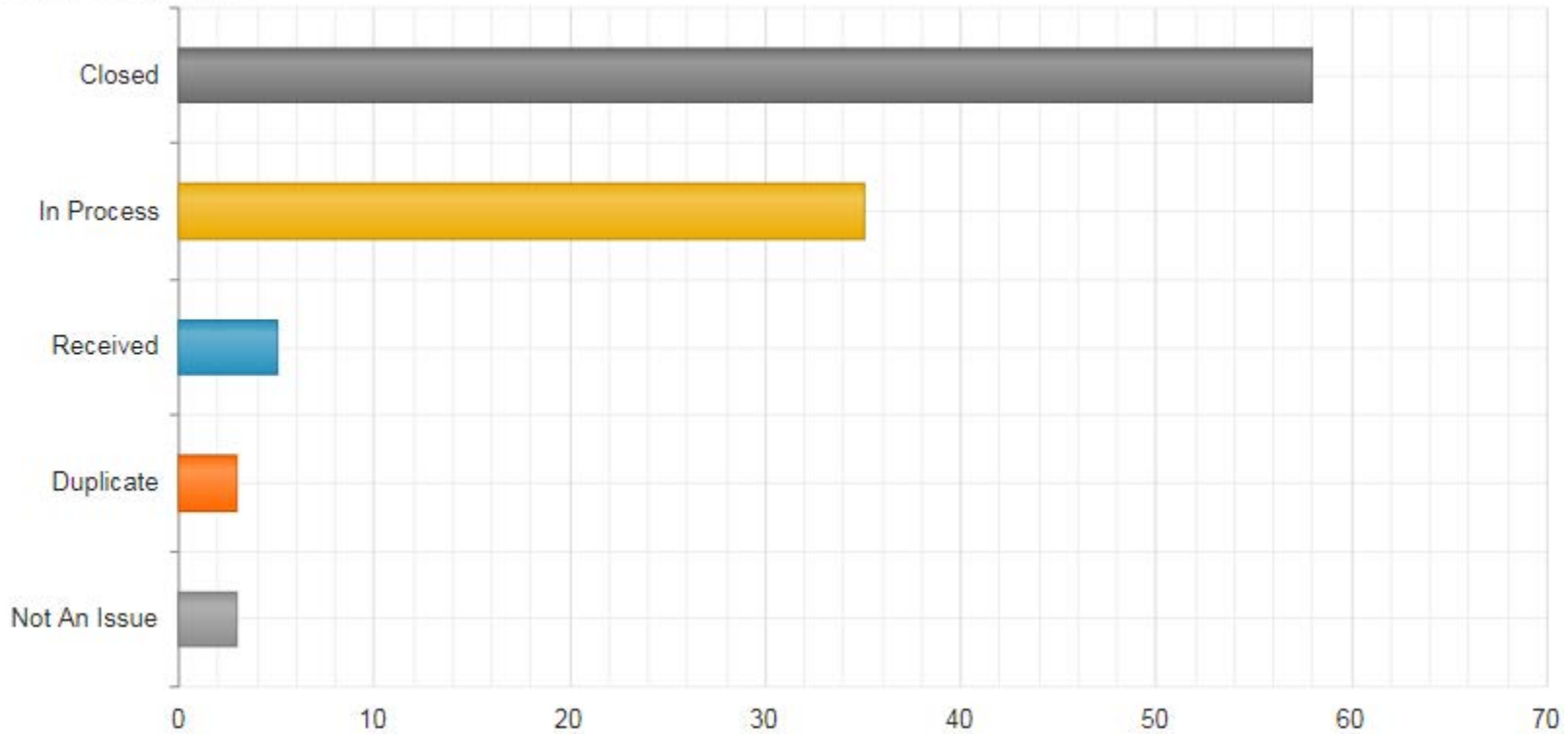
Statistics

Total Reports Created	104
Total Reports Open	40
Total Reports Closed	64
Average Reports Created per Day	3.25
Average Reports Closed per Day	1.938
Average Time to Close	6.057 Days
Fastest Closed Request Type	Trash/Debris (.004 Days)
Slowest Closed Request Type	Trash/Debris (42.263 Days)
Most Common Request Type	Trash/Debris
Least Common Request Type	Curb and Gutter

Brookhaven Connect Metrics: Month of October 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.**

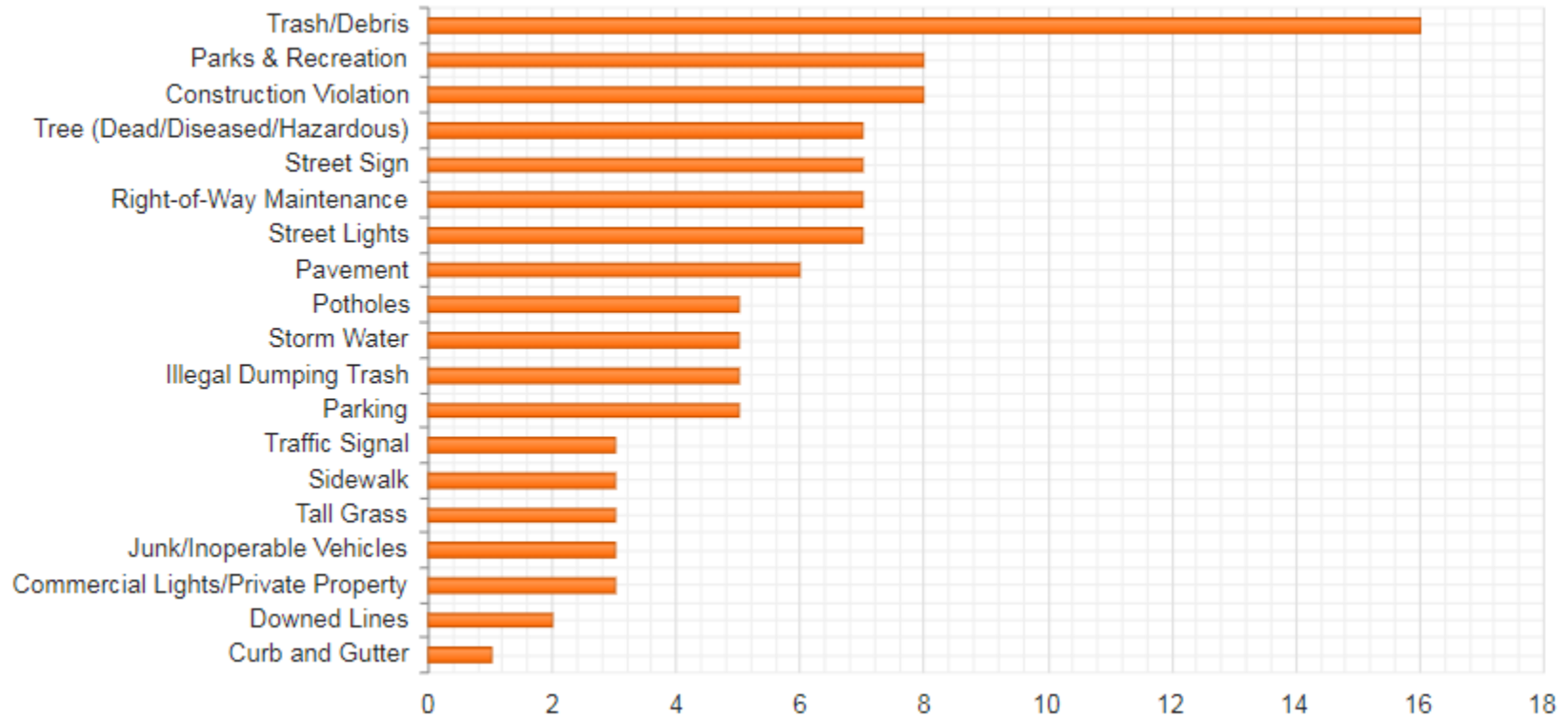
Requests by Status



Brookhaven Connect Metrics: Month of October 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.**

Requests by Type



- The overall service request mix is typical for the month of October, with September of 2016 having a similar dispersal.

Community Development- October 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	345	358		
New Single Family	39	11	30	23	20	11	17	35	19	10		
New Multi Family	0	0	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/Variiances Filed in October 2017			
File #	Address	Scope	Hearing Date
ZBA17-47	3025 Woodrow Way	Reduce stream buffer from 75 feet to 45 feet and allow accessory structures within the side yard.	11/15/17
ZBA17-57	1336 & 1342 Dresden Drive	Reduce the stream bugger from 75 feet to 50 feet for construction of a patio.	11/15/17
ZBA17-58	1864 Bragg Street	Reduce the accessory structure setback from 10 feet to 3 feet for the construction of a 2 car garage.	11/15/17
ZBA17-59	1234 Ragley Hall Road	Reduce the average front yard setback from 87.89 feet to 51 feet for the construction of a single-family residence.	11/15/17
ZBA17-60	2453 Wawona Drive	Reduce the average front yard setback from 63.7 feet to 39.3 feet to construct a porch.	11/15/17
ZBA17-61	2362 Colonial Drive	Waive the lot merger requirement for development of two single family lots.	11/15/17
ZBA17-62	1739 Tobey Road	Reduce the stream buffer from 75 feet to 40 feet for construction of a single family residence.	11/15/17
ZBA17-63	1420 Sylvan Circle	Reduce the front yard setback from 33 feet to 22.5 feet, to reduce the stream bugger from 75 feet to	11/15/17

		30 feet and increase lot overage from 35% to 37.7%.	
ZBA17-64	2765 Tryon Place	Reduce the average front yard setback from 52.05 feet to 46.75 feet, reduce the side yard setback from 8.5 feet to 1.46 feet to allow an addition	11/15/17

Community Development ZBA/Variations Heard in October 2017

File #	Address	Scope	Hearing Date	Action
ZBA17-34	4006 East Brookhaven Drive	Reduce the average front yard setback from 75.9 feet to 67 feet and reduce side yard setback from 10 feet to 4.9 feet to enclose an existing porch.	10/18/17	Withdrawn
ZBA17-43	1053 Pine Grove Avenue	Reduce stream buffer from 75 feet to 50 feet.	10/18/17	Denied
ZBA17-48	4220 Regency Park Court	To reduce the rear yard setback from 30 feet to 11.5 feet for construction of a residential addition.	10/18/17	Approved with Conditions
ZBA17-49	1234 Newbridge Trace	To reduce the stream buffer from 75 feet to 45 feet for construction of a covered deck.	10/18/17	Approved with Conditions
ZBA17-50	1040 Standard Drive	Waive the lot merger requirement for development of two single family lots.	10/18/17	Approved with Conditions
ZBA17-51	1088 Hunters Brook Court	To increase lot coverage from 35% to 38.82% to allow construction of a pool pavilion.	10/18/17	Approved with Conditions
ZBA17-52	2391 Cortez Way	To reduce the front setback from 30 feet to 14 feet and the side yard setback from 7.5 feet to 3 feet for the construction of a new single family residence.	10/18/17	Approved with Conditions
ZBA17-53	2299 Matthews Street	To reduce the rear yard setback from 30 feet to 18 feet to allow a screened in porch.	10/18/17	Approved with Conditions
ZBA17-54	1528 Trentwood Place	To reduce the rear yard from 40 feet to 22.4 feet for a new single family residence.	10/18/17	Approved with Conditions
ZBA17-55	2396 Coosawattee Drive	To increase lot coverage from 35% to 37.7% to allow construction of a swimming pool.	10/18/17	Approved with Conditions
ZBA17-56	3214 Osborne Road	To reduce the side yard setback from 30 feet to 7 feet and increase lot coverage from 35% to 51.6% to construct a new single family residence.	10/18/17	Approved with Conditions

Community Development Rezonings Filed in October 2017				
File #	Address	Scope	PC Hearing Date	CC Hearing Date
SLUP17-04, 05, & 06	1350 Hearst Drive	Special Land Use Permit to allow expansion of an educational building, increase number of students and construct a new rectory	12/6/17	12/12/17

Community Development Rezonings Heard in October 2017						
File #	Address	Scope	PC Hearing Date	PC Rec	CC Hearing Date	CC Rec
RZ17-05	1330 North Druid Hills Road	Rezone the subject property from R-75 (Single Family) to RM-100 (Multifamily) to allow 64 townhomes	10/4/17	Recommended Unfavorably	10/24/17	Deferred to 12/6/17
RZ17-06	2070,2080,2088, & 2096 Pine Cone Lane and 2069 Coosawattee Drive	Rezone the subject property from R-75 (Single family) and RM-75 (Multifamily) to RM-75 (Multifamily) to allow 22 townhomes	10/4/17	Recommended Favorable	10/24/17	Approved with Conditions

Code Enforcement Activity October 2017	
Inspections & Follow-ups	456
Violations	272
Total Street Miles Patrolled	±3,658 Miles (Approximate Value)
CitySourced Requests Created	35

Brookhaven Connect Requests Received / In Process	6 17.1% of Created Requests
Brookhaven Connect Requests Closed / Abated / Duplicated / Not an Issue	29 82.8% of Created Requests
Average # of Reports Created per Day	1.094
Average # of Reports Closed per Day	.906
Average Time to Close	5.317 Days
Courtesy Warnings / Placards	92
Notice of Violation Letters	24
Residential Citations Issued (Single & Multi-Family)	3
Commercial Citations Issued	0
Property Maintenance Violations	152
Misc. Vehicle Violations	11
Misc. Business Violations	0
Misc. Construction Violations	17
Misc. Zoning Violations	4
Signs picked up on city right of ways	88

Building Inspection Activity October 2017

Plan reviews	112
Building inspections	1,213
Building inspections percent pass/fail	84%/16%

Key Land Development Activity/Review October 2017

Land Development Enforcement & Inspection Activity	
Tree removal permits	44
Stop Work Orders issued	11
Courtesy warnings issued (Notice of violation)	56
Environmental Inspections	437
Environmental Court Summons (0)	
N/A	
Land Disturbance Permit Review (4)	
Townes at High Line (fka Park Villa)- 2069 Coosawattee	
SW pipe relocation + tree removal - 2362 Colonial Dr	
QuikTrip Revision - 3249 Buford Hwy	
The Estates at Harts Mill - 1440/1448 Harts Mills Rd	
Land Disturbance Permits Issued (6)	
Dettlebach Pesticide Warehouse Revision - 1251 Park Avenue	
Skyland Brookhaven Phase 2 - 2527 Skyland Drive	
1200 Lake Hearn Drive Parking Redevelopment	
Toll Brothers-10 Executive Park	

RaceTrac Brookhaven Revision - 3630 Clairmont	
Park Villa -stock pile revision - 2069 Coosawattee	
Plat Review Activity (5)	
Executive Park Combination Plat (10 & 20 Executive Park Drive)	
Appleden Heights Combination Plat (Dresden at Apple Valley)	
2751 Buford Highway Lot Split	
1539 Harts Mill Lot Split	
1040 Standard Drive Lot Split	
Plats Approved (4)	
Townsend at Brookhaven (North Cliff Valley @ Coosawattee Dr.)	
Park Haven Revision 2 (3564 Ashford Dunwoody Road)	
Townsend at Lenox Park Revision 6 (1367 Coosawattee)	
Arrington Place Revision 5 (2220 Adler Drive)	

Municipal Court- October 2017

Case Filings	370
Number of Court Dockets	9
Number of Defendants on Dockets	378
Number of Cases on Dockets	585

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	\$	65,765.58
Contempt Charge		400.00
Processing Fee		12,554.16
Cash Bonds		17,258.00
Revenue Collected-Diverse Agencies		20,765.76
CB-Applied		9,995.00
Bond Forfeiture		0.00
Overage		0.00
Restitution		0.00
	Monthly Cash Collections	\$ 126,738.50
Paid to Diverse Agencies		20,765.76
Cash Bond Refunds/Returned		15,145.00
Restitution Paid		0.00
	Total Paid Out	\$ 35,910.76
	NET	\$ 90,827.74

Office of City Clerk- October 2017

City Clerk's Office and Legislative Activities –October 2017		
	Open Record Requests	40
	Agendas/Agenda Packets Managed (Included Audit Comm., Millage Rate Public Hearings, Charter Comm., Alcohol Bd.)	6
	Minutes Composed (Council)	5
	Executive Sessions Held (Council Only)	2
Legislation and Contracts Approved by Mayor and Council – October 2017		
Ordinances/No.	October 2017– Description	Appr. Date
ORD 2017-10-01	General Budget Amend – FY 2017-2018 – for Legal Services	10/10/2017
ORD 2017-10-02	Alcohol Ordinance	10/10/2017
ORD 2017-10-03	Budget Amendment – North Druid Hills Road Property Purch	10/24/2017
Resolutions/No.	October 2017– Description	Appr. Date
RES 2017-10-01	Resolution Authorizing Sub. Of App. To the Georgia Dept. Land and Water Conservation Fund Application	10/10/2017
RES 2017-10-02	Resolution – Approve the Acquisition of Real Estate – GA Power North Druid Hills Property	10/10/2017
RES 2017-10-03	Resolution – Marriott Courtyard Hotel Settlement	10/24/2017
RES 2017-10-04	Resolution – Award Health Benefits to Cigna	10/24/2017
RES 2017-10-05	Resolution – Award to Splash Festivals, Inc. – Cherry Blossom Festival	10/24/2017
Department	Contracts/Agreements – October 2017	Appr. Date
	None	
Policies/Department	Adopted Policy – October 2017	
	None	
Moratoriums	Pending Moratoriums	
	None	
Grants	Grants/Submittals Approved by Council – October 2017	Appr. Date
Ga. Dept. Nat. Res.	Land and Water Conservation Fund Application	10/10/2017
Georgia EPA	319 (H) Shoreline Restoration, North Fork Nancy Creek	10/10/2017
Appointments – October 2017		
	None	

Communications- October 2017

Communications Department Activities:

- Hosted Municode/AHA new website training
- Initiated first design meeting for Eco Dev website
- Completed Fall City Newsletter (Spanish version)
- Staffed Mayor’s town hall
- Staffed Peachtree Creek Greenway open house
- Coordinated SPLOST educational materials for website
- Staffed DeKalb’s SPLOST press conference
- Designed ad for Georgia Trend’s DeKalb Focus section
- Coordinated Welcoming City proclamation
- Coordinated Keep DeKalb Beautiful council presentation
- Created Brookhaven Connect presentation for council
- Created flyers for Halloween Safety and Fall Festival in English and Spanish
- Created Proposed Budget and Fall Newsletter banners for homepage of website
- Press releases & e-blasts:
 - Lanier Drive and Woodrow Way sidewalks
 - Brookhaven Honor Guard
 - Budget Hearings
 - Fall Festival
 - Planning Commission Annual Retreat
 - North Fork Watershed meeting
 - Third meeting for Overlay District Rewrite
 - DeKalb SPLOST media alert
 - Brookhaven adds greenspace
 - Proposed budget
 - Welcoming City
 - KDB-PCG check presentation
 - Early voting in DeKalb
 - Brookhaven quorum for soccer match
 - Mayor to host town hall
 - Brookhaven Officer is a ‘Hero’
 - 4004 Summit Open for business
 - Police celebrate Halloween
 - Weekly Friday eblasts

Engagement reports (Sept):

	Posts	Subscribers	Subscriber growth (1 month)
E-blasts/press releases	37	3,259	+4
Facebook	74	5,276	+30
Twitter	93	3,220	+44
NextDoor	13	13,293	+262

Tourism- October 2017

Marketing and Advertising

- Digital Billboard Ads in 15 metro Atlanta locations
 - Atlanta Chili Cook Off in Brookhaven
 - Brookhaven Arts Festival
 - IrishFest Atlanta
- Delta Sky Magazine-November 2017 issue-full page ad
- Behavioral Display and Retargeting Digital Ads - Tegna
- Three Banners ads displayed on ExploreGeorgia.com
- Brookhaven Search Engine Marketing on *I'm Going* Events Calendar and Brookhaven Landing page (Discover Brookhaven.com)
- Restaurants displayed on DiscoverDeKalb.com Dining Listing
- Facebook and Twitter
 - Sugar Shack Restaurant-313 People Reached, 3 Likes
 - IrishFest Atlanta-980 People Reached, 12 Likes, 1 Comment
 - CineBistro-269 People Reached, 2 Likes
 - TownBrookhaven-643 People Reached, 1 Like
 - PURE Taqueria Restaurant-242 People Reached, 3 Likes
 - Brookhaven Named one of Georgia's 15 Most Successful Cities-375 People Reached, 2 Likes
 - Atlanta Chili Cook Off-319 People Reached, 1 Like
- Off the Eatin' Path Facebook Posts
 - IrishFest Taste Sampling-2,213 People Reached, 20 Likes, 4 Shares, 2 Comments

Sales

- Georgia Business Travel Association Annual Reception-200 attendees
- Sales calls in Cincinnati with company HQ's that have regional presence in Atlanta including Fifth Third Bank, Kroger, Procter & Gamble and Macy's
- Small Market Meetings- 350 attendees-25 appointments
- Connect Faith-500 attendees-36 appointments
- Georgia Meeting Planners International-100 attendees
- Society of Government Meeting Professionals Peach Chapter (2 meetings)-10 attendees-25 attendees
- Family Reunion Workshop-24 attendees
- Senior & Baby Boomer Expo-500 attendees-50 contacts
- DeKalb Entertainment Expo-200 attendees-55 contacts
- DeKalb Entertainment Launch-250 attendees
- Hosted Film Assistant Directors workshop
- Hosted Workshop for Atlanta Film Society DeKalb Focus
- Trade Show Representation
 - Southern Destinations
 - Birmingham Southern Women's Show
 - Orlando Southern Women's Show

Leads Submitted to Brookhaven Hotels

- Corporate-36 room nights (November 2017)
- Corporate-375 room nights (January 2018)
- Corporate-620 room nights (February 2018)
- Corporate-1875 room nights (July 2018)
- SMERF (Social, Military, Education, Religious, Fraternal)-180 room nights (September 2018)
- SMERF-440 room nights (April 2018)
- SMERF-36 room nights (June 2018)
- SMERF-850 room nights (September 2018)
- SMERF-20 room nights (December 2018)
- Association-878 room nights (September 2018)
- Association-50 room nights (August 2020)
- Association-330 room nights (November 2019)
- Association-82 room nights (September 2018)
- Association-25 room nights (August 2018)
- Reunion-75 room nights (July 2018)
- Reunion-24 room nights (July 2018)
- Reunion-75 room nights (August 2018)
- Reunion-20 room nights (June 2018)
- Reunion-86 room nights (July 2018)
- Reunion-48 room nights (September 2018)
- Reunion-22 room nights (October 2018)

Rooms Booked at Brookhaven Hotels

- Sports-40 room nights (October 2018)
- Motorcoach-19 room nights (October 2017)
- Motorcoach-19 room nights (March 2018)
- Motorcoach-45 room nights (March 2018)
- Motorcoach-22 room nights (March 2018)
- Motorcoach-56 room nights (April 2018)

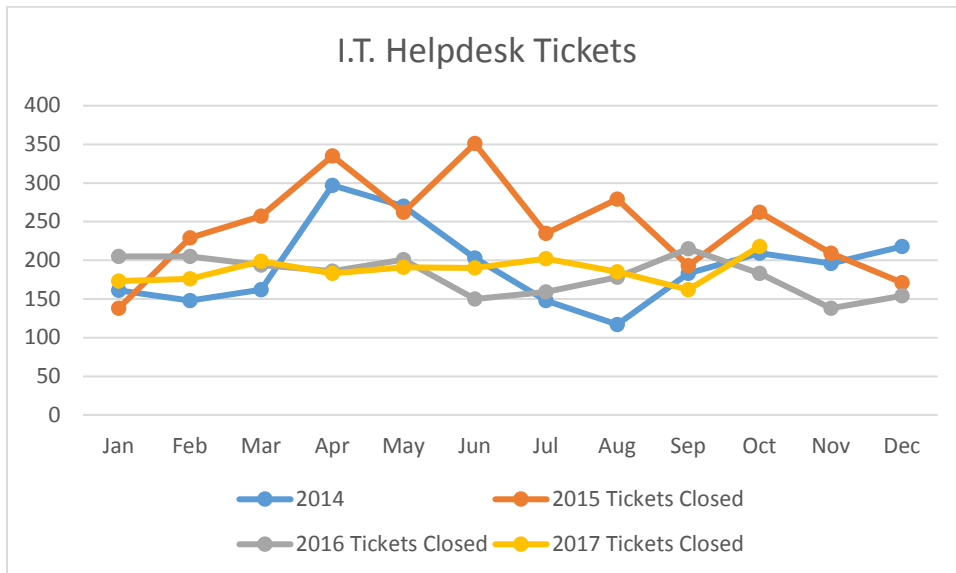
Other

- Working with 10 Brookhaven Hotels for Stone Mountain Park/Cherry Blossom Festival package
- Cherry Blossom Save-The-Date earbuds distributed
 - 7 cases-PRIDE Atlanta
 - 1 case-Atlanta WarBirds
 - 1 case-Brookhaven Arts Festival
- Quarterly sales and marketing meeting for all hotels and attractions

Information Technology (I.T.)- October 2017

General I.T.

- Received Keymark PO/OnBase software ordered
- Discovery session with Keymark for OnBase E-plan solution, will implement parallel with Cityworks, PLL
- Began participating in configuration review (small group) demo meetings for Cityworks, PLL project
- Met with Finance regarding APIs for online credit card purchases through Cityworks
- Participated in training for the new Brookhaven website
- Completed/tested business process for onboarding form for new employees where any user can start a form, form is routed based on tasks, then saved into Laser
- Created workflow process to automatically route business licenses, rename the document, create/name folder, and move the documents, increasing the number of licenses that can be scanned
- Windows updates on several servers
- Drive space increased on several servers
- Phone replacement at Briarwood
- HR desktop scanner installed
- Files restored from backups



GIS

- ChatComm/CAD
 - Tested last month's update
- Prepared for and started integration of current 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
- Deployed internal Public Works editing application
- Built prototype of Location Map generation tool for Community Development
- Training and support of GIS Intern
- Ongoing map/data requests

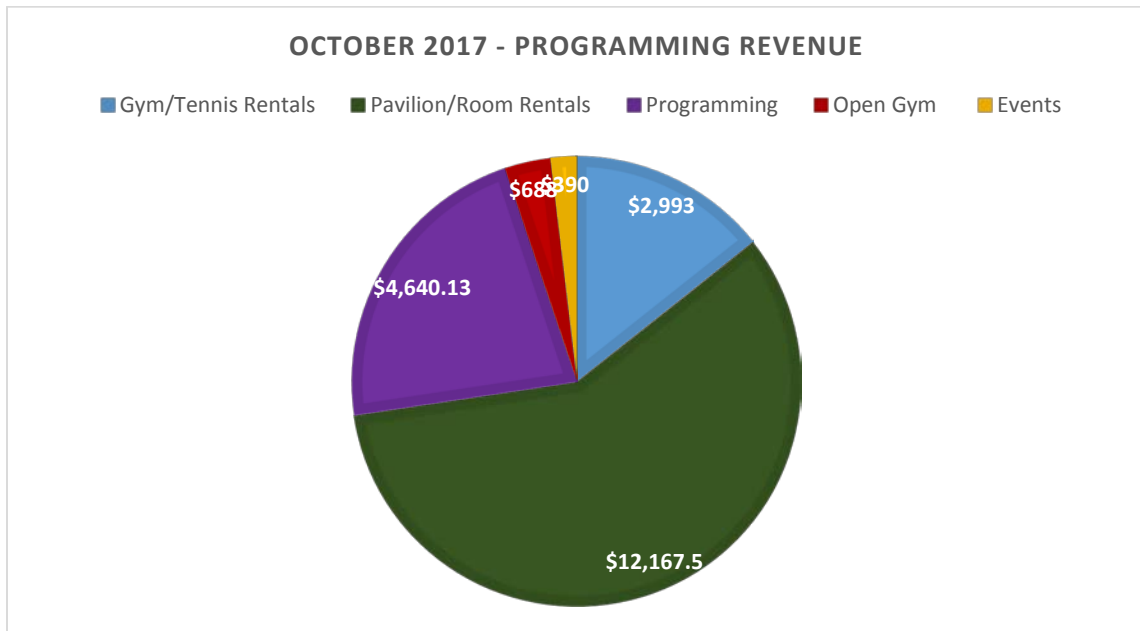
Police Department

- Resolved connectivity issue between Chatcomm and PD
- Setup Court software (NLETS) for Automatic Criminal History processing

Parks and Recreation- October 2017

October Program Revenue Brought In:

- 6 Parents Night Out signups for \$90
- 5 Yoga signups for \$232
- 9 Latin/Salsa signups for \$530
- 1 gymnastics signup for \$100
- 1 Ageless Grace signup for \$32
- 3 tumble/cheer signups for \$195
- 10 Silver Sneakers drop-ins for \$50
- 1 Zumba drop-in for \$10
- BodyJump Fitness drop-ins for \$45
- Yoga drop-ins for \$190
- Fresh N Fit partner fee of \$200.20
- CMD partner fee of \$81.20
- YMCA camp dues of \$2,974.73
- Food Truck vendor payments for \$250
- Fall Festival vendor payments for \$50
- Open Gym/Passes brought in \$688 between both gyms.
- Gym rentals brought in \$2,640
- Classrooms/pavilion/community room/APB rentals brought in \$12,067.50
- Non-resident rental fees brought in \$100
- Tennis court rentals brought in \$353
 - Total program signups/drop-ins/fees/rentals for October = \$20,878.63



A comprehensive guide to all Fall Parks and Recreation programming and athletics can be found [here](#).

Police- October 2017

Support Services – October 2017

- 10/4- Coordinated Ashford Park Elementary walk to school day
- 10/4- DOJ National Coffee with a Cop day at Bonglaze
- 10/5- Sgt. Kissel attended web-site design training
- 10/6- Ofc. Nino gave a group of cub scouts a tour of HQ
- 10/7- NAMI walks
- 10/12- Sgt. Kissel and Ofc. Nino attended community helper’s day at Primrose school
- 10/13- Sgt. Kissel and Ofc. Nino met with Mercy care clinic regarding shop with a badge
- 10/17- Ofc. Nino participated in the presentation of the flag at HQ
- 10/18- Ofc. Nino assisted Perimeter Summit with a fire drill
- 10/19- Ofc. Nino assisted Perimeter Summit with a fire drill
- 10/20- Ofc. Nino visited with the Mexican Consulate
- 10/24-10/27- Ofc. Nino participated in Ashford Park Elementary Red Ribbon Week
- 10/31- Sgt. Kissel assisted with Candy patrol in Brookhaven Heights

Support Services

REPORTS	OPEN	Officer Nino	Sergeant Kissel	Total
Incident Reports		0	0	0
Accident Reports		0	0	0
Patrol Assist		2	2	4
Arrests		0	0	0
Citations		0	0	0
Press Releases		1	0	1

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

MONTHLY REPORT: PT Officer / Reserve Officers	
POP Logged	15
Assist Patrol	88
Citations	9
Warnings	16
Transport	27
Arrests	2
Child Safety Seat Install Classes	1
Shifts Worked	36
Court Service Hours	47
Traffic Enforcement Hours	26
Fleet Service Hours	15

Transport Hours for Uniform Patrol/NET	15
Training Hours	8

Monthly Report: K-9 Officers	Officer Fikes
Patrol Assist	35
Other Agency Assist	4
Training Hours	14
Search Warrants	0
Citations	5
Warnings	13
Field Interviews	0
Felony Arrests	4
Misdemeanor Arrests	4
City Ordinance Arrests	2
Wanted Person Located	0
K-9 Search	3
K-9 Tracks	0
K-9 Demonstrations	2
Marijuana Seized	12.0 grams
Cocaine Seized	0.0 grams
Methamphetamine Seized	3.0 grams
Heroin Seized	0.0 grams
Schedule Pills	0
MDMA Seized	0.0 grams
Other Seized (Codeine)	0.0 grams

Monthly Report: N.E.T. Team	
Patrol Assist	64
Other Agency Assist	9
Training Hours	40
Search Warrants	1
Citations	15
Warnings	23
Field Interviews	25
Felony Arrests	2
Misdemeanor Arrests	1
City Ordinance Arrests	2
Wanted Person Located	1

Marijuana Seized	10 grams
Cocaine Seized	1.0 grams
Methamphetamine Seized	0.0 grams

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

- K-9, NET, DeKalb Police Gang Unit and Chamblee Police conducted concentrated patrols in the area of Northeast Plaza on 10/01/17.
- NET met with the DeKalb County Gang Unit at Chamblee P.D. on 10/05/17 to discuss cases.
- K-9 participated in Trunk or Treat at OLA on 10/27/17
- K-9 and NET distributed candy to the Trick or Treaters on Halloween.
- NET and K-9 participated in Taser re-certification training and Use of Force Training during the month.
- NET and K-9 assisted Uniform Patrol during the month.

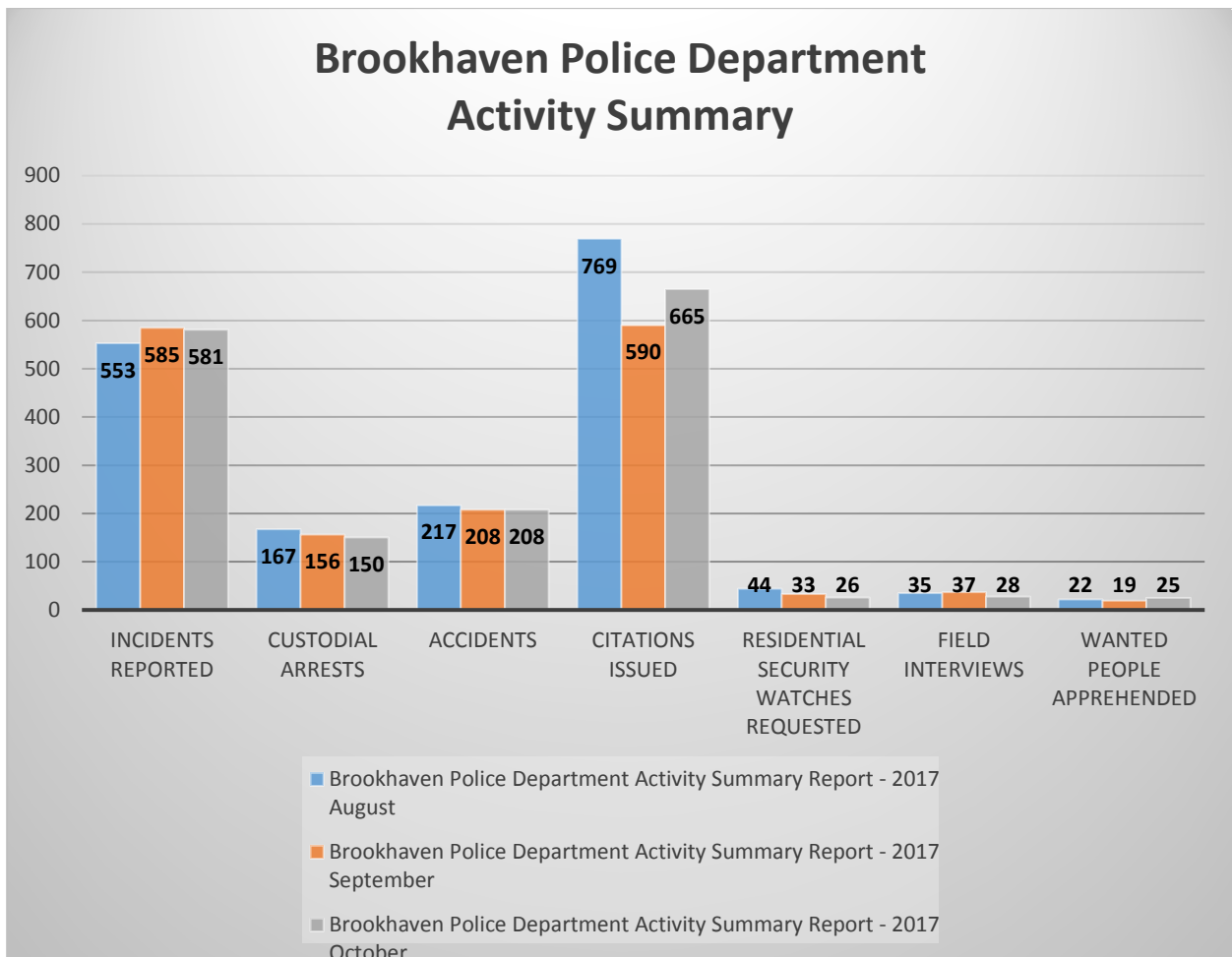
Monthly Report: Traffic Safety Unit	Corporal Snively & Officer Maria Jones
Total Motor Vehicle Stops	50
Total Pedestrian Stops	107
Total Citizen Contacts	162
Total Citations Issued	34
Total Warnings Issued	122
Felony Arrests	0
Misdemeanor Arrests	4
Wanted Persons Located	4
GOHS Initiative Concentration Areas:	

Additional Activities for Traffic Safety Unit

- On October 04, the Traffic Safety Unit assisted in Walk to School Day events at Montgomery Elementary and Ashford Park Elementary where they demonstrated proper crosswalk techniques to students and parents arriving at school.
- On October 04 Corporal Snively and Officer Jones attended Coffee with a Cop at Bon Glaze.
- On October 07, Officer Jones assisted with the NAMI Walks event at Mercedes Bens stadium.
- On October 11, Officer Jones attended the MATEN Meeting On October 17, Corporal Snively and Officer Jones participated in the flag raising ceremony at Brookhaven Police Headquarters as members of the Honor Guard.
- On October 19, Corporal Snively and Officer Jones attended the in-service use of force training and TASER update.
- On October 21, Officer Jones gave a presentation for KOPS: Kids on Patrol for Safety. The presentation was focused on Pedestrian Safety and included demonstrations of crosswalks and pedestrian signals.
- On October 24, Corporal Snively presented the Legal Information and De-escalation Techniques to the Citizens on Patrol class.

Criminal Investigations Division

2017 - Criminal Investigations Report	
Total Reports Handled	162
Total Reports Cleared INACTIVE	130
Total Reports Ex-Cleared	10
Total Reports Unfounded	8
Total Arrests by Investigators	17
Warrants Obtained Pending Arrest	12
Search Warrants	8



ChatComm- October 2017

911 Answer Time: In October 2017, ChatComm 911 answered 92.6% of all incoming phone calls within ten seconds and 98.6% of all incoming phone calls were answered within thirty seconds.

Call Processing Time: This Month, ChatComm 911 processed 95.6% of all high priority calls for service and 92.6% of all low priority calls for service within sixty seconds.

Monthly Phone Call Volume: For the month of October 2017, ChatComm 911 handled a total of 32,175 phone calls.

- 70.6% (22,714) were incoming phone calls which are treated as potential emergencies and handled as 911 calls regardless of the line the call is received on.
 - 14,870 of those calls were received on the 911 trunks. 1,341 of the 911 calls received were abandoned 911 calls (where the caller disconnects the line prior to speaking with a calltaker).
 - 7,844 calls were received on administrative and alarm lines but treated as 911 calls.
- The remaining 29.4% (9,461) of the phone calls handled by ChatComm 911 in October 2017 were outgoing phone calls.

Overall Phone Call Volume: Since September 2009, ChatComm 911 has answered a total of 1,968,911 incoming phone calls. Of those calls, 1,208,755 (61.4%) were received on 911 trunks and 760,156 (38.6%) came in on 10-digit phone lines.

Monthly Incident Volume: ChatComm 911 handled a total of 33,021 incidents in October 2017.

- 51% (16,840) of the incidents created were officer-initiated incidents, which include traffic stops, business & residential checks, and other calls created by officers.
- 41.5% (13,706) of the incidents were dispatched incidents.
- The remaining 2,475 (7.5%) of the incidents were transferred via CAD to Dekalb for EMS and Fire Dispatch.
- Brookhaven incidents were 11.8% (3,892) of the total incident volume.

Overall Incident Volume: By the end of October 2017, ChatComm 911 handled 2,386,575 incidents since “go-live” in September 2009. 2,087,793 (87.5%) of those were law enforcement incidents; 173,251 (7.3%) of those were fire department incidents; and 125, 531 (5.2%) of those were EMS incidents.

EMD and EFD Compliance: For the month of September 2017, the quality assurance compliance score for EMD remains in compliance with levels set forth by the International Academies of Emergency Dispatch (90%).

- The Emergency Medical Dispatch QA compliance for September was 97% .
- The Emergency Fire Dispatch QA compliance for September was 86% which is an improvement from last month. We are still working diligently to improve this score.

Public Works

Major Initiatives Completed

- Road paving of Loraine Street, Oostanaula Drive, Peachtree View and Dogwood Terrace are complete and working on Wilford Drive.
- All twelve meetings with property owners completed on Stratfield Drive drainage project.
- Drew Valley Pond maintenance work is complete and mulching the Path is underway.
- Maintenance of Capital Club pond was completed in October and scheduling 1700 Briarwood Road pond maintenance.
- Storm Drain Marker event was completed last Saturday, 10/21/17
- Traffic counts at Parkridge Drive and Oak Forest Hills have been collected.

Major Initiatives in Progress/Upcoming

- Sidewalk construction at Lanier Drive/Woodrow way is complete
- Sidewalk construction at Lanier Drive/Peachtree Road started on 10/30/17
- Sidewalk construction at 1518 Johnson Ferry Road to City limits starts on 11/01/17
- Sidewalk at Thompson Road, still waiting for contractor to return contract and bond
- Sidewalk at Skyland Drive bids will be presented to council for approval on 11/14/17

Ongoing Coordination

- PTOG 5-year Grant coordination w/ PCID
- RTOP Coordination with GDOT – Signals on Peachtree Road, Clairmont Rd, Buford Hwy, & N Druid Hills Road.
- PTOG Coordination with PCIDs/GDOT – Signals on Ashford Dunwoody Rd from Lake Hearn to Johnson Ferry
- PCIDs Public Works Committee - Coordination with PCIDs, Sandy Spring, Dunwoody
- Buford Hwy Streetscape/Sidewalk Project – Coordination with GDOT

Completed Work Orders

2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Street Maintenance													
Sidewalk Repairs	1	1	1	0	2	1	0	2	2	1			11
Curb Repairs	1	1	5	3	4	10	6	6	4	4			44
Potholes	3	4	2	8	1	6	3	1	1	4			33
Patching	5	2	6	9	10	10	11	9	3	11			76
Signs	15	4	11	11	6	14	5	8	11	16			101
Traffic Signals													
Signal Repairs	7	3	10	3	4	10	6	2	7	9			61
ROW Maintenance													
Tree Removal	7	1	7	6	9	6	7	1	1	2			47
ROW Maintenance	4	3	5	5	5	20	12	16	7	2			79
Stormwater													
Stormwater Cleaning	4	2	1	2	5	8	7	4	3	9			45
Stormwater Repairs	9	8	6	9	5	13	9	6	1	5			71
Total work orders	56	29	54	56	51	98	66	55	40	63	0	0	568

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	2	1			12
Downed Lines	0	0	7	0	0	3	1	2	5	2			20
Pavement/Potholes	13	11	13	21	15	16	22	28	13	11			163
Right of Way/Trash	4	3	5	6	12	7	8	6	6	7			64
Sidewalk	3	1	5	5	2	3	4	0	2	3			28
Stormwater	9	8	5	11	16	20	5	5	7	5			88
Street Lights	4	0	4	3	3	2	1	2	7	7			33
Street Sign	3	4	4	8	5	12	7	10	11	7			71
Traffic Signal	0	4	5	4	2	8	8	2	2	3			38
Tree	1	0	3	0	1	0	3	1	8	0			17
Total Service Requests	37	31	51	58	56	71	62	62	63	46	0	0	537

Finance

October 31, 2017 Financial Report in Brief

The October 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 1st quarter of year with other utilities remitting quarterly), (3) business and occupational taxes (renewals are due March 31st), (4) insurance premium tax and fees (collected and remitted by State; Oct 1st), and (5) alcohol licenses (renewals due Nov 30th). Operationally, the expenditures are not subject to “seasonal” variances, but the acquisition of capital items can be arbitrary from one year to the next.

General Fund Summary

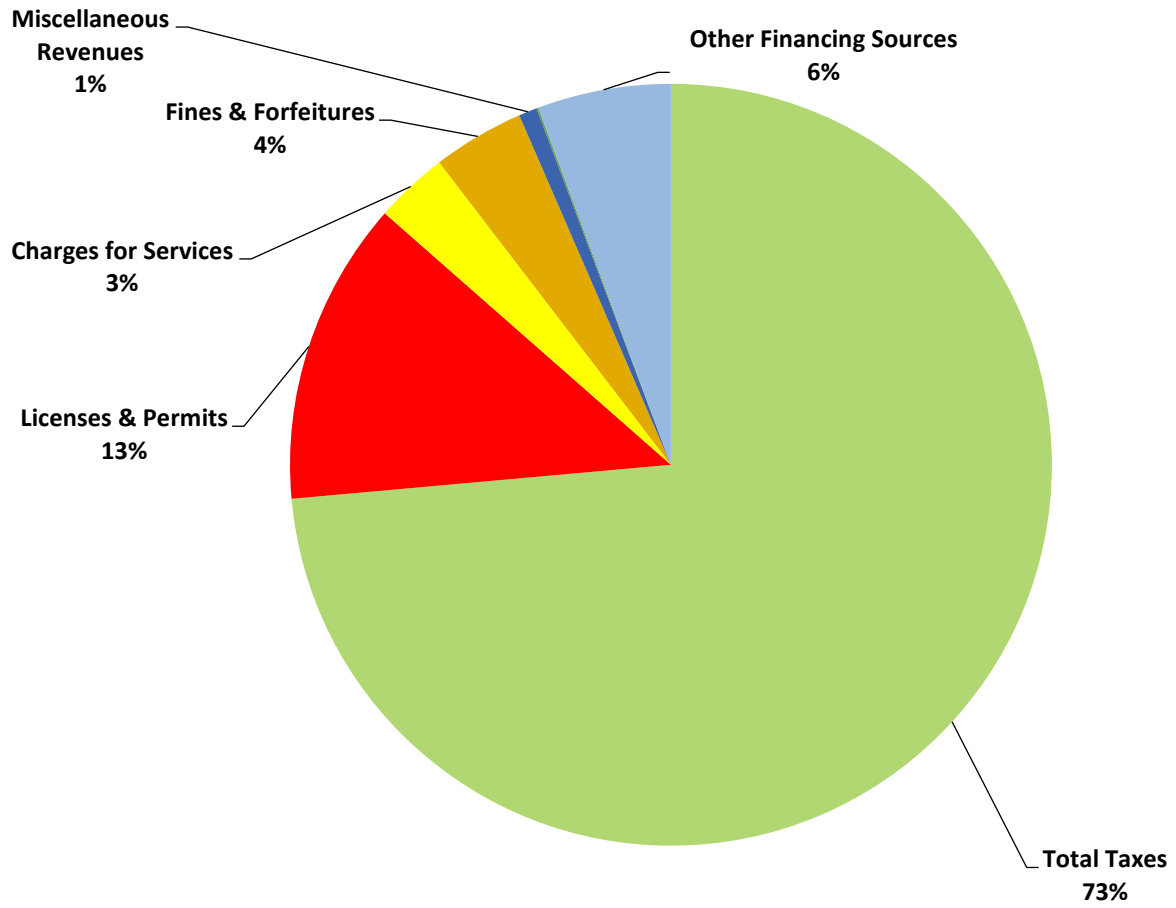
Total General Fund revenues through October 31, 2017 are \$1,398,338 more than they were this time last fiscal year. The City collected back taxes on a delinquent hotel, as a factor, making the transfer from the Hotel/Motel Tax Fund more favorable by \$728,839 than 2016 receipts. Insurance Tax Premium was received in October and was \$477,323 more than the anticipated budget. There is a reduction in the collection of the legal fee reimbursement as well as the reimbursement for damaged property as this was moved to offset expenses in the vehicle replacement fund. Franchise Fees and Building Permits are up respectively by \$1,015,450 and \$411,884, from last year. Total General Fund expenditures are up from last year in Information Technology due to the implementation of City Works in Permitting and Public Works Departments. The transition migrates the operations from the legacy system of Meritage. Vehicle repairs and maintenance is up from last year in the Police Department.

BUDGET COMPARISON REPORT - GENERAL FUND - REVENUES

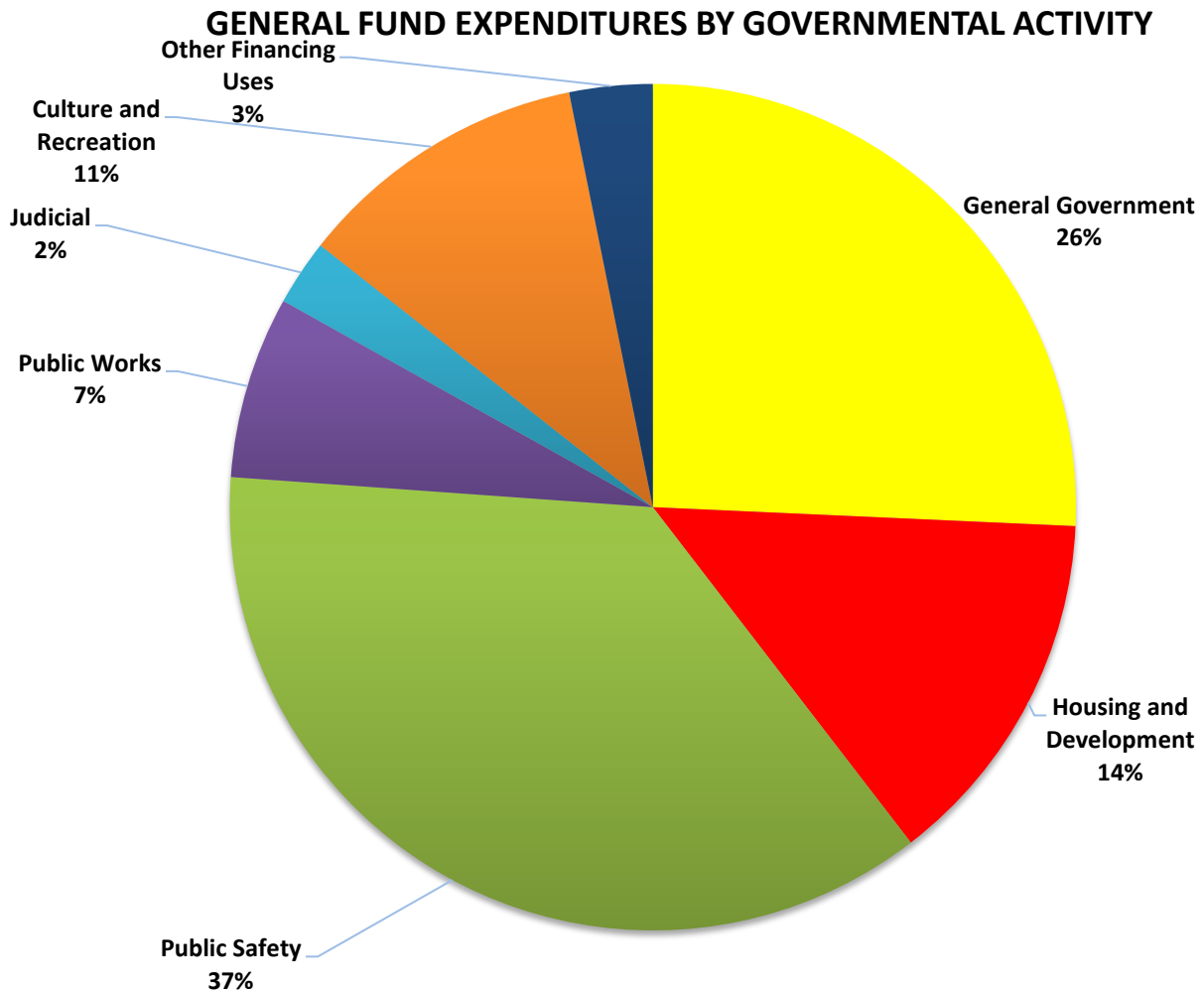
For The Tenth Month Ending October 31, 2017

	2016 Amended Budget	2016 YTD Transactions	2017 Revised Budget	2017 YTD Transactions	Variance from Budget	% of Annual Budget
Property Tax	\$ 6,642,980	\$ 5,405,117	\$ 8,318,321	\$ 5,030,804	\$ (3,287,517)	60.48%
Motor Vehicle Tax & Title Ad Valorem Tax	330,000	101,838	231,669	64,352	(167,317)	27.78%
Recording Intangible Tax	90,000	99,931	90,000	85,218	(4,782)	94.69%
Real Estate Transfer Tax	36,000	46,767	36,000	32,274	(3,726)	89.65%
Franchise Tax	3,035,000	3,112,020	3,200,000	4,127,470	927,470	128.98%
Alcoholic Beverage Excise Tax	800,000	897,903	825,000	830,503	5,503	100.67%
Energy Excise Tax	35,000	41,419	40,000	98,611	58,611	246.53%
Motor Vehicle Rental Excise Tax	50,000	45,445	50,000	51,349	1,349	102.70%
Business & Occupational Tax	2,300,000	2,090,108	2,100,000	1,994,022	(105,978)	94.95%
Insurance Premium Tax	2,800,000	3,094,090	2,815,000	3,296,373	481,373	117.10%
Financial Institutions Tax	55,000	32,402	50,000	52,388	2,388	104.78%
Penalties & Interest	<u>12,000</u>	<u>14,755</u>	<u>8,000</u>	<u>82,682</u>	<u>74,682</u>	<u>1033.53%</u>
Total Taxes	<u>16,185,980</u>	<u>14,981,794</u>	<u>17,763,990</u>	<u>15,746,047</u>	<u>(2,017,943)</u>	<u>88.64%</u>
Licenses & Permits	1,950,000	2,348,740	2,225,000	2,760,624	535,624	124.07%
Charges for Services	427,500	807,002	630,000	667,379	37,379	105.93%
Fines & Forfeitures	1,250,000	925,527	1,350,000	832,046	(517,954)	61.63%
Miscellaneous Revenues	403,459	450,212	494,878	166,175	(328,703)	33.58%
Investment Earnings	5,000	5,257	5,000	15,761	10,761	315.23%
Other Financing Sources	<u>2,785,241</u>	<u>484,576</u>	<u>2,803,996</u>	<u>1,213,415</u>	<u>(1,590,581)</u>	<u>43.27%</u>
TOTAL REVENUES	<u>\$ 23,007,180</u>	<u>\$ 20,003,108</u>	<u>\$ 25,272,864</u>	<u>\$ 21,401,446</u>	<u>\$ (3,871,418)</u>	<u>84.68%</u>

GENERAL FUND REVENUES BY SOURCE (Revenues YTD)



Governmental Function	2016 Amended Budget	2016 YTD Actuals	2017 Revised Budget	2017 Monthly Actuals	2017 YTD Actuals	% of Annual Budget
General Government	\$ 4,818,619	\$ 3,552,370	\$ 5,627,782	\$ 441,175	\$ 4,677,849	83.12%
Housing and Development	3,141,385	2,101,705	3,198,487	227,808	2,519,101	78.76%
Public Safety	7,985,260	6,484,157	8,433,344	555,016	6,653,240	78.89%
Public Works	1,420,316	861,071	1,521,230	55,198	1,267,184	83.30%
Judicial	724,016	465,015	629,345	39,707	457,681	72.72%
Culture and Recreation	2,693,048	2,293,922	2,351,205	116,320	2,039,726	86.75%
Other Financing Uses	2,221,536	1,111,684	3,511,471	80,222	577,220	16.44%
TOTAL EXPENDITURES	\$ 23,004,180	\$ 16,869,924	\$ 25,272,864	\$ 1,515,445	\$ 18,192,001	71.98%



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			
	27,400.00		
Disbursements			
	(4,800.00)		
Balance at October 31, 2017		\$	<u>43,837</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 Dec 31, 2016	Receipts	Disbursements	Balance October 31, 2017
Explorer Program	\$11,766	\$ 24	\$ -	\$ 11,790
Shop with a Badge/Cop	21,793	23,507	(18,095)	27,204
General PD Donations	(1,990)	1,100	(575)	(1,465)
K9 Donations	-	2,040	-	2,040
Totals	<u>\$31,569</u>	<u>\$ 26,671</u>	<u>\$ (18,670)</u>	<u>\$ 39,569</u>