

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

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

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

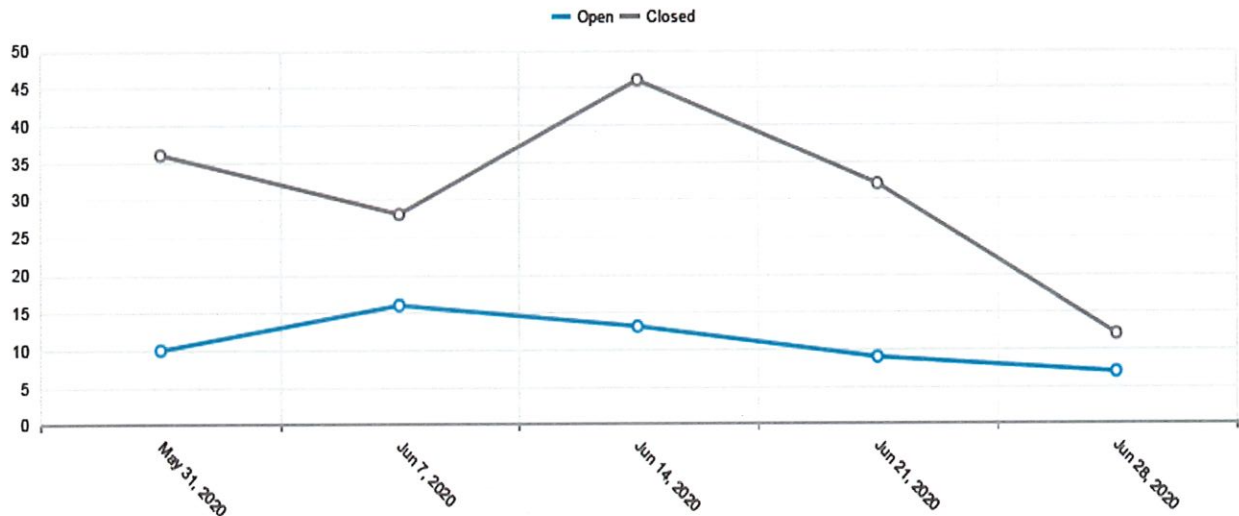
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## Brookhaven Connect Metrics: Monthly of June 2020

\*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



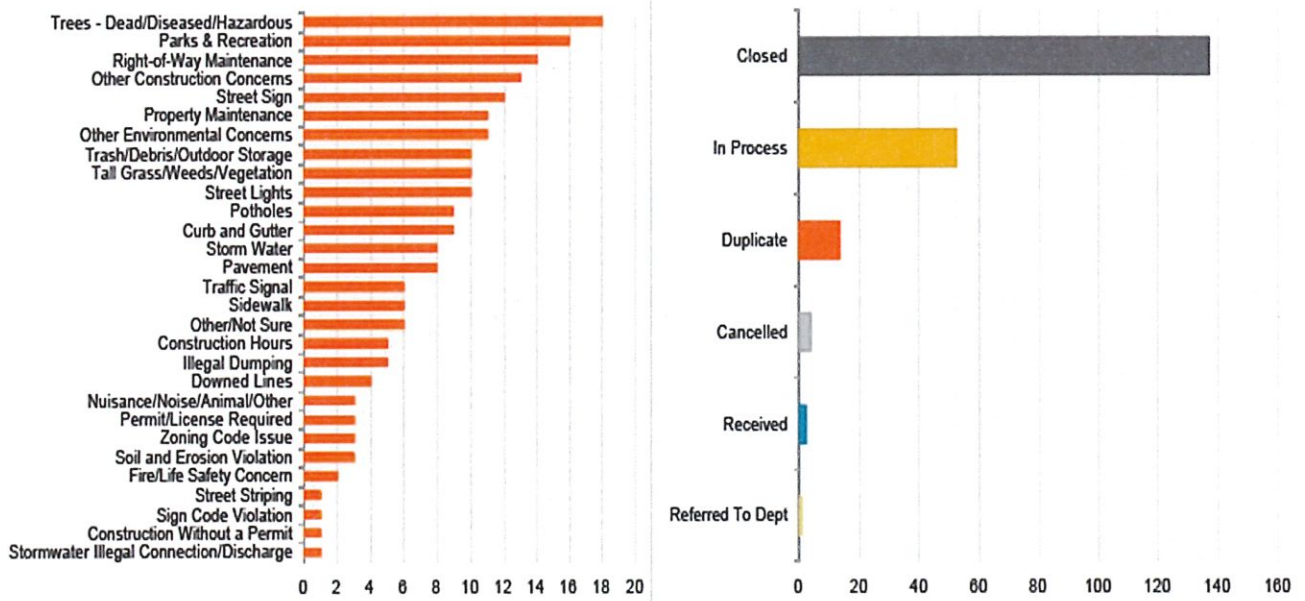
- Of the 209 service requests that were created, 154 have been closed (this includes duplicate requests) with 55 remaining open.
- Total requests that remain open since the beginning of the year is 131.
- To date, there are 1,922 registered Brookhaven Connect users; this represents an increase of 221 users since the beginning of the year.

#### Statistics

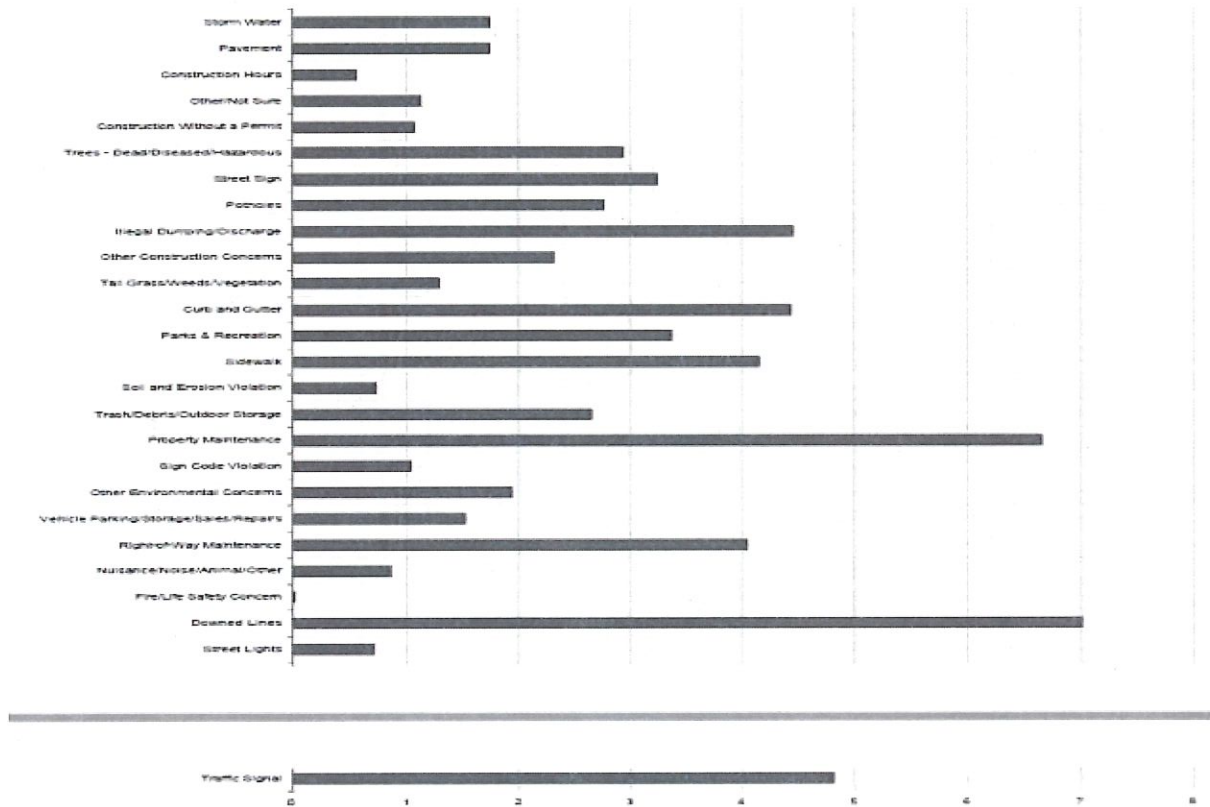
Total Reports Created	209
Total Reports Open	55
Total Reports Closed	154
Average Reports Created per Day	6.531
Average Reports Closed per Day	4.719
Average Time to Close	3.532 Days
Fastest Closed Request Type	Parks & Recreation (.001 Days)
Slowest Closed Request Type	Fire/Life Safety Concern (23.839 Days)
Most Common Request Type	Trees - Dead/Diseased/Hazardous
Least Common Request Type	Stormwater Illegal Connection/Discharge

Request by Type

Request by Status



**Average days to close per request**



**Community Development: June 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	360							
New Single Family	23	32	32	23	14	27							
New Multi Family	0	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 June 2020			
File #	Address	Scope	Hearing Date
VAR20-00020	1255 Star Drive	Impervious Coverage increase	7/15/20
VAR20-00021	2305 Matthews Street	Rear yard setback reduction	7/15/20
VAR20-00022	1428 Sylvan Circle	Stream buffer and rear yard setback reduction	7/15/20

Community Development BOA/Variances Heard in June 2020				
File #	Address	Scope	Hearing Date	Action
N/A				

Community Development Rezoning Filed in June 2020				
File #	Address	Scope	PC Hearing Date	CC Hearing Date
LUP20-00006	3115 Buford Highway	Rezone from RM-14 to C-1 to maintain existing uses with concurrent variances	8/5/20	8/25/20

Community Development Rezoning Heard in June 2020						
File #	Address	Scope	PC Hearing Date	PC Rec	CC Hearing Date	CC Rec
N/A						

Code Enforcement Activity June 2020	
Inspections & Follow-ups	1,610
Violations	286
Violations Created Per Day	13
Courtesy Warnings/Placards	59
Residential Citations	1
Commercial Citations	0
Total Street Miles Patrolled	2,345
Total Requests Created	95
<i>Department-Generated Inspections</i>	29
<i>Brookhaven Connect/CitySourced Requests Created (public generated)</i>	66
Brookhaven Connect/CitySourced Requests Received / In Process	10
Brookhaven Connect/CitySourced Requests Closed / Abated / Duplicated / Not an Issue	56
Average # of Reports Created per Day	3
Average # of Reports Closed per Day	2

Average Time to Close	4 days
Signs Removed	181

Building Inspection Activity June 2020	
Plan reviews	79
Building inspections	1,081
Building inspections percent pass/fail	83%/17%

Fire Marshal Activity June 2020	
Plan reviews	62
Inspections	57
Inspections percent pass/fail	89%/11%

Key Land Development Activity/Review June 2020	
<b>Land Development Enforcement &amp; Inspection Activity</b>	
Tree removal permits	56
Stop Work Orders issued	6
Courtesy warnings issued (Notice of violation)	19
Environmental Inspections	434
<b>Environmental Court Summons</b>	0
N/A	
<b>Land Disturbance Permit Review</b>	
Peachtree Creek Greenway Trail – 3 Corporate Boulevard	
Lenox Park Amenity Building – 1055 Lenox Park Boulevard	
DeKalb Gravity Sewer Rehab – 3623 Sunderland Drive	
Oglethorpe University Woodland walkway - 4484 Peachtree Road	
Murphy Candler Park (Natural Play Area) – 1551 W. Nancy Creek Drive	
Emory Executive Park Infrastructure – 11 Executive Park Drive	
Murphy Candler Park (Nature Trail II) – 1551 West Nancy Creek Drive	
Lake Hearn Drive Parking Redevelopment – 1204 Lake Hearn Drive	
<b>Land Disturbance Permits Approved</b>	1
Hanover Ashford Green Multi-family – 4170 Ashford Dunwoody Road	
<b>Plat Review Activity</b>	
Skyland Brookhaven Phase 2 Tracts 5 & 6 - 3448 Clairmont Road	
1538 Briarwood Road Lot Combination – 1538 Briarwood Road	
Porter Square Combo Plat - 3920 Peachtree RD	
Lot split – 1221 Kendrick Road	
2472 Cove Circle reconfiguration – 2472 Cove Circle	
<b>Plats Approved</b>	1
2430/2432 Thompson Lot Consolidation – 2430 Thompson Road	

**Municipal Court: June 2020**

2020

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Case Filings	918	686	428	73	214	472						
Number of Court Dockets	8	8	5	0	0	4						
Number of Defendants on dockets	492	457	255	0	0	64						
Number of Cases on Dockets	730	719	382	0	0	146						

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	34,770.65
Contempt Charge	244.00
Processing Fee	6,743.60
Cash Bonds	29,508.00
Indigent App Fee	0.00
Revenue Collected-Diverse Agencies	10,066.75
Pre-Trial Fee	0.00
CB-Applied	2,025.00
Bond Forfeiture	0.00
Overage	0.00
Restitution	0.00
NSF	0.00
Monthly Cash Collections	83,358.00
Paid to Diverse Agencies	10,066.75
Cash Bond Refunds/Returned	930.00
Overage Refund	0.00
Restitution Paid	0.00
Total Paid Out	10,996.75
NET	72,361.25



**Office of City Clerk: June 2020**

<b>City Clerk's Office and Legislative Activities – June 2020</b>		
	Open Record Requests	41
	Agendas/Agenda Packets Managed (Included Audit Comm., Dev. A., Charter Comm., And Facilities Authority)	5
Virtual Meetings	Minutes Composed (Council, Dev. Auth., and Facilities Authority)	2
Virtual Meetings	Executive Sessions Held (Council and Dev. Auth. Only)	2
<b>Ordinances/No.</b>	<b>June 2020 – Description</b>	<b>Appr. Date</b>
ORD2020-06-01	Amending the General Fund and CIP Fund Budgets- Not to Exceed \$8,837 – Briarwood Multi-use	6/23/2020
ORD2020-06-02	Establish New Project and Amend the Stormwater Utility Fund Budget- Not to Exceed \$150,000	6/23/2020
ORD2020-06-03	Amending The HOST, Grant and CIP Funds Budgets- Ashford Dunwoody Winsor Parkway and Peachtree Creek Greenway Phase II	6/23/2020
ORD2020-06-04	Extending the Declaration of State of Emergency	6/23/2020
<b>Resolutions/No.</b>	<b>June 2020 – Description</b>	<b>Appr. Date</b>
RES2020-06-01	Administrative Changes to the Current Stormwater Service Fee Rates	6/9/2020
RES2020-06-02	Amend and Modify the Note with Georgia Environmental Finance Authority	6/23/2020
RES2020-06-03	Authorize the City Attorney to Bring Action for Ashford Dunwoody Road	6/23/2020
RES2020-06-04	Supporting House Bill 695, to Enact Change to the Charter- Expired Terms	6/23/2020
<b>Department</b>	<b>Contracts/Agreements Approved by Council – June 2020</b>	<b>Appr. Date</b>
Parks and Recreation	Greenspeed Energy Solutions, LLC- \$137,047	6/23/2020
Public Works	CMES, INC- \$1,300,00	6/23/2020
Parks and Recreation	Signature Tennis Courts Inc. - Blackburn - \$169,500	6/23/2020
Public Works	Image Manufacturing Group- Monuments- \$89,380	6/23/2020
Public Works	SD&C, INC- \$8,836	6/23/2020
Public Works	Heath & Lineback for P&E of PCG Phase II- \$585,898.92	6/23/2020
Public Works	BM&K for the Public Safety Building	6/23/2020
	<b>Appointments – June 2020</b>	<b>Appr. Date</b>
	None	
	<b>Proclamations and Presentations</b>	<b>Date</b>
	None	
<b>Department</b>	<b>Policies Approved by Council – June 2020</b>	<b>Appr. Date</b>
	None	

**Open Records Completed Requests – Office of City Clerk – June 2020**

<b>Date of Request</b>	<b>Request #</b>	<b>Name</b>	<b>Description</b>
3/11/2020	PRR-91-2020	Lorver Lentejas	Information on 2981 Cynthia Dr
3/23/2020	PRR-112-2020	Steve Reeves	Information on 3155 Frontenac Ct
4/6/2020	PRR-122-2020	Cornelia Spence	Information on ITB-20-102 Blackburn Park
5/11/2020	PRR-152-2020	Felecia Moorner	Information on various Police Officers
5/18/2020	PRR-166-2020	Ashland Nicole	Information on Chris Shelton
5/26/2020	PRR-170-2020	Peyton Waldrop	Information on ITB-19-0381 Package Received
5/28/2020	PRR-171-2020	Raj Abhyanker	Emails from Citizens During the Council Meeting
5/31/2020	PRR-172-2020	Stefani Daub	Building Permits Report
6/1/2020	PRR-173-2020	Laura Austin	Roger Halstead File
6/1/2020	PRR-174-2020	Charlie Cordell	Thomas Martin File
6/2/2020	PRR-175-2020	Robin Davis	Permits Report from May
6/2/2020	PRR-176-2020	Karla Lopez	Building Permit for 3896 Chaucer Wood
6/3/2020	PRR-177-2020	Jennifer	Police Report
6/4/2020	PRR-178-2020	Eric Warshal	Business Licenses Report
6/5/2020	PRR-179-2020	Jennifer Hall	Roger Halstead File
6/7/2020	PRR-180-2020	Fabian Makhanda	Information on Chief, Gurley, Buke, Jones, and Snively
6/7/2020	PRR-181-2020	Brian Burns	Information on 1660 Runnymede Rd
6/8/2020	PRR-182-2020	Matthew Houser	Lowes Contract
6/8/2020	PRR-183-2020	Clashawn Grant	Plans for 18 271 03 001
6/8/2020	PRR-184-2020	Pamela	Complainant information
6/10/2020	PRR-185-2020	Karla Lopez	Permits for 4155 Shawnee Ln
6/11/2020	PRR-186-2020	Jan Davis	Citations issue from May 25- June 8, 2020
6/11/2020	PRR-187-2020	Fabian Makhanda	Information on Lopez, Avelar, Nino, Kissel, McCoy
6/12/2020	PRR-188-2020	Clashawn Grant	Plans for 18 241 11 007
6/12/2020	PRR-189-2020	Clashawn Grant	Plans for 18 241 10 003
6/15/2020	PRR-190-2020	Edward Hahn	Drawings for 4088 Oak Forest Dr
6/17/2020	PRR-191-2020	Elizabeth Pines	Blueprints for 1846 Georgian Terrace
6/18/2020	PRR-193-2020	Fabian Makhanda	Information on Case 19-002466
6/18/2020	PRR-194-2020	Fabian Makhanda	Information on Ayana, Serrano, Foode, Nguyen, Patton and Murray
6/19/2020	PRR-195-2020	Howard Steele	Short Term Permits for 2106 Fairway Cir
6/22/2020	PRR-196-2020	Emily Shugerman	Ron Freeman's File
6/22/2020	PRR-197-2020	Cher Hung	Permits for 900 Wescott Ln
6/23/2020	PRR-198-2020	Bret Chaness	Building Plan for 1547 Dresden Dr
6/23/2020	PRR-199-2020	Jan Davis	Citation issue from June14- June 21, 2020

6/24/2020	PRR-200-2020	Christa Davis	Warrant Information on Zion Christopher
6/24/2020	PRR-201-2020	Christina Garrett	Building Permits, CO's, Plans for 13 Corporate Square
6/24/2020	PRR-202-2020	Christina Garrett	Fire Violations, Fire Prevention for 13 Corporate Square
6/25/2020	PRR-205-2020	Bret Channess	Drawings for 1547 Dresden Dr
6/25/2020	PRR-206-2020	Brent Jay	Stream Buffer Variances for 2757 Valvedere Dr ad 2642 North Thompson Rd
6/26/2020	PRR-208-2020	Neptune Pools	As-built Plans for 2749 Ashford Rd
6/29/2020	PRR-210-2020	William Mueller	Information on 2481 Oostonaula Dr
			Total completed: 41 (10 requests still pending and waiting on requester to approve estimates)

## Communications: June 2020

### Communications Department Activities:

- Mailed 2019 Annual Report to all residents
- Produced Summer Newsletter/Activity Guide
- Assisted with logistics of virtual City Council meetings
- Continued support of Census promotion
- Maintained COVID-19 webpage along with GIS
- Facilitated virtual Mondays with Madeleine
- Assisted with PD's transparency video project
- Assisted with Murphey Candler update article
- Press releases, e-blasts & notifications:
  - Millage rate hearing announcements
  - City Council virtual meeting on 6-9
  - City Council wrap up 6-9
  - Brookhaven Municipal Court resumes cases Monday, June 15
  - Hurricane season storms predicted
  - A movie under the stars in cars
  - Join the free "Brookhaven 31 in 31 Challenge" virtual run on July 1
  - Brookhaven Police Department's virtual 5K will aid Shop With a Badge Initiative
  - 'Mondays With Madeleine' virtual town hall on June 29
  - City Council virtual meeting on 6-23-2020
  - City of Brookhaven pools open for the summer on June 27
  - City of Brookhaven taking steps to stimulate economic growth
  - Council wrap up for 6-23-20
  - Weekly eblasts

### Engagement reports (June):

	Posts	Subscribers	Subscriber growth (1 month)
E-blasts/press releases	21	4,490	+22
Facebook	66	8,404	+225
Facebook (Spanish)	137	145	+28
Twitter	37	4,290	+12
NextDoor	26	22,090	+283
Instagram	91	2,323	+90
Instagram (Spanish)	103	348	+10
Brookhaven Alert	4	2,853	+5

## Tourism: June 2020

### June 2020 Monthly Report

- Due to the current economic conditions and the drastic reduction in revenue from hotel occupancy tax, all paid marketing has been postponed until the economy begins to recover and residents and guests are free to travel. Social media is now handled in-house.
- Created and presented Sales and Group Initiatives to Board of Trustees during June 26 Board Meeting. Please see attached.
- 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 was held June 9 at 11:00 am.



- TASTE Brookhaven has been cancelled for 2020.
- Brookhaven Arts Festival has been cancelled for 2020.

**Information Technology: June 2020**

**General IT**

- GovDeal auctions for surplus items
- Training for new users within for police officer hires
- Completed the Crystal Reports course and practiced on more reports
- Ordered two mobile credit card terminals for the pool locations
- Met with new Accela rep for Bus License online project
- Added new JustFOIA template for redactions
- Completed COB projects report, Total Valuations graphics report, adjusted the template for Daily Receipts in Crystal Reports
- Added new template and fields to Laserfiche for deeds, easements, and abandonments for City Clerk office
- Working on project to upgrade and transition the Tyler Citizen Transparency site to the Open Finance site
- Add JustFOIA template form for Police Dept to track Discoveries

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	174
May	270	262	201	191	263	258	141
Jun	203	351	150	190	210	162	198
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	1,205

**GIS**

- Processed and delivered Brookhaven annex sidewalk assessment data
- Added new CitySourced category for Public Works / Stormwater
- SOB analysis map for City Manager

- Housing stock analysis for City Manager
- Updated Street Centerline data for better CAD integration

### **Police Department**

- New vehicle installs
- North precinct setup with equipment
- Moved IT equipment in court room for Covid restrictions
- Moved IT equipment near fingerprinting machine for Covid restrictions
- Setup Lynwood fiber infrastructure.
- Setup Genetec cameras and doors access panels.
- Setup switches and Vlans for Lynwood network.
- Setup a network rack for the gymnasium.
- Setup a desktop for North precinct for RMS use
- Adding 2 patch panels and rewiring all Ethernet cables
- Moving access point from server room to hallway

## **Parks and Recreation: June 2020**

### **Administration Division Monthly Report**

June 2020

- All Parks & Recreation Facilities have been reopened to the public for use as part of the Parks & Recreation Departments reopening plan.
- Youth and Adult Athletics resumed league play during the month of June once their "Return To Play" plans were approved by the Parks & Recreation Department.
- The contract for the Blackburn Tennis Court Light retrofit project was awarded to Greenspeed Energy Solutions at the June 23<sup>rd</sup> City Council Meeting.
- The Contract for the Blackburn Park Tennis Court renovation project was awarded to Signature Tennis at the June 23<sup>rd</sup> City Council Meeting.
- The swimming pools located at Lynwood Park and Murphey Candler Park opened for the summer on Saturday, June 27<sup>th</sup>. The pools are open to a limited number of guests during the day to make sure that appropriate social distancing practices are followed.

### **Parks/Facilities and Grounds Maintenance Monthly Report**

June 2020

#### **Monthly Work Order Summary (Internal w/Contractors)**

- Work Orders-10
- Work Orders Completed- 10
- Work Orders Outstanding- 0

#### June 2020 projects

- Put basketball goals back up at Lynwood outdoor courts
- Pressure washed MCP tennis courts
- Cleaned up and sprayed pool decks for weeds
- Replaced two exhaust fans at Lynwood pool house
- Cleaned up tree debris from several severe storms throughout the parks
- Cut the grass and cleaned up trash at Old QT/ ambulance staging area
- Cut back the ROW on Parkside Dr
- Filled in washout on Peachtree Creek Greenway
- Moved picnic tables at City hall closer to the building
- Removed homeless camp from under Corporate Square bridge



**June 2020 - Janitorial Totals**

	<b>Trash Bag Count</b>	<b>Toilet Paper</b>	<b>Doggie Pot</b>	<b>Hand Soap</b>	<b>Paper Towels</b>
<b>LaVista Park</b>	26	N/A	2	NA	NA
<b>Peachtree Creek Greenway</b>	58	NA	10	NA	NA
<b>Ashford Park</b>	45	0	4	1	1
<b>Blackburn Park</b>	371	5	32	2	3
<b>Briarwood Park</b>	132	2	8	3	2
<b>Brookhaven Park</b>	208	NA	32	NA	NA
<b>Clack's Corner</b>	5	NA	NA	NA	NA
<b>Fernwood Park</b>	27	NA	4	NA	NA
<b>Georgian Hills Park</b>	92	NA	18	NA	NA
<b>Lynwood Park</b>	72	NA	9	NA	NA
<b>Murphey Candler Park</b>	425	8	19	2	5
<b>Parkside Park</b>	35	NA	3	NA	NA
<b>Skyland Park*</b>	150	3	23	2	3
<b>Totals</b>	<b>1,646</b>	<b>24</b>	<b>164</b>	<b>10</b>	<b>14</b>

**Athletics Division Monthly Report**

June 2020

June Athletic Revenue Brought in \$525

- Adult athletic programs brought in \$525 for softball registration.

June 2020 athletic activities currently in season as follows:

- Youth athletics
  - Murphey Candler softball games and practices
  - Murphey Candler baseball games and practices
  - Concorde soccer spring soccer league
  - Elevate sports academy basketball
  - Up4Tennis classes and private lessons
  - Outshine Sports Summer Camp
  - Up4Tennis Summer Camp
  - UTA tennis leagues and lessons
- Adult athletics
  - Adult spring flag football
  - Adult spring softball leagues
  - GOKickball spring leagues
  - Up4Tennis spring lessons and classes
  - UTA tennis open play, leagues and lessons

<b>Athletic Participation Summary</b>	<b>June 2020</b>
Adult Kickball	480
Adult Softball	800
Adult Flag Football	100
Adult Sand Volleyball	66
Youth Soccer	200
Youth Football & Cheer	NA
Spring Baseball	500
Spring Softball	250

### Aquatics Division Monthly Report

June 2020

June Aquatics Revenue Brought in \$1,022.00

- Murphey Candler pool brought in \$613.00
- Lynwood pool brought in \$409.00
- Briarwood pool currently under renovations

June 2020 aquatic activities currently in season as follows:

- Youth aquatics
  - Murphey Candler marlins summer swim team (suspended)
  - Briarwood barracudas summer swim team (suspended)
- Adult aquatics
  - Lifeguard/CPR/First Aid/AED Certification Course

Aquatics Activity Participation Summary Report - 2020	
	June 2020
Murphey Candler Marlins Swim Team	0
Briarwood Barracudas Swim Team	0

## Recreation Division Monthly Report

June 2020

### June Program Revenue Brought In:

- Summer art classes brought in \$860
- Gym rentals brought in \$2,700
- Classrooms/pavilion/community room/APB rentals brought in \$1,372.50
- Kept deposits totaling \$50
- Non-resident fees brought in \$434.50
- Tennis court rentals brought in \$329
  - Total program signups/drop-ins/fees/rentals for June = \$5,746

## Special Events Division Monthly Report

June 2020

### Drive in Events:

- Chose Abominable for the movie night
- Set dates for movie night Thursday July 9th and Friday July 10th
- Worked with Philip to put registration on the website
- Event sold out in 24 hours
- Worked with Ben to make sure audio is ready to go

### Pools:

- Became lifeguard certified
- Assisted in opening pools
- Ordered new AEDs and pool supplies needed

### Cherry Blossom:

- Met with Brian and Patty as well as Splash Festivals about setting March 20th and 21st for the 2021 festival

### Other:

- Have been date holding for outside special events
- Working on plans on how to allow outside special events
- Assisted with baseball and softball opening week
- Working with Patty on Art Master Plan information gathering

**Police: June 2020**

<b>Brookhaven Police Department Activity Summary Report</b>			
	<b>April 2020</b>	<b>May 2020</b>	<b>June 2020</b>
Incidents Reported	406	521	606
Custodial Arrests	89	167	119
Accidents	53	81	113
Citations Issued	103	386	1,014
Residential Security Watches Requested	8	14	26
Field Interviews	57	87	54
Wanted People Apprehended	7	7	12
<b>Brookhaven Police Department Activity Summary Report</b>			
	<b>April 2019</b>	<b>May 2019</b>	<b>June 2019</b>
Incidents Reported	616	663	648
Custodial Arrests	225	264	83
Accidents	197	238	221
Citations Issued	1,696	1,848	2,065
Residential Security Watches Requested	27	39	49
Field Interviews	79	67	67
Wanted People Apprehended	27	29	38

**Support Services – June 2020**

- 06/20/20 – Los Vecinos Parade and festival (June 20)
- 06/19/20 – SOAR Video Filming
- 06/24/20 – SOAR Video Filming

**Support Services**

REPORTS	Officer Pawlowski	Sergeant Murray	Total
Incident Reports	1	3	4
Accident Reports	0	0	0
Patrol Assist	0	0	0
Arrests	0	0	0
Citations	11	0	11
Press Releases	0	0	0
Media Interviews	0	0	0
Court Assist	3	2	5

- 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	2
Citations	0
Warnings	3
Transport	9
Arrests	0
Child Safety Seat Install Classes	0
Shifts Worked	5
Court Service Hours	17
Traffic Enforcement Hours	0
Fleet Service Hours	60
Transport Hours for Uniform Patrol/NET	1
Training Hours	0

Monthly Report: K-9 Officers	Sgt Fikes & K9 "Bane"	Officer Williams & K9 "Spock"	Officer Ritch & K9 "Dano"
Patrol Assist	31	82	95
Other Agency Assist	1	1	2
Training Hours	32	35	24
Search Warrants	0	0	0
Citations	0	8	0
Warnings	0	26	9

Field Interviews	0	0	1
Felony Arrests	0	0	6
Misdemeanor Arrests	1	1	0
City Ordinance Arrests	1	0	2
Wanted Person Located	1	0	1
K-9 Search	0	2	1
K-9 Tracks	1	1	0
K-9 Related Arrests	0	8	0
K-9 Demonstrations / PR	1	0	0
Marijuana Seized	0.0 grams	7.0 grams	0.0 grams
Cocaine Seized	0.0 grams	0.0 grams	0.0 grams
Methamphetamine Seized	0.0 grams	1,361.0 grams	120.0 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:** There are currently no N.E.T. stats.

Monthly Report: Traffic Safety Unit	Officer Maria Jones
Total Pedestrian Stops	41
Total Motor Vehicle Stops	35
Total Citizen Contacts (combined Pedestrian & Traffic Violations)	76
Total Citations Issued	22
Total Warnings Issued	70
Felony Arrests	0
Misdemeanor Arrests	1
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.

- TSU responded to three serious injury crashes. Two involved pedestrians, and one of those resulted in a fatality.
- On Saturday, June 20th, the Traffic Safety Unit attended a parade for high school graduates in the Buford Highway corridor. During the event, Officer M. Jones gave a pedestrian safety demonstration to pedestrians at the event.
- Other events were limited for the month due to COVID-19.

**Criminal Investigations Division**

<b>June 2020 - Criminal Investigations Report</b>	
Total Reports Handled	191
Total Reports Cleared INACTIVE	126
Total Reports Exceptionally Cleared	8
Total Reports Unfounded	5
Total Arrests by Investigators	15
Warrants Obtained Pending Arrest	39
Search Warrants	13
Total Cases "ACTIVE" on June 30, 2020	91

## **ChatComm 911 Executive Overview: June 1, 2020 – June 31, 2020**

**911 Answer Time:** In June 2020, ChatComm 911 answered 94.3% of all incoming phone calls within ten seconds and 98.9% of all incoming phone calls were answered within thirty seconds.

**Call Processing Time:** This Month, ChatComm 911 processed 99.7% of all high priority calls for service and 97.9% of all low priority calls for service within sixty seconds.

**Monthly Phone Call Volume:** For the month of June 2020, ChatComm 911 handled a total of 27,435 phone calls.

- 73.5% (20,165) 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 11,845 of those calls were received on the 911 trunks. 2,271 of the 911 calls received were abandoned 911 calls (where the caller disconnects the line prior to speaking with a calltaker).
  - o 6,046 calls were received on administrative and alarm lines but treated as 911 calls.
- The remaining 26.5% (7,270) of the phone calls handled by ChatComm 911 in June 2020 were outgoing phone calls.

**Overall Phone Call Volume:** Since September 2009, ChatComm 911 has answered a total of 2,692,137 incoming phone calls. Of those calls, 1,687,651 (62.7%) were received on 911 trunks and 1,004,486 (37.3%) came in on 10-digit phone lines.

**Monthly Incident Volume:** ChatComm 911 handled a total of 33,570 incidents in June 2020.

- 66.9% (22,466) of the incidents created were officer-initiated incidents, which include traffic stops, business & residential checks, and other calls created by officers.
- 29.7% (9,954) of the incidents were dispatched incidents.
- The remaining 1,150 (3.4%) of the incidents were transferred via CAD to Dekalb for EMS and Fire Dispatch.
- Sandy Springs incidents comprised 38.0% (13,114) of the total incident volume.
  - o 10,763 incidents were Sandy Springs Police Department incidents.
  - o 1,163 incidents were for Sandy Springs Fire Rescue.
  - o 834 incidents were EMS calls for service in Sandy Springs.
- Johns Creek incidents were 22.6% (7,576) of the total incident volume.
  - o 6,910 incidents were Johns Creek Police Department incidents.
  - o 407 incidents were for Johns Creek Fire Department. o 259 incidents were EMS calls for service in Johns Creek.
- Dunwoody incidents accounted for 13.0% (4,348) of the total incident volume.



- Brookhaven incidents were 23.0% (7,736) of the total incident volume.
- Dekalb Fire and EMS (for the Cities of Brookhaven and Dunwoody) incidents were 3.4% (1,150) of the total incident volume.
  - o 646 incidents were Fire calls for service in Brookhaven or Dunwoody
  - o 504 incidents were EMS calls for service in Brookhaven or Dunwoody.

**Overall Incident Volume:** By the end of June 2020, ChatComm 911 handled 3,668,235 incidents since “go-live” in September 2009. 3,265,226 (89.01%) of those were law enforcement incidents; 229,388 (6.25%) of those were fire department incidents; and 173,621 (4.73%) of those were EMS incidents.

## **Public Works: June 2020**

### **Major Initiatives Completed**

- Briarwood Road Multiuse Path: Completed
- St-09 Ashford Dunwoody Rd/Johnson Ferry Rd: Completed
- Trash Rack Installation at Murphey Candler: Access Road Completed

### **Major Initiatives in Progress/Upcoming**

- S. Bamby Drainage Improvement Phase III & IV: Construction started on 6/15/20.
- Osborne Rd/Windsor Pwy Roundabout: Contract Signed.
- 2020 Paving: Completed Resurfacing 10 Roads as of 6/29/20.
- MT-02, Ashford Dunwoody / Montgomery Elementary: Construction underway.
- Northeast Expressway Multiuse Path: Design is complete. Working on GDOT permit and utility coordination.
- Brookhaven Public Safety Building – Council approved Rock Blasting Change Order on 6.23.20.
- ADR/Peachtree Intersection Design – Moving forward with ROW Acquisition.
- 2019 Briarwood Road sidewalks – Right of Way Closing pending.
- Trash Rack at Murphey Candler – Installation Pending.
- Ashford Dunwoody / Dresden Dr. ATMS: Council approved the contract on 6/23/20.

### **Ongoing Coordination**

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

### **Meetings Attended/Held**

- 6/01/20 – N. Fork Nancy Creek Pre- Application Meeting.
- 6/04/20 – ADR/Windsor GDOT Meeting.
- 6/05/20 – CTP Update Meeting.
- 6/08/20 – ADR / Peachtree Golf Club Fence Meeting
- 6/10/20 – I-85 / N. Druid Hills Bridges, GDOT Meeting.
- 6/10/20 – I-85 / SR 42 Intersection, GDOT Project Meeting.
- 6/18/20 – ADR / Windsor GDOT Meeting.
- 6/19/20 – CTP Update Meeting.
- 6/26/20 – Windsor/Osborne GA Power- Property Owner Meeting.

### **ROW Encroachment Permits (including Dumpsters/Road Closures)**

- Permits issued YTD: 208
- Permits issued this month: 39

**Stormwater Performance Measures (OPTECH)**

June 2020			
ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE
Priority 1	0	0	0%
Priority 2	2	2	0%
Priority 3	13	9	69%
<b>Total</b>	<b>15</b>	<b>9</b>	<b>60%</b>

**Maintenance Work Performance Measures (OPTECH)**

June 2020			
ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE
Priority 1	2	2	100%
Priority 2	11	7	64%
Priority 3	8	7	88%
<b>Total</b>	<b>21</b>	<b>16</b>	<b>76%</b>

**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
<b>0</b>	<b>0</b>	<b>0%</b>

**Service Request**

2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Curb and Gutter	15	5	9	10	8	9							<b>56</b>
Downed Lines	1	3	1	3	3	4							<b>15</b>
Pavement/Potholes	20	17	24	15	16	18							<b>110</b>
Right of Way/Trash	14	11	4	6	11	14							<b>60</b>
Sidewalk	2	0	6	4	9	6							<b>27</b>
Stormwater	16	15	11	15	12	13							<b>82</b>
Streetlights	9	5	3	3	1	10							<b>31</b>
Street Sign	22	5	10	6	10	12							<b>65</b>
Street Striping	0	0	1	1	0	1							<b>3</b>
Traffic Signal	9	4	6	5	1	6							<b>31</b>
Trees	11	6	3	1	0	3							<b>24</b>
<b>Total Service Requests</b>	<b>119</b>	<b>71</b>	<b>78</b>	<b>69</b>	<b>71</b>	<b>96</b>							<b>504</b>

### 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	4	8	5							23
Curb Repairs	0	2	1	6	9	3							21
Potholes	13	10	17	11	3	4							58
Patching	2	3	4	3	6	5							23
Streetlights	0	0	1	0	0	1							2
Signs	19	8	9	3	7	11							57
Traffic Signals													
Signal Repairs	16	6	4	17	6	5							54
ROW Maintenance													
Tree Removal	8	6	2	10	6	9							41
ROW Maintenance	6	10	5	1	7	6							35
Stormwater													
Stormwater	14	24	18	32	8	16							112
Total work orders	80	71	63	87	60	65	0	0	0	0	0	0	426

## Finance: June 2020

### June 30, 2020 Financial Report in Brief

The June 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 1<sup>st</sup> quarter of year with other utilities remitting quarterly), (3) business and occupational taxes (renewals are due April 30<sup>th</sup>), (4) insurance premium tax and fees (collected and remitted by State; Oct 15<sup>th</sup>), 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 June 2020 were \$1,069,645 less than they were this time last fiscal year. Business & Occupational tax decreased by \$603,423 due to Council approved extension of the due date for renewals to July 1<sup>st</sup>, 2020 in response to the COVID-19 pandemic. Other financing sources were less by \$397,669 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 \$252,718 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 \$289,597 and \$266,713. Licenses & Permits increased by \$751,756 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 decreased compared to last year at this time by \$361,890. The General Government expenditures increased by \$1,165,975 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 \$709,280 compared to June 2019 mainly due the Council approved increase in Police salaries in FY 2019. Other financing uses decreased by \$1,208,406 due to prior year transfer to the capital projects fund for additional costs related to the public safety building project. Recreation governmental function expenditures decreased in the amounts of \$446,376 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 \$251,339. 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

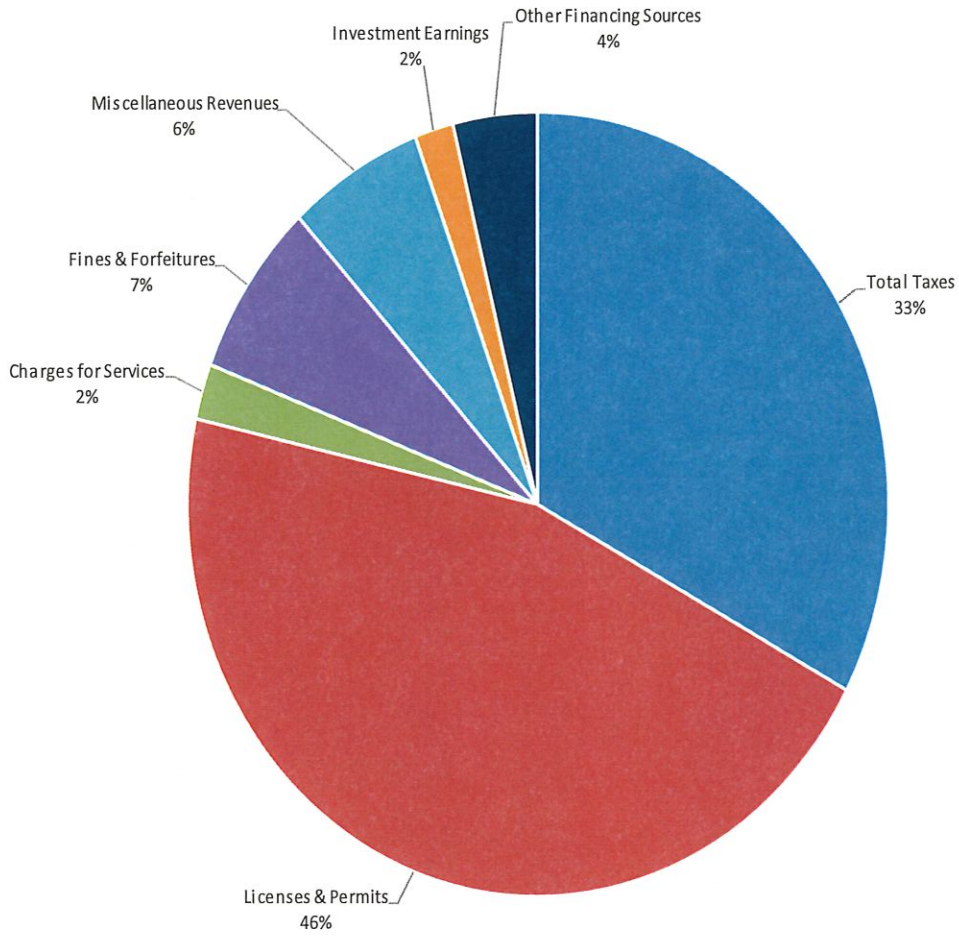
BUDGET COMPARISON REPORT - GENERAL FUND - REVENUES

For The Month Ended June 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	\$ 87,866	\$ 9,752,088	\$ (87,040)	\$ (9,839,128)	-0.89%
Motor Vehicle Tax & Title Ad Valorem Tax	61,000	27,137	29,442	101,444	72,002	344.56%
Recording Intangible Tax	121,715	27,540	66,096	75,572	9,476	114.34%
Real Estate Transfer Tax	39,893	11,903	25,000	21,039	(3,961)	84.16%
Franchise Tax	4,263,579	226,374	3,625,000	336,927	(3,288,073)	9.29%
Alcoholic Beverage Excise Tax	1,093,754	578,134	1,122,000	463,626	(658,374)	41.32%
Energy Excise Tax	152,200	50,203	220,000	57,017	(162,983)	25.92%
Motor Vehicle Rental Excise Tax	40,805	114,066	273,734	14,330	(259,404)	5.24%
Business & Occupational Tax	2,250,000	1,787,688	2,170,000	1,184,265	(985,735)	54.57%
Insurance Premium Tax	3,266,496	19,000	3,553,650	22,802	(3,530,848)	0.64%
Financial Institutions Tax	58,170	63,262	67,734	32,179	(35,555)	47.51%
Penalties & Interest	51,220	26,315	57,887	3,496	(54,391)	6.04%
<b>Total Taxes</b>	<b>21,136,629</b>	<b>3,019,488</b>	<b>20,962,631</b>	<b>2,225,657</b>	<b>(18,736,974)</b>	<b>10.62%</b>
Licenses & Permits	3,367,269	2,336,749	3,120,000	3,088,505	(31,495)	98.99%
Charges for Services	537,450	444,973	632,650	155,376	(477,274)	24.56%
Fines & Forfeitures	1,225,000	759,424	1,225,000	492,711	(732,289)	40.22%
Miscellaneous Revenues	179,200	246,871	482,000	425,998	(56,002)	88.38%
Investment Earnings	30,000	372,085	50,000	119,367 *	69,367	238.73%
Other Financing Sources	4,765,922	659,062	4,366,729	261,393	(4,105,336)	5.99%
<b>TOTAL REVENUES</b>	<b>\$ 31,241,470</b>	<b>\$ 7,838,652</b>	<b>\$ 30,839,010</b>	<b>\$ 6,769,007</b>	<b>\$ (24,070,003)</b>	<b>21.95%</b>

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

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



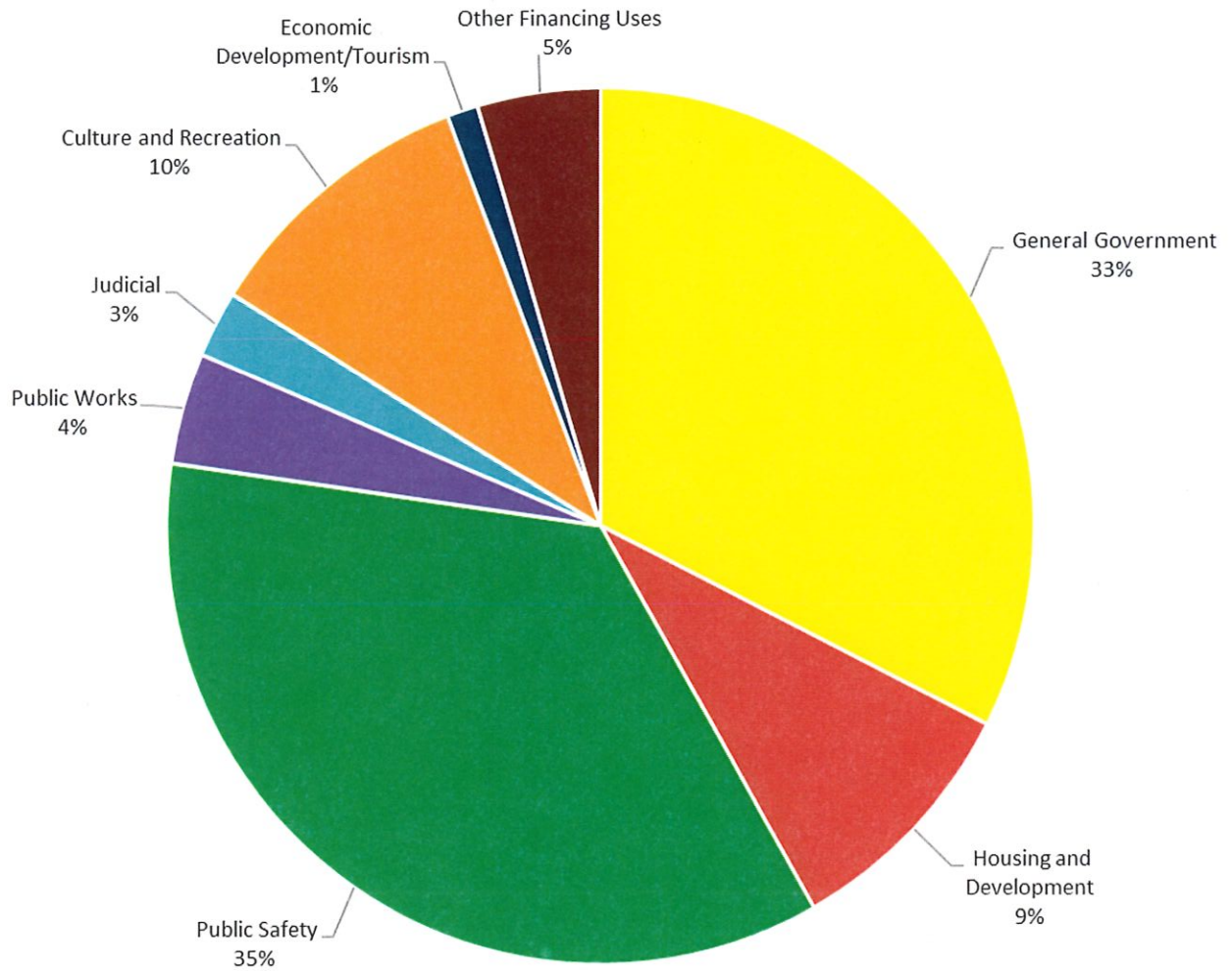
City of Brookhaven - YTD through June 30, 2020

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	\$ 3,543,669	\$ 8,556,450	\$ 4,709,644	\$ 3,846,806	55.04%
Housing and Development	3,395,310	1,471,978	3,406,471	1,352,968	2,053,503	39.72%
Public Safety	9,846,299	4,427,600	10,471,519	5,136,880	5,334,639	49.06%
Public Works	2,036,888	751,697	1,581,051	597,654	983,397	37.80%
Judicial	950,900	414,792	874,735	356,521	518,214	40.76%
Culture and Recreation	3,990,501	1,956,788	3,487,280	1,510,712	1,976,568	43.32%
Economic Development/Tourism	625,087	418,609	104,360	167,270	(62,910)	160.28%
Other Financing Uses	<u>3,384,759</u>	<u>1,867,906</u>	<u>2,357,144</u>	<u>659,500</u>	<u>1,697,644</u>	<u>27.98%</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 31,240,473</u></b>	<b><u>\$ 14,853,039</u></b>	<b><u>\$ 30,839,010</u></b>	<b><u>\$ 14,491,149</u></b>	<b><u>\$ 16,347,861</u></b>	<b><u>46.99%</u></b>



GENERAL FUND EXPENDITURES BY GOVERNMENTAL ACTIVITY  
(JUNE 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 June 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 June 30, 2020	<u>\$562,799</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 June 30, 2020
Explorer Program	\$ 12,333	\$ -	\$ (3,178)	\$ 9,155
Shop with a Badge/Cop	30,548	1,125	-	31,673
General PD Donations	810			810
K9 Donations	2,040			2,040
Police Bike Fund	1,000			1,000
<b>Totals</b>	<u>\$ 46,731</u>	<u>\$ 1,125</u>	<u>\$ (3,178)</u>	<u>\$ 44,678</u>