



TO: Mayor and City Council
FROM: Christian Sigman, City Manager
DATE: November 14, 2016
SUBJECT: October 2016 Departmental Highlights

Please find enclosed the **October 2016 Departmental Highlights report**.

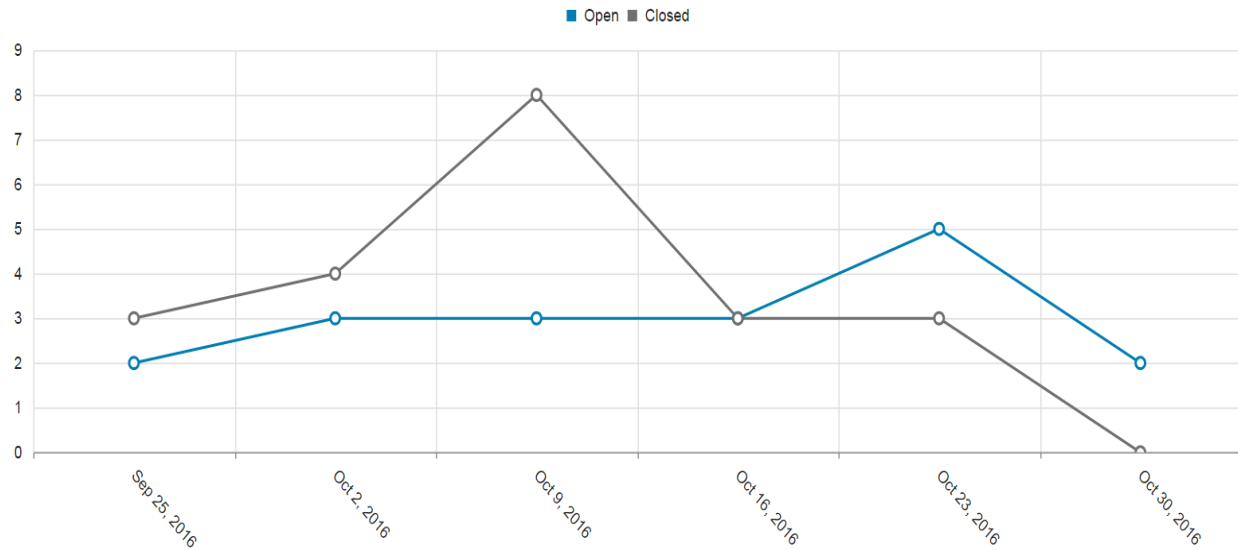
Please feel free to contact me should you have any questions and/or concerns.

Index

City Sourced Metrics.....	2
Community Development.....	6
Municipal Court.....	11
City Clerk.....	12
Communications.....	13
Tourism.....	14
Information Technology.....	16
Parks & Recreation.....	17
Police.....	22
Public Works.....	27
Finance.....	30

CitySourced Metrics

Open/Closed by Day



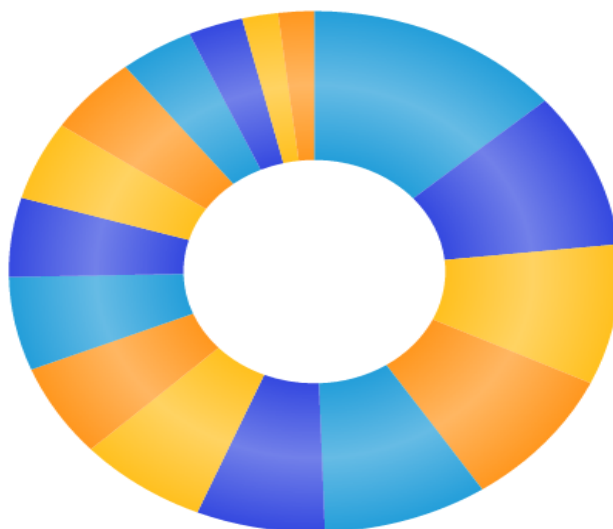
*The month of October has experienced a change in the relationship between the rate at which CitySourced requests are opened versus the rate at which they are closed. The week of October 16th saw an increase in submitted requests, while our city's resolution rate (closed) experienced a decline within the same week.

Statistics

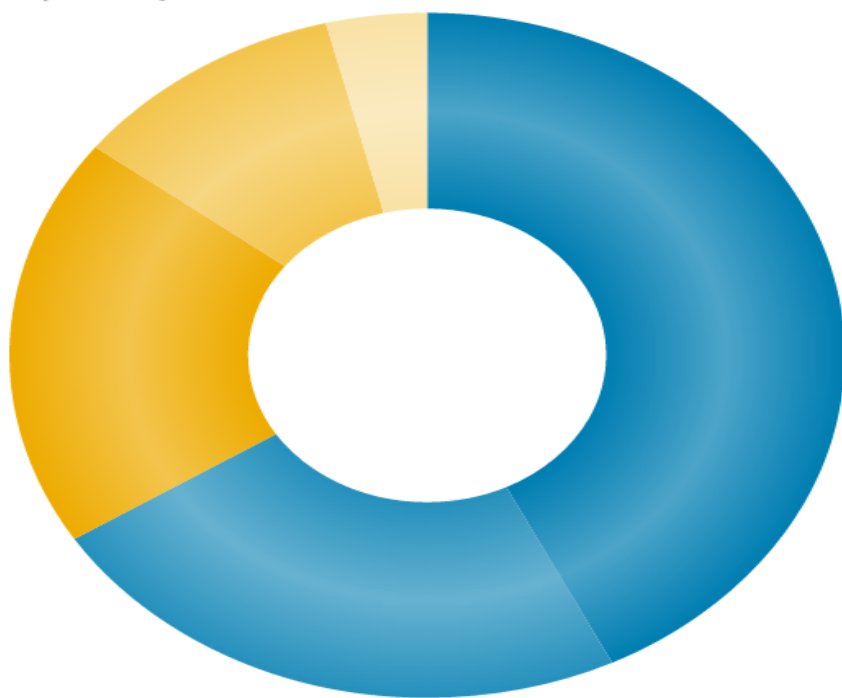
Total Reports Created	103
Total Reports Open	48
Total Reports Closed	55
Average Reports Created per Day	3.219
Average Reports Closed per Day	1.719
Average Time to Close	9.109 Days
Fastest Closed Request Type	Tall Grass (.172 Days)
Slowest Closed Request Type	Potholes (37.854 Days)
Most Common Request Type	Trash/Debris
Least Common Request Type	Sidewalk

Requests by Type

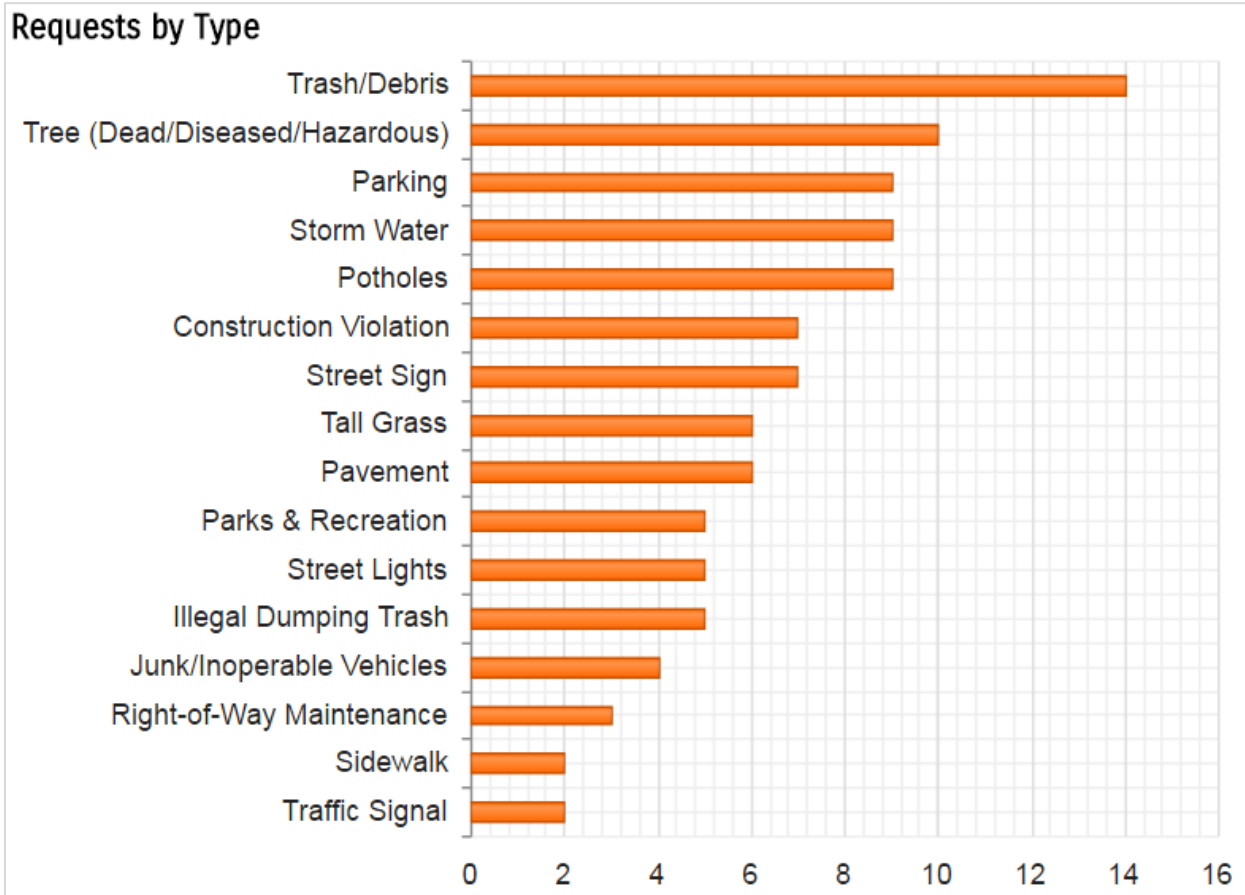
- 13.6% Trash/Debris
- 9.7% Tree (Dead/Diseased/Hazardous)
- 8.7% Parking
- 8.7% Storm Water
- 8.7% Potholes
- 6.8% Construction Violation
- 6.8% Street Sign
- 5.8% Tall Grass
- 5.8% Pavement
- 4.9% Parks & Recreation
- 4.9% Street Lights
- 4.9% Illegal Dumping Trash
- 3.9% Junk/Inoperable Vehicles
- 2.9% Right-of-Way Maintenance
- 1.9% Sidewalk
- 1.9% Traffic Signal



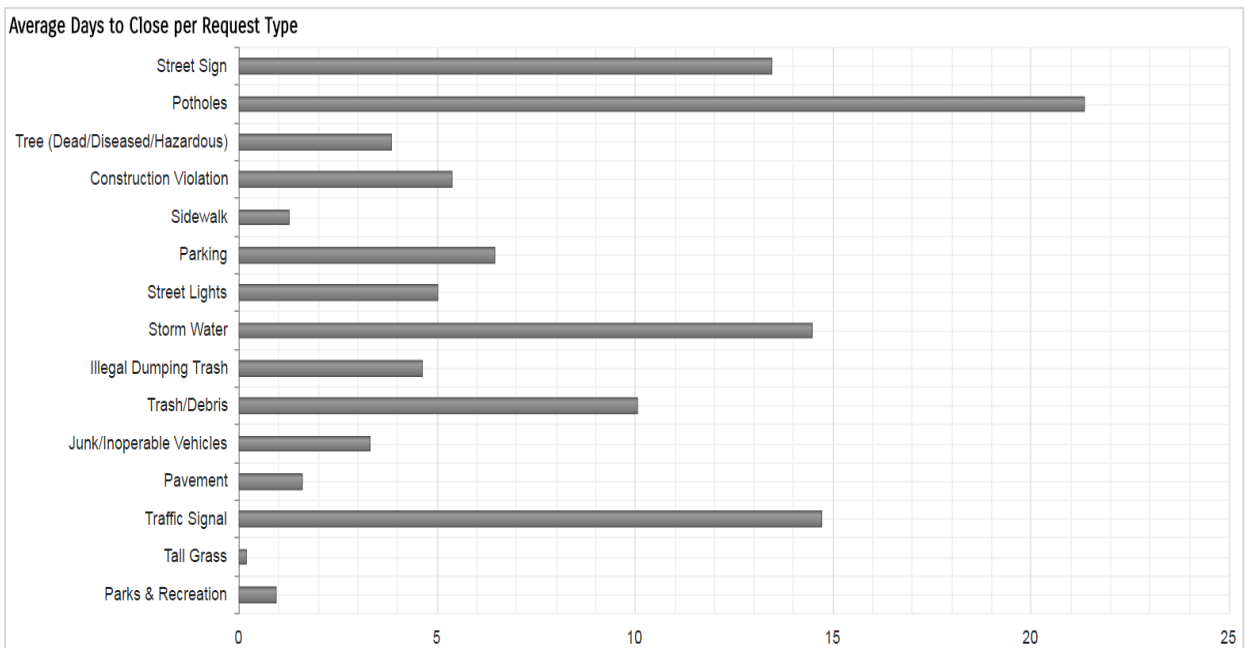
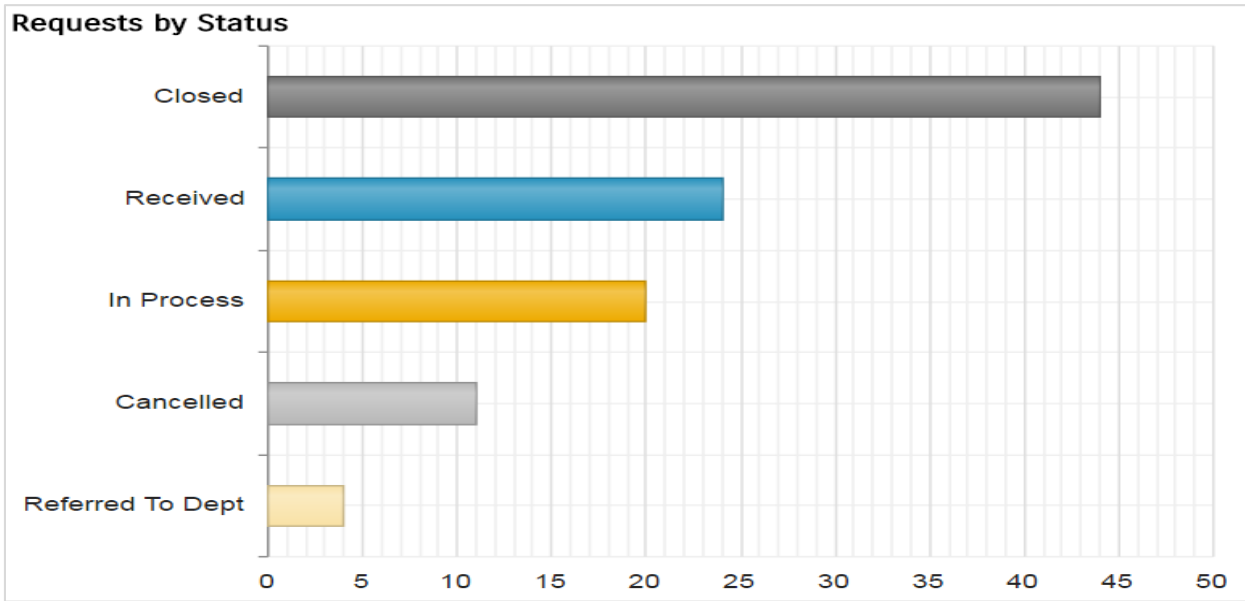
Requests by Status



- 42.7% Closed
- 23.3% Received
- 19.4% In Process
- 10.7% Cancelled
- 3.9% Referred To Dept



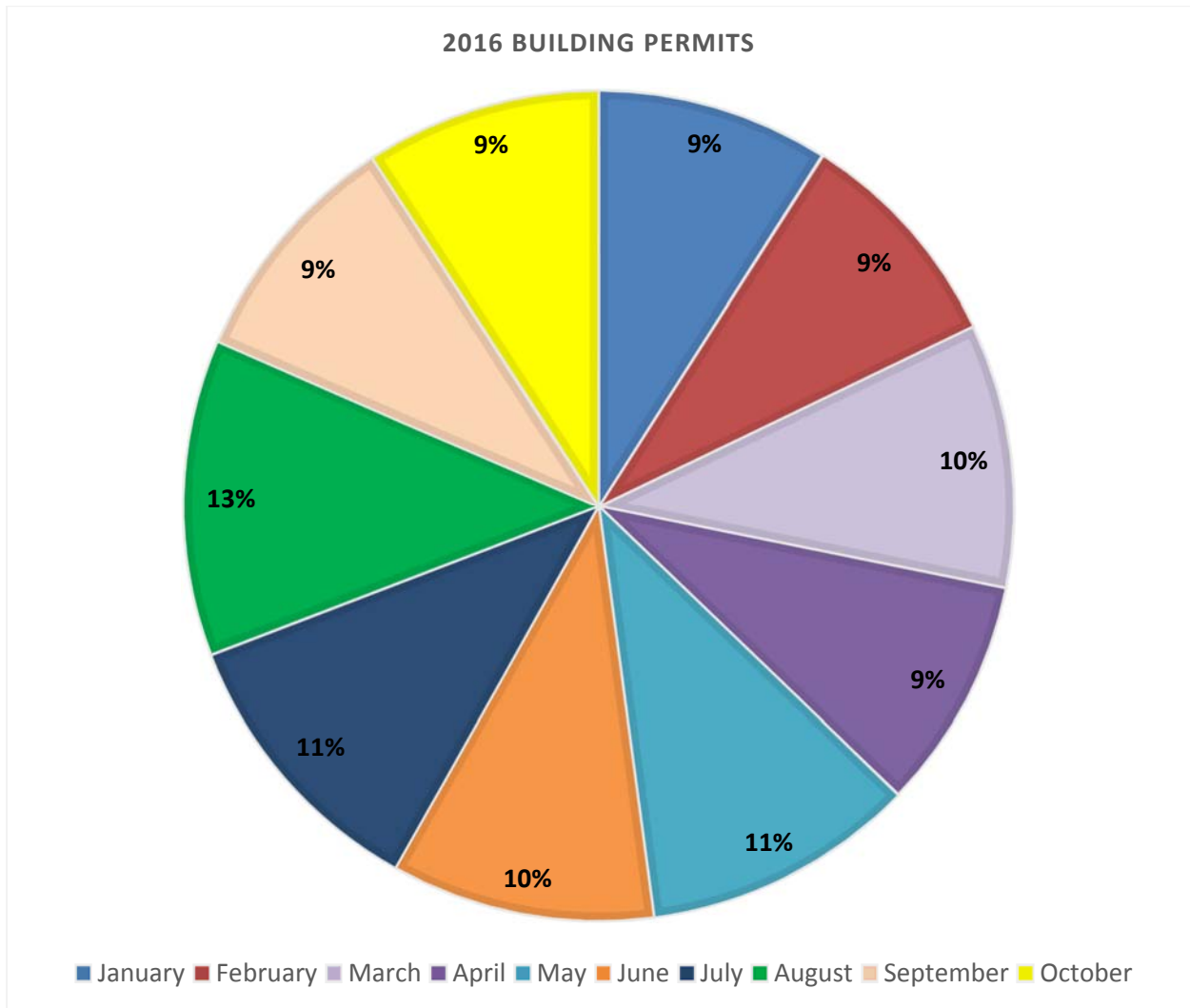
*From the beginning of 2016 to the end of September, pavement/pothole service requests maintained a strong position within the top four most common request types. This month, however, pavement and pothole repair requests experienced a relatively dramatic decrease in frequency.



Highlights

- The month of October 2016 experienced an unprecedented change in the city’s rate of request resolution versus the rate of request submittal.
- Public Works related service requests (Stormwater, Pavement, Potholes, etc.) experienced a decrease in influence within the aggregate service request pool.
- The portion of the city’s request pool that held a closed status has decreased by 14.4 percentage points at 42.7% compared to September’s 57.1%.

Community Development



Community Development 2016 Building Permits										
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
All	334	327	381	334	395	380	407	458	343	340
New Single Family	26	17	23	28	14	15	43	28	6	12
New Multi Family	0	0	0	0	0	0	0	0	0	0

Community Development ZBA/Variances Filed in October 2016			
File #	Address	Scope	Hearing Date
ZBA16-53	2986 Jefferson Street	Reduce front yard setback (9th Street) from 30 feet to 7.5 feet for construction of a garage addition to an existing single family residence	11/16/16
ZBA16-54	2517 Ellijay Drive	Reduce side yard setback from 7.5 feet to 6.6 feet for construction of a single-family residence	11/16/16
ZBA16-55	2733 Cove Circle	Reduce stream buffer from 75 feet to 50 feet for construction of a garage addition to an existing single family residence	11/16/16
ZBA15-66	1098 Mendell Circle	Increase maximum lot coverage from 35% to 45.5% for construction of a new single family residence	11/16/16

Community Development ZBA/Variances Heard in October 2016				
File #	Address	Scope	Hearing Date	Action
ZBA16-36	900 Wescott Lane	Reduce side yard setback (west) from 7.5 feet to 5 feet for construction of a second story addition to an existing single family residence	10/19/16	Approved with Conditions
ZBA16-46	2743 Mabry Road	Appeal of the department's administrative variance approval for the subject property	10/19/16	Approved with Conditions
ZBA16-47	2607 Drew Valley Road	Reduce side yard setback (west) from 7.5 feet to 5 feet for construction of a second story to an existing single family residence	10/19/16	Deferred to 10/19/16
ZBA16-48	4029 Shawnee Lane	Reduce front yard setback (Shawnee Lane) from 35 feet to 22 feet for construction of a carport to an existing single family residence	10/19/16	Approved with Conditions
ZBA16-49	2622 Winding Lane	Increase maximum lot coverage from 35% to 39.2% for construction of a pool	10/19/16	Approved with Conditions
ZBA16-50	2290 Fairway Circle	Reduce front yard setback (Lindenwood Lane) from 30 feet to 10.5 feet for construction of a single family residence.	10/19/16	Deferred to 12/21/16
ZBA16-51	3336 Ashford Park Court	Reduce rear yard setback from 40 feet to 35 feet and increase maximum lot coverage from 35% to 39% for construction of a covered deck and sunroom addition to an existing single family residence	10/19/16	Approved with Conditions

ZBA16-52	3096 Lanier Drive	Increase maximum lot coverage from 35% to 39.9% for construction of a pool on an existing single family residential lot	10/19/16	Approved with Conditions
----------	-------------------	-------------------------------------------------------------------------------------------------------------------------	----------	--------------------------

Community Development Rezoning Filed in October 2016 – None

File #	Address	Scope	PC Hearing Date	CC Hearing Date
N/A				

Community Development Rezoning Heard in October 2016

File #	Address	Scope	PC Hearing Date	PC Rec	CC Hearing Date	CC Rec
RZ16-08	4041, 4025, 4021, 4011, 4005, 4001, 3995, 3993, 3987, 3989, & 3985 Peachtree Road and 1212, 1238, 1246, 1258, 1262, 1266, 1268, 1272, 1270, 1264, 1260, 1286, 1284, 1282, 1280, 1278, 1276, 1288, & 1290 Apple Valley Road and 1253, 1255, 1259, and 1267 Dresden Drive and 1332 Sylvan Circle and 1224 Fernwood Circle	Rezone from R-75, RM-75, C-2, and M to PC-2 for development of a mixed use project with 547 residential units, 200,000 square feet of office space, 24,340 square feet of restaurant space, 31,428 square feet of retail space, and a 125-room hotel (75,000 square feet).	10/5/16	Recommended Favorably	10/25/16	Deferred to 01/24/17

SLUP16-02	4041, 4025, 4021, 4011, 4005, 4001, 3995, 3993, 3987, 3989, & 3985 Peachtree Road and 1212, 1238, 1246, 1258, 1262, 1266, 1268, 1272, 1270, 1264, 1260, 1286, 1284, 1282, 1280, 1278, 1276, 1288, & 1290 Apple Valley Road and 1253, 1255, 1259, and 1267 Dresden Drive and 1332 Sylvan Circle and 1224 Fernwood Circle	Special Land Use Permit to exceed overlay district maximum height along the Peachtree Road frontage for a transit-oriented development.	10/5/16	Recommended Unfavorably	10/25/16	Deferred to 1/24/17
-----------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------	---------	-------------------------	----------	---------------------

Code Enforcement Activity October 2016	
Courtesy Warnings issued (Notice of Violation)	187
Letters of violation	22
Citations issued – Residential Property Violations	5
Citations issued – Commercial Property Violations	0
Signs picked up on city right of ways	261
Total inspections	517

Building Inspection Activity October 2016	
Plan reviews	75
Building inspections	758
Building inspections percent pass/fail	87%/13%

Key Land Development Activity/Review October 2016	
Land Development Enforcement & Inspection Activity	
Tree removal permits	17
Stop Work Orders issued	7
Courtesy warnings issued (Notice of violation)	40
Environmental Inspections	352
Environmental Court Summons (0)	
N/A	
Land Disturbance Permit Review (9)	
Estates at Harts Mill Subdivision - 1440 Harts Mill	
Clacks Corner Park resubmittal 1 – 1410 Cartecay Drive	
Corporate 10 &11 resubmittal – 10 & 11 Corporate Blvd	
Children’s Healthcare (CHOA) resubmittal 1 - 1447 NE Expressway NE	
RaceTrac resubmittal 1 – 3630 Clairmont Road	
John R. Lewis Elementary School - 2600 Skyland Drive	
RJC Buford Hwy, LLC Parking Expansion resubmittal – 2620 Buford Hwy	
Clack's Corner Park resubmittal 2- 1410 Cartecay Drive	
QuikTrip resubmittal - 3249 Buford Hwy	
Land Disturbance Permit Issued (2)	
Corporate 10 &11 – 10 & 11 Corporate Blvd	
Clack's Corner Park - 1410 Cartecay Drive	
Plat Review Activity (7)	
QuiKTrip resubmittal 1 - 3249 Buford Hwy	
2291 Matthews lot split resubmittal 2 – 2291 Matthews St	
RaceTrac Combination plat resubmittal 1 - 3630 Clairmont Rd	
1511 Briarwood road Lot Split – 1511 Briarwood Rd	
Arrington Place Rev. add bldgs 13-24 resubmittal 1 – 1475 North Druid Hills Rd	
AY on Gail Drive - 1754 & 1762 N.Druid Hills Rd	
Children’s Healthcare (CHOA) combo plat resubmittal 1 – 1447 NE Expressway	
Plats Approved (2)	
2291 Matthews lot split – 2291 Matthews St	
Arrington Place Rev. add bldgs 13-24 – 1475 North Druid Hills Rd	

Municipal Court

October 2016

Case Filings	465
Number of Court Dockets	9
Number of cases on Dockets	424

Court Collections & Agencies Payments

Base Fine	\$70,701.45
Contempt Charge	874.00
Processing Fee	13,966.87
Cash Bonds	33,163.00
Revenue Collected-Diverse Agencies	25,517.68
CB-Applied	8,302.00
Bond Forfeiture	0.0
Overage	0.0
Restitution	0.0
Monthly Cash Collections	\$152,525.00
Paid to Diverse Agencies	-25,517.68
Cash Bond Refunds/Returned	-18,317.00
Restitution Paid	-0.0
Total Paid Out	-43,834.68
NET	\$108,690.32

City Clerk

October 2016

City Clerk's Office and Legislative Activities – October 2016		
	Open Record Requests	26
	Agendas/Agenda Packets Managed	5
	Minutes Composed (Council, Dev. A, and Alcohol Board)	5
	Executive Sessions Held (Council Only)	2
Legislation and Contracts Approved by Mayor and Council – October 2016		
Ordinances/No.	October 2016 – Description	Approval Date
ORD2016-10-01	Animal Ordinance – Repealing Chapter 6 & enacting Chapter 5	10/11/2016
Resolutions/No.	October 2016 – Description	Approval Date
RES2016-10-01	CDBG Grant Application	10/11/2016
RES2016-10=02	Service Delivery Strategy for DeKalb County	10/11/2016
Department	Contracts/Agreements - October 2016	Approval Date
Public Works	Precise Development Group – for four sidewalks	10/25/2016
Parks and Rec.	Integrated Construction and Nobility, Inc. for Parks Signage	10/25/2016
Policies/Department	Adopted Policy – October 2016	Approval Date
	None	
Moratoriums	Pending Moratoriums	
ORD2016-08-01	Rezoning Applications Moratorium until February 19, 2017	08/19/2016
Grants	Grants/Submittals Approved by Council	Approval Date
CDBG	Approval to Submit Application	10/11/2016
Nancy Creek 319 H	Approval to Submit Nancy Creek 319 (H) Grant Application	10/25/2016
US Dept. of Justice	Approval to Accept United States Dept. of Justice Project Safe Neighborhood Grant	10/25/2016

Communications

Communications Department Activities:

- Produced Fall City Newsletter
- Produced introductory web page & wording for Operation Plugged In
- Photographed Affordable Housing Task Force and ARC workshop for future usage
- Attended PCID meeting for communications on upcoming 400/285 project
- Coordinated advertising for Georgia Trend, Biz Chronicle Book of Lists, Living Intown and Facebook
- Press releases & e-blasts:
 - Feedback needed for Character Area Charrette Results
 - City's 2017 proposed budget focuses on project and plan implementation
 - Alert: Wood boring beetles found in city are a threat to stressed and healthy trees
 - Character Area Study – Next Steps
 - Volunteers needed for City's second annual Storm Drain Marker Program
 - Reminder: Ashford Park closed this week for renovations
 - Mayor's town hall is Thursday; GDOT to present
 - Mayor's town hall tonight, map included
 - Brookhaven Police Department launches 'Operation Plugged In'
 - City of Brookhaven FY 2017 Budget Review, Public Hearings and Adoption
 - Repair work to begin on Murphey Candler Park trail bridge
 - Weekly Friday eblasts
- Created Operation Plugged In, Character Area Next Steps and 2017 Proposed Budget banners for homepage
- Assisted various departments with website updates
- Maintained and updated community calendar on website
- Fielded requests from news outlets including AJC, Reporter Newspapers, Neighbor Newspapers, Brookhaven Post, Dunwoody Crier

Engagement reports (October):

	Posts	Subscribers	Subscriber Growth (1 month)
E-blasts/press releases	13	3,139	+72
Facebook	26	3,656	+367
Twitter	16	2,685	+31
NextDoor	8	10,125	+331

Tourism

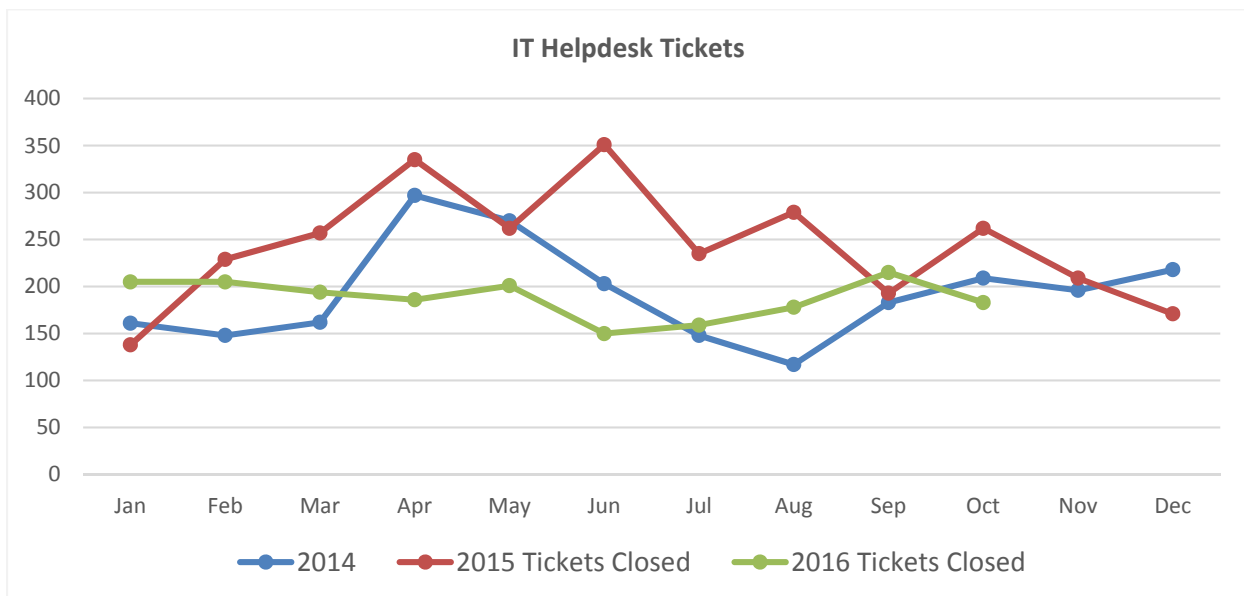
- Digital Billboards (20 + Billboards in Metro Atlanta)
 - BuHi International Half Marathon
 - Brookhaven Chili Cook Off
 - Brookhaven Arts Festival
 - Brookhaven Brunch Festival
- Atlanta & Co. TV Appearance (11 Alive) – Featured Segment on Brookhaven Chili Cook – Guests - Jefe’s Tacos and Sailing to Denver
- New Brookhaven Landing Page (Discover Brookhaven.com)
- Brookhaven Behavioral Advertising Campaign – Gannett /11 Alive
- Behavioral, Contextual and Retargeting Banner Ads in Feeder Cities
- Explore Georgia Banner Ad – 3 Brookhaven Banner ads on ExploreGeorgia.com
- (Home Page, Trip Ideas and Dining Position)
- Six Reasons to Visit Brookhaven Native Advertising Content – Atlanta Magazine
- 4 Banners Ads with Atlanta Magazine for Travel Channel Sponsorship
- Search Engine Marketing – ITI Digital
- Events listed on Website and Newsletter
- Professional Video Footage and Photography at Brookhaven Arts Festival
- FACEBOOK
 - Terra Terroir on October 4 (1,862 People/1 Like)
 - Brookhaven Chili Cook Off on October 5 (361 People/9 Likes/1 Comment)
 - Brookhaven Chili Cook Off on October 8 (77 People/1 Like)
 - Hot and Spicy Festival on October 9 (681 People/12 Likes/1 Comment)
 - Six Reasons to Visit Brookhaven (2,304 People/30 Likes)
 - Hot and Spicy Festival on October 14 (8,388 People/13 Likes/1 Share)
 - Brookhaven Neighborhood Guide (728 People/2 Likes/1 Comment)
 - Brookhaven Arts Festival Photo Album (2,149 People/1 Like/1 Comment)
 - Six Reasons to Visit Brookhaven (136 People/1 Like)
 - Irish Fest (529 People/9 Likes/3 Shares)
 - Verde Taqueria (678 People/1 Comment)
 - ❖ Off The Eatin Path Facebook Promotions
 - Brookhaven Chili Cook Off on October 7 (4,324 People/76 Likes/4 Shares)
- Discover DeKalb was a vendor at the 2016 Pride Festival in Piedmont Park with over 200,000 people attendance
- Discover DeKalb was a major sponsor for the Brookhaven Arts Festival. We had a table at the event and gave out collateral and specific Brookhaven items
- New Motor Coach ad in upcoming group tour planner ‘Roam’
- Sales Manager visited “Book My Group” in New Jersey-presentation educating them on what the area has offer in order book additional group leads
- Room night leads went to Brookhaven from Black History Tours/Travel Advocates/Travel Partners

- Room nights booked in Brookhaven hotels
 - Doubletree by Hilton Hotel Perimeter (Holiday Inn) 25 rooms
 - Doubletree by Hilton Hotel Perimeter (Holiday Inn) 75 rooms
 - Hilton Garden Inn Perimeter 15 rooms
- Family Reunion Sales confirmed hosting site for the 2017 Family Reunion Workshop and Showcase
- Attended the Senior & Baby Boomer Showcase - October 15th
- Twenty-two family reunion coordinators registered onsite for upcoming Family Reunion Workshop.
- Sales Manager attended the BuHi Half Marathon on behalf of Sports DeKalb which covered Brookhaven, Chamblee and Doraville
- Sales Manager attended the Abby Wambach event at Henderson Park on behalf of Sports DeKalb
- Sales Manager attended the Brookhaven Chamber CFO breakfast at Oglethorpe University
- Sales Manager conducted quarterly sales meeting presentation to DeKalb hotels.
- Sales Manager had meeting with sales team at Hyatt Regency Villa Christina
- Sales Manager attended Association of Corporate Travel Executives ACTE Atlanta education event and met planners from major airlines (United, Lufthansa, Jet Blue), pharmaceutical companies (UCB) and technology (Concur, Cisco).
- Sales Manager attended MPI Georgia Educational program at ASHRAE offices in Brookhaven.
- Sales Manager toured Brookhaven and North Druid Hills corridor hotels
- Sales Manager attended Small Market Meetings Conference in Huntsville, Alabama with appointments with 26 meeting planners in the Government, Association, Specialty Association, Military Reunion Markets – 3 leads
- Sales Manager attended Connect Faith Marketplace in Orlando, Florida with appointments with 26 meeting planners – 5 leads
- Additional room night leads to Brookhaven Hotels
 - Five Education Groups for total of 1,043 room nights
 - Two Religious Groups for a total of 283 room nights
 - One Sports Association for a total of 145 room nights
 - One Association Trade Show for 60 room nights

Information Technology

General IT

- Backup Generator for Police/Court in progress
- RFP for CityWorks implementation in progress
- Updated Titles/Extensions/Managers in Active Directory
- Worked with Vendor to restore the City Hall Access Control Controller
- Systems Engineers cross-trained at Police for 1 month
- Expanded storage for all systems
- Added Public Works folders for scanning to Laserfiche
- Received newly designed business forms for alcohol, business, and renewal form templates for review



GIS

- ChatComm/CAD
 - Delivered new and updated data as a result of audit meeting
 - Data updates for issue found in load
- Released Operation Plugged In
- Released basic web editing for Public Works Stormwater data
- Upgrade of Public Works Work Management Software
- Ongoing map/data requests

Police Department

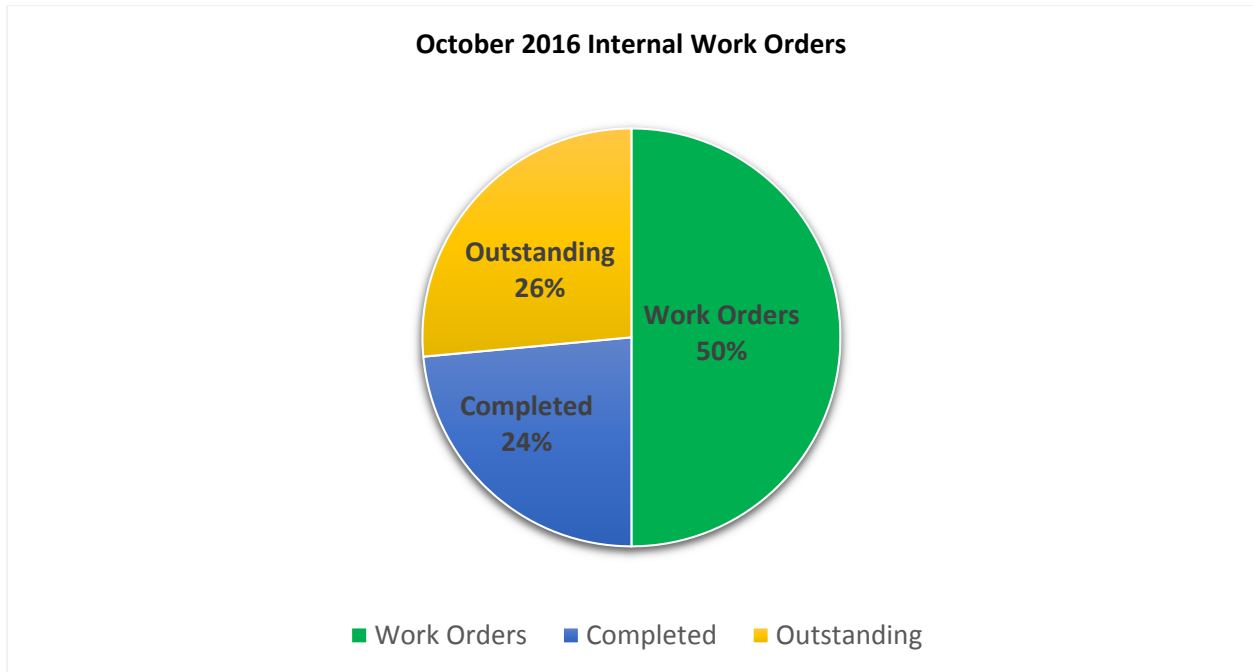
- Server room rebuild/backup power
- Toughbook laptop replacement ordered

Parks & Recreation

Parks/Facilities and Grounds Maintenance Monthly Report

Monthly Work Order Summary (Internal w/Contractors):

- Work Orders- 17
- Work Orders Completed- 8
- Work Orders Outstanding- 9



Completed Key Park Maintenance Work Projects:

- Replacement of non-compliant slide at Lynwood Park playground with new modern merry go round
- Installation of crash stage pads within Lynwood Gym, behind basketball goals
- Installation of fall/winter annuals within beautification beds
- Installation of over 500 pine straw bales for fall/winter annual bed beautification
- Installation of staging/maintenance enclosure within Blackburn Park
- Repair of Murphey Candler Park trail bridge
- Planting of (27) new trees within Blackburn, Lynwood, and Briarwood Parks
- Installation of (4) Scout Project benches within Murphey Candler Park
- Continued invasive removal with goat herds within Murphey Candler Park 5+ new acres completed.

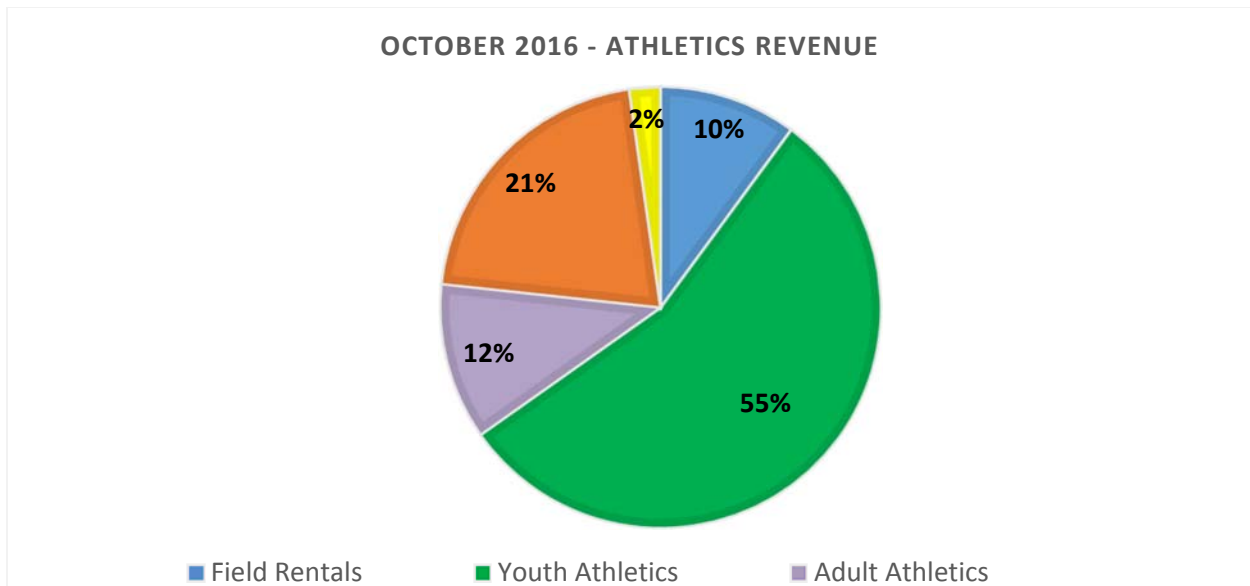
October 2016- Janitorial Totals

	Trash Bag Count	Toilet Paper	Doggie Pot	Paper Towels	Hand Soap
Blackburn Park	227	16	5	5	3
Lynwood Park	169	0	6	0	0
Murphey Chandler Park	472	156	6	8	4
Brookhaven Park	175	0	33	0	0
Georgian Hills Park	51	0	3	0	0
Ashford Park	121	26	5	0	4
Skyland Park	53	0	2	0	0
Briarwood Park	198	15	5	4	3
Fernwood Park	17	0	5	0	0
Parkside Park	10	0	1	0	0
Clack's Corner	12	0	0	0	0

Athletics Division October Monthly Report:

October Athletic Revenue Brought in: \$23,204.80

- 27 youth basketball registrations for \$2,550.00
- 30 jump start sports registrations for \$1,275.00
- 21 tennis court reservations for \$544.25
- 68 up4tennis program registrations for \$6,769.25
- 14 athletic field rentals for \$2,400.00
- Universal Tennis Academy program fees for \$5,000.00



October 2016 athletic activities available for registration are as follows:

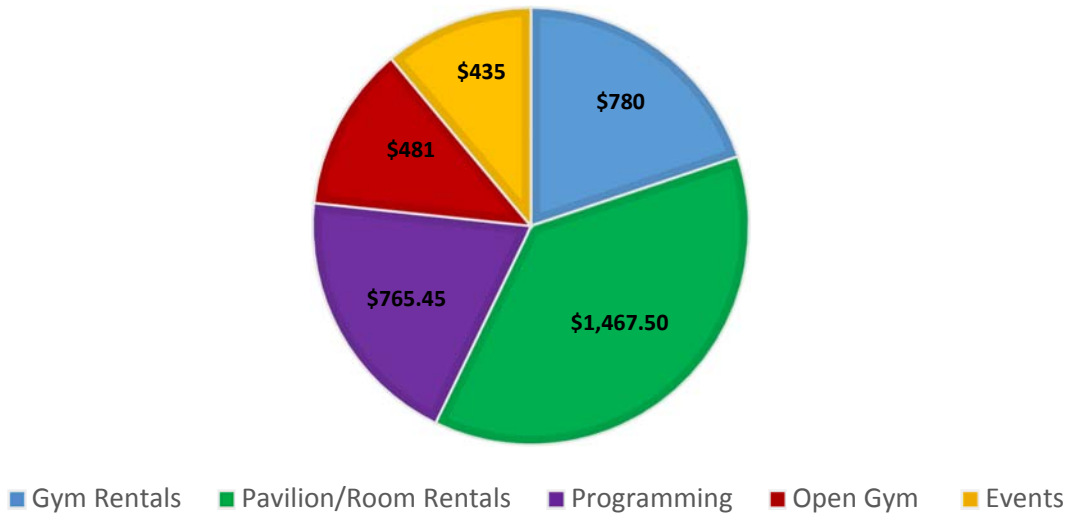
- Youth athletics
 - Winter youth basketball
 - Jump start sports fall break camps
 - NBA Jr 3-on-3 basketball instructional league
 - Up4Tennis winter tennis classes
- Adult athletics
 - Fall adult flag football leagues
 - GOKickball leagues

Athletics Division Activity Participation Summary Report - 2016		
	September	October
Adult Kickball	600	450
Adult Softball	360	360
Adult Flag Football	120	120
Youth Softball	226	226
Youth Football	720	720
Youth Baseball	504	504
Youth Soccer	500	500

October Program Revenue Brought In:

- 1 Art signup for \$12
- 5 Parent’s Night Out signups for \$75
- 1 Lego camp signup for \$40
- 3 fall gymnastics signups for \$300
- 3 gymnastics drop-ins for \$30
- Yoga drop-ins brought in \$85
- Food Truck vendor fees of \$360
- Open Gym/Passes brought in \$481 between both gyms.
- Gym rentals brought in \$780
- Creative Movement & Dance partner fee of \$67.20
- Fresh N Fit partner fee of \$103.25
- PetSaver First Aid fee of \$128
- Classrooms/pavilion/community room/APB rentals brought in \$1,467.50
 - Total program signups/drop-ins/fees/rentals for October = \$3,928.95

OCTOBER 2016 - PROGRAMMING REVENUE



Fall 2016 programs currently ongoing or available for registration:

- Fitness Classes
 - Adult Yoga- Beginner
 - Zumba
- Senior Programs
 - Ageless Grace
- REI
 - How to Train Series
 - Stand Up Paddle boarding
- Creative Movement and Dance
 - Mother Goose
 - Tap/Ballet 1
 - Tap/Ballet 2
- Art Programs
 - Drawing and Cartooning for 7-10 year olds
- Gymnastics Programs
 - Mighty Mite I
 - Mighty Mite II
 - Elementary I
 - Tiny Tots
- Workshops
 - PetSaver First Aid
 - Play-Well LEGO Workshops

Aquatics Division October Monthly Report:

- We held a movie in the park at Ashford Park on October 21st and everyone appeared to have enjoyed the movie. We had between 50-60 participants for the Zootopia showing.
- I am preparing hiring figures and information for upcoming hiring of lifeguards to begin in January of 2017. We are hoping to be competitive in the hiring market for lifeguards.
- I have begun creating a schedule of hiring fairs for lifeguards and other staff so that my staff will be hired and trained well before the beginning of the pool season.
- I have created a calendar of events for the upcoming pool season to include training, parties, and all other events.
- We are working on the open and closing dates for the pool season to include Memorial Day – Labor Day. We have also begun working on the official hours of the pool season for 2017.

Directors October Monthly Report:

- Met with the City Manager on Tuesday, October 4th to review the 2017 Parks & Recreation Departmental Budget.
- Attended the 2016 National Parks & Recreation Association Conference in St. Louis, MO from October 5th- 8th.
- Worked with our Consultant, Liz Cole from GreenbergFarrow on getting the plans for the Park Monument Signs, Murphey Candler Bank Restoration and Clacks Corner permitted through our Community Development Department.
- Met with representatives from the DeKalb County School System to discuss the construction of the retaining wall associated with the Skyland Park Project.
- Participated in the Brookhaven Walk & Bike Friendly Community Workshop that was held on Monday, October 31st at Brookhaven City Hall and Ashford Park.

Police

Support Services – October 2016

- October 3: Hosted Coffee with a Cop
- October 4: Assisted with fire drills at Perimeter Summit
- October 4: Officer Nino and Sgt. Young took part in Honor Guard Training
- October 4: Took part in a meeting with School Counselor at St. Martin’s School
- October 5: Took part in Walk to School Day at Ashford Park Elementary
- October 5: Hosted a meeting to finalize items in anticipation of Operation Plugged In
- October 5: Again assisted with fire drills at Perimeter Summit
- October 5: Conducted a Community Meeting at Avana Uptown Apartments
- October 8: Took part in NAMIWALKS Georgia
- October 9: Took part in the multi-agency Active Shooter exercise at Perimeter Mall
- October 12: Assisted with fire drills at Perimeter Summit
- October 12: Conducted a school visit with Primrose School of Brookhaven
- October 14: Conducted an In House field trip at OLA preschool
- October 14: Hosted Public Relations event in regards to the donation of the Electro Bike with Chamber of Commerce
- October 18: Conducted a Women’s Group Personal Safety meeting with members from Our Lady of Assumption Church
- October 19: Assisted WSB Channel 2 with media inquiry about apprehended Entering Auto Suspects
- October 19: Hosed a meeting for the Awards Committee
- October 19: Sgt. Young toured Skyland Trail’s new facility
- October 21: Assisted WSB Channel 2 with Interview about Electro Bike
- October 24: Attended the Crime Prevention Through Environmental Design training class at KSU
- October 25: Attended the Crime Prevention Through Environmental Design training class at KSU
- October 26: Attended the Crime Prevention Through Environmental Design training class at KSU
- October 24: Officer Nino and Piquant Assisted Uniform Patrol
- October 27: Attended a show and tell event with Dano and Ofc. Fikes at St. Martin’s School
- October 27: Attended a community meeting at the Clairmont Way neighborhood
- October 28: Attended October Fest at Brookhaven Park
- October 28: Attended Ashford Park’s Red Ribbon Week festivities
- October 31: Assisted with all day traffic control at City Hall for early voting

Support Services

REPORTS	Officer Piquant	Officer Nino	Sergeant Young	Total
Incident Reports	1	3	0	4
Accident Reports	0	1	0	1
Patrol Assist	6	9	2	17
Arrests	0	0	0	0
Citations	3	0	0	3
Press Releases	0	4	0	4

- In Addition, there were numerous media inquiries which were handled in addition to the social media posts
- 3 on air interviews were conducted and 2 Press releases
- Speed trailers were deployed to four different locations throughout the month
- Over 300 pounds of Halloween Candy was collected through donations to be bagged and provided to officers for Halloween
- Multiple hours of traffic enforcement conducted
- 79 Alcohol Pouring Permits were processed
- 18 Sexually Oriented Business Permits/Licenses were processed

MONTHLY REPORT: PT Officer / Reserve Officers	
POP Logged	1
Assist Patrol	20
Citations	3
Warnings	0
Transport	16
Arrests	0
Child Safety Seat Install Classes	0
Shifts Worked	21
Court Service Hours	59
Traffic Enforcement Hours	2
Fleet Service Hours	88
Transport Hours for Uniform Patrol/NET	12
Training Hours	8

- Monthly GOHS seatbelt count completed
- GOHS monthly numbers reported to the State
- Multiple Fleet Service related items were also taken care of

Monthly Report: K-9 Officers	Officer Fikes
Patrol Assist	38
Other Agency Assist	8
Training Hours	N/A
Search Warrants	2
Citations	4
Warnings	18
Felony Arrests	7
Misdemeanor Arrests	3
City Ordinance Arrests	0
Wanted Person Located	1
K-9 Search	4
K-9 Tracks	3
K-9 Demonstrations	3
Marijuana Seized	148 grams
Cocaine Seized	16 grams
Methamphetamine Seized	0 grams

Additional K-9 Activities:

- On 10/6/16, K-9 responded to a person unconscious at 2924 Clairmont Road.
- On 10/9/16, NET and K-9 Officers participated in an active shooter drill at Perimeter Mall.
- On 10/11/16, K-9 officers responded to a burglary in progress at 3557 Buford Highway.
- On 10/12/16, NET and K9 officers attended the monthly MATEN Meeting.
- On 10/26/16, NET and K-9 assisted uniform patrol on a robbery call at 3045 Buford Highway.
- On 10/27/16, K-9 and COPS Officers met with third graders at St Martin's Episcopal School.
- Also on 10/27/16, NET and K9 officers assisted DEA

Monthly Report: N.E.T. Team	Sgt. Lewis, Detective Alemany & Detective Clifford
Patrol Assist	95
Other Agency Assist	8
Search Warrants	0
Citations	7
Warnings	19
Felony Arrests	4
Misdemeanor Arrests	1
City Ordinance Arrests	3
Wanted Person Located	3
Marijuana Seized	1 grams
Cocaine Seized	1 grams
Methamphetamine Seized	0 grams

N.E.T Unit

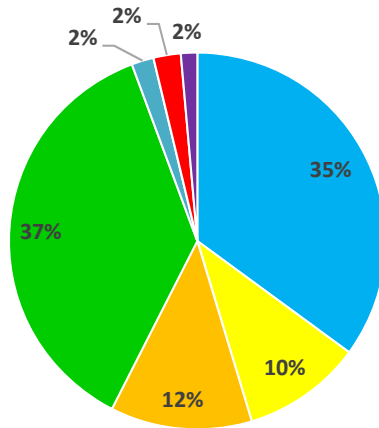
- On 10/8/16, Officers conducted a knock and talk at 4323 Gables Drive.
- On 10/14/16, Officers responded to a “suspicious package” at Oglethorpe University.
- On 10/22/16, Officers assisted the Governor’s Office of Highway Safety (GOHS) by participating in Operation Rolling Thunder.
- On 10/27/16, Officers conducted a traffic stop on a vehicle on Buford Highway at Briarwood Road. The driver was found to be wanted for Child Molestation through DeKalb County Police Department.
- On 10/28/16, Officers conducted a traffic stop on Buford Highway at Corporate Boulevard which resulted in a DUI arrest.

Criminal Investigations Division

October 2016 - Criminal Investigations Report	
Total Reports Handled	157
Total Reports Cleared INACTIVE	188
Total Reports Ex-Cleared	2
Total Reports Unfounded	2
Total Arrests by Investigators	14
Warrants Obtained Pending Arrest	5
Search Warrants	3

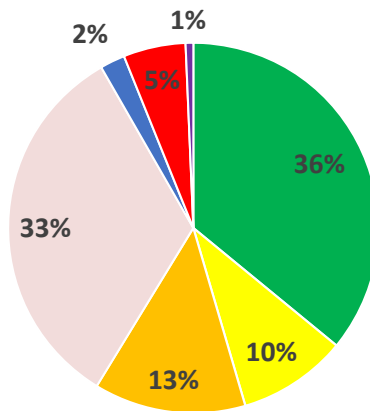
Brookhaven Police Department Activity Summary Report - 2016			
	August	September	October
Incidents Reported	598	694	646
Custodial Arrests	172	184	189
Accidents	224	256	224
Citations Issued	687	637	679
Residential Security Watches Requested	49	42	35
Field Interviews	40	105	43
Wanted People Apprehended	19	13	26

Brookhaven Police Department Activity Summary Report - October 2016



- Incidents Reported
- Custodial Arrests
- Accidents
- Citations Issued
- Residential Security Watches Requested
- Field Interviews
- Wanted People Apprehended

Brookhaven Police Department Activity Summary Report - September 2016



- Incidents Reported
- Custodial Arrests
- Accidents
- Citations Issued
- Residential Security Watches Requested
- Field Interviews
- Wanted People Apprehended

Public Works

Major Initiatives Completed

- Windsor Parkway Stormwater Piping Project Completed
- Donaldson Drive Sidewalk Construction Completed
- N Thompson Road Traffic Calming Installed
- Sidewalk Design Build contract approved by City Council for: E Roxboro Road from Goodwin to Roxboro Drive, Ellijay Road., Hermance Drive from Crosswycke Forest to Pace Academy, Johnson Ferry Road from Bluffhaven Way to City Limits

Major Initiatives in Progress/Upcoming

- 2016 City Re-Paving Project Continuing -
- Cartecay Drive Hydrology Analysis Underway – Planners & Engineers Collaborative
- Stratfield Yards Stormwater Piping Project – Patterson & Dewar Engineers (Johnson Ferry Road runoff) easement acquisition underway, finalize construction documents, contractor estimates
- S. Bamby Stormwater Piping Project – Patterson & Dewar surveys complete, easement acquisition underway, construction drawings next
- Sidewalk concept design underway: Caldwell Road from Green Meadows Lane to Cheshire Way, and Lanier Drive from Windsor Parkway to Hearst Drive
- Sidewalk Design Build: E Roxboro Road from Goodwin to Roxboro Drive, Ellijay Rd., Hermance Drive from Crosswycke Forest to Pace Academy, Johnson Ferry Road from Bluffhaven Way to City Limits
- Dresden Drive Culvert Modification Impact Analysis at North Fork Peachtree Creek – Kimley-Horn underway
- Ashford Dunwoody Corridor Study - Continuing
- Coordination with Dekalb County School District to address erosion at Kittredge Magnet School
- Ashford Dunwoody/Dresden Drive ATMS Project – Continuing
- Peachtree Road LCI – Pedestrian/Streetscape Project – Continuing
- In Process Traffic Calming Studies/Petitions/Design/Coordination on Tryon/Cravenridge, Parkcrest, Nancy Creek Heights, Candler Lake West, Fuller St, E Nancy Creek/Candler Lake East, Bubbling Creek, W Nancy Creek, Kendrick Rd., Windsor Pkwy
- Georgia Power Streetlight Audit – Audit Initiated and underway

Ongoing Coordination

- PTOp 5-year Grant coordination w/ PCID
- RTOP Coordination with GDOT – Signals on Peachtree Road, Clairmont Road, Buford Hwy, & N Druid Hills Road.
- PTOp Coordination with PCIDs/GDOT – Signals on Ashford Dunwoody Rd from Lake Hearn to Johnson Ferry
- PCIDs Public Works Committee - Coordination with PCIDs, Sandy Spring, Dunwoody
- Buford Hwy Streetscape/Sidewalk Project – Coordination with GDOT
- MOA to participate in ongoing Upper Chattahoochee River Basin Mapping Project with Dekalb County, Decatur, Dunwoody, and GaDNR for FEMA FIRM and FIS updates scheduled to become effective in 2017

Meetings Attended

- 10/3/16 RTOP Coordination Meeting
- 10/3/16 Ashford Dunwoody CAC meeting
- 10/14/16 Monthly DeKalb County Soil and Water Conservation District Meeting
- 10/18/16 PTOC Committee Meeting
- 10/18/16 PCID Development Meeting
- 10/20/16 Council for Quality Growth
- 10/25 & 10/26/16 GDOT LAP Training

Plan Reviews for 2016

- Building, 538 YTD
- Demolition, 91 YTD
- Land Disturbance, 32 YTD
- New Single Family Home, 121 YTD
- Rezoning, 9 YTD

Completed Work Orders

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	TOTAL
Street Maintenance											
Sidewalk Repairs	4	1	4	6	3	1	2	5	5	3	34
Curb Repairs	5	6	4	6	4	5	7	8	6	1	52
Potholes	2	4	20	12	11	5	3	3	6	5	71
Patching	6	5	15	12	5	11	7	6	8	4	79
Signs	23	22	2	9	9	2	9	8	11	12	107
Traffic Signals											
Signal Repairs	7	13	9	9	12	12	10	8	13	3	96
ROW Maintenance											
Tree Removal	4	6	2	2	3	8	13	2	2	0	42
ROW Maintenance	5	2	10	6	4	4	1	7	11	4	54
Stormwater											
Stormwater Cleaning	3	0	2	6	1	0	0	4	2	7	25
Stormwater Repairs	7	9	10	13	15	8	5	9	10	11	97
Total work orders	66	68	78	81	67	56	57	60	74	50	657

Service Requests Received

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	TOTAL
Downed Lines	1	0	1	0	0	1	0	4	0	0	7
Pavement/Potholes	18	13	14	20	28	12	11	32	10	15	173
Right of Way/Trash	1	3	4	9	7	8	6	14	15	4	71
Sidewalk	1	3	1	0	3	2	5	7	1	2	25
Stormwater	6	9	8	5	6	3	7	12	11	9	76
Street Lights	2	2	1	3	4	0	1	2	2	4	21
Street Sign	0	1	2	2	4	7	5	10	4	7	42
Traffic Signal	1	1	2	3	4	1	2	12	6	3	35
Tree	0	0	0	1	1	3	9	16	0	3	33
Total Service Requests	30	32	33	43	57	37	46	109	49	47	483

ROW Encroachment Permits (including Dumpster/Road closers)

Permits Issued year to date: 390

Permits issued this month: 58

Finance

October 31, 2016 Financial Report in Brief

The October financial statements are presented in comparative form to provide context regarding various revenues and expenditures that are “seasonal” in nature. The significant General Fund revenues that are not typically received each month include (1) property taxes (billed Sept 1 and collected thereafter), (2) franchise fees (larger utility provider remit in 1st quarter of year with other utilities remitting quarterly), (3) business and occupational taxes (renewals are due March 31st), (4) insurance premium tax and fees (collected and remitted by State; October 1st), and (5) alcohol licenses (renewals due November 30th). Operationally, the expenditures are not subject to “seasonal” variances, but the acquisition of capital items can be arbitrary from one year to the next. Below is a brief review of the revenues and expenditures and notable variances.

General Fund Revenues

Total General Fund revenues through October 31st are almost \$2.9 million more than they were at this time last fiscal year. The \$1.2 million budget-to-actual variance in property tax is due to the payment of property taxes in installments (Sept. 30th and Nov. 15th). The “balance” is expected to be received by Dec. 31st. Franchise fees are \$554.2 thousand greater (cable franchise fees), while business and occupational taxes are \$360.2 thousand less than this time in 2015. The former (franchise fees) is due to a lump-sum payment of outstanding franchise fees, while the occupational license variance is due to a third-party contracting assessing and collecting delinquent license fees in 2015. Building permits (\$2.3 million in revenues) are almost \$763 thousand greater than the 2016 amended budget (\$1.55 million) and greater than the revenues for 2015 (\$1.5 million). Alcohol beverage excise taxes are currently trending \$234.0 thousand greater than they were at this same time in 2015. The balance of General Fund revenues appears to be tracking at 2015 levels. Excluding \$605,341 in contingency, the other financing sources variance (\$1.2 million) would be \$595 thousand, representing the balance of hotel/motel taxes to be transferred for the balance of the fiscal year.

General Fund Expenditures

General Fund expenditures at October 31, 2016 are \$614.5 thousand “greater” (3.8%) than those at this same time last year. The adopted mid-year budget adjustment (August 9, 2016) shifted budgets and associated expenditures for workmen’s compensation and property & casualty insurance between various departments. The significant unfavorable year-to-date 2015 to 2016 variances are in the following functions/departments:

General Government

City Manager (\$218.8 thousand) – cost associated with the changes in management, conversion of a contract position (HR director), and additional staffing. Information Technology (\$151.7 thousand) – cost associated with staffing changes and IT operations.

Housing and Development

Community Development (\$16.5 thousand) – represents 2016 staffing that was hired in the later portion of 2015.

Public Safety

Police Department (\$474 thousand) – allocation of workmen’s compensation and property & casualty insurance, and “decreased” allocation to the Special Tax District due to change in allocation methodology.

Culture and Recreation

Parks and Recreation (\$495.3 thousand) – repairs and maintenance of facilities and parks and first-time hiring of seasonal pool staff. The program revenues through October 31st are \$115.2 thousand “greater” than at this time in 2015. Additionally, Cherry Blossom expenditure in 2015 were initially charged to the Hotel Motel tax fund, but unqualified” expenditures were moved to the General Fund during the 2015 audit.

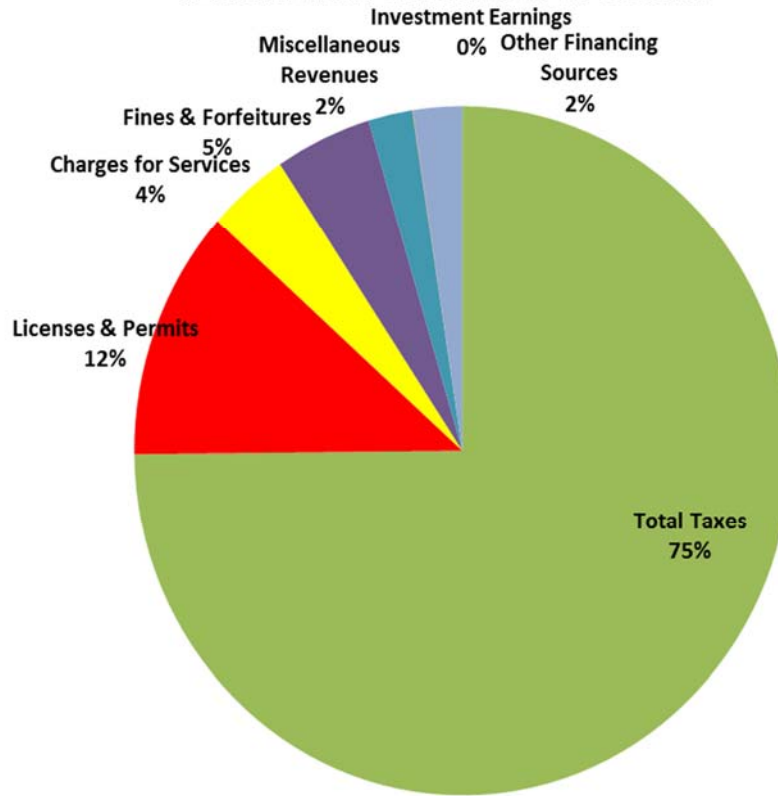
The Public Works department/function had a “favorable” year-to-year variance of \$402.8 thousand, but this is due to the charging of maintenance and repair items to HOST in 2016 due the reduction in the 2016 budget. The recently adopted budget amendment will result in several of these expenditures being “moved” to the General Fund as they have been expended in prior years.

BUDGET COMPARISON REPORT - GENERAL FUND - REVENUES

For The Tenth Month Ending October 31, 2016

	2015 Amended Budget	YTD Transactions	2016 Amended Budget	YTD Transactions	Variance from Budget	% of Annual Budget
Property Tax	\$ 6,955,200	\$ 4,371,005	\$ 6,642,980	\$ 5,405,117	\$ (1,237,863)	81.37%
Motor Vehicle Tax & Title Ad Valorem Tax	300,000	305,968	330,000	101,838	(228,162)	30.86%
Recording Intangible Tax	145,000	265,096	90,000	99,931	9,931	111.03%
Real Estate Transfer Tax	100,000	115,707	36,000	46,767	10,767	129.91%
Franchise Tax	2,642,136	2,557,776	3,035,000	3,112,020	77,020	102.54%
Alcoholic Beverage Excise Tax	800,000	663,921	800,000	897,903	97,903	112.24%
Energy Excise Tax	20,000	42,393	35,000	41,419	6,419	100.00%
Motor Vehicle Rental Excise Tax	50,000	38,451	50,000	45,445	(4,555)	100.00%
Business & Occupational Tax	2,100,000	2,445,419	2,300,000	2,085,215	(214,785)	90.66%
Insurance Premium Tax	2,620,000	2,849,663	2,800,000	3,094,090	294,090	110.50%
Financial Institutions Tax	60,000	48,357	55,000	32,402	(22,598)	58.91%
Penalties & Interest	15,500	2,747	12,000	14,755	2,755	122.96%
Total Taxes	15,807,836	13,706,503	16,185,980	14,976,901	(1,209,079)	92.53%
Licenses & Permits	1,525,275	1,380,277	1,950,000	2,350,212	400,212	120.52%
Charges for Services	380,165	544,444	427,500	807,252	379,752	188.83%
Fines & Forfeitures	1,250,000	1,013,091	1,250,000	953,030	(296,970)	76.24%
Miscellaneous Revenues	313,773	311,675	403,459	434,041	30,582	107.58%
Investment Earnings	3,000	1,947	5,000	5,257	257	105.14%
Other Financing Sources	1,196,256	116,256	1,685,341	484,576	(1,200,765)	28.75%
TOTAL REVENUES	\$ 20,476,305	\$ 17,074,194	\$ 21,907,280	\$ 20,011,269	\$ (1,896,011)	91.35%

GENERAL FUND REVENUES BY SOURCE



Governmental Function	2015 Amended Budget	YTD Transactions	2016 Amended Budget	YTD Transactions	Variance from Budget	% of Annual Budget
General Government	\$ 5,097,084	\$ 3,697,861	\$ 5,138,719	\$ 3,604,398	\$ 1,534,321	70.14%
Housing and Development	2,497,979	1,990,895	3,141,385	2,007,358	1,134,027	63.90%
Public Safety	7,721,589	6,057,168	7,988,260	6,552,476	1,435,784	82.03%
Public Works	1,613,770	1,487,870	1,320,316	1,085,029	235,287	82.18%
Judicial	595,545	501,785	724,016	455,148	268,868	62.86%
Culture and Recreation	2,001,066	1,545,378	2,473,048	2,450,852	22,196	99.10%
Other Financing Uses	1,145,123	725,786	1,121,536	465,945	655,591	41.55%
TOTAL EXPENDITURES	\$ 20,672,156	\$ 16,006,743	\$ 21,907,280	\$ 16,621,206	\$ 5,286,074	75.87%

GENERAL FUND EXPENDITURES BY GOVERNMENTAL ACTIVITY

