



TO: Mayor and City Council
FROM: Christian Sigman, City Manager
DATE: October 12, 2016
SUBJECT: September 2016 Departmental Highlights

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

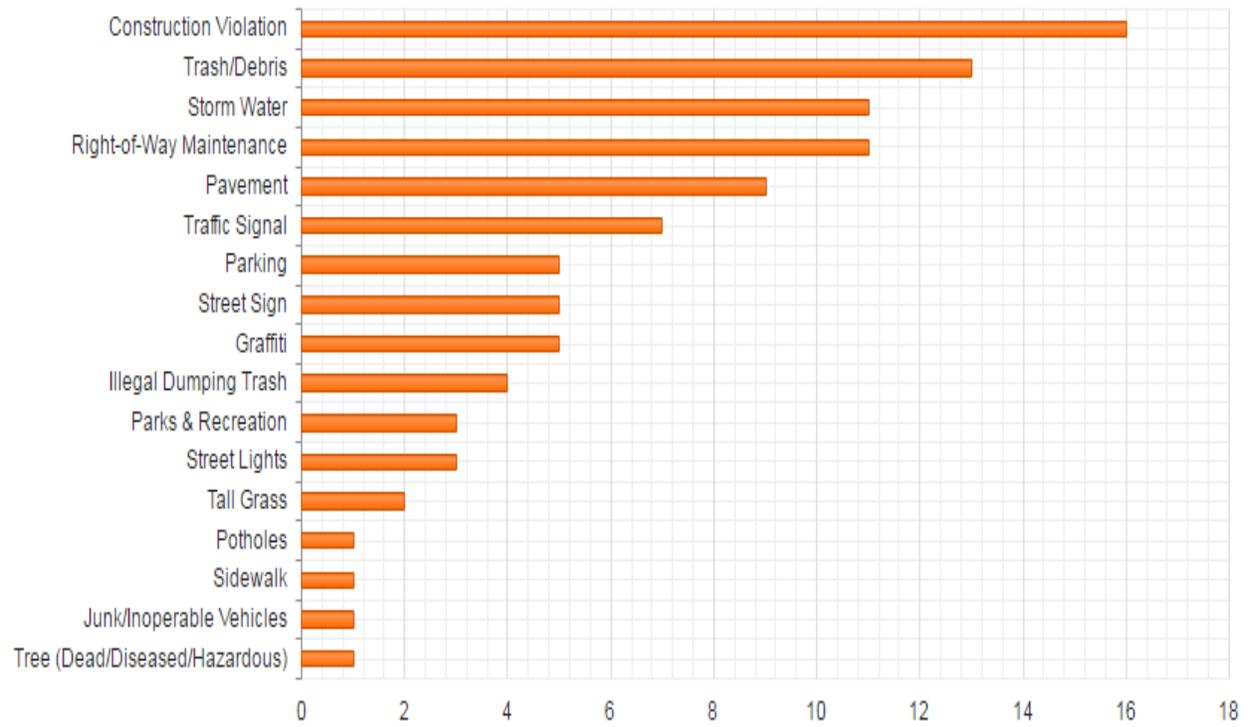
Please feel free to contact me should you have any questions and/or concerns.

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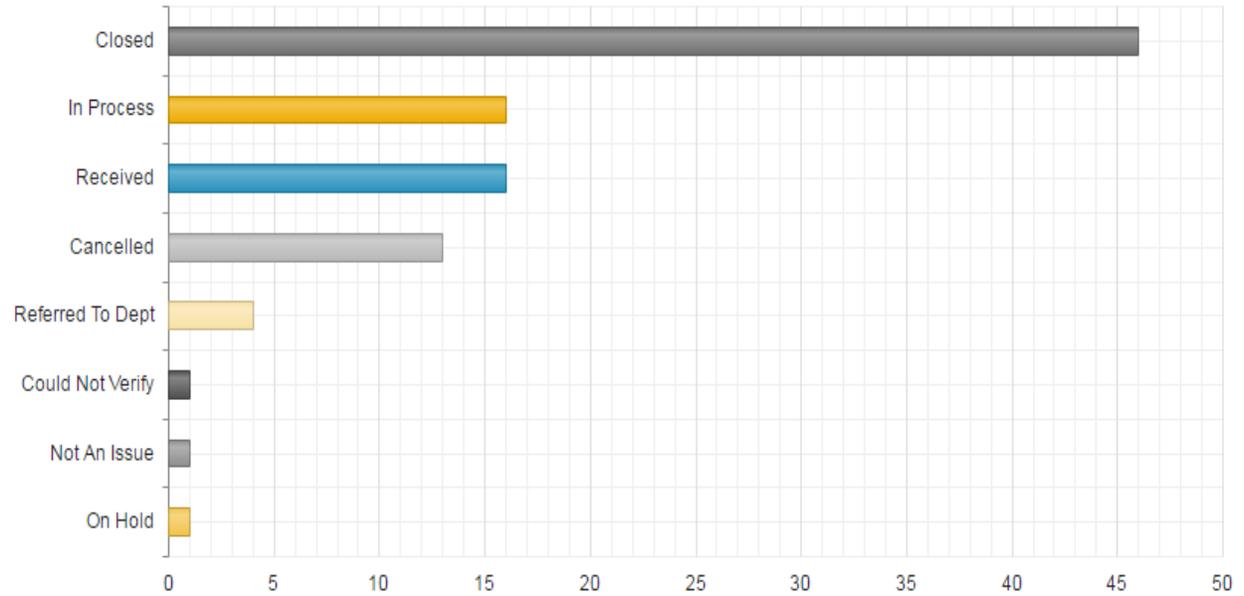
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City Sourced Metrics

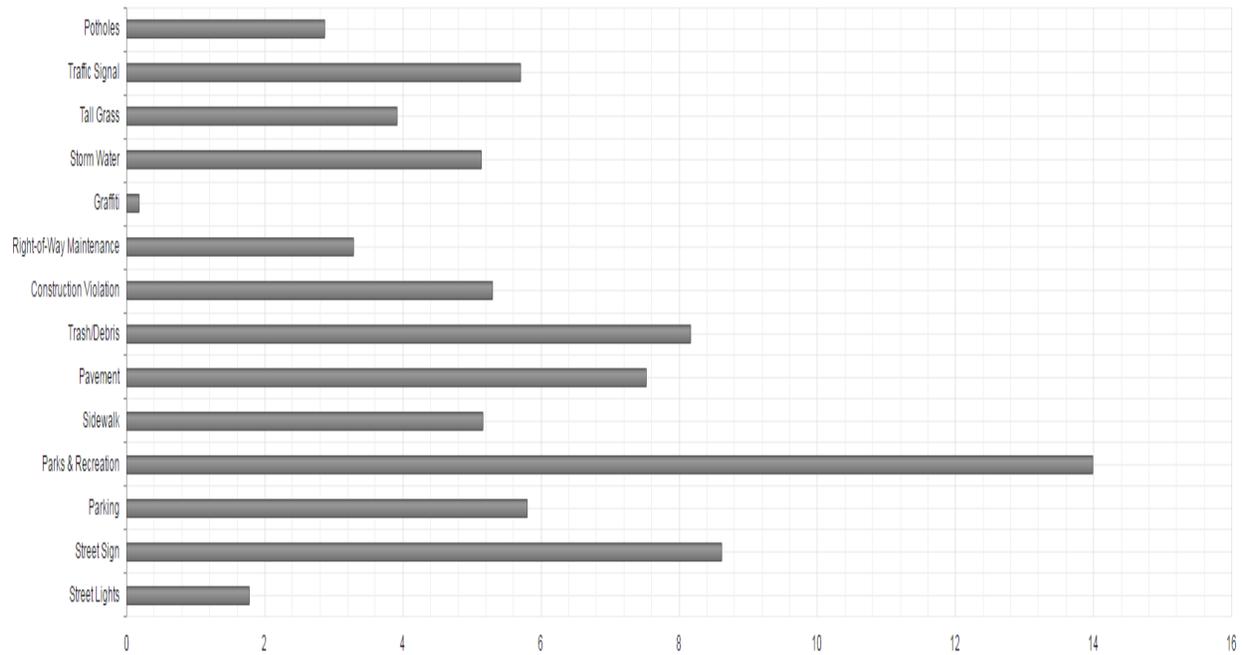
Requests by Type



Requests by Status



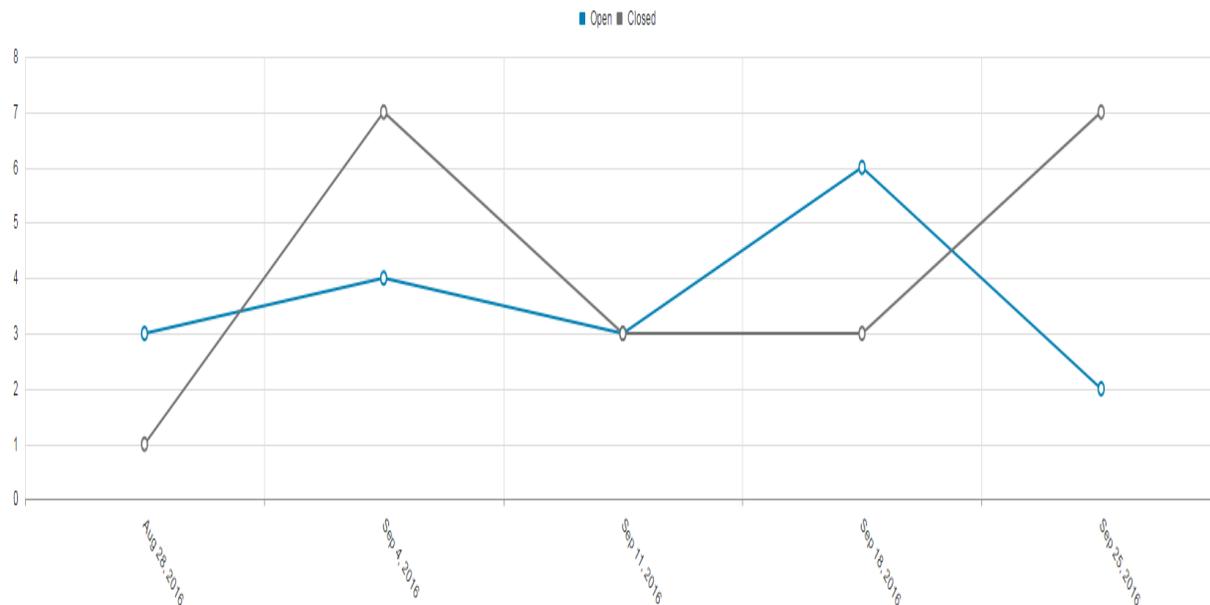
Average Days to Close per Request Type



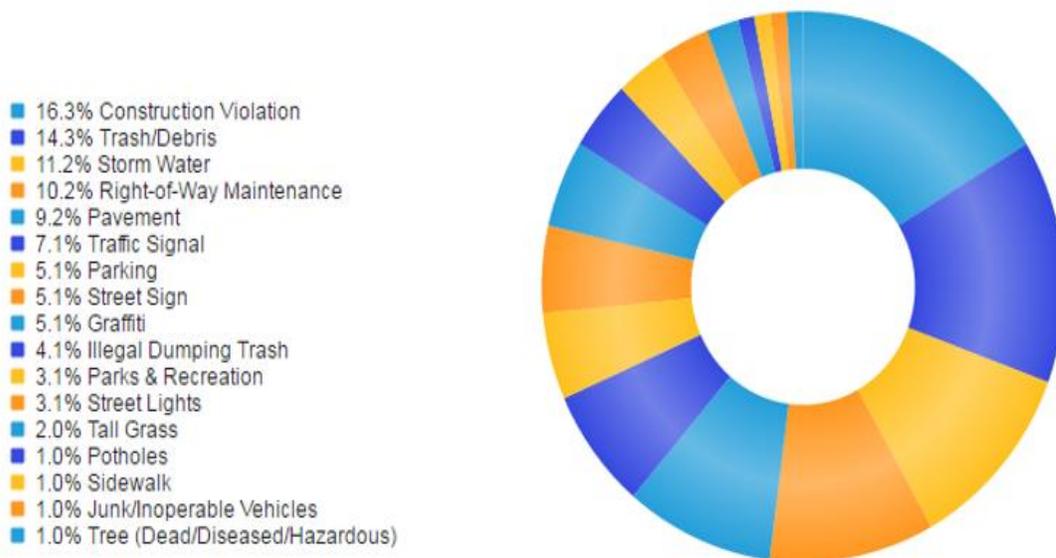
Statistics

Total Reports Created	98
Total Reports Open	37
Total Reports Closed	61
Average Reports Created per Day	3.267
Average Reports Closed per Day	2.033
Average Time to Close	7.622 Days
Fastest Closed Request Type	Construction Violation (.14 Days)
Slowest Closed Request Type	Trash/Debris (33.992 Days)
Most Common Request Type	Construction Violation
Least Common Request Type	Potholes

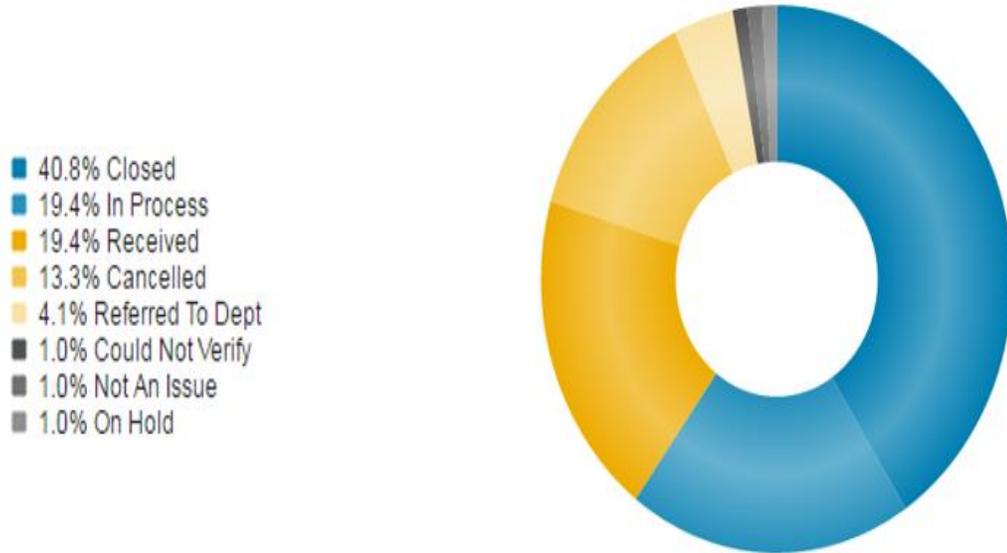
Open/Closed by Day



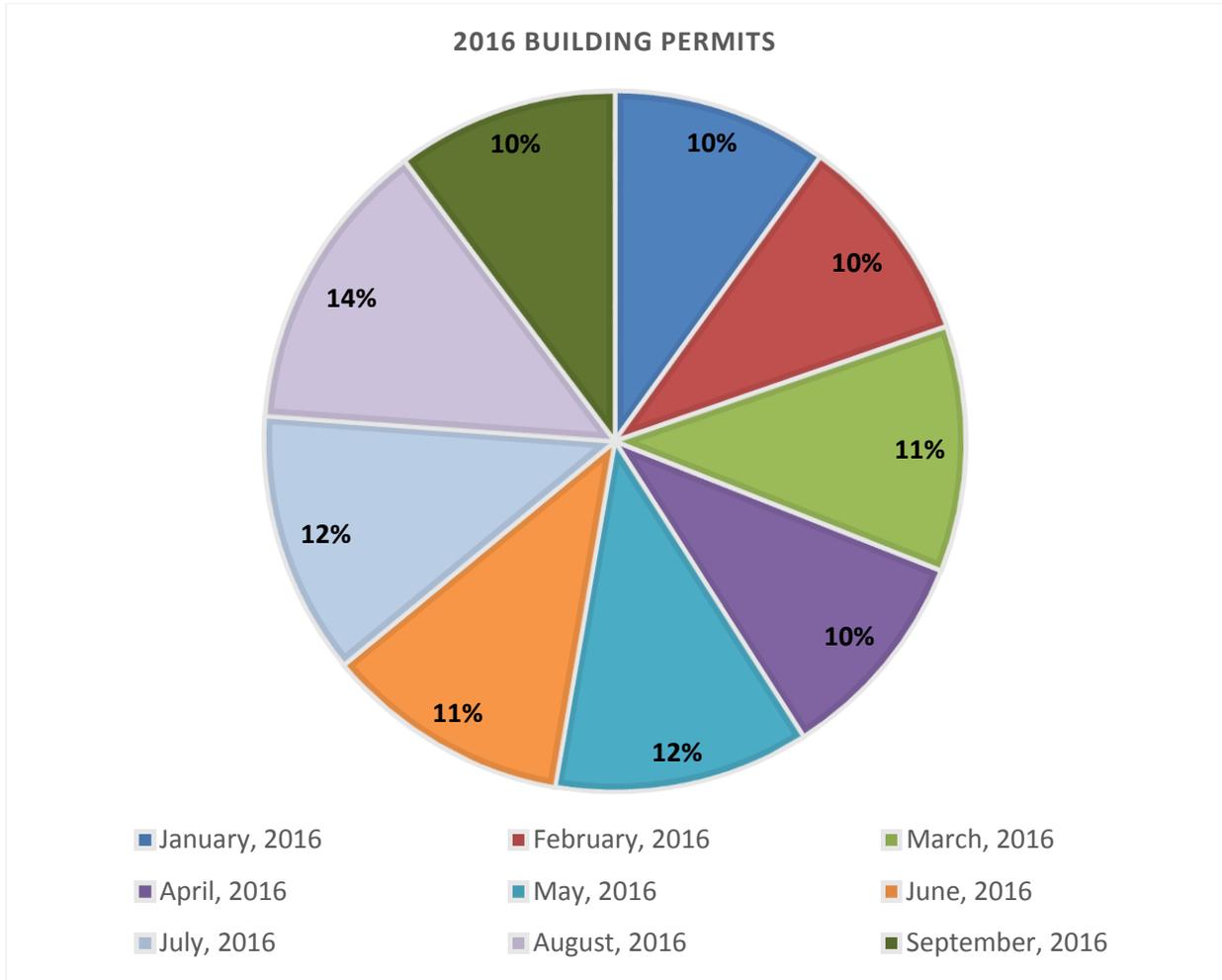
Requests by Type



Requests by Status



Community Development



	Community Development 2016 Building Permits								
	January	February	Mar	April	May	June	July	August	September
All	334	327	381	334	395	380	407	458	343
New Single Family	26	17	23	28	14	15	43	28	6
New Multi Family	0	0	0	0	0	0	0	0	0

Community Development ZBA/Variations Filed in September 2016

File #	Address	Scope	Hearing Date
ZBA16-45	2536 Caldwell Road	Appeal of the department's determination regarding nonconforming status of the subject property	10/19/16
ZBA16-46	2743 Mabry Road	Appeal of the department's administrative variance approval for the subject property	10/19/16
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
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
ZBA16-49	2622 Winding Lane	Increase maximum lot coverage from 35% to 39.2% for construction of a pool	10/19/16
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
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
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

Community Development ZBA/Variations Heard in September 2016

File #	Address	Scope	Hearing Date	Action
ZBA16-28	1735 Colt Drive	Reduce stream buffer from 75 feet to 41 feet for construction of an addition to an existing single family residence	09/21/16	Approved with Conditions
ZBA16-35	1267 North Druid Hills Road	Reduce retaining wall setback from 3.75 feet to 1 foot and increase retaining wall height from 4 feet to 6 feet	09/21/16	Approved with Conditions
ZBA16-36	900 Wescott Lane	Reduce side yard setback (south) from 7.5 feet to 6.9 feet and increase lot coverage from 35% to 46% for construction of a deck and screened porch addition to an existing single family residence	09/21/16	Deferred to 10/19/16

ZBA16-37	2338 Colonial Drive	Increase lot coverage from 35% to 42% for construction of a portico and replacement of a concrete walk to an existing single family residence	09/21/16	Approved with Conditions
ZBA16-38	1006 Brookhaven Lane	Reduce rear yard setback from 40 feet to 18.5 feet and increase maximum lot coverage from 35% to 37.49% for construction of a deck and patio on an existing single family residence	09/21/16	Approved with Conditions
ZBA16-39	1663 East Nancy Creek Drive	Reduce stream buffer from 75 feet to 25 feet to allow erosion repairs/channel stabilization at Kittredge Magnet School	09/21/16	Approved with Conditions
ZBA16-40	2777 Ashford Road	Increase maximum lot coverage from 35% to 43.82% for construction of an addition to an existing single family residence	09/21/16	Approved with Conditions to increase maximum lot coverage from 35% to 39.8%
ZBA16-41	1373 West Nancy Creek Drive	Reduce average front yard setback from 63.65 feet to 43.3 feet and reduce side yard setback (west) from 10 feet to 9 feet for construction of an addition to an existing single family residence.	09/21/16	Approved with Conditions
ZBA16-42	1255 Rustic Ridge Drive	Reduce front yard setback (Dunwoody Lane) from 35 feet to 31.6 feet, increase front yard paved coverage from 35% to 36.4%, and increase retaining wall height from 4 feet to 6 feet for construction of a single family residence	09/21/16	Approved with Conditions
ZBA16-43	1700 Wayland Circle	Reduce side yard setback (south) from 7.5 feet to 5 feet for construction of a single family residence	09/21/16	Denied

Community Development Rezoning Filed in September 2016 – None

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

Community Development Rezonings Heard in September 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).	09/07/16	Deferred to 10/5/16	10/25/16	N/A
SLUP16-02	4041, 4025, 4021, 4011, 4005, 4001, 3995, 3993, 3987, 3989, & 3985 Peachtree Road and 1212, 1238, 1246, 1258, 1262, 1266,	Special Land Use Permit to exceed overlay district maximum height along the Peachtree Road frontage for a transit-	09/07/16	Deferred to 10/5/16	10/25/16	N/A

	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	oriented development.				
RZ16-09	1036 Fairway Estates	Major modification to amend condition 14 of CZ87-180 to allow for a 35 foot landscaped buffer for construction of a deck on an existing single family residence.	09/07/16	Recommended Favorably	09/27/16	Approved with Conditions

Code Enforcement Activity September 2016	
Courtesy Warnings issued (Notice of Violation)	186
Letters of violation	30
Citations issued – Residential Property Violations	1
Citations issued – Commercial Property Violations	0
Signs picked up on city right of ways	175
Total inspections	630

Building Inspection Activity September 2016	
Plan reviews	59
Building inspections	749
Building inspections percent pass/fail	87%/13%

Key Land Development Activity/Review September 2016	
Land Development Enforcement & Inspection Activity	
Tree removal permits	30
Stop Work Orders issued	7
Courtesy warnings issued (Notice of violation)	57
Environmental Inspections	442
Environmental Court Summons (4)	
09/08/16 – 2527 Skyland Drive – Guilty - \$250 fine – Failure to water trees per transplant agreement	
09/08/16 – 2527 Skyland Drive – Guilty - \$250 fine – Violation of Permit Condition for erosion controls	
09/08/16 – 2527 Skyland Drive – Guilty - \$250 fine – Violation of Permit Condition for erosion controls	
09/08/16 – 2527 Skyland Drive – Guilty - \$250 fine – Failed tree protection plan	
Land Disturbance Permit Review (8)	
1447 Northeast Expressway – Children’s Healthcare of Atlanta	
1410 Cartecay Drive – Clack’s Corner	
2527 Skyland Drive – Skyland Amenity resubmittal	
10 & 11 Corporate Boulevard	
1551 West Nancy Creek Drive – Murphey Candler Lake	
2527 Skyland Drive – Skyland Amenity resubmittal 2	
3523 Buford Highway – The Orchard resubmittal	
1338 North Cliff Valley Way – Townsend at Brookhaven Resubmittal 3	
Land Disturbance Permit Issued (1)	
1338 North Cliff Valley Way – Townsend at Brookhaven Resubmittal 3	
Plat Review Activity (7)	
1754 & 1762 North Druid Hills Road Preliminary Plat	
2115 Coosawattee Drive – Townsend at Lenox Park	
3630 Clairmont Road – RaceTrac Combo	
1447 Northeast Expressway – Children’s Healthcare of Atlanta	
2985 West Roxboro	
2972 Hermance Drive – The BH Wilshire Combo	
1525 Runnymede Drive	
Plats Approved (4)	
2115 Coosawattee Drive – Townsend at Lenox Park	
2985 West Roxboro	
2972 Hermance Drive – The BH Wiltshire Combo Plat	
1525 Runnymede Drive	

Municipal Court

September 2016

Case Filings	447
Number of Court Dockets	9
Number of cases on Dockets	503

Court Collections & Agencies Payments

Base Fine	75,152.12
Contempt Charge	1,265.98
Processing Fee	14,249.91
Cash Bonds	12,806.00
Revenue Collected-Diverse Agencies	26,881.99
CB-Applied	17,540.00
Bond Forfeiture	0.0
Overage	0.0
Restitution	0.0
Monthly Cash Collections	147,896.00
Paid to Diverse Agencies	-26,881.99
Cash Bond Refunds/Returned	-17,540.00
Restitution Paid	- 0.00
Total Paid Out	-44,421.99
NET	103,474.01

City Clerk

City Clerk's Office Activities – September 2016		
	Open Record Requests	38
	Agendas/Agenda Packets Managed	5
	Minutes Composed (Council, Dev. A, and Alcohol Board)	5
	Executive Sessions Held (Council Only)	0
Legislation & Contracts Approved by Mayor and Council – September 2016		
Ordinances/No.	September 2016 – Description	Approval Date
ORDRZ2016-09-07	Rezoning RZ16-09 – 1036 Fairway Estates	09/27/2016
Resolutions/No.	September 2016 – Description	Approval Date
RES 2016-09-01	Establishing Affordable Task Force and Appointments	09/13/2016
Department	Contracts/Agreements - September 2016	Approval Date
Finance/Management	Burper Construction – On call city facilities construction jobs	09/13/2016
Policies/Department	Adopted Policy – September 2016	Approval Date
	None	
Moratoriums	Pending Moratoriums	
ORD2016-08-01	Rezoning Applications Moratorium until February 19, 2017	08/19/2016

Communications

Communications Department Activities:

- Photographed Briarwood flood donation drive, Hot Pursuit, Police Chief’s NAMI press conference and Paint the Park for Facebook and future usage
- Assisted with planning and communications for Paint the Park
- Assisted Parks’ Department in coordinating Basketball Registration advertising
- Coordinated Facebook advertising for Doggy Dip Day, Ashford Dunwoody Road Corridor Study and survey, and Paint the Park
- Press releases & e-blasts:
 - Youth invited to NFL’s free Punt, Pass & Kick
 - Second round announced for Character Area Charrettes
 - Donors needed for Friday blood drive
 - ‘Pop Up’ Character Area session for Buford Highway
 - Take our online survey for the Ashford Dunwoody Road Corridor study
 - Media Alert: Flood relief donations take off Friday for Baton Rouge
 - Mayor’s town hall to focus on paving
 - City takes steps to alleviate Windsor Parkway flooding
 - Paving updates
 - Weekly Friday eblasts
- Created Ashford Park Corridor Study, Ashford Park Corridor Survey and Charrettes II banners for homepage
- Created Movie in Ashford Park flyer
- Assisted various departments with website updates, including paving and sidewalk pages
- Maintained and updated community calendar on website
- Fielded requests from news outlets including AJC, Telemundo, 11Alive, Reporter Newspapers, Neighbor Newspapers, Brookhaven Post and Dunwoody Crier

Engagement reports (September):

	Posts	Subscribers	Subscriber growth (1 month)
E-blasts/press releases	13	3,067	+229
Facebook	37	3,289	+233
Twitter	22	2,654	+36
NextDoor	7	9,794	+297

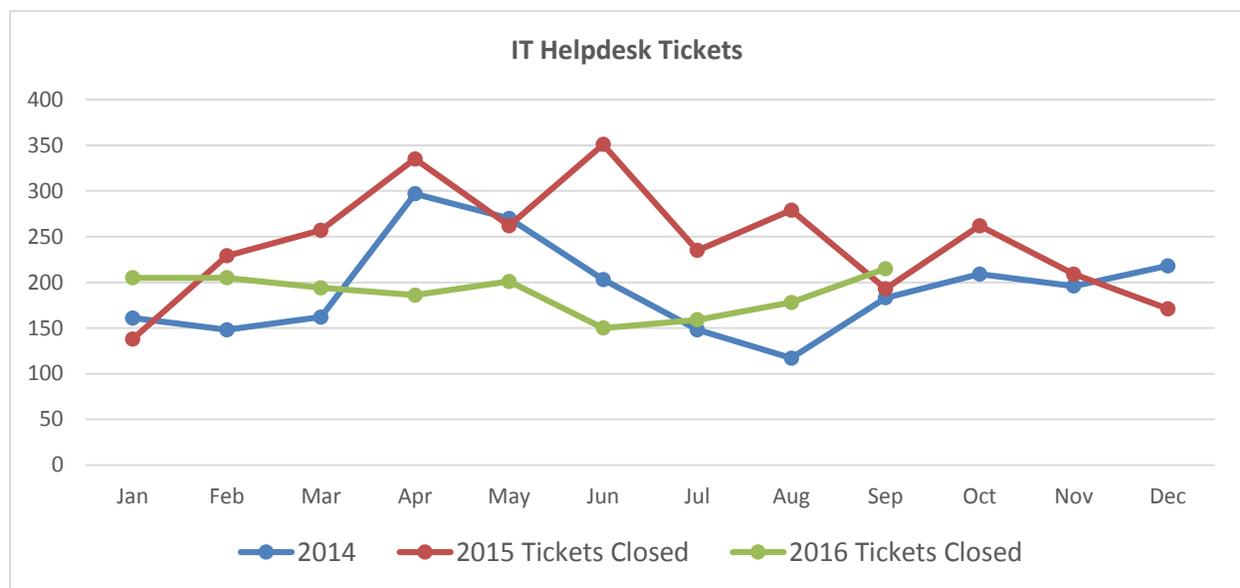
Tourism

- 3 Digital Billboards Ads (20 +locations) in Metro Atlanta for Brookhaven Chili Cook Off, Brookhaven Arts Festival and Buford High International Half-Marathon Billboard
- Full page ad in September issue of Points North Magazine featuring Brookhaven Chili Cook Off and Brookhaven Arts Festival
- Facebook posts
 - Brookhaven Brunch Festival on Sept 7
 - ❖ 506 People Reached / 6 Likes
 - Murphy Candler Park on Sept 10
 - ❖ 6,465 People Reached / 243 Likes / 19 Shares / 8 Comments
 - Lucky's Burgers & Brew on Sept 19
 - ❖ 4,859 People Reached / 62 Likes / 16 Shares / 4 Comments
 - Buford Hwy Intl. Half-Marathon on Sept. 15
 - ❖ 2,193 People Reached / 43 Likes / 2 Shares / 2 Comments
 - Buford Hwy International Half-Marathon on Sept 21
 - ❖ 5,986 People Reached / 70 Likes / 27 Shares / 6 Comments
 - Brookhaven Chili Cook Off on Sept 29
 - ❖ 114 People Reached / 2 Likes / 1 Share / 1 Comment
- New Landing Page Developed for DiscoverBrookhaven.com
- Development of Brookhaven Digital Magazine for distribution to Bloggers/Travel Websites, etc. and search engine marketing
- Sales Manager met with 100-DC company to discuss new photo shoot /marketing opportunities for attractions and hotels within DeKalb
- Sales Manager participated in the MPI Raleigh tradeshow on Sept 15-17. There were 50 meeting planners present
- Sales Manager attended the MPI Georgia Networking event on Sept 20th. The May 2017 chapter meeting has been signed with the Holiday Inn Atlanta Perimeter
- Sales Manager participated in the 5 day/50,000 person Atlanta Black Gay Pride Festival to promote DeKalb as a destination
- Full page ad in Tennessee Motor Coach Operators Association Newsletter featuring DeKalb as a leisure destination
- Sales Manager booked 5 groups into Brookhaven hotels – 82 room nights
- Discover DeKalb hosted the Assistant Directors Team Workshop at our offices with 35 attendees
- Sales Manager attended the monthly Society of Government Meeting Planners (SGMP) meeting as the only CVB on the Board of Directors
- Discover DeKalb was represented at the Sport Business Week Georgia networking event in Atlanta, GA. Approximately 150 people throughout the sports industry were in attendance. Exposure was made for DeKalb as a destination for sports
- Reunion Workshop had 27 attendees representing 23 families with 9 leads generated

Information Technology

General IT

- Storage upgrade complete
- Backup Generator for Police/Court in progress
- RFP for CityWorks implementation in progress
- Attended a Laserfiche work session
- Set-up Finance with Tyler Grants and Fixed Assets modules
- Started building workflows around Employee Onboarding form
- Onboarding for new employees
- Assistant Clerk computer set up in Council chambers



GIS

- ChatComm/CAD
 - Updating existing base map data and collecting new data as a result of audit meeting
 - Data updates for issue found in load
- Continued work on Operation Plugged In
- Database maintenance for Public Works Editing
- Attended ESRI Local Government User Group Meeting
- Researched tool to audit e-mail address on City website
- Ongoing map/data requests

Police Department

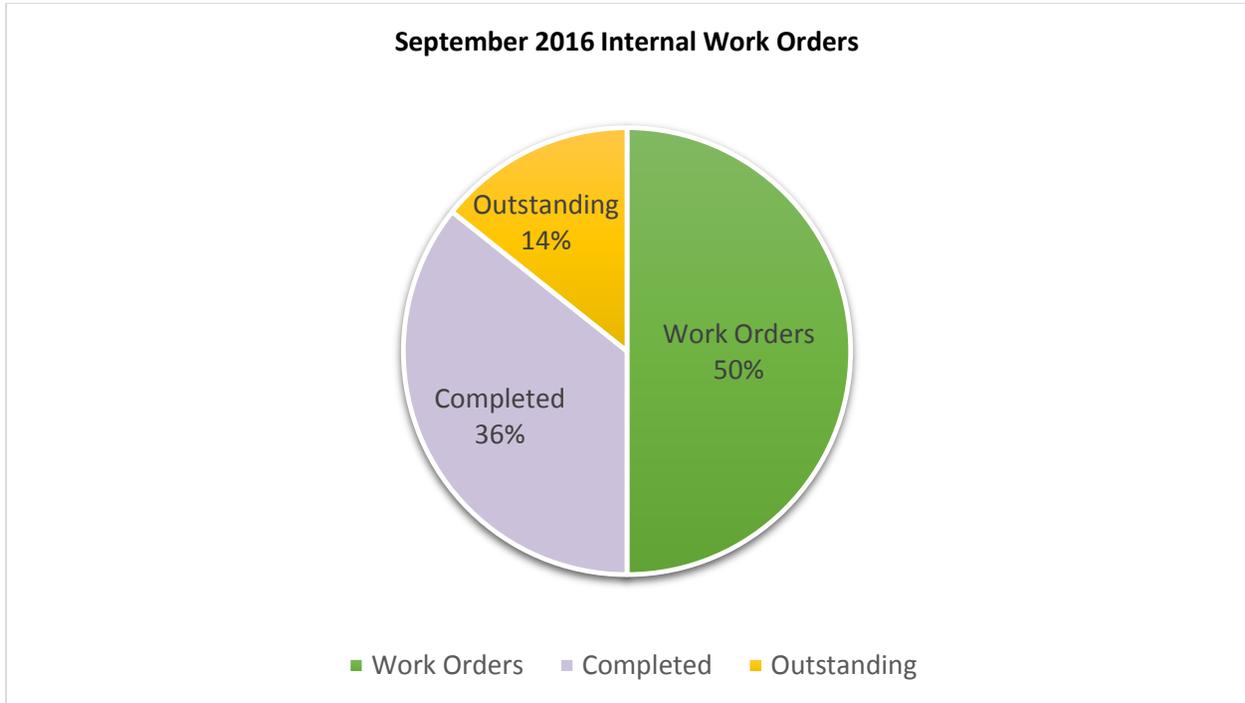
- Installed Fingerprint matching machine for CID
- Corrected issue with feedback on courtroom speakers
- Installed GPS Adapter for all license plate reader laptops

Parks & Recreation

Parks/Facilities and Grounds Maintenance Monthly Report

Monthly Work Order Summary (Internal w/Contractors)

- Work Orders- 14
- Work Orders Completed- 10
- Work Orders Outstanding- 4



Completed Key Park Maintenance Work Projects:

- Gutter replacements and repairs at Lynwood and Briarwood Recreation Centers
- Extensive roof patching and repairs to sky lights within Briarwood and Lynwood Recreation Centers
- Installation of maintenance yard fencing within Blackburn Park
- Annual tree pruning and maintenance within Lynwood Park
- Closing and winterization of all three outdoor aquatic facilities
- Annual fire/life safety and inspections for recreation facility alarm panels, fire extinguishers, smoke detectors, and hood suppression systems.
- Installation of (4) basketball goal safety straps
- Installation of over 400 cubic yards of beautification mulch at Briarwood and Blackburn Parks
- Renovation of landscaping at Blackburn Tennis Center and drainage improvements
- 1,000 + linear feet of tennis court crack repair within Blackburn Tennis Center
- Continued invasive removal with goat herds within Murphey Candler Park 2+ acres completed.

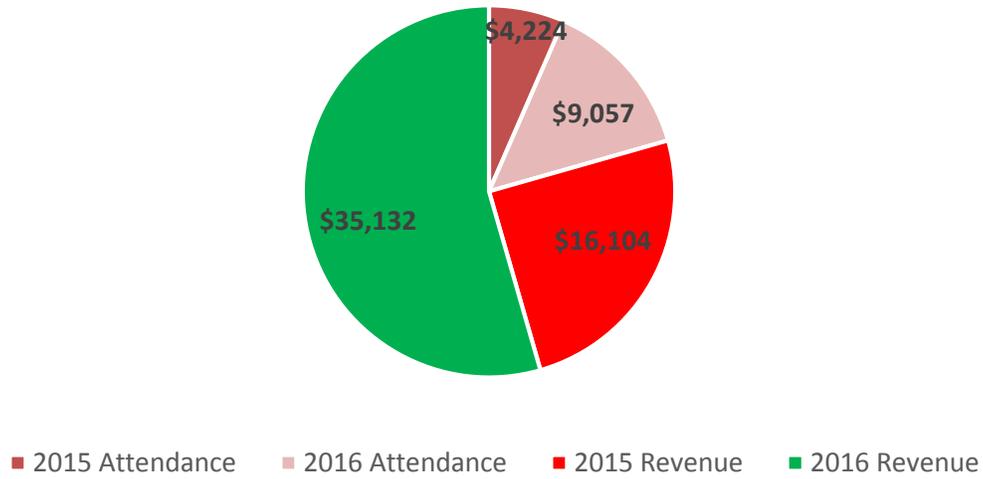
August 2016- Janitorial Totals

	Trash Bag Count	Toilet Paper	Doggie Pot	Paper Towels	Hand Soap
Blackburn Park	322	19	6	7	5
Lynwood Park	221	0	4	0	0
Murphey Chandler Park	596	203	4	10	5
Brookhaven Park	196	0	27	0	0
Georgian Hills Park	62	0	3	0	0
Ashford Park	101	55	6	0	3
Skyland Park	71	0	5	0	0
Briarwood Park	148	22	3	4	2
Fernwood Park	22	0	2	0	0
Parkside Park	7	0	1	0	0
Clack's Corner	4	0	0	0	0

Aquatics

- The pools are now closed for the season. The last open day for the pool was September 5. All 3 pools are now covered and are having winter maintenance 2x month
- Doggie Dip Day was a success this year. We had 3 sponsors for the event. We had a total of 101 dogs at the event which is about 4 times more than we had last year. In the future we will have to split the event into different sessions. Everyone seemed to have had a good experience.
- We have planned and scheduled a movie in the park for Ashford Park for October 21st. We will be showing Zootopia.
- Revenue and attendance for the pools for month of September (3 days)
 - Briarwood Park Pool
 - ❖ Attendance-121 people including adults, children and seniors
 - ❖ Revenue-\$455.00
 - Lynwood Park Pool
 - ❖ Attendance-23 people including adults, children and seniors
 - ❖ Revenue-\$82.00
 - Murphey Candler Park Pool
 - ❖ Attendance- 335 people including adults, children and seniors
 - ❖ Revenue-\$1,279.00
- Revenue and attendance for pools in comparison to 2015 are much higher. The numbers are below
 - Briarwood Park Pool
 - ❖ 2015 Attendance-4,224
 - ❖ 2016 Attendance-9,057
 - ❖ 2015 Revenue from attendance-\$16,104
 - ❖ 2016 Revenue from attendance-\$35,132

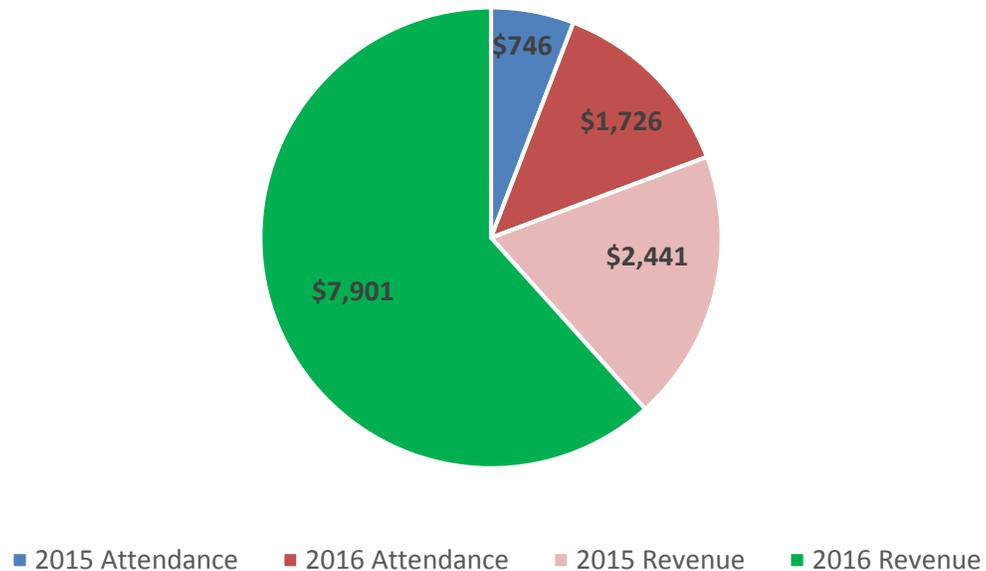
Briarwood Pool Attendance and Revenue 2015 & 2016



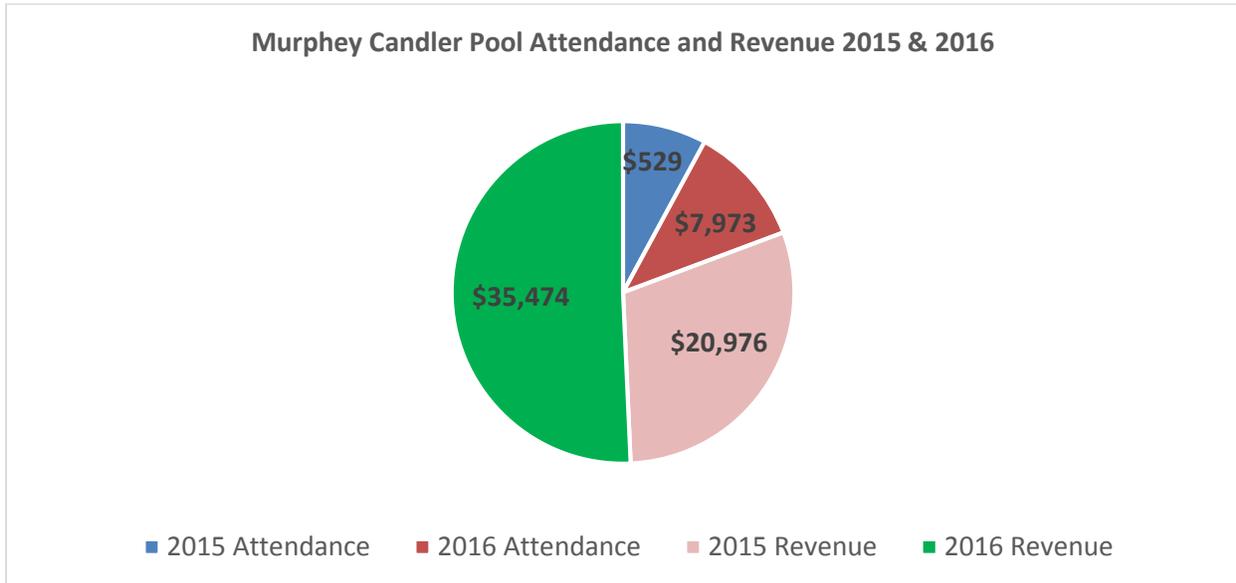
○ **Lynwood Park Pool**

- ❖ 2015 Attendance-746
- ❖ 2016 Attendance-1,726
- ❖ 2015 Revenue from attendance-\$2,441
- ❖ 2016 Revenue from attendance-\$7,901

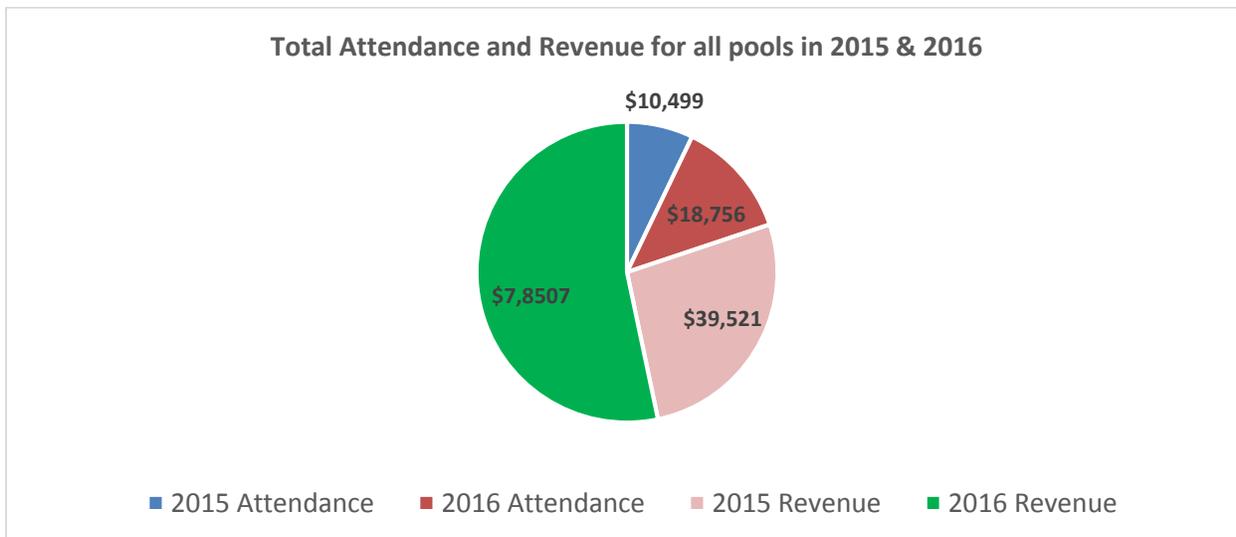
Lynwood Pool Attendance and Revenue 2015 & 2016



- Murphey Candler Park Pool
 - ❖ 2015 Attendance-5,529
 - ❖ 2016 Attendance-7,973
 - ❖ 2015 Revenue from attendance-\$20,976
 - ❖ 2016 Revenue from attendance-\$35,474



- Total Attendance for all pools in 2015-10,499 people
- Total Attendance for all pools in 2016-18,756 people
- Total Revenue for all pools in 2015-\$3,9521
- Total Revenue for all pools in 2016-\$7,8507

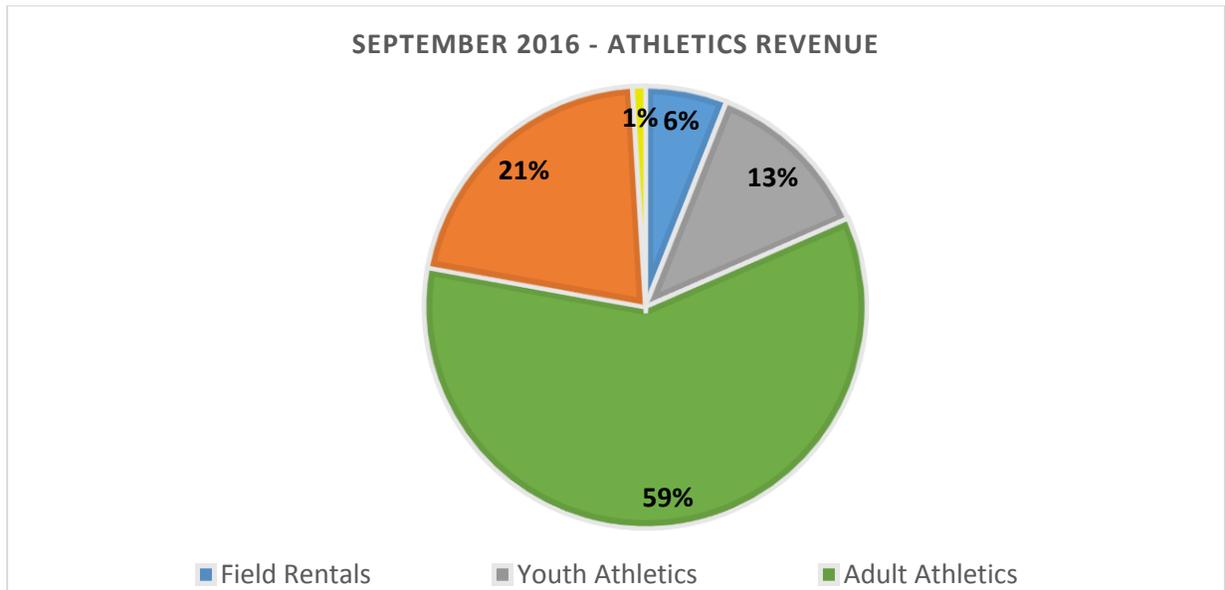


- Revenue from pool rentals that we have not had in the past is \$2,075

Athletics Division Monthly Report

September Athletic Revenue Brought in: \$23,564.14

- 28 adult softball registrations for \$14,000.00
- 9 youth basketball registrations for \$875.00
- 24 NBA Jr. 3-on-3 league registrations for \$1,392.14
- 9 jump start sports registrations for \$670.00
- 20 tennis court reservations for \$217.00
- 7 athletic field rentals for \$1,410.00
- Universal Tennis Academy lease agreement fee for \$5,000.00



September 2016 athletic activities available for registration are as follows:

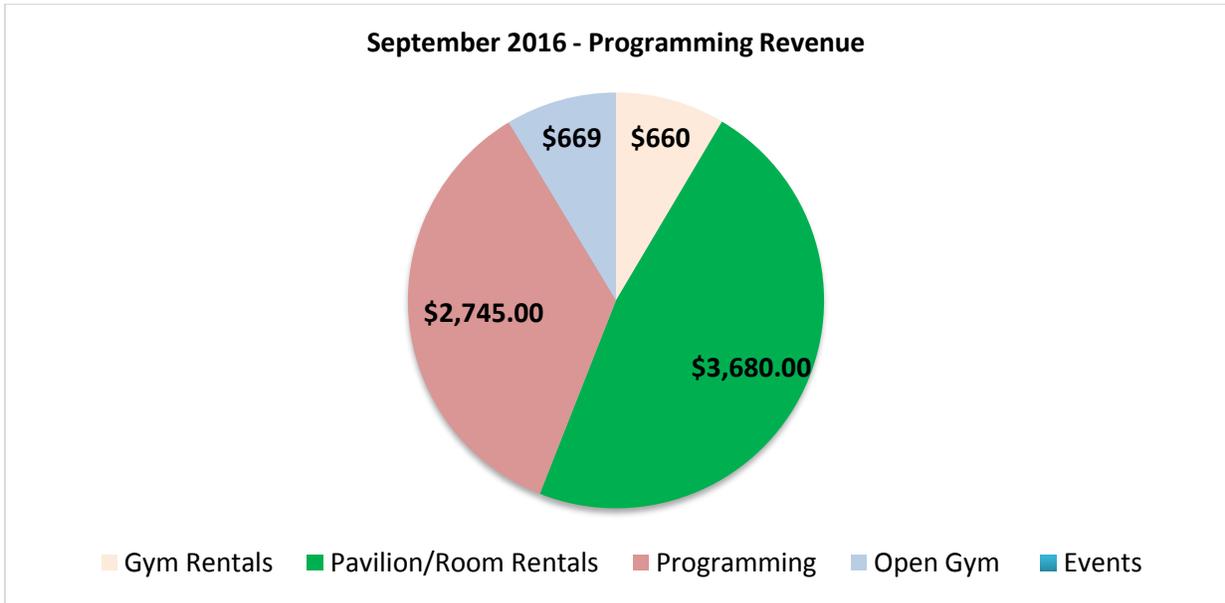
- Youth athletics
 - Winter youth basketball
 - Hummingbird soccer instructional classes
 - Jump start sports fall break camps
 - NBA jr 3-on-3 basketball instructional league
 - NFL youth fall flag football league
 - NFL punt, pass & kick competition
 - BlazeSports adaptive sports demo day
- Adult athletics
 - Fall adult softball leagues
 - Fall adult flag football leagues
 - GOKickball leagues
 - BlazeSports adaptive sports demo day

Athletics Division Activity Participation Summary Report – 2016		
	August	September
Adult Kickball	600	600
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

Programs and Recreation

September Program Revenue Brought In:

- 1 Art camp signup for \$100
- 20 fall gymnastics signups for \$2,430
- 6 gymnastics drop-ins for \$60
- Yoga drop-ins brought in \$105
- Food Truck vendor fees of \$50
- Open Gym/Passes brought in \$669 between both gyms.
- Gym rentals brought in \$660
- Classrooms/pavilion/community room/APB rentals brought in \$3,680
 - Total program signups/drop-ins/fees/rentals for September = \$7,754



Fall 2016 programs available for registration are as follows:

- Fitness Classes
 - Adult Yoga- Beginner
- 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
- Youth Programs
 - Parent's Night Out
- Workshops
 - PetSaver First Aid
 - Play-Well LEGO Workshops

Director's Report

- Met with our Grants Coordinator Patty Hansen on multiple occasions to talk about possible Grant opportunities for our parks.
- Attended meeting with City Manager Christian Sigman and Jimmie Turnage at Murphey Candler Park to discuss safety issues at the park.
- The Assistant Director and I worked to complete our budget documents and turn them into the Finance Department for review.
- Met with the new Assistant City Manager Steve Chapman. I took him around town and showed the location of all of our parks and briefed him on our City's Site-Specific Park Master Plan.
- Presented to the City Council at the September 27th City Council Work session a presentation updating them on the progress of the Parks Master Plan.

Police

Support Services – September 2016

- September 1: Attended the Monthly Supervisor Staff meeting.
- September 1: Assisted with the prostitution sting detail.
- September 1: Taught Police Explorers.
- September 2: Hosted NAMI event at Police HQ with agencies from around the state.
- September 6: Met with mother and daughter in regards to helping them out with a parenting dilemma and educating the child.
- September 6: Handled media inquiries from Channel 2 and 11 Alive.
- September 7: Attended Food Truck Round Up.
- September 8: Taught Police Explorers.
- September 8: Attended the Atlanta PD and Brookhaven PD joint press conference on apprehension of home invasion suspect.
- September 10: Attended a Hispanic community event at the Norcross First United Methodist Church with Atlanta PD and Norcross PD.
- September 13: Officer Nino and Sgt. Young attended Honor Guard Training.
- September 14: Held a safety presentation for the employees at Brookhaven Costco.
- September 14: Attended a meeting with Kroger Management with regards to traffic control.
- September 14: Held an Awards Committee meeting.
- September 14: Attended the Brookstone Gardens HOA meeting.
- September 15: Held another safety presentation for the employees at Brookhaven Costco.
- September 15: Taught Police Explorers.
- September 16: Visited the students at Montgomery Elementary to include a K9 demonstration.
- September 17: Brookhaven Hot Pursuit 5K race took place.
- September 20: Attended Below 100 Training class.
- September 20: Taught Police Explorers.
- September 20: Attended Below 100 training class.
- September 21: Assisted patrol with road closure due to gas leak.
- September 24: Hosted a group of children for a tour of police headquarters for a birthday party.
- September 27: Read to students at Woodward Elementary.
- September 28: Conducted and on air interview with WSB Radio.
- September 29: Taught for the Citizen’s Police Academy.

Support Services

REPORTS	Officer Piquant	Officer Nino	Sergeant Young	Total
Incident Reports	0	1	0	1
Accident Reports	0	0	0	0
Patrol Assist	3	4	4	11
Arrests	0	0	0	0
Citations	7	3	0	10
Press Releases	0	6	0	6

- In Addition, there were numerous media inquiries which were handled in addition to the social media posts
- 4 on air interviews were conducted
- Speed trailers were deployed to three different locations throughout the month
- Countless hours of preparation were spent for upcoming Hot Pursuit 5K and sponsorship
- 78 Alcohol Pouring Permits were processed
- 27 Sexually Oriented Business Permits/Licenses were processed
- Countless hours spent on traffic enforcement in and around the school zones

MONTHLY REPORT: PT Officer / Reserve Officers	
POP Logged	2
Assist Patrol	25
Citations	17
Warnings	7
Transport	14
Arrests	3
Child Safety Seat Install Classes	
Shifts Worked	39
Court Service Hours	93
Traffic Enforcement Hours	47
Fleet Service Hours	99
Transport Hours for Uniform Patrol/NET	15
Training Hours	12

- 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	44
Other Agency Assist	5
Training Hours	40+
Search Warrants	1
Citations	2
Warnings	6
Felony Arrests	3
Misdemeanor Arrests	5
City Ordinance Arrests	1
Wanted Person Located	0
K-9 Search	5
K-9 Tracks	3
K-9 Demonstrations	1
Marijuana Seized	28 grams
Cocaine Seized	18 grams
Methamphetamine Seized	32 grams

Additional K-9 Activities:

- On 09/01/16, K-9 and NET assisted with a multi-jurisdictional prostitution sting.
- On 09/09/16, K-9 assisted DEA with baggage searches at the airport.
- Assisted the U.S. Marshal with a track of a homicide suspect on 09/10/16.
- Assisted GSP with a track following a vehicle pursuit on 09/13/16.
- Attended MATEN meeting hosted by DeKalb County P.D. on 09/14/16. K-9 and NET Officers also assisted with the GOHS road safety check following the meeting.
- K-9 Demonstration was performed for Cub Scouts at OLA (Our Lady of the Assumption) on 09/22/2016.
- From 9/26 - 9/30 Officer Fikes and K9 Dano attended training and re-certification in Harriman, TN. All of K9 Dano's certifications are up to date. Currently, K9 Dano has three (3) Narcotics Certifications through AWD (American Working Dog), NNDDA (National Narcotics Detector Dog Association) and IFRI (International Forensic Research Institute). He also has two Patrol Certifications through AWD (American Working Dog) and NNDDA (National Narcotics Detector Dog Association).

Monthly Report: N.E.T. Team	Sgt. Lewis, Detective Alemany & Detective Clifford
Patrol Assist	101
Other Agency Assist	5
Search Warrants	0
Citations	10
Warnings	11
Felony Arrests	8
Misdemeanor Arrests	0
City Ordinance Arrests	3
Wanted Person Located	4
Marijuana Seized	0 grams
Cocaine Seized	2 grams
Methamphetamine Seized	0 grams

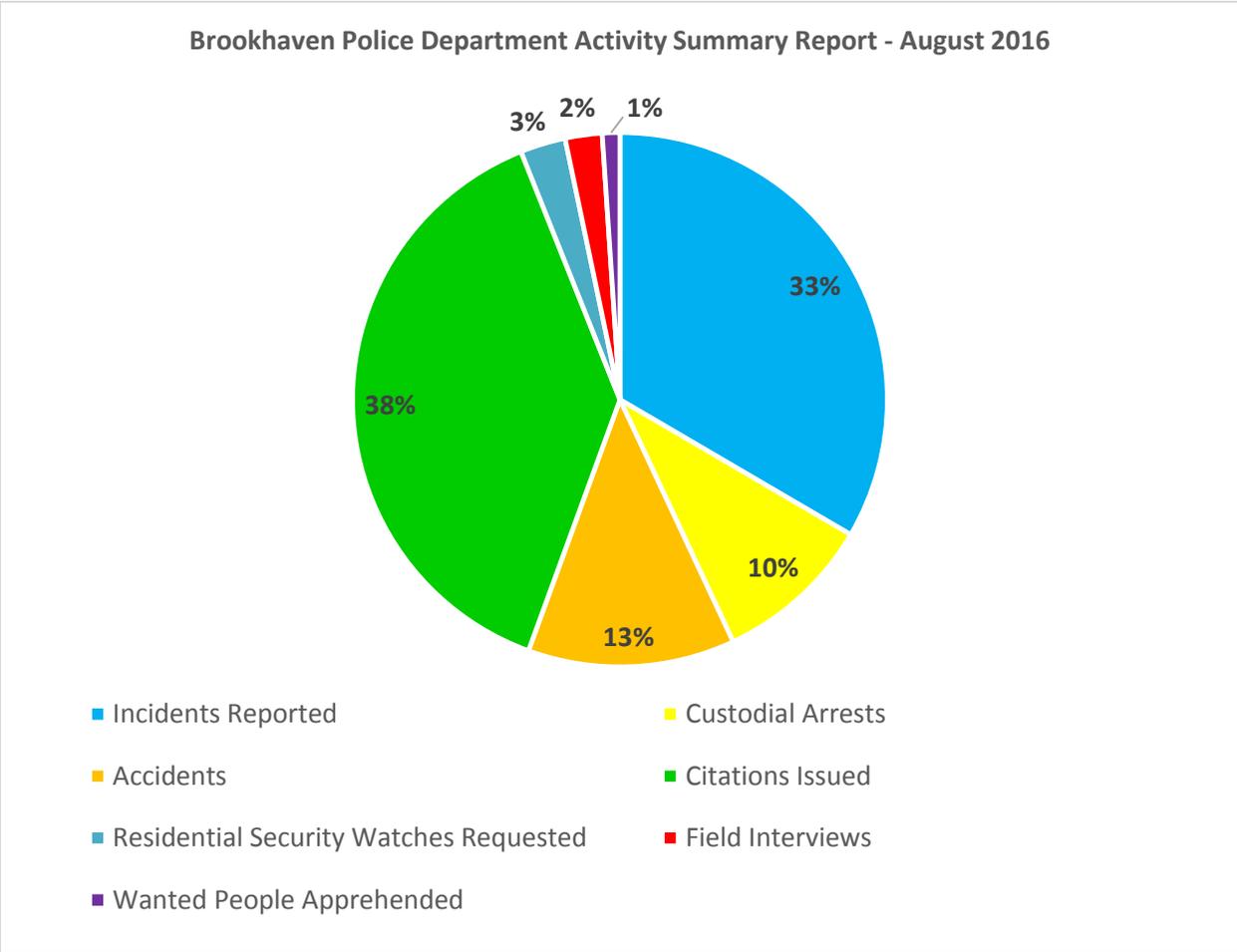
N.E.T Unit

- On 09/01/16, K-9 and NET assisted with a multi-jurisdictional prostitution sting
- Attended MATEN meeting hosted by DeKalb County P.D. on 09/14/16. K-9 and NET Officers also assisted with the GOHS road safety check following the meeting.
- NET and K-9 assisted with the arrest of four juveniles who were previously engaged in entering autos on 09/16/16. The suspects were operating a vehicle that displayed a stolen license plate and it was later learned that the vehicle was stolen out of Chamblee. 16-006686
- NET interrupted a pedestrian robbery that was taking place at 3102 Buford Highway on 09/25/16. The suspect spotted the officer and fled the area in a vehicle. 16-006999
- NET assisted uniform in apprehending three suspect in an armed robbery from Chamblee on 09/27/16.
- On 09/28/16, NET assisted with a carjacking investigation that took place at 4010 Peachtree Road. 16-007118

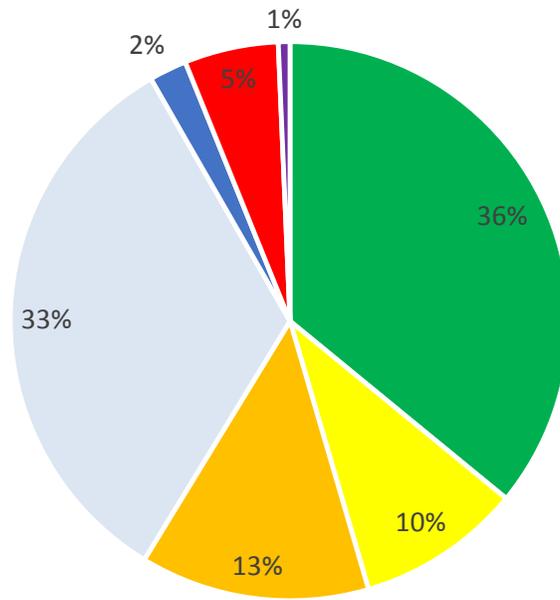
Criminal Investigations Division

September 2016 - Criminal Investigations Report	
Total Reports Handled	179
Total Reports Cleared INACTIVE	81
Total Reports Ex-Cleared	4
Total Reports Unfounded	2
Total Arrests by Investigators	28
Warrants Obtained Pending Arrest	6
Search Warrants	11

Brookhaven Police Department Activity Summary Report - 2016			
	July	August	September
Incidents Reported	600	598	694
Custodial Arrests	194	172	184
Accidents	253	224	256
Citations Issued	844	687	637
Residential Security Watches Requested	76	49	42
Field Interviews	41	40	105
Wanted People Apprehended	28	19	13



Brookhaven Police Department Activity Summary Report - September 2016



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

Public Works

Major Initiatives Completed

- Coosawattee Drive, Briarwood Rd, Corporate Boulevard, Milowyn Place & Alta Vista Drive paving completed
- Bynum Road Stormwater Piping Project 100% complete
- Capital Club Detention Pond Refurbishment 100% Complete
- Nancy Creek Watershed Study (SWP&E) finalized and approved by City Council
- Peachtree Creek Greenway Master Plan approved by City Council
- Stormwater On-Call Contractors approved by council
- Completed Sidewalk installation on Ashford Dunwoody Road from Brookhaven Hill to Kadleston
- Completed Final Traffic Calming Petitions received from Duke Road & Bragg Street. Public Hearing and City Council approval scheduled for November 9, 2016
- Paving Update presentation to City Council
- Sidewalk Update presentation to City Council
- Ashford Dunwoody Corridor Study Open House

Major Initiatives in Progress/Upcoming

- 2016 City Re-Paving Project Underway
- Windsor Parkway Stormwater Piping Project begins October 5 (north side of Windsor Parkway)
- Donaldson Drive Sidewalk Final Construction coordination with residents & contractor
- Cartecay Drive Hydrology Analysis Underway – Planners & Engineers Collaborative
- Stratfield Yards Stormwater Piping Project – Patterson & Dewar Engineers (Johnson Ferry Rd 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 Rd from Green Meadows Lane to Cheshire Way, and Lanier Drive from Windsor Parkway to Hearst Drive
- Sidewalk Design Build coordination and bidding underway: E Roxboro Rd from Goodwin to Roxboro Drive, Ellijay Rd., Hermance Drive from Crosswycke Forest to Pace Academy, Johnson Ferry Rd 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 Road 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

- 9/01/16 Kickoff Meeting on Peachtree Road LCI – Pedestrian/Streetscape Project
- 9/08/16 Pre-Con Meeting with contractor at Donaldson Dr. (sidewalk)
- 9/12/16 Ashford Dunwoody Rd Corridor Study Open House
- 9/15/16 Dunwoody Quarterly Utility Coordination Meeting
- 9/16/16 Peachtree Road LCI – Pedestrian/Streetscape Project – GDOT Status Update Mtg
- 9/20/16 PTOp Committee Meeting
- 9/20/16 PCIDs Partners Meeting
- 9/30/16 Last Mile Connectivity Study – Work Session with consultant

Plan Reviews for the 2016

- Building, 493 YTD
- Demolition, 83 YTD
- Land Disturbance, 29 YTD
- New Single Family Home, 111 YTD
- Rezoning, 9 YTD

Completed Work Orders

2016	Jan	Feb	Mar	Apr	May	June	July	AUG	SEPT	TOTALS
Street Maintenance										
Sidewalk Repairs	4	1	3	5	4	1	2	2	3	25
Curb Replacement	4	1	2	5	2	4	5	5	7	35
Pothole Work Orders	2	1	10	8	5	6	5	3	4	44
Patching Work Orders	6	5	12	12	9	14	4	5	6	73
Signs	20	22	0	9	9	1	10	4	9	84
Traffic Signals										
Signal Repairs	7	12	8	6	11	10	10	2	11	77
ROW Maintenance										
Trees in Road	4	6	1	2	0	8	13	5	1	40
ROW Maintenance	6	6	13	4	6	4	1	3	7	50

Stormwater										
Storm Drains Cleaned	0	3	1	7	6	1	5	7	4	34
Storm Drain Repairs	0	5	4	8	6	6	0	4	4	37
Total work orders	53	62	54	66	58	55	55	40	56	403

Service Requests

2016	Jan	Feb	Mar	Apr	May	June	July	AUG	SEPT	TOTAL
Sidewalk Problem	0	3	0	0	7	2	8	7	1	28
Curb & Gutter Problem	2	0	1	2	0	0	3	0	0	8
Pavement Problem	16	14	5	9	8	10	8	14	1	85
Sign Problem	0	1	3	3	5	5	7	10	4	38
Signal Problem	1	1	1	3	4	0	3	12	5	30
Speed Device Problem	0	0	0	0	0	0	0	0	0	0
Tree Problem	0	0	0	2	4	0	0	21	0	27
ROW Problem	2	6	3	7	9	6	6	13	9	61
Storm Water Problem	10	13	13	9	9	4	11	12	12	93
Total Service Requests	31	38	26	35	46	27	46	89	32	370

ROW Encroachment Permits (including Dumpster/Road closers)

Permits Issued year to date: 259

Permits issued this month: 84

Finance

September 30, 2016 Financial Report in Brief

The September 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; Oct 1st), and (5) alcohol licenses (renewals due Nov 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 September 30th are almost \$2.3 million more than they were at this time last fiscal year. Franchise fees are \$554.2 thousand greater (cable franchise fees), while business and occupational taxes are \$357.8 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 (\$2.1 million in revenues) are almost \$600 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 \$191.3 thousand greater than they were at this same time in 2015. The balance of General Fund revenues appears to be tracking 2015 levels.

General Fund Expenditures

General Fund expenditures at September 30, 2016 are \$344.8 thousand “greater” (2.7%) than those at this same time last year. The adopted mid-year budget adjustment (August 9, 2016) will shift 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 (\$137 thousand) – cost associated with the changes in management, conversion of a contract position (HR director), and additional staffing. Information Technology (\$146K) – cost associated with staffing changes and IT operations.

Housing and Development

Community Development (\$22 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

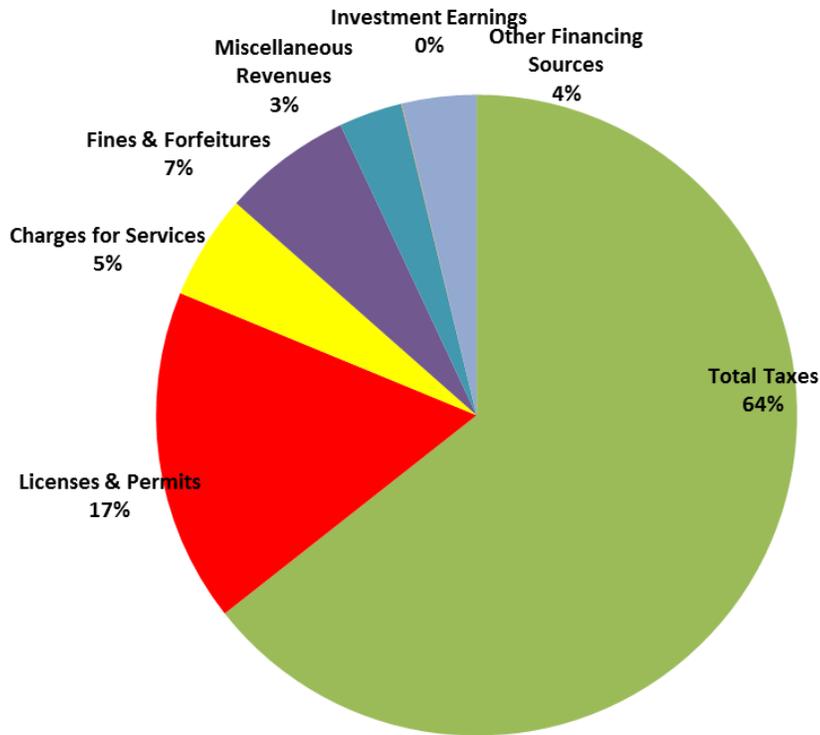
Parks and Recreation (\$474 thousand) – repairs and maintenance of facilities and parks and first-time hiring of seasonal pool staff. The program revenues through September 30th are \$113 thousand “greater” than at this time in 2015. Additionally, Cherry Blossom expenditure in 2015 were initially charged 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 \$416 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 Ninth Month Ending September 30, 2016

	2015 Amended	YTD	2016 Amended	YTD	Variance from	% of Annual
	Budget	Transactions	Budget	Transactions	Budget	Budget
Property Tax	\$ 6,955,200	\$ 1,193,449	\$ 6,642,980	\$ 2,001,979	\$ (4,641,001)	30.14%
Motor Vehicle Tax & Title Ad Valorem Tax	300,000	274,683	330,000	94,914	(235,086)	28.76%
Recording Intangible Tax	145,000	253,764	90,000	90,510	510	100.57%
Real Estate Transfer Tax	100,000	115,707	36,000	43,047	7,047	119.58%
Franchise Tax	2,642,136	2,557,776	3,035,000	3,112,020	77,020	102.54%
Alcoholic Beverage Excise Tax	800,000	611,886	800,000	803,149	3,149	100.39%
Energy Excise Tax	20,000	42,393	35,000	41,419	6,419	100.00%
Motor Vehicle Rental Excise Tax	50,000	35,199	50,000	41,266	(8,734)	100.00%
Business & Occupational Tax	2,100,000	2,390,930	2,300,000	2,033,112	(266,888)	88.40%
Insurance Premium Tax	2,600,000	13,642	2,800,000	18,010	(2,781,990)	0.64%
Financial Institutions Tax	80,000	48,357	55,000	32,402	(22,598)	58.91%
Penalties & Interest	15,500	2,655	12,000	13,278	1,278	110.65%
Total Taxes	15,807,836	7,540,441	16,185,980	8,325,106	(7,860,874)	51.43%
Licenses & Permits	1,525,275	1,277,412	1,950,000	2,177,215	227,215	111.65%
Charges for Services	380,165	513,053	427,500	683,551	256,051	159.89%
Fines & Forfeitures	1,250,000	893,673	1,250,000	841,970	(408,030)	67.36%
Miscellaneous Revenues	313,773	294,430	403,459	413,441	9,982	102.47%
Investment Earnings	3,000	(1,120)	5,000	4,542	(458)	90.84%
Other Financing Sources	1,196,256	116,256	1,685,341	484,576	(1,200,765)	28.75%
TOTAL REVENUES	\$ 20,476,305	\$ 10,634,144	\$ 21,907,280	\$ 12,930,401	\$ (8,976,879)	59.02%

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	\$ 6,220,211	\$ 3,568,640	\$ 5,350,201	\$ 3,339,940	\$ 2,010,261	62.43%
Housing and Development	2,395,979	1,793,164	3,141,385	1,771,090	1,370,295	56.38%
Public Safety	8,277,060	5,585,786	8,592,814	6,060,063	2,532,751	70.52%
Public Works	1,209,619	1,320,878	1,320,316	904,593	415,723	68.51%
Judicial	575,845	466,073	724,016	412,369	311,647	56.96%
Culture and Recreation	1,797,791	1,391,398	2,473,048	2,171,705	301,343	87.81%
Other Financing Uses	-	-	305,500	-	305,500	0.00%
TOTAL EXPENDITURES	\$ 20,476,505	\$ 14,125,939	\$ 21,907,280	\$ 14,659,761	\$ 7,247,519	66.92%

GENERAL FUND EXPENDITURES BY GOVERNMENTAL ACTIVITY

