

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

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

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

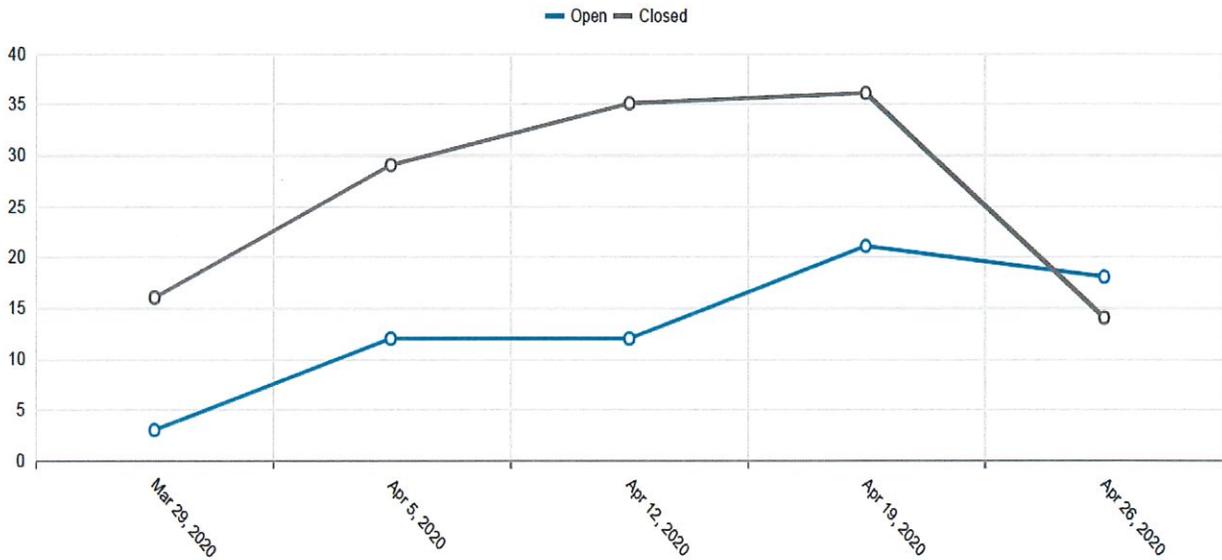
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Brookhaven Connect Metrics: Monthly April 2020

*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

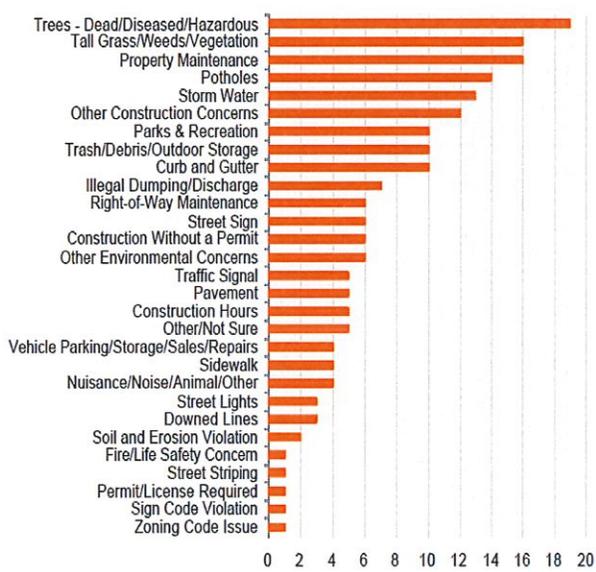


- Of the 196 service requests that were created, 130 have been closed (this includes duplicate requests) with 66 remaining open.
- Total requests that remain open since the beginning of the year is 102, this includes the previous month of March.
- To date, there are 1,842 registered Brookhaven Connect users; this represents an increase of 161 users since the beginning of the year.

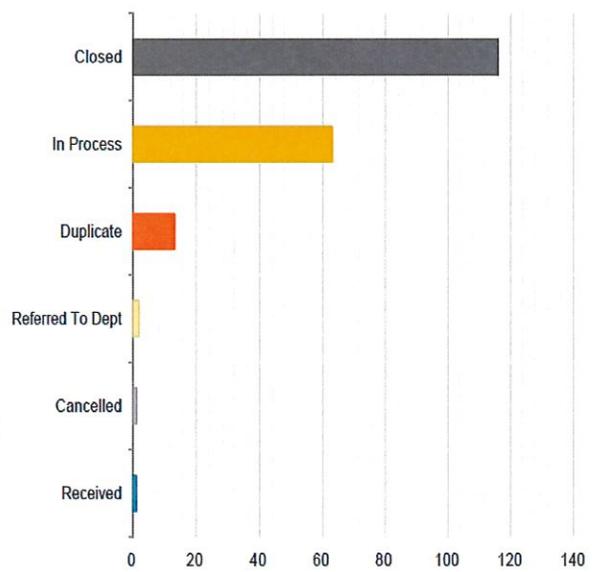
Statistics

Total Reports Created	196
Total Reports Open	66
Total Reports Closed	130
Average Reports Created per Day	6.323
Average Reports Closed per Day	4.194
Average Time to Close	3.517 Days
Fastest Closed Request Type	Storm Water (.014 Days)
Slowest Closed Request Type	Parks & Recreation (24.433 Days)
Most Common Request Type	Trees - Dead/Diseased/Hazardous
Least Common Request Type	Permit/License Required

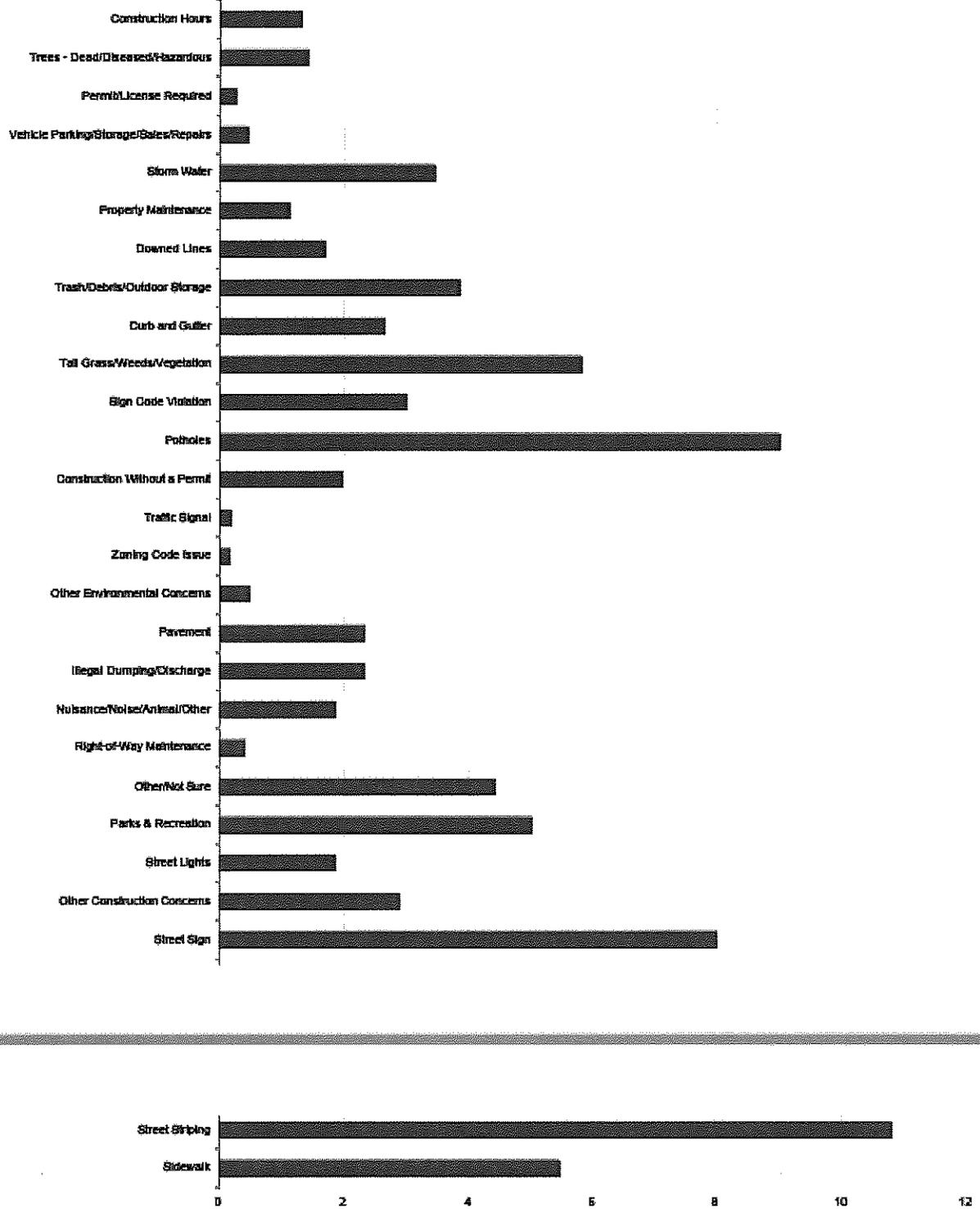
Request by Type



Request by Status



Average Days to Close per Request Type



Community Development: April 2020

Community Development 2020 Building Permits													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
All	316	409	323	219									
New Single Family	23	32	32	23									
New Multi Family	0	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 April 2020			
File #	Address	Scope	Hearing Date
VAR20-00015	2746 Grove Street	Rear yard setback	5/20/20
VAR20-00016	3384 Ashford Park Court	Rear yard setback	5/20/20
VAR20-00017	2436 Wawona Drive	Stream buffer	5/20/20
VAR20-00018	1045 Canoochee Drive	Impervious coverage and reduction of interior side setback	5/20/20

Community Development BOA/Variations Heard in April 2020				
File #	Address	Scope	Hearing Date	Action
VAR19-00061	2778 North Thompson Road	Impervious coverage and separation distance reduction	4/15/20	Approval Conditional
VAR20-00002	2914 Cravenridge Drive	Impervious coverage and retaining wall side setback	4/15/20	Deferred to 5/20/20
VAR20-00005	2613 Green Meadows Lane	Impervious coverage	4/15/20	Deferred to 5/20/20
VAR20-00006	1273 Ragley Hall Road	Stream buffer	4/15/20	Deferred to 5/20/20
VAR20-00007	4083 Chippewa Place	Stream buffer and front yard setback	4/15/20	Approval Conditional
VAR20-00008	3920 & 3930 Peachtree Road	Waive utilities location requirement	4/15/20	Deferred to 5/20/20
VAR20-00009	2565 & 2573 Apple Valley Road	Waive utilities location requirement	4/15/20	Approval Conditional
VAR20-00004	2914 Cravenridge Drive	Front-loaded garage setback	4/15/20	Approval Conditional
VAR20-00010	2613 Green Meadows Lane	Stream buffer and retaining wall	4/15/20	Approval Conditional
VAR20-00011	1273 Ragley Hall Road	Interior side setback	4/15/20	Approval Conditional
VAR12-00012	4083 Chippewa Place	Front door threshold	4/15/20	Approval Conditional
VAR20-00014	3920 & 3930 Peachtree Road	Rear yard setback	4/15/20	Approval Conditional

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

Community Development Rezoning Heard in April 2020						
File #	Address	Scope	PC Hearing Date	PC Rec	CC Hearing Date	CC Rec
TA20-02		Amendment to PC Public Hearings and Recommendations	4/1/20	Recommended Favorably	4/27/20	Approval
LUP20-00002	1035, 1045, 1055, & 1065 Lenox Park Boulevard	Rezone from O-I to RSA-18 for 18 townhomes with concurrent variances	4/1/20	Deferred to 5/6/20	5/25/20	TBD

Code Enforcement Activity April 2020	
Inspections & Follow-ups	1,426
Violations	194
Violations Created Per Day	9
Courtesy Warnings/Placards	75
Residential Citations	0
Commercial Citations	1
Total Street Miles Patrolled	1,681
Total Requests Created	125
<i>Department-Generated Inspections</i>	36
<i>Brookhaven Connect/CitySourced Requests Created (public generated)</i>	89
Brookhaven Connect/CitySourced Requests Received / In Process	35
Brookhaven Connect/CitySourced Requests Closed / Abated / Duplicated / Not an Issue	54
Average # of Reports Created per Day	3
Average # of Reports Closed per Day	2
Average Time to Close	2 days
Signs Removed	29

The Code Enforcement division experienced an increase in overall field activity and generated requests due to COVID-19. The commercial citation issuance was related to non-permitted food sales from a vehicle at the corner of Buford Highway and North Cliff Valley.

Building Inspection Activity April 2020	
Plan reviews	131
Building inspections	934
Building inspections percent pass/fail	85%/15%

Fire Marshal Activity April 2020	
Plan reviews	69
Inspections	37
Inspections percent pass/fail	92%/8%

Key Land Development Activity/Review April 2020	
Land Development Enforcement & Inspection Activity	
Tree removal permits	27
Stop Work Orders issued	4
Courtesy warnings issued (Notice of violation)	12
Environmental Inspections	327
Environmental Court Summons	0
N/A	
Land Disturbance Permit Review	
Brookhaven Park Improvements - 4148 Peachtree Road NE	
Murphy Candler Park South Trail - 1551 W Nancy Creek Drive	
Peachtree Creek Greenway Trail (Phase 1B) - 3 Corporate Blvd	
Oglethorpe University Woodland walkway - 4484 Peachtree Road	
Petite Violette LPSS - 2948 Clairmont Rd.	
Lenox Park Amenity Building - 1055 Lenox Park Blvd	
2215 Colonial Dr. Sewer Main - 2215 Colonial Drive	
Land Disturbance Permits Approved	3
CHOA NDH Campus - 1432 Tullie Road	
Cliff Valley Road Widening - 1100 Westchester Ridge	
Bank of OZK - 2922 Clairmont Road	
Marist Woolbridge Library Revision - 1337 Hearst Drive	
Lenox Park Upper Courtyard Improvements revision - 1055 Lenox Park Blvd	
Murphy Candler Litter Trap Access Road - 4051 Candler LK West	
Porter square revision - 3920 Peachtree Road	
Plat Review Activity	5
Lot Split - 1140 Goodwin Place	
Lot Split preliminary plat - 1907 Canmont Drive	
Vickery II - 1911 Wyndale Court	
Skyland Brookhaven Phase 2 Tracts 5 & 6 - 3448 Clairmont Road	
Porter Square Combo Plat - 3920 Peachtree RD	
Plats Approved	1
Bramley Park Revision - 1271 Dresden Drive	

Municipal Court: April 2020

2020

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Case Filings	918	686	428	73								
Number of Court Dockets	8	8	5	0								
Number of Defendants on dockets	492	457	255	0								
Number of Cases on Dockets	730	719	382*	0								

***As a result of Covid-19 there are 2,134 cases (1,169 defendants) that were not heard/resolved thru April. There are 1,731 arraignment cases (1,157 defendants) and 403 bench trials cases (12 defendants).**

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	30,093.37
Contempt Charge	568.00
Processing Fee	7,584.00
Cash Bonds	3,738.00
Indigent App Fee	0.00
Revenue Collected-Diverse Agencies	9,798.63
Pre-Trial Fee	0.00
CB-Applied	0.00
Bond Forfeiture	0.00
Overage	0.00
Restitution	0.00
NSF	0.00
Monthly Cash Collections	51,782.00
Paid to Diverse Agencies	9,798.63
Cash Bond Refunds/Returned	1,755.00
Overage Refund	0.00
Restitution Paid	0.00
Total Paid Out	11,553.63
NET	40,228.37

Office of City Clerk: April 2020

City Clerk's Office and Legislative Activities – April 2020		
	Open Record Requests	22
	Agendas/Agenda Packets Managed (Included Audit Comm., Dev. A., Charter Comm., And Facilities Authority)	2
Virtual Meetings	Minutes Composed (Council, Dev. Auth., and Facilities Authority)	2
Virtual Meetings	Executive Sessions Held (Council and Dev. Auth. Only)	2
Ordinances/No.	April 2020 – Description	Appr. Date
ORD2020-04-02	Approving Mayor's Executive Ordinance and Emergency Ordinance	4/14/2020
ORD2020-04-03	Amending Budget - IGA Revenue - \$1.5 Mil + \$400,000	4/14/2020
ORDRZ2020-04-02	Amending Section 27-1025 and 27-1047	4/28/2020
ORD2020-04-04	Ages of 16 and 18 can work in licensed businesses - Alcohol Ch. 4	4/14/2020
ORD2020-04-05	Approving Mayor's Executive Order and Emergency Ordinance	4/28/2020
Resolutions/No.	April 2020 – Description	Appr. Date
RES2020-04-04	Committing Unassigned Fund Balance	4/14/2020
RES2020-04-08	PTO Policy Amended	4/28/2020
RES2020-04-09	Aligning Term Expiration Dates of BCVB	4/28/2020
Department	Contracts/Agreements Approved by Council – April 2020	Appr. Date
Parks and Recreation	Park Bond Security Upgrades for Lynwood \$72,843.11	4/14/2020
Parks and Recreation	Lovvord Construction, Inc. for Blackburn Park \$879,000	4/14/2020
Public Works	Sunderland Circle Drainage System Repair by Summit Construction \$106,200	4/14/2020
Public Works	DAF Concrete for Ashford Dunwoody/Johnson Ferry \$75,465	4/28/2020
Parks and Recreation	Construction Amendment Lewallen Contract for PCG \$507,512.36	4/28/2020
Parks and Recreation	Clark Patterson Lee- Park Bond \$182,500	4/28/2020
Parks and Recreation	Clark Patterson Lee- Professional Services \$192,785	4/28/2020
Appointments – April 2020		Appr. Date
BCVB	Jim Feeney (Was rescinded later)	4/14/2020
BCVB	Term Expiration Dates and Affirming Appointments of all Trustees	4/28/2020
Proclamations and Presentations		Date
None		
Department	Policies Approved by Council – April 2020	Appr. Date
Human Resources	Amending the City's Paid Time Off Policy	4/28/2020

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

Date of Request	Request #	Name	Description
3/27/2020	PRR-113-2020	Amy Buckner	Permits Information
3/27/2020	PRR-114-2020	Norbert Schulz	Plans Information
3/27/2020	PRR-115-2020	LaJuanda McIntyre	Interview and Application Information
3/31/2020	PRR-117-2020	Steven Voichick	List of Residential Permits
4/1/2020	PRR-118-2020	Betsey Banister	Connect App Information
4/1/2020	PRR-119-2020	Stefani Daub	Building Permits
4/2/2020	PRR-120-2020	Adam Hoipkemier	Permits Information
4/2/2020	PRR-121-2020	Robin Davis	Permits List
4/9/2020	PRR-123-2020	Al Ansley	Site Plan Information
4/9/2020	PRR-124-2020	Ken Warlick	Inspection Report and Site Plan Information
4/10/2020	PRR-125-2020	Jason Mooney	Texts, Emails from Elected Official/Staff and Michael Runestad
4/12/2020	PRR-126-2020	Woudlin	List of Residential Code Violation
4/14/2020	PRR-127-2020	Jonh Zelisko	Plan Details
4/15/2020	PRR-128-2020	James Kennedy	Leases and Cell Towers Information
4/16/2020	PRR-129-2020	John Hopkins	Building Permit
4/17/2020	PRR-130-2020	Jordan Redavid	Survey, Plots and Plans Information
4/17/2020	PRR-131-2020	Dyana Bagby	Land Disturbance Permit
4/20/2020	PRR-133-2020	Latrell Mewborn	Report 20-002214
4/20/2020	PRR-132-2020	Vaughn Marshall	Report 20-002368
4/21/2020	PRR-134-2020	Jason Mooney	Emails from Sigman, Brenna, Chapman, Ernst
4/23/2020	PRR-135-2020	Emma Thomas	CO for Aldredge at Brookhaven
4/27/2020	PRR-137-2020	Beth Richardson	Report 20-819
			Total completed: 22 (15 were not processed due to Building Division not able to provide the responsive documents- Because of Closed City Hall)

Communications: April 2020

Communications Department Activities:

- Continued support of Census promotion
- Maintained COVID-19 webpage along with GIS
- Created timeline for 2019 Annual Report production/coordination with printer
- Created Census-specific eblast
- Assisted with logistics of virtual City Council meetings
- Coordinated and promoted Brookhaven Strong art contest
- Began coordination of State of the City
- Coordinated Mayor's town hall
- Coordinated Mondays with Madeleine virtual town hall
- Photographed donated hand sanitizers, MARTA mural, paving and Murphey Candler projects
- Press releases, e-blasts & notifications:
 - Where, oh where, is Barry Bear - City announces activity for kids
 - Art contest exhibits #BrookhavenStrong
 - Hoppin' down the (Brookhaven) Bunny Trail
 - Mayor virtual town hall meeting on 4-16
 - Easter Bunny canceled
 - City Council virtual meeting on 4-14
 - Council wrap up for 4-14-20
 - Emergency declaration extended
 - Mural release
 - Murphey Candler projects completed
 - 'Mondays With Madeleine' virtual town hall on April 27
 - City Council virtual meeting on 4-28
 - JetSouth LLC makes hand sanitizing easier
 - Temporary restaurant permits
 - Council wrap up for 4-28-20
 - Brookhaven 2020 paving underway
 - Weekly eblasts

Engagement reports (April):

	Posts	Subscribers	Subscriber growth (1 month)
E-blasts/press releases	21	4,420	-4
Facebook	71	8,041	+273
Facebook (Spanish)	103	113	+25
Twitter	55	4,216	+28
NextDoor	22	21,625	+355
Instagram	37	2,106	+219
Instagram (Spanish)	29	322	+20
Brookhaven Alert	14	2,818	+144

Tourism: April 2020

- Due to the current economic conditions and the expectation of drastic reduction in revenue from hotel occupancy tax, all marketing and brand launch have been postponed until the economy begins to recover passes and residents and guests are free to travel.
- Launch of integrated website, www.ExploreBrookhaven.com, was April 2 in conjunction with the #BrookhavenStrong Facebook Live event.
- Outdoor board campaign has been modified to support #BrookhavenStrong. Board samples attached below. The boards ran through April 30. All future outdoor has been postponed until the economy begins to recover.
- Buildout is complete at 705 Town Boulevard, Suite R430. Permanent sign has been installed. Furniture will be delivered May 18 and the offices will begin regular hours on May 25.
- Brookhaven magnets were delivered to Brookhaven Police Department on March 31, 2020. 10,000 magnets were distributed to all Brookhaven residents April 1 and 2, 2020.



- Brookhaven Restaurant Take-over in Birmingham delayed until the economy recovers. Four chef-owned restaurants will partner with Birmingham restaurants to promote the Brookhaven culinary scene. Publicity with run through Hoffman Media and all Explore Brookhaven mediums. Hoffman offered an additional \$48,000 in print and digital promotion in the fall of 2020 to offset the current economic conditions.
- Second Annual TASTE Brookhaven is set for August 22, 2020 at Hyatt Regency Villa Christina with more than 20 restaurants committed.
- Worked with City of Brookhaven Communications Department on the #BrookhavenStrong art competition. Explore Brookhaven provided 15 restaurant gift cards as prizes to the first, second and third place winners. We are promoting the winners on @ExploreBrookhaven social channels.
- In celebration of National Travel and Tourism Week, May 3-9, 2020, Explore Brookhaven launched a virtual video campaign to encourage travel hen our guests are ready to venture out

of town and out of their neighborhoods. Videos will be posted on @ExploreBrookhaven social channels throughout the week.

#BROOKHAVENSTRONG

THURSDAY, APRIL 2

FACEBOOK LIVE 6PM



BROOKHAVEN

VIRTUAL

CERRY BLOSSOM FESTIVAL



#BROOKHAVENSTRONG



BROOKHAVEN TAKEOUT

#BROOKHAVENSTRONG



BROOKHAVEN TAKEOUT

#BROOKHAVENSTRONG



WE'RE IN THIS TOGETHER

#BROOKHAVENSTRONG



Information Technology: April 2020

General IT

- Worked remotely
- Added new user to JustFOIA for PD. Updated templates as requested for COVID-19
- Worked with Deputy City Clerk on new user virtual training for JustFOIA
- Added/purchased 1 Docusign Pro license to use for Contracts project
- Completed GCIC security awareness training
- Sent quotes to add new workflows in Cityworks and OnBase based on ROWay requirements discussions with Public Works, CommDev, Timmons and Keymark.
- Working with OnBase on the out of memory/timeout exception issues on extra-large LDPs.
- Started the upgrade of OnBase v19 in development
- Research ETS/Elavon mobile payment options for the pools. Waiting on information from Elavon on compatibility of the MOVE/5000 with CivicRec POS software.
- Working on Cityworks issues with LDPs and Plats, tasks and milestones being off
- Upgraded backup software to latest version
- Removed old storage array
- Added counter monitor to front desk kiosk

	2014	2015	2016	2017	2018	2019	2020
Month	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	174
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	866

GIS

- Created traffic Calming Districts and Traffic Calming Device collection tools for Public Works and Comm Dev
- Continue to update Coronavirus website for Communications
- Implemented IIS Restart for Onbase to keep licenses open

Police Department

- Setup new hires and issued laptops
- Continued work with Quicket
- Continued support for staff working remotely
- Continued support for issues in patrol cars
- Created DHCP scope for Lynwood
- Created Lynwood VLAN

Parks and Recreation: April 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.
- All Parks & Recreation Facilities were cleaned and sanitized by a professional cleaning company.
- Staff is working on getting the recreation centers ready to reopen.
- Staff worked with the HR department interview and hire pool managers for the upcoming pool season.

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

April 2020 projects

- Installed Temporary sinks at Blackburn and Brookhaven parks
- Filled and sodded over wash out at county corner
- Installed new doggie pot station at Brookhaven park
- Installed two new doggie waste stations at LaVista park
- Cleaned up various limbs and twigs from storms over the weekend
- Reset storm drain lid at Blackburn park
- Had water leak repaired at MCP baseball concession stand as well as 2 water meters replaced
- Cleared a path @ LaVista park from huge fallen trees
- Treated ant hills throughout the parks
- Had 8 request for work all but the Blackburn erosion control is left to be completed.

April 2020 - Janitorial Totals

	Trash Bag Count	Toilet Paper	Doggie Pot	Hand Soap	Paper Towels
LaVista Park	20	NA	3	NA	NA
Peachtree Creek Greenway	49	NA	8	NA	NA
Ashford Park*	30	0	2	0	0
Blackburn Park*	247	0	31	0	0
Briarwood Park*	101	0	5	0	0
Brookhaven Park	74	NA	12	NA	NA

Clack's Corner	6	NA	NA	NA	NA
Fernwood Park	23	NA	3	NA	NA
Georgian Hills Park	69	NA	8	NA	NA
Lynwood Park	68	NA	6	NA	NA
Murphey Candler Park*	181	0	10	0	0
Parkside Park	25	NA	3	NA	NA
Skyland Park*	74	0	0	0	0
Totals	967	0	83	0	0

(*) Indicates parks that have restroom facilities that have been closed during the pandemic.

Athletics Division Monthly Report

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

April Athletic Revenue Brought in \$1,050

Adult athletic programs brought in \$1.050 for adult softball registration.

*April Athletic Refunds due to COVID-19: (\$2,150)

Field rentals issued refunds in the amount of \$1200.00

Adult athletic programs issued refunds in the amount of \$950.00

April 2020 athletic activities currently in season as follows:

Youth athletics

- Murphey Candler softball games and practices (suspended)
- Murphey Candler baseball games and practices (suspended)
- Concorde soccer spring soccer league (suspended)
- Elevate sports academy basketball (suspended)
- Up4Tennis classes and private lessons (suspended)
- UTA tennis leagues and lessons (suspended)

Adult athletics

Adult spring flag football (suspended)

Adult spring softball leagues (suspended)

GOKickball spring leagues (suspended)

Up4Tennis spring lessons and classes (suspended)

UTA tennis open play, leagues and lessons (suspended)

Athletic Participation Summary	April 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*****

*Outgoing money for April:

- \$450 in rental deposits
- \$442.50 in pavilion rentals
- \$616.65 in room rentals
- \$324 in gymnastics refunds
- \$436 in art class refunds
- \$351 in instructor pay checks
 - Outgoing checks for April = \$2,620.15

**Also note \$2,340 in user credit issued during April. These are rentals or activities people have paid for and are postponing until a later date.

Special Events Division Monthly Report

Brookhaven Barry Hunt

- Successfully executed virtual event
- Shared all social media from PD
- Organized placement of stuffed animals in Lynwood and City Hall

Brookhaven Strong

- Successfully executed virtual event
- Successfully executed virtual art contest

Easter Bunny Drive By

- Coordinated with PD and communications
- Advertised for the event
- Expanded the route

Kudos for Cops

- Put together proposal
- Worked with communications on press release
- Waiting for entries to pass along to PD

Other

- Worked on new special event application
- Worked on new special event city sponsorship requirements and application
- Worked on February Arts Advisory Committee Minutes
- Developed social distancing event proposals for Drive-In Movies, Drive-In Trivia, Musical Drive-Through
- Communication with upcoming events on cancellations or date rescheduling
- Putting dates on the calendar for events later this year but not permitting any new events currently

Police: April 2020

Brookhaven Police Department Activity Summary Report			
	February 2020	March 2020	April 2020
Incidents Reported	565	455	406
Custodial Arrests	242	130	89
Accidents	167	136	53
Citations Issued	1,707	832	103
Residential Security Watches Requested	21	12	8
Field Interviews	59	51	57
Wanted People Apprehended	30	9	7
Brookhaven Police Department Activity Summary Report			
	February 2019	March 2019	April 2019
Incidents Reported	618	652	616
Custodial Arrests	239	246	225
Accidents	228	209	197
Citations Issued	1,806	1,445	1,696
Residential Security Watches Requested	19	24	27
Field Interviews	74	69	79
Wanted People Apprehended	32	40	29

Support Services — April 2020

- 04/15/20 – OLA Outreach – Ofc. Pawlowski attended two (2) 4th grade class Zoom Meetings for OLA.

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	0
Citations	0
Warnings	0
Transport	0
Arrests	0
Child Safety Seat Install Classes	0
Shifts Worked	0
Court Service Hours	0
Traffic Enforcement Hours	0
Fleet Service Hours	40
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	57	72	126
Other Agency Assist	2	2	3
Training Hours	37	35	32
Search Warrants	0	0	0
Citations	0	1	0
Warnings	0	1	4
Field Interviews	4	0	2
Felony Arrests	2	0	1
Misdemeanor Arrests	3	1	0
City Ordinance Arrests	0	0	2
Wanted Person Located	1	0	1

K-9 Search	1	2	0
K-9 Tracks	3	2	0
K-9 Related Arrests	8	1	0
K-9 Demonstrations / PR	0	0	1
Marijuana Seized	0.0 grams	0.0 grams	4.0 grams
Cocaine Seized	0.0 grams	0.0 grams	0.0 grams
Methamphetamine Seized	3.0 grams	0.0 grams	0.0 grams
Heroin Seized	0.0 grams	0.0 grams	1.0 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
Building Search (for persons)	0	1	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	0
Total Motor Vehicle Stops	0
Total Citizen Contacts (combined Pedestrian & Traffic Violations)	0
Total Citations Issued	0
Total Warnings Issued	0
Felony Arrests	0
Misdemeanor Arrests	0
Arrest / Released on Copy	0
Wanted Persons Located	0

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.

- Due to the COVID-19 pandemic, the Grant Officer did not conduct grant enforcement or education activities during this month.

Criminal Investigations Division

April 2020 - Criminal Investigations Report	
Total Reports Handled	144
Total Reports Cleared INACTIVE	149
Total Reports Exceptionally Cleared	13
Total Reports Unfounded	3
Total Arrests by Investigators	10
Warrants Obtained Pending Arrest	28
Search Warrants	5
Total Cases "ACTIVE" on March 31, 2020	51

ChatComm 911 Executive Overview April 1, 2020 – April 30, 2020

911 Answer Time: In April 2020, ChatComm 911 answered 94.9% of all incoming phone calls within ten seconds and 99.3% 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 97.5% of all low priority calls for service within sixty seconds.

Monthly Phone Call Volume: For the month of April 2020, ChatComm 911 handled a total of 21,940 phone calls.

- 73.6% (16,141) were incoming phone calls which are treated as potential emergencies and handled as 911 calls regardless of the line the call is received on.
 - 9,401 of those calls were received on the 911 trunks. 1,770 of the 911 calls received were abandoned 911 calls (where the caller disconnects the line prior to speaking with a calltaker).
 - 4,970 calls were received on administrative and alarm lines but treated as 911 calls.
 - The remaining 26.4% (5799) of the phone calls handled by ChatComm 911 in April 2020 were outgoing phone calls.

Overall Phone Call Volume: Since September 2009, ChatComm 911 has answered a total of 2,652,796 incoming phone calls. Of those calls, 1,659,858 (62.6%) were received on 911 trunks and 992,938 (37.4%) came in on 10-digit phone lines.

Monthly Incident Volume: ChatComm 911 handled a total of 32,013 incidents in April 2020.

- 70.7% (22,624) of the incidents created were officer-initiated incidents, which include traffic stops, business & residential checks, and other calls created by officers.
- 26.1% (8,363) of the incidents were dispatched incidents.
- The remaining 1,026 (3.2%) of the incidents were transferred via CAD to Dekalb for EMS and Fire Dispatch.
- Sandy Springs incidents comprised 41.6% (13,317) of the total incident volume.
 - 11,504 incidents were Sandy Springs Police Department incidents.
 - 1,029 incidents were for Sandy Springs Fire Rescue.
 - 784 incidents were EMS calls for service in Sandy Springs.
- Johns Creek incidents were 13.37% (6200) of the total incident volume.
 - 5,666 incidents were Johns Creek Police Department incidents.
 - 315 incidents were for Johns Creek Fire Department.
 - 219 incidents were EMS calls for service in Johns Creek.
- Dunwoody incidents accounted for 9.9% (3,168) of the total incident volume.
- Brookhaven incidents were 25.9% (8,302) of the total incident volume.

- Dekalb Fire and EMS (for the Cities of Brookhaven and Dunwoody) incidents were 3.2% (1,026) of the total incident volume.
 - 557 incidents were Fire calls for service in Brookhaven or Dunwoody
 - 469 incidents were EMS calls for service in Brookhaven or Dunwoody.

Overall Incident Volume: By the end of April 2020, ChatComm 911 handled 3,599,923 incidents since “go-live” in September 2009. 3,204,406 (89.01%) of those were law enforcement incidents; 225,047 (6.25%) of those were fire department incidents; and 170,470 (4.74%) of those were EMS incidents.

Public Works: April 2020

Major Initiatives Completed

- Murphey Candler Lake Dredging – Completed on 4/02.20.
- Murphey Candler Shoreline – Completed on 4/07/20
- ADR/YMCA Pedestrian Crossing (ST-09) – Completed.

Major Initiatives in Progress/Upcoming

- 2020 Paving: Construction to started on 04/27/20.
- MT-02, Ashford Dunwoody / Montgomery Elementary: Construction underway.
- Briarwood Road Multiuse Path – Drainage work completed, project to be completed 05/08/20
- Brookhaven Public Safety Building – Sediment basin construction underway, Georgia Power permit received, Grading underway.
- ADR/Peachtree Intersection Design – Moving forward with ROW Acquisition.
- 2019 Briarwood Road sidewalks – Right of Way Closing pending.
- Trash Rack Installation at Murphey Candler – Site Plans in review with the City, EPD Variance received.
- ADR/Johnson Ferry Road Intersection – Power poles removal completed.

Ongoing Coordination

- PTOF 5-year Grant coordination w/ PCID
- RTOP Coordination with GDOT – Signals on Peachtree Road, Clairmont Rd, Buford Hwy, & N Druid Hills Road.
- PTOF 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

- 4/07/20 – CTP update 2020 Discussion.
- 4/10/20 – CTP update 2020 Bi-weekly meeting.
- 4/15/20 – I-85 /N. Druid Hills Interchange Project Kickoff meeting.
- 4/21/20 – CTP update 2020 Bi-weekly meeting

ROW Encroachment Permits (including Dumpsters/Road Closures)

- Permits issued YTD: 135
- Permits issued this month: 19

Stormwater Performance Measures (OPTECH)

April 2020			
ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE
Priority 1	1	1	100%
Priority 2	0	0	0%
Priority 3	10	16	62.5%
Total	11	17	65%

Maintenance Work Performance Measures (OPTECH)

April 2020			
ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE
Priority 1	17	16	94%
Priority 2	0	0	0%
Priority 3	2	0	0%
Total	19	16	84%

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	10									39
Downed Lines	1	3	1	3									8
Pavement/Potholes	20	17	24	15									76
Right of Way/Trash	14	11	4	6									35
Sidewalk	2	0	6	4									12
Stormwater	16	15	11	15									57
Streetlights	9	5	3	3									20
Street Sign	22	5	10	6									43
Street Striping	0	0	1	1									2
Traffic Signal	9	4	6	5									24
Trees	11	6	3	1									21
Total Service Requests	119	71	78	69									337

Completed Work Orders

2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
Street Maintenance	Closed												
Sidewalk Repairs	1	2	2	4									10
Curb Repairs	0	2	1	6									9
Potholes	13	10	17	11									51
Patching	2	3	4	3									12
Streetlights	0	0	1	0									1
Signs	13	8	9	3									39
Traffic Signals													
Signal Repairs	16	6	4	17									43
ROW Maintenance													
Tree Removal	7	6	2	10									26
ROW Maintenance	6	10	5	1									22
Stormwater													
Stormwater	10	24	18	32									88
Total work orders	68	71	63	87	0	0	0	0	0	0	0	0	301

Finance April 2020

April 30, 2020 Financial Report in Brief

The April 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 April 2020 were \$312,980 less than they were this time last fiscal year. Business & Occupational tax decreased by \$396,762 due to Council approved extension of the due date for renewals to July 1st, 2020 in response to the COVID-19 pandemic. Charges for services, fines & forfeitures, and investment earnings also show noticeable decreases due to the pandemic. Licenses & Permits increased by \$602,579 compared to this time in the prior year. The increase was due to CHOA permit issued for \$499,232 and a new Emory facility permit issued for \$456,387.

General Fund expenditures increased compared to last year at this time by \$586,084. Expenditures for the police department were higher by \$687,622 compared to April 2019 mainly due the Council approved increase in Police salaries in FY 2019. Other financing uses increased by \$654,750 mainly due to a \$650,000 loan to BDA for purchase of property. Housing and Development and Culture and Recreation governmental functions expenditures decreased in the amounts of \$248,696 and \$209,733. Housing and Development expenditures are lower due to contractor invoice not received yet for April 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. Economic Development/Tourism expenditures decreased by \$299,971. This is mainly due to professional services cost for special events being accounted for in the Tourism fund. In the current year special events professional costs are budgeted in the Culture and Recreation governmental function.

City of Brookhaven

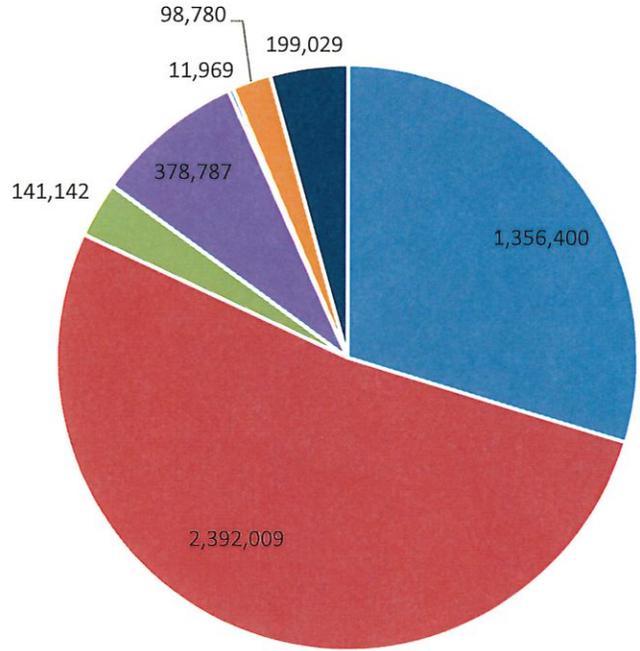
BUDGET COMPARISON REPORT - GENERAL FUND - REVENUES

For The Month Ended April 30, 2020

	2019 Amended Budget	2019 YTD Transactions	2020 Amended Budget	2020 YTD Transactions	Variance from Budget	% of Annual Budget
Property Tax	\$ 9,737,797	\$ 20,258	\$ 9,752,088	\$ (87,040)	\$ (9,839,128)	-0.89%
Motor Vehicle Tax & Title Ad Valorem Tax	61,000	22,450	29,442	101,444	72,002	344.56%
Recording Intangible Tax	121,715	17,813	66,096	16,864	(49,232)	25.51%
Real Estate Transfer Tax	39,893	8,530	25,000	7,204	(17,796)	28.82%
Franchise Tax	4,263,579	212,777	3,625,000	250,610	(3,374,390)	6.91%
Alcoholic Beverage Excise Tax	1,093,754	249,187	1,122,000	252,573	(869,427)	22.51%
Energy Excise Tax	152,200	22,340	220,000	40,724	(179,276)	18.51%
Motor Vehicle Rental Excise Tax	40,805	49,530	273,734	13,451	(260,283)	4.91%
Business & Occupational Tax	2,250,000	1,099,409	2,170,000	702,647	(1,467,353)	32.38%
Insurance Premium Tax	3,266,496	18,800	3,553,650	22,302	(3,531,348)	0.63%
Financial Institutions Tax	58,170	63,262	67,734	32,179	(35,555)	47.51%
Penalties & Interest	51,220	15,998	57,887	3,442	(54,445)	5.95%
Total Taxes	21,136,629	1,800,353	20,962,631	1,356,400	(19,606,231)	6.47%
Licenses & Permits	3,367,269	1,789,430	3,120,000	2,392,009	(727,991)	76.67%
Charges for Services	537,450	301,039	632,650	141,142	(491,508)	22.31%
Fines & Forfeitures	1,225,000	510,059	1,225,000	378,787	(846,213)	30.92%
Miscellaneous Revenues	179,200	18,950	82,000	11,969	(70,031)	14.60%
Investment Earnings	30,000	255,700	50,000	98,780 *	48,780	197.56%
Other Financing Sources	4,765,922	215,565	3,165,000	199,029	(2,965,971)	6.29%
TOTAL REVENUES	\$ 31,241,470	\$ 4,891,096	\$ 29,237,281	\$ 4,578,116	\$ (24,659,165)	15.66%

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

GENERAL FUND REVENUES BY SOURCE (APRIL 2020 YTD)

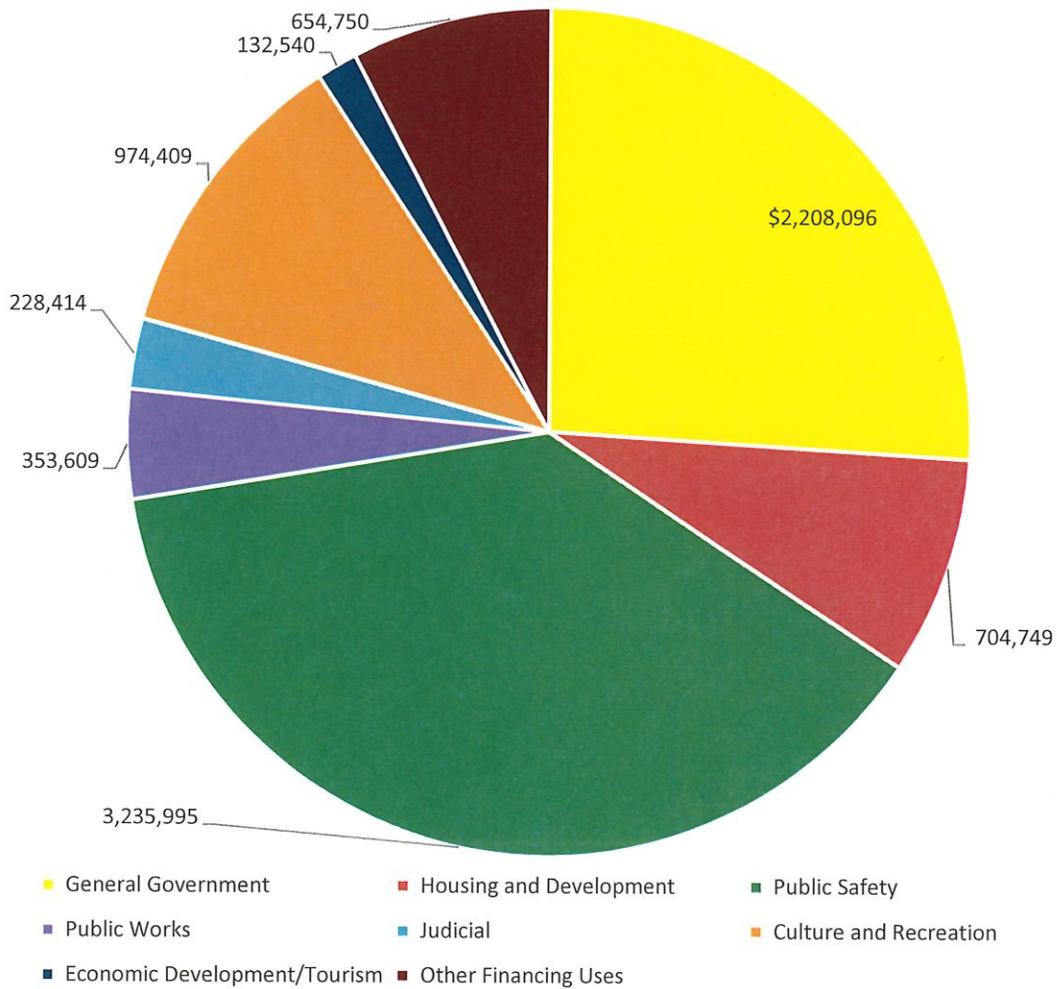


- Total Taxes
- Licenses & Permits
- Charges for Services
- Fines & Forfeitures
- Miscellaneous Revenues
- Investment Earnings
- Other Financing Sources

City of Brookhaven - YTD through April 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	\$ 2,063,129	\$ 7,030,655	\$ 2,208,096	\$ 4,822,559	31.41%
Housing and Development	3,395,310	953,445	3,403,549	704,749	2,698,800	20.71%
Public Safety	9,846,299	2,548,373	10,471,519	3,235,995	7,235,524	30.90%
Public Works	2,036,888	462,692	1,552,704	353,609	1,199,095	22.77%
Judicial	950,900	262,186	874,735	228,414	646,321	26.11%
Culture and Recreation	3,990,501	1,184,142	3,467,702	974,409	2,493,293	28.10%
Economic Development/Tourism	625,087	432,511	104,360	132,540	(28,180)	127.00%
Other Financing Uses	<u>3,384,759</u>	<u>-</u>	<u>2,334,057</u>	<u>654,750</u>	<u>1,679,307</u>	<u>28.05%</u>
TOTAL EXPENDITURES	<u>\$ 31,240,473</u>	<u>\$ 7,906,478</u>	<u>\$ 29,239,281</u>	<u>\$ 8,492,562</u>	<u>\$ 20,746,719</u>	<u>29.05%</u>

**GENERAL FUND EXPENDITURES BY GOVERNMENTAL ACTIVITY
(APRIL 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 April 30, 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 April 30, 2020	<u>\$536,561</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	April 30, 2020
Explorer Program	\$ 12,333	\$ -	\$ (3,178)	\$ 9,155
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	\$ 46,731	\$ -	\$ (3,178)	\$ 43,553