

TO: Mayor and City Council

- **FROM:** Christian Sigman, City Manager
- **DATE:** May 15, 2023
- SUBJECT: April 2023 Departmental Highlights

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

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Brookhaven Connect Metrics: April 2023

*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.

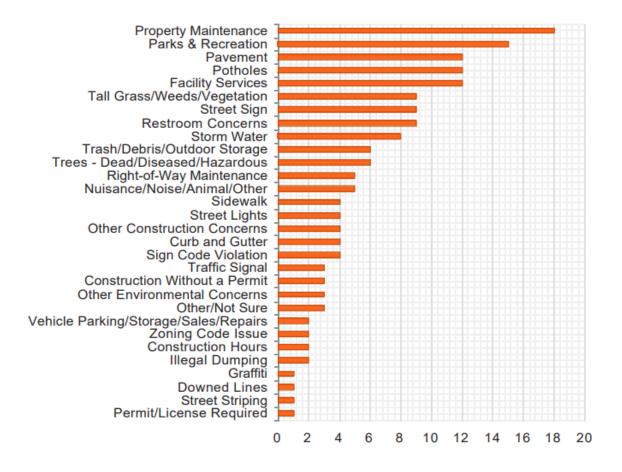
Open /Close by Day



Statistics

- Of the 170 service requests that were created, 108 have been closed (this includes duplicate requests) with 62 remaining open.
- Total requests that remain open since the beginning of the year is 86, this includes the Month of April.
- To date, there are 3,287 registered Brookhaven Connect users; this represents an increase of 159 users since the beginning of the year.

Request Type



City Manager Monthly Authorization Report: April 2023

The Purchasing Policy adopted by the Mayor and City Council in February 2023 authorizes the City Manager to enter into contracts or agreements and any associated change orders above the \$9,999 departmental approval limit but not exceeding amounts above \$100,000. Amounts above \$100,000.00 requires the City Councils approval. Below is a list of contracts or agreements for this month:

Date Approved	Vendor	Amount	Services / Product	Funding Source
11-Apr-23	NOVA Engineering and Environmental, LLC		Public Safety Building (PSB) Infrared Moisture Scan Roof Water Testing	Public Saftey Building Project
12-Apr-23	Environmental Products Group	921,541.00	Pole camera from stormwater system inspections	Stormwater Fund
10-Apr-23	United Consulting		Groundwater Sampling - Former Rita's Cleaners parcel	General Fund - Public Works
11-Apr-23	Exponent	\$375 / Hour	Public Saftey Building (PSB) Retaining Wall Assessments	Public Saftey Building Project
10-Apr-23	CSI Crane (renewal)	\$48,000.00	Communications Support Services	General Fund - Communications
6-Apr-23	NOVA Engineering and Environmental, LLC		Subsurface Characterization and Reporting (City Hall Project)	City Hall Project

Community Development: April 2023

	Community Development 2023 Building Permits												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
All	238	259	304	230									1,031
New Single Family	9	7	4	1									21
New Multi Family	0	o	0	0									0

	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	239	236	3,656
New Single Family	11	10	12	10	5	13	19	5	5	7	10	10	112
New Multi Family	0	O	0	o	0	o	0	0	0	O	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 BOA/Variances Filed in April 2023							
File #	Address	Scope	Hearing Date					
VAR23- 00011	3064 Lanier Drive	Interior side setback reduction	4/19/23					
VAR23- 00012	3881 Granger Way	Rear setback reduction	4/19/23					
VAR23- 00013	2948 Skyland Drive	Interior side setback reduction	4/19/23					
VAR23- 00014	2732 Drew Valley Road	Rear setback reduction	4/19/23					
VAR23- 00015	1484 North Druid Hills Road	Retaining wall side setback and average front yard setback reduction	4/19/23					
VAR23- 00016	1433 Sheridan Road	Maximum fence heigh increase	4/19/23					

	Community Development BOA/Variances Heard in April 2023							
File #	Address	Scope	Hearing Date	Action				
VAR23-00006	2768 Tryon Place	Side street and rear yard setback reduction	4/19/23	Deferred to 7/19/23				
VAR23-00009	1042 Farmington Lane	Interior side setback reduction	4/19/23	Approved with Conditions				
VAR25-00005	1926 & 1940 Briarwood	Decrease parking requirements for an	4/15/25	Approved with				
VAR23-00010	Court	animal service	4/19/23	Conditions				

Community Development Rezonings Filed in April 2023								
File #	Address	Scope	PC Hearing Date	CC Hearing Date				
LUP23-00005	1157 Victoria Street	Rezone to RS-50 with concurrent variances for a single-family residence	6/7/23	6/28/23				

Community Development Rezonings Heard in April 2023 - None								
File #	Address	Scope	PC Hearing Date	PC Rec	CC Hearing Date	CC Rec		
N/A								

Code Enforcement Activity April 2023	
Inspections & Follow-ups	1,522
Violations	283
Violations Created Per Day	14
Courtesy Warnings/Placards	118
Residential Citations	0
Commercial Citations	1
Total Street Miles Patrolled	1,927
Total Requests Created	137
Department-Generated Inspections	78
Brookhaven Connect/CitySourced Requests Created (public generated)	59
Brookhaven Connect/CitySourced Requests Received / In Process	22
Brookhaven Connect/CitySourced Requests Closed / Abated / Duplicated / Not an Issue	37
Average # of Reports Created per Day	2
Average # of Reports Closed per Day	1
Average Time to Close	3 days
Signs Removed	89

Building Inspection Activity April 2023	
Plan reviews	88
Building inspections	738
Building inspections percent pass/fail	84%/16%

Fire Marshal Activity April 2023	
Plan reviews	89
Inspections	56
Inspections percent pass/fail	96%/4%
Existing/Mandated Business inspections	28
Existing/Mandated Business inspections pass/fail	82%/18%

Key Land Development Activity/Review April 2023	
Land Development Enforcement & Inspection Activity	
Tree removal permits	61
Stop Work Orders issued	12
Courtesy warnings issued (Notice of violation)	15
Environmental Inspections	297
Environmental Court Summons - None	0
N/A	
Land Disturbance Permit Review	7
Brookhaven Park Improvements – 2660 Osborne Road	
Briarwood Road – 1946 Briarwood Road	
Porter Square – 3920 Peachtree Road	
Chick – Fil – A – 2340 North Druid Hills Road	
Murphey Candler Park Boardwalk – 1551 West Nancy Creek Drive	
Luv Car Wash – 2024 North Druid Hills Road	
Sunland Estates – 1287 Sunland Drive	
Land Disturbance Permits Approved	5
Murphey Candler Park Lake House – 4051 Candler Lake West	
Emory Executive Park – 4 Executive Park Drive	
Porter Square – 3920 Peachtree Road	
Briarwood Park – 2335 Briarwood Way	
Floor and Décor – 1690 Northeast Expressway	
Plat Review Activity	2
Reconfiguration and combination plat – 2600 Apple Valley Road	
Preliminary Plat – 1279 Sunland Drive	
Plats Approved	0
N/A	

Municipal Court: April 2023

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Case Filings	564	636	736	545									2, 481
Number of Court Dockets	15	15	19	15									64
Number of Defendants on dockets	413	417	448	403									1, 681
Number of Cases on Dockets	701	720	786	741									2, 948

2023

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	454	441	5, 644
Number of Court Dockets	17	15	19	17	17	17	15	19	16	17	15	12	196
Number of Defendants on dockets	460	322	455	392	388	441	351	411	332	408	412	337	4, 709
Number of Cases on Dockets	771	595	719	713	671	754	634	724	568	702	654	529	8, 034

Court Collections & Agencies Payments: April 2023

Base Fine	\$ 81, 832.83
Contempt Charge	\$ 1, 062.38
Processing Fee	\$ 13, 439.25
Cash Bonds	\$ 29, 888.00
Indigent App Fee	\$ 0.00
Revenue Collected-Diverse Agencies	\$ 28, 955.51
Pre-Trial Fee	\$ 0.00
CB-Applied	\$ 9, 930.80
Bond Forfeiture	\$ 0.00
Overage	\$ 0.00
Restitution	\$ 0.00
NSF	\$ 0.00
MISC	\$ 0.00
Monthly Cash Collections	\$ 165, 108.77
Paid to Diverse Agencies	\$ 28, 955.51
Cash Bond Refunds/Returned	\$ 30, 017.00
Overage Refund	\$ 0.00
Restitution Paid	\$ 0.00
Total Paid Out	\$ 58, 972.51
NET	\$ 106, 136.26

Office of City Clerks: April 2023

	City Clerk's Office and Legislative Activities – April 2023	
	Open Record Requests Completed	39
	Agendas/Agenda Packets Managed (Included Audit Community., Development. A., Charter Comm., Brookhaven Finance Corporation, and Facilities Authority, Urban Redevelopment Agency)	4
	Minutes Composed (Council, Dev. Auth., Brookhaven Finance Corporation., Urban Redevelopment Agency, and Facilities Authority)	4
	Executive Sessions Held (Council and Development. Authority Only)	1
Ordinances/No.	April 2023 – Description	Appr. Date
ORD 2023-04-01	Budget Amendment for Vehicle Replacement Fund for purchase of two Dodge Rams	4/11/2023
ORD 2023-04-02	Budget Amendment SPLOST Unassigned Fund Balance – for Lowe Agreement Increase	4/11/2023
ORD 2023-04-03	Amending Authorized Position List	4/25/2023
ORD 2023-04-04	Budget Amendment for SPLOST and CIP Funds – for Completion of Public Safety Building	4/25/2023
Resolutions/No.	April 2023 – Description	Appr. Date
RES 2023-04-01	Appointing Dekalb County Board of Registration and Elections to conduct November 2023 Election	4/11/2023
RES 2023-04-02	Recognizing Brookhaven International Festival	4/11/2023
RES 2023-03-03	Recognizing Georgia Cities Week	4/25/2023
Department	Contracts/Agreements Approved by Council – April 2023	Appr. Date
Public Works	Autaco Development, LLC, Response Environmental and Site Services, LLC for On-Call Contractor Demand Services	4/11/2023
Public Works	C.W. Matthews – Repaving of Johnson Ferry Road	4/11/2023
Public Works	Blue Cypress Consulting – Preparation of Comprehensive Plan 10 – Year Update	4/11/2023
Administration	Agreement Between City of Brookhaven and BM&K	4/25/2023
	Appointments – April 2023	Appr. Date
	None	

	Proclamations and Presentations – April 2023	Date
	None	
Department	Plans, Studies, Reports, and Policies Approved by Council – April 2023	Appr. Date
	None	

Open Records Request Completed – Office of City Clerks: April 2023

Date of Request	Request #	Name	Description
4/4/2023	PRR-237-2023	Clashawn Grant	Information for 18 202 070 17
4/4/2023	PRR-236-2023	Clashawn Grant	Information for 18 202 05 003
4/4/2023	PRR-235-2023	Clashawn Grant	Information for 18 201 13 015
4/4/2023	PRR-234-2023	Clashawn Grant	Information for 18 199 15 080
4/4/2023	PRR-233-2023	Clashawn Grant	Information for 18 199 14 004
4/4/2023	PRR-232-2023	Clashawn Grant	Information for 18 199 01 005
4/4/2023	PRR-230-2023	Stefani Daub	Building Permit List
4/5/2023	PRR-241-2023	Emoni Love	North Druid Hill Camera Footage
4/5/2023	PRR-231-2023	Si Morris	New Business License List
4/5/2023	PRR-238-2023	Clashawn Grant	Information for 18 202 09 022
4/5/2023	PRR-239-2023	Mark Zwecker	Information for 1515 Sheridan Road
4/6/2023	PRR-242-2023	Lois Johnson	Information for Lenox Summit
4/6/2023	PRR-240-2023	Bill Meer	Stormwater Information for 4175 Triple Creek Court
4/7/2023	PRR-243-2023	Daekwan Lee	Information for 4060 Peachtree Road
4/13/2023	PRR-246-2023	Robin Davis	List of Building Permits
4/14/2023	PRR-244-2023	Johnny Edwards	Drainage System Information
4/14/2023	PRR-220-2023	IRR01-2023	Emails for IRR01-2023
4/14/2023	PRR-584-2022	Alexander Bell	BMK Information
4/14/2023	PRR-247-2023	Tiffany Edgeman	Business Information from 3/7/2022 to 4/6/2023

4/14/2023	PRR-249-2023	Milton Haase	Case Information 2022-1024
4/14/2023	PRR-250-2023	Michael Shanafelt	Michael Shanafelt Records
4/14/2023	PRR-251-2023	Aileen Alamo	Marlene Flores Information
4/14/2023	PRR-248-2023	Christopher Geruso	Information for 2864 Georgian Drive
4/17/2023	PRR-254-2023	Jessica Ekey	Automobile Accident Information
4/20/2023	PRR-252-2023	Sami Tabbaa	Certified Disposition for Citation #E93332
4/20/2023	PRR-245-2023	Harry Schaefer	Employee Salaries Information
4/21/2023	PRR-253-2023	Terrell Carstens	Arts and Culture Commission Amendment
4/21/2023	PRR-255-2023	Clashawn Grant	Information 18 271 14 077
4/21/2023	PRR-256-2023	Clashawn Grant	Information 18 201 14 019
4/21/2023	PRR-257-2023	Clashawn Grant	Information 18 243 04 060
4/21/2023	PRR-258-2023	Clashawn Grant	Information 18 243 03 028
4/21/2023	PRR-259-2023	Clashawn Grant	Information 18 243 07 022
4/24/2023	PRR-263-2023	Theresa Mahfood	Police Reports Information
4/24/2023	PRR-260-2023	Clashawn Grant	Information for 18 243 07 022
4/24/2023	PRR-261-2023	Clashawn Grant	Information for 18 238 13 017
4/24/2023	PRR-262-2023	Clashawn Grant	Information for 18 201 02 081
4/27/2023	PRR-265-2023	Carlos Flores	Certificate of Occupancy for 1483 Hearst Drive
4/28/2023	PRR-264-2023	Cedrick Smith	Information for 3100 Hermance Drive
4/28/2023	PRR-266-2023	Jodell White	Building Permit BLC22-00143
			Total completed: 39

Communications Department Activities: April 2023

- Produced Summer Activity Guide in English and Spanish
- Produced 2022 Annual Report
- International Festival planning in progress
- Created Food Truck banners and signage
- Liaison with Lynwood Park Community Day Committee
- Helped staff Blue Star Memorial Dedication, Chick fil A grand opening and PCG-CDC walk
- Attended 3CMA Regional Conference in Charleston
- Drafted Georgia Cities Week Resolution
- Staffed City Council meetings
- Responded to various media requests
- Press releases, e-blasts & notifications:
 - Easter Egg Hunts
 - o Osborne Nursery
 - Leadership Perimeter
 - City Hall Update
 - Easter Egg Hunts cancelled
 - o Brookhaven Community Yard Sale
 - City Council preview 4-11
 - Coffee With a Councilwoman
 - Food Truck Roundup
 - City Council preview 4/25
 - City Council wrap-up 4/25
 - City Satisfaction Survey
 - Weekly eblasts

Engagement Reports: April 2023

	Posts	Subscribers	Subscriber growth (1 month)
E-blasts/press releases	16	4,914	+8
Facebook	65	9,633	+85
Facebook (Spanish)	14	439	+1
Twitter	37	4,508	+10
Next-door	24	26,798	+118
Instagram	57	4,119	+49
Instagram (Spanish)	13	759	+0
Brookhaven Alert	3	4,143	+8

Convention and Visitors Bureau: April 2023

• Sip Brookhaven at Oglethorpe, June 17, 3:00 – 6:00 tickets are available <u>https://www.eventbrite.com/e/sip-brookhaven-2023-tickets-567114513777</u>



- Renée Areng has been elected to the Meeting Planners International Board of Directors as Director of Diversity, Equity, and Inclusion
- Working with The Sizemore Group on the design and layout of the catering kitchen and meeting space in City Hall
- Creating Brand Ambassador training videos to launch in 2023
- Renée Areng attended Travel Unity Southeastern Summit in Lake Charles, March 27-29 and spoke on creating a Master Diversity, Equity, and Inclusion Plan more info can be found here: https://travelunity.org/2023southeast/
- Second Art Pop-Up scheduled for Town Brookhaven May 1 30, Thursday Sundays.
- Explore Brookhaven "Punching above Weight Class"
 - Benchmark of Excellence Certification Gold Standard
 - Presented on DEI to three national organizations on Explore Brookhaven branding process
 - o Appointed to Destinations International Board of Trustees
 - Reboot Taste Brookhaven, September 15, 2023
 - Creation of Sip Brookhaven at Oglethorpe, June 17, 2023
 - Brookhaven Signage approved by GDOT for I-85 and I-285
 - Visitor Information signs approved by GDOT for Peachtree Road
 - Listen to the Podcast Destination on the Left here: <u>https://breaktheicemedia.com/podcasts/renee-areng/</u>

Social Media



Facebook	1,947 Page Likes
Explora IG	937 Followers
Instagram	3,984 Followers
TikTok	357 Followers

Information Technology: April 2023

General IT

- Kickoff and setup of financial software client to move to the cloud
- Updated the credit card terminals at the Parks and Police departments
- Updated case reports for Building and Code Enforcement departments
- Worked with Public Works to update reporting status for work orders
- Created new inspection report in Crystal Reports
- Added new employees to in-house applications
- Working with City Clerk's office to get video files moved to the content management system
- Patched email archiver
- Security patched vCenter
- Expanded the drive sizes on servers
- Updated and patched servers at City Hall and Public Safety Building

2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Tickets Closed									
161	138	205	173	227	221	223	164	229	246
148	229	205	175	185	194	210	136	177	207
162	257	194	199	152	315	259	170	236	219
297	335	186	183	196	270	174	149	240	189
270	262	201	191	263	258	141	141	206	
203	351	150	190	210	162	198	161	182	
148	235	159	202	375	161	185	192	166	
117	279	178	185	286	253	209	207	274	
183	193	215	162	206	172	149	194	223	
209	262	183	218	248	206	208	191	159	
196	209	138	145	248	164	171	176	215	
218	171	154	141	190	182	204	172	209	
2,312	2,921	2,168	2,165	2,786	2,558	2,331	2,053	2,516	861

- GIS Requests: received nine maps, data, or analysis requests. Seven requests completed
- Continued annexation mapping and GIS support
- Continue city-wide tree canopy study
- Attended Esri/Cobb County Guided Tour of Truist Park's *Emergency Operation Center* with Moises Vargas
- Attended two Day Esri Southeast User Conference
- Career Day preparation and presentation for Chamblee Middle School

<u>Police</u>

- Setup new Court employees with access to state reporting software
- Continued work with Court software vendor
- Continued work and planning for the new Public Safety building
- Continued work on the phone system software upgrade
- Configured two core switches for City Hall
- Replaced old core network switch with two core switches, for redundancy
- Adjusted cameras, to cover as much view possible to avoid blind spots at the public safety building
- Upgraded and patched vulnerabilities on all systems

<u>GIS</u>

Facility Services: April 2023

The expanded Facility Services Department continues to add full time team members and fill other vacancies with temps as the department embraces the growing responsibilities along the right of ways and the growing season begins in the parks.

The Facility Services Department has filled one crew leader position with one vacancy open and several maintenance positions that remain open.

Brookhaven Facilities Metrics:

Work Order Summary

Of the Two work order requests that were created, one work order have been closed with one remaining open for the month of April. Two Zen Desk work orders are currently open. One is for additional workspace in Finance and one for temporary air conditioning in the current public safety building. Both of these issues are being monitored and worked on.

Facility Monthly Work Orders	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total WO's
Work Orders Created	6	3	9	2									20
Work Orders Closed	6	2	9	1									18
Total Open Work Orders	0	1	1	2									2

In addition to the Zen Desk work orders, the Department is now receiving work requests from the public coming through Rock Solid (Brookhaven Connect). In the last ninety days there were seventy-five work orders submitted to either Facility Services or Parks & Recreation. Of the seventy-five, fifty-six have been completed and closed. There are currently 19 open work orders for Facility Services and Parks and Recreation.

Facility Services Projects: April 2023

- New Public Safety Building -
 - The department continues to work with subcontractors on site every day working towards completion of the new Public Safety building. Progress was made in April as the city entered into an arbitrated agreement and timetable with the surety and contractor. The focus now is on the 417-item check list for completion.
 - The department has contracted directly with a local contractor to build a trash rack for the storm runoff from the northern wall at the new public safety building taking this out of the contractor's scope.
 - New furniture arrived and was installed at the new public safety building leaving only one office without the designated furniture.
- As the date to move into the new Public Safety Building continues to slide the existing Public Safety Building must be maintained at least through August 1 of this year. Work is being done on temporary cooling and maintaining the elevator in operational condition.

Other Facility Services Request Completed: April 2023

- Cleaned up debris from Blackburn Park.
- Replaced soap dispensers at Murphy Candler Bathrooms.
- Prepped Greenway for two council events.
- Began pool cleanup and preparation for summer.
- Sprayed County Corner for weeds.
- Prepped and supported Murphy Candler Earth Day event.
- Completed new chain link fence on 3rd base side of field 2 at Blackburn Park
- Repaired hose bib at Ashford Park
- Prepped and supported department head meeting at Ashford Park.
- Prepped for Easter Egg Hunt that was cancelled.

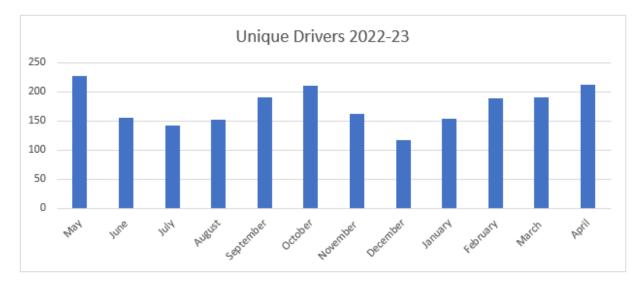
Janitorial Totals: April 2023

Park Maintenance	Trash Bag Count	Toilet Paper	Doggie Pot	Hand Soap	Paper Towels
Langford Park	7	NA	6	NA	NA
LaVista Park	8	NA	2	NA	NA
Peachtree Creek Greenway	27	NA	2	NA	NA
Ashford Park	11	3	1	1	2
Blackburn Park	383	8	25	2	3
Briarwood Park	92	8	15	1	3
Brookhaven Park	42	NA	8	NA	NA
Clack's Corner	2	NA	NA	NA	NA
Fernwood Park	13	NA	3	NA	NA
Georgian Hills Park	14	NA	2	NA	NA
Lynwood Park	94	5	1	2	3
Murphey Candler Park	491	9	2	2	2
Parkside Park	11	NA	2	NA	NA
Skyland Park	65	7	10	3	4
Ashford Forest Preserve	5	NA	3	NA	NA
Valverde Bridge	3	NA	3	NA	NA
Total	1,268	40	85	11	17

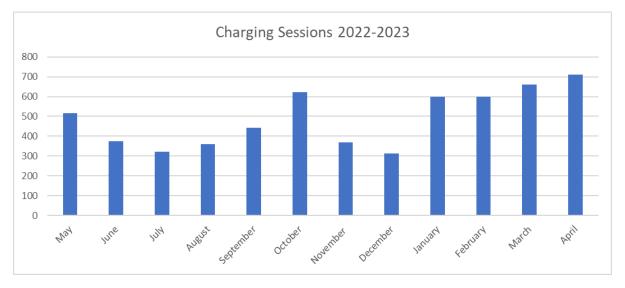
EV Charging Station Monthly Report

April 2023

Unique Drivers: The unique drivers' total shows how many different people have used city charging stations each month. A driver who charges many times in a month will only be counted once. 213 unique drivers used city owned charging stations in April.

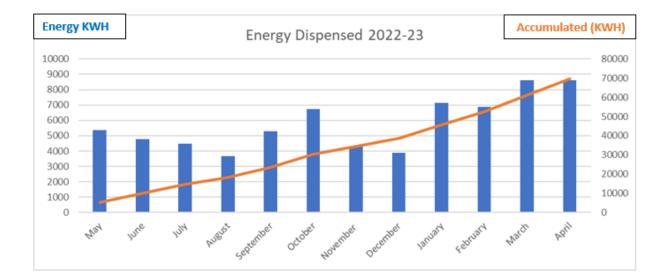


Sessions: A charging session happens when an EV plugs in and received energy for more than two minutes. A single driver can have multiple charging sessions. 7,122 charging sessions occurred in April.



Energy: The amount of energy dispensed by our stations is measured in kilowatt hours (KWH). In the past 12 months we have dispensed a total of 61.4 (MWH) of electricity. In the month of April, we dispensed 8,600 MWH.

Over the life of the City's charging system, EV vehicles have avoided 118,850 KWH of greenhouse gas emissions, the equivalent of 3,064 trees growing for 10 years. The city currently has 17 charging ports and all 17 are operational. Charging ports at Ashford Park and Briarwood Rec Center are both scheduled for service.



Parks & Recreation: April 2023

Parks & Recreation Athletics Division Monthly Report April 2023

2023 Athletic Revenue \$15,906.00

- Youth athletic programs \$7,470.00
- Adult athletic programs \$50.00
- Non- Athletic Field Rentals \$685.00
- Athletic fields \$200.00
- Gym Rentals \$2,460.00
- Open Gym \$687.00
- Tennis courts \$4,354.00
- Field Prep \$0.00

Parks & Recreation Program and Rentals Division Monthly Report April 2023

2023 Recreation Revenue \$17,691.14

- Program Lease Agreements \$1,667.00
- Pavilion Rentals \$4,227.50
- Summer Camp Programs \$1,440.00
- Classrooms \$150.00
- Community Room Rentals \$3,370.00
- Recreational Programs \$1,240.64
- Special Events/Vendors \$730.00
- Un-itemized \$530.00
- Non-Residential \$1,576.00
- Deposits \$2,760.00

Special Events Revenue

- Community Yard Sale
 - o Tables Sold 24
 - Revenue: \$730.00

Athletic Activities Currently in season: April 2023

Youth Athletics:

- Up4Tennis classes and private lessons.
- UTA tennis leagues and lessons.

Adult Athletics:

- Adult spring softball league started March 13th
- UTA tennis spring open play, leagues, and lessons at Blackburn Park.

Athletic Participation Summary	Spring 2023
Adult Spring Kickball	25 Teams
Adult Spring Softball	56 Teams
Adult Sand Volleyball	30 Teams
Youth Spring Soccer	Spring
Youth Football & Cheer (Fall Registration)	May
Youth Spring Baseball	April
Youth Spring Softball	May

Parks & Recreation Department Highlights April 2023

- The Parks and Recreation Department is working with the Lynwood Park Foundation to assist with the planning of the Lynwood Park Day Celebration to take place on May 6th. The Parks and Recreation Department is purchasing food and beverages, providing staff, and advertisement for the event per our written agreement. Additionally, we are providing games, prizes, snacks, and other amenities.
- The Parks and Recreation Department is working with the Brookhaven Bike Alliance to help support the upcoming Pedal the Parks Day to be held on Sunday, May 7th.
- The Parks and Recreation Department hosted a table at the Annual Earth Day Event held at Murphey Candler Parks on April 21st.
- The Parks and Recreation Staff hosted a Community Yard Sale at Briarwood Park on Saturday April 22nd. Over 200 people attended the event.
- Working Aquatic Management to coordinate the pool opening schedule and staffing for Murphey Candler, Briarwood, and Lynnwood Park to meet the schedule opening date of May 27th.
- The Food Truck Roundup series began Wednesday April 26th. This event includes food and fun for the whole family.
- Murphy Candler Pool has several leaks that are being repaired. A contingency plan has been put in place for the swim team to practice 10 days prior to the scheduled opening.
- The Easter Egg Hunt that was scheduled for April 1st was canceled due to inclement weather.

Police Department: April 2023

Support Services

- Community Engagement Unit attended and was the Master of Ceremony at the Montclair Elementary School pep-rally.
- Community Engagement Unit a response to active shooter course at Orchard Senior Living Facility.
- Community Engagement Unit completed additional courses for the agency's Citizen's Police Academy.
- Community Engagement Unit attended the National Alliance of Mental Illness Full Court Basketball event.

REPORTS	Hawkins	Officer Moore	Sergeant Martinez	Total	
Patrol Assist	1	0	1	2	
Court Assist	2	2	0	4	
Interviews/Press Releases	0	0	0	0	
Community Meetings	12	21	7	40	
Meeting Attendees	66	102	30	198	
Juvenile Programs	3	3	0	6	
Juvenile Attendees	525	250	0	775	
Senior Programs	1	2	1	4	
Senior Attendees	9	35	30	74	
Community Contacts	108	128	62	298	
Business Contacts	14	75	12	101	

• 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	6
Citations	29
Warnings	44
Transport for Courts	43
Arrests	6
Child Safety Seat Install / Teen Driving Classes	0
Shifts Worked	45
Court Service Hours	200
Traffic Enforcement Hours	18
Fleet Service Hours	108
Transport Hours for Uniform Patrol/NET	3
Training Hours	3

Monthly Report: K-9 Officers	Unit Stats	Year Total
Patrol Assist	302	622
Other Agency Assist	5	12
Training Hours	63.5	183.5
Search Warrants	0	0
Citations	40	79
Warnings	12	22
Field Interviews	0	0
Felony Arrests	2	5
Misdemeanor Arrests	9	19
City Ordinance Arrests	0	2
Wanted Person Located	3	5
K-9 Search (narcotics)	4	12
K-9 Tracks / Area Search	1	5
Building Search (for persons)	0	1
K-9 Related Arrests	2	4
K-9 Demonstrations / PR	0	0
Currency Seized / Other Agency	\$308,551	\$467,551
Marijuana Seized	5605 grams	60,943.3 grams
Methamphetamine Seized	82,177 grams	82,117 grams
Cocaine Seized	19,774 grams	19,774 grams
Heroin Seized	0	0.0 grams
Schedule Pills	0	0
MDMA Seized	0.0 grams	0.0 grams
Other Seized (LSD)	4,500 grams	4,500 grams

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.

Criminal Investigations Division: April 2023

Criminal Investigations Report	
Total Reports Handled	150
Total Reports Cleared	1
Cleared INACTIVE	116
Exceptionally Cleared	2
Unfounded	8
Cleared by Arrest	7
Arrest Warrants Obtained	1
Search Warrants Obtained	9
Total Cases "ACTIVE" on March 31, 2023	93

Brookhaven Police Department Activity Summary Report										
February	March	April								
2023	2023	2023								
538	710	718								
218	273	276								
197	249	192								
1,047	1,233	1,043								
11	14	23								
30	35	68								
25	35	27								
	February 2023 538 218 197 1,047 11 30	February 2023 March 2023 538 710 218 273 197 249 1,047 1,233 11 14 30 35								

Brookhaven Police Department Activity Summary Report

	February	March	April
	2022	2022	2022
Incidents Reported	601	669	603
Custodial Arrests	231	281	240
Accidents	159	202	162
Citations Issued	825	873	731
Residential Security Watches Requested	13	29	19
Field Interviews	41	31	20
Wanted People Apprehended	25	32	21



ChatComm 911 April 2023

Executive Overview

911 Answer Time: In April 2023, ChatComm 911 answered 96.5% of all incoming phone calls within ten seconds and 99.5% of all incoming phone calls were answered within thirty seconds.

Call Processing Time: This Month, ChatComm 911 processed 99.5% 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 April 2023, ChatComm 911 handled a total of 24,577 phone calls.

- 87.8% (21,559) were incoming phone calls which are treated as potential emergencies and handled as 911 calls regardless of the line the call is received on.
 - 12,772 of those calls were received on the 911 trunks. 2,374 of the 911 calls received were abandoned 911 calls (where the caller disconnects the line prior to speaking with a calltaker).
 - 6,413 calls were received on administrative and alarm lines but treated as 911 calls.
- The remaining 12.3% (3,018) of the phone calls handled by ChatComm 911 in April 2023 were outgoing
 phone calls.

Overall Phone Call Volume: Since September 2009, ChatComm 911 has answered a total of 3,436,586 incoming phone calls. Of those calls, 2,204,438 (64.1%) were received on 911 trunks and 1,232,148 (35.9%) came in on 10-digit phone lines.

Monthly Incident Volume: ChatComm 911 handled a total of 27,489 incidents in April 2023.

- 54.7% (15,023) of the incidents created were officer-initiated incidents, which include traffic stops,
- business & residential checks, and other calls created by officers.
 40.7% (11,178) of the incidents were dispatched incidents.
- The remaining 1,288 (4.7%) of the incidents were transferred via CAD to Dekalb for EMS and Fire Dispatch.
- Sandy Springs incidents comprised 36.8% (10,124) of the total incident volume.
 - 8,049 incidents were Sandy Springs Police Department incidents.
 - 1,110 incidents were for Sandy Springs Fire Rescue.
 - 965 incidents were EMS calls for service in Sandy Springs.
- Johns Creek incidents were 23.0% (6,312) of the total incident volume.
 - o 5,600 incidents were Johns Creek Police Department incidents.
 - 421 incidents were for Johns Creek Fire Department.
 - 291 incidents were EMS calls for service in Johns Creek.
 - Dunwoody incidents accounted for 11.7% (3,205) of the total incident volume.
- Brookhaven incidents were 23.9% (6,560) of the total incident volume.
- Dekalb Fire and EMS (for the Cities of Brookhaven and Dunwoody) incidents were 4.7% (1,288) of the total incident volume.
 - 723 incidents were Fire calls for service in Brookhaven or Dunwoody
 - o 565 incidents were EMS calls for service in Brookhaven or Dunwoody.

Overall Incident Volume: By the end of April 2023, ChatComm 911 handled 4,780,748 incidents since "go-live" in September 2009. 4,217,657 (88.3%) of those were law enforcement incidents; 324,040 (6.7%) of those were fire department incidents; and 239,051 (5%) of those were EMS incidents.

EMD & EFD Compliance: For the month of April 2023, 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 97%.
- The Emergency Fire Dispatch QA compliance for April was 98%.

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Public Works: April 2023

Major Initiatives Completed

Storm Drainage Projects

- Bluffhaven Way completed
- Club Place Phase II completed

Major Initiatives in Progress/Upcoming

- N. Fork Nancy Creek Streambank II: Contract with EPD extended to 3/31/23 signed. Arborists review impacting plans and project entrance.
- 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. Change Orders approved 10/25. Next Monthly Meeting Wednesday, February 8. See project minutes for update.
- ADR/Peachtree Rd Intersection: Peachtree Rd. resurfaced. ADR has binder course down, final topping to follow. Coordinating with Golf course on driveway. Slope a concern.
- Briarwood MUP (west end): Contractor remobilized end of January. Project 40% complete end of March
- Briarwood MUP remainder: Right-of-way acquisition continues. 6 Parcels closed.
- Peachtree Creek Greenway Phase II: Change order for design approved by Council 7/26. Increase \$737,850.42– Team Meeting 8/22. Hydrology Report prepared and in review. Conditional Letter of Map Revision (CLOMR) required due to rise in flood elevation. R/W acquisition to proceed during review process. Design Phase of development schedule 62% complete.
- Peachtree Creek Greenway Phase III: Heath & Lineback provided proposal. Additional funding obtained. Independent estimate being prepared.
- 2022 / 2023 Paving
 - Bids received 3/7/23 \$18 million vs. \$4.6 million budget
 - \circ ~ Johnson Ferry Road Full Depth Reclamation approved by Council CW Matthews.
 - Pre-pre-con meeting 5/12, pre-con 5/22, begin 6/5
- W. Nancy Creek Bridge:
 - Bids received 2/7/23
 - Construction to begin 4/3/23
 - o Contractor currently installing Micro-piles
- ADA Ramps:
 - o 2022 CDBG Sidewalk / ADA ITB advertised. Received 3/30
 - Quote above budget. Reevaluating scope for reduction
 - Looking at adding 2023 funds.

- MS4 Inspection and Report
 - 2022 Inspections complete. Report submitted to EPD 2/14/23
 - RFP for 2023 2027 Cycle Bids re.
 - ITB advertised 2/23/23
 - Bids due 4/5/23
- Caldwell Rd. / Redding Rd. Intersection Improvement
 - Survey in progress.
- Poplar Creek Drainage Study Preliminary study prepared.
 - Options being evaluated based on 2/2/23 meeting
 - Plan submitted by property owners. Being reviewed
- New City Hall Drainage Evaluation Study completed.
 - Mtg held w/ Long Engineers
 - Hydrology Report prepared by Long based on study and submitted to City Engineer
- Street Sweeper Sweeper towed to repair facility 4/18/23
- Multimodal Study ALTA Planning & Design selected.
 - Compiling existing data existing reports, GIS data, etc.
 - Developing Outreach Program
- SSD Projects in Design
 - Ashford Dunwoody Road MUP Montgomery Elementary to W. Nancy Creek Drive
 - Ashford Dunwoody Road MUP Brookhaven Hills to Windsor Pkwy
 - Dresden Drive Sidewalk Apple Valley to Clairmont Rd.
 - Apple Valley MUP Parkside to E Osborne
 - N. Druid Hills Streetscape Buford Hwy to Gail Drive
 - N. Druid Hills MUP Sylvan Circle to Apple Valley
 - Chantilly Drive Sidewalk Executive Park South to Sheridan
 - Buford Hwy Streetscape Afton Ln to Clairmont

Ongoing Coordination

- PTOP 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.

Meetings Attended/Held: April 2023

- 04/03/2023 RFP for Pedestrian Bridge over I-85
- 04/04/2023 Brookhaven Multi-Model Study Check-In
- 04/04/2023 Public Works Projects (City Hall)
- 04/05/2023 West Nancy Creek
- 04/07/2023 Meeting Gregg Grant
- 04/10/2023 0016056 Ashford Dunwoody Agenda & 2023.03.14 Minutes
- 04/10/2023 Brookhaven Multi-Model Study Boards Conversation
- 04/11/2023 Ashford Dunwoody Road MUP & North Druid Hill Road Streetscape Bi-Weekly Update Meeting
- 04/11/2023 Review and Discussion of the Parkside Project on Dresden Drive Project(s) w/City of Brookhaven
- 04/11/2023 City Council Work Session
- 04/11/2023 City Council Meeting
- 04/12/2023 Brookhaven Multi-Model Study Oglethorpe University Conversation
- 04/12/2023 SigOps/Brookhaven Status Meeting
- 04/13/2023 Municipal/CM/PM L-10
- 04/17/2023 Walk 16-110 Briarwood Road Bi-Weekly Progress Report
- 04/20/2023 Municipal/CM/PM L-10
- 04/25/2023 Ashford Dunwoody Road MUP and North Druid Hill Road Streetscape Bi-Weekly Meeting
- 04/25/2023 City Council Work Session
- 04/25/2023 City Council Meeting
- 04/26/2023 Equitable Dinners @ Work Program (Part 1)
- 04/26/2023 Safety Committee Meeting
- 04/26/2023 North Druid Hills Corridor Scoping Study Stakeholder Meeting #1
- 04/27/2023 Municipal/CM/PM L-10
- 04/27/2023 Children's/Brookhaven Check-In
- 04/27/2023 GDOT and City of Brookhaven Follow-Up Meeting
- 04/27/2023 0016053 PCG Phase II Proposed Agenda and 023.03.29 Minutes

ROW Encroachment Permits (including Dumpsters/Road Closures) = 44

Stormwater Performance Measures (OPTECH)

April 2023										
ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE							
Priority 1	2	1	50%							
Priority 2	5	2	40%							
Priority 3	23	8	22%							
Total	30	11	37%							

Maintenance Work Performance Measures (OPTECH)

	April 2023									
ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE							
Priority 1	1	0	0%							
Priority 2	22	18	82%							
Priority 3	27	17	63%							
Total	50	35	70%							

CIP Performance Measures (LOWE)

SIDEWALK: YEAR TO DATE								
Number of Sidewalks funded by Number of Sidewalks ANNUAL ERFORMANCE								
Council in 2023	completed in 2023	PERCENTAGE						
0	0	0%						

Service Requests

2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Curb and Gutter	5	3	5	4									17
Downed Lines	0	0	2	1									3
Pavement/Potholes	30	25	35	12									102
Right of Way/Trash	6	6	3	5									20
Sidewalk	3	1	4	4									12
Stormwater	8	6	14	8									36
Streetlights	6	5	4	4									19
Street Sign	2	2	6	9									19
Street Striping	0	0	1	1									2
Traffic Signal	4	1	2	3									10
Trees	10	3	6	6									25
Total Service Requests	74	52	82	57									265

Completed Work Orders

2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
Street Maintenance	Closed												
Sidewalk	4	4	1	3									12
Curb Repairs	10	6	2	7									25
Potholes	11	13	20	19									63
Patching	2	0	0	0									2
Streetlights	0	0	0	0									0
Signs	12	7	8	9									36
Traffic Signals													
Signal Repairs	11	2	14	1									28
ROW Maintenance													
Striping	0	0	0	0									0
Tree Removal	1	0	2	0									3
ROW Maintenance	10	10	14	8									42
Stormwater													
Stormwater	3	0	2	1									6
Total work orders	64	42	63	48									217

Finance Report in Brief: April 2023

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 September 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; October 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 2023 were \$443,619.00 higher than they were this time last fiscal year. Franchise Tax decreased by \$163,545.00 compared to this time in the prior year due to timing in collection. Property Tax increased by \$208,201.00 compared to this time in the prior year because of timing in collection. Business and occupational taxes increased by \$389,653.00 due to timing of alcohol and business license renewal revenue recognition compared to last year. Fines and Forfeitures decreased by \$207,031.00 compared to last year at this time due to the timing of collection. Investment earnings increased by \$342,494.00 compared to this time in the prior year due to an increase in interest rate.

General Fund expenditures decreased compared to last year at this time by \$1,653,483.00. The General Government expenditures increased by \$973,268.00 compared to the previous fiscal year at this time due to payroll related expenditures incurred in the Facility Services department that was established in the current year. Expenditures for Public Safety increased by \$382,154.00 due to the timing of invoices. Culture and Recreation expenditures decreased by \$221,707.00 compared to this time in the prior year due to timing of invoices. Other Financing Uses decreased by \$1,971,890.00 due to the end of year transfer of funds to Capital projects.

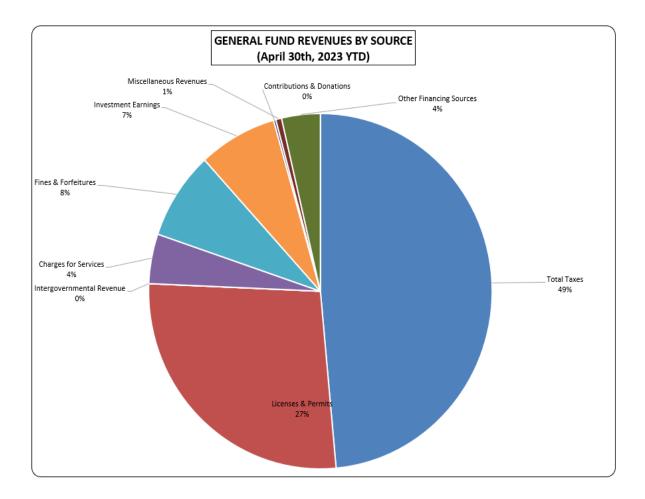
City of Brookhaven

BUDGET COMPARISON REPORT - GENERAL FUND - REVENUES

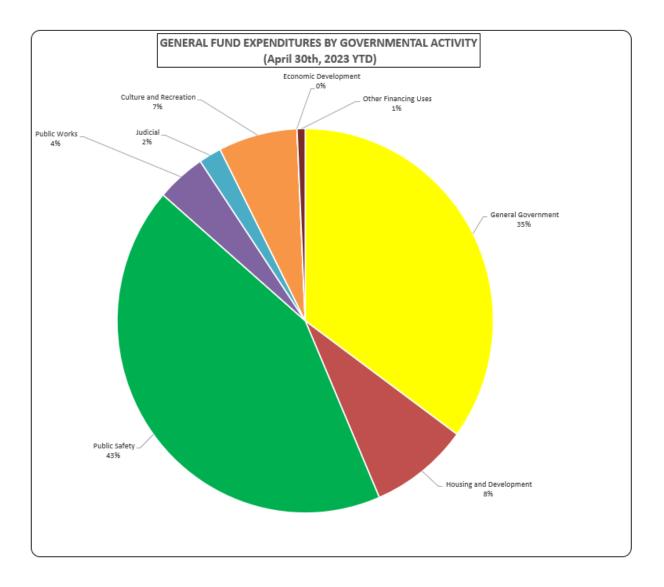
For The Month Ended April 30th, 2023

	2022 Amended Budget	2022 YTD Transactions	2023 Amended Budget	2023 YTD Transactions	Variance from Budget	% of Annual Budget
Property Tax	\$ 11,275,339	\$ 40,117	\$ 12,176,280	\$ 248,318	\$ (11,927,962)	2.04%
Motor Vehicle Tax & Title Ad Valorem Tax	1,310,000	624,412	1,710,000	676,536	(1,033,464)	39.56%
Recording Intangible Tax	125,000	30,292	125,000	10,798	(114,202)	8.64%
Real Estate Transfer Tax	50,000	11,122	50,000	5,326	(44,674)	10.65%
Franchise Tax	3,540,000	256,369	3,540,000	92,823	(3,447,177)	2.62%
Alcoholic Beverage Excise Tax	1,266,690	280,193	1,250,000	244,220	(1,005,780)	19.54%
Energy Excise Tax	175,000	32,282	175,000	50,194	(124,806)	28.68%
Motor Vehicle Rental Excise Tax	15,000	11,408	45,000	13,100	(31,900)	29.11%
Business & Occupational Tax	1,500,000	593,133	1,630,000	982,786	(647,214)	60.29%
Insurance Premium Tax	4,025,600	39,750	4,240,000	33,150	(4,206,850)	0.78%
Financial Institutions Tax	67,734	66,360	67,734		(67,734)	0.00%
Penalties & Interest	50,000	30,184	20,000	38,856	18,856	194.28%
Total Taxes	23,400,363	2,015,621	25,029,014	2,396,107	(22,632,907)	9.57%
Licenses & Permits	4,548,544	1,416,148	3,168,000	1,339,925	(1,828,075)	42.30%
Intergovernmental Revenue						0.00%
Charges for Services	408,450	260,855	408,450	223,162	(185,288)	54.64%
Fines & Forfeitures	1,076,403	602,787	1,300,000	395,755	(904,245)	30.44%
Investment Earnings	35,000	21,903	45,000	364,397	319,397	809.77%
Contributions & Donations	20,938	9,990		10,673	10,673	0.00%
Miscellaneous Revenues	111,000	20,945	66,000	26,887	(39,113)	40.74%
Other Financing Sources	17,800,806	144,544	5,112,590	179,505	(4,933,085)	3.51%
TOTAL REVENUES	\$ 47,401,504	\$ 4,492,793	\$ 35,129,054	\$ 4,936,412	<u>\$ (30,192,642)</u>	<u>14 05z</u>

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



City of Brookhaven - YTD through April 30th, 2023 Budget Comparison for General Fund Expenditures											
										Governmental Function	20
General Government	\$	8,431,950	\$	2,465,123	\$	9,206,448	\$	3,438,391	\$	5,768,057	37.35%
Housing and Development		9,422,703		1,194,748		5,799,263		833,360		4,965,903	14.37%
Public Safety		11,881,700		3,740,461		13,090,056		4,199,026		8,891,030	32.08%
Public Works		1,797,778		423,231		1,974,493		412,944		1,561,549	20.91%
Judicial		645,735		379,790		593,862		190,623		403,239	32.10%
Culture and Recreation		6,629,600		1,217,550		4,084,957		664,967		3,419,990	16.28%
Economic Development		-		-		-		-		-	0.00%
Other Financing Uses		8,592,038		2,040,000		379,976		68,110		311,865	17.92%
TOTAL EXPENDITURES	\$	47,401,504	<u></u>	11,460,903	\$	35,129,054	\$	9,807,420	\$	25,321,633	<u>27 922</u>



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	195,732.00	
Receipts	\$58,371.00	TREE CITY USA
Disbursements	\$29,740.27	
Balance at 04/30/2023	\$224,362.73	

Sidewalk Program Fund

Established by City Ordinance, Chapter 14, Section 14-353, the receipts or contributions for payment inlieu 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 04/30/2023

\$363,569

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.

Balance								Balance		
Police Programs		2022	F	leceipts	Disbursements			04/30/2023		
Explorer Program	\$	10,041	\$	-	\$	-	\$	10,041		
Shop with a Badge/Cop		29,074		-		-		29,074		
General PD Donations		11,431		-		-		11,431		
K9 Donations		24,910		3,035		(10,500)		17,445		
Police Bike Fund		(3,461)		-		621		(2,840)		
Support Services		10,000		-		-		10,000		
BPD Honor Guard Donations		-		7,638		(8,088)		(450)		
Totals	\$	81,995	\$	10,673	\$	(17,967)	\$	75,151		