



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

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

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

Index

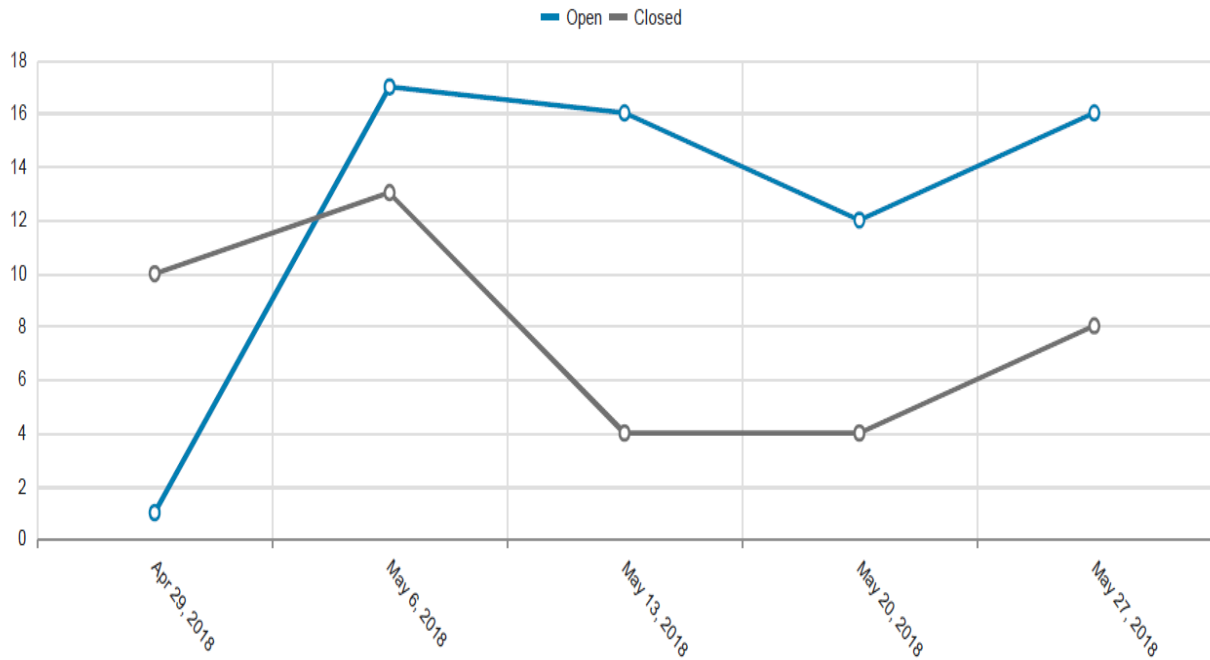
Brookhaven Connect Metrics.....	2
Community Development.....	6
Municipal Court.....	10
City Clerk.....	11
Communications.....	12
Tourism.....	13
Information Technology.....	14
Parks & Recreation.....	15
Police.....	19
ChatComm 911.....	23
Public Works.....	24
Finance.....	27

Brookhaven Connect Metrics: Month of May 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.**

Service Request Metrics: All Recent Requests

Open/Closed by Day



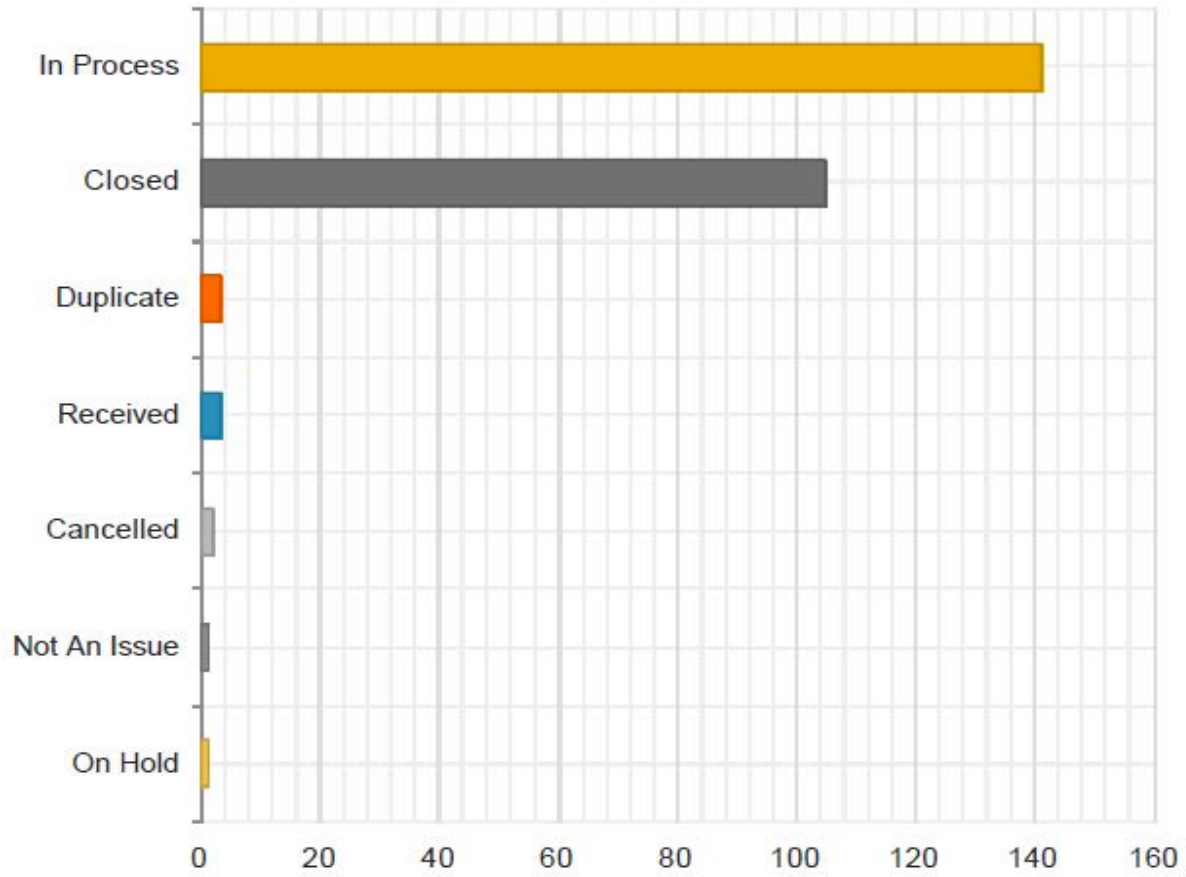
- Of the 256 service requests that were created in May, 111 have been closed with 145 remaining open.
- To date, there are 1,108 registered Brookhaven Connect users; this represents an increase of 280 users since the beginning of the year.

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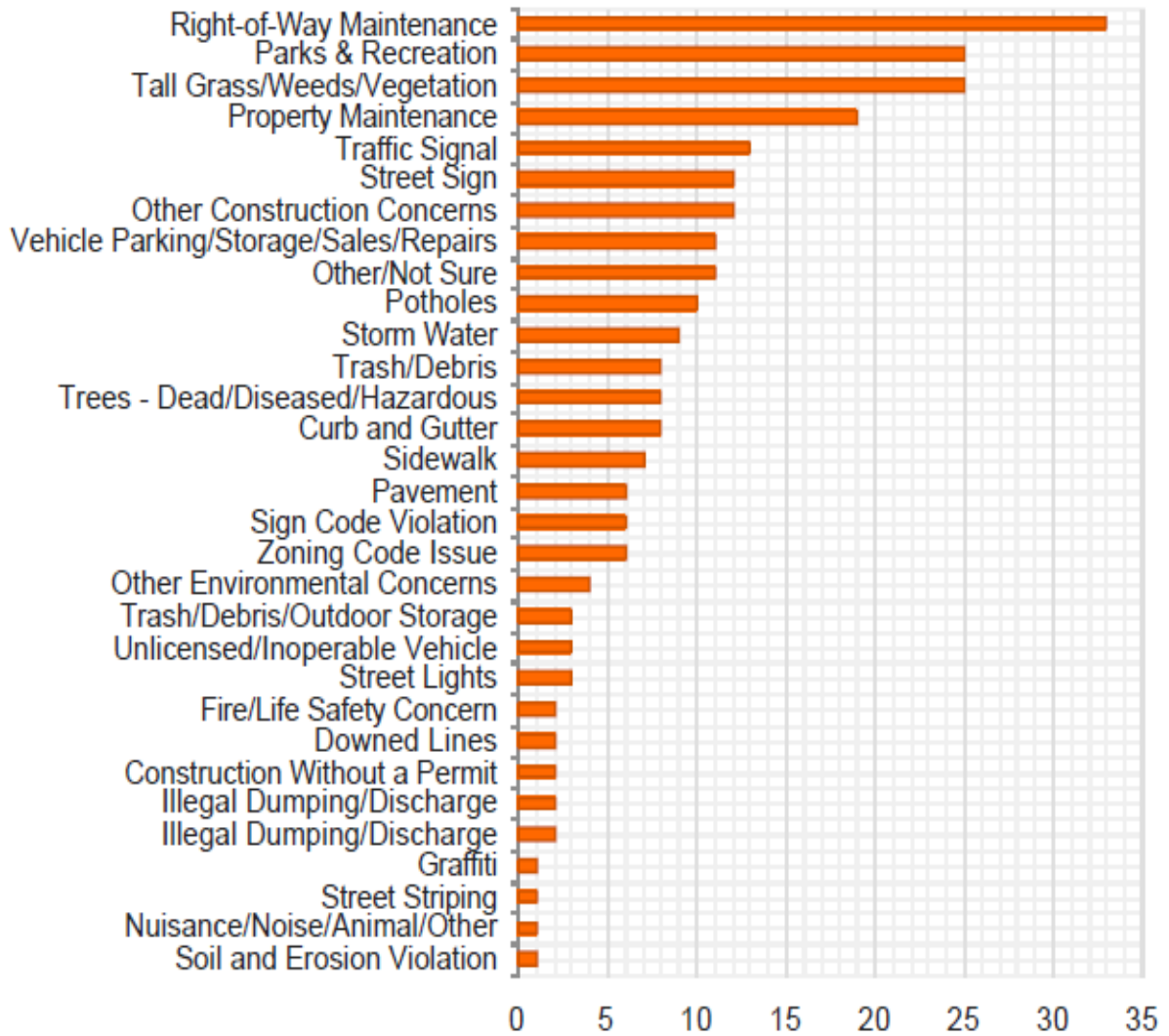
Statistics

Total Reports Created	256
Total Reports Open	145
Total Reports Closed	111
Average Reports Created per Day	8
Average Reports Closed per Day	3.469
Average Time to Close	6.512 Days
Fastest Closed Request Type	Traffic Signal (.001 Days)
Slowest Closed Request Type	Other Construction Concerns (35.939 Days)
Most Common Request Type	Right-of-Way Maintenance
Least Common Request Type	Graffiti

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Community Development- May 2018

Community Development 2018 Building Permits												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
All	272	304	268	336	309							
New Single Family	17	10	6	16	7							
New Multi Family	5	0	0	0	0							

Community Development ZBA/Variiances Filed in May 2018			
File #	Address	Scope	Hearing Date
ZBA18-20	1441 Canoochee Drive	To reduce the accessory structure setback from 10 feet to 7.5 feet and increase the lot coverage from 35% to 39.3% to allow a pool and pool deck	6/20/18
ZBA18-21	1251 Park Avenue	To allow a chainlink fence where a wooden fence is required	6/20/18
ZBA18-22	3202 Cates Avenue	To increase lot coverage from 35% to 48% and to reduce the side setback (Northeast) from 7.5 to 3.25 to allow repair and replacement of the existing deck and stairs	6/20/18
ZBA18-23	1041 Mendell Circle	Waive the lot merger requirement for development of two single family lots	6/20/18
ZBA18-24	2608 Drew Valley Road	To increase lot coverage from 35% to 36% to allow a deck expansion	6/20/18
ZBA18-25	3729 Ashford Point	To increase retaining wall height from 4 feet to 8 feet	6/20/18
ZBA18-26	4083 Chippewa Place	To reduce the stream buffer from 75 feet to 25 feet to allow construction of a single-family dwelling	6/20/18
ZBA18-27	1701 Dresden Drive	To increase lot coverage from 35% to 37% to allow a pool, pool deck, and pool equipment, retaining walls and steps	6/20/18
ZBA18-28	1790 Duke Road	To reduce the average front yard setback from 28.1 feet to 16.5 feet, reduce the side yard setback from 7.6 to 4.6 and reduce the stream buffer from 75 feet to 27 feet to allow construction of a single-family dwelling	6/20/18

Community Development ZBA/Variances Heard in May 2018				
File #	Address	Scope	Hearing Date	Action
ZBA18-14	1625 Windsor Parkway	Increase lot coverage from 35% to 41.3% to allow construction of a pool.	5/16/18	Approval Conditional to increase lot coverage from 35% to 40% to allow construction of a pool
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	Approval Conditional
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	Approval Conditional
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 single-family residence at 5.5-feet, with a roof overhang at 2.5-feet.	5/16/18	Approval Conditional
ZBA18-18	1809 8th 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	Approval Conditional to increase lot coverage from 35% to 37.9%, and to reduce retaining wall setback from 3.75-feet to 1.2-feet to allow a pool
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	Approval Conditional

Community Development Rezoning Filed in May 2018 - None				
File #	Address	Scope	PC Hearing Date	CC Hearing Date
N/A				

Community Development Rezoning Heard in May 2018						
File #	Address	Scope	PC Hearing Date	PC Rec	CC Hearing Date	CC Rec
RZ18-01	2991 Buford Highway	To rezone the property from C-1 to M-1 to allow a self-storage	5/2/18	Recommended Unfavorably	5/22/18	Withdrawn

Code Enforcement Activity May 2018	
Inspections & Follow-ups	473
Violations	280
Courtesy Warnings/Placards	156
Residential Citations	0
Commercial Citations	0
Total Street Miles Patrolled	716
CitySourced Requests Created	136
CitySourced Requests Received / In Process	107
CitySourced Requests Closed / Abated / Duplicated / Not an Issue	29
Average # of Reports Created per Day	4.25
Average # of Reports Closed per Day	1
Average Time to Close	6.5
Signs Removed	119

Building Inspection Activity May 2018	
Plan reviews	62
Building inspections	712
Building inspections percent pass/fail	84%/16%

Fire Marshal Activity May 2018	
Plan reviews	64
Inspections	63
Inspections percent pass/fail	98.41%/1.59%

Key Land Development Activity/Review May 2018	
Land Development Enforcement & Inspection Activity	
Tree removal permits	45
Stop Work Orders issued	1
Courtesy warnings issued (Notice of violation)	39
Environmental Inspections	316
Environmental Court Summons (0)	
N/A	
Land Disturbance Permit Review (7)	
9009 Perimeter Summit Parking Garage - 50005 Summit Blvd Lynwood Park	
Murphey Candler Park - Track 2 - 1551 West Nancy Creek Dr	
Murphey Candler Park – Shoreline Restoration phase 4 – 1551 West Nancy Creek Dr	
Blackburn Park - 3493 Ashford Dunwoody Road	
CHOA offsite san improvements - 1430 Tullie Road	
Townes at High Line Amentity Area - 2096 Pine Cone Lane	
West Nancy Drive at Ashford Dunwoody Rd intersection Improvements – DPW project	
Land Disturbance Permits Issued (3)	
Our Lady of the Assumption School expansion – 1320 Hearst Drive	
Stratfield Dr Drainage improvements	
Lynwood Park – 3360 Osborne Road	
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 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 (0)	
N/A	

Municipal Court- May 2018

2018

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Case Filings	414	481	608	626	712							
Number of Court Dockets	8	8	10	9	9							
Number of Defendants on dockets	275	346	483	476	385							
Number of Cases on Dockets	427	475	710	700	580							

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	70,513.29
Contempt Charge	361.00
Processing Fee	14,083.00
Cash Bonds	24,458.00
Indigent App Fee	0.00
Revenue Collected-Diverse Agencies	24,540.34
CB-Applied	10,625.00
Bond Forfeiture	0.00
Overage	0.00
Restitution	0.00
NSF	0.00
Monthly Cash Collections	144,580.63
Paid to Diverse Agencies	24,540.34
Cash Bond Refunds/Returned	9118.00
Overage Refund	0.00
Restitution Paid	0.00
Total Paid Out	33,658.34
NET	110,922.29

Office of City Clerk - May 2018

City Clerk's Office and Legislative Activities – May 2018		
	Open Record Requests	50
	Agendas/Agenda Packets Managed (Included Audit Comm., Millage Rate Public Hearings, Dev. A., Charter Comm., Alcohol Bd. And BCVB)	8
	Minutes Composed (Council, Dev. Auth., and Alcohol Board, BCVB)	8
	Executive Sessions Held (Council and Dev. Auth. Only)	2
Legislation and Contracts Approved by Mayor and Council – May 2018		
Ordinances/No.	May 2018– Description	Appr. Date
ORD 2018-05-01	Amending FY2018 Budget – CIP- Public Safety Bldg.	5/08/2018
ORD 2018-05-02	Amending FY 2018 Budget – for sidewalks	5/08/2018
ORD 2018-05-03	Amending FY 2018 Budget – Ashford Park Elementary	5/08/2018
ORD 2018-05-04	Amending Chapter 14 Land Dev. – Def. TA 18-18	5/22/2018
Resolutions/No.	May 2018– Description	Appr. Date
RES 2018-05-01	LimeBike – Was removed from agenda – No Action Taken	Removed
RES 2018-05-02	Debt Management Policy Revised	5/08/2018
RES 2018-05-03	Land Purchase – 3292 Buford Highway – QT Building	5/08/2018
RES 2018-05-04	Pulled – Voided	Voided
RES 2018-05-06	Bond issuance for Public Safety Bldg.	5/22/2018
RES 2018-05-06	Creation of Facilities Authority	5/22/2018
RES 201805-07	Adopting the Renewed and Revised Service Delivery Strategy	5/22/2018
Contracts/Agreement – May 2018		
Police Department	Axon Body Camera Program	5/22/2018
Parks and Recreation	Optech – Park Maintenance Services	5/22/2018
Public Works	CMEC, LLC – Fernwood Circle Sidewalk	5/22/2018
Administration/Parks	Maurice A. Trebuchon – Project Management – Peachtree CGW	5/22/2018
Administration	Davenport and Company – Financial Advisory Services	5/22/2018
Administration	DeKalb County – HOST and EHOST Agreement with new cities	5/22/2018
Parks and Recreation	MOU Between City of Brookhaven and YMCA	5/08/2018
Parks and Recreation	IGA with DeKalb County School District (Ashford Park Elem. Sc.)	5/08/2018
Public Works	SolidScape LLC for Construction of Lanier Drive	5/08/2018
Public Works	DAF Concrete to Construct Additional portion of Caldwell Rd. Sidewalk	5/08/2018
Policies/Department	Adopted Policy – May 2018	
Finance	Debt Management Policy Revised	5/08/2018
Moratoriums	Pending Moratoriums	None
Grants	Grants/Submittals Approved by Council – May 2018 - None	Appr. Date
	Appointments – May 2018 – None	

Communications - May 2018

Communications Department Activities:

- Completed Summer newsletter
- Staffed May Town Hall – Facebook Live
- Photographed first Food Trucks, Georgian Hills Park ribbon cutting, Lynwood Park Community Day, Positive Policing Award and Arnette’s ribbon cutting and Brookhaven Bolt
- Hosted DeKalb Communicators meeting
- Created flyers for Touch a Truck and Dive in Movies
- Created ads for NHL & NBA programs
- Press releases & e-blasts:
 - Early Voting in DeKalb
 - Georgian Hills Park Phase 1 ribbon cutting
 - Media Advisory – Georgian Hills Ribbon Cutting
 - Sidewalk press release
 - Brookhaven launches Project Portal
 - New public safety building
 - Brookhaven CVB seeks Exec Dir
 - City council wrapup 5-10
 - Parks & Rec survey
 - Two miles of sidewalks
 - Food trucks cancelled for May 16
 - Mayor to host town hall on tree ordinance
 - Parks & Rec survey
 - City Council wrapup 5-22
 - Gavel Gang
 - Last 2018 sidewalk
 - SPLOST bond
 - Trebuchon PCG project manager
 - City pools open for season
 - Parks & Rec survey
 - Street sweeping complete
 - Hurricane Season preparedness
 - Kids invited to Touch a Truck
 - Pooches invited to Bark in the Park
 - Weekly Friday eblasts

Engagement reports (May):

	Posts	Subscribers	Subscriber growth (1 mo)
E-blasts/press releases	28	3,317	-5
Facebook	53	5,675	+72
Twitter	41	3,472	+28
NextDoor	17	14,772	+255

Tourism - May 2018

PRINT

- Delta Sky Magazine-full page ad
- 3900 brochures with references to Brookhaven distributed around the state of Georgia

DIGITAL BOARDS

- 15 Metro Atlanta Digital Billboards promoting Brookhaven Beer & Wine 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

- Brookhaven Slingin Wings Festival
- Brookhaven Beer & Wine Festival
- Arnette Chop Shop
- Emory Sports Medicine Center

SALES

Discover DeKalb Sales Team submitted leads to Brookhaven hotels during the month of May for a total of 4425 room nights. In addition, 434 room nights were booked. We attended the following:

- 50+ Boomers/Senior Travel Expo
- Atlanta Film Mixer
- Georgia Production Partners
- Helms Briscoe
- MPI Georgia
- Global Meetings Industry Day
- Society of Government Meeting Professionals
- Concierge Society Meeting

ADDITIONAL INFORMATION

Super Bowl LIII Host Hotel Committee, created and distributed first hotel bulletin. Working on welcoming plans and marketing hotels and attractions in DeKalb.

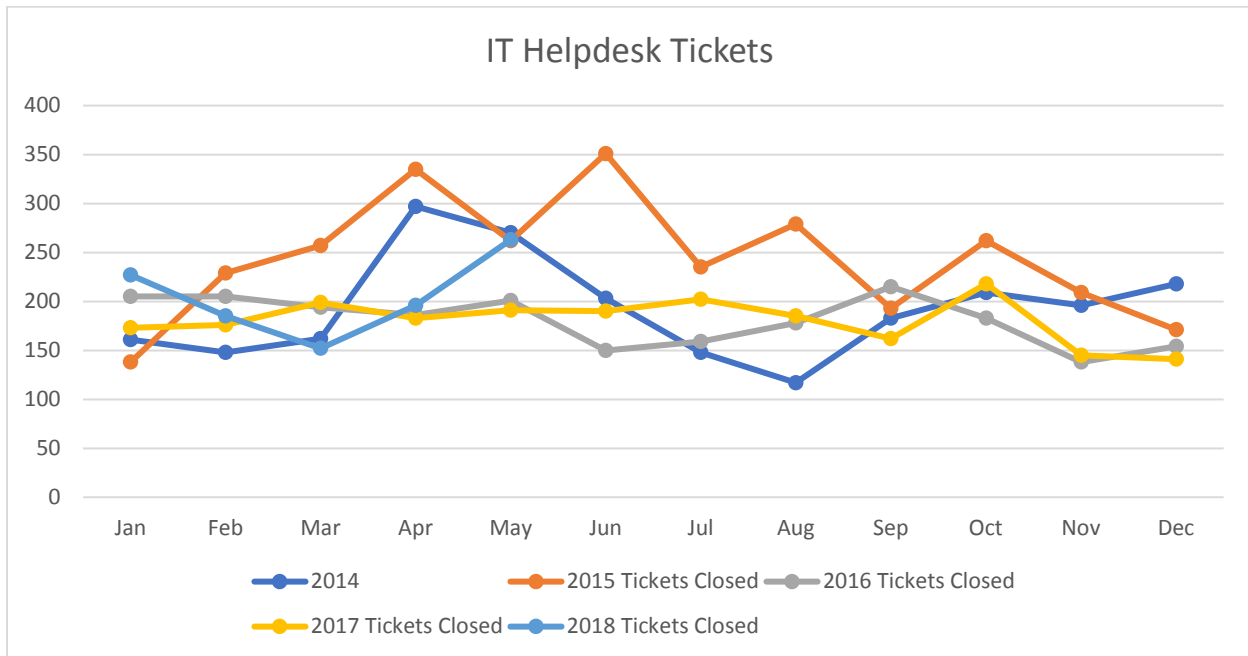
- Super Bowl LIII (53) will be held on Sunday, February 3, 2019
- NFL is currently contracted with 107 hotels
- Peak Nights:
 - Arrival: Friday, February 1, 2019
 - Departure: Monday, February 4, 2019
- Peak room nights: over 20,100 rooms contracted on peak by NFL (NFL block ONLY. This does not reflect other companies, 3rd party sellers, transient visitors or apartment/home rentals)
- Expected attendance over Super Bowl weekend: 100,000
- Estimated total number of visitors to metro Atlanta: 1 million over 10-day period

Discussion on Town Brookhaven and Dresden regarding Foodie Tours and Walkable areas

Information Technology (I.T.) – May 2018

General I.T.

- CityWorks (and OnBase) went live 5/21/18; soft go-live on 5/14/18
- Attended the CityWorks conference in Salt Lake City
- Held two additional OnBase UAT/training sessions for planners/inspectors
- Assisting with resolving post-production CityWorks/Onbase issues
- Set-up lobby kiosk sign-in for the Project Portal



GIS

- Directing/working with Intern on special projects
 - Address point maintenance
 - Updated Parks & Rec Story Map
- Continued project work for Permitting software
 - Go live activities and support
- Ongoing map/data requests

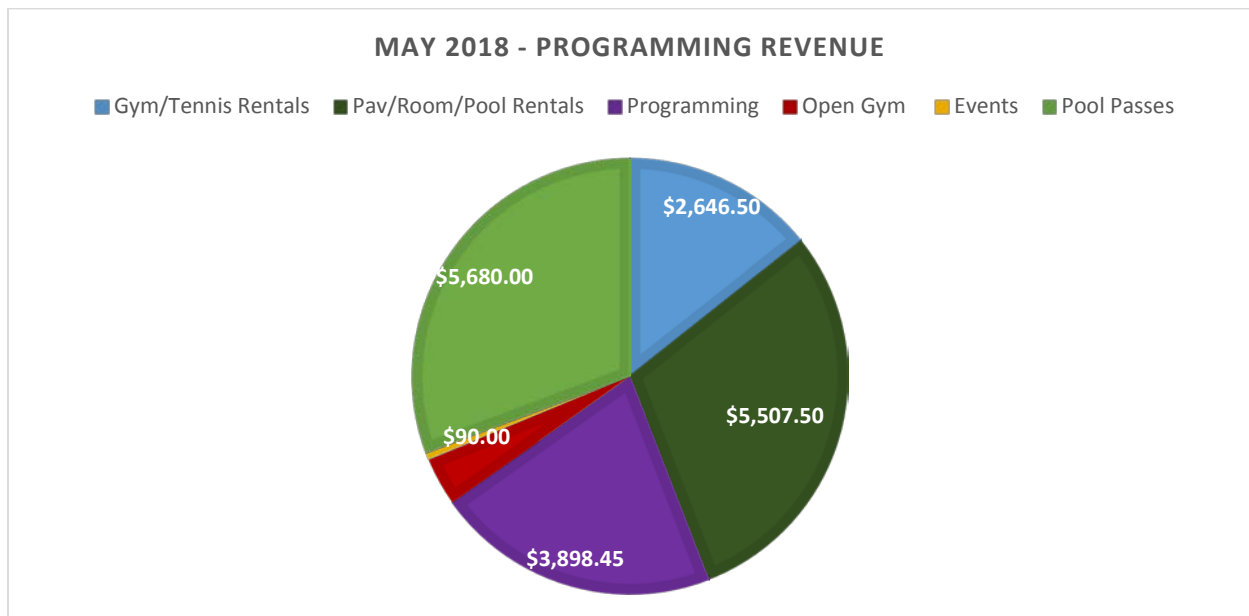
Police Department

- Finished migrating public safety VPN connection
- Deployed new GPS fleet Management software
- Got training on new in car and bodyworn camera system for Patrol vehicles

Parks & Recreation - May 2018

May Program Revenue Brought In:

- Seasonal pool passes brought in \$5,680
- 3 Bark in the Park vendors for \$90
- 2 summer art signups for \$360
- 2 yoga passes for \$90
- 1 ageless grace signup for \$32
- 3 ageless grace drop-ins for \$30
- CMD partner fee of \$98.60
- 21 Silver Sneakers drop-ins for \$105
- Yoga drop-ins for \$260
- Fresh N Fit partner fee of \$133.85
- Jump Start football/cheer signups for \$720
- Jump Start lacrosse signups for \$360
- Jump Start College Games sports camp signups for \$360
- Jump Start sports camp kickoff signups for \$724
- JS Warrior Sports Camp signups for \$625
- Open Gym/Passes brought in \$668 between both gyms.
- Gym rentals brought in \$2,440
- Classrooms/pavilion/community room/APB rentals brought in \$4,692.50
- Pool rentals brought in \$375
- Non-resident rental fees brought in \$440
- Tennis court rentals brought in \$206.50
 - Total program signups/drop-ins/fees/rentals for May = \$18,490.45



Summer 2018 programs currently ongoing or available for registration:

- Fitness Classes
 - Zumba
- Senior Programs
 - Ageless Grace
 - Silver Sneakers fitness classes
- Creative Movement and Dance
 - Pre-Ballet
 - Tap/Ballet
- Art Programs
 - Young Rembrandts Drawing and Cartooning (4-10 years old)
- Gymnastics Programs
 - B2B gymnastics camp
- Digital Media Classes
 - Intro to Computer Coding
 - Video Game Coding & Design
- Workshops/Camps
 - PetSaver First Aid
 - Lifestyle, Nutrition, and Care for Dogs
 - LEGO spring workshops and summer camps
 - Jump Start Summer Camps
 - Parent's Night Out

Monthly Work Order Summary (Internal w/Contractors):

- Work Orders - 12
- Work Orders Completed - 12
- Work Orders Outstanding - 0

Completed Key Park Maintenance Work Projects:

- Repaired and De-winterized irrigation at Clack's corner
- Built and installed picnic table at Georgian Hills
- Trimmed all shrubs at parks
- Repaired water leak at Briarwood pool house
- Replaced two water lines in Blackburn pavilion water fountain
- De-winterized pool houses
- Sprayed and removed weeds on all three pool decks
- Repaired and rehung windscreens at all the pools prior to opening weekend
- Sprayed Murphey Candler Park trail side for poison ivy
- Brookhaven Park trail sprayed for poison ivy
- Replaced two electrical receptacles at Clacks corner
- Cut right of way for Brookhaven Bolt
- Cut right of way at PDK property
- Picked up and moved two large file cabinets and desk from city hall
- Began the reinstallation of the information kiosk at Murphey Candler Park dockside

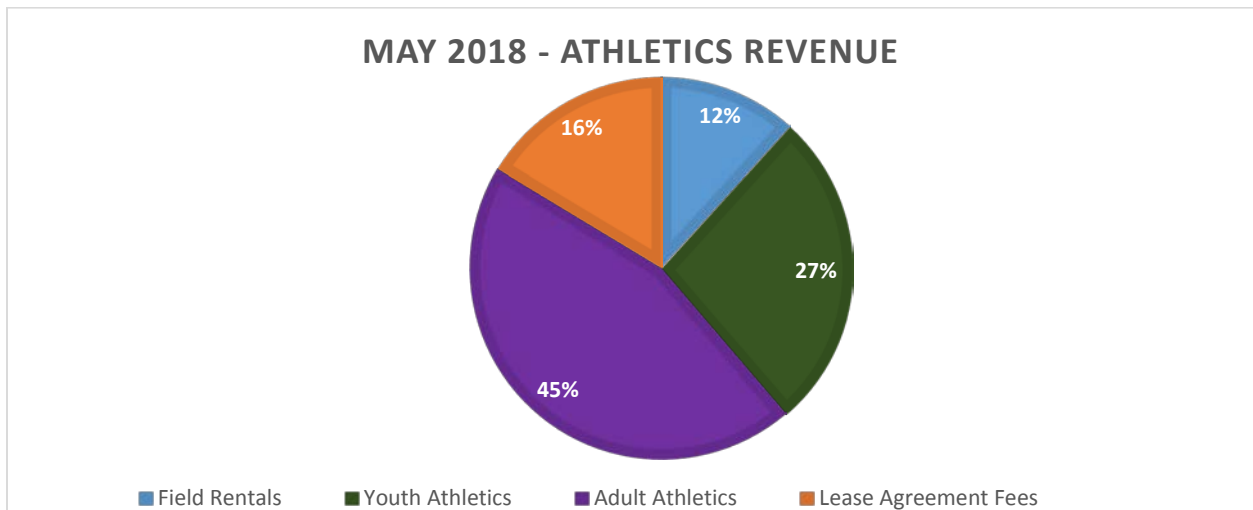
A total of 12 work order requests were completed

May 2018- Janitorial Totals

	Trash Bag Count	Toilet Paper	Doggie Pot	Hand Soap	Paper Towels
Ashford Park	172	95	3	1	7
Blackburn Park	455	59	7	2	2
Briarwood Park	209	95	2	2	9
Brookhaven Park	146	0	24	0	0
Clack's Corner	2	N/A	N/A	N/A	N/A
Fernwood Park	16	N/A	2	N/A	N/A
Georgian Hills Park	56	N/A	1	N/A	N/A
Lynwood Park	157	N/A	3	N/A	N/A
Murphey Candler Park	628	281	4	6	5
Parkside Park	21	N/A	2	N/A	N/A
Skyland Park	0	N/A	N/A	N/A	N/A
Totals	1862	530	48	11	23

May Athletic Revenue Brought in: \$37,375.61:

- Universal Tennis Academy program fees for \$4,651.61
- YMCA youth basketball payment (2017 season) of \$5,136
- YMCA youth basketball payment (2016 season) of \$4,968
- Summer Adult Softball signups for \$16,800
- ZogSports partner fee of \$1,440
- Field rentals/prep/lights brought in \$4,380



May 2018 athletic activities currently in season as follows:

- Youth athletics
 - Elevate sports academy basketball
 - Up4Tennis classes

- Adult athletics
 - GOKickball summer leagues
 - Adult coed soccer leagues
 - Adult rec basketball leagues
 - Adult flag football
 - Up4Tennis classes

Athletics Division Activity Participation Spring Report - 2018	
	Participants
Adult Kickball	450
Adult Softball	360
Adult Flag Football	84
Youth Softball	400
Youth Football	0
Youth Baseball	990
Youth Soccer	500

Police - May 2018

Support Services – May 2018

- 5/1/18- Sgt. Kissel attended the “One cop, one congregation” meeting
- 5/1/18- Ofc. Nino hosted HCPA
- 5/4/18- Ofc. Nino attended a Cinco de Mayo planning meeting
- 5/7/18- Sgt. Kissel taught a community policing block to the new recruits
- 5/8/18- Ofc. Nino hosted HCPA
- 5/8/18- Sgt. Kissel attended the DCCA meeting
- 5/9/18- Support services assisted traffic unit with MATEN in Brookhaven
- 5/10/18- Sgt. Kissel attended the ASIS Positive Policing awards ceremony
- 5/11/18- Ofc. Nino and Sgt. Kissel met with staff from Iberia Bank
- 5/11/18- Ofc. Nino and Sgt. Kissel met with staff from Sabra property
- 5/14/18- Ofc. Nino attended his monthly meeting at the Consulate
- 5/15/18- Ofc. Nino hosted HCPA
- 5/17/18- Sgt. Kissel & Ofc. Gilham attended a meeting with Prologic
- 5/21/18- Sgt. Kissel met with a lighting company for the Hot Pursuit Glow run
- 5/22/18- Sgt. Kissel presented the Axon proposal to City Council
- 5/22/18- Ofc. Nino graduated 15 members of the 3rd HCPA
- 5/23/18- Sgt. Kissel oversaw the Axon “train the trainer” at 144th Marketing
- 5/23/18- Ofc. Nino attended the Brookhaven Fields HOA meeting
- 5/23/18- Sgt. Kissel attended the Murphey Candler HOA meeting with the Chief and Maj. Gurley
- 5/29/18- Sgt. Kissel attended a tour of the Prologic facility with the Chief and Maj. Gurley
- 5/30/18- Sgt. Kissel and Maj. Chase conducted a walk-through of the 5k Glow run with Orion

Support Services

REPORTS	Officer Nino	Sergeant Kissel	Total
Incident Reports	0	0	0
Accident Reports	0	0	0
Patrol Assist	2	3	5
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	2
Assist Patrol	23
Citations	24
Warnings	35
Transport	16

Arrests	3
Child Safety Seat Install Classes	1
Shifts Worked	31
Court Service Hours	89
Traffic Enforcement Hours	29
Fleet Service Hours	88
Transport Hours for Uniform Patrol/NET	20
Training Hours	8

Monthly Report: K-9 Officers	Officer Fikes / K9 Dano	Officer Williams / K9
Patrol Assist	95	3
Other Agency Assist	1	
Training Hours	16	11.5
Search Warrants		
Citations	5	
Warnings	9	
Field Interviews		
Felony Arrests	2	
Misdemeanor Arrests	7	
City Ordinance Arrests		
Wanted Person Located	4	
K-9 Search	4	1
K-9 Tracks	1	
K-9 Related Arrests	9	
K-9 Demonstrations / PR	1	1
Marijuana Seized	515g	
Cocaine Seized		
Methamphetamine Seized		
Heroin Seized		
Schedule Pills		
MDMA Seized		
Other Seized (Codeine)		

Monthly Report: Traffic Safety Unit	Sgt. Rausch & Officer Maria Jones
Total Pedestrian Stops	89
Total Motor Vehicle Stops	68
Total Citizen Contacts (combined Pedestrian & Traffic)	116
Total Citations Issued	49
Total Warnings Issued	128
Felony Arrests	1
Misdemeanor Arrests	2
Wanted Persons Located	3

Additional Activities for Traffic Safety Unit

- On May 1-3 Sergeant Rausch and Officer Jones attended the Georgia Association of Women in Public Safety Conference.
- On May 3 Sergeant Rausch presented DUI's and the Traffic Safety Unit's roles to the Citizen's Police Academy.
- On May 4, 5, and 9 Officer Jones served as FTO to Officer Wilcox, Officer Willis, and Officer Hopkins.
- On May 7 Sergeant Rausch conducted a Traffic Stop presentation to the FTO Transition Class. Officer Jones presented Pedestrian Safety.
- On May 7 Officer Jones conducted a pedestrian safety exhibit at Woodward Elementary School. She met with students at the school's designated crosswalk and gave instructions for crossing using the crosswalk with and without a designated crossing guard. She also conducted a "Q & A" session. She educated 45 students during the event.
- On May 7 Officer Jones conducted a pedestrian safety exhibit at John Lewis Elementary. She met with students and their teachers at a local intersection She explained how to use the crosswalk and the importance of proper crosswalk usage. She also conducted a "Q & A" session. She educated 9 students during the event.
- On May 9 the Traffic Safety Unit along with the help of Special Operations and Uniform Patrol Division hosted the May MATEN meeting. After the meeting a traffic safety checkpoint was conducted on Peachtree Road.
- On May 17 Officer Jones conducted a pedestrian safety presentation at John Lewis Elementary. It was held in the school's cafeteria. She displayed numerous traffic signs, including pedestrian specific ones, and quizzed the students on their meanings. She also discussed proper crosswalk usage and its importance. At the end of the presentation she assisted with pinning badges on students who were selected for the school's school patrol unit. One of the teachers later sent a touching email regarding Officer Jones positive influence on a particular student.
- On May 21 Officer Jones conducted a pedestrian stop on "Better Call Harry"/CBS46 personality. He later posted a photo on social media along with a statement to use crosswalks and thanking Officer Jones for keeping people safe. The post was uploaded to the Brookhaven PD Facebook page.

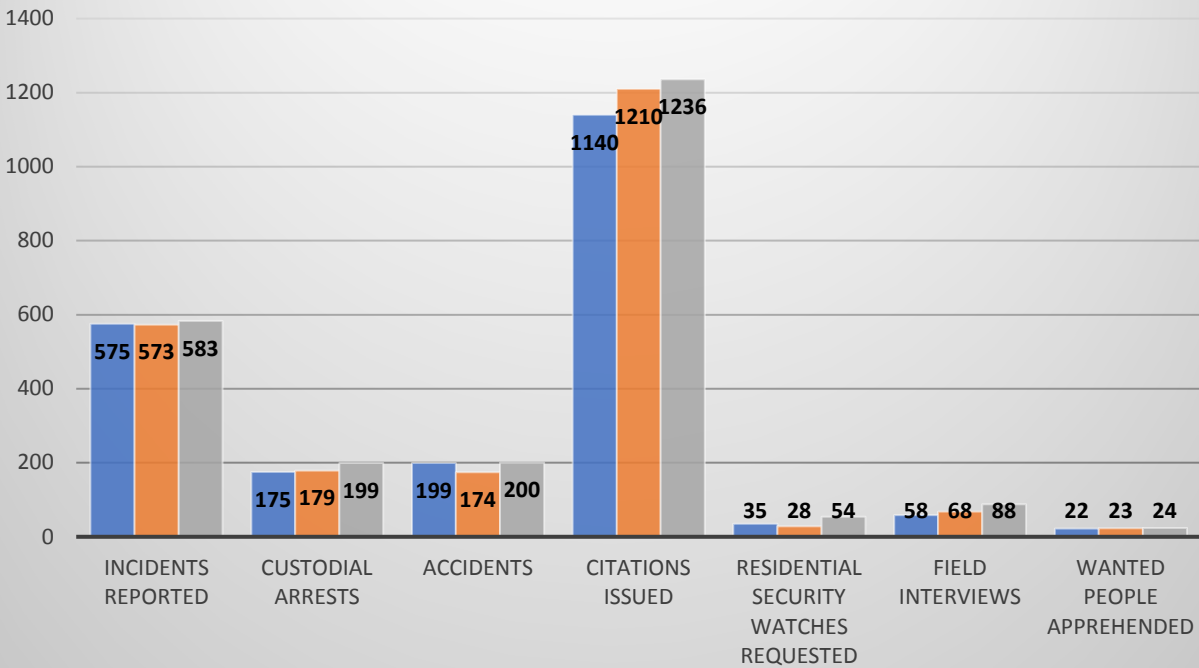
Criminal Investigations Division

May 2018 - Criminal Investigations Report	
Total Reports Handled	292
Total Reports Cleared INACTIVE	223
Total Reports Exceptionally Cleared	16
Total Reports Unfounded	11
Total Arrests by Investigators	8
Warrants Obtained Pending Arrest	8
Search Warrants	0
Total Cases "ACTIVE" on May 31, 2018	154

Brookhaven Police Department Activity Summary Report - 2018

	March	April	May
Incidents Reported	575	573	583
Custodial Arrests	175	179	199
Accidents	199	174	200
Citations Issued	1,140	1,210	1,236
Residential Security Watches Requested	35	28	54
Field Interviews	58	68	88
Wanted People Apprehended	22	23	24

Brookhaven Police Department Activity Summary



- Brookhaven Police Department Activity Summary Report - 2018 March
- Brookhaven Police Department Activity Summary Report - 2018 April
- Brookhaven Police Department Activity Summary Report - 2018 May

ChatComm 911- May 2018

911 Answer Time: In May 2018, ChatComm 911 answered 92.4% of all incoming phone calls within ten seconds and 98.4% of all incoming phone calls were answered within thirty seconds.

Call Processing Time: This Month, ChatComm 911 processed 99.7% of all high priority calls for service and 98.8% of all low priority calls for service within sixty seconds.

Monthly Phone Call Volume: For the month of May 2018, ChatComm 911 handled a total of 33,690 phone calls.

- 71.7% (24,148) were incoming phone calls which are treated as potential emergencies and handled as 911 calls regardless of the line the call is received on.
 - 13,999 of those calls were received on the 911 trunks. 1,731 of the 911 calls received were abandoned 911 calls (where the caller disconnects the line prior to speaking with a call taker).
 - 8,418 calls were received on administrative and alarm lines but treated as 911 calls.
- The remaining 28.3% (9,542) of the phone calls handled by ChatComm 911 in May 2018 were outgoing phone calls.

Overall Phone Call Volume: Since September 2009, ChatComm 911 has answered a total of 2,126,823 incoming phone calls. Of those calls, 1,309,785 (61.6%) were received on 911 trunks and 817,038 (38.4%) came in on 10-digit phone lines.

Monthly Incident Volume: ChatComm 911 handled a total of 33,536 incidents in May 2018.

- 57% (19,116) of the incidents created were officer-initiated incidents, which include traffic stops, business & residential checks, and other calls created by officers.
- 39.2% (13,134) of the incidents were dispatched incidents.
- The remaining 1,283 (3.8%) of the incidents were transferred via CAD to Dekalb for EMS and Fire Dispatch.
- Brookhaven incidents were 21.2% (7,120) of the total incident volume.
- Dekalb Fire and EMS (for the Cities of Brookhaven and Dunwoody) incidents were 3.8% (1,286) of the total incident volume.
 - 713 incidents were Fire calls for service in Brookhaven or Dunwoody
 - 573 incidents were EMS calls for service in Brookhaven or Dunwoody.

Overall Incident Volume: By the end of May 2018, ChatComm 911 handled 2,813,029 incidents since “go-live” in September 2009. 2,487,752 (88.4%) of those were law enforcement incidents; 184,601 (6.65%) of those were fire department incidents; and 140,676 (5%) of those were EMS incidents.

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

The April EMD and EFD stats will be available soon.

Public Works- May 2018

Major Initiatives Completed

- Sidewalk on Drew Valley Road (2018): Complete
- Sidewalk on Mill Creek (2016): Complete
- Sidewalk on Cartecay (2016): Complete
- Sidewalk on Lanier (Woodrow to Windsor) (2016): Complete
- Sidewalk on Tryon Road (2016): Construction underway
- Sidewalk on Caldwell Rd. (E. Osborne to Cheshire) (2016): 10% Complete
- Sidewalk on Childers Rd 98% Complete
- Sidewalk Old Johnson Ferry Road (2018): 50% Complete
- Sidewalk Lanier (Windsor to Hearst) (2016): Construction underway
- Phase II of 2018 Paving: Paving underway
- Public Works completed a major Street Sweeping Event (60 miles) on 5/15/18

Major Initiatives in Progress/Upcoming

- ADR/Peachtree Intersection Design: Agenda on 6/12/18
- North Druid Hills Corridor Study: Agenda on 6/12/18
- Stratfield Drainage Phase I Construction Contract: Bids due on 5/31/18

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

Meetings Attended/Held

- 05/09/18 Street Sweeping Kickoff Meeting
- 05/10/18 PSF meeting with Rosser
- 05/11/18 Paving 2018 Preconstruction Meeting
- 05/14/18 Status Meeting – P.I> 0010326 SR 141 from NDH to Ashford Dunwoody Road
- 05/14/18 PTOp Committee Meeting
- 05/14/18 PCIDs Community Development and PW Monthly Partnership Meeting
- 05/15/18 RTOP 1 Quarterly Status Meeting for Chamblee and Brookhaven
- 05/18/18 DRI 2789 CHOA Master Plan; GRTA Staff Recommendation Meeting
- 05/24/18 Brookhaven Public Safety Facility Design – Key Project Stakeholder Meeting
- 05/29/18 285/400 Monthly Coordination Meeting w/Dunwoody & Brookhaven
- 05/30/18 I85 and NDH IMR Kick Off Meeting

ROW Encroachment Permits (including Dumpsters/Road Closures)

- Permits issued YTD, 171
- Permits issued this month, 34

Stormwater Performance Measures (OPTECH)

May 2018			
ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE
Priority 1	--	--	
Priority 2	8	5	63%
Priority 3	26	24	92%
Total	34	29	85%

Maintenance Work Performance Measures (OPTECH)

May 2018			
ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE
Priority 1	3	3	100%
Priority 2	14	14	100%
Priority 3	7	7	100%
Priority 4	1	1	100%
Total	25	25	100%

CIP Performance Measures (LOWE)

SIDEWALK: YEAR TO DATE		
Number of Sidewalks funded by Council in 2017	Number of Sidewalks completed in 2017	ANNUAL PERFORMANCE PERCENTAGE
3	3	100%

Completed Service Request

2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Curb and Gutter	3	4	7	12	8								34
Downed Lines	3	2	2	0	2								9
Pavement / Potholes	20	14	33	13	16								96
Right of Way /Trash	3	14	3	6	33								59
Sidewalk	9	6	6	1	7								29
Storm water	7	20	5	6	9								47
Street Lights	8	5	10	7	3								33
Street Signs	7	8	4	3	12								34

Street Striping	0	0	0	0	1								1
Traffic Signal	6	3	10	2	13								34
Tree	0	0	0	0	0								0
Total Service Requests	66	76	80	50	104	0	0	0	0	0	0	0	376

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	2								20
Curb Repairs	2	4	1	1	2								10
Potholes	3	6	2	9	7								27
Patching	5	9	6	9	5								34
Signs	11	15	8	12	24								70
Traffic Signals													
Signal Repairs	15	1	8	10	25								59
ROW Maintenance													
Tree Removal	2	2	1	2	4								11
ROW Maintenance	14	6	7	2	8								37
Stormwater													
Stormwater Cleaning	5	5	11	12	23								56
Stormwater Repairs	9	14	5	8	10								46
Total Work Orders	70	65	58	67	110	0	0	0	0	0	0	0	370

Finance- May 2018

May 31, 2018 Financial Report in Brief

The May 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 May 2018 were \$2,458,935 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 \$5,556,159, primarily due to the transfer of proceeds from the sale of property to fund capital projects. Culture and Recreation expenditures are up \$95,919 from last year mainly due to ground maintenance at all the parks. The largest expenditure was mulch added to all the parks.

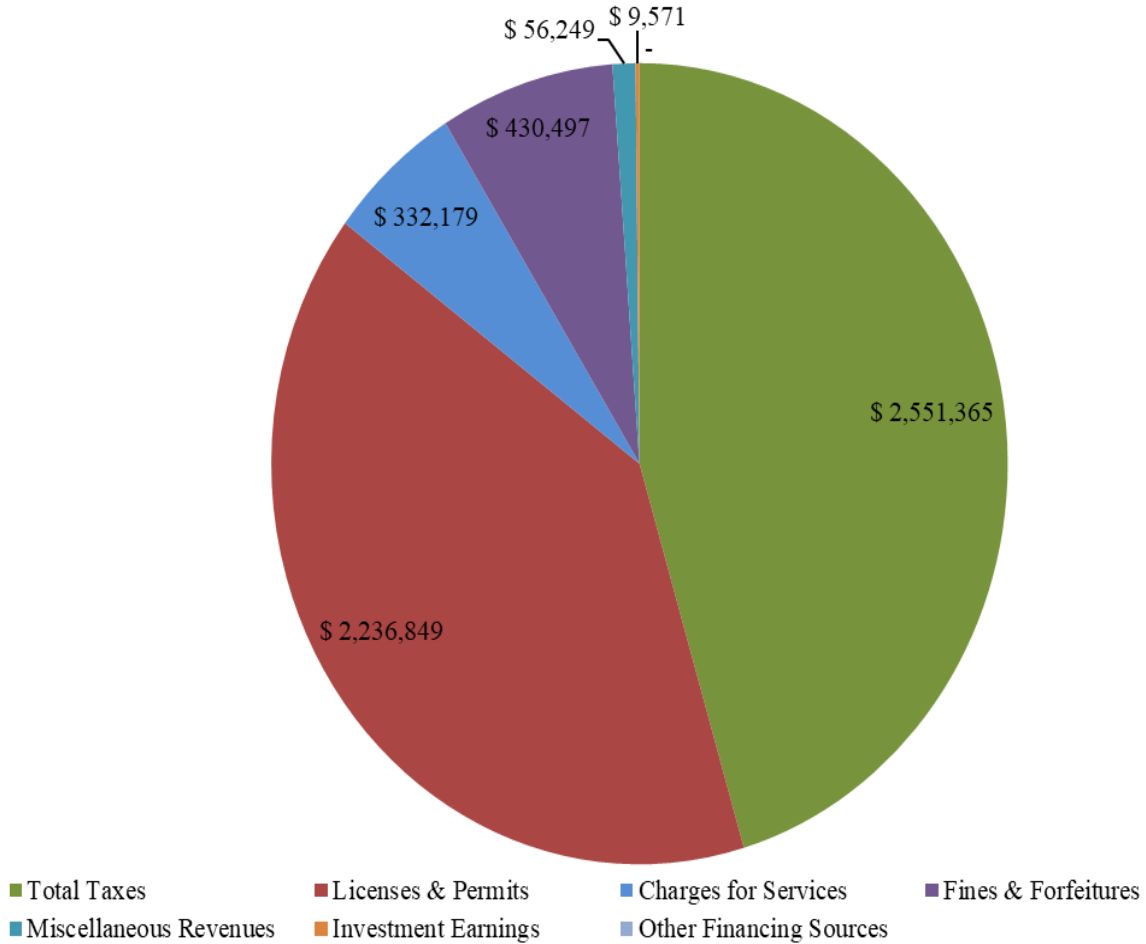
City of Brookhaven

BUDGET COMPARISON REPORT - GENERAL FUND - REVENUES

For The Month Ended May 31, 2018

	2017 Amended Budget	2017 YTD Transactions	2018 Budget	2018 YTD Transactions	Variance from Budget	% of Annual Budget
Property Tax	\$ 8,318,321	\$ 285,441	\$ 8,459,398	\$ 167,502	\$ (8,291,896)	1.98%
Motor Vehicle Tax & Title Ad Valorem Tax	231,669	36,228	43,000	33,119	(9,881)	77.02%
Recording Intangible Tax	90,000	46,402	110,700	22,054	(88,647)	19.92%
Real Estate Transfer Tax	36,000	14,076	36,000	8,710	(27,290)	24.19%
Franchise Tax	3,200,000	3,048,931	4,081,300	1,124	(4,080,176)	0.03%
Alcoholic Beverage Excise Tax	825,000	448,073	1,025,700	319,994	(705,706)	31.20%
Energy Excise Tax	40,000	39,109	152,200	62,927	(89,273)	41.34%
Motor Vehicle Rental Excise Ta	50,000	24,433	51,000	10,243	(40,757)	20.08%
Business & Occupational Tax	2,100,000	1,859,794	2,400,000	1,822,686	(577,314)	75.95%
Insurance Premium Tax	2,815,000	17,450	3,115,000	9,222	(3,105,778)	0.30%
Financial Institutions Tax	50,000	-	35,000	58,170	23,170	166.20%
Penalties & Interest	8,000	2,212	11,500	35,616	24,116	309.70%
Total Taxes	17,763,990	5,822,148	19,520,798	2,551,365	(16,969,433)	13.07%
Licenses & Permits	2,225,000	1,479,985	3,344,600	2,236,849	(1,107,751)	66.88%
Charges for Services	630,000	262,365	675,000	332,179	(342,821)	49.21%
Fines & Forfeitures	1,350,000	387,760	956,700	430,497	(526,203)	45.00%
Miscellaneous Revenues	494,878	116,446	104,650	56,249	(48,401)	53.75%
Investment Earnings	5,000	6,939	15,000	9,571	(5,429)	63.80%
Other Financing Sources	3,153,996	-	1,864,719	-	(1,864,719)	0.00%
TOTAL REVENUES	\$ 25,622,864	\$ 8,075,644	\$ 26,481,467	\$ 5,616,709	\$ (20,864,758)	21.21%

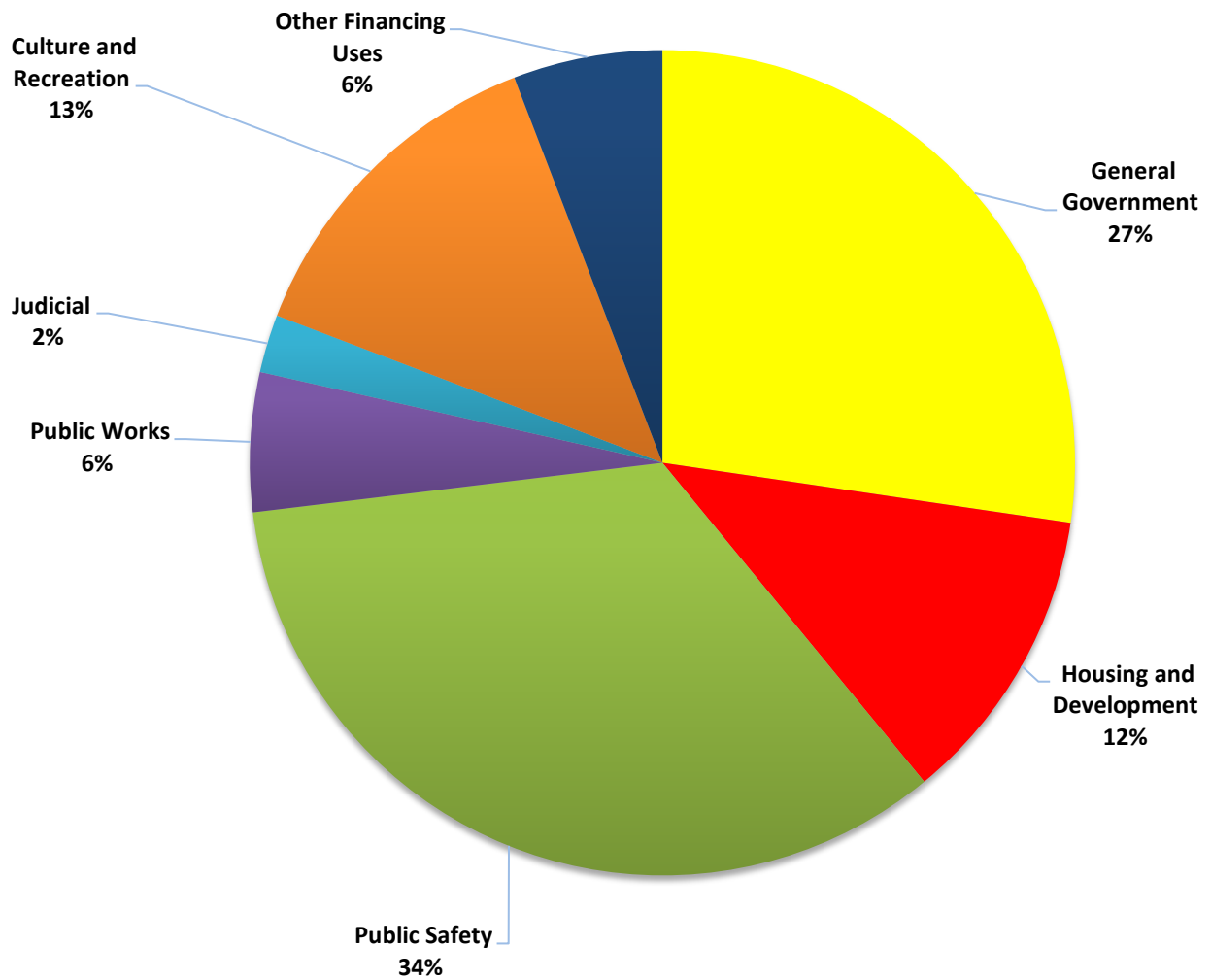
GENERAL FUND REVENUES BY SOURCE (Revenues YTD)



City of Brookhaven - YTD through May 31, 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	\$ 2,422,920	\$ 6,028,675	\$ 2,408,012	\$ 3,620,663	39.94%
Housing and Development	3,036,512	1,166,614	2,870,305	1,033,839	1,836,467	36.02%
Public Safety	8,373,344	3,726,227	8,421,786	2,997,862	5,423,924	35.60%
Public Works	1,606,230	551,767	1,516,650	480,843	1,035,807	31.70%
Judicial	629,345	234,372	599,886	200,284	399,602	33.39%
Culture and Recreation	2,546,205	1,080,434	3,059,078	1,176,353	1,882,725	38.45%
Other Financing Uses	3,461,145	5,185,929	3,985,086	514,910	3,470,176	12.92%
TOTAL EXPENDITURES	\$ 25,622,864	\$ 14,368,263	\$ 26,481,467	\$ 8,812,103	\$ 17,669,364	33.28%

GENERAL FUND EXPENDITURES BY GOVERNMENTAL ACTIVITY (May 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		\$0
Disbursements	\$5,000.00	
Balance at May 31, 2018		\$38,836.70

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 May 31, 2018
Explorer Program	\$ 12,290	\$ 100	\$ -	\$ 12,390
Shop with a Badge/Cop	7,063	2,510	-	9,573
General PD Donations	1,535	1,000	(1,225)	1,310
K9 Donations	2,040	-	-	2,040
Police Bike Fund	-	-	-	-
Totals	<u>\$ 22,928</u>	<u>\$ 3,610</u>	<u>\$ (1,225)</u>	<u>\$ 25,313</u>