



**TO:** Mayor and City Council  
**FROM:** Christian Sigman, City Manager  
**DATE:** March 16, 2018  
**SUBJECT:** February 2018 Departmental Highlights

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Please find enclosed the **February 2018 Departmental Highlights report**.

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

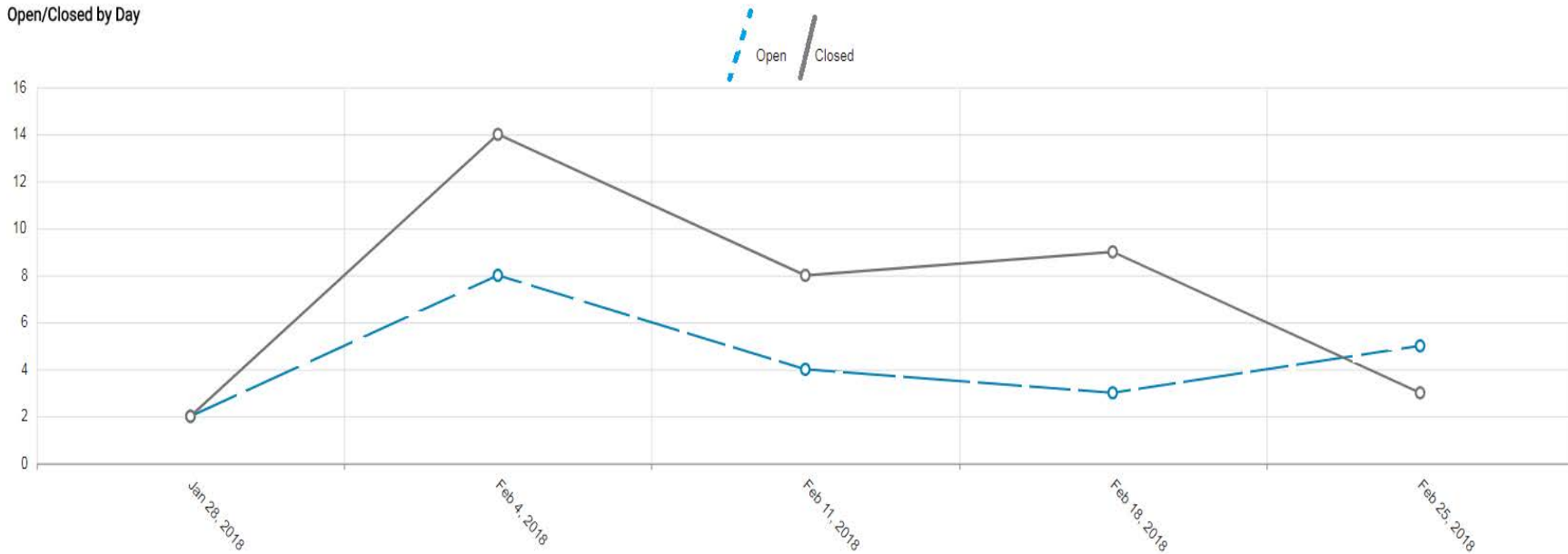
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## Brookhaven Connect Metrics: Month of February 2018

**\*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



- Of the 142 service requests that were created in February, 87 have been closed with 55 remaining open.
- There are currently 150 open service requests in Brookhaven Connect including all February submittals. This is a net increase of 36 requests over the final number in January.
- To date there are 927 registered Brookhaven Connect users; this represents an increase of 99 users since the beginning of the year.

## **Brookhaven Connect Metrics: Month of February 2018**

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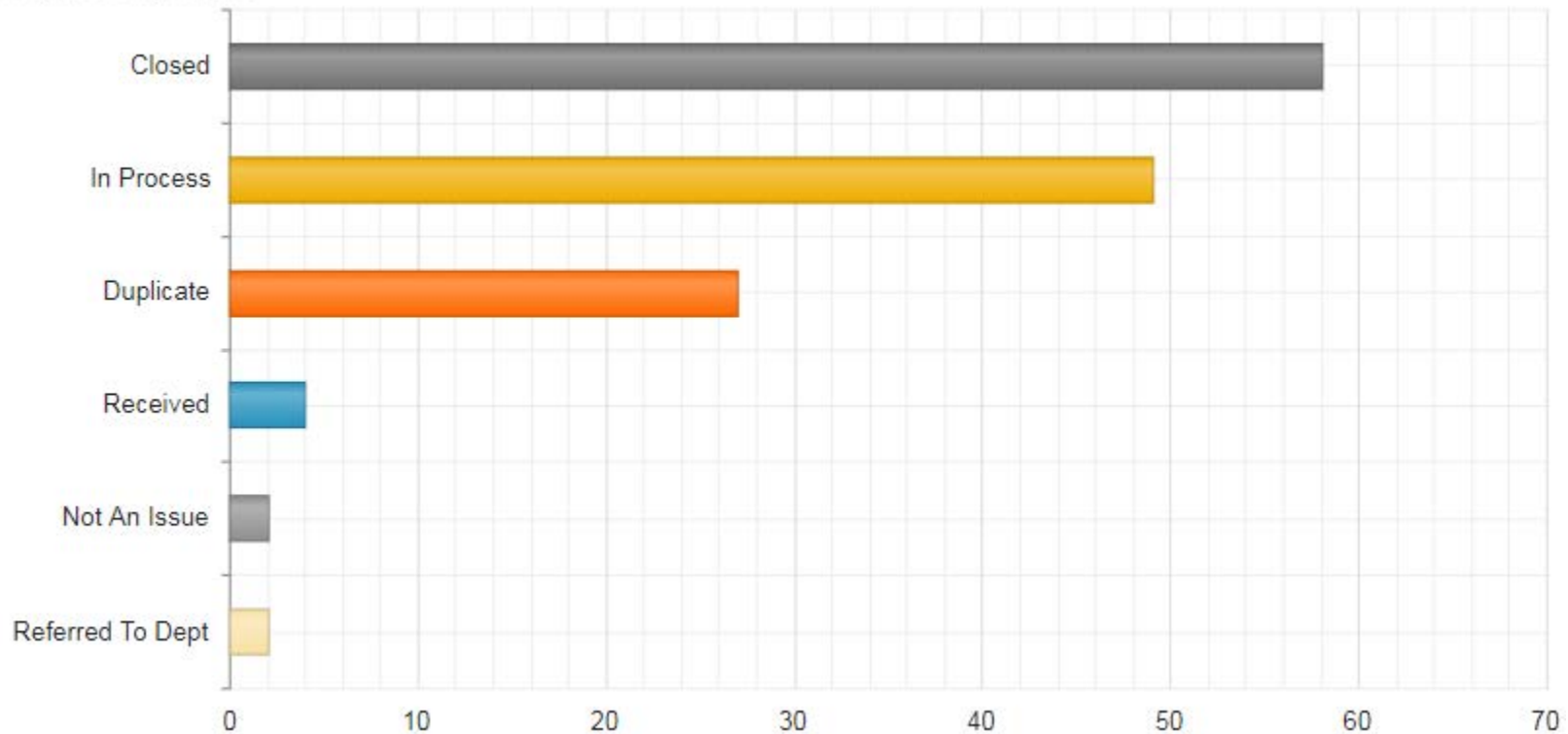
### Statistics

Total Reports Created	142
Total Reports Open	55
Total Reports Closed	87
Average Reports Created per Day	4.897
Average Reports Closed per Day	2.931
Average Time to Close	5.125 Days
Fastest Closed Request Type	Street Lights (.003 Days)
Slowest Closed Request Type	Junk/Inoperable Vehicles (38.634 Days)
Most Common Request Type	Construction Violation
Least Common Request Type	Graffiti

## Brookhaven Connect Metrics: Month of February 2018

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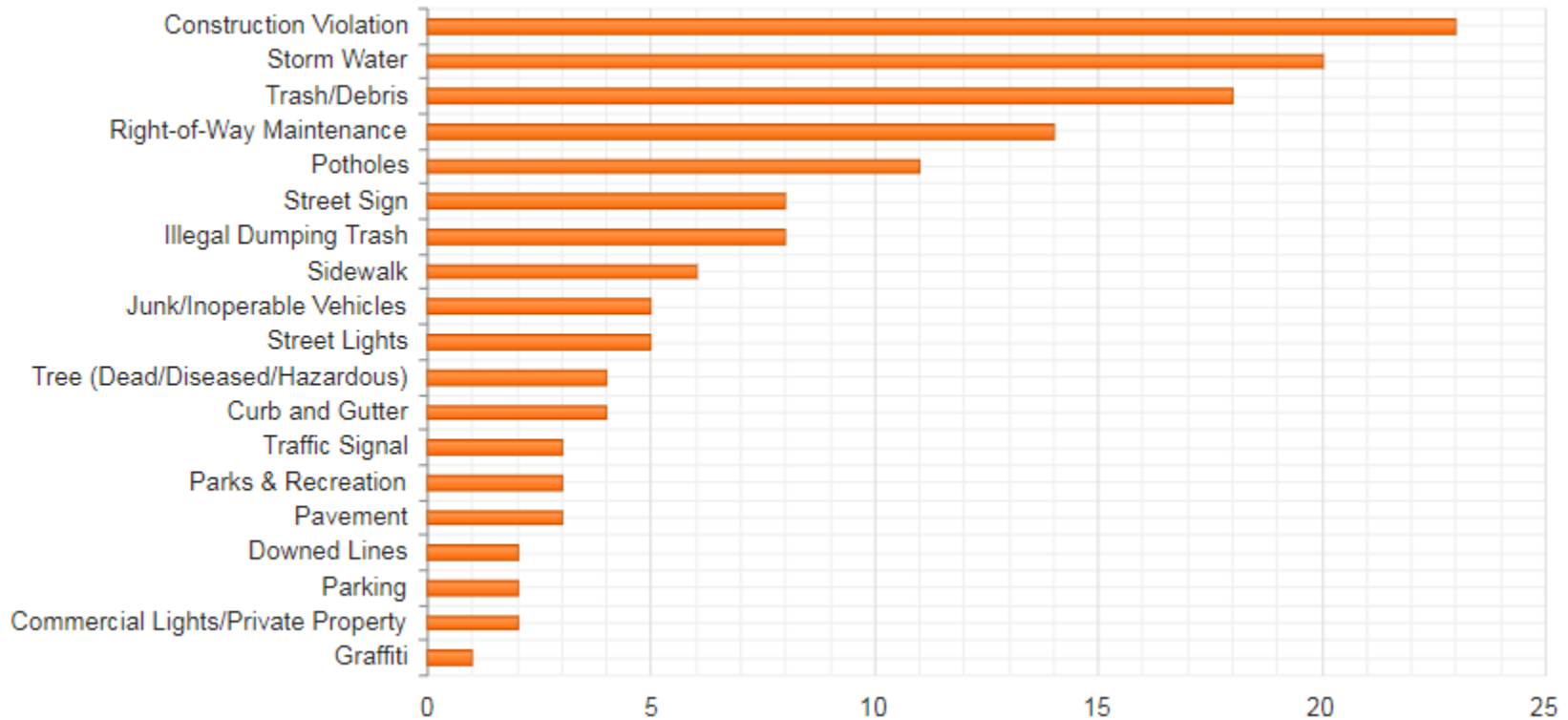
### Requests by Status



## Brookhaven Connect Metrics: Month of February 2018

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### Requests by Type



**Community Development- February 2018**

Community Development 2018 Building Permits												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
All	272	304										
New Single Family	17	10										
New Multi Family	5	0										
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	353	339
New Single Family	39	11	30	23	20	11	17	35	19	10	29	21
New Multi Family	0	0	0	0	0	0	0	0	0	0	0	0

Community Development ZBA/Variations Filed in February 2018			
File #	Address	Scope	Hearing Date
ZBA18-08	1846 Duke Road	Increase lot coverage from 35% to 42% to construct a swimming pool	3/21/18

Community Development ZBA/Variations Heard in February 2018				
File #	Address	Scope	Hearing Date	Action
ZBA17-66	1088 Warrenhall Lane	Reduce stream buffer from 75 feet to 28 feet for an addition to a single family dwelling and reduce water quality control measure requirement within the stream buffer	2/21/18	Approval Conditional
ZBA17-69	1576 Windsor Parkway	To reduce the accessory structure setback from 10 feet to 9 feet and increase lot coverage from 35% to 39.8%	2/21/18	Denied

ZBA17-70	1955 Fairway Circle	To reduce the front yard setback from 30 feet to 20 feet to enclose part of the existing porch and carport	2/21/18	Approval Conditional
ZBA17-71	1320 Hearst Drive	To reduce the required parking from 337 spaces to 274 spaces and increase lot coverage from 35% to 60% to allow an expansion to the school and church	2/21/18	Approval Conditional
ZBA17-72	1330 North Druid Hills Road	To reduce the front yard setback from 35 feet to 25 feet along all public street frontages; to reduce the rear yard setback from 60 feet to 30 feet; delete the transitional buffer zone; reduce the front yard setbacks from 30 feet to 10 feet for single family detached lots; to reduce the rear setback from 30 feet to 20 feet for single family detached lots	2/21/18	Deferred to 4/18/18
ZBA18-01	2500 Drew Valley Road	Reduce the front yard setback along Thompson Road from 30 feet to 18 feet to construct a single family residence	2/21/18	Approval Conditional
ZBA18-02	1088 Wimberly Road	To increase the maximum fence height from 4-feet to 8-feet, and increase the maximum lot coverage from 35% to 49.5% for construction of a new brick wall	2/21/18	Approval Conditional
ZBA18-03	2661 Dogwood Terrace	To increase the fence height from 4 feet to 6 feet	2/21/18	Approval Conditional
ZBA18-04	3817 Fox Glen Court	Reduce the stream buffer from 75 feet to 35 feet and reduce the average front yard setback to allow residential addition and a covered porch	2/21/18	Approval Conditional
ZBA18-05	1325 Sunland Drive	Waive the lot merger requirement for development of five single family lots	2/21/18	Approval Conditional
ZBA18-06	2763 Winding Lane	Reduce the stream buffer from 75 feet to 36 feet to allow construction of single family residence	2/21/18	Approval Conditional
ZBA18-07	1226 Dunwoody Lane	Reduce the stream buffer from 75 feet to 38'2" and to increase the maximum retaining height from 4 feet to 8 feet to allow a retaining wall, landscaping and a patio	2/21/18	Approval Conditional

**Community Development Rezoning Heard in February 2018**

File #	Address	Scope	PC Hearing Date	PC Rec	CC Hearing Date	CC Rec
TA18-02		To amend Chapter 27 of the code of the City of Brookhaven, Zoning regulations, to authorize the city manager to correct scrivener's errors, and for other purposes	2/7/18	Recommended for Approval	2/27/18	Approved

**Code Enforcement Activity February 2018**

Inspections & Follow-ups	294
Violations	170
Courtesy Warnings/Placards	65
Residential Citations	2
Commercial Citations	0
Total Street Miles Patrolled	476
CitySourced Requests Created	142
CitySourced Requests Received / In Process	62
CitySourced Requests Closed / Abated / Duplicated / Not an Issue	80
Average # of Reports Created per Day	4.897
Average # of Reports Closed per Day	2.69
Average Time to Close	6.081
Signs Removed	38

**Building Inspection Activity February 2018**

Plan reviews	60
Building inspections	1,039
Building inspections percent pass/fail	88%/12%

**Fire Marshal Activity February 2018**

Plan reviews	36
Inspections	34
Inspections percent pass/fail	97%/3%



<b>Key Land Development Activity/Review February 2018</b>	
<b>Land Development Enforcement &amp; Inspection Activity</b>	
Tree removal permits	37
Stop Work Orders issued	2
Courtesy warnings issued (Notice of violation)	56
Environmental Inspections	341
<b>Environmental Court Summons (1)</b>	
3435 Ashford Dunwoody Road – Property to meet CZ-95072 Condition #2 to install and maintain a visual screen/opaque solid hedge of evergreen material – court date pending: 3/8/18	
<b>Land Disturbance Permit Review (7)</b>	
CHOA Admin BLDG – 1577 Northeast Expressway	
Townes at High Line 2 – 2069 Coosawattee Drive	
FKA Boys & Girls Club - 1330 North Druid Hills Drive	
St. Martin’s Pre-School 3110 Ashford Dunwoody Road	
Lanier Drive Sidewalks (Phase II)	
The Ashford Clubhouse 1918 Johnson Ferry Road	
Our Lady of Assumption School Expansion	
<b>Land Disturbance Permits Issued (3)</b>	
Lanier Drive Sidewalks	
Vickery II - 1922 Wyndale Court	
Carlyle Woods (Emergency work) – 1468 Briarwood Rd.	
<b>Plat Review Activity (0)</b>	
N/A	
<b>Plats Approved (0)</b>	
N/A	

## **Municipal Court- February 2018**

Case Filings	481
Number of Court Dockets	8
Number of Defendants on Dockets	346
Number of Cases on Dockets	475

2017

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Case Filings	321	452	450	408	404	461	565	485	346	370	436	329
Number of Court Dockets	8	9	10	8	9	8	10	10	8	9	9	7
Number of Defendants on dockets	322	344	384	315	367	349	352	443	315	378	406	284
Number of Cases on Dockets	539	498	566	480	557	575	536	675	507	585	592	449

2016

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	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	\$	52,436.05
Contempt Charge		601.00
Processing Fee		12,769.33
Cash Bonds		18,713.00
Indigent App Fee		24.00
Revenue Collected-Diverse Agencies		19,056.95
CB-Applied		7,435.00
Bond Forfeiture		0.00
Overage		0.00
Restitution		0.00
	Monthly Cash Collections	\$ 111,035.33
Paid to Diverse Agencies		19,056.95
Cash Bond Refunds/Returned		4,093.00
Restitution Paid		0.00
	Total Paid Out	\$ 23,149.95
	NET	\$ 87,885.38

**City Clerk- February 2018**

<b>City Clerk's Office and Legislative Activities – February 2018</b>		
	Open Record Requests	31
	Agendas/Agenda Packets Managed (Included Audit Comm., Millage Rate Public Hearings, Dev. A., Charter Comm., Alcohol Bd.)	7
	Minutes Composed (Council, Dev. Auth., and Alcohol Board)	5
	Executive Sessions Held (Council and Dev. Auth. Only)	2
<b>Legislation and Contracts Approved by Mayor and Council – February 2018</b>		
<b>Ordinances/No.</b>	<b>January 2018– Description</b>	<b>Appr. Date</b>
ORD2018-02-01	Budget Amendment – Police Bldg. Study	2/13/2018
ORDRZ2018-02-03	Zoning Ord. – Scrivener’s Errors	2/27/2018
ORD2018-02-02	Budget Amendment – Encumbrances Rollover	2/27/2018
ORD2018-02-03	Budget Amendment – CIP	2/27/2018
<b>Resolutions/No.</b>	<b>February 2018– Description</b>	<b>Appr. Date</b>
RES2018-02-01	Appointing Rich Levy as Trustee to CVB	2/13/2018
RES2018-02-02	Ashford Forest Preserve name for PDK Greenspace	2/27/2018
RES2018-02-03	Optech, Inc., Contract through May 30, 2018	2/27/2018
<b>Department</b>	<b>Contracts/Agreements – February 2018</b>	<b>Appr. Date</b>
Fund Development	Addendum to the PATH Foundation Contract	2/13/2018
Parks and Rec.	Extension of OPTECH Contract to May, 2018	2/27/2018
Parks and Rec.	Extension of Georgia Hills Park Phase I Open Space Field Project	2/27/2018
	Completion Date	
<b>Policies/Department</b>	<b>Adopted Policy – February 2018</b>	
<b>Moratoriums</b>	<b>Pending Moratoriums</b>	
Ended	Moratorium on Zoning, Bldg. Permits, LDPs, etc. <b>ended 2/27/18</b>	1/23/2018
<b>Grants</b>	<b>Grants/Submittals Approved by Council – February 2018</b>	<b>Appr. Date</b>
<b>Appointments – February 2018</b>		
Mayor and Council	Rich Levy to the Brookhaven Convention & Visitors Bureau	2/13/2018

## Communications- February 2018

### Communications Department Activities:

- Produced Spring 2018 Newsletter
- Staffed February Town Hall
- Photographed Arbor Day event
- Organized Welcoming Brookhaven Film Night
- Created Cherry Blossom Festival billboards for 5K & music
- Created pole banners for CBF & arranged logistics
- Publicity & promotion of Cherry Blossom Festival
- Prepared and sent email to all City customers on email list for permit hours change
- Created flyers for Easter Egg Hunt, Cherry Blossom Festival 5K, Permit hours change, Welcoming film night
- Press releases & e-blasts:
  - Brookhaven expands sidewalk network
  - Welcoming Brookhaven movie screening
  - Municipal Court hires new solicitors
  - City announces Brookhaven Cherry Blossom Festival
  - Mayor to host town hall
  - Volunteers invited to plant trees at Arbor Day event
  - To prune or not to prune
  - Brookhaven Cherry Blossom Festival expands lineup
  - Alcohol Board affirms denials
  - Registration open for Cherry Blossom Festival 5K
  - City of Brookhaven changes counter hours
  - Six suspects in custody; stolen vehicle, items returned to victims
  - GIS Open Data
  - Volunteers needed for 2018 Cherry Blossom Festival
  - Brookhaven ends zoning moratorium
  - Brookhaven names Ashford Forest Preserve
  - Flu shot PSA for eblast
  - Weekly Friday eblasts

### Engagement reports (Feb.):

	Posts	Subscribers	Subscriber growth (1 month)
<b>E-blasts/press releases</b>	<b>22</b>	<b>3,290</b>	<b>+8</b>
<b>Facebook</b>	<b>37</b>	<b>5,425</b>	<b>+35</b>
<b>Twitter</b>	<b>40</b>	<b>3,384</b>	<b>+29</b>
<b>NextDoor</b>	<b>9</b>	<b>14,118</b>	<b>+262</b>

## **Tourism- February 2018**

### Print

- Delta Sky Magazine-full page ad in February 2018 issue
- MARTA-16 double-sided posters for Brookhaven Cherry Blossom Festival (Brookhaven, Midtown, North Avenue and Lindberg Stations)
- 6525 brochures with Brookhaven listings distributed including 800 City of Brookhaven specific

### Website

- Brookhaven landing page-DiscoverBrookhaven.com
- Restaurants displayed on DiscoverDeKalb.com dining list
- Restaurants featured on Discover DeKalb Restaurant listings

### Facebook

- Verde Taqueria Restaurant Post
- CineBistro Gift Card Giveaway-78 Likes, 7 Shares, 47 Comments
- CineBistro Restaurant Post-3 Likes
- Brookhaven Cherry Blossom Festival Post
- Lucky's Burger & Brew Restaurant Post-18 Likes, 17 Shares, 13 Comments
- Vestique Brookhaven Post-2 Likes
- Old Blind Dog Irish Pub Post-2 Likes

### Sales

Discover DeKalb Sales Team submitted leads to Brookhaven hotels during the month of February for a total of 3813 room nights.

In addition, 2046 room nights were booked. We attended the following:

- Georgia Business Travel Association-80 attendees
- MPI Georgia-150 attendees
- National Sales Network-100 attendees
- Georgia Production Partners-100 attendees
- DeKalb Entertainment Commission-40 attendees
- Latin America Chamber of Commerce-20 attendees
- Tennessee Motor Coach Association-350 attendees
- Connect Diversity-400 attendees
- Society of Government Meeting Professionals-25 attendees
- Georgia Society of Association Executives-200 attendees
- Family Reunion Workshop-31 attendees
- Fort Benning Military show-250 attendees
- Fort Rucker Military Show-475 attendees
- Naval Air Station Panama City-225 attendees
- Naval Air Station Whiting Field-295 attendees
- Naval Air Station Pensacola-300 attendees
- Eglin Air Force Base-500 attendees

### Additional Information

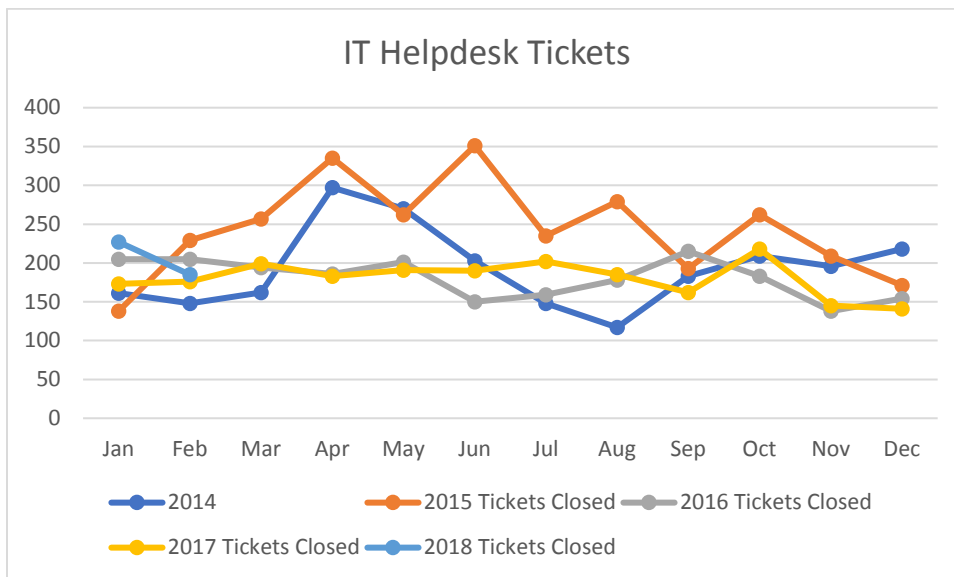
- Coordinated Brookhaven Cherry Blossom Festival Social Media content

- Coordinated Brookhaven Cherry Blossom Festival Radio Advertising buy in Atlanta, Huntsville, Montgomery, Knoxville and Nashville
- Meeting with Atlanta Super Bowl Committee and Atlanta Sports Council to discuss marketing DeKalb and its cities for 2019 Super Bowl
- International Exposition Company booked rooms at 5 Brookhaven hotels (Hyatt Regency Villa Christina, Hilton Garden Inn, DoubleTree Hotel North Druid Hills, Residence Inn Lenox Park and Hampton Inn North Druid Hills)
- Meeting with Triumph Youth Soccer Association on partnership for 500 out-of-town soccer teams for 2018 event
- Discover DeKalb Wedding Expo March 18<sup>th</sup> at Stone Ridge Event Center-Hilton Garden Inn Perimeter is participating

## Information Technology (I.T.)- February 2018

### General I.T.

- Onbase applications installed on the Onbase servers.
- Onbase groups created and users added.
- Windows security patches added and applied on servers
- Installed new software/update Incode for chip-based credit card readers for business license transactions
- Look at new intranet site design and content
- Installed Laserfiche on an additional computer /add full license for scanning & adding new documents
- Continue weekly update & configuration meetings with vendors; prepare for training sessions end of March (2 ½ weeks).
- Add Finance temp to business license module /Incode
- Attend JustFOIA 3.0 changes/updates webinar



### GIS

- ChatComm/CAD
  - Normal monthly processing
- Updated all affected data sets, maps, and systems for the Overlay District rewrite
- Tax parcel data maintenance
- Set up development test site for upgraded version of asset management software
- Continued project work for Permitting software
  - Technical support
  - Continued analysis and planning for permitting workflows as it relates to GIS data
- Ongoing map/data requests



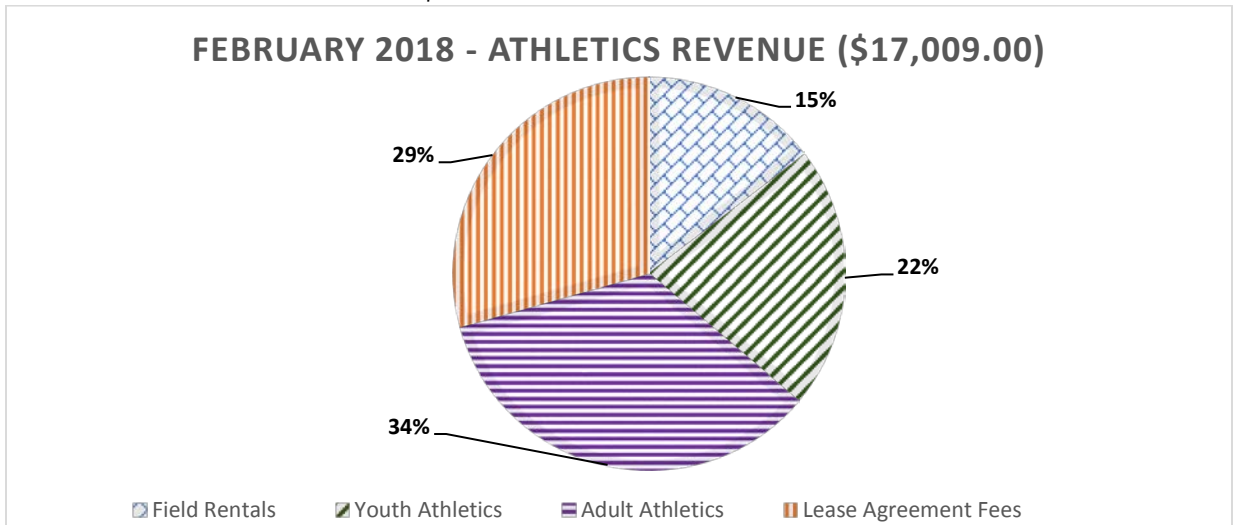
## **Police Department**

- Deployed 13 New patrol laptops.
- Swapped 5 patrol cars over to AT&T
- Assisted vendor in diagnosing issue with Council Chamber audio feedback
- Federating street cameras on the federation server
- Building and setting up 10 CF-54 Toughbook laptops for officer
- Internet failover for City Hall from PD
- Upgrading Freedom provisioning profile

**Parks & Recreation- February 2018**

**Athletics Division**

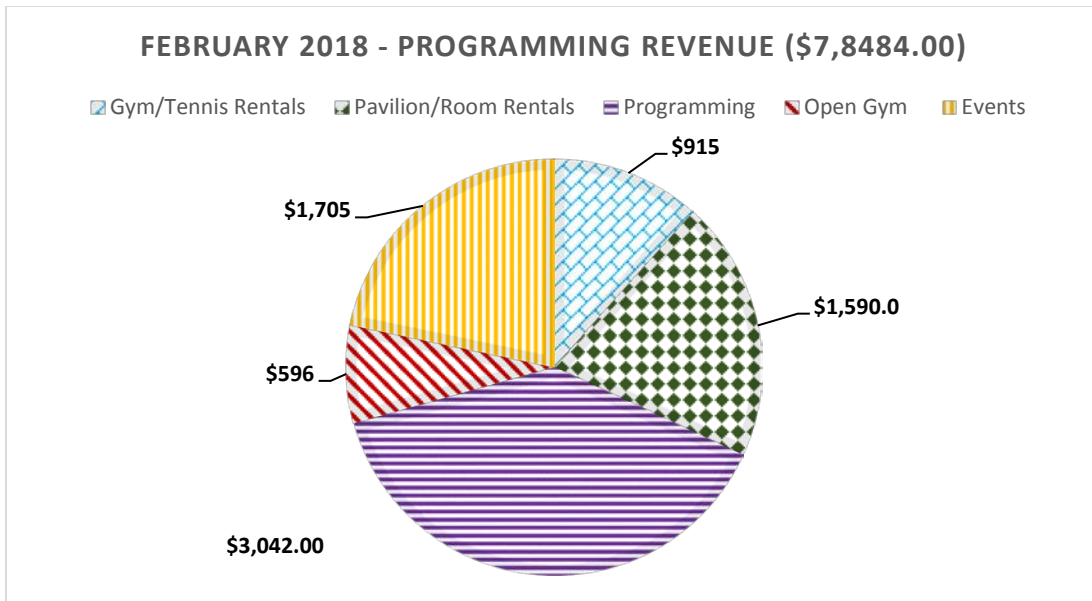
- Olympus Volleyball program fees for \$1,440.00
- 21 jump start sports registrations for \$2,230.00
- GoKickball user fees for \$360.00
- 147 athletic field rentals for \$2,150.00
- Universal Tennis Academy program fees for \$5,000.00
- 0 Up4Tennis program rentals for \$0.00
- Spring Adult Softball Team Registration Fees-\$5,500.00
- 55 Tennis Court Rentals for \$329.00



<b>Athletics Division</b>			
<b>Activity Participation Summary Report - 2018</b>			
	<b>December 2017</b>	<b>January 2018</b>	<b>February 2018</b>
<b>Adult Kickball</b>	450	450	450
<b>Adult Softball</b>	360	0	360
<b>Adult Flag Football</b>	84	0	84
<b>Youth Softball</b>	0	0	400
<b>Youth Football</b>	0	0	0
<b>Youth Baseball</b>	0	0	990
<b>Youth Soccer</b>	500	500	500

**February Program Revenue Brought In:**

- Yard sale signups for \$380.00
- 1 spring yoga signup for \$45.00
- 3 gymnastics signups for \$485.00
- 7 salsa dance signups for \$420.00
- 1 art signup for \$98.00
- Valentine’s Dance signups totaling \$1,300.00
- 1 Valentine’s Dance vendor for \$25.00
- Cheer prep signups for \$334.00
- 18 Silver Sneakers drop-ins for \$90.00
- Yoga drop-ins for \$170.00
- ZogSports Partner fee of \$1,390.00
- 1 gymnastics drop-in for \$10.00
- Open Gym/Passes brought in \$596.00 between both gyms.
- Gym rentals brought in \$600.00
- Classrooms/pavilion/community room/APB rentals brought in \$1,527.50
- Non-resident rental fees brought in \$62.50
- Tennis court rentals brought in \$315.00
  - Total program signups/drop-ins/fees/rentals for February = \$7,848.00



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

**Police- February 2018**

**Support Services**

<b>REPORTS</b>	<b>OPEN</b>	<b>Officer Nino</b>	<b>Sergeant Kissel</b>	<b>Total</b>
Incident Reports		1	0	1
Accident Reports		0	0	0
Patrol Assist		2	0	2
Arrests		0	0	0
Citations		2	0	2
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	6
Assist Patrol	41
Citations	26
Warnings	43
Transport	19
Arrests	10
Child Safety Seat Install Classes	0
Shifts Worked	18
Court Service Hours	82
Traffic Enforcement Hours	30
Fleet Service Hours	12
Transport Hours for Uniform Patrol/NET	5
Training Hours	4

<b>Monthly Report: K-9 Officers</b>	<b>Officer Fikes / K9 Dano</b>	<b>Officer Williams / K9 Thorr</b>
Patrol Assist	52	
Other Agency Assist	1	
Training Hours	8	43
Search Warrants	0	
Citations	6	
Warnings	9	
Field Interviews	0	
Felony Arrests	3	

Misdemeanor Arrests	4	
City Ordinance Arrests	1	
Wanted Person Located	2	
K-9 Search	4	
K-9 Tracks	1	
K-9 Related Arrests	5	1
K-9 Demonstrations	1	
Marijuana Seized	15.0 grams	8.0 grams
Cocaine Seized	13.0 grams	0.0 grams
Methamphetamine Seized	14.0 grams	0.0 grams
Heroin Seized	0.0 grams	0.0 grams
Schedule Pills	0	0
MDMA Seized	0.0 grams	0.0 grams
Other Seized (Codeine)	0.0 grams	0.0 grams

Monthly Report: N.E.T. Team	
Patrol Assist	56
Other Agency Assist	10
Training Hours	48
Search Warrants	0
Citations	10
Warnings	17
Field Interviews	18
Felony Arrests	2
Misdemeanor Arrests	0
City Ordinance Arrests	4
Wanted Person Located	0
Marijuana Seized	1.0 grams
Cocaine Seized	1.0 grams
Methamphetamine Seized	0.0 grams
Heroin Seized	3.1 grams
Scheduled Pills	0
MDMA Seized	0.0 grams

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

- **NOTE:** K-9 Officer Williams is listed in the above K-9 activities. The only activities reflected above are those that are directly related to K-9 due to Officer Williams being directly assigned to Uniform Patrol.
- On 02/05/18, K-9 assisted the fugitive squad in the location and capture of a suspect who was

wanted for rape by Brookhaven Police.

- On 02/12/18, N.E.T., along with other Brookhaven Police personnel attended and completed “Flying while Armed” training that was hosted and taught by the Federal Air Marshals.
- N.E.T. held a PSN Meeting with partners, DeKalb County Police Gang Unit and Chamblee Police Department at Brookhaven Police Headquarters on 02/14/18. Representatives from the U.S. Attorney’s Office were also in attendance. Attendees discussed the latest initiatives related to gang investigations that have been passed down from the Attorney General’s Office.
- N.E.T. held a PSN Meeting with partners, DeKalb County Police Gang Unit and Chamblee Police Department at Brookhaven Police Headquarters on 02/21/18. Representatives from the U.S. Attorney’s Office were also in attendance. During this meeting, attendees discussed the cases that will be considered for prosecution by the U.S. Attorney’s Office.
- N.E.T. and K-9 assisted Uniform Patrol during the month.

<b>Monthly Report: Traffic Safety Unit</b>	<b>Corporal Snively &amp; Officer Maria Jones</b>
Total Pedestrian Stops	104
Total Motor Vehicle Stops	106
Total Citizen Contacts (combined Pedestrian & Traffic Violations)	216
Total Citations Issued	88
Total Warnings Issued	169
Felony Arrests	0
Misdemeanor Arrests	3
Wanted Persons Located	7

**Additional Activities for Traffic Safety Unit**

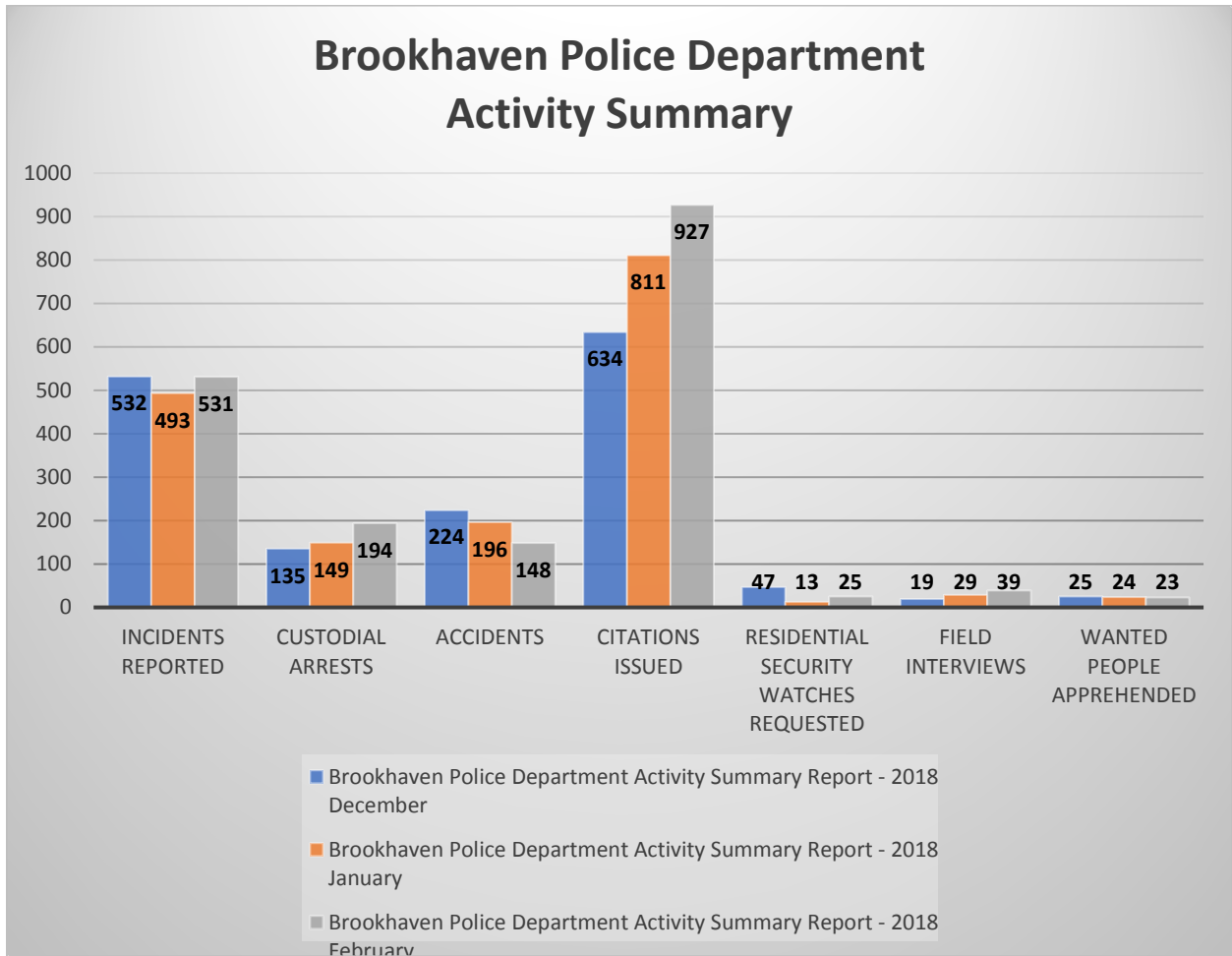
- On February 1, Officer Jones and Sergeant Rausch attended the PEDS/GDOT Task Team Meeting in Atlanta.
- On February 12, Officer Jones conducted Pedestrian Safety Education Events for two separate law classes at Cross Keys High School. She explained the rules of the road for pedestrians and vehicles which included proper crosswalk usage. Several of the students advised they walk daily. She discussed her role as the Pedestrian Safety Officer as well as her duties as a Police Officer. At the end of the event she answered questions posed by the students. As a result, she made 27 contacts – all students age 14-17.
- On February 13 and February 22, the Traffic Safety Unit in conjunction with Support Services conducted traffic violation enforcement details. BPD recruits posed as “undercover pedestrians” and legally used the crosswalks on Peachtree Road at North Druid Hills Road. The two details netted 42 traffic stops which were conducted on vehicles that either stopped on/in the crosswalk or failed to yield to pedestrians in crosswalks. Educational material was distributed to the violators/drivers during the February 22 detail. Please see attached flyer.
- On February 16, Officer Jones with the help of Support Services and Berry conducted three Pedestrian Safety Events at Woodward Elementary School. Officer Jones gave a presentation about proper crosswalk usage. She then set up a mock crosswalk in the gym where students practiced the skills that had been presented to them. Officer Jones finished each event with a

trivia session to reinforce the skills learned during the presentation. Officer Jones made contact with 403 total students - third grade (146), fourth grade (132), and fifth grade (125).

- On February 21, Officer Jones and Sergeant Rausch attended the MATEN meeting in Atlanta.

**Criminal Investigations Division**

2018 - Criminal Investigations Report	
Total Reports Handled	274
Total Reports Cleared INACTIVE	198
Total Reports Ex-Cleared	26
Total Reports Unfounded	5
Total Arrests by Investigators	11
Warrants Obtained Pending Arrest	2
Search Warrants	7



## **ChatComm- February 2018**

**911 Answer Time:** In February 2018, ChatComm 911 answered 94.4% of all incoming phone calls within ten seconds and 99.2% of all incoming phone calls were answered within thirty seconds.

**Call Processing Time:** This Month, ChatComm 911 processed 98.7% of all high priority calls for service and 94.4% of all low priority calls for service within sixty seconds.

**Monthly Phone Call Volume:** For the month of February 2018, ChatComm 911 handled a total of 28,153 phone calls.

- 71.3% (20,079) were incoming phone calls which are treated as potential emergencies and handled as 911 calls regardless of the line the call is received on.
  - 13,194 of those calls were received on the 911 trunks. 1,438 of the 911 calls received were abandoned 911 calls (where the caller disconnects the line prior to speaking with a calltaker).
  - 6,885 calls were received on administrative and alarm lines but treated as 911 calls.
- The remaining 28.7% (8,074) of the phone calls handled by ChatComm 911 in February 2018 were outgoing phone calls.

**Overall Phone Call Volume:** Since September 2009, ChatComm 911 has answered a total of 2,057,249 incoming phone calls. Of those calls, 1,265,288 (61.5%) were received on 911 trunks and 789,028 (38.5%) came in on 10-digit phone lines.

**Monthly Incident Volume:** ChatComm 911 handled a total of 31,969 incidents in February 2018.

- 56.9% (18,188) of the incidents created were officer-initiated incidents, which include traffic stops, business & residential checks, and other calls created by officers.
- 35.7% (11,416) of the incidents were dispatched incidents.
- The remaining 2,365 (7.4%) of the incidents were transferred via CAD to Dekalb for EMS and Fire Dispatch.
- Brookhaven incidents were 20.4% (6,495) of the total incident volume.
- Dekalb Fire and EMS (for the Cities of Brookhaven and Dunwoody) incidents were 7.4% (2,365) of the total incident volume.
  - 1,261 incidents were Fire calls for service in Brookhaven or Dunwoody
  - 1,104 incidents were EMS calls for service in Brookhaven or Dunwoody.

**Overall Incident Volume:** By the end of February 2018, ChatComm 911 handled 2,711,526 incidents since “go-live” in September 2009. 2,397,932 (88.4%) of those were law enforcement incidents; 177,791 (6.6%) of those were fire department incidents; and 135,803 (5%) of those were EMS incidents.

**EMD & EFD Compliance:** For the month of December 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 December was 96% .
- The Emergency Fire Dispatch QA compliance for December was 97% .



## **Public Works- February 2018**

### **Major Initiatives Completed**

- All Council approved 2017 Sidewalks are now complete
- 2018 Paving: Patching & FDR work at Sidestreet, Sidestreet Circle and Sidestreet Court
- 2018 Paving: Ashford Knolls, Ashford Trail & Ashford Ridge, Attaway Walk, Mill Creek Court, Sidestreet, Sidestreet Circle and Sidestreet Court completed
- Sidewalk on Fernwood Circle (2018): Survey complete, working on design
- Sidewalk on N. Druid Hills (2018): Survey complete, working on design
- NPDES-MS4 Annual Report was submitted to Georgia EPD on 02/14/2018

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

- Sidewalk contact for Drew Valley Road (2018) NTP issued on 03/01/18
- Sidewalk on Mill Creek (2016): Advertised, Bids received on 03/02/18
- Sidewalk on Cartecay Drive(2016): Advertised, Bids due on 03/15/18
- Sidewalk on Lanier Drive (Woodrow to Windsor) (2016): Bids due on 03/23/18
- Sidewalk on Tryon Road (2016): Bids due on 03/30/18
- Design for Phase II Stratfield Drive drainage: Design progressing, projected LDP submittal 03/09/18

### **Ongoing Coordination**

- PTOp 5-year Grant coordination w/ PCID
- RTOP Coordination with GDOT – Signals on Peachtree Road, Clairmont Rd, Buford Hwy, & N Druid Hills Road.
- PTOp 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 Service Request**

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Curb and Gutter	3	4											7
Downed Lines	3	2											5
Pavement/Potholes	20	14											34
Right of Way/Trash	3	14											17
Sidewalk	9	6											15
Stormwater	7	20											27
Street Lights	8	5											13
Street Signs	7	8											15
Traffic Signal	6	3											9
Tree	0	0											0
<b>Total Service Requests</b>	<b>66</b>	<b>76</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>142</b>

**Completed Work Orders**

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Street Maintenance</b>													
Sidewalk Repairs	4	3											7
Curb Repairs	2	4											6
Potholes	3	6											9
Patching	5	9											14
Signs	11	15											26
<b>Traffic Signals</b>													
Signal Repairs	15	1											16
<b>ROW Maintenance</b>													
Tree Removal	2	2											4
ROW Maintenance	14	6											20
<b>Stormwater</b>													
Stormwater Cleaning	5	5											10
Stormwater Repairs	9	14											23
<b>Total Work Orders</b>	<b>70</b>	<b>65</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>135</b>

## **Finance**

### **February 28, 2018 Financial Report in Brief**

The February 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. 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 February 2018 were \$1,858,215 less than they were this time last fiscal year. The City collected several large commercial permitting fees in January offset by reduced revenue due to the moratorium. The recognition of the Georgia Power Franchise Tax receipt was handled differently in the prior year. Total General Fund expenditures are down from last year in total by \$282,294.

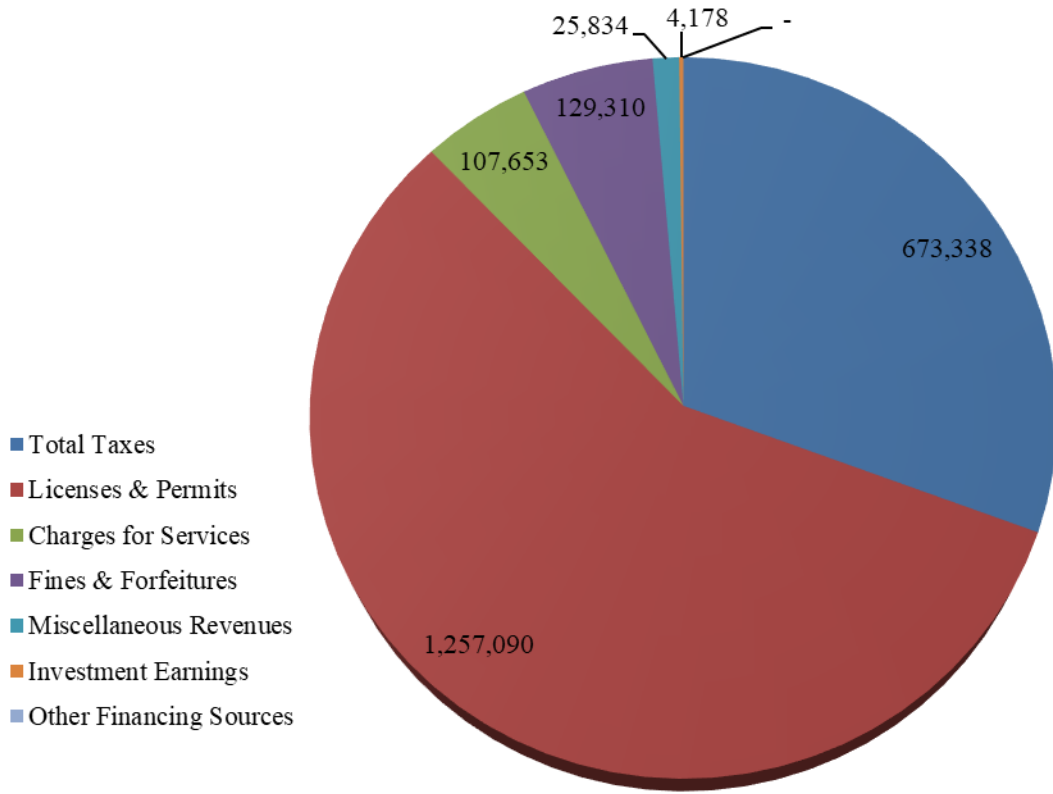
**City of Brookhaven**

**BUDGET COMPARISON REPORT - GENERAL FUND - REVENUES**

For The Month Ended February 28, 2018

	<b>2017 Amended Budget</b>	<b>2017 YTD Transactions</b>	<b>2018 Budget</b>	<b>2018 YTD Transactions</b>	<b>Variance from Budget</b>	<b>% of Annual Budget</b>
Property Tax	\$ 8,318,321	\$ 127,451	\$ 8,459,398	\$ 140,200	\$ (8,319,198)	1.66%
Motor Vehicle Tax & Title Ad Valorem Tax	231,669	10,943	43,000	10,093	(32,907)	23.47%
Recording Intangible Tax	90,000	19,832	110,700	6,856	(103,844)	6.19%
Real Estate Transfer Tax	36,000	5,347	36,000	3,816	(32,184)	10.60%
Franchise Tax	3,200,000	2,524,516	4,081,300	87,827	(3,993,473)	2.15%
Alcoholic Beverage Excise Tax	825,000	187,802	1,025,700	75,743	(949,957)	7.38%
Energy Excise Tax	40,000	39,109	152,200	-	(152,200)	0.00%
Motor Vehicle Rental Excise Tax	50,000	9,570	51,000	3,877	(47,123)	7.60%
Business & Occupational Tax	2,100,000	279,160	2,400,000	320,308	(2,079,692)	13.35%
Insurance Premium Tax	2,815,000	-	3,115,000	-	(3,115,000)	0.00%
Financial Institutions Tax	50,000	-	35,000	-	(35,000)	0.00%
Penalties & Interest	8,000	44	11,500	24,618	13,118	214.07%
<b>Total Taxes</b>	<b>17,763,990</b>	<b>3,203,775</b>	<b>19,520,798</b>	<b>673,338</b>	<b>(18,847,460)</b>	<b>3.45%</b>
Licenses & Permits	2,225,000	527,499	3,344,600	1,257,090	(2,087,510)	37.59%
Charges for Services	630,000	106,450	675,000	107,653	(567,347)	15.95%
Fines & Forfeitures	1,350,000	178,269	956,700	129,310	(827,390)	13.52%
Miscellaneous Revenues	494,878	37,921	104,650	25,834	(78,816)	24.69%
Investment Earnings	5,000	1,704	15,000	4,178	(10,822)	27.86%
Other Financing Sources	3,153,996	-	1,350,000	-	(1,350,000)	0.00%
<b>TOTAL REVENUES</b>	<b>\$ 25,622,864</b>	<b>\$ 4,055,619</b>	<b>\$ 25,966,748</b>	<b>\$ 2,197,404</b>	<b>\$ (23,769,344)</b>	<b>8.46%</b>

**GENERAL FUND REVENUES BY SOURCE (Revenues YTD)**

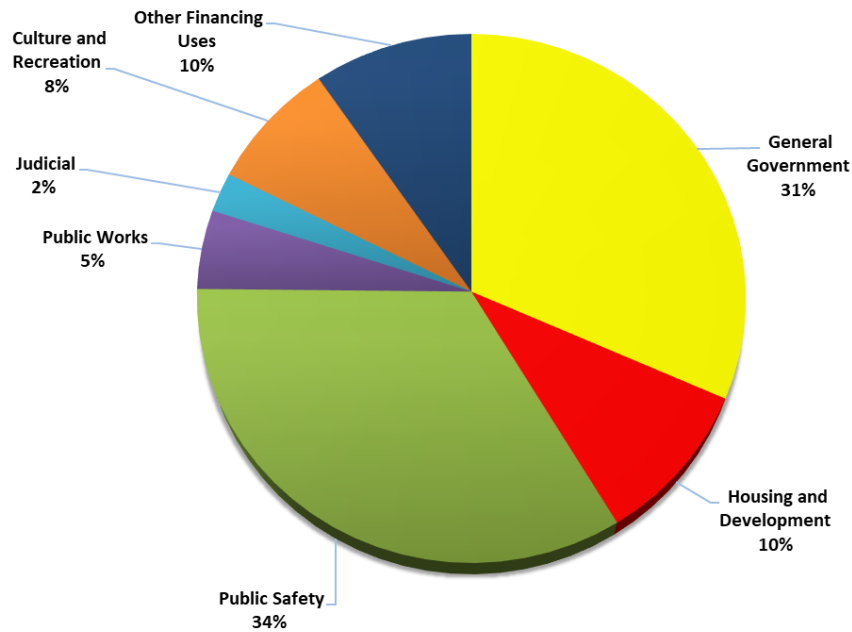


**City of Brookhaven - YTD through February 28, 2018**

**Budget Comparison for General Fund Expenditures**

<b>Governmental Function</b>	<b>2017 Amended Budget</b>	<b>2017 YTD Transactions</b>	<b>2018 Budget</b>	<b>2018 YTD Transactions</b>	<b>Variance from Budget</b>	<b>% of Annual Budget</b>
General Government	\$ 5,970,083	\$ 874,175	\$ 5,951,480	\$ 1,017,227	\$ 4,934,253	17.09%
Housing and Development	3,036,512	314,350	2,788,409	313,937	2,474,472	11.26%
Public Safety	8,373,344	1,508,782	8,421,786	1,090,992	7,330,794	12.95%
Public Works	1,606,230	93,814	1,513,900	155,750	1,358,150	10.29%
Judicial	629,345	71,171	599,886	77,549	522,337	12.93%
Culture and Recreation	2,546,205	337,471	3,047,201	257,043	2,790,158	8.44%
Other Financing Uses	3,461,145	305,191	3,644,086	310,163	3,333,923	8.51%
<b>TOTAL EXPENDITURES</b>	<b>\$ 25,622,864</b>	<b>\$ 3,504,954</b>	<b>\$ 25,966,748</b>	<b>\$ 3,222,660</b>	<b>\$ 22,744,088</b>	<b>12.41%</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. The disbursement amount is related to 2018 Arbor Day Weekend, 37 trees were planted.

Balance at Dec. 31, 2017	\$	43,837
Receipts		
Disbursements		5,000
Balance at February 28, 2018	\$	<u>38,837</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 disbursements are segregated to achieve their designated purpose(s).

Police Programs	Balance Dec 31, 2017	Receipts	Disbursements	Balance Feb 28, 2018
Explorer Program	\$12,290	\$ 100	\$ -	\$ 12,390
Shop with a Badge/Cop	7,063	10	-	7,073
General PD Donations	1,535	1,000	(2,891)	(356)
K9 Donations	2,040	-	-	2,040
Police Bike Fund	-	-	-	-
Totals	\$22,928	\$ 1,110	\$ (2,891)	\$ 21,147