



TO: Mayor and City Council
FROM: Christian Sigman, City Manager *CMS*
DATE: February 11, 2020
SUBJECT: January 2020 Departmental Highlights

Please find enclosed the **January 2020 Departmental Highlights report**.

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

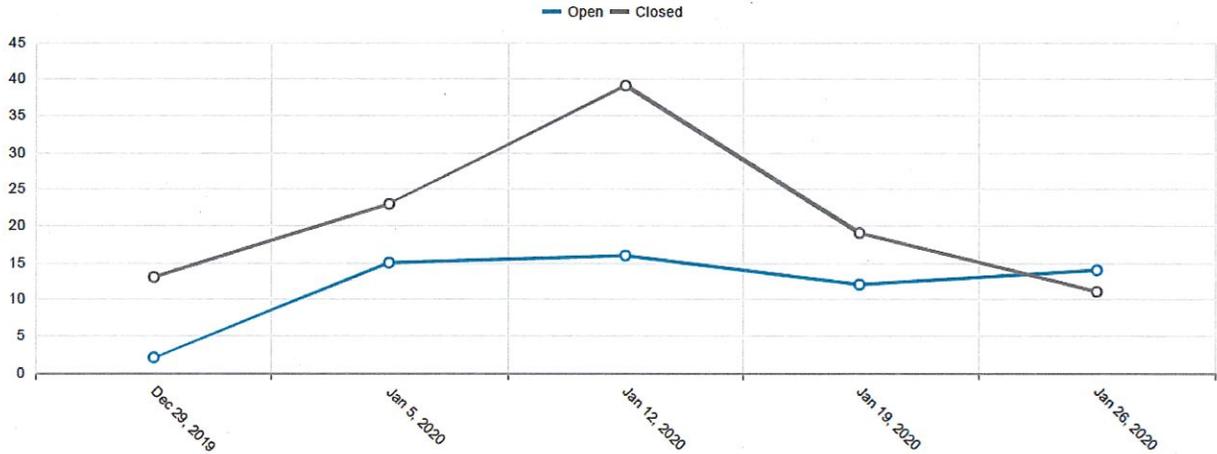
Index

BROOKHAVEN CONNECT METRICS.....2
COMMUNITY DEVELOPMENT.....4
MUNICIPAL COURT.....9
CITY CLERK.....11
COMMUNICATIONS.....14
TOURISM15
INFORMATION TECHNOLOGY.....16
PARKS & RECREATION18
POLICE22
CHATCOMM 91126
PUBLIC WORKS28
FINANCE31

Brookhaven Connect Metrics: Monthly January 2020

*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

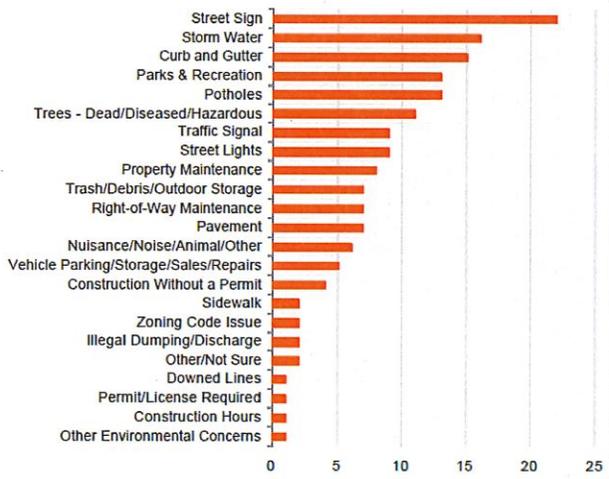


- Of the 164 service requests that were created, 105 have been closed (this includes duplicate requests) with 59 remaining open.
- To date, there are 1,738 registered Brookhaven Connect users; this represents an increase of 57 users since the beginning of the year.

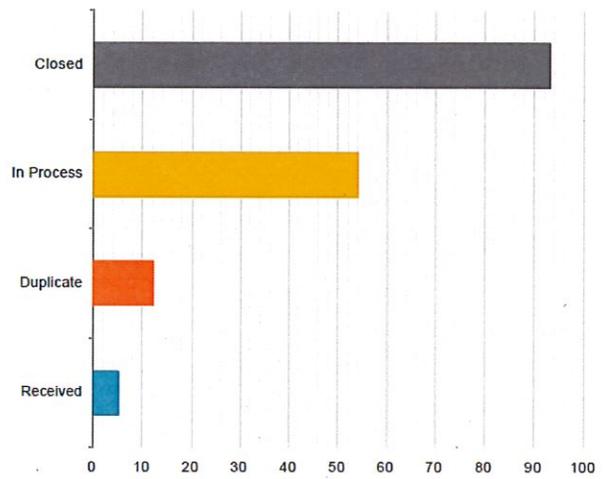
Statistics

Total Reports Created	164
Total Reports Open	59
Total Reports Closed	105
Average Reports Created per Day	5.125
Average Reports Closed per Day	3.281
Average Time to Close	3.796 Days
Fastest Closed Request Type	Street Lights (.006 Days)
Slowest Closed Request Type	Curb and Gutter (21.764 Days)
Most Common Request Type	Street Sign
Least Common Request Type	Construction Hours

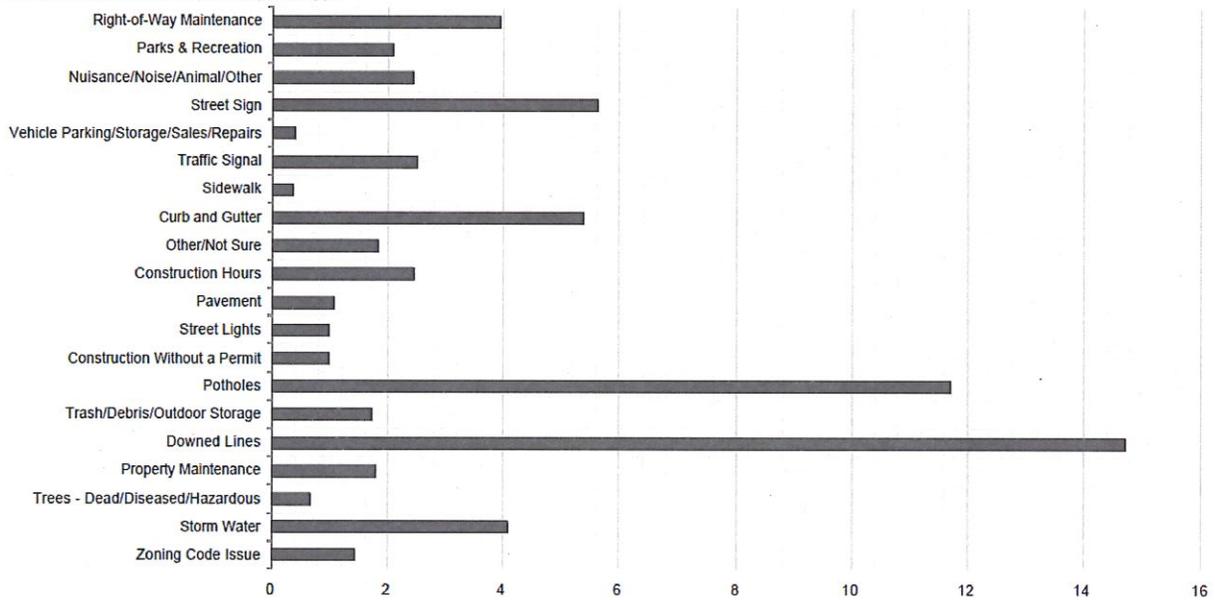
Request by Type



Request by Status



Average Days to Close per Request Type



Community Development: January 2020

Community Development 2020 Building Permits													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
All	316												
New Single Family	23												
New Multi Family	0												

Community Development 2019 Building Permits													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
All	285	299	320	293	238	219	290	323	361	497	304	241	3,670
New Single Family	10	6	10	10	4	10	21	10	46	16	30	27	200
New Multi Family	1	0	1	1	2	0	0	1	0	0	1	0	7

Community Development 2018 Building Permits													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
All	272	304	268	336	309	339	287	289	281	365	283	239	3,572
New Single Family	17	14	6	24	7	30	16	8	5	9	29	14	179
New Multi Family	5	0	0	0	0	1	0	0	0	0	4	3	13

Community Development 2017 Building Permits													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
All	369	317	378	385	464	552	346	385	345	358	353	339	4,591
New Single Family	39	11	30	23	20	11	17	35	19	10	29	21	265
New Multi Family	0	0	0	0	0	0	0	0	0	0	0	0	0

Community Development BOA/Variations Filed in January 2020

File #	Address	Scope	Hearing Date
VAR19-00050	1080 Club Trace	Rear yard setback	1/15/20
VAR19-00051	2623 Drew Valley Road	Interior yard setback	1/15/20
VAR19-00052	3624 Woodstream Circle	Stream buffer and retaining wall	1/15/20
VAR19-00053	1393 Ragley Hall Road	Stream buffer	1/15/20
VAR19-00054	2028 Drew Valley Road	Stream buffer	1/15/20
VAR19-00055	2328 Colonial Drive	Impervious coverage; side and rear yard setbacks	1/15/20

Community Development BOA/Variations Heard in January 2020

File #	Address	Scope	Hearing Date	Action
VAR19-00042	1034 Antioch Drive	Rear yard setback	1/15/20	Withdrawn without Prejudice
VAR19-00050	1080 Club Trace	Rear yard setback	1/15/20	Approved with Conditions
VAR19-00051	2623 Drew Valley Road	Interior yard setback	1/15/20	Approved with Conditions
VAR19-00052	3624 Woodstream Circle	Stream buffer and retaining wall	1/15/20	Approved with Conditions
VAR19-00053	1393 Ragley Hall Road	Stream buffer	1/15/20	Approved with Conditions
VAR19-00054	2028 Drew Valley Road	Stream buffer	1/15/20	Approved with Conditions
VAR19-00055	2328 Colonial Drive	Impervious coverage; side and rear yard setbacks	1/15/20	Approved with Conditions

Community Development Rezoning Filed in January 2020 - None				
File #	Address	Scope	PC Hearing Date	CC Hearing Date
N/A				

Community Development Rezoning Heard in January 2020						
File #	Address	Scope	PC Hearing Date	PC Rec	CC Hearing Date	CC Rec
LUP19-00019	1221 Kendrick Road	Rezone subject property from RS-100 to RS-50	1/8/20	Recommended Favorably	1/28/20	Approved with Conditions

Code Enforcement Activity January 2020	
Inspections & Follow-ups	1,306
Violations	267
Violations Created Per Day	12
Courtesy Warnings/Placards	34
Residential Citations	0
Commercial Citations	0
Total Street Miles Patrolled	1,849
Total Requests Created	100
<i>Department-Generated Inspections</i>	45
<i>Brookhaven Connect/CitySourced Requests Created (public generated)</i>	55
Brookhaven Connect/CitySourced Requests Received / In Process	19
Brookhaven Connect/CitySourced Requests Closed / Abated / Duplicated / Not an Issue	36
Average # of Reports Created per Day	2
Average # of Reports Closed per Day	1
Average Time to Close	2 days
Signs Removed	120

Building Inspection Activity January 2020	
Plan reviews	102
Building inspections	908
Building inspections percent pass/fail	76%/24%

Fire Marshal Activity January 2020	
Plan reviews	77
Inspections	53
Inspections percent pass/fail	85%/15%

Key Land Development Activity/Review January 2020	
Land Development Enforcement & Inspection Activity	
Tree removal permits	18
Stop Work Orders issued	2
Courtesy warnings issued (Notice of violation)	14
Environmental Inspections	211
Environmental Court Summons	0
N/A	
Land Disturbance Permit Review	
Emory Executive Park – Infrastructure phase 1 – 11 Executive Park	
Emory Executive Park Musculoskeletal Institute revisions – 11 Executive Park	
Ashford Park Splash Pad – 2980 Redding Road	
Windsor Parkway @ Osborne Road roundabout – 3174 Osborne Road	
Land Disturbance Permits Approved	6
CHOA – North Druid Hills Campus – 1432 Tullie Road	
Hanover BH Multi-family revision – 4170 Ashford Dunwoody Road	
OLA Rectory revision – 1350 Hearst Drive	
Lenox Park Upper Courtyard Improvements – 1055 Lenox Park Boulevard	
Executive Park – 10 Executive Park	
South Bamby Lane at Dresden Drive drainage improvements – 2721 South Bamby Lane	
Plat Review Activity	6
Fala Estate combination Plat – 3095 Fala Place	
Masoudi Final Plat – 1776 North Druid Hills	
Lot split – 1515 Grant Drive	
Lot Consolidation – 2430 & 2432 Canmont Drive	
Lot Split – 1140 Goodwin Place	
Lot Split – 1907 Canmont Drive	
Plats Approved	1
Fala Estate Combination Plat – 3095 Fala Place	

Municipal Court: January 2020

2020

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Case Filings	918											
Number of Court Dockets	8											
Number of Defendants on dockets	492											
Number of Cases on Dockets	730											

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	734	541
Number of Court Dockets	8	8	8	9	9	8	9	10	9	9	7	6
Number of Defendants on dockets	453	430	472	502	470	445	501	554	502	502	348	398
Number of Cases on Dockets	633	599	672	755	684	682	751	784	737	760	533	611

Court Collections & Agencies Payments

Base Fine	84,931.56
Contempt Charge	1,032.00
Processing Fee	16,866.00
Cash Bonds	23,649.00
Indigent App Fee	0.00
Revenue Collected-Diverse Agencies	28,657.86
Pre-Trial Fee	223.00
CB-Applied	8005.00
Bond Forfeiture	0.00
Overage	62.00
Restitution	0.00
NSF	0.00
Monthly Cash Collections	163,426.42
Paid to Diverse Agencies	28,657.86
Cash Bond Refunds/Returned	13,558.00
Overage Refund	0.00
Restitution Paid	0.00
Total Paid Out	42,215.86
NET	121,210.56

Office of City Clerk: January 2020

City Clerk's Office and Legislative Activities – January 2020		
	Open Record Requests	23
	Agendas/Agenda Packets Managed (Included Audit Comm., Dev. A., Charter Comm., And Facilities Authority)	6
	Minutes Composed (Council, Dev. Auth., and Facilities Authority)	6
	Executive Sessions Held (Council and Dev. Auth. Only)	0
Ordinances/No.	January 2020 – Description	Appr. Date
ORD 2020-01-01	Amending 2020 Budget – Lobbyist Contracts	01/14/2020
ORD 2020-01-02	Unlawful Discrimination – Chapter 15	01/14/2020
ORD 2020-01-03	La Vista Park Special District	01/14/2020
ORD 2020-01-04	Reauthorize the Special Tax District within the Area Annexed 12/8/14	01/14/2020
ORD 2020-01-05	Amending 2020 Budget – CIP Fund Dredging Murphey Candler Lake	01/14/2020
ORD 2020-01-06	Amending 2020 Budget – Increase in Police Positions- Annexation	01/28/2020
ORD 2020-01-07	Amending 2020 Budget – Stormwater Fund for Construction Services for Murphey Candler Shoreline	01/28/2020
ORD 2020-01-08	Amending 2020 Budget – Stormwater Fund for Nancy Creek Trash Trap	01/28/2020
ORD 2020-01-01	LUP19-00019- 1221 Kendrick Road	01/28/2020
Resolutions/No.	January 2020 – Description	Appr. Date
RES2020-01-01	Appointments to Parks Oversight Committee	01/07/2020
RES2020-01-02	Appointments to Development Authority	01/14/2020
RES2020-01-03	Appointments to Planning Commission	01/14/2020
RES2020-01-04	Appointments to Board of Appeals	01/14/2020
RES2020-01-05	Amending Lynwood Park Master Plan	01/28/2020
RES2020-01-06	Abandonment – Alley East of Caldwell	01/28/2020
Department	Contracts/Agreements Approved by Council – January 2020	Appr. Date
Parks and Recreation	Briarwood Park Pool Project	01/14/2020
Public Works	Low Engineers	01/14/2020
Parks and Recreation	Optech Amendment – Additional Park Maintenance for La Vista P	01/14/2020
Public Works	Change Order- Ashford Dunwoody Road/Johnson Ferry Road Improvement	01/14/2020
Administration	Agreements for 2020 Cherry Blossom	01/28/2020
Public Works	Integrated Construction- Murphey Candler Lake	01/28/2020
Public Works	Stormwater Systems- Murphey Candler Lake Litter Trap	01/28/2020
Appointments – January 2020		Appr. Date
City Council & Employees	Joe Gebbia - Mayor Pro Tem, Christian Sigman - City Manager,	01/07/2020

	Chris Balch - City Attorney, Susan Hiott- City Clerk, Jonathan Granade - Chief Judge, Laura Stevenson - Judge, William Mulcahy Internal Auditor, William Linkous - Alcohol Code Hearing Officer	
Development Authority	Bates Mattison, Fred Andrew, and Madeleine Simmons	01/14/2020
Planning Commission	Kevin Quirk, and Cary King	01/14/2020
Board of Appeals	Stuart Marsden, and Mike Dardano	01/14/2020
Citizens Oversight Committee	Sean Pharr, Lori Gray, James Bagnon, Mickey O'Brien, Deborah Proctor	01/07/2020
	Proclamations and Presentations	Date
	Proclamation in Recognition of Major Don Chase	01/14/2020
	Proclamation in Recognition of Gary McDaniel	01/20/2020
	Recognition of Ed McBrayer with the Path Foundation	01/28/2020
Department	Policies Approved by Council – January 2020	Appr. Date
	None	

Open Records Completed Requests – Office of City Clerk – January 2020

Date of Request	Request #	Name	Description
01-03-2020	PRR-01-2020	Rodney Wilson	Copy of Case 19-006224
01-06-2020	PRR-02-2020	Lucy Coppola	Active Cases Adjudicated
01-08-2020	PRR-03-2020	Bill Pardini	Printing Contract
01-09-2020	PRR-04-2020	Robin Davis	December Building Permit List
01-10-2020	PRR-05-2020	Juan Grimaldo	Report of 3249 Buford Hwy
01-13-2020	PRR-06-2020	Michael Alex Dermer	Plans for 2288 Matthews St
01-13-2020	PRR-07-2020	Matthew Houser	Information about RFP 19-400
01-13-2020	PRR-08-2020	Suzanne Barry	Code Enforcement List
01-14-2020	PRR-09-2020	Drew Clough	Plans for 3454 Inman Dr
01-15-2020	PRR-10-2020	Roger Halstead	Copy of his File
01-15-2020	PRR-11-2020	Fabian Makhanda	Information about Police Employee
01-15-2020	PRR-12-2020	Caitlin Smyke Epstein	911 Records for 1559 Milowyn PI
01-15-2020	PRR-13-2020	Fabian Makhanda	Information about Police Employees
01-16-2020	PRR-14-2020	Stephannie Stokes	Code Enforcement Complaints
01-16-2020	PRR-15-2020	Nick Perez	Permit Number for NCG Cinema

01-20-2020	PRR-16-2020	Kevin Quirk	Copy of Application on Hastings Property
01-20-2020	PRR-17-2020	Fabian Makhanda	Information about Police Employees
01-21-2020	PRR-18-2020	Cynthia Mayen	Disposition E62478
01-21-2020	PRR-19-2020	Tamica Means	Information about 3340 Buford Hwy
01-21-2020	PRR-20-2020	Kristi Eide	Site Plan for 1907 Canmont Dr
01-23-2020	PRR-21-2020	Shontience Epps	Information on Case 20-000607
01-27-2020	PRR-22-2020	Guiy Gimpel	Site Plan 2765 N Thompson Rd
01-28-2020	PRR-23-2020	Lisa James	911 Information
			Total completed: 23

Communications: January 2020

Communications Department Activities:

- Staffed Town Hall at Lynwood Park
- Staffed MLK Dinner
- Staffed City Council Swearing In
- Attended Explore Brookhaven Brand Promise Training
- Communications support for Cherry Blossom Festival
- Communications support for Census
- Coordinated ads for Brookhaven Market Report and assisted with editorial
- Photographed 5/3 bank ribbon cutting
- Created door hangers for District 3
- Created flyers for Community Yard Sale and Daddy Daughter Dance
- Photographed CHOA tree transplant, 5/3 Bank ribbon cutting and Swearing In
- Launched Bnet (Intranet)
- Press releases, e-blasts & notifications:
 - CVB touts City's key features; Mayor and City Council Oath of Office; Indoor movie at Lynwood Park; Reminder MLK dinner; Daddy-Daughter Valentines Dance; City Council Wrap Up 1/14; Murphey Candler dredging project; Cherry Blossom Festival announcement; Community Yard Sale; Cherry Blossom Festival 5K; AD-JF intersection improvements; CHOA tree transplant; City Council Wrap Up 1/28; Recycle Day at Lowes
 - Weekly Friday eblasts

Engagement reports (January):

	Posts	Subscribers	Subscriber growth (1 month)
E-blasts/press releases	19	4,369	+78
Facebook	40	6,871	+72
Facebook (Spanish)	46	60	+6
Twitter	34	4,021	+42
NextDoor	31	20,775	+250
Instagram	42	1,499	+79
Instagram (Spanish)	44	243	+29

Tourism: January 2020

- In Phase 4, Brand Culturalization of the Brand Strategy in partnership with the City of Brookhaven. At City Hall, managers participated in Brand promise Training on January 9, 2020.
- Brand Launch for Explore Brookhaven in process, officially launching March 1, 2020 with integrated website, www.ExploreBrookhaven.com, outdoor boards, poll banners, digital advertising and advertorial in Hoffman Media publications: Taste of the South, Southern Lady and The Cottage Journal. Sample Culinary ad is attached.
- Buildout has begun at 705 Town Boulevard, Suite R430. Permanent sign has been installed. Expected move-in March 2020.
- Marketing Partnership with City of Brookhaven to promote Cherry Blossom Festival. Joint promotion with Explore Brookhaven, City of Brookhaven and Lenz Marketing.
- Explore Brookhaven Board Strategic Session was held January 10, 2020 at Oglethorpe University. Goals and objectives for 2020-2022 have been set and will be presented to the Board of Trustees at the next board meeting, March 13, 2020.
- Brookhaven Restaurant Take-over in Birmingham has been set for June 18, 2020. Four chef owned restaurants will partner with Birmingham restaurants to promote the Brookhaven culinary scene. Publicity will run through Hoffman Media and all Explore Brookhaven mediums.
- Working with the newly established Brookhaven Epicurean Society to create the first 2.29 Bar Crawl with 11 restaurants, bars and event venues on February 29, 2020. Explore Brookhaven will promote the event through all social channels, paid advertising and outdoor boards.
- Second Annual TASTE Brookhaven is tentatively set for August 22, 2020 at Hyatt Regency Villa Christina with more than 20 restaurants committed.

Information Technology: January 2020

- Kick-off meeting with MCCi regarding Contract Management project for City Clerk and Purchasing department
- Began testing for pop-up survey on the Portal
- Sent 10 banker's permit boxes, 16 plans in large flat boxes for scanning
- Uploaded the CDs with the plans/permit documents from the 2 boxes and 3 large bins to Laserfiche
- Met with PW to discuss ROWay project in CityWorks. Sent quote to Timmons for new workflow
- Met with Finance department to discuss Tyler solutions. Modified the security rights for administrative assistants
- Working on two new Crystal reports for Inspections
- Completed Windows 7 computer replacements

Month	2014	2015	2016	2017	2018	2019	2020
	Tickets Closed						
Jan	161	138	205	173	227	221	223
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	164	
Dec	218	171	154	141	190	182	
Total	2,312	2,921	2,168	2,165	2,786	2,558	223

GIS

- Created small cell wireless dataset for public works
- PCG Greenway action plan document completed
- MS4 stormwater report maps complete
- GIS Property Information application launch

Police Department

- Setup and configured Axon Video Auto Labelling of videos.
- Fixed issue with connectivity to LinX
- Replaced Courtroom Audio Recording Laptop
- Setup 3 police vehicles with new Axon equipment
- Tested automatic patch deployment
- Continued migration to MDS Server

Parks and Recreation: January 2020

Administration Division Monthly Report

- The Lynwood Park ADA restroom project was completed on January 18th.
- The landscape project for the Marquee Fence at Blackburn Park was completed.
- The 5th Annual Martin Luther King Jr. Celebration was held on January 20th at the Lynwood Park Recreation Center. This year’s event was the largest attended Martin Luther King Jr. Celebration to date.
- Staff Attended the January Park Bond Oversight Committee meeting.

Parks/Facilities and Grounds Maintenance Monthly Report

Monthly Work Order Summary (Internal w/Contractors)

- Work Orders-6
- Work Orders Completed- 5
- Work Orders Outstanding- 1

January 2020 projects

- Cleared downed fence at Brookhaven park
- Started homeless encampment clean up at 1750 Briarwood rd.
- Winterized dog park water fountains at Skyland park
- Prepared Lynwood for MLK day celebrations
- Helped clean and organize Lynwood storage areas
- Replaced broken toilet seat at Blackburn softball bathroom men’s room
- Cleaned curb and gutter along Caldwell
- Cleaned curb and gutter on North Druid Hills near East Roxboro triangle
- Took down and stored City Christmas tree
- Had 6 request for work completed all but homeless camp removal

January 2020 - Janitorial Totals

	Trash Bag Count	Toilet Paper	Doggie Pot	Hand Soap	Paper Towels
LaVista Park	12	NA	NA	NA	NA
Peachtree Creek Greenway	65	NA	NA	NA	NA
Ashford Park	63	6	5	2	1
Blackburn Park	145	8	7	4	3
Briarwood Park	80	6	6	2	2
Brookhaven Park	117	NA	45	NA	NA

Clack's Corner	9	NA	NA	NA	NA
Fernwood Park	11	NA	4	NA	NA
Georgian Hills Park	28	NA	6	NA	NA
Lynwood Park	51	NA	7	NA	NA
Murphey Candler Park	93	9	12	2	4
Parkside Park	13	NA	4	NA	NA
Skyland Park	79	4	21	4	4
Totals	766	33	129	14	14

Athletics Division Monthly Report

January Athletic Revenue Brought in \$20,535.14

Youth athletic programs brought in \$5,864.07

Adult athletic programs brought in \$10,964.07

Field and court rentals/prep/lights brought in \$3,707.00

January 2020 athletic activities currently in season as follows:

Youth athletics

- YMCA youth basketball
- Murphey Candler softball registration
- Murphey Candler baseball registration
- Concorde soccer winter soccer league
- Elevate sports academy basketball
- Up4Tennis classes
- Outshine sports holiday camp
- Up4Tennis holiday camp
- UTA tennis leagues and lessons

Adult athletics

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

Athletic Participation Summary	January 2020
Adult Kickball	480
Adult Softball	0
Adult Flag Football	84
Adult Sand Volleyball	0
Youth Soccer	725
Youth Football & Cheer	0
Spring Baseball (Largest Participation)	974
Spring Softball (Largest Participation)	370

Recreation Division Monthly Report

January Program Revenue Brought In:

- Yoga drop-ins for \$165
- Yoga pass signups for \$135
- Spring gymnastics signups for \$648
- Cheer prep signup for \$110
- Art class signups for \$960
- CMD partner fee of \$162
- Yard Sale signups for \$310
- Fresh N Fit partner fee of \$63.05
- Vamos Chicos partner fee of \$512
- Silver Sneakers drop-ins for \$55
- Open Gym/Passes brought in \$557 between both gyms
- Gym rentals brought in \$1,950
- Classrooms/pavilion/community room/APB rentals brought in \$2,161.64
- Non-resident fees brought in \$1,025
- Tennis court rentals brought in \$252
 - Total program signups/drop-ins/fees/rentals for January = \$9,065.69

Special Events Division Monthly Report

Cherry Blossom

- Secured contracts for toilets, electric, golf carts, EMS
- Coordinated mobile office with IT for tennis center and backstage area
- Met with RCS to coordinate stage placement
- Put all food vending information on the website
- Met with Premier to discuss placement of food vendors and areas to park vehicles

- Assisted with Cherry Blossom 5k Preparations
- Organized budget items
- Began purchasing items necessary for the festival
- Obtained quotes for signage needs
- Met with CVB to discuss roles and responsibilities regarding communication and the festival
- Developed site map
- Held all hands meeting to discuss festival needs
- Coordinated items with Splash Festivals (demo artists, space needs)

MLK Day Celebration

- Set up gym for the event with rental company
- Executed successful event
- Attended debrief meeting to discuss future events

Daddy Daughter Dance

- Secured DJ
- Updated Score Photo with number of couples
- 101 Dads currently signed up for Friday, 167 Dads currently signed up for Saturday
- Purchased all giveaway items
- Purchased all food items
- Purchased all decorations

Easter Egg Hunts

- Ordered all Easter Eggs for Dog and Traditional Easter Egg hunts
- Secured face painters for Special Needs and Traditional Easter Egg Hunts
- Vetted vendors for traditional egg hunt and passed along dog vendors to Brookhaven Dog Group

Light Up Brookhaven

- Began conversations with snow hill company on dates for 2020
- Began conversations with face painter for 2020 dates

Other

- Held meeting with CVB about GRPA kickball tournament in the Fall
- Held successful indoor movie night at Lynwood Gym (approx. 50 people in attendance)
- Attended Hawks game with Elevate Sports Academy
- Attended meetings for Lynwood Park day, began planning process
- Attended meeting with Hawks to host Business and Basketball in March
- Attended meeting to organize events with Atlanta Food Truck Coalition

Police: January 2020

Brookhaven Police Department Activity Summary Report			
	November 2019	December 2019	January 2020
Incidents Reported	593	641	674
Custodial Arrests	240	232	252
Accidents	231	207	213
Citations Issued	1,945	1,164	1,990
Residential Security Watches Requested	47	63	12
Field Interviews	90	67	91
Wanted People Apprehended	31	27	29
Brookhaven Police Department Activity Summary Report			
	November 2018	December 2018	January 2019
Incidents Reported	558	624	648
Custodial Arrests	158	221	244
Accidents	205	205	201
Citations Issued	1,384	1,167	1,724
Residential Security Watches Requested	58	63	21
Field Interviews	55	55	64
Wanted People Apprehended	26	27	39

Support Services – January 2020

- 01/10/20 – Career Day at Sequoya Middle
- 01/17/20 – Pedestrian Safety Meeting at John R. Lewis
- 01/21/20 – Meet with the Consul General of Mexico
- 01/23/20 – Assist DeKalb housing with homeless survey
- 01/24/20 – Brookhaven Police visit El Salvadorian Consulate
- 01/27/20 – Workplace Safety Presentation at Spanks, Inc.

Support Services

REPORTS	Officer Nino	Officer Pawlowski	Sergeant Murray	Total
Incident Reports	1	11	1	13
Accident Reports	0	2	0	2
Patrol Assist	1	4	0	5
Arrests	0	2	0	2
Citations	1	24	0	25
Press Releases	0	0	0	0
Media Interviews	2	0	0	2
Court Assist	1	1	0	2

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

MONTHLY REPORT: Part-Time Officers	
POP Logged	15
Patrol Shifts	3
Citations	24
Warnings	48
Transport	15
Arrests	4
Child Safety Seat Install Classes	0
Shifts Worked	16
Court Service Hours	84
Traffic Enforcement Hours	12
Fleet Service Hours	50
Transport Hours for Uniform Patrol/NET	0
Training Hours	0

Monthly Report: K-9 Officers	Sgt Fikes & "Bane"	Officer Williams & "Spock"	Officer Edwins & "Dano"
Patrol Assist	70	137	0
Other Agency Assist	6	2	0
Training Hours	29	27	11
Search Warrants	0	0	0
Citations	1	21	5
Warnings	0	9	29

Field Interviews	0	0	0
Felony Arrests	0	0	0
Misdemeanor Arrests	0	2	4
City Ordinance Arrests	0	0	1
Wanted Person Located	0	0	1
K-9 Search	7	5	0
K-9 Tracks	1	1	0
K-9 Related Arrests	2	12	0
K-9 Demonstrations / PR	1	0	0
Marijuana Seized	235.0 grams	7.0 grams	0.0 grams
Cocaine Seized	0.0 grams	0.0 grams	0.0 grams
Methamphetamine Seized	0.0 grams	0.0 grams	0.0 grams
Heroin Seized	0.0 grams	0.0 grams	0.0 grams
Schedule Pills	0	0	0
MDMA Seized	0.0 grams	0.0 grams	0.0 grams
Other Seized (Codeine)	0.0 grams	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	69
Total Motor Vehicle Stops	75
Total Citizen Contacts (combined Pedestrian & Traffic Violations)	144
Total Citations Issued	93
Total Warnings Issued	60
Felony Arrests	0
Misdemeanor Arrests	2
Arrest / Released on Copy	0
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 January 09, Sergeant Snively attended the GOHS Grant Planning Day at Chattahoochee Technical College in Acworth.
- Also, on January 09, the Unit attended the MATEN meeting, held in Peachtree City.
- On January 13, Sergeant Snively instructed at the Open Range Day
- On January 15, Officer M. Jones conducted a “Pop-Up” pedestrian safety exhibit at the crosswalks outside Woodward Elementary School at dismissal. She explained pedestrian-related laws and demonstrated how to use the crosswalk.
- On January 17, Officer M. Jones gave a pedestrian safety presentation to students at John Lewis Elementary. She was assisted by officers from the Community Policing Unit.
- On January 21 and 22, Officers S. Jones and Shuler attended a FARO 3D Training class tailored to traffic crash reconstructions.
- On January 23, Officer M. Jones gave a pedestrian safety demonstration to students and parents outside Ashford Park Elementary School. She explained pedestrian-related laws and demonstrated how to use the crosswalk.
- On January 29, Officer M. Jones gave a pedestrian safety demonstration to a group of Girl Scouts from Our Lady of the Assumption Catholic School at Brookhaven Police Headquarters.

Criminal Investigations Division

January 2020 - Criminal Investigations Report	
Total Reports Handled	256
Total Reports Cleared INACTIVE	219
Total Reports Exceptionally Cleared	20
Total Reports Unfounded	8
Total Arrests by Investigators	22
Warrants Obtained Pending Arrest	26
Search Warrants	6
Total Cases “ACTIVE” on January 31, 2020	99

ChatComm 911 Executive Overview: January 1, 2020 -January 31, 2020

911 Answer Time: In January 2020, ChatComm 911 answered 94.2% of all incoming phone calls within ten seconds and 98.9% of all incoming phone calls were answered within thirty seconds.

Call Processing Time: This Month, ChatComm 911 processed 99.2% of all high priority calls for service and 96.5% of all low priority calls for service within sixty seconds.

Monthly Phone Call Volume: For the month of January 2020, ChatComm 911 handled a total of 30,827 phone calls.

- 71.3% (21,974) 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 12,640 of those calls were received on the 911 trunks. 2,110 of the 911 calls received were abandoned 911 calls (where the caller disconnects the line prior to speaking with a calltaker).
 - o 7,224 calls were received on administrative and alarm lines but treated as 911 calls.
- The remaining 28.7% (8,853) of the phone calls handled by ChatComm 911 in January 2020 were outgoing phone calls.

Overall Phone Call Volume: Since September 2009, ChatComm 911 has answered a total of 2,598,484 incoming phone calls. Of those calls, 1,622,729 (62.4%) were received on 911 trunks and 975,755 (37.6%) came in on 10-digit phone lines.

Monthly Incident Volume: ChatComm 911 handled a total of 36,708 incidents in January 2020.

- 65.2% (23,917) of the incidents created were officer-initiated incidents, which include traffic stops, business & residential checks, and other calls created by officers.
- 31.3% (11,496) of the incidents were dispatched incidents.
- The remaining 1,295 (3.5%) of the incidents were transferred via CAD to Dekalb for EMS and Fire Dispatch.
- Sandy Springs incidents comprised 33.6% (12,319) of the total incident volume.
 - o 10,079 incidents were Sandy Springs Police Department incidents.
 - o 1,290 incidents were for Sandy Springs Fire Rescue.
 - o 950 incidents were EMS calls for service in Sandy Springs.
- Johns Creek incidents were 21.5% (7,886) of the total incident volume.
 - o 7,184 incidents were Johns Creek Police Department incidents.
 - o 397 incidents were for Johns Creek Fire Department.
 - o 305 incidents were EMS calls for service in Johns Creek.

- Dunwoody incidents accounted for 15.7% (5,775) of the total incident volume.
- Brookhaven incidents were 25.7% (9,433) of the total incident volume.
- Dekalb Fire and EMS (for the Cities of Brookhaven and Dunwoody) incidents were 3.5% (1,295) of the total incident volume.
 - o 707 incidents were Fire calls for service in Brookhaven or Dunwoody
 - o 588 incidents were EMS calls for service in Brookhaven or Dunwoody.

Overall Incident Volume: By the end of January 2020, ChatComm 911 handled 3,497,785 incidents since “go-live” in September 2009. 3,113,358 (89.01%) of those were law enforcement incidents; 218,788 (6.25%) of those were fire department incidents; and 165,639 (4.74%) of those were EMS incidents.

The EMD/EFD Compliance for January was not included in this report.

Public Works: January 2020

Major Initiatives Completed

- 2020 Paving: Bids opened on 1/23/20.
- MT-02, Ashford Dunwoody / Montgomery Elementary: Bids opened on 1/16/20.

Major Initiatives in Progress/Upcoming

- Brookhaven Public Safety Building – Erosion control Installed. Tree Clearing complete.
- ADR/Peachtree Intersection Design – Revised appraisals received on 01/30/20.
- Briarwood Road sidewalks - Construction Contract awarded to Autaco Development.
- Briarwood Road Multiuse Path - Contractor started work on 01/30/20.
- Trash Rack Installation at Murphey Candler – Approved by Council on 1/28/20 and awarded to Stormwater Systems.
- ADR/Johnson Ferry Road Intersection – Utility relocation near completion, work starts on 02/03/20.
- Murphy Candler Lake Dredging – Progressing well, as of 01/30/20, 173 loads have gone to the landfills.

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

- 1/07/20 - Park Bond Oversight Committee Meeting
- 1/10/20 - Buford Highway Corridor Visioning Kick Off Meeting
- 1/16/20 - Georgia Power meeting for the Public Safety Building
- 1/21/20 - I-285 Top End Express Lane PIOH meeting in Chamblee
- 1/22/20 - Water & Sewer Master Plan Stakeholders meeting
- 1/23/20 - CTP update scope discussion
- 1/30/20 - ST-07 ADR/YMCA Pre-construction Meeting

ROW Encroachment Permits (including Dumpsters/Road Closures)

- Permits issued YTD: 34
- Permits issued this month: 34

Stormwater Performance Measures (OPTECH)

January 2020			
ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE
Priority 1	1	1	100%
Priority 2	3	3	100%
Priority 3	31	8	26%
Total	35	12	34%

Maintenance Work Performance Measures (OPTECH)

January 2020			
ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE
Priority 1	12	12	100%
Priority 2	2	1	50%
Priority 3	1	0	0%
Total	15	13	87%

CIP Performance Measures (LOWE)

SIDEWALK: YEAR TO DATE		
Number of Sidewalks funded by Council in 2020	Number of Sidewalks completed in 2020	ANNUAL PERFORMANCE PERCENTAGE
0	0	0%

Service Request

2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Curb and Gutter	15												15
Downed Lines	1												1
Pavement/Potholes	20												20
Right of Way/Trash	14												14
Sidewalk	2												2
Stormwater	16												16
Streetlights	9												9
Street Sign	22												22
Street Striping	0												0
Traffic Signal	9												9
Trees	11												11
Total Service Requests	119												119

Completed Work Orders

2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
Street Maintenance	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
Sidewalk Repairs	1												1
Curb Repairs	0												0
Potholes	13												13
Patching	2												2
Streetlights	0												0
Signs	13												13
Traffic Signals													
Signal Repairs	16												16
ROW Maintenance													
Tree Removal	7												7
ROW Maintenance	6												6
Stormwater													
Stormwater	10												10
Total work orders	68	0	68										

Finance January 2020

January 31, 2020 Financial Report in Brief

The January 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 January 2020 were \$90,094 less than they were this time last fiscal year. The decrease is mainly due to significantly more building permits being issued in January 2019. The decrease in the revenue collection of the building permits amounting to \$388,614 was offset by increases in property tax revenue of \$173,524, motor vehicle tax & TAVT revenue of \$97,314, and business & occupational tax revenue of \$61,590. The increase in property tax was due to less appeals compared to this time of last year in January. The increase in motor vehicle tax & TAVT is largely due to the new State law effective July 1, 2019 changing the TAVT contribution between the City and DeKalb County in favor of the City. Business and Occupational taxes increases are due to timing of renewal applications and payments submitted.

General Fund expenditures decreased compared to last year at this time by \$59,722. Expenditures for the police department were higher by \$87,053 compared to January 2019 mainly due the Council approved increase in Police salaries in FY 2019. The increase in Police was offset mainly by decreases in the General Government, Culture and Recreation, and Judicial governmental functions in the amounts of \$42,325, \$23,596, and \$22,820. General Government expenditures decreased mainly due to decrease in technical services costs in the IT Department compared to this time in 2019. Parks and recreation decreases are due to less expenditures compared to January 2019 for recreational supplies, parks maintenance costs, and professional services related to the Skyland park project. Judicial expenditures decreased because the January 2020 fiduciary activity has not been posted yet.

City of Brookhaven

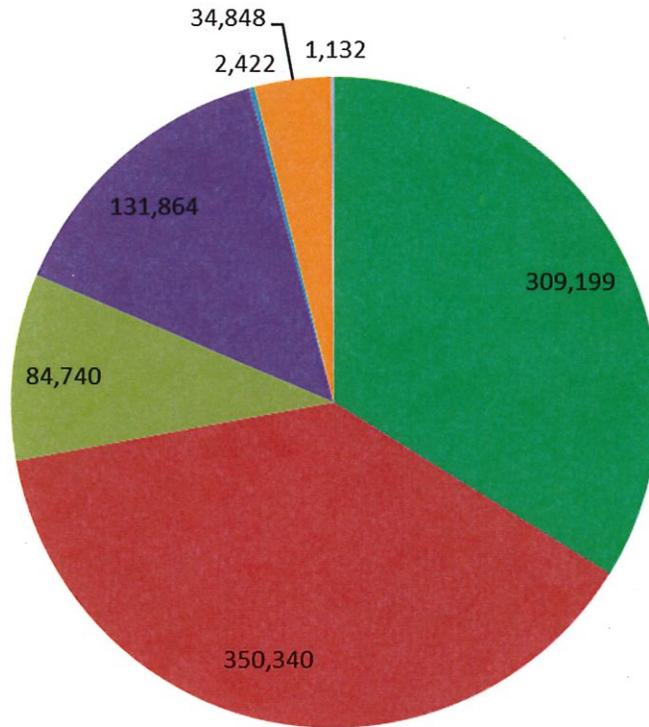
BUDGET COMPARISON REPORT - GENERAL FUND - REVENUES

For The Month Ended January 31, 2020

	2019 Amended Budget	2019 YTD Transactions	2020 Amended Budget	2020 YTD Transactions	Variance from Budget	% of Annual Budget
Property Tax	\$ 9,737,797	\$ (78,567)	\$ 9,752,088	\$ 94,957	\$ (9,657,131)	0.97%
Motor Vehicle Tax & Title Ad Valorem Tax	61,000	4,130	29,442	101,444	72,002	344.56%
Recording Intangible Tax	121,715	-	66,096	-	(66,096)	0.00%
Real Estate Transfer Tax	39,893	-	25,000	-	(25,000)	0.00%
Franchise Tax	4,263,579	-	3,625,000	-	(3,625,000)	0.00%
Alcoholic Beverage Excise Tax	1,093,754	-	1,107,312	1,483	(1,105,829)	0.13%
Energy Excise Tax	152,200	-	220,000	-	(220,000)	0.00%
Motor Vehicle Rental Excise Tax	40,805	-	273,734	-	(273,734)	0.00%
Business & Occupational Tax	2,250,000	39,351	2,170,000	100,941	(2,069,059)	4.65%
Insurance Premium Tax	3,266,496	8,700	3,553,650	9,900	(3,543,750)	0.28%
Financial Institutions Tax	58,170	-	67,734	-	(67,734)	0.00%
Penalties & Interest	51,220	8,212	57,887	474	(57,413)	0.82%
Total Taxes	21,136,629	(18,174)	20,947,943	309,199	(20,638,744)	1.48%
Licenses & Permits	3,367,269	738,954	3,120,000	350,340	(2,769,660)	11.23%
Charges for Services	415,000	125,678	610,000	84,740	(525,260)	13.89%
Fines & Forfeitures	1,225,000	110,206	1,225,000	131,864	(1,093,136)	10.76%
Miscellaneous Revenues	201,650	2,510	104,650	2,422	(102,228)	2.31%
Investment Earnings	30,000	45,465	50,000	34,848 *	(15,152)	69.70%
Other Financing Sources	4,765,422	-	2,515,000	1,132	(2,513,868)	0.05%
TOTAL REVENUES	\$ 31,140,970	\$ 1,004,639	\$ 28,572,593	\$ 914,545	\$ (27,658,048)	3.20%

* Investment Earnings to be distributed to the appropriate funds at the end of each quarter

GENERAL FUND REVENUES BY GOVERNMENTAL ACTIVITY

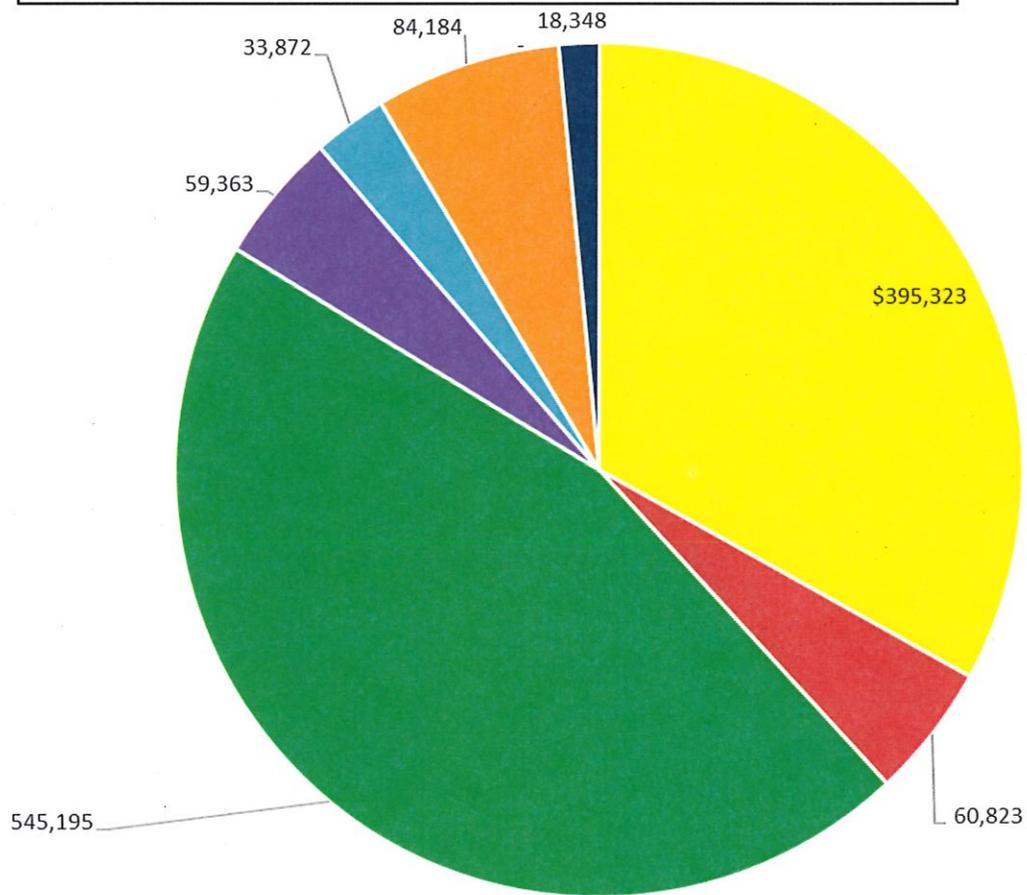


- Total Taxes
- Licenses & Permits
- Charges for Services
- Fines & Forfeitures
- Miscellaneous Revenues
- Investment Earnings
- Other Financing Sources

City of Brookhaven - YTD through January 31, 2020
Budget Comparison for General Fund Expenditures

Governmental Function	2019 Amended Budget	2019 YTD Transactions	2019 Amended Budget	2020 YTD Transactions	Variance from Budget	% of Annual Budget
General Government	\$ 6,982,629	\$ 437,648	\$ 6,928,655	\$ 395,323	\$ 6,533,332	5.71%
Housing and Development	3,392,307	71,930	3,403,549	60,823	3,342,726	1.79%
Public Safety	9,136,299	458,142	10,471,519	545,195	9,926,324	5.21%
Public Works	2,036,888	62,790	1,552,704	59,363	1,493,341	3.82%
Judicial	866,900	56,692	874,735	33,872	840,863	3.87%
Culture and Recreation	3,990,501	107,780	3,467,702	84,184	3,383,518	2.43%
Economic Development/Tourism	449,850	61,848	104,360	18,348	86,012	17.58%
Other Financing Uses	<u>4,213,859</u>	<u>-</u>	<u>884,057</u>	<u>-</u>	<u>884,057</u>	<u>0.00%</u>
TOTAL EXPENDITURES	<u>\$ 31,069,233</u>	<u>\$ 1,256,830</u>	<u>\$ 27,687,281</u>	<u>\$ 1,197,108</u>	<u>\$ 26,490,173</u>	<u>4.32%</u>

GENERAL FUND EXPENDITURES BY GOVERNMENTAL ACTIVITY
(JANUARY 2020 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, 2019		<u>\$53,312</u>
Receipts	*	\$0
Disbursements		\$0
Balance at January 31, 2020		<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 January 31, 2020	<u>\$452,268</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, 2019	Receipts	Disbursements	Balance January 31, 2020
Explorer Program	\$ 12,333	\$ -	\$ (1,049)	\$ 11,284
Shop with a Badge/Cop	30,548	-	-	30,548
General PD Donations	810			810
K9 Donations	2,040			2,040
Police Bike Fund	1,000			1,000
Totals	<u>\$ 46,731</u>	<u>\$ -</u>	<u>\$ (1,049)</u>	<u>\$ 45,682</u>