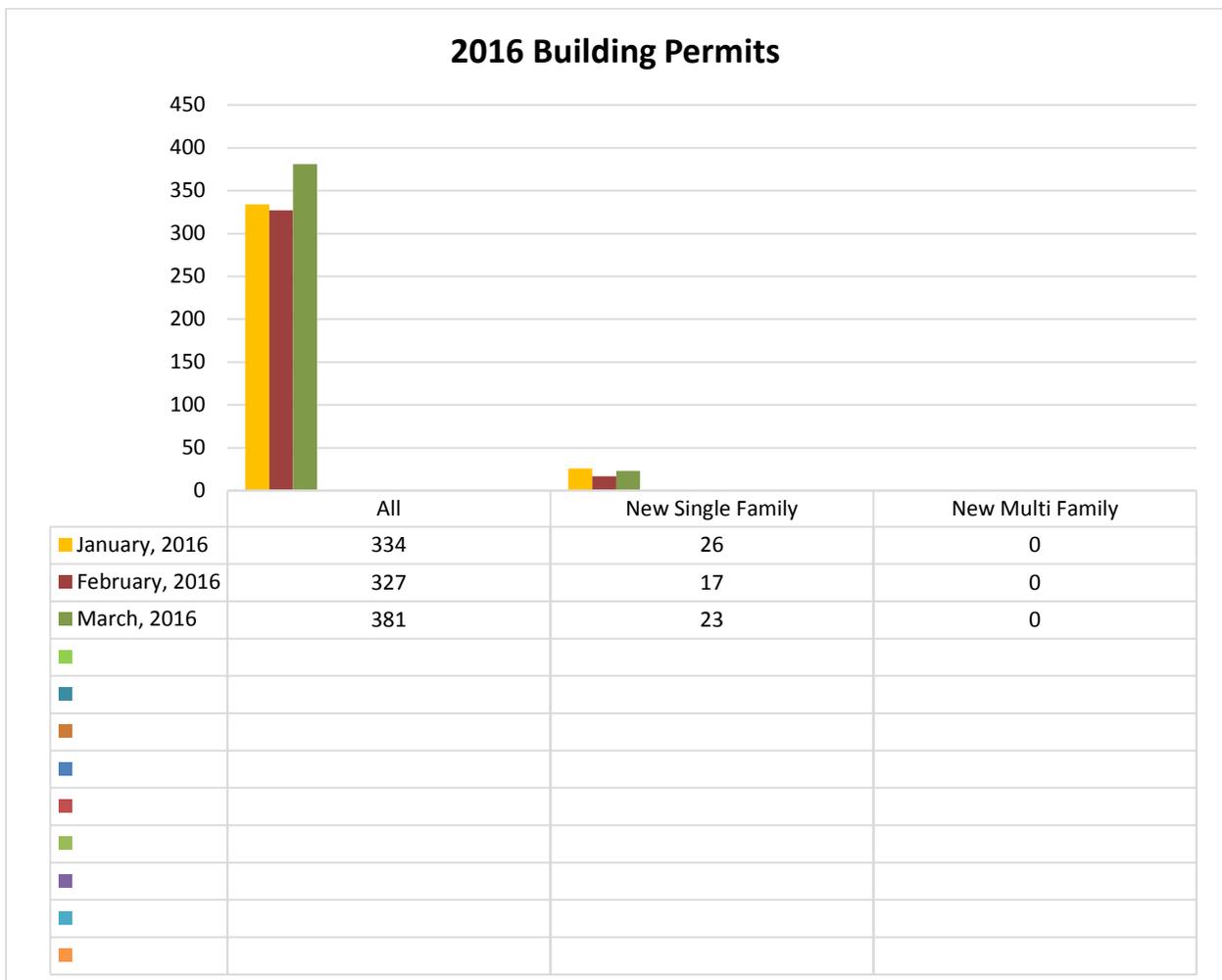




TO: Mayor and City Council
FROM: Gary Yandura, City Manager
DATE: April 12, 2016
SUBJECT: March 2016 Departmental Highlights

Community Development



ZBA/Variances Filed in March 2016

File #	Address	Scope	Hearing Date
ZBA16-08	1497 Grant Drive	Reduce accessory structure setback from 10 feet to 8.5 feet for construction of a garage	04/20/16
ZBA16-09	3630, 3640, & 3646 Clairmont Road and 1917 Manville Drive	<p>Variances to allow development of a gas station as follows:</p> <ol style="list-style-type: none"> 1. Reduce required transitional buffer from 50 feet to 0 feet (west). 2. Increase maximum lot coverage from 80% to 90%. 3. Reduce required side yard setback from 20 feet to 9 feet (west). 4. Reduce accessory structure setback from 10 feet to 2 feet (north). 5. Reduce required parking from 31 spaces to 26. 6. Reduce 10 foot landscape strip along Clairmont Road to 1 foot and along Dresden Drive to 8 feet. 7. Reduce required 10 foot sign setback to 9.2 feet on Dresden Drive. 	04/20/16
ZBA16-10	2803 Winding Lane	Reduce average front yard setback from 42.95 feet to 30 feet and reduce the stream buffer from 75 feet to 39.1 feet for construction of a single family residence	04/20/16
ZBA16-11	1721 Clairmont Way	Reduce average front yard setback from 63.05 feet to 60.7 feet and reduce side yard from 8.5 feet to 1 foot for construction of a garage addition to a single family residence	04/20/16
ZBA16-12	2571 Winding Lane	Reduce required front yard setback from 35 feet to 17.2 feet and reduce the required side yard setback from 10 feet to 8.6 feet	04/20/16

ZBA/Variances Heard in March 2016

File #	Address	Scope	Hearing Date	Action
ZBA16-03	1505 Grant Drive	Reduce side yard setback from 7.5 feet to 5.5 feet (east) for construction of a single family residence	03/16/16	Withdrawn without Prejudice
ZBA16-05	2940 Parkridge Drive	Reduce side yard setback from 8.5 feet to 5.5 feet to convert an existing carport into a garage with attic	03/16/16	Approved with Conditions

		space on an existing single family residence		
ZBA16-06	1087 Mendell Circle	Increase maximum lot coverage from 35% to 44% for construction of a single family residence	03/16/16	Approved with Conditions
ZBA16-07	1897 North Druid Hills Road	To allow parking in the front yard of an O-I zoned parcel	03/16/16	Approved with Conditions

Rezoning Filed in March 2016 - None

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

Rezoning Heard in March 2016

File #	Address	Scope	PC Hearing Date	PC Rec	CC Hearing	CC Rec
SLUP15-09	3249 Buford Highway	Special Land Use Permit to allow for a gas station	03/02/16	Recommended for Approval with Conditions	03/22/16	Approved with Conditions
SLUP15-10	3249 Buford Highway	Special Land Use Permit to allow for an alcohol outlet	03/02/16	Recommended for Approval with Conditions	03/22/16	Approved with Conditions
RZ16-01	3630, 3640, & 3646 Clairmont Road	Special Land Use Permit to allow for a gas station	03/02/16	Recommended for Withdrawal without Prejudice	03/22/16	Withdrawn without Prejudice

**Code Enforcement Activity
March 2016**

Courtesy warnings issued (Notice of violation)	170
Letters of violation	5
Citations issued – Residential Property Violations	2
Citations issued – Commercial Property Violations	0
Signs picked up on city right of ways	200
Total inspections	650

**Building Inspection Activity
March 2016**

Plan reviews	93
Building inspections	791
Building inspections percent pass/fail	82%/18%

**Key Land Development Activity/Review
March 2016**

Land Development Enforcement & Inspection Activity	
Tree removal permits	38
Stop Work Orders issued	11
Courtesy warnings issued (Notice of violation)	45
Total inspections	449
Land Disturbance Permit Review	
The Brookhaven Wiltshire Townhomes	
The Ashford Apartments Clubhouse and Pool	
2700 Apple Valley Road Redevelopment	
1251 Park Avenue – Pesticide Cap	
4004 Perimeter Summit – REV 1 – stormpipe	
4004 Perimeter Summit – REV 2 – grading	
3113 Silver Lake Drive	
Total	7
Land Disturbance Permit Issued	
4004 Perimeter Summit – REV 1 – stormpipe	
4004 Perimeter Summit – REV 2 – grading	
Total	2
Plat Review Activity	
2772 Tallulah Drive Lot Split	
1897 N. Druid Hills Combo	
Townsend at Brookhaven Combo Plat	
2700 Apple Valley Combo Plat	
2662 Mabry Road Combo Plat	
Park Chase Final Plat	
Brookhaven Walk Final Plat	
Townsend at Lenox Park Final Plat	
Ashford Apartments Lot Split	
Brookhaven Crossing Final Plat	
Total	10
Plats Approved	
Park Chase Final Plat	
Brookhaven Walk Final Plat	
Ashford Apartments Lot Split	
Brookhaven Crossing Final Plat	
Total	4

Municipal Court

Municipal Court Activity	March 2016
Case Filings	647
Number of Court Dockets	12
Court Docket- Number of cases on dockets	523
Court Collections & Agencies Payments	
Base Fine	71,912.30
Contempt Charge	300.00
Processing Fee	15,313.97
Cash Bonds	28,512.00
Revenue Collected-Diverse Agencies	23,564.73
CB-Applied	10,030.00
Bond Forfeiture	0.00
Overage	1.00
Monthly Cash Collections	149,634.00
Paid to Diverse Agencies	23,564.73
Cash Bond Refunds/Returned	17,883.00
Total Paid Out	41,447.73
NET	108,186.27

City Clerk

City Clerk's Office Activities - March 2016		
	Open Record Requests	32
	Agendas/Agenda Packets Managed	8
	Minutes Composed (Council, Dev. A, and Alcohol Board)	8
	Executive Sessions Held (Council Only)	2
Legislation and Contracts Approved by Mayor and Council -February 2016		
Ordinances	March 2016	
Number	Description	
ORD2016-03-01	Temporary Loan (TAN) IberiaBank	3/8/2016
ORD2016-03-02	Chapter 14 - Standards for Stormwater Management	3/22/2016

ORDRZ2016-03-04	3249 Buford Hwy. SLUP 15-09 - Gas Sta.QuickTrip	3/22/2016
ORDRZ2016-03-05	3249 Buford Hwy. SLUP 15-10 - Alcohol Sta. - QuickTrip	3/22/2016
Resolutions	March 2016	
Number	Description	Approval Date
RES2016-03-01	Disbanning Parks Red Adv. Com. Repeal of Res. 20150302	3/22/2016
Contracts &	Agreements - March 2016	
Department	Description	Appr./Sig. Date
Public Works	Intergovernmental Agreement with MARTA for Peachtree LCI SR 141 Pedestrian and Streets	3/8/2016
Public Works	Project Framework Agreement with GDOT for Peachtree LCI SR 141	3/22/2016
Public Works	Low Engineer LLC Contract Term Extended	3/22/2016
Community Dev.	Charles Abbott Associates Contract Term Extended	3/22/2016
Parks & Rec.	Hinge Media - City Newsletter, Parks and Rec. Activity Guide, Financial Reports Printing	3/3/2016
Purchasing	ProStar - Fire Extinguishers Service	3/3/2016
Policies	Adopted Policy - March 2016	Approval Date
Personnel	Clarification and Revision to PTO/Sick Time Benefits Policy	3/8/2016
Moratoriums	Pending Moratoriums	
	None	

Communications

1. Helped coordinate police proclamation at Capitol
2. Photographed Arbor Day celebration
3. Attended GMA workshop in Duluth on attracting young residents to city
4. Initiated advertising & social media marketing campaign to begin in April/May
5. Completed layout work for Summer Activity Guide and coordinated printing & delivery
6. Assisted Police Department with finalizing annual report
7. Created Ashford Dunwoody corridor study page for website
8. Press releases, eblasts & web posts:
 - Public input needed for Ashford Dunwoody corridor study
 - Brookhaven celebrates Arbor Day with Georgian Hills Park tree planting
 - Brookhaven street sweeping takes place March 25-30
 - Storm water updates, tree ordinance incentives on agenda for next Brookhaven 101
 - Parks & Rec gearing up for Clack's Corner improvements
 - Cherry Blossom Festival highlights; parking, shuttle, closure info

- Notice of street usage for Buford Highway Bikes & Bites
 - Brookhaven Police Department honored at State Capitol
 - Cherry Blossom Festival returns April 2 & 3; volunteers needed
 - Perimeter CID launches 'Don't Block the Box' campaign
 - Reminder: Brookhaven 101, Town Hall this week
 - Brookhaven Parks & Rec hiring lifeguards, pool managers
 - Briarwood Road construction: April 2-9
 - Town Hall, Little League activities cancelled due to gas main break
9. Created Brookhaven 101 & Summer Activity Guide banners for homepage
 10. Maintained community calendar on website
 11. Assisted various departments with website updates
 12. Social media updates via Facebook, Twitter and NextDoor
 13. Fielded media requests
 14. Weekly Friday eblasts

Engagement reports:

Constant Contact: 2,611 subscribers, increase of 15 since beginning of month; open rate 43.6% (industry average-25.65%)

Facebook: Total page "likes" to date- 2,074 (increase of 83 since beginning of month)

Twitter: 2,430 followers, up 43 over 28-day period

Tourism

Social Media Advertising

- Brookhaven Cherry Blossom Festival Video Facebook Post and Boost (April 1)
- 81 Likes 12 Shares
- Olde Blind Dog Irish Pub Facebook Post and Boost (March 30)
- 6,849 People Reached - 156 Likes 19 Shares
- Brookhaven Cherry Blossom Festival Facebook Post and Boost (March 24)
- 6,739 People Reached - 64 Likes 13 Shares
- Lucky's Burger & Brew Facebook Post and Boost (March 24)
- 2,414 People Reached - 50 Likes 11 Shares
- Brookhaven Cherry Blossom Festival Facebook Post and Boost (March 17)
- 4,443 People Reached - 79 Likes 26 Shares
- Brookhaven Cherry Blossom Festival Facebook Post and Boost (March 14)
- 3,122 People Reached - 35 Likes 2 Shares
- Brookhaven Cherry Blossom Festival Facebook Post and Boost (March 9)
- 3,428 People Reached - 45 Likes 2 Shares

Twitter

- Brookhaven Cherry Blossom Festival Tweet (April 1 & March 9)

Print Advertisements

- Travel Directory Advertisement in *Southern Living Magazine*
- April Edition including Email Blast
- Two ¼ Page Ads for Brookhaven Cherry Blossom Festival
- Birmingham Newspaper
- Including 80k impressions Web Banner Ad

Photography Services

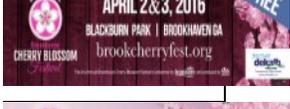
- Professional Photography of Brookhaven Cherry Blossom Festival, Oglethorpe University and Town Brookhaven

Billboard Advertisements

		Digital Proof Of Performance Report			
		Clear Channel Market: Atlanta			
Report Begin Date:	03/07/16	Agency:			
Report End Date:	04/03/16	Advertiser:	DeKalb Convention & Visitors Bureau Inc		
CCO Contract:	ATL1013105	Design	Cherry Blossom Festival		
Product Type:	Digital	Account Executive:	Tiffany Wayne		
Ad ID:	No data	Program Start Date:	03/07/16		
Number of Displays:	25	Program End Date:	05/29/16		
Weeks in this POP Period:	4.00	Dynamic Content Detail:	No		
Daily and Weekly Spots are averages	Daily Spots	Weekly Spots*	Total Spots for This POP Period		
Grand Totals	Per Display	Per Display			
Spots Delivered	700	4,899	440,085		
Spots Guaranteed	644	4,507	404,882		
Variance	56	392	35,206		
Variance %	8.20%	8.20%	8.17%		
Display	File Name	Scene	Spots Delivered		
ATL 000011 Camp Creek F/E	April2and3 Blackburn Park 3.21.16.jpg		1,080		
ATL 000011 Camp Creek F/E	Celebrate Brookhaven Apr3 3.1.16.jpg		7,625		

ATL 001535 I-75 at Central F/N	April2and3 Blackburn Park 3.21.16.jpg		12,257
ATL 001535 I-75 at Central F/N	Celebrate Brookhaven Apr3 3.1.16.jpg		7,823
ATL 001537 I-75 at Central F/S	April2and3 Blackburn Park 3.21.16.jpg		12,278
ATL 001537 I-75 at Central F/S	Celebrate Brookhaven Apr3 3.1.16.jpg		7,923
ATL 007002 I-20 at McDaniel F/E	April2and3 Blackburn Park 3.21.16.jpg		12,274
ATL 007002 I-20 at McDaniel F/E	Celebrate Brookhaven Apr3 3.1.16.jpg		7,766
ATL 009228 I-85 at Piedmont F/S	April2and3 Blackburn Park 3.21.16.jpg		5,400
ATL 009228 I-85 at Piedmont F/S	Celebrate Brookhaven Apr3 3.1.16.jpg		3,757
ATL 019331 I-285E at Stone Mtn Frwy F/N	April2and3 Blackburn Park 3.21.16.jpg		12,090
ATL 019331 I-285E at Stone Mtn Frwy F/N	Celebrate Brookhaven Apr3 3.1.16.jpg		15,368
ATL 019571 PCH Ind ES at N PCHTREE F/N	April2and3 Blackburn Park 3.21.16.jpg		12,278
ATL 019571 PCH Ind ES at N PCHTREE F/N	Celebrate Brookhaven Apr3 3.1.16.jpg		7,878
ATL 019572 PCH Ind ES at N PCHTREE F/S	April2and3 Blackburn Park 3.21.16.jpg		12,231

ATL 019572 PCH Ind ES at N PCHTREE F/S	Celebrate Brookhaven Apr3 3.1.16.jpg		7,876
ATL 020141 Peachtree at N Druid F/N	April2and3 Blackburn Park 3.21.16.jpg		6,879
ATL 020141 Peachtree at N Druid F/N	Celebrate Brookhaven Apr3 3.1.16.jpg		341
ATL 020142 Peachtree at N Druid F/S	April2and3 Blackburn Park 3.21.16.jpg		5,400
ATL 020142 Peachtree at N Druid F/S	Celebrate Brookhaven Apr3 3.1.16.jpg		4,300
ATL 020151 I-85 at 285 F/N	April2and3 Blackburn Park 3.21.16.jpg		12,279
ATL 020151 I-85 at 285 F/N	Celebrate Brookhaven Apr3 3.1.16.jpg		8,043
ATL 020152 I-85 at 285 F/S	April2and3 Blackburn Park 3.21.16.jpg		12,276
ATL 020152 I-85 at 285 F/S	Celebrate Brookhaven Apr3 3.1.16.jpg		7,878
ATL 020161 I-75 at Cleveland F/N	April2and3 Blackburn Park 3.21.16.jpg		12,278
ATL 020161 I-75 at Cleveland F/N	Celebrate Brookhaven Apr3 3.1.16.jpg		7,878
ATL 020162 I-75 at Cleveland F/S	April2and3 Blackburn Park 3.21.16.jpg		12,276
ATL 020162 I-75 at Cleveland F/S	Celebrate Brookhaven Apr3 3.1.16.jpg		7,969
ATL 020222 400 N/O Hammond F/S	April2and3 Blackburn Park 3.21.16.jpg		5,396

ATL 020222 400 N/O Hammond F/S	Celebrate Brookhaven Apr3 3.1.16.jpg		3,583
ATL 020231 I-85N and Chamblee Tucker FN	April2and3 Blackburn Park 3.21.16.jpg		6,922
ATL 020231 I-85N and Chamblee Tucker FN	Celebrate Brookhaven Apr3 3.1.16.jpg		4,098
ATL 020232 I-85N and Chamblee Tucker FS	April2and3 Blackburn Park 3.21.16.jpg		12,510
ATL 020232 I-85N and Chamblee Tucker FS	Celebrate Brookhaven Apr3 3.1.16.jpg		11,635
ATL 043222 Peachtree at Piedmont	April2and3 Blackburn Park 3.21.16.jpg		6,878
ATL 043222 Peachtree at Piedmont	Celebrate Brookhaven Apr3 3.1.16.jpg		15,416
ATL 045031 I-75S ES 1.25mi N/O Tara Blvd F/N-1	April2and3 Blackburn Park 3.21.16.jpg		12,279
ATL 045031 I-75S ES 1.25mi N/O Tara Blvd F/N-1	Celebrate Brookhaven Apr3 3.1.16.jpg		8,614
ATL 045032 I-75S ES 1.25mi N/O Tara Blvd F/S -1	April2and3 Blackburn Park 3.21.16.jpg		11,964
ATL 045032 I-75S ES 1.25mi N/O Tara Blvd F/S -1	Celebrate Brookhaven Apr3 3.1.16.jpg		7,948
ATL 045041 I-85S ES 0.9mi N/O Senoia Rd (Hwy 74) F/N -1	April2and3 Blackburn Park 3.21.16.jpg		12,277
ATL 045041 I-85S ES 0.9mi N/O Senoia Rd (Hwy 74) F/N -1	Celebrate Brookhaven Apr3 3.1.16.jpg		7,923

ATL 051173 I-20 at Sigman F/E	Celebrate Brookhaven Apr3 3.1.16.jpg		3,757
ATL 051174 I -20 at Sigman F/W	April2and3 Blackburn Park 3.21.16.jpg		13,329
ATL 051174 I -20 at Sigman F/W	Celebrate Brookhaven Apr3 3.1.16.jpg		11,633
ATL 056613 I-20 at Boulevard F/E	April2and3 Blackburn Park 3.21.16.jpg		12,275
ATL 056613 I-20 at Boulevard F/E	Celebrate Brookhaven Apr3 3.1.16.jpg		7,921
ATL 061262 I-285 at S Cobb F/S	April2and3 Blackburn Park 3.21.16.jpg		12,117
ATL 061262 I-285 at S Cobb F/S	Celebrate Brookhaven Apr3 3.1.16.jpg		7,909

- SMERF Sales Manager attended EXPO NC. There were 77 planners were in attendance with 41 of those planners source locations outside of North Carolina. Attending planners were from the educational (college), health care and government (mostly research triangle) markets
- SMERF Sales Manager addressed the Iota Phi Theta Conference welcoming them to the County and Brookhaven specifically
- Using the Discover DeKalb van, our Sales Manager has an upcoming 'rolling' site visit 5 Meeting Planners for conferences including 2 hotels in Brookhaven
- SMERF Sales Manager is preparing a vendor sheet for a film studio in DeKalb which will include Brookhaven hotels information for star, cast and crew lodging
- Motor Coach Sales Manager participated in a conference call for the upcoming GA Motor Coach Operators Association Marketplace
- Motor Coach Sales Manager attended the Atlanta Metro Travel Association Board Meeting
- Motor Coach Sales Manager attended Travel South in Winston Salem, NC – had 40 appointments – had 2 inquiries
- Motor Coach Sales Manager attended the Maryland Motor Coach Group Leader Show in Harrisburg PA – met with 250 show attendees
- Family Reunion Sales Manager had four booking with 770 attendees with 205 total room nights
- Leads Generated included reunions with a total of 450 attendees and 200 total room night
- Leads were sent out to Brookhaven Hotels for United Soccer Africa for 23rooms for 14 nights
- Leads were sent out to Brookhaven Hotels for RFC Oklahoma for 15 rooms for 2 nights

Information Technology

General IT

- Installation of redundant firewalls and circuits

Service Desk

Month	2014	2015 Tickets Closed	2016 Tickets Closed
Jan	161	138	205
Feb	148	229	205
Mar	162	257	194
Apr	297	335	
May	270	262	
Jun	203	351	
Jul	148	235	
Aug	117	279	
Sep	183	193	
Oct	209	262	
Nov	196	209	
Dec	218	171	
Total	2312	2921	

GIS

- ChatComm/CAD
 - New GIS data went live March 22nd
 - Continued fine tuning of data
- Researched PayPal account for PD
- Provided Public Works with reports on Storm water data
- Started researching upgrade to ArcGIS to 10.4
- Ongoing map/data requests

Police Department

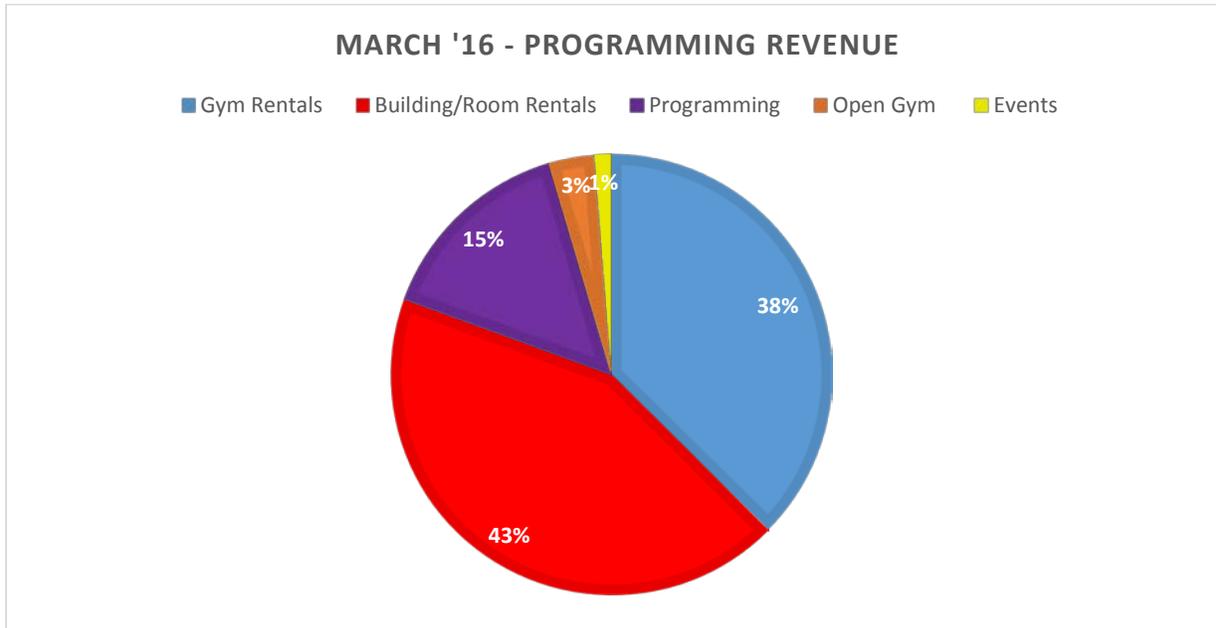
- Fixed Permit Camera on the ID machine at PD
- Facilitated the upgrade of SunGard programs
 - Reestablished the link to ChatComm several times when it went down
- Rebuilt/Reinstalled all programs on PD Toughbooks
- Assisted with sending laptops to Panasonic for repair

Parks & Recreation

March brought in:

- 11 senior trip signups for \$165
- 5 boot camp signups for \$450
- 10 art signups for \$1,195

- 4 Meditation drop-ins for \$40
- 3 gymnastics signups for \$225
- 7 gymnastics drop-ins for \$70
- Open Gym/Passes brought in \$442 between both gyms.
- Brought in \$4,980 in gym rentals for the month.
- Classrooms/community room/APB rentals brought in \$5,742.50
 - *Total program signups/drop-ins/fees/rentals for March = \$13,309.50*



Spring/Summer 2016 programs available for registration are as follows:

- Fitness Classes
 - Adult Yoga- Beginner
 - Boot camp at Lynwood
 - Boot camp at Briarwood
 - Zumba, Pilates, and Cardio Dance (beginning this summer)
 - Choi Kwang Do martial arts
- Senior Programs
 - Ageless Grace
 - Senior Trips
- REI
 - How to Train Series
- Creative Movement and Dance
 - Hip Hop
 - Mother Goose
 - Tap/Ballet 1
 - Tap/Ballet 2

- Art Programs
 - Young Rembrandts Creative Cartooning
 - Young Rembrandts Preschool Drawing
 - Weekly summer art camps
- Gymnastics Programs
 - Mighty Mite I
 - Mighty Mite II
 - Elementary I
 - Tiny Tots
 - SB Gymnastics Camp
- Dance Classes
 - Argentine Tango Workshops
- Chess
 - Intro to Chess
- Youth Programs
 - Kidding Around Yoga
 - Parent’s Night Out
 - Entrepreneurship summer camp
- Workshops
 - Pet Saver First Aid
 - Play-Well LEGO Workshops

Parks/Facilities and Grounds Maintenance Monthly Report

Parks/Facilities and Grounds Maintenance Monthly Report

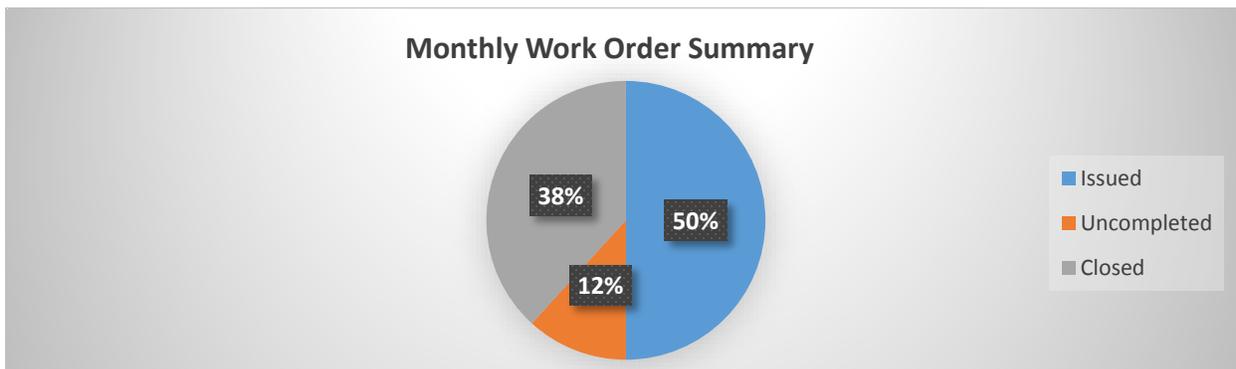
-Attended Landscape Structure’s Learning Academy Session- Universal Design to increase social equality and inclusive play

Monthly Work Order Summary

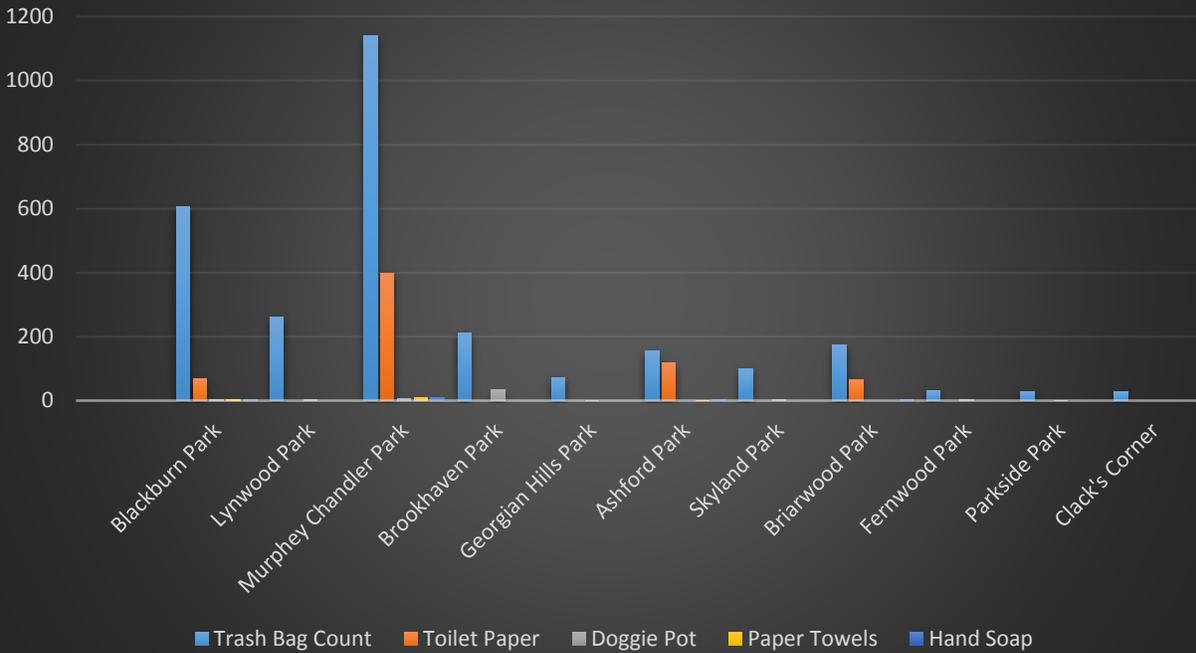
17 Work Orders Issued

13 Work Orders Closed

4 Work Orders Uncompleted



March Janitorial Report



	Trash Bag Count	Toilet Paper	Doggie Pot	Paper Towels	Hand Soap
Blackburn Park	607	68	4	4	2
Lynwood Park	261	0	2	0	0
Murphey Chandler Park	1142	399	6	10	9
Brookhaven Park	213	0	33	0	0
Georgian Hills Park	72	0	1	0	0
Ashford Park	154	118	0	1	4
Skyland Park	100	0	2	0	0
Briarwood Park	173	65	0	0	4
Fernwood Park	31	0	2	0	0
Parkside Park	29	0	1	0	0
Clack's Corner	29	0	0	0	0

Major Park Maintenance/Renovation Projects-

- Completed re-roofing of park facility buildings at Murphey Candler Park
- Partnered with Murphey Candler Park Conservancy to plant of 70+ seedlings (Bald Cypress, river birch, elderberry) within Murphey Candler Park
- Continuation of invasive removal program at Brookhaven Park, Murphey Candler, and Skyland Park with Sheep herds
- Completion of over 500+ linear foot of fencing and the installation and adjustment of six gates on Murphey Candler Park athletic fields
- Completed the painting of Lynwood Gymnasium and building exterior
- Completed the painting interior and exterior of Ashford Park Activity Building
- Continued design and permitting work for Murphey Candler Park Little League Practice Pavilion project (partnership w/MCLL)
- Completed the renovation of over 250 cubic yards of concrete in hardscape repairs
- Renovation of 300 linear foot of netting at Murphey Candler Park
- De-winterized and startup of all irrigation and water lines in parks
- Began spring mulching (350+ cubic yards) of all park trees and beds for beatification/annual plantings
- Completed spring pruning of over 300+ trees and shrubs within all parks
- Removal of 15 dead, dying, or hazardous trees within all parks
- Completed round one applications of both herbicide and fertilizer (2750 lbs.) to all athletic fields
- -Spread over eight pallets (19,200 lbs.) and ten tons of infield mix/infield conditioner on Blackburn Park softball fields

Aquatics-

- We are trying to get Lifeguards and Pool Managers hired. I have been in contact with all of the local high schools and have placed fliers on their boards. We have also been to a couple job fairs at Oglethorpe University and Cross Keys High School. We have also advertised in the paper, Facebook ads, and physical posts with signs. So far, the applicants are coming in more every day. We are also scheduling interviews with the HR department to get these interested people hired.
- I have been busy trying to get the pools equipped with the proper equipment. Being that we have had a management company running the pools for the past few years, we are in need of many basic necessities for maintaining the pools that the previous companies had that they owned.
- I have also been choosing the uniform for the lifeguards and placing preliminary orders for those
- I have been working on the Standard Operating Procedures for the pools to have in place before the season so the Pool Managers and the Lifeguards have a basis of expectations.
- We have been trying to get the swim teams setup for their upcoming seasons
- I have been in contact with the Red Cross to make sure we are ok to teach lifeguard classes with the city as well as updating my Instructor certifications

Administration:

- Staff worked with NUN group to host the 2nd Annual Cherry Blossom Festival at Blackburn Park.
- Staff has been working with our Parks Master Plan Consultant Liz on establishing the priority list for implementation during this first year of the Park Master Plan.
- Staff has reviewed and will be presenting to Council at their April 12th meeting a request to award the bid for the full field run surveys on all of our parks.
- Staff attended a meeting of the Murphey Candler HOA meeting that was held at Kitteridge Middle School.
- Staff has worked with two (2) TV & Film production companies during the last month that were filming at Murphey Candler Park and Lynnwood Park.

Police

Support Services – March 2016

- March 2: Attended a meet and greet with the Chabad Israeli Center
- March 4: Attended a celebratory ceremony and photo shoot with the reading team from Ashford Park Elementary
- March 8: Met with Producer for STARZ in reference to filming of Survivor's Remorse TV show
- March 9: Met with Management at Prelude and Encore Apartments in preparation for upcoming community meeting
- March 10: Attended and hosted a booth at the Cross Keys High School Career Day
- March 11: Attended a Food Truck Round Up meeting at Lynwood Park
- March 14: Completed a Personal Safety on College Campus seminar at Marist School
- March 14: Held interviews for PSR position
- March 15: Young, Nino and Piquant attended CPR Re-certification in-service training
- March 16: Held interviews for PSR and Property and Evidence positions
- March 16: Read to children at Montclair Elementary\
- March 16: Attended Community meeting at Prelude and Encore Apartments
- March 16: Attended Community Meeting for Murphy Candler HOA at Kittredge Elementary
- March 17: Taught Police Explorers
- March 18: Attended the Ashford Park Elementary Career Day
- March 22: Conducted an interview for the Property and Evidence position
- March 23: Attended the quarterly Public Information Officer meeting at Clayton County Police
- March 23: Attended a meeting for the Cherry Blossom Festival
- March 24: Went to the State Capital to be recognized by the State House of Representatives
- March 24: Hosted a Boy Scout Troop and completed a tour of HQ and Q & A
- March 25: Took part in the Montgomery Elementary Walk to School Day
- March 25: Conducted interviews for Property and Evidence position
- March 29: Read to first grade class at Woodward Elementary

	Piquant	Nino	Young	TOTAL
Incident Reports	2	2	0	4
Accident Reports	0	0	0	0
Patrol Assist	7	11	4	22
Arrests	3	1	0	4
Citations	4	7	2	13
Press Releases	0	7	0	7

- In Addition, there were a total of 11 media inquiries which were handled
- 3 on air interviews were conducted
- Arraigned on air interviews for Lt. Vanaman and Sgt. Murray
- Speed trailers were deployed to two different location throughout the month

MONTHLY REPORT: PT Officer / Reserve Officers

Category	Total
POP Logged	3
Assist Patrol	22
Citations	25
Warnings	19
Transport	26
Arrests	5
Child Safety Seat Install Classes	0
Shifts Worked	25
Court Service Hours	65
Traffic Enforcement Hours	36
Fleet Service Hours	100
Transport Hours for Uniform Patrol/NET	22

- Monthly GOHS seatbelt count completed
- GOHS monthly numbers reported to the State

Monthly Report: K-9 Officers

	Fikes
Patrol Assist	67
Other Agency Assist	2
Training	54
Search Warrants	0
Citations	2
Warnings	3
Felony Arrests	2

Misdemeanor Arrests	1
City Ordinance Arrests	1
Wanted Person Located	0
K-9 Search	4
K-9 Tracks	2
K-9 Demonstrations	1
Marijuana Seized	0
Cocaine Seized	0

Additional K-9 and N.E.T. Activities:

- NET Officers assisted Uniform Patrol throughout the month of March due to personnel shortage
- Attended MATEN meeting hosted by Lake City P.D. on 03/16/16

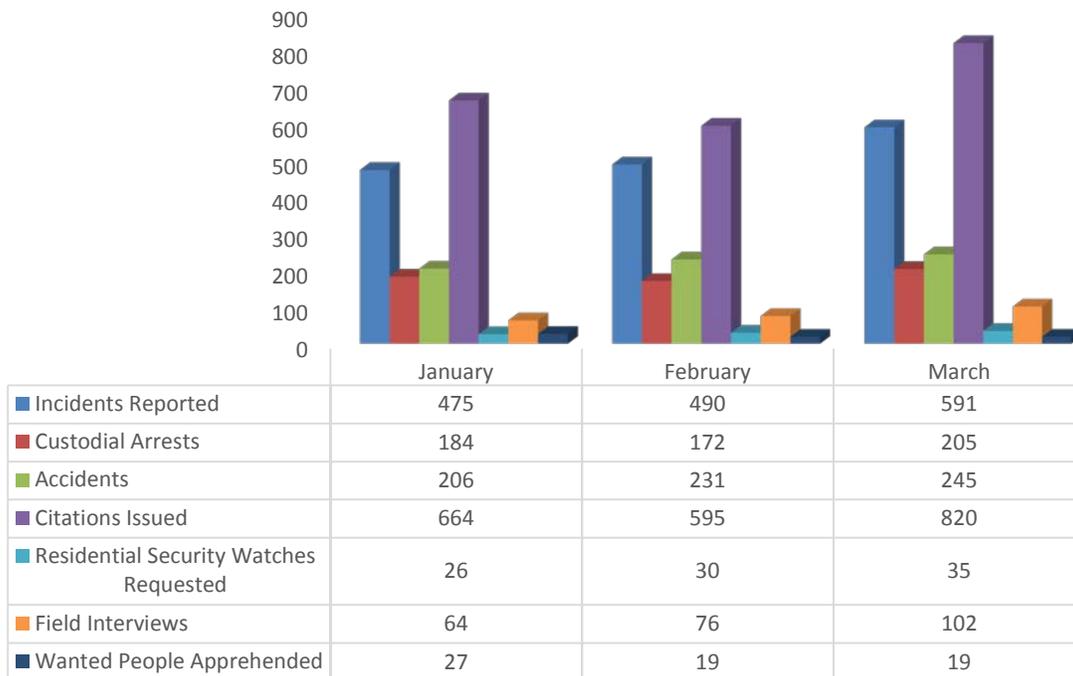
Criminal Investigations Division

Criminal Investigations Report

Total Reports Handled	213
Total Reports Cleared INACTIVE	149
Total Reports Ex-Cleared	8
Total Reports Unfounded	10
Total Arrests by Investigators	5
Warrants Obtained Pending Arrest	11
Search Warrants	3

Brookhaven Police Department Activity Summary Report - 2016			
	January	February	March
Incidents Reported	475	490	591
Custodial Arrests	184	172	205
Accidents	206	231	245
Citations Issued	664	595	820
Residential Security Watches Requested	26	30	35
Field Interviews	64	76	102
Wanted People Apprehended	27	19	19

BPD Stats for January - March 2016



Public Works

Major Initiatives Completed

- Saybrook Way Sinkhole Repaired
- All 2015 Paving Complete and Invoices Received
- Dresden Drive Rapid Flashing Beacon Crosswalks Installed
- Coordination with Capital City Club to cut back vegetation along Capital City Club Frontage to improve sight lines

Major Initiatives in Progress/Upcoming

- 2273 Coosawattee Infrastructure Installation
- Briarwood Road Infrastructure, Sidewalk, and Curb Installation
- Sidewalk concept design underway: Caldwell Rd from Green Meadows Lane to Cheshire Way, and Lanier Drive from Windsor Parkway to Hearst Drive, N Druid Hills from Lenox Park Blvd to Arrington Townhomes, Goodwin Rd from E Roxboro to Shady Valley, Ashford Dunwoody Rd from Kadleston Way to Brookhaven Hills, Donaldson from Bubbling Creek Rd to Runnymede Dr
- Dresden Drive Culvert Modification Impact Analysis at North Fork Peachtree Creek Tributary A

- Ashford Dunwoody Corridor Study
- Murphey Candler Lake & Nancy Creek Watershed Improvement Plan
- North Fork Peachtree Creek Greenway Master Plan
- Bicycle, Pedestrian, and Trail Plan
- Design Development for Storm Sewer Improvements at Stratfield Drive
- Coordination with Dekalb County School District to Address erosion at Kittredge Magnet School

Ongoing Coordination

- PTOp 5 year Grant coordination w/ PCID
- RTOP Coordination with GDOT – Signals on Peachtree Road and Clairmont Rd
- 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
- MARTA maintenance of detention pond at Redding Road

Meetings Attended

- March 9- Brookhaven Public Works and Capital City Club Coordination Meeting
- March 9- PCIDs Last Mile Connectivity RFQ Coordination Meeting
- March 14- Brookhaven Public Works and IMS Coordination Meeting
- March 15- MARTA TOD Infrastructure & Transportation Meeting
- March 21- Ashford Dunwoody Corridor Study Stakeholder Meeting
- March 23- Ashford Dunwoody Corridor Study Stakeholder Meeting
- March 30- Caldwell Rd and Lanier Dr. Sidewalk Open House
- March 31- Google Fiber Coordination Meeting

Plan Review for the year

- Building, 156 YTD
- Demolition, 29 YTD
- Land Disturbance, 6 YTD
- New Single Family Home, 25 YTD
- Rezoning, 0 YTD

Completed Work Orders

2016	Jan	Feb	Mar	Apr	May	June	July	TOTAL
Street Maintenance								
Sidewalk Repairs	4	1	3					8
Curb Replacement	4	1	2					2
Pothole Work Orders	2	1	10					10
Patching Work Orders	6	5	12					12
Signs	20	22	0					42
Traffic Signals								
Signal Repairs	7	12	8					27
ROW Maintenance								
Trees in Road	4	6	1					11
ROW Maintenance	6	6	13					25
Stormwater								
Storm Drains Cleaned	0	3	1					4
Storm Drain Repairs	0	5	4					9
Total work orders	53	62	54					169

Service Requests

2016	Jan	Feb	Mar	Apr	May	June	July	TOTAL
Sidewalk Problem	0	3	0					3
Curb & Gutter Problem	2	0	1					3
Pavement Problem	16	14	5					35
Sign Problem	0	1	3					4
Signal Problem	1	1	1					3
Speed Device Problem	0	0	0					0
Tree Problem	0	0	0					0
ROW Problem	2	6	3					11
Storm Water Problem	10	13	13					36
Total Service Requests	31	38	26					95

ROW Encroachment Permits (including Dumpster/Road closers)

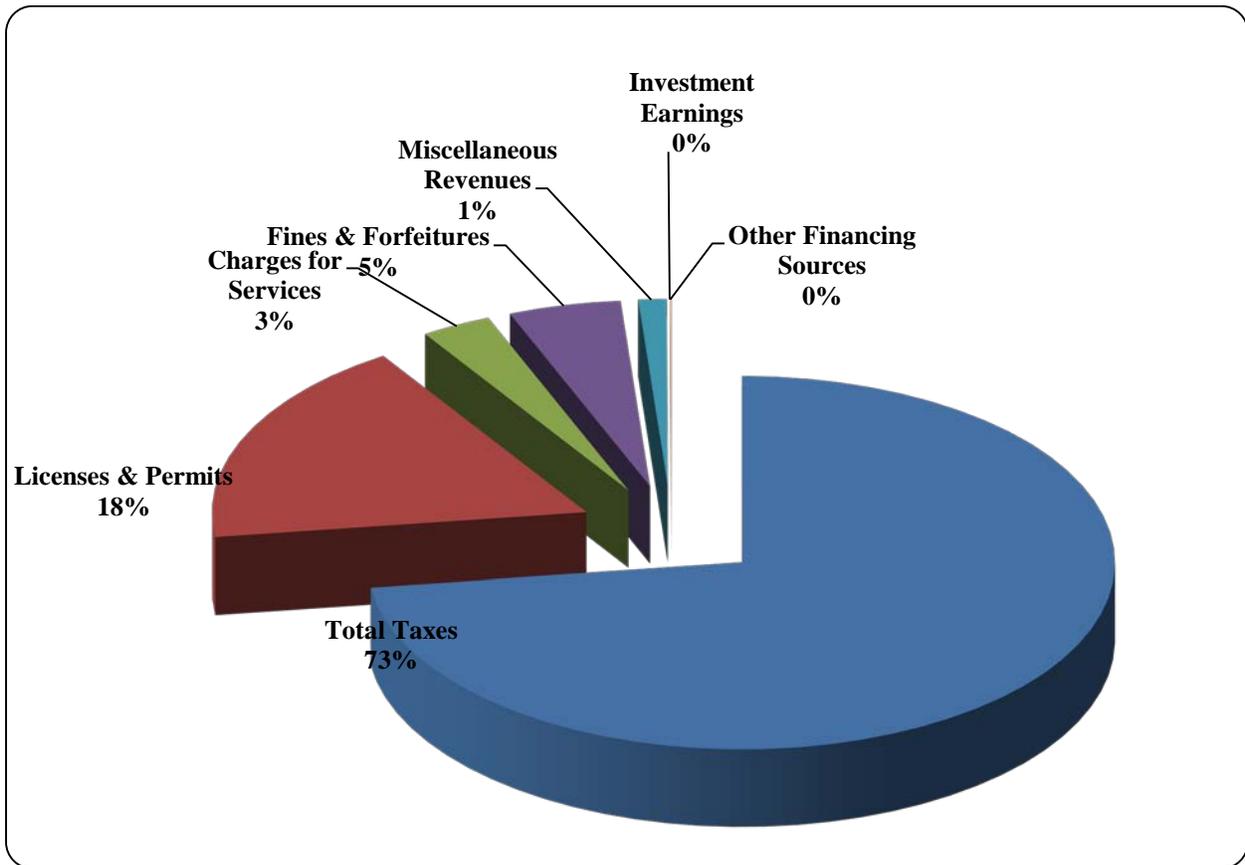
Permits issued year to date: 66

Permits issued this month: 47

Finance

BUDGET COMPARISON REPORT - GENERAL FUND				
For The Third Month Ending March 31, 2016				
	2016 Amended Budget	YTD Transactions	Variance from Budget	% of Annual Budget
Property Tax	6,642,980	113,486	(6,529,494)	1.71%
Motor Vehicle Tax & Title Ad Valorem Tax	330,000	44,806	(285,194)	13.58%
Recording Intangible Tax	90,000	16,717	(73,283)	18.57%
Real Estate Transfer Tax	36,000	7,520	(28,480)	20.89%
Franchise Tax	3,035,000	3,081,339	46,339	101.53%
Alcoholic Beverage Excise Tax	800,000	249,505	(550,495)	31.19%
Energy Excise Tax	35,000	13,174	(21,826)	100.00%
Motor Vehicle Rental Excise Tax	50,000	10,695	(39,305)	100.00%
Business & Occupational Tax	2,300,000	809,836	(1,490,164)	35.21%
Insurance Premium Tax	2,800,000	15,500	(2,784,500)	0.55%
Financial Institutions Tax	55,000	-	(55,000)	0.00%
Penalties & Interest	<u>12,000</u>	<u>1,024</u>	<u>(10,976)</u>	<u>8.53%</u>
Total Taxes	<u>16,185,980</u>	<u>4,363,602</u>	<u>(11,822,378)</u>	<u>26.96%</u>
Licenses & Permits	1,700,000	1,077,820	(622,180)	63.40%
Charges for Services	427,500	181,465	(246,035)	42.45%
Fines & Forfeitures	1,250,000	290,539	(959,461)	23.24%
Miscellaneous Revenues	191,750	72,768	(118,982)	37.95%
Investment Earnings	5,000	2,594	(2,406)	51.88%
Other Financing Sources	<u>1,654,435</u>	-	<u>(1,654,435)</u>	<u>0.00%</u>
TOTAL REVENUES	<u>\$ 21,414,665</u>	<u>\$ 5,988,788</u>	<u>\$ (15,425,877)</u>	<u>27.97%</u>

Revenues by Source



	2016 Amended Budget	YTD Transactions	Variance from Budget	% of Annual Budget
General Government	6,550,597	1,035,954	5,514,643	15.81%
Housing and Development	3,090,709	522,725	2,567,984	16.91%
Public Safety	8,172,199	2,214,575	5,957,624	27.10%
Public Works	898,391	286,646	611,745	31.91%
Judicial	697,316	142,950	554,366	20.50%
Culture and Recreation	1,699,953	625,550	1,074,403	36.80%
Other Financing Uses	<u>305,500</u>	-	<u>305,500</u>	<u>0.00%</u>
TOTAL EXPENDITURES	<u>\$ 21,414,665</u>	<u>\$ 4,828,400</u>	<u>\$ 16,586,265</u>	<u>22.55%</u>

Expenditures by Governmental Activity

