

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

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

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

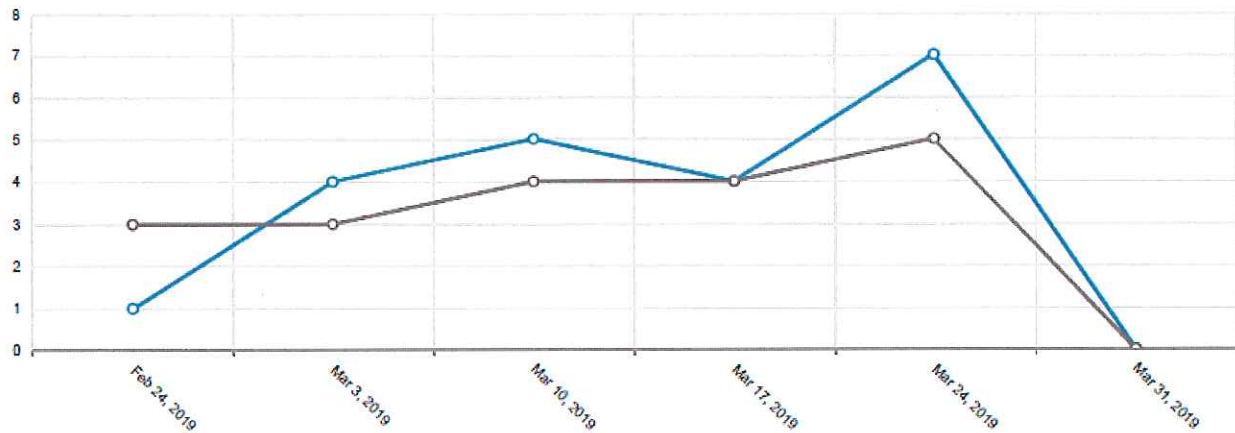
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Brookhaven Connect Metrics: Monthly of March 2019

*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



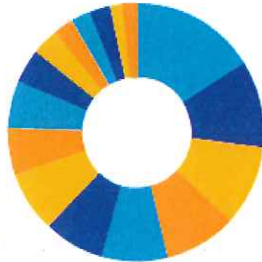
- Of the 119 service requests that were created 50 have been closed with 69 remaining open.
- To date, there are 1420 registered Brookhaven Connect users; this represents an increase of 83 users since the beginning of the year.

Statistics

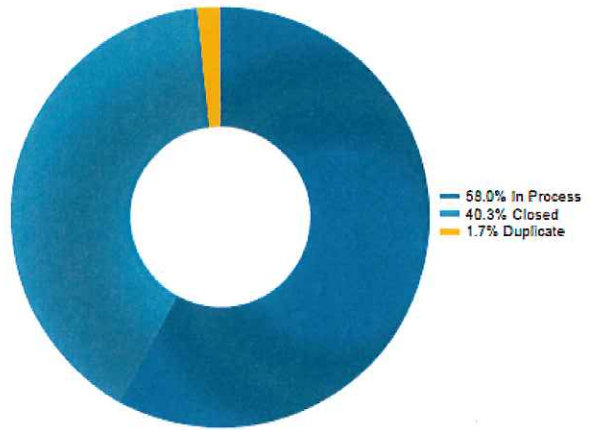
Total Reports Created	119
Total Reports Open	69
Total Reports Closed	50
Average Reports Created per Day	3.719
Average Reports Closed per Day	1.563
Average Time to Close	4.02 Days
Fastest Closed Request Type	Traffic Signal (.002 Days)
Slowest Closed Request Type	Trash/Debris/Outdoor Storage (19.191 Days)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

Requests by Type

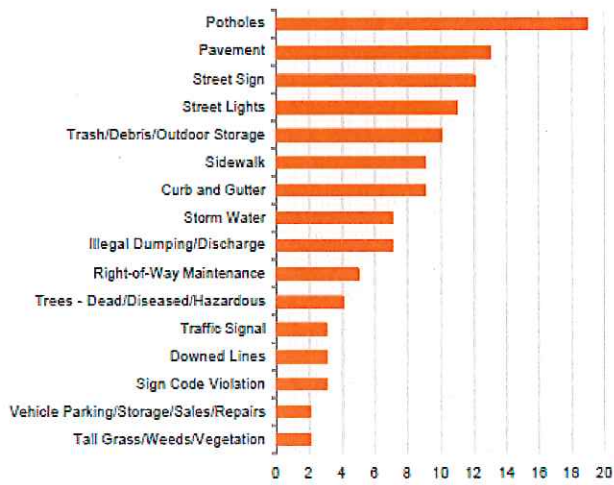
- 16.0% Potholes
- 10.0% Pavement
- 10.1% Street Sign
- 9.2% Street Lights
- 8.4% Trash/Debris/Outdoor Storage
- 7.6% Sidewalk
- 7.6% Curb and Gutter
- 5.9% Storm Water
- 5.9% Illegal Dumping/Discharge
- 4.2% Right-of-Way Maintenance
- 3.4% Trees - Dead/Diseased/Hazardous
- 2.6% Traffic Signal
- 2.5% Downed Lines
- 2.6% Sign Code Violation
- 1.7% Vehicle Parking/Storage/Sales/Repairs
- 1.7% Tall Grass/Weeds/Vegetation



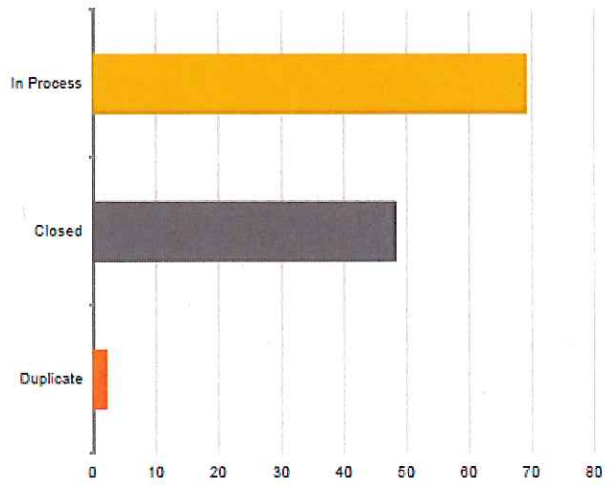
Requests by Status



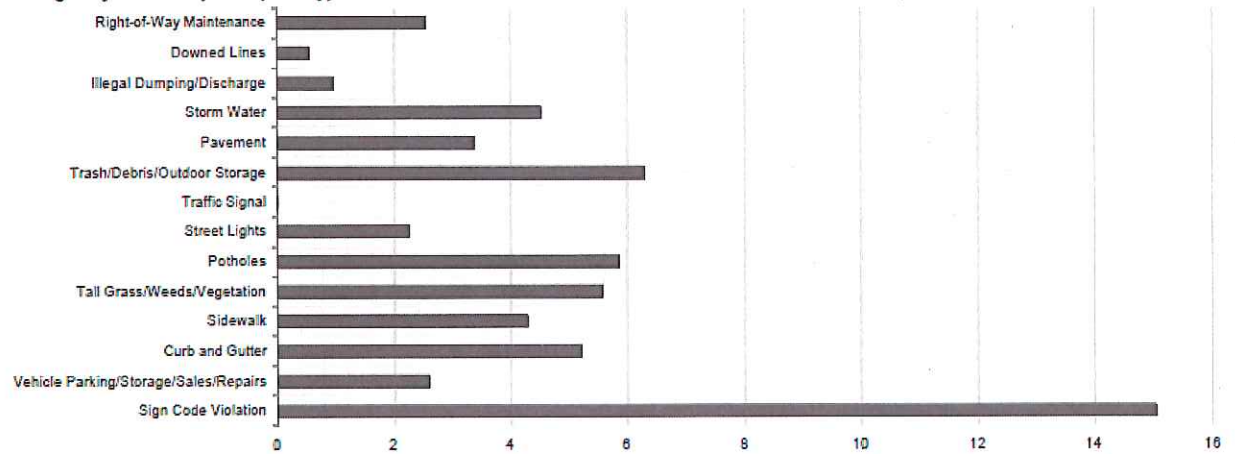
Request by Type



Request by Status



Average Days to Close per Request Type



Community Development March 2019

Community Development 2019 Building Permits												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
All	285	299	320									
New Single Family	11	6	10									
New Multi Family	1	0	1									

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/Variations Filed in March 2019			
File #	Address	Scope	Hearing Date
VAR19-00009	2003 Fairway Circle	1) Reduce stream buffer from 75 feet to 50 feet for construction of a new single-family dwelling, driveway; 2) Reduce the side yard setback from 7.5 feet to 4 feet; 3) Reduce the front yard setback from 30 feet to 20 feet.	4/17/19
VAR19-00010	4135 Shawnee Lane	Reduce rear yard setback from 40 feet to 23 feet to allow an addition to an existing single-family residence.	4/17/19
VAR19-00013	2385 Coosawattee Drive	Reduce stream buffer from 75 feet to 25 feet for construction of a new deck, front porch, stoop and temporary access for other land disturbance activities to include installation of flo-wells.	4/17/19
VAR19-00015	2446 Cove Circle	Reduce stream buffer from 75 feet to 25 feet for construction of a new single-family residence.	4/17/19

Community Development ZBA/Variations Heard in March 2019				
File #	Address	Scope	Hearing Date	Action
ZBA18-65	3880 Flowerland Drive	Increase maximum lot coverage from 35% to 35.8% to allow for restabilization of swimming pool decking due to erosion control issues.	3/20/19	Withdrawn without Prejudice
VAR19-00001	2817 Ashford Road	Increase lot coverage from 35% to 37.74% for construction of a pool.	3/20/19	Deferred to 4/17/19
VAR19-00003	2634 North Thompson Road	Reduce stream buffer from 75 feet to 25 feet 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	Deferred to 4/17/19
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	Approved with Conditions
VAR19-00005	2385 Coosawattee Drive	Increase lot coverage from 35% to 40.6% and increase front yard paved coverage from 35% to 42.6% to allow a widened driveway, patio and stepping stones.	3/20/19	Deferred to 4/17/19
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	Approved with Conditions

Community Development Rezoning Filed in March 2019				
File #	Address	Scope	PC Hearing Date	CC Hearing Date
LUP19-00005	1169 Dorby Park Drive	To rezone the subject property from RS-50 to RS-50 to allow a 2-lot subdivision.	6/5/19	6/25/19

Community Development Rezoning Heard in March 2019 - None						
File #	Address	Scope	PC Hearing Date	PC Rec	CC Hearing Date	CC Rec
N/A						

Code Enforcement Activity March 2019	
Inspections & Follow-ups	505
Violations	101
Courtesy Warnings/Placards	41
Residential Citations	1
Commercial Citations	5
Total Street Miles Patrolled	1,027
CitySourced Requests Created	42
CitySourced Requests Received / In Process	15
CitySourced Requests Closed / Abated / Duplicated / Not an Issue	27
Average # of Reports Created per Day	1
Average # of Reports Closed per Day	1
Average Time to Close	6 days
Signs Removed	87

* The Code Enforcement Division reported lower numbers for the month of March because two officers were at a training conference from March 11th – March 15th and a vacant position was recently filled on March 18th.

**City Works showed 49 cases were created for the month of March with 22 of those cases closed.

Building Inspection Activity March 2019	
Plan reviews	98
Building inspections	1,083
Building inspections percent pass/fail	73.50%/26.50%

Fire Marshal Activity March 2019	
Plan reviews	103
Inspections	66
Inspections percent pass/fail	75%/25%

Key Land Development Activity/Review March 2019	
Land Development Enforcement & Inspection Activity	
Tree removal permits	39
Stop Work Orders issued	2

Courtesy warnings issued (Notice of violation)	15
Environmental Inspections	245
Environmental Court Summons (0)	
N/A	
Land Disturbance Permit Review (8)	
CHOA NDH Trama Dispatch Temp Entrance - 1645 Tullie Circle	
Dresden Drive Streambank Restoration - 1751 Dresden Drive	
BH Islamic Center Parking redevelopment - 1775 BRIARWOOD RD	
CHOA Admin Support II Revision - 1597 Northeast Expressway	
Ashford Dunwoody Rd at Montgomery Elementary School - 4018 Ashford Dunwoody Rd	
Harts Mill Sewer Extension - 1680 Hartford GLN	
Regions Bank - 1960 JOHNSON FERRY RD	
The Orchard at Brookhaven (storm as-built)3523 Buford Highway	
Land Disturbance Permits Issued (2)	
Brookhaven MOD II Resub 3 - 3939 Peachtree Rd	
1196 Dunwoody Lane Sewer Extension Resub 4 - 1196 Dunwoody Lane	
Plat Review Activity (4)	
8 Brookhaven Drive - Lot consolidation - 8 Brookhaven Drive	
Ay on Gail Drive - 1762 North Druid Hills Road	
Townes at Highland - 2396 Coosawatte Dr	
1739 Tobey Combo plat	
Plats Approved (1)	
COB - 2751 Buford Highway Lot Split - 2751 Buford Highway	

Municipal Court

March 2019

2019

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Case Filings	649	753	566									
Number of Court Dockets	8	8	8									
Number of Defendants on dockets	453	430	472									
Number of Cases on Dockets	633	599	672									

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	84,978.47
Contempt Charge	800.00
Processing Fee	18,133.01
Cash Bonds	20,428.00

Indigent App Fee	0.00
Revenue Collected-Diverse Agencies	28,823.03
Pre-Trial Fee	0.00
CB-Applied	9,281.00
Bond Forfeiture	0.00
Overage	0.00
Restitution	0.00
NSF	0.00
Monthly Cash Collections	162,443.51
Paid to Diverse Agencies	28,823.03
Cash Bond Refunds/Returned	7,338.00
Overage Refund	0.00
Restitution Paid	0.00
Total Paid Out	36,161.03
NET	126,282.48

Office of City Clerk

City Clerk's Office and Legislative Activities – March 2019		
	Open Record Requests	36
	Agendas/Agenda Packets Managed (Included Audit Comm., Millage Rate Public Hearings, Dev. A., Charter Comm., And BCVB and Facilities Authority)	4
	Minutes Composed (Council, Dev. Auth., and Alcohol Board, BCVB and Facilities Authority)	4
	Executive Sessions Held (Council and Dev. Auth. Only)	2
Ordinances/No.	March 2019 – Description	Appr. Date
ORD 2019-03-01	Chapter 14 - Definitions - Land Dev. And Subdivisions - New Construction, etc.	3/12/2019
ORD 2019-03-02	Chapter 5 - Animals - Definitions - adding potbellied pigs - Sec. 5-22 (d)	3/26/2019
ORD 2019-03-03	Chapter 17 - Motor Vehicles and Traffic - Article XII - Dockless Mobility	3/26/2019
ORD 2019-03-04	Deferred - Chapter 15 - Article XIV Tenant Protections - Sec. 15.551-555	3/26/2019
ORD 2019-03-05	Ordinance to Amend the Authorized Position List (Deputy Chief and Chief Updated)	3/26/2019
Resolutions/No.	March 2019 – Description	Appr. Date
RES 2019-03-01	Easement - Villas of Druid Hills for Peachtree Creek Greenway	3/12/2019
RES 2019-03-02	To seek local legislation from Georgia General Assembly – Ad Valorem Exemptions	3/12/2019
Department	Contracts/Agreements Approved by Council – March 2019	Appr. Date
Public Works	DAF Concrete, Inc. for E. Drew Valley Road - \$34,000	3/12/2019
Public Works	DAF Concrete, Inc. for Cheshire Way Sidewalk - \$38,000	3/12/2019
Parks & Recreation	Lewallen Change Order for Bridge Railing & Lighting for PCG \$326,717.57	3/12/2019
Parks & Rec./Admin.	Atlanta Gas Light to relocate line – PCG - \$83,038.29	3/12/2019
Parks & Rec./Admin.	Chattahoochee Consulting – Field Testing – PCG - \$50,000	3/12/2019
Administration	Purchase Agreement with Railroad Outdoor – NDH - \$375,000	3/12/2019
Public Works	Freese & Nichols for N Fork Nancy Creek Stream Bank - \$90,000	3/12/2019
IT	Quicket Solutions to Provide Municipal Court Software	3/26/2019
Community Develop.	CPL Architecture Engineering – On-Call Building Design & Plan. Review	3/26/2019
Parks & Rec.	Cline Services Corp. for the Installation of Marquee Fence at Blackburn Park	3/26/2019
Appointments – March 2019		Appr. Date
Finance Department	Alcohol Code Hearing Officer – William Linkous of Freeman Mathis & Gary	3/12/2019

Open Records Requests – Office of City Clerk - March 2019

Date of Request	Request #	Name	Description
3/1/2019	PRR-86-2019	William Howell	Information on 3078 Clairmont Road
3/4/2019	PRR-87-2019	Callie Carter	Information on 1427 Dresden
3/5/2019	PRR-88-2019	Carl R Wooten	Permit information for home
3/5/2019	PRR-89-2019	Rachel Sprat	Permit for 4170 Ashford Dunwoody
3/5/2019	PRR-90-2019	Autum Headrich	Permits list for February
3/5/2019	PRR-91-2019	Ann Beabout	Information on 12 Lake Hearn Dr
3/6/2019	PRR-92-2019	Robin Davis	Permits list for February
3/6/2019	PRR-93-2019	Ira Haber	Permit information for 1440 & 1448 Harts Mill
3/6/2019	PRR-94-2019	Lemont Bradley	Drawings for 1860 Corporate Blvd
3/6/2019	PRR-95-2019	Ken Yates	Agreement with GEFA
3/11/2019	PRR-96-2019	Allan Blutstein	Agreement with Congresswoman Lucy McBath – use of park facility.
3/12/2019	PRR-97-2019	Kurt Zelnak	CO for 2472 Wawona Drive
3/12/2019	PRR-98-2019	Travis Thatcher	CO for 2472 Wawona Drive
3/14/2019	PRR-99-2019	Philip Stephenson	List of building permits
3/14/2019	PRR-100-2019	Christopher Aguayo	Personnel file
3/15/2019	PRR-101-2019	Angela Simon	Contract with Universal Tennis
3/18/2019	PRR-102-2019	Ward Duncan	Orchards information
3/18/2019	PRR-103-2019	Ward Duncan	LDP for Orchards project
3/19/2019	PRR-104-2019	Ann Beabut	Information on 3851-3895 Peachtree Rd
3/19/2019	PRR-105-2019	Lakia Risby	CO for Child Development Center
3/19/2019	PRR-106-2019	Omar Ho	2018 Salaries Information
3/19/2018	PRR-107-2019	Taylor Jones	Information on 2968 Cynthia Drive
3/19/2019	PRR-108-2019	Yeliann Montanex	Information on 1269 Dunwoody Lane
3/20/2019	PRR-109-2019	David Gruber	Information on 2811 Shady Valley
3/20/2019	PRR-110-2019	Geoff Miller	Building Pans for 1033-1037 Abington Ct
3/20/2019	PRR-111-2019	Samantha	CO's for various addresses on Savoy and Edmund Lane
3/21/2019	PRR-112-2019	Timothy Chambers	Information on 2250 North Druid Hills
3/22/2019	PRR-113-2019	Dan Plevak	Information on 1411 Dresden Drive
3/23/2019	PRR-114-2019	Alexis King	Information on 3895 Peachtree Road
3/23/2019	PRR-115-2019	Alexis King	Information on 3895 Peachtree Road
3/25/2019	PRR-116-2019	Dyana Bagby	Copy of I-285 Study
3/25/2019	PRR-117-2019	Ferron Dunham	Information on 1776 Duke Road
3/25/2019	PRR-118-2019	Lt. Lindler	File for Christopher Aguayo
3/26/2019	PRR-119-2019	Zvia Shever	Information on 1050 Wimberly Road

3/26/2019	PRR-120-2019	Michael Dermer	Information on 2600 Apple Valley
3/29/2019	PRR-122-2019	Laney Price	Building Permits 2019
			Total completed - 36

Communications

Communications Department Activities: March 2019

- Staffed Cherry Blossom Festival
- Serving on planning board for GMA Annual Communications Conference
- Peachtree Creek Greenway logo developed by Communications approved by City Council
- Staffed Mayor's town hall
- Completed layout and printing of Summer Activity Guide
- Developed communications for Antioch Road complete neighborhood closure
- Created "Sustainable Brookhaven" logo and poster
- Conducted website training for Jacobs Engineering for Parks Bond projects website
- Implemented "Keyword Priority Search Term" feature on website, enabling us to control what pops up first for select searches.
- Identified distribution method for Spanish translated materials.
- Press releases, e-blasts & notifications:
 - City expands Brookhaven Cherry Blossom Festival lineup
 - Road rage incident
 - Brookhaven Beat (3/4)
 - Daylight Saving Time
 - Brookhaven Beat (3/11)
 - Brookhaven awards two sidewalk projects
 - City Council wrap up (3/12)
 - Homestead tax relief
 - Brookhaven hosting free Easter Egg Scramble
 - Special needs eggstravaganza; Dog gone Easter Egg Hunt
 - BCBF artisan shapes creativity
 - City announces concert schedule, parking details for Cherry Blossom Festival
 - Blacksmithing skills to be featured at Cherry Blossom Festival
 - Brookhaven Beat (3/18)
 - Mayor John Ernst to host town hall
 - Alcohol lawsuit dismissed
 - Joy ride down memory lane
 - Brookhaven Beat (3/24)
 - City Council wrap up (3/26)
 - Deputy Chief announced
 - Brookhaven planning for a greener tomorrow
 - Potbelly pig ordinance

Engagement reports (March):

	Posts	Subscribers	Subscriber growth (1 mo)
E-blasts /press releases	26	4,028	+6
Facebook	47	6,158	+75
Twitter	46	3,762	+18
NextDoor	24	17,012	+301

Tourism – March 2019

- Established Accounting Services: First P&L and Balance Sheet to BCVB on April 12.
- Executed Marketing Services with Zehnder Communications.
- TASTE of Brookhaven to be hosted August 10 at Hyatt Villa Christina.
- Meeting with Cherry Blossom Festival to align all marketing, outdoor and social media with Lenz and Patty Hansen. All promotions in place.
- Organizational Chart approved at March 8 meeting. Job Descriptions in process.
- Developing CRM utilizing Google API
- Beer Fest, Oglethorpe and Pedal the Parks in April
- Provided intercept researchers at Cherry Blossom Festival to establish visitation and expenditures.
- Secured options in Town Brookhaven for BCVB Offices and have also begun CAD
- Oglethorpe has provided images as part of the 2019 marketing agreement.

Branding Strategy will begin in April; presenting to City Council on April 9 announcing branding symposium on April 23 at Doubletree Perimeter, 1:00-3:30. Invitations to the symposium will be distributed through City of Brookhaven, Brookhaven Chamber, WeLoveBuHi, Brookhaven Bike Alliance, Peachtree Creek Greenway and others. Surveys will be distributed to residents, influencers, visitors and frequent travelers.

Online Survey Link:

Influencer Survey: gmaresearch.com/bh01

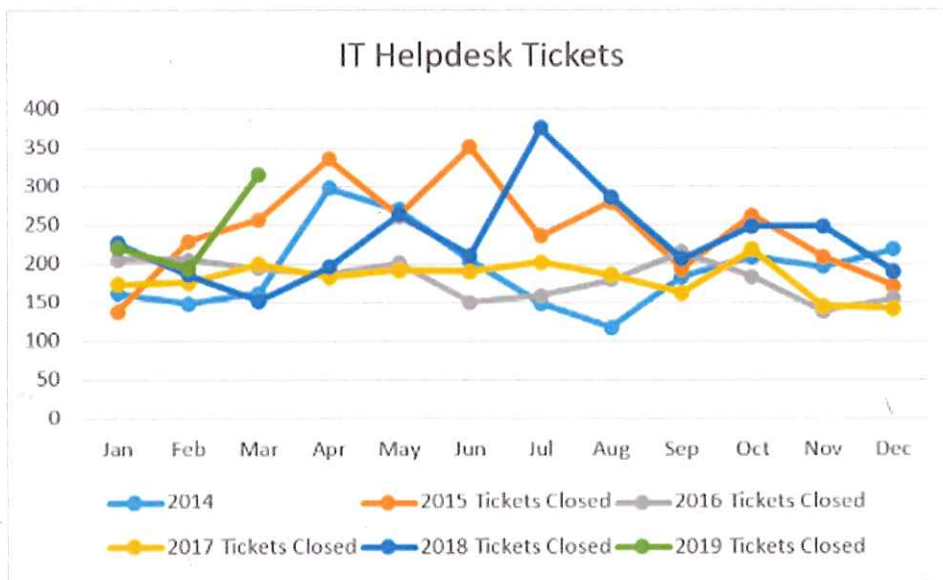
Email Visitor Survey: gmaresearch.com/bh02

Frequent Independent Traveler Survey: gmaresearch.com/bh03

Information Technology

General IT

- Added new records into external DNS
- Added additional CPU and Memory to VM's
- Training with new Systems Analyst with Cityworks/OnBase processes
- Ran an update for the new ICC table data in Cityworks, documented the process
- Began testing of OnBase dev/test system with Cityworks dev system
- Added new Laserfiche template field for CommDev plans to assist searching by multiple addresses



GIS

- ChatComm/CAD
- Sent data with updated street abbreviations waiting to test
- GIS/Systems Analyst training
- Stormwater projects data preparation
- Street condition & sign inventory project kick off meeting
- Production support for Permitting software
- Ongoing map/data requests

Police Department

- Adding Certificate authority service on Domain controller
- Deploying new Group policy for WIFI

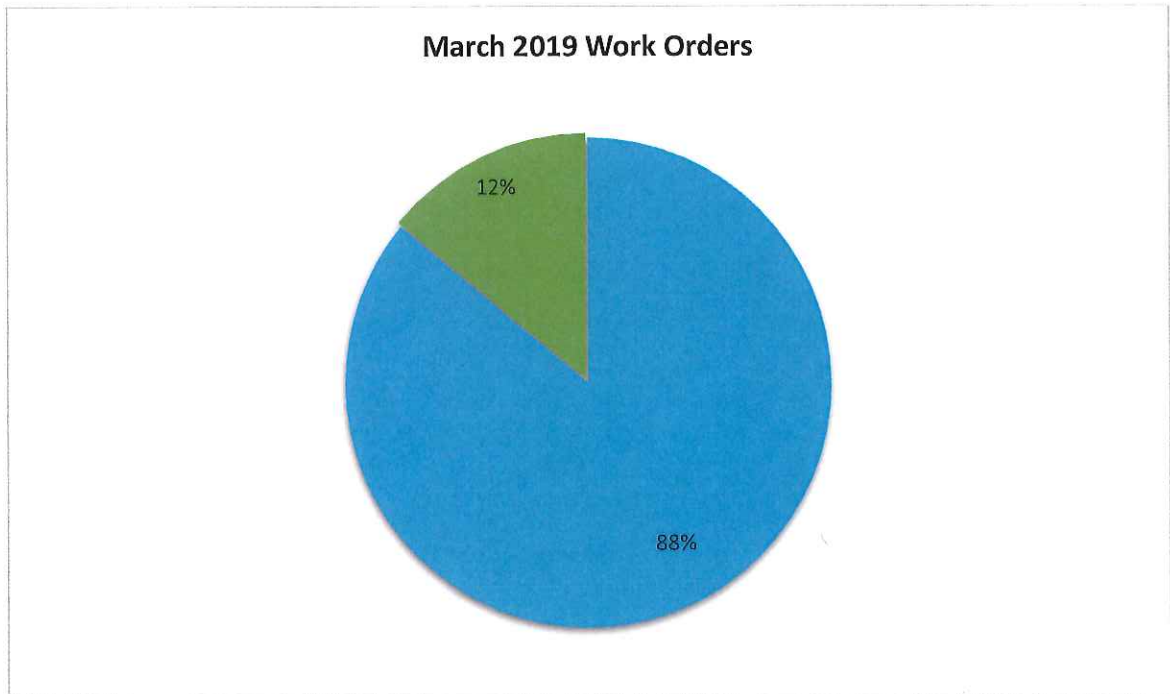
- Deploying Fortimail.
- Configure Fortianalyzer for reporting
- Configuring firewalls and creating new policies for DPI and DLP
- Reimplemented email security
- Resolved issue with email delivery delay
- Setup 6 new officers and issued IT equipment
- Worked with Avaya to troubleshoot voicemail to email delay

Parks and Recreation March 2019

Parks/Facilities and Grounds Maintenance Monthly Report – March 2019

Monthly Work Order Summary (Internal w/Contractors)

- Work Orders- 9
- Work Orders Completed- 8
- Work Orders Outstanding- 1



Brookhaven Parks and Recreation

Completed Key Park Maintenance Work Projects

- Spent the week of 3-25 to 3-29 getting Blackburn ready for Cherry Fest 2019
- Replaced water fountain inside Blackburn tennis center
- Repaired two toilets in Blackburn Tennis center
- Installed 2 benches at Skyland park
- Installed trash cans and doggie pot stations at Ashford Forest Preserve
- Removed graffiti on stairs at Skyland park
- Removed graffiti and repainted bathroom at Briarwood playground bathroom
- Repaired Basketball goal adjuster in Lynwood gym
- Cleaned up concrete debris from MCP sidewalk improvements
- Cleaned up trail around Blackburn Park from invasive species removal
- Trash/recycle can lids modified and re-powder coated from Skyland
- Repaired potholes in Blackburn parking lot for Cherry Blossom festival

- Public works repaired gravel lot near Blackburn softball fields
- We had 9 requests for work 8 are done: still must remove some logs from Briarwood

March 2019 - Janitorial Totals

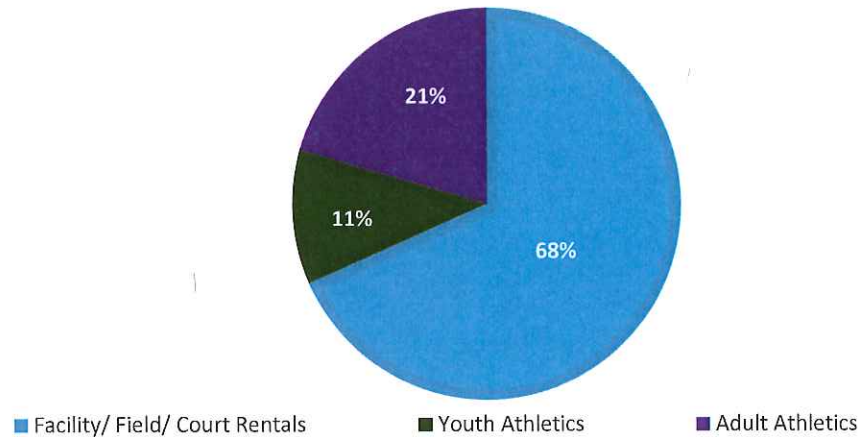
	Trash Bag Count	Toilet Paper	Doggie Pot	Hand Soap	Paper Towels
Ashford Park	87	91	3	2	6
Blackburn Park	354	95	20	5	7
Briarwood Park	118	78	3	2	3
Brookhaven Park	167	0	21	0	0
Clack's Corner	2	0	0	0	0
Fernwood Park	35	0	4	0	0
Georgian Hills Park	48	0	3	0	0
Lynwood Park	88	0	3	0	0
Murphey Candler Park	586	398	8	5	11
Parkside Park	36	0	3	0	0
Skyland Park	105	79	8	3	3
Totals	1,626	741	76	17	30

Parks & Recreation
Athletics Division Monthly Report
March 2019

March Athletic Revenue Brought in: \$26,633.80

- Youth athletic programs brought in \$2,951.00
- Adult athletic programs brought in \$5,462.80
- Field and court rentals/prep/lights brought in \$18,220.00

MARCH 2019 - ATHLETICS REVENUE



March 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
 - UTA tennis leagues and lessons
- Adult athletics
 - Adult spring men's softball leagues
 - Adult spring coed softball leagues
 - Adult spring sand volleyball leagues
 - Adult flag football
 - GOKickball spring leagues
 - Up4Tennis lessons and classes
 - UTA tennis open play, leagues and lessons

Athletics Division	
Activity Participation Summary Report – March 2019	
	March 2019
Adult Kickball	600
Adult Softball	675
Adult Flag Football	84
Youth Softball	84
Youth Football	324
Youth Baseball	532
Youth Soccer	500

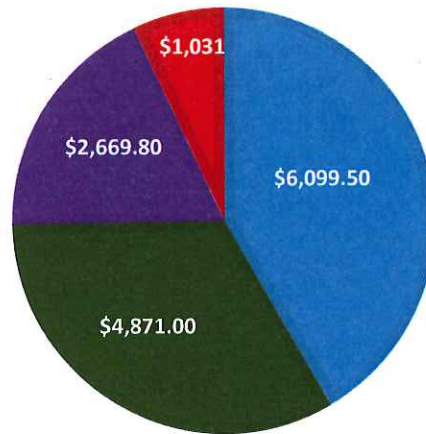
Parks & Recreation
Recreation Division Monthly Report
March 2019

March Program Revenue Brought In:

- Yoga class signups for \$315
- Salsa dance signups for \$210
- Yoga drop-ins for \$240
- Youth gymnastics signups for \$640
- Art class signup for \$896
- CMD partner fees of \$252
- Fresh N Fit partner fee of \$81.80
- Silver Sneakers drop-ins for \$35
- Open Gym/Passes brought in \$1,031 between both gyms
- Gym rentals brought in \$5,865
- Classrooms/pavilion/community room/APB rentals brought in \$4,285
- Non-resident fees brought in \$586
- Tennis court rentals brought in \$234.50
- Total program signups/drop-ins/fees/rentals for March = *\$14,671.30*

MARCH 2019 - PROGRAMMING REVENUE

■ Gym/Tennis Rentals ■ Pavilion/Room Rentals ■ Programming ■ Open Gym



Special Events Division Monthly Report March 2019

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 additional supplies including bounce house
- Assembled magnetic eggs
- Received borrowed beeping eggs
- Purchased apple sauce for snack giveaway

Cherry Blossom Festival

- Continued to work with race manager on registrations
- Vetted local organizations to increase runner registrations
- Tabled at Oglethorpe to gain 5k registrations
- Started event permit process with the city
- Collected COIs
- Worked with Signs of Intelligence to organize all CBF signage
- Mapped out parking and transportation plan
- Worked with Car Show people to organize Saturday load in and out
- Made parking permits
- Upkept budget items
- Ordered 5k t-shirts and other branded items
- Worked with PD on transportation plan and 5k
- Executed event
- Will have a full presentation/wrap up for everyone at an upcoming council meeting

Other

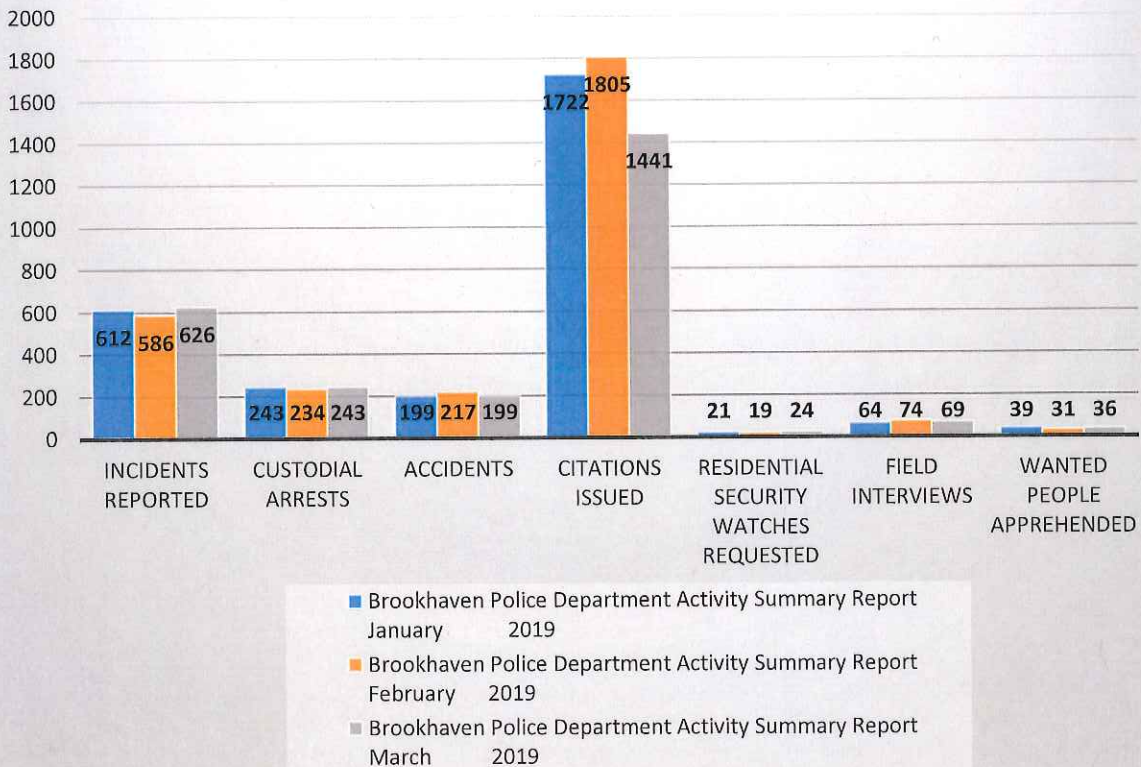
- Attended CVB and Arts Committee Meetings
- Prepared presentation and presented at the Greenspace Conference for March 25th at the Atlanta Botanical Gardens
- Met with Brookhaven Park citizens to work on a bigger Doggy Easter Egg Hunt. Partnering up with them to make it a bit longer and more involved.

Police

Brookhaven Police Department Activity Summary Report

	January 2019	February 2019	March 2019
Incidents Reported	612	586	626
Custodial Arrests	243	234	243
Accidents	199	217	199
Citations Issued	1,722	1,805	1,441
Residential Security Watches Requested	21	19	24
Field Interviews	64	74	69
Wanted People Apprehended	39	31	36

Brookhaven Police Department Activity Summary



- 3/7/19- Sgt. Kissel attended a planning meeting for the upcoming MACCABI games
- 3/14/19- Ofc. Nino and Gilham presented BH Barry to Brookhaven Christian Child Development center.
- 3/18/19- Sgt. Kissel attended a meeting with USGS regarding greenway flooding
- 3/19/19- Ofc. Nino conducted CRASE training for Skyland trail employees
- 3/19/19- Sgt. Kissel attended a Cherry Blossom planning meeting
- 3/20/19- Sgt. Kissel attended a greenway rules/ordinances meeting
- 3/23/19- Cherry Blossom 5k
- 3/25/19- Sgt. Kissel conducted AXON training for new hires
- 3/29/19- Ofc. Nino and Ofc. Jones hosted career day at Woodward Elementary
- 3/29/19- Ofc. Nino hosted 14 seniors from Chamblee High school
- 3/30-3/31- Cherry Blossom Festival

Support Services

REPORTS	OPEN	Officer Nino	Sergeant Kissel	Total
Incident Reports		1	2	3
Accident Reports		0	0	0
Patrol Assist		1	1	2
Arrests		0	1	1
Citations		2	2	4
Press Releases		1	0	1
Media Interviews		1	0	1

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

MONTHLY REPORT: Part Time Officers	
POP Logged	0
Assist Patrol	2
Citations	20
Warnings	42
Transport	38
Arrests	10
Child Safety Seat Install Classes	0
Shifts Worked	46
Court Service Hours	170
Traffic Enforcement Hours	24
Fleet Service Hours	96
Transport Hours for Uniform Patrol/NET	15
Training Hours	6

Monthly Report: K-9 Officers	Officer Fikes / K9 Dano	Officer Williams
Patrol Assist	47	121
Other Agency Assist	2	2
Training Hours	8	19
Search Warrants	0	0
Citations	2	14
Warnings	9	20
Field Interviews	0	3
Felony Arrests	3	0
Misdemeanor Arrests	3	1
City Ordinance Arrests	1	0
Wanted Person Located	4	0
K-9 Search	2	0
K-9 Tracks	0	0
K-9 Related Arrests	8	0
K-9 Demonstrations / PR	0	0
Marijuana Seized	15.0 grams	0.0 grams
Cocaine Seized	1.0 grams	0.0 grams
Methamphetamine Seized	35.0 grams	0.0 grams
Heroin Seized	0.0 grams	0.0 grams
Schedule Pills	0	0
MDMA Seized	0.0 grams	0.0 grams
Other Seized (Codeine)	0.0 grams	0.0 grams

Additional Activities for K9 and N.E.T Unit

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

Monthly Report: Traffic Safety Unit	Officer Maria Jones
Total Pedestrian Stops	71
Total Motor Vehicle Stops	61
Total Citizen Contacts (combined Pedestrian & Traffic Violations)	132
Total Citations Issued	68
Total Warnings Issued	88
Felony Arrests	0
Misdemeanor Arrests	1
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.

- On 03/07 through 03/08/19, Officer Jones attended the GA Walks Summit in Peachtree Corners.
- On 03/13/19, Officer Jones attended MATEN which was hosted by Fayetteville Police Department.
- On 03/28/19, Officer Jones attended the quarterly PEDS Meeting in Atlanta.
- On 03/29/19, Officer Jones attended Career Day at Woodward Elementary School where she conducted two separate Pedestrian Safety Exhibits. She spoke to the Kindergarten class and the 1st grade class. There were 245 students that attended the two events.
- On 03/30/19, Officer Jones conducted a Pedestrian Safety Exhibit at the Brookhaven Cherry Blossom Festival. Over 130 people stopped by for Officer Jones to speak to them about pedestrian safety. Special thanks to Rossana Morales-Romero for assisting by keeping record of those that stopped by to discuss pedestrian safety.

Criminal Investigations Division

March 2019 - Criminal Investigations Report	
Total Reports Handled	215
Total Reports Cleared INACTIVE	193
Total Reports Exceptionally Cleared	11
Total Reports Unfounded	3
Total Arrests by Investigators	21
Warrants Obtained Pending Arrest	15
Search Warrants	2
Total Cases "ACTIVE" on March 31, 2019	177

ChatComm 911 Executive Overview March 1, 2019 – March 31, 2019

911 Answer Time: In March 2019, ChatComm 911 answered 92.7% of all incoming phone calls within ten seconds and 98.6% of all incoming phone calls were answered within thirty seconds.

Call Processing Time: This Month, ChatComm 911 processed 99.1% 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 March 2019, ChatComm 911 handled a total of 30,245 phone calls.

- 70.7% (21,394) were incoming phone calls which are treated as potential emergencies and handled as 911 calls regardless of the line the call is received on.
- 12,240 of those calls were received on the 911 trunks. 1,835 of the 911 calls received were abandoned 911 calls (where the caller disconnects the line prior to speaking with a calltaker).
- 7,319 calls were received on administrative and alarm lines but treated as 911 calls.
- The remaining 29.3% (8,851) of the phone calls handled by ChatComm 911 in March 2019 were outgoing phone calls.

Overall Phone Call Volume: Since September 2009, ChatComm 911 has answered a total of 2,342,047 incoming phone calls. Of those calls, 1,451,857 (61.9%) were received on 911 trunks and 890,190 (38.0%) came in on 10-digit phone lines.

Monthly Incident Volume: ChatComm 911 handled a total of 34,617 incidents in March 2019.

- 62% (21,464) of the incidents created were officer-initiated incidents, which include traffic stops, business & residential checks, and other calls created by officers.
- 34% (11,794) of the incidents were dispatched incidents.
- The remaining 1,359 (4%) of the incidents were transferred via CAD to Dekalb for EMS and Fire Dispatch.
- Sandy Springs incidents comprised 34.2% (11,837) of the total incident volume.
 - 9,741 incidents were Sandy Springs Police Department incidents. 1,236 incidents were for Sandy Springs Fire Rescue.
 - 860 incidents were EMS calls for service in Sandy Springs.
- Johns Creek incidents were 21.8% (7,563) of the total incident volume.
 - 6,822 incidents were Johns Creek Police Department incidents.
 - 438 incidents were for Johns Creek Fire Department.
 - 303 incidents were EMS calls for service in Johns Creek.
- Dunwoody incidents accounted for 17% (5,917) of the total incident volume.
- Brookhaven incidents were 25% (8,626) of the total incident volume.
- Dekalb Fire and EMS (for the Cities of Brookhaven and Dunwoody) incidents were 3.4% (1,190) of the total incident volume.
 - 655 incidents were Fire calls for service in Brookhaven or Dunwoody
 - 535 incidents were EMS calls for service in Brookhaven or Dunwoody

Overall Incident Volume: By the end of March 2019, ChatComm 911 handled 3,096,097 incidents since “go-live” in September 2009. 2,755,841 (89%) of those were law enforcement incidents; 193,796 (6.3%) of those were fire department incidents; and 146,976 (4.7%) of those were EMS incidents.

Public Works

Major Initiatives Completed

- 2019 Paving Roads Completed 6 of 20
- Sidewalk on Cheshire Way NTP Issued 3/18/19
- Sidewalk on E. Drew Valley NTP Issued 3/18/19
- Colonial/Oglethorpe Roundabout Completed 3/29/19
- ADR/W. Nancy Creek Intersection NTP Issued 3/21/19

Major Initiatives in Progress/Upcoming

- Brookhaven Public Safety Building Design in progress towards The Bid Document Stage, Council Presentation on 3/12/19
- ADR/Peachtree Intersection Design: Right of Way Acquisition – Appraisal Received and under review
- North Druid Hills Corridor Study: All 4 Public Input Meetings are completed

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

- 3/01/19 ADR/Peachtree Utility Coordination Meeting
- 3/06/18 Meeting on Murphy Candler / Parks Conservancy
- 3/11/19 Meeting with GDOT (N. Druid Hills Road Intersection)
- 3/11/19 N. Druid Hills Corridor Study PIOH #3
- 3/13/19 Murphy Candler Shoreline Walk
- 3/14/19 N. Druid Hills Corridor Study PIOH #3
- 3/15/19 N. Druid Hills ICE Checkpoint w/ Wilburn Engineers
- 3/20/19 Murphy Candler Lake Dredging Meeting with Contractor and Council Women Jones
- 3/21/19 PFPR/Peachtree LCI Meeting at Chamblee's District Office
- 3/22/19 Apple Valley Meeting with Councilman Park
- 3/22/19 Peachtree Creek Greenway / N. Druid Hills Meeting with GDOT
- 3/27/19 DeKalb County Watershed Policies on Roadcuts

- 3/28/19 DeKalb County Project Share Meeting
- 3/28/19 ADR/ Dresden Dr. ITS Pre-Bid Meeting

ROW Encroachment Permits (including Dumpsters/Road Closures)

- Permits issued YTD: **29**
- Permits issued this month: **77**

Stormwater Performance Measures (OPTECH)

March 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	6	60%
Total	15	10	67%

Maintenance Work Performance Measures (OPTECH)

March 2019			
ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE
Priority 1	23	13	57%
Priority 2	4	1	25%
Priority 3	9	1	11%
Total	36	15	42%

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 Request

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Curb and Gutter	16	8	10										34
Downed Lines	0	1	3										5
Pavement/Potholes	14	31	34										87
Right of Way/Trash	7	18	27										54
Sidewalk	4	6	9										19
Stormwater	16	13	7										36
Street Lights	6	4	11										21
Street Signs	15	9	12										36
Street Striping	0	1	0										1
Traffic Signal	14	5	3										14
Tree	12	2	4										15
Total Service Requests	104	98	120										322

Completed Work Orders

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Street Maintenance													
Sidewalk Repairs	4	5	2										11
Curb Repairs	11	5	3										19
Potholes	7	7	6										20
Patching	3	7	4										14
Signs	10	3	9										12
Street Lights	0	3	2										15
Traffic Signals													
Signal Repairs	3	5	2										10
ROW Maintenance													
Tree Removal	9	2	1										12
ROW Maintenance	6	12	16										34
Stormwater													
Stormwater Cleaning	7	4	0										11
Stormwater Repairs	12	9	5										26
Total Work Orders	72	62	50										184

Finance

March 31, 2019 Financial Report in Brief

The March 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

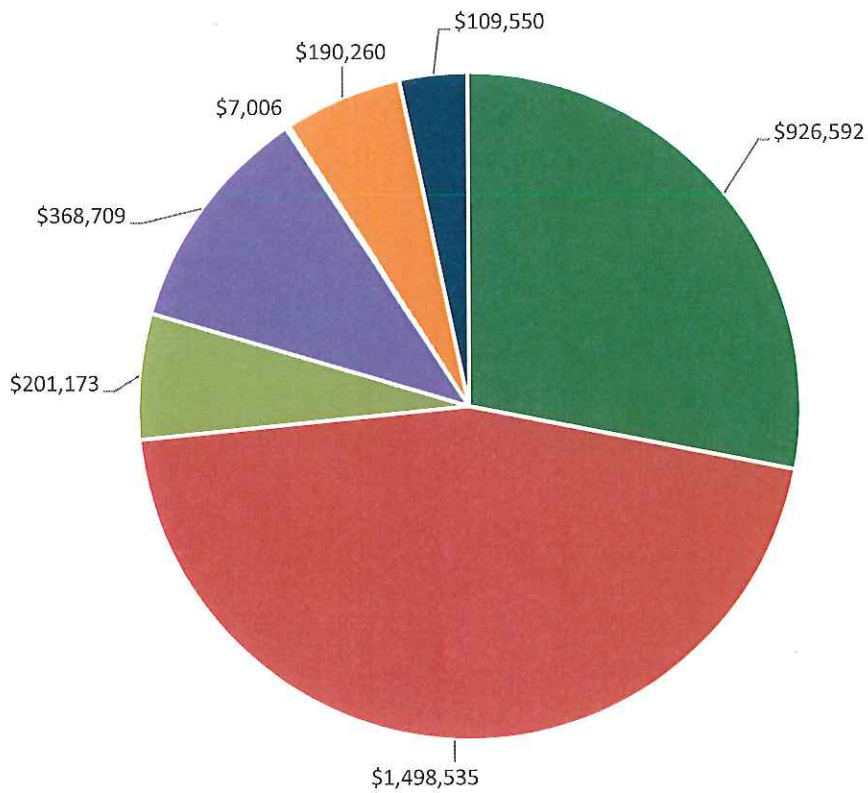
Total General Fund revenues through March 2019 were \$43,299 more than they were this time last fiscal year. The building permits were very strong in 2018, thus causing a reduction of \$50,815 in the beginning of the current year. Property Tax collections and Business License issuance is down from 2018. Court fines and forfeitures are up in 2019. Aggressive initiatives have included working with local banks to gain the highest interest yields.

Total General Fund expenditures are down from last year in total by \$490,314. 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 March 31, 2019

	2018 Amended Budget	2018 YTD Actuals	2019 Amended Budget	2019 YTD Actuals	Variance from Budget	% of Annual Budget
Property Tax	\$ 8,459,398	\$ 148,429	\$ 9,737,797	\$ (18,637)	\$ (9,756,434)	-0.19%
Motor Vehicle Tax & Title Ad Valorem Tax	43,000	12,583	61,000	10,101	(50,899)	16.56%
Recording Intangible Tax	110,700	13,670	121,715	5,027	(116,688)	4.13%
Real Estate Transfer Tax	36,000	5,590	39,893	4,903	(34,990)	12.29%
Franchise Tax	4,081,300	-	4,263,579	-	(4,263,579)	0.00%
Alcoholic Beverage Excise Tax	1,025,700	162,006	1,093,754	154,798	(938,956)	14.15%
Energy Excise Tax	152,200	57,933	152,200	16,213	(135,987)	10.65%
Motor Vehicle Rental Excise Tax	51,000	6,753	40,805	46,109	5,304	113.00%
Business & Occupational Tax	2,400,000	860,028	2,250,000	643,608	(1,606,392)	28.60%
Insurance Premium Tax	3,115,000	8,922	3,266,496	18,800	(3,247,696)	0.58%
Financial Institutions Tax	35,000	58,170	58,170	32,185	(25,985)	55.33%
Penalties & Interest	11,500	30,354	51,220	13,486	(37,734)	26.33%
Total Taxes	19,520,798	1,364,439	21,136,629	926,592	(20,210,037)	4.38%
Licenses & Permits	3,344,600	1,412,562	3,367,269	1,498,535	(1,868,734)	44.50%
Charges for Services	675,000	204,398	515,000	201,173	(313,827)	39.06%
Fines & Forfeitures	956,700	223,143	1,225,000	368,709	(856,291)	30.10%
Miscellaneous Revenues	218,150	47,210	66,650	7,006	(59,644)	10.51%
Investment Earnings	15,000	6,776	30,000	190,260	160,260	634.20%
Other Financing Sources	4,600,367	-	2,636,779	109,550	(2,527,229)	4.15%
TOTAL REVENUES	\$ 29,330,615	\$ 3,258,527	\$ 28,977,327	\$ 3,301,826	\$ (25,675,501)	11.39%

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

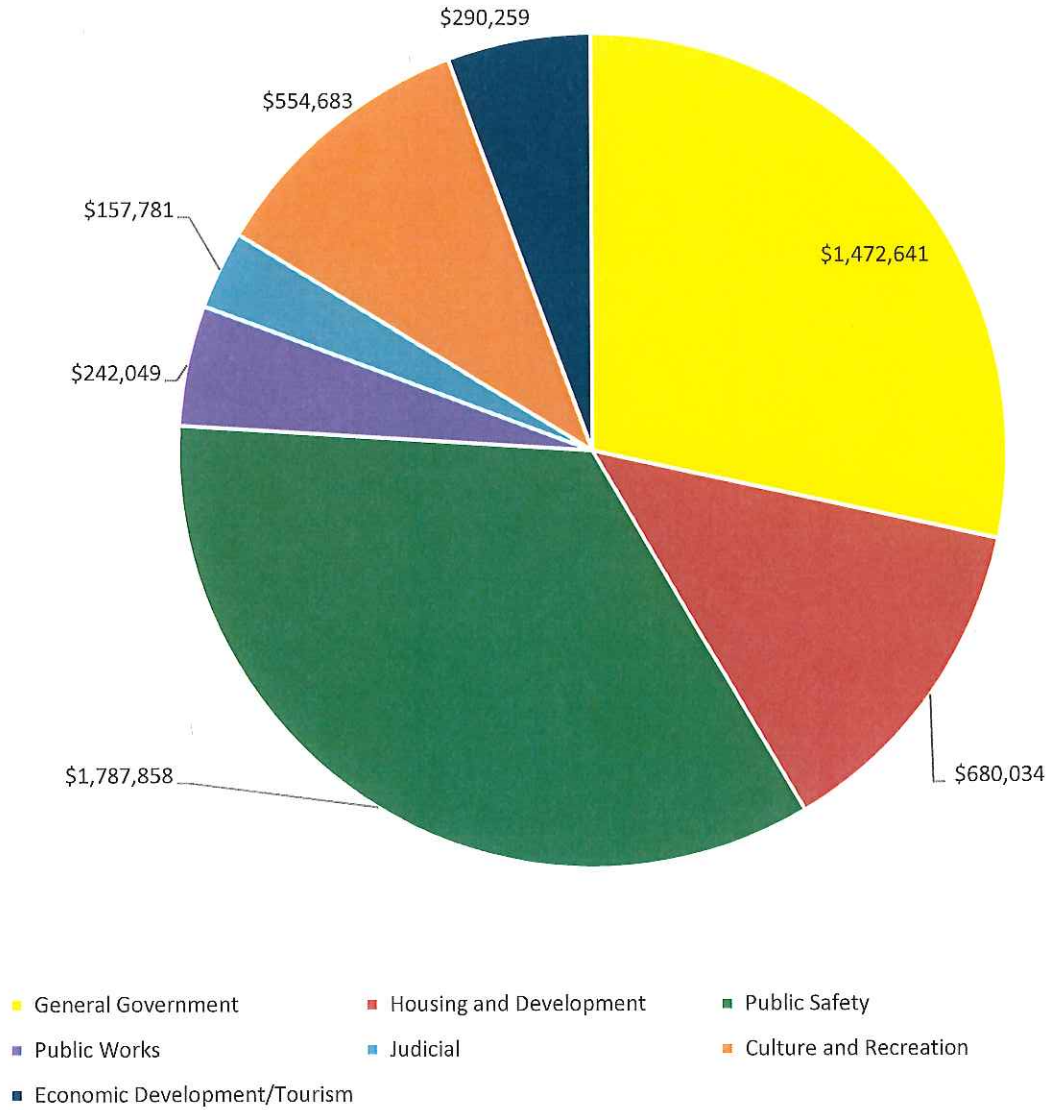


- Total Taxes
- Licenses & Permits
- Charges for Services
- Fines & Forfeitures
- Miscellaneous Revenues
- Investment Earnings
- Other Financing Sources

City of Brookhaven - YTD through March 31, 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	\$ 1,563,784	\$ 6,983,629	\$ 1,472,641	\$ 5,510,987	21.09%
Housing and Development	3,241,305	694,572	3,392,310	680,034	2,712,276	20.05%
Public Safety	8,571,786	1,746,403	9,136,299	1,787,858	7,348,441	19.57%
Public Works	3,598,521	325,901	1,901,888	242,049	1,659,839	12.73%
Judicial	601,636	116,781	866,900	157,781	709,119	18.20%
Culture and Recreation	3,379,061	544,305	3,900,499	554,683	3,345,816	14.22%
Economic Development/Tourism	784,244	263,967	449,850	290,259	159,591	64.52%
Other Financing Uses	2,256,676	419,906	2,345,953	-	2,345,953	0.00%
TOTAL EXPENDITURES	\$ 29,330,615	\$ 5,675,619	\$ 28,977,327	\$ 5,185,305	\$ 23,792,022	17.89%

GENERAL FUND EXPENDITURES BY GOVERNMENTAL ACTIVITY
(MARCH 2019 YTD)



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	-5,000	
Balance at March 31, 2019		<u>\$49,837</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 March 31, 2019	<u>\$145,521</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			Balance March 31, 2019
	December 31, 2018	Receipts	Disbursements	
Explorer Program	\$ 14,620	\$ 100	\$ (2,387)	\$ 12,333
Shop with a Badge/Cop	11,858	45		11,902
General PD Donations	810			810
K9 Donations	2,040			2,040
Police Bike Fund	1,000			1,000
Totals	<u>\$ 30,328</u>	<u>\$ 145</u>	<u>\$ (2,387)</u>	<u>\$ 28,085</u>