

TO: Mayor and City Council
FROM: Christian Sigman, City Manager *CMS*
DATE: April 15, 2020
SUBJECT: March 2020 Departmental Highlights

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

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

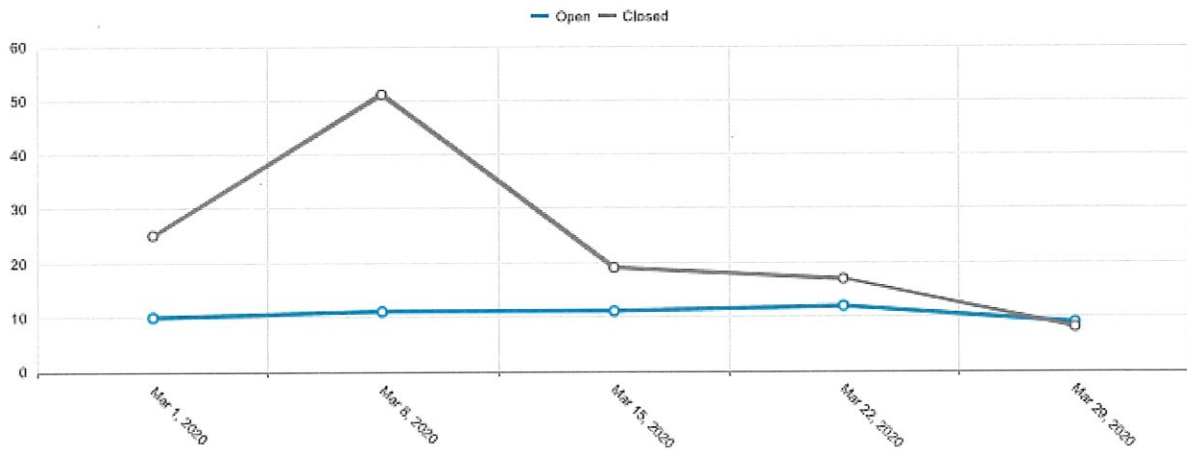
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Brookhaven Connect Metrics: Monthly March 2020

*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

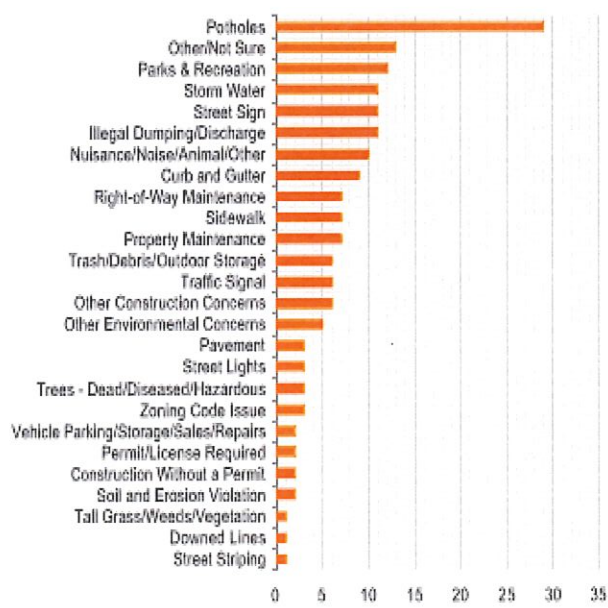


- Of the 173 service requests that were created, 120 have been closed (this includes duplicate requests) with 53 remaining open.
- Total requests that remain open since the beginning of the year is 74, and current month of March is 43.
- To date, there are 1,805 registered Brookhaven Connect users; this represents an increase of 124 users since the beginning of the year.

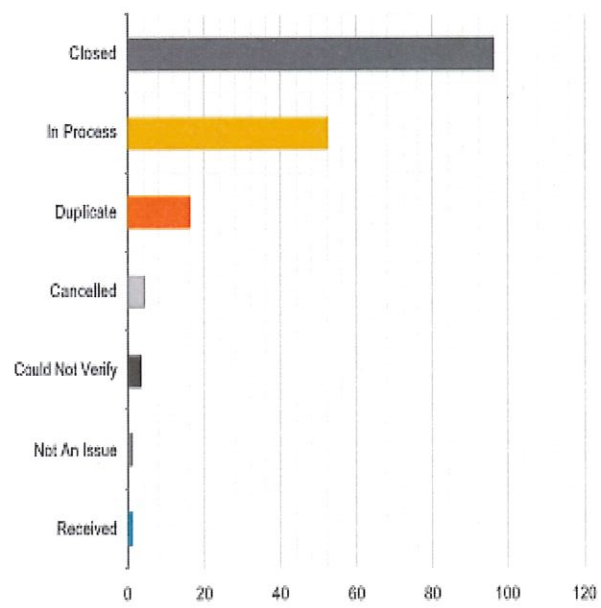
Statistics

Total Reports Created	173
Total Reports Open	53
Total Reports Closed	120
Average Reports Created per Day	5.408
Average Reports Closed per Day	3.858
Average Time to Close	3.752 Days
Fastest Closed Request Type	Traffic Signal (.001 Days)
Slowest Closed Request Type	Property Maintenance (28.442 Days)
Most Common Request Type	Potholes
Least Common Request Type	Tall Grass/Weeds/Vegetation

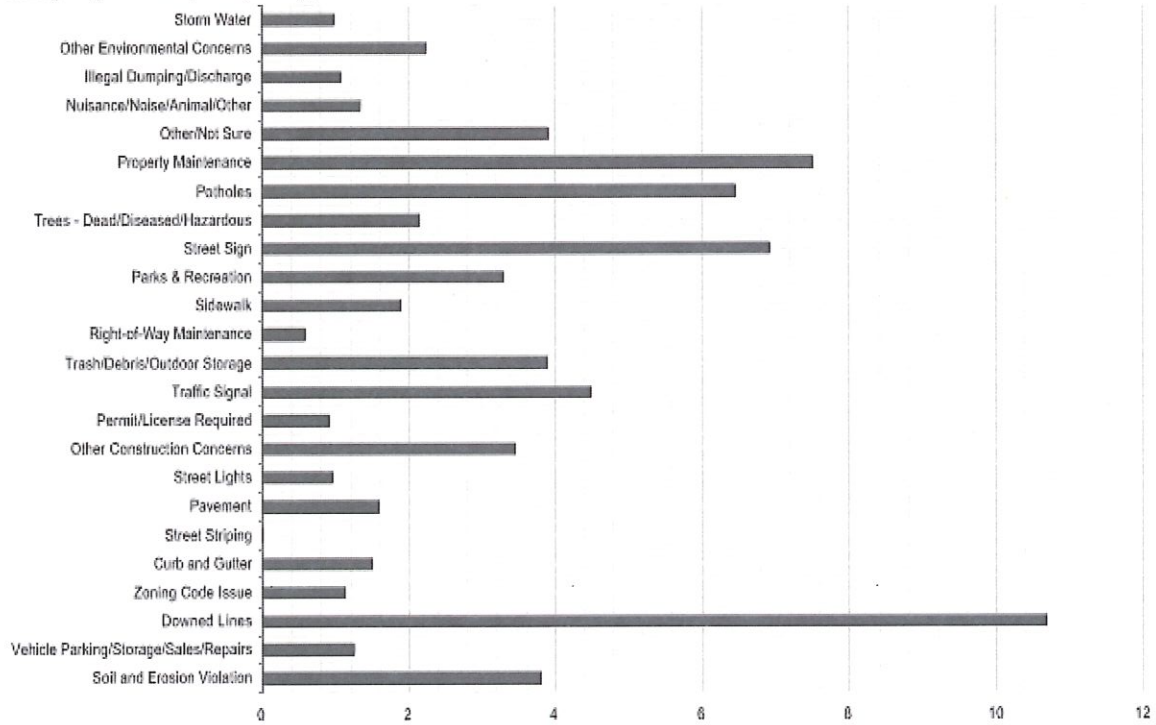
Request by Type



Request by Status



Average Days to Close per Request Type



Community Development: March 2020

Community Development 2020 Building Permits													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
All	316	409	323										
New Single Family	23	32	32										
New Multi Family	0	0	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 BOA/Variances Filed in March 2020			
File #	Address	Scope	Hearing Date
VAR20-00004	2914 Cravenridge Drive	Front-loaded garage setback	4/15/20
VAR20-00010	2613 Green Meadows Lane	Stream buffer and retaining wall	4/15/20
VAR20-00011	1273 Ragley Hall Road	Interior side setback	4/15/20
VAR20-00012	4083 Chippewa Place	Front door threshold	4/15/20
VAR20-00014	3920 & 3930 Peachtree Road	Rear yard setback	4/15/20

Community Development BOA/Variances Heard in March 2020				
File #	Address	Scope	Hearing Date	Action
VAR20-00002	2914 Cravenridge Drive	Impervious coverage and retaining wall side setback	3/18/20	Deferred to 4/15/20
VAR19-00059	1107 Francis Street	Lot coverage, front yard pavement coverage, & front door threshold	2/19/20	Deferred to 4/15/20
VAR20-00005	2613 Green Meadows Lane	Impervious coverage	3/18/20	Deferred to 4/15/20
VAR20-00006	1273 Ragley Hall Road	Stream buffer	3/18/20	Deferred to 4/15/20
VAR20-00007	4083 Chippewa Place	Stream buffer and front yard setback	3/18/20	Deferred to 4/15/20
VAR20-00008	3920 & 3930 Peachtree Road	Waive utilities location requirement	3/18/20	Deferred to 4/15/20
VAR20-00009	2565 & 2573 Apple Valley Road	Waive utilities location requirement	3/18/20	Deferred to 4/15/20

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

Community Development Rezoning Heard in March 2020						
File #	Address	Scope	PC Hearing Date	PC Rec	CC Hearing Date	CC Rec
TA20-01		An ordinance to amend section 27-1029, modifying conditions of approval, of the Code of the City of Brookhaven	3/4/20	Recommended Favorably	3/23/20	Approved

Code Enforcement Activity March 2020	
Inspections & Follow-ups	989
Violations	159
Violations Created Per Day	7
Courtesy Warnings/Placards	27
Residential Citations	0
Commercial Citations	0
Total Street Miles Patrolled	1,224
Total Requests Created	64
<i>Department-Generated Inspections</i>	21
<i>Brookhaven Connect/CitySourced Requests Created (public generated)</i>	43
Brookhaven Connect/CitySourced Requests Received / In Process	15
Brookhaven Connect/CitySourced Requests Closed / Abated / Duplicated / Not an Issue	28
Average # of Reports Created per Day	1
Average # of Reports Closed per Day	1
Average Time to Close	3 days
Signs Removed	83

**** There were three Code Enforcement personnel involved in a weeklong conference the first week of March. The rest of the month the Code Enforcement personnel were only doing Brookhaven Connect requests and follow up inspections. The only self-generated cases after the 16th were for permitting issues and health and life safety.

Building Inspection Activity March 2020	
Plan reviews	122
Building inspections	1,043
Building inspections percent pass/fail	83%/17%

Fire Marshal Activity March 2020	
Plan reviews	106
Inspections	69
Inspections percent pass/fail	87%/13%

Key Land Development Activity/Review March 2020	
Land Development Enforcement & Inspection Activity	
Tree removal permits	59
Stop Work Orders issued	2
Courtesy warnings issued (Notice of violation)	18
Environmental Inspections	251
Environmental Court Summons	0
N/A	
Land Disturbance Permit Review	8
MC Litter Trap Access Road - 4051 Candler LK West	
CHOA - NDH Campus - 1432 Tullie Road	
Cliff Valley Road Widening - 1100 Westchester Ridge	
Executive Park - 10 Executive Park Drive	
Marist Woolbridge Library Revision - 1337 Hearst Drive	
DeKalb County Consent Decree Sewer - 3624 Woodstream Circle	
Lenox Park Upper Courtyard Improvements - 1055 Lenox Park Blvd	
Brookhaven MOB II - 3939 Peachtree Road	
Land Disturbance Permits Approved	3
Emory Executive Park MSI - 11 Executive Park	
Ashford Park Splash pad - 2980 Redding Road	
Porter square - 3920 Peachtree Road	
Plat Review Activity	5
2472 Cove Cir reconfiguration	
1221 Kendrick Rd - 1221 Kendrick Road	
2430/2432 Thompson Lot Consolidation - 2430 Thompson Road	
Halstead plat revision - 1330 North Druid Hills Rd.	
1140 Goodwin Place lot Split	
Plats Approved	1
Masoudi Final Plat - 1776 North Druid Hills Road	

Municipal Court: March 2020

2020

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Case Filings	918	686	428									
Number of Court Dockets	8	8	5									
Number of Defendants on dockets	492	457	255									
Number of Cases on Dockets	730	719	382*									

***As a result of Covid-19 there are 548 cases (386 defendants) that were not heard/resolved in March.**

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	66,810.25
Contempt Charge	475.00
Processing Fee	13,976.00
Cash Bonds	31,023.00
Indigent App Fee	0.00
Revenue Collected-Diverse Agencies	22,107.75
Pre-Trial Fee	261.00
CB-Applied	4,290.00
Bond Forfeiture	0.00
Overage	0.00
Restitution	0.00
NSF	0.00
Monthly Cash Collections	138,943.00
Paid to Diverse Agencies	22,107.75
Cash Bond Refunds/Returned	9,192.00
Overage Refund	0.00
Restitution Paid	0.00
Total Paid Out	31,299.75
NET	107,643.25

Office of City Clerk: March 2020

City Clerk's Office and Legislative Activities – March 2020		
	Agendas/Agenda Packets Managed (Included Audit Comm., Dev. A., Charter Comm., And Facilities Authority)	4
	Minutes Composed (Council, Dev. Auth., and Facilities Authority)	5
	Executive Sessions Held (Council and Dev. Auth. Only)	1
Ordinances/No.	March 2020 – Description	Appr. Date
ORD 2020-03-01	Budget Amendment for 2019 Year- Appropriating Amounts	3/10/2020
ORD 2020-03-02	Budget Amendment – CIP not to Exceed \$200,000	3/10/2020
ORD 2020-03-03	Amendment to the CIP Fund Budget 2020 for \$333,122	3/10/2020
ORD 2020-03-04	Lavista Park Special District \$300,000	3/10/2020
ORD 2020-03-05	State of Emergency Until March 30,2020	3/16/2020
ORD 2020-03-06	Extending the Declaration of a State of Emergency and Shelter in Place Until April 15, 2020 - COVID-19	3/24/2020
ORD 2020-03-07	TA20-01: Amend Section 27-1029 Modifying Approval	3/24/2020
Exec. Order2020-03-01	Mayor’s Executive Order	3/27/2020
Resolutions/No.	March 2020 – Description	Appr. Date
RES2020-03-01	Agreement with the American Red Cross for Briarwood Park	3/10/2020
RES2020-03-02	Re-Affirm Ashford Park Master Plan	3/10/2020
RES2020-03-03	Purchasing Policy- Finance Department	3/10/2020
RES2020-03-04	Sale and Issuance of \$15,000,000 Tax Bond Loan	3/24/2020
RES2020-03-05	Sale Agreement for FEMA Property- 2652 S. Bamby Lane	3/24/2020
RES2020-03-06	Sale Agreement for FEMA Property- 2668 S. Bamby Lane	3/24/2020
RES2020-03-07	Appointment of Mike Runestad to the Board of Appeals	3/24/2020
RES2020-03-08	Appointments of the Board Member of the BCVB	3/24/2020
RES2020-03-09	Resolution Asking Governor Kemp to Issue an Executive Order to Shelter in place	3/24/2020
Department	Contracts/Agreements Approved by Council – March 2020	Appr. Date
Public Works	Atlanta Paving & Concrete- 2020 Street Paving \$2,454,471.60	3/10/2020
Public Works	Ashford Dunwoody Road/Montgomery Intersection- \$766,660	3/10/2020
Public Works	Environmental Site Service for Inman/Saybrook Dr -\$170,165	3/10/2020
	Appointments – March 2020	Appr. Date
Board of Appeals	Mike Runestad	3/24/2020
BCVB	Reappointment of Certain Current Board Members	3/24/2020
	Proclamations and Presentations	Date
Police Department	Commendation Certificates by Chief Yandura	3/10/2020
Department	Policies Approved by Council – March 2020	Appr. Date
Finance	Purchasing Policy Updated	3/10/2020

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

Date of Request	Request #	Name	Description
2/10/2020	PRR-46-2020	Peyton Waldrop	Murphey Candler Lake Dredging
2/21/2020	PRR-66-2020	Patrick Saunders	Scott Bergthold Payments History
2/25/2020	PRR-72-2020	Marcy S. Hanks	Officer Hall File
2/26/2020	PRR-73-2020	Brittany McGraw	Purchasing Records
2/27/2020	PRR-75-2020	Amanda Argo	Adult Entertainment License
3/1/2020	PRR-77-2020	Judith Cozzi	Information on 232o Colonial Drive
3/2/2020	PRR-78-2020	Dan Cunning	RedSpeed Contract
3/2/2020	PRR-79-2020	Lucy Coppola	Court Report
3/2/2020	PRR-80-2020	Stefani Daub	Building Permits
3/4/2020	PRR-81-2020	Eric Warshal	Business License Report
3/4/2020	PRR-82-2020	Judith	Information on 2328 Colonial Drive
3/4/2020	PRR-83-2020	Bryan Brunson	Permits by A&J General Contractor, Inc.
3/4/2020	PRR-84-2020	Sean Swierczek	Facility Records
3/5/2020	PRR-85-2020	Robin Davis	February 2020 Permit Report
3/5/2020	PRR-86-2020	Sean Swierczek	Facility Records
3/5/2020	PRR-87-2020	Stella Morris	Code Violations Report
3/8/2020	PRR-88-2020	Woudlin J. Baptiste	Code Violations Report
3/10/2020	PRR-89-2020	Pamela ODELL	Short Term Rental List
3/10/2020	PRR-90-2020	Scott Kappas	Construction Documents for CHOA at 1400 Tullie Road
3/14/2020	PRR-92-2020	Carl Sharp	Bids Tabs for Ashford Dunwoody/Montgomery Elementary
3/17/2020	PRR-101-2020	Kathryn Cesari	Construction Documents for 2719 Winding Lane
3/17/2020	PRR-105-2020	Thomas Meade	Permit Information #19-010 0113
3/17/2020	PRR-106-2020	Ashley Cummings	Application for DM19-00110
3/18/2020	PRR-107-2020	Eddie McGill	Information for Case 20-002003
3/19/2020	PRR-108-2020	Eddie McGill	Information for Case 20-002003
3/19/2020	PRR-109-2020	Gustavus Griffin	Incident Report Case 19-009588
3/23/2020	PRR-111-2020	Beverly Northcutt	Accident Report
3/30/2020	PRR-116-2020	Yolanda García	Report for Stolen Plate
			Total completed: 28

Communications: March 2020

Communications Department Activities:

- Continued to provide Cherry Blossom Festival support until cancellation
- Sent out press releases, notices, etc., related to COVID-19 cancellations and closings
- Continued support of Census promotion
- Created website for Coronavirus response (and Spanish translation); worked with Leo and IT to merge Communications' website with the GIS-generated site
- Assisted DeKalb County with AMR opening on Buford Highway
- Produced Summer Activity Guide (printing and distribution status pending further cancellations)
- Assisted with logistics of virtual City Council meetings
- Created special e-blast for COVID-19 response
- Helped coordinate and promote Brookhaven Strong singing event
- Began coordinated Brookhaven Strong art contest
- Serving on planning committee for GMA's Communications Conference in August
- Assisted City Clerks with GMA conference registration for Mayor and Council
- Coordination of Census event at Northeast Plaza until cancellation
- Created flyer for restaurant closure notice
- Press releases, e-blasts & notifications:
 - Artist Jodi Ohl to be featured at Cherry Blossom Festival
 - Brookhaven announces new EMS hub in Brookhaven
 - Mondays With Madeleine
 - Hop on down to the Brookhaven Easter Egg Scramble
 - Eggstra-ordinary Easter Egg Hunt returns to Lynwood
 - New EMS hub in Brookhaven
 - From hot rods to the Wienermobile---classic cars return for Cherry Blossom Festival
 - City Council Wrap Up 3-10
 - Police Officers honored
 - Brookhaven awards 2020 paving contract
 - Brookhaven announces Cherry Blossom Festival cancellation
 - Brookhaven parks facilities closing
 - Brookhaven announces cancellation of Brookhaven Counts Festival
 - A Message from Brookhaven Mayor John Ernst
 - Brookhaven City Hall Closed until March 30
 - Special Called Meeting
 - Emergency declared - Restaurants close
 - Brookhaven cancels Easter events
 - Council meeting on 3-24
 - Brookhaven Strong release
 - Brookhaven approves FEMA buyout
 - Council wrap up for 3-24
 - Emergency declaration extended

Engagement reports (March):

	Posts	Subscribers	Subscriber growth (1 month)
E-blasts/press releases	28	4,424	+26
Facebook	71	7,361	+369
Facebook (Spanish)	103	88	+19
Twitter	75	4,189	+137
NextDoor	33	21,392	+388
Instagram	127	1,887	+296
Instagram (Spanish)	94	302	+38
Brookhaven Alert	8	2,674	+79

Tourism: March 2020

- Due to COVID-19 all marketing and brand launch have been postponed until the threat of the virus passes and residents and guests are free to travel.
- Launch of integrated website, www.ExploreBrookhaven.com, is scheduled for April 2 in conjunction with the #BrookhavenStrong Facebook Live event.
- Outdoor board campaign has been modified to support #BrookhavenStrong. Board samples attached below.
- Buildout is nearly complete at 705 Town Boulevard, Suite R430. Permanent sign has been installed. Expected move-in April 2020.
- Brookhaven magnets were delivered to Brookhaven Police Department on March 31, 2020. 10,000 magnets will be distributed to all Brookhaven residents.



- 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.
- Worked 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. 250 attendees registered and all expressed having a great time!
- Second Annual TASTE Brookhaven is set for August 22, 2020 at Hyatt Regency Villa Christina with more than 20 restaurants committed.

#BROOKHAVENSTRONG
THURSDAY, APRIL 2
FACEBOOK LIVE 6PM



BROOKHAVEN
VIRTUAL
CHERRY BLOSSOM FESTIVAL



#BROOKHAVENSTRONG



BROOKHAVEN TAKEOUT
#BROOKHAVENSTRONG



BROOKHAVEN TAKEOUT
#BROOKHAVENSTRONG



WE'RE IN THIS TOGETHER
#BROOKHAVENSTRONG



Information Technology: March 2020

General IT

- Created two Crystal Report with contractor data
- Updated ICC table valuations in CityWorks (DEV & PROD)
- Add Crystal Reports training for Julian
- Worked to grant access to external vendor for the Laserfiche Contract project
- Resolved CityWorks issues with tasks not updating correctly; new notifications not sending out the email
- Worked with OnBase/Keymark on ownership issues, and large plan sets causing OnBase to crash
- Resolved JustFOIA log-in issue; Added new templates for PD and City Clerk regarding COVID-19
- Continue working remotely and using Microsoft Teams to communicate virtually
- Prepped out 60 Toughbooks for DR site and situations.
- Distributed out Toughbooks to clients working from home.

Month	2014	2015	2016	2017	2018	2019	2020
	Tickets Closed	Tickets Closed	Tickets Closed	Tickets Closed	Tickets Closed	Tickets Closed	Tickets Closed
Jan	161	138	205	173	227	221	223
Feb	148	229	205	176	185	194	210
Mar	162	257	194	199	152	315	259
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	692

GIS

- Built and released Coronavirus public information portal
- Finalized and completed sidewalk assessment data
- Loaded and updated IMS sign data
- Developed pavement PCI time lapse web map

Police Department

- Deployed DR Laptops
- Created new policies and modified existing policies on the firewall users to access VPN.
- Imaged DR Laptops through PXE boot
- Setup ~5 patrol cars with new axon equipment
- Resolved Voicemail to Email Issue
- Setup Employees with laptops and remote connectivity
- Assisted in setting up ~50 laptops for remote employees
- Continued work with New Court Software Vendor

Parks and Recreation: March 2020

Administration Division Monthly Report

- All Parks & Recreation Facilities have been closed to the public except for park trails and the Peachtree Creek Greenway due to the COVID-19 Pandemic.
- The Cherry Blossom 5k was cancelled due to COVID-19 Pandemic.
- The Annual Cherry Blossom Festival was cancelled due to COVID-19 Pandemic.
- Staff has been working remotely due to COVID-19 Pandemic.
- Staff contracted to have forty (40) trees removed along Peachtree Road next to the MARTA wall.
- Staff sent the scope of work for year 3 of the Blackburn Park Tennis Court replacement project to the Purchasing Manager for review and to get the ITB out on the street in the next two weeks.

Parks/Facilities and Grounds Maintenance Monthly Report

Monthly Work Order Summary (Internal w/Contractors)

- Work Orders-8
- Work Orders Completed- 7
- Work Orders Outstanding- 1

March 2020 projects

- Repaired dog water fountain and foot wash at Skyland park
- Turns water fountains back on
- Closed all restrooms
- Closed all play structures
- Closed all basketball courts
- Closed all tennis courts
- Closed all athletic fields
- Started grass cutting throughout parks and ROWs
- Took tables to and from Briarwood for community yard sale
- Had 8 requests for work 7 have been completed.

Janitorial Totals

	Trash Bag Count	Toilet Paper	Doggie Pot	Hand Soap	Paper Towels
LaVista Park	16	NA	NA	NA	NA
Peachtree Creek Greenway	32	NA	8	NA	NA
Ashford Park	66	3	5	1	1
Blackburn Park	231	7	18	2	3
Briarwood Park	106	8	8	2	2
Brookhaven Park	176	NA	33	NA	NA
Clack's Corner	8	NA	NA	NA	NA
Fernwood Park	18	NA	5	NA	NA
Georgian Hills Park	60	NA	4	NA	NA
Lynwood Park	81	NA	8	NA	NA
Murphey Candler Park	238	14	10	2	3
Parkside Park	23	NA	3	NA	NA
Skyland Park	103	4	10	2	3
Totals	1,158	36	112	9	12

Athletics Division Monthly Report

****All youth and adult athletic programs postponed beginning 3/13****

March Athletic Revenue Brought in \$16,783.54
 Youth athletic programs brought in \$12,650.82
 Adult athletic programs brought in \$3,206.82
 Field and court rentals/prep/lights brought in \$926.50

March 2020 athletic activities currently in season as follows:

- Youth athletics
- Murphey Candler softball games and practices started
- Murphey Candler baseball games and practices started
- Olympus volleyball tournament
- Concorde soccer sprig soccer league
- Elevate sports academy basketball
- Up4Tennis classes and private lessons
- UTA tennis leagues and lessons

- Adult athletics
 - Adult spring flag football
 - Adult spring softball leagues
 - GOKickball spring leagues
 - Up4Tennis lessons and classes
 - UTA tennis open play, leagues and lessons

Athletic Participation Summary	March 2020
Adult Kickball	480
Adult Softball	800
Adult Flag Football	100
Adult Sand Volleyball	66
Youth Soccer	725
Youth Football & Cheer	NA
Spring Baseball	975
Spring Softball	375

Recreation Division Monthly Report

****Revenue down due to COVID-19 virus. All classes canceled/postponed, and buildings closed beginning 3/13****

March Program Revenue Brought In:

- Yoga drop-ins for \$105
- Yoga pass signups for \$90
- Spring gymnastics signups for \$162
- Food truck vendors paid \$120
- Boot camp fees of \$27.80
- Art class signups for \$200
- CMD partner fee of \$240
- Yard Sale signups for \$60
- Fresh N Fit partner fee of \$63.05
- Silver Sneakers drop-ins for \$15
- Open Gym/Passes brought in \$204 between both gyms
- Gym rentals brought in \$840
- Classrooms/pavilion/community room/APB rentals brought in \$2,395
- Tennis court rentals brought in \$91
 - Total program signups/drop-ins/fees/rentals for March = \$4,612.85

Special Events Division Monthly Report

Cherry Blossom

- Finalized more festival details
- Canceled festival
- Canceled all vendors
- Coordinated with Patty to make sure all guaranteed payments were made
- Coordinated with Lenz and communications on press releases
- Coordinated with PD on the cancelation
- Have received credits for most of the payments made from the logistical side of the festival
- Waiting to hear on the \$12,500 paid to the bus company on if we can use for a future festival or event
- Vetted all inquiries for a reschedule date
- Proposed mini Cherry Blossom/community festival if time permits for the rest of this year

Easter Egg Hunts

- Canceled all Easter Egg Hunts
- Have paid half on all Easter Eggs, none were delivered yet- should be receiving 100% of the money back
- Coordinated with communications on press releases
- Coordinated with PD on the cancelation

Other

- Worked with Linley and communications on Brookhaven Strong Event
- Worked with rescheduling or canceling all events through Mid-April
- Worked with Splash on a potential festival for August
- Worked with Brookhaven Beer festival for a potential September event date
- Worked with PD and communications to develop Brookhaven Barry Hunt
- Working on developing budgets for all special events

Police: March 2020

Brookhaven Police Department Activity Summary Report			
	January 2020	February 2020	March 2020
Incidents Reported	674	565	455
Custodial Arrests	252	242	130
Accidents	213	167	126
Citations Issued	1,990	1,707	832
Residential Security Watches Requested	12	21	12
Field Interviews	91	59	51
Wanted People Apprehended	29	30	9
Brookhaven Police Department Activity Summary Report			
	January 2019	February 2019	March 2019
Incidents Reported	648	618	652
Custodial Arrests	244	239	246
Accidents	201	228	209
Citations Issued	1,724	1,806	1,445
Residential Security Watches Requested	21	19	24
Field Interviews	64	74	69
Wanted People Apprehended	39	32	40

Support Services – March 2020

- 03/03/20 – AMR Grand Opening
- 03/05/20 – Assist in Teaching CRASE at IBM
- 03/05/20 – Citizen’s Police Academy Opening
- 03/12/20 – Service Day, In-town community school
- 03/12/20 – Annual Report Photos
- 03/12/20 – Church Walkthrough – Skyland United Methodist Church

Support Services

REPORTS	Officer Pawlowski	Sergeant Murray	Total
Incident Reports	0	0	0
Accident Reports	0	0	0
Patrol Assist	0	0	0
Arrests	0	0	0
Citations	0	0	0
Press Releases	0	0	0
Media Interviews	0	0	0
Court Assist	2	1	3

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

MONTHLY REPORT: Part-Time Officers	
POP Logged	0
Patrol Shifts	6
Citations	0
Warnings	0
Transport	10
Arrests	0
Child Safety Seat Install Classes	0
Shifts Worked	0
Court Service Hours	15
Traffic Enforcement Hours	0
Fleet Service Hours	240
Transport Hours for Uniform Patrol/NET	0
Training Hours	0

Monthly Report: K-9 Officers	Sgt Fikes & K9 "Bane"	Officer Williams & K9 "Spock"	Officer Ritch & K9 "Dano"
Patrol Assist	58	119	0
Other Agency Assist	3	2	0
Training Hours	54	52	16
Search Warrants	0	0	0
Citations	0	13	10

Warnings	2	15	0
Field Interviews	0	0	0
Felony Arrests	0	0	0
Misdemeanor Arrests	0	1	1
City Ordinance Arrests	0	0	0
Wanted Person Located	0	0	0
K-9 Search	3	3	0
K-9 Tracks	3	3	0
K-9 Related Arrests	6	3	0
K-9 Demonstrations / PR	1	2	1
Marijuana Seized	0.0 grams	3.0 grams	0.0 grams
Cocaine Seized	0.0 grams	0.0 grams	0.0 grams
Methamphetamine Seized	2.0 grams	0.0 grams	0.0 grams
Heroin Seized	0.0 grams	3.0 grams	0.0 grams
Schedule Pills	13	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
Building Search (for persons)	0	2	0

Additional Activities for K9 and N.E.T. Unit

- **NOTE:** Personnel are temporarily assigned to Uniform Patrol.
- **NOTE:** There are currently no N.E.T. stats.

Monthly Report: Traffic Safety Unit	Officer Maria Jones
Total Pedestrian Stops	42
Total Motor Vehicle Stops	31
Total Citizen Contacts (combined Pedestrian & Traffic Violations)	73
Total Citations Issued	20
Total Warnings Issued	65
Felony Arrests	0
Misdemeanor Arrests	2
Arrest / Released on Copy	1
Wanted Persons Located	1

Additional Activities for Traffic Safety Unit

NOTE: The Brookhaven Police Department is excited to have been awarded the FFY 2019 Pedestrian Safety Grant by the Governor’s Office of Highway Safety (GOHS). This will be our third year participating in this Grant, which begins in October 2019. Officer Maria Jones serves as the Department’s Pedestrian

Safety Officer and has done so since inception. The Brookhaven Police Department’s Pedestrian Safety Program has been a phenomenal success due to the hard work and determination set forth by Officer Jones. We look forward to another great year as we partner with GOHS to educate the public on pedestrian safety.

- On March 04, Officer M. Jones attended the Grand Opening of the AMR Facility located at 3292 Buford Highway. She was positioned at the crosswalk to facilitate pedestrian traffic approaching the building. However, due to inclement weather, the foot traffic was minimal.
- Between March 3-5, Officer S. Jones completed the final course work and final written and practical exams to obtain his certification as an accident reconstructionist.
- On March 11 the unit attended the MATEN meeting, which was hosted by the Fayetteville Police Department at the Fayette County EMA.
- On March 12 Officer Jones visited the In-Town School and gave a presentation on pedestrian safety. She also distributed several reflective belts, flashing lights, and coloring books to the students.

Criminal Investigations Division

March 2020 - Criminal Investigations Report	
Total Reports Handled	217
Total Reports Cleared INACTIVE	186
Total Reports Exceptionally Cleared	15
Total Reports Unfounded	10
Total Arrests by Investigators	14
Warrants Obtained Pending Arrest	14
Search Warrants	3
Total Cases “ACTIVE” on March 31, 2020	94

ChatComm 911 Executive Overview March 1, 2020 – March 31, 2020

911 Answer Time: In March 2020, ChatComm 911 answered 95.1% of all incoming phone calls within ten seconds and 99.4% of all incoming phone calls were answered within thirty seconds.

Call Processing Time: This Month, ChatComm 911 processed 99.4% of all high priority calls for service and 97.5% of all low priority calls for service within sixty seconds.

Monthly Phone Call Volume: For the month of March 2020, ChatComm 911 handled a total of 26,830 phone calls.

- 72.2% (19,384) 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 11,161 of those calls were received on the 911 trunks. 2,061 of the 911 calls received were abandoned 911 calls (where the caller disconnects the line prior to speaking with a call taker).
 - o 6,162 calls were received on administrative and alarm lines but treated as 911 calls.
- The remaining 27.8% (7,446) of the phone calls handled by ChatComm 911 in March 2020 were outgoing phone calls.

Overall Phone Call Volume: Since September 2009, ChatComm 911 has answered a total of 2,636,655 incoming phone calls. Of those calls, 1,648,687 (62.5%) were received on 911 trunks and 987,968 (37.5%) came in on 10-digit phone lines.

Monthly Incident Volume: ChatComm 911 handled a total of 36,317 incidents in March 2020.

- 68.7% (24,953) of the incidents created were officer-initiated incidents, which include traffic stops, business & residential checks, and other calls created by officers.
- 27.8% (10,086) of the incidents were dispatched incidents.
- The remaining 1,278 (3.5%) of the incidents were transferred via CAD to Dekalb for EMS and Fire Dispatch.
- Sandy Springs incidents comprised 37.9% (13,750) of the total incident volume.
 - o 11,683 incidents were Sandy Springs Police Department incidents.
 - o 1,191 incidents were for Sandy Springs Fire Rescue.
 - o 876 incidents were EMS calls for service in Sandy Springs.
- Johns Creek incidents were 20.2% (7,349) of the total incident volume.
 - o 6,727 incidents were Johns Creek Police Department incidents.
 - o 357 incidents were for Johns Creek Fire Department.
 - o 265 incidents were EMS calls for service in Johns Creek.

- Dunwoody incidents accounted for 14.2% (5,171) of the total incident volume.
- Brookhaven incidents were 24.1% (8,769) of the total incident volume.
- Dekalb Fire and EMS (for the Cities of Brookhaven and Dunwoody) incidents were 3.5% (1,278) of the total incident volume.
 - o 691 incidents were Fire calls for service in Brookhaven or Dunwoody
 - o 587 incidents were EMS calls for service in Brookhaven or Dunwoody.

Overall Incident Volume: By the end of March 2020, ChatComm 911 handled 3,567,910 incidents since “go-live” in September 2009. 3,175,766 (89.01%) of those were law enforcement incidents; 223,146 (6.25%) of those were fire department incidents; and 168,998 (4.74%) of those were EMS incidents.

EMD & EFD Compliance: For the month of March 2020, 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 this month was unavailable.
- The Emergency Fire Dispatch QA compliance for this month was unavailable.

Public Works: March 2020

Major Initiatives Completed

- 2020 Paving: Purchase Order Issued to Atlanta Paving & Concrete Construction Co. on 3/31/20
- MT-02, Ashford Dunwoody / Montgomery Elementary: Purchase Order issued to DAF Concrete on 4/02/20

Major Initiatives in Progress/Upcoming

- Brookhaven Public Safety Building – Sediment basin construction underway, Georgia Power permit pending.
- ADR/Peachtree Intersection Design – Offer Letter sent to Peachtree Golf Club.
- Briarwood Road sidewalks – Right of Way Closing pending.
- Briarwood Road Multiuse Path – Drainage work underway.
- Trash Rack Installation at Murphey Candler – Site Plans in review with the City, Variance in review with EPD.
- ADR/Johnson Ferry Road Intersection – Curb work underway.
- Murphey Candler Lake Dredging – Work completed on 3/26/20.
- Murphey Candler Shoreline – Work 95% complete.

Ongoing Coordination

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

Meetings Attended/Held

- 3/02/20 – AMR/QT Building walkthrough.
- 3/04/20 – AMR Station Dedication.
- 3/06/20 – Windsor Parkway Roundabout Pre -Bid Meeting.
- 3/13/20 – CTP update meeting with Consultants.
- 3/20/20 – Public Safety Building OAC meeting.
- 3/26/20 – Public Safety Building with DeKalb Co. Watershed.
- 3/27/20 – CTP update bi-weekly meeting.

ROW Encroachment Permits (including Dumpsters/Road Closures)

- Permits issued YTD: 116
- Permits issued this month: 44

Stormwater Performance Measures (OPTECH)

March 2020			
ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE
Priority 1	1	0	0%
Priority 2	1	0	0%
Priority 3	23	8	35%
Total	25	8	32 %

Maintenance Work Performance Measures (OPTECH)

March 2020			
ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE
Priority 1	20	18	90%
Priority 2	1	0	0%
Priority 3	0	0	0%
Total	21	18	86%

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	5	9										29
Downed Lines	1	3	1										5
Pavement/Potholes	20	17	24										61
Right of Way/Trash	14	11	4										29
Sidewalk	2	0	6										8
Stormwater	16	15	11										42
Streetlights	9	5	3										17
Street Sign	22	5	10										37
Street Striping	0	0	1										1
Traffic Signal	9	4	6										19
Trees	11	6	3										20
Total Service Requests	119	71	78										268

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	2	2	2										6
Curb Repairs	0	2	1										3
Potholes	13	10	17										40
Patching	2	3	4										9
Streetlights	0	0	1										1
Signs	19	8	9										36
Traffic Signals													
Signal Repairs	16	6	4										26
ROW Maintenance													
Tree Removal	8	6	2										16
ROW Maintenance	6	10	5										21
Stormwater													
Stormwater	14	24	18										56
Total work orders	80	71	63	0	0	0	0	0	0	0	0	0	214

Finance March 2020

March 31, 2020 Financial Report in Brief

The March financial statements are presented in comparative form to provide context regarding various revenues and expenditures that are “seasonal” in nature. The significant General Fund revenues that are not typically received each month include (1) property taxes (billed Sept 1 and collected thereafter), (2) franchise fees (larger utility provider remits in 1st quarter of year with other utilities remitting quarterly), (3) business and occupational taxes (renewals are due April 30th), (4) insurance premium tax and fees (collected and remitted by State; Oct 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 March 2020 were \$490,435 less than they were this time last fiscal year. Approximately 40% of the decrease or \$198,226 is due to more building permits being issued at this point in 2019. Other significant decreases to note are \$102,344 in business & occupational tax and \$100,681 in investment earnings. The decrease in business & occupational tax resulted from the COVID-19 pandemic and businesses delaying their renewals. The decrease in investment earnings resulted from the unfavorable interest rates on investment vehicles. The most significant increase to note is motor vehicle tax & TAVT revenue of \$91,343. 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.

General Fund expenditures decreased compared to last year at this time by \$147,931. Expenditures for the police department were higher by \$499,974 compared to March 2019 mainly due the Council approved increase in Police salaries in FY 2019. The increase in Police was offset mainly by decreases in the Housing and Development and Culture and Recreation governmental functions in the amounts of \$125,364 and \$241,838. Housing and Development expenditures are lower due to contractor invoice not received yet for March 2020. Parks and recreation decreases are due to less expenditures compared to this time in 2019 for recreational supplies, parks maintenance costs, and professional services.

City of Brookhaven

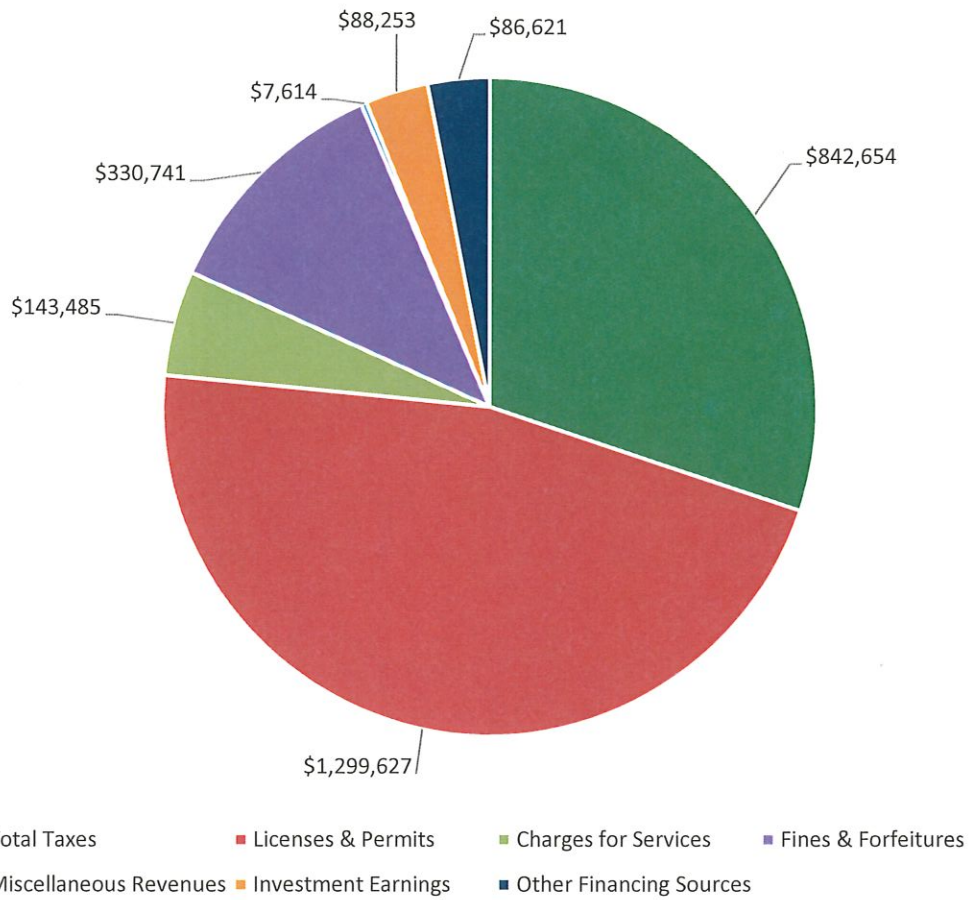
BUDGET COMPARISON REPORT - GENERAL FUND - REVENUES

For The Month Ended March 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	\$ (18,637)	\$ 9,752,088	\$ (87,040)	\$ (9,839,128)	-0.89%
Motor Vehicle Tax & Title Ad Valorem Tax	61,000	10,101	29,442	101,444	72,002	344.56%
Recording Intangible Tax	121,715	5,027	66,096	6,884	(59,212)	10.42%
Real Estate Transfer Tax	39,893	4,142	25,000	4,326	(20,674)	17.30%
Franchise Tax	4,263,579	-	3,625,000	17,664	(3,607,336)	0.49%
Alcoholic Beverage Excise Tax	1,093,754	154,798	1,122,000	167,722	(954,278)	14.95%
Energy Excise Tax	152,200	16,974	220,000	28,582	(191,418)	12.99%
Motor Vehicle Rental Excise Tax	40,805	46,109	273,734	9,342	(264,392)	3.41%
Business & Occupational Tax	2,250,000	638,350	2,170,000	536,006	(1,633,994)	24.70%
Insurance Premium Tax	3,266,496	18,800	3,553,650	22,102	(3,531,548)	0.62%
Financial Institutions Tax	58,170	32,185	67,734	32,179	(35,555)	47.51%
Penalties & Interest	51,220	14,812	57,887	3,443	(54,444)	5.95%
Total Taxes	21,136,629	922,660	20,962,631	842,654	(20,119,977)	4.02%
Licenses & Permits	3,367,269	1,497,853	3,120,000	1,299,627	(1,820,373)	41.65%
Charges for Services	537,450	199,875	632,650	143,485	(489,165)	22.68%
Fines & Forfeitures	1,225,000	368,709	1,225,000	330,741	(894,259)	27.00%
Miscellaneous Revenues	179,200	7,938	82,000	7,614	(74,386)	9.29%
Investment Earnings	30,000	188,934	50,000	88,253 *	38,253	176.51%
Other Financing Sources	4,765,922	103,460	3,165,000	86,621	(3,078,379)	2.74%
TOTAL REVENUES	\$ 31,241,470	\$ 3,289,430	\$ 29,237,281	\$ 2,798,995	\$ (26,438,286)	9.57%

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

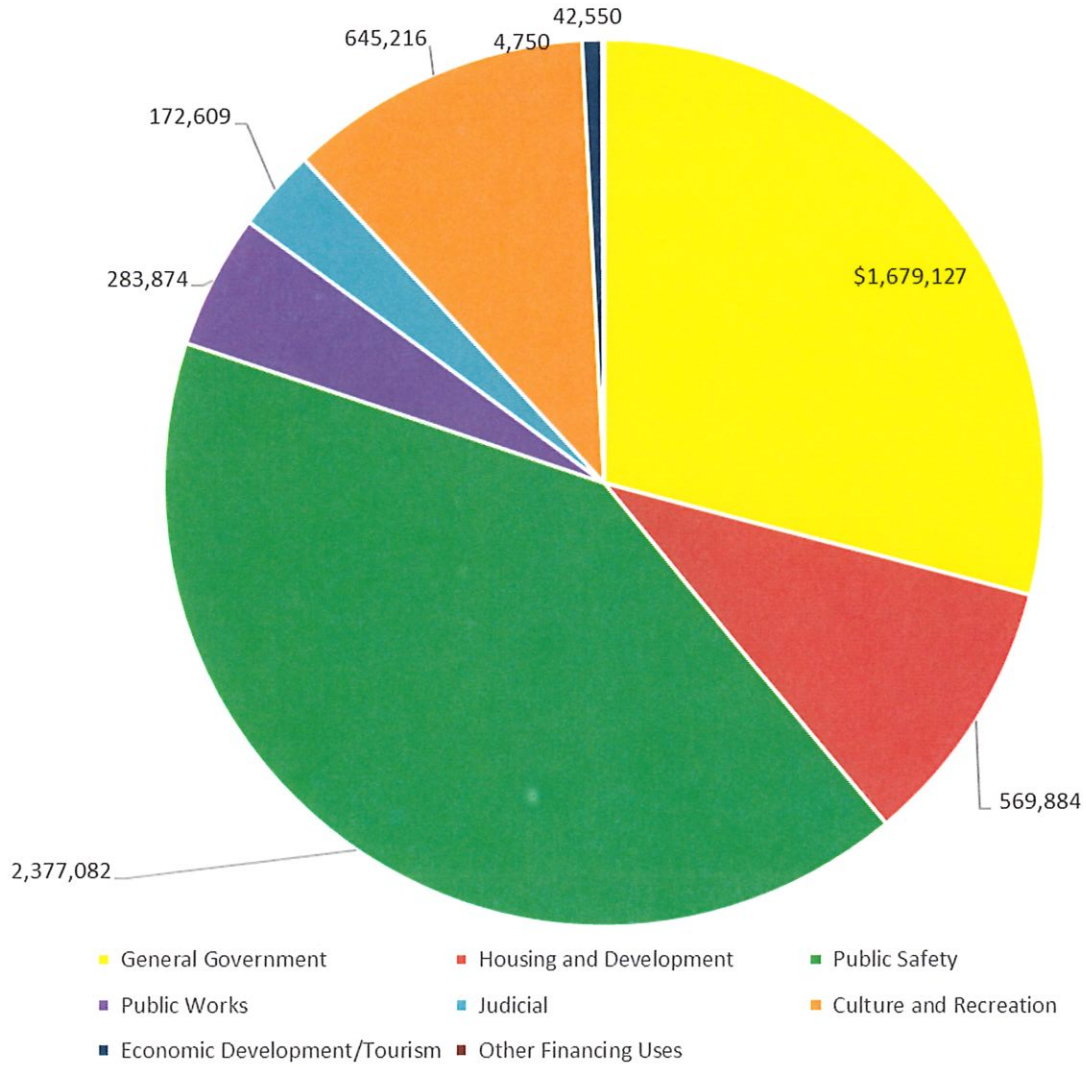
**GENERAL FUND REVENUES BY SOURCE
(MARCH 2020 YTD)**



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

Governmental Function	2019 Amended Budget	2019 YTD Transactions	2020 Amended Budget	2020 YTD Transactions	Variance from Budget	% of Annual Budget
General Government	\$ 7,010,729	\$ 1,566,649	\$ 7,030,655	\$ 1,679,127	\$ 5,351,528	23.88%
Housing and Development	3,395,310	695,248	3,403,549	569,884	2,833,665	16.74%
Public Safety	9,846,299	1,877,108	10,471,519	2,377,082	8,094,437	22.70%
Public Works	2,036,888	341,245	1,552,704	283,874	1,268,830	18.28%
Judicial	950,900	196,779	874,735	172,609	702,126	19.73%
Culture and Recreation	3,990,501	887,054	3,467,702	645,216	2,822,486	18.61%
Economic Development/Tourism	625,087	358,940	104,360	42,550	61,810	40.77%
Other Financing Uses	<u>3,384,759</u>	<u>-</u>	<u>2,334,057</u>	<u>4,750</u>	<u>2,329,307</u>	<u>0.20%</u>
TOTAL EXPENDITURES	<u>\$ 31,240,473</u>	<u>\$ 5,923,023</u>	<u>\$ 29,239,281</u>	<u>\$ 5,775,092</u>	<u>\$ 23,464,189</u>	<u>19.75%</u>

GENERAL FUND EXPENDITURES BY GOVERNMENTAL ACTIVITY
(MARCH 2020 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, 2019	<u>\$53,312</u>
Receipts	\$0
Disbursements	\$0
Balance at March 31, 2020	<u>\$53,312</u>



Sidewalk Program Fund

Established by City Ordinance, Chapter 14, Section 14-353, the receipts or contributions for payment in-lieu of sidewalk construction shall be in accordance with a schedule recommended by the Public Works Department and adopted by the city council in January of each year based on the City sidewalk construction cost during the previous calendar year.

Balance at March 31, 2020	<u>\$506,980</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, 2019	Receipts	Disbursements	March 31, 2020
Explorer Program	\$ 12,333	\$ -	\$ (3,164)	\$ 9,169
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>\$ (3,164)</u>	<u>\$ 43,567</u>