



**TO:** Mayor and City Council  
**FROM:** Christian Sigman, City Manager  
**DATE:** February 11, 2021  
**SUBJECT:** January 2021 Departmental Highlights

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

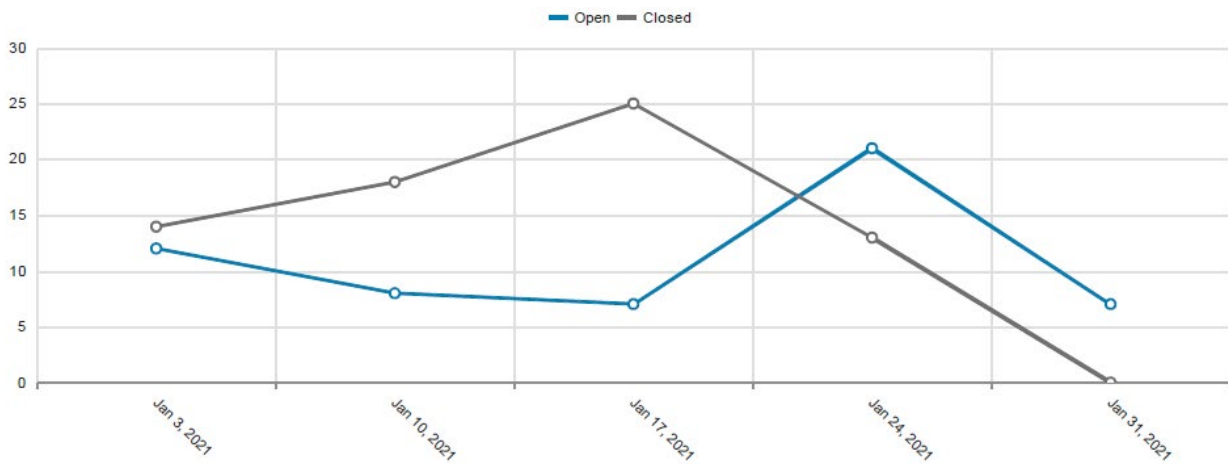
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## Brookhaven Connect Metrics: Monthly of January 2021

**\*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

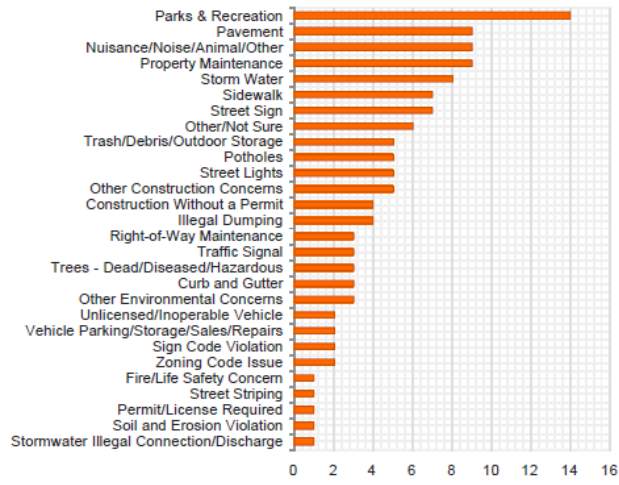


- Of the 125 service requests that were created, 70 have been closed (this includes duplicate requests) with 55 remaining open.
- Total requests that remain open since the beginning of the year is 245, this includes the month of January.
- To date, there are 2,147 registered Brookhaven Connect users; this represents an increase of 19 users since the beginning of the year.

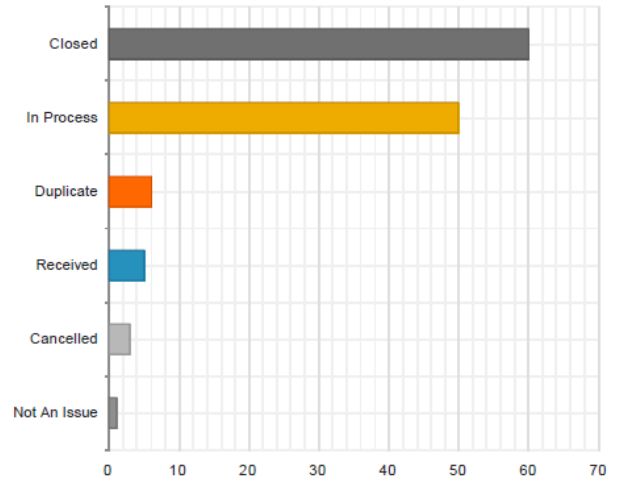
#### Statistics

Total Reports Created	125
Total Reports Open	55
Total Reports Closed	70
Average Reports Created per Day	4.032
Average Reports Closed per Day	2.258
Average Time to Close	2.946 Days
Fastest Closed Request Type	Street Lights (.001 Days)
Slowest Closed Request Type	Street Sign (16.581 Days)
Most Common Request Type	Parks & Recreation
Least Common Request Type	Permit/License Required

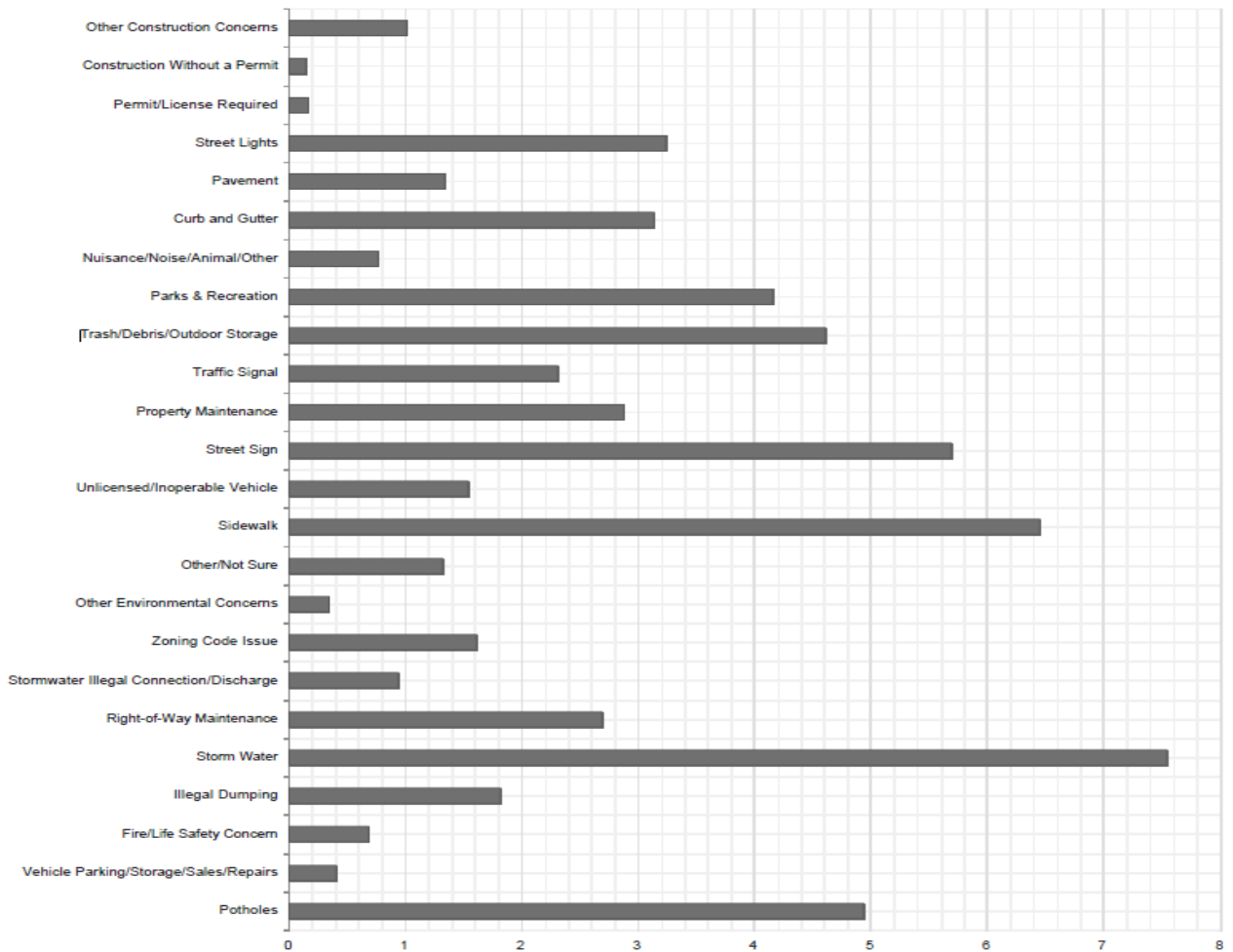
### Request by Type



### Request by Status



### Average Days to Close per Request Type



**Community Development: January 2021**

Community Development 2021 Building Permits													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
All	321												
New Single Family	40												
New Multi Family	0												

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	328	337	274	3,790

New Single Family	23	32	32	23	14	27	19	29	10	14	20	9	252
New Multi Family	0	0	0	0	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 BOA/Variations Filed in January 2021**

File #	Address	Scope	Hearing Date
VAR20-00070	1289 Hearst Drive	Reduce the stream buffer and front yard setback to construct a second story addition.	2/17/21
VAR20-00071	1055 Westbrooke Way	Reduce rear and side yard setback.	2/17/21
VAR21-00002	3188 & 3184 Mae Avenue	Increase fence height.	2/17/21
VAR21-00004	1126 Devine Circle	Increase fence height.	2/17/21
VAR21-00005	2449 Drew Valley Road	Waive accessory structure location for pool equipment.	2/17/21

**Community Development BOA/Variations Heard in January 2021**

File #	Address	Scope	Hearing Date	Action
VAR20-00046	2246 Wayside Drive	Reduce rear yard setback and increase the maximum impervious coverage.	1/20/21	Deferred to 2/17/21
VAR20-00054	3230 Osborne Road	Reduce side street, interior side yard, rear yard, garage setback and increase impervious coverage.	1/20/21	Approved with Conditions
VAR20-00065	1140 Standard Drive	Reduce side street setback.	1/20/21	Approved with Conditions
VAR20-00066	3911 Glencrest Court	Reduce the stream buffer	1/20/21	Approved with Conditions
VAR20-00067	3150 Lynwood Drive	Reduce rear yard setback and increase maximum impervious coverage.	1/20/21	Approved with Conditions

VAR20-00069	11 Executive Park West	Increase wall sign maximum square footage.	1/20/21	Approved with Conditions
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**Community Development Rezoning Filed in January 2021 - None**

File #	Address	Scope	PC Hearing Date	CC Hearing Date
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**Community Development Rezoning Heard in January 2021**

File #	Address	Scope	PC Hearing Date	PC Rec	CC Hearing Date	CC Rec
		Resolution for the adoption of the Gateway South Character Area Study	1/6/21	Recommended for Approval	1/26/21	Approved
TA20-10		An ordinance to amend city codes related to average front yard setbacks	1/6/21	Recommended for Approval	1/26/21	Tabled to 2/9/21

**Code Enforcement Activity January 2021**

Inspections & Follow-ups	1,376
Violations	283
Violations Created Per Day	14
Courtesy Warnings/Placards	51
Residential Citations	0
Commercial Citations	1
Total Street Miles Patrolled	2,238
Total Requests Created	71
<i>Department-Generated Inspections</i>	30
<i>Brookhaven Connect/CitySourced Requests Created (public generated)</i>	41
Brookhaven Connect/CitySourced Requests Received / In Process	16
Brookhaven Connect/CitySourced Requests Closed / Abated / Duplicated / Not an Issue	25
Average # of Reports Created per Day	1
Average # of Reports Closed per Day	1

Average Time to Close	2 days
Signs Removed	186

<b>Building Inspection Activity January 2021</b>	
Plan reviews	98
Building inspections	1,128
Building inspections percent pass/fail	79%/21%

<b>Fire Marshal Activity January 2021</b>	
Plan reviews	49
Inspections	48
Inspections percent pass/fail	96%/4%

<b>Key Land Development Activity/Review January 2021</b>	
<b>Land Development Enforcement &amp; Inspection Activity</b>	
Tree removal permits	18
Stop Work Orders issued	1
Courtesy warnings issued (Notice of violation)	27
Environmental Inspections	264
<b>Environmental Court Summons</b>	0
N/A	
<b>Land Disturbance Permit Review</b>	7
Ivy Place Amenity – 3028 Clairmont Road	
MUP I-85 Frontage Road – 1-85 Frontage Road	
CHOA – Admin Support Office – 1577 Northeast Expressway	
CHOA – Support Building – 1597 Northeast Expressway	
MUP I-85 Frontage Road – 1-85 Frontage Road	
The Park at Ashford – 3650 Ashford Dunwoody Road	
Evins Walk – 2096 Pine Cone Lane	
<b>Land Disturbance Permits Approved</b>	5
DeKalb County sewer rehab (project #5) – 3624 Woodstream Circle	
Peachtree Creek Greenway Trail – 3 Corporate Boulevard	
Windsor Parkway @ Osborne Road Roundabout – 3147 Osborne Road	
MCP N. Fork Nancy Creek stream restoration – 1551 W. Nancy Creek Drive	
Porter Square – 3920 Peachtree Road	
<b>Plat Review Activity</b>	1
Dresden Village Reconfiguration – 1730 Dresden Drive	
<b>Plats Approved</b>	1
Halstead plat revision – 1330 North Druid Hills Road	





**Municipal Court: January 2021**

2021

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Case Filings	387												387
Number of Court Dockets	4												4
Number of Defendants on dockets	19												19
Number of Cases on Dockets	33												33

2020

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Case Filings	918	686	428	73	214	472	286	407	430	572	445	389	5,320
Number of Court Dockets	8	8	5	0	0	4	15	19	15	17	16	11	118
Number of Defendants on dockets	492	457	255	0	0	64	326	355	358	479	510	324	3,620
Number of Cases on Dockets	730	719	382	0	0	146	538	590	605	764	817	808	6,099

2019

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Case Filings	649	753	566	777	716	641	787	803	815	838	734	541	8,620
Number of Court Dockets	8	8	8	9	9	8	9	10	9	9	7	6	100
Number of Defendants on dockets	453	430	472	502	470	445	501	554	502	502	348	398	8,720
Number of Cases on Dockets	633	599	672	755	684	682	751	784	737	760	533	611	8,201

Court Collections & Agencies Payments

Base Fine	35,396.21
Contempt Charge	400.00
Processing Fee	6,274.00
Cash Bonds	15,476.00
Indigent App Fee	0.00
Revenue Collected-Diverse Agencies	13,020.91
Pre-Trial Fee	0.00
CB-Applied	1,230.00
Bond Forfeiture	0.00
Overage	0.00
Restitution	0.00
NSF	0.00
Monthly Cash Collections	71,797.12
Paid to Diverse Agencies	13,020.91
Cash Bond Refunds/Returned	0.00
Overage Refund	0.00
Restitution Paid	0.00
Total Paid Out	13,020.91
NET	58,776.21

**Office of the City Clerk: January 2021**

<b>City Clerk's Office and Legislative Activities – January 2021</b>		
	Open Record Requests	69
	Agendas/Agenda Packets Managed (Included Audit Comm., Dev. A., Charter Comm., And Facilities Authority)	6
Virtual Meetings Held	Minutes Composed (Council, Dev. Auth., and Facilities Authority)	6
Virtual Meetings Held	Executive Sessions Held (Council and Dev. Auth. Only)	2
<b>Ordinances/No.</b>	<b>January 2021 – Description</b>	<b>Appr. Date</b>
ORD 2021-01-01	Amending FY2021 Budget – PGR % CPS Garst	01/12/2021
ORD 2021-01-02	Amending Code Section 17-220 – Oversize Vehicles TA21-01	01/12/2021
ORD 2021-01-03	Extending State of Emergency COVID-19 to March	01/12/2021
ORD 2021-01-04	Amending General Fund for Vehicle Replacement	01/26/2021
<b>Resolutions/No.</b>	<b>January 2021 – Description</b>	<b>Appr. Date</b>
RES 2021-01-01	Authorizing Agreement with GA Power – Electric Vehicle Chargers	01/12/2021
RES 2021-01-02	Reappointing Members of Park Bond Citizens Oversight Comm.	01/12/2021
RES 2021-01-03	Reappointing Member Pete Stobie to Audit Advisory Comm.	01/12/2021
RES 2021-01-04	Approving Acquisition – PSA – for ADR and Peachtree Rd Property	01/12/2021
RES 2021-01-05	Approving Fixing of Qualifying Fees for District 2 and 4	01/12/2021
RES 2021-01-06	Adoption of the Brookhaven Gateway South Character Area Update	01/26/2021
RES 2021-06-07	Approving Acquisition of 2248 Drew Valley Road	01/26/2021
RES 2021-01-08	Adjusting the Minimum Salary for Part-Time City Employees	01/26/2021
RES 2021-01-09	Requesting Legislation for Hotel Motel and Bow Hunting Restrictions	01/26/2021
RES 2021-01-10	Creating the Arts and Culture Commission and Establishing Procedures	01/26/2021
<b>Department</b>	<b>Contracts/Agreements Approved by Council – December 2020</b>	<b>Appr. Date</b>
Court/City Attorney	Schwarz Law Firm, LLC Engagement Letter – Court Solicitor	01/12/2021
Administration	Georgia Power – Electric Vehicle Chargers	01/12/2021
Administration/Council	Peachtree Government Relations – Lobbyist	01/12/2021
Public Works	Summit Construction and Development – Task Order	01/12/2021
Public Works	Ed Castro Landscaping – North Fork Nancy Creek Stream Bank	01/12/2021
Parks and Recreation	Lose & Associates – Brookhaven Park Improvement Services	01/12/2021
Administration/Council	PSA for 4568 Peachtree Road – at	01/12/2021
Administration/Council	PSA for 2248 Drew Valley Road	01/26/2021
	<b>Appointments – January 2021 – None</b>	<b>Appr. Date</b>
Park Bond Citizens Oversight Committee	Sean Pharr, Lori Gray, James Baugnon, Mickey O’Brien and Deborah Proctor	01/12/2021

Audit Advisory Committee	Pete Stobie	01/12/2021
	<b>Proclamations and Presentations – January 2021 – None</b>	<b>Date</b>
Mayor Ernst & Council	Recognizing Coach Alan Chadwick and Marist War Eagles	<b>01/12/2021</b>
Mayor Ernst & Council	Recognizing DeKalb County General and Run-Off Election Workers	01/12/2021
<b>Department</b>	<b>Plans, Studies, and Policies Approved by Council – January 2021</b>	<b>Appr. Date</b>
Community Development	Gateway South Character Area Study	01/26/2021

**Open Records Completed Requests – Office of City Clerk – January 2021**

<b>Date of Request</b>	<b>Request #</b>	<b>Name</b>	<b>Description</b>
9/16/2020	PRR-348-2020	Ami Bajpai	Information on 2501 Appalachee Drive
12/17/2020	PRR-474-2020	Gilbert R. Lopez	Information on 4362 Peachtree Road
12/22/2020	PRR-483-2020	Thomas Dannemann	Information on 1690 NE Expy NE
12/28/2020	PRR-494-2020	Marcos Suero	Emergency 911 Calls
12/29/2020	PRR-505-2020	Jeffrey Cohen	List Park Bond Events
12/30/2020	PRR-506-2020	Clashawn Grant	Information on 18 242 11 001
12/31/2020	PRR-507-2020	Bobbie Rollins	Information on 1291 Briarwood Road
1/1/2021	PRR-1-2021	Dallas walker	Blueprints
1/3/2021	PRR-2-2021	Woudlin Baptiste	Code Violations
1/4/2021	PRR-3-2021	Gary R Kessler	Information 3770 Peachtree Road
1/4/2021	PRR-4-2021	Clashawn Grant	Information on 18 242 12 017
1/4/2021	PRR-5-2021	Stefani Daub	New Business List
1/4/2021	PRR-6-2021	Clashawn Grant	Information 18 242 12 031
1/4/2021	PRR-7-2021	Eric Warshal	Business License List
1/5/2021	PRR-8-2021	Michelle Akin	Information on 2832 Redding Road
1/5/2021	PRR-9-2021	Stefani Daub	Building Permits List
1/6/2021	PRR-10-2021	Clashawn Grant	Information on 18 272 12 004
1/6/2021	PRR-11-2021	Shellie Phillips	Information on 16BH-BLD00615
1/7/2021	PRR-12-2021	Robin Davis	December Permits List
1/9/2021	PRR-13-2021	Jeffrey J Griffin	Information on 1000 Barone Avenue
1/12/2021	PRR-14-2021	Clashawn Grant	Information on 18 201 02 026
1/12/2021	PRR-15-2021	Clashawn Grant	Information on 18 201 02 026
1/12/2021	PRR-16-2021	Clashawn Grant	Information on 18 238 06 033
1/12/2021	PRR-17-2021	Clashawn Grant	Information on 18 238 09 006
1/12/2021	PRR-18-2021	Clashawn Grant	Information on 18 238 09 012

1/12/2021	PRR-19-2021	Clashawn Grant	Information on 18 238 09 041
1/12/2021	PRR-20-2021	Clashawn Grant	Information on 18 238 12 010
1/12/2021	PRR-21-2021	Clashawn Grant	Information on 18 201 01 068
1/12/2021	PRR-22-2021	Clashawn Grant	Information on 18 238 04 038
1/12/2021	PRR-23-2021	Blake Beyer	Information on 1251 Park Avenue
1/12/2021	PRR-24-2021	Nick Liley	House Plans
1/12/2021	PRR-25-2021	Blake Beyer	LD Permit of 2580- 2587 East Osbourne Road
1/13/2021	PRR-26-2021	Dylan Keo	Police Incident/Report
1/14/2021	PRR-27-2021	David Cohen	CPL Toolkit MCP
1/14/2021	PRR-28-2021	Tarsha Alexander	Information on Israel Ramirez
1/14/2021	PRR-29-2021	Clashawn Grant	Information on 18 271 03 013
1/14/2021	PRR-30-2021	Clashawn Grant	Information on 18 243 08 003
1/15/2021	PRR-31-2021	Edward Peters	Survey of 1840 Tobey Road
1/15/2021	PRR-32-2021	Permit Pros - Atlanta	Site Plan for 1840 Tobey Road
1/19/2021	PRR-33-2021	Drew Clough	Information on 4055 Ashford Dunwoody Road
1/19/2021	PRR-34-2021	Eric Schenendorf	Permits, CO and Plans
1/22/2021	PRR-35-2021	Michael Calabro	Business License for 2449 E. Club Drive
1/22/2021	PRR-36-2021	Kieu Nguyen	Environmental Assessment for 2924 Clairmont Road
1/22/2021	PRR-37-2021	Kieu Nguyen	Information on 2924 Clairmont Road
1/22/2021	PRR-38-2021	Kieu Nguyen	Permits on 2924 Clairmont Road
1/22/2021	PRR-39-2021	John Piemonte	Building Permits 1053 Forest Lane
1/22/2021	PRR-40-2021	Patrick Heffernan	Building Permit 2379 Nesbit Drive
1/22/2021	PRR-41-2021	Raquel Piemonte	Site Plan for Brookhaven Forest
1/22/2021	PRR-42-2021	Sandy Jaboin	Police Reports
1/22/2021	PRR-43-2021	Andrew Abrams	CO for 2759 Skyland Drive
1/25/2021	PRR-44-2021	Clashawn Grant	Information on 18 200 03 016
1/25/2021	PRR-45-2021	Clashawn Grant	Information on 18 200 04 183
1/25/2021	PRR-46-2021	Tarsha Alexander	Disposition for Ismael Jimenez
1/25/2021	PRR-47-2021	Clashawn Grant	Information on 18 243 06 006
1/25/2021	PRR-48-2021	Clashawn Grant	Information on 18 271 10 012
1/25/2021	PRR-49-2021	Bijan Parvinian	Permits Information
1/25/2021	PRR-50-2021	Clashawn Grant	Information on 18 271 12 018
1/25/2021	PRR-51-2021	Clashawn Grant	Information on 18 271 13 008
1/25/2021	PRR-52-2021	Clashawn Grant	Information on 18 271 07 016
1/25/2021	PRR-53-2021	Clashawn Grant	Information on 18 271 08 067
1/25/2021	PRR-54-2021	Clashawn Grant	Information on 18 271 12 023
1/25/2021	PRR-55-2021	Clashawn Grant	Information on 18 271 12 009

1/25/2021	PRR-56-2021	Clashawn Grant	Information on 18 237 01 024
1/25/2021	PRR-57-2021	Clashawn Grant	Information on 18 237 06 007
1/25/2021	PRR-58-2021	Clashawn Grant	Information on 18 271 12 038
1/25/2021	PRR-59-2021	Clashawn Grant	Information on 18 237 02 060
1/25/2021	PRR-60-2021	Clashawn Grant	Information 18 237 14 021
1/26/2021	PRR-61-2021	Clashawn Grant	Information on 18 202 04 003
1/26/2021	PRR-62-2021	Clashawn Grant	Information on 18 202 02 006
			Total completed: 69

## Communications: January 2021

### Communications Department Activities:

- Completed Tree Ordinance Rewrite website
- Completed Arts Commission website
- Initiated social media and eblast campaign for park videos
- Initiated social media and eblast campaign for COVID-19 vaccination
- Covered Lenox Park tree planting – photos, press release and social media
- Staffed MLK event – photos and Facebook Live
- Continued work on Certified Communicator Program, Strategic Communications Plan, and Social Media and Crisis Communications policies
- Assisted with logistics of virtual City Council meetings, SJREC meetings and town halls
- Maintained COVID-19 website along with GIS
- Responded to various media requests
- Press releases, e-blasts & notifications:
  - Brookhaven Park lawsuit
  - City Council virtual meeting 1/12
  - City Council wrap up 1/12
  - Cherry Blossom Festival cancellation
  - City begins Tree Ordinance rewrite
  - Brookhaven provides direct relief with CARES funds
  - Lenox Park tree planting
  - MCP Lake House
  - Brookhaven named Visionary City
  - City Council virtual meeting 1/26
  - Brookhaven acquires Briarwood Park gateway
  - City Council wrap up 1/26
  - Mondays with Madeleine
  - Brookhaven establishes arts commission
  - Weekly eblasts

### Engagement reports (Jan):

	Posts	Subscribers	Subscriber Growth (1 mo)
<b>E-blasts/press releases</b>	<b>18</b>	<b>4,641</b>	<b>+102</b>
<b>Facebook</b>	<b>57</b>	<b>8,791</b>	<b>+20</b>
<b>Facebook (Spanish)</b>	<b>80</b>	<b>178</b>	<b>+6</b>
<b>Twitter</b>	<b>31</b>	<b>4,362</b>	<b>-17</b>
<b>NextDoor</b>	<b>17</b>	<b>23,165</b>	<b>212</b>
<b>Instagram</b>	<b>46</b>	<b>2,893</b>	<b>+27</b>
<b>Instagram (Spanish)</b>	<b>45</b>	<b>510</b>	<b>+11</b>
<b>Brookhaven Alert</b>	<b>3</b>	<b>3,029 (corrects miscalculation from last month 3,026)</b>	<b>+3</b>

**Tourism: January 2021**

- Held Board Meeting for Explore Brookhaven on January 15. The Executive Committee was approved as:
  - Past-Chair, Rich Levy
  - Chair, Al Parnell
  - Vice-Chair, Michael Munroe
  - Secretary-Treasurer, Steve Chapman

Susan Hiott was replaced with Anibal Torres, former CEO of Latin American Association. Sharon Moskowitz submitted her resignation.

- Video “site tours” of all hotels rooms and meeting spaces to promote through YouTube channel and on ExploreBrookhaven.com Gather page will launch in February.
- Welcomed Graham Field corporate meeting at Hyatt Villa Christina with 50 attendees.
- Relunched Clear Channel Outdoor campaign after pause since May. Promotion of overnight stays, dining experiences, outdoor experiences and specials are highlighted weekly. Sample boards are:

	<p style="text-align: center;">Outdoor creative running</p>	
	<p style="text-align: center;">Outdoor creative running</p>	



- All paid promotions for travel to Brookhaven suspended until revenue begins to increase. All group and business travel postponed until Q3 2021.
- Overall hotel revenue for 2020 is 52% less than 2019 affecting Explore Brookhaven and City revenue streams.
- Approved for the first round of PPP for 6 weeks of payroll.
- Social and web reach have grown!
  - @ExploreBrookhaven
    - Facebook- 1,200
    - Instagram- 1,200
    - TikTok- 233 (launched 10/12)
  - @ExploraBrookhaven(Spanish Channel) – 309
  - ExploreBrookhaven.com- 12,588
    - Increase since last meeting – 3,881

Please follow us!

## **Information Technology: January 2021**

### **General IT**

- Added new department and additional users to Laserfiche. Added new templates, retention
- Testing auto-approval for portal applicants
- Create new users for business license, minutes, open records
- Updated additional Crystal Reports
- Run new update on credit card terminals
- Spam filter enhancements
- Added dual factor authentication on VPN

<b>Month</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
	<b>Tickets Closed</b>	<b>Tickets Closed</b>	<b>Tickets Closed</b>	<b>Tickets Closed</b>	<b>Tickets Closed</b>	<b>Tickets Closed</b>	<b>Tickets Closed</b>	<b>Tickets Closed</b>
Jan	161	138	205	173	227	221	223	164
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	208	
Nov	196	209	138	145	248	164	171	
Dec	218	171	154	141	190	182	204	
Total	2312	2921	2168	2165	2786	2558	2331	164

### **GIS**

- Upgraded Lucy to most current version
- Updated public works viewer with Dekalb water and sewer data
- Developed project mailer tool for public works

### **Police Department**

- Corrected issue with PD Reports
- Worked on open projects

**Parks and Recreation: January 2021**

Parks/Facilities and Grounds Maintenance Monthly Report

Monthly Work Order Summary (Internal w/Contractors)

- Work Orders-5
- Work Orders Completed- 5
- Work Orders Outstanding – 0

January 2021 projects

- Removed and replaced top rail cover at Blackburn softball fields
- Cleaned up maintenance yard and had the storage container removed
- Repaired decorative fence along the greenway
- Cleaned up around dumpsters multiple times and took a few loads of debris to the dump
- Took down and stored the big Christmas tree from Blackburn
- Removed stakes from behind the horseshoe bathroom building
- Continued the Fall/Winter clean up at MCP
- We had 5 requests for work all were completed this month

Parks & Recreation

Recreation Division Monthly Report

January 2021

January Program Revenue Brought In: \$4,120.00

- Pavilion Rentals: \$320.00
- Gymnasium Rentals: \$3,300.00
- Community Room Rentals: \$200.00
- Recreation Programs: \$300.00

January 2021 - Janitorial Totals

	Trash Bag Count	Toilet Paper	Doggie Pot	Hand Soap	Paper Towels
LaVista Park	24	NA	4	NA	NA
Peachtree Creek Greenway	37	NA	13	NA	NA
Ashford Park	55	9	4	2	2
Blackburn Park	247	21	25	5	4
Briarwood Park	94	10	8	3	5
Brookhaven Park	119	NA	33	NA	NA
Clack's Corner	4	NA	NA	NA	NA
Fernwood Park	17	NA	3	NA	NA
Georgian Hills Park	53	NA	11	NA	NA
Lynwood Park	53	NA	7	NA	NA
Murphey Candler Park	195	11	21	4	3

Parkside Park	12	NA	3	NA	NA
Skyland Park	80	12	8	2	3
Totals	990	63	140	16	17

Athletics Division Monthly Report  
January 2021

December Athletic Revenue Brought in \$22,464.70

- Youth athletic programs brought in \$5,545.60
- Adult athletic programs brought in \$15,455.60
- Athletic fields/tennis court rentals brought in \$1,473.50

January Youth athletics

- Murphey Candler softball games and practices
- Murphey Candler baseball games and practices
- Atlanta colt youth association football games and practices
- Concorde soccer fall soccer league
- Elevate sports academy basketball
- Up4Tennis classes and private lessons
- UTA tennis leagues and lessons

January Adult athletics

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

Athletic Participation Summary	January 2021
Adult Spring Kickball	N/A
Adult Spring Softball	800
Adult Flag Football	64
Adult Sand Volleyball	NA
Youth Soccer	In Registration
Youth Football & Cheer	Season Completed
Youth Spring Baseball	900
Youth Spring Softball	400

Special Events Division Monthly Report  
January 2021

Martin Luther King Jr. Day Celebration:

- Purchased final items for event
- Attended all planning meetings
- Organized catering and event layout
- Finalized run of show and speaking engagements
- Executed event
- Had eighty-one (81) cars at the Drive-In event.

Cherry Blossom Festival:

- Event cancelled, had to follow through on multiple POs in order to receive the proper credit

MARTA Event

- Began mapping out event layout
- Began meeting with vendors to gauge the possibilities and the vision of the event

Easter

- Started conversation with PD on how they can help with parade and egg drop at houses

Other

- Started work on employee recognition program

**Police Department: January 2021**

<b>Brookhaven Police Department Activity Summary Report</b>			
	<b>November 2020</b>	<b>December 2020</b>	<b>January 2021</b>
Incidents Reported	641	581	623
Custodial Arrests	184	169	168
Accidents	143	164	118
Citations Issued	965	596	792
Residential Security Watches Requested	19	23	7
Field Interviews	55	44	29
Wanted People Apprehended	15	15	23
<b>Brookhaven Police Department Activity Summary Report</b>			
	<b>November 2019</b>	<b>December 2019</b>	<b>January 2020</b>
Incidents Reported	621	679	713
Custodial Arrests	246	235	255
Accidents	234	214	220
Citations Issued	1,959	1,171	2,002
Residential Security Watches Requested	47	63	12
Field Interviews	91	66	91
Wanted People Apprehended	32	30	29

**Support Services – January 2021**

- City of Brookhaven MLK Day Celebration.
- Wieuca Road Pastor’s meeting.

**Support Services**

<b>REPORTS</b>	<b>Officer Serrano</b>	<b>Officer Moore</b>	<b>Sergeant Martinez</b>	<b>Total</b>
Incident Reports	0	1	0	1
Accident Reports	0	0	0	0
Patrol Assist	2	0	0	2
Court Assist	1	0	0	1

Arrests	1	0	0	<b>1</b>
Citations	0	0	0	<b>0</b>
Press Releases	0	0	0	<b>0</b>
Media Interviews	0	0	0	<b>0</b>
Community Meetings	12	29	4	<b>44</b>
Meeting Attendees	63	89	16	<b>168</b>
Community Contacts	203	92	28	<b>323</b>
Business Contacts	17	15	5	<b>37</b>

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

<b>MONTHLY REPORT: Part-Time Officers</b>	
POP Logged	0
Patrol Shifts	3
Citations	21
Warnings	41
Transport for Courts	3
Arrests	3
Child Safety Seat Install / Teen Driving Classes	0
Shifts Worked	37
Court Service Hours	20
Traffic Enforcement Hours	16
Fleet Service Hours	119
Transport Hours for Uniform Patrol/NET	10
Training Hours	4

<b>Monthly Report: K-9 Officers</b>	<b>Sgt Fikes &amp; K9 "Bane"</b>	<b>Officer Williams &amp; K9 "Spock"</b>	<b>Officer Ritch &amp; K9 "Oso"</b>	<b>Officer Huffschmidt &amp; K9 "Lord"</b>
Patrol Assist	44	130	0	163
Other Agency Assist	6	1	0	1
Training Hours	20	21.5	0	32
Search Warrants	0	0	0	0
Citations	0	15	0	4
Warnings	0	38	0	11
Field Interviews	0	2	0	0
Felony Arrests	0	0	0	2
Misdemeanor Arrests	0	0	0	1

City Ordinance Arrests	0	2	0	2
Wanted Person Located	0	0	0	0
K-9 Search (narcotics)	3	6	0	1
K-9 Tracks / Area Search	3	1	0	0
Building Search (for persons)	1	0	0	0
K-9 Related Arrests	9	8	0	5
K-9 Demonstrations / PR	0	2	0	0
Currency Seized	0	0	0	0
Marijuana Seized	1.0 grams	21.0 grams	0.0 grams	43.0 grams
Cocaine Seized	0.0 grams	0.0 grams	0.0 grams	2.0 grams
Methamphetamine Seized	2.0 grams	0.0 grams	0.0 grams	2.4 grams
Heroin Seized	0.0 grams	0.0 grams	0.0 grams	2.0 grams
Schedule Pills	0	15	0	0
MDMA Seized	0.0 grams	0.0 grams	0.0 grams	0.0 grams
Other Seized (LSD)	0.0 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:** In reference to N.E.T. Stats, there are currently no N.E.T. stats.

Monthly Report: Traffic Safety Unit	Officer Maria Jones
Total Pedestrian Stops	42
Total Motor Vehicle Stops	49
Total Citizen Contacts (combined Pedestrian & Traffic Violations)	91
Total Citations Issued	36
Total Warnings Issued	62
Felony Arrests	0
Misdemeanor Arrests	1
Arrest / Released on Copy	1
Wanted Persons Located	3

**Additional Activities for Traffic Safety Unit**

**NOTE:** The Brookhaven Police Department is excited to have been awarded the FFY 2019 Pedestrian Safety Grant by the Governor's Office of Highway Safety (GOHS). This will be our third-year participating in this Grant, which begins in October 2019. Officer Maria Jones serves as the Department's Pedestrian Safety Officer and has done so since inception. The Brookhaven Police Department's Pedestrian Safety



Program has been a phenomenal success due to the hard work and determination set forth by Officer Jones. We look forward to another great year as we partner with GOHS to educate the public on pedestrian safety.

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

**Criminal Investigations Division**

<b>January 2021 - Criminal Investigations Report</b>	
Total Reports Handled	253
Total Reports Cleared	310
Cleared INACTIVE	169
Exceptionally Cleared	7
Unfounded	7
Cleared by Arrest	3
Arrest Warrants Obtained	25
Search Warrants Obtained	2
Total Cases "ACTIVE" on January 31, 2021	131

## **Chatcom 911 Executive Overview: January 1, 2021-January 31, 2021**

**911 Answer Time:** In January 2021, ChatComm 911 answered 94.3% 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 98.5% of all high priority calls for service and 96.5% of all low priority calls for service within sixty seconds.

**Monthly Phone Call Volume:** For the month of January 2021, ChatComm 911 handled a total of 27,789 phone calls.

- 73.1% (20,320) 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 11,981 of those calls were received on the 911 trunks. 1,995 of the 911 calls received were abandoned 911 calls (where the caller disconnects the line prior to speaking with a calltaker).
- 6,344 calls were received on administrative and alarm lines but treated as 911 calls.
- The remaining 26.9% (7,469) of the phone calls handled by ChatComm 911 in January 2021 were outgoing phone calls.

**Overall Phone Call Volume:** Since September 2009, ChatComm 911 has answered a total of 2,879,408 incoming phone calls. Of those calls, 1,827,661 (63.4%) were received on 911 trunks and 1,055,681 (36.6%) came in on 10-digit phone lines.

**Monthly Incident Volume:** ChatComm 911 handled a total of 34,066 incidents in January 2021.

- 64% (21,653) of the incidents created were officer-initiated incidents, which include traffic stops, business & residential checks, and other calls created by officers.
- 32% (10,999) of the incidents were dispatched incidents.
- The remaining 1,414 (4%) of the incidents were transferred via CAD to Dekalb for EMS and Fire Dispatch.
- Sandy Springs incidents comprised 36.5% (12,448) of the total incident volume. o 10,225 incidents were Sandy Springs Police Department incidents.
- 1,246 incidents were for Sandy Springs Fire Rescue.
- 977 incidents were EMS calls for service in Sandy Springs.
- Johns Creek incidents were 24.1% (8,035) of the total incident volume. o 7,291 incidents were Johns Creek Police Department incidents.
- 425 incidents were for Johns Creek Fire Department.
- 319 incidents were EMS calls for service in Johns Creek.
- 
- Dunwoody incidents accounted for 12.8% (4,368) of the total incident volume.
- Brookhaven incidents were 22.9% (7,805) of the total incident volume.
- Dekalb Fire and EMS (for the Cities of Brookhaven and Dunwoody) incidents were 4.2% (1,414) of the total incident volume.
- 756 incidents were Fire calls for service in Brookhaven or Dunwoody
- 658 incidents were EMS calls for service in Brookhaven or Dunwoody.

**Overall Incident Volume:** By the end of January 2021, ChatComm 911 handled 3,935,620 incidents since “go-live” in September 2009. 3,499,903 (89%) of those were law enforcement incidents; 245,783 (6.3%) of those were fire department incidents; and 186,175 (4.7%) of those were EMS incidents.

**EMD & EFD Compliance:** For the month of January 2021, 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 January was 98% .
- The Emergency Fire Dispatch QA compliance for January was 97% .

## **Public Works**

### **Major Initiatives Completed**

- LaVista Park Monuments: Sheridan, waiting on connection from GA Power.
- MT-02, ADR / Montgomery Elementary: Street Lights Pending.
- Briarwood Rd MUP: Construction is completed for Briarwood Bluff and Briarwood Rd at Limehurst Rd. Waiting on final inspection.

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

- N. Fork Nancy Creek Streambank Restoration: Contract awarded to Ed Castro Landscaping on 01/12/21.
- LaVista Park Monuments: LaVista Rd, GDOT required No-conflict letters from all utility providers.
- Osborne Rd/Windsor Pkwy Roundabout: Relocation of poles in progress by GA Power.
- Northeast Expressway MUP: Permitting underway with GDOT and GSWCC.
- ST 08 - ADR/Windsor Pkwy Design: Concept Plan due in April 2021.
- ADR/Peachtree Rd Intersection – Contract awarded to Ohmshiv Construction on 12/08/20.
- 2019 Briarwood Road sidewalks – Contractor to provide new construction schedule.
- Briarwood MUP (west end): Waiting on Church to response, 7 Letters Sent.
- Ashford Dunwoody / Dresden Dr. ATMS: Construction is ongoing.
- 2021 Paving: Letters Mailed to property owners, and staff is working on the Bid documents.
- ADR MUP Phase II: ITB in Purchasing for finalization. ITB open to the public on 1.22.21.
- Peachtree Creek Greenway Phase II: Concept Report under review by GDOT.

### **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**

- 01/04/21 – I-85 / N. Druid Hills Rd monthly design progress meeting with GDOT.
- 01/05/21 – ADR/Dresden ATMS construction monthly progress meeting.
- 01/08/21 – PCG Phase II design monthly progress meeting with GDOT.
- 01/14/21 – ADR/Windsor Pkwy design monthly progress meeting.
- 01/21/21 – N. Druid Hills Pedestrian Bridge Concept meeting.
- 01/26/21 – Murphy Candler Park Club House Design meeting.
- 01/29/21 – PCG Phase II design monthly progress meeting with GDOT.

- 01/30/21 – Windsor/Osborne Utility Coordination meeting.

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

- Permits issued YTD: 71
- Permits issued this month: 71

**Stormwater Performance Measures (OPTECH)**

January 2021			
ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE
Priority 1	5	1	20%
Priority 2	5	2	40%
Priority 3	8	6	75%
<b>Total</b>	<b>18</b>	<b>9</b>	<b>50%</b>

**Maintenance Work Performance Measures (OPTECH)**

January 2021			
ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE
Priority 1	6	5	83%
Priority 2	9	4	44%
Priority 3	13	11	84%
<b>Total</b>	<b>28</b>	<b>20</b>	<b>71%</b>

**CIP Performance Measures (LOWE)**

SIDEWALK: YEAR TO DATE		
Number of Sidewalks funded by Council in 2021	Number of Sidewalks completed in 2021	ANNUAL PERFORMANCE PERCENTAGE
<b>0</b>	<b>0</b>	<b>0%</b>

### Service Requests

2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Curb and Gutter	3												3
Downed Lines	0												0
Pavement/Potholes	15												15
Right of Way/Trash	3												3
Sidewalk	8												8
Stormwater	9												9
Streetlights	5												5
Street Sign	7												7
Street Striping	1												1
Traffic Signal	3												3
Trees	3												3
<b>Total Service Requests</b>	<b>57</b>												<b>57</b>

### Completed Work Orders

2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
<b>Street Maintenance</b>	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
Sidewalk Repairs	4												4
Curb Repairs	0												0
Potholes	6												6
Patching	3												3
Streetlights	0												0
Signs	4												4
Traffic Signals													
Signal Repairs	5												5
<b>ROW Maintenance</b>													
Tree Removal	3												3
ROW Maintenance	4												4
Stormwater													
Stormwater	20												20
<b>Total work orders</b>	<b>49</b>												<b>49</b>

## **Finance: January 2021**

### **January 31, 2021 Financial Report in Brief**

The January 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 January 2021 were \$392,710 less than they were this time last fiscal year. This is primarily due to Licenses & Permits decrease of \$320,510 and Motor Vehicle and Title Ad Valorem Tax (TAVT) decrease of \$100,634 compared to this time in the prior year. The Licenses & Permits decrease was due to timing of alcohol license renewal revenue recognition compared to last year and the Motor Vehicle and Title Ad Valorem Tax (TAVT) decrease was due to January TAVT distribution for the current year not being received as of the day of this report. Fines & Forfeitures decreased by \$75,573 compared to the prior fiscal year at this time due to the continuing negative impact of the COVID-19 pandemic. Property Tax revenue increased by \$87,040 compared to the prior year due to tax adjustments in 2020.

General Fund expenditures decreased compared to last year at this time by \$374,186. The General Government expenditures decreased by \$180,217 compared to the previous fiscal year at this time due to significant decreases in expenditures in the Mayor & Council and Finance Departments related to Dues & Fees, professional services, rentals, and other purchased services. Expenditures for Public Safety decreased by \$108,835 mainly due to January invoices for the current year not received or processed as of the day of this report. Culture and Recreation expenditures decreased by \$68,464 compared to this time in the prior year due to significant decreases in repair and maintenance and supplies costs in the Park Operations function of the Department.

City of Brookhaven

BUDGET COMPARISON REPORT - GENERAL FUND - REVENUES

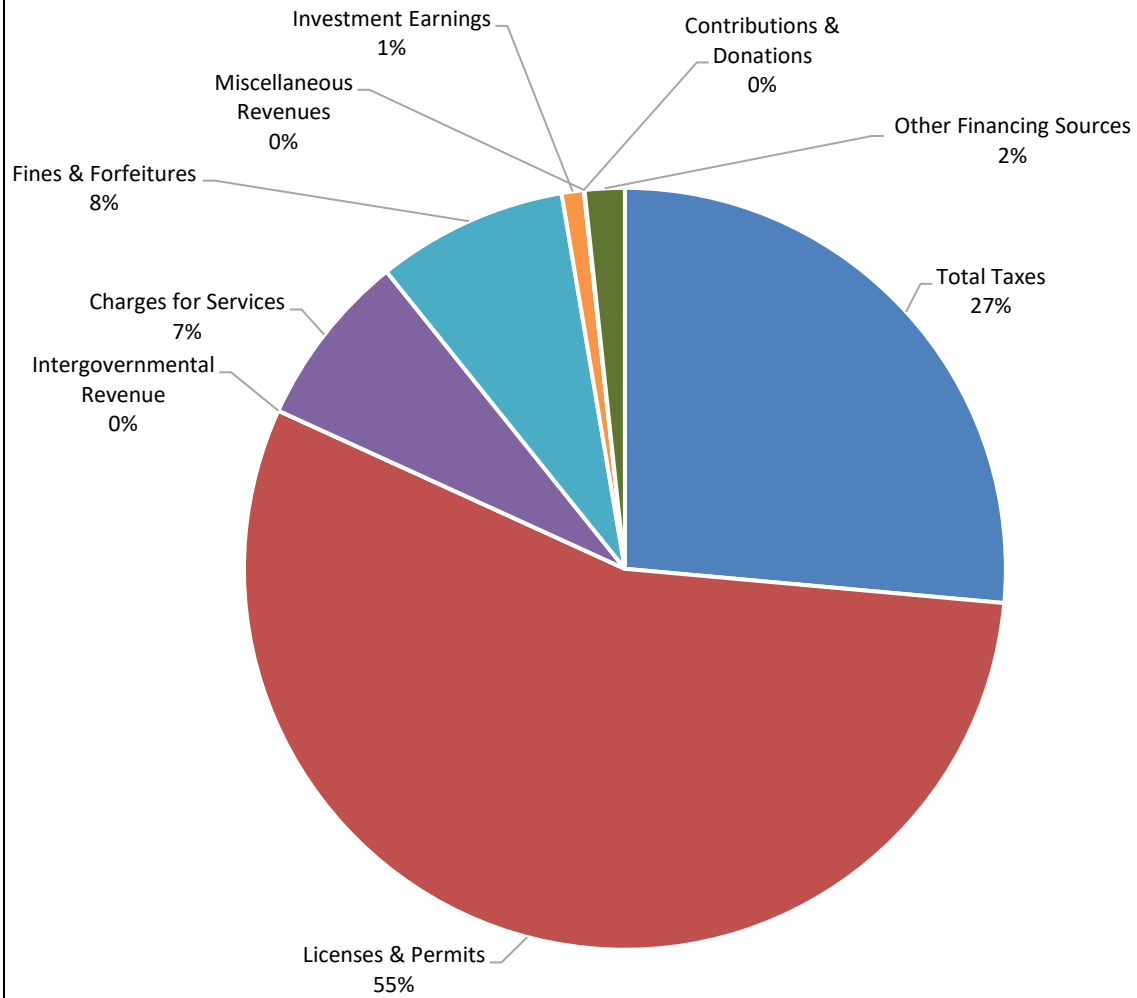
For The Month Ended January 31, 2021

	2020 Amended Budget	2020 YTD Transactions	2021 Amended Budget	2021 YTD Transactions	Variance from Budget	% of Annual Budget
Property Tax	\$ 9,752,088	\$ (87,040)	\$ 11,126,097	\$ -	\$ (11,126,097)	0.00%
Motor Vehicle Tax & Title Ad Valorem Tax	29,442	101,444	689,850	810	(689,040)	0.12%
Recording Intangible Tax	66,096	-	120,643	-	(120,643)	0.00%
Real Estate Transfer Tax	25,000	-	53,338	-	(53,338)	0.00%
Franchise Tax	3,625,000	-	3,625,000	-	(3,625,000)	0.00%
Alcoholic Beverage Excise Tax	1,122,000	1,483	1,196,398	-	(1,196,398)	0.00%
Energy Excise Tax	220,000	-	172,811	-	(172,811)	0.00%
Motor Vehicle Rental Excise Tax	273,734	-	150,000	-	(150,000)	0.00%
Business & Occupational Tax	2,170,000	103,166	1,800,000	165,111	(1,634,889)	9.17%
Insurance Premium Tax	3,553,650	9,900	3,798,917	11,100	(3,787,817)	0.29%
Financial Institutions Tax	67,734	-	67,734	-	(67,734)	0.00%
Penalties & Interest	57,887	847	65,992	6,758	(59,234)	10.24%
<b>Total Taxes</b>	<b>20,962,631</b>	<b>129,800</b>	<b>22,866,780</b>	<b>183,780</b>	<b>(22,683,000)</b>	<b>0.80%</b>
Licenses & Permits	3,120,000	705,506	2,925,000	384,997	(2,540,003)	13.16%
Intergovernmental Revenue	400,000	-	-	-	-	#DIV/0!
Charges for Services	632,650	84,219	478,873	51,645	(427,228)	10.78%
Fines & Forfeitures	1,225,000	131,864	1,225,000	56,291	(1,168,709)	4.60%
Investment Earnings	50,000	34,877	50,000	6,535 *	(43,465)	13.07%
Contributions & Donations	-	-	-	-	-	0.00%
Miscellaneous Revenues	82,000	532	91,000	213	(90,787)	0.23%
Other Financing Sources	6,055,406	1,132	2,380,073	11,760	(2,368,313)	0.49%
<b>TOTAL REVENUES</b>	<b>\$ 32,527,687</b>	<b>\$ 1,087,931</b>	<b>\$ 30,016,726</b>	<b>\$ 695,221</b>	<b>\$ (29,321,505)</b>	<b>2.32%</b>

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



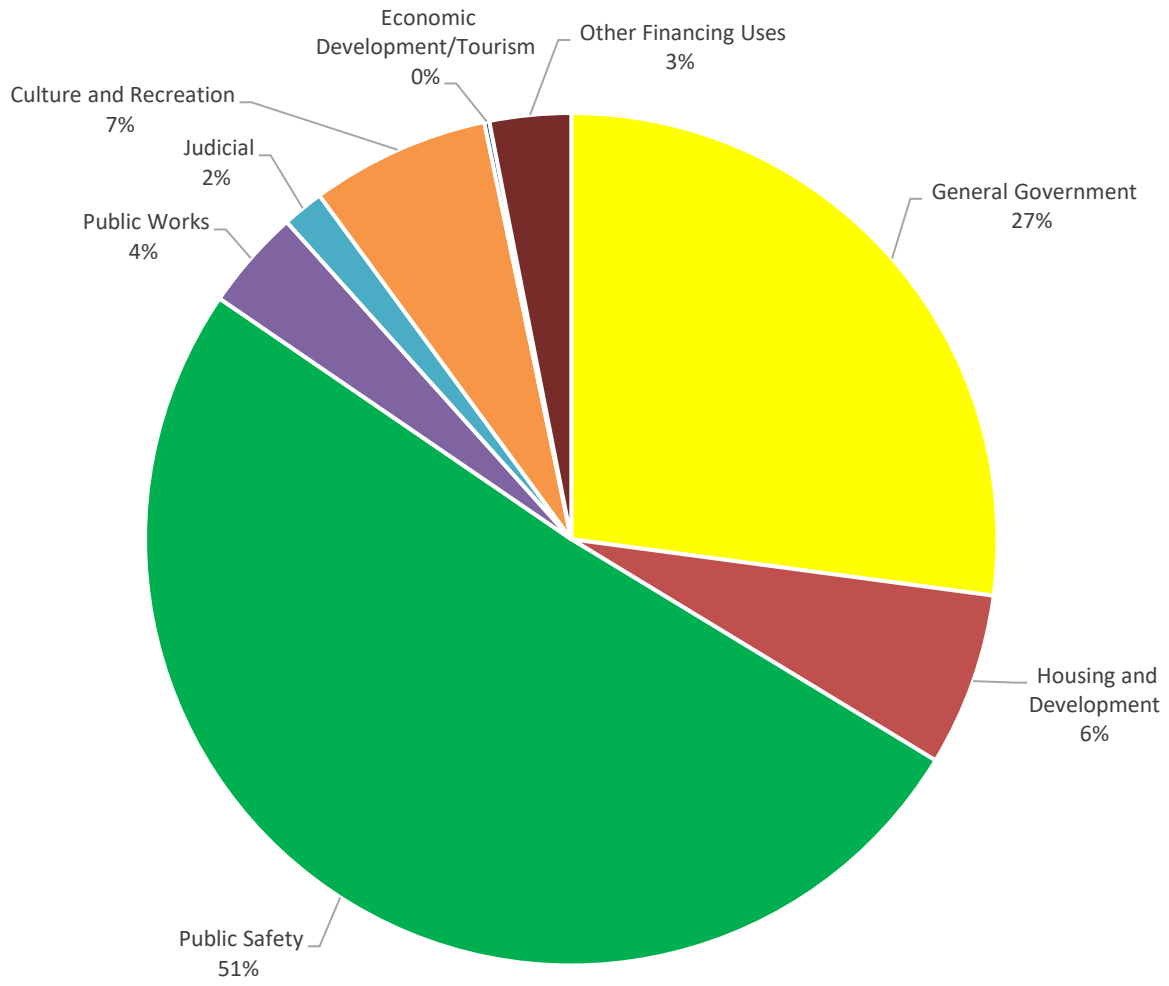
### GENERAL FUND REVENUES BY SOURCE (JANUARY 2021 YTD)



**City of Brookhaven - YTD through January 31, 2021**  
**Budget Comparison for General Fund Expenditures**

<b>Governmental Function</b>	<b>2020 Amended Budget</b>	<b>2020 YTD Transactions</b>	<b>2021 Amended Budget</b>	<b>2021 YTD Transactions</b>	<b>Variance from Budget</b>	<b>% of Annual Budget</b>
General Government	\$ 8,846,450	\$ 487,872	\$ 7,167,124	\$ 307,655	\$ 6,859,469	4.29%
Housing and Development	3,745,855	68,131	3,843,047	74,549	3,768,498	1.94%
Public Safety	10,471,519	685,921	11,688,686	577,086	11,111,600	4.94%
Public Works	1,581,051	66,738	1,600,554	43,247	1,557,307	2.70%
Judicial	874,735	35,168	1,034,261	17,846	1,016,415	1.73%
Culture and Recreation	3,457,280	145,465	3,688,364	77,000	3,611,364	2.09%
Economic Development/Tourism	249,360	19,457	197,203	2,182	195,021	1.11%
Other Financing Uses	3,301,437	-	797,487	35,000	762,487	4.39%
<b>TOTAL EXPENDITURES</b>	<b>\$ 32,527,687</b>	<b>\$ 1,508,753</b>	<b>\$ 30,016,726</b>	<b>\$ 1,134,567</b>	<b>\$ 28,882,159</b>	<b>3.78%</b>

GENERAL FUND EXPENDITURES BY GOVERNMENTAL ACTIVITY  
(JANUARY 2021 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, 2020	<u>\$48,908</u>
Receipts	\$0
Disbursements	\$0
Balance at January 31, 2021	<u>\$48,908</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 January 31, 2021	<u>\$560,316</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, 2020	Receipts	Disbursements	Balance January 31, 2021
Explorer Program	\$ 9,155	\$ -	\$ -	\$ 9,155
Shop with a Badge/Cop	36,407	-	-	36,407
General PD Donations	12,332	-	-	12,332
K9 Donations	9,040	-	-	9,040
Police Bike Fund	1,627	-	-	1,627
Totals	<u>\$ 68,561</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 68,561</u>