

**TO:** Mayor and City Council  
**FROM:** Christian Sigman, City Manager *CMS*  
**DATE:** March 15, 2019  
**SUBJECT:** February 2019 Departmental Highlights

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Please find enclosed the **February 2019 Departmental Highlights report**.

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

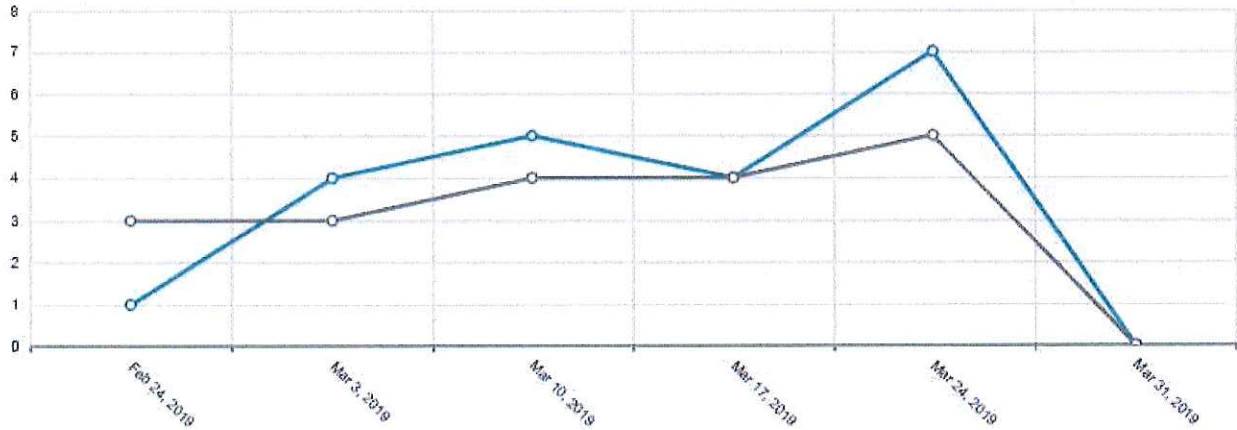
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**Brookhaven Connect Metrics: Monthly of March 2019**

**\*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.**

**Open /Close by Day**



- Of the 119 service requests that were created 50 have been closed with 69 remaining open.
- To date, there are 1420 registered Brookhaven Connect users; this represents an increase of 83 users since the beginning of the year.

**Statistics**

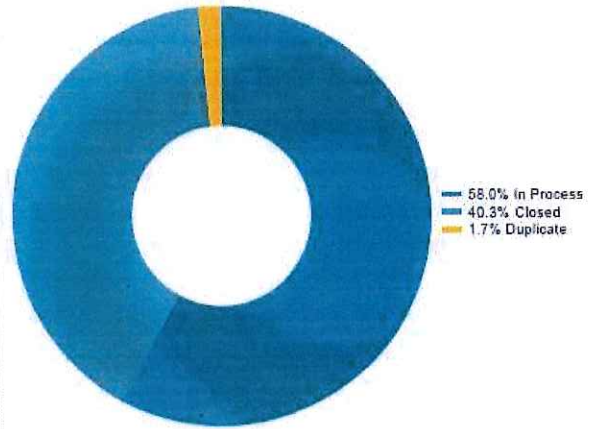
Total Reports Created	119
Total Reports Open	69
Total Reports Closed	50
Average Reports Created per Day	3.719
Average Reports Closed per Day	1.563
Average Time to Close	4.02 Days
Fastest Closed Request Type	Traffic Signal (.002 Days)
Slowest Closed Request Type	Trash/Debris/Outdoor Storage (19.191 Days)
Most Common Request Type	Potholes 34 / Stormwater 7
Least Common Request Type	Tall Grass/Weeds/Vegetation

Requests by Type

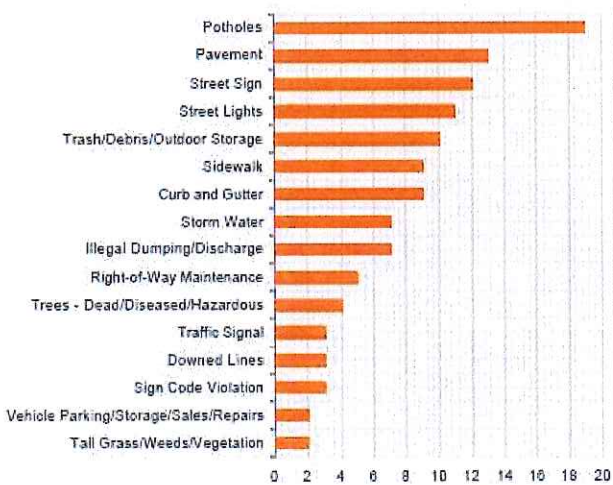
- 15.0% Potholes
- 10.0% Pavement
- 10.1% Street Sign
- 9.2% Street Lights
- 8.4% Trash/Debris/Outdoor Storage
- 7.6% Sidewalk
- 7.8% Curb and Gutter
- 5.9% Storm Water
- 5.9% Illegal Dumping/Discharge
- 4.2% Right-of-Way Maintenance
- 3.4% Trees - Dead/Diseased/Hazardous
- 2.6% Traffic Signal
- 2.5% Downed Lines
- 2.6% Sign Code Violation
- 1.7% Vehicle Parking/Storage/Sales/Repairs
- 1.7% Tall Grass/Weeds/Vegetation



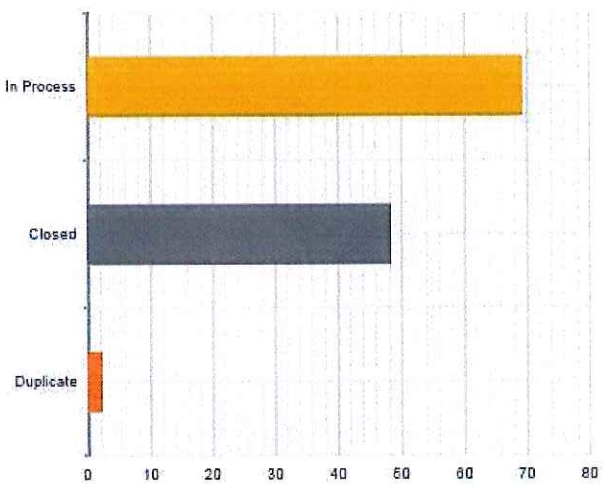
Requests by Status



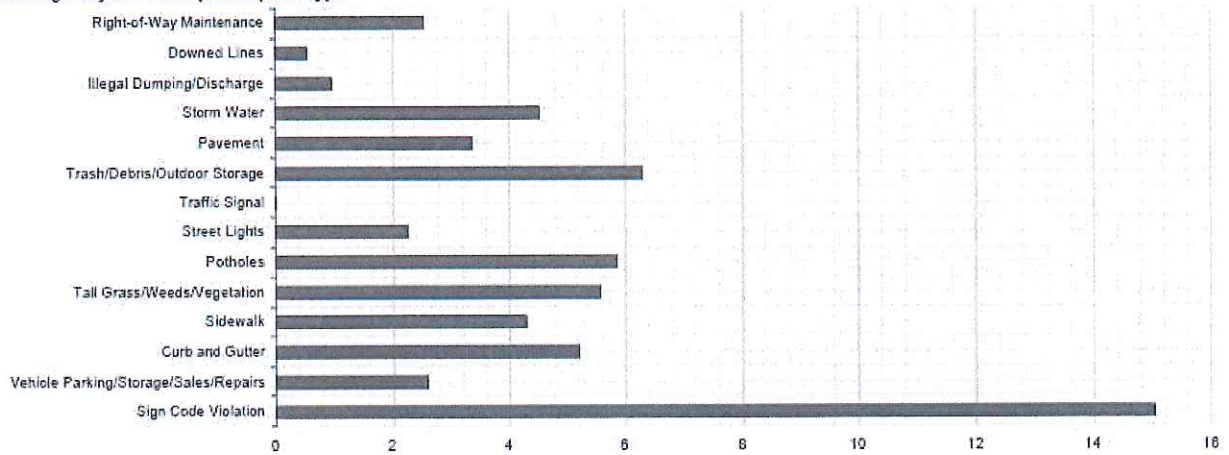
Request by Type



Request by Status



Average Days to Close per Request Type



**Community Development February 2019**

**Community Development**

Community Development 2019 Building Permits												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
All	285	299										
New Single Family	11	6										
New Multi Family	1	0										

Community Development 2018 Building Permits												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
All	272	304	268	336	309	339	287	289	281	365	283	239
New Single Family	17	10	6	16	7	14	8	7	6	9	7	14
New Multi Family	5	0	0	0	0	1	0	0	0	0	4	3

Community Development ZBA/Variiances Filed in February 2019			
File #	Address	Scope	Hearing Date
VAR19-00003	2634 North Thompson Road	Reduce stream buffer from 75 feet to 25 for construction of a new single-family dwelling, driveway, retaining walls, and stormwater facilities; reduce recessed garage door setback from 20 feet to 13 feet.	3/20/19
VAR19-00004	1373 North Druid Hills Road	Increase fence height from 4 feet to 7.5 feet along North Druid Hills Road.	3/20/19
VAR19-00005	2385 Coosawattee Drive	Increase lot coverage from 35% to 40.6% and increase front yard paved coverage from 35% to	3/20/19

		42.6% to allow a widened driveway, patio and stepping stones.	
VAR19-00007	2446 Cove Circle	Reduce stream buffer from 75-feet to 35-feet and waive section 27.37 (garages: detached houses) to allow additions to a single-family dwelling.	3/20/19

**Community Development ZBA/Variations Heard in February 2019**

File #	Address	Scope	Hearing Date	Action
ZBA18-63	2911 Surrey Lane	Reduce the rear yard setback from 40 feet to 13.4 feet for construction of a new single-family dwelling	2/20/19	Approval Conditional
ZBA18-65	3880 Flowerland Drive	Increase maximum lot coverage from 35% to 35.7% to allow for re-stabilization of swimming pool decking due to erosion control issues.	2/20/19	Deferred to 3/20/19
ZBA18-69	1039 Mabry Oaks Drive	Increase lot coverage from 35% to 39.8% to allow construction of a swimming pool.	2/20/19	Withdrawn
ZBA18-72	3335 Osborne Road	Increase lot coverage from 35% to 39.8% to allow construction of a swimming pool.	2/20/19	Withdrawn
VAR19-00001	2817 Ashford Road	Increase lot coverage from 35% to 37.74% for construction of a pool.	2/20/19	Deferred to 3/20/19

**Community Development Rezoning Filed in February 2019**

File #	Address	Scope	PC Hearing Date	CC Hearing Date
LUP19-00001	2469 Oostanula Drive	To rezone the subject property from RS-75 to RS-50 to allow the creation of 2 lot subdivision.	4/3/19	4/23/19
LUP19-00002	1634 Afton Lane	Major Modification to modify condition 18 to reduce the 5-foot landscape strip to 1 foot.	4/3/19	4/23/19
LUP19-00003	1332 & 1330 Telford Drive	To rezone the subject property from RS-75 and RM-18 to RSA-8 to allow a 2-lot subdivision.	4/3/19	4/23/19

LUP19-00004	3702, 3709, 3712, & 3718 Clairmont Road	To rezone the subject property from O-I & R-75 to O-I to allow a daycare center with concurrent variances.	4/3/19	4/23/19
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Community Development Rezoning's Heard in February 2019						
File #	Address	Scope	PC Hearing Date	PC Rec	CC Hearing Date	CC Rec
RZ18-09	3702, 3708, 3712, & 3718 Clairmont Road	To rezone from R-75 to O-I to allow a daycare facility	1/9/19	Deferred to 4/3/19	4/23/19	N/A
SLUP18-07	3702, 3708, 3712, & 3718 Clairmont Road	Special Land Use Permit to allow a 4+ multi-unit senior living facility.	2/6/19	Deferred to 4/3/19	4/23/19	N/A
RZ18-11	3876 Chamblee Dunwoody Road	Rezone from RS-100 (Single-family dwelling detached) to RSA-8 (Single-family dwelling attached) with concurrent variances to allow a 28-unit courtyard housing development.	2/6/19	Recommended Favorably	2/26/19	Approved with Conditions
RZ18-12	2580 Briarcliff Road	Rezone the subject property from RM-85 (Multi-family residential) to M (Industrial) to allow short-term patient facility/hotel	2/6/19	Recommended Favorably	2/26/19	Approved with Conditions

RZ18-13	2222 North Druid Hills Road	Rezone the subject property from C-2 (General Commercial) to M (Industrial)	2/6/19	Recommended Favorably	2/26/19	Approved with Conditions
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Code Enforcement Activity February 2019	
Inspections & Follow-ups	643
Violations	161
Courtesy Warnings/Placards	74
Residential Citations	4
Commercial Citations	2
Total Street Miles Patrolled	1,195
CitySourced Requests Created	64
CitySourced Requests Received / In Process	17
CitySourced Requests Closed / Abated / Duplicated / Not an Issue	47
Average # of Reports Created per Day	2
Average # of Reports Closed per Day	2
Average Time to Close	2 days
Signs Removed	230

\* The Code Enforcement Division has a vacant position for District 4.

\*\*CityWorks showed 113 cases were created for the month of February with 58 of those cases closed.

Building Inspection Activity February 2019	
Plan reviews	72
Building inspections	927
Building inspections percent pass/fail	70.87%/29.13%

Fire Marshal Activity February 2019	
Plan reviews	64
Inspections	56
Inspections percent pass/fail	95%/5%

Key Land Development Activity/Review February 2019	
<b>Land Development Enforcement &amp; Inspection Activity</b>	
Tree removal permits	35
Stop Work Orders issued	4
Courtesy warnings issued (Notice of violation)	19
Environmental Inspections	248

<b>Environmental Court Summons (2)</b>	
1) 2/27/19 – 4083 Chippewa Place - Morrie Serwitz – 6 summonses (working without a permit, working under stop-work orders, failure to meet requirements of approved site plans or permits, erosion control violations) – Court date set for 4.18.19	
2) 2/21/19 – 1022 Brookhaven Walk - Michael Sullivan and Dominic Scarpelli – 2 summonses (Removal and replacement of a 20 ft. landscape strip)	
<b>Land Disturbance Permit Review (12)</b>	
Cherokee Plaza Access Improvements - 3901 Peachtree	
Brookhaven MOB II - 3939 Peachtree Rd	
CHOA Admin support Revision 1 - 1577 Northeast Expressway	
CHOA NDH 1734 & 1754 Tullie Circle Demolition - 1734 Tullie Circle	
Kendrick Townhomes Revision 1 - 1302 Kendrick Road	
Ashford Park Elementary Field Conversion Rev1 - 2968 Cravenridge Drive	
CD#2 DeKalb County Consent Decree Sewer rehab - Project # 5 - 3624 Woodstream Circle	
CD#2 DeKalb County Consent Decree Sewer rehab - Project # 4 - 4148 Dyouville Trace	
JR Lewis Elementary School REV 2 - 2600 Skyland Drive	
CHOA 1379 Tullie & 2226 N Druid Hills Demo Resub 3 - 1379 Tullie Rd & 2226 N Druid Hills Road	
Regions Bank - 1960 JOHNSON FERRY RD	
CHOA Utility Relocation – 1745 Tullie Cir	
<b>Land Disturbance Permits Issued (0)</b>	
N/A	
<b>Plat Review Activity (4)</b>	
City of Brookhaven 2751 Buford Highway Lot Split – 2751 Buford Highway	
1169 Dorby Park Drive Lot Split – 1169 Dorby Park Lane	
Saadat Masoudi Lot Split – 1776 North Druid Hills Road	
8 Brookhaven Drive – Lot consolidation – 8 Brookhaven Drive	
<b>Plats Approved (0)</b>	
N/A	



**Municipal Court**

**February 2019**

2019

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Case Filings	649	753										
Number of Court Dockets	8	8										
Number of Defendants on dockets	453	430										
Number of Cases on Dockets	633	599										

2018

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Case Filings	414	481	608	626	712	594	740	688	617	632	571	511
Number of Court Dockets	8	8	10	9	9	9	9	10	8	9	8	6
Number of Defendants on dockets	275	346	483	476	385	378	475	632	436	443	469	348
Number of Cases on Dockets	427	475	710	700	580	535	658	876	647	609	672	490

Court Collections & Agencies Payments

Base Fine	83,734.58
Contempt Charge	400.00
Processing Fee	16,812.69
Cash Bonds	30,456.00
Indigent App Fee	0.00
Revenue Collected-Diverse Agencies	24,821.75
Pre-Trial Fee	0.00
CB-Applied	12,069.00
Bond Forfeiture	0.00
Overage	95.00
Restitution	0.00
NSF	0.00
Monthly Cash Collections	168,389.02
Paid to Diverse Agencies	24,821.75
Cash Bond Refunds/Returned	7,998.00
Overage Refund	0.00
Restitution Paid	0.00
Total Paid Out	32,819.75
NET	135,569.27

**Office of City Clerk**

<b>City Clerk's Office and Legislative Activities – February 2019</b>		
	Open Record Requests	38
	Agendas/Agenda Packets Managed (Included Audit Comm., Millage Rate Public Hearings, Dev. A., Charter Comm., And BCVB and Facilities Authority)	6
	Minutes Composed (Council, Dev. Auth., and Alcohol Board, BCVB and Facilities Authority)	6
	Executive Sessions Held (Council and Dev. Auth. Only)	1
<b>Ordinances/No.</b>	<b>February 2019 – Description</b>	<b>Appr. Date</b>
ORD 2019-02-01	Amending Chapter 14 – Land Development & Sub. – Article VIII	2/12/2019
ORD 2019-02-02	Amending Chapter 21, Signs	2/12/2019
ORD 2019-02-03	Amending Chapter 16, Nuisances	2/12/2019
ORD 2019-02-04	Amending Chapter 17, Motor Vehicles and Traffic	2/12/2019
ORD 2019-02-05	Amending FY 2019 Budget – Expenditures - issuance of Park Bonds	2/26/2019
ORD 2019-02-06	Amending FY 2019 Budget – FY 2018 Balances Appropriations	2/26/2019
ORD2019-02-07	Amending FY 2018 Budget – Actual – Various Funds	2/26/2019
ORD 2019-02-08	Amending Ordinances for Sentencing – for consistency in chapters	2/26/2019
ORDRZ2019-02-01	RZ18-12 for 2480 Briarcliff Road Zoning Map and Classification	2/26/2019
ORDRZ2019-02-02	RZ18-13 for 2222 N. Druid Hills Road Zoning Map and Classification	2/26/2019
ORDRZ2019-02-03	RZ18-11 for 3876 Chamblee Dunwoody Road – Concurrent Variance	2/26/2019
<b>Resolutions/No.</b>	<b>February 2019 – Description</b>	<b>Appr. Date</b>
RES2019-02-01	To secure, in fee simple, real property – 2163 Johnson Ferry Road	2/26/2019
RES 2019-02-02	Stream Gauge Instrumentation and Monitoring Services Agreement	2/26/2019
RES2019-02-03	Opposition to HB 302 & SB 172	2/26/2019
<b>Department</b>	<b>Contracts/Agreements Approved by Council – February 2019</b>	<b>Appr. Date</b>
Public Works	Infrastructure Management Services IMS	2/12/2019
Public Works	AGM Contracting for Renovation of 3292 Buford HWY Bldg. AMR	2/12/2019
Administration	Letter of Intent for Railroad Outdoor	2/12/2019
Emergency Mgmt.	U.S. Geological Survey for Instrumentation and Monitoring Servs.	2/26/2019
Grants and Fund Dev.	Community Development Block Grant – ADA Improv. Lynwood	2/26/2019
Parks and Recreation	Jacobs Engineering Group, Inc. for Park Bond Management	2/26/2019
Parks and Recreation	Clark Patterson Lee, Inc. – Design Engineering Services – Parks	2/26/2019
	<b>Appointments – February 2019 – None</b>	<b>Appr. Date</b>

**Open Records Requests – Office of City Clerk - February 2019**

<b>Date of Request</b>	<b>Request #</b>	<b>Name</b>	<b>Description</b>
2/1/2019	PRR-44-2019	Gina Gianfagna	IGA between Dekalb County and the City of Brookhaven
2/1/2019	PRR-45-2019	Dyana Bagby	Emails on 2565 and 2575 Camille Drive and 1482 Dresden Drive
2/1/2019	PRR-46-2019	Jeffrey W. DeLoach	Information on 3523 Buford Hwy NE,01 1, 2017 to 1 31, 2019
2/1/2019	PRR-47-2019	Nanette Vaughn	3106 Lanier Drive information
2/1/2019	PRR-48-2019	Yeliann Montanez	1277 Dunwoody Lane, and 1285 Dunwoody Lane information
2/2/2019	PRR-49-2019	Logan Blyth	Google Fiber information
2/4/2019	PRR-50-2019	Brian (MCCI)	Test – from MCCI
2/4/2019	PRR-51-2019	Krystal Moore	PTO for all employees Information
2/4/2019	PRR-52-2019	Autumn Haedrich	Permits information
2/5/2019	PRR-53-2019	Carl Sharp	Bid tabs for ITB 18-047
2/5/2019	PRR-54-2019	Julia More	2018 earnings report for all the city employees
2/5/2019	PRR-55-2019	Robin Davis	January's permits report
2/5/2019	PRR-56-2019	Kristi Eide	2665 Fairhill Lane and 2662 Mabry Rd. NE information
2/6/2019	PRR-57-2019	Muyun Yang	List of all arrest warrants regarding sexual crimes
2/6/2019	PRR-58-2019	Andersen Tate & Carr, P.C.	Multiplex information
2/8/2019	PRR-59-2019	Zach McKenzie	3915 W Nancy Creek Ct information
2/8/2019	PRR-60-2019	Corbin Armstrong	Ordinance BOC 1975-05-27
2/13/2019	PRR-61-2019	Siobhaw Tinsley	1440 &1448 Harts Mill Rd. information.
2/13/2019	PRR-62-2019	Test	Test – from MCCI
2/13/2019	PRR-63-2019	William Sanders	Officer Andrews information
2/13/2019	PRR-64-2019	Daryl Griswold	Citations Number 02260 and 02261
2/13/2019	PRR-65-2019	Sam Urban	3747 Buford Highway information
2/13/2019	PRR-66-2019	Sal Nappo	1294 Lenox Park Blvd information
2/13/2019	PRR-67-2019	David Lane	Gables Brookhaven Apartment Complex information
2/14/2019	PRR-68-2019	Briant G. Mildenhall	3506 Buford Highway information
2/14/2019	PRR-69-2019	Kelli/AssetResearch	2662 Mabry Rd information
2/19/2019	PRR-70-2019	Mark Adloo	17BH-BLD00738 and MS19-00001 information
2/19/2019	PRR-71-2019	Ivo Bakovic	Information on R-75 regulation
2/21/2019	PRR-72-2019	Michael Dermer	2213 Fairway Circle information
2/21/2019	PRR-73-2019	Jennifer J. Fleming	Vehicle accident information
2/23/2019	PRR-74-2019	Josh Huffaker	2487 Drew Valley Rd information
2/25/2019	PRR-75-2019	Ross Edwards	2824 Skyland Drive NE information

2/25/2019	PRR-76-2019	Carley Miles	Sidewalk Development/Road Work on Clairmont Rd. information
2/25/2019	PRR-77-2019	Nina H. Vestal	Copy of complaint #CE19-00218
2/26/2019	PRR-78-2019	Darryl McKoon	Billboard information- 2036 N. Druid Hills Road
2/26/2019	PRR-79-2019	Darryl McKoon	Appraisal 2036 N. Druid Hills Road
2/27/2019	PRR-80-2019	Joe Balazsy	1899 Dresden- Building Plans- Building Elevations & Site Plans
2/27/2019	PRR-81-2019	Sabrina Kerns	Any contracts or agreements for the County Tax Commissioner
2/27/2019	PRR-82-2019	Susan Powell	2774 Ashford Road NE information
2/27/2019	PRR-83-2019	Shenice Lewis	3078 Clairmont Road information
			<b>TOTAL COMPLETED - 38</b>

## Communications

### Communications Department Activities: February 2019

- Attended State of Latinos Conference
- Attended DeKalb Communicators quarterly meeting – topic was SPLOST
- Developed alternative logo for Peachtree Creek Greenway
- Staffed Mayor’s town hall
- Attended AJC editorial board meeting
- Staffed City Council Advance
- Working with CVB on marketing and public relations
- Preliminary conversations about 2020 census
- Health & Wellness Fair communications
- Designed new monument sign and pole banners for Cherry Blossom Festival
- Produced Spring printed newsletter
- Worked on second round of communications for North Druid Hills Road meetings, including postcard mailers
- Press releases, e-blasts & notifications:
  - Residents get a heads up with Brookhaven Alert
  - 2-4 Brookhaven Beat
  - City announces 2019 Brookhaven Cherry Blossom Festival
  - Get a head start on your health by attending Brookhaven Health & Wellness Fair
  - Registration open for Brookhaven Cherry Blossom Festival 5K
  - Wallflowers, Smash Mouth to headline Brookhaven Cherry Blossom Festival music lineup
  - 2-11 Brookhaven Beat
  - Brookhaven commended for financial reporting
  - 2-12 City Council wrap up
  - Mayor John Ernst to host first town hall of the year
  - Volunteers invited to plant trees in Georgian Hills Park
  - Go ‘behind the scenes’ by volunteering at the 2019 Brookhaven Cherry Blossom Festival
  - 2-17 Brookhaven Beat
  - City Council Advance 2019
  - Public encouraged to weigh in on future of North Druid Hills Road corridor at second round of public open houses
  - Volunteers needed for 5th Annual Storm Drain Marker Volunteer Event
  - 2-25 Brookhaven Beat
  - City Council approves North Fork stream gauge
  - 2-26 City Council wrap up
  - HB302 Opposition Resolution
  - Weekly Friday eblasts

- Continued -

**Engagement reports (February):**

	Posts	Subscribers	Subscriber growth (1 month)
<b>E-blasts/press releases</b>	<b>24</b>	<b>4,022</b>	<b>+73</b>
<b>Facebook</b>	<b>45</b>	<b>6,083</b>	<b>+42</b>
<b>Twitter</b>	<b>46</b>	<b>3,744</b>	<b>+34</b>
<b>Nextdoor</b>	<b>33</b>	<b>16,711</b>	<b>+217</b>

## Tourism – February 2019

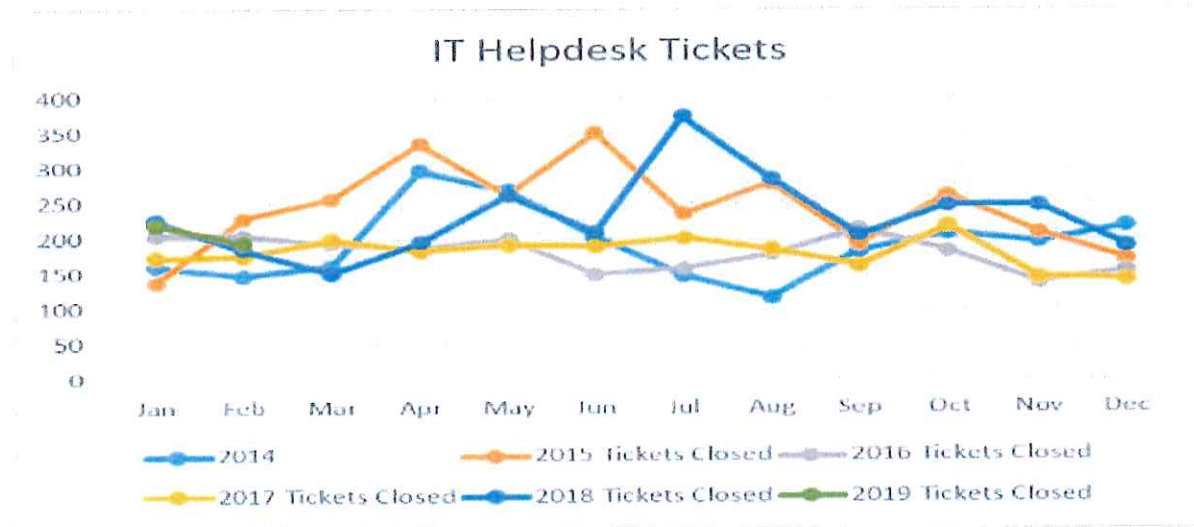
- Brookhaven City Council Meeting – report given on steps to find office space, selecting accounting services, virtual assistant and marketing firm.
- Selection of Marketing RFQ Responses with you and Burke Brennan. Recommendation to Board of Trustees on March 8, 2019.
- Meeting created to join the forces of the newly created Restaurant and Bar Association with Taste of Brookhaven to create a more robust, Brookhaven-centric event. The creation of Brookhaven Restaurant Week prior to Taste to create excitement and participation. Looking at August 10 or 17 as better times for restaurants to participate. Locations to be determined.
- Meeting with Cherry Blossom Festival to align all marketing, outdoor and social media with Lenz and Patty Hansen. All promotions in place.
- Employee Manual approved at February 8 meeting. Organizational Chart will be presented March 8, 2019.
- Updated Bylaws to be presented on March 8 to include industry representatives to ensure best practices.
- Engagement Letter with Accounting Services Firm, Jones and Kolb to be presented at March 8 board meeting.
- Working with our new virtual assistant, I set up Board agenda and packets that will be sent to the board members electronically and each may choose to print out and bring with or view on the screen in the Conference Room. We have also created a PowerPoint for Board presentations
- Had a set up call with IDSS to create the new CRM and will begin building the database with the help of the City of Brookhaven to get licensed hotels, restaurants, shopping and attractions and events.
- Continued conversations with Taste of Brookhaven to finalize location and partners.
- Working with Cherry Blossom Festival to secure outdoor and Marta signage.
- Secured options in Town Brookhaven for BCVB Offices and have also begun search with a Commercial Realtor.
- Drop Box account has been set up and I have asked Oglethorpe (part of marketing agreement) and City of Brookhaven to upload images that we can begin to use as we build the website and social media.
- Received Oglethorpe's recap of the 2018 Marketing Partnership and their 2019 proposal. I met with the leadership team on Monday, March 4 to begin robust marketing efforts.



## Information Technology February 2019

### General IT

- Added new metadata and template for Accounts Payable check batches and Contracts to Laserfiche
- Continued work with Keymark/OnBase on issues
- Worked with Keymark/Hyland to copy/mirror production environment for DEV environment Continue working on installation of OnBase 17 and 18 upgrades to development environment
- Tyler – added Special Permits to credit card payment processing. Updated all the computers connected to the credit card machines with latest security version
- Remove previous employees from OnBase - add users to additional groups, reassign the queues. Added new stamps
- Expanded the space capacity on several servers
- New servers added for development
- New Anti-Virus software installed on servers
- Fortimail appliance configured



### GIS

- ChatComm/CAD
  - Sent data with updated street abbreviations-Waiting to test
- Internal training
- Electronic Plan review software test environment setup
- Stormwater projects kickoff meeting and data preparation
- Production support for Permitting software

- Ongoing map/data requests

### **Police Department**

- Setup and install Forti Client Anti-virus
- Setup Fortimail
- Deploy SSL from our GPO
- Switch Patrol Cars From AT&T to Verizon

## Parks and Recreation February 2019

### Parks/Facilities and Grounds Maintenance Monthly Report – February 2019

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

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

#### Completed Key Park Maintenance Work Projects

- Installed poles for netting at Georgian Hills basketball court
- Repaired tire marks at Briarwood
- Removed pile of debris from Briarwood community garden
- Removed pile of debris from Cove Cir.
- Anchored dugout benches to concrete on Field 3 at Murphey Candler Park
- Replaced Broken back board at Lynwood outdoor basketball court
- Helped take up and store floor covering in gym at Lynwood from daddy daughter dance cleaned up pile of debris from Remington Rd. property
- We had 8 requests for work all have been completed
- We are still waiting on sand blasting and powder coating to be completed on Skyland park trash can lids

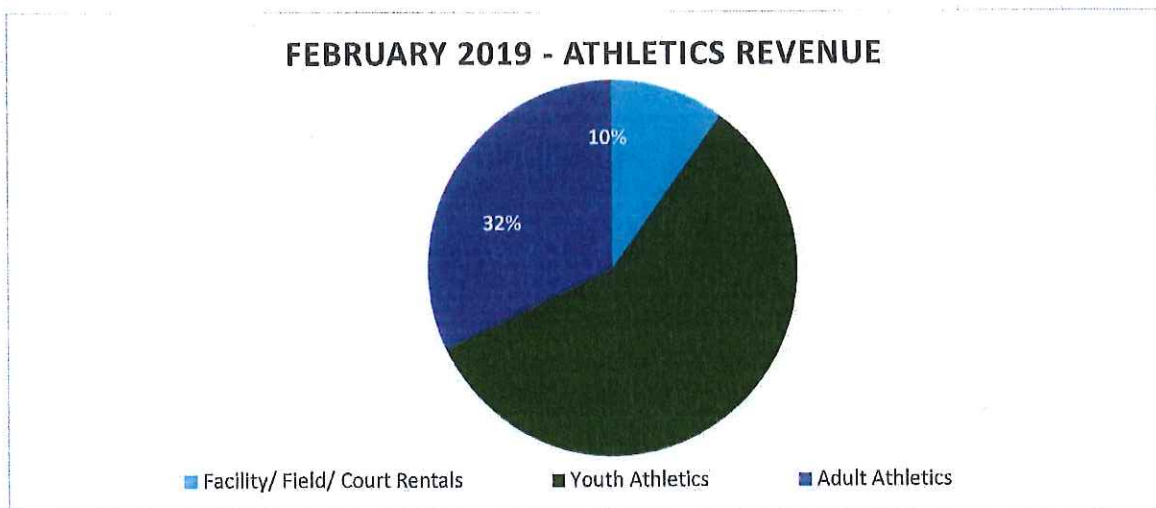
#### February 2019- Janitorial Totals

	Trash Bag Count	Toilet Paper	Doggie Pot	Hand Soap	Paper Towels
Ashford Park	112	54	2	1	2
Blackburn Park	189	62	8	2	3
Briarwood Park	92	76	3	2	3
Brookhaven Park	153	0	24	NA	NA
Clack's Corner	2	NA	NA	NA	NA
Fernwood Park	31	NA	5	NA	NA
Georgian Hills Park	57	NA	3	NA	NA
Lynwood Park	127	NA	2	1	1
Murphey Candler Park	204	149	9	4	3
Parkside Park	30	NA	2	NA	NA
Skyland Park	69	55	12	2	1
Totals	1,066	396	70	12	13

**Parks & Recreation**  
**Athletics Division Monthly Report**  
**February 2019**

**December Athletic Revenue Brought in: \$10,608.55**

- Youth athletic programs brought in \$6,154.55
- Adult athletic programs brought in \$3,391.25
- Field and court rentals/prep/lights brought in \$1,062.75



**February 2019 athletic activities currently in season as follows:**

- Youth athletics
  - Murphey Candler spring baseball leagues
  - Murphey Candler spring softball leagues
  - Atlanta colts spring passing leagues
  - Concorde soccer spring soccer leagues
  - Elevate sports academy basketball
  - Up4Tennis classes
  - Outshine sports president's day camp
  - Winter basketball leagues
  - UTA tennis leagues and lessons
- Adult athletics
  - Adult spring men's softball leagues
  - Adult spring coed softball leagues
  - Adult flag football
  - GOKickball winter leagues

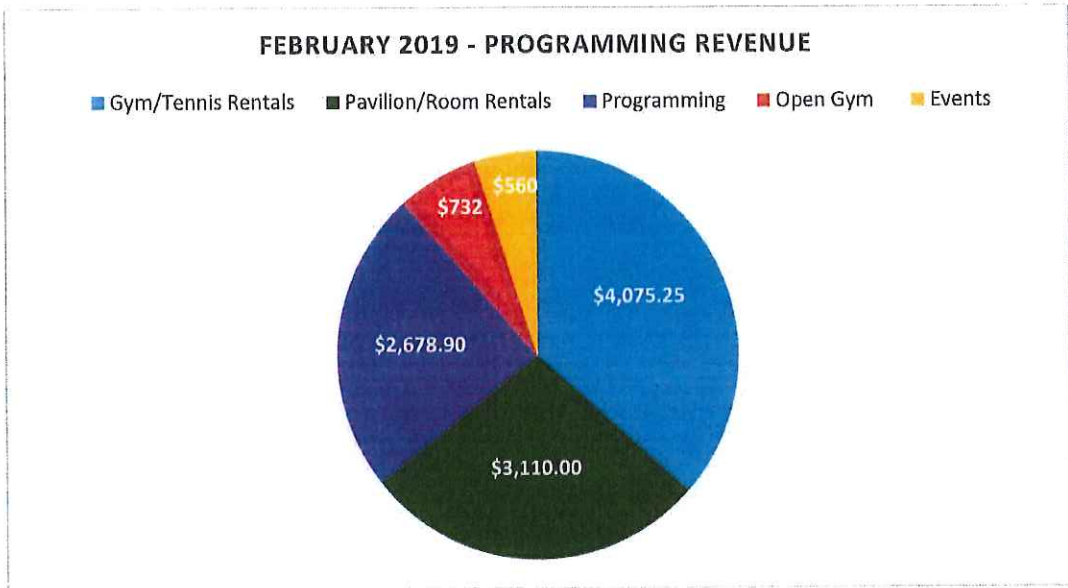
- Up4Tennis lessons and classes
- UTA tennis open play, leagues and lessons

<b>Athletics Division</b>	
<b>Activity Participation Summary Report – February 2019</b>	
	<b>February 2019</b>
<b>Adult Kickball</b>	450
<b>Adult Softball</b>	675
<b>Adult Flag Football</b>	84
<b>Youth Softball</b>	324
<b>Youth Football</b>	0
<b>Youth Baseball</b>	532
<b>Youth Soccer</b>	500

**Parks & Recreation**  
**Recreation and Programs Division Monthly Report**  
**February 2019**

**February Program Revenue Brought In:**

- Yoga class signups for \$405
- Salsa dance signups for \$360
- Yoga drop-ins for \$200
- Youth gymnastics signups for \$800
- Art class signup for \$524
- Valentine's Dance signups for \$280
- Yard Sale signups for \$280
- CMD partner fees of \$246
- Fresh N Fit partner fee of \$98.90
- Silver Sneakers drop-ins for \$45
- Open Gym/Passes brought in \$732 between both gyms.
- Gym rentals brought in \$3,615
- Classrooms/pavilion/community room/APB rentals brought in \$3,000
- Non-resident fees brought in \$110
- Tennis court rentals brought in \$460.25
- Total program signups/drop-ins/fees/rentals for February = \$11,156.15



**Parks & Recreation**  
**Special Events Division Monthly Report**  
**February 2019**

**Wellness Fair**

- Secured final vendors
- Sent out logistical information for the vendors
- Organized load-in and load-out
- Executed event
- Attendees: About 8 community members and about 22 city employees

**MLK Day Celebration**

- Follow up meeting- recorded suggestions for next year

**Daddy Daughter Dance**

- Placed order for food
- Organized set-up and break-down
- Executed successful (sold out) event
- Recorded suggestions for next year
- Number of attendee's total: 187
  - Dads:
  - Daughters:

- Made approximately \$4,700 on the Daddy Daughter Dance
  - Revenues: \$8,485
  - Expenses: \$3,775

#### Easter Egg Hunt

- Secured face painters for Special Needs and Traditional Easter Egg Hunt
- Received items needed for Special Needs and Doggy Easer Egg Hunt
- Ordered decorations

#### Cherry Blossom Festival

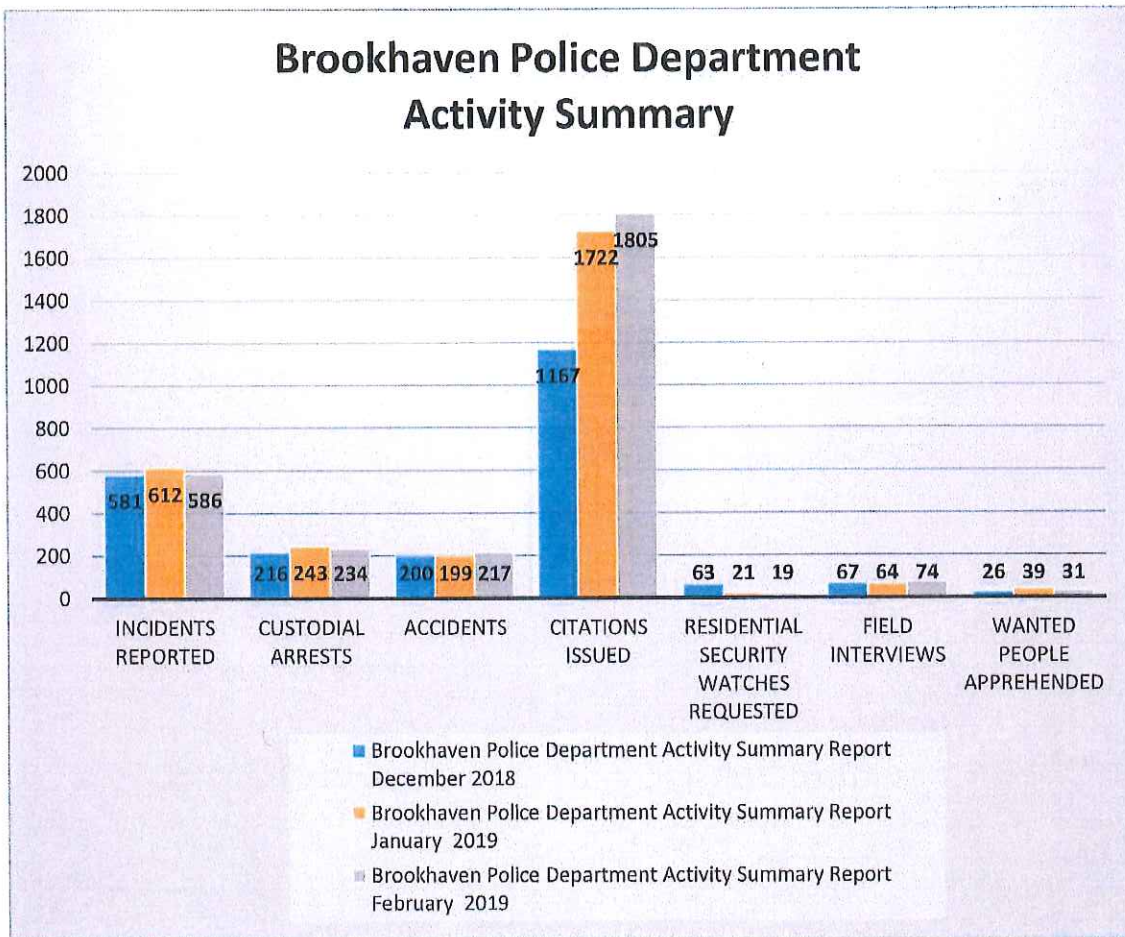
- Continued to work with race manager on registrations
- Vetted local organizations to increase runner registrations
- Met with Oglethorpe to gain student involvement
- Met with Chick-Fil-A to gain support
- Started event permit process with the city
- Secured face painting for CB 5k

#### Other

- Attended CVB and Arts Committee Meetings
- Prepared presentation for the Greenspace Conference for March 25<sup>th</sup> at the Atlanta Botanical Gardens

**Police February 2019**

Brookhaven Police Department Activity Summary Report			
	December 2018	January 2019	February 2019
Incidents Reported	581	612	586
Custodial Arrests	216	243	234
Accidents	200	199	217
Citations Issued	1,167	1,722	1,805
Residential Security Watches Requested	63	21	19
Field Interviews	67	64	74
Wanted People Apprehended	26	39	31





**Support Services – February 2019**

- 2/05/19 - Sgt. Kissel attended a Lynwood Days planning meeting
- 2/11/19 - Officer Nino attended the LAA State Latinos Conference
- 2/11/19 - Sgt. Kissel attended a Lynwood Days planning meeting
- 2/13/19 - Sgt. Kissel taught Chamblee PD in service training on TAS/ Learn
- 2/15/19 - Officer Nino met with the Orchard's at Brookhaven retirement staff
- 2/15/19 - Sgt. Kissel attended an AT&T demo
- 2/19/19 - Sgt. Kissel attended a Verizon demo
- 2/19/19 - Sgt. Kissel attended a Cherry Blossom planning meeting
- 2/20/19 - Officer Nino hosted a community meeting at the Chamblee First United Methodist Church
- 2/26/19 - Sgt. Kissel hosted the Lynwood Days committee at the PD
- 2/27/19 - Support services and CID met with Flock cameras to discuss monitoring

**Support Services**

REPORTS	OPEN	Officer Nino	Sergeant Kissel	Total
Incident Reports		3	0	3
Accident Reports		0	0	0
Patrol Assist		1	1	2
Arrests		0	2	2
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	15
Assist Patrol	13
Citations	27
Warnings	40
Transport	17
Arrests	1
Child Safety Seat Install Classes	0
Shifts Worked	31
Court Service Hours	59
Traffic Enforcement Hours	34
Fleet Service Hours	66
Transport Hours for Uniform Patrol/NET	20
Training Hours	4

Monthly Report: K-9 Officers	Officer Fikes / K9 Dano	Officer Williams / K9 Thorr
Patrol Assist	51	45
Other Agency Assist	2	1
Training Hours	16	12
Search Warrants	0	0
Citations	6	14
Warnings	4	25
Field Interviews	7	2
Felony Arrests	4	1
Misdemeanor Arrests	7	2
City Ordinance Arrests	1	0
Wanted Person Located	3	0
K-9 Search	3	0
K-9 Tracks	1	0
K-9 Related Arrests	0	0
K-9 Demonstrations / PR	0	0
Marijuana Seized	12.0 grams	0.0 grams
Cocaine Seized	1.0 grams	0.0 grams
Methamphetamine Seized	0.0 grams	1.0 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

**Additional Activities for K9 and N.E.T Unit**

- **NOTE:** Personnel are temporarily assigned to Uniform Patrol.
- **NOTE:** In reference to NET Stats, there are currently no NET stats.

Monthly Report: Traffic Safety Unit	Officer Maria Jones
Total Pedestrian Stops	94
Total Motor Vehicle Stops	95
Total Citizen Contacts (combined Pedestrian & Traffic Violations)	196
Total Citations Issued	88
Total Warnings Issued	139
Felony Arrests	0
Misdemeanor Arrests	4
Wanted Persons Located	3

### Additional Activities for Traffic Safety Unit

**NOTE:** The Brookhaven Police Department is excited to have been awarded the FFY 2019 Pedestrian Safety Grant by the Governor's Office of Highway Safety (GOHS). This will be our third-year participating in this Grant, which begins in October 2019. Officer Maria Jones serves as the Department's Pedestrian Safety Officer and has done so since inception. The Brookhaven Police Department's Pedestrian Safety Program has been a phenomenal success due to the hard work and determination set forth by Officer Jones. We look forward to another great year as we partner with GOHS to educate the public on pedestrian safety.

- During the month of February, Officer Jones checked the school zone at Woodward Elementary School due to complaints of persons speeding during school hours.
- On 02/13/19, Officer Jones attended the monthly MATEN Meeting, which was hosted by Chamblee Police.
- On 02/25/19, Officer Jones conducted a Pedestrian Safety Exhibit at Woodward Elementary School for Pre-K through Fifth Grade. There were 82 children who attended the event.

### Criminal Investigations Division

February 2019 - Criminal Investigations Report	
Total Reports Handled	237
Total Reports Cleared INACTIVE	204
Total Reports Exceptionally Cleared	10
Total Reports Unfounded	11
Total Arrests by Investigators	17
Warrants Obtained Pending Arrest	11
Search Warrants	15
Total Cases "ACTIVE" on February 28, 2019	153

**ChatComm 911 Executive Overview February 1, 2019 – February 28, 2019**

**911 Answer Time:** In February 2019, ChatComm 911 answered 92.1% of all incoming phone calls within ten seconds and 98.2% of all incoming phone calls were answered within thirty seconds.

**Call Processing Time:** This Month, ChatComm 911 processed 99.9% of all high priority calls for service and 96.7% of all low priority calls for service within sixty seconds.

**Monthly Phone Call Volume:** For the month of February 2019, ChatComm 911 handled a total of 27,702 phone calls.

- 70.2% (19,435) were incoming phone calls which are treated as potential emergencies and handled as 911 calls regardless of the line the call is received on.
  - 10,889 of those calls were received on the 911 trunks. 1,669 of the 911 calls received were abandoned 911 calls (where the caller disconnects the line prior to speaking with a calltaker).
  - 6,877 calls were received on administrative and alarm lines but treated as 911 calls.
- The remaining 29.8% (8,267) of the phone calls handled by ChatComm 911 in February 2019 were outgoing phone calls.

**Overall Phone Call Volume:** Since September 2009, ChatComm 911 has answered a total of 2,351,925 incoming phone calls. Of those calls, 1,448,276 (61.6%) were received on 911 trunks and 901,980 (38.4%) came in on 10-digit phone lines.

**Monthly Incident Volume:** ChatComm 911 handled a total of 33,602 incidents in February 2019.

- 64.4% (21,625) of the incidents created were officer-initiated incidents, which include traffic stops, business & residential checks, and other calls created by officers.
- 32.1% (10,792) of the incidents were dispatched incidents.
- The remaining 1,185 (3.5%) of the incidents were transferred via CAD to Dekalb for EMS and Fire Dispatch.
- Sandy Springs incidents comprised 36% (12,082) of the total incident volume.
  - 10,059 incidents were Sandy Springs Police Department incidents.
  - 1,180 incidents were for Sandy Springs Fire Rescue.
  - 843 incidents were EMS calls for service in Sandy Springs.
- Johns Creek incidents were 19.1% (6,412) of the total incident volume.
  - 5,736 incidents were Johns Creek Police Department incidents.
  - 388 incidents were for Johns Creek Fire Department.
  - 288 incidents were EMS calls for service in Johns Creek.
- Dunwoody incidents accounted for 16.7% (5,622) of the total incident volume.
- Brookhaven incidents were 24.7% (8,301) of the total incident volume.
- Dekalb Fire and EMS (for the Cities of Brookhaven and Dunwoody) incidents were 3.5% (1,185) of the total incident volume.
  - 641 incidents were Fire calls for service in Brookhaven or Dunwoody
  - 544 incidents were EMS calls for service in Brookhaven or Dunwoody.

**Overall Incident Volume:** By the end of February 2019, ChatComm 911 handled 3,061,480 incidents since “golive” in September 2009. 2,724,735 (89%) of those were law enforcement incidents; 191,467 (6.3%) of those were fire department incidents; and 145,278 (4.7%) of those were EMS incidents.

**EMD & EFD Compliance:** For the month of February, the quality assurance compliance score for EMD remains in compliance with levels set forth by the International Academies of Emergency Dispatch (94%).

- The Emergency Medical Dispatch QA compliance for was 90%.
- The Emergency Fire Dispatch QA compliance for was 90%.

## Public Works

### Major Initiatives Completed

- 2019 Paving Notice to Processed 2/13/19
- 2019 Stormwater Mappings Purchase Order issued 1/28/19
- Sidewalk on Cheshire Way Design 100% complete
- Sidewalk on E. Drew Valley Rd Design 100% complete
- N. Druid Hills Corridor Study Presentation 2/12/19

### Major Initiatives in Progress/Upcoming

- Brookhaven Public Safety Building Design in progress towards The Bid Document Stage, Geothermal Power Evaluation  
In process
- ADR/Peachtree Intersection Design: Right of Way Acquisition – Appraisal due on 3/08/19  
Property Owners Contacted  
Second round of PIOH are  
March 11<sup>th</sup> and March 14<sup>th</sup>
- North Druid Hills Corridor Study: schedule for  
March 11<sup>th</sup> and March 14<sup>th</sup>

### Ongoing Coordination

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

### Meetings Attended/Held

- 2/04/19 Park Bond Project Management Meeting with Jacobs
- 2/04/19 I-285/GA 400 Monthly Coordination meeting
- 2/06/19 Meeting on Murphy Candler Buffer Variance
- 2/07/19 BPSB - Materials and Finishes with Rosser International
- 2/07/19 Park Design RFP Review and Evaluation
- 2/11/19 RTP update Jurisdiction Project List review-DeKalb County
- 2/14/19 NDH Corridor Study Meeting
- 2/14/19 Inter-Jurisdictional meeting on Shared Use with Sandy Springs and Dunwoody
- 2/19/19 RTOG 1 Quarterly Status Meeting – Chamblee -Brookhaven

- 2/19/19 RTOP Zone 8 Meeting
- 2/21/19 Kickoff Meeting Stormwater Inventory, Inspection & Maintenance
- 2/25/19 Emory at Executive Park (DRI # TBD)
- 2/26/19 I-285/400 – Monthly Coordination Meeting
- 2/27/19 Peachtree Creek Greenway Streeting Committee Meeting
- 2/28/19 Brookhaven PSB Interior material selection with Rosser International
- 2/28/19 MCP Athletic Field Parking Addition

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

- Permits issued YTD, 51
- Permits issued this month, 26

**Stormwater Performance Measures (OPTECH)**

February 2019			
ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE
Priority 1	1	1	100%
Priority 2	4	3	75%
Priority 3	10	5	50%
<b>Total</b>	<b>16</b>	<b>9</b>	<b>56%</b>

**Maintenance Work Performance Measures (OPTECH)**

February 2019			
ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE
Priority 1	24	17	71%
Priority 2	2	0	0%
Priority 3	9	0	0%
<b>Total</b>	<b>35</b>	<b>17</b>	<b>49%</b>

**CIP Performance Measures (LOWE)**

SIDEWALK: YEAR TO DATE		
Number of Sidewalks funded by Council in 2019	Number of Sidewalks completed in 2018	ANNUAL PERFORMANCE PERCENTAGE
2	0	0%

**Service Requests**

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Curb and Gutter	16	8											24
Downed Lines	1	1											2
Pavement/Potholes	22	31											53
Right of Way/Trash	9	18											27
Sidewalk	4	6											10
Stormwater	16	13											29
Street Lights	6	4											10
Street Signs	15	9											24
Street Striping	0	1											1
Traffic Signal	6	5											11
Tree	9	2											11
<b>Total Service Requests</b>	<b>107</b>	<b>98</b>											<b>202</b>

**Completed Work Orders**

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Street Maintenance</b>													
Sidewalk Repairs	4	5											9
Curb Repairs	11	5											16
Potholes	7	7											14
Patching	3	3											10
Signs	10	3											13
Street Lights	0	3											3
<b>Traffic Signals</b>													
Signal Repairs	3	5											8
<b>ROW Maintenance</b>													
Tree Removal	9	2											11
ROW Maintenance	6	12											18
<b>Stormwater</b>													
Stormwater Cleaning	7	4											11
Stormwater Repairs	12	9											21
<b>Total Work Orders</b>	<b>72</b>	<b>62</b>											<b>134</b>



## Finance

### February 28, 2019 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 April 30<sup>th</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

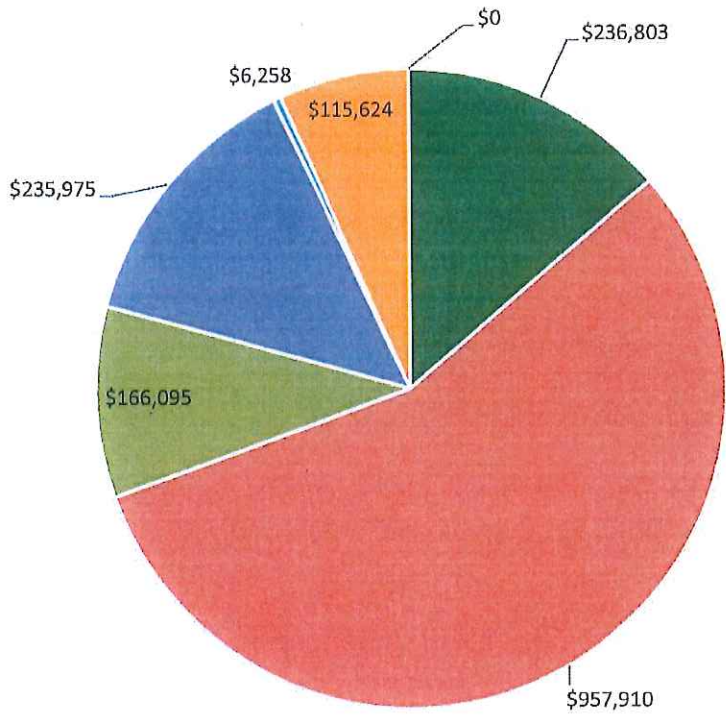
Total General Fund revenues through February 2019 were \$433,409 less than they were this time last fiscal year. The building permits were very strong in 2018, thus causing a reduction of \$299,180 in the first and second month of the current year.

Total General Fund expenditures are down from last year in total by \$310,603. There were several initiatives in the economic development and finance and administration areas in 2018 that were unusual in nature. Communications had an outside audit firm do an assessment on the department, driving the costs up in 2018, as well. In 2018 the City was still paying on leases for equipment, the City has paid the leases off and we are not currently incurring these costs.

**City of Brookhaven**  
**BUDGET COMPARISON REPORT - GENERAL FUND - REVENUES**  
**For The Month Ended February 28, 2019**

	<b>2018 Amended Budget</b>	<b>2018 YTD Actuals</b>	<b>2019 Amended Budget</b>	<b>2019 YTD Actuals</b>	<b>Variance from Budget</b>	<b>% of Annual Budget</b>
Property Tax	\$ 8,459,398	\$ 140,200	\$ 9,737,797	\$ (55,736)	\$ (9,793,533)	-0.57%
Motor Vehicle Tax & Title Ad Valorem Tax	43,000	16,950	61,000	7,418	(53,582)	12.16%
Recording Intangible Tax	110,700	3,816	121,715	5,027	(116,688)	4.13%
Real Estate Transfer Tax	36,000	-	39,893	1,812	(38,081)	4.54%
Franchise Tax	4,081,300	-	4,263,579	-	(4,263,579)	0.00%
Alcoholic Beverage Excise Tax	1,025,700	75,743	1,093,754	58,805	(1,034,949)	5.38%
Energy Excise Tax	152,200	-	152,200	-	(152,200)	0.00%
Motor Vehicle Rental Excise Tax	51,000	3,877	40,805	23,477	(17,328)	57.53%
Business & Occupational Tax	2,400,000	320,308	2,250,000	165,791	(2,084,209)	7.37%
Insurance Premium Tax	3,115,000	-	3,266,496	17,600	(3,248,896)	0.54%
Financial Institutions Tax	35,000	-	58,170	2,524	(55,646)	4.34%
Penalties & Interest	11,500	24,618	51,220	10,085	(41,135)	19.69%
<b>Total Taxes</b>	<b>19,520,798</b>	<b>585,512</b>	<b>21,136,629</b>	<b>236,803</b>	<b>(20,899,826)</b>	<b>1.12%</b>
Licenses & Permits	3,344,600	1,257,090	3,367,269	957,910	(2,409,359)	28.45%
Charges for Services	675,000	150,150	515,000	166,095	(348,905)	32.25%
Fines & Forfeitures	956,700	129,310	1,225,000	235,975	(989,025)	19.26%
Miscellaneous Revenues	218,150	25,834	66,650	6,258	(60,392)	9.39%
Investment Earnings	15,000	4,178	30,000	115,624	85,624	385.41%
Other Financing Sources	4,600,367	-	2,636,779	-	(2,636,779)	0.00%
<b>TOTAL REVENUES</b>	<b>\$ 29,330,615</b>	<b>\$ 2,152,074</b>	<b>\$ 28,977,327</b>	<b>\$ 1,718,665</b>	<b>\$ (27,258,663)</b>	<b>5.93%</b>

**GENERAL FUND REVENUES BY SOURCE  
(FEBRUARY 2019 YTD)**



- Total Taxes
- Licenses & Permits
- Charges for Services
- Fines & Forfeitures
- Miscellaneous Revenues
- Investment Earnings
- Other Financing Sources

**City of Brookhaven - YTD through February 28, 2019**

**Budget Comparison for General Fund Expenditures**

Governmental Function	2018 Amended Budget	2018 YTD Transactions	2019 Amended Budget	2019 YTD Transactions	Variance from Budget	% of Annual Budget
General Government	\$ 6,897,385	\$ 1,047,214	\$ 6,983,629	\$ 1,080,757	\$ 5,902,871	15.48%
Housing and Development	3,241,305	458,633	3,392,310	445,561	2,946,749	13.13%
Public Safety	8,571,786	1,134,224	9,136,299	1,105,834	8,030,465	12.10%
Public Works	3,598,521	199,165	1,901,888	158,291	1,743,597	8.32%
Judicial	601,636	78,530	866,900	91,531	775,369	10.56%
Culture and Recreation	3,379,061	252,029	3,900,499	278,655	3,621,844	7.14%
Economic Development/Tourism	784,244	21,053	449,850	79,185	370,665	17.60%
Other Financing Uses	2,256,676	359,570	2,345,953	-	2,345,953	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$ 29,330,615</b>	<b>\$ 3,550,417</b>	<b>\$ 28,977,327</b>	<b>\$ 3,239,814</b>	<b>\$ 25,737,513</b>	<b>11.18%</b>

**General Fund Balance Reserves**

The City has reserved a portion of fund balance to account for City programs. The Tree Fund, Sidewalk Fund, and Police Donations are three 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 December 31, 2018	<u>\$54,837</u>
Receipts	
Disbursements	
Balance at February 28, 2019	<u>\$54,837</u>



**Sidewalk Program Fund**

Established by City Ordinance, Chapter 14, Section 14-353, the receipts or contributions for payment in-lieu of sidewalk construction shall be in accordance with a schedule recommended by the Public Works Department and adopted by the city council in January of each year based on the City sidewalk construction cost during the previous calendar year.

Balance at February 28, 2019	<u>\$117,170</u>
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**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 December 31, 2018	Receipts	Disbursements	Balance February 28, 2019
Explorer Program	\$ 14,620	\$ 100	\$ (2,387)	\$ 12,333
Shop with a Badge/Cop	11,858			11,858
General PD Donations	810			810
K9 Donations	2,040			2,040
Police Bike Fund	1,000			1,000
Totals	<u>\$ 30,328</u>	<u>\$ 100</u>	<u>\$ (2,387)</u>	<u>\$ 28,041</u>