



TO: Mayor and City Council
FROM: Christian Sigman, City Manager
DATE: October 15, 2020
SUBJECT: September 2020 Departmental Highlights

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

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

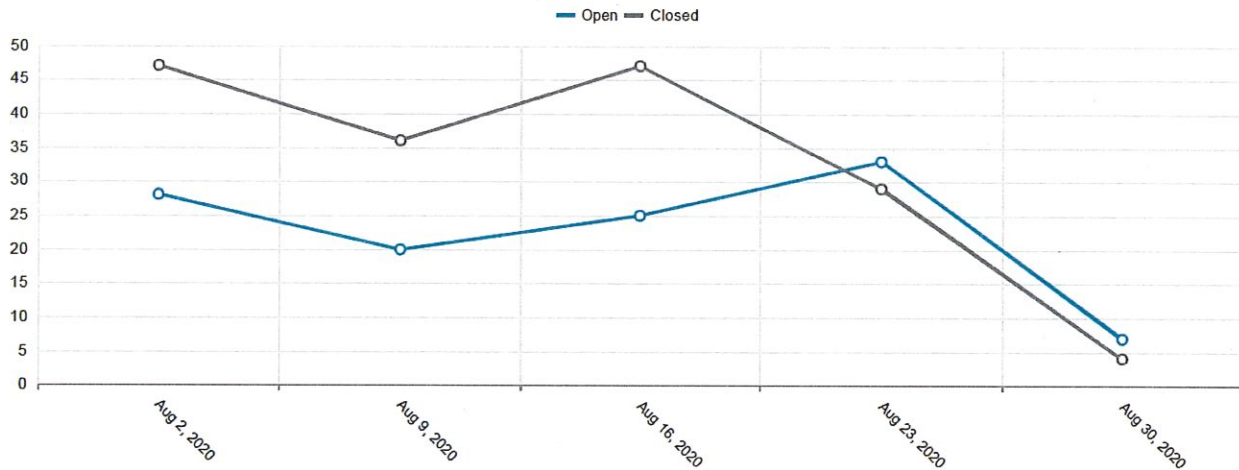
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Brookhaven Connect Metrics: Monthly of September 2020

*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

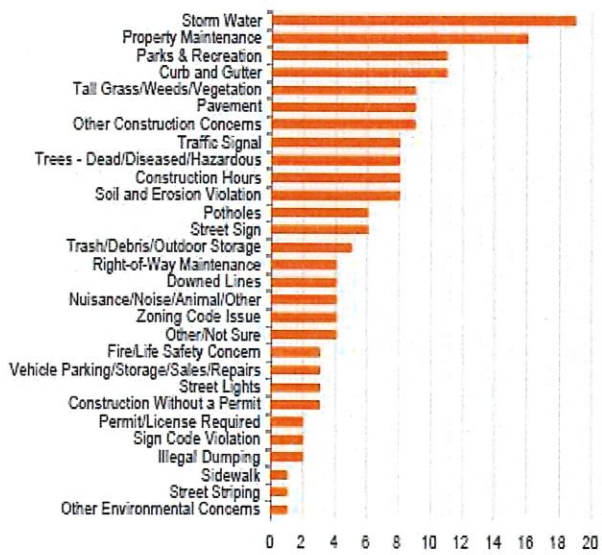


- Of the 174 service requests that were created, 99 have been closed (this includes duplicate requests) with 75 remaining open.
- Total requests that remain open since the beginning of the year is 188, this includes the month of September.
- To date, there are 2,043 registered Brookhaven Connect users; this represents an increase of 342 users since the beginning of the year.

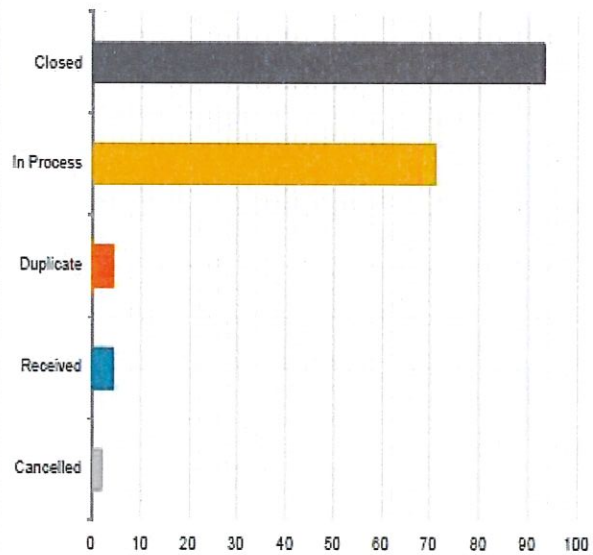
Statistics

Total Reports Created	174
Total Reports Open	75
Total Reports Closed	99
Average Reports Created per Day	5.613
Average Reports Closed per Day	3.194
Average Time to Close	4.36 Days
Fastest Closed Request Type	Other/Not Sure (.006 Days)
Slowest Closed Request Type	Vehicle Parking/Storage/Sales/Repairs (27.794 Days)
Most Common Request Type	Storm Water
Least Common Request Type	Street Striping

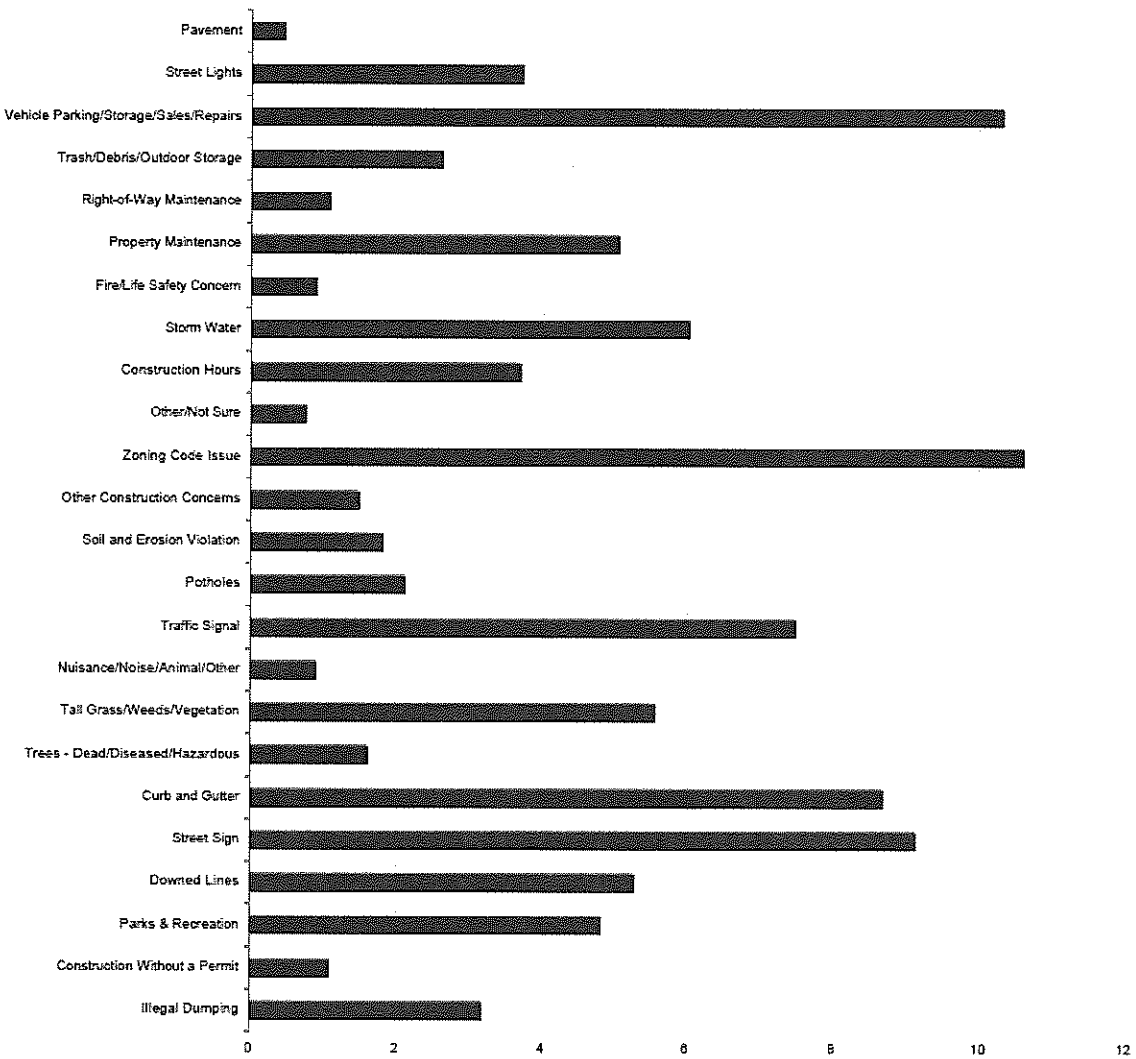
Request by Type



Request by Status



Average Days to Close per Request Type



Community Development: September 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	304	336				
New Single Family	23	32	32	23	14	27	19	29	10				
New Multi Family	0	0	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/Variations Filed in September 2020			
File #	Address	Scope	Hearing Date
VAR20-00037	2369 Drew Valley Road	Variance from section 27-957(a) to reduce retaining wall setback	10/21/20
VAR20-00039	2741 Tryon Place	Variance from section 14-153 to reduce the 75-foot stream buffer	10/21/20

VAR20-00041	1780 Duke Road	Variance from section 14-153 to reduce the 75-foot stream buffer	10/21/20
VAR20-00042	1197 Lynmoor Drive	(1) Variance from section 27-67(a) to Increase maximum impervious coverage; (2) Variance from section 67(a) to Reduce the side street accessory structure setback; and (3) Variance from section 27-1388 to allow a swimming pool in the side yard	10/21/20
VAR20-00043	2909 Cravenridge Drive	Variance from section 27-67(a) to increase impervious coverage	10/21/20

Community Development BOA/Variations Heard in September 2020

File #	Address	Scope	Hearing Date	Action
VAR20-00023	2395 Drew Valley Road	1) Variance from section 14.153(a) to reduce the 75-foot stream buffer	9/16/20	Deferred to 10/21/20
VAR20-00030	2607 Camille Drive	Variance from section 27.67a to increase the maximum impervious coverage	9/16/20	Deferred to 10/21/20
VAR20-00032	1420 Cortez Lane	Variations from section 14-153 to reduce the 75-foot stream buffer, and section 27.67(a) to increase the maximum impervious coverage	9/16/20	Approved with Conditions
VAR20-00033	1156 Warrenhall Lane	Variance from section 14-153 to reduce the 75-foot stream buffer	9/16/20	Approved with Conditions
VAR20-00034	1398 Lanier Manor	Variance from section 27-67(b) to reduce rear setback	9/16/20	Approved with Conditions
VAR20-00035	4200 Regency Park Court	Variations from section 27-68(a)(2) to increase impervious coverage, and section 27-68(b)(6) to reduce rear setback	9/16/20	Approved with Conditions
VAR20-00036	1125 Francis Street	Variance from section 27-67(b) to reduce rear setback	9/16/20	Approved with Conditions

Community Development Rezoning Filed in September 2020

File #	Address	Scope	PC Hearing Date	CC Hearing Date
LUP20-00010	1329 & 1331 Sylvan Circle	Rezone from RS-75 to RS-50 to	11/4/20	11/24/20

Community Development Rezoning Heard in September 2020						
File #	Address	Scope	PC Hearing Date	PC Rec	CC Hearing Date	CC Rec
TA20-04		Text amendment for Underground Utilities	9/2/20	Deferred to 10/7/20	10/27/20	N/A
TA20-06		Text amendment for Ground Story Uses	9/2/20	Recommended for Approval	9/22/20	Approved

Code Enforcement Activity September 2020	
Inspections & Follow-ups	1,671
Violations	241
Violations Created Per Day	10
Courtesy Warnings/Placards	56
Residential Citations	0
Commercial Citations	1
Total Street Miles Patrolled	2,346
Total Requests Created	109
<i>Department-Generated Inspections</i>	45
<i>Brookhaven Connect/CitySourced Requests Created (public generated)</i>	64
Brookhaven Connect/CitySourced Requests Received / In Process	24
Brookhaven Connect/CitySourced Requests Closed / Abated / Duplicated / Not an Issue	40
Average # of Reports Created per Day	2
Average # of Reports Closed per Day	1
Average Time to Close	4 days
Signs Removed	239

Building Inspection Activity September 2020	
Plan reviews	104
Building inspections	1,054
Building inspections percent pass/fail	82%/18%

Fire Marshal Activity September 2020	
Plan reviews	64
Inspections	97
Inspections percent pass/fail	95%/5%

Key Land Development Activity/Review September 2020	
Land Development Enforcement & Inspection Activity	
Tree removal permits	34
Stop Work Orders issued	8
Courtesy warnings issued (Notice of violation)	33
Environmental Inspections	291
Environmental Court Summons	0
N/A	
Land Disturbance Permit Review	7
Lynwood Park – 3360 Osborne Road	
MCP - Nature Trail II – 1551 West Nancy Creek Drive	
Lenox Park – 1277 Lenox Park Blvd	
CHOA - NDH Campus – Revision – 1432 Tullie Road	
Lenox Park Amenity Building – 1055 Lenox Park Blvd	
MT-01 Ashford Dunwoody Rd Improvements – 4572 Peachtree Road	
Ashford Park Splash pad – Revision – 2980 Redding Road	
Land Disturbance Permits Approved	2
Emory Executive Park – 11 Executive Park	
Murphy Candler Park South Trail – 1551 West Nancy Creek Drive	
Plat Review Activity	9
Porter Square Combo Plat – 3920 Peachtree Road	
The Commons at Brookhaven – 3876 Chamblee Dunwoody Road	
Townsend at Lenox Park – 2116 Coosawattee Drive	
Dresden Village Reconfiguration – 1370 Dresden Drive	
Combination Plat – 1739 Tobey Road	
The Towns at Kendrick – 1302 Kendrick Road	
Halstead Plat Revision – 1330 North Druid Hills Road	
Preliminary Plat – 1325 Sunland Drive	
Skyland Brookhaven – 3448 Clairmont Road	
Plats Approved	4
Combination Plat – 8 Brookhaven Drive	
The Estates at Harts Mill – 3750 Wasson Way	
Porter Square Combination Plat – 3920 Peachtree Road	
Townsend at Lenox Park – 2116 Coosawattee Drive	

Municipal Court: September 2020

2020

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Case Filings	918	686	428	73	214	472	286	407	430			
Number of Court Dockets	8	8	5	0	0	4	15	19	15			
Number of Defendants on dockets	492	457	255	0	0	64	326	355	358			
Number of Cases on Dockets	730	719	382	0	0	146	538	590	605			

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	51,077.36
Contempt Charge	200.00
Processing Fee	8,119.26
Cash Bonds	36,158.00
Indigent App Fee	0.00
Revenue Collected-Diverse Agencies	19,691.99
Pre-Trial Fee	105.00
CB-Applied	8,694.94
Bond Forfeiture	0.00
Overage	20.00
Restitution	0.00
NSF	0.00
Monthly Cash Collections	124,066.55
Paid to Diverse Agencies	19,691.99
Cash Bond Refunds/Returned	730.00
Overage Refund	0.00
Restitution Paid	0.00
Total Paid Out	20,421.99
NET	103,644.56

Office of City Clerk: September 2020

City Clerk's Office and Legislative Activities – September 2020		
	Open Record Requests	45
	Agendas/Agenda Packets Managed (Included Audit Comm., Dev. A., Charter Comm., And Facilities Authority)	4
Virtual Meetings	Minutes Composed (Council, Dev. Auth., and Facilities Authority)	4
Virtual Meetings	Executive Sessions Held (Council and Dev. Auth. Only)	2
Ordinances/No.	September 2020 – Description	Appr. Date
ORD2020-09-01	Amending Budget – CIP – City Center Master Plan	09/08/2020
ORD2020-09-02	Amending Chapter 14- Land Development and Subdivisions	09/08/2020
ORD2020-09-03	Deannexation – 3224 Caldwell Road (Redid 9/22/20)	09/08/2020
ORD2020-09-04	Amending Budget – General Fund – Grant – Pedestrian Safety	09/22/2020
ORD2020-09-05	Amending Budget – Hotel Motel Tax Fund – COVID	09/22/2020
ORD2020-09-06	Deannexation – 3224 Caldwell Road (Effective November 1, 2020)	09/22/2020
ORD2020-09-08	Amending Chapter 21 – Signs	09/22/2020
ORD2020-09-09	Extending Declaration of State of Emergency – November 30	09/22/2020
ORD2020-09-10	Establishing Grant Fund – CARESACT per COVID 19	09/22/2020
ORD2020-09-11	Amending Chapter 27-472 of Zoning Code – Ground Story Uses	09/22/2020
Resolutions/No.	September 2020 – Description	Appr. Date
RES2020-09-01	Establishing Social Justice, Race and Equity Commission	09/22/2020
RES2020-09-02	Adopting Arts Brookhaven – Vision for Culture Creativity	09/22/2020
Department	Contracts/Agreements Approved by Council – September 2020	Appr. Date
Legal – Mayor and Council	PSA – 3070 Ashford Dunwoody Road	09/22/2020
Parks and Recreation	Ambience Group - \$84,911.25 – Renovation of Briarwood Rec Ctr.	09/22/2020
Human Resources	CIGNA Renewal of Health Benefits	09/08/2020
Parks and Recreation	Trees Atlanta – City’s Front Yard Tree Program	09/08/2020
Parks and Recreation	Optech RWM, LLC for Additional Maintenance – Langford Park	09/08/2020
Community Development	HGOR – Provide Professional Services for Prep for City Centre Master Plan	09/08/2020
Appointments – September 2020		Appr. Date
Mayor and Council	John J. Funny to Social Justice, Race and Equity Commission	09/22/2020
Proclamations and Presentations – September 2020		Date
Mayor and Council	Recognition of Matthew Wilson as Champion of Georgia Cities	09/22/2020

Mayor and Council	Proclamation – In National Support of Latino Business Day	09/08/2020
Mayor and Council	Brookhaven Epicurean Society Culinary Event	09/08/2020
Administration	For Year 2021 Budget Schedule	09/08/2020
Department	Policies Approved by Council – September 2020	Appr. Date
	None	

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

Date of Request	Request #	Name	Description
8/18/2020	PRR-299-2020	Carter Morris	Documents for 1633 Wayland Circle
8/27/2020	PRR-317-2020	Don Minton	Permits for 1560 Trentwood Place
8/27/2020	PRR-318-2020	Jon Whitwell	Sign Permit for 1890 Briarwood Road
8/28/2020	PRR-319-2020	Maria Kabonko	Plans for 1483 Grant Dive
8/28/2020	PRR-320-2020	Mike Hinson	Permit for 2679 Caldwell Road
8/31/2020	PRR-323-2020	Todd E Hatcher	Abatement Documents
8/31/2020	PRR-325-2020	Amanda Donaldson	Copy of Code of Ordinance
8/31/2020	PRR-326-2020	Anil Vaswani	Site Plan for Connoly Development
9/1/2020	PRR-327-2020	Stefani Daub	Building Permits Listing
9/1/2020	PRR-328-2020	Stefani Daub	New Business List
9/1/2020	PRR-329-2020	Stefani Daub	New Business List
9/1/2020	PRR-330-2020	Woudlin J. Baptiste	List of Code Violations
9/1/2020	PRR-331-2020	Todd Hatcher	Development Authority Documents
9/2/2020	PRR-332-2020	Brittany Jennings	Code Enforcement Information
9/3/2020	PRR-333-2020	Jeffery Butler	Employees' List
9/4/2020	PRR-334-2020	Eric Hovdesven	Loop Road information
9/4/2020	PRR-335-2020	Robin Davis	Permits List
9/5/2020	PRR-336-2020	Fabian Makhanda	Personnel Information on Balch, Sigman, Mayor
9/8/2020	PRR-337-2020	Robert Snyder	Construction Drawings for 1791 Duke Road
9/8/2020	PRR-338-2020	Morries Walker	Zoning Letter
9/10/2020	PRR-339-2020	Clashawn Grant	Plans for 18 242 03 012
9/10/2020	PRR-340-2020	Eric Warshal	Business Licenses Report
9/10/2020	PRR-341-2020	Jessica Kitchen	Permits for 1376 LaVista Road
9/11/2020	PRR-342-2020	Fabian Makhanda	Personnel Information on Balch, Sigman, Mayor
9/11/2020	PRR-343-2020	Erin Schilling	Plan for \$6.3 Million CARES Act
9/11/2020	PRR-344-2020	Pamela Burnett	Documents for Murphey Candler Park Project
9/11/2020	PRR-345-2020	Pam Burnett	Contact Information for Park Bond Citizen Oversight Committee

9/15/2020	PRR-346-2020	Brian E Daughdrill	Maps, Plan for Flowerland Drive and Watkins Place
9/15/2020	PRR-347-2020	Erin Chiumento	Copy of Accident Report
9/16/2020	PRR-348-2020	Ami Bajpai	Code Enforcement information for 2501 Appalachee Drive
9/17/2020	PRR-349-2020	John Ruch	Mayor's Emails and Sigman
9/17/2020	PRR-350-2020	Calvin McNeal	Police Report
9/18/2020	PRR-351-2020	Ryan Conover	911 Calls
9/18/2020	PRR-352-2020	Samuel J Hebb	Copy of P10016056 RFP
9/21/2020	PRR-353-2020	Rebecca Osborn	Incident Reports
9/21/2020	PRR-354-2020	Drew Clough	Demolition Plan 1507 Sylvan Drive
9/22/2020	PRR-356-2020	Susan Parker	Permits for 2096 E Roxboro Road
9/23/2020	PRR-358-2020	Yorke Jander	Environmental Reports
9/23/2020	PRR-359-2020	Emma Thomas	Police Report
9/23/2020	PRR-360-2020	Jared Cohen	Police Report
9/23/2020	PRR-361-2020	Kathleen Gutierrez	Development Authority Meetings Information
9/24/2020	PRR-362-2020	Julianna Kaye	Police Records
9/26/2020	PRR-364-2020	Dominique Huff	Businesses List
9/28/2020	PRR-367-2020	Brian T Matthews	Plans for 2342 Coosawattee Drive
9/28/2020	PRR-368-2020	Josh Huffaker	Permits from 2481 Drew Valley Road
			Total completed: 45

Communications: September 2020

Communications Department Activities:

- Produced Spanish edition of Fall newsletter
- Assisted with food distribution/Census event and promotion
- Assisting with promotion of HUD meetings
- Created cover art for 2021 budget
- Created PSA's for safe Halloween practices
- Photographed food distribution event
- Photographed Briarwood Pool opening
- Created graphics for ARC virtual conference
- Facilitated park promotion videos
- Assisted with logistics of virtual City Council meetings
- Facilitated virtual Mondays with Madeleine
- Continued support of Census promotion
- Maintained COVID-19 webpage along with GIS
- Press releases, e-blasts & notifications:
 - Brookhaven welcomes newest communities (Gateway South Corridor public input meetings)
 - Briarwood pool reopening
 - Movie nights rescheduled
 - Murphey Candler Briarwood pool hours extended in Sept
 - State panel rules on Brookhaven annexation
 - Brookhaven sidewalk improvements get underway
 - City Council virtual meeting on 9-8-2020
 - Council wrap up for 9-8-2020
 - City renews sponsorship of Front Yard Tree Program
 - Media advisory - Briarwood Pool reopening
 - Paint the Park returns in virtual format
 - With heavy storms headed to Brookhaven, be prepared and be safe
 - City Council virtual meeting on 9-22-2020
 - Brookhaven extends exec order & mask mandate
 - Council wrap up for 9-22-2020
 - Brookhaven establishes Social Justice, Race and Equity Commission
 - Back by popular demand - Pooches invited to make one last splash at Doggy Dip Day
 - Improvements coming to Briarwood Rec Ctr
 - Applications open to serve on Social Justice, Race and Equity Commission
 - Brookhaven sets 2021 budget hearings
 - Weekly bilingual Census stakeholders eblast
 - Weekly eblasts

Engagement reports (September):

	Posts	Subscribers	Subscriber growth (1 month)
E-blasts/press releases	28	4,522	-2
Facebook	90	8,217	+6
Facebook (Spanish)	96	154	+1
Twitter	50	4,349	+1
NextDoor	40	22,583	+218
Instagram	75	2,679	+67
Instagram (Spanish)	84	428	+16
Brookhaven Alert	14	2,939	+47

Tourism: September 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. 705 Town Boulevard, Suite R430.
- Hosted Atlanta Metro Travel Association membership meeting safely at Hyatt Villa Christina on August 5, 2020. 30 attendees in person, and 25 virtually. Speakers included William Tate, Atlanta CVB and Jim Sprouse, Georgia Hotel Lodging Association.
- Conference call with the new Commissioner of Tourism for Georgia Department of Economic Development, Mark Jaronski. Purpose to position Brookhaven in the state's cooperative partnerships in 2021 and to expand the Tourism product Development Resource Team and assessment. Mark serves as a board member of Travel South USA, the south's most prominent international marketing arm.
- Working with Brookhaven Epicurean Society to create a new event this fall in a safely distanced, outdoor venue. More to come.
- 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 Brookhaven is not eligible for the grant due to 501©6 status.
- Visited with all eleven hotels, delivered umbrellas, business cards with QR codes to ExploreBrookhaven.com on all restaurant services available. This compilation is updated daily in the ever-changing environment. The assessment from the hotels is that the current traveler is non-traditional, paying a lower rate and generally not using CDC guidelines. Every hotel expressed their appreciation of the Brookhaven Police Department's response and willingness to support peaceful gatherings.
- Business cards with QR codes to ExploreBrookhaven.com on all restaurant services available delivered to City Hall

Information Technology: September 2020

General IT

- Lynwood bug out plan fiber network infrastructure
- Updated desktop central to the latest firmware
- Network security monitoring configuration
- Briarwood network infrastructure
- Added two 48 port POE switches and configured on the network
- Installed UPS battery backup at Lynwood Park
- Added backup proxy servers
- Assisted in the setup of our security monitoring
- Updated and patched servers at City Hall
- Used mobile credit card terminals for PD event
- Updated calculation fields for building permits
- Changed config file on server and updated permit techs systems to allow for larger permits
- Added new dev account to training computer for testing and training
- Updated ICC table; copied prod to dev to sync the systems

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	185
Aug	117	279	178	185	286	253	209
Sep	183	193	215	162	206	172	149
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	1,748

GIS

- Installed new versions of ArcGIS on new Servers
- Completed Peachtree Creek Greenway 911 plan
- Completed beat realignment with ChatComm and Police

Police Department

- Set up 5 new patrol cars
- Reviewed 2 display systems for new public safety building
- Ordered replacement laptops for vehicles

Parks and Recreation: September 2020

Parks & Recreation

Parks/Facilities and Grounds Maintenance Monthly Report

Monthly Work Order Summary (Internal w/Contractors)

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

September 2020 projects

- Installed signs along county property line at Brookhaven park.
- Cleaned horseshoe bathrooms in preparation to open them to the public again.
- Took a load of trash from Briarwood to the dump for renovations to start.
- Replaced flush valve in Blackburn tennis center women's room.
- Cut ROW from Northeast Plaza to Greenway entrance.
- Sent all staff except my trash crew to clean mud off greenway after tropical storm came through.
- Cleaned up MCP colt corral bathrooms from sewer issues several times.
- Had 4 guys help at Buford Hwy food drive/bank event.
- Had to unclog and clean Skyland bathrooms.
- Had two Hose bibs repaired along Horseshoe drive.
- Cleaned up and hauled off trash from illegal dumping at Briarwood dumpster area for pool opening.
- Sprayed and killed wasp nest in/on sign on Greenway.
- Checked generator at Briarwood for Covid-19 testing.
- Treated Blackburn II for ants.
- We had 10 requests for work 9 are completed, still have to build/install benches at to be determined locations,

September 2020 - Janitorial Totals

	Trash Bag	Toilet Paper	Doggie Pot	Hand Soap	Paper Towels
LaVista Park	34	N/A	5	NA	NA
Peachtree Creek Greenway	80	NA	13	NA	NA
Ashford Park	83	6	5	2	2
Blackburn Park	552	32	43	5	9
Briarwood Park	162	8	10	3	3

Brookhaven Park	193	NA	56	NA	NA
Clack's Corner	6	NA	NA	NA	NA
Fernwood Park	34	NA	6	NA	NA
Georgian Hills Park	131	NA	9	NA	NA
Lynwood Park	127	NA	16	NA	NA
Murphey Candler Park	588	35	26	11	9
Parkside Park	30	NA	4	NA	NA
Skyland Park	169	9	13	3	4
Totals	2,189	90	206	24	27

Athletics Division Monthly Report

September Athletic Revenue Brought in \$24,999.64

- Youth athletic programs brought in \$14,170.07
- Adult athletic programs brought in \$9,656.07
- Athletic fields/tennis court rentals brought in \$1,173.50

September 2020 athletic activities currently in season as follows:

- Youth athletics
 - Murphey Candler softball games and practices
 - Murphey Candler baseball games and practices
 - Atlanta colt youth association football games and practices
 - Concorde soccer spring soccer league
 - Elevate sports academy basketball
 - Up4Tennis classes and private lessons
 - UTA tennis leagues and lessons
- Adult athletics
 - Adult summer softball leagues
 - Adult flag football leagues
 - GOKickball summer leagues
 - Up4Tennis spring lessons and classes
 - UTA tennis open play, leagues and lessons

Athletic Participation Summary	September 2020
Adult Kickball	480
Adult Softball	800
Adult Flag Football	64
Adult Sand Volleyball	66
Youth Soccer	725
Youth Football & Cheer	550
Fall Baseball	500
Fall Softball	250

Aquatics Division Monthly Report

September Aquatics Revenue Brought in \$975.00

- Murphey Candler pool brought in \$710.00
- Lynwood pool brought in \$265.00
- Briarwood pool offered complimentary entry to citizens as part of a soft grand opening.

September 2020 aquatic activities currently in season as follows:

- Youth aquatics
- Briarwood barracudas summer swim team
- Doggie dip days

Recreation Division Monthly Report

September Program Revenue Brought In:

- Gym rentals brought in \$2,055
- Greenspace rentals brought in \$1,462.50
- Fresh N Fit partner fee of \$183.85
- CMD partner fee of \$54
- Coding class brought in \$25
- October Art class brought in \$224
- Classrooms/pavilion/community room/APB rentals brought in \$3,305
- Non-resident fees brought in \$613
- Tennis court rentals brought in \$1,473.50
 - Total program signups/drop-ins/fees/rentals for September = \$9,395.85

Special Events Division Monthly Report

Movies:

- Held 3 outdoor movies. 1 movie at Lynwood Park and 2 pool movies at Briarwood Pool.

Pools:

- Assisted with opening and cleaning of Briarwood Pool
- Held 2 doggy dip days at Murphey Candler Pool

Events:

- Successfully finished entire Fortnite Tournament with 64 players. Tough format due to inability to get all information in screenshots to prevent cheating but the finals were completely fair and live streamed.
- Reached out to CHOA on Light Up Brookhaven helicopter
- Worked through planning logistics for Light Up Brookhaven changes
- Worked with CVB and Brookhaven Beer Festival on determining if they could hold their events.
- Helped set up and breakdown NE Plaza Food Drive
- Worked on MLK logistics and reached out to potential speaker
- Launched virtual Paint the Park competition
- Assisted with cross promotion with Brookhaven Bike Alliance Biketober Scavenger Hunt

Other:

- Met with CVB to discuss future events and promotion

Police: September 2020

Brookhaven Police Department Activity Summary Report			
	July 2020	August 2020	September 2020
Incidents Reported	618	658	606
Custodial Arrests	181	201	213
Accidents	111	119	142
Citations Issued	654	845	1006
Residential Security Watches Requested	30	11	15
Field Interviews	55	47	40
Wanted People Apprehended	15	20	25

Brookhaven Police Department Activity Summary Report			
	July 2019	August 2019	September 2019
Incidents Reported	684	697	717
Custodial Arrests	263	267	277
Accidents	193	222	208
Citations Issued	2230	2245	1953
Residential Security Watches Requested	40	46	29
Field Interviews	77	91	107
Wanted People Apprehended	44	30	37

Support Services – September 2020

- Wieuca Road Church Group meeting with pastors from various churches. Discussion covered Systemic Racism.
- Officer Pawlowski organized this year’s Cops on Donut Shops raised over \$7000 for the Special Olympics. Officers spoke with hundreds of people in the community during the 6-hour event.
- Officer Serrano attended a local food drive in Northeast Plaza, which provided food to over 500 Brookhaven residents.

Support Services

REPORTS	Officer Pawlowski	Officer Serrano	Sergeant Martinez	Total
Incident Reports	2	0	0	2
Accident Reports	0	0	0	0
Patrol Assist	0	0	1	1
Court Assist	4	0	0	4
Arrests	0	0	0	0
Citations	6	0	0	6
Press Releases	0	0	0	0
Media Interviews	0	0	0	0
Community Meetings	2	2	1	5
Meeting Attendees	500	500	14	1,014
Community Contacts	222	105	16	343
Business Contacts	29	41	28	98

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

MONTHLY REPORT: Part-Time Officers	
POP Logged	4
Patrol Shifts	13
Citations	10
Warnings	17
Transport for Courts	4
Arrests	1
Child Safety Seat Install / Teen Driving Classes	0
Shifts Worked	56
Court Service Hours	87
Traffic Enforcement Hours	25
Fleet Service Hours	149
Transport Hours for Uniform Patrol/NET	11
Training Hours	32

Monthly Report: K-9 Officers	Sgt Fikes & K9 "Bane"	Officer Williams & K9 "Spock"	Officer Ritch & K9 "Oso"	Officer Huffschmidt & K9 "Lord"
Patrol Assist	15	118	8	0
Other Agency Assist	1	2	0	0
Training Hours	112	30	104	104
Search Warrants	0	0	0	0
Citations	0	13	0	0
Warnings	0	35	0	0
Field Interviews	0	2	0	0
Felony Arrests	0	0	0	0
Misdemeanor Arrests	0	0	0	0
City Ordinance Arrests	0	0	0	0
Wanted Person Located	0	0	0	0
K-9 Search (narcotics)	1	3	0	0
K-9 Tracks / Area Search	0	1	0	0
Building Search (for persons)	1	1	0	0
K-9 Related Arrests	3	5	0	0
K-9 Demonstrations / PR	0	6	0	0
Currency Seized	0	57000	0	0
Marijuana Seized	1.0 grams	3.0 grams	0.0 grams	0.0 grams
Cocaine Seized	0.0 grams	1.0 grams	0.0 grams	0.0 grams
Methamphetamine	0.0 grams	2000.0 grams	0.0 grams	0.0 grams
Heroin Seized	0.0 grams	0.0 grams	0.0 grams	0.0 grams
Schedule Pills	0	0	0	0
MDMA Seized	0.0 grams	0.0 grams	0.0 grams	0.0 grams
Other Seized (LSD)	40.0 grams	0.0 grams	0.0 grams	0.0 grams

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	31
Total Motor Vehicle Stops	44
Total Citizen Contacts (combined Pedestrian & Traffic Violations)	75
Total Citations Issued	91
Total Warnings Issued	56

Felony Arrests	0
Misdemeanor Arrests	3
Arrest / Released on Copy	1
Wanted Persons Located	1

Additional Activities for Traffic Safety Unit

NOTE: The Brookhaven Police Department is excited to have been awarded the FFY 2019 Pedestrian Safety Grant by the Governor’s Office of Highway Safety (GOHS). This will be our third year participating in this Grant, which begins in October 2019. Officer Maria Jones serves as the Department’s Pedestrian Safety Officer and has done so since inception. The Brookhaven Police Department’s Pedestrian Safety Program has been a phenomenal success due to the hard work and determination set forth by Officer Jones. We look forward to another great year as we partner with GOHS to educate the public on pedestrian safety.

- Due to the COVID-19 pandemic, the Grant Officer did not conduct grant enforcement or education activities during this month.
- On September 22, 2020, TSU received teen training by Zoom on Nicotine the clear facts

Criminal Investigations Division

September 2020 - Criminal Investigations Report	
Total Reports Handled	190
Total Reports Cleared	208
Cleared INACTIVE	181
Exceptionally Cleared	14
Unfounded	4
Cleared by Arrest	10
Arrest Warrants Obtained	26
Search Warrants Obtained	3
Total Cases “ACTIVE” on September 30, 2020	60

ChatComm 911 Executive Overview: September 1, 2020 – September 30, 2020

911 Answer Time: In September 2020, ChatComm 911 answered 94.2% of all incoming phone calls within ten seconds and 99.1% of all incoming phone calls were answered within thirty seconds.

Call Processing Time: This Month, ChatComm 911 processed 98.3% of all high priority calls for service and 97.5% of all low priority calls for service within sixty seconds.

Monthly Phone Call Volume: For the month of September 2020, ChatComm 911 handled a total of 28,593 phone calls.

- 71.4% (20,422) were incoming phone calls which are treated as potential emergencies and handled as 911 calls regardless of the line the call is received on.
 - 12,018 of those calls were received on the 911 trunks. 1,926 of the 911 calls received were abandoned 911 calls (where the caller disconnects the line prior to speaking with a calltaker).
 - 6,478 calls were received on administrative and alarm lines but treated as 911 calls.
- The remaining 28.6% (8,171) of the phone calls handled by ChatComm 911 in September 2020 were outgoing phone calls.

Overall Phone Call Volume: Since September 2009, ChatComm 911 has answered a total of 2,754,273 incoming phone calls. Of those calls, 1,730,567 (62.8%) were received on 911 trunks and 1,023,706 (37.2%) came in on 10digit phone lines.

Monthly Incident Volume: ChatComm 911 handled a total of 32,122 incidents in September 2020.

- 63.3% (20,318) of the incidents created were officer-initiated incidents, which include traffic stops, business & residential checks, and other calls created by officers.
- 32.8% (10,522) of the incidents were dispatched incidents.
- The remaining 1,282 (4.0%) of the incidents were transferred via CAD to Dekalb for EMS and Fire Dispatch.

- Sandy Springs incidents comprised 35.7% (11,476) of the total incident volume.
 - 9,371 incidents were Sandy Springs Police Department incidents.
 - 1,233 incidents were for Sandy Springs Fire Rescue.
 - 872 incidents were EMS calls for service in Sandy Springs.

- Johns Creek incidents were 23.02% (7,394) of the total incident volume.
 - 6,607 incidents were Johns Creek Police Department incidents.
 - 460 incidents were for Johns Creek Fire Department.
 - 327 incidents were EMS calls for service in Johns Creek.

- Dunwoody incidents accounted for 14.8% (4,746) of the total incident volume.
- Brookhaven incidents were 22.5% (7,224) of the total incident volume.
- Dekalb Fire and EMS (for the Cities of Brookhaven and Dunwoody) incidents were 4.0% (1,282) of the total incident volume.
 - 712 incidents were Fire calls for service in Brookhaven or Dunwoody
 - 570 incidents were EMS calls for service in Brookhaven or Dunwoody.

Overall Incident Volume: By the end of September 2020, ChatComm 911 handled 3,769,211 incidents since “golive” in September 2009. 3,353,773 (89.0%) of those were law enforcement incidents; 236,627 (6.3%) of those were fire department incidents; and 178,811 (4.7%) of those were EMS incidents.

EMD & EFD Compliance: For the month of September 2020, the quality assurance compliance score for EMD remains in compliance with levels set forth by the International Academies of Emergency Dispatch (90%).

- The Emergency Medical Dispatch QA compliance for September was 99%.
- The Emergency Fire Dispatch QA compliance for September was 98%.

Public Works: September 2020

Major Initiatives Completed

- 2020 Paving: Completed, working on the final cleanup.
- MT-02, ADR / Montgomery Elementary: Multiuse Path construction underway, expected completion on 10/15/20.

Major Initiatives in Progress/Upcoming

- S. Bamby Drainage Improvement Phase III & IV: Storm drain construction is at 80% completion.
- Osborne Rd/Windsor Parkway Roundabout: Gas line relocation underway.
- Northeast Expressway Multiuse Path: Design in process.
- ST 08 - ADR/Windsor Pkwy Design: NTP issues on 7/08/20.
- ADR/Peachtree Intersection Design – Invitation to Bid was Posted on 9/25/20.
- 2019 Briarwood Road sidewalks – Right of Way Closing pending.
- Ashford Dunwoody / Dresden Dr. ATMS: Construction Begins on 09/07/20 from Johnson Ferry Road to I-285.

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

- 9/01/20 – Metro Atlanta Transportation Operation Forum.
- 9/09/20 – 2020 CTP update meeting with Gresham Smith.
- 9/10/20 – ADR / Windsor design meeting with CPL.
- 9/15/20 – Title VI / ADA GDOT Training.
- 9/15/20 – N. Druid Hills Pedestrian Bridge Concept Meeting.
- 9/21/20 – Brookhaven City Center Master Plan Kick off Meeting.
- 9/28/20 – HMGP Amendment meeting with GEMA
- 9/29/20 – Coop Hot Wash Meeting.

ROW Encroachment Permits (including Dumpsters/Road Closures)

- Permits issued YTD: 246
- Permits issued this month: 23

Stormwater Performance Measures (OPTECH)

September 2020			
ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE
Priority 1	1	0	0%
Priority 2	1	1	100%
Priority 3	21	10	48%
Total	23	11	48%

Maintenance Work Performance Measures (OPTECH)

September 2020			
ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE
Priority 1	0	0	0%
Priority 2	1	1	100%
Priority 3	5	3	60%
Total	6	4	67%

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	19	11				91
Downed Lines	1	3	1	3	3	4	5	8	4				32
Pavement/Potholes	20	17	24	15	16	18	17	19	15				161
Right of Way/Trash	14	11	4	6	11	14	14	4	4				82
Sidewalk	2	0	6	4	9	6	3	6	1				37
Stormwater	16	15	11	15	12	13	20	44	19				165
Streetlights	9	5	3	3	1	10	4	4	4				43
Street Sign	22	5	10	6	10	12	10	15	6				96
Street Striping	0	0	1	1	0	1	0	0	1				4
Traffic Signal	9	4	6	5	1	6	3	11	8				53
Trees	11	6	3	1	0	3	10	10	8				52
Total Service Requests	119	71	78	69	71	96	91	140	81				735

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	4	6	3				36
Curb Repairs	0	2	1	6	9	3	3	4	5				33
Potholes	13	10	17	11	3	4	1	2	3				64
Patching	2	3	4	3	6	5	7	3	2				35
Streetlights	0	0	1	0	0	1	0	1	0				3
Signs	19	8	9	3	7	11	9	4	15				85
Traffic Signals													
Signal Repairs	16	6	4	17	6	5	8	7	6				75
ROW Maintenance													
Tree Removal	8	6	2	10	6	9	5	17	5				68
ROW Maintenance	6	10	5	1	7	6	2	13	16				66
Stormwater													
Stormwater	14	24	18	32	8	16	14	15	21				162
Total work orders	80	71	63	87	60	65	53	72	76	0	0	0	627

Finance: September 2020

September 30, 2020 Financial Report in Brief

The September 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 September 2020 were \$4,798,317 more than they were this time last fiscal year. This is primarily due to Licenses & Permits increasing by \$6,263,106 compared to this time in the prior year mainly due to permits issued for couple of large projects during the current year. Motor Vehicle and Title Ad Valorem Tax (TAVT) increased by \$661,758 compared to last year due to change in State law effective July 1st, 2019, increasing City TAVT allocation. Other financing sources were less by \$628,566 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. Business & Occupational tax decreased by \$323,531 due to the COVID-19 pandemic. Investment earnings decreased by \$337,097 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 \$326,526 and \$437,465.

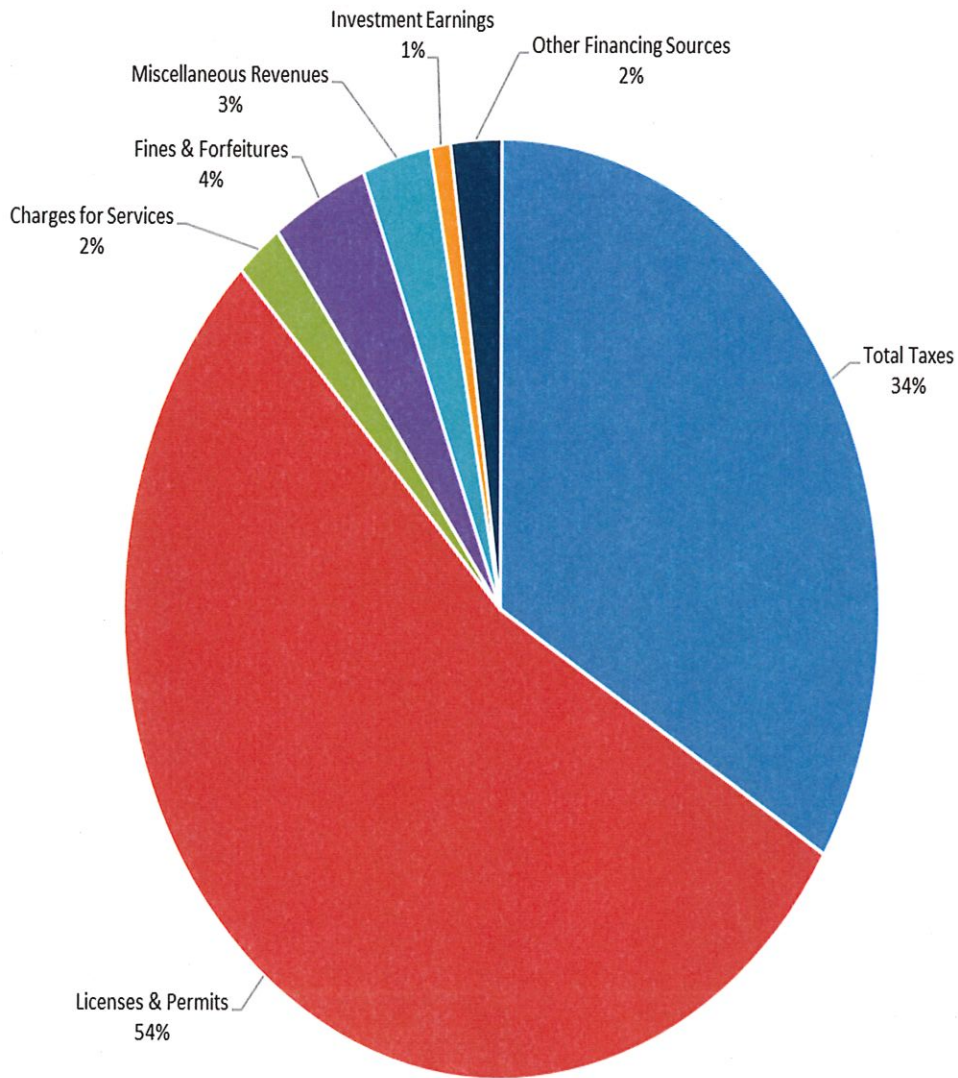
General Fund expenditures decreased compared to last year at this time by \$1,259,280. The General Government expenditures increased by \$1,030,811 compared to the previous fiscal year at this time due to the purchase of the Brookhaven Heights property located at 1174 Pine Grove Ave. Expenditures for the police department were higher by \$371,896 compared to September 2019 mainly due the Council approved increase in Police salaries in FY 2019. Other financing uses decreased by \$1,308,370 mainly 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 amount of \$544,771 due to less expenditures compared to this time in 2019 for recreational supplies, parks maintenance costs, and professional services. Expenditures for Public Works decreased by \$399,773 compared to the previous year at this time mainly due to the QT building improvements and the I-285 Transit study costs in the prior fiscal year. Economic Development/Tourism expenditures decreased by \$308,451. This is mainly due to professional services cost for special events being accounted for in the Tourism fund in the prior fiscal year. 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 September 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	\$ 1,845,660	\$ 9,752,088	\$ 1,815,152	\$ (7,936,936)	18.61%
Motor Vehicle Tax & Title Ad Valorem Tax	61,000	230,570	29,442	892,328	862,886	3030.80%
Recording Intangible Tax	121,715	62,105	66,096	123,304	57,208	186.55%
Real Estate Transfer Tax	39,893	24,963	25,000	33,795	8,795	135.18%
Franchise Tax	4,263,579	434,080	3,625,000	545,884	(3,079,116)	15.06%
Alcoholic Beverage Excise Tax	1,093,754	896,088	1,122,000	767,590	(354,410)	68.41%
Energy Excise Tax	152,200	113,833	220,000	113,234	(106,766)	51.47%
Motor Vehicle Rental Excise Tax	40,805	147,206	273,734	27,034	(246,700)	9.88%
Business & Occupational Tax	2,250,000	1,923,444	2,170,000	1,599,913	(570,087)	73.73%
Insurance Premium Tax	3,266,496	19,100	3,553,650	22,900	(3,530,750)	0.64%
Financial Institutions Tax	58,170	63,262	67,734	44,121	(23,613)	65.14%
Penalties & Interest	<u>51,220</u>	<u>40,081</u>	<u>57,887</u>	<u>10,047</u>	<u>(47,840)</u>	<u>17.36%</u>
Total Taxes	<u>21,136,629</u>	<u>5,800,392</u>	<u>20,962,631</u>	<u>5,995,301</u>	<u>(14,967,330)</u>	<u>28.60%</u>
Licenses & Permits	3,366,269	3,368,359	3,120,000	9,631,465	6,511,465	308.70%
Charges for Services	537,450	682,695	632,650	356,169	(276,481)	56.30%
Fines & Forfeitures	1,225,000	1,178,806	1,225,000	741,341	(483,659)	60.52%
Miscellaneous Revenues	179,200	458,296	482,000	528,252	46,252	109.60%
Investment Earnings	30,000	493,825	50,000	156,727 *	106,727	313.45%
Other Financing Sources	<u>4,765,922</u>	<u>1,019,948</u>	<u>4,676,113</u>	<u>391,381</u>	<u>(4,284,732)</u>	<u>8.37%</u>
TOTAL REVENUES	<u>\$ 31,240,470</u>	<u>\$ 13,002,319</u>	<u>\$ 31,148,394</u>	<u>\$ 17,800,636</u>	<u>\$ (13,347,758)</u>	<u>57.15%</u>

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

GENERAL FUND REVENUES BY SOURCE (SEPTEMBER 2020 YTD)

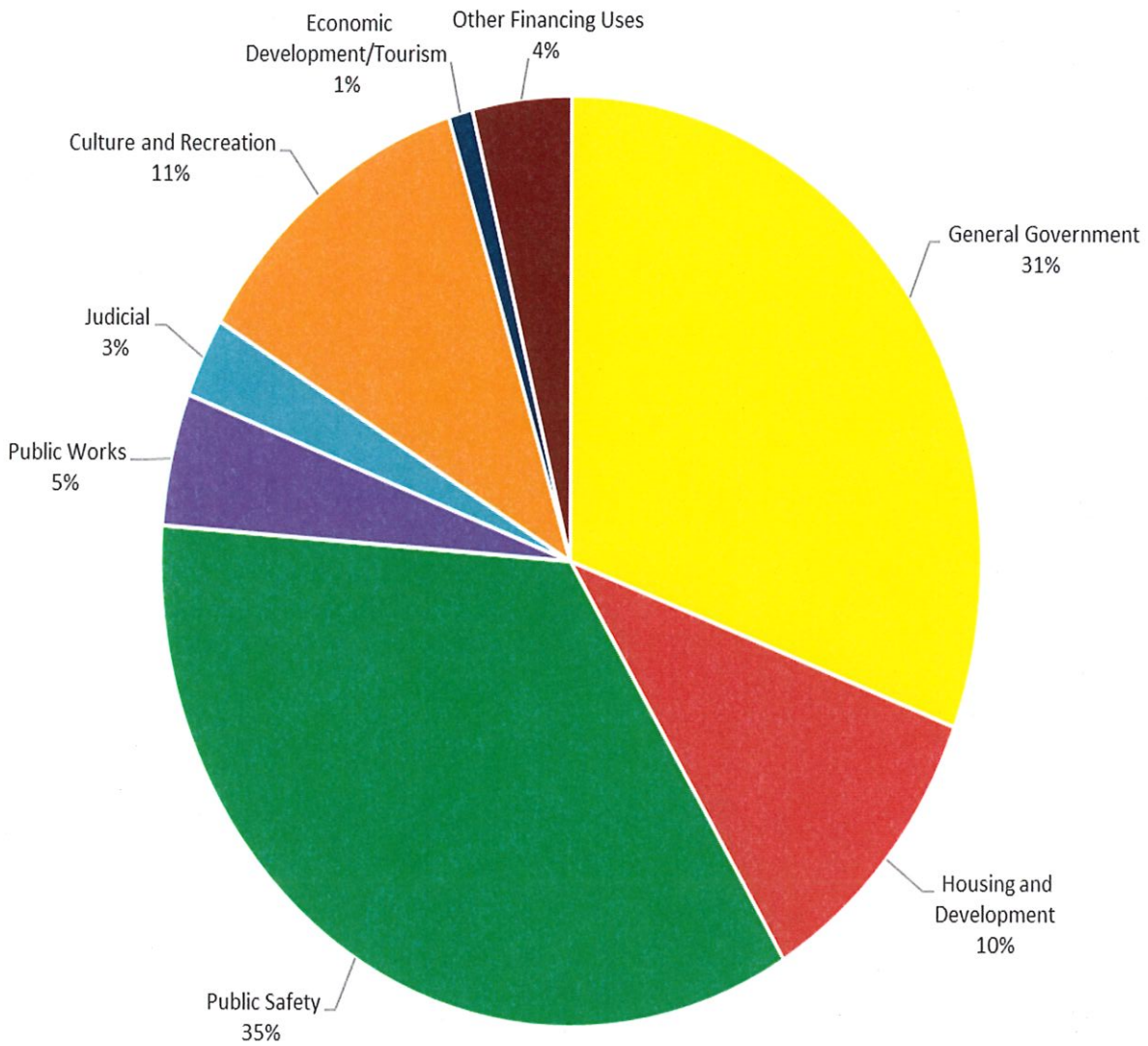


City of Brookhaven - YTD through September 30, 2020

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	\$ 5,228,864	\$ 8,556,450	\$ 6,259,675	\$ 2,296,775	73.16%
Housing and Development	3,395,310	2,206,927	3,745,855	2,144,105	1,601,750	57.24%
Public Safety	9,846,299	6,728,583	10,471,519	7,100,479	3,371,040	67.81%
Public Works	2,036,888	1,337,993	1,581,051	938,220	642,831	59.34%
Judicial	950,900	600,799	874,735	562,999	311,736	64.36%
Culture and Recreation	3,990,498	2,902,440	3,457,280	2,357,669	1,099,611	68.19%
Economic Development/Tourism	625,087	500,924	104,360	192,473	(88,113)	184.43%
Other Financing Uses	<u>3,384,759</u>	<u>2,103,081</u>	<u>2,357,144</u>	<u>794,711</u>	<u>1,562,433</u>	<u>33.71%</u>
TOTAL EXPENDITURES	<u>\$ 31,240,470</u>	<u>\$ 21,609,611</u>	<u>\$ 31,148,394</u>	<u>\$ 20,350,331</u>	<u>\$ 10,798,063</u>	<u>65.33%</u>

GENERAL FUND EXPENDITURES BY GOVERNMENTAL ACTIVITY
(SEPTEMBER 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	\$11,832	
Disbursements	(\$17,975)	
Balance at September 30, 2020		<u>\$47,169</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 September 30, 2020	<u>\$591,595</u>
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Police Programs/Activities

An important element of community policing is the various police department programs and activities that promote interaction with our citizens and our police department. Whether the resources are provided to support general policing or the community programs, the receipts and disbursements are segregated to promote their designated purposes.

Police Programs	Balance			Balance September 30, 2020
	December 31, 2019	Receipts	Disbursements	
Explorer Program	\$ 12,333	\$ -	\$ (3,178)	\$ 9,155
Shop with a Badge/Cop	30,548	27,810	-	58,358
General PD Donations	810		(11,322)	(10,512)
K9 Donations	2,040	28,000		30,040
Police Bike Fund	1,000			1,000
Totals	<u>\$ 46,731</u>	<u>\$ 55,810</u>	<u>\$ (14,499)</u>	<u>\$ 88,042</u>