

TO: Mayor and City Council
FROM: Christian Sigman, City Manager *cms*
DATE: November 11, 2019
SUBJECT: October 2019 Departmental Highlights

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

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

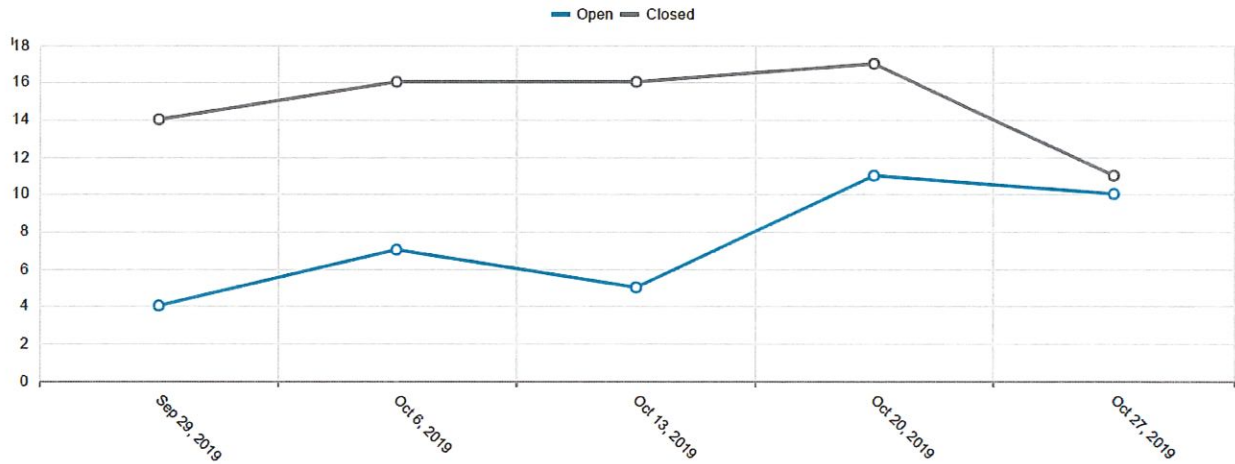
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Brookhaven Connect Metrics: Monthly of October 2019

*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.

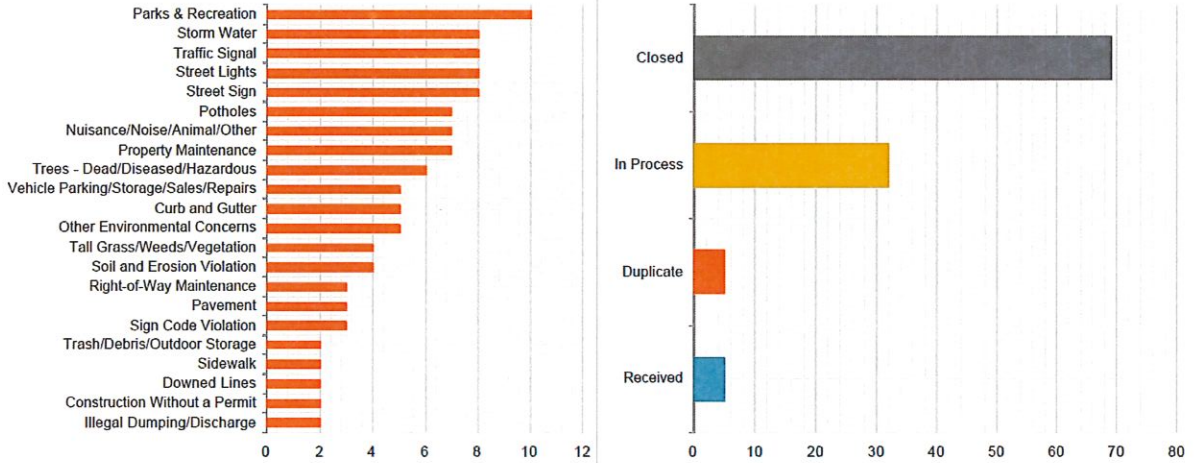
Open /Close by Day



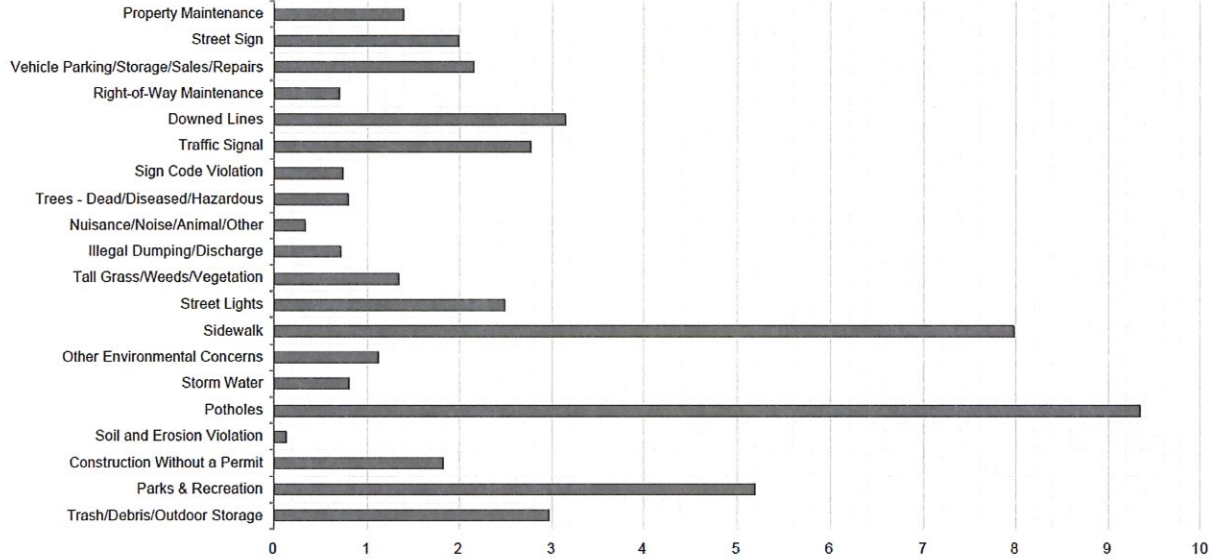
- Of the **111** service requests that were created **74** have been closed with **37** remaining open.
- To date, there are **1,684** registered Brookhaven Connect users; this represents an increase of **349** users since the beginning of the year.

Statistics

Total Reports Created	111
Total Reports Open	37
Total Reports Closed	74
Average Reports Created per Day	3.469
Average Reports Closed per Day	2.313
Average Time to Close	2 Days
Fastest Closed Request Type	Storm Water (.001 Days)
Slowest Closed Request Type	Potholes (14.419 Days)
Most Common Request Type	Parks & Recreation
Least Common Request Type	Downed Lines



Average Days to Close per Request Type



Community Development: October 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	323	361	497		
New Single Family	11	6	10	10	4	10	8	10	45	17		
New Multi Family	1	0	1	1	2	0	0	1	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 2017 Building Permits												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
All	369	317	378	385	464	552	346	385	345	358	353	339
New Single Family	39	11	30	23	20	11	17	35	19	10	29	21
New Multi Family	0	0	0	0	0	0	0	0	0	0	0	0

Community Development 2016 Building Permits												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
All	334	327	381	334	395	380	407	458	343	340	349	355
New Single Family	26	17	23	28	14	15	43	28	6	12	21	21
New Multi Family	0	0	0	0	0	0	0	0	0	0	0	0

Community Development ZBA/Variations Filed in October 2019			
File #	Address	Scope	Hearing Date
VAR19-00041	1913 Dresden Drive	Interior side yard setback	11/20/19
VAR19-00042	1034 Antioch Drive	Rear yard setback	11/20/19
VAR19-00043	2719 Winding Lane	Stream buffer reduction	11/20/19
VAR19-00044	2575 Skyland Drive	Side yard setback	11/20/19
VAR19-00045	3342 Ashford Court	Lot coverage and side yard setback	11/20/19

Community Development ZBA/Variations Heard in October 2019				
File #	Address	Scope	Hearing Date	Action
VAR19-00032	2284 Wayside Drive	Rear yard and accessory setbacks	10/16/19	Deferred to 11/20/19
VAR19-00038	1200 Pine Grove Avenue	Lot coverage	10/16/19	Approval Conditional
VAR19-00040	2522 Brookline Circle	Accessory structure in side yard and side yard setback	10/16/19	Approval Conditional

Community Development Rezoning Filed in October 2019				
File #	Address	Scope	PC Hearing Date	CC Hearing Date
Annex19-00001/LUP19-00018	LaVista Park	Annexation and rezoning petition to convert from DeKalb County zoning to the City of Brookhaven zoning	12/4/19	12/10/19

Community Development Rezoning Heard in October 2019						
File #	Address	Scope	PC Hearing Date	PC Rec	CC Hearing Date	CC Rec
LUP19-00014	3307 Buford Highway	Rezone subject property from C-1 to C-2 to maintain existing shopping center	10/2/19	Approval Conditional	10/22/19	Approval Conditional

Code Enforcement Activity October 2019	
Inspections & Follow-ups	1,707
Violations	301
Violations Created Per Day	13
Courtesy Warnings/Placards	43
Residential Citations	1
Commercial Citations	1
Total Street Miles Patrolled	2,230
Total Requests Created	66
<i>Department-Generated Inspections</i>	25
<i>Brookhaven Connect/CitySourced Requests Created (public generated)</i>	41
Brookhaven Connect/CitySourced Requests Received / In Process	3
Brookhaven Connect/CitySourced Requests Closed / Abated / Duplicated / Not an Issue	38
Average # of Reports Created per Day	1
Average # of Reports Closed per Day	1
Average Time to Close	1 day
Signs Removed	445

Building Inspection Activity October 2019	
Plan reviews	107
Building inspections	1,033
Building inspections percent pass/fail	76%/24%

Fire Marshal Activity October 2019	
Plan reviews	70
Inspections	62
Inspections percent pass/fail	90%/10%

Key Land Development Activity/Review October 2019	
Land Development Enforcement & Inspection Activity	
Tree removal permits	66
Stop Work Orders issued	7
Courtesy warnings issued (Notice of violation)	15
Environmental Inspections	372
Environmental Court Summons	0
N/A	
Land Disturbance Permit Review	8
City of Brookhaven Safety Building – 1793 Briarwood Road	
Brookhaven Commons – 3876 Chamblee Dunwoody Road	
Harts Mill Sewer Extension – 1680 Hartford Glen	
2196 Lake Boulevard Improvements – 2196 Lake Boulevard	
Bank of OZK – 2922 Clairmont Road	
CHOA – North Druid Hills Campus – 1432 Tullie Road	
S. Bamby Lane Drainage Improvements – 2721 South Bamby Lane	
Marist Woolbridge Library – 1337 Hearst Drive	
Land Disturbance Permits Approved	3
Briarwood Pool – 2335 Briarwood Way	
Emory Executive Park Musculoskeletal Institute – 11 Executive Park	
Blackburn Park Parking Lot Improvements – 3493 Ashford Dunwoody Road	
Plat Review Activity	6
8 Brookhaven Drive – Lot consolidation – 8 Brookhaven Drive	
Skyland Brookhaven Phase 1 Building 1 – 2527 Skyland Drive	
1739 Tobey Combo plat – 1739 Tobey Road	
Evins Walk (fka Townsend @ Brookhaven, phase 2) – 2396 Coosawatee Drive	
Vickery II – 1911 Wyndale Court	
Fala Estate combination plat – 3095 Fala Place	
Plats Approved	4
2650 & 2662 Mabry Lot Reconfiguration – 2650 Mabry Road	
3225 Osborne Road Lot Split – 3225 Osborne Road	
3303 Osborne Road – 3303 Osborne Road	
Monroe Preliminary Plat – 1877 Georgian Terrace	

Municipal Court: October 2019

2019

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Case Filings	649	753	566	777	716	641	787	803	815	838		
Number of Court Dockets	8	8	8	9	9	8	9	10	9	9		
Number of Defendants on dockets	453	430	472	502	470	445	501	554	502	502		
Number of Cases on Dockets	633	599	672	755	684	682	751	784	737	760		

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	97,937.75
Contempt Charge	582.00
Processing Fee	19,509.00
Cash Bonds	32,800.00
Indigent App Fee	0.00
Revenue Collected-Diverse Agencies	29,522.25
Pre-Trial Fee	1,154.50
CB-Applied	10,206.00
Bond Forfeiture	0.00
Overage	111.00
Restitution	0.00
NSF	0.00
Monthly Cash Collections	191,822.50
Paid to Diverse Agencies	29,522.25
Cash Bond Refunds/Returned	15,155.00
Overage Refund	0.00
Restitution Paid	0.00
Total Paid Out	44,677.25
NET	147,145.25

Office of City Clerk: October 2019

City Clerk's Office and Legislative Activities – October 2019		
	Open Record Requests	35
	Agendas/Agenda Packets Managed (Included Audit Comm., Dev. A., Charter Comm., And Facilities Authority)	4
	Minutes Composed (Council, Dev. Auth., and Facilities Authority)	4
	Executive Sessions Held (Council and Dev. Auth. Only)	2
Ordinances/No.	October 2019 – Description	Appr. Date
ORD 2019-10-01	Amending the General Fund Budget FY 2019 – Governor’s Office of Highway Safety Pedestrian Safety	10/7/2019
ORD 2019-10-02	Amending Capital Improvement Fund – Ashford Dunwoody/Johnson Ferry Road Intersection	10/7/2019
ORD 2019-10-03	Amending Chapter 14, Land Development – Sec. 14-677-Sidewalks and Bicycle Lanes	10/22/2019
ORDRZ2019-10-07	LUP19-00014-Rezone from C-1 to C-2 – Northeast Plaza for Movie Theater	10/22/2019
Resolutions/No.	October 2019 – Description	Appr. Date
RES 2019-10-01	Application for the ARC 2019 Transportation Improvement Plan TIP	10/7/2019
RES 2019-10-02	Application to State Road and Tollway Authority – Trans. Infrs.	10/7/2019
RES 2019-10-03	Holidays for 2020	10/22/2019
Department	Contracts/Agreements Approved by Council – October 2019	Appr. Date
Public Works	MEP Associates to Perform Geothermal Well Field Design for PSB	10/7/2019
Parks and Rec.	Trees Atlanta to Provide City’s Front Yard Tree Program Support	10/22/2019
Police Department	RAVE Renewal	10/22/2019
Parks and Rec.	Lewallen Construction – Change Order #10 – Peachtree Creek	10/22/2019
Appointments – October 2019		Appr. Date
None		
Proclamations and Presentations		Date
Police Department	Commendations and Re-accreditation Recognition	10/22/2019
Mayor’s Office	Arts and Humanities Month to Oglethorpe University	10/22/2019
Department	Policies Approved by Council – October 2019	Appr. Date
None		

Open Records Completed Requests – Office of City Clerk - October 2019

Date of Request	Request #	Name	Description
9/26/2019	PRR-353-2019	Gretchen Mooney	Communication About Mayor, staff, Paul Jencka
9/27/2019	PRR-354-2019	Donald Boyle	Information on 3025 Woodrow Way
9/27/2019	PRR-355-2019	Braeden Rogers	Information on Immobilization or Booting
9/30/2019	PRR-356-2019	Jason Mooney	Communications About Salvation Army
10/01/2019	PRR-358-2019	Rebecca Osborn	Information on 1840 Corporate Blvd
10/01/2019	PRR-359-2019	Kenny Vasquez	Information on 4176 Triple Creek
10/02/2019	PRR-360-2019	Braeden Rogers	Information on Citywide Parking Services
10/03/2019	PRR-361-2019	Robin Davis	Building Permit List
10/04/2019	PRR-362-2019	Brett Weiner	Police Report
10/07/2019	PRR-363-2019	Jessica Pitts	Information on 2282 Johnson Ferry Road
10/09/2019	PRR-364-2019	Tony DeGance	Sidewalk Information – Caldwell and Redding
10/10/2019	PRR-366-2019	Richard Johnson	Police Report
10/10/2019	PRR-365-2019	Noel Collver	Certified Copies of Jose Leon
10/10/2019	PRR-367-2019	Will Henderson	Building Permits
10/11/2019	PRR-368-2019	David Lane	Building Permits
10/11/2019	PRR-369-2019	Stacy Fenn	Information on Apple Valley Development
10/15/2019	PRR-370-2019	Nelson Young	Information on 2895 Buford Hwy
10/16/2019	PRR-372-2019	Jennifer Heath	Cellphone Records
10/17/2019	PRR-373-2019	Eugene Mustipher	General Contractor Information
10/18/2019	PRR-374-2019	Lydia Haillemariam	Report for Carlyle Woods
10/21/2019	PRR-375-2019	Cabot Roth	Demolition Permit 19-00024
10/22/2019	PRR-377-2019	Marisol Luna	Case 19-005941
10/22/2019	PRR-376-2019	Joseph Wolenski	Information on 2609 Ashford Road
10/22/2019	PRR-378-2019	Joshua Ritz	Information on 100 Lenox Park
10/22/2019	PRR-379-2019	Jill Wyland	Information on 2960 Cynthia Drive
10/23/2019	PRR-381-2019	Yumei Wu	Information on 3253 Buford Hwy
10/23/2019	PRR-382-2019	Patrick DiCicco	Personnel File
10/24/2019	PRR-385-2019	Cathy Rone	Personnel File
10/24/2019	PRR-383-2019	Joseph Wolenski	Information on Bedrock Home LLC
10/24/2019	PRR-384-2019	Trey Thompson	Information on Umpires, Referees and Officials
10/24/2019	PRR-386-2019	Heather Faire	Information on sign removal
10/25/2019	PRR-387-2019	Kalpana Ommen	Information on 2720 Redding Road
10/25/2019	PRR-388-2019	Jason Mooney	Invoices for New Thought Marketing
10/29/2019	PRR-392-2019	Heather Faire	Reservation Park Information
10-31/2019	PRR-394-2019	Thomas Dasta	Arrest Records
			Total Completed -35

Communications: October 2019

Communications Department Activities:

- Produced Winter Newsletter
- Facilitated communications for Community Development apartment workshop
- Participated in PCG steering committee meeting and trail walk-through
- Began planning of PCG grand opening
- Coordinated Briarwood pool demolition
- Attended Atlanta Press Club meeting
- Coordinated installation of Brookhaven Arts Festival signage
- Created Light Up Brookhaven monument and pole banners
- Created ad for Light Up Brookhaven digital billboard
- Staffed town hall
- Website support and content maintenance for several departments
- Continue to partner with BCVB on Phase 3 branding initiatives
- Tree conservancy marketing outreach
- Census 2020 partnership with Telemundo
- Produced Paint the Park calendar (currently in production)
- Created flyers for Light up Brookhaven and MLK events
- Created tickets for MLK event
- Press releases, e-blasts & notifications:
 - Briarwood demolition post release
 - Brookhaven a mecca for the arts
 - City Council wrap-ups
 - TIP solicitation
 - Road sensor station helps determine weather-related closures
 - Brookhaven projects considered in ATL Link
 - Referendum info on website
 - Mayor John Ernst to host October town hall
 - Brookhaven partners with Trees Atlanta
 - Arts and Culture planning survey
 - Weekly Friday eblasts

Engagement reports (October):

	Posts	Subscribers	Subscriber growth (1 month)
E-blasts/press releases	15	4,257	+7
Facebook	29	6,731	+42
Facebook (Spanish)	17	35	+7
Twitter	12	3,939	+19
Next-door	14	19,236	+251
Instagram	12	1,303	+63
Instagram (Spanish)	17	157	+25

Tourism: October 2019

- Full staff begins on November 1, 2019:
 - o Heather Blanchard, Destination Development Director
 - o Jehan Williams, Director of Marketing
 - o Elizabeth Young, Digital Media and Design Coordinator
 - o Lizbeth Rangel, Department Coordinator
- In Phase 4, Brand Culturalization of the Brand Strategy in partnership with the City of Brookhaven. Pilot Sessions will be conducted on November 20 at Hyatt Regency Villa Christina.
- Launched www.ExploreBrookhaven.com and official email, Renee@ExploreBrookhaven.com
- Brand Identity, logos and tag line presented and approved by Board of Trustees at September 20 meeting. Stacked and spelled out logos will be used by application.
- Lease finalized in Town Brookhaven, 705 Town Boulevard, Suite R430. Board of Trustees approved Combined Services as the building contractor.
- Outdoor Board at North Druid Hills will be built out to allow for vinyl messaging. Board of Trustees approved Signs of Intelligence to provide the services.
- 2020 budget will be presented at November 26 City Council meeting in alignment with City of Brookhaven 2020 budget.

Information Technology: October 2019

General IT

- October accomplishments
- Upgraded the security server at the PD.
- Updated security software at CH, PD and Briarwood.
- Replaced 8 old Windows 7 workstations with Windows 10
- Working on performance measure reports in Crystal Reports for CommunityDev
- Having credit card machine issues with Rec1 and ETS/Elavon
- Meeting with Laserfische, City Clerk, and Purchasing regarding managing contracts
- GIS review task was added to OnBaseDEV, testing in development
- Upgrade of Incode 9 for business/alcohol licenses, reinstall updates on individual machines
- Send out survey link to CitySourced 1600+ users via the URL blast
- Meeting with MCCi regarding small scanning project kick-off
- Making JustFOIA changes to templates for the Police department

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	253
Sep	183	193	215	162	206	172
Oct	209	262	183	218	248	206
Nov	196	209	138	145	248	
Dec	218	171	154	141	190	
Total	2,312	2,921	2,168	2,165	2,786	2,212

GIS

- Public Works Requests
 - Worked with Tom Roberts/Stormwater to deliver the final submission for the 2019 MS4 Stormwater Program
 - Updated the *Outfall Screening Map*
 - Updated the *Stormwater Management Program Map (SWMP)*
 - Created the *Pet Waste Station Map*
 - Created the *303(D) Impaired Waters and Sampling Locations Map*
 - Researched and delivered various data requests

- Community Development Requests
 - Delivered data for Host Compliance project kickoff
 - Created map for Linda A.- *Pedestrian Contacts Along Buford Highway*
 - *Zoning Map Change – 3095 & 3099 Fala Place*
 - Created mail out list for potential annexation area for Patrice R.
- City Manager's Office
 - Added John Lewis Elementary School to main database and selected maps per Christian Sigman's request
 - Created a series of Location Maps for the 2020 Budget Plan
- Police/ChattCom
 - Delivered bi-monthly data to ChattCom (i.e. street centerlines and address points)
 - Received and began work on ChattCom Ticket #212 – passing along work to Leo
 - Attended (conference call) monthly ChattCom meeting
- Parks and Rec
 - Responded to data request from *TreesAtlanta* for the *Front Yard Tree Program*
- GIS
 - Prepared and organized material for Leo's arrival
 - Knowledge transfer to Leo/GIS Manager

Police Department

- NIBRS Conversion
- Video Server Migration
- Desktop Upgrades
- Crime Analysis Software Upgrades
- Migrated 4 Patrol vehicles to Axon Camera Equipment

Parks and Recreation: October 2019

- The gym floor renovation at Lynwood Park Recreation Center is 75% completed. The contractor has started the process of painting the court. This project is scheduled to be completed the week of November 11th.
- The Lynwood Park Ada restroom project started on Monday, October 28th. The contractor is in the process of completing the demolition of the existing restrooms. This project is scheduled to be completed on January 18, 2020.
- The Front Yard Tree Program between the City of Brookhaven and Trees Atlanta kicked off on Wednesday, October 30th with the website for the tree application going live. As of Friday, November 1st, nineteen (19) residents had submitted applications for the program.
- The Briarwood Park Pool project started in October. The contractor has completed the demolition the old pool house, pool deck and the concrete pool shell.

Parks/Facilities and Grounds Maintenance Monthly Report

Monthly Work Order Summary (Internal w/Contractors)

- Work Orders -9
- Work Orders Completed - 9
- Work Orders Outstanding - 0



October 2019 projects

- Finished painting Fernwood Park bridge
- Turned off water to MCP pool due to leak, Had Alan Foster plumbing repair the leak
- Had to remove and dispose of furniture at city hall due to water damage
- Put silt fence back up at Brookhaven Park
- Moved the tables and chairs to and from Duck-Duck Goose run at Murphey
- Dealing with Dekalb water dept with MCP water meter issues
- Moved items to prepare for the ADA bathroom renovation at Lynwood
- Finished moving items out of briarwood pool for its remodel

- Cleaned up from storms and debris related to storms
- Started leaf removal from all parks
- We had 9 requests for work all have been completed

Janitorial Totals

	Trash Bag Count	Toilet Paper	Doggie Pot	Hand Soap	Paper Towels
Ashford Park	70	5	5	2	3
Blackburn Park	435	30	11	4	11
Briarwood Park	94	7	4	5	4
Brookhaven Park	146	0	25	0	0
Clack's Corner	10	0	0	0	0
Fernwood Park	22	0	3	0	0
Georgian Hills Park	35	0	4	0	0
Lynwood Park	90	3	3	4	2
Murphey Candler Park	417	23	12	5	7
Parkside Park	23	0	2	0	0
Skyland Park	85	12	6	3	4
Totals	1,427	80	75	23	31

Athletics Division Monthly Report
October 2019

October Athletic Revenue Brought in: \$6,900.50

- Up4Tennis partner fee of \$296.10
- Fusion Sports partner fee of \$3,810
- Outshine Sports partner fee of \$96.20
- Soccer shots partner fee of \$208.20
- Field rentals for \$2,490

October 2019 athletic activities currently in season as follows:

- Youth athletics
 - Murphey Candler fall baseball
 - Murphey Candler fall softball
 - Murphey Candler travel softball
 - Atlanta Colt's youth football
 - Concorde Fire Soccer fall soccer league
 - Elevate sports academy basketball
 - Up4Tennis classes
 - Outshine sports holiday camp
 - Up4Tennis holiday camp
 - UTA tennis leagues and lessons

- Adult athletics
 - Adult summer & fall men’s softball leagues
 - Adult summer & fall coed softball leagues
 - Adult summer & fall sand volleyball leagues
 - Adult summer & fall flag football
 - GOKickball fall leagues
 - Up4Tennis lessons and classes
 - UTA tennis open play, leagues and lessons

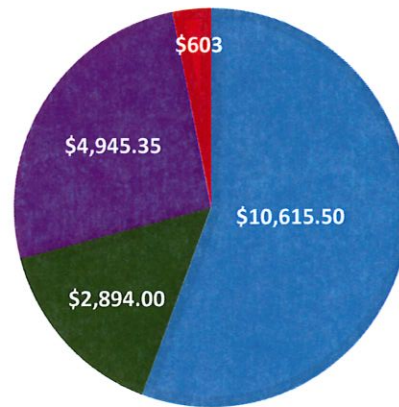
	October 2019
Adult Kickball	480
Adult Softball	660
Adult Flag Football	84
Youth Softball	725
Youth Football	530
Youth Baseball	650
Sand Volleyball	96
Youth Soccer	460

October Program Revenue Brought In:

- Yoga pass signups for \$270
- Ageless Grace drop-ins for \$20
- Yoga drop-ins for \$200
- Art class signups for \$393
- Gymnastics signups for \$670
- CMD partner fee of \$132
- PetSaver class fees for \$157.70
- Fresh N Fit partner fee of \$68.15
- Silver Sneakers drop-ins for \$40
- Open Gym/Passes brought in \$603 between both gyms
- Gym rentals brought in \$10,080
- YMCA Summer camp partner fee of \$2,994.50
- Classrooms/pavilion/community room/APB rentals brought in \$2,345
- Non-resident fees brought in \$549
- Tennis court rentals brought in \$535.50
 - Total program signups/drop-ins/fees/rentals for October = \$19,057.85

OCTOBER 2019 - PROGRAMMING REVENUE

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



Special Events Division Monthly Report

Cherry Blossom

- Secured shuttle bus service
- Secured bubble entertainment
- Gathered quotes for toilets, tents, golf carts and EMS services
- Reached out to Ashford Green and Montgomery on parking usage
- Began trying to secure COI's for all parking lots
- Vetted vendor requests

Movie Nights

- Held most successful movie night to date (2019 Aladdin) along with the last food truck night- about 200 in attendance

Light Up Brookhaven

- Started communication with CHOA on a guest patient to light tree and transportation for Santa
- Finished purchasing necessary items
- Finished event map

Art Advisory Committee

- Began Master Plan meetings with Civic Moxie
- Organizing Stakeholder list
- Weekly phone call updates on Art Master Plan with Civic Moxie
- Attended Brookhaven Art Festival to table for Art Master Plan public input
- Attended Arts Committee Meeting
- Put together Arts Committee Meeting Minutes

MLK Day Celebration

- Held first meeting for MLK Day Celebration
- Most speakers are confirmed/in the works
- Secured gift design (scarf)
- Ordered all rental needs

Other

- Attended Hispanic Heritage Month celebration at Northeast Plaza with PD
- Organized Briarwood Pool Groundbreaking
- Attended District 6 GRPA meeting in Chamblee
- Met with PD to discuss new Event Application, Easter, Light Up Brookhaven and other events
- Working on redoing the Special Event Application
- Organized meeting with travel company to advertise senior trips
- Organized Howl-O-Ween event with Brookhaven Dog Park group

Police: October 2019

Brookhaven Police Department Activity Summary Report			
	August 2019	September 2019	October 2019
Incidents Reported	658	691	637
Custodial Arrests	264	273	278
Accidents	213	205	194
Citations Issued	2,243	1,948	1,969
Residential Security Watches Requested	46	29	24
Field Interviews	91	106	101
Wanted People Apprehended	29	37	36
Brookhaven Police Department Activity Summary Report			
	August 2018	September 2018	October 2018
Incidents Reported	640	613	630
Custodial Arrests	189	178	185
Accidents	216	178	223
Citations Issued	1,649	1,480	1,385
Residential Security Watches Requested	36	19	24
Field Interviews	74	79	55
Wanted People Apprehended	24	20	28

Support Services – October 2019

- 10/2/19 – Coffee with a Cop
- 10/5/19 – NAMI Walks
- 10/5/19 – Brookhaven Police Celebrates the Community
- 10/7/19 – Rosen Safety Meeting
- 10/7/19 – Brookhaven Heights Community Meeting
- 10/8/19 – Lenox Park Community Meeting
- 10/11/19 – St. Martins School Parade
- 10/15/19 – Primrose School Community Helpers Day
- 10/20/19 – The Ray -Electric Vehicle Event
- 10/23/19 – Daisy Scouts Meeting at OLA

- 10/24/19 – Primrose Fire Drill
- 10/24/19 – OLA Trunk or Treat
- 10/28/19 through 10/29/19 – Red Ribbon Week OLA
- 10/31/19 – Halloween Detail

Support Services

REPORTS	Officer Nino	Officer Pawlowski	Sergeant Murray	Total
Incident Reports	0	4	2	6
Accident Reports	0	2	0	2
Patrol Assist	0	0	1	1
Arrests	0	2	1	3
Citations	0	15	1	16
Press Releases	1	0	0	1
Media Interviews	0	0	0	0
Court Assist	1	0	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	10
Patrol Shifts	5
Citations	24
Warnings	34
Transport	26
Arrests	5
Child Safety Seat Install Classes	0
Shifts Worked	29
Court Service Hours	120
Traffic Enforcement Hours	0
Fleet Service Hours	50
Transport Hours for Uniform Patrol/NET	7
Training Hours	44

Monthly Report: K-9 Officers	Officer Fikes / K9 Bane	Officer Williams / K9
Patrol Assist	0	0
Other Agency Assist	1	0
Training Hours	184	184
Search Warrants	0	0
Citations	0	0
Warnings	0	0
Field Interviews	0	0
Felony Arrests	1	0
Misdemeanor Arrests	0	0
City Ordinance Arrests	0	0
Wanted Person Located	0	0
K-9 Search	1	0
K-9 Tracks	0	0
K-9 Related Arrests	1	0
K-9 Demonstrations / PR	0	0
Marijuana Seized	14.0 grams	0.0 grams
Cocaine Seized	2.0 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	81
Total Motor Vehicle Stops	70
Total Citizen Contacts (combined Pedestrian & Traffic Violations)	151
Total Citations Issued	75
Total Warnings Issued	110
Felony Arrests	0
Misdemeanor Arrests	0
Arrest / Released on Copy	8
Wanted Persons Located	2

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 October 02, 2019, Officer Jones and other members of the Traffic Safety Unit participated in the Ashford Park Elementary Walk to School event. There Officer Jones spoke to the students and demonstrated proper methods for utilizing crosswalks as they walked from Ashford Park to Ashford Park Elementary.
- On October 03, 2019, the Brookhaven Police Department hosted 43 students from Our Lady of the Assumption Catholic School, and 10 of their teachers, for a classroom education event. Officer Jones discussed pedestrian safety with the school children and teachers in a classroom setting.
- On October 09, 2019, Officer Jones gave a classroom presentation to a group of students at Cross Keys High School where she presented on pedestrian safety for teenagers.
- On October 16, 2019 Officer Jones and the Traffic Safety Unit attended the Woodward Elementary School's Walk to School event. The officers distributed pedestrian safety items (non-grant) in conjunction with GOHS and Safe Routes to School representatives and demonstrated proper crosswalk use.
- On October 18, 2019 the Traffic Safety Unit attended a joint meeting of the Metro Atlanta Traffic Enforcement Network and the Central Georgia Traffic Enforcement Network, hosted by the Henry County Police Department and Spalding County Sheriff's Office, at Atlanta Motor Speedway; and remained after the meeting to assist in a multi-agency road check.
- On October 24, The Traffic Safety Unit and Officer Maria Jones attended the OLA Trunk-or-Treat event where they met with dozens of children and adults and spoke about traffic and pedestrian safety initiatives.
- On October 31, 2019, the Traffic Safety Unit and Pedestrian Safety Officer conducted multiple "pop-up" pedestrian safety demonstrations, engaging trick-or-treating children and their parents in conversations and demonstrations about pedestrian safety and demonstrating proper methods for crossing the street. They also gave away 32 reflective belts, 32 flashing lights, and 32 coloring books.

Criminal Investigations Division

October 2019 - Criminal Investigations Report	
Total Reports Handled	208
Total Reports Cleared INACTIVE	125
Total Reports Exceptionally Cleared	13
Total Reports Unfounded	2
Total Arrests by Investigators	3
Warrants Obtained Pending Arrest	43
Search Warrants	11
Total Cases "ACTIVE" on October 31, 2019	80

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

911 Answer Time: In October 2019, ChatComm 911 answered 93.8% 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 99.5% of all high priority calls for service and 96.9% of all low priority calls for service within sixty seconds.

Monthly Phone Call Volume: For the month of October 2019, ChatComm 911 handled a total of 32,922 phone calls.

- 71.9% (23,656) 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 13,405 of those calls were received on the 911 trunks. 2,222 of the 911 calls received were abandoned 911 calls (where the caller disconnects the line prior to speaking with a calltaker).
 - o 8,029 calls were received on administrative and alarm lines but treated as 911 calls.
- The remaining 28.1% (9,266) of the phone calls handled by ChatComm 911 in October 2019 were outgoing phone calls.

Overall Phone Call Volume: Since September 2009, ChatComm 911 has answered a total of 2,508,267 incoming phone calls. Of those calls, 1,562,337 (62.3%) were received on 911 trunks and 945,930 (37.7%) came in on 10-digit phone lines.

Monthly Incident Volume: ChatComm 911 handled a total of 36,333 incidents in October 2019.

- 63.1% (22,919) of the incidents created were officer-initiated incidents, which include traffic stops, business & residential checks, and other calls created by officers.
- 33.3% (12,105) of the incidents were dispatched incidents.
- The remaining 1,309 (3.6%) of the incidents were transferred via CAD to Dekalb for EMS and Fire Dispatch.
- Sandy Springs incidents comprised 37.1% (13,479) of the total incident volume.
 - o 11,367 incidents were Sandy Springs Police Department incidents.
 - o 1,223 incidents were for Sandy Springs Fire Rescue.
 - o 889 incidents were EMS calls for service in Sandy Springs.
- Johns Creek incidents were 20.3% (7,372) of the total incident volume.
 - o 6,702 incidents were Johns Creek Police Department incidents.
 - o 385 incidents were for Johns Creek Fire Department.
 - o 285 incidents were EMS calls for service in Johns Creek.

- Dunwoody incidents accounted for 16% (5,814) of the total incident volume.
- Brookhaven incidents were 23% (8,359) of the total incident volume.
- Dekalb Fire and EMS (for the Cities of Brookhaven and Dunwoody) incidents were 3.6% (1,309) of the total incident volume.
 - o 718 incidents were Fire calls for service in Brookhaven or Dunwoody
 - o 591 incidents were EMS calls for service in Brookhaven or Dunwoody.

Overall Incident Volume: By the end of October 2019, ChatComm 911 handled 3,459,072 incidents since “go-live” in September 2009. 3,058,300 (88.4%) of those were law enforcement incidents; 228,556 (6.6%) of those were fire department incidents; and 172,216 (5%) of those were EMS incidents.

EMD & EFD Compliance: For the month of October 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 October was 97%.
- The Emergency Fire Dispatch QA compliance for October was 94%.

Public Works: October 2019

Major Initiatives Completed

- 2020 Paving: Geotechnical Assessment in process for 15 roads (4.85 lanes miles)
- Briarwood Road sidewalks: Bids are due on 12/04.19
- Briarwood Road Multiuse Path: Bids are due on 12/02/19
- Redding Road: Sidewalks complete
- Curtis Drive: Sidewalks complete
- Cortez Lane: Sidewalks Complete

Major Initiatives in Progress/Upcoming

- Brookhaven Public Safety Building – County reviews approved.
- ADR/Peachtree Intersection Design – Working on Right of Way.
- Trash Rack Installation at Murphey Candler – Working on the Access Road contract, RFQ due on 10/31.
- OT/AMR Building – Renovation complete, working on the punch list.
- ADR/Johnson Ferry Road Intersection – Council approved contract for DAF Construction on 10/07/19, PO issued on 10/10/19.

Ongoing Coordination

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

Meetings Attended/Held

- 10/03/19 Arts & Culture Planning Meeting with department heads.
- 10/07/19 Meeting with DAF Construction for ST-09 ADR/JFR.
- 10/08/19 Meeting with Brookhaven Bike Alliance.
- 10/08/19 Meeting With AT&T regarding Small Cell Plans.
- 10/09/19 Executive Park Meeting with Brookhaven Public Works Dept.
- 10/15/19 Meeting with PCG Steering Committee
- 10/17/19 Status Meeting for SR 141 N. Druid Hills Rd to ADR
- 10/22/19 RTOG ZONE 8 Stakeholder meeting
- 10/22/19 ADR/JFR meeting with Council member Jones
- 10/22/19 North Druid Hill IMR meeting with CHOA
- 10/30/19 GEMA Hazard Mitigation Kickoff meeting

ROW Encroachment Permits (including Dumpsters/Road Closures)

- Permits issued YTD: **249**
- Permits issued this month: **48**

Stormwater Performance Measures (OPTECH)

October 2019			
ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE
Priority 1	0	0	0%
Priority 2	2	0	0%
Priority 3	12	5	48%
Total	14	5	36%

Maintenance Work Performance Measures (OPTECH)

October 2019			
ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE
Priority 1	13	13	100%
Priority 2	0	0	0%
Priority 3	0	0	0%
Total	13	13	100%

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
4	4	100%

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	10	9	10	5			105
Downed Lines	1	1	3	0	0	4	2	3	2	2			18
Pavement/Potholes	22	31	34	30	16	15	34	12	10	10			214
Right of Way/Trash	9	18	27	26	9	5	14	19	16	2			145
Sidewalk	4	6	9	2	3	9	8	13	4	2			60
Stormwater	16	13	7	15	8	6	6	8	20	6			105
Street Lights	6	4	3	3	3	0	2	3	5	5			34
Street Sign	15	9	12	10	8	6	7	16	15	6			104
Street Striping	0	1	0	0	3	2	0	0	0	0			6
Traffic Signal	14	5	3	4	10	10	4	8	2	6			66
Trees	12	2	4	18	1	13	7	10	8	1			76
Total Service Requests	115	98	112	129	73	74	94	101	92	45	0	0	933

Completed Work Orders

2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Street Maintenance													
Sidewalk Repairs	0	4	4	0	2	3	3	2	2	4			25
Curb Repairs	2	3	5	0	11	4	3	5	2	3			42
Potholes	12	16	14	12	5	7	14	5	10	13			108
Patching	8	5	11	5	7	6	12	7	3	2			60
Street Lights	2	0	0	0	0	0	1	0	0	0			11
Signs	10	13	10	9	5	9	8	6	4	0			77
Traffic Signals													
Signal Repairs	17	11	12	6	20	18	12	14	16	6			151
ROW Maintenance													
Tree Removal	5	2	5	13	4	5	8	5	10	11			68
ROW Maintenance	5	8	7	12	11	11	7	4	8	9			87
Stormwater													
Stormwater	16	16	8	12	14	14	27	11	11	24			149
Total Work Orders	77	78	76	69	79	77	95	59	66	72			778

Finance: October 2019

October 31, 2019 Financial Report in Brief

The October 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 15th), 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 October 2019 were \$2,045,897 more than they were this time last fiscal year. Motor Vehicle and Title Ad Valorem Tax (TAVT) increased by \$282,022 compared to last year due to change in State law effective July 1st, 2019, increasing City TAVT allocation to 65%. The insurance premium tax exceeded prior year amount by approximately 7%. The building permits were not as strong as last year mainly due to a large project development in 2018. The Sidewalk Bank Collections are up from 2018 offsetting the reduction in regular permitting. Court fines and forfeitures are up in 2019, by \$441,601, mainly due to efforts to improve traffic enforcement. Alcohol Excise Taxes are up by \$780,448 due primarily to the collection of revenues from an audit of the taxes. Miscellaneous Revenue increased in 2019 by \$334,062 due to collection of the I-285 Transit Study from other participating Municipalities. Interest revenues are well ahead of budget due to increase in yields compared to the prior year and wise cash management decisions.

Overall, expenditures are tracking well below budget. Total expenditures through October 2019 were \$2,289,980 more compared to this time last fiscal year. 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. Expenditure for the Police Department are higher by \$1,252,855 compared to prior year at this time due to Council approved increase in Police salaries in 2019 and license plate reader rentals moved to the police operating fund in 2019 totaling \$141,395 thus far this year. In addition, four police vehicles were purchased rolling over from 2018 open purchase orders in the amount of \$136,582. The Parks expenditures for 2019 are up by \$855,094 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

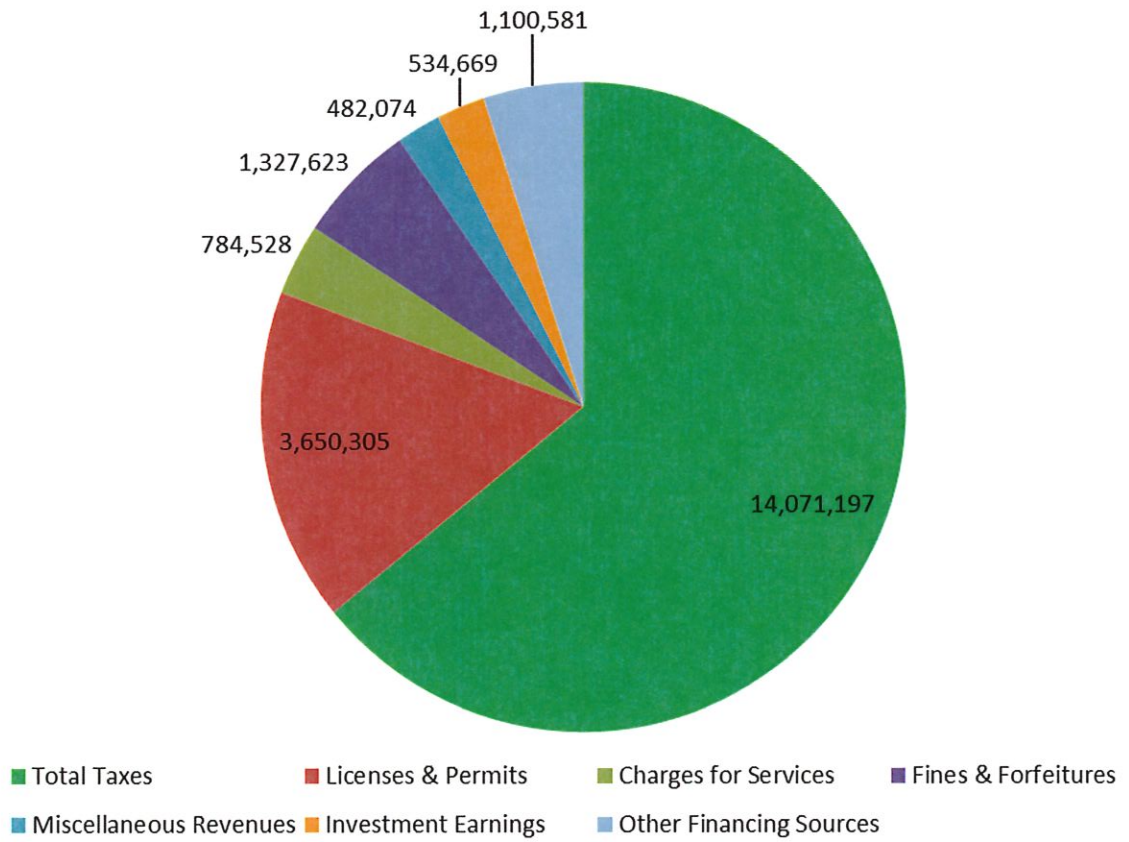
BUDGET COMPARISON REPORT - GENERAL FUND - REVENUES

For The Month Ended October 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	\$ 5,497,932	\$ 9,737,797	\$ 5,848,133	\$ (3,889,664)	60.06%
Motor Vehicle Tax & Title Ad Valorem Tax	43,000	54,772	61,000	336,794	275,794	552.12%
Recording Intangible Tax	110,700	89,434	121,715	89,356	(32,359)	73.41%
Real Estate Transfer Tax	36,000	48,013	39,893	39,580	(313)	99.22%
Franchise Tax	4,081,300	650,681	4,263,579	638,551	(3,625,028)	14.98%
Alcoholic Beverage Excise Tax	1,025,700	214,119	1,093,754	994,567	(99,187)	90.93%
Energy Excise Tax	152,200	155,139	152,200	114,949	(37,251)	75.52%
Motor Vehicle Rental Excise Tax	51,000	30,094	40,805	162,935	122,130	399.30%
Business & Occupational Tax	2,400,000	2,067,497	2,250,000	1,932,972	(317,028)	85.91%
Insurance Premium Tax	3,115,000	3,544,573	3,266,496	3,795,917	529,421	116.21%
Financial Institutions Tax	35,000	58,170	58,170	63,262	5,092	108.75%
Penalties & Interest	11,500	63,594	51,220	54,181	2,961	105.78%
Total Taxes	19,520,798	12,474,017	21,136,629	14,071,197	(7,065,432)	66.57%
Licenses & Permits	3,344,600	4,437,891	3,367,269	3,650,305	283,036	108.41%
Charges for Services	675,000	824,076	515,000	784,528	269,528	152.34%
Fines & Forfeitures	956,700	886,022	1,225,000	1,327,623	102,623	108.38%
Miscellaneous Revenues	218,150	148,013	66,650	482,074	415,424	723.29%
Investment Earnings	15,000	70,100	30,000	534,669	504,669	1782.23%
Other Financing Sources	4,600,367	1,064,961	4,504,685	1,100,581	(3,404,104)	24.43%
TOTAL REVENUES	\$ 29,330,615	\$ 19,905,080	\$ 30,845,233	\$ 21,950,977	\$ (8,894,256)	71.16%

October 2019 Revenues

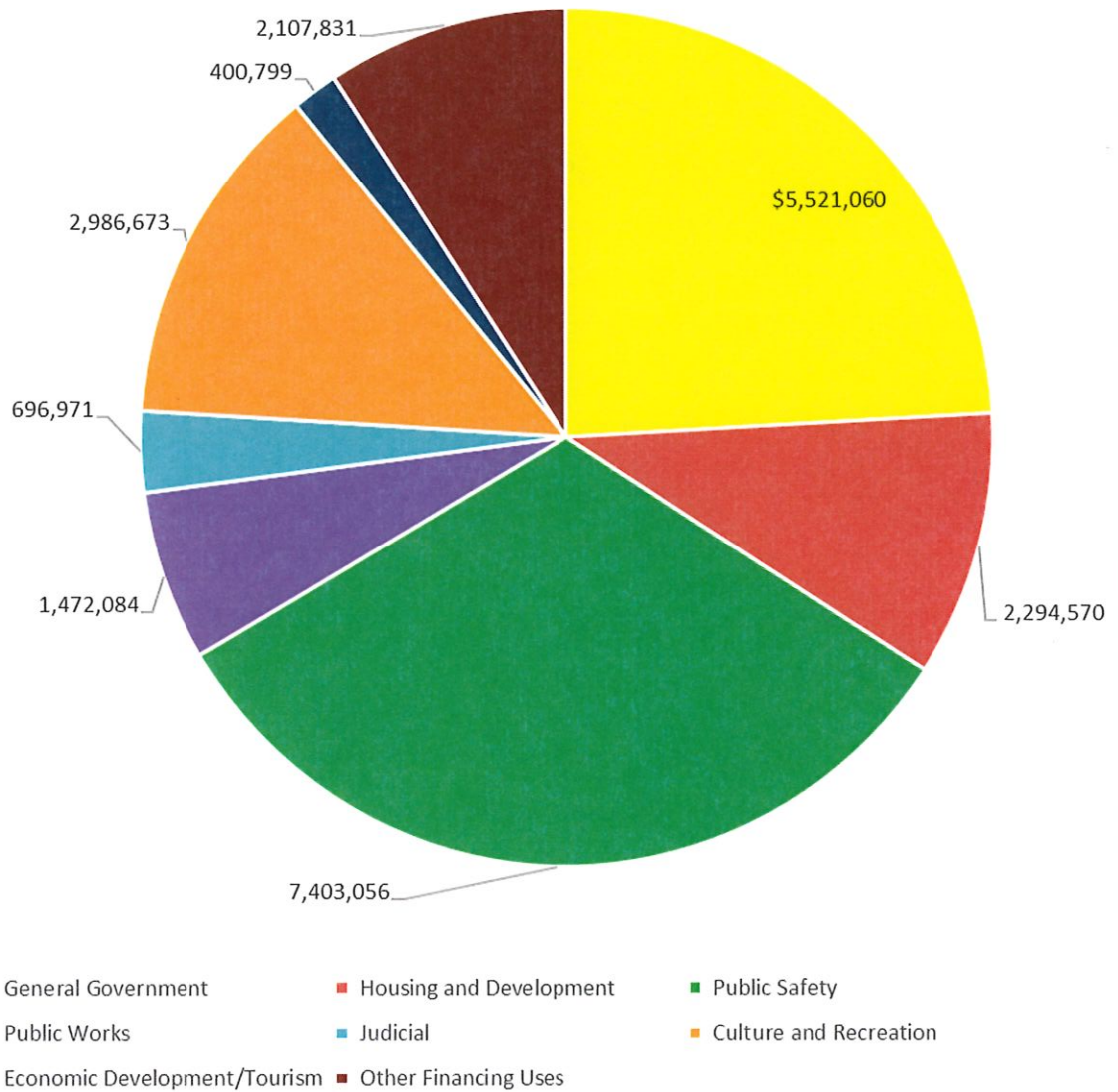
GENERAL FUND REVENUES BY GOVERNMENTAL ACTIVITY



City of Brookhaven - YTD through October 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	\$ 5,502,608	\$ 6,983,629	\$ 5,521,060	\$ 1,462,569	79.06%
Housing and Development	3,241,305	2,447,681	3,392,310	2,294,570	1,097,740	67.64%
Public Safety	8,571,786	6,150,201	9,136,299	7,403,056	1,733,243	81.03%
Public Works	3,598,521	2,844,480	1,901,888	1,472,084	429,804	77.40%
Judicial	601,636	455,612	866,900	696,971	169,929	80.40%
Culture and Recreation	3,379,061	2,131,579	3,900,499	2,986,673	913,826	76.57%
Economic Development/Tourism	784,244	551,501	449,850	400,799	49,051	89.10%
Other Financing Uses	<u>2,256,676</u>	<u>509,422</u>	<u>4,213,859</u>	<u>2,107,831</u>	<u>2,106,028</u>	<u>50.02%</u>
TOTAL EXPENDITURES	\$ <u>29,330,615</u>	\$ <u>20,593,084</u>	\$ <u>30,845,233</u>	\$ <u>22,883,044</u>	\$ <u>7,962,189</u>	<u>74.19%</u>

GENERAL FUND EXPENDITURES BY GOVERNMENTAL ACTIVITY
(OCTOBER 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	*	\$5,400
Disbursements		(\$6,925)
Balance at October 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 October 31, 2019	<u>\$352,849</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	
	December 31, 2018	Receipts	Disbursements	October 31, 2019
Explorer Program	\$ 14,620	\$ 100	\$ (2,387)	\$ 12,333
Shop with a Badge/Cop	11,858	28,084	(9,924)	30,019
General PD Donations	810			810
K9 Donations	2,040			2,040
Police Bike Fund	1,000			1,000
Totals	<u>\$ 30,328</u>	<u>\$ 28,184</u>	<u>\$ (12,310)</u>	<u>\$ 46,202</u>