



TO: Mayor and City Council
FROM: Christian Sigman, City Manager
DATE: November 15, 2022
SUBJECT: October 2022 Departmental Highlights

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

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Brookhaven Connect Metrics: October 2022

***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

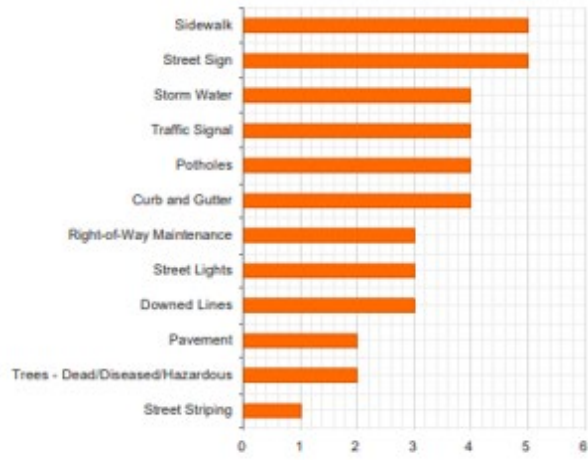


- Of the 40 service requests that were created, 29 have been closed (this includes duplicate requests) with 11 remaining open.
- Total requests that remain open since the beginning of the year is 38, this includes the month of October.
- To date, there are 3,046 registered Brookhaven Connect users; this represents an increase of 132 users since the beginning of the year.

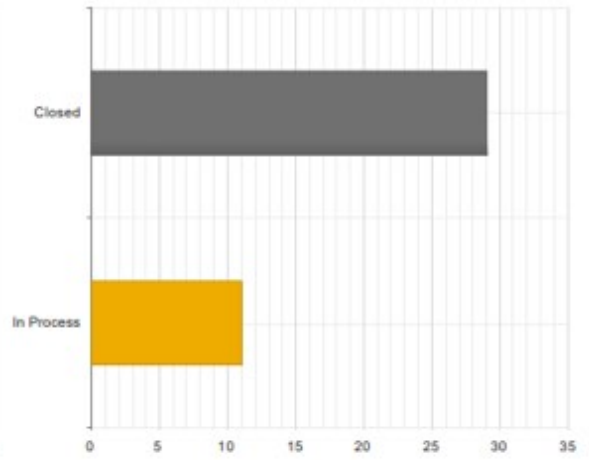
Statistics

Total Reports Created	40
Total Reports Open	11
Total Reports Closed	29
Average Reports Created per Day	1.25
Average Reports Closed per Day	0.91
Average Time to Close	6.18 Days
Fastest Closed Request Type	Potholes (0.04 Days)
Slowest Closed Request Type	Traffic Signal (23.46 Days)
Most Common Request Type	Street Sign
Least Common Request Type	Street Striping

Request by Type



Request by Status



Community Development: October 2022

Community Development 2022 Building Permits													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
All	247	266	321	517	325	264	264	335	355	287			2,826
New Single Family	11	10	12	10	5	13	19	5	5	7			92
New Multi Family	0	0	0	0	0	0	0	0	0	0			0

Community Development 2021 Building Permits													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
All	321	299	404	397	295	368	269	308	273	278	261	242	3,715
New Single Family	40	14	17	18	20	22	17	12	20	13	11	10	214
New Multi Family	0	0	0	0	0	0	0	0	0	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 BOA/Variations Filed in October 2022			
File #	Address	Scope	Hearing Date
VAR22-00052	1153 Havenbrook Way	Impervious coverage increases and accessory structure setback reductions	11/16/22
VAR22-00058	1699 Wayland Circle	Stream buffer reduction	11/16/22
VAR22-00059	1353 Brawley Circle	Increase floor area for backyard cottage	11/16/22
VAR22-00060	1324 Sunland Drive	Impervious coverage increases	11/16/22
VAR22-00062	1852 Remington Road	Increase retaining wall height	11/16/22

Community Development BOA/Variances Heard in October 2022				
File #	Address	Scope	Hearing Date	Action
Successive Application (VAR20-22)	3230 Osborne Road	Successive Application	10/19/22	Withdrawn without Prejudice
VAR22-00051	2717 Skyland Drive	Front door threshold reduction	10/19/22	Approved with Conditions
VAR22-00053	2087 East Roxboro Road	Stream buffer reduction	10/19/22	Approved with Conditions
VAR22-00054	2152 Johnson Ferry Road	Building setback reduction for dog daycare facility	10/19/22	Approved with Conditions
VAR22-00055	1446 Wilford Drive	Stream buffer reduction	10/19/22	Approved with Conditions
VAR22-00056	1712 Duke Road	Reduce setbacks and increase front yard paved coverage	10/19/22	Approved with Conditions

Community Development Rezoning Filed in October 2022				
File #	Address	Scope	PC Hearing Date	CC Hearing Date
LUP22-00007	Windsor/Osborne NE	Rezone to NS to allow for a mix-use development	12/7/22	1/24/23
LUP22-00008	3 Corporate Blvd	Rezone to OI to allow apartments	12/7/22	1/24/23

Community Development Rezoning Heard in October 2022						
File #	Address	Scope	PC Hearing Date	PC Rec	CC Hearing Date	CC Rec
LUP22-00001/LUP22-00002	3068, 3074, & 3086 Osborne Road	Rezone to RS-75 to allow a combination plat; and a SLUP for a recreational facility	10/5/22	Recommended Favorably with Conditions	10/25/22	Deferred to 11/8/22

Code Enforcement Activity October 2022	
Inspections & Follow-ups	1,739
Violations	196
Violations Created Per Day	9
Courtesy Warnings/Placards	43
Residential Citations	0
Commercial Citations	0
Total Street Miles Patrolled	2,159
Total Requests Created	65
<i>Department-Generated Inspections</i>	2
<i>Brookhaven Connect/CitySourced Requests Created (public generated)</i>	63
Brookhaven Connect/CitySourced Requests Received / In Process	8
Brookhaven Connect/CitySourced Requests Closed / Abated / Duplicated / Not an Issue	55
Average # of Reports Created per Day	2
Average # of Reports Closed per Day	2
Average Time to Close	2 days
Signs Removed	89

Building Inspection Activity October 2022	
Plan reviews	79
Building inspections	1,249
Building inspections percent pass/fail	80%/20%

Fire Marshall Activity October 2022	
Plan reviews	72
Inspections	90
Inspections percent pass/fail	96%/4%
Existing/Mandated Business inspections	41
Existing/Mandated Business inspections pass/fail	54%/46%

Key Land Development Activity/Review October 2022	
Land Development Enforcement & Inspection Activity	
Tree removal permits	76
Stop Work Orders issued	5
Courtesy warnings issued (Notice of violation)	26
Environmental Inspections	331
Environmental Court Summons	1
<ul style="list-style-type: none"> 3063 Caldwell Road – Unpermitted tree removal – Pled Guilty - \$500 fine 	
Land Disturbance Permit Review	5
Floor and Décor – 1690 Northeast Expressway	
Manor at Druid Hills – 2601 Briarcliff Road	
CHOA – North Druid Hills – 2601 Briarcliff Road	
Dresden Village Revision – 1350 Dresden Drive	
Self-Storage – 2719 Buford Highway	
Land Disturbance Permits Approved	2
1322 Brookhaven Apartments – 1322 Briarwood Road	
Oglethorpe University Athletic Field – 484 Peachtree Road	
Plat Review Activity	7
Combination plat – 2585 Osborne Road	
Combination plat (2) – 2585 Osborne Road	
Reconfiguration plat – 1042 Farmington Lane	
Final Plat – 2198 Crestview Drive	
Reconfiguration plat – 3613 Wood Valley Court	
Combination plat – 1132 Gail Drive	
Lot combination – 1065 Farmington Lane	
Plats Approved	1
Evins Walk – 2396 Coosawattee Drive	

Municipal Court: October 2022

2022

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Case Filings	431	484	533	438	483	423	421	568	445	523			3,781
Number of Court Dockets	17	15	19	17	17	17	15	19	16	17			136
Number of Defendants on dockets	460	322	455	392	388	441	351	411	332	408			3,220
Number of Cases on Dockets	771	595	719	713	671	754	634	724	568	702			5,581

2021

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Case Filings	399	472	587	590	676	606	703	521	539	588	552	433	6,666
Number of Court Dockets	4	15	19	17	17	17	17	19	17	15	15	13	185
Number of Defendants on dockets	53	315	472	454	465	519	481	600	535	408	462	379	5,143
Number of Cases on Dockets	94	510	681	765	708	885	745	965	850	717	753	622	8,295

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

Court Collections & Agencies Payments

Base Fine	79,876.41
Contempt Charge	1,446.07
Processing Fee	12,507.74
Cash Bonds	41,066.00
Indigent App Fee	0.00
Revenue Collected-Diverse Agencies	29,120.57
Pre-Trial Fee	0.00
CB-Applied	13,550.00
Bond Forfeiture	0.00
Overage	0.00
Restitution	0.00
NSF	0.00
MISC	0.00
	0.00
Monthly Cash Collections	177,566.79
Paid to Diverse Agencies	29,120.57
Cash Bond Refunds/Returned	6,258.00
Overage Refund	0.00
Restitution Paid	0.00
Total Paid Out	35,378.57
NET	142,188.22

Office of City Clerk: October 2022

City Clerk's Office and Legislative Activities – October 2022		
	Open Record Requests	30
	Agendas/Agenda Packets Managed (Included Audit Comm., Dev. A., Charter Comm., And Facilities Authority)	4
Virtual Meetings Held	Minutes Composed (Council, Dev. Auth., and Facilities Authority)	4
Virtual Meetings Held	Executive Sessions Held (Council and Dev. Auth. Only)	2
Ordinances/No.	October 2022 – Description	Appr. Date
ORD 2022-10-01	Ordinance to Amend Chapter 14, Land Development and Subdivisions, Article III, Tree Preservation and Maintenance	10/25/2022
Resolutions/No.	October 2022 – Description	Appr. Date
RES 2022-10-01	Approval of Resolution to Amend the Bylaws of the Brookhaven Convention and Visitors Bureau, Inc.	10/11/2022
RES 2022-10-02	Approval of Resolution Regarding the Settlement of Claims by and Between the City of Brookhaven and the Peachtree Golf Club, Inc.	10/11/2022
RES 2022-10-03	Approval of Resolution Adopting the Holiday Schedule and Normal Business Hours.	10/25/2022
Department	Contracts/Agreements Approved by Council – October 2022	Appr. Date
Police Department	Approval of North Metro SWAT MOU	10/11/2022
Public Works	Task Order Under the On-Call Engineering Services Contract to Heath & Lineback for \$113,760.00 for Sidewalk Design Along Chantilly Drive, SSD Project #6	10/25/2022
Public Works	Change Order for \$168,419.39 to CPL for Additional Engineering Services for the Ashford Dunwoody Rd / Windsor Pkwy Intersection Improvement Project	10/25/2022
Public Works	Change Order of \$12,749.35 to CMES, Inc. for Ashford Dunwoody Rd./Dresden Dr. ITS Expansion Project	10/25/2022
Appointments – October 2022		Appr. Date
None		

Proclamations and Presentations – October 2022		Date
Administration	Proposed FY 2023 Budget Distribution to Mayor and Council – City Manager Christian Sigman	10/25/2022
Mayor	Proclamation in Recognition of Brookhaven Arts and Humanities Month Presented to Lauren Kiefer, Chair, Arts and Culture Commission	10/25/2022
Department	Plans, Studies, Reports, and Policies Approved by Council – September 2022	Appr. Date
None		

Open Records Completed Request: October 2022

Date of Request	Request #	Name	Description
10/4/2022	PRR-587-2022	Gary Rubadou	Information on 2087 East Roxboro Road
10/4/2022	PRR-588-2022	Chris Jones	Code Enforcement Copy of Complaint
10/5/2022	PRR-590-2022	Kim Barnes	Engineering Plans and Co's
10/5/2022	PRR-591-2022	Clashawn Grant	Information on 18 239 01 033
10/5/2022	PRR-592-2022	Si Morris	Business List for September
10/5/2022	PRR-593-2022	Stefani Daub	Building Permits List
10/7/2022	PRR-594-2022	Adrienne Oguntebi	Building Plans for 1575 Runnymede Road
10/14/2022	PRR-600-2022	Shelby Womack	Information on Torrie Parker
10/14/2022	PRR-589-2022	Carla Banot	Bid Tabulation for 2022 Capital Paving Project
10/14/2022	PRR-596-2022	Adrienne Oguntebi	Foundation Survey for 1575 Runnymede Road
10/14/2022	PRR-597-2022	Paul Laughline	Unknown
10/14/2022	PRR-601-2022	Robin Davis	Building List
10/14/2022	PRR-599-2022	Davis Schultz	Information on 3649 Buford Highway
10/14/2022	PRR-530-2022	Carey Pound	Storm Drain Information on 1400 Sylvan Circle
10/14/2022	PRR-583-2022	Dan Woodley	List of Surveyors
10/14/2022	PRR-595-2022	Sammie Purcell	Information on St. Martin's Episcopal Rezoning

10/18/2022	PRR-603-2022	David Kiefer	Board of Appeals Records about Section 27-67(A)
10/18/2022	PRR-602-2022	Tony H. Howard	Melvin Hawkins File
10/18/2022	PRR-606-2022	Matt Jordan	Information on 4083 Chippewa Place
10/20/2022	PRR-598-2022	Matthew Howe	Information on Brighten Park
10/20/2022	PRR-604-2022	Peter Mills	Information on 2768 Grove Street
10/20/2022	PRR-605-2022	Roberto Cabreja Reynoso	Disposition
10/21/2022	PRR-608-2022	Nina Fronjian	Information on 3303 Druid Hills Reserve
10/26/2022	PRR-609-2022	Timothy Santelli	Information on Kenneth Storr
10/26/2022	PRR-607-2022	Matt Myers	Pay Scale Information
10/28/2022	PRR-610-2022	Judith Cozzi	Property Survey for 2328 Colonial Drive
10/28/2022	PRR-611-2022	Madison Hudson	Information on Micah Ash
10/28/2022	PRR-612-2022	Rosetta Taylor	Information on 3716 Ashford Dunwoody Road
10/31/2022	PRR-614-2022	Doris Padilla	Information on 100 Windmont Drive
			Total completed: 30

Communications: October 2022

Department Activities:

- Attended ARC conference, promoted on social media
- Staffed, promoted, and helped coordinate Paint the Park
- Staffed, promoted, and helped coordinate Touch a Truck, featuring the new Street Sweeper
- Staffed, promoted, and helped coordinate Sen. Warnock press conference at PD
- Posted proposed budget to City website
- Translated budget transmittal letter to Spanish
- Translated consolidated plan to Spanish
- Produced 10-year invitations for Founders Dinner
- Promoted I-285 lane reductions
- Staffed City Council meetings
- Responded to various media requests
- Press releases, e-blasts & notifications:
 - Paint the Park
 - Media Advisory-Chamber Hispanic Business event
 - City Council preview 10-11
 - City Council wrap-up 10-11
 - COPS funding
 - Touch a Truck
 - Nancy Creek bridge demolition
 - City Council preview 10-25
 - City Council wrap-up 10-25
 - New Economic Development Director
 - City-owned Street Sweeper introduced
 - Brookhaven considers 2023 budget
 - Weekly eblasts

Engagement reports (October):

	Posts	Subscribers	Subscriber growth (1 month)
E-blasts/press releases	16	4,795	+1
Facebook	68	9,336	+23
Facebook (Spanish)	46	427	+1
Twitter	47	4,578	-9
NextDoor	17	25,980	+170
Instagram	58	3,714	+43
Instagram (Spanish)	47	729	+4
Brookhaven Alert	2	4,050	+17

Convention and Visitors Bureau: October 2022

- Brookhaven Arts Pop-Up+ Shop very successful. Full presentation to City Council on October 11.
- Held initiation meetings to create a ProStart program in Brookhaven with Hyatt Villa Christina and Word of Mouth Restaurant Group
- Presentation on Explore Brookhaven to the Brookhaven Planning Commission.
- Vetting the use of Brookhaven Arts Festival and trademark
- Explore Brookhaven *“Punching above Weight Class”*
 - Benchmark of Excellence Certification - Gold Standard
 - Presented on DEI to three national organizations on Explore Brookhaven branding process
 - Appointed to Destinations International Board of Trustees
 - Reboot Taste Brookhaven, September 15, 2022
 - Creation of Sip Brookhaven at Oglethorpe, April 15, 2023
 - Brookhaven Signage approved by GDOT for I-85 and I-285
 - Visitor Information signs approved by GDOT for Peachtree Road

Social Media

Facebook 1,649 page likes

Instagram 3,337 followers

Explora IG 842 followers

Information Technology: October 2022

General IT

- Completed quarterly PCI security scans
- Working on performance-based Crystal Reports
- 11 boxes for scanning were sent out
- Added 24 secured files to Laserfiche for open records request
- Add/remove/update users on City applications
- Final close out begins on Contracts project
- Attended Finance software user group meeting
- Updated and patched servers at City Hall
- Plotter fixed at City Hall

Month	2014	2015	2016	2017	2018	2019	2020	2021	2022
	Tickets Closed	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	229
Feb	148	229	205	176	185	194	210	136	177
Mar	162	257	194	199	152	315	259	170	236
Apr	297	335	186	183	196	270	174	149	240
May	270	262	201	191	263	258	141	141	206
Jun	203	351	150	190	210	162	198	161	182
Jul	148	235	159	202	375	161	185	192	166
Aug	117	279	178	185	286	253	209	207	274
Sep	183	193	215	162	206	172	149	194	223
Oct	209	262	183	218	248	206	208	191	159
Nov	196	209	138	145	248	164	171	176	0
Dec	218	171	154	141	190	182	204	172	0
Total	2,312	2,921	2,168	2,165	2,786	2,558	2,331	2,053	2,092

Police

- Updated all firewalls to a newer firmware.
- Patched our centralized end point management
- Configured a new City Hall core switch to replace old one
- Deployed new software to police officers
- Resolved issue with police forensics computer
- Worked with ChatComm on deploying new software/hardware
- Resolved issue with CAD software for police department
- Onboarded new police officers

Facility Services: October 2022

Brookhaven Facilities Metrics:

Work Order Summary (Facilities)

Zen Desk now has an option for reporting Facilities concerns and creating Facilities work orders. Since this system went live on August 17th the department has had a total of 27 Work orders. 24 of those have been successfully completed. 3 are still open.

Work orders by month:

Month	Work Orders Created	Work Orders Closed	Work Orders Open
Aug-22	3	3	0
Sep-22	14	14	0
Oct-22	9	7	1
Nov-22	1	0	1

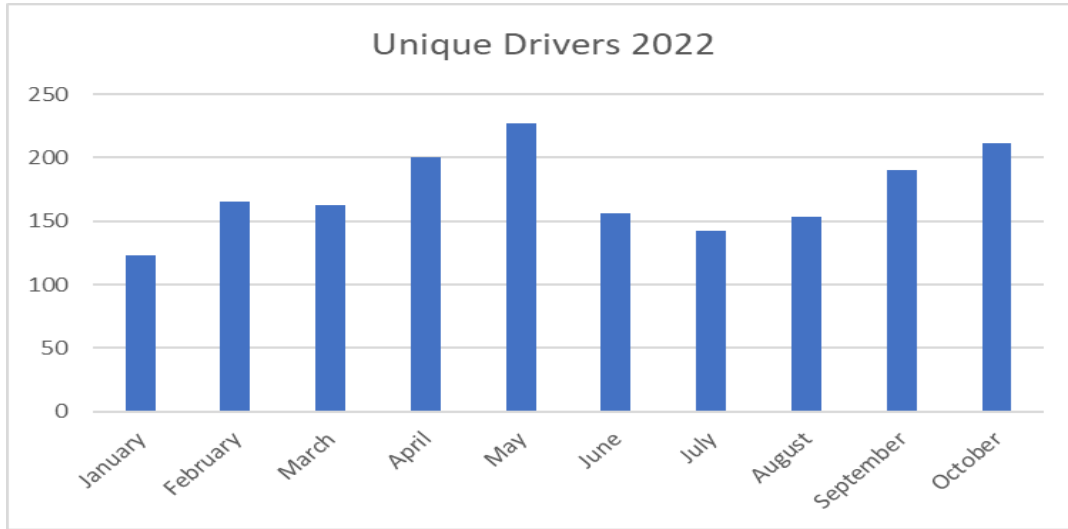
October 2022 Projects

- New Public Safety Building – The facilities department continues to work with sub-contractors on site every day working towards completion of the new building. Substantial progress was made in October. All furniture is now delivered and assembled, and a punch list of items needed for occupancy has been compiled and is being shared with sub-contractors.
- Existing Public Safety Building – The facilities department has contracted with a new pest control contractor to treat the site for an ongoing insect and rodent infestation issue.
- City Hall – Working with the landlord roofing contractors made repairs to the roof that caused a leak on the third floor. This situation is still being closely monitored.

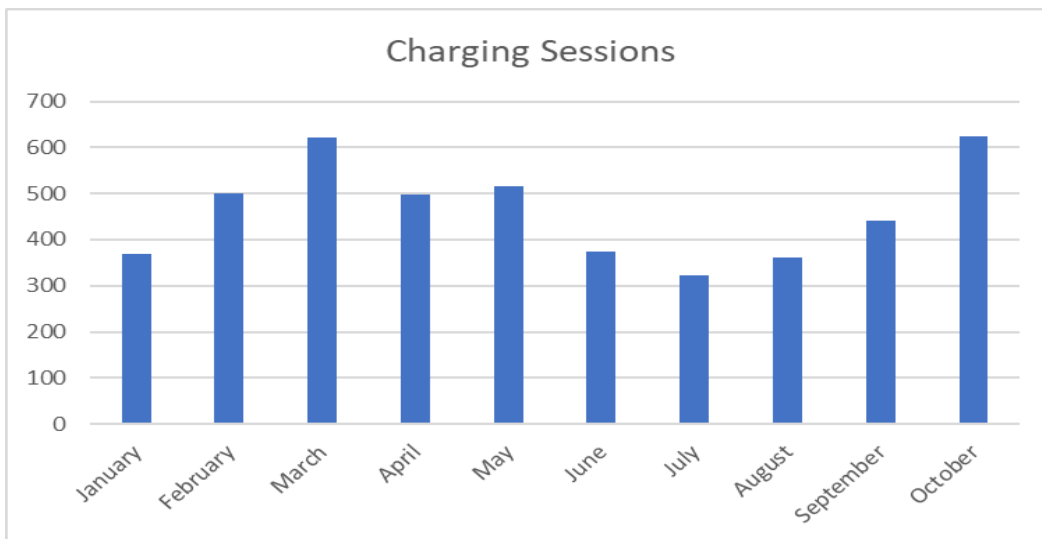
EV Charging Station Monthly Report

October 2022

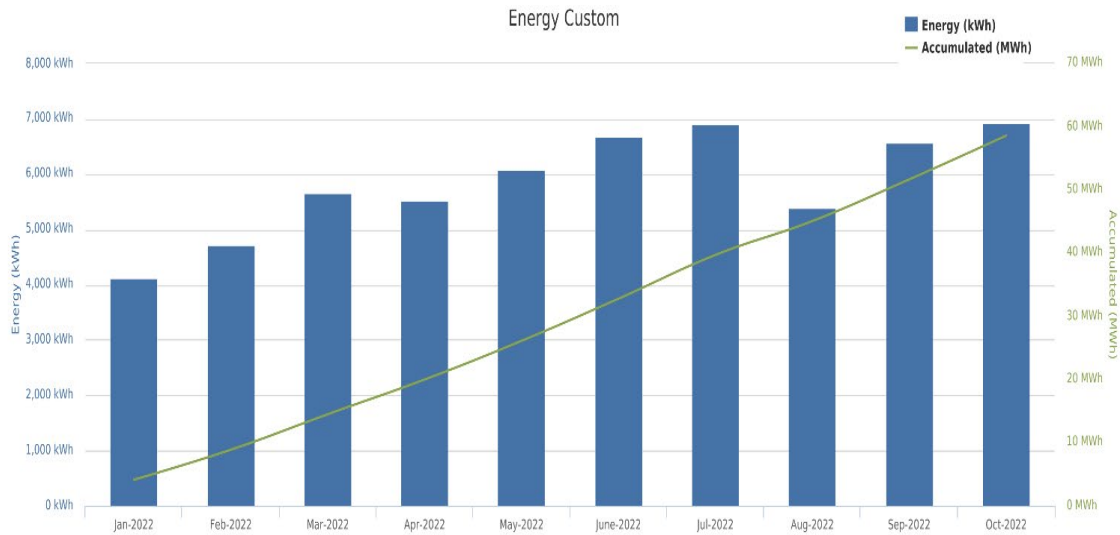
Unique Drivers: The unique drivers' total shows how many different people have used our charging stations each month. A driver who charges many times in a month will only be counted once.



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



Energy: The amount of energy dispensed by our stations is measured in kilowatt hours (kWh)



So far in 2022 we have dispensed a total of 58.6 MWh of electricity. In the month of October, we dispensed 6.925 MWh. For 2022 year to date we have saved the equivalent of 41,694 kg of greenhouse gasses. We currently have 17 charging ports and all 17 are operational.

Parks & Recreation: October 2022

Parks & Recreation Parks/Facilities and Grounds Maintenance Monthly Report October 2022

Monthly Work Order Summary (Park Maintenance Staff)

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

October 2022 Projects

- Cleaned out gutters on the roof at Lynwood
- Installed new soap dispensers at Murphy Candler and Skyland
- Installed new marking numbers on the pavilions at Murphy Candler Park
- Repaired dog station at LaVista Park
- Removed wasp nest from the pavilion at Georgian Hills
- Prepped and worked the Touch the Truck event
- Prepped and worked the Paint the Park event
- Prepped the Duck-Duck Goose event
- Prepped and worked the grand opening of the new meadow at Murphy Candler
- Repaired the walk bridge at Blackburn Park

Janitorial Totals October 2022

	Trash Bag Count	Toilet Paper	Doggie Pot	Hand Soap	Paper Towels
Langford Park	8	NA	4	NA	NA
LaVista Park	4	NA	4	NA	NA
Peachtree Creek Greenway	37	NA	15	NA	NA
Ashford Park	126	9	3	4	7
Blackburn Park	540	23	17	4	16
Briarwood Park	197	16	8	5	10
Brookhaven Park	136	NA	27	NA	NA
Clack's Corner	5	NA	NA	NA	NA
Fernwood Park	8	NA	4	NA	NA
Georgian Hills Park	42	NA	8	NA	NA
Lynwood Park	211	13	3	8	13
Murphey Candler Park	739	27	10	6	2
Parkside Park	10	NA	2	NA	NA
Skyland Park	87	9	19	NA	14
Ashford Forest Preserve	6	NA	1	NA	NA
Valverde Bridge	3	NA	2	NA	NA
Total	2,159	102	127	30	62

Parks & Recreation Athletics Division Monthly Report October 2022

October Athletic Revenue Brought in \$3,528.00

- Athletic fields/gymnasium rentals brought in \$175.00
- Tennis Court Rentals brought in \$3,353.00

October 2022 Athletic Activities Currently in season are listed below:

Youth Athletics

- Concorde soccer Fall Leagues.
- Elevate sports academy Fall basketball leagues and camps.
- Up4Tennis classes and private lessons.
- UTA tennis leagues and lessons.
- Murphey Candler Baseball Fall season finished in late October.
- Murphey Candler Girls Fast Pitch Softball League Fall season finished in late October.
- Atlanta Colts Youth Association Football & Cheer is continuing.

Adult Athletics:

- Adult Fall softball league play is continuing.
- Adult kickball Fall leagues in progress.
- Up4Tennis spring lessons and classes in progress.
- UTA tennis Fall open play, leagues, and lessons at Blackburn Park.

Athletic Participation Summary	Fall 2022
Adult Fall Kickball	550
Adult Fall Softball	980
Adult Fall Football	64
Adult Sand Volleyball	Season Ended
Youth Fall Soccer	725
Youth Football & Cheer (Fall Registration)	965
Youth Fall Baseball	739
Youth Fall Softball	344

Parks & Recreation
Aquatics Division Monthly Report
October 2022

October Recreational Program Revenue Brought in \$3,093.20

- Open Gym brought in \$359.00
- Non-Athletic Field Rental brought in \$360.00
- Gym Rentals brought in \$2,490.00
- Recreation Programs brought in \$69.20

Parks & Recreation
Department Highlights
October 2022

The Annual Paint the Park event was held on Sunday, October 16th at Blackburn Park. A crowd estimated between 125-150 came out and participated in the event.



Paint the Park winners and judges



Paint the Park participants

- The annual Touch A Truck event was held on Saturday, October 22nd at Blackburn Park from 11 AM to 2 PM.
- The last Food Truck Wednesday of the season was held at Blackburn Park on Wednesday, October 26th from 6 PM to 9 PM.
- The Parks & Recreation Departments new Athletic Supervisor, Ayana Myers will start her new position with the department on Monday, November 14th.
- The Fernwood Park Overlook project was completed on Monday, October 31st. (Pictures attached below)



- Staff has started the process of testing the lights on the City's holiday tree as preparations begin for the building of the tree. Staff will begin installing the tree the week of November 14th. Light Up Brookhaven is on December 7th, from 6 to 9 PM at Blackburn Park.
- Members of the Parks & Recreation Department staff will be attending the Georgia Recreation and Parks Association State Conference November 6th – 10th. The Parks & Recreation Department will be presented the GRPA Agency of the Year 2022 award at the awards banquet on Wednesday evening.
- Staff is working with the youth athletic leagues at Murphey Candler Park to finalize their Facility Use Agreements. Staff will be bringing these agreements before the City Council for approval at either the November 29th or December 13th City Council meetings for approval.

Police Department October 2022

Support Services

- Community Engagement and various officers participated in the Faith and Blue Fall Fest. A local festival held in partnership with Skyland United Methodist Church. Hundreds of community members join in the festival.
- Officers spoke at three services held by Our Lady of Assumption during the Faith and Blue weekend and later participated in the OLA Trunk or Treat event.

Support Services

REPORTS	OPEN	Officer Moore	Sergeant Martinez	Total
Incident Reports		0	0	0
Accident Reports		0	0	0
Patrol Assist		0	1	1
Court Assist		3	1	4
Arrests		0	0	0
Citations		0	0	0
Press Releases		0	0	0
Media Interviews		0	1	1
Community Meetings		105	1	106
Meeting Attendees		250	13	263
Community Contacts		650	13	663
Business Contacts		325	43	368

There were numerous media inquiries which were handled in addition to the social media posts.

MONTHLY REPORT: Part-Time Officers	
POP Logged	1
Patrol Shifts	15
Citations	32
Warnings	46
Transport for Courts	51
Arrests	5
Child Safety Seat Install / Teen Driving Classes	0
Shifts Worked	44
Court Service Hours	109
Traffic Enforcement Hours	42
Fleet Service Hours	85
Transport Hours for Uniform Patrol/NET	9
Training Hours	68

Monthly Report: K-9 Officers	Unit Stats	Year Total
Patrol Assist	162	2,345
Other Agency Assist	1	76
Training Hours	193	1,033
Search Warrants	0	1
Citations	3	148
Warnings	7	151
Field Interviews	0	4
Felony Arrests	1	19
Misdemeanor Arrests	0	63
City Ordinance Arrests	0	26
Wanted Person Located	0	4
K-9 Search (narcotics)	12	56
K-9 Tracks / Area Search	1	18
Building Search (for persons)	0	9
K-9 Related Arrests	5	54
K-9 Demonstrations / PR	2	12
Currency Seized / Other Agency	\$58,740 / \$434,822	\$353,106 / \$1,490,571
Marijuana Seized	20,150 grams	50,453 grams
Cocaine Seized	0.0 grams	1003 grams
Methamphetamine Seized	0.0 grams	47,005 grams
Heroin Seized	0.0 grams	1666 grams
Schedule Pills	0	0
MDMA Seized	0.0 grams	0.0 grams
Other Seized (LSD)	0.0 grams	100 DU

Additional Activities for K9 and N.E.T. Unit

- **NOTE:** Officer Fikes & K9 Bane are temporarily assigned to the Task Force
- **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

As of September 30, 2022, the Pedestrian Grant is no longer active. Stats are no longer available.

Monthly Report: Traffic Safety Unit	Officer Maria Jones
Total Pedestrian Stops	14
Total Motor Vehicle Stops	35
Total Citizen Contacts (combined Pedestrian & Traffic Violations)	49
Total Citations Issued	34
Total Warnings Issued	31
Felony Arrests	0
Misdemeanor Arrests	3
Arrest / Released on Copy	2
Wanted Persons Located	1

Criminal Investigations Division

Criminal Investigations Report	
Total Reports Handled	118
Total Reports Cleared	104
Cleared INACTIVE	82
Exceptionally Cleared	4
Unfounded	5
Cleared by Arrest	17
Arrest Warrants Obtained	4
Search Warrants Obtained	2
Total Cases "ACTIVE" on September 30, 2022	90

Brookhaven Police Department Activity Summary Report

	August 2022	September 2022	October 2022
Incidents Reported	646	604	607
Custodial Arrests	238	207	235
Accidents	192	180	229
Citations Issued	868	713	850
Residential Security Watches Requested	31	17	20
Field Interviews	44	47	43
Wanted People Apprehended	28	20	33

Brookhaven Police Department Activity Summary Report

	August 2021	September 2021	October 2021
Incidents Reported	758	673	658
Custodial Arrests	241	207	244
Accidents	192	197	205
Citations Issued	963	1,076	1,016
Residential Security Watches Requested	21	20	15
Field Interviews	41	54	44
Wanted People Apprehended	29	20	30



ChatComm 911 October 2022 Executive Overview

911 Answer Time: In October 2022, ChatComm 911 answered 97% of all incoming phone calls within ten seconds and 99.8% of all incoming phone calls were answered within thirty seconds.

Call Processing Time: This Month, ChatComm 911 processed 99.4% of all high priority calls for service and 95.5% of all low priority calls for service within sixty seconds.

Monthly Phone Call Volume: For the month of October 2022, ChatComm 911 handled a total of 24,754 phone calls.

- 89.5% (22,154) were incoming phone calls which are treated as potential emergencies and handled as 911 calls regardless of the line the call is received on.
 - 13,035 of those calls were received on the 911 trunks. 2,099 of the 911 calls received were abandoned 911 calls (where the caller disconnects the line prior to speaking with a calltaker).
 - 7,020 calls were received on administrative and alarm lines but treated as 911 calls.
- The remaining 10.5% (2,600) of the phone calls handled by ChatComm 911 in October 2022 were outgoing phone calls.

Overall Phone Call Volume: Since September 2009, ChatComm 911 has answered a total of 3,307,051 incoming phone calls. Of those calls, 2,114,094 (63.9%) were received on 911 trunks and 1,192,957 (36.1%) came in on 10-digit phone lines.

Monthly Incident Volume: ChatComm 911 handled a total of 28,522 incidents in October 2022.

- 53.5% (15,249) of the incidents created were officer-initiated incidents, which include traffic stops, business & residential checks, and other calls created by officers.
- 41.9% (11,942) of the incidents were dispatched incidents.
- The remaining 1,331 (4.7%) of the incidents were transferred via CAD to DeKalb for EMS and Fire Dispatch.
- Sandy Springs incidents comprised 37.9% (10,796) of the total incident volume.
 - 8,612 incidents were Sandy Springs Police Department incidents.
 - 1,156 incidents were for Sandy Springs Fire Rescue.
 - 1,028 incidents were EMS calls for service in Sandy Springs.
- Johns Creek incidents were 23.5% (6,708) of the total incident volume.
 - 5,911 incidents were Johns Creek Police Department incidents.
 - 467 incidents were for Johns Creek Fire Department.
 - 330 incidents were EMS calls for service in Johns Creek.
- Dunwoody incidents accounted for 12.0% (3,421) of the total incident volume.
- Brookhaven incidents were 22.0% (6,266) of the total incident volume.
- DeKalb Fire and EMS (for the Cities of Brookhaven and Dunwoody) incidents were 4.7% (1,331) of the total incident volume.
 - 736 incidents were Fire calls for service in Brookhaven or Dunwoody
 - 595 incidents were EMS calls for service in Brookhaven or Dunwoody.

Overall Incident Volume: By the end of October 2022, ChatComm 911 handled 4,594,516 incidents since "go-live" in September 2009. 4,059,367 (88.4%) of those were law enforcement incidents; 307,671 (6.7%) of those were fire department incidents; and 227,478 (4.9%) of those were EMS incidents.

EMD & EFD Compliance: For the month of October 2022, 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 October was 98% .
- The Emergency Fire Dispatch QA compliance for October was 99% .

Public Works: October 2022

Major Initiatives Completed

Stormwater Drainage Projects:

- Merriman Lane Storm Rehab
- N.F. Nancy Creek Streambank I
- Nottingham Stormwater Issue
- Sylvan Circle pipe replacement

Major Initiatives in Progress/Upcoming

- N. Fork Nancy Creek Streambank II: Contract with EPD extended to 3/31/23.
- Northeast Expressway MUP: Excellere Const. - \$438,600.00 + Cont. MUP 100% complete. Need street striping and landscaping. Addressing punchlist. Need GDOT approval.
- ST 08 - ADR/Windsor Pkwy Design: Schedule to be extended +/-2 years. Completion 2026. ADR R/W information provided to Chris Balch. Design Consultant also notified. Monthly meeting Wednesday, October 19, 2022. Change Orders submitted. Need additional funds for design. Next Monthly mtg Wednesday, November 16. Change Orders approved 10/25.
- ADR/Peachtree Rd Intersection: Poles relocated at intersection. Comcast complete. AT&T relocate complete 9/23. Coord w/GDOT (signalization) Multiple ADD SVS need to go before Council 11/8/22. Signal cabinet relocate in process. Schedule completion mid-Nov. Project completion before Christmas
- Briarwood MUP (west end): AT&T in process of relocating lines, 60 working day commitment. AT&T began work on day 60 Coordinating with DWM and Contractor.
- Peachtree Creek Greenway Phase II: Change order for design approved by Council 7/26. Increase \$737,850.42– Team Meeting 8/22. R/W Consultant? Target R/W authorization by end of calendar year.
- Peachtree Creek Greenway Phase III: Heath & Lineback provided proposal. Additional funding required. \$1.6 million estimate. Patty H to discuss with ARC.
- 2022 / 2023 Paving: New ITB – out before end of the month. To include 2021/2022/2023/JFR Alternate/pavement patching, (On Hold Pending New Policy).
- W. Nancy Creek Bridge: Bridge closed. Bridge design in progress. Local funding – SSD Project #1. Demo of bridge approved through executive order and authorized by City Council – 9/27/22. Demo in Progress.
- ADA Ramps: Bid received from TriScape - \$126,950.00. Council approved 7/26. Start delayed due to lag time in getting concrete. Tentative start date week of 10/10. Working on N. Cliff Valley Road.

- 2021 Paving: Paving Contractor – Allied \$2,995,248.30. Speed humps done, needs striping. LaVista Park corrections complete.
- 2021 Paving – Add SVS: Quote received for Skyland Alleyway - \$99,225.00. Approved by Council on 7/26. Work began 10/3. Complete
- MS4 Inspection and Report – Year 5 of 5
 - Structures – 99% complete as of 11/2/22
 - Conveyances – 99% complete as of 11/2/22
- Caldwell Rd. / Redding Rd. Intersection Improvement – Three Conceptual designs w/ estimates provided + preliminary cost est. Comments provided to MBI. Working on revisions. Will be providing proposal for full design.
- Cartecay / Ellijay Drainage Study – Consultant selected. Community meeting to be scheduled
- New City Hall Drainage Evaluation – Consultant selected
- Street Sweeper – Street Sweeper wrap installed. Training complete. Working on route. Layout for LaVista Park prepared.
- RFP's – Multimodal Study – Bids received. In review

Ongoing Coordination

- PTOF 5-year Grant coordination w/ PCID.
- RTOP: Monthly meetings with SigOps personnel, City Traffic Engineer.
- PCIDs Public Works Committee - Coordination with PCIDs, Sandy Spring, Dunwoody.
- Buford Hwy Streetscape/Sidewalk Project – No activity.

Meetings Attended/Held

- 10/04/22 – PFPR – PI No 0016053 – DeKalb Co – Peachtree Creek Greenway from ATL to North Druid Hills Rd – Phase II Multi-use Trail Meeting
- 10/04/22 - W. Nancy Creek Bridge Demolition
- 10/05/22 – City of Brookhaven AA Ramps and Sidewalks Project (Walk22 – 110) Pre- Construction Meeting
- 10/05/22 – Meeting to Discuss Optech
- 10/06/22 – GDOT MMIP Projects & Express Lanes Update / ASCE GA October Section Meeting
- 10/06/22 – W. Nancy Creek Drive – Weekly Status Meeting
- 10/11/22 – Department Head Meeting – West Nancy Creek
- 10/11/22 – City Council Meeting
- 10/12/22 – SigOps/Brookhaven Status Meeting
- 10/13/22 – Municipal/CM/PM L-10
- 10/13/22 – W. Nancy Creek Drive – Weekly Status Meeting

- 10/17/22 – 0016053 PCG Ph 2 Agenda & 2022.08.22 Minutes – 0016054
- 10/18/22 – Walk 16-110 Site Meeting (Briarwood Road MUP/Sidewalk) Project Site
- 10/19/22 – Discussion – Caldwell @ Redding – Cost Estimates & Layouts
- 10/19/22 – 0016056 Ashford Dunwoody agenda & 2022.09.07
- 10/20/22 – W. Nancy Creek Drive – Weekly Status Meeting
- 10/24/22 – Meeting to Discuss Needed Changes to Chosen Plan/Proposal

ROW Encroachment Permits (including Dumpsters/Road Closures)

- Permits issued YTD: **436**
- Permits issued this month: **50**

Stormwater Performance Measures (OPTECH)

October 2022			
ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE
Priority 1	1	0	0%
Priority 2	0	0	0%
Priority 3	0	0	0%
Total	1	0	0%

Maintenance Work Performance Measures (OPTECH)

October 2022			
ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE
Priority 1	0	0	0%
Priority 2	5	0	0%
Priority 3	13	2	15%
Total	18	2	11%

CIP Performance Measures (LOWE)

SIDEWALK: YEAR TO DATE		
Number of Sidewalks funded by Council in 2022	Number of Sidewalks completed in 2022	ANNUAL PERFORMANCE PERCENTAGE
0	0	0%

Service Request

2022	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Curb and Gutter	9	8	8	10	6	6	5	7	7	4			70
Downed Lines	1	1	1	0	0	1	0	2	0	3			13
Pavement/Pothole	18	20	29	29	18	15	22	27	15	6			198
Right of way/Trash	1	5	7	3	4	3	7	7	0	3			41
Sidewalk	3	3	3	3	8	2	3	8	2	5			40
Stormwater	9	5	5	11	8	8	22	14	8	4			94
Streetlights	11	4	5	6	2	2	0	4	4	3			41
Street Sign	6	12	9	8	12	12	7	3	7	5			79
Street Striping	0	1	0	1	2	0	0	1	0	1			6
Traffic Signal	6	4	8	1	5	5	1	3	4	4			40
Trees	0	0	0	0	0	0	16	2	9	2			29
Total Service Requests	64	63	75	72	65	54	83	78	56	40			651

Completed Work Orders

2022	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	1	0	0	2	1	0	2	2	5	1			14
Curb Repairs	6	4	4	15	10	3	8	5	6	2			63
Potholes	0	12	4	12	4	4	4	4	4	2			50
Patching	5	5	2	4	3	1	0	0	2	0			22
Streetlights	0	1	0	1	0	0	0	0	1	0			3
Signs	0	2	7	10	11	3	0	3	5	0			41
Traffic Signals													
Signal Repairs	1	3	4	12	4	7	4	7	8	7			57
ROW Maintenance													
Striping	0	0	1	0	0	0	0	0	0	0			1
Tree Removal	4	2	0	1	1	2	1	3	4	2			20
ROW Maintenance	6	7	5	11	4	13	0	3	13	5			67
Stormwater													
Stormwater	6	52	26	27	13	10	7	5	14	2			162
Total work orders	29	88	53	95	51	43	26	32	62	21			500

Finance: October 2022

The October 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 October 2022 were \$691,551 higher than they were this time last fiscal year. Licenses & Permits decreased by \$1,374,206 compared to this time in the prior year primarily due to hospital building & trade permits issued in 2021 to the Children’s Healthcare of Atlanta. Property Tax increased by \$243,964 compared to this time in the prior year because of timing in collection. Business and occupational taxes increased by \$478,255 due to timing of alcohol and business license renewal revenue recognition compared to last year. Fines and Forfeitures increased by \$208,296 than they were this time last fiscal year. This is primarily due to an increase in Municipal Fines and Forfeitures.

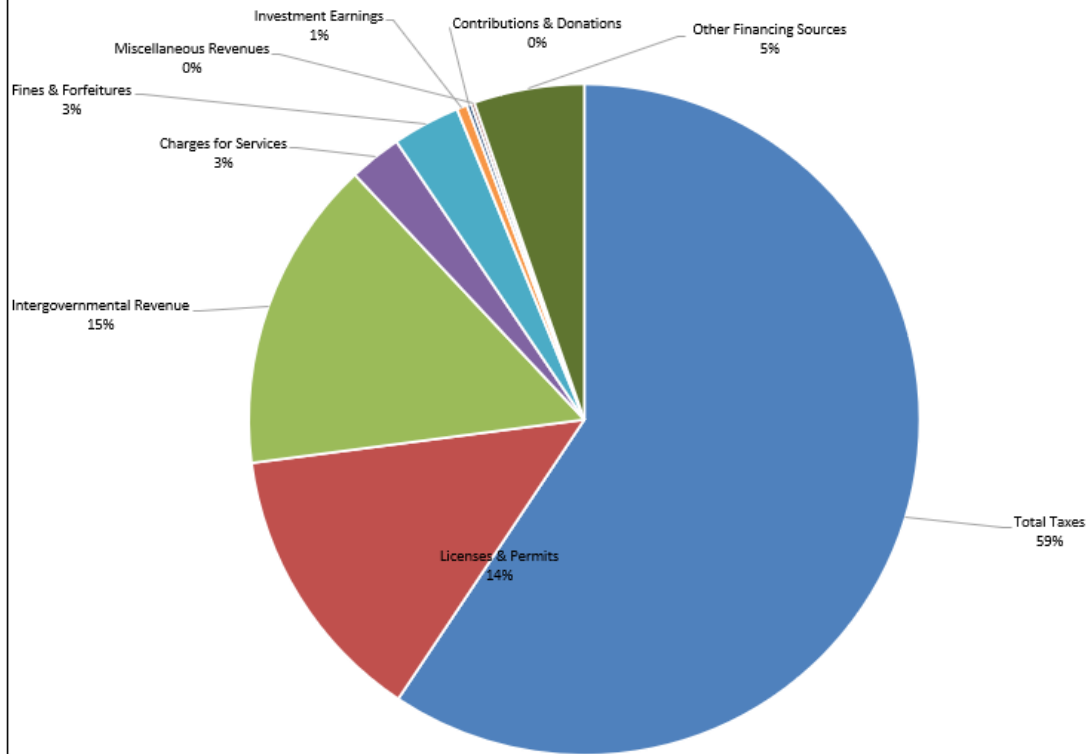
General Fund expenditures increased compared to last year at this time by \$5,541,303. This is primarily due to land acquisitions. The General Government expenditures increased by \$278,007 compared to the previous fiscal year at this time due to increases in expenditures in City Manager’s Office and Finance Departments related rentals, and other purchased services. Housing and Development expenditures increased by \$4,375,235 compared to this time in the prior year primarily due to the purchase land (2665 Buford Hwy). Expenditures for Public Safety increased by \$204,679 mainly due to the purchase of machinery and equipment. Culture and Recreation expenditures increased by \$523,277 compared to this time in the prior year due to land acquisition. Economic Development decreased by \$315,588 due to a decrease in professional services expenditures.

City of Brookhaven
BUDGET COMPARISON REPORT - GENERAL FUND - REVENUES
For The Month Ended October 31st, 2022

	2021 Amended Budget	2021 YTD Transactions	2022 Amended Budget	2022 YTD Transactions	Variance from Budget	% of Annual Budget
Property Tax	\$ 11,126,097	\$ 6,268,348	\$ 11,275,339	\$ 6,512,312	\$ (4,763,027)	57.76%
Motor Vehicle Tax & Title Ad Valorem Tax	689,850	1,502,718	1,310,000	1,586,786	276,786	121.13%
Recording Intangible Tax	120,643	209,988	125,000	124,737	(263)	99.79%
Real Estate Transfer Tax	53,338	63,994	50,000	63,917	13,917	127.83%
Franchise Tax	3,625,000	804,760	3,540,000	606,590	(2,933,410)	17.14%
Alcoholic Beverage Excise Tax	1,196,398	989,670	1,266,690	1,034,656	(232,034)	81.68%
Energy Excise Tax	172,811	87,494	175,000	137,699	(37,301)	78.69%
Motor Vehicle Rental Excise Tax	150,000	41,545	15,000	39,442	24,442	262.95%
Business & Occupational Tax	1,800,000	1,414,601	1,530,000	1,892,856	362,856	123.72%
Insurance Premium Tax	3,798,917	4,164,240	4,025,600	4,577,391	551,791	113.71%
Financial Institutions Tax	67,734	41,741	67,734	66,360	(1,374)	97.97%
Penalties & Interest	65,932	48,936	20,000	112,013	92,013	560.07%
Total Taxes	22,866,780	15,638,035	23,400,363	16,754,760	(6,645,603)	71.60%
Licenses & Permits	3,133,000	5,207,737	4,548,544	3,833,530	(715,014)	84.28%
Intergovernmental Revenue	196,739	4,432,317	-	4,256,037	4,256,037	0.00%
Charges for Services	478,873	580,946	408,450	712,196	303,746	174.37%
Fines & Forfeitures	1,225,000	712,781	1,076,403	921,077	(155,326)	85.57%
Investment Earnings	50,000	44,712	35,000	142,337	107,337	406.68%
Contributions & Donations	-	27,050	20,938	58,833	37,895	280.99%
Miscellaneous Revenues	361,000	206,845	111,000	47,064	(63,936)	42.40%
Other Financing Sources	8,564,450	684,118	15,003,450	1,500,262	(13,503,188)	10.00%
TOTAL REVENUES	\$ 36,875,842	\$ 27,534,539	\$ 44,604,148	\$ 28,226,097	\$ (16,378,051)	63.28%

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

GENERAL FUND REVENUES BY SOURCE (October 31st YTD)

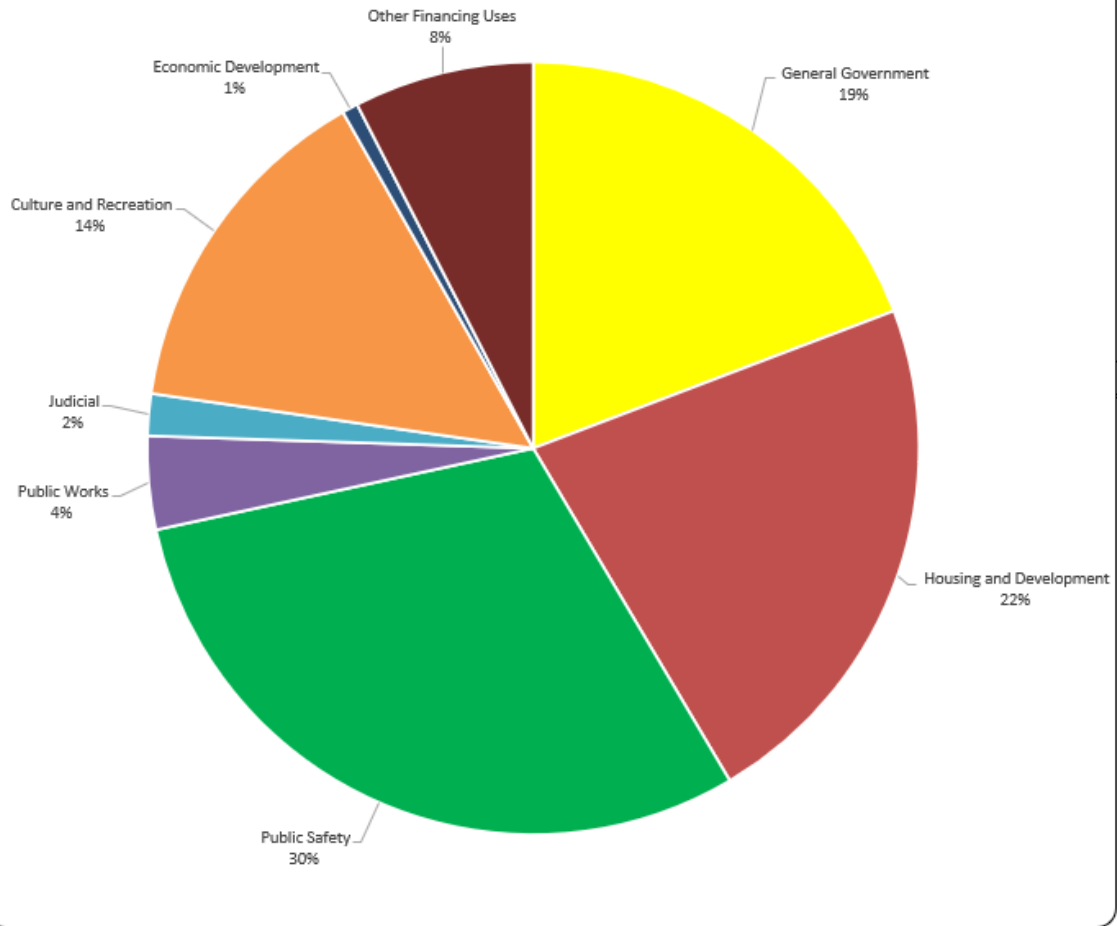


City of Brookhaven - YTD through October 31st, 2022

Budget Comparison for General Fund Expenditures

Governmental Function	2021 Amended Budget	2021 YTD Transactions	2021 Amended Budget	2022 YTD Transactions	Variance from Budget	% of Annual Budget
General Government	\$ 7,837,247	\$ 5,968,141	\$ 5,711,950	\$ 6,246,148	\$ (534,198)	109.35%
Housing and Development	4,326,330	2,866,888	9,562,159	7,242,123	2,320,037	75.74%
Public Safety	11,721,667	9,588,359	11,881,700	9,793,038	2,088,662	82.42%
Public Works	1,615,554	1,061,524	1,709,942	1,268,644	441,297	74.19%
Judicial	1,034,261	555,188	565,735	570,471	(4,736)	100.84%
Culture and Recreation	5,046,191	4,199,147	8,579,600	4,722,424	3,857,176	55.04%
Economic Development	506,316	531,501	240,544	215,913	24,631	89.76%
Other Financing Uses	4,788,276	2,198,296	6,352,518	2,451,586	3,900,932	38.59%
TOTAL EXPENDITURES	\$ 36,875,842	\$ 26,969,044	\$ 44,604,148	\$ 32,510,347	\$ 12,093,800	72.89%

GENERAL FUND EXPENDITURES BY GOVERNMENTAL ACTIVITY
(October 31st, 2022 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, 2021		<u>\$165,737</u>
Receipts	\$90,982	
Disbursements	\$66,923	
Balance at 10/31/2022		<u>\$189,796</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 10/31/2022	<u>\$232,995</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 2021	Receipts	Disbursement:	Balance 10/31/2022
Explorer Program	\$ 10,041	\$ -	\$ -	\$ 10,041
Shop with a Badge/Coj	24,765	30,004	(7,138)	47,631
General PD Donations	11,331	100	-	11,431
K9 Donations	10,075	14,835	(14,800)	10,110
Police Bike Fund	1,627	-	(4,288)	(2,661)
Support Services	10,000	-	-	10,000
Totals	<u>\$ 67,838</u>	<u>\$44,939</u>	<u>\$ (26,226)</u>	<u>\$ 86,552</u>