



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

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

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

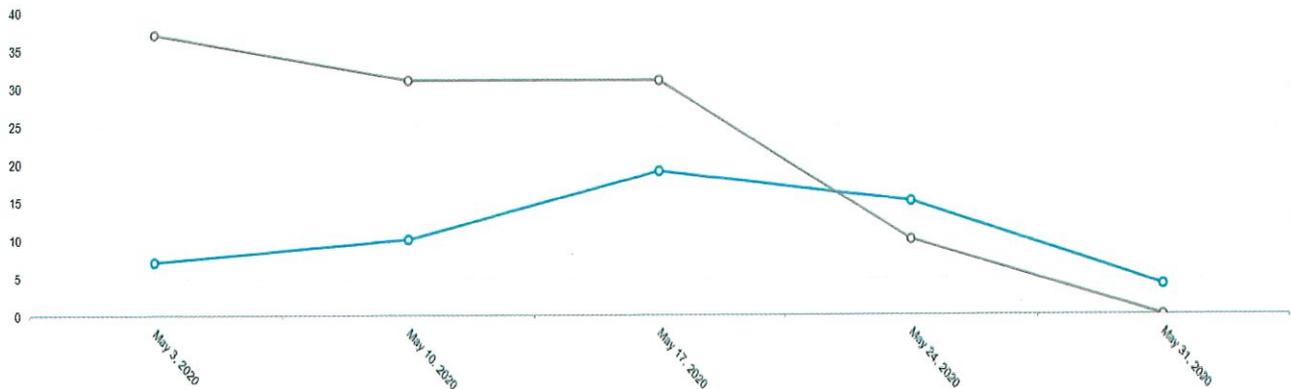
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Brookhaven Connect Metrics: Monthly May 2020

*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

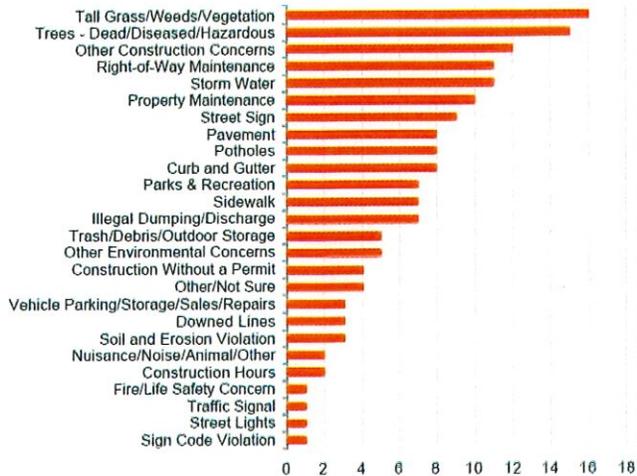


- Of the 164 service requests that were created, 116 have been closed (this includes duplicate requests) with 48 remaining open.
- Total requests that remain open since the beginning of the year is 127, this includes the previous month of April.
- To date, there are 1,872 registered Brookhaven Connect users; this represents an increase of 191 users since the beginning of the year.

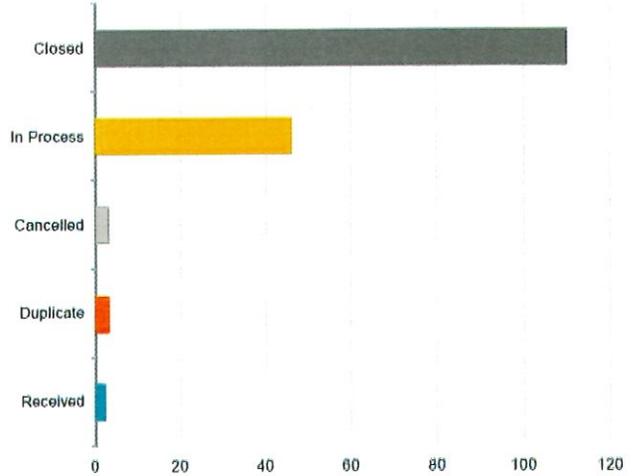
Statistics

Total Reports Created	164
Total Reports Open	48
Total Reports Closed	116
Average Reports Created per Day	5.467
Average Reports Closed per Day	3.867
Average Time to Close	2.843 Days
Fastest Closed Request Type	Other/Not Sure (.006 Days)
Slowest Closed Request Type	Curb and Gutter (17.256 Days)
Most Common Request Type	Tall Grass/Weeds/Vegetation
Least Common Request Type	Sign Code Violation

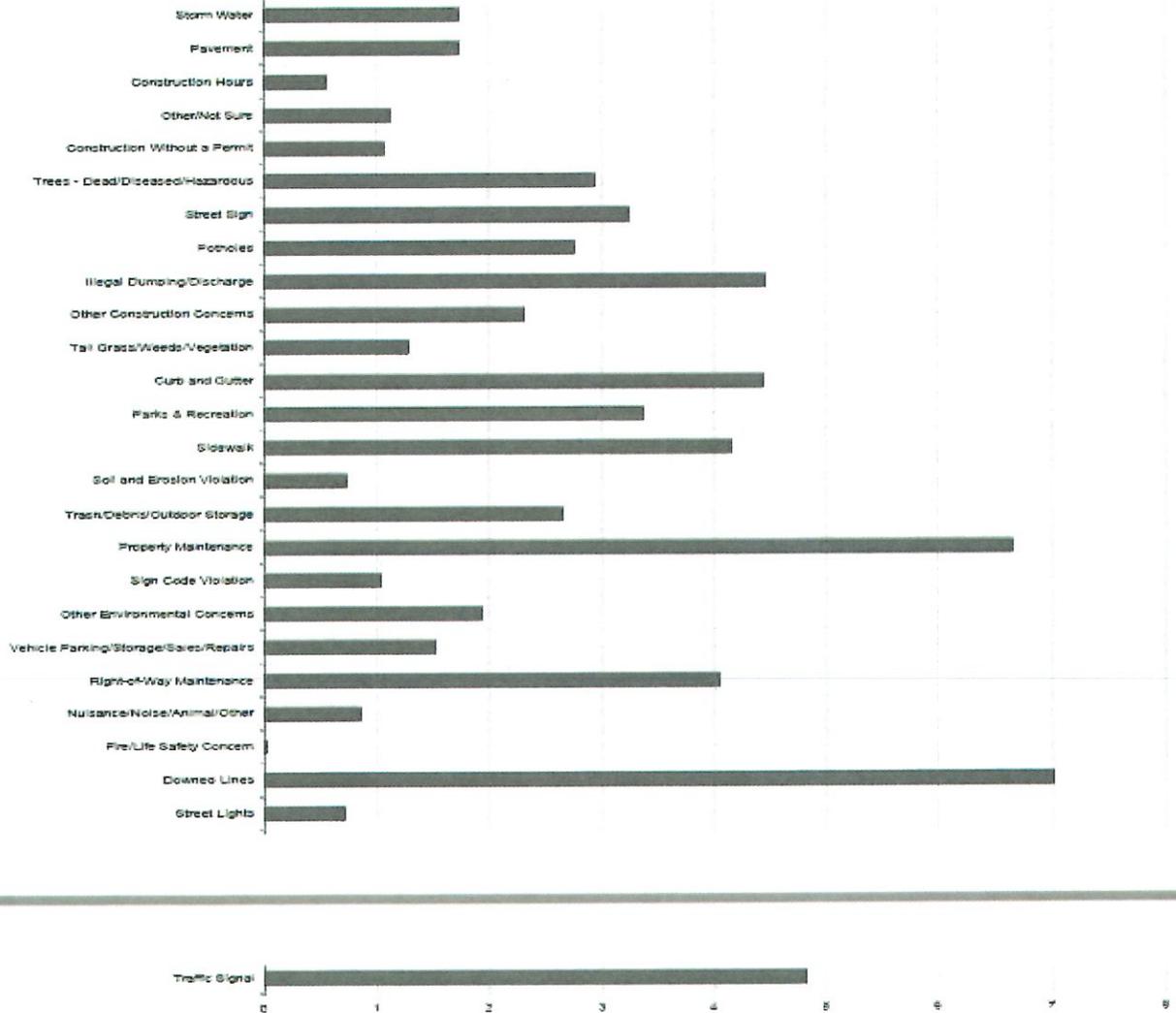
Request by Type



Request by Status



Average Days to Close per Request Type



Community Development: May 2020

Community Development 2020 Building Permits													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
All	316	409	323	219	225								
New Single Family	23	32	32	23	14								
New Multi Family	0	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/Variations Filed in May 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/Variances Heard in May 2020

File #	Address	Scope	Hearing Date	Action
VAR20-00002	2914 Cravenridge Drive	Impervious coverage and retaining wall side setback	5/20/20	Approval Conditional
VAR20-00005	2613 Green Meadows Lane	Impervious coverage	5/20/20	Denial
VAR20-00006	1273 Ragley Hall Road	Stream buffer	5/20/20	Approval Conditional
VAR20-00007	4083 Chippewa Place	Stream buffer and front yard setback	5/20/20	Approval Conditional
VAR20-00008	3920 & 3930 Peachtree Road	Waive utilities location requirement	5/20/20	Deferred to 7/15/20
VAR20-00015	2746 Grove Street	Rear yard setback	5/20/20	Approval Conditional
VAR20-00016	3384 Ashford Park Court	Rear yard setback	5/20/20	Approval Conditional
VAR20-00017	2436 Wawona Drive	Stream buffer	5/20/20	Approval Conditional
VAR20-00018	1045 Canoochee Drive	Impervious coverage and reduction of interior side setback	5/20/20	Approval Conditional

Community Development Rezoning Filed in May 2020

File #	Address	Scope	PC Hearing Date	CC Hearing Date
N/A				

Community Development Rezoning Heard in May 2020

File #	Address	Scope	PC Hearing Date	PC Rec	CC Hearing Date	CC Rec
LUP20-00002	1035, 1045, 1055, & 1065 Lenox Park Boulevard	Rezone from O-I to RSA-18 for 18 townhomes with concurrent variances	5/6/20	Recommended Favorably	5/26/20	Approved with Conditions

Code Enforcement Activity May 2020	
Inspections & Follow-ups	1,293
Violations	231
Violations Created Per Day	12
Courtesy Warnings/Placards	68
Residential Citations	0
Commercial Citations	0
Total Street Miles Patrolled	1,530
Total Requests Created	96
<i>Department-Generated Inspections</i>	25
<i>Brookhaven Connect/CitySourced Requests Created (public generated)</i>	71
Brookhaven Connect/CitySourced Requests Received / In Process	16
Brookhaven Connect/CitySourced Requests Closed / Abated / Duplicated / Not an Issue	55
Average # of Reports Created per Day	2
Average # of Reports Closed per Day	2
Average Time to Close	4 days
Signs Removed	91

Building Inspection Activity May 2020	
Plan reviews	83
Building inspections	927
Building inspections percent pass/fail	84%/16%

Fire Marshal Activity May 2020	
Plan reviews	58
Inspections	58
Inspections percent pass/fail	85%/15%

Key Land Development Activity/Review May 2020	
Land Development Enforcement & Inspection Activity	
Tree removal permits	24
Stop Work Orders issued	1
Courtesy warnings issued (Notice of violation)	11
Environmental Inspections	289
Environmental Court Summons	0
N/A	
Land Disturbance Permit Review	12

Brookhaven Park Improvements - 4148 Peachtree Road NE	
Murphy Candler Park South Trail - 1551 W Nancy Creek Drive	
Dresden Pointe – 2565 Apple Valley Road	
Oglethorpe University Woodland walkway - 4484 Peachtree Road	
Petite Violette LPSS - 2948 Clairmont Rd.	
Lenox Park Amenity Building - 1055 Lenox Park Blvd	
Murphy Candler Park – 1551 West Nancy Creek Drive	
DeKalb County Sewer rehab – 3624 Woodstream Circle	
DeKalb Gravity Sewer rehab – 3623 Sunderland Drive	
Ivy Place Amenity – 3028 Clairmont Road	
Nancy Creek Facility – ADA Upgrades – 1663 East Nancy Creek Drive	
Peachtree Creek Greenway Trail – Phase 1B – 3 Corporate Boulevard	
Land Disturbance Permits Approved	0
N/A	
Plat Review Activity	7
Skyland Brookhaven Phase 2 Tracts 5 & 6 - 3448 Clairmont Road	
The Estates at Harts Mill – 3750 Wasson Way	
1538 Briarwood Road Lot Combination – 1538 Briarwood Road	
Porter Square Combo Plat - 3920 Peachtree RD	
Lot Consolidation – 2430 & 2432 Thompson Road	
Lot split – 1221 Kendrick Road	
2472 Cove Circle reconfiguration – 2472 Cove Circle	
Plats Approved	2
Lot split – 1907 Canmont Drive	
Lot split – 1140 Goodwin Place	

Municipal Court: May 2020

2020

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Case Filings	918	686	428	73	214							
Number of Court Dockets	8	8	5	0	0							
Number of Defendants on dockets	492	457	255	0	0							
Number of Cases on Dockets	730	719	382*	0	0							

***As a result of Covid-19 there are 1,956 cases (1,028 defendants) that were not heard/resolved thru May. There are 1,555 arraignment cases (1,017 defendants) and 401 bench trials cases (11 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	22,099.78
Contempt Charge	49.00
Processing Fee	5,115.40
Cash Bonds	8,290.00
Indigent App Fee	0.00
Revenue Collected-Diverse Agencies	6,502.72
Pre-Trial Fee	202.00
CB-Applied	700.00
Bond Forfeiture	0.00
Overage	0.00
Restitution	0.00
NSF	0.00
Monthly Cash Collections	42,958.90
Paid to Diverse Agencies	6,502.72
Cash Bond Refunds/Returned	0.00
Overage Refund	0.00
Restitution Paid	0.00
Total Paid Out	6,502.72
NET	36,456.18

Office of City Clerk: May 2020

City Clerk's Office and Legislative Activities – May 2020		
	Open Record Requests	33
	Agendas/Agenda Packets Managed (Included Audit Comm., Dev. A., Charter Comm., And Facilities Authority)	2
Virtual Meetings Held	Minutes Composed (Council, Dev. Auth., and Facilities Authority)	2
Virtual Meetings Held	Executive Sessions Held (Council and Dev. Auth. Only)	1
Ordinances/No.	May 2020 – Description	Appr. Date
ORD2020-05-01	Extending the Declaration of a State of Emergency - Covid-19	5/26/2020
ORD2020-05-02	Visitors and Contractors to Wear Face Covering to Enter City Facilities	5/26/2020
ORD2020-05-03	Suspending the Application for Time Changes to City Fee Schedule	5/26/2020
ORDRZ2020-05-03	LUP20-00002 Minerva, LLC. Rezoning 1035, 1045, 1055 & 1065 Lenox Park Boulevard.	5/26/2020
Resolutions/No.	May 2020 – Description	Appr. Date
RES2020-05-01	Buford Hwy Transit Evaluation Report and Amending Comprehensive Transportation Plan	5/12/2020
RES2020-05-02	Employee Paid Time Off Buy Back Program	5/26/2020
Department	Contracts/Agreements Approved by Council – May 2020	Appr. Date
Public Works	Construction 57 Inc. to Construct Windsor/Osborne Roundabout - \$725,000	5/12/2020
Public Works	Corbett Group, LLC. Construction of Phase III South Bamby Drainage - \$544,800	5/12/2020
Public Works	Clark, Paterson & Lee for Design of Ashford Dunwoody Road/Winsor Parkway	5/26/2020
	Appointments – May 2020	Appr. Date
	None	
	Proclamations and Presentations	Date
	None	
Department	Policies Approved by Council – May 2020	Appr. Date

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

Date of Request	Request #	Name	Description
3/23/2020	PRR-110-2020	Peyton	Information on ITB 19-038 Murphey Candler Lake Dredging
4/25/2020	PRR-136-2020	Jason Mooney	Emails and Texts from Sigman, and Ernst
4/29/2020	PRR-138-2020	Katherine Newman	Disposition for Katherine Newman
4/30/2020	PRR-139-2020	Carl Sharp	Itemized Bid for Windsor Parkway at Osborne Road

5/1/2020	PRR-140-2020	Lucia Coppola	Disposition Data of March and April 2020
5/1/2020	PRR-141-2020	Greg Scotchie	Land Disturbance Permits List
5/1/2020	PRR-142-2020	Robin Davis	Permits List for April 2020
5/2/2020	PRR-143-2020	Joseph Wolenski	Information on 2696 Ashford Road
5/3/2020	PRR-144-2020	Katherine Francesconi	Information on 1049 Standard Dr. NE
5/3/2020	PRR-145-2020	Stefani Daub	Building Permits List
5/6/2020	PRR-146-2020	Angelina Williams	Investigation Report Wilmer Jose Carias Galvez
5/6/2020	PRR-147-2020	Jan Davis	Traffic Citation List
5/6/2020	PRR-148-2020	Jan Davis	Traffic Citation List
5/8/2020	PRR-149-2020	Andre Thornburg	Information on 1532 Kadleston Way
5/8/2020	PRR-150-2020	Heather Meissen	Information 1394 Noel Drive
5/8/2020	PRR-151-2020	Brian Burns	Information on 1723 Harts Mill
5/11/2020	PRR-152-2020	Felecia Moorer	Information on Several Officers
5/11/2020	PRR-153-2020	Jonathan Brockman	Reports on Jeffrey Haney
5/11/2020	PRR-154-2020	John Sugg on behalf of Davis, Matthews & Quigley, P.C.	Information on 2705 Mabry Road
5/12/2020	PRR-155-2020	Brian Burns	Emails from Jan 1, 2018.
5/12/2020	PRR-156-2020	J.D. Capelouto	Lawsuit Against Peachtree Golf Club Inc.
5/12/2020	PRR-157-2020	Joe Newton	Beer and Wine List
5/12/2020	PRR-158-2020	Woudlin J. Baptiste	Residential Code Violations List
5/13/2020	PRR-159-2020	John W. Yopp	Criminal Report
5/15/2020	PRR-161-2020	Sean Riley	Police Report
5/15/2020	PRR-160-2020	Ryan Williams	Information on 2565 Apple Valley Rd
5/15/2020	PRR-162-2020	Lerin Barnes	Timothy Hanner File
5/18/2020	PRR-163-2020	Andrew Thompson	Information on Bragg St.
5/18/2020	PRR-164-2020	Jan Davis	Traffic Citation Information
5/18/2020	PRR-165-2020	Christine Schultz	CO for 2680 Ashford Rd
5/19/2020	PRR-167-2020	Allen Broughton	Police 911 Calls
5/20/2020	PRR-168-2020	Joseph Palladi	Information for Ashford Dunwoody Road and Windsor, LCI Project
5/22/2020	PRR-169-2020	Dana Langfeldt	Permits Information for Village Park Townhomes
			Total completed: 33 (16 requests still pending and not processed due to Building Division not able to provide the responsive documents-Because of Closed City Hall)

Communications: May 2020

Communications Department Activities:

- Produced 2019 Annual Report
- Scheduled Summer Newsletter/Activity Guide for production
- Assisted with logistics of virtual City Council meetings
- Continued support of Census promotion
- Maintained COVID-19 webpage along with GIS
- Completed Welcoming America presentations and projects
- Coordinated and moderated Coffee with a Councilwoman
- Created Facebook ad for Brookhaven Blast
- Press releases, e-blasts & notifications:
 - Kudos for Cops
 - City Council virtual meeting on 5-12
 - City Council wrap up 5-12
 - Residents invited to Virtual Coffee with a Councilwoman
 - Brookhaven sets reopening date for City Hall
 - Brookhaven wins decisive victory vs. sex shop
 - City Council virtual meeting on 5-26
 - City Council wrap up 5-26
 - Masks required for June 1 City Hall reopening
 - Weekly eblasts

Engagement reports (May):

	Posts	Subscribers	Subscriber growth (1 month)
E-blasts/press releases	19	4,468	+40
Facebook	55	8,179	+138
Facebook (Spanish)	21	117	+4
Twitter	45	4,266	+50
NextDoor	13	21,861	+285
Instagram	66	2,233	+127
Instagram (Spanish)	57	338	+16
Brookhaven Alert	10	2,848	+30

Tourism: May 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 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 postponed until August 2020.
- Office space for Explore Brookhaven is open to the public Monday through Friday, 9:00 am – 5:00 pm. Official ribbon cutting with the Brookhaven Chamber is set for June 9 at 11:00 am.
- Brookhaven Restaurant Take-over in Birmingham delayed until the economy recovers. Publicity will 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.
- TASTE Brookhaven has been cancelled for 2020. Explore Brookhaven is working with Taste coordinators and Brookhaven Epicurean Society to create other potential events allowing for social distancing. More information to come.
- Continued Outreach to promote and inform industry partners during the stay-in-place ordinances. Please see attached.
- 2019 Annual Report was created and approved by the Board of Trustees on May 8, 2020. As part of the 2020-2022 Strategic Plan, I will be meeting with the Mayor and each Council Member to review and discuss in the upcoming months.

Information Technology: May 2020

General IT

- Updated virtual environment to latest version
- Updated backup software to latest version
- New servers prepped
- Worked with Timmons to correct workflow task dates & milestones issue
- Completed install for electronic plans on dev server; installed on permit tech machine for testing
- Added fields for JustFOIA invoices to autofill on requests
- Received milestone timeline for Laserfiche Contracts project
- Added (2) new users in JustFOIA; also updated several users for ComDev
- Worked with Crystal Reports requirements for a couple new performance-based reports
- Worked on Cityworks issues

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	210
Mar	162	257	194	199	152	315	259
Apr	297	335	186	183	196	270	174
May	270	262	201	191	263	258	141
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	1,007

GIS

- Created Pipe Inspection layer for Public Works
- Completed SOB analysis for city attorney and CommDev
- Completed traffic calming district data collection application
- Completed 10 website updates for Coronavirus Portal

Police Department

- Installed a new rack at Lynwood
- Implemented a new network at Lynwood
- Setup new VLAN and firewall at Lynwood
- Setup a workstations and phones for the north precinct
- Created a new VPN for the North Precinct
- New Hires on-boarding
- Reconfigured court room computers

Parks and Recreation: May 2020

Administration Division Monthly Report

May 2020

- 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.
- Staff submitted to the Assistant City Manager and City Manager the Parks & Recreation Departments Reopening plan for review and approval.
- Invitation to Bid (ITB) was released for the retrofit of the tennis court lights located at the Blackburn Park Tennis Center. Bids are due back to the City on June 2nd.
- Invitation to Bid (ITB) was released for the renovation of the last six (6) tennis courts at the Blackburn Tennis Center. Bids are due back into the City on June 9th.

Parks/Facilities and Grounds Maintenance Monthly Report

May 2020

Monthly Work Order Summary (Internal w/Contractors)

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

May 2020 projects

- Cleaned up homeless encampment on Clairmont Rd.
- Cleaned up homeless camp under Buford Hwy.
- Replaced water line on water fountain at Blackburn
- Moved and rearranged chairs at City Hall.
- Installed new sign at 1174 Pinegrove Ave.
- Replaced missing irrigation box lid at Georgian Hills.
- Had Danny Davis repair damaged dry standpipe at Blackburn.
- Picked up and disposed of parking stops at Blackburn.
- Had to replace locks on dog parks several times due to vandalism.

May 2020 - Janitorial Totals

	Trash Bag Count	Toilet Paper	Doggie Pot	Hand Soap	Paper Towels
LaVista Park	18	NA	2	NA	NA
Peachtree Creek Greenway	53	NA	8	NA	NA
Ashford Park*	58	0	2	0	0
Blackburn Park*	319	0	32	0	0
Briarwood Park*	107	0	6	0	0

Brookhaven Park	85	NA	16	NA	NA
Clack's Corner	6	NA	NA	NA	NA
Fernwood Park	25	NA	4	NA	NA
Georgian Hills Park	71	NA	2	NA	NA
Lynwood Park	70	NA	5	NA	NA
Murphey Candler Park*	377	0	30	0	0
Parkside Park	36	NA	3	NA	NA
Skyland Park*	111	0	0	0	0
Totals	1,336	0	116	0	0

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

Athletics Division Monthly Report

May 2020

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

May Athletic Revenue Brought in \$1,675

Adult athletic programs brought in \$1.675 for adult softball registration.

*May Athletic Refunds due to COVID-19: (\$0)

May 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	May 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

Aquatics Division Monthly Report

May 2020

*May Aquatic Refunds due to COVID-19: (\$3,562.50)

Pool rentals issued refunds in the amount of \$3,562.50 to Aurora Day Camp

Staff has been working on getting a date from Dekalb County Board of Health to come and inspect the swimming pools at Lynwood Park and Murphey Candler Park.

Recreation Division Monthly Report

May 2020

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

*Outgoing money for May:

- \$162 in gymnastics refunds

**Also note \$1,009 in user credit issued during May. These are rentals or activities people have paid for and are postponing until a later date.

Incoming money for May:

- \$55.10 for Fresh N Fit partner fee
- \$79.50 CMD partner fee

Incoming money for May: \$134.60

Special Events Division Monthly Report

May 2020

Kudos for Cops

- Collected entries and passed to Sgt. Snively

Drive in Events

- Purchased supplies needed to execute drive in events
- Organized logistics with other city staff
- Put together plans for drive in events
- Put together list of ideas for drive in events
- Reached out to Swank about movie rights

Other

- Worked on how to take Fall events and make them social distancing events
- Fielded special event questions and requests
- Worked with Lee on making sure Brookhaven Park has no events during construction
- Worked on getting set up to become first aid and CPR certified and to become an instructor as part of my goals this year
- Organized special event closet and cbox
- Attended special event seminar online
- Attended multiple CEU sessions

Police: May 2020

Brookhaven Police Department Activity Summary Report			
	March 2020	April 2020	May 2020
Incidents Reported	455	406	521
Custodial Arrests	130	89	167
Accidents	136	53	81
Citations Issued	832	103	386
Residential Security Watches Requested	12	8	14
Field Interviews	51	57	87
Wanted People Apprehended	9	7	7
Brookhaven Police Department Activity Summary Report			
	March 2019	April 2019	May 2019
Incidents Reported	652	616	663
Custodial Arrests	246	225	264
Accidents	209	197	238
Citations Issued	1,445	1,696	1,848
Residential Security Watches Requested	24	27	39
Field Interviews	69	79	67
Wanted People Apprehended	40	29	29

Support Services – May 2020

- 05/01/2020 – 05/31/2020 - Coordination of many birthday drive-byes.
- 05/04/2020 – 05/05/2020 - Neighborhood watch sign replacements.
- 05/11/2020 – Teams meeting with TSU to teach Flock.
- 05/12/2020 – 05/113/2020 - Coordination for homeless encampment clean-ups.
- 05/20/2020 – Zoom meeting with Executive Park Condos HOA board.
- 05/27/2020 – Conference Call for Opioid film coordination.

Support Services

REPORTS	Officer Pawlowski	Sergeant Murray	Total
Incident Reports	1	3	4
Accident Reports	0	0	0
Patrol Assist	2	3	5
Arrests	0	0	0
Citations	2	0	2
Press Releases	0	0	0
Media Interviews	0	1	1
Court Assist	0	0	0

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	26
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	27	109	115
Other Agency Assist	0	1	4
Training Hours	19	32	16
Search Warrants	0	0	0
Citations	0	8	12
Warnings	0	11	2

Field Interviews	0	1	3
Felony Arrests	0	2	6
Misdemeanor Arrests	1	1	3
City Ordinance Arrests	0	0	3
Wanted Person Located	0	0	0
K-9 Search	0	4	4
K-9 Tracks	1	2	0
K-9 Related Arrests	1	7	0
K-9 Demonstrations / PR	0	0	1
Marijuana Seized	0.0 grams	0.0 grams	208.0 grams
Cocaine Seized	0.0 grams	0.0 grams	8.0 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
Building Search (for persons)	0	0	0

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	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.
- On May 01, Sergeant Snively and Officer M. Jones attended the funeral for Smyrna Police Officer Chris Ewing as members of the BPD Honor Guard.
- On May 06, 19, and 20, Sergeant Snively oversaw firearms training and qualifications run for both new-hire and current employees.
- TSU responded to three serious injury crashes. Two involved pedestrians, and one of those resulted in a fatality.

Criminal Investigations Division

MAY 2020 - Criminal Investigations Report	
Total Reports Handled	189
Total Reports Cleared INACTIVE	156
Total Reports Exceptionally Cleared	11
Total Reports Unfounded	7
Total Arrests by Investigators	19
Warrants Obtained Pending Arrest	26
Search Warrants	2
Total Cases "ACTIVE" on May 31, 2020	53

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

911 Answer Time: In May 2020, ChatComm 911 answered 94.1% of all incoming phone calls within ten seconds and 99.2% of all incoming phone calls were answered within thirty seconds.

Call Processing Time: This Month, ChatComm 911 processed 99.5% of all high priority calls for service and 97.4% of all low priority calls for service within sixty seconds.

Monthly Phone Call Volume: For the month of May 2020, ChatComm 911 handled a total of 26,113 phone calls.

- 73.4% (19,176) 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 11,676 of those calls were received on the 911 trunks. 2,001 of the 911 calls received were abandoned 911 calls (where the caller disconnects the line prior to speaking with a calltaker).
 - o 5,499 calls were received on administrative and alarm lines but treated as 911 calls.
- The remaining 26.6% (6,937) of the phone calls handled by ChatComm 911 in May 2020 were outgoing phone calls.

Overall Phone Call Volume: Since September 2009, ChatComm 911 has answered a total of 2,671,972 incoming phone calls. Of those calls, 1,673,535 (62.6%) were received on 911 trunks and 998,437 (37.4%) came in on 10-digit phone lines.

Monthly Incident Volume: ChatComm 911 handled a total of 34,742 incidents in May 2020.

- 68.9% (23,929) of the incidents created were officer-initiated incidents, which include traffic stops, business & residential checks, and other calls created by officers.
- 27.9% (9,685) of the incidents were dispatched incidents. • The remaining 1,128 (3.2%) of the incidents were transferred via CAD to Dekalb for EMS and Fire Dispatch.
- Sandy Springs incidents comprised 37.8% (13,114) of the total incident volume.
 - o 11,267 incidents were Sandy Springs Police Department incidents.
 - o 1,081 incidents were for Sandy Springs Fire Rescue.
 - o 766 incidents were EMS calls for service in Sandy Springs.
- Johns Creek incidents were 24.0% (8,357) of the total incident volume.
 - o 7,653 incidents were Johns Creek Police Department incidents.
 - o 421 incidents were for Johns Creek Fire Department.
 - o 283 incidents were EMS calls for service in Johns Creek.
- Dunwoody incidents accounted for 11.2% (3,873) of the total incident volume.

- Brookhaven incidents were 23.8% (8,270) of the total incident volume.
- Dekalb Fire and EMS (for the Cities of Brookhaven and Dunwoody) incidents were 3.2% (1,128) of the total incident volume.
 - o 623 incidents were Fire calls for service in Brookhaven or Dunwoody
 - o 505 incidents were EMS calls for service in Brookhaven or Dunwoody.

Overall Incident Volume: By the end of May 2020, ChatComm 911 handled 3,634,665 incidents since “go-live” in September 2009. 3,235,469 (89.02%) of those were law enforcement incidents; 227,172 (6.25%)

Public Works: May 2020

Major Initiatives Completed

- Briarwood Road Multiuse Path – Final cleanup underway, project completed
- St-09 Ashford Dunwoody Rd/Johnson Ferry Rd: Multiuse paths on both sides are completed, relocating Pedestrian crosswalk flashers and installing permanent striping.

Major Initiatives in Progress/Upcoming

- S. Bamby Drainage Improvement Phase III & IV: Council Approved, The Corbett Group on 5/12/20.
- Osborne Rd/Windsor Pkwy Roundabout: Council Approved, Construction 57 on 5/12/20
- 2020 Paving: Completed Resurfacing Six Road as of 5/29/20.
- MT-02, Ashford Dunwoody / Montgomery Elementary: Construction underway, major portion of the multiuse path completed.
- Northeast Expressway Multiuse Path: Survey is completed and unreview by staff.
- Brookhaven Public Safety Building – Grading and Geothermal Design complete.
- ADR/Peachtree Intersection Design – Moving forward with ROW Acquisition.
- 2019 Briarwood Road sidewalks – Right of Way Closing pending.
- Trash Rack Installation at Murphey Candler – NTP issued for the construction of Access Road and waiting on Land Disturbance permit.

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

- 5/07/20 – Public Safety OAC Meeting
- 5/07/20 – N. Druid Hills Rd Pedestrian Bridge Meeting
- 5/08/20 – Demolition of 4 Properties Pre-Bid Meeting
- 5/08/20 – 2020 CTP Update Meeting
- 5/11/20 – Upper North Fork Nancy Creek 319(h) Design Concept Meeting
- 5/18/20 – ADR/Windsor/GDOT project Meeting
- 5/21/20 – Peachtree LCI /GDOT project Meeting
- 5/22/20 – 2020 CTP Update Meeting
- 5/26/20 – Public Safety Civil Item Discussion Meeting
- 5/28/20 – Public Safety OAC Meeting

ROW Encroachment Permits (including Dumpsters/Road Closures)

- Permits issued YTD: 169
- Permits issued this month: 34

Stormwater Performance Measures (OPTECH)

May 2020			
ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE
Priority 1	1	1	100%
Priority 2	1	1	100%
Priority 3	11	9	82%
Total	13	11	85%

Maintenance Work Performance Measures (OPTECH)

May 2020			
ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE
Priority 1	5	5	100%
Priority 2	4	3	75%
Priority 3	2	1	50%
Total	11	9	82%

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	8								47
Downed Lines	1	3	1	3	3								11
Pavement/Potholes	20	17	24	15	16								92
Right of Way/Trash	14	11	4	6	11								46
Sidewalk	2	0	6	4	9								12
Stormwater	16	15	11	15	12								69
Streetlights	9	5	3	3	1								21
Street Sign	22	5	10	6	10								53
Street Striping	0	0	1	1	0								2
Traffic Signal	9	4	6	5	1								25

Trees	11	6	3	1	0								21
Total Service Requests	119	71	78	69	71								408

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	2	2	4	8								18
Curb Repairs	0	2	1	6	9								18
Potholes	13	10	17	11	3								54
Patching	2	3	4	3	6								18
Streetlights	0	0	1	0	0								1
Signs	13	8	9	3	7								46
Traffic Signals													
Signal Repairs	16	6	4	17	6								49
ROW Maintenance													
Tree Removal	7	6	2	10	6								32
ROW Maintenance	6	10	5	1	7								29
Stormwater													
Stormwater	10	24	18	32	8								96
Total work orders	68	71	63	87	60	0	361						

Finance May 2020

May 31, 2020 Financial Report in Brief

The May 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 May 2020 were \$1,348,414 less than they were this time last fiscal year. Business & Occupational tax decreased by \$697,465 due to Council approved extension of the due date for renewals to July 1st, 2020 in response to the COVID-19 pandemic. Other financing sources were less by \$327,084 compared to this time in the prior year due to hotels being impacted by the pandemic and significant decreases in Hotel/Motel revenue taxes received by the City. Investment earnings decreased by \$207,614 due to significant drops in market interest rates. Charges for services and fines & forfeitures also show noticeable decreases due to the pandemic amounting to unfavorable variances of \$232,213 and \$224,278. Licenses & Permits increased by \$586,844 compared to this time in the prior year. Overall, less permits were issued compared to prior year and the increase was due to CHOA permit issued in April for \$499,232 and a new Emory facility permit issued in April for \$456,387.

General Fund expenditures increased compared to last year at this time by \$1,776,386. The General Government expenditures increased by \$1,332,372 compared to the previous fiscal year at this time due to the purchase of the Brookhaven Heights property. Expenditures for the police department were higher by \$661,442 compared to May 2019 mainly due the Council approved increase in Police salaries in FY 2019. Other financing uses increased by \$659,500 mainly due to a \$650,000 loan to BDA for purchase of property. Recreation governmental function expenditures decreased in the amounts of \$334,291 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 \$307,436. 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

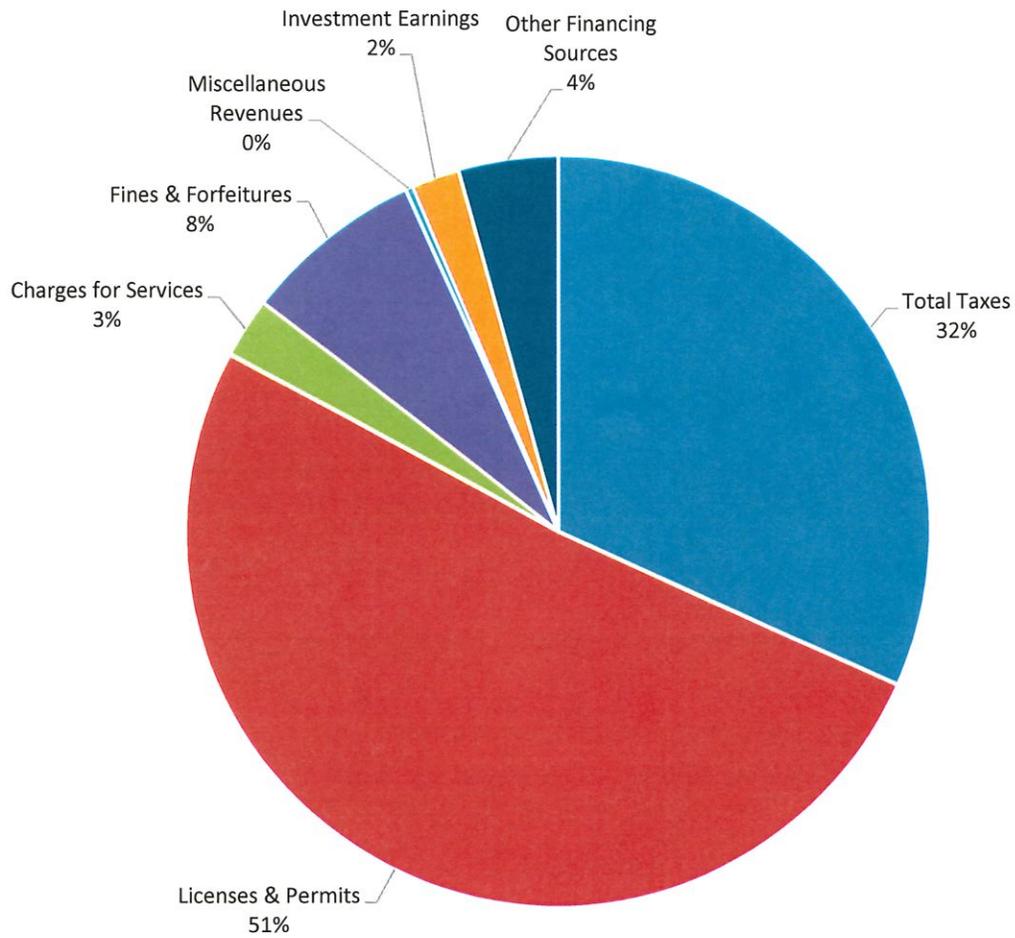
BUDGET COMPARISON REPORT - GENERAL FUND - REVENUES

For The Month Ended May 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	\$ 57,086	\$ 9,752,088	\$ (87,040)	\$ (9,839,128)	-0.89%
Motor Vehicle Tax & Title Ad Valorem Tax	61,000	25,693	29,442	101,444	72,002	344.56%
Recording Intangible Tax	121,715	27,540	66,096	33,587	(32,509)	50.82%
Real Estate Transfer Tax	39,893	11,903	25,000	11,345	(13,655)	45.38%
Franchise Tax	4,263,579	226,374	3,625,000	323,883	(3,301,117)	8.93%
Alcoholic Beverage Excise Tax	1,093,754	445,676	1,122,000	327,547	(794,453)	29.19%
Energy Excise Tax	152,200	36,451	220,000	40,972	(179,028)	18.62%
Motor Vehicle Rental Excise Tax	40,805	88,788	273,734	13,626	(260,108)	4.98%
Business & Occupational Tax	2,250,000	1,560,793	2,170,000	863,328	(1,306,672)	39.78%
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	<u>51,220</u>	<u>17,005</u>	<u>57,887</u>	<u>3,495</u>	<u>(54,392)</u>	<u>6.04%</u>
Total Taxes	<u>21,136,629</u>	<u>2,579,372</u>	<u>20,962,631</u>	<u>1,686,668</u>	<u>(19,275,963)</u>	<u>8.05%</u>
Licenses & Permits	3,367,269	2,128,209	3,120,000	2,715,053	(404,947)	87.02%
Charges for Services	537,450	370,891	632,650	138,678	(493,972)	21.92%
Fines & Forfeitures	1,225,000	637,034	1,225,000	412,756	(812,244)	33.69%
Miscellaneous Revenues	179,200	68,754	82,000	17,388	(64,612)	21.20%
Investment Earnings	30,000	317,403	50,000	109,789 *	59,789	219.58%
Other Financing Sources	<u>4,765,922</u>	<u>559,797</u>	<u>3,165,000</u>	<u>232,713</u>	<u>(2,932,287)</u>	<u>7.35%</u>
TOTAL REVENUES	<u>\$ 31,241,470</u>	<u>\$ 6,661,459</u>	<u>\$ 29,237,281</u>	<u>\$ 5,313,045</u>	<u>\$ (23,924,236)</u>	<u>18.17%</u>

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

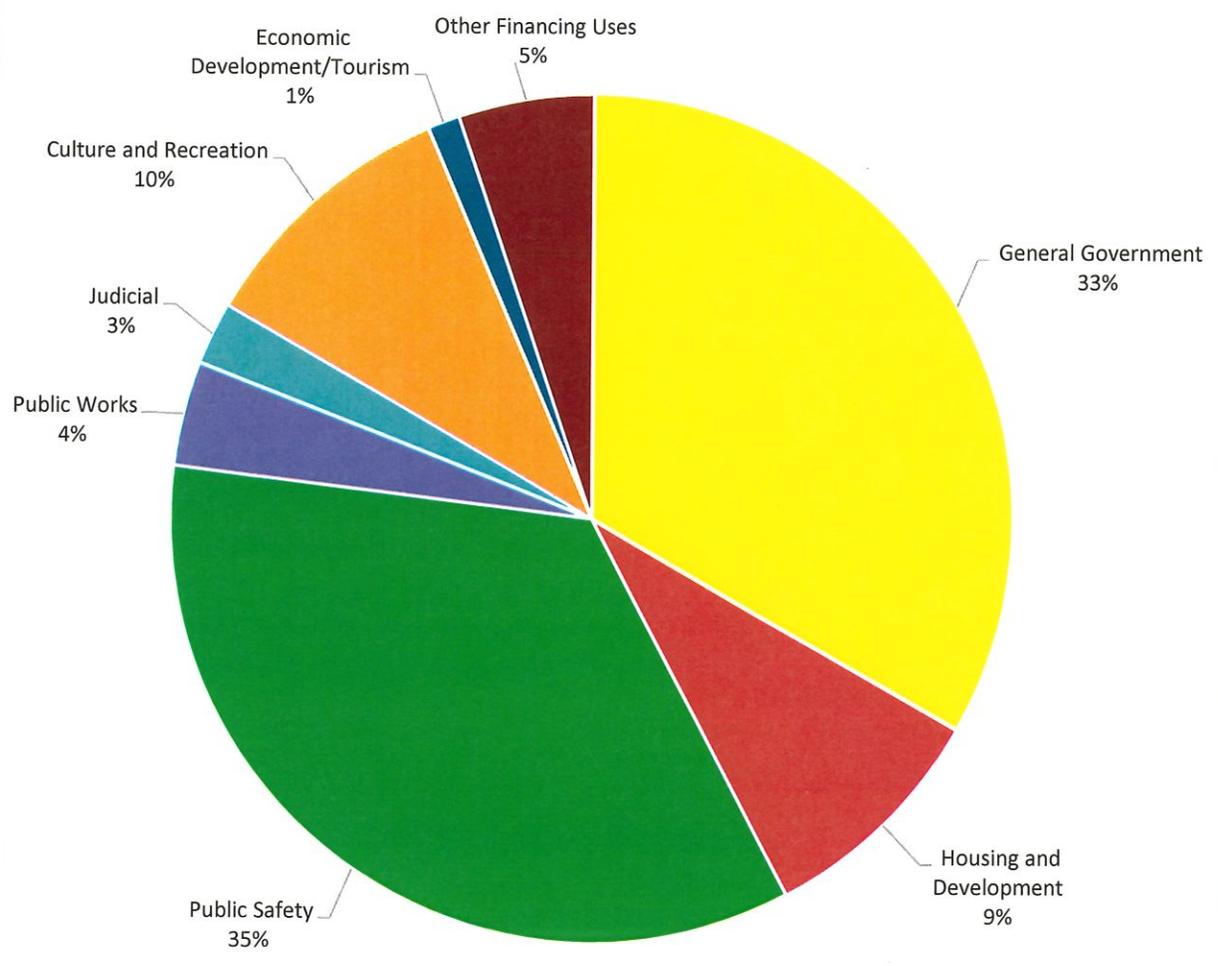
GENERAL FUND REVENUES BY SOURCE (MAY 2020 YTD)



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	\$ 2,835,629	\$ 7,030,655	\$ 4,168,001	\$ 2,862,654	59.28%
Housing and Development	3,395,310	1,229,008	3,403,549	1,128,277	2,275,272	33.15%
Public Safety	9,846,299	3,698,654	10,471,519	4,360,096	6,111,423	41.64%
Public Works	2,036,888	590,734	1,552,704	499,639	1,053,065	32.18%
Judicial	950,900	345,065	874,735	301,690	573,045	34.49%
Culture and Recreation	3,990,501	1,609,648	3,467,702	1,275,357	2,192,345	36.78%
Economic Development/Tourism	625,087	464,342	104,360	156,906	(52,546)	150.35%
Other Financing Uses	<u>3,384,759</u>	<u>-</u>	<u>2,334,057</u>	<u>659,500</u>	<u>1,674,557</u>	<u>28.26%</u>
TOTAL EXPENDITURES	<u>\$ 31,240,473</u>	<u>\$ 10,773,080</u>	<u>\$ 29,239,281</u>	<u>\$ 12,549,466</u>	<u>\$ 16,689,815</u>	<u>42.92%</u>

GENERAL FUND EXPENDITURES BY GOVERNMENTAL ACTIVITY
(MAY 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 May 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 May 31, 2020	<u>\$558,809</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 May 31, 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	<u>\$ 46,731</u>	<u>\$ -</u>	<u>\$ (3,178)</u>	<u>\$ 43,553</u>