



TO: Mayor and City Council
FROM: Christian Sigman, City Manager
DATE: May 15, 2021
SUBJECT: April 2021 Departmental Highlights

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

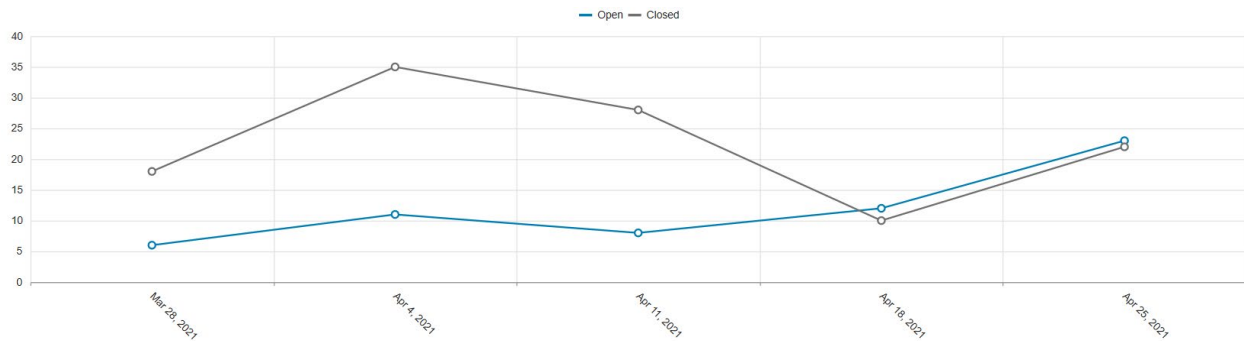
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Brookhaven Connect Metrics: April 2021

***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

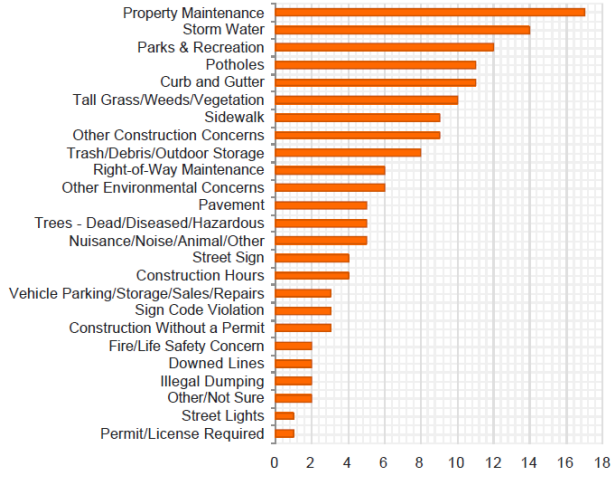


- Of the 155 service requests that were created, 104 have been closed (this includes duplicate requests) with 51 remaining open.
- Total requests that remain open since the beginning of the year is 171, this includes the month of April.
- To date, there are 2,225 registered Brookhaven Connect users; this represents an increase of 95 users since the beginning of the year.

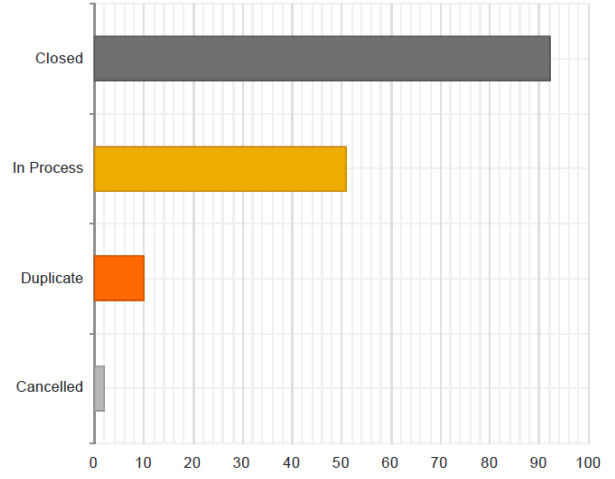
Statistics

Total Reports Created	155
Total Reports Open	51
Total Reports Closed	104
Average Reports Created per Day	5.167
Average Reports Closed per Day	3.467
Average Time to Close	3.008 Days
Fastest Closed Request Type	Curb and Gutter (.014 Days)
Slowest Closed Request Type	Sidewalk (28.026 Days)
Most Common Request Type	Property Maintenance
Least Common Request Type	Permit/License Required

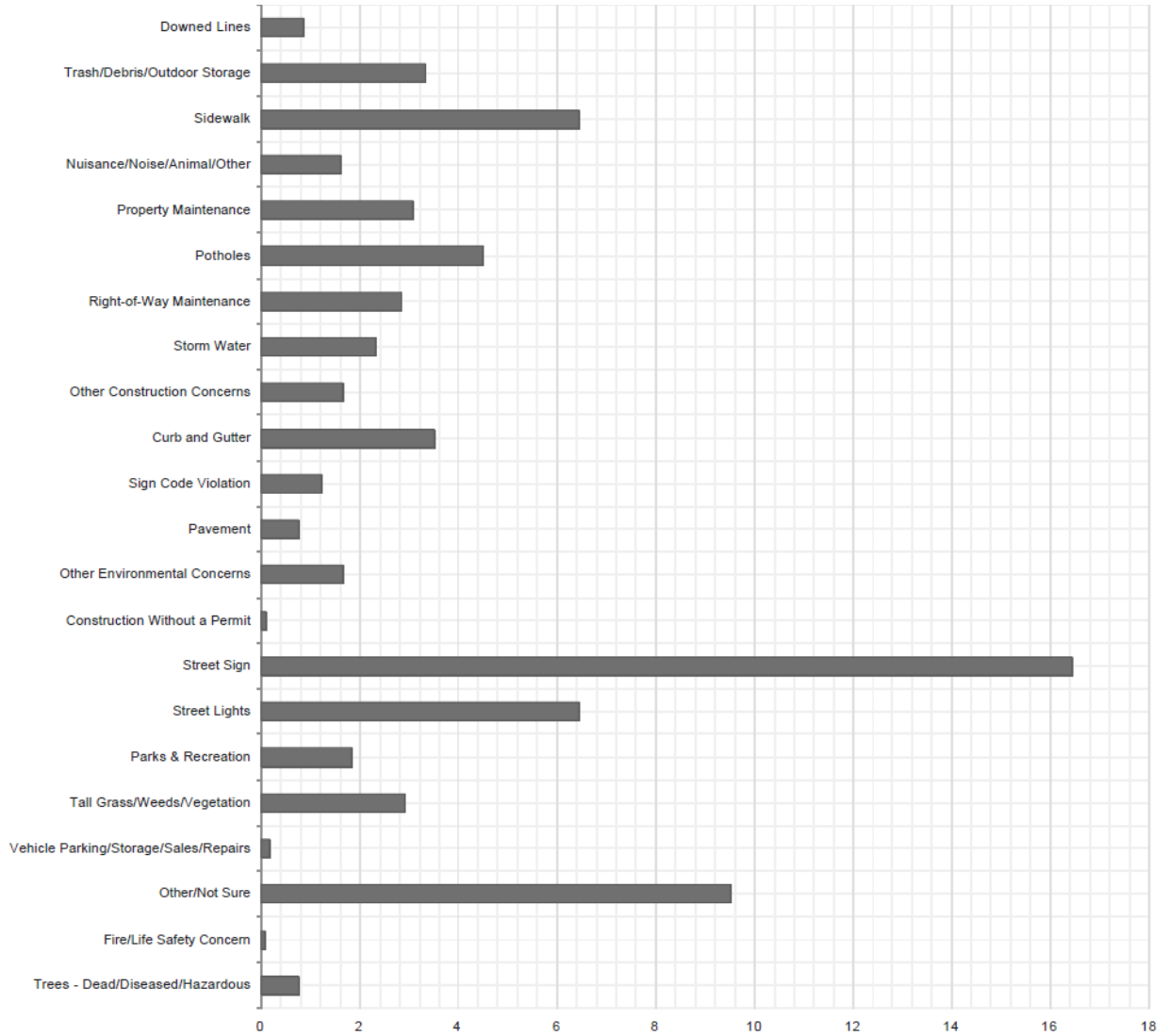
Request by Type



Request by Status



Average Days to Close per Request Type



Community Development: April 2021

Community Development 2021 Building Permits													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
All	321	299	404	397									
New Single Family	40	14	17	18									
New Multi Family	0	0	0	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 April 2021			
File #	Address	Scope	Hearing Date
VAR21-00015	1104 Oakland Trace	Maximum impervious coverage increase and rear yard setback reduction	5/19/21
VAR21-00017	1302 Sunland Drive	Side and rear yard setback reduction	5/19/21
VAR21-00018	1177 Victoria Street	Increase in impervious coverage and reduction of accessory structure setback	5/19/21
VAR21-00019	1170 Chalfont Walk	Increase impervious coverage and accessory structure setback reduction	
VAR21-20	2764 Grove Street	Reduce front yard setback and interior side yard	5/19/21
VAR21-21	2768 Grove Street	Front street and interior side setback reduction	5/19/21

VAR21-22	1001, 2002, 3003, & 4004 Summit Boulevard	Increase in sign allotment	5/19/21
VAR21-23	2352 Loraine Street	Stream buffer, increase in impervious coverage, and reduction of accessory structure side setback	5/19/21

Community Development BOA/Variances Heard in April 2021				
File #	Address	Scope	Hearing Date	Action
VAR21-00012	1081 Mendell Circle	Rear yard and side yard reduction	4/21/21	Approved with Conditions
VAR21-00013	1242 Star Drive	Fence height increase	4/21/21	Approved with Conditions
VAR21-00014	3378 Woodrow Way	Increase in impervious coverage and reduction of rear yard setback	4/21/21	Deferred to 6/16/21

Community Development Rezoning Filed in April 2021 – None				
File #	Address	Scope	PC Hearing Date	CC Hearing Date
N/A				

Community Development Rezoning Heard in April 2021 - None						
File #	Address	Scope	PC Hearing Date	PC Rec	CC Hearing Date	CC Rec
N/A						

Code Enforcement Activity April 2021	
Inspections & Follow-ups	1,791
Violations	260
Violations Created Per Day	12
Courtesy Warnings/Placards	91
Residential Citations	0
Commercial Citations	3
Total Street Miles Patrolled	2,746
Total Requests Created	127
<i>Department-Generated Inspections</i>	61
<i>Brookhaven Connect/CitySourced Requests Created (public generated)</i>	66
Brookhaven Connect/CitySourced Requests Received / In Process	25
Brookhaven Connect/CitySourced Requests Closed / Abated / Duplicated / Not an Issue	41
Average # of Reports Created per Day	2
Average # of Reports Closed per Day	1
Average Time to Close	2 days
Signs Removed	83

Building Inspection Activity April 2021	
Plan reviews	168
Building inspections	1,157
Building inspections percent pass/fail	76%/24%

Fire Marshal Activity April 2021	
Plan reviews	109
Inspections	123
Inspections percent pass/fail	100%/0%

Key Land Development Activity/Review April 2021	
Land Development Enforcement & Inspection Activity	
Tree removal permits	21
Stop Work Orders issued	9
Courtesy warnings issued (Notice of violation)	28
Environmental Inspections	308
Environmental Court Summons	0
N/A	
Land Disturbance Permit Review	10

Perimeter Summit Site Renovation – 1001 Summit Boulevard	
MCP Community Green – 4051 Candler Park	
Manor at Druid Hills – 2601 Briarcliff Road	
MCP Horseshoe road and parking – 4051 Candler Lake	
Blackburn Park Parking Lot Improvements – 3493 Ashford Dunwoody Road	
Georgia Avenue Road Extension – 1048 Theodore Drive	
MCP Scout Hut Demo – 4051 Candler West	
City of Brookhaven Safety Building – 1793 Briarwood Road	
The Bromley at Lenox Park – 1045 Lenox Park Boulevard	
Buckhead Valley detention pond – 1723 Buckhead Valley Lane	
Land Disturbance Permits Approved	5
Emory Executive Park MSI - Rev. 2 – 11 Executive Park	
MUP I-85 Frontage Road – 1-85 Frontage Road	
2215 Colonial Dr. Sewer Main – 2215 Colonial Drive	
Bank OZK - Revision for Sidewalk – 2922 Clairmont Road	
MCP Pool Parking – 4051 Candler Lake	
Plat Review Activity	4
The Preserve at Lenox Park – 1045 Lenox Park	
2745 South Bamby Lane	
2702 Clairmont Road combination lot – 2702 Clairmont Road	
4407 & 4410 Ashwoody lot consolidation – 4410 Ashwoody Trail	
Plats Approved	2
The Preserve at Lenox Park – 1045 Lenox Park	
Dresden Village Reconfiguration – 1730 Dresden Drive	

Municipal Court April 2021

2021

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Case Filings	399	472	587	590									2,048
Number of Court Dockets	4	15	19	17									55
Number of Defendants on dockets	53	315	472	454									1,294
Number of Cases on Dockets	94	510	681	765									2,050

Due to Covid-19, after the first week, court appearances in January were cancelled.

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

Court Collections & Agencies Payments

Base Fine	77,682.88
Contempt Charge	669.00
Processing Fee	13,046.70
Cash Bonds	21,716.80
Indigent App Fee	0.00
Revenue Collected-Diverse Agencies	27,377.65
Pre-Trial Fee	0.00
CB-Applied	6,410.00
Bond Forfeiture	0.00
Overage	0.00
Restitution	0.00
NSF	0.00
Monthly Cash Collections	146,903.03
Paid to Diverse Agencies	27,377.65
Cash Bond Refunds/Returned	3,335.00
Overage Refund	0.00
Restitution Paid	0.00
Total Paid Out	30,712.65
NET	116,190.38

Office of City Clerk April 2021

City Clerk's Office and Legislative Activities – April 2021		
	Open Record Requests	57
	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
Ordinances/No.	April 2021 – Description	Appr. Date
ORD 2021-04-01	Amending Section 12-64 Emergency Responders Radio Coverage	04/13/2021
ORD 2021-04-02	Amending LaVista Park Special Tax District – Paving	04/13/2021
ORD 2021-04-03	Amending General Fund and CIP – Dresden Intersection Analysis	04/13/2021
ORD 2021-04-04	Extending Declaration of Emergency – May 15, 2021	04/13/2021
ORD 2021-04-05	Amending General Fund – Brookhaven Recovery Festival	04/13/2021
ORD 2021-04-06	Amending General Fund – Additional Inspections – CAA – CD	04/13/2021
ORDRZ 2021-04-02	LUP 20-00011 FOR 1230 Kendrick Road	04/13/2021
Resolutions/No.	April 2021 – Description	Appr. Date
RES 2021-04-01	Establishing Goals and Criteria for Council Redistricting Process	04/13/2021
RES 2021-04-02	Resetting May meeting to May 4, 2021	04/13/2021
RES 2021-04-04	Reaffirming and Amending the Murphey Candler Pool Parking Lot	04/27/2021
RES 2021-04-06	Approval of Murphey Candler Lake House Concept Plan and Parking Lot	04/27/2021
RES2021-04-07	Appointing Kip Carr to the Brookhaven Development Authority	04/27/2021
Department	Contracts/Agreements Approved by Council – April 2021	Appr. Date
Public Works	Allied Paving Contractors, Inc.	04/13/2021
Public Works	Gresham Smith for Dresden Drive	04/13/2021
Community Development	Charles Abbott Associates, Inc.	04/13/2021
	Appointments – April 2021	Appr. Date
Development Authority	Kip Carr	04/27/2021
	Proclamations and Presentations – April 2021	Date
City Attorney	FLO Analytics Redistricting – 4/13/, 4/20 and 4/27/2021	4/2021
Economic Development	Authority Structures	4/27/2021
Department	Plans, Studies, and Policies Approved by Council – April 2021	Appr. Date
Strategic Partnerships	2021-2025 CDBG Consolidated Plan and 2021 Action Plan	04/27/2021
Parks and Recreation	Murphey Candler Lake House Concept Plan and Parking Lot	04/27/2021

Open Records Completed Requests – Office of City Clerk – April 2021

Date of Request	Request #	Name	Description
4/1/2021	PRR-268-2021	Brye Tinoco	Information for 3967 Peachtree Road
4/1/2021	PRR-269-2021	Craig Faison	List of Fires for 2021
4/2/2021	PRR-276-2021	Malerie Barton	Copy of Case 18-009373
4/2/2021	PRR-270-2021	Judith Cozzi	Survey of 2328 Colonial Drive
4/2/2021	PRR-271-2021	Clashawn Grant	Information for Parcel 18 243 12 005
4/5/2021	PRR-274-2021	Wes Hermes	Building Permit for 1560 Trentwood Place
4/5/2021	PRR-272-2021	Cindy Stein	Plans for 1495 Cortez Lane
4/6/2021	PRR-275-2021	John Snyder	Stop Work Orde for 1759 Wilmont Drive
4/6/2021	PRR-277-2021	Eric Warshal	New Business License List
4/6/2021	PRR-279-2021	Stefani Daub	New Business List
4/6/2021	PRR-273-2021	Michael Runestad	Information of the Briarwood Field Phase III Development
4/7/2021	PRR-278-2021	Stefani Daub	List of Building Permits
4/8/2021	PRR-280-2021	Michael Alex Dermer	Plans for 2926 Surrey Lane
4/8/2021	PRR-283-2021	Charlene Boston	Copy of Case 210023262018
4/12/2021	PRR-281-2021	Michael Runestad	Confirmation/Clarification of the FieldWay Docs
4/13/2021	PRR-282-2021	Woudlin Baptiste	Code Violation List
4/13/2021	PRR-285-2021	Wes Hermes	CO and Plans for 1560 Trentwood Place
4/13/2021	PRR-284-2021	Michael Calabro	2017 to 2019 Building Permit List
4/13/2021	PRR-286-2021	Robin Davis	March Building Permit List
4/14/2021	PRR-290-2021	Bethune Law Firm	Brandon Adams Information
4/15/2021	PRR-296-2021	John Pastor	Electronic Copies of Previous Request
4/15/2021	PRR-288-2021	Teresa Yen	Code Violation List January-April 2021
4/19/2021	PRR-291-2021	Clashawn Grant	Information for Parcel 18 201 02 223
4/19/2021	PRR-292-2021	Clashawn Grant	Information for Parcel 18 201 02 224
4/19/2021	PRR-293-2021	Anthony Wellman	CO and Plans for 1680 Chantilly Drive
4/19/2021	PRR-294-2021	John Pastor	Information for 1653 Pamela Drive
4/19/2021	PRR-295-2021	Clashawn Grant	Information for Parcel 18 236 09 004
4/19/2021	PRR-287-2021	Antoinette Moges	Closed or Sold Business Report
4/20/2021	PRR-289-2021	Geonwoo Lee	Court Certified Disposition
4/21/2021	PRR-297-2021	Rebekah Fox	Information for 3506 Buford Highway
4/22/2021	PRR-298-2021	Clashawn Grant	Information for Parcel 18 272 11 007
4/22/2021	PRR-299-2021	Cedrick Smith	Builders Plans
4/22/2021	PRR-300-2021	Cedrick Smith	Builders Plans
4/22/2021	PRR-301-2021	Cedrick Smith	Builders Plans

4/22/2021	PRR-302-2021	Cedrick Smith	Builders Plans
4/22/2021	PRR-303-2021	Cedrick Smith	Builders Plans
4/22/2021	PRR-304-2021	Cedrick Smith	Builders Plans
4/22/2021	PRR-305-2021	Cedrick Smith	Builders Plans
4/23/2021	PRR-306-2021	Joe Edge	Information for Anti-Discrimination Ordinance
4/23/2021	PRR-307-2021	Cedrick Smith	Builders Plans
4/23/2021	PRR-308-2021	Cedrick Smith	Builders Plans
4/23/2021	PRR-309-2021	Cedrick Smith	Builders Plans
4/23/2021	PRR-310-2021	Cedrick Smith	Builders Plans
4/23/2021	PRR-311-2021	Cedrick Smith	Builders Plans
4/23/2021	PRR-312-2021	Cedrick Smith	Builders Plans
4/23/2021	PRR-313-2021	Cedrick Smith	Builders Plans
4/26/2021	PRR-314-2021	Clashawn Grant	Information for Parcel 18 243 09 025
4/26/2021	PRR-315-2021	Clashawn Grant	Information for Parcel 18 243 04 048
4/26/2021	PRR-316-2021	Sean Murphy	Copy of LDP19-00053
4/26/2021	PRR-317-2021	Suzy Gungor	Information for 3446 Buford Highway
4/26/2021	PRR-319-2021	Samuel V. Parisi	Building Permits after 2015
4/30/2021	PRR-326-2021	Michael Beller	Number of Chamblee Police Officers Applied with the City
4/30/2021	PRR-320-2021	Tyler Watkins	Certified Disposition of E56236
4/30/2021	PRR-318-2021	David Donerlson	New Business License List
4/30/2021	PRR-324-2021	Clashawn Grant	Information for Parcel 18 243 09 023
4/30/2021	PRR-325-2021	Clashawn Grant	Information for Parcel 18 243 09 024
4/30/2021	PRR-323-2021	Lisa Weldon	Plans for 1846 Duke Road
			Total completed: 57

Communications April 2021

Communications Department Activities:

- Updated Sustainable Brookhaven website
- Coordinated State of the City video production
- Produced Murphey Candler Park Lot video
- Created webpage for Redistricting
- Coordinated Municode/AHA website training for staff
- Participated in interviews for SJREC intern
- Staffed redistricting meetings
- Staffed and posted final Tree Ordinance Rewrite public meetings
- Tree removal PSA campaign
- Social media campaign for Ashford Park closing
- Created landing page on website for Community Development and GIS history project
- Continued work on Certified Communicator Program, Strategic Communications Plan, 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 to present draft redistricting options
 - City Council virtual meeting on 4/13
 - Brookhaven to hold virtual town hall for redistricting options
 - City Council wrap-up for 4/13
 - MCP Lake House parking lot input
 - City presents tree ordinance rewrite draft, schedules final public meetings
 - Brookhaven launches historic resources project
 - Brookhaven public hearing on draft redistricting maps
 - City Council virtual meeting on 4/27
 - City Council wrap-up for 4/27
 - Council approves MCP Lake House and parking
 - Weekly eblasts

Engagement reports (April):

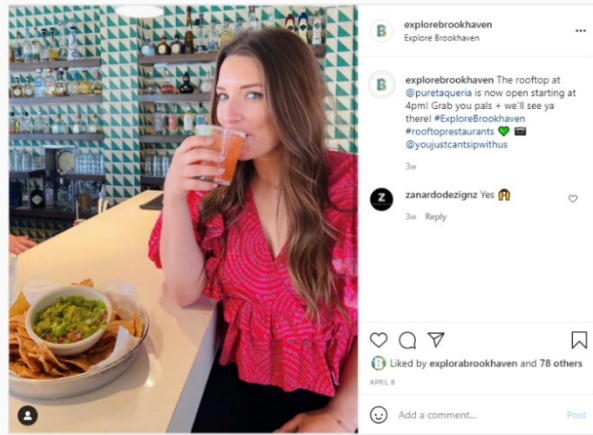
	Posts	Subscribers	Subscriber growth (1 mo)
E-blasts /press releases	16	4,699	+56
Facebook	73	8,874	+20
Facebook (Spanish)	44	274	+5
Twitter	22	4,414	+10
NextDoor	20	23,513	+136
Instagram	16	3,020	+22
Instagram (Spanish)	13	551	+11
Brookhaven Alert	6	3,120	+29

Tourism April 2021

Presented by Renée Areng, Executive Director

- Continuing “This is Brookhaven” video series including the Mayor and all City Council members in March. The series will include Brookhaven personalities, developers, arts and culture icons, sports figures, outdoor experience creators and others. The series will post weekly on Wednesdays on @ExploreBrookhaven Facebook and YouTube Channels.
 - Explore Brookhaven team is participating in Destinations International Master Class on Equity, Diversity, and Inclusion. This is an 8 series class that will broadcast throughout 2021.
 - Received second round of PPP for 10 weeks of payroll.
 - Social and Web Reach
 - @ExploreBrookhaven
 - Facebook- 1,200
 - Instagram- 1,700 (+200)
 - TikTok- 262 (+29)
 - @ExploraBrookhaven(Spanish Channel) – 452 (+79)
 - ExploreBrookhaven.com- 15,001
- Increase since last meeting – 1,015


Top Posts on Instagram are User Generated Content



Top Posts on Facebook are news about new restaurants and blog posts

Explore Brookhaven
Published by Elizabeth Young · April 19 at 3:11 PM · 🌐

So excited to welcome Fox Bros BBQ to Brookhaven! #ExploreBrookhaven
<https://www.tonetoatl.com/.../Fox-Bros-Bar-B-Q-Opening...>




TONETOATL.COM
[EXCLUSIVE] Fox Bros. Bar-B-Q is Bound for Brookhaven
Fox Brothers Opening News Brookhaven Restaurant Barbecue

354 People Reached 143 Engagements [Boost Post](#)

👍❤️👍 22 1 Comment 2 Shares

Explore Brookhaven
Published by Elizabeth Young · April 6 at 1:06 PM · 🌐

Looking for a spot to go eat with your precious pup? Check out the best dog friendly patios in Brookhaven! #ExploreBrookhaven #eateratlanta #dogfriendly
<https://www.explorebrookhaven.com/blog/dog-friendly-patios/>



EXPLOREBROOKHAVEN.COM
Dog Friendly Patios | Blog
Dogs just make us happy. Studies show dogs improve your mood, make you feel loved, and lo...

122 People Reached 36 Engagements [Boost Post](#)

👍❤️ 5 1 Comment 1 Share

Launched Picnic in the Parks restaurant promotion in May. Restaurants received Brookhaven picnic baskets to offer to patrons picking up to go orders. More details can be found explorebrookhaven.com/promotions



Information Technology April 2021

General IT

- Met with Public Works to discuss updates to Laserfiche for records keeping.
- Worked with support to download OnBase Content Template app
- Updated language for CO, CoC, TC reports. Also added signatures to reports.
- Updated Conditions to select one condition on all permit types.
- Worked with Finance to track down payment account duplicates.
- Added Controller to all payment applications.
- Ran PCI requirement scans for Parks and City Hall
- Began system testing for Contracts project with select departments.
- WebEx meeting to discuss testing issue with project IDs in OnBase 19 test environment.
- Pool laptops configured.
- Briarwood printer hard wired.

Month	2014	2015	2016	2017	2018	2019	2020	2021
	Tickets Closed	Tickets Closed	Tickets Closed	Tickets Closed	Tickets Closed	Tickets Closed	Tickets Closed	Tickets Closed
Jan	161	138	205	173	227	221	223	164
Feb	148	229	205	176	185	194	210	136
Mar	162	257	194	199	152	315	259	170
Apr	297	335	186	183	196	270	174	149
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	2,312	2,921	2,168	2,165	2,786	2,558	2,331	619

GIS

- Created GIS database for parks and recs migration to CityWorks
- Worked with CityWorks rep on SQL and Server backend optimization.
- Delivered GIS data for redistricting
- Updated GIS to CAD script for ChatComm

Police Department

- Deployed multiply agent via group policy to monitor malicious activities on servers, laptops and desktops.
- Enabled LDAPS on domain controllers for secure single sign on.
- Enabled LDAPS on firewalls at all sites.
- Firmware update on ROIP and renewed multi-barrier license.
- Firmware update and security patches on our centralized network backups and desktop management systems.
- Issued a new SSL certificate for our domain controllers.
- Configured switches and installed a new router for Chatcomm new managed point to point connection.
- Deployed dual factor authentication for police VPN connection.
- Issued a few new laptops.
- Onboarded a couple employees.
- Lexis Nexis project is wrapping up.

Parks and Recreation: April 2021

Parks/Facilities and Grounds Maintenance Monthly Report April 2021

Monthly Work Order Summary

- Work Orders-12
- Work Orders Completed-11
- Work Orders Outstanding-1

April 2021 Service Request Completed

- Repaired and replaced bad boards on two bridges at Murphy Candler.
- Repaired broken part on second dog water station at Skyland Park.
- Repaired dog station at Brookhaven Park
- Repaired broken fan at Briarwood Park.
- Replaced broken dog station at Skyland Park.
- Cut up a fallen tree at Murphy Candler (Request from Council Member)
- Installed memorial signs around trees at Blackburn Park.
- Installed batteries in soap dispensers at Murphy Candler.
- Installed new water pump at pavilion 4 Murphy Candler.
- Trimmed up overhanging limbs on Dresden Drive (City Manager Request)
- Installed new pine straw on upper terrace at Murphy Candler.

April 2021 Service Request in Progress

- Pump handle for water spigot at Pavilion 3 at Murphey Candler Park.

Parks Mowed this Month: Number beside indicates number of times mowed.

- Blackburn-3
- Murphy Candler-3
- Lynwood-3
- Blackburn II-3
- Georgian Hills-3
- Skyland-3
- Brookhaven-3
- LaVista-2
- Greenway-Daily
- Ashford-2
- Parkside-2

- Clacks Corner-2
- FEMA Lots & Right of way- As needed.

April 2021 - Janitorial Totals

- Due to the transitioning from the previous Park Maintenance contractor to our in house Park Maintenance team, Janitorial totals were not tracked correctly for April. Totals for May will be included in the May Monthly Report

Parks & Recreation Recreation Division Monthly Report April 2021

April Program Revenue Brought In: \$11,131.50

- Gym rentals brought in \$3,660.
- Art class signups brought in \$370.
- Cornhole partner fee of \$232.
- Classrooms/pavilion/community room/APB rentals brought in \$2,770.
- Non-athletic field rentals of \$212.50.
- Non-resident fees brought in \$1,580.50.
- Tennis court rentals brought in \$2,306.50.
 - Total program signups/drop-ins/fees/rentals for April = *\$11,131.50*

Parks & Recreation Athletics Division Monthly Report April 2021

April Athletic Revenue Brought in \$24,506.50.

- Youth athletic programs brought in \$1,779.00.
- Adult athletic programs brought in \$19,500.00.
- Athletic fields/tennis court rentals brought in \$3,227.50.

April 2021 Athletic Activities currently in season as follows:

Youth athletics

- Murphey Candler spring softball league.
- Murphey Candler spring league.
- Concorde soccer spring soccer league
- Elevate sports academy basketball league.
- Up4Tennis classes and private lessons
- UTA tennis leagues and lessons

Adult athletics

- Adult spring softball leagues
- Adult flag football leagues
- Adult kickball winter leagues
- Up4Tennis fall lessons and classes.
- UTA tennis open play, leagues, and lessons

Athletic Participation Summary	April 2021
Adult Spring Kickball	480
Adult Spring Softball	800
Adult Flag Football	64
Adult Sand Volleyball	84
Youth Soccer	725
Youth Football & Cheer	Season Completed
Youth Spring Baseball	900
Youth Spring Softball	415

Parks & Recreation
Special Events Division Monthly Report
April 2021

Cherry Blossom Summer Block Party:

- Coordination of event services.
- Updating maps for the event.
- Finalizing First Aid/Emergency Plans for the event.
- Working with the Fire Marshall on coordination of the safety plan.

EV Charging Station Monthly Report
April 2021

Unique Drivers: The unique drivers' total shows how many different people have used your charging stations each month. A driver who charges many times in a given month will be counted only once that month.

- January – 93
- February – 95
- March – 118
- April – 117

Sessions: A charging session happens when an EV plugs in and received energy for more than two (2) minutes. A single driver can have multiple charging sessions.

- January – 358
- February – 360
- March – 393
- April – 403

Energy: This is the amount of energy that has been dispensed by your ChargePoint Stations. Energy is measured in kilowatt hours (kWh) or, when necessary, megawatt hours (MWh).

- January – 4,237.297 (kWh)
32.66 (MWh)
- February – 3,852.54 (kWh)
36.513 (MWh)
- March – 4,757.725 (kWh)
41.27 (MWh)
- April – 4,282.811 (kWh)
45.533 (MWh)

Police April 2021

Brookhaven Police Department Activity Summary Report			
	February 201	March 2021	April 2021
Incidents Reported	543	674	544
Custodial Arrests	167	227	195
Accidents	119	149	167
Citations Issued	914	1,043	1,135
Residential Security Watches Requested	10	12	20
Field Interviews	35	42	33
Wanted People Apprehended	23	28	30
Brookhaven Police Department Activity Summary Report			
	February 2020	March 2020	April 2020
Incidents Reported	607	497	429
Custodial Arrests	261	134	93
Accidents	170	127	53
Citations Issued	1,720	835	108
Residential Security Watches Requested	21	12	8
Field Interviews	59	51	57
Wanted People Apprehended	31	9	7

Support Services – April 2021

- Brookhaven Police planning an Easter Parade event for 4/3/21 in partnership with Parks and Recs.

Support Services

REPORTS	Officer Serrano	Officer Moore	Sergeant Martinez	Total
Incident Reports	2	0	0	2
Accident Reports	0	0	0	0
Patrol Assist	2	2	1	5
Court Assist	4	5	0	9
Arrests	2	0	0	2
Citations	4	0	0	4
Press Releases	1	0	0	1
Media Interviews	0	0	0	0
Community Meetings	5	18	3	26
Meeting Attendees	76	50	5	131
Community Contacts	74	86	23	183
Business Contacts	13	30	7	50

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

MONTHLY REPORT: Part-Time Officers	
POP Logged	0
Patrol Shifts	13
Citations	21
Warnings	38
Transport for Courts	7
Arrests	7
Child Safety Seat Install / Teen Driving Classes	0
Shifts Worked	55
Court Service Hours	72
Traffic Enforcement Hours	20
Fleet Service Hours	143
Transport Hours for Uniform Patrol/NET	6
Training Hours	0

Monthly Report: K-9 Officers	Sgt Fikes & K9 "Bane"	Officer Williams & K9 "Spock"	Officer Ritch & K9 "Koda"	Officer Huffschtid & K9 "Lord"
Patrol Assist	30	0	70	220
Other Agency Assist	1	0	4	3
Training Hours	60	176	96	32
Search Warrants	0	0	0	0
Citations	0	0	2	15
Warnings	1	0	5	17
Field Interviews	0	0	0	0
Felony Arrests	2	0	4	0
Misdemeanor Arrests	0	0	0	3
City Ordinance Arrests	0	0	0	2
Wanted Person Located	1	0	1	3
K-9 Search (narcotics)	0	0	1	1
K-9 Tracks / Area Search	1	0	1	0
Building Search (for persons)	0	0	0	0
K-9 Related Arrests	1	0	6	1
K-9 Demonstrations / PR	0	0	0	0
Currency Seized	0	0	0	0
Marijuana Seized	0.0 grams	0.0 grams	4.0 grams	4.0 grams
Cocaine Seized	0.0 grams	0.0 grams	0.0 grams	0.0 grams
Methamphetamine Seized	1.0 grams	0.0 grams	4.0 grams	0.0 grams
Heroin Seized	0.0 grams	0.0 grams	1.0 grams	0.0 grams
Schedule Pills	0	0	0	0
MDMA Seized	0.0 grams	0.0 grams	16.0 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	40
Total Motor Vehicle Stops	72
Total Citizen Contacts (combined Pedestrian & Traffic Violations)	112
Total Citations Issued	25
Total Warnings Issued	87
Felony Arrests	0
Misdemeanor Arrests	5
Arrest / Released on Copy	3
Wanted Persons Located	2

Additional Activities for Traffic Safety Unit

- Due to the Centers for Disease Control expected increase of COVID-19 infections, the Grant Officer was limited to grant enforcement and education activities during this month.
- The Grant officer was on vacation for a week of this month.

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.

Criminal Investigations Division

April 2021 - Criminal Investigations Report	
Total Reports Handled	183
Total Reports Cleared	150
Cleared INACTIVE	123
Exceptionally Cleared	6
Unfounded	6
Cleared by Arrest	15
Arrest Warrants Obtained	60
Search Warrants Obtained	15
Total Cases "ACTIVE" on April 30, 2021	87

ChatComm 911 Executive Overview April 1, 2021 – April 30, 2021

911 Answer Time: In April 2021, ChatComm 911 answered 94.5% of all incoming phone calls within ten seconds and 99% of all incoming phone calls were answered within thirty seconds.

Call Processing Time: This Month, ChatComm 911 processed 98.6% of all high priority calls for service and 94.6% of all low priority calls for service within sixty seconds.

Monthly Phone Call Volume: For the month of April 2021, ChatComm 911 handled a total of 29,187 phone calls. 72.5% (21,173) were incoming phone calls which are treated as potential emergencies and handled as 911 calls regardless of the line the call is received on. ○ 12,563 of those calls were received on the 911 trunks. 2,014 of the 911 calls received were abandoned 911 calls (where the caller disconnects the line prior to speaking with a call taker).

6,596 calls were received on administrative and alarm lines but treated as 911 calls.

The remaining 27.5% (8,014) of the phone calls handled by ChatComm 911 in April 2021 were outgoing phone calls.

Overall Phone Call Volume: Since September 2009, ChatComm 911 has answered a total of 2,940,612 incoming phone calls. Of those calls, 1,866,042 (63.5%) were received on 911 trunks and 1,074,715 (36.5%) came in on 10-digit phone lines.

Monthly Incident Volume: ChatComm 911 handled a total of 29,495 incidents in April 2021. 58.6% (17,275) of the incidents created were officer-initiated incidents, which include traffic stops, business & residential checks, and other calls created by officers.

33.7% (9,942) of the incidents were dispatched incidents.

The remaining 1,190 (4%) of the incidents were transferred via CAD to Dekalb for EMS and Fire Dispatch.

Sandy Springs incidents comprised 37.1% (10,955) of the total incident volume. ○ 8,653 incidents were Sandy Springs Police Department incidents.

- 1,303 incidents were for Sandy Springs Fire Rescue.
- 999 incidents were EMS calls for service in Sandy Springs.

Johns Creek incidents were 22.8% (6,727) of the total incident volume.

- 6009 incidents were Johns Creek Police Department incidents.
- 412 incidents were for Johns Creek Fire Department.
- 306 incidents were EMS calls for service in Johns Creek.

Dunwoody incidents accounted for 13% (3,837) of the total incident volume.

Brookhaven incidents were 23% (6,786) of the total incident volume.

Dekalb Fire and EMS (for the Cities of Brookhaven and Dunwoody) incidents were 4.1% (1,190) of the total incident volume.

- 672 incidents were Fire calls for service in Brookhaven or Dunwoody
- 518 incidents were EMS calls for service in Brookhaven or Dunwoody.

Overall Incident Volume: By the end of April 2021, ChatComm 911 handled 4,028,599 incidents since “go-live” in September 2009. 3,580,645 (89%) of those were law enforcement incidents; 252,694 (6.3%) of those were fire department incidents; and 192,170 (4.7%) of those were EMS incidents.

EMD & EFD Compliance: For the month of April 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 April was 94% .
- The Emergency Fire Dispatch QA compliance for April was 98% .

Public Works

Major Initiatives Completed

- LaVista Park Monuments: LaVista RD, construction Stonework in progress.
- Briarwood Rd MUP: Complete.

Major Initiatives in Progress/Upcoming

- N. Fork Nancy Creek Streambank II: Construction in Progress, at 40%.
- Windsor Pkwy/Osborne Roundabout: Construction in progress. Utility relocation in progress.
- Northeast Expressway MUP: Permit complete. RFP due 5/13/21.
- ST 08 - ADR/Windsor Pkwy Design: Concept Meeting on 5/13/21.
- ADR/Peachtree Rd Intersection – Construction underway.
- 2016 Briarwood Road sidewalks – Gravity wall constructed.
- Briarwood MUP (west end): Additional Surveying in progress, ROW Plats.
- Ashford Dunwoody / Dresden Dr. ATMS: ADR 95% complete, Dresden Dr. 90% complete. Installing signal heads.
- 2021 Paving: Allied Paving was awarded the contract.
- ADR MUP Phase II: RFP received 4/29/21. In review.
- Peachtree Creek Greenway Phase II: Preliminary Plan Design in progress.
- Peachtree Creek Greenway Phase III: RFQ approved by GDOT, PFA signature required.

Ongoing Coordination

- PTOF 5-year Grant coordination w/ PCID.
- RTOP Coordination with GDOT – Signals on Peachtree Road, Clairmont Rd, Buford Hwy, & N Druid Hills Road.
- PTOF 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 – No activity.

Meetings Attended/Held

- 04/01/21 – Murphey Candler Park Spillway meeting.
- 04/08/21 – PI0016056, ADR / Windsor Pkwy monthly meeting.
- 04/09/21 – PI0016053, PCG Phase II monthly meeting.
- 04/14/21 – Project Homeplate meeting
- 04/22/21 – NF Nancy Creek Streambank Restoration meeting.
- 04/26/21 – Murphey Candler Park Spillway meeting.
- 04/26/21 – Mandatory Pre-Bid Conference - ITB 21-105

ROW Encroachment Permits (including Dumpsters/Road Closures)

- Permits issued YTD: 291
- Permits issued this month: 42

Stormwater Performance Measures (OPTECH)

April 2021			
ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE
Priority 1	0	0	0%
Priority 2	2	0	0%
Priority 3	18	5	28%
Total	20	5	25%

Maintenance Work Performance Measures (OPTECH)

April 2021			
ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE
Priority 1	0	0	0%
Priority 2	6	4	67%
Priority 3	12	5	42%
Total	18	9	50%

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
0	0	0%

Service Request

2021	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Curb and Gutter	3	6	8	11									28
Downed Lines	0	0	4	1									5
Pavement/Potholes	15	22	20	21									78
Right of Way/Trash	3	10	7	7									27
Sidewalk	8	6	8	8									30
Stormwater	9	5	11	20									45
Streetlights	5	5	6	1									17
Street Sign	7	10	17	5									39
Street Striping	1	1	0	0									2
Traffic Signal	3	4	3	1									11
Trees	3	0	0	0									3
Total Service Requests	57	69	84	75									285

Completed Work Orders

2021	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	4	1	4	4									13
Curb Repairs	0	6	5	1									12
Potholes	6	6	13	2									27
Patching	3	6	2	4									15
Streetlights	0	0	0	0									0
Signs	9	3	17	4									33
Traffic Signals													
Signal Repairs	8	4	11	4									27
ROW Maintenance													
Tree Removal	3	2	0	3									8
ROW Maintenance	4	6	10	2									22
Stormwater													
Stormwater	20	13	12	6									51
Total work orders	57	47	74	30									208

Finance

April 30, 2021 Financial Report in Brief

The April 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 April 2021 were \$1,342,329 more than they were this time last fiscal year. This is mainly due to increases in Licenses & Permits and Motor Vehicle and Title Ad Valorem Tax (TAVT) by \$1,185,997 and \$443,335 compared to this time in the prior year. Licenses & Permits increased primarily due to hospital building & trade permits issued in April 2021 to the Children’s Healthcare of Atlanta in the amount of \$1,657,420. The TAVT increase is attributable to DeKalb County delaying distributions in the prior fiscal year. Intergovernmental revenue decreased by \$330,449 compared to this time in the prior year primarily due to the \$400,000 contribution from DeKalb County in 2019 for the purchase of property located in the Brookhaven Heights.

General Fund expenditures decreased compared to last year at this time by \$854,099. Other financing uses decreased by \$523,091 primarily due to the loan made from the General Fund to the Brookhaven Development Authority in the amount of \$650,000 for the acquisition of the Krystal property. The General Government expenditures decreased by \$428,346 compared to the previous fiscal year at this time primarily due to decreases in expenditures in the Finance and IT departments. Public Safety expenditures increased by \$402,848 due to costs associated with personal services and employee benefits. Expenditures for the Housing and Development function decreased by \$140,057 mainly due to April 2021 contracted services invoices not received as of the day of this report. Economic Development expenditures decreased by \$109,867 primarily due to marketing costs incurred in 2019 in the amount of \$76,000.

City of Brookhaven

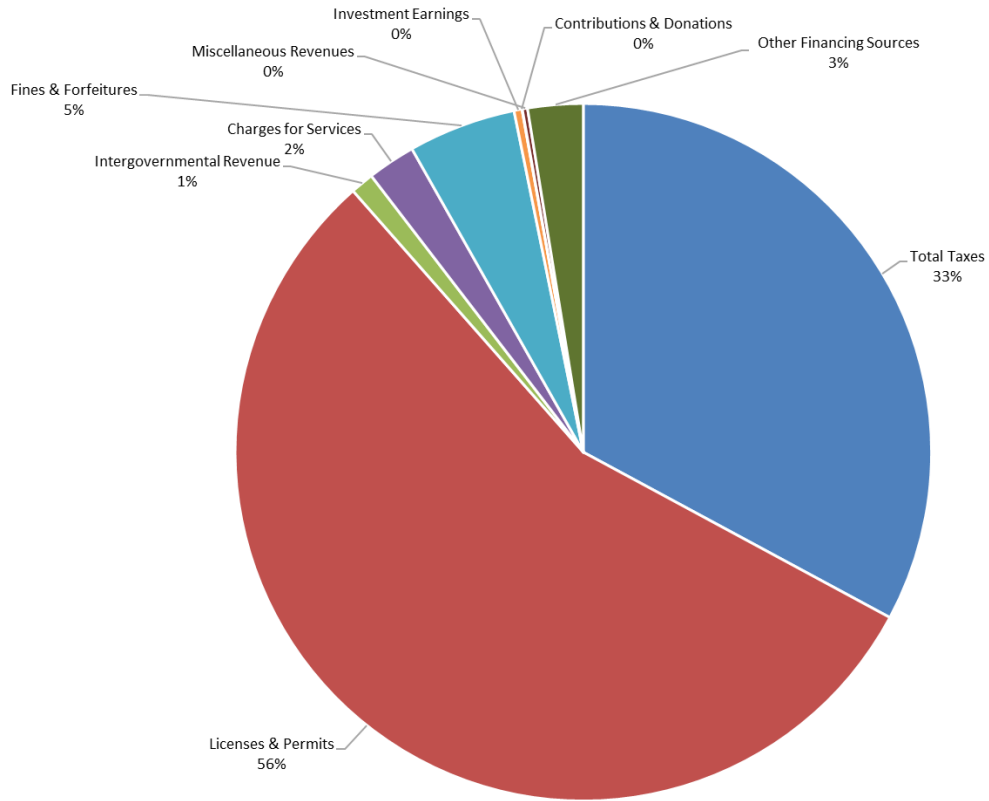
BUDGET COMPARISON REPORT - GENERAL FUND - REVENUES

For The Month Ended April 30, 2021

	2020 Amended Budget	2020 YTD Transactions	2021 Amended Budget	2021 YTD Transactions	Variance from Budget	% of Annual Budget
Property Tax	\$ 9,752,088	\$ 10,317	\$ 11,126,097	\$ 130,712	\$ (10,995,385)	1.17%
Motor Vehicle Tax & Title Ad Valorem Tax	29,442	101,444	689,850	544,779	(145,071)	78.97%
Recording Intangible Tax	66,096	16,864	120,643	39,338	(81,305)	32.61%
Real Estate Transfer Tax	25,000	7,204	53,338	6,378	(46,960)	11.96%
Franchise Tax	3,625,000	250,610	3,625,000	143,689	(3,481,311)	3.96%
Alcoholic Beverage Excise Tax	1,122,000	252,573	1,196,398	285,508	(910,890)	23.86%
Energy Excise Tax	220,000	40,724	172,811	11,334	(161,477)	6.56%
Motor Vehicle Rental Excise Tax	273,734	13,451	150,000	11,626	(138,374)	7.75%
Business & Occupational Tax	2,170,000	697,674	1,800,000	852,839	(947,161)	47.38%
Insurance Premium Tax	3,553,650	22,302	3,798,917	25,400	(3,773,517)	0.67%
Financial Institutions Tax	67,734	37,152	67,734	41,741	(25,993)	61.62%
Penalties & Interest	57,887	3,442	65,992	20,226	(45,766)	30.65%
Total Taxes	20,962,631	1,453,757	22,866,780	2,113,572	(20,753,208)	9.24%
Licenses & Permits	3,120,000	2,392,009	3,133,000	3,578,006	445,006	114.20%
Intergovernmental Revenue	400,000	400,000	196,739	69,551	(127,188)	35.35%
Charges for Services	632,650	137,584	478,873	143,610	(335,264)	29.99%
Fines & Forfeitures	1,225,000	378,787	1,225,000	321,642	(903,358)	26.26%
Investment Earnings	50,000	117,293	50,000	23,849 *	(26,151)	47.70%
Contributions & Donations	-	-	-	1,035	1,035	0.00%
Miscellaneous Revenues	82,000	11,024	91,000	15,378	(75,622)	16.90%
Other Financing Sources	8,834,605	199,029	5,064,262	165,169	(4,899,093)	3.26%
TOTAL REVENUES	\$ 35,306,886	\$ 5,089,482	\$ 33,105,654	\$ 6,431,811	\$ (26,673,843)	19.43%

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

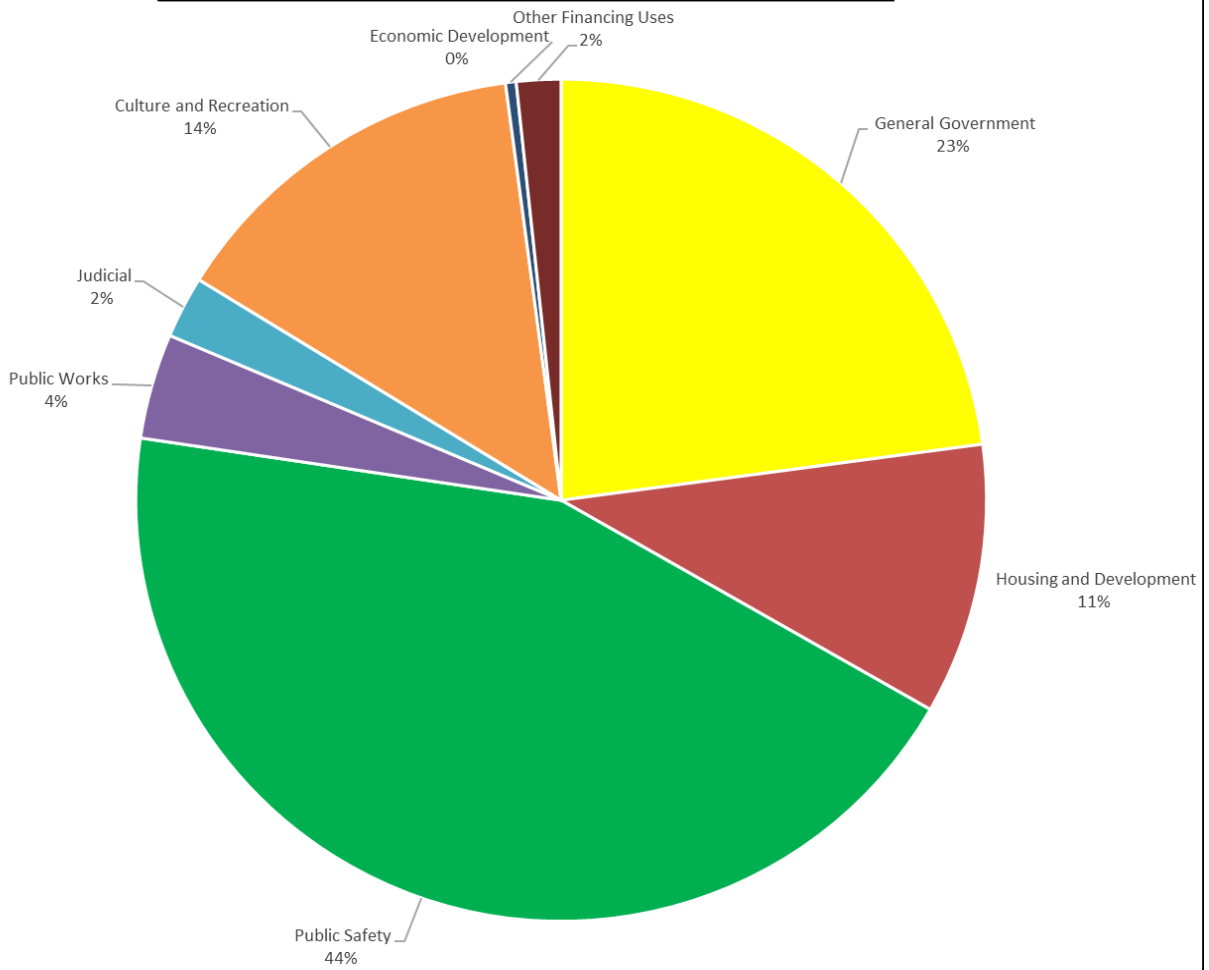
GENERAL FUND REVENUES BY SOURCE (APRIL 2021 YTD)



City of Brookhaven - YTD through April 30, 2021
Budget Comparison for General Fund Expenditures

Governmental Function	2020 Amended Budget	2020 YTD Transactions	2021 Amended Budget	2021 YTD Transactions	Variance from Budget	% of Annual Budget
General Government	\$ 9,069,663	\$ 2,338,363	\$ 7,269,124	\$ 1,910,017	\$ 5,359,108	26.28%
Housing and Development	3,745,855	1,009,037	4,364,095	868,980	3,495,115	19.91%
Public Safety	11,552,520	3,278,489	11,721,667	3,681,337	8,040,330	31.41%
Public Works	1,581,051	409,506	1,615,554	336,816	1,278,738	20.85%
Judicial	874,735	240,704	1,034,261	198,651	835,610	19.21%
Culture and Recreation	3,518,276	1,120,725	4,115,058	1,179,882	2,935,176	28.67%
Economic Development	327,864	143,541	197,203	33,673	163,530	17.08%
Other Financing Uses	4,636,922	664,250	2,788,692	141,159	2,647,533	5.06%
TOTAL EXPENDITURES	\$ 35,306,886	\$ 9,204,613	\$ 33,105,654	\$ 8,350,515	\$ 24,755,139	25.22%

GENERAL FUND EXPENDITURES BY GOVERNMENTAL ACTIVITY
(APRIL 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>\$63,735</u>
Receipts	\$46,881	
Disbursements	\$7,870	
Balance at April 30, 2021		<u>\$118,486</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 April 30, 2021	<u>\$293,398</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 April 30, 2021
Explorer Program	\$ 9,155	\$ -	\$ (155)	\$ 9,000
Shop with a Badge/Cop	36,407	1,000	(1,000)	36,407
General PD Donations	11,331	-	-	11,331
K9 Donations	9,040	35	-	9,075
Police Bike Fund	1,627	-	-	1,627
Totals	<u>\$ 67,560</u>	<u>\$ 1,035</u>	<u>\$ (1,155)</u>	<u>\$ 67,440</u>