

TO: Mayor and City Council
FROM: Christian Sigman, City Manager *ams*
DATE: August 13, 2019
SUBJECT: July 2019 Departmental Highlights

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

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

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Brookhaven Connect Metrics: Monthly of July 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

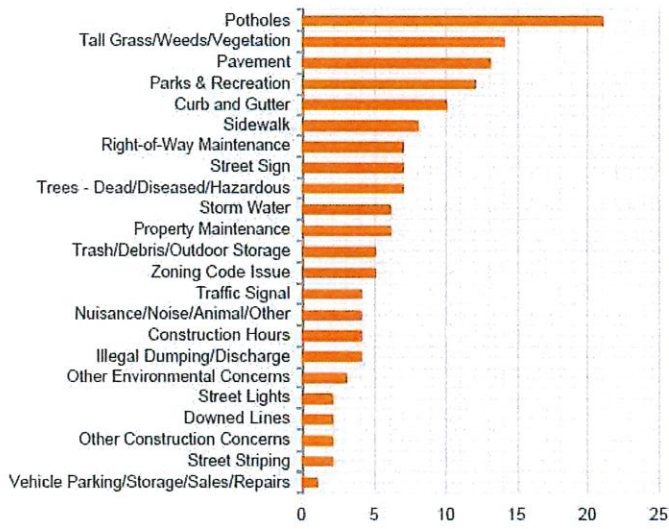


- Of the 149 service requests that were created 101 have been closed with 48 remaining open.
- To date, there are 1,578 registered Brookhaven Connect users; this represents an increase of 243 users since the beginning of the year.

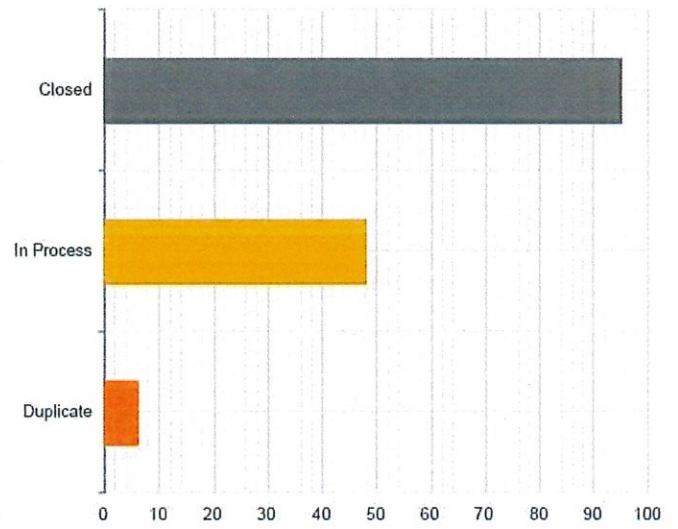
Statistics

Total Reports Created	149
Total Reports Open	48
Total Reports Closed	101
Average Reports Created per Day	4.656
Average Reports Closed per Day	3.156
Average Time to Close	4.065 Days
Fastest Closed Request Type	Storm Water (.029 Days)
Slowest Closed Request Type	Curb and Gutter (27.609 Days)
Most Common Request Type	Potholes
Least Common Request Type	Vehicle Parking/Storage/Sales/Repairs

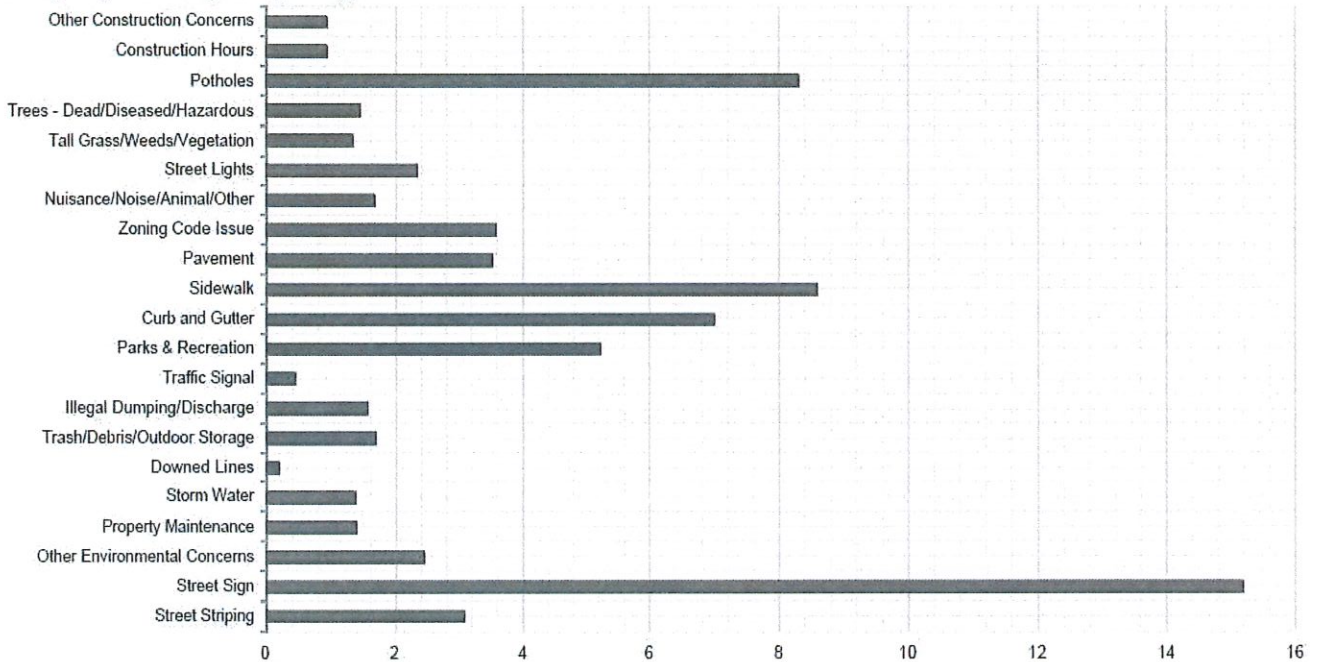
Request by Type



Request by Status



Average Days to Close per Request Type



Community Development: July 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	290					
New Single Family	11	6	10	10	4	10	8					
New Multi Family	1	0	1	1	2	0	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 July 2019			
File #	Address	Scope	Hearing Date
VAR19-00027	28070 Mabry Lane	Stream buffer variance	7/17/19
VAR19-00028	1451 Cheshire Way	Stream buffer and retaining wall variance	7/17/19
VAR19-00029	1469 Grant Drive	Lot coverage variance	7/17/19
VAR19-00030	2737 Carlton Place	Front yard and garage setback variance	7/17/19
VAR19-00031	3877 Peachtree Road	Sidewalk reduction variance	7/17/19

Community Development ZBA/Variations Heard in July 2019				
File #	Address	Scope	Hearing Date	Action
VAR19-00019	1401 Wilford Drive	Lot coverage variance	7/17/19	Withdrawn without Prejudice
VAR19-00023	4103 Chippewa Place	Stream buffer variance	7/17/19	Approved with Conditions

Community Development Rezoning Filed in July 2019

File #	Address	Scope	PC Hearing Date	CC Hearing Date
LUP19-00012	1515 Grant Drive		9/4/19	9/24/19
LUP19-00013	3095 & 3099 Fala Place	Rezoning from RS-75 to RS-50	9/4/19	9/24/19

Community Development Rezoning Heard in July 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 July 2019

Inspections & Follow-ups	1,264
Violations	347
Violations Created Per Day	~11
Courtesy Warnings/Placards	189
Residential Citations	0
Commercial Citations	0
Total Street Miles Patrolled	1,693
Total Requests Created	199
<i>Department-Generated Inspections</i>	149
<i>Brookhaven Connect/CitySourced Requests Created (public generated)</i>	50
Brookhaven Connect/CitySourced Requests Received / In Process	4

Brookhaven Connect/CitySourced Requests Closed / Abated / Duplicated / Not an Issue	46
Average # of Reports Created per Day	2
Average # of Reports Closed per Day	2
Average Time to Close	2 days
Signs Removed	240

Building Inspection Activity July 2019	
Plan reviews	102
Building inspections	849
Building inspections percent pass/fail	76.44%/23.56%

Fire Marshal Activity July 2019	
Plan reviews	51
Inspections	96
Inspections percent pass/fail	82%/18%

Key Land Development Activity/Review July 2019	
Land Development Enforcement & Inspection Activity	
Tree removal permits	54
Stop Work Orders issued	8
Courtesy warnings issued (Notice of violation)	13
Environmental Inspections	267
Environmental Court Summons	0
N/A	
Land Disturbance Permit Review	
CHOA - North Druid Hills Campus – 1432 Tullie Road	
Townes at High Line Amenity Area – 2096 Pine Cone Lane	
9009 Perimeter Summit Parking Garage – 4150 Parkside Drive	
MT-01 Ashford Dunwoody Rd Improvements – 4572 Peachtree Road	
Evins Walk (fka Townes at High Line) Amenity Area Rev1 – 2096 Pine Cone Lane	
CHOA Utility Relocation – 1745 Tullie Circle	
CHOA NDH Trauma Dispatch Temp Entrance – 1645 Tullie Circle	
Briarwood Road Right Turn Lane Extension – 1599 Briarwood Road	
Windsor Parkway @ Osborne Roundabout – 3147 Osborne Road	
CHOA NDH Trauma Dispatch Temp Entrance – 1645 Tullie Circle	
Land Disturbance Permits Issued	3

The Ashford Clubhouse – 1918 Johnson Ferry Road	
The Orchard at Brookhaven – 3523 Tullie Circle	
CHOA Utility Relocation – 1745 Tullie Circle	
Plat Review Activity	9
Skyland Brookhaven-Final Plat – Tracts 1, 2, 3 – 2527 Skyland Drive	
Saadat Masouri Preliminary Plat – 1776 North Druid Hills Road	
2650 & 2662 Mabry lot reconfiguration – 2650 Mabry Road	
1065 Farmington Lane Combo – 1065 Farmington Lane	
Halstead Final Plat – 1330 North Druid Hills Road	
Ay on Gail Drive Preliminary Plat (combine 2 then subdivide to 4) – 1762 North Druid Hills Road	
2469 Oostanula Dr. Lot Split – 2469 Oostanula Drive	
1301 Sylvan Cir Lot Split – 1301 Sylvan Circle	
2650 & 2662 Mabry lot reconfiguration – 2650 Mabry Road	
Plats Approved	0
1809 Remington Road combo – 1795 Colt Drive	

Municipal Court: July 2019

July 2019

2019

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Case Filings	649	753	566	777	716	641	787					
Number of Court Dockets	8	8	8	9	9	8	9					
Number of Defendants on dockets	453	430	472	502	470	445	501					
Number of Cases on Dockets	633	599	672	755	684	682	751					

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	85,230.04
Contempt Charge	300.00
Processing Fee	16,534.00
Cash Bonds	26,866.00
Indigent App Fee	0.00
Revenue Collected-Diverse Agencies	28,350.96
Pre-Trial Fee	0.00
CB-Applied	11,630.00
Bond Forfeiture	0.00
Overage	0.00
Restitution	0.00
NSF	0.00
Monthly Cash Collections	168,911.00
Paid to Diverse Agencies	28,350.96
Cash Bond Refunds/Returned	9,594.00
Overage Refund	0.00
Restitution Paid	0.00
Total Paid Out	37,944.96
NET	130,966.04

Office of City Clerk: July 2019

City Clerk's Office and Legislative Activities – July 2019		
	Open Record Requests	30
	Agendas/Agenda Packets Managed (Included Audit Community., Dev. A., Charter Comm., And Facilities Authority)	3
	Minutes Composed (Council, Dev. Auth., and Facilities Authority)	3
	Executive Sessions Held (Council and Dev. Auth. Only)	1
Ordinances/No.	July 2019 – Description	Appr. Date
ORD 2019-07-01	Amending Section 27.388, Building Densities and Heights– S. of I85	07/23/2019
ORD 2019-07-02	Amending Section 27.1363 and 27.776-Elec. Charging Stations	07/23/2019
ORD 2019-07-03	Amending Section 27.629 – Short Term Rental Fees Setting	07/23/2019
ORD 2019-07-04	Amending Chapter 14, Sec. 14.187 – Adding Character Area Study	07/23/2019
ORD 2019-07-05	Amending Section 14-677 - Sidewalks – Community Development	07/23/2019
ORDRZ 2019-07-04	LUP 19-00008/cv19-00004-Lot 20, 1016 Fairway Estates	07/23/2019
ORDRZ 2019-07-05	LUP 19-00009 – Rezoning to RS-50 – 3225 Osborne Road	07/23/2019
ORDRZ 2019-07-06	LUP 19-00007 – Rezoning 1301 Sylvan Circle to RS-50 with Cond.	07/23/2019
Resolutions/No.	July 2019 – Description	Appr. Date
RES 2019-07-01	Agreement with DeKalb County Transit Plan	07/23/2019
RES 2019-07-02	Acceptance of Atlanta Hawks Found. Improvements/Lynwood Park	07/23/2019
Department	Contracts/Agreements Approved by Council – July 2019	Appr. Date
Police Dept./Admin.	Chattahoochee River 911 Authority Amendment to IGA	07/23/2019
Parks and Rec.	New Image Roofing – New Roof for Lynwood Park Rec. Center	07/23/2019
Appointments – July 2019		Appr. Date
Mayor and Council	Jeff Carlson to the Brookhaven Convention & Visitors Bureau	07/23/2019
Proclamations and Presentations		Date
None		
Department	Policies Approved by Council – July 2019	Appr. Date
None		

Open Records Completed Requests – Office of City Clerk – July 2019

Date of Request	Request #	Name	Description
07/01/2019	PRR-238-2019	Fred Phan	HR file on himself
07/03/2019	PRR-239-2019	Autumn Haedrich	June Building Permits Report
07/08/2019	PRR-240-2019	Robin Davis	June Building Permits Report
07/08/2019	PRR-241-2019	Priyanka Mahalanabis	Information on 2304 Poplar springs
07/08/2019	PRR-242-2019	Helen Stahel	Information on 2665 Buford Hwy
07/08/2019	PRR-243-2019	Lucia Coppola	Court cases information
07/11/2019	PRR-245-2019	Frank Brown	Information on Savoy Dr
07/11/2019	PRR-246-2019	Matthew Dossey	Information on 2930 Ringle Road
07/12/2019	PRR-247-2019	Greg Gibbs	Code enforcement violations
07/12/2019	PRR-248-2019	Thomas Shepard	Information on 1664 Foresta Court
07/12/2019	PRR-249-2019	Thomas Shepard	Emails on 1664 Foresta Court
07/14/2019	PRR-250-2019	Sabrina Alvin	Water service information
07/15/2019	PRR-251-2019	Priyanka Mahalanabis	Information on 2304 Poplar springs
07/16/2019	PRR-252-2019	Jamie L Yawn	Information on 1084 Antioch Drive
07/16/2019	PRR-253-2019	Carina Perez	Code violations information
07/17/2019	PRR-254-2019	Eric Patterson	Information on 2379 Bynum Road
07/18/2019	PRR-256-2019	Sharon Robertson	Multifamily units' information
07/22/2019	PRR-257-2019	Cammi Jones	Information on CE19-00974 – Right of Way Viol.
07/23/2019	PRR-258-2019	Jason Mooney	Information on the Mayor's trip to Hawaii
07/24/2019	PRR-259-2019	James Kickman	Information on 1105 Town Brookhaven
07/25/2019	PRR-260-2019	Lisa Blevins	Tree Plan for 1518 Grant Drive
07/26/2019	PRR-262-2019	Caitlin Berry	Information on 2556 Apple Valley
07/29/2019	PRR-264-2019	Dyana Bagby	Emails from Balch to Council about mural
07/29/2019	PRR-265-2019	Dyana Bagby	Violation issue to Marty Scheufele
07/29/2019	PRR-266-2019	Ronnie Donaldson	Permit for 2628 N Thompson Road
07/29/2019	PRR-267-2019	Figur Lowell	Building plans information
07/29/2019	PRR-268-2019	Daman Akram	Information on 3929 Peachtree Road
07/29/2019	PRR-269-2019	Reshma Adtani	Building Permits Information
07/30/2019	PRR-271-2019	Andrew Mailhot	Information on 1659 Dresden Drive
7/30/2019	PRR-272-2019	Gretchen Mooney	Information on the Mayor's trip to Hawaii

Communications: July 2019

- Produced Fall Activity Guide
- Staffed Mayor’s Town Hall
- Staffed Coffee with a Councilwoman
- Distributed Spanish Activity Guides, Newsletters and Annual Report
- Launched Spanish Instagram page
- Relaunched English Instagram page
- Participated in Planning Committee for GMA’s annual Communications Conference
- Participated in judging of 3CMA’s National Savvy Awards
- Facilitated DeKalb TV’s Census spots with Mayor and LAA
- Created web page for False Alarm information
- Created video for social media of tree relocations
- Photographed utility work on Dresden for social media
- Created “Rain in the Drain” PSA flyer for Stormwater department in English and Spanish
- Created Doggy Dip Day flyer
- Press releases, e-blasts & notifications:
 - Brookhaven Beat
 - Stormwater improvements on Stratfield Drive
 - Residents invited to Coffee with a Councilwoman
 - Brookhaven’s hidden homeless
 - Mayor John Ernst to host town hall
 - City Council wrap up
 - Council approves Hawks partnership
 - Council receives Sustainable Brookhaven presentation
 - National Night Out
 - Clairmont Road Plan public meeting
 - New Briarwood Park treehouse

Engagement reports (July):

	Posts	Subscribers	Subscriber growth (1 month)
E-blasts/press releases	15	4,229	+32
Facebook	50	6,556	+37
Twitter	39	3,852	+9
Next Door	25	18,254	+331
Instagram (English)	31	1,015	+55
Instagram (Spanish)	28	79	+79

Tourism: July 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 developed by Zehnder Communications through BCVB and a logo was designed to align with the city and BCVB.
- Restaurant Week is August 5-10 and Bingo cards are located at all Taste participating Restaurants. See Attached.
- More than 40 applications for all positions received in July. Will review and interview in August with September 1 start date, or based on Office finalization
- Completed phase 2 of Brand Strategy and will present assessment to Board of Trustees at August 9 Board Meeting. Brand Promise, Vision and Mission Statements to be presented
- Petrel 5K and Taste Brookhaven are on the outdoor boards in July through August 10
- 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. 12th Trustee approved by City Council, Jeff Carlson, Culinary.
- Second Lodging Partner Meeting to be held August 8 to present Brand Assessment
- Visit South Walton Restaurant Take-over with Hoffman Media on August 15 at Arnette's Chop Shop. Brookhaven culinary scene will be featured in print and online articles in addition to the take-over coverage. Bam!
- Coordinating a tour of the Carrollton Greenbelt with Mayor, Council and city leaders.
- Establishing a marketing partnership with Brookhaven Arts Festival as a signature event.

Information Technology: July 2019

General IT

- Helped to resolve issues with processing credit card payments; credit card issuer changed names
- Talked to Keymark about GIS and workflow project kick-off.
- Received first invoice for JustFOIA payments made online
- Created Crystal Report for COs with Valuations and added to City works production. Working on creating a monthly report to track sureties and bond instruments
- Added 2nd credit card terminal to Bus License desk to use for processing permits at the counter
- Completed Granicus training
- Added new Board for general applications in Granicus
- Fixed issue that prevented court from submitting to DDS
- Setup the NAS for SQL log transactions
- Replaced the Extron presentation switch

Month	2014	2015	2016	2017	2018	2019
	Tickets Closed	Tickets Closed	Tickets Closed	Tickets Closed	Tickets Closed	Tickets Closed
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	161
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	
Total	2,312	2,921	2,168	2,165	2,786	1,581

GIS

- ChatComm/CAD
- Updates are bi-monthly now
- Stormwater projects data and process updates
- Update of proposed sidewalks
- Coordinating database health check project
- Production support for Permitting software
- Ongoing map/data requests

Police Department

- Setup for new hires
- Deployed equipment in new patrol cars
- Fixed issue with self-service password portal
- Setup new phone tree for Police

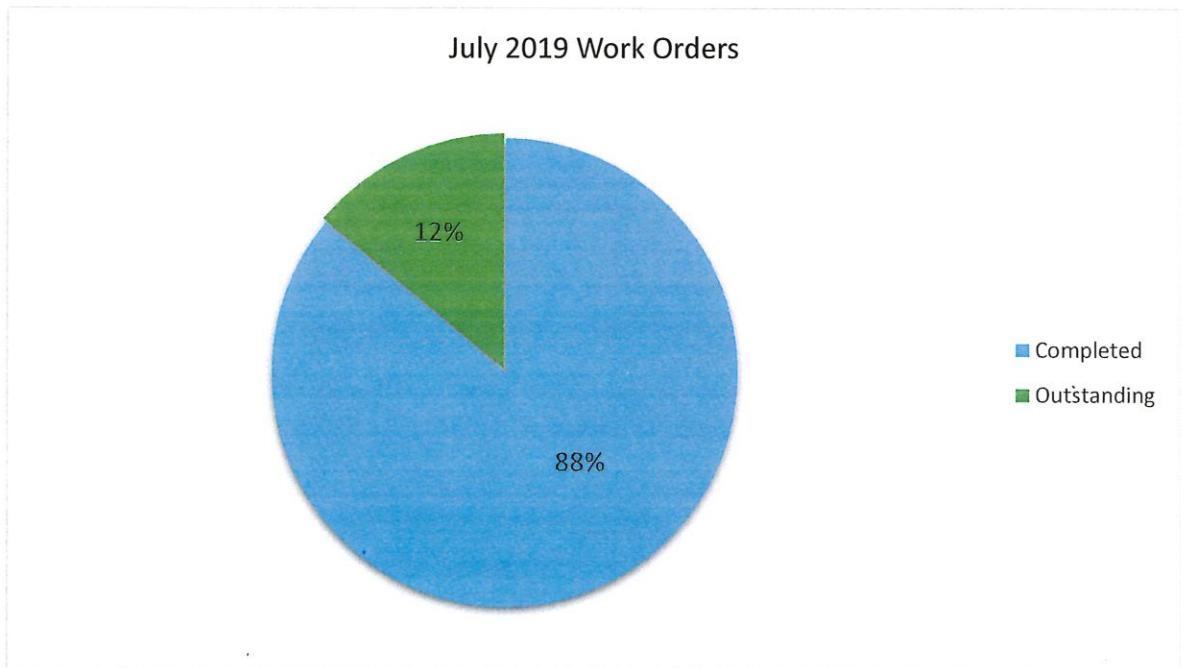
Parks and Recreation: July 2019

- Briarwood Trail Grant project bids has been received and is currently in review by staff. Staff is working on having the bid award for this project on the August 13th City Council agenda for award.
- Lynwood ADA Restroom project bids were received on July 24th. Staff has reviewed the bids and will have the bid award on the August 13th City Council meeting agenda.
- The donation from the Atlanta Hawks Foundation for the renovation of the two (2) outdoor basketball courts at Lynwood park along with the meeting room renovation was approved by the City Council at the July 24th City Council meeting. Work on this project is set to begin on August 28th.

Parks/Facilities and Grounds Maintenance Monthly Report July 2019

Monthly Work Order Summary (Internal w/Contractors)

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



July 2019 projects

- Tilled and smoothed area surrounding Windsor Drive welcome monument
- Repaired water fountain at Blackburn new playground
- Repaired sink at Blackburn new playground
- Repaired toilet at Lynwood Recreation center men's room

- Repaired slide at Brookhaven park playground
- Sprayed several wasp nests at Blackburn Pavilion
- Sprayed and removed large bee nest at Blackburn tennis center
- Replaced broken backboard at Briarwood CC
- Cut and removed fallen tree from Murphey Candler Park trail
- We had 8 requests for work all, but one has been completed- still must mulch the Windsor welcome monument
- Removed the Dog Waste Station from Clack's Corner Park at the direction of the District Representative

July 2019 - Janitorial Totals

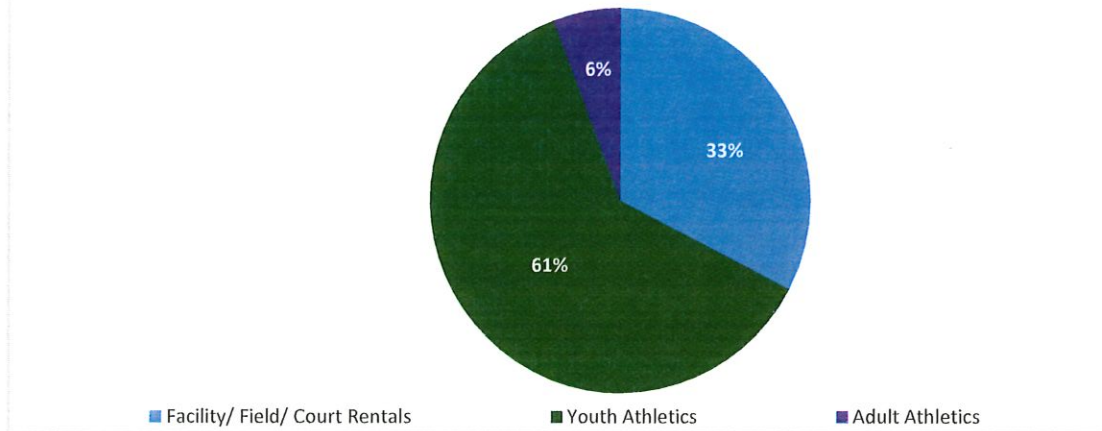
	Trash Bag Count	Toilet Paper	Doggie Pot	Hand Soap	Paper Towels
Ashford Park	86	60	2	2	1
Blackburn Park	713	128	22	8	11
Briarwood Park	126	77	3	2	2
Brookhaven Park	176	0	27	0	0
Clack's Corner	3	0	1	0	0
Fernwood Park	26	0	27	0	0
Georgian Hills Park	56	0	2	0	0
Lynwood Park	144	0	4	0	0
Murphey Candler Park	236	61	8	2	2
Parkside Park	29	0	2	0	0
Skyland Park	101	126	4	2	3
Totals	1,696	452	101	16	19

Athletics Division Monthly Report
July 2019

July Athletic Revenue Brought in: \$9,098.50

- Youth athletic programs brought in \$5,604.50
- Adult athletic programs brought in \$525.00
- Field and court rentals/prep/lights brought in \$2,969.00

JULY 2019 - ATHLETICS REVENUE



July 2019 athletic activities currently in season as follows:

- Youth athletics
 - Murphey Candler baseball dizzy dean tournaments
 - Murphey Candler softball tournaments
 - Murphey Candler travel softball
 - Atlanta colt's youth fittings and evaluations
 - Concorde soccer summer skills camps
 - Concorde soccer Maccabi Olympics games
 - Concorde soccer summer soccer leagues
 - Elevate sports academy basketball
 - 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

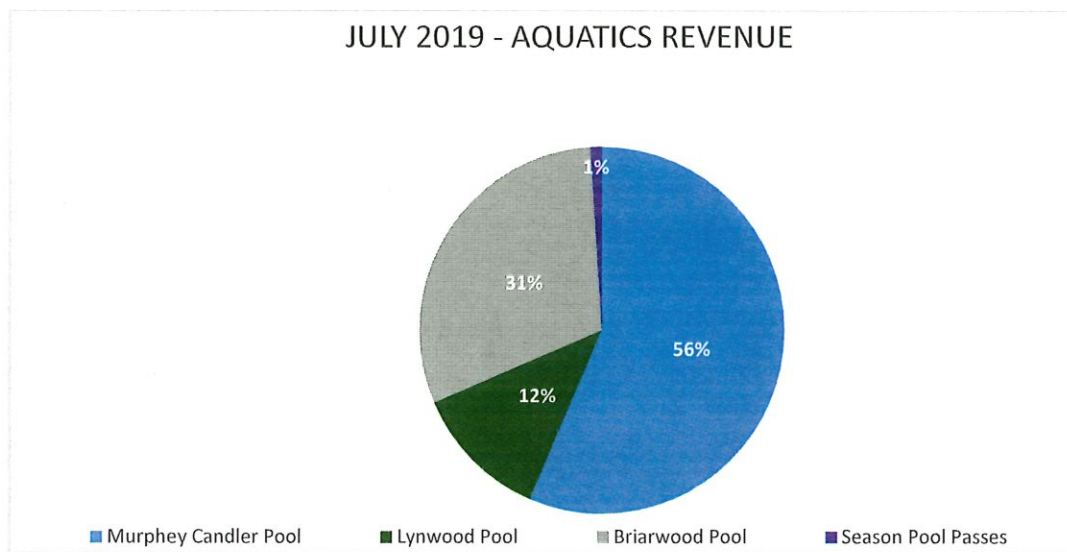
Athletics Division
Activity Participation Summary Report
July 2019

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

Aquatics Division Monthly Report
July 2019

July Aquatics Revenue Brought in: \$24,471.00

- Murphey Candler pool brought in \$13,805.00
- Lynwood pool brought in \$2,962.00
- Briarwood pool brought in \$7,454.00
- Season pool passes brought in \$250.00



July 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 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.

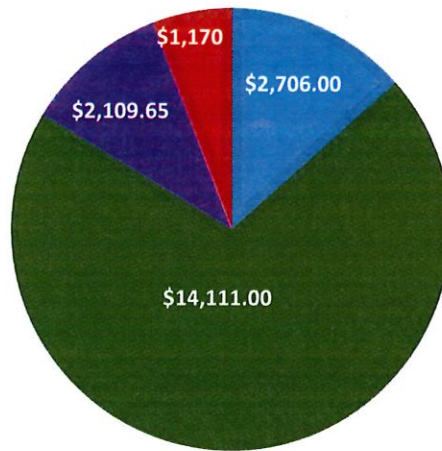
Aquatics Activity Participation Summary Report July 2019			
			July 2019
Murphey Candler Marlins Swim Team			115
Briarwood Barracudas Swim Team			85

July Program Revenue Brought In: \$20,096.65

- Food truck vendor fees of \$100
- Fall gymnastics signups for \$390
- LEGO camp signups for \$885
- Art class signups for \$384
- Fresh N Fit partner fee of \$68.15
- Pet Saver class partner fees of \$207.50
- Silver Sneakers drop-ins for \$75
- Open Gym/Passes brought in \$1,170 between both gyms
- Gym rentals brought in \$2,160
- Classrooms/pavilion/community room/APB rentals brought in \$3,380
- YMCA Blackburn Pavilion use for 2019 Summer Camp totaled \$10,000
- Non-resident fees brought in \$731
- Tennis court rentals brought in \$546

JULY 2019 - PROGRAMMING REVENUE

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



Special Events Division Monthly Report

Movie Nights

- Successfully held the Brookhaven Park movie night
- Briarwood pool movie night was rained out on the 13th, successfully held on the 26th

Paint the Park

- Purchased majority of supplies needed
- Began planning for changes in location and offerings

Cherry Blossom

- Started working on transportation plan/needs for 2020
- Fielded a few marketing questions (Groupon)
- Developed a signage plan
- Patty secured 5k race director
- Started measuring areas of the park to determine best safety procedures for concert layout
- Started proposal for the reorganization of PD at the festival

Light Up Brookhaven

- Researched and purchased necessary supplies to make sure the tree does not get shorted out by water
- Started process on reserving the stage and sound needs from RCS

Haunted Trail

- Began research on building a haunted trail
- Scoped out Briarwood as a backup location to Ashford Forest Preserve (potential parking issue)

Doggy Dip Day

- Secured a presenting sponsor and a tent sponsor (\$750 total)
- Began marketing efforts to get the word out early
- Worked with Ann Marie to get the website updated

Other

- Attended Arts Committee Meeting
- Worked on Arts Committee presentations for art in parks and bike racks
- Worked on Arts Committee minutes
- Learning outside Special Event permitting procedures
- Submitted events for the Fall Activity Guide

Police: July 2019

Brookhaven Police Department Activity Summary Report			
	May 2019	June 2019	July 2019
Incidents Reported	629	604	661
Custodial Arrests	263	271	259
Accidents	234	209	191
Citations Issued	1,847	2,062	2,228
Residential Security Watches Requested	39	49	40
Field Interviews	67	67	77
Wanted People Apprehended	29	35	43

Brookhaven Police Department Activity Summary Report			
	May 2018	June 2018	July 2018
Incidents Reported	583	620	681
Custodial Arrests	199	190	227
Accidents	200	210	194
Citations Issued	1,236	1,248	1,606
Residential Security Watches Requested	54	47	67
Field Interviews	88	71	83
Wanted People Apprehended	24	24	36

Support Services – July 2019

- 7/17/19 - St. Martin’s School Safety and security Walkthrough (Sgt. Murray)
- 7/19/19 - Brookhaven Police visits the El Salvadorian Consul (Ofc. Nino)
- 7/25/19 -Los Vincenos Meeting (Ofc. Nino)
- 7/29 through 8/1/19 - MACCBI Games (Sgt. Murray/Ofc. Nino)
- 7/31/19 - Fleetio program instruction at city hall (Sgt. Kissel)

Support Services

REPORTS	OPEN	Officer Nino	Sergeant Murray	Total
Incident Reports		3	1	1
Accident Reports		1	0	1
Patrol Assist		1	1	2
Arrests		0	0	0
Citations		3	0	3
Press Releases		0	0	0
Media Interviews		8	2	10

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

MONTHLY REPORT: Part-Time Officers	
POP Logged	3
Patrol Shifts	7
Citations	18
Warnings	56
Transport	19
Arrests	6
Child Safety Seat Install Classes	0
Shifts Worked	22
Court Service Hours	79
Traffic Enforcement Hours	24
Fleet Service Hours	12
Transport Hours for Uniform Patrol/NET	9
Training Hours	8

Monthly Report: K-9 Officers	Officer Fikes / K9 Dano	Officer Williams
Patrol Assist	76	118
Other Agency Assist	2	0
Training Hours	25	37
Search Warrants	0	0
Citations	3	24

Warnings	6	29
Field Interviews	0	6
Felony Arrests	0	1
Misdemeanor Arrests	3	2
City Ordinance Arrests	1	0
Wanted Person Located	1	0
K-9 Search	1	0
K-9 Tracks	1	0
K-9 Related Arrests	0	0
K-9 Demonstrations / PR	1	0
Marijuana Seized	4.0 grams	0.0 grams
Cocaine Seized	0.0 grams	1.0 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 K-9 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	69
Total Motor Vehicle Stops	84
Total Citizen Contacts (combined Pedestrian & Traffic Violations)	153
Total Citations Issued	82
Total Warnings Issued	99
Felony Arrests	0
Misdemeanor Arrests	1
Arrest / Released on Copy	2
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 07/10/19, Officer Jones attended the monthly MATEN Meeting, which was hosted by Cobb County P.D.
- On 07/11/19, Officer Jones gave a presentation to the Hispanic Citizen’s Police Academy.
- On 07/16/19, Officer Jones conducted a Pedestrian Safety Education event to the group, “Pequeño Corazon, Gigante Corazon” (meaning ‘Little Hearts, Big Hearts’). This is a local group of parents participating in an autistic children’s support group.
- On 07/18/19, Officer Jones participated in the PEDS meeting.
- On 07/19/19, Officer Jones conducted a Pedestrian Safety Exhibit for YMCA Cowart Center Travelers Summer Camp at Briarwood Park. On this same date, she also assisted a citizen with the installation of a child safety seat.

Criminal Investigations Division

July 2019 - Criminal Investigations Report	
Total Reports Handled	279
Total Reports Cleared INACTIVE	218
Total Reports Exceptionally Cleared	12
Total Reports Unfounded	16
Total Arrests by Investigators	22
Warrants Obtained Pending Arrest	34
Search Warrants	4
Total Cases “ACTIVE” on July 31, 2019	227

ChatComm 911 Executive Overview: July 1, 2019 – July 31, 2019

911 Answer Time: In July 2019, ChatComm 911 answered 93.5% of all incoming phone calls within ten seconds and 99% of all incoming phone calls were answered within thirty seconds.

Call Processing Time: This Month, ChatComm 911 processed 98.8% of all high priority calls for service and 95.6% of all low priority calls for service within sixty seconds.

Monthly Phone Call Volume: For the month of July 2019, ChatComm 911 handled a total of 34,243 phone calls.

- 71.1% (24,339) 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 13,496 of those calls were received on the 911 trunks. 2,188 of the 911 calls received were abandoned 911 calls (where the caller disconnects the line prior to speaking with a call taker).

- o 8,655 calls were received on administrative and alarm lines but treated as 911 calls.

- The remaining 28.9% (9,904) of the phone calls handled by ChatComm 911 in July 2019 were outgoing phone calls.

Overall Phone Call Volume: Since September 2009, ChatComm 911 has answered a total of 2,436,611 incoming phone calls. Of those calls, 1,514,680 (62.2%) were received on 911 trunks and 921,931 (37.8%) came in on 10-digit phone lines.

Monthly Incident Volume: ChatComm 911 handled a total of 39,072 incidents in July 2019.

- 64.5% (25,191) of the incidents created were officer-initiated incidents, which include traffic stops, business & residential checks, and other calls created by officers.

- 31.9% (12,487) of the incidents were dispatched incidents.

- The remaining 1,394 (3.6%) of the incidents were transferred via CAD to Dekalb for EMS and Fire Dispatch.

- Sandy Springs incidents comprised 34.31% (13,405) of the total incident volume.

- o 11,132 incidents were Sandy Springs Police Department incidents.

- o 1,339 incidents were for Sandy Springs Fire Rescue.

- o 934 incidents were EMS calls for service in Sandy Springs.

- Johns Creek incidents were 20.72% (8,095) of the total incident volume.

- o 7,394 incidents were Johns Creek Police Department incidents.

- o 404 incidents were for Johns Creek Fire Department.

- o 297 incidents were EMS calls for service in Johns Creek.

- Dunwoody incidents accounted for 15.45% (6,037) of the total incident volume.

- Brookhaven incidents were 25.95% (10,141) of the total incident volume.
- Dekalb Fire and EMS (for the Cities of Brookhaven and Dunwoody) incidents were 3.57% (1,394) of the total incident volume.
 - o 755 incidents were Fire calls for service in Brookhaven or Dunwoody
 - o 639 incidents were EMS calls for service in Brookhaven or Dunwoody.

Overall Incident Volume: By the end of July 2019, ChatComm 911 handled 3,338,232 incidents since “go-live” in September 2009. 2,951,431 (88.4%) of those were law enforcement incidents; 220,448 (6.6%) of those were fire department incidents; and 166,353 (5%) of those were EMS incidents.

EMD & EFD Compliance: For the month of July 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 July was 96%.
- The Emergency Fire Dispatch QA compliance for July was 98%.

Public Works: July 2019

Major Initiatives Completed

- 2019 Paving – The contractor continues to work on the punch list.
- Sidewalk – Redding Road Gap Fill P.O. was issued on 7/03/19.

Major Initiatives in Progress/Upcoming

- Brookhaven Public Safety Building, working with the Contractor to sign the Contract.
- Sidewalk – On Cortez Lane, construction in progress, with 30% of the sidewalk completed, and granite curbs 50% completed as of 7/29/19.
- ADR/Peachtree Intersection Design – Right of Way Acquisition, In progress.
- Trash Rack Installation at Murphy Candler – Working on the contract.
- QT/AMR Building– Renovation underway, water account has been setup.

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

- 7/02/19 Emory/Brookhaven Development Meeting
- 7/30/19 Briarwood Park Pool Project – Pre- Bid Meeting
- 7/30/19 285/400 – Monthly Coordination Meeting

ROW Encroachment Permits (including Dumpsters/Road Closures)

- Permits issued YTD: **147**
- Permits issued this month: **15**

Stormwater Performance Measures (OPTECH)

July 2019			
ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE
Priority 1	1	1	100%
Priority 2	0	0	0%
Priority 3	27	6	22%
Total	28	7	25%

Maintenance Work Performance Measures (OPTECH)

July 2019			
ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE
Priority 1	21	20	95%
Priority 2	3	1	33%
Priority 3	8	1	13%
Total	32	22	69%

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%

Finance: July 2019

July 31, 2019 Financial Report in Brief

The July 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 July 2019 were \$677,391 more than they were this time last fiscal year. The building permits were very strong in 2018, thus causing a reduction of \$859,629 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 \$312,077, due to a change in the accounting methods and increased violations reported. Alcohol Excise Taxes are up by \$217,801 due primarily 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 \$3,220,611. The property and casualty insurance bills were paid earlier in the year in 2019 versus 2018, thus causing an increase in the finance expenses earlier in the year. The City also implemented audits for excise taxes driving these costs up; this was offset by revenues received from past due excise taxes. The Council approved an increase in Police salaries; the department is fully staffed, and the salaries and benefits are up as a result by \$549,889. The Park expenses for 2019 are up by \$713,111 primarily due to the costs associated with the turf installation at the Ashford Elementary field and task orders for projects. 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.

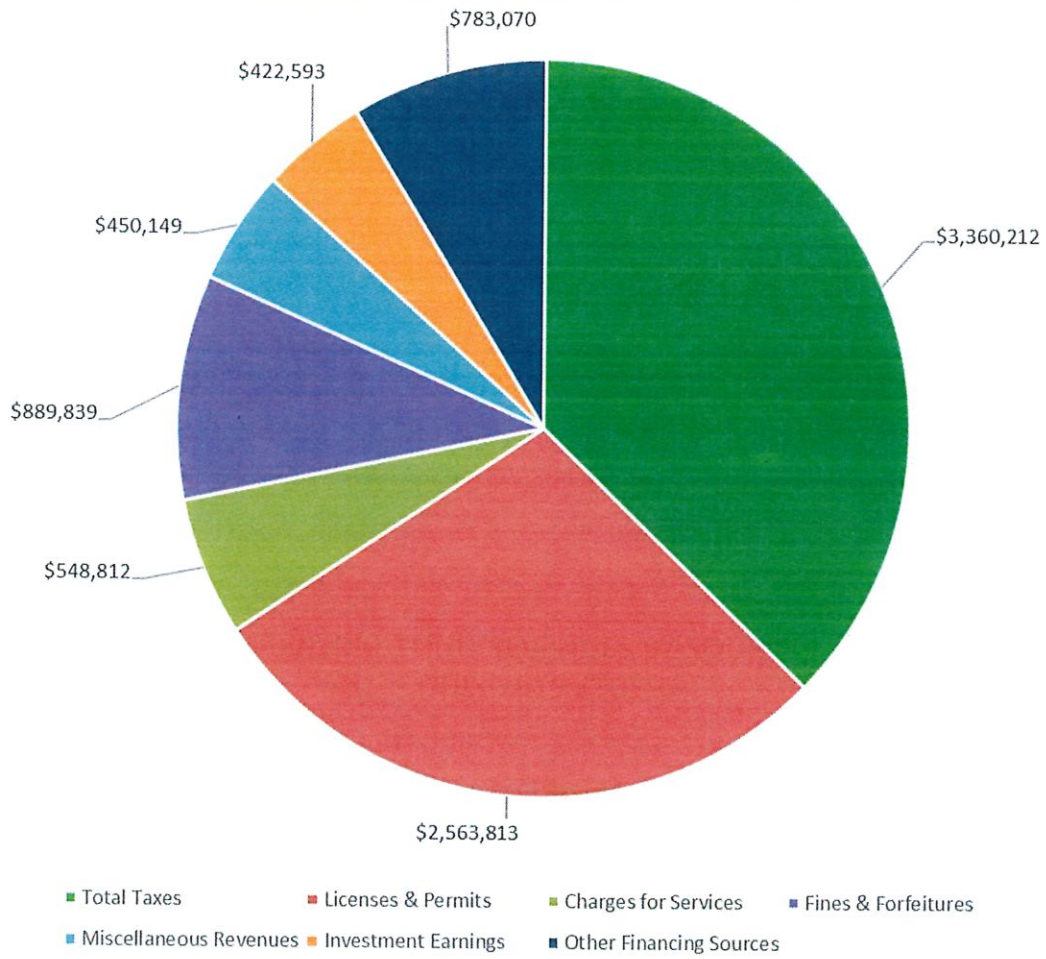
City of Brookhaven

BUDGET COMPARISON REPORT - GENERAL FUND - REVENUES

For The Month Ended July 31, 2019

	2018 Amended Budget	2018 YTD Transactions	2019 Amended Budget	2019 YTD Transactions	Variance from Budget	% of Annual Budget
Property Tax	\$ 8,459,398	\$ 218,999	\$ 9,737,797	\$ 106,473	\$ (9,631,324)	1.09%
Motor Vehicle Tax & Title Ad Valorem Tax	43,000	38,762	61,000	29,613	(31,387)	48.55%
Recording Intangible Tax	110,700	54,058	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	438,421	4,263,579	354,411	(3,909,168)	8.31%
Alcoholic Beverage Excise Tax	1,025,700	456,894	1,093,754	674,695	(419,059)	61.69%
Energy Excise Tax	152,200	118,314	152,200	65,969	(86,231)	43.34%
Motor Vehicle Rental Excise Tax	51,000	20,280	40,805	129,271	88,466	316.80%
Business & Occupational Tax	2,400,000	1,944,871	2,250,000	1,846,494	(403,506)	82.07%
Insurance Premium Tax	3,115,000	9,622	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	44,971	51,220	31,581	(19,639)	61.66%
Total Taxes	19,520,798	3,418,704	21,136,629	3,360,212	(17,776,418)	15.90%
Licenses & Permits	3,344,600	3,180,663	3,367,269	2,563,813	(803,456)	76.14%
Charges for Services	675,000	574,131	515,000	548,812	33,812	106.57%
Fines & Forfeitures	956,700	577,761	1,225,000	889,839	(335,161)	72.64%
Miscellaneous Revenues	218,150	90,614	66,650	450,149	383,499	675.39%
Investment Earnings	15,000	20,089	30,000	422,593	392,593	1408.64%
Other Financing Sources	4,600,367	479,133	4,504,685	783,070	(3,721,616)	17.38%
TOTAL REVENUES	\$ 29,330,615	\$ 8,341,095	\$ 30,845,233	\$ 9,018,486	\$ (21,826,747)	29.24%

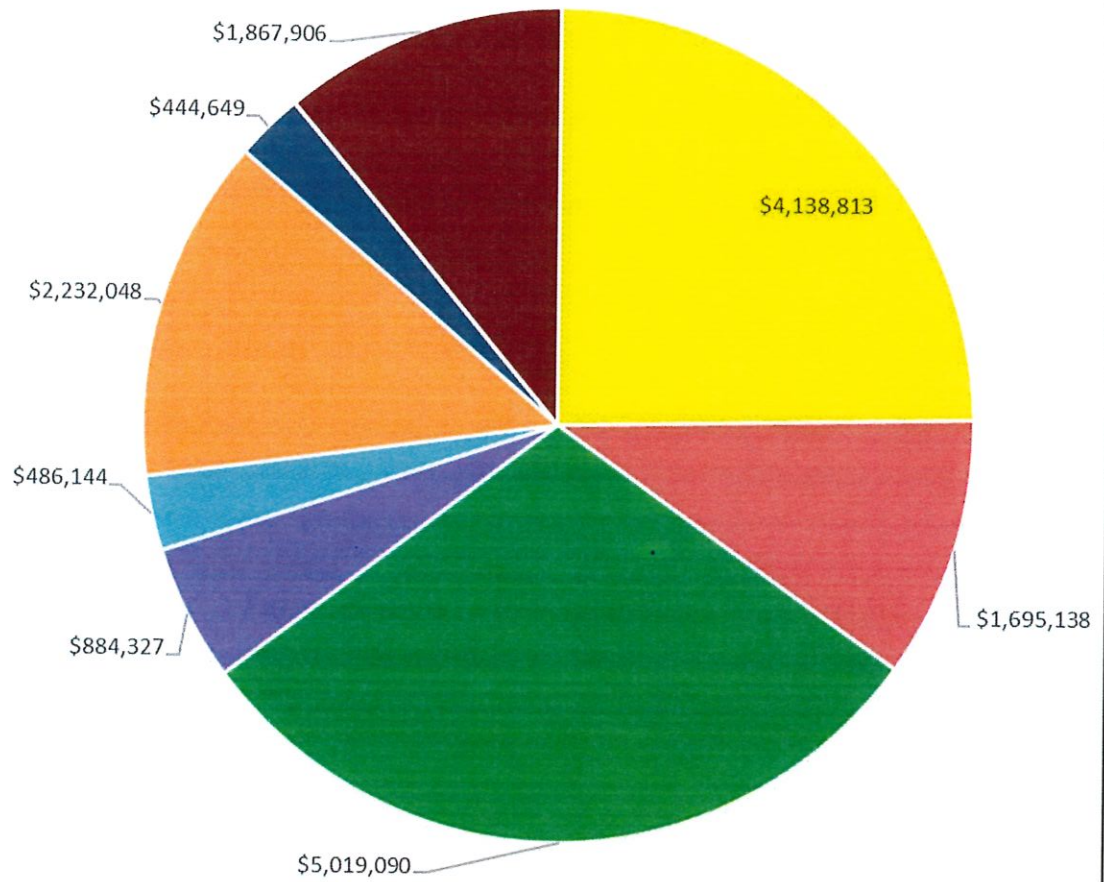
**GENERAL FUND REVENUES BY SOURCE
(JULY 2019 YTD)**



City of Brookhaven - YTD through June 30, 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	\$ 3,725,075	\$ 6,983,629	\$ 4,138,813	\$ 2,844,815	59.26%
Housing and Development	3,241,305	1,736,994	3,392,310	1,695,138	1,697,172	49.97%
Public Safety	8,571,786	4,690,823	9,136,299	5,019,090	4,117,209	54.94%
Public Works	3,598,521	720,503	1,901,888	884,327	1,017,561	46.50%
Judicial	601,636	308,882	866,900	486,144	380,756	56.08%
Culture and Recreation	3,379,061	1,511,622	3,900,499	2,232,048	1,668,451	57.22%
Economic Development/Tourism	784,244	406,655	449,850	444,649	5,201	98.84%
Other Financing Uses	<u>2,256,676</u>	<u>446,950</u>	<u>4,213,859</u>	<u>1,867,906</u>	<u>2,345,953</u>	<u>44.33%</u>
TOTAL EXPENDITURES	<u>\$ 29,330,615</u>	<u>\$ 13,547,504</u>	<u>\$ 30,845,233</u>	<u>\$ 16,768,115</u>	<u>\$ 14,077,118</u>	<u>54.36%</u>

GENERAL FUND EXPENDITURES BY GOVERNMENTAL ACTIVITY
(JULY 2019 YTD)



- General Government
- Housing and Development
- Public Safety
- Public Works
- Judicial
- Culture and Recreation
- Economic Development/Tourism
- Other Financing Uses

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	*	\$5,400
Disbursements		(\$6,925)
Balance at July 31, 2019		<u>\$53,312</u>



* This includes reimbursement of a NSF check from a prior period

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 July 31, 2019	<u>\$243,893</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 July 31, 2019
Explorer Program	\$ 14,620	\$ 100	\$ (2,387)	\$ 12,333
Shop with a Badge/Cop	11,858	12,152		24,010
General PD Donations	810			810
K9 Donations	2,040			2,040
Police Bike Fund	1,000			1,000
Totals	<u>\$ 30,328</u>	<u>\$ 12,252</u>	<u>\$ (2,387)</u>	<u>\$ 40,193</u>