

TO: Mayor and City Council
FROM: Christian Sigman, City Manager
DATE: August 14, 2020
SUBJECT: July 2020 Departmental Highlights

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

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

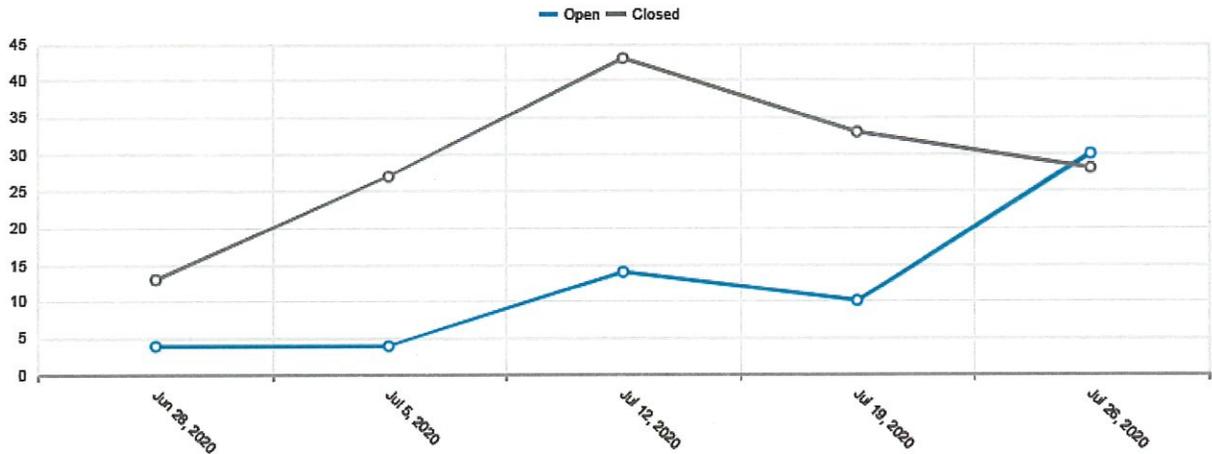
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Brookhaven Connect Metrics: Monthly of July 2020

*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

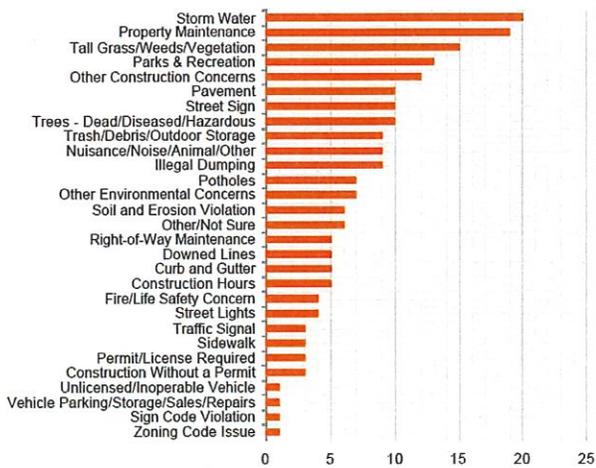


- Of the 206 service requests that were created, 149 have been closed (this includes duplicate requests) with 57 remaining open.
- Total requests that remain open since the beginning of the year is 111, this includes the previous month of July.
- To date, there are 1,944 registered Brookhaven Connect users; this represents an increase of 243 users since the beginning of the year.

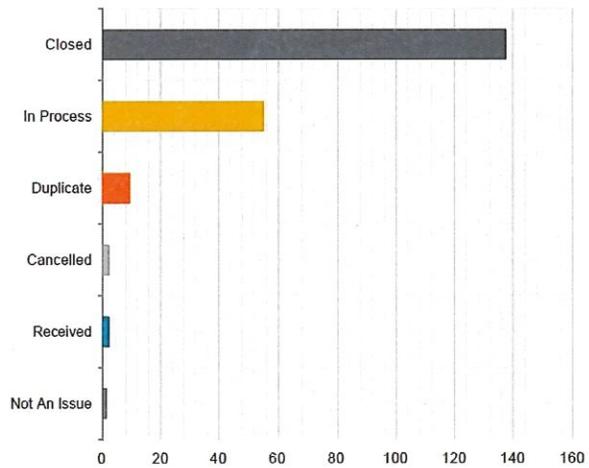
Statistics

Total Reports Created	206
Total Reports Open	57
Total Reports Closed	149
Average Reports Created per Day	6.438
Average Reports Closed per Day	4.563
Average Time to Close	2.73 Days
Fastest Closed Request Type	Illegal Dumping (.007 Days)
Slowest Closed Request Type	Tall Grass/Weeds/Vegetation (22.239 Days)
Most Common Request Type	Storm Water
Least Common Request Type	Zoning Code Issue

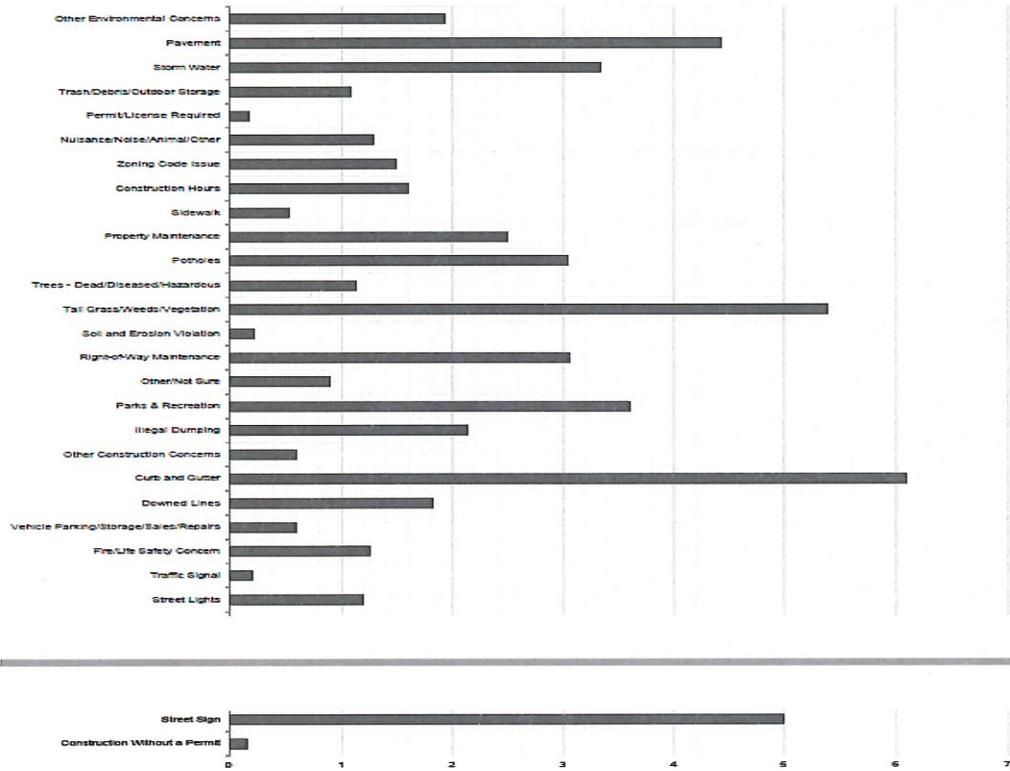
Request by Type



Request by Status



Average Days to Close per Request Type



Community Development: July 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	359						
New Single Family	23	32	32	23	14	27	19						
New Multi Family	0	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/Variiances Filed in July 2020			
File #	Address	Scope	Hearing Date
VAR20-00023	2395 Drew Valley Road	1) Variance from section 14.153(a) to reduce the 75-foot stream buffer	8/19/20
VAR20-00024	2948 Clairmont Road	1) Variance from section 14.153(a) to reduce the 75-foot stream buffer; 2) Variance from section 14.153 (b)(1)(a) to waive stormwater and water quality requirements	8/19/20
VAR20-00025	4448 Candler Lake East	Variance from section 27-67(b)(6) to reduce rear setback	8/19/20

VAR20-00026	1250 Brooklawn Road	Variance from section 27-67(b) to reduce side setback	8/19/20
VAR29-00028	1581 Grant Drive	Variance from section 14.153(a) to reduce the 75-foot stream buffer	8/19/20
VAR20-00029	2766 Valvedere Drive	Variance from section 14-153 to reduce the 75-foot stream buffer	8/19/20

Community Development BOA/Variations Heard in July 2020

File #	Address	Scope	Hearing Date	Action
VAR20-00008	3920 & 3930 Peachtree Road	Burying of Utilities location	7/15/20	Denied
VAR20-00019	1527 Bubbling Creek Road	Stream buffer reduction	7/15/20	Approved with Conditions
VAR20-00020	1255 Star Drive	Impervious Coverage increase	7/15/20	Approved with Conditions
VAR20-00021	2305 Matthews Street	Rear yard setback reduction	7/15/20	Approved with Conditions
VAR20-00022	1428 Sylvan Circle	Stream buffer and rear yard setback reduction	7/15/20	Deferred to 8/19/20

Community Development Rezoning Filed in July 2020

File #	Address	Scope	PC Hearing Date	CC Hearing Date
LUP20-00008	1396& 1400 Lake Hearn Drive	Rezone from O-I to MPD with concurrent variances	10/7/20	10/27/20

Community Development Rezoning Heard in July 2020

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

Code Enforcement Activity July 2020	
Inspections & Follow-ups	1,650
Violations	256
Violations Created Per Day	12
Courtesy Warnings/Placards	73
Residential Citations	0
Commercial Citations	0
Total Street Miles Patrolled	2,419
Total Requests Created	123
<i>Department-Generated Inspections</i>	43
<i>Brookhaven Connect/CitySourced Requests Created (public generated)</i>	80
Brookhaven Connect/CitySourced Requests Received / In Process	21
Brookhaven Connect/CitySourced Requests Closed / Abated / Duplicated / Not an Issue	59
Average # of Reports Created per Day	2
Average # of Reports Closed per Day	2
Average Time to Close	2.5 days
Signs Removed	80

Building Inspection Activity July 2020	
Plan reviews	87
Building inspections	1,133
Building inspections percent pass/fail	75%/25%

Fire Marshal Activity July 2020	
Plan reviews	89
Inspections	78
Inspections percent pass/fail	92%/8%

Key Land Development Activity/Review July 2020	
Land Development Enforcement & Inspection Activity	
Tree removal permits	60
Stop Work Orders issued	8
Courtesy warnings issued (Notice of violation)	29
Environmental Inspections	393
Environmental Court Summons	0
N/A	
Land Disturbance Permit Review	11
MCP N Fork Nancy Creek Stream Restoration – 1551 West Nancy Creek Drive	

MCP Horseshoe road and parking – 4051 Candler Lake	
DeKalb County Consent Decree Sewer rehab – 3624 Woodstream Circle	
MCP Pool Parking – 4051 Candler Lake	
Ivy Place Amenity – 3028 Clairmont Road	
Brookhaven Park Improvements – 4148 Peachtree Road	
Peachtree Creek Greenway Trail – 3 Corporate Boulevard	
Lynwood Park – 3360 Osborne Road	
1200 Lake Hearn Drive Parking Redevelopment – 1204 Lake Hearn Drive	
Ay on Gail Sanitary Sewer – 1146 Gail Drive	
Lenox Park - detention pond rehab – 1277 Lenox Park Boulevard	
Land Disturbance Permits Approved	5
DeKalb Gravity Sewer Rehab – 3623 Sunderland Circle	
Oglethorpe University Woodland walkway – 4484 Peachtree Road	
MCP - Natural Play Area – 1551 West Nancy Creek Drive	
Halstead Subdivision – 1330 North Druid Hills Drive	
Evins Walk crosswalk revision – 2096 Pine Cone Lane	
Plat Review Activity	5
Skyland Brookhaven Phase 2 Tracts 5 & 6 - 3448 Clairmont Road	
The Towns at Kendrick – 1302 Kendrick Road	
Lot Reconfiguration – 11 Executive Park	
The Estates at Harts Mill – 3750 Wasson Way	
Preliminary Plat – 1325 Sunland Drive	
The Commons at Brookhaven – 3876 Chamblee Dunwoody Road	
Plats Approved	0
N/A	

Municipal Court: July 2020

2020

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Case Filings	918	686	428	73	214	472	286					
Number of Court Dockets	8	8	5	0	0	4	15					
Number of Defendants on dockets	492	457	255	0	0	64	326					
Number of Cases on Dockets	730	719	382	0	0	146	538					

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	57,782.89
Contempt Charge	718.00
Processing Fee	10,244.00
Cash Bonds	30,874.00
Indigent App Fee	0.00
Revenue Collected-Diverse Agencies	19,318.11
Pre-Trial Fee	109.00
CB-Applied	10,788.00
Bond Forfeiture	0.00
Overage	0.00
Restitution	0.00
NSF	0.00
Monthly Cash Collections	129,834.00
Paid to Diverse Agencies	19,318.11
Cash Bond Refunds/Returned	0.00
Overage Refund	0.00
Restitution Paid	0.00
Total Paid Out	19,318.11
NET	110,515.89

Office of City Clerk: July 2020

City Clerk's Office and Legislative Activities – July 2020		
	Open Record Requests	44
	Agendas/Agenda Packets Managed (Included Audit Comm., Dev. A., Charter Comm., And Facilities Authority)	3
Virtual Meetings	Minutes Composed (Council, Dev. Auth., and Facilities Authority)	3
Virtual Meetings	Executive Sessions Held (Council and Dev. Auth. Only)	2
Ordinances/No.	July 2020 – Description	Appr. Date
ORD 2020-07-01	State of Emergency, Ratification of Executive Order – 9/22/2020	7/28/2020
ORD 2020-07-02	Amending Budget – Stormwater – 2345 Ewing Drive Purchase	7/28/2020
ORD 2020-07-03	Amending Budget – CIP – Closing of CIP and Transfers	7/28/2020
ORD 2020-07-04	Amending Budget – Establishing 3 Projects – Bridges	7/28/2020
ORD 2020-07-05	Amending Lavista Park Special Tax District Fund	7/28/2020
Resolutions/No.	July 2020 – Description	Appr. Date
RES 2020-07-01	Fee Simple, Taking – 2568 Peachtree Road – (To redo)	7/28/2020
RES 2020-07-02	Fee Simple, Taking – 3070 Ashford Dunwoody Road	7/28/2020
RES 2020-07-03	Call of Special Election – HB 695 – Terms for Mayor’s Office	7/28/2020
RES 2020-07-04	Affirming Commitment to Police Department	7/28/2020
RES 2020-07-05	One Million Trees Program and Partnership with Trees Atlanta	7/28/2020
RES 2020-07-06	Approving Acquisition of 2345 Ewing Drive	7/28/2020
Department	Contracts/Agreements Approved by Council – July 2020	Appr. Date
Parks and Rec.	Encroachment Agreement – Colonial Pipeline – MC Park	7/28/2020
Parks and Rec.	Kompan \$305,315.99 – Playground at Murphey Candler	7/28/2020
Parks and Rec.	Integrated Construction and Nobility, Inc. - \$849,384.94	7/28/2020
	Appointments – July 2020	Appr. Date
	None	
	Proclamations and Presentations	Date
	None	
Department	Policies Approved by Council – July 2020	Appr. Date
	None	

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

Date of Request	Request #	Name	Description
6/24/2020	PRR-203-2020	Fabian Makhanda	Information on Wilcox, Van Alen
6/24/2020	PRR-204-2020	Fabian Makhanda	Information on Maldonado
6/26/2020	PRR-207-2020	Susan Buettner	Information on Katie Campbell

6/26/2020	PRR-209-2020	Brent Jay	Information on 2634 North Thompson
6/30/2020	PRR-211-2020	Mike Principino	Permit for 1281 Beech Haven Rd
6/30/2020	PRR-212-2020	Clashawn Grant	Information on 18 272 13 030
7/1/2020	PRR-213-2020	Ken Warlick	Tree Study Report
7/1/2020	PRR-214-2020	Stefani Daub	Building Permit List
7/1/2020	PRR-215-2020	Clashawn Grant	Information on 18 237 05 003
7/1/2020	PRR-216-2020	Woudlin J. Baptiste	List of Residential Properties with Code Violations
7/2/2020	PRR-217-2020	Felicia Moorer	Information on Petron
7/2/2020	PRR-218-2020	Joe Kolar	Police Report
7/5/2020	PRR-219-2020	Jan Davis	Traffic Citation List
7/6/2020	PRR-220-2020	Robin Davis	Permit Report
7/6/2020	PRR-221-2020	Shalanda	Police Report
7/6/2020	PRR-222-2020	Clashawn Grant	Information on 18 155 10 019
7/6/2020	PRR-223-2020	Lucia Coppola	Disposition List
7/7/2020	PRR-224-2020	Christian Devlin	Plat for 2686 Skyland Drive
7/7/2020	PRR-225-2020	Shulunda Richardson	Police Report
7/8/2020	PRR-226-2020	Cody Carter	Violation information for 3929-3947 Peachtree Road
7/8/2020	PRR-227-2020	Christine Miller	Information on Halstead and Yeargin
7/9/2020	PRR-228-2020	Bahea Bratcher	Unresolved Zoning/Building/Code Violation for 13 Corporate Sq.
7/10/2020	PRR-229-2020	Eric Warshal	New Business Report
7/10/2020	PRR-230-2020	Benjamin Stuart	All files on Bridge on Briarwood Road
7/12/2020	PRR-231-2020	Jan	Citation List
7/14/2020	PRR-232-2020	Rosetta Taylor	Open Zoning/Building/Fire Violations for 2716 Buford Hwy.
7/14/2020	PRR-233-2020	Christina Stern	Report of the Shut Down of Dan Perez Camp
7/15/2020	PRR-234-2020	Matthew Berard	Building Records 2298 Briarwood Hills Drive
7/15/2020	PRR-235-2020	Stephen Stern	Executive Order Documents
7/15/2020	PRR-236-2020	Kristi Eide	Site Plan for 1907 Canmont Drive
7/15/2020	PRR-237-2020	Marian Liou	Agreements from Police and other jurisdictions, Brookhaven Strong Contract, Emails and MOUs with MARTA
7/16/2020	PRR-238-2020	Eric Whipple	Personnel File
7/16/2020	PRR-239-2020	Steven Rausher	Police Report
7/17/2020	PRR-240-2020	Valentina Sweeten	Accident Report
7/20/2020	PRR-241-2020	Inv. P.E. Cain #19	Permits for 3183 Caldwell Road
7/20/2020	PRR-242-2020	Bill Howell	Building/Code/Zoning Violations at Rio Lenox
7/22/2020	PRR-243-2020	Bridget Smith	Permits for Quik Trip #721
7/22/2020	PRR-244-2020	Judith Cozzi	Occupational Tax for Turner Capital Inc.

7/24/2020	PRR-245-2020	Aaron Adams	Police Report
7/27/2020	PRR-248-2020	Natasha Milbury	Records on Jared Blair
7/28/2020	PRR-249-2020	Eric Warshal	New Business License List
7/28/2020	PRR-250-2020	Mike Principino	Tree Permit for 1247 Beech Haven Road
7/28/2020	PRR-251-2020	Mike Principino	Tree Permit for 1240 Beech Heaven Road
7/30/2020	PRR-256-2020	LaTashia Way	Police Report
			Total completed: 44

Communications: July 2020

Communications Department Activities:

- Created Transparency website
- Produced Spanish edition of Summer Newsletter/Activity Guide
- Photographed Lidl grand opening
- Photographed installation of trash trap in Nancy Creek
- Began work on Certified Public Communicator program
- Assisted with logistics of virtual City Council meetings
- Facilitated virtual Mondays with Madeleine
- Facilitated Coffee with a Councilwoman
- Continued support of Census promotion
- Maintained COVID-19 webpage along with GIS
- Press releases, e-blasts & notifications:
 - Brookhaven fireworks laws and precautions
 - Brookhaven coronavirus alert
 - Brookhaven mask requirement
 - Final phase of Murphy Candler Lake project completed
 - Residents invited to a virtual Conversation with Councilwoman on July 21
 - Movie in the moonlight release
 - Arts + Culture plan feedback needed
 - Chief of the Year
 - 'Mondays With Madeleine' virtual town hall on July 27
 - City Council virtual meeting on 7-28-2020
 - Council wrap up for 7-28-20
 - Keep your guard up for summer safety
 - More outdoor movie nights offered through August in Brookhaven
 - Weekly eblasts

Engagement reports (July):

	Posts	Subscribers	Subscriber growth (1 month)
E-blasts/press releases	18	4,496	+6
Facebook	57	8,543	+139
Facebook (Spanish)	50	151	+6
Twitter	41	4,333	+43
NextDoor	24	22,281	+262
Instagram	101	2,494	+171
Instagram (Spanish)	116	358	+10
Brookhaven Alert	7	2,908	+55

Tourism: July 2020

- 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.
- Office space for Explore Brookhaven is open to the public Monday through Friday, 9:00 am – 5:00 pm.
- Team Explore Brookhaven attended Destinations International Virtual Annual Meeting, July 14-15. Diversity was the overall theme: diversify revenue streams, diversify staff representation and diversify board representation. Moving forward, new appointments to Explore Brookhaven Board of Trustees will reflect the cultural diversity of Brookhaven.
- Attended and served as moderator for Conversations with CEO's for Southeast Tourism Society on July 22. More than 50 CEOs from the Southeast were on the call and shared their communities' response to the current economic environment.
- Attended and moderated "GACVB Peers are Here" Series on July 24. I shared the Explore Brookhaven response to the current economic environment.
- Continue to monitor Georgia Restaurant Association, Georgia Hotel Lodging Association, American Lodging Association and US Travel for updates on the PPP guidelines for non-profit organizations. Currently, Explore Georgia is not eligible for the grant due to 501©6 status.
- Working with Brookhaven Epicurean Society to create a new safe distancing event for October. More information to come next month.
- Hoffman Media offered Explore Brookhaven a complimentary ad in Cooking with Paula Deen's September issue.

Information Technology: July 2020

General IT

- Completed 3 Crystal Reports for Community Development
- Met new account manager for MCCi to discuss Laserfiche cloud for PD files
- Review/training of JustFOIA process with PD
- Updated Discoveries form templates, workflow for PD
- Received progress update regarding MCCi Contracts project
- Worked with Timmons on CityWorks issue with fees not calculating
- Discuss the new transparency site drill down to invoice images
- Added two new OnBase named licenses for community Dev employees
- Auctioned additional equipment on GovDeals

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	198
Jul	148	235	159	202	375	161	185
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	1390

GIS

- Created and published ROW and Easement layer for public works
- began digitization project of pdfs
- created police beats analytic layer to determine new response zones
- ArcGIS upgrade kickoff

Police Department

- Setup north precinct facility with network and door access control
- Federated 10 street cameras into our federation server
- Genetec security audit for all servers and upgraded omnicast service
- Firmware update on push to talk (ROIP)
- Firmware update on desktop central
- Setup Artic Wolf for our environment

Parks and Recreation: July 2020

Monthly Work Order Summary (Internal w/Contractors)

- Work Orders-10
- Work Orders Completed- 9
- Work Orders Outstanding- 1

July 2020 projects

- Took care of several maintenance items at Clack's; irrigation timer was hit by lightning, cleaned up piles of debris, had weeds sprayed.
- Coordinated gate repairs on Greenway, still waiting for fence contractor to come look at and repair fence so gate can close again
- Sprayed wasp nest at Brookhaven park
- Had to clean up debris from storms across all park properties
- Reinstalled basketball hoop at Ga. Hills
- Replaced goal posts on both fields at MCP
- Removed gates from horseshoe drive @ MCP
- Blew and cleaned pavilions on Horseshoe Drive in preparation for drive in movie night at MCP
- Cleaned mud off concrete pad at end of large pedestrian bridge near Horseshoe Drive at MCP
- Replaced boards on bench near Lynwood tennis court

July 2020 - Janitorial Totals

	Trash Bag Count	Toilet Paper	Doggie Pot	Hand Soap	Paper Towels
LaVista Park	64	N/A	4	NA	NA
Peachtree Creek Greenway	62	NA	14	NA	NA
Ashford Park	69	4	13	2	1
Blackburn Park	543	26	37	11	6
Briarwood Park	197	10	8	4	2
Brookhaven Park	181	NA	39	NA	NA
Clack's Corner	5	NA	NA	NA	NA
Fernwood Park	28	NA	10	NA	NA
Georgian Hills Park	83	NA	7	NA	NA
Lynwood Park	123	NA	14	NA	NA
Murphey Candler Park	515	25	15	9	6
Parkside Park	32	NA	5	NA	NA
Skyland Park	163	7	10	4	2
Totals	2,065	72	176	30	17

Athletics Division Monthly Report

July 2020

July Athletic Revenue Brought in \$606.75

- Athletic field/ tennis court rentals brought in \$606.75

July 2020 athletic activities currently in season as follows:

- Youth athletics
 - Murphey Candler baseball camp.
 - Concorde soccer spring soccer camp
 - Elevate sports academy basketball
 - Up4Tennis classes and private lessons
 - Outshine Sports Summer Camp
 - Up4Tennis Summer Camp
 - UTA tennis leagues and lessons

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

Athletic Participation Summary	July 2020
Adult Kickball	480
Adult Softball	800
Adult Flag Football	100
Adult Sand Volleyball	66
Youth Soccer	500
Youth Football & Cheer	NA
Spring Baseball	N/A
Spring Softball	N/A

Aquatics Division Monthly Report

July 2020

July Aquatics Revenue Brought in \$9,939.00

- Murphey Candler pool brought in \$6,383.00
- Lynwood Park pool brought in \$3,556.00
- Briarwood pool currently under renovations

July 2020 aquatic activities currently in season as follows:

- Youth aquatics
 - Briarwood barracudas summer swim team practices.

Aquatics Activity Participation Summary Report - 2020	
	July 2020
Murphey Candler Marlins Swim Team	0
Briarwood Barracudas Swim Team	48

Recreation Division Monthly Report

July 2020

July Program Revenue Brought In:

- Online coding class brought in \$49
- Cornhole partner fee brought in \$298
- Gym rentals brought in \$4,420
- Classrooms/pavilion/community room/APB rentals brought in \$705
- Non-resident fees brought in \$146.50
- Tennis court rentals brought in \$526.75
 - Total program signups/drop-ins/fees/rentals for July = \$6,145.25

Special Events Division Monthly Report

July 2020

Movies

- Held make up drive in movie night and first traditional outdoor movie of the summer on July 23rd and 24th.

- Set August movie nights for August: August 6th drive in movie at Brookhaven Park, August 7th outdoor movie at Lynwood, August 20th drive in movie at Brookhaven Park, August 21st outdoor movie at Skyland Park.

Pools

- Assisted in pool operations (shifts, deposits, supply ordering, etc.)
- Began planning for staff pool party at Briarwood
- Continued planning for Doggy Dip day and how we are going to manage time blocks and reservations.

Cherry Blossom

- Received official dates of August 17th and 18th 2021 for Cherry Blossom.
- The Cherry Blossom 5k will be August 10th.

Other

- Worked on Art advisory committee minutes
- Working with Patty and Art Advisory Committee on Art Master Plan presentation
- Sent out guidelines to two potential outside events on necessary COVID plan submissions to the department. Working through this process for the first few potential events to see if it is possible.

Police: July 2020

Brookhaven Police Department Activity Summary Report			
	May 2020	June 2020	July 2020
Incidents Reported	521	606	618
Custodial Arrests	167	119	181
Accidents	81	113	111
Citations Issued	386	1,014	654
Residential Security Watches Requested	14	26	30
Field Interviews	87	54	55
Wanted People Apprehended	7	12	15
Brookhaven Police Department Activity Summary Report			
	May 2019	June 2019	July 2019
Incidents Reported	663	648	684
Custodial Arrests	264	83	263
Accidents	238	221	193
Citations Issued	1,848	2,065	2,230
Residential Security Watches Requested	39	49	40
Field Interviews	67	67	77
Wanted People Apprehended	29	38	44

Support Services – July 2020

- The month of July has been designated to the organization and logistics of the Glow Run race for August 2020. Although this year it is a virtual race, more time and coordination had to be spent on obtaining sponsors and donations as this is the major fundraiser for the Shop with a Cop program in December.
- 97 business have reached out to be sponsors and currently we have \$13,550 in sponsorships.
- July 15, 2020 – Ofc. Pawlowski and Ofc. Serrano attended the Rotary Club luncheon.
- July 16, 2020 – Ofc. Pawlowski attended the LaVista Park Civic Association via Zoom.
- July 27, 2020 – Sgt. Martinez attended the Wieuca Road Baptist Church ministry meeting

Support Services

REPORTS	Sergeant Martinez	Officer Pawlowski	Officer Serrano	Total
Incident Reports	1	0	4	5
Accident Reports	0	0	0	0
Patrol Assist	7	0	2	9
Arrests	0	0	1	1
Citations	0	2	0	2
Press Releases	0	0	0	0
Media Interviews	0	0	0	0
Court Assist	0	4	4	8

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

MONTHLY REPORT: Part-Time Officers	
POP Logged	2
Patrol Shifts	6
Citations	2
Warnings	12
Transport	15
Arrests	1
Child Safety Seat Install Classes	0
Shifts Worked	43
Court Service Hours	86
Traffic Enforcement Hours	27
Fleet Service Hours	153
Transport Hours for Uniform Patrol/NET	8
Training Hours	0

Monthly Report: K-9 Officers	Sgt Fikes & K9 "Bane"	Officer Williams & K9 "Spock"	Officer Ritch & K9 "Dano"
Patrol Assist	44	88	85
Other Agency Assist	3	1	4
Training Hours	22	28	24
Search Warrants	0	0	0
Citations	3	3	3
Warnings	4	11	4
Field Interviews	0	1	0

Felony Arrests	6	0	4
Misdemeanor Arrests	4	0	2
City Ordinance Arrests	4	0	1
Wanted Person Located	2	0	1
K-9 Search (narcotics)	2	0	6
K-9 Tracks / Area Search	1	3	0
K-9 Related Arrests	5	6	5
K-9 Demonstrations / PR	1	1	3
Marijuana Seized	65.0 grams	0.0 grams	1558.0 grams
Cocaine Seized	0.0 grams	0.0 grams	8.0 grams
Methamphetamine	1.0 grams	0.0 grams	22.0 grams
Heroin Seized	0.0 grams	0.0 grams	0.0 grams
Schedule Pills	0	0	12
MDMA Seized	0.0 grams	0.0 grams	6.0 grams
Other Seized (Codeine)	0.0 grams	0.0 grams	0.0 grams
Building Search (for	1	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.
- On July 24, 2020, Officer Shuler completed COVID19 Preparedness for Law Enforcement and obtained a certificate.
- On July 20, 2020, Sgt. Fleming attended supervision Level 2 and obtained a certificate on July 24, 2020.
- Due to General Order 2020-010 (Operational Change), TSU officers worked remotely investigating assigned hit and run accidents

Criminal Investigations Division

July 2020 - Criminal Investigations Report	
Total Reports Handled	222
Total Reports Cleared INACTIVE	197
Total Reports Exceptionally Cleared	8
Total Reports Unfounded	9
Total Arrests by Investigators	13
Warrants Obtained Pending Arrest	27
Search Warrants	1
Total Cases "ACTIVE" on July 31, 2020	86

ChatComm 911 Executive Overview: July 1, 2020 – July 31, 2020

911 Answer Time: In July 2020, ChatComm 911 answered 93.4% of all incoming phone calls within ten seconds and 98.6% 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 97.4% of all low priority calls for service within sixty seconds.

Monthly Phone Call Volume: For the month of July 2020, ChatComm 911 handled a total of 28,352 phone calls.

- 72.7% (20,618) were incoming phone calls which are treated as potential emergencies and handled as 911 calls regardless of the line the call is received on.
 - o 12,357 of those calls were received on the 911 trunks. 2,172 of the 911 calls received were abandoned 911 calls (where the caller disconnects the line prior to speaking with a calltaker).
 - o 6,089 calls were received on administrative and alarm lines but treated as 911 calls.
- The remaining 27.3% (7,734) of the phone calls handled by ChatComm 911 in July 2020 were outgoing phone calls.

Overall Phone Call Volume: Since September 2009, ChatComm 911 has answered a total of 2,712,755 incoming phone calls. Of those calls, 1,702,180 (62.7%) were received on 911 trunks and 1,010,575 (37.3%) came in on 10digit phone lines.

Monthly Incident Volume: ChatComm 911 handled a total of 34,729 incidents in July 2020.

- 66.7% (23,148) of the incidents created were officer-initiated incidents, which include traffic stops, business & residential checks, and other calls created by officers.
- 29.7% (10,324) of the incidents were dispatched incidents.
- The remaining 1,257 (3.6%) of the incidents were transferred via CAD to Dekalb for EMS and Fire Dispatch.
- Sandy Springs incidents comprised 37.4% (12,985) of the total incident volume.
 - o 10,931 incidents were Sandy Springs Police Department incidents.
 - o 1,220 incidents were for Sandy Springs Fire Rescue. o 834 incidents were EMS calls for service in Sandy Springs.
- Johns Creek incidents were 22.5% (7,816) of the total incident volume.
 - o 7,070 incidents were Johns Creek Police Department incidents.
 - o 439 incidents were for Johns Creek Fire Department. o 307 incidents were EMS calls for service in Johns Creek.
- Dunwoody incidents accounted for 13.8% (4,776) of the total incident volume.

- Brookhaven incidents were 22.7% (7,895) of the total incident volume.
- Dekalb Fire and EMS (for the Cities of Brookhaven and Dunwoody) incidents were 3.6% (1,257) of the total incident volume.
 - o 701 incidents were Fire calls for service in Brookhaven or Dunwoody
 - o 556 incidents were EMS calls for service in Brookhaven or Dunwoody.

Overall Incident Volume: By the end of July 2020, ChatComm 911 handled 3,702,964 incidents since “go-live” in September 2009. 3,295,898 (89%) of those were law enforcement incidents; 231,748 (6.26%) of those were fire department incidents; and 175,318 (4.73%) of those were EMS incidents.

Public Works: July 2020

Major Initiatives Completed

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

Major Initiatives in Progress/Upcoming

- S. Bamby Drainage Improvement Phase III & IV: Construction is underway.
- Osborne Rd/Windsor Pwy Roundabout: GA Power obtaining easement.
- 2020 Paving: 14 Road completed, 1 remaining to be resurfaced as of 7/31/20.
- MT-02, Ashford Dunwoody / Montgomery Elementary: West side is complete.
- Northeast Expressway Multiuse Path: Working on GDOT permit and utility coordination.
- Brookhaven Public Safety Building – Rock Blasting continues as of 7/31/20.
- ADR/Windsor Pkwy Design: NTP issues on 7/08/20.
- ADR/Peachtree Intersection Design – Moving forward with ROW Acquisition.
- 2019 Briarwood Road sidewalks – Right of Way Closing pending.
- Ashford Dunwoody / Dresden Dr. ATMS: Council approved the contract on 6/23/20.

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

- 7/02/20 – ADR/Windsor Pkwy Design Kick Off
- 7/03/20 – PCG Phase II monthly Meeting
- 7/07/20 – Osborne /Windsor Roundabout, GPC Distribution Line Redesign Meeting
- 7/08/20 – ADR/Dresden ATMS Project Preconstruction Meeting
- 7/09/20 – Bike/Pedestrian Plan Review meeting for 2020 Comprehensive transportation Plan Update
- 7/10/20 – Murphey Candler Lake Trash Rack Site Meeting
- 7/13/20 – ADR/Perimeter Summit Design Review Meeting
- 7/14/20 – CTP update Review with City Manager
- 7/16/20 – ADR/Windsor Pkwy Project Meeting
- 7/20/20 – Cherokee Plaza Traffic Signal Plan Review Meeting
- 7/27/20 – Lake Hearn DRI Review Meeting
- 7/29/20 – N. Druid Hills Pedestrian Bridge Concept Kickoff Meeting
- 7/30/20 – ADR / Windsor Pkwy Team Meeting

- 7/31/20 - CTP Update Meeting
- **ROW Encroachment Permits (including Dumpsters/Road Closures)**
- Permits issued YTD: 200
- Permits issued this month: 31

Stormwater Performance Measures (OPTECH)

July 2020			
ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE
Priority 1	2	2	100%
Priority 2	0	0	0%
Priority 3	9	6	67%
Total	11	8	73%

Maintenance Work Performance Measures (OPTECH)

July 2020			
ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE
Priority 1	3	3	100%
Priority 2	4	2	50%
Priority 3	9	3	33%
Total	16	7	50%

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	9	5						61
Downed Lines	1	3	1	3	3	4	5						20
Pavement/Potholes	20	17	24	15	16	18	17						127
Right of Way/Trash	14	11	4	6	11	14	14						74
Sidewalk	2	0	6	4	9	6	3						30
Stormwater	16	15	11	15	12	13	20						102
Streetlights	9	5	3	3	1	10	4						35
Street Sign	22	5	10	6	10	12	10						75
Street Striping	0	0	1	1	0	1	0						3
Traffic Signal	9	4	6	5	1	6	3						34
Trees	11	6	3	1	0	3	10						34
Total Service Requests	119	71	78	69	71	96	91						595

Completed Work Orders

2020	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
Street Maintenance	Closed												
Sidewalk Repairs	2	2	2	4	8	5	4						27
Curb Repairs	0	2	1	6	9	3	3						24
Potholes	13	10	17	11	3	4	1						59
Patching	2	3	4	3	6	5	7						30
Streetlights	0	0	1	0	0	1	0						2
Signs	19	8	9	3	7	11	9						66
Traffic Signals													
Signal Repairs	16	6	4	17	6	5	8						62
ROW Maintenance													
Tree Removal	8	6	2	10	6	9	5						46
ROW Maintenance	6	10	5	1	7	6	2						37
Stormwater													
Stormwater	14	24	18	32	8	16	14						126
Total work orders	80	71	63	87	60	65	53	0	0	0	0	0	479

Finance: July 2019

July 31, 2020 Financial Report in Brief

The July 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 July 2020 were \$1,421,996 less than they were this time last fiscal year. Business & Occupational tax decreased by \$398,112 due to the COVID-19 pandemic. Other financing sources were less by \$484,272 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 \$293,571 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 \$355,420 and \$308,805. Motor Vehicle Rental Excise Tax and Alcoholic Beverage Excise Tax also decreased as a result of the COVID-19 pandemic compared to the prior fiscal year at the same time which led to unfavorable variances there in the amounts of \$113,419 and \$108,405. Property Tax decreased by \$193,512 due to abnormally high amount of refunds paid out by the DeKalb County Tax Commissioner’s Office on behalf of the City of Brookhaven. Licenses & Permits increased by \$758,824 compared to this time in the prior year and partially offset the decreases in other categories. The increase in licenses & permits was mainly 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 \$171,761. The General Government expenditures increased by \$1,164,407 compared to the previous fiscal year at this time due to the purchase of the Brookhaven Heights property located at 1174 Pine Grove Ave. Expenditures for the police department were higher by \$951,353 compared to July 2019 mainly due the Council approved increase in Police salaries in FY 2019. Other financing uses decreased by \$1,132,032 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 \$532,844 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 \$268,818. 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

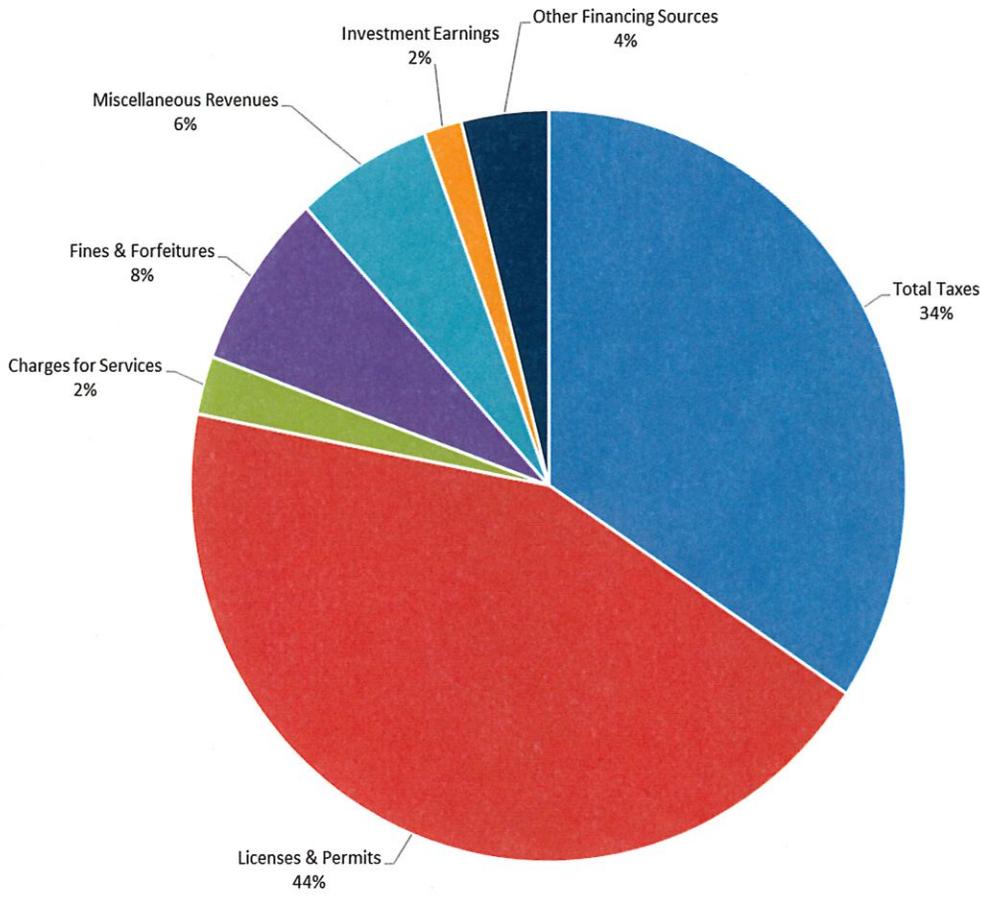
BUDGET COMPARISON REPORT - GENERAL FUND - REVENUES

For The Month Ended July 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	\$ 106,472	\$ 9,752,088	\$ (87,040)	\$ (9,839,128)	-0.89%
Motor Vehicle Tax & Title Ad Valorem Tax	61,000	29,613	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	354,411	3,625,000	336,927	(3,288,073)	9.29%
Alcoholic Beverage Excise Tax	1,093,754	674,695	1,122,000	566,290	(555,710)	50.47%
Energy Excise Tax	152,200	65,969	220,000	57,017	(162,983)	25.92%
Motor Vehicle Rental Excise Tax	40,805	129,271	273,734	15,855	(257,879)	5.79%
Business & Occupational Tax	2,250,000	1,846,494	2,170,000	1,448,381	(721,619)	66.75%
Insurance Premium Tax	3,266,496	19,000	3,553,650	22,600	(3,531,050)	0.64%
Financial Institutions Tax	58,170	63,262	67,734	44,121	(23,613)	65.14%
Penalties & Interest	51,220	32,561	57,887	6,316	(51,571)	10.91%
Total Taxes	21,136,629	3,361,191	20,962,631	2,608,523	(18,354,108)	12.44%
Licenses & Permits	3,367,269	2,563,813	3,120,000	3,322,637	202,637	106.49%
Charges for Services	537,450	546,062	632,650	190,642	(442,008)	30.13%
Fines & Forfeitures	1,225,000	889,839	1,225,000	581,034	(643,966)	47.43%
Miscellaneous Revenues	179,200	452,899	482,000	466,836	(15,164)	96.85%
Investment Earnings	30,000	421,612	50,000	128,021 *	78,021	256.04%
Other Financing Sources	4,765,922	783,070	4,366,729	298,798	(4,067,931)	6.84%
TOTAL REVENUES	\$ 31,241,470	\$ 9,018,486	\$ 30,839,010	\$ 7,596,490	\$ (23,242,520)	24.63%

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

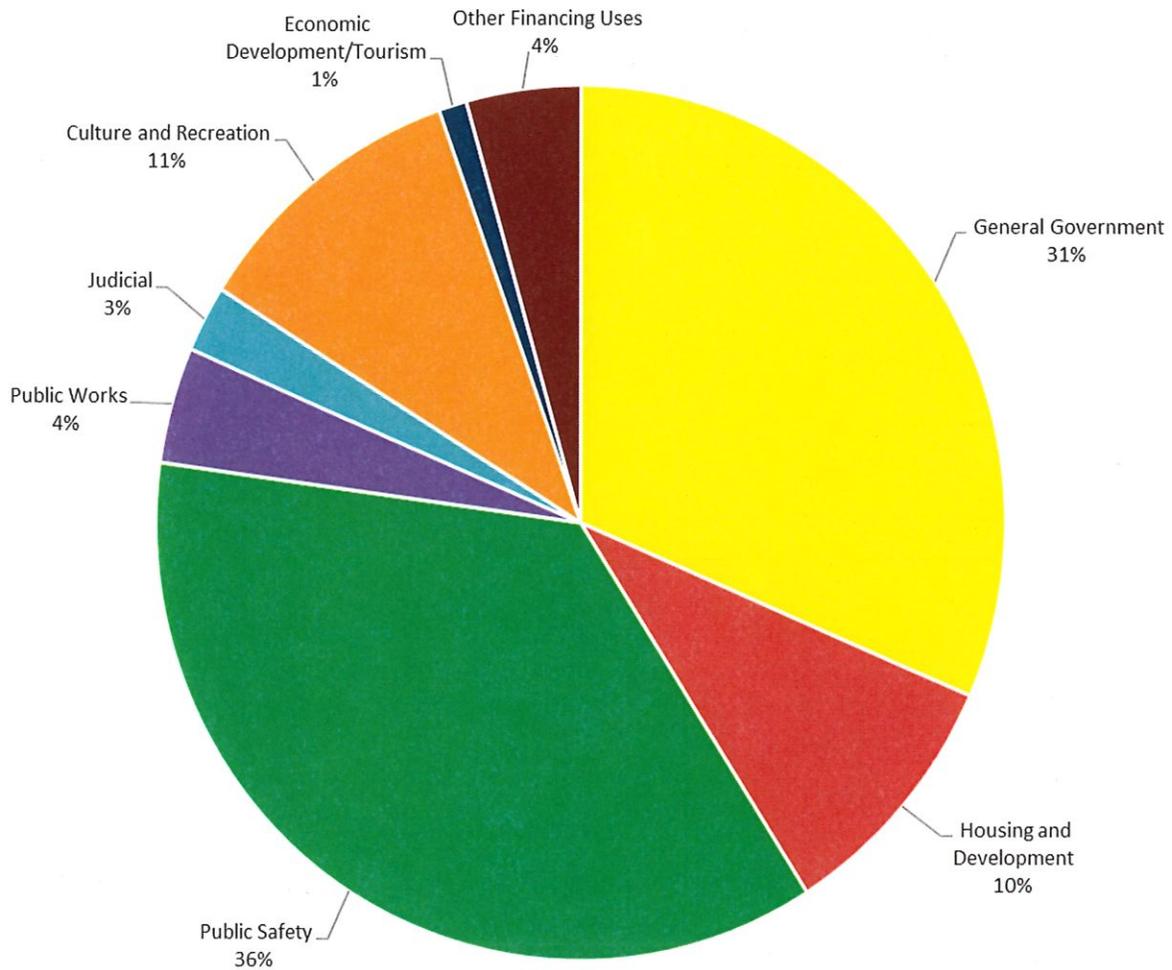
GENERAL FUND REVENUES BY SOURCE (JULY 2020 YTD)



City of Brookhaven - YTD through July 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	\$ 4,162,943	\$ 8,556,450	\$ 5,327,350	\$ 3,229,100	62.26%
Housing and Development	3,395,310	1,705,670	3,406,471	1,614,044	1,792,427	47.38%
Public Safety	9,846,299	5,181,040	10,471,519	6,132,393	4,339,126	58.56%
Public Works	2,036,888	917,059	1,581,051	727,885	853,166	46.04%
Judicial	950,900	489,404	874,735	416,377	458,358	47.60%
Culture and Recreation	3,990,501	2,335,856	3,487,280	1,803,012	1,684,268	51.70%
Economic Development/Tourism	625,087	447,747	104,360	178,929	(74,569)	171.45%
Other Financing Uses	<u>3,384,759</u>	<u>1,867,906</u>	<u>2,357,144</u>	<u>735,874</u>	<u>1,621,270</u>	<u>31.22%</u>
TOTAL EXPENDITURES	\$ <u>31,240,473</u>	\$ <u>17,107,625</u>	\$ <u>30,839,010</u>	\$ <u>16,935,864</u>	\$ <u>13,903,146</u>	<u>54.92%</u>

GENERAL FUND EXPENDITURES BY GOVERNMENTAL ACTIVITY
(JULY 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 July 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 July 31, 2020	<u>\$593,463</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 July 31, 2020
Explorer Program	\$ 12,333	\$ -	\$ (3,178)	\$ 9,155
Shop with a Badge/Cop	30,548	10,735	-	41,283
General PD Donations	810			810
K9 Donations	2,040			2,040
Police Bike Fund	1,000			1,000
Totals	<u>\$ 46,731</u>	<u>\$ 10,735</u>	<u>\$ (3,178)</u>	<u>\$ 54,288</u>