



TO: Mayor and City Council
FROM: Christian Sigman, City Manager
DATE: February 15, 2024
SUBJECT: January 2024 Departmental Highlights

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

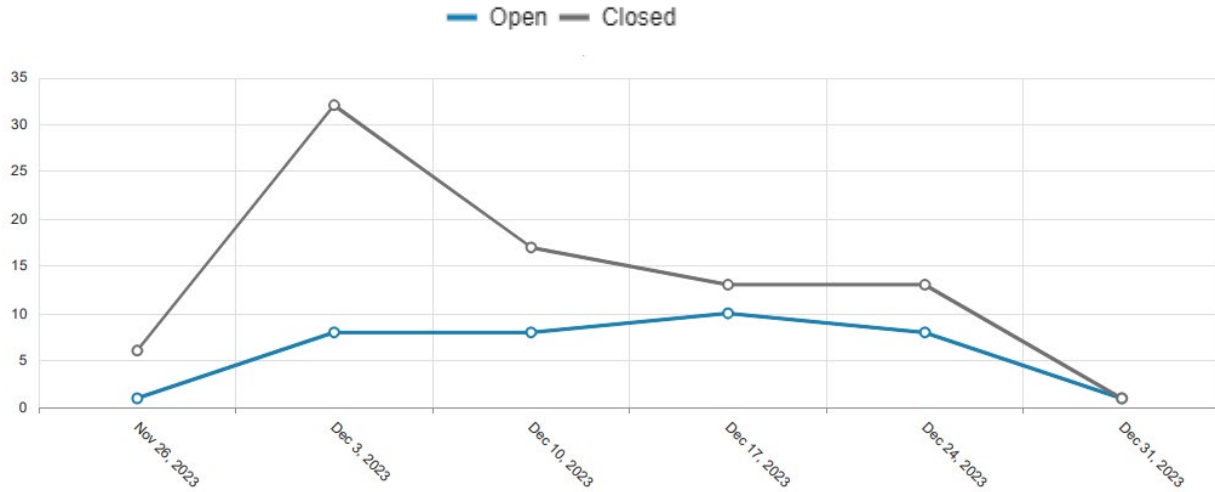
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BROOKHAVEN CONNECT METRICS: JANUARY 2024

Brookhaven Connect is a citizen-powered system with requests coming directly from the public. These statistics do not represent the entirety of the work loads assumed by City departments.

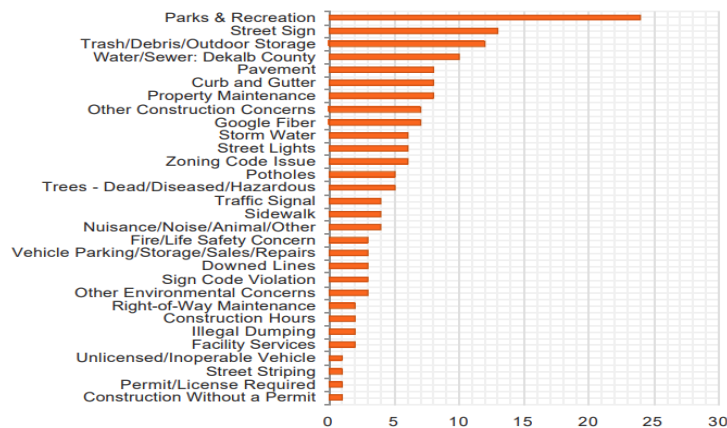
Open /Close by Day



Statistics

- Of the 164 service requests that were created, 133 have been closed (this includes duplicate requests) with 31 remaining open the month of January.
- Total requests that remain open since the beginning of the year is 31, this includes the month of January.
- The total number of service request that remain opened from the previous year is 107.
- To date, there are 3,648 registered Brookhaven Connect users; this represents an increase, of 35 users since the beginning of the year.

Request Type

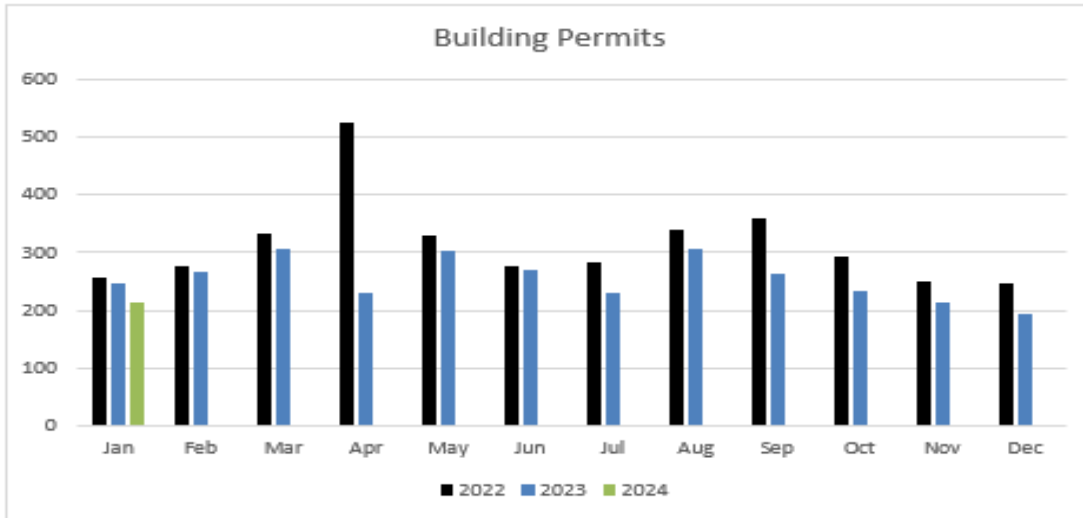


CITY MANAGER MONTHLY AUTHORIZATION REPORT: JANUARY 2024

The Purchasing Policy updated 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 \$9,999.00 departmental approval limit but not exceeding amounts above \$100,000.00. Amounts above \$100,000.00 require the City Council’s approval. Below is a list of contracts or agreements within the City Manager’s approval range for this month:

Date Approved	Vendor	Amount	Services / Product	Funding Source
5-Jan-24	Lowe Engineers	\$ 21,700.00	Provide Boundary, Topographic survey and conceptual site plan for the Public Works and Facilities Service Departments maintenance Yard.	Public Works Department
31-Jan-24	Lenz Marketing	\$ 60,000.00	Provide additional media coverage for the 2024 Cherry Blossom Festival	Communication Department

COMMUNITY DEVELOPMENT: JANUARY 2024



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
All	203												203
New Single Family	9												9
New Multi Family	0												0

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
All	238	259	304	230	297	265	226	301	255	226	208	190	2,999
New Single Family	9	7	4	1	5	4	4	7	7	6	7	5	66
New Multi Family	0	0	0	0	0	0	0	0	0	0	0	0	0

	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	0	0	0	0	0	0	0	0	0	0	0	0

Community Development BOA/Variations Filed in January 2024			
File #	Address	Scope	Hearing Date
VAR24-00003	3117 Mabry Road	Rear yard setback reduction and to allow an accessory building in a non-rear yard	2/21/24
VAR24-00004	3794 Ashford Dunwoody Road	Stream buffer reduction and to allow grading and filling in the floodplain	2/21/24
VAR24-00005	1446 Wilford Drive	Stream buffer reduction	2/21/24

Community Development BOA/Variations Heard in January 2024				
File #	Address	Scope	Hearing Date	Action
VAR23-00043	1813 8 th Street	Stream buffer and front street setback reduction	1/17/24	Approved with Conditions
VAR23-00044	3043 Lanier Drive	Impervious coverage increases	1/17/24	Approved with Conditions
VAR23-00047	1799 Buckhead Lane	Vehicle entrance setback reduction	1/17/24	Approved with Conditions
VAR23-00048	2036 Johnson Ferry Road	Lighting stand allowance within a parking lot	1/17/24	Approved with Conditions

Community Development Rezoning Filed in January 2024				
File #	Address	Scope	PC Hearing Date	CC Hearing Date
LUP24-00001	1946 and 1960 Harts Mill Road	Rezone to RS-50 to allow for a 14-unit, single-family detached subdivision	5/1/24	5/28/24

Community Development Rezoning Heard in January 2024						
File #	Address	Scope	PC Hearing Date	PC Rec	CC Hearing Date	CC Rec
LUP23-00014 & LUP23-00017	4170 Ashford Dunwoody Road	Modification of conditions for age-restricted residential development and a special land use permit for residential development	1/3/24	Recommended Favorably with Conditions	1/23/24	Remanded back to Planning Commission on 4/3/24
LUP23-16	1366 North Druid Hills Road	Special Land Use Permit to allow for Child Caring Facility	1/3/24	Recommended for Withdrawal	1/23/24	Withdrawn
ANNEX23-02/LUP23-00015	2760 Briarcliff Road and 2030 Cliff Valley Way	Annexation and to allow existing single-family dwellings to remain in accordance with uses for previous jurisdiction	1/3/24	Recommended Favorably	1/23/24	Approved

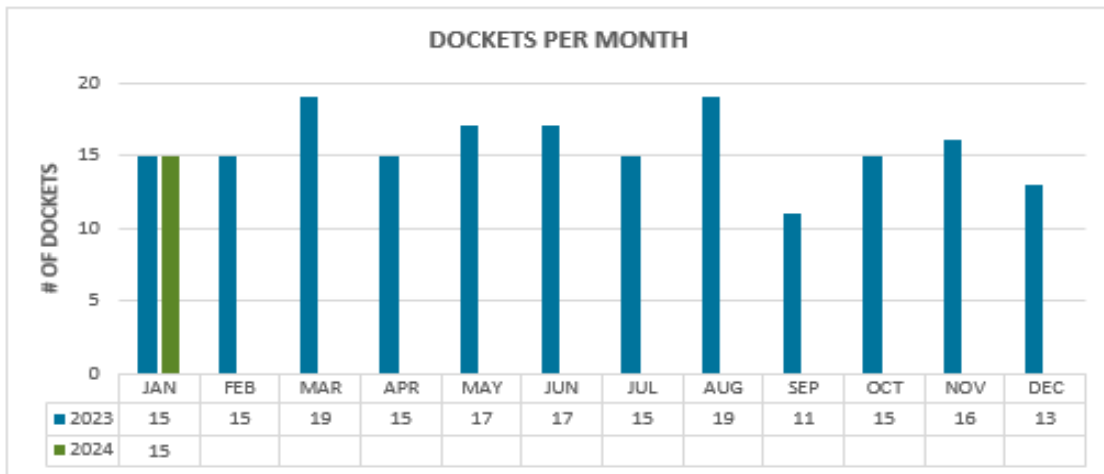
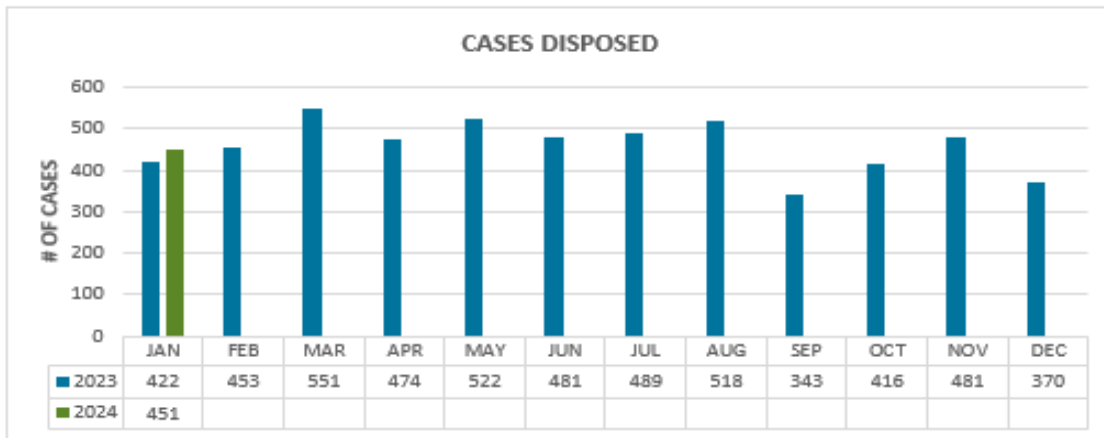
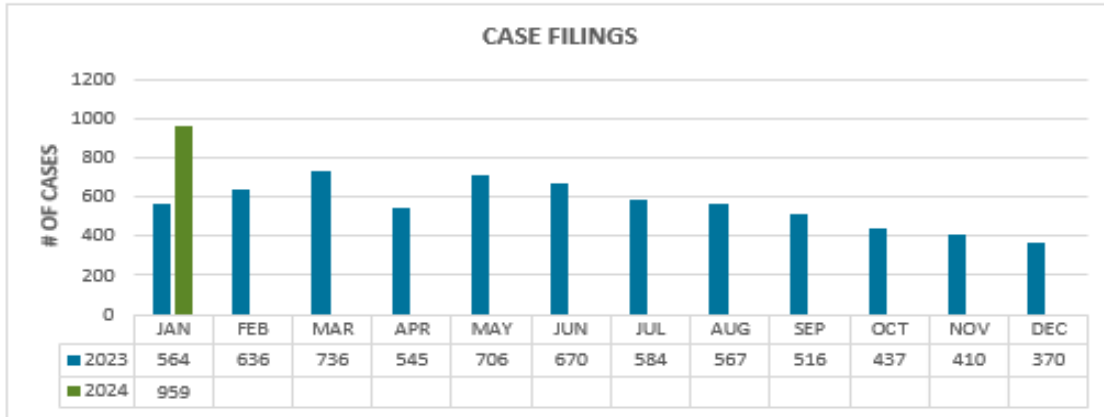
Code Enforcement Activity January 2024	
Inspections & Follow-ups	1,731
Violations	214
Violations Created Per Day	10 per day
Courtesy Warnings/Placards	49
Residential Citations	1
Commercial Citations	1
Total Street Miles Patrolled	1,928
Total Requests Created	64
<i>Department-Generated Inspections</i>	13
<i>Brookhaven Connect/CitySourced Requests Created (public generated)</i>	51
Brookhaven Connect/CitySourced Requests Received / In Process	14
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	4 days
Signs Removed	162

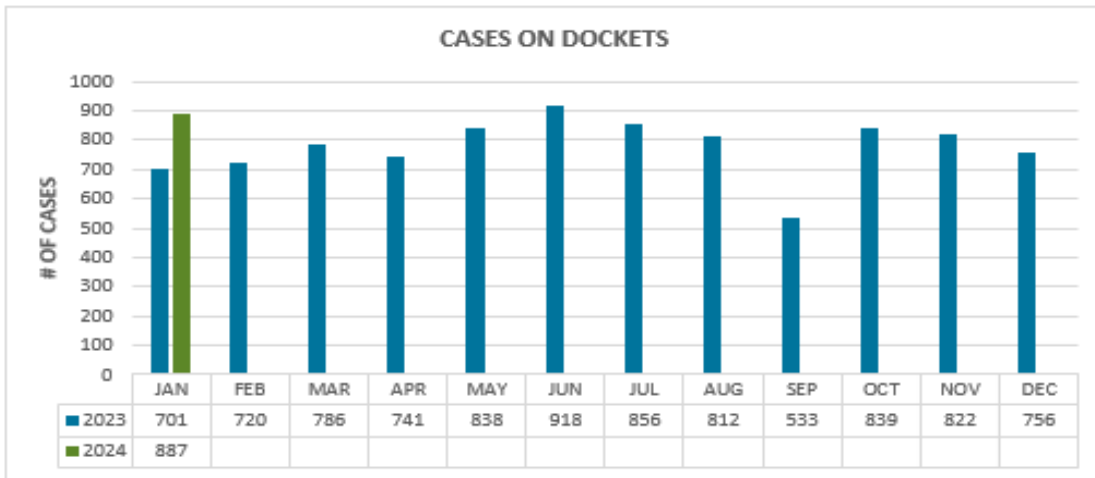
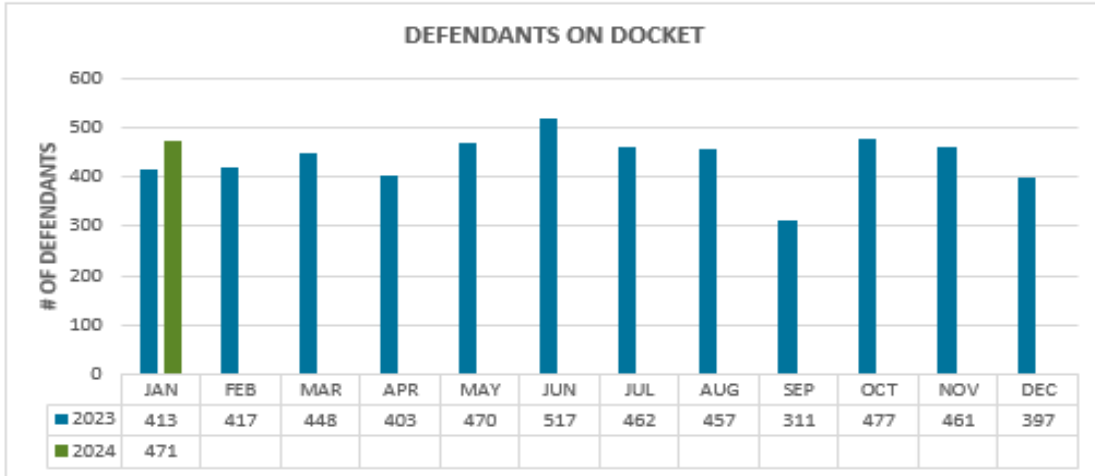
Building Inspection Activity January 2024	
Plan reviews	75
Building inspections	605
Building inspections percent pass/fail	77%/23%

Fire Marshal Activity January 2024	
Plan reviews	73
Inspections	66
Inspections percent pass/fail	99%/1%
Existing/Mandated Business inspections	40
Existing/Mandated Business inspections pass/fail	1%/99%

Key Land Development Activity/Review January 2024	
Land Development Enforcement & Inspection Activity	
Tree removal permits	40
Stop Work Orders issued	8
Courtesy warnings issued (Notice of violation)	12
Environmental Inspections	304
Environmental Court Summons	1
2524 Haberfield Court – Unpermitted work – Failure to Appear – Warrant Status	
Land Disturbance Permit Review	12
Sidewalk – 1538 Chantilly Drive	
DeKalb sewer repair – 2220 North Druid Hills Road	
Dresden Village – 1350 Dresden Drive	
Taco Bell – 3385 Buford Highway	
Georgia Avenue Road extension – 1048 Theodore Drive	
Sunland Estates – 1287 Sunland Drive	
City Hall – 3993 Peachtree Road	
Masoudi Subdivision – 1133 Gail Drive	
Executive Park infrastructure – 11 Executive Park West	
Greystar Executive Park – 50 Executive Park	
United States Postal Service – 1920 Dresden Drive	
Lynwood Park – 3360 Osborne Road	
Land Disturbance Permits Approved	5
The Mackintosh – 2585 East Osborne Road	
Children’s Healthcare of Atlanta Ronald McDonald House – 2580 Briarcliff Road	
DeKalb sewer – 3623 Sunderland Circle	
Foamworks Autospa – 2154 Briarcliff Road	
MH Park Vista – 1244 Park Vista Drive	
Plat Review Activity	4
Perimeter Summit – 5005 Summit Boulevard	
The Preserve at Lenox Park – 1045 Lenox Park Boulevard	
The Mackintosh – 2586 East Osborne Road	
Perimeter Summit Office Park – 5005 Summit Boulevard	
Plats Approved	2
Sunland Estates combination plat – 1279 Sunland Drive	
Lot split – 1424 Sylvan Circle	

MUNICIPAL COURT: JANUARY 2024





Court Collections & Agencies Payments

Base Fine	\$ 78,921.00
Contempt Charge	\$ 986.00
Processing Fee	\$ 12,755.80
Cash Bonds	\$ 30,548.03
Indigent App Fee	\$ 0.00
Revenue Collected-Diverse Agencies	\$ 28,732.13
Pre-Trial Fee	\$ 0.00
CB-Applied	\$ 13,513.00
Bond Forfeiture	\$ 0.00
Overage	\$ 0.00
Restitution	\$ 0.00
NSF	\$ 0.00
MISC	\$ 0.00
Monthly Cash Collections	\$ 165,455.96
Paid to Diverse Agencies	\$ 28,732.13
Cash Bond Refunds/Returned	\$ 4,235.70
Overage Refund	\$ 0.00
Restitution Paid	\$ 0.00
Total Paid Out	\$ 32,967.83
NET	\$ 132,488.13

CITY CLERK OFFICE: JANUARY 2024

Legislative Activities	January 2024	
	Open Record Requests Completed	122
	Agendas/Agenda Packets Managed (City Council, Audit Committee, Development Authority, Charter Commission, Brookhaven Finance Corporation, Facilities Authority, and Urban Redevelopment Agency)	5
	Minutes Composed (City Council, Development Authority, Brookhaven Finance Corporation, Urban Redevelopment Agency, and Facilities Authority)	5
	Executive Sessions Held (City Council and Development Authority Only)	1
Ordinances/No.	January 2024	Appr. Date
ORDRZ2024-01-01A	ANNEX23-02 2030 Cliff Valley Way & 2760 Briarcliff Rd Holly Stewart to Annex Existing Detached Single-Family Dwellings Remain in Accordance with Uses for Previous Jurisdiction.	1/23/2024
ORDRZ2024-01-01B	LUP23-00015 Rezone from R-85 to ANX with ORDRZ2024-01-01A.	1/23/2024
Resolutions/No.	January 2024	Appr. Date
RES2024-01-01	Appoint Sean Pharr and Andrew Plant, Reappoint Conor Sen, Kevin Quirk and Sharletta McKinney to Planning Commission.	1/9/2024
RES2024-01-02	Reappoint Phyllis Mitchell and Henry Saxon to Board of Appeals.	1/9/2024
RES2024-01-03	Authorize the City of Brookhaven to terminate contract with UP4TENNIS, LLC effective 7/8/2024.	1/9/2024
RES2024-01-04	Appoint Councilmember/Mayor Pro Tempore John Funny as Ex-Officio to the Brookhaven Development Authority.	1/9/2024
RES2024-01-05	Appoint Jason Storm, Reappoint Anibal Torres, Artimus Hart, JR., Christian Sigman, Holland Muscio, and Susan Oh to BCVB.	1/23/2024
RES2024-01-06	Reappoint Park Bond Citizen Oversight Committee Members Lori Gray, James Bagnon, Mickey O'Brien, and Deborah Proctor term ending 12/31/2024.	1/23/2024
RES2024-01-07	Appoint Juan Sierra and Boyce Griffin Sims, Reappoint Michael Runestad to the Board of Appeals.	1/23/2024

Contracts/Agreements Approved by Council	January 2024	Appr. Date
Public Works	Approval of Task Order under the On-Demand Contract Right-Of-Way Acquisition Services to Johnson, Mirmiran & Thompson for \$132,200.00 for Right-Of-Way and Easement Acquisition Services Caldwell Road/Redding Road Intersection.	1/9/2024
Public Works	Approval Change Order Michael Baker International \$71,858.00 an increase in Design fees for Relocation of Existing Waterlines Caldwell Road/Redding Road Intersection Realignment Project.	1/9/2024
Public Works	Approval of Contract with Shamrock Construction & Remediation, LLC for Construction of Upper North Fork Nancy Creek Stream Restoration Project: I-285 to Murphy Candler Lake in the amount of \$1,261,487.00.	1/9/2024
Public Works	Agreement GDOT Brookhaven Vehicular Bridge Over I-85 PI #0019788.	1/23/2024
Appointments	January 2024	Appr. Date
	Approval and appointment of Christian Sigman as City Manager.	1/8/2024
	Approval and appointment of Jeremy Berry as City Attorney.	1/8/2024
	Approval and appoint of Sandra Bryant as City Clerk.	1/8/2024
	Approval and appointment of Bryan C. Ramos as Chief Judge for the Brookhaven Municipal Court.	1/8/2024
	Approval and appointment of Laura Stevenson as Senior Judge for the Brookhaven Municipal Court.	1/8/2024
	Approval and appointment of Michael F. Johnston, CPA, CIA as Internal Auditor for the City of Brookhaven.	1/8/2024
	Approval to appoint Sean Pharr and Andrew Plant, and reappoint Conor Sen, Kevin Quirk, and Sharletta McKinney to the Planning Commission.	1/9/2024
	Approval to reappoint Phyllis Mitchell and Henry Saxon to the Board of Appeals.	1/9/2024
	Approval to appoint Councilmember/Mayor Pro Tempore John Funny as Ex-Officio to the Brookhaven Development Authority.	1/9/2024
	Appoint Jason Storm and Reappoint Anibal Torres, Artimus Hart, Jr., Christian Sigman, Holland Muscio, and Susan Oh to the Brookhaven Convention and Visitors Bureau.	1/23/2024

	Reappoint Park Bond Oversight Committee Members Lori Gray, James Baugnon, Mickey O'Brien, and Deborah Proctor Term Ending 12/31/2024.	1/23/2024
	Appoint Juan Sierra and Boyce Griffin Sims, Reappoint Michael Runestad to the Brookhaven Board of Appeals.	1/23/2024
Proclamations / Presentations	January 2024	Date
	Presentation by Renee Areng of the 2024-2026 Explore Brookhaven Strategic Plan.	1/9/2024
	Presentation by Capital Projects Manager Matt Risher of the ADA Transition Plan Update.	1/9/2024
	Presentation by Former Mayor Pro Tempore Joe Gebbia of the Decorum Rules.	1/9/2024
	Presentation by Assistant City Manager Patrice Ruffin Dowdell of the ADA Transition Plan Update.	1/23/2024
Plans, Studies, Reports, and Policies Approved by Council	January 2024	Appr. Date
	None.	

OPEN RECORDS REQUEST COMPLETED – CITY CLERK OFFICE: JANUARY 2024

Date of Request	Request #	Name	Description
12/19/2023	PRR-620-2023	Ashley Wilcox	All emails, files, and records sent to or received from emails, or Adrian Sutton.
12/19/2023	PRR-622-2023	Muckrock News	All documents for Community Public Safety Grant, two grants \$1,301,289 and \$347,542.80 received by Brookhaven Police.
12/19/2023	PRR-623-2023	Victoria Ramert	Copy of business license for Eastman Kodak Company, DBA Kodak Film Lab Atlanta at 6 W. Druid Hills Road NE.
12/19/2023	PRR-624-2023	Muckrock News	All documents for the Community Public Safety Grant program, two grants \$1,301,289 and \$347,542.80 received by Brookhaven Police.
12/21/2023	PRR-630-2023	Nydia Hicks	Bid tabulations for companies and bid amount for ITB 23-128 2023 ADA Ramp/Sidewalk Repair Project.
12/28/2023	PRR-634-2023	Marjorie Hall	Communication with Environmental Protection Division (Hazard Site Response Act) regarding contaminated soils developing the new City Hall site.
12/30/2023	PRR-635-2023	Robbie Swan	Building Plans for 1515 Grant drive, 1490 Bates Court, and 2869 Redding Road.
12/30/2023	PRR-636-2023	Stefani Daub	Building permits (commercial and residential) issued between 12/1/23 and 12/31/2023.
1/2/2024	PRR-1-2024	Clashawn Grant	Plans and specifications for 2881 Ashford Rd NE Parcel 18-272-05-006.
1/2/2024	PRR-2-2024	Clashawn Grant	Plans and specifications for 2834 N. Thompson Rd NE Parcel 18-272-02-004.
1/3/2024	PRR-3-2024	Alice K. Klauzinski	Police request for NIBRS data with dates, times, and case/report numbers.
1/3/2024	PRR-4-2024	Angela Nemeth	All adult traffic and ordinance cases disposed from January 1 – June 30, 2019, and December 1-31, 2023.
1/4/2024	PRR-5-2024	Clashawn Grant	Plans and specifications for 1910 Fairway Circle NE Parcel 18-201-02-083.
1/4/2024	PRR-6-2024	Clashawn Grant	Plans and Specifications for 1282 Fairhill Lane NE Parcel 18-201-02-094.
1/4/2024	PRR-7-2024	Jennifer Beaird	Police report of stolen car 2023-3285-PD.
1/4/2024	PRR-8-2024	Shandrika McLaughlin	For all schools in county, provide Certificate of Occupancy, Zoning Certificate, Fire Marshall Inspection Reports in zip codes 30319 and 30321.
1/5/2024	PRR-9-2024	Demetrius Wright	Open code enforcement records for 3078 Clairmont Road NE Owner Brookhaven LL LLC Parcel 18-203-02-004.
1/5/2024	PRR-10-2024	Nariseti Kavya	Copy of uncashed checks aged more than six months from this letter and the amount is greater than \$1,000, record of property tax overpayments. Include claims forms and frequency of record updates.
1/5/2024	PRR-11-2024	Cedrick Smith	Plans and specifications for 1559 Brookhaven Hall Parcel 18-301-03-064.

1/6/2024	PRR-13-2024	Laurie Tynor	Provide environmental documentation, permitting, and waivers for any segments of the Peachtree Creek Greenway North Fork filed between 2015 and present. Include Clean Water Act, FEMA, Hydrology Studies, Wetlands Delineations, and Alternative Assessments.
1/8/2024	PRR-14-2024	Clashawn Grant	Plans and specifications for 2734 Redding Road Parcel 18-242-09-009.
1/8/2024	PRR-15-2024	Clashawn Grant	Plans and specifications for 2763 Green Meadows Lane Parcel 18-241-17-009.
1/8/2024	PRR-16-2024	Karen Amand, Esq.	Police of accident on 4/3/2017 Case 17-002050 Nikki Price.
1/8/2024	PRR-17-2024	Clashawn Grant	Plans and specifications for 1503 Dresden Drive Parcel 18-237-01-006.
1/8/2024	PRR-18-2024	Carl Appen	A "Do Not Respond" list or list of similar purpose at the 911 Center. By Names include non-response status, disqualified alarms, or those suspended from service.
1/8/2024	PRR-19-2024	Tamika Churchill	List of all commercial and residential building permits from January 1, 2023 – January 8, 2024.
1/9/2024	PRR-20-2024	Clashawn Grant	Plans and specifications for 2461 Thompson Road NE Parcel 18-237-02-062.
1/9/2024	PRR-21-2024	Clashawn Grant	Plans and specifications for 2644 Camille Drive NE Parcel 18-241-13-028.
1/9/2024	PRR-22-2024	Clashawn Grant	Plans and specifications for 2757 Green Meadows Lane NE Parcel 18-241-17-010.
1/9/2024	PRR-23-2024	Tiffany Edgeman	New business licenses from December 1, 2023, through 12/31/2023.
1/10/2024	PRR-24-2024	Clashawn Grant	Plans and specifications for 2583 Winding Lane NE Parcel 18-242-07-012.
1/10/2024	PRR-25-2024	Kathleen Hallman	Documentation on permit numbers DM20-00158, DM20-00117, AVR21-00016, BLR20-00762.
1/10/2024	PRR-26-2024	Cedrick Smith	Plans and specifications for 1025 Mendell Circle Parcel 18-303-02-012.
1/10/2024	PRR-27-2024	Cedrick Smith	Plans and specifications for 3389 Breton Circle Parcel 18-303-02-015.
1/10/2024	PRR-28-2024	Cedrick Smith	Plans and specifications for 1385 Ragley Hall Parcel 18-302-08-036.
1/10/2024	PRR-29-2024	Zulekha Dwyer	Plans for 2354 Poplar Springs Drive NE.
1/11/2024	PRR-30-2024	Drew Clough	Approved site plans for land disturbance permit for Skyland Brookhaven Townhome Community and architectural plans including 2540 Skyland Drive NE.
1/11/2024	PRR-31-2024	Cedrick Smith	Plans and specifications for 1094 Wimberly Road Parcel 18-275-04-009.
1/11/2024	PRR-32-2024	Cedrick Smith	Plans and specifications for 1802 W Nancy Creek Drive Parcel 18-332-04-055.
1/11/2024	PRR-33-2024	Cedrick Smith	Plans and specifications for 3181 Frontenac Court Parcel 18-276-01-017.

1/11/2024	PRR-34-2024	Cedrick Smith	Plans and specifications for 1890 Remington Road Parcel 18-325-02-019.
1/11/2024	PRR-35-2024	Cedrick Smith	Plans and specifications for 3152 Woodrow Way NE Parcel 18-276-01-002.
1/11/2024	PRR-36-2024	Cedrick Smith	Plans and specifications for 3160 Lanier Drive Parcel 18-276-10-005.
1/11/2024	PRR-37-2024	Ingrid Taute	Information on permit #18BHOTH0000 for PARID Parcel 18-274-04-196 1116 Haven Glen Lane NE.
1/11/2024	PRR-38-2024	Cedrick Smith	Plans and specifications for 1694 Harts Mill Road Parcel 18-326-03-004.
1/11/2024	PRR-39-2024	Cedrick Smith	Plans and specifications for 3388 Woodrow Way Parcel 18-303-02-076.
1/11/2024	PRR-40-2024	Cedrick Smith	Plans and Specifications for 1485 Runnymede Parcel 18-306-07-019.
1/11/2024	PRR-41-2024	Cedrick Smith	Plans and specifications for 1496 Runnymede Parcel 18-306-06-048.
1/11/2024	PRR-42-2024	Cedrick Smith	Plans and specifications for 3610 Woodstream Circle Parcel 18-306-02-013.
1/11/2024	PRR-43-2024	Cedrick Smith	Plans and specifications for 1168 Dorby Park Drive Parcel 18-274-03-265.
1/11/2024	PRR-44-2024	Cedrick Smith	Plans and specifications for 3769 Wasson Way Parcel 18-327-03-013.
1/11/2024	PRR-45-2024	Cedrick Smith	Plans and specifications for 1296 Becket Drive Parcel 18-327-04-009.
1/11/2024	PRR-46-2024	Cedrick Smith	Plans and specifications for 1377 Hearst Drive Parcel 18-276-22-002.
1/11/2024	PRR-47-2024	Thomas Brennan	Brookhaven Animal Control records for dog bite claim on 5/13/2022 for Kenneth Storr, James Meisenzahl, and Susan Drummond 2155 Fairway Circle NE.
1/12/2024	PRR-48-2024	Clashawn Grant	Plans and specifications for 2732 Drew Valley Road NE Parcel 18-236-07-041.
1/12/2024	PRR-49-2024	Lynda Clark	Signed drawings for permit #FS0023-00037 50 Executive Park.
1/12/2024	PRR-50-2024	Robin Fish	Permit report for December 2023.
1/12/2024	PRR-51-2024	Jaylen Dooley	Certificate of Occupancy for Taco Bell at 2420 North Druid Hills Road.
1/12/2024	PRR-52-2024	Clashawn Grant	Plans and specifications for 2344 Bynum Road Parcel 18-202-11-008.
1/12/2024	PRR-53-2024	Sara Gregory	Any invoices for Rosetta Stone Communications to City of Brookhaven from January 1, 2022. to present. Records showing either the pause or end of contract from May 1, 2023, to present.
1/16/2024	PRR-54-2024	Leland Crider	Requesting current pay scale for all positions as well as all Directors, Assistant/Deputy Directors, and City Manager.

1/16/2024	PRR-55-2024	Sean Davis	Demolition Approval plan Permit #DM20-00023, Asbestos & Rodent Report, and approved site plans for 2916 Ashford Road NE.
1/16/2024	PRR-56-2024	Sara Gregory	Any invoices or records of payments for costs the City of Brookhaven incurred for December 14 th event hosted by the Brookhaven Chamber of Commerce.
1/16/2024	PRR-57-2024	Sara Gregory	Records showing results of environmental testing at new Brookhaven City Hall construction site, including findings of impacted soils.
1/17/2024	PRR-58-2024	Tatiana Harden	Open or active code violations, violation number, description of violation, any fees, fines or liens, and any permit applications for property at 1232 Westchester Ridge NE Parcel 18-157-10-068.
1/17/2024	PRR-59-2024	Clashawn Grant	Plans and specifications for 1691 Dunwoody Place NE Parcel 18-155-02-102.
1/17/2024	PRR-60-2024	Sara Gregory	Records of the City's investigation and/or review of the Merry Hills and Toco Hills annexation application.
1/19/2024	PRR-61-2024	Clashawn Grant	Plans and specifications for 2927 Cravenridge Drive Parcel 18-272-12-024.
1/19/2024	PRR-62-2024	Clashawn Grant	Plans and specifications for 2902 Cravenridge Drive NE Parcel 18-272-13-024.
1/22/2024	PRR-63-2024	Carrie Cavanaugh	Current copy of the Brookhaven Authorized Positions Wage and Grade Scale.
1/22/2024	PRR-64-2024	Stephanie Marlin	Police report auto theft case number 24000446, date 1/20/2024, owner Tavaris Daniel.
1/22/2024	PRR-65-2024	Mikhael El Chami	Plans and specifications for house at 1080 Lenox View NE.
1/22/2024	PRR-66-2024	Cedrick Smith	Plans and specifications for 3782 Wynn Walk Parcel 18-325-04-425.
1/22/2024	PRR-67-2024	Cedrick Smith	Plans and specifications for 3968 Ashford Dunwoody Parcel 18-327-01-010.
1/22/2024	PRR-68-2024	Cedrick Smith	Plans and specifications for 4095 Ashford Dunwoody Parcel 18-330-02-086
1/22/2024	PRR-69-2024	Cedrick Smith	Plans and specifications for 3918 Flowerland Drive Parcel 18-326-01-030.
1/23/2024	PRR-70-2024	Christie O'Neal	Bid tabulation results for ITB 23-129 North Fork Nancy Creek Stream Restoration Project.
1/23/2024	PRR-71-2024	Sarah Chapman	Full and complete personnel file including suspensions, internal affairs records, and complaints on Officer Manny Maldonado.
1/23/2024	PRR-72-2024	Angela Joy Nemeth	Disposition report of all adult traffic, criminal and ordinance cases disposed for January 1-April 30, 2021.
1/24/2024	PRR-73-2024	Ayomide Ayeni	Full building blueprints for 21 Ortho Lane (for all 6 floors) for a research project.
1/24/2024	PRR-74-2024	Clashawn Grant	Plans and specifications for 2896 Cravenridge Drive NE Parcel 18-272-13-025.
1/25/2024	PRR-75-2024	Clashawn Grant	Plans and specifications for 1396 Sylvan Circle NE Parcel 18-238-06-027.

1/25/2024	PRR-76-2024	Clashawn Grant	Plans and specifications for 1184 Oglethorpe Avenue Parcel 18-200-10-022.
1/25/2024	PRR-77-2024	Clashawn Grant	Plans and specifications for 2374 Logan Circle Parcel 18-201-01-047.
1/26/2024	PRR-78-2024	Clashawn Grant	Plans and specifications for 2629 Drew Valley Road Parcel 18-236-10-001.
1/26/2024	PRR-79-2024	Clashawn Grant	Plans and specifications for 1653 Wayland Circle Parcel 18-237-02-023.
1/26/2024	PRR-80-2024	Clashawn Grant	Plans and specifications for 2970 Skyland Drive NE Parcel 18-271-12-008.
1/26/2024	PRR-81-2024	Cedrick Smith	Plans and specifications for 1117 Wimberly Road Parcel 18-275-03-005.
1/26/2024	PRR-82-2024	Treasure Jackson	Police Officer Body Cam/Dash Cam footage, 911 CAD Report and any other digital audio recordings related to incident at 50 Hurt Plaza Suite 740
1/29/2024	PRR-83-2024	Brian Jenabzadeh	Copy of building permits and all approved drawings for 4218 Oak Forest Drive and 4149 Oak Forest Drive.
1/29/2024	PRR-84-2024	Clashawn Grant	Plans and specifications for 2476 Drew Valley Road NE Parcel 18-237-14-018.
1/29/2024	PRR-85-2024	Clashawn Grant	Plans and specifications for 2592 Drew Valley Road NE Parcel 18-237-16-002.
1/29/2024	PRR-86-2024	Clashawn Grant	Plans and specifications for 1324 Sunland Drive NE Parcel 18-241-08-007.
1/29/2024	PRR-87-2024	Cedrick Smith	Plans and specifications for 3661 Woodstream Circle Parcel 18-306-03-013.
1/29/2024	PRR-88-2024	Cedrick Smith	Plans and specifications for 1309 Ragley Hall Parcel 18-302-08-045.
1/29/2024	PRR-89-2024	Cedrick Smith	Plans and specifications for 1413 Windsor Parkway Parcel 18-275-05-019.
1/29/2024	PRR-90-2024	Cedrick Smith	Plans and specifications for 1890 Harts Mill Road Parcel 18-307-02-008.
1/29/2024	PRR-91-2024	Cedrick Smith	Plans and specifications for 3160 Lanier Road Parcel 18-276-10-005.
1/29/2024	PRR-92-2024	Cedrick Smith	Plans and specifications for 3152 Woodrow Way Parcel 18-276-01-002.
1/29/2024	PRR-93-2024	Cedrick Smith	Plans and specifications for 1127 Wimberly Road Parcel 18-275-03-003.
1/29/2024	PRR-94-2024	Cedrick Smith	Plans and specifications for 1367 Epping Forest Drive Parcel 18-302-07-004.
1/29/2024	PRR-95-2024	Cedrick Smith	Plans and Specifications for 1162 Rennes Court Parcel 18-303-02-196.
1/29/2024	PRR-96-2024	Cedrick Smith	Plans and specifications for 3373 Beton Circle Parcel 18-303-02-107.
1/29/2024	PRR-97-2024	Cedrick Smith	Plans and specifications for 1618 Runnymede Parcel 18-306-06-031.

1/29/2024	PRR-98-2024	Cedrick Smith	Plans and specifications for 1836 Winchester Trail Parcel 18-325-01-010.
1/29/2024	PRR-99-2024	Arthirat S. Butts	Police case number and his cell phone from his incarceration.
1/30/2024	PRR-100-2024	Bobby Haralabakis	Bid tabulations for painting/wallcovering for New City Hall.
1/30/2024	PRR-101-2024	Clashawn Grant	Plans and specifications for 2718 Green Meadows Lane Parcel 18-241-14-016.
1/30/2024	PRR-102-2024	Clashawn Grant	Plans and specifications for 2485 E. Osborne Road Parcel 18-241-16-012.
1/30/2024	PRR-103-2024	Clashawn Grant	Plans and specifications for 2643 Camille Drive NE Parcel 18-241-20-009.
1/30/2024	PRR-104-2024	Si Morris	The November 2023 new business listings.
1/30/2024	PRR-105-2024	Clashawn Grant	Plans and specifications for 1612 Dresden Drive NE Parcel 18-242-03-023.
1/30/2024	PRR-106-2024	Clashawn Grant	Plans and specifications for 1548 Trentwood Place Parcel 18-242-04-017.
1/31/2024	PRR-108-2024	Clashawn Grant	Plans and specifications for 2602 Ashford Road Parcel 18-242-04-028.
1/31/2024	PRR-109-2024	Clashawn Grant	Plans and specifications for 2663 Winding Lane NE Parcel 18-242-09-022.
1/31/2024	PRR-110-2024	Gary James	Copy of Code Enforcement report Gary James placed in November 2023 for 4026 W. Candler Lake Court NE.
1/31/2024	PRR-111-2024	Clashawn Grant	Plans and specifications for 2768 Winding Lane Parcel 18-242-12-032.
1/31/2024	PRR-112-2024	Clashawn Grant	Plans and specifications for 2799 Ashford Road NE Parcel 18-242-12-038.
1/31/2024	PRR-114-2024	Clashawn Grant	Plans and specifications for 2717 Skyland Drive NE Parcel 18-243-04-052.
1/31/2024	PRR-115-2024	Clashawn Grant	Plans and specifications for 1829 Tobey Road Parcel 18-271-03-015.
1/31/2024	PRR-116-2024	Clashawn Grant	Plans and specifications for 2831 Parkridge Drive NE Parcel 18-271-14-080.
			Total completed: 122

COMMUNICATIONS DEPARTMENT ACTIVITIES: JANUARY 2024

- Staffed Martin Luther King, Jr. Annual Celebration Dinner.
- Announced Cherry Blossom Festival lineup; coordination and execution of festival continued; marketing and advertising efforts commenced.
- Helped coordinate and promote Buford Highway Redevelopment Summit.
- Coordinated and staffed Rebecca Williams Park dedication.
- Photographed and livestreamed Newly Elected Officials Swearing in ceremony.
- Coordinated and staffed Peachtree Creek Greenway athletic field groundbreaking.
- Produced Spanish edition of Paint the Park calendar.
- Coordinated new headshots for Council and administration.
- Staffed City Council meetings.
- Responded to various media requests.
- Press releases, e-blasts & notifications:
 - Annexation application findings
 - Dedication ceremony for RCW greenspace
 - Brookhaven closes on Morrison Farms property
 - Live and Barenaked Ladies to headline Cherry Blossom Festival
 - Swearing in ceremony
 - Flood awareness alert
 - City council preview 1-9
 - City council wrap-up 1-9
 - John Funny appointed Mayor Pro Tempore
 - Registration opens for Cherry Blossom Festival 5-K
 - Atlanta Reginal Commission Green Communities recognition
 - City council 1-23 preview
 - City Council 1-23 wrap-up
 - Sweetheart Dance returns
 - Development Summit targeted eblast
 - Weekly eblasts

Engagement Report

	Posts	Subscribers	Subscriber growth (1 month)
E-blasts /press releases	20	4,949	+13
Facebook	60	10,940	+130
Facebook (Spanish)	7	504	+1
Twitter	36	4,600	+2
Next-door	27	27,951	+211
Instagram	92	4,786	+81
Instagram (Spanish)	7	793	+1
Brookhaven Alert	11	4,557	+3

CONVENTION AND VISITORS' BUREAU: JANUARY 2024



- Renée Areng attended Board Leadership Symposium with Explore Brookhaven Vice Chair, Chris Young in Phoenix, Arizona, January 24-26, 2024.
- Renée Areng attended Georgia Association of CVB's in Cartersville, GA January 29-31, 2024, and received the Paul Nelson award for Outdoor Recreation and Preservation for Lynwood Park.
- Creating Brand Ambassador training videos to launch in 2023.
- Explore Brookhaven *"Punching above Weight Class"*
 - Benchmark of Excellence Certification - Gold Standard
 - Presented on Diversity Equity and Inclusion to three national organizations on Explore Brookhaven branding process.
 - Renee Areng was appointed to Destinations International Board of Trustees.
 - Reboot Taste Brookhaven, September 21, 2022.
 - Created Sip Brookhaven at Oglethorpe, April.
 - 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:
<https://breaktheicemedia.com/podcasts/renee-areng/>
 - Interviewed for Travelpreneur Podcast

Social Media



Facebook 2,221 Page Likes
Explora IG 1,028 Followers
Instagram 4,584 Followers
TikTok 316 Followers
LinkedIn 240 Followers

INFORMATION TECHNOLOGY: JANUARY 2024

- Added/updated security certificates to application servers.
- Added new permit tech’s signature to reports and letters.
- Installed finance, planning, and permitting applications for new users.
- Updated/passed the security scans for the business license department.
- Resolved credit card issues for the Parks, Police and Court Departments.
- Updated workflow notifications for the Public Works Department.
- Met with Finance to discuss Requisition workflow approval paths.
 - Security patched vCenter host
 - Updated and patched servers at City Hall and Public Safety Building
 - Two cameras are back online at Lynwood Park

2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Tickets Closed	Tickets Closed	Tickets Closed	Tickets Closed	Tickets Closed	Tickets Closed	Tickets Closed	Tickets Closed	Tickets Closed	Tickets Closed
138	205	173	227	221	223	164	229	246	366
229	205	176	185	194	210	136	177	207	
257	194	199	152	315	259	170	236	219	
335	186	183	196	270	174	149	240	189	
262	201	191	263	258	141	141	206	263	
351	150	190	210	162	198	161	182	238	
235	159	202	375	161	185	192	166	238	
279	178	185	286	253	209	207	274	380	
193	215	162	206	172	149	194	223	292	
262	183	218	248	206	208	191	159	324	
209	138	145	248	164	171	176	215	293	
171	154	141	190	182	204	172	209	203	
2,921	2,168	2,165	2,786	2,558	2,331	2,053	2,516	3,092	

GIS

- GIS Requests: received twenty-nine (29) maps, data, or analysis requests. (21) requests were completed. Highlights:
 - Added Rebecca Chase Williams Park and Morrison Farms Park to the GIS database and maps.
 - Provided Mapping and Data support for the MS4 Yearly Report (Stormwater).
 - Neighborhood Map update (ongoing).
 - Added Anna Sanders to the City's ArcGIS Enterprise, enabling direct access to the City's GIS tools and data.
 - Cherry Blossom Festival operations mapping (ongoing).
- GIS Projects:
 - Parcel Update
 - Updated the city's GIS parcel layer with January 2024 data.
 - City-Map is now updated in real-time with changes occurring on the DeKalb Co. tax map.
 - Continued to develop an address database at for apartment complexes. The Department has added over 1,500 addresses since December. Developed an internal dashboard for Apartment address and building management.
 - "Operation Plugged In" refresh complete.
 - Monthly Processes: Export city addresses and streets for ChatComm, update geocoder, compress database.
- Helped coordinate the Court's transition to the new records management system.
- Continued Cityworks self-paced training.
- Organized the GIS Public Safety Seminar held at the Public Safety Building on January 10, 2024

Police/Court

- Deployed Mobile Device Management for city issued cell phones.
- Deployed software for smart key tracer cabinet for fleet management.
- Deployed network access manager to isolate foreign computers from connecting to the City's corporate network.
- Updated and patched corporate network to the most secure version.
- Court software implementation.
- Police cloud VPN software implementation.
- Axon 3 project kickoff.
- Patrol Officer onboarding.
- Worked on gathering surplus technology equipment for resale.
- Worked on setting up hardware peripherals for officer feedback.
- Assisted with removal of remaining information technology equipment form old police department building.
- Set up new Net Unit offices hardware.
- Assisted with vendor meeting in court room.
- Configured new workstation for property and evidence users.
- Setup new police department vehicles.

FACILITY SERVICES: JANUARY 2024

- New Public Safety Building – Final punch lists have been assembled and final walk through completed. Remaining details and warranty work continues. BM&K no longer has a daily presence at the Public Safety Building. The warranty period has begun.
- Demolition work has begun at the Planning, Engineering, & Permitting building (PEP), and all the old furniture has been completely removed.
- Brookhaven Park project continues to progress on schedule.
- The Briarwood Park project continues to progress on schedule.
- Facility Services was able to support several events in January including ribbon cutting ceremonies, at the Rebecca Chase Williams Park and the athletic field on the Peachtree Greenway.

Other Service Requests Completed in December by Facility Services include:

- Installed Flock cameras at Blackburn Park maintenance yard.
- Updated internet connection at Blackburn Park maintenance yard.
- Repaired signage and wired for direct power at Public Safety Building.
- Cleared fence from trees and brush at Public Safety Building.
- Replaced two swings at Ashford Park Playground.
- Installed signage at Morrison Farms Property.
- Replaced broken slide at Ashford Park Playground.
- Replaced lights in MC bathrooms.
- Painted rails at bridge in Fernwood Park.
- Removed graffiti from power boxes throughout the city.
- Replaced tennis nets at Murphey Candler Park.
- Moved shelving from old evidence room to Lynwood Basement.

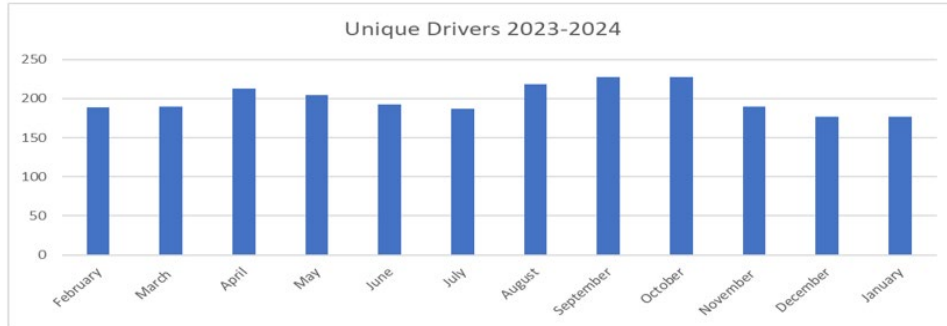
Brookhaven Facilities Metrics:

The Zendesk received 20 new work order requests in January totaling 205, this includes the previous 12 months. 173 of those work orders have been closed with 32 remaining open.

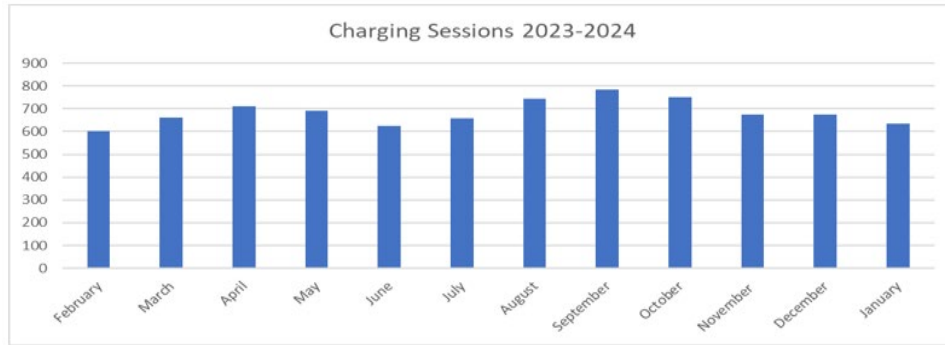
2023-2024													
Facility Monthly Work Orders	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Total WO's
Work Orders Created	3	9	2	12	12	9	26	38	41	19	14	20	205
Work Orders Closed	3	9	2	12	8	5	8	16	35	32	26	17	173
Total Open Work Orders	0	0	0	0	4	8	26	48	54	41	29	32	32

EV Charging Station Monthly Report

Unique Drivers: The unique driver total shows different people have used the City charging stations each month. A driver who uses the charges stations more than once in a month will only be counted once. 177 unique drivers used City owned charging stations in January.

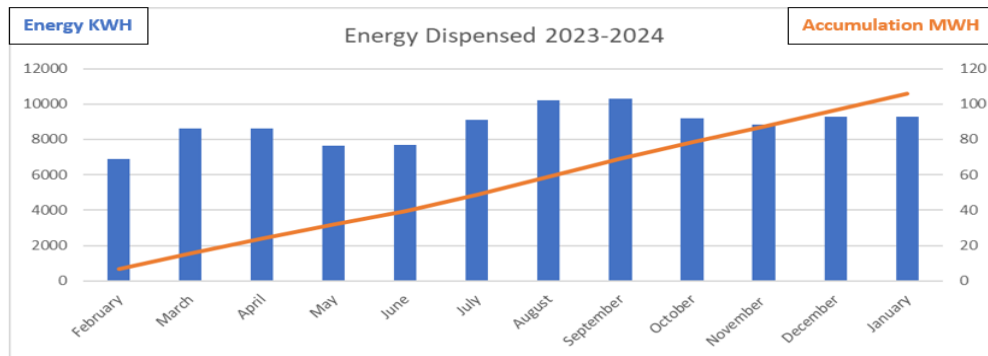


Sessions: A charging session happens when an EV plugs in and received energy for more than two minutes. A single driver can have multiple charging sessions. 636 charging sessions occurred in January.



Energy: The amount of energy dispensed by the City’s Electric Vehicle stations are measured in kilowatt hours (KWH). In the past 12 months the City has dispensed a total of 105.7 (MWH) of electricity. In the month of January, the City dispensed 9,300 MWH.

Over the life of the City’s charging systems, Electric Vehicles have avoided 183,034 KWH of Greenhouse gas emissions, the equivalent of 4,693 trees growing for 10 years. The City currently has 17 charging stations. Georgia Power now has two charging stations located at the Public Safety Building.



PARKS & RECREATION DEPARTMENT HIGHLIGHTS: JANUARY 2024

- Provided support for the Annual Martin Luther King, Jr. program on Monday January 15th. This event included live music, performances, and a keynote speaker to honor the legacy of Dr. Martin Luther King, Jr.
- Installation of the new sound system at Lynwood Park was completed on January 9th.
- Two recreational yoga programs started on January 10th and January 13th 2024.
- The Groundbreaking Ceremony for the Peachtree Creek Greenway athletic field was held on January 22nd 2024.
- The Tot Playground installation was completed at Murphy Chandler Park on January 25th.

Athletics Division

Athletic Revenue	\$26,156.71
Youth Athletic programs	\$900.00
Adult Athletic programs	\$20,125.00
Athletic fields	\$170.00
Non-Athletic Field Rentals	\$320.00
Gym Rentals	\$900.00
Field Prep	\$0.00
Open Gym	\$384.00
Tennis courts	\$3,357.71

Program and Rentals Division

Program and Rentals	\$22,906.20
Pavilion Rentals	\$440.00
Lease Agreements	\$14,200.00
Classrooms	\$75.00
Community Room Rentals	\$1,350.00
Non-Residential	\$1,705.00
Deposits	\$1,250.00
Recreation Programs	\$803.20
Special Events	\$2,500.00
Un-Itemized	\$364.00
Vendor Fee	\$219.00

Athletic Activities Currently in season:

Youth Athletics:

- Up4Tennis classes and private lessons.
- UTA tennis leagues and lessons.
- Storytime Soccer spring lessons starts on March 3rd.
- I9 Fall Soccer and T-Ball Winter session started on January 28,2024.

Adult Athletics:

- Adult spring softball registration starts February 26th.
- UTA Tennis Spring open play, leagues, and lessons at Blackburn Park.

Athletic Participation Summary	2023
Adult Kickball	Season ended January 1st
Adult Fall Softball	Season ended in January due the weather.
Adult Sand Volleyball	Season only.
Youth Spring Soccer	Season starts March 1st
Youth Football & Cheer	Season ended December 1st
Youth Spring Baseball	Season starts on February 13th

POLICE DEPARTMENT: JANUARY 2024

Support Services – (Community Engagement Unit)

- Community Engagement Unit hosted Brookhaven Police Department Hiring Event.
- Community Engagement Unit attended U.S. Public Safety Hiring Event
- Community Engagement Unit attended the LaVista Park quarterly Association meeting.
- Community Engagement Unit attended the Annual Martin Luther King Celebration Dinner.
- Presented Annual Community Engagement Plan to City Council.
- Community Engagement Unit attended GOTCHA Covered Blankets Non- Profit Banquet.

REPORTS	Officer Hawkins	Sergeant Moore	Total
Patrol Assist	1	0	1
Court Assist	1	0	1
Interviews/Press Releases	0	0	0
Community Meetings	13	8	21
Meeting Attendees	94	38	132
Juvenile Programs	3	1	4
Juvenile Attendees	211	100	311
Senior Programs	0	1	1
Senior Attendees	0	45	45
Community Contacts	347	256	603
Business Contacts	29	18	47

- In addition, there were a number of other media inquiries that were managed in addition to the social media posts.

MONTHLY REPORT: Part-Time Officers	
POP Logged	5
Patrol Shifts	11
Citations	9
Warnings	29
Transport for Courts	30
Arrests	0
Shifts Worked	22
Court Service Hours	76
Traffic Enforcement Hours	30
Fleet Service Hours	59.25
Transport Hours for Uniform Patrol/NET	0
Training Hours	0

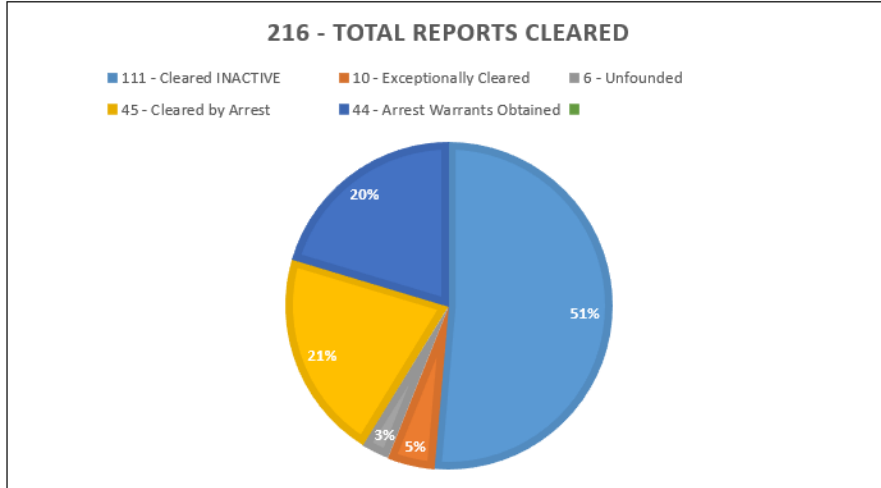
Monthly Report: K-9 Officers	January Unit Stats	2024 Year Total
Patrol Assist	215	215
Other Agency Assist	3	3
Training Hours	99.75	99.75
Search Warrants	0	0
Citations	16	16
Warnings	15	15
Field Interviews	0	0
Felony Arrests	2	2
Misdemeanor Arrests	10	10
City Ordinance Arrests	1	1
Wanted Person Located	4	4
*K-9 Search (narcotics)	4	4
*K-9 Tracks / Area Search	2	2
*Building Search (for persons)	2	2
K-9 Related Arrests	2	2
K-9 Demonstrations / PR	1	1
Currency Seized (*BPD Only assets)	0	0
Marijuana Seized (*BPD Only)	25 grams	25 grams
Methamphetamine Seized (*BPD Only)	11 grams	11 grams
Cocaine Seized (*BPD Only)	0 grams	0 grams
Heroin Seized (*BPD Only)	0	0
Schedule Pills (*BPD Only)	1	1
MDMA Seized (*BPD Only)	0 grams	0 grams
Other Seized (LSD) * BPD Only	0 grams	0 grams

Additional Activities for K9 and N.E.T. (Neighborhood Enforcement Team) 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:

Total Reports handled in January	136
Search Warrants Obtained	4
Total Cases "ACTIVE" on January 31, 2024	68



*Includes previously reported

Brookhaven Police Department Activity Summary Report (3 Months)		
	2024:	2023:
	November - January	November - January
Incidents Reported	1,694	1,865
Custodial Arrests	653	632
Accidents	581	639
Citations Issued	2,142	2,621
Warnings Issued	823	1,232



ChatComm 911 JANUARY 2024

Executive Overview

911 Answer Time: In January 2024, ChatComm 911 answered 95.3% of all incoming phone calls within ten seconds and 99.4% of all incoming phone calls were answered within thirty seconds.

Call Processing Time: This Month, ChatComm 911 processed 99.6% of all high priority calls for service and 96.0% of all low priority calls for service within sixty seconds.

Monthly Phone Call Volume: For the month of January 2024, ChatComm 911 handled a total of 21,691 phone calls.

- 92.3% (20,011) were incoming phone calls which are treated as potential emergencies and handled as 911 calls regardless of the line the call is received on.
 - 13,310 of those calls were received on the 911 trunks. 1,836 of the 911 calls received were abandoned 911 calls (where the caller disconnects the line prior to speaking with a calltaker).
 - 6,701 calls were received on administrative and alarm lines but treated as 911 calls.
- The remaining 7.7% (1,680) of the phone calls handled by ChatComm 911 in January 2024 were outgoing phone calls.

Overall Phone Call Volume: Since September 2009, ChatComm 911 has answered a total of 3,637,193 incoming phone calls. Of those calls, 2,344,501 (64.5%) were received on 911 trunks and 1,292,692 (35.5%) came in on 10-digit phone lines.

Monthly Incident Volume: ChatComm 911 handled a total of 29,062 incidents in January 2024.

- 57.5% (16,723) of the incidents created were officer-initiated incidents, which include traffic stops, business & residential checks, and other calls created by officers.
- 37.6% (10,913) of the incidents were dispatched incidents.
- The remaining 1,426 (4.9%) of the incidents were transferred via CAD to Dekalb for EMS and Fire Dispatch.
- Sandy Springs incidents comprised 40.7% (11,834) of the total incident volume.
 - 9,396 incidents were Sandy Springs Police Department incidents.
 - 1,340 incidents were for Sandy Springs Fire Rescue.
 - 1,098 incidents were EMS calls for service in Sandy Springs.
- Johns Creek incidents were 23.4% (6,795) of the total incident volume.
 - 5,972 incidents were Johns Creek Police Department incidents.
 - 470 incidents were for Johns Creek Fire Department.
 - 353 incidents were EMS calls for service in Johns Creek.
- Dunwoody incidents accounted for 11.2% (3,247) of the total incident volume.
- Brookhaven incidents were 19.8% (5,760) of the total incident volume.
- Dekalb Fire and EMS (for the Cities of Brookhaven and Dunwoody) incidents were 4.9% (1,426) of the total incident volume.
 - 809 incidents were Fire calls for service in Brookhaven or Dunwoody
 - 617 incidents were EMS calls for service in Brookhaven or Dunwoody.

Overall Incident Volume: By the end of January 2024, ChatComm 911 handled 5,038,484 incidents since "go-live" in September 2009. 4,432,479 (88.0%) of those were law enforcement incidents; 348,953 (6.9%) of those were fire department incidents; and 257,052 (5.1%) of those were EMS incidents.

EMD & EFD Compliance: For the month of January 2024, the quality assurance compliance score for EMD remains in compliance with levels set forth by the International Academies of Emergency Dispatch (90%).

- The Emergency Medical Dispatch QA compliance for January was 98% .
- The Emergency Fire Dispatch QA compliance for January was 95% .

PUBLIC WORKS: JANUARY 2024

Major Initiatives Completed

- Victor Road Stormwater Rehabilitation Project completed.

Major Initiatives in Progress/Upcoming

- N. Fork Nancy Creek Streambank II:
- Notice to Proceed issued 1/12/24. Contractor mobilized on 1/25/24.
- ST 08 - ADR/Windsor Pkwy Design:
- Preliminary Plans in progress. Second PIOH period in progress through 2/5/24.
- Briarwood MUP: Right-of-way acquisition continues. Remaining properties in Eminent Domain.
- Peachtree Creek Greenway Phase II:
- R/W Acquisition in progress.
- CLOMR in progress. Coordinating with Brookhaven City Engineers.
Peachtree Creek Greenway Phase III: Design Consultant selected. Cost negotiation on progress
- 2024 Paving: RFP advertised. To be advertised in January
- ADA Ramps: 2023 CDBG Sidewalk / ADA ramp repairs – in progress.
- MS4 Inspection and Report: 2023 - 2027 Cycle – 2nd year phase to begin.
- Caldwell Rd. / Redding Rd. Intersection Improvement: Construction documents in progress.
- Waterline relocate required.
- Poplar Creek Drainage Study: Preliminary study prepared. Final report on basin study due.
- Cartecay drainage being evaluated.
- Street Sweeper: Sweeper at Elgin for final repairs, should be returned mid-February.
- Multimodal Study: Public comment period extended to March 1st.
- I - 85 Pedestrian Bridge – survey in progress
- I - 85 Vehicular Bridge – PFA for Preliminary Engineers authorized by Council.
- Special Service District Projects in Design:
 - Ashford Dunwoody Road MUP – Montgomery Elementary to W. Nancy Creek Drive.
 - Plans 85% complete. Right of way and easement appraisals in progress.
 - Ashford Dunwoody Road MUP – Brookhaven Hills to Windsor Pkwy.
 - Design in progress
 - Ashford Dunwoody Road MUP – Oconee Pass to Perimeter Summit.
R/W Acquisition in progress
 - Dresden Drive Sidewalk – Apple Valley to Clairmont Rd.
Design in progress
 - Apple Valley MUP – Parkside to E Osborne.
Waiting on decision for underground utilities
 - N. Druid Hills Streetscape – Buford Hwy to Gail Drive.
Design in progress
 - N. Druid Hills MUP – Sylvan Circle to Apple Valley.
Design in progress
 - Chantilly Drive Sidewalk – Executive Park South to Sheridan. Ready to submit for permit.
Right-of-way and easement acquisition in progress.
Offer extended to Church. Countered by Church and not accepted.

- Buford Hwy Streetscape – Afton Ln to Clairmont.
Initial quote received from Contractor. \$4.1 million. Being evaluated.

Ongoing Coordination

- Perimeter Transportation Operations Program (PTOP) 5-year Grant coordination w/ PCID.
- Regional Traffic Operations Program (RTOP): Monthly meetings with SigOps (Traffic Signal Operations Program) personnel, City Traffic Engineer.

Right of Way Encroachment Permits Issued (including Dumpsters/Road Closures) = 43

Stormwater Performance Measures (Tri-Scapes)

ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE
Priority 1	0	0	0%
Priority 2	0	0	0%
Priority 3	6	6	100%
Total	6	6	100%

Maintenance Work Performance Measures (Tri-Scapes)

ENTITY GROUP	WORK ORDERS ASSIGNED	COMPLETED WITHIN TARGET TIME FRAME	MONTHLY PERFORMANCE PERCENTAGE
Priority 1	3	3	100%
Priority 2	6	6	100%
Priority 3	14	14	100%
Total	23	23	100%

Priority Levels:

- *Priority 1* (Unanticipated emergency health, safety welfare threat to Public) – Work Orders from CitySourced completed within 24-hours.
- *Priority 2* (Unanticipated issues that could lead to an emergency soon if not addressed promptly) – Work Orders from CitySourced completed within 7-days.
- *Priority 3* (The issues have been identified and a plan of action developed for each Resident Reported issue resulting in a WO) – Work Orders from CitySourced completed within 21-days.

Service Requests

2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Curb and Gutter	7												7
Downed Lines	3												3
Pavement/Potholes	11												11
Right of Way/Trash	2												2
Sidewalk	4												4
Stormwater	6												6
Streetlights	6												6
Street Sign	13												13
Street Striping	1												1
Traffic Signal	4												4
Trees	5												5
Total Service Requests	62												62

Completed Work Orders

2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL
Street Maintenance	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed
Sidewalk Repairs	2												2
Curb Repairs	6												6
Potholes	11												11
Patching	0												0
Streetlights	3												3
Signs	4												4
Traffic Signals													
Signal Repairs	3												3
ROW Maintenance													
Striping	0												0
Tree Removal	2												2
ROW Maintenance	0												0
Stormwater													
Stormwater	3												3
Total work orders	34												34

FINANCE REPORT IN BRIEF: JANUARY 2024

The January financial statements are presented in comparative form to provide context regarding various revenues and expenditures that are “seasonal” in nature. The significant General Fund revenues that are not typically received each month include (1) property taxes (billed Sept 1 and collected thereafter), (2) franchise fees (larger utility provider remits in 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

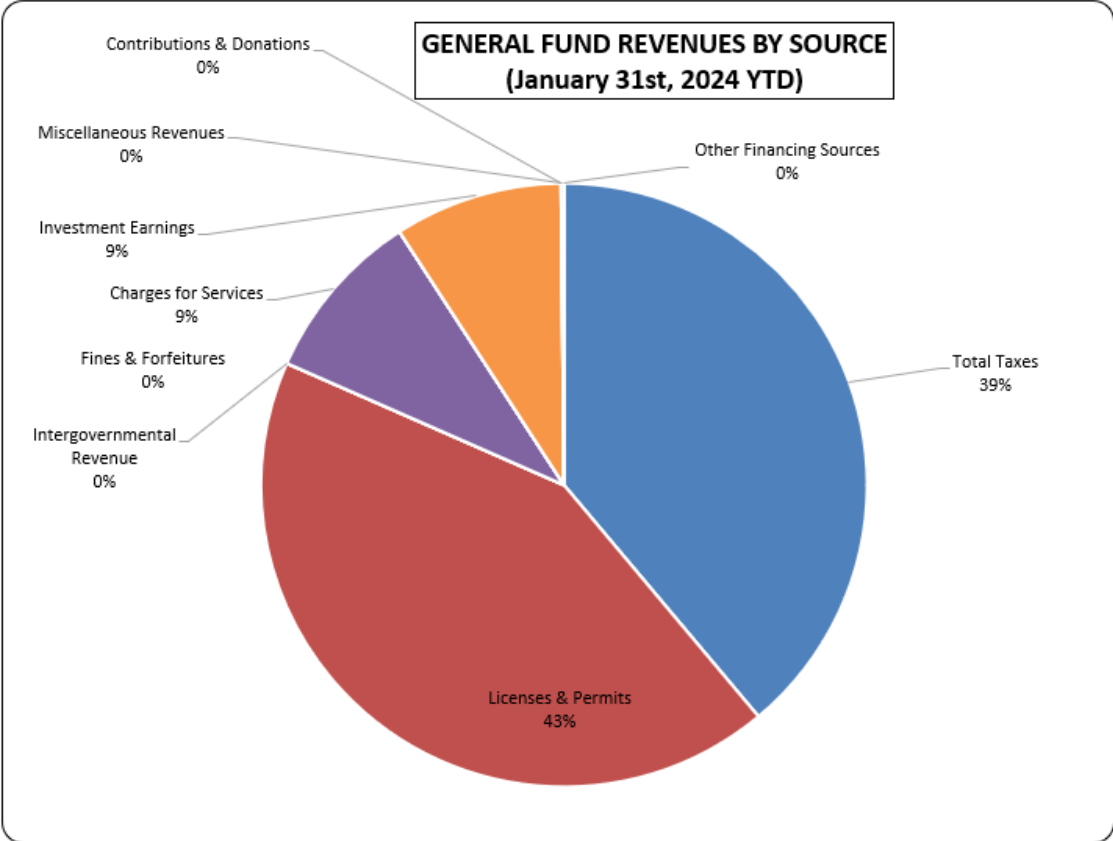
Total General Fund revenues through January 2024 decreased by \$736,141 than they were this time last fiscal year. Property Tax increased by \$59,630 compared to this time in the prior year because of timing in collection. Business & Occupational Tax decreased by \$115,773 compared to last year due to timing in collection. Licenses & permits decreased by \$400,991 due to timing in collection. Fines and Forfeitures decreased by \$110,546 compared to last year at this time due to the timing of collection.

General Fund expenditures increased compared to last year at this time by \$3,445,545. The General Government expenditures decreased by \$598,566 compared to the previous fiscal year at this time mainly due to timing in expenditures incurred in the Facility Services department that was established in the prior year. Housing and Development expenditures increased by \$94,075 mainly due to timing in expenditures between current and prior year. Expenditure for Public Safety decreased by \$444,642 due to the timing of invoices for the purchase of new vehicles in prior year. Other Financing Uses decreased by \$2,393,091 due to the timing of interfund transfers.

City of Brookhaven
BUDGET COMPARISON REPORT - GENERAL FUND - REVENUES
For The Month Ended January 31st, 2024

	2023 Amended Budget	2023 YTD Transactions	2024 Amended Budget	2024 YTD Transactions	Variance from Budget	% of Annual Budget
Property Tax	\$ 12,176,280	\$ (27,450)	\$ 13,657,200	\$ 32,181	\$ (13,625,019)	0.24%
Motor Vehicle Tax & Title Ad Valorem Tax	1,710,000	157,457	1,830,000	144,004	(1,685,996)	7.87%
Recording Intangible Tax	125,000	-	125,000	-	(125,000)	0.00%
Real Estate Transfer Tax	50,000	-	50,000	-	(50,000)	0.00%
Franchise Tax	3,540,000	-	3,675,000	-	(3,675,000)	0.00%
Alcoholic Beverage Excise Tax	1,250,000	2,098	1,350,000	2,659	(1,347,341)	0.20%
Energy Excise Tax	175,000	-	200,000	-	(200,000)	0.00%
Motor Vehicle Rental Excise Tax	45,000	-	50,000	-	(50,000)	0.00%
Business & Occupational Tax	1,800,000	134,989	2,185,127	19,216	(2,165,911)	0.88%
Insurance Premium Tax	5,040,000	24,750	4,590,000	7,950	(4,582,050)	0.17%
Financial Institutions Tax	67,734	-	67,734	-	(67,734)	0.00%
Penalties & Interest	50,000	25,888	20,000	2,584	(17,416)	12.92%
Total Taxes	26,029,014	317,732	27,800,061	208,594	(27,591,467)	0.75%
Licenses & Permits	3,718,000	629,894	3,525,000	228,903	(3,296,097)	6.49%
Intergovernmental Revenue	-	-	-	-	-	0.00%
Charges for Services	408,450	61,234	652,450	49,596	(602,854)	7.60%
Fines & Forfeitures	1,300,000	110,546	1,200,000	-	(1,200,000)	0.00%
Investment Earnings	45,000	100,325	293,339	48,142	(245,197)	16.41%
Contributions & Donations	-	-	-	-	-	0.00%
Miscellaneous Revenues	66,000	4,340	66,000	837	(65,163)	1.27%
Other Financing Sources	20,585,313	-	1,936,693	-	(1,936,693)	0.00%
TOTAL REVENUES	\$ 52,151,777	\$ 1,224,071	\$ 35,473,543	\$ 536,071	\$ (34,937,472)	1.51%

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

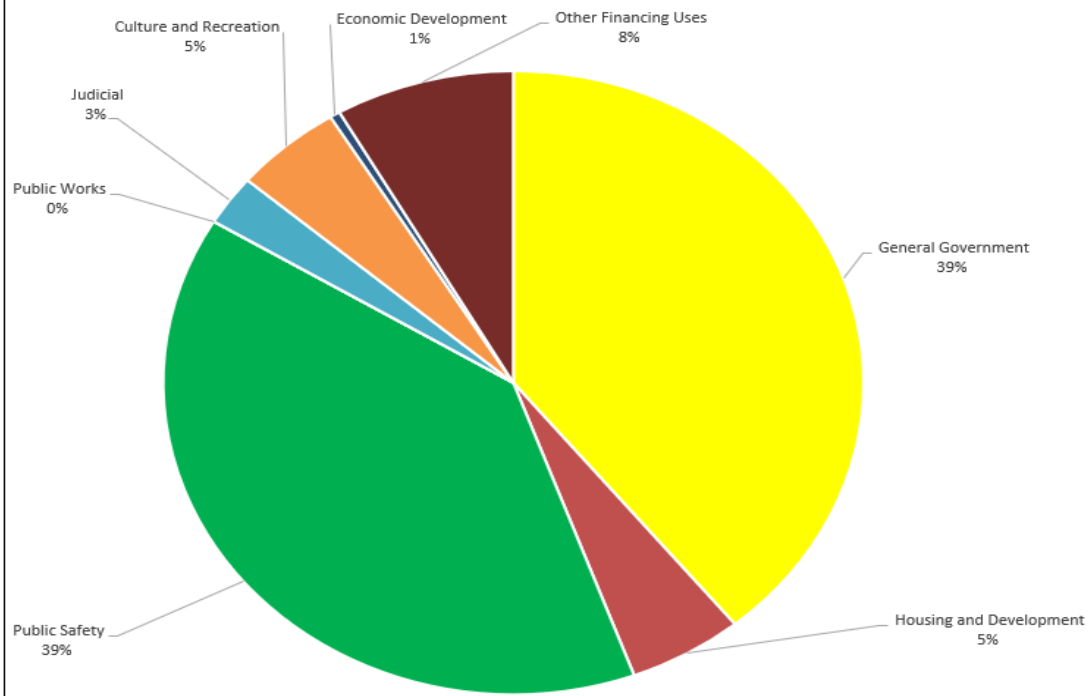


City of Brookhaven - YTD through January 31st, 2024

Budget Comparison for General Fund Expenditures

Governmental Function	2023 Amended Budget	2023 YTD Transactions	2023 Amended Budget	2024 YTD Transactions	Variance from Budget	% of Annual Budget
General Government	\$ 13,261,758	\$ 1,018,089	\$ 9,776,426	\$ 419,523	# \$ 9,356,903	4.29%
Housing and Development	4,640,622	(37,209)	3,672,648	56,866	3,615,782	1.55%
Public Safety	13,065,056	865,931	14,501,331	421,289	14,080,042	2.91%
Public Works	2,092,324	68,127	2,290,190	81	2,290,109	0.00%
Judicial	593,862	55,072	665,080	27,976	637,104	4.21%
Culture and Recreation	2,672,647	66,768	3,922,047	53,501	3,868,546	1.36%
Economic Development	-	-	645,821	5,089	640,733	-
Other Financing Uses	<u>8,592,038</u>	<u>2,481,874</u>	<u>317,314</u>	<u>88,783</u>	<u>228,531</u>	<u>27.98%</u>
TOTAL EXPENDITURES	<u>\$ 44,918,306</u>	<u>\$ 4,518,653</u>	<u>\$ 35,790,857</u>	<u>\$ 1,073,108</u>	<u>\$ 34,717,749</u>	<u>3.00%</u>

**GENERAL FUND EXPENDITURES BY GOVERNMENTAL ACTIVITY
(January 31st, 2024 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, 2023	<u>281,432.86</u>
Receipts	\$5,280.00
Disbursements	\$0.00
Balance at 1/31/2024	<u>\$286,712.86</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 1/31/2024	<u>\$224,894</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 2023	Receipts	Disbursements	Balance 1/31/2024
1 Explorer Program	\$ 10,041	\$ -	\$ -	\$ 10,041
2 Shop with a Badge/Cop	43,449	-	-	43,449
3 General PD Donations	11,431	-	-	11,431
4 K9 Donations	11,945	-	-	11,945
5 Police Bike Fund	1,627	-	-	1,627
6 Support Services	4,907	-	-	4,907
8 BPD Honor Guard Donations	(450)	-	-	(450)
Totals	<u>\$ 83,400</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 83,400</u>