

**TO:** Mayor and City Council  
**FROM:** Christian Sigman, City Manager *cms*  
**DATE:** July 9, 2019  
**SUBJECT:** June 2019 Departmental Highlights

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

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

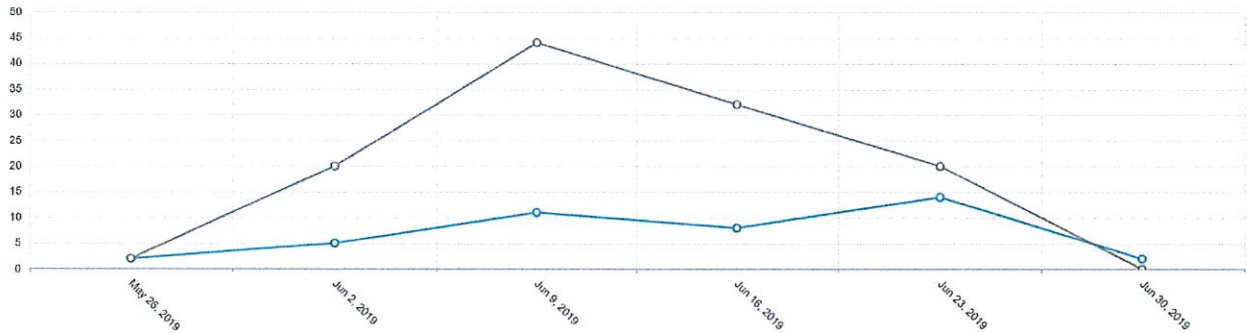
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**Brookhaven Connect Metrics: Monthly of June 2019**

**\*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.**

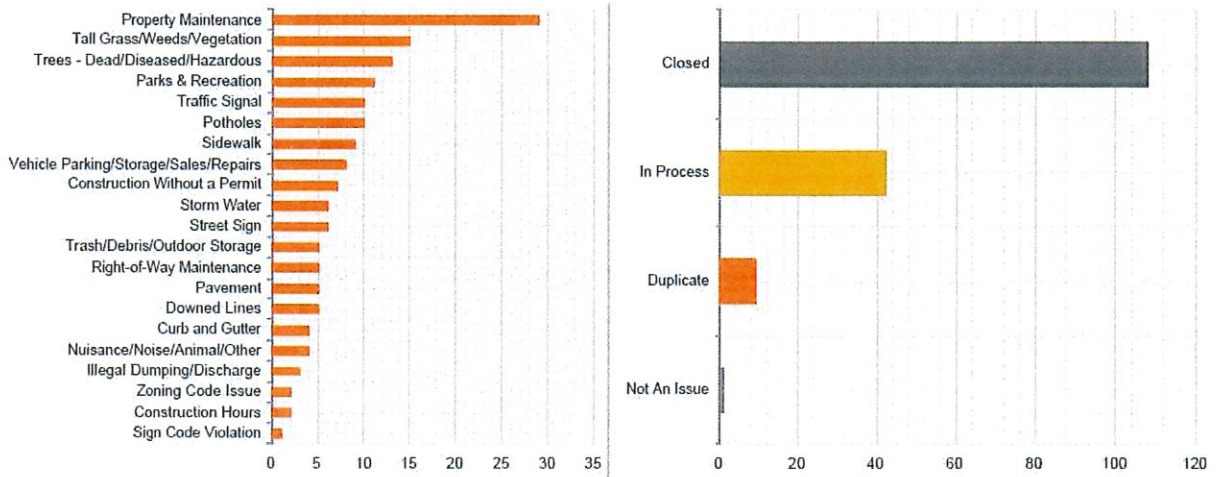
**Open /Close by Day**



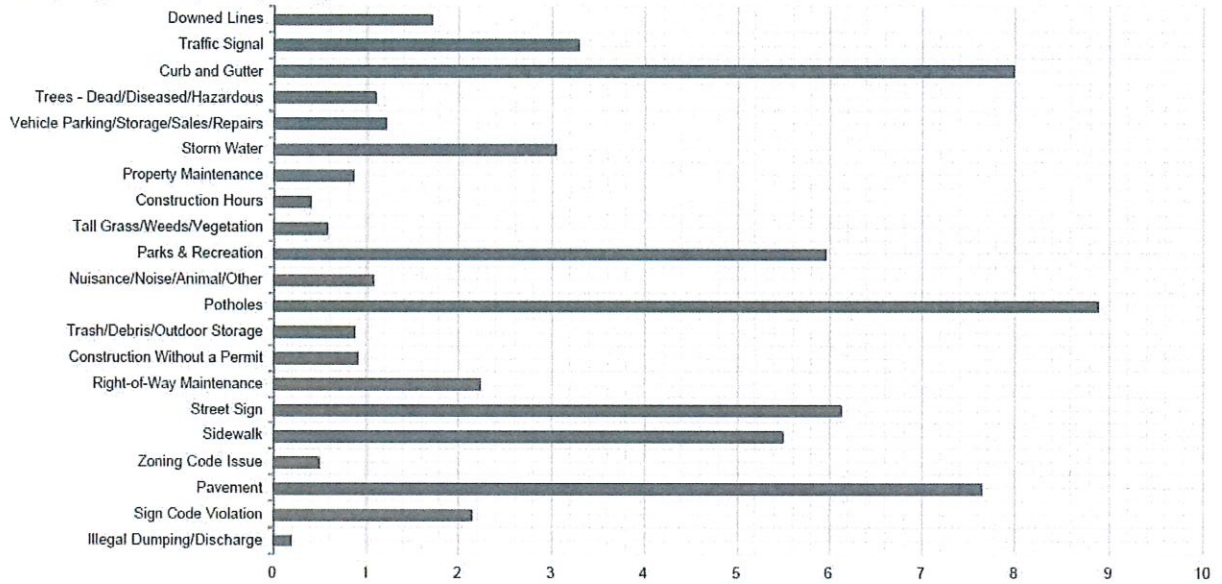
- Of the 160 service requests that were created 118 have been closed with 42 remaining open.
- To date, there are 1,551 registered Brookhaven Connect users; this represents an increase of 216 users since the beginning of the year.

**Statistics**

Total Reports Created	160
Total Reports Open	42
Total Reports Closed	118
Average Reports Created per Day	5.161
Average Reports Closed per Day	3.806
Average Time to Close	2.767 Days
Fastest Closed Request Type	Storm Water (.006 Days)
Slowest Closed Request Type	Potholes (21.906 Days)
Most Common Request Type	Property Maintenance
Least Common Request Type	Sign Code Violation



**Average Days to Close per Request Type**





**Community Development: June 2019**

Community Development 2019 Building Permits												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
All	285	299	320	293	238	219						
New Single Family	11	6	10	10	4	10						
New Multi Family	1	0	1	1	2	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/Variences Filed in June 2019			
File #	Address	Scope	Hearing Date
VAR19-00023	4103 Chippewa Place	Stream buffer variance	7/17/19

Community Development ZBA/Variences Heard in June 2019				
File #	Address	Scope	Hearing Date	Action
VAR19-00018	2634 North Thompson Road	Stream buffer variance	6/19/19	Approval Conditional
VAR19-00019	1401 Wilford Drive	Lot coverage variance	6/19/19	Deferred to 7/17/19

Community Development Rezoning Filed in June 2019 - None				
File #	Address	Scope	PC Hearing Date	CC Hearing Date
N/A				

Community Development Rezoning Heard in June 2019						
File #	Address	Scope	PC Hearing Date	PC Rec	CC Hearing Date	CC Rec
LUP19-00002 & CV19-03	1634 Afton Lane	Rezoning from O-I & RS-75 to O-I	6/5/19	Recommended favorably with conditions	6/25/19	Approval Conditional
LUP19-00005	1169 Dorby Park Drive	Rezoning from RS-50 to RS-50	6/5/19	Recommended for Denial	6/25/19	Deferred to 7/23/19

Code Enforcement Activity June 2019	
Inspections & Follow-ups	996
Violations	244
Courtesy Warnings/Placards	109
Residential Citations	2
Commercial Citations	0
Total Street Miles Patrolled	1,396
Total Requests Created	98
Department-Generated Inspection	20
Brookhaven Connect/CitySourced Requests Created (public generated)	78
Brookhaven Connect/CitySourced Requests Received / In Process	18
Brookhaven Connect/CitySourced Requests Closed / Abated / Duplicated / Not an Issue	60
Average # of Reports Created per Day	2
Average # of Reports Closed per Day	2
Average Time to Close	1 day
Signs Removed	419

Building Inspection Activity June 2019	
Plan reviews	84
Building inspections	918
Building inspections percent pass/fail	80.50%/19.50%



Fire Marshal Activity June 2019	
Plan reviews	84
Inspections	60
Inspections percent pass/fail	83%/17%

Key Land Development Activity/Review June 2019	
<b>Land Development Enforcement &amp; Inspection Activity</b>	
Tree removal permits	55
Stop Work Orders issued	1
Courtesy warnings issued (Notice of violation)	18
Environmental Inspections	308
<b>Environmental Court Summons</b>	
<b>Land Disturbance Permit Review</b>	
	8
Townes at High Line Amenity Area Rev1 - 2096 Pine Cone Lane	
Brookhaven Commons - 3876 Chamblee Dunwoody Road	
The Ashford Clubhouse - 1918 Johnson Ferry Road	
Dresden Pointe Rev 1 - 2565 Apple Valley Road	
Skyland Brookhaven - 2527 Skyland Drive	
Briarwood Pool - 2335 Briarwood Way	
Emory Executive Park Musculoskeletal Institute - 11 Executive Park	
Oglethorpe Univ Science Center - 4484 Peachtree Road	
<b>Land Disturbance Permits Issued</b>	
	1
Kendrick Townhomes - 1302 Kendrick Road	
<b>Plat Review Activity</b>	
	11
Halstead Final Plat – 1330 North Druid Hills Road	
Saadat Masouri Preliminary Plat - 1776 North Druid Hills Road	
Kendrick Combo - 1302 Kendrick Road	
1809 Remington road Combo - 1795 Colt Drive	
Skyland Brookhaven-Ph1-Bldg 1 - Skyland Drive	
Monroe Preliminary Plat - 1877 Georgian Terrace	
Ay on Gail drive Preliminary Plat -1762 North Druid Hills Road	
Townsend @ Brookhaven, phase 2 - 2396 Coosawattee Drive	
2469 Oostanula Dr. Lot Split - 2469 Coosawattee Drive	
CHOA Campus Combo - 1471 Northeast Expressway	
1809 Remington road Combo - 1795 Colt Drive	
<b>Plats Approved</b>	
	1
1809 Remington Road combo - 1795 Colt Drive	

**Municipal Court: June 2019**

2019

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Case Filings	649	753	566	777	716	641						
Number of Court Dockets	8	8	8	9	9	8						
Number of Defendants on dockets	453	430	472	502	470	445						
Number of Cases on Dockets	633	599	672	755	684	682						

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	79,207.25
Contempt Charge	410.00
Processing Fee	15,041.00
Cash Bonds	34,644.00
Indigent App Fee	0.00
Revenue Collected-Diverse Agencies	26,811.75
Pre-Trial Fee	920.00
CB-Applied	10,221.00
Bond Forfeiture	0.00
Overage	0.00
Restitution	0.00
NSF	0.00
Monthly Cash Collections	167,255.00
Paid to Diverse Agencies	26,811.75
Cash Bond Refunds/Returned	8,395.00
Overage Refund	0.00
Restitution Paid	0.00
Total Paid Out	35,206.75
NET	132,048.25



**Office of City Clerk: June 2019**

<b>City Clerk's Office and Legislative Activities – June 2019</b>		
	Open Record Requests	29
	Agendas/Agenda Packets Managed (Included Audit Comm., Millage Rate Public Hearings, Dev. A., Charter Comm., And Facilities Authority)	7
	Minutes Composed (Council, Dev. Auth., and Facilities Authority)	7
	Executive Sessions Held (Council and Dev. Auth. Only)	1
<b>Ordinances/No.</b>	<b>June 2019 – Description</b>	<b>Appr. Date</b>
ORD 2019-06-01	Amending Budget for Arts and Culture Master Plan – Deferred	Deferred
ORD 2019-06-02	Amending General Fund, SPLOST, HOST and CIP Budget – Public Safety Building	6/25/2019
ORD 2019-06-03	LUP 19-00002 – 1634 Afton Lane – Reducing Landscape Strip from 5 feet to 1 foot with conditions	6/25/2019
<b>Resolutions/No.</b>	<b>June 2019 – Description</b>	<b>Appr. Date</b>
RES 2019-06-01	Development Authority – CHOA Conduit Bond Financing – Appointment of Hearing Officer	6/17/2019
RES 2019-06-02	Investment Account with IberiaBank	6/25/2019
RES 2019-06-03	Authorization City Attorney – for Real Property for Roadways – 1327 Windsor Parkway	6/25/2019
RES 2019-06-04	Authorization City Attorney – for Real Property for Roadways – 3152 Osborne Road	6/25/2019
RES 2019-06-05	Authorization City Attorney – for Real Property for Roadways – 1352 Windsor	6/25/2019
RES 2019-06-06	Authorization City Attorney – for Real Property for Roadways – 2163 Johnson Ferry Road	6/25/2019
<b>Department</b>	<b>Contracts/Agreements Approved by Council – June 2019</b>	<b>Appr. Date</b>
Police & Public Works	Lowes- Project Management Services for Public Safety Building	6/25/2019
Police & Public Works	BM&K - Construction Contract for Public Safety Building	6/25/2019
Parks and Rec.	CCG – Change Order – Material and Construction Testing – Greenway	6/25/2019
Parks and Rec.	Concorde Fire Soccer Club – Facility Use Agreement	6/25/2019
Parks and Rec.	Ed Castro – Landscape Services and Invasive Species Removal – Peachtree Creek Greenway	6/25/2019
Parks and Rec.	Lose & Associates – Programming Changes to Proposed Buildings for Brookhaven Park Master Plan Project	6/25/2019
	<b>Appointments – June 2019 – None</b>	<b>Appr. Date</b>
	None	
	<b>Proclamations and Presentations</b>	<b>Date</b>



Parks and Recreation	Championship Coins to Murphey Candler Baseball League and Murphey Candler Girls Fast Pitch Association	6/11/2019
<b>Department</b>	<b>Policies Approved by Council – June 2019</b>	<b>Appr. Date</b>
	None	
	<b>Millage Rate – June 2019</b>	<b>Appr. Date</b>
Finance and Admin.	Setting of Millage Rate – 2.47 and Special Tax District at 6.450 and Parks Bond at .68	6/25/2019

**Open Records Completed Requests – Office of City Clerk – June 2019**

Date of Request	Request #	Name	Description
5/29/2019	PRR-200-2019	Rahima Nanji	Open Code violations
5/30/2019	PRR-201-2019	Kathy Robinson	Information on Michael Roberts
5/31/2019	PRR-203-2019	Jameel Pickens	Information on Johnson Ferry – various addresses
6/3/2019	PRR-204-2019	Corbin Armstrong	Ordinance 214-09-09
6/4/2019	PRR-205-2019	Sheryl L. Smith	Police Report
6/4/2019	PRR-206-2019	Robin Davis	May Permits Report
6/4/2019	PRR-207-2019	Marjon Manitiuis	Information on Bicycle Community Report
6/5/2019	PRR-208-2019	Chris Geruso	Information on 2864 Georgian Drive
6/5/2019	PRR-209-2019	Kimberly Foster	MOU with the City and Dekalb
6/6/2019	PRR-210-2019	Esther Albert	911 calls
6/7/2019	PRR-211-2019	David Howell	Code Enforcement Information
6/10/2019	PRR-212-2019	David Lane	Co's for Solis Parkview
6/10/2019	PRR-213-2019	Kyleigh Russell	Tax Bill 208
6/10/2019	PRR-214-2019	Drew Clough	Information on 2638 Camille Drive
6/12/2019	PRR-215-2019	Autumn Haedrich	Building Permits
6/13/2019	PRR-216-2019	Charles Hoffecker	Fire Marshal information
6/15/2019	PRR-217-2019	Maria Cofano	Information for 705 Town Blvd
6/16/2019	PRR-218-2019	Julian M Beck	Information on Brookhaven Library
6/18/2019	PRR-219-2019	Margaret M Taylor	Information on 2688 Ashford Rd
6/18/2019	PRR-220-2019	Suzanne Barry	May violations
6/19/2019	PRR-221-2019	David Howell	Municipal Court Information
6/19/2019	PRR-222-2019	Yeliann Montanez	Information on 1269 Dunwoody
6/19/2019	PRR-223-2019	Kelly Marsh	Cherry Blossom Festival
6/19/2019	PRR-224-2019	Kelly Marsh	Cherry Blossom Festival
6/21/2019	PRR-225-2019	Avery Ward	Information on 1681 N Druid Hills
6/24/2019	PRR-226-2019	Ashton Woods Homes	Information on Hermance Drive
6/25/2019	PRR-229-2019	Bryn Grunwald	Information on Excise Tax
6/27/2019	PRR-231-2019	Kelly Marsh	Cherry Blossom Festival



6/28/2019	PRR-232-2019	Kelly Ahn	Resolution 2017-05-03

**Communications: June 2019**

**Communications Department Activities:**

- Produced Spanish versions of Annual Report and Summer Activity Guide
- Attended Public Relations Society of America Government Affairs Summit
- Staffed mayor’s town hall and livestreamed to Facebook Live
- Hired Public Engagement Specialist for Spanish translation of materials and other duties
- Attended quarterly DeKalb Countywide Communicators meeting
- Participated in Brand Strategy Assessment presentation for Brookhaven CVB
- Worked on Census 2020 communications strategy
- Facilitated Tesla media event in Forsyth, Ga.
- Photographed police flag ceremony
- Press releases, e-blasts & notifications:
  - Brookhaven completes 2019 paving
  - Put kids in the driver's seat at Brookhaven Touch a Truck
  - Brookhaven Beat 6-11
  - City Council Wrap Up 6-11
  - Mayor John Ernst to host town hall
  - Ernst to attend US Mayors Conference
  - Brookhaven Beat 6-24
  - Residents get a heads up with Brookhaven Alert
  - City Council Wrap Up 6-25
  - Tesla testing
  - Council chooses Public Safety Building construction firm

**Engagement reports (June):**

	Posts	Subscribers	Subscriber growth (1 month)
<b>E-blasts/press releases</b>	<b>15</b>	<b>4,197</b>	<b>+61</b>
<b>Facebook</b>	<b>47</b>	<b>6,519</b>	<b>+257</b>
<b>Twitter</b>	<b>26</b>	<b>3,841</b>	<b>+24</b>
<b>NextDoor</b>	<b>30</b>	<b>17,976</b>	<b>+457</b>

## **Tourism: June 2019**

- TASTE of Brookhaven to be hosted August 10 at Hyatt Villa Christina. City of Brookhaven and Brookhaven CVB to be presenting sponsors, as approved by BCVB on April 12. Microsite TasteBrookhaven.com is being developed by Zehnder Communications through BCVB and a logo was designed to align with the city and BCVB.
- Job Descriptions final approval on June 6. Positions have been posted online through Georgia Association of CVB's and Southeast Tourism Society
- Developing CRM utilizing Google API and IDSS database
- Driving Miss Daisy and Taste Brookhaven are on the outdoor boards in July.
- Finalizing LOI with Town Brookhaven for Space 430. Working with City Public Works Department on CAD designs and selection a Contractor.
- Working with Economic Development through our partnership with Oglethorpe University to host Economic Developers Conference on September 12. Government rates have been secured at Brookhaven hotels.
- 2018 Audit of BCVB to be presented at August 9 board meeting.
- Finalized Bylaws approved by Board of Trustees and City Council in June.
- Brand Strategy Assessment to BCVB and Committee on June 5 and 6. Phase II has begun on Brookhaven Brand Promise.
- Lodging Partner Meeting was held on May 22 with 8 or the 11 Brookhaven hotels attending. The strategy meeting was led by Shannon Gray of Gray Research to unite the properties in filling need dates and securing role of CVB to assist with group marketing. Surveys of guests at hotels began on May 23 and will continue to determine our feeder markets and the guests' opinions of Brookhaven and the Atlanta Metro.
- Cherry Blossom Festival Research Report was completed and was presented to City Council on June 11.



## **Information Technology: June 2019**

### **General IT**

- Completed three of 8 HR template requests; added filing workflow
- Update templates for City Clerk's office and add filing workflow
- Working on records retention schedules/workflows for Laserfiche files
- Completed training for Granicus Boards & Commissions
- Completed a backup and restore CityWorks development site
- Changed Laserfiche security for template views
- Working on ETS credit card transactions for Business License; issues with Court

<b>Month</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
		<b>Tickets Closed</b>	<b>Tickets Closed</b>	<b>Tickets Closed</b>	<b>Tickets Closed</b>	<b>Tickets Closed</b>
Jan	161	138	205	173	227	221
Feb	148	229	205	176	185	194
Mar	162	257	194	199	152	315
Apr	297	335	186	183	196	270
May	270	262	201	191	263	258
Jun	203	351	150	190	210	162
Jul	148	235	159	202	375	
Aug	117	279	178	185	286	
Sep	183	193	215	162	206	
Oct	209	262	183	218	248	
Nov	196	209	138	145	248	
Dec	218	171	154	141	190	
<b>Total</b>	<b>2,312</b>	<b>2,921</b>	<b>2,168</b>	<b>2,165</b>	<b>2,786</b>	<b>1,420</b>

### **GIS**

- ChatComm/CAD
  - Sent updated data – was processed and tested
- GIS/Systems Analyst training
- Stormwater projects data preparation
  - Structures and conveyances
- Coordinating sidewalk and ADA ramp inventory
- Coordinating database health check project
- Production support for Permitting software
- Ongoing map/data requests

- Made sure reports were functioning as intended.
- Provided resolutions to common OnBase/CityWorks issues.

### **Police Department**

- Tweaked Email Spam settings
- Deployed Self Service Password Reset
- Finished migrating to new A/V vendor
- Setup new employee accounts
- Setup/configured new patrol vehicle

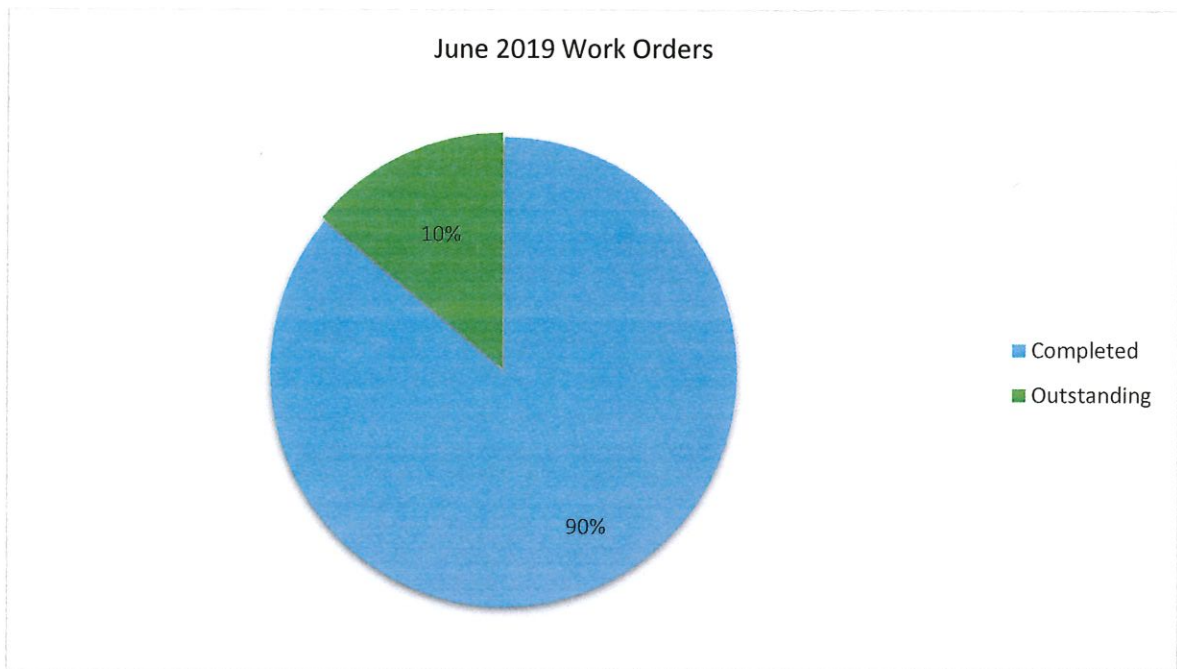


**Parks and Recreation: June 2019**

- Briarwood Trail Grant RFP has been issued and bids are due back to the City at the end of July.
- New Electric Vehicle (EV) Charging stations installation has been completed. The city now EV charging stations at City Hall, Blackburn Park Tennis Center, the new playground at Blackburn Park, Lynwood Park Recreation Center and at Ashford Park.
- Lynwood ADA Restroom project RFP was issued, and bids are due back into the City by July 24<sup>th</sup>.
- Staff is working with Lose & Associates on a landscape and grading design for Ashford-Dunwoody and Johnson Ferry Road corridor.

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

- Work Orders- 10
- Work Orders Completed- 9
- Work Orders Outstanding- 1



**June 2019 Projects**

- Replaced Basketball nets on outside courts at Lynwood
- Coordinated several large water leak repairs
- Replaced irrigation rain/sun/freeze sensor at Clack's Corner
- Cut and removed fallen trees/limbs from storms throughout the month

- Replaced door sweep at Briarwood community center dance room door
- Repaired table at Ashford Community center
- Planted donated cherry tree at Blackburn
- Assisted Lee (Jacobs Engineering) with identifying pool pump house drain discharge routing at Briarwood removed and discarded damaged curb stop at Briarwood playground
- Cut and removed tree blocking Murphey Candler park trail
- Shut off water to Murphey Candler Colt Corral bathrooms due to a leak
- Delivered equipment to Touch A Truck at Blackburn
- Installed decorative boulders around Murphey Candler Park to discourage unwanted parking
- we had 10 requests for work all, but swing replacements have been completed

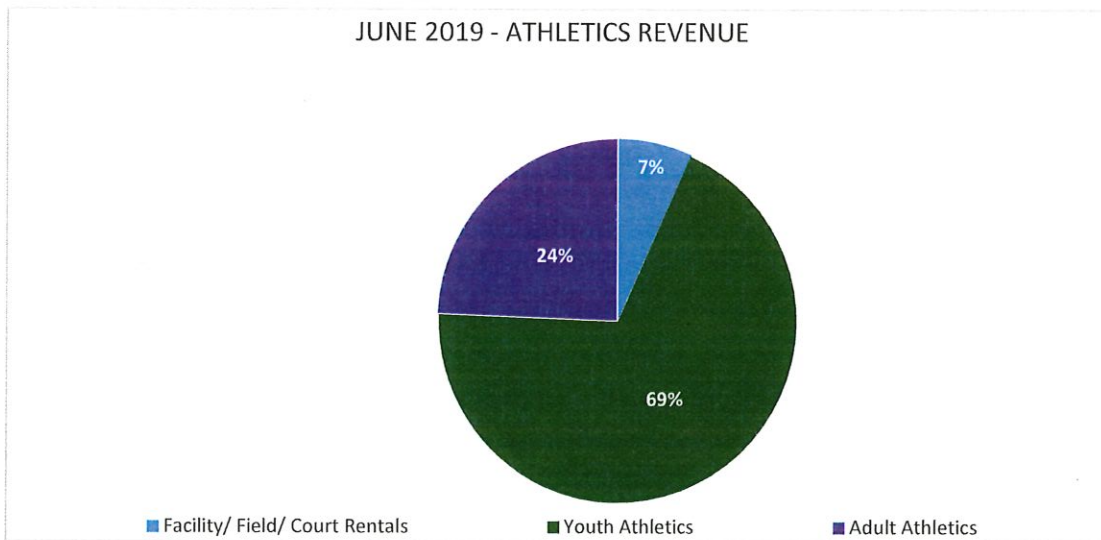
June 2019 - Janitorial Totals

	Trash Bag Count	Toilet Paper	Doggie Pot	Hand Soap	Paper Towels
Ashford Park	68	81	2	2	5
Blackburn Park	843	188	14	7	10
Briarwood Park	140	79	5	2	2
Brookhaven Park	154	0	27	0	0
Clack's Corner	2	0	1	0	0
Fernwood Park	38	0	2	0	0
Georgian Hills Park	68	0	4	0	0
Lynwood Park	132	14	5	4	4
Murphey Candler Park	419	157	11	3	4
Parkside Park	40	0	2	0	0
Skyland Park	122	77	8	2	2
<b>Totals</b>	<b>2,026</b>	<b>596</b>	<b>82</b>	<b>20</b>	<b>27</b>

June Athletic Revenue Brought in: \$18,307.41

- Youth athletic programs brought in \$12,619.00
- Adult athletic programs brought in \$4,464.41
- Field and court rentals/prep/lights brought in \$1,224.00

## JUNE 2019 - ATHLETICS REVENUE



June 2019 athletic activities currently in season as follows:

- Youth athletics
  - Murphey Candler baseball camps
  - Murphey Candler baseball dizzy dean tournaments
  - Murphey Candler softball tournaments
  - Murphey Candler softball camps
  - Atlanta colts spring passing league
  - Concorde soccer soccer summer tryouts
  - Concorde soccer summer camps
  - Concorde soccer summer soccer leagues
  - Elevate sports academy basketball
  - Level Up Basketball Camp
  - Up4Tennis classes
  - Outshine sports summer camp
  - Up4Tennis summer camp
  - UTA tennis leagues and lessons
- Adult athletics
  - Adult summer men's softball leagues
  - Adult summer coed softball leagues
  - Adult summer sand volleyball leagues
  - Adult summer flag football
  - GOKickball summer leagues
  - Up4Tennis lessons and classes
  - UTA tennis open play, leagues and lessons

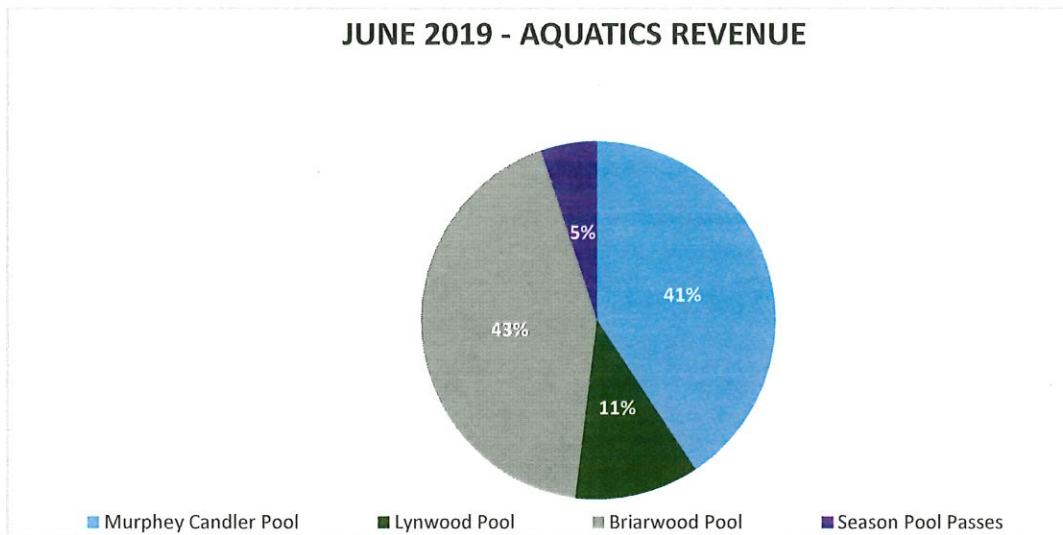


Athletics Division  
Activity Participation Summary Report - 2019

			June 2019
Adult Kickball			480
Adult Softball			660
Adult Flag Football			84
Adult Sand Volleyball			96
Youth Softball			0
Youth Baseball			0
Youth Soccer			725

June Aquatics Revenue Brought in: \$23,992.50

- Murphey Candler pool brought in \$9,755.00
- Lynwood pool brought in \$2,716.50
- Briarwood pool brought in \$10,271.00
- Season pool passes brought in \$1,250.00



June 2019 aquatic activities currently in season as follows:

- Youth aquatics
  - Murphey Candler Marlins summer swim team
  - Briarwood barracudas summer swim team
  - Georgia recreation and park association district swim competition
  - 44 Brookhaven swimmers advanced to state swim competition
  - Aurora special needs day camp
  - Outshine sports day camp
  - YMCA travel day camp
  - Ashford academy camp
  - Healthy youth day camp
  - Boys and girls club day camps
  - Wieuca Church camps
- Adult aquatics
  - Adult swim lessons
  - Adult swim only open swim.

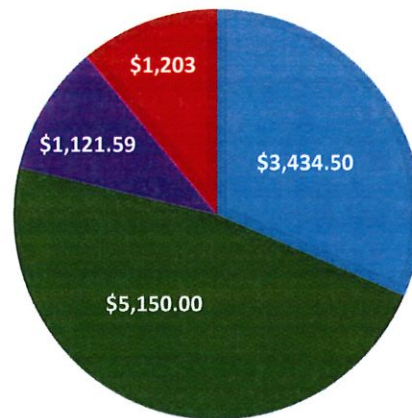
Youth Swim Team Participation Report	June 2019
Murphey Candler Marlins Swim Team	115
Briarwood Barracudas Swim Team	85

Revenue Brought In:

- Food truck vendor fees of \$50
- Teen dance partner fee of \$150
- Pet First Aid fees for \$308.14
- Summer art camp signups for \$260
- Fresh N Fit partner fee of \$68.45
- CMD partner fee of \$240.00
- Silver Sneakers drop-ins for \$45
- Open Gym/Passes brought in \$1,203 between both gyms
- Gym rentals brought in \$3,060
- Classrooms/pavilion/community room/APB rentals brought in \$3,100
- Non-resident fees brought in \$2,050
- Tennis court rentals brought in \$374.50
  - Total program signups/drop-ins/fees/rentals for June = \$10,909.09

### JUNE 2019 - PROGRAMMING REVENUE

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



### Special Events Division Monthly Report June 2019

#### Touch A Truck

- Continued to confirm trucks to attend event
- Received Go-Go Squeeze apple sauce for the event
- Secured 15 vehicles total for the event and 4 additional food trucks (snack type foods)
- Worked with PD on planning
- Executed the event successfully

#### Movie Nights

- Purchased and received our own movie screen & blower
- Successfully held the Murphey Candler Pool movie night
- Skyland movie night was rained out

#### Bark in the Park

- Event was successful
- Estimated around 350 people
- Sent thank you's to all vendors
- Will be handing this event off to the Brookhaven Dog Park group in the future



## Cherry Blossom

- Got in touch with Marist, will have to wait until the end of summer to talk parking.
- Alerted tennis and soccer about festival dates.
- Met with Patty to discuss next steps and transfer information to me.
- Began timeline
- Beginning stages of transportation plan
- Did leg work to find better pricing on banners for next year's needs
- Phone conference with Splash to relay information about next year's ideas
- Secured dates for next year's festival (March 21<sup>st</sup> for 5k, 28<sup>th</sup> and 29<sup>th</sup> for Festival)

## Light Up Brookhaven

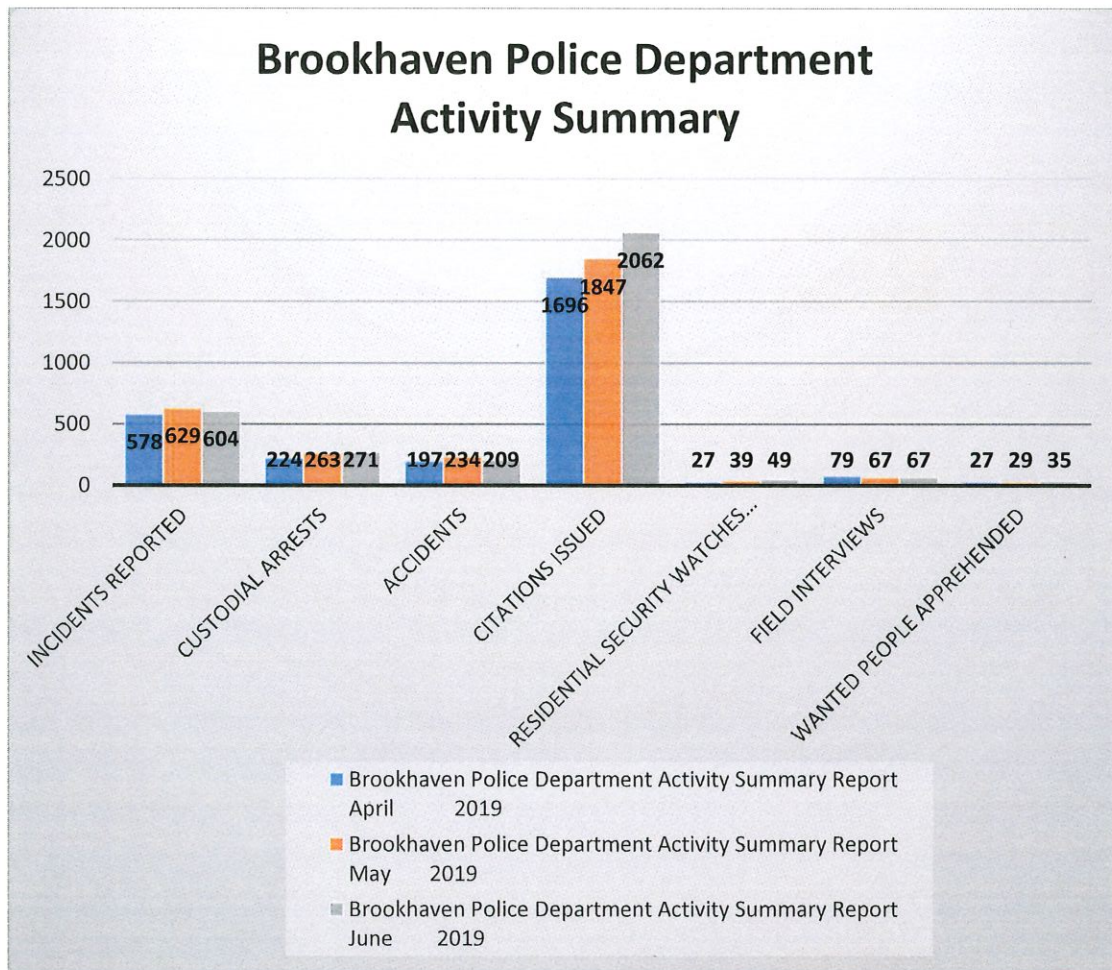
- Ordered arts and crafts for the interactive tent
- Did leg work on purchasing our own snow machines to save money
- Began researching ways to improve the event

## Other

- Attended Arts Committee Meeting
- Worked on Arts Committee park bond related items
- Worked on Arts Committee minutes
- Training for swim meets
- Training for pool deposits and pool expectations
- Assisted with pool concessions

**Police: June 2019**

<b>Brookhaven Police Department Activity Summary Report</b>			
	<b>April 2019</b>	<b>May 2019</b>	<b>June 2019</b>
Incidents Reported	578	629	604
Custodial Arrests	224	263	271
Accidents	197	234	209
Citations Issued	1,696	1,847	2,062
Residential Security Watches Requested	27	39	49
Field Interviews	79	67	67
Wanted People Apprehended	27	29	35



**Support Services – June 2019**

- 06/01/19- Officers Nino met with Cub Scout Pack 21 about bicycle safety.
- 06/04/19- Sgt. Kissel presented the Parks and Rec camera proposal to the Citizen’s review board.
- 06/14/19- Ofc. Nino met with the Mexican Consulate.
- 06/28/19- Ofc. Nino attended the Primrose family night.
- 06/29/19- Support Services participated in the Parks and Rec “Touch a Truck”

**Support Services**

REPORTS	OPEN	Officer Nino	Sergeant Kissel	Total
Incident Reports		3	1	4
Accident Reports		0	0	0
Patrol Assist		1	0	1
Arrests		0	1	1
Citations		4	1	5
Press Releases		0	0	0
Media Interviews		3	1	4

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

<b>MONTHLY REPORT: Part-Time Officers</b>	
POP Logged	0
Patrol Shifts	15
Citations	9
Warnings	44
Transport	12
Arrests	5
Child Safety Seat Install Classes	0
Shifts Worked	45
Court Service Hours	85
Traffic Enforcement Hours	24
Fleet Service Hours	120
Transport Hours for Uniform Patrol/NET	3
Training Hours	4



Monthly Report: K-9 Officers	Officer Fikes / K9 Dano	Officer Williams
Patrol Assist	72	89
Other Agency Assist	0	1
Training Hours	24	39.5
Search Warrants	1	0
Citations	2	24
Warnings	5	19
Field Interviews	0	2
Felony Arrests	0	1
Misdemeanor Arrests	6	2
City Ordinance Arrests	0	1
Wanted Person Located	1	1
K-9 Search	2	0
K-9 Tracks	1	0
K-9 Related Arrests	2	0
K-9 Demonstrations / PR	0	0
Marijuana Seized	9.0 grams	0.0 grams
Cocaine Seized	0.0 grams	0.0 grams
Methamphetamine Seized	0.0 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	68
Total Motor Vehicle Stops	67
Total Citizen Contacts (combined Pedestrian & Traffic Violations)	140
Total Citations Issued	58
Total Warnings Issued	97
Felony Arrests	0
Misdemeanor Arrests	0
Arrest / Released on Copy	0
Wanted Persons Located	1

### 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 week of 06/03/19, Officer Jones attended Officer Survival training in Douglas County.
- On 06/26/19, Officer Jones installed child safety seats for the parent of triplets.
- On 06/26/19, Officer Jones gave an on-camera interview to Macon, GA WMAZ Television about pedestrian safety. The interview will air in the coming weeks.

### Criminal Investigations Division

June 2019 - Criminal Investigations Report	
Total Reports Handled	189
Total Reports Cleared INACTIVE	164
Total Reports Exceptionally Cleared	11
Total Reports Unfounded	6
Total Arrests by Investigators	21
Warrants Obtained Pending Arrest	7
Search Warrants	4
Total Cases "ACTIVE" on June 30, 2019	227

## **ChatComm 911 Executive Overview: June 1, 2019 – June 31, 2019**

**911 Answer Time:** In June 2019, ChatComm 911 answered 93% of all incoming phone calls within ten seconds and 98.7% of all incoming phone calls were answered within thirty seconds.

**Call Processing Time:** This Month, ChatComm 911 processed 98.9% of all high priority calls for service and 95.3% of all low priority calls for service within sixty seconds.

**Monthly Phone Call Volume:** For the month of June 2019, ChatComm 911 handled a total of 33,109 phone calls.

- 70.3% (23,275) were incoming phone calls which are treated as potential emergencies and handled as 911 calls regardless of the line the call is received on.

- o 13,488 of those calls were received on the 911 trunks. 2,047 of the 911 calls received were abandoned 911 calls (where the caller disconnects the line prior to speaking with a calltaker).

- o 7,740 calls were received on administrative and alarm lines but treated as 911 calls.

- The remaining 29.7% (9,834) of the phone calls handled by ChatComm 911 in June 2019 were outgoing phone calls.

**Overall Phone Call Volume:** Since September 2009, ChatComm 911 has answered a total of 2,412,272 incoming phone calls. Of those calls, 1,498,996 (62.1%) were received on 911 trunks and 913,276 (37.9%) came in on 10-digit phone lines.

**Monthly Incident Volume:** ChatComm 911 handled a total of 36,295 incidents in June 2019.

- 63.5% (23,056) of the incidents created were officer-initiated incidents, which include traffic stops, business & residential checks, and other calls created by officers.

- 33% (11,990) of the incidents were dispatched incidents.

- The remaining 1,249 (3.5%) of the incidents were transferred via CAD to Dekalb for EMS and Fire Dispatch.

- Sandy Springs incidents comprised 35.5% (12,886) of the total incident volume.

- o 10,914 incidents were Sandy Springs Police Department incidents.

- o 1,349 incidents were for Sandy Springs Fire Rescue. o 623 incidents were EMS calls for service in Sandy Springs.

- Johns Creek incidents were 21.3% (7,720) of the total incident volume.

- o 6,948 incidents were Johns Creek Police Department incidents.

- o 445 incidents were for Johns Creek Fire Department.

- o 327 incidents were EMS calls for service in Johns Creek.

- Dunwoody incidents accounted for 14.4% (5,241) of the total incident volume.



- Brookhaven incidents were 25.3% (9,199) of the total incident volume.
- Dekalb Fire and EMS (for the Cities of Brookhaven and Dunwoody) incidents were 3.5% (1,249) of the total incident volume.
  - o 687 incidents were Fire calls for service in Brookhaven or Dunwoody
  - o 562 incidents were EMS calls for service in Brookhaven or Dunwoody.

**Overall Incident Volume:** By the end of June 2019, ChatComm 911 handled 3,296,241 incidents since “go-live” in September 2009. 2,914,155 (88.4%) of those were law enforcement incidents; 217,732 (6.6%) of those were fire department incidents; and 164,354 (5.0%) of those were EMS incidents.

**EMD & EFD Compliance:** For the month of June 2019, 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 June was 97%.
- The Emergency Fire Dispatch QA compliance for June was 97%.

[Note: EMD and EFD compliance data lags performance data by one month.]

## **Public Works: June 2019**

### **Major Initiatives Completed**

- 2019 Paving is completed - Contractor is working on the Punch List.
- Sidewalks on Cortez Lane - PO was issued on 6/14/19. Work to begins on 7/01/19.
- Sidewalks on Curtis Drive - PO was issued on 6/13/19. Work to begin after Cortez Lane.

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

- Brookhaven Public Safety Building- Council approved Construction agenda on 6/25/19.
- ADR/Peachtree Intersection Design - Right of Way Acquisition, In progress.
- Trash Rack Installation at Murphy Candler- Working on a Contract.
- QT/AMR Building - Renovation underway, waiting on DeKalb County to setup water account.

### **Ongoing Coordination**

- PTOG 5-year Grant coordination w/ PCID
- RTOP 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**

- 6/04/19 Brookhaven PCG Project meeting
- 6/04/19 Buford Springs Connector Study meeting
- 6/07/19 Public Safety Building Opening Bid
- 6/12/19 Site Visit to City of Lilburn's New Police Station with Chief Yandura
- 6/14/19 Meeting with BM & K Construction
- 6/17/19 N. Druid Hills IMR Follow up meeting with CHOA
- 6/18/19 RTOP Zone 8 Stakeholder meeting
- 6/20/19 Water / Wastewater Master Plan, Stakeholder group status meeting
- 6/25/19 I-285/GA 400 – Monthly Coordination Meeting
- 6/28/19 Emory / Brookhaven Development Meeting

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

- Permits issued YTD: **132**
- Permits issued this month: **24**

**Stormwater Performance Measures (OPTECH)**

June 2019			
ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE
Priority 1	1	1	0%
Priority 2	1	1	0%
Priority 3	12	9	75%
<b>Total</b>	<b>14</b>	<b>11</b>	<b>64%</b>

**Maintenance Work Performance Measures (OPTECH)**

June 2019			
ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE
Priority 1	13	10	77%
Priority 2	0	0	0%
Priority 3	4	0	0%
<b>Total</b>	<b>17</b>	<b>10</b>	<b>59%</b>

**CIP Performance Measures (LOWE)**

SIDEWALK: YEAR TO DATE		
Number of Sidewalks funded by Council in 2019	Number of Sidewalks completed in 2019	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	21	12	4							<b>71</b>
Downed Lines	1	1	3	0	0	4							<b>9</b>
Pavement/Potholes	22	31	34	30	16	15							<b>148</b>
Right of Way/Trash	9	18	27	26	9	5							<b>94</b>
Sidewalk	4	6	9	2	3	9							<b>33</b>
Stormwater	16	13	7	15	8	6							<b>65</b>
Street Lights	6	4	3	3	3	0							<b>19</b>
Street Sign	15	9	12	10	8	6							<b>60</b>
Street Striping	0	1	0	0	3	2							<b>6</b>
Traffic Signal	14	5	3	4	10	10							<b>46</b>
Trees	12	2	4	18	1	13							<b>50</b>
<b>Total Service Requests</b>	<b>115</b>	<b>98</b>	<b>112</b>	<b>129</b>	<b>73</b>	<b>74</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>601</b>



**Completed Work Orders**

<b>2019</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
<b>Street Maintenance</b>													
Sidewalk Repairs	0	4	4	0	2	3							<b>13</b>
Curb Repairs	2	3	5	0	11	4							<b>25</b>
Potholes	10	12	14	12	5	6							<b>59</b>
Patching	8	5	11	5	7	6							<b>42</b>
Street Lights	2	0	0	0	0	0							<b>2</b>
Signs	10	13	11	5	5	6							<b>50</b>
<b>Traffic Signals</b>													
Signal Repairs	17	8	12	8	20	13							<b>78</b>
<b>ROW Maintenance</b>													
Tree Removal	5	2	5	13	4	5							<b>34</b>
ROW Maintenance	5	4	7	12	11	11							<b>50</b>
<b>Stormwater</b>													
Stormwater	16	16	14	9	5	14							<b>74</b>
<b>Total Work Orders</b>	<b>75</b>	<b>67</b>	<b>83</b>	<b>64</b>	<b>70</b>	<b>68</b>							<b>427</b>

## **Finance: June 2019**

### **June 30, 2019 Financial Report in Brief**

The June 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 June 2019 were \$209,552 more than they were this time last fiscal year. The building permits were very strong in 2018, thus causing a reduction of \$790,747 in the beginning of the current year. The Sidewalk Bank Collections are up from 2018 offsetting the reduction in regular permitting. Court fines and forfeitures are up in 2019, by \$266,581. Alcohol Excise Taxes are up by \$126,649 due to the collection of revenues from an audit of the taxes. Aggressive initiatives have included working with local banks to gain the highest interest yields.

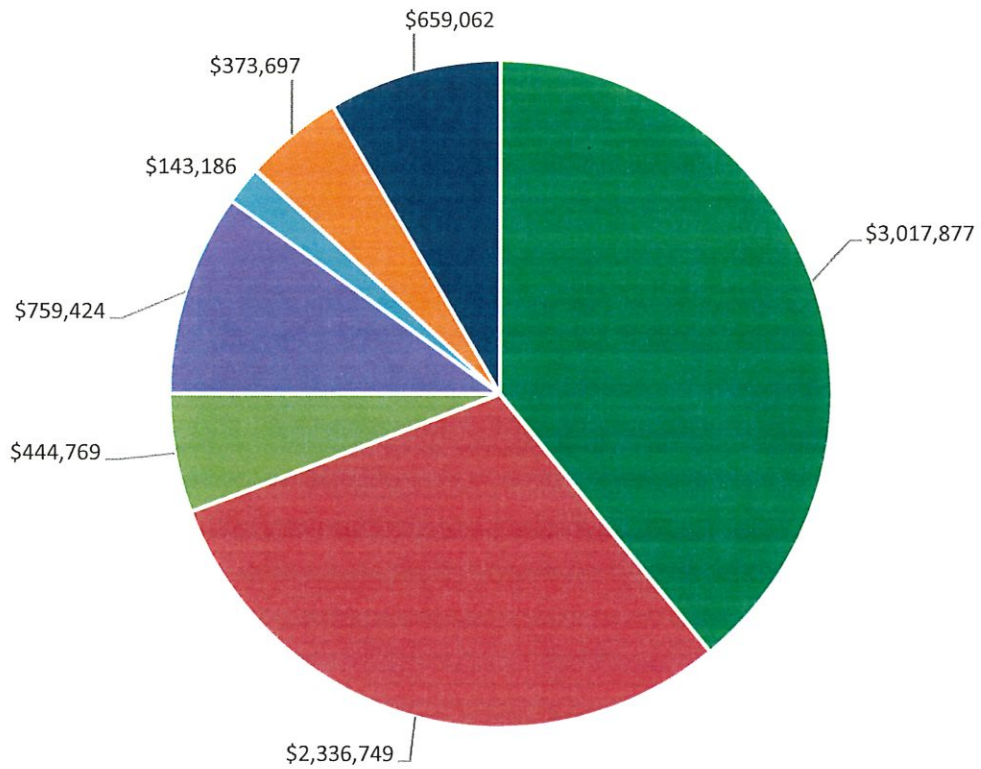
Total General Fund expenditures are up from last year in total by \$2,750,572. The Council approved an increase in Police salaries; the department is fully staffed, and the salaries and benefits are up as a result by \$463,473. The Park expenses for 2019 are up by \$528,594 primarily due to the costs associated with the turf installation at the Ashford Elementary field turf. 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. In June 2019 the reserve for future capital projects was moved to the Capital Improvement Fund to contribute to the additional financing for the Public Safety Building; General Fund contribution was \$1,867,906.

**City of Brookhaven**  
**BUDGET COMPARISON REPORT - GENERAL FUND - REVENUES**  
**For The Month Ended June 30, 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	\$ 187,356	\$ 9,737,797	\$ 87,866	\$ (9,649,931)	0.90%
Motor Vehicle Tax & Title Ad Valorem Tax	43,000	35,105	61,000	27,137	(33,863)	44.49%
Recording Intangible Tax	110,700	22,054	121,715	27,540	(94,175)	22.63%
Real Estate Transfer Tax	36,000	15,341	39,893	11,903	(27,990)	29.84%
Franchise Tax	4,081,300	220,676	4,263,579	226,374	(4,037,205)	5.31%
Alcoholic Beverage Excise Tax	1,025,700	451,486	1,093,754	578,134	(515,620)	52.86%
Energy Excise Tax	152,200	104,064	152,200	50,203	(101,997)	32.98%
Motor Vehicle Rental Excise Tax	51,000	16,754	40,805	114,066	73,261	279.54%
Business & Occupational Tax	2,400,000	1,923,885	2,250,000	1,787,688	(462,312)	79.45%
Insurance Premium Tax	3,115,000	9,522	3,266,496	19,000	(3,247,496)	0.58%
Financial Institutions Tax	35,000	58,170	58,170	63,262	5,092	108.75%
Penalties & Interest	11,500	42,735	51,220	24,704	(26,517)	48.23%
<b>Total Taxes</b>	<b><u>19,520,798</u></b>	<b><u>3,087,147</u></b>	<b><u>21,136,629</u></b>	<b><u>3,017,877</u></b>	<b><u>(18,118,752)</u></b>	<b><u>14.28%</u></b>
Licenses & Permits	3,344,600	2,922,068	3,367,269	2,336,749	(1,030,520)	69.40%
Charges for Services	675,000	450,507	515,000	444,769	(70,231)	86.36%
Fines & Forfeitures	956,700	492,842	1,225,000	759,424	(465,576)	61.99%
Miscellaneous Revenues	218,150	76,375	66,650	143,186	76,536	214.83%
Investment Earnings	15,000	17,138	30,000	373,697	343,697	1245.66%
Other Financing Sources	4,600,367	479,133	4,504,685	659,062	(3,845,623)	14.63%
<b>TOTAL REVENUES</b>	<b><u>\$ 29,330,615</u></b>	<b><u>\$ 7,525,210</u></b>	<b><u>\$ 30,845,233</u></b>	<b><u>\$ 7,734,762</u></b>	<b><u>\$ (23,110,471)</u></b>	<b><u>25.08%</u></b>



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

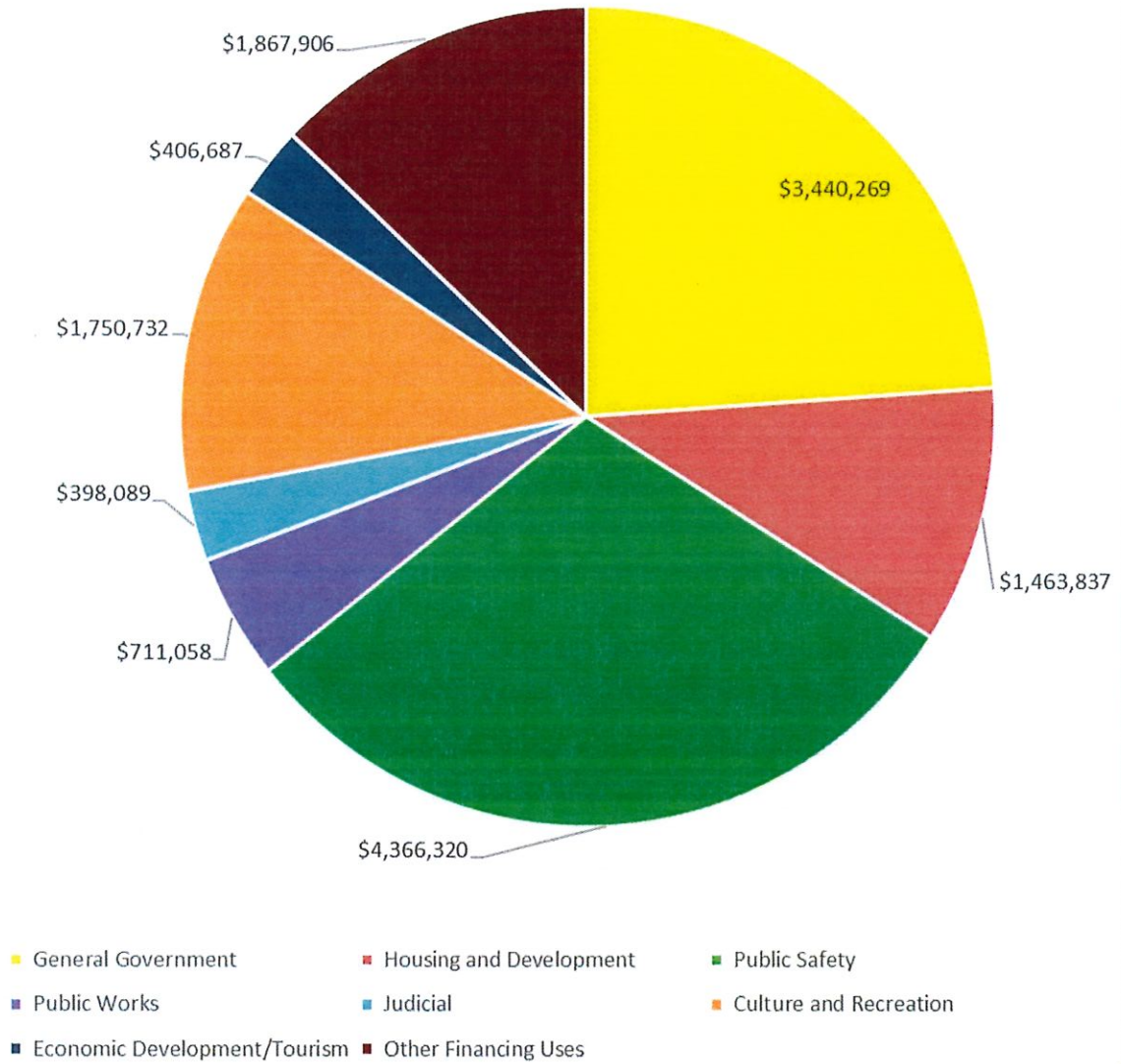


- Total Taxes
- Licenses & Permits
- Charges for Services
- Fines & Forfeitures
- Miscellaneous Revenues
- Investment Earnings
- Other Financing Sources

**City of Brookhaven - YTD through June 30, 2019**  
**Budget Comparison for General Fund Expenditures**

<b>Governmental Function</b>	<b>2018 Amended Budget</b>	<b>2018 YTD Transactions</b>	<b>2019 Amended Budget</b>	<b>2019 YTD Transactions</b>	<b>Variance from Budget</b>	<b>% of Annual Budget</b>
General Government	\$ 6,897,385	\$ 3,181,895	\$ 6,983,629	\$ 3,440,269	\$ 3,543,360	49.26%
Housing and Development	3,241,305	1,481,402	3,392,310	1,463,837	1,928,473	43.15%
Public Safety	8,571,786	4,060,535	9,136,299	4,366,320	4,769,979	47.79%
Public Works	3,598,521	607,606	1,901,888	711,058	1,190,830	37.39%
Judicial	601,636	262,150	866,900	398,089	468,811	45.92%
Culture and Recreation	3,379,061	1,222,138	3,900,499	1,750,732	2,149,767	44.88%
Economic Development/Tourism	784,244	392,626	449,850	406,687	43,163	90.41%
Other Financing Uses	<u>2,256,676</u>	<u>445,974</u>	<u>4,213,859</u>	<u>1,867,906</u>	<u>2,345,953</u>	<u>44.33%</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 29,330,615</u></b>	<b><u>\$ 11,654,326</u></b>	<b><u>\$ 30,845,233</u></b>	<b><u>\$ 14,404,898</u></b>	<b><u>\$ 16,440,335</u></b>	<b><u>46.70%</u></b>

GENERAL FUND EXPENDITURES BY GOVERNMENTAL ACTIVITY  
(JUNE 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 June 30, 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 June 30, 2019	<u>\$217,611</u>
--------------------------	------------------

**Police Programs/Activities**

An important element of community policing is the various police department programs and activities that promote interaction with our citizens and our police department. Whether the resources are provided to support general policing or the community programs, the receipts and disbursements are segregated to promote their designated purposes.

Police Programs	Balance December 31, 2018	Receipts	Disbursements	Balance June 30, 2019
Explorer Program	\$ 14,620	\$ 100	\$ (2,387)	\$ 12,333
Shop with a Badge/Cop	11,858	8,450		20,307
General PD Donations	810			810
K9 Donations	2,040			2,040
Police Bike Fund	1,000			1,000
<b>Totals</b>	<b>\$ 30,328</b>	<b>\$ 8,550</b>	<b>\$ (2,387)</b>	<b>\$ 36,491</b>