



TO: Mayor and City Council
FROM: Christian Sigman, City Manager *cms*
DATE: May 15, 2018
SUBJECT: April 2018 Departmental Highlights

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

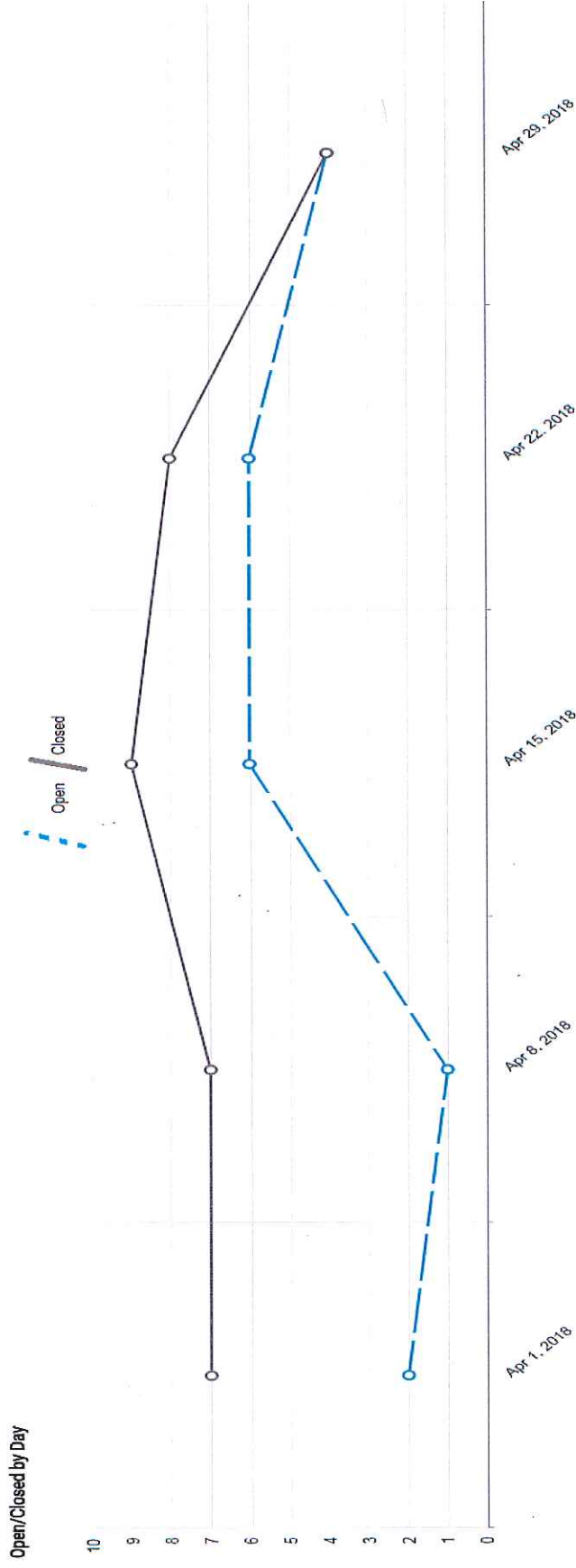
Please feel free to contact me should you have any questions.

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Brookhaven Connect Metrics: Month of April 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 City departments.



- Of the 178 service requests that were created in April, 129 have been closed with 49 remaining open.
- There are currently 184 open service requests in Brookhaven Connect including all March submittals. This is a net increase of 14 requests over the accumulated total at the end of March.
- To date, there are 1037 registered Brookhaven Connect users; this represents an increase of 209 users since the beginning of the year.

Brookhaven Connect Metrics: Month of April 2018

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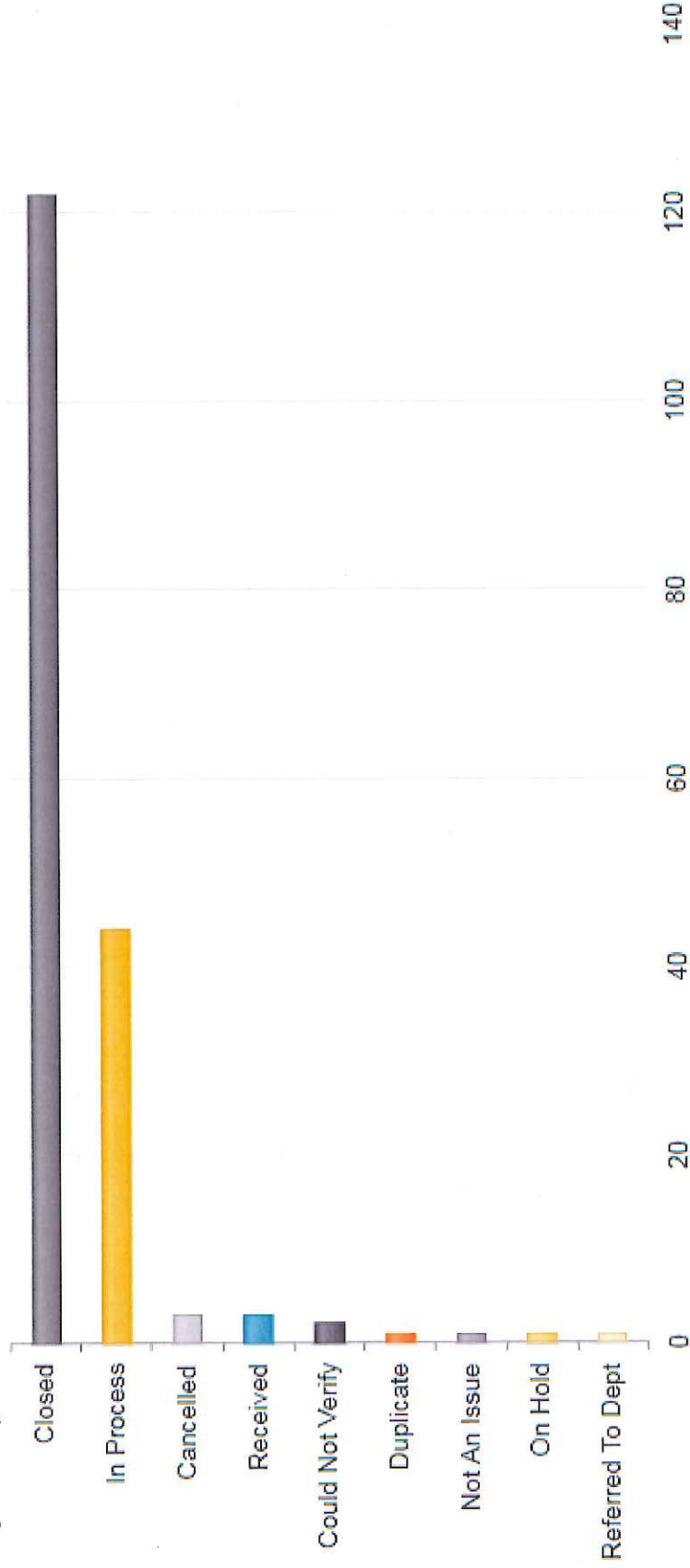
Statistics

Total Reports Created	178
Total Reports Open	49
Total Reports Closed	129
Average Reports Created per Day	5.742
Average Reports Closed per Day	3.806
Average Time to Close	7.261 Days
Fastest Closed Request Type	Commercial Lights/Private Property (.001 Days)
Slowest Closed Request Type	Construction Violation (40.984 Days)
Most Common Request Type	Construction Violation
Least Common Request Type	Parking

Brookhaven Connect Metrics: Month of April 2018

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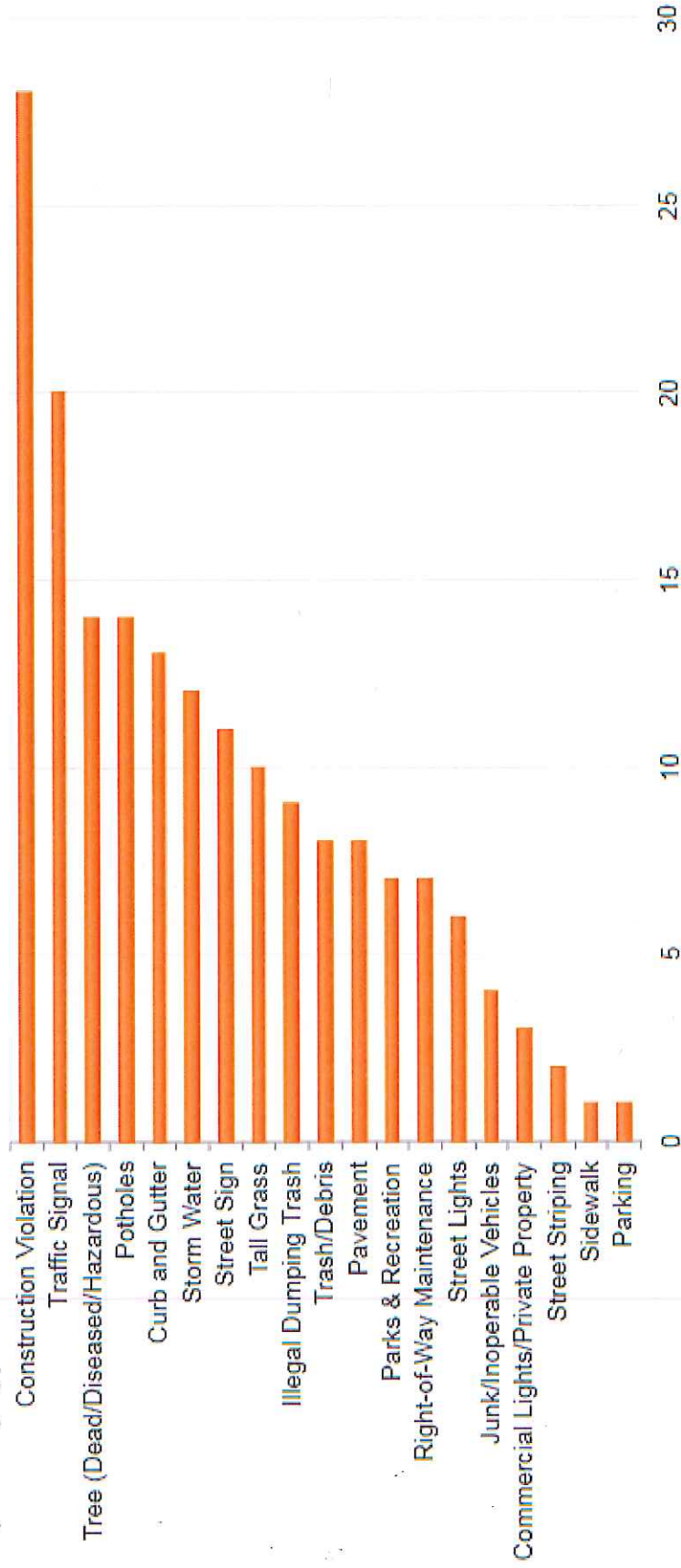
Requests by Status



Brookhaven Connect Metrics: Month of April 2018

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Requests by Type



Community Development- April 2018

*Building permit numbers in the first quarter of 2018 are lower than the first quarter of 2017 due to the building moratorium that was imposed in January, 2018.

Community Development 2018 Building Permits												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
All	*272	*304	*268	336								
New Single Family	17	10	6	16								
New Multi Family	5	0	0	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/Variances Filed in April 2018			
File #	Address	Scope	Hearing Date
ZBA18-14	1625 Windsor Parkway	Increase lot coverage from 35% to 41.3% to allow construction of a pool.	5/16/18
ZBA18-15	2892 Ashford Road	Reduce the side yard setback from 10-feet to 5-feet to allow for a foundation wall and roof overhang, and reduce the retaining wall setback from 5-feet to 3-feet for a retaining wall to tie-in to stormwater infrastructure.	5/16/18
ZBA18-16	4362, 4372, 4370, 4392, & 4400 Peachtree Road	Allow 2 curb cuts on Peachtree Road, increase curb cut width from 24 feet to 26 feet (Hermance Drive and Peachtree Road) and from 24 feet to 34 feet on Peachtree Road, increase maximum curb cut radii from 20 feet to 30 feet, reduce rear setback from 10 feet to 0 for proposed parking decks, and to reduce open space requirements.	5/16/18
ZBA18-17	3183 Caldwell Road	Reduce the side yard setback (west) from 8.5 feet to 2.5 feet to allow an addition to the existing	5/16/18

		single-family residence at 5.5-feet, with a roof overhang at 2.5-feet.	
ZBA18-18	1809 8 th Street	To increase lot coverage from 35% to 40%, and reduce the retaining wall setback from 3.75-feet to 0-feet to allow a pool.	5/16/18
ZBA18-19	2391 Cortez Way	To reduce the stream buffer from 75 feet to 25 feet to allow construction of a single-family dwelling.	5/16/18

Community Development ZBA/Variances Heard in April 2018

File #	Address	Scope	Hearing Date	Action
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.	4/18/18	The request to reduce the rear yard setback from 60 feet to 30 feet was Withdrawn.
ZBA18-09	3106 Lanier Drive	Appeal the director's February 16, 2018 determination related to 3106 Lanier Drive	4/18/18	Denied
ZBA18-10	4155 Shawnee Lane	Reduce the front yard setback from 35 feet to 31.5 feet and reduce the rear yard setback from 0 feet to 16.7 feet.	4/18/18	Approved with Conditions
ZBA18-11	3251 Osborne Road	To reduce the side yard setback from 7.5 feet to 1.16 feet (north), reduce side yard setback from 7.5 feet to 5.58 feet (south) and increase the lot coverage from 35% to 35.64% to allow the existing house to remain in the current location.	4/18/18	Approved with Conditions
ZBA18-13	1468 Hasty Court	To reduce the rear yard setback from 40 feet to 33 feet to allow a deck and screened in porch.	4/18/18	Approved with Conditions

Community Development Rezonings Filed in April 2018

File #	Address	Scope	PC Hearing Date	CC Hearing Date
RZ18-02	1296, 1302, & 1304 Kendrick Road	Rezone the property from C-1 to M-1 to allow a self-storage	6/6/18	6/12/18

Community Development Rezoning Heard in April 2018 - None						
File #	Address	Scope	PC Hearing Date	PC Rec	CC Hearing Date	CC Rec
TA18-01		An ordinance to amend section 27-1462 walls, fences, & retaining walls, of the Code of the City of Brookhaven	4/4/18	Recommended Favorably	4/24/18	Approved
RZ17-07	3178 & 3186 Buford Highway and 1948, 1956, 1964, 1972, 1980, 1988, 1996, 2002, 2010, 2018, 2026, 2034, 2040, 2046, 2045, 2035, 2027, 2019, 2011, 2003, 1997, 1989, 1981, 1973, 1965, 1957, 1949, 1933, 1941, & 2041 Bramblewood Drive	To rezone from R-75 (Single family residential), O-I (Office institution district) & RM-75 (Multifamily residential district) to RM-75 (Multifamily residential district) for a proposed development consisting of 226 townhomes	4/4/18	Recommended Favorably	4/24/18	Deferred to 5/22/18

Code Enforcement Activity April 2018	
Inspections & Follow-ups	391
Violations	150
Courtesy Warnings/Placards	70
Residential Citations	2
Commercial Citations	0
Total Street Miles Patrolled	726
CitySourced Requests Created	178
CitySourced Requests Received / In Process	62
CitySourced Requests Closed / Abated / Duplicated / Not an Issue	116
Average # of Reports Created per Day	5.472

Average # of Reports Closed per Day	3.387
Average Time to Close	5.399
Signs Removed	131

Building Inspection Activity April 2018	
Plan reviews	107
Building inspections	1,099
Building inspections percent pass/fail	78%/22%

Fire Marshal Activity April 2018	
Plan reviews	86
Inspections	82
Inspections percent pass/fail	93.9%/6.1%

Key Land Development Activity/Review April 2018	
Land Development Enforcement & Inspection Activity	
Tree removal permits	53
Stop Work Orders issued	3
Courtesy warnings issued (Notice of violation)	41
Environmental Inspections	289
Environmental Court Summons	
N/A	
Land Disturbance Permit Review	
Our Lady of Assumption School Expansion - 1320 Hearst Drive	
9009 Perimeter Summit Parking Garage - 50005 Summit Blvd Lynwood Park	
Lynwood Park - 3360 Osborne Road	
Ashford Forest Preserve – 3890 Clairmont Road & 2951 Skyland Drive	
Murphey Candler Park - Track 2 - 1551 West Nancy Creek Drive	
Blackburn Park - 3493 Ashford Dunwoody Road	
CHOA offsite san improvements - 1430 Tullie Road	
Stratfield Drive Drainage Improvement	
Land Disturbance Permits Issued	4
St. Martin's Episcopal Pre-School - 3110-A Ashford Dunwoody Road	
Oglethorpe University Science Center - 4484 Peachtree Road	
Townes at Highland 2 - 2096 Pine Cone Lane	
3182 Cates Ave storm drain replacement	
Plat Review Activity	11
1040 Standard Drive - Lot Split – 2 lots	
Shadow Lane at Bubbling Creek – Lot Split - 2 lots	
2362 Colonial Drive – Lot Split – 2 lots	
Townes at Highline – Coosawattee & North Cliff Valley - Combo Plat	
Brambly Park – 1271 Dresden Drive Final Plat	
3947 Peachtree Road Medical Building Combo Plat	

5005 Summit Combo Plat	
1242 North Cliff Valley - Lot Split - 2-lots ion	
1857 Canmont Lot Split 2-lots	
CHOA – Combo Plat – NE Expressway at Tullie Circle	
Gables Residential Combo Plat	
Plats Approved	2
Townes at Highline – Coosawattee at North Cliff Valley - Combo Plat	
1040 Standard Drive - Lot Split – 2 lots	

Municipal Court- April 2018

Case Filings	626
Number of Court Dockets	9
Number of Defendants on Dockets	478
Number of Cases on Dockets	700

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Case Filings	414	481	608	626								
Number of Court Dockets	8	8	10	9								
Number of Defendants on dockets	275	346	483	476								
Number of Cases on Dockets	427	475	710	700								

2017

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Case Filings	440	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

Court Collections & Agencies Payments

Base Fine	\$	78,755.37
Contempt Charge		1,244.98
Processing Fee		17,586.62
Cash Bonds		18,640.00
Indigent App Fee		44.00
Revenue Collected-Diverse Agencies		27,109.36
CB-Applied		6,914.00
Bond Forfeiture		0.00
Overage		200.00
Restitution		0.00
NSF		35.00
Monthly Cash Collections	\$	150,529.33
Paid to Diverse Agencies		27,109.36
Cash Bond Refunds/Returned		5,892.00
Overage Refund		200.00
Restitution Paid		0.00
Total Paid Out	\$	33,201.36
NET	\$	117,327.97

Office of City Clerk- April 2018

City Clerk's Office and Legislative Activities – April 2018		
	Open Record Requests	39
	Agendas/Agenda Packets Managed (Included Audit Comm., Millage Rate Public Hearings, Dev. A., Charter Comm., Alcohol Bd.)	5
	Minutes Composed (Council, Dev. Auth., and Alcohol Board, BCVB)	6
	Executive Sessions Held (Council and Dev. Auth. Only)	2
Legislation and Contracts Approved by Mayor and Council – April 2018		
Ordinances/No.	April 2018– Description	App. Date
ORD 2018-04-01	Amending FY 2018 Budget – Park Pride \$19,540	04/24/2018
ORD 2018-04-02	Amending FY 2018 budget – HOST – Tullie Road	4/24/2018
ORD 2018-04-03	TA 18-07 Chapter 14 Land Dev. Sidewalks	4/24/2014
ORDRZ2018-04-04	TA 18-01 Amending Section 27-1462 Walls, Fences	4/24/2018
Resolutions/No.	April 2018– Description	App. Date
RES 2018-04-01	Rebecca Williams Way in Blackburn Park	4/10/2018
RES 2018-04-02	Approving Purchase of 1793 Briarwood Road and 311 R Buford Highway Rear	4/10/2018
RES 2018-04-03	Authorizing Sale of Surplus City Property for Law Enforcement	4/24/2018
RES 2018-04-04	Recognizing Georgia Cities Week, April 22-28	4/24/2018
RES 2018-04-05	Blackburn Row Phase II Access Easement DeKalb Housing Auth.	4/24/2018
RES 2018-04-06	Blackburn Row Phase II Sewer Easement	4/24/2018
RES 2018-04-07	Support of Efforts to Retain DeKalb County Public High School	4/24/2018
RES 2018-04-08	Abandonment of Tullie Road and Tullie Circle	4/24/2018
RES 2018-04-09	Right of Way Abandonment – Windsor Parkway	4/24/2018
Contracts/Agreement – April 2018		
Police Dept.	Georgia Power Contracts (3) – LPRs	4/10/2018
Police Dept.	MOU with Historic Brookhaven Neighborhood Assoc. - Cameras	4/10/2018
Council and BCVB	IGA with Brookhaven Convention and Visitors Bureau	4/10/2018
Public Works	DAF Concrete – for Caldwell Road Sidewalk Construction	4/10/2018
Public Works	Caswell rothers for Tryon Road Sidewalk Construction	4/10/2018
Public Works	Steward Brothers – Paving of twenty-three streets	4/24/2018
Parks and Recreation	Dynamo Pool Management	4/24/2018
Public Works	Sunbelt Traffic LLC for Maintenance and installation of signal, sign, and street lights etc.	4/24/2018
Parks and Recreation	D. A. Edwards – Blackburn Tennis Court Renovation	4/24/2018
Parks and Recreation	McGrath Industries dba Talbort Tennis – Tennis Court Reno.	4/24/2018
Public Works	SolidScape, LLC for Construction of Old Johnson Ferry Road S.W.	4/24/2018

Public Works	CMEC, LLC for Construction of N. Druid Hills Rd. Sidewalk	4/24/2018
Public Works	Proterra Development for Construction of Childers Rd. Sidewalk	4/24/2018
Parks and Recreation	Big Mouth Food and Beverage Services for Pool Concession	4/24/2018
Parks and Recreation	Easement – Blackburn Row Phase II Access	4/24/2018
Parks and Recreation	Easement – Blackburn Row Phase Sewer Easement	4/24/2018
Policies/Department	Adopted Policy – April 2018	
	None	
Moratoriums	Pending Moratoriums	
	None	
Grants	Grants/Submittals Approved by Council – March 2018	App. Date
	Governor’s Office of Highway Safety Application	4/10/2018
	Smart Cities Grant Application	4/24/2018

Communications-April 2018

Communications Department Activities:

- Coordinated and staffed activities for Georgia Cities Week
- Staffed April Town Hall – Facebook Live
- Layout and printing of Community Development and Municipal Court annual reports
- Created flyers for Food Trucks and Bark in the Park
- Coordinated and photographed City’s LAA award
- Press releases & e-blasts:
 - Renowned international flautist
 - Paving complete on 17 roads
 - Brookhaven acquires key parcel for the PCG
 - License plate readers a success
 - Georgia Cities Week 2018
 - Brookhaven honored with Corporate Champion Award
 - Mayor to host public safety town hall
 - Rebecca Chase Williams Way
 - Community Development Open Counter Portal rollout
 - Brookhaven begins alcohol suspensions
 - Girl Scouts Gavel Gang
 - Home video helps make arrests
 - City Council approves Park Pride
 - Food Trucks back at Blackburn Park
 - Media Advisory – Georgian Hills Park groundbreaking
 - Brookhaven approves 23 more road paving projects
 - Brookhaven celebrates Lynwood Park Community Day
 - Street sweeping for the Brookhaven Bolt and more
 - Georgia Cities Week end
 - Weekly Friday eblasts

Engagement reports (April):

	Posts	Subscribers	Subscriber growth (1 month)
E-blasts/press releases	23	3,322	+3
Facebook	37	5,603	+88
Twitter	46	3,437	+18
NextDoor	17	14,536	+240

PRINT

- Delta Sky Magazine-full page ad
- 5890 brochures with references to Brookhaven distributed around the state of Georgia

DIGITAL BOARDS

- 15 Metro Atlanta Digital Billboards promoting Slingshooting Wings Festival and Buford Highway Dining

WEBSITE

- Brookhaven Web page (www.discoverbrookhaven.com)
- Local Events listing on Web Page
- Restaurants featured on Discover DeKalb Restaurant Listings

SOCIAL MEDIA

- Verde Taqueria- Margarita Monday and video
- Link to Brookhaven pinned restaurants
- Pure Taqueria Brookhaven Rooftop Opening
- Oglethorpe Concert
- Link to Brookhaven pinned events
- BUA Sushi & Thai videos

SALES

Discover DeKalb Sales Team submitted leads to Brookhaven hotels during the month of April for a total of 3384 room nights. In addition, 229 room nights were booked. We attended the following:

- National Association of Sports Commissions (NASC) Symposium
- Atlanta Area 2018 Global Meetings Industry Day (GMID)
- GSAE Monthly Meeting
- Society of Government Meeting Professionals
- DeKalb Entertainment Commission
- Georgia Production Partners
- DeKalb Consulate Lunch
- GHLA Annual Luncheon

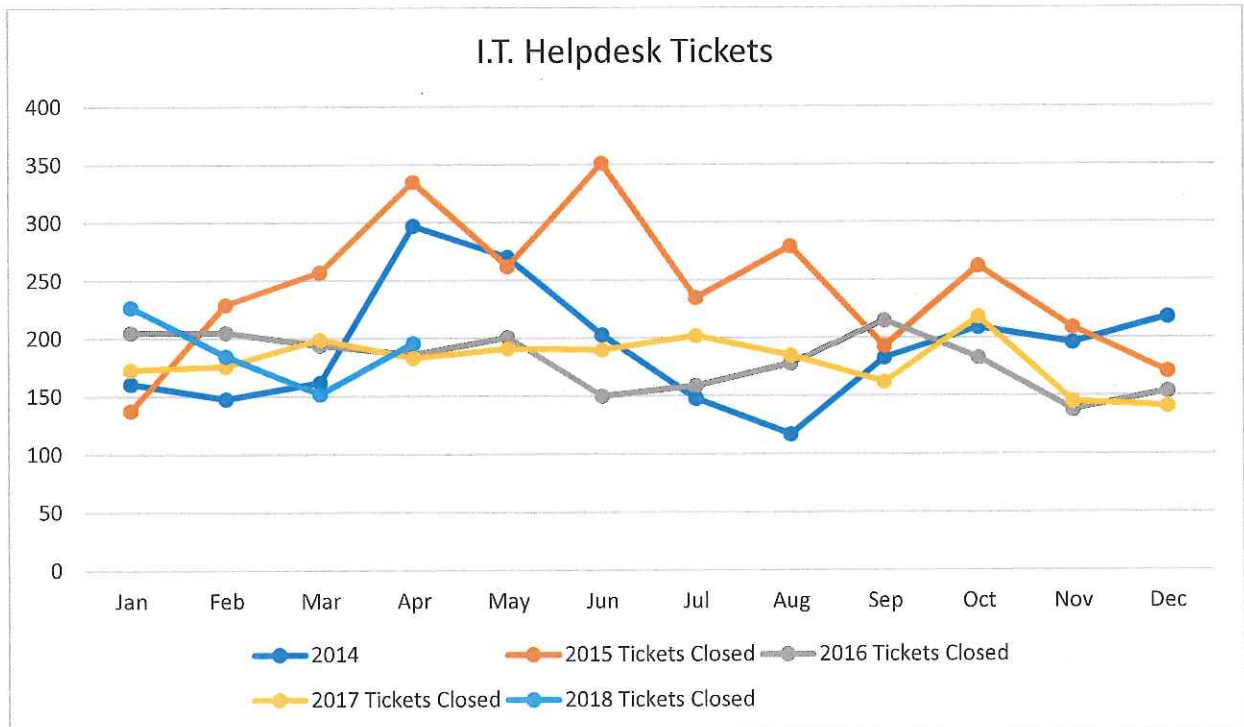
ADDITIONAL INFORMATION

- Meeting with Southern Athletic Association about hosting the 1st Southern Athletic Association eSports Conference.
- Meeting about Brookhaven Bucks Baseball & hosting a regional summer wood bat tournament
- Developed new creative advertisement for Delta's Sky Magazine June issue, centered around tourism.
- Facilitated hotel accommodations for Oglethorpe University's Mexican Flautis performance.
- Gathered 2018 Cherry Blossom Festival digital/social media recap report – scaled recap:
 - 508 social posts
 - 78% engagement rate
 - 2,675 social mentions
 - 16 blog posts
 - 309 active Twitter chat participants
 - 4 live, on-air radio mentions
 - 90 print placements
 - \$301K in ad value from media placed
 - 27 million impressions under #CherryFest18

Information Technology (I.T.) - April 2018

General I.T.

- Participated in 2 weeks of CityWorks, 2 days OnBase training at City Hall
- Four weeks of User Acceptance training for CityWorks and OnBase began 4/9/18
- Created new template and workflow for Code Enforcement to enable filing of reports, inspections, etc.
- Upgraded Laserfiche to version 10.3.1
- Installed drivers for Court to use new chip card machines at PD
- Added new Forms participant licenses for Laserfiche users
- Received 282 scanned plans and uploaded to Laserfiche
- New servers added for Ayava
- Updated Adobe Acrobat on clerks' workstations
- Updated Windows servers with latest patches
- Kiosk computer configured and installed
- Permit's monitor mounted on wall



GIS

- ChatComm/CAD
 - Normal monthly processing
- Directing/working with Intern on special projects
 - Address point maintenance
 - Adding attachment photos to database
- Upgrade of Public Works Work Management software and environment in preparation for Permitting software

- Continued project work for Permitting software
 - Training
 - Technical support
 - Continued analysis and planning for permitting workflows as it relates to GIS data
- Coordinated updated/new Brookhaven Connect service requests for Permitting software
- Ongoing map/data requests

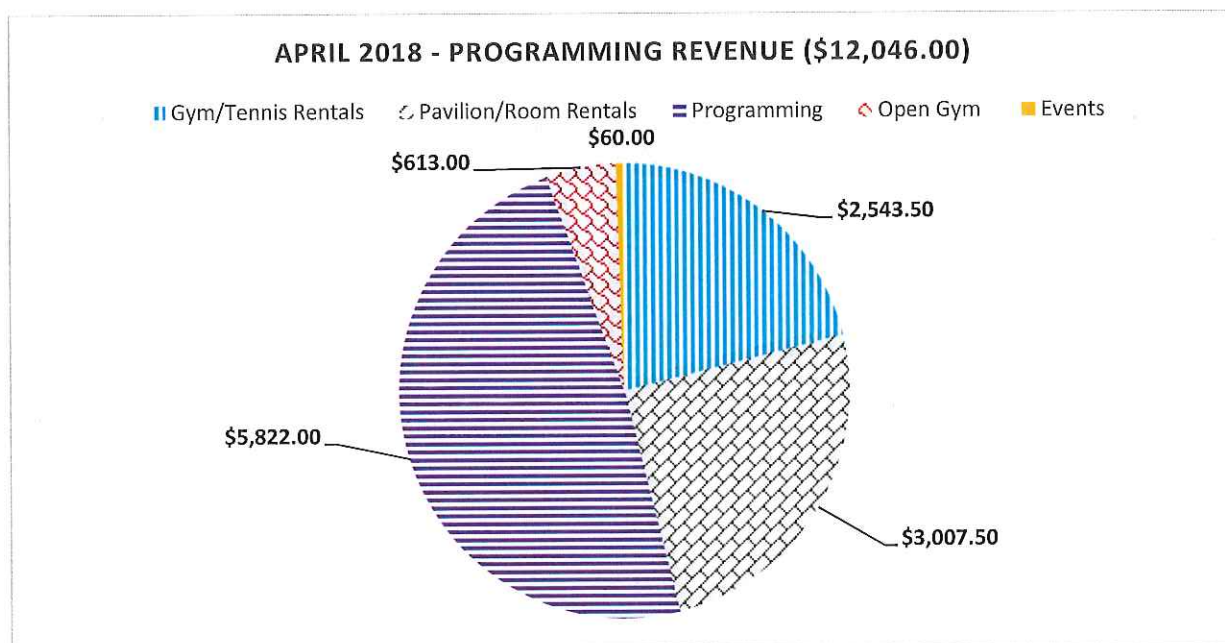
Police Department

1. Migrated Chatcomm Metro E connection to PD and upgraded connection bandwidth to 100 MB
2. Migrated Netmotion Server from CH to PD.
3. Setup 10 Toughbook laptops for Patrol, setup 5 desktops for management at PD.
4. Updated MCT and Freedom to V17.5.

Parks & Recreation- April 2018

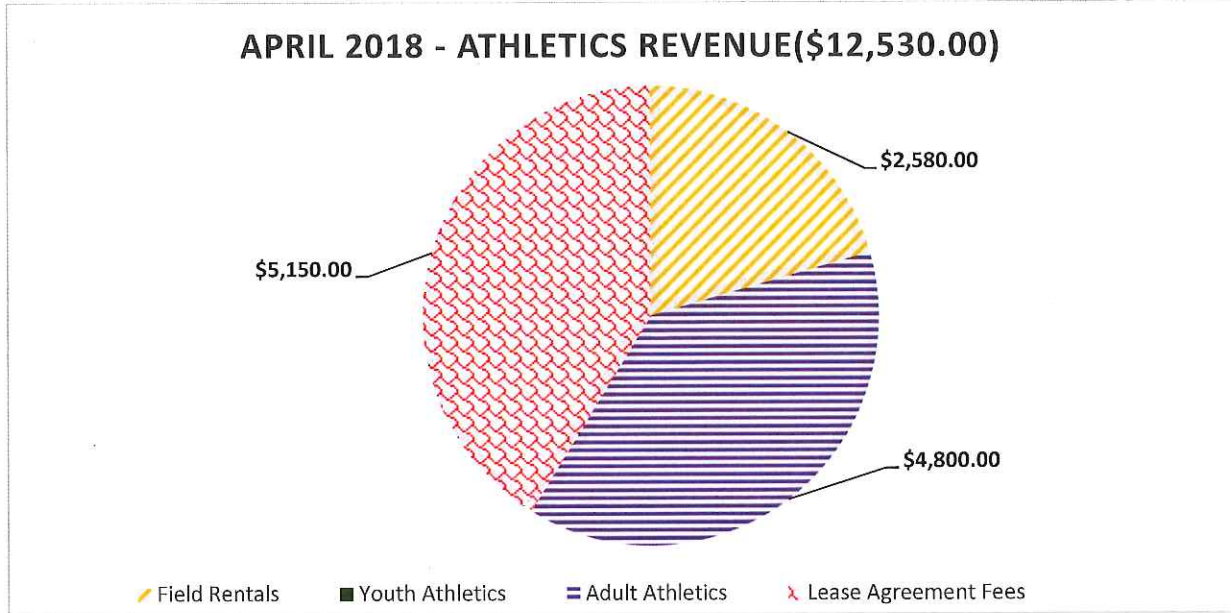
April Program Revenue Brought In:

- 2 Bark in the Park vendors for \$60.00
- 10 spring gymnastics signups for \$1500.00
- 3 LEGO camp signups for \$540.00
- 2 summer art signups for \$360.00
- 1 digital media class signup for \$49.00
- CMD partner fee of \$98.60
- PetSaver partner fee of \$76.00
- 38 Silver Sneakers drop-ins for \$190.00
- Yoga drop-ins for \$235.00
- Fresh N Fit partner fee of \$112.40
- Jump Start Spring Break Camp drop-ins for \$144.00
- Jump Start Soccer signups for \$45.00
- Jump Start Spring Break Camp signup for \$72.00
- Jump Start College Games sports camp signups for \$930.00
- Jump Start sports camp kickoff signups for \$1,070.00
- JS Warrior Sports Camp signups for \$400.00
- Open Gym/Passes brought in \$613.00 between both gyms.
- Gym rentals brought in \$2,260.00
- Classrooms/pavilion/community room/APB rentals brought in \$2,317.50
- Non-resident rental fees brought in \$690.00
- Tennis court rentals brought in \$283.50



April Athletic Revenue Brought in:

- Universal Tennis Academy program fees for \$5,150.00
- Summer Adult Softball signups for \$4,800.00
- Field rentals/prep/lights brought in \$2,580.00



Athletics Division Activity Participation Summary Report - 2018			
	February 2018	March 2018	April 2018
Adult Kickball	450	450	450
Adult Softball	360	360	360
Adult Flag Football	84	84	84
Youth Softball	400	400	400
Youth Football	0	0	0
Youth Baseball	990	990	990
Youth Soccer	500	500	500

Police- April 2018

Support Services – April 2018

- 4/3- Ofc. Nino conducted a safety walk through at St. Martin’s school
- 4/4- Ofc. Nino attended a Cinco De Mayo planning meeting
- 4/11- Support services and traffic attended the Ashford Park Elem walk to school
- 4/13- Ofc. Nino attended a meeting at the Mexican Consulate
- 4/16- Sgt. Kissel and Ofc. Nino attended a Blue prayer service at OLA
- 4/17- Sgt. Kissel attended a Vigilant lunch and learn
- 4/19- Sgt. Kissel met with Ga Power regarding cameras at city parks
- 4/19- Sgt. Kissel and Ofc. Nino assisted CID with a search warrant
- 4/20- Ofc. Nino and Major Chase hosted a women’s self-defense class at Cross Keys
- 4/25- Ofc. Kissel assisted with Mass at OLA
- 4/25- Sgt. Kissel and Ofc. Nino met with Orion sports for race planning
- 4/27- Sgt. Kissel and Sgt. Snively met with the Brookhaven Bike alliance
- 4/27- Ofc. Nino and Sgt. Kissel hosted Pizza with a cop at city hall
- 4/30- Sgt. Kissel attended a demo of AT&T fleet complete with IT
- 4/30- Sgt. Kissel attended a meeting regarding the Peachtree Creek greenway

Support Services

REPORTS	OPEN	Officer Nino	Sergeant Kissel	Total
Incident Reports		0	0	0
Accident Reports		0	0	0
Patrol Assist		0	0	0
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

MONTHLY REPORT: PT Officers	
POP Logged	3
Assist Patrol	31
Citations	37
Warnings	42
Transport	25
Arrests	3
Child Safety Seat Install Classes	1
Shifts Worked	34
Court Service Hours	73
Traffic Enforcement Hours	24
Fleet Service Hours	4

Transport Hours for Uniform Patrol/NET	5
Training Hours	0

Monthly Report: K-9 Officers	Officer Fikes / K9 Dano	Officer Williams / K9 Thorr
Patrol Assist	82	2
Other Agency Assist	3	0
Training Hours	37	47
Search Warrants	0	0
Citations	6	0
Warnings	2	0
Field Interviews	0	0
Felony Arrests	0	0
Misdemeanor Arrests	2	0
City Ordinance Arrests	0	0
Wanted Person Located	0	0
K-9 Search	9	1
K-9 Tracks	0	0
K-9 Related Arrests	5	0
K-9 Demonstrations / PR	2	1
Marijuana Seized	3.0 gram/s	0.0 gram/s
Cocaine Seized	0.0 gram/s	0.0 gram/s
Methamphetamine Seized	0.0 gram/s	0.0 gram/s
Heroin Seized	0.0 gram/s	0.0 gram/s
Schedule Pills	0	0
MDMA Seized	0.0 gram/s	0.0 gram/s
Other Seized (Codeine)	0.0 gram/s	0.0 gram/s

Monthly Report: N.E.T. Team	
Patrol Assist	40
Other Agency Assist	32
Training Hours	16
Search Warrants	0
Citations	0
Warnings	12
Field Interviews	19
Felony Arrests	0
Misdemeanor Arrests	1
City Ordinance Arrests	0
Wanted Person Located	1
Marijuana Seized	0.0 gram/s
Cocaine Seized	0.0 gram/s

Methamphetamine Seized	0.0 gram/s
Heroin Seized	0.0 gram/s
Scheduled Pills	0
MDMA Seized	0.0 gram/s

Additional Activities for K9 and N.E.T. (Narcotics Enforcement Team) 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 04/11/18, N.E.T. attended the MATEN meeting hosted by Fayetteville Police Department.
- On 04/13/18, K-9 assisted H.S.I. with an arrest warrant.
- On 04/13/18, K-9 assisted Chamblee Police with a vehicle search.
- On 04/17/18, N.E.T. held a PSN Meeting with partners, DeKalb County Police Gang Unit and Chamblee Police Department at Brookhaven Police Headquarters. Representatives from the U.S. Attorney's Office were also in attendance. Attendees presented cases to the U.S. Attorney's Office for potential federal prosecution.
- On 04/19/18, N.E.T. assisted CID with a search warrant at 3510 Buford Highway, Apt. V-1.
- On 04/24/18, K-9 made a presentation to the Hispanic CPA Class.
- On 04/26/18, N.E.T. and DeKalb County Police Gang Unit assisted Chamblee Police in an operation that resulted in three arrests, one stolen gun, 10 counts of fraud, and approximately 2 grams of marijuana seized.
- On 04/28/18, K-9 conducted a demonstration at City Dog Market.

Monthly Report: Traffic Safety Unit	Sgt. Rausch & Officer Maria Jones
Total Pedestrian Stops	93
Total Motor Vehicle Stops	94
Total Citizen Contacts (combined Pedestrian & Traffic Violations)	188
Total Citations Issued	69
Total Warnings Issued	138
Felony Arrests	1
Misdemeanor Arrests	10
Wanted Persons Located	2

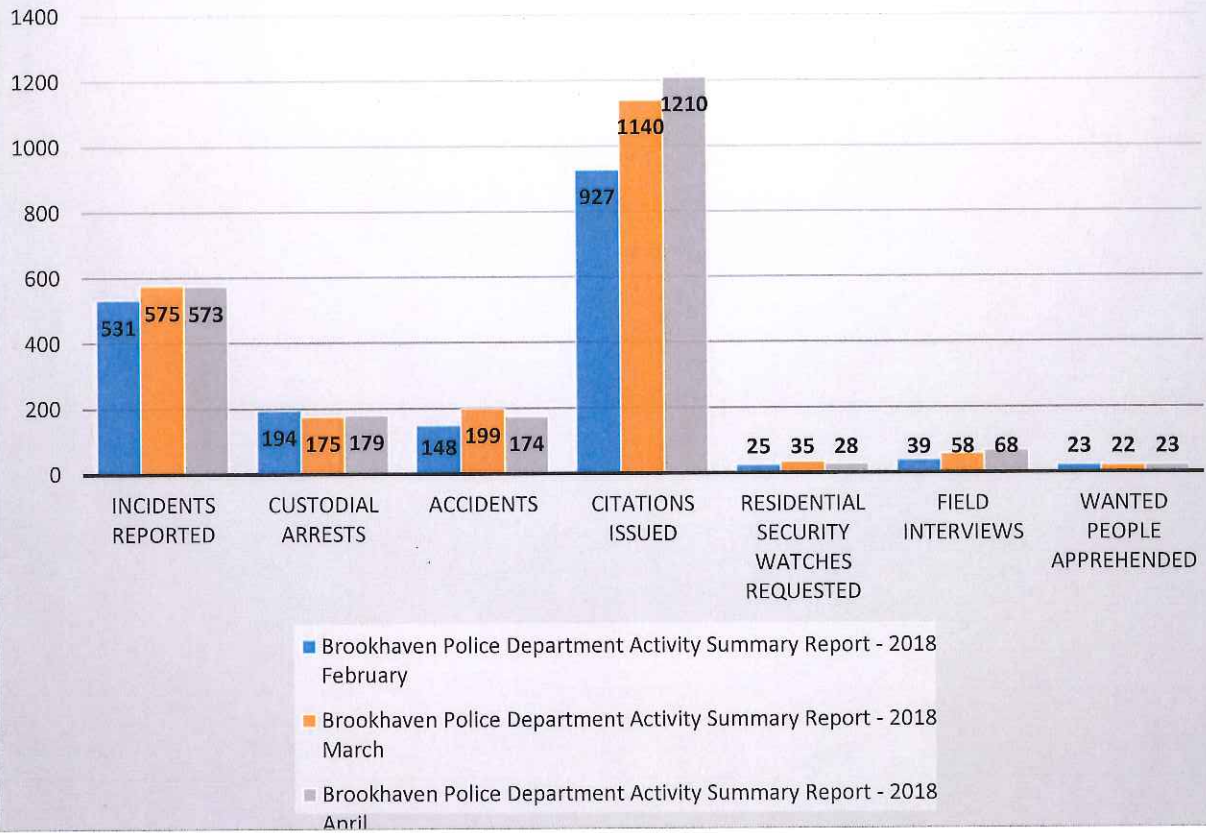
Additional Activities for Traffic Safety Unit

- On April 4, Sergeant Rausch attended the ChatComm TAC meeting.
- On April 6, Sergeant Rausch participated with Special Operations in a compliance detail at local bars and clubs.
- On April 10, Sergeant Rausch and Officer Jones attended the MADD Awards Luncheon.
- On April 11, Sergeant Rausch and Officer Jones participated in the Ashford Park Elementary Walk to School Event.
- On April 11, Lieutenant Lewis attended the April MATEN meeting in Fayetteville.
- On April 16, Sergeant Rausch and Officer Jones participated in the OLA Blue Mass.
- On April 17, Sergeant Rausch, Officer Jones, and other staff participated in a “Don’t Block the Box” campaign on Clairmont Road. During those 80 minutes of evening rush hour traffic on Clairmont Road we wrote a total of 52 citations and warnings. The detail focused on vehicles obstructing an intersection and/or stopping on a crosswalk but we also made traffic stops for failing to yield to a school bus unloading and exercising due caution while using a cellphone.
- On April 18, Sergeant Rausch and Officer Jones attended defensive driver training.
- On April 24, Officer Jones completed a pedestrian safety education event with 14 attendees at The Hispanic Citizens Police Academy. During her presentation she discussed the laws and penalties for drivers and pedestrians. She also discussed proper use of crosswalks.
- On April 27, Sergeant Rausch met with Clarkston Police Department to observe and T & E their driver’s license scanners.

Criminal Investigations Division

April 2018 - Criminal Investigations Report	
Total Reports Handled	301
Total Reports Cleared INACTIVE	227
Total Reports Exceptionally Cleared	22
Total Reports Unfounded	8
Total Arrests by Investigators	10
Warrants Obtained Pending Arrest	10
Search Warrants	3

Brookhaven Police Department Activity Summary



ChatComm 911- April 2018

911 Answer Time: In April 2018, ChatComm 911 answered 93.4% of all incoming phone calls within ten seconds and 98.7% of all incoming phone calls were answered within thirty seconds.

Call Processing Time: This Month, ChatComm 911 processed 99.5% of all high priority calls for service and 95.5% of all low priority calls for service within sixty seconds.

Monthly Phone Call Volume: For the month of April 2018, ChatComm 911 handled a total of 30,357 phone calls.

- 71.3% (21,647) were incoming phone calls which are treated as potential emergencies and handled as 911 calls regardless of the line the call is received on.
 - 12,407 of those calls were received on the 911 trunks. 1,577 of the 911 calls received were abandoned 911 calls (where the caller disconnects the line prior to speaking with a calltaker).
 - 7,663 calls were received on administrative and alarm lines but treated as 911 calls.
- The remaining 28.7% (8,710) of the phone calls handled by ChatComm 911 in April 2018 were outgoing phone calls.

Overall Phone Call Volume: Since September 2009, ChatComm 911 has answered a total of 2,102,675 incoming phone calls. Of those calls, 1,294,055 (61.5%) were received on 911 trunks and 808,620 (38.5%) came in on 10-digit phone lines.

Monthly Incident Volume: ChatComm 911 handled a total of 34,577 incidents in April 2018.

- 59.4% (20,522) of the incidents created were officer-initiated incidents, which include traffic stops, business & residential checks, and other calls created by officers.
- 34% (11,754) of the incidents were dispatched incidents.
- The remaining 2,281 (6.6%) of the incidents were transferred via CAD to Dekalb for EMS and Fire Dispatch.
- Brookhaven incidents were 21.2% (7,340) of the total incident volume.
- Dekalb Fire and EMS (for the Cities of Brookhaven and Dunwoody) incidents were 6.6% (2,281) of the total incident volume.
 - 1,219 incidents were Fire calls for service in Brookhaven or Dunwoody
 - 1,062 incidents were EMS calls for service in Brookhaven or Dunwoody.

Overall Incident Volume: By the end of April 2018, ChatComm 911 handled 2,779,493 incidents since “go-live” in September 2009. 2,458,454 (88.45%) of those were law enforcement incidents; 182,129 (6.55%) of those were fire department incidents; and 138,910 (5%) of those were EMS incidents.

EMD & EFD Compliance: For the month of March 2018, 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 March was 93%.
- The Emergency Fire Dispatch QA compliance for March was 95%.

Public Works- April 2018

Major Initiatives Completed

- 2018 Paving (Phase I): As of March 29, 2018, all roads are paved. City of Brookhaven is the first City to pave streets using 2018 SPLOST Funds in DeKalb
- Sidewalk on Drew Valley Road (2018): Complete
- Sidewalk on Mill Creek Road (2016): 90% Complete
- Sidewalk on Cartecay Drive (2016): 90% Complete
- Sidewalk on Lanier Drive (Woodrow to Windsor) (2016): 20% Complete
- Sidewalk on Tryon Road (2016): NTP issued on 05/1/18
- Sidewalk on Caldwell Road. (E. Osborne to Cheshire) (2016): Approved on 04/10/18
- Sidewalk on Childers Road NTP issued on 04/30/18
- Georgia EPD conducted their first ever Audit of City MS4 Program on 04/05/18

Major Initiatives in Progress/Upcoming

- Public Works planning a major Street Sweeping Event (60 miles) on May 15, 2018
- Sidewalk on Old Johnson Ferry Road (2018): Approved on 04/24/18
- Sidewalk on N. Druid Hills Road (2018): Approved on 04/24/18
- Phase II of 2018 Paving bids received on 04/13/18 Approved on 04/24/18
- Sidewalk on Lanier (Windsor to Hearst) (2016): Agenda on 05/08/18
- Design for Phase II Stratfield drainage LDP resubmitted on 04/12/18
- ADR/Peachtree Road intersection design Proposals due on 05/18/18

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	12									26
Downed Lines	3	2	2	0									7
Pavement/Potholes	20	14	33	13									80
Right of Way/Trash	3	14	3	6									26
Sidewalk	9	6	6	1									22
Stormwater	7	20	5	6									38
Street Lights	8	5	10	7									30
Street Signs	7	8	4	3									22
Traffic Signal	6	3	10	2									21
Tree	0	0	0	0									0
Total Service Requests	66	76	80	50	0	0	0	0	0	0	0	0	272

Completed Work Orders

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Street Maintenance													
Sidewalk Repairs	4	3	9	2									18
Curb Repairs	2	4	1	1									8
Potholes	3	6	2	9									20
Patching	5	9	6	9									29
Traffic													
Traffic Signals	15	1	8	10									34
Signs	11	15	8	12									46
ROW Maintenance													
Tree Removal	2	2	1	2									7
ROW Maintenance	14	6	7	2									29
Stormwater													
Stormwater Cleaning	5	5	11	12									33
Stormwater Repairs	9	14	5	8									36
Total Work Orders	85	66	66	77	0	0	0	0	0	0	0	0	294

Finance- April 2018

April 30, 2018 Financial Report in Brief

The April 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 April 30th), (4) insurance premium tax and fees (collected and remitted by State; Oct 1st), 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 April 2018 were \$2,484,177 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 \$4,613,053. Culture and Recreation expenditures are up \$251,774 from last year mainly due to repairs and maintenance at Blackburn Park, Murphy Candler Park, and Brookhaven Park. A sink hole, irrigation line, and sidewalk repairs were made at Blackburn Park. Light and pool repairs were made at Murphy Candler Park. Dead trees were removed from Brookhaven Park. In addition, Public Works expenditures are up \$45,711 from last year due to signal, signs, streetlight maintenance, and monthly road maintenance performed by OPTECH.

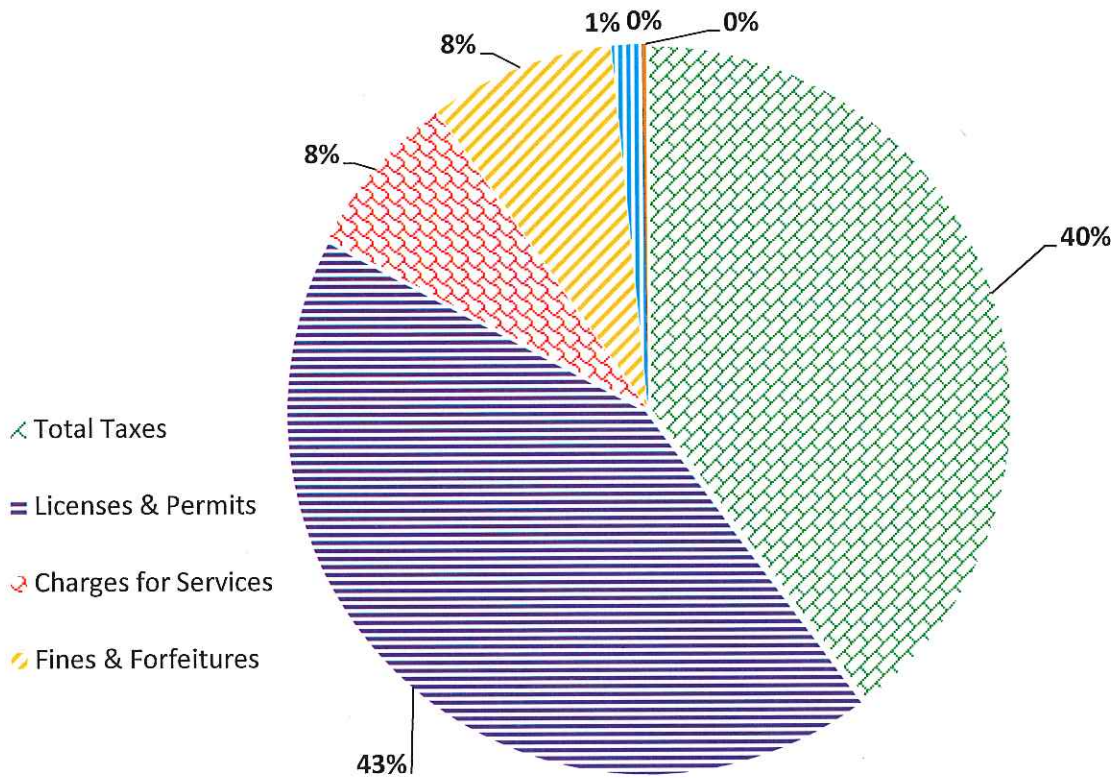
City of Brookhaven

BUDGET COMPARISON REPORT - GENERAL FUND - REVENUES

For The Month Ended April 30, 2018

	2017 Amended Budget	2017 YTD Transactions	2018 Budget	2018 YTD Transactions	Variance from Budget	% of Annual Budget
Property Tax	\$ 8,318,321	\$ 267,965	\$ 8,459,398	\$ 151,813	\$ (8,307,585)	1.79%
Motor Vehicle Tax & Title Ad Valorem Tax	231,669	30,899	43,000	28,280	(14,720)	65.77%
Recording Intangible Tax	90,000	35,950	110,700	22,054	(88,647)	19.92%
Real Estate Transfer Tax	36,000	10,435	36,000	5,590	(30,410)	15.53%
Franchise Tax	3,200,000	2,829,761	4,081,300	1,124	(4,080,176)	0.03%
Alcoholic Beverage Excise Tax	825,000	351,856	1,025,700	162,174	(863,526)	15.81%
Energy Excise Tax	40,000	39,109	152,200	62,927	(89,273)	41.34%
Motor Vehicle Rental Excise Ta	50,000	18,541	51,000	6,753	(44,247)	13.24%
Business & Occupational Tax	2,100,000	855,318	2,400,000	1,002,062	(1,397,938)	41.75%
Insurance Premium Tax	2,815,000	17,450	3,115,000	9,122	(3,105,878)	0.29%
Financial Institutions Tax	50,000	-	35,000	58,170	23,170	166.20%
Penalties & Interest	8,000	1,710	11,500	31,922	20,422	277.58%
Total Taxes	17,763,990	4,458,995	19,520,798	1,541,990	(17,978,808)	7.90%
Licenses & Permits	2,225,000	1,267,997	3,344,600	1,660,265	(1,684,335)	49.64%
Charges for Services	630,000	235,657	675,000	286,349	(388,651)	42.42%
Fines & Forfeitures	1,350,000	326,349	956,700	321,009	(635,691)	33.55%
Miscellaneous Revenues	494,878	60,147	104,650	51,648	(53,002)	49.35%
Investment Earnings	5,000	3,597	15,000	7,303	(7,697)	48.69%
Other Financing Sources	3,153,996	-	1,864,719	-	(1,864,719)	0.00%
TOTAL REVENUES	\$ 25,622,864	\$ 6,352,742	\$ 26,481,467	\$ 3,868,565	\$ (22,612,902)	14.61%

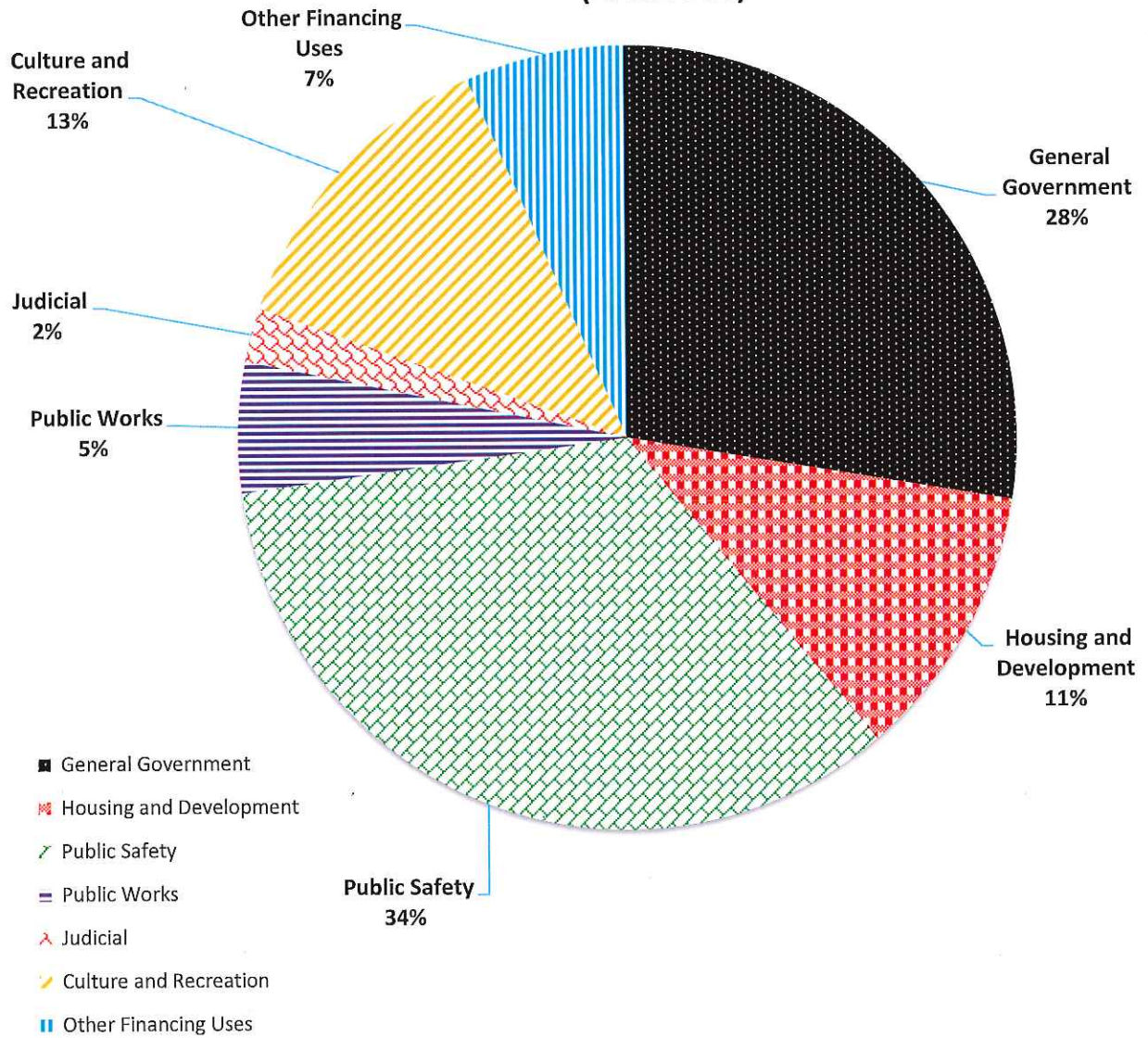
GENERAL FUND REVENUES BY SOURCE (YTD April 2018)



City of Brookhaven - YTD through April 30, 2018
Budget Comparison for General Fund Expenditures

Governmental Function	2017 Amended Budget	2017 YTD Transactions	2018 Budget	2018 YTD Transactions	Variance from Budget	% of Annual Budget
General Government	\$ 5,970,083	\$ 1,771,386	\$ 6,028,675	\$ 1,951,329	\$ 4,077,347	32.37%
Housing and Development	3,036,512	758,651	2,870,305	805,356	2,064,950	28.06%
Public Safety	8,373,344	2,832,852	8,421,786	2,391,737	6,030,049	28.40%
Public Works	1,606,230	334,094	1,516,650	379,804	1,136,846	25.04%
Judicial	629,345	178,420	599,886	158,333	441,553	26.39%
Culture and Recreation	2,546,205	662,869	3,059,078	914,643	2,144,435	29.90%
Other Financing Uses	3,461,145	5,145,894	3,985,086	469,910	3,515,176	11.79%
TOTAL EXPENDITURES	\$ 25,622,864	\$ 11,684,166	\$ 26,481,467	\$ 7,071,113	\$ 19,410,354	26.70%

GENERAL FUND EXPENDITURES BY GOVERNMENTAL ACTIVITY (APRIL YTD)



General Fund Balance Reserves

The City has reserved a portion of fund balance to account for City programs. The Tree Fund and the Police Donations are two examples of City programs that are preserved in the general fund.

Tree Fund Conservancy

Established via City Ordinance, Chapter 14, Section 14-47, the receipts or contributions are part of the "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 basically limited to the purchase/installation of trees in parks, right-of-ways, and other City-owned or leased property.

Balance at Dec. 31, 2017	\$43,836.70
Receipts	
Disbursements	\$5,000.00
Balance at April 30, 2018	<u>\$38,836.70</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 promote their designated purposes.

Police Programs	Balance Dec 31, 2017	Receipts	Disbursements	Balance April 30, 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	(1,225)	1,310
K9 Donations	2,040	-	-	2,040
Police Bike Fund	-	-	-	-
Totals	\$ 22,928	\$ 1,110	\$ (1,225)	\$ 22,813