



**TO:** Mayor and City Council  
**FROM:** Christian Sigman, City Manager  
**DATE:** December 15, 2016  
**SUBJECT:** November 2016 Departmental Highlights

---

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

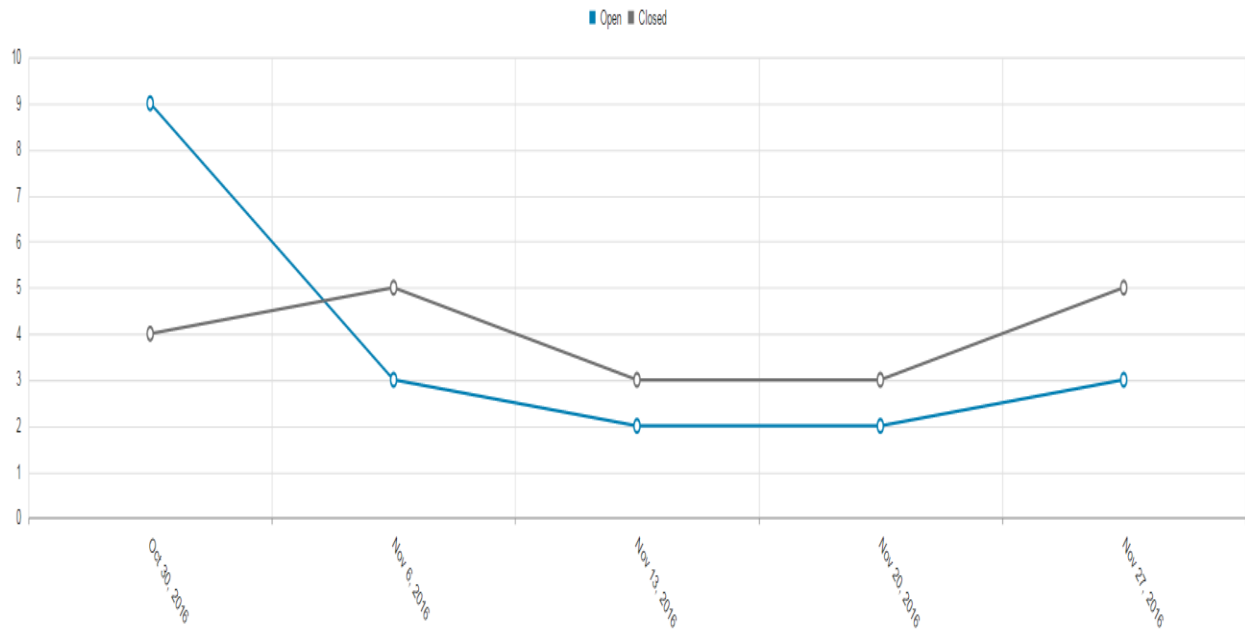
Please feel free to contact me should you have any questions and/or concerns.

**Index**

Brookhaven Connect Metrics.....	2
Community Development.....	4
Municipal Court.....	8
City Clerk.....	9
Communications.....	10
Tourism.....	11
Information Technology.....	12
Parks & Recreation.....	13
Police.....	19
Public Works.....	24
Finance.....	27

## Brookhaven Connect Metrics

Open/Closed by Day

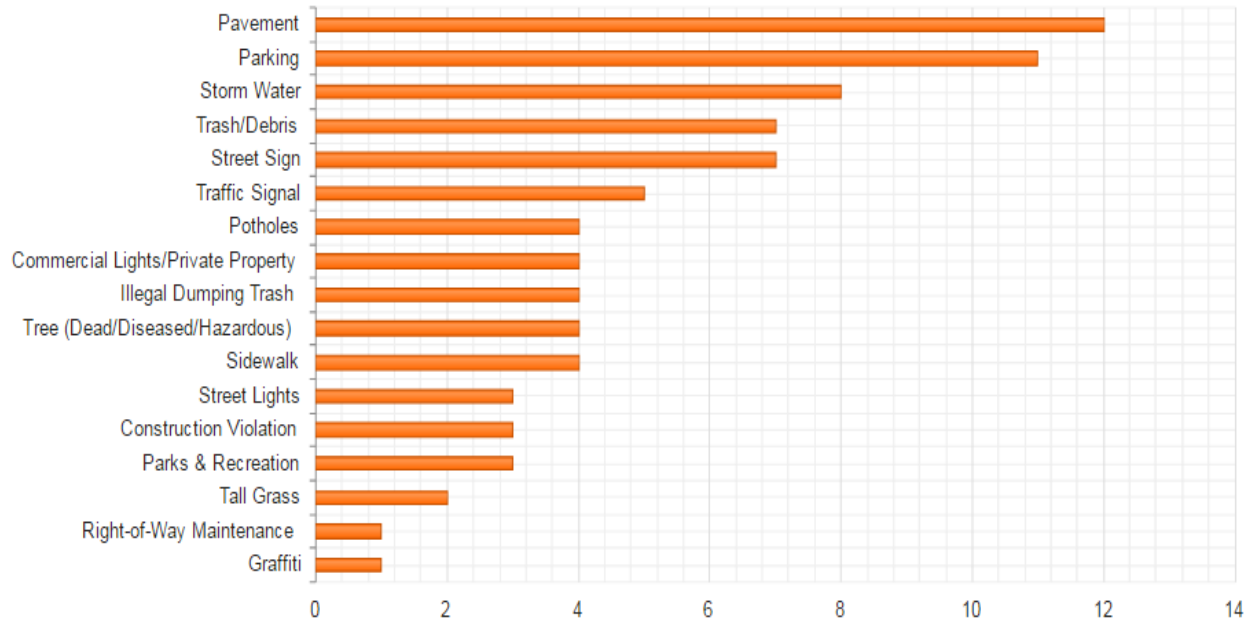


\*In November the City reversed the negative trend that developed in October and regained the ability to resolve Brookhaven Connect service requests at a faster rate than they could be submitted. A positive Open/Closed ratio was achieved during the week of November 6<sup>th</sup>.

### Statistics

Total Reports Created	83
Total Reports Open	37
Total Reports Closed	46
Average Reports Created per Day	2.677
Average Reports Closed per Day	1.484
Average Time to Close	11.082 Days
Fastest Closed Request Type	Pavement (.218 Days)
Slowest Closed Request Type	Storm Water (39.141 Days)
Most Common Request Type	Pavement
Least Common Request Type	Graffiti

### Requests by Type



\*The graph above illustrates an unusual trend concerning parking. Parking service requests are historically much smaller in number. More detailed review identified one anonymous requester making multiple identical requests.

### Highlights

- The negative ratio of opened vs. closed service requests occurring in October was reversed in early November indicating enhanced customer service.
- An artificial data bias occurred during the month of November (parking) that presented an opportunity for improvement in the management of CitySourced/ Brookhaven Connect.

## Community Development

<b>Community Development 2016 Building Permits</b>											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
All	334	327	381	334	395	380	407	458	343	340	349
New Single Family	26	17	23	28	14	15	43	28	6	12	21
New Multi Family	0	0	0	0	0	0	0	0	0	0	0

<b>Community Development 2015 Building Permits</b>											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
All	270	184	309	306	301	325	325	316	330	293	257
New Single Family	26	14	17	15	18	19	19	32	28	7	26
New Multi Family	1	0	0	0	0	0	0	0	0	0	0

<b>Community Development ZBA/VariANCES Filed in November 2016</b>			
File #	Address	Scope	Hearing Date
ZBA16-57	2900 Surrey Lane	Reduce accessory structure setback from 1- feet to 6.1 feet for construction of a shed	12/21/16
ZBA16-58	1109 Victoria Street	Reduce rear yard setback from 40 feet to 21.2 feet and increase maximum lot coverage from 35% to 61.7% for construction of an enclosed porch	12/21/16
ZBA16-59	3262 Lynwood Drive	Reduce front yard setback from 30 feet to 8 feet and increase maximum lot coverage from 35% to 38% for construction of a single family residence	12/21/16
ZBA15-60	2724 Green Meadows Lane	Reduce stream buffer from 75 feet to 44 feet for construction of an addition to an existing single family residence	12/21/16

<b>Community Development ZBA/VariANCES Heard in November 2016</b>				
File #	Address	Scope	Hearing Date	Action

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	Approved with Conditions
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	Denied
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	Approved with Conditions
ZBA15-56	1098 Mendell Circle	Increase maximum lot coverage from 35% to 45.5% for construction of a new single family residence	11/16/16	Approved with Conditions

**Community Development Rezoning Filed in November 2016**

File #	Address	Scope	PC Hearing Date	CC Hearing Date
ANNEX16-01	Woodcliff	Annexation	12/07/16	12/13/16
RZ16-11	South of I-85, east of North Druid Hills Road and north of Briarcliff Road in the 18 <sup>th</sup> district, land lots 152 & 157	Rezoning to R-A8 to maintain existing uses and conditions	12/07/16	12/13/16
RZ16-12	South of I-85, east of North Druid Hills Road and north of Briarcliff Road in the 18 <sup>th</sup> district, land lots 152 & 157	Rezoning to R-A8 to maintain existing uses	12/07/16	12/13/16
RZ16-13	South of I-85, east of North Druid Hills Road and north of Briarcliff Road in the 18 <sup>th</sup> district, land lots 152 & 157	Rezoning to R-A8 to maintain DeKalb County approved/existing land use and conditions	12/07/16	12/13/16
RZ16-14	South of I-85, east of North Druid Hills Road and north of Briarcliff Road in the 18 <sup>th</sup> district, land lots 152 & 157	Rezoning to RM-85 to maintain existing uses	12/07/16	12/13/16

**Community Development Rezoning Heard in November 2016**

File #	Address	Scope	PC Hearing Date	PC Rec	CC Hearing Date	CC Rec
RZ16-05	1336, 1342, 1350, 1358, 1364, & 1370 Dresden Drive and 2562, 2552, & 2544 Caldwell Road	Rezone from PC-2 & O-I to PC-2 for development of a mixed use building with 194 residential units and 20,000 square feet of ground-floor commercial space	11/02/16	Recommended for Deferral to 01/04/17	11/09/16	Deferred to 01/04/17

**Code Enforcement Activity November 2016**

Courtesy Warnings issued (Notice of Violation)	110
Letters of violation	20
Citations issued – Residential Property Violations	12
Citations issued – Commercial Property Violations	4
Signs picked up on city right of ways	150
Total inspections	382

**Building Inspection Activity November 2016**

Plan reviews	80
Building inspections	747
Building inspections percent pass/fail	86%/14%

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

<b>Land Development Enforcement &amp; Inspection Activity</b>	
Tree removal permits	34
Stop Work Orders issued	5

Courtesy warnings issued (Notice of violation)	37
Environmental Inspections	219
<b>Environmental Court Summons (0)</b>	
N/A	
<b>Land Disturbance Permit Review (13)</b>	
Clack's Corner Park – 1410 Cartecay Dr	
QuikTrip – 3249 Buford Hwy	
2700 Apple Valley Office Redevelopment	
Skyland Park - 2600 Skyland Dr	
Dresden @Apple Valley - 1283 Dresden Dr	
Autozone Stormwater Detention Facility - 3397 Buford Hwy	
3479 Stratfield Dr Drainage Improvements	
Children’s Health Care of Atlanta (CHOA) - 1400 Tullie Rd	
The Orchard – 3523 Buford Hwy	
Hawks Practice Facility - 20 Executive Drive	
2700 Apple Valley Office Redevelopment	
2295 Mathews Street Sanitary Sewer Relocation	
Murphy Candler Shoreline Restoration – 1551 W. Nancy Creek Dr	
<b>Land Disturbance Permit Issued (2)</b>	
Children’s Healthcare of Atlanta (CHOA) – 1400 Tullie Rd	
Clack's Corner Park – 1410 Cartecay Dr	
<b>Plat Review Activity (4)</b>	
Gail Drive - 1754 & 1762 North Druid Hills Rd	
QuiKTrip - 3249 Buford Highway	
Arrington Place - 1475 North Druid Hill Rd	
Blackburn Row - 3521 Blair Circle	
<b>Plats Approved (1)</b>	
Arrington Place – 1475 North Druid Hills Rd	

## Municipal Court

**October 2016**

Case Filings	407
Number of Court Dockets	8
Number of cases on Dockets	315

### Court Collections & Agencies Payments

Base Fine	\$ 55,752.56
Contempt Charge	610.00
Processing Fee	10,563.98
Cash Bonds	24,088.00
Revenue Collected-Diverse Agencies	20,005.46
Cash Bond-Applied	5,285.00
Bond Forfeiture	0.00
Overage	0.00
Restitution	0.00
Monthly Cash Collections	\$ 116,305.00
Paid to Diverse Agencies	\$ 20,005.46
Cash Bond Refunds/Returned	18,374.00
Restitution Paid	0.00
Total Paid Out	\$ 38,379.46
NET	\$ 77,925.54



**Office of City Clerk**

<b>City Clerk's Office and Legislative Activities – November 2016</b>		
	Open Record Requests	22
	Agendas/Agenda Packets Managed	3
	Minutes Composed (Council, Dev. A, and Alcohol Board)	3
	Executive Sessions Held (Council Only)	1
<b>Legislation and Contracts Approved by Mayor and Council – November 2016</b>		
<b>Ordinances/No.</b>	<b>November 2016 – Description</b>	<b>Appr. Date</b>
ORD 2016-11-01	Adoption of the FY 2017 Budget	11/9/2016
<b>Resolutions/No.</b>	<b>November 2016 – Description</b>	<b>Appr. Date</b>
RES 2016-11-01	Resolution for Traffic Calming Petition for Bragg Street and Duke Road	11/9/2016
RES 2016-11-02	Resolution Revising Operations Budget Policy to Consolidate Revenue Practices	11/9/2016
RES 2016-11-03	Resolution Creating Financial Mgmt. Policy Establishing. Fund Balance and Reserve Maintenance Practices	11/9/2016
RES 2016-11-04	Resolution Revising Financial Management Policy & Debt Mgmt.	11/9/2016
RES 2016-11-05	Resolution Revising Financial Mgmt. Pol. Regarding Capital Asset Management and Classification Practices	11/9/2016
RES 2016-11-06	Resolution Revising Financial Mgmt. Pol. Regarding Accounting, Auditing, and Financial Reporting Practices	11/9/2016
RES 2016-11-07	Resolution Revising Financial Mgmt. Pol. Regarding Capital Budget Policy	11/9/2016
RES 2016-11-08	Resolution Revising Investment Policy	11/9/2016
RES 2016-11-09	Resolution Establishing Grants Application and Award Proc. Pol.	11/9/2016
RES 2016-11-11	Resolution to Submit Georgia Dept. of Natural Resources Trails Assistance Program	11/9/2016
RES 2016-11-12	Resolution Revising Form and Basis for City Council Meetings	11/9/2016
RES 2016-11-13	Resolution Approving Holiday Schedule FY 2017	11/9/2016
<b>Department</b>	<b>Contracts/Agreements - November 2016</b>	<b>Appr. Date</b>
Parks and Recreation	Integrated Construction & Nobility – Clack’s Corner Construction	11/9/2016
IT and Police Depts.	20 Tough books for Police Cars	11/9/2016
<b>Policies/Department</b>	<b>Adopted Policy – November 2016</b>	<b>Appr. Date</b>
Finance	Financial Policies (See Resolutions Above)	11/9/2016
<b>Moratoriums</b>	<b>Pending Moratoriums</b>	
ORD 2016-08-01	Rezoning Applications Moratorium until <b>February 19, 2017</b>	8/19/2016
<b>Grants</b>	<b>Grants/Submittals Approved by Council – November 2017</b>	<b>Appr. Date</b>
GOHS	Governor’s Office of Highway Safety Pedestrian Safety Grant	11/9/2016

## Communications

### Communications Department Activities:

- Designed and arranged for distribution of Park & Recreation’s Spring 2017 Activity Guide
- Produced introductory web page & wording for Operation Plugged In
- Photographed Mayor’s Breakfast, Town Hall, bridge ribbon cuttings for social media and for future usage
- Helped plan ribbon-cuttings for bridges at Briarwood and Murphey Candler
- Coordinated advertising in Georgia Trend, Champion Newcomers’ Guide, Living Intown, Reporter Newspapers and Facebook
- Press releases & e-blasts:
  - Clack’s Corner Improvements to Begin
  - Public Input needed for Brookhaven Park master plan
  - Ashford Park area foot bridge to close for repairs
  - Brookhaven to celebrate new bridges with ribbon cuttings
  - Governor’s Office of Highway Safety awards Pedestrian Safety Grant to Brookhaven PD
  - Open house for Ashford Dunwoody Corridor Study is Nov. 29
  - Sidewalk construction to begin on Hermance Drive
  - Discuss “All Things Brookhaven” at Mayor’s Town Hall
  - “Light Up Brookhaven” set for Thursday, Dec. 8; wreath contest announced
  - Weekly Friday eblasts
- Created Light Up Brookhaven, Woodcliff Annexation and Operation Plugged In banners for homepage
- Assisted various departments with website updates
- Maintained and updated community calendar on website
- Fielded requests from news outlets including Reporter Newspapers, Neighbor Newspapers, Brookhaven Post, AJC

### Engagement reports (November):

	Posts	Subscribers	Subscriber growth (1 month)
<b>E-blasts/press releases</b>	<b>9</b>	<b>3,150</b>	<b>+11</b>
<b>Facebook</b>	<b>23</b>	<b>3,983</b>	<b>+327</b>
<b>Twitter</b>	<b>16</b>	<b>2,717</b>	<b>+35</b>
<b>NextDoor</b>	<b>8</b>	<b>10,261</b>	<b>+190</b>

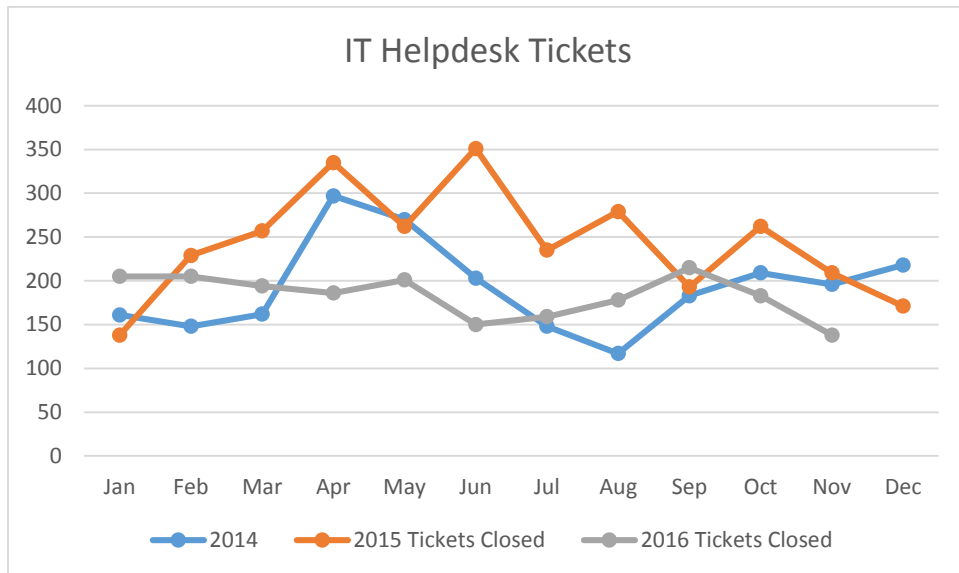
## Tourism

- **BILLBOARDS**
  - Brookhaven Brunch Festival Digital Billboard-20 Plus Metro Atlanta Billboards
  - Light Up Brookhaven Digital Billboard-20 Plus Metro Atlanta Billboards
- **BROCHURES**
  - Brookhaven Brochure-Reprint of 3,000 Copies
- **ONLINE MARKETING**
  - Brookhaven Pay Per Click Advertising in Feeder Cities with 11 Alive-Gannett
  - Brookhaven Banner Ads on ExploreGeorgia.com
- **FACEBOOK**
  - Olde Blind Dog Pub (14,410 people reached-270 likes-26 comments-30 Shares
  - Fall in Brookhaven (1,905 people reached-4 likes)
- **SALES**
  - Sales Manager hosted a Group Leader Event at the Hilton Garden Inn with 50 group leaders
  - Sales Manager participated in MPI Charlotte tradeshow and received group lead for Hyatt Villa Christina for January 2017.
  - Sales Manager attended MPI Golf and Bocce Tournament event
  - Sales Manager attended the Atlanta Business Chronicle Grow Georgia Summit
  - Sales Manager attended Connect Georgia-24 appointments with planners in the corporate, association and sports markets.
  - Rooms booked in Brookhaven Hotels:
    - Hilton Garden Inn-70 rooms for February 2017
    - Hilton Garden Inn-15 rooms for March 2017
    - DoubleTree Hotel by Hilton for December 2016
- **LEADS**
  - Association-36 room nights
  - Education-1466 room nights
  - Government-30 room nights
  - Religious-1894 room nights
  - Sport Association-220 room nights
- Sales Manager attended the GHLA luncheon with state legislators. We have 4 DeKalb representatives within the organization board of directors.
- Discover DeKalb sponsored the Chamblee Chamber of Commerce Breakfast Meeting which included the mayors from Brookhaven, Doraville, Chamblee and Dunwoody.
- Hosted hotel training on the Discover DeKalb Portal Lead Program
- Family Reunion Workshop and Showcase-40 Attendees-26 Families-5 leads

## IT

### General IT

- Vendor selected for CityWorks implementation
- Disaster Recovery site retrofit
- Expanded Police server room resources
- Desktop/laptop refresh per replacement schedule
- JustFOIA open records software training-multiple departments
- MinuteTraq training-multiple departments



### GIS

- ChatComm/CAD
  - Resolved minor data issues and released updates
- Attended GIS Day at DeKalb promoting Operation Plugged In
- Maps for potential Annex
- Coordinated new request type for Brookhaven Connect
- Researched requirements for obtaining new aerial data
- Ongoing map/data requests

### Police Department

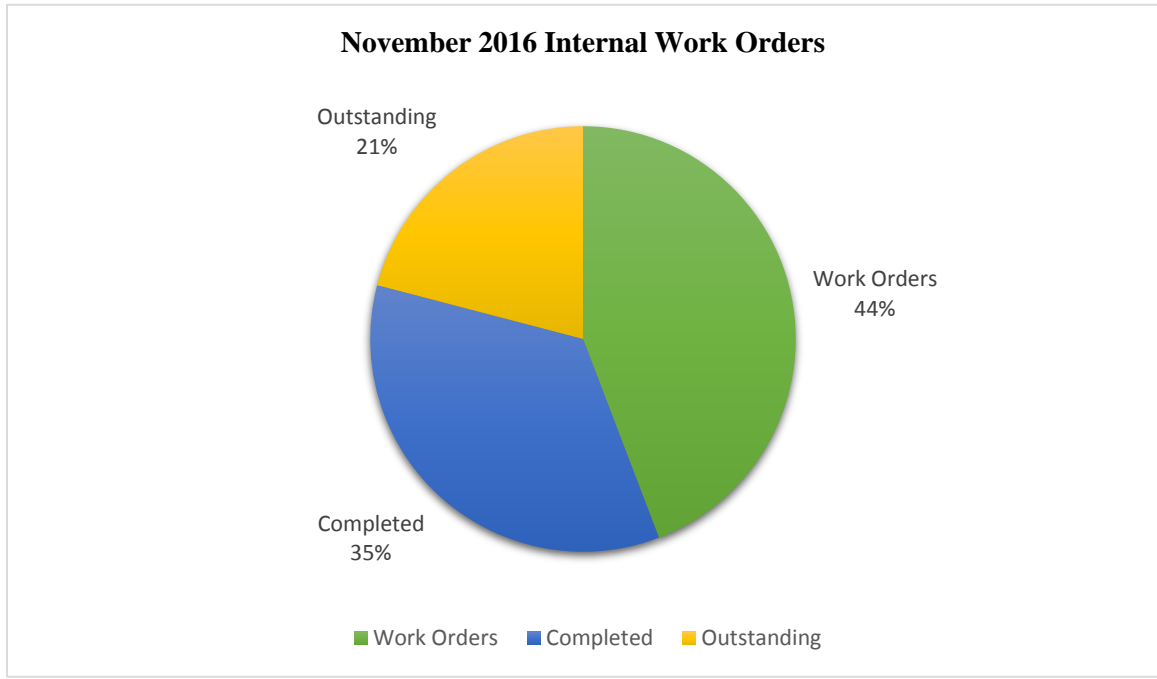
- Modified in-car video retention per new State guidelines
- Laptop/desktop replacements per schedule
- Backup Generator for Police/Court-installation complete, ready for test

## **Parks and Recreation**

### Parks/Facilities and Grounds Maintenance Monthly Report

#### Monthly Work Order Summary (Internal w/Contractors)

- Work Orders- 19
- Work Orders Completed- 15
- Work Orders Outstanding- 4

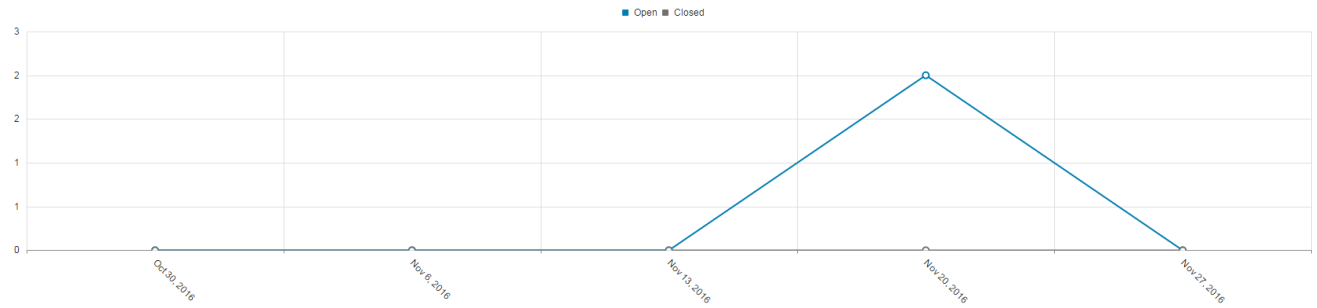


#### **Completed Key Park Maintenance Work Projects-**

- Refinishing of both Lynwood and Briarwood Recreation Center gym floors
- Extensive debris and trash removal of Murphey Candler Park Lake
- Installation of Leash ordinance signage within parks
- Completion of all park planting bed beautification
- Preventative maintenance on all recreation facility heating systems
- Winterization of all pool houses, park water fountains, and irrigation systems
- Over seeding of 20+ areas of athletic fields and common areas within parks
- Continued invasive removal at Murphey Candler Park (15 acres)
- Arborist approved thinning and preventative maintenance of over 3 acres of wooded park land at Blackburn Park
- Pole light ballast and lamp replacements at Blackburn Tennis center (12 lamps/3 ballasts)
- Scope and specification development for FY2017 capital improvement program projects

## Monthly Work Order Summary (External w/CitySourced)

Open/Closed by Day



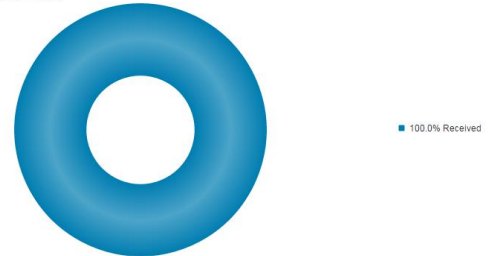
Statistics

Total Reports Created	3
Total Reports Open	3
Total Reports Closed	0
Average Reports Created per Day	.097
Average Reports Closed per Day	N/A
Average Time to Close	N/A
Fastest Closed Request Type	N/A
Slowest Closed Request Type	N/A
Most Common Request Type	Parks & Recreation
Least Common Request Type	Parks & Recreation

Requests by Type [Switch to Totals](#)



Requests by Status [Switch to Totals](#)



### Brookhaven Parks and Recreation

#### November 2016- Janitorial Totals

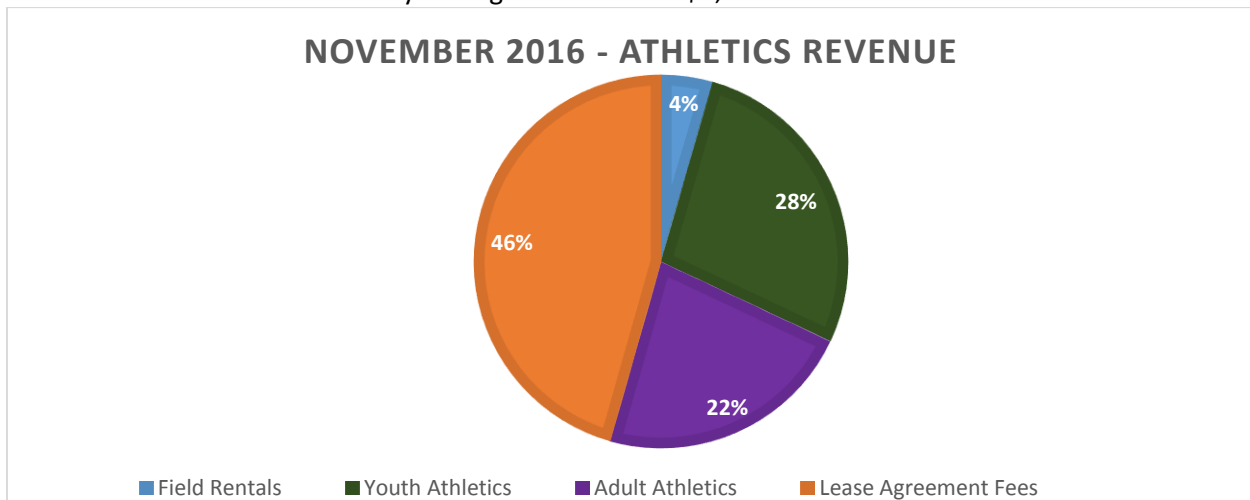
	Trash Bag Count	Toilet Paper	Doggie Pot	Paper Towels	Hand Soap
<b>Blackburn Park</b>	263	12	4	3	3
<b>Lynwood Park</b>	98	0	3	0	0
<b>Murphey Chandler Park</b>	633	91	5	6	4
<b>Brookhaven Park</b>	223	0	45	0	0
<b>Georgian Hills Park</b>	36	0	4	0	0
<b>Ashford Park</b>	169	20	4	0	5
<b>Skyland Park</b>	62	0	2	0	0

<b>Briarwood Park</b>	213	12	6	6	5
<b>Fernwood Park</b>	25	0	2	0	0
<b>Parkside Park</b>	4	0	1	0	0
<b>Clack's Corner</b>	4	0	0	0	0

**Parks & Recreation**  
**Athletics Division Monthly Report**  
**November 2016**

**November Athletic Revenue Brought in: \$32,887.00**

- Concorde Soccer lease agreement fees for \$10,000.00
- Elevate Sports holiday camp registrations for \$3,091.20
- Olympus Volleyball program fees for \$480.00
- 18 jump start sports registrations for \$1,260.00
- 11 tennis court reservations for \$112.00
- 41 up4tennis program registrations for \$4,104.00
- 12 athletic field rentals for \$1,470.00
- Universal Tennis Academy program fees for \$5,000.00
- Universal Tennis Academy management fees for \$7,368.80



**November 2016 athletic activities available for registration are as follows:**

- Youth athletics
  - Concorde soccer league registration
  - Murphey Candler spring baseball registration
  - Murphey Candler spring softball registration
  - Elevate sports holiday camp
  - Jump start sports thanksgiving day camp
  - Up4Tennis thanksgiving camp

- Olympus volleyball winter league
- Adult athletics
  - GOKickball winter leagues

<b>Athletics Division</b>			
<b>Activity Participation Summary Report - 2016</b>			
	<b>September</b>	<b>October</b>	<b>November</b>
<b>Adult Kickball</b>	600	450	450
<b>Adult Softball</b>	360	360	360
<b>Adult Flag Football</b>	120	120	120
<b>Youth Softball</b>	226	226	n/a
<b>Youth Football</b>	720	720	0
<b>Youth Baseball</b>	504	504	n/a
<b>Youth Soccer</b>	500	500	n/a

### **Parks and Recreation - Aquatics**

- 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.
- We have worked with some of the camps and other groups that use to pool to try and set up a schedule of usage for the pool.
- Now that the budget is approved, I have begun creating RFP reports for us to begin the bidding process to have the pool work completed before the start of the pool season.

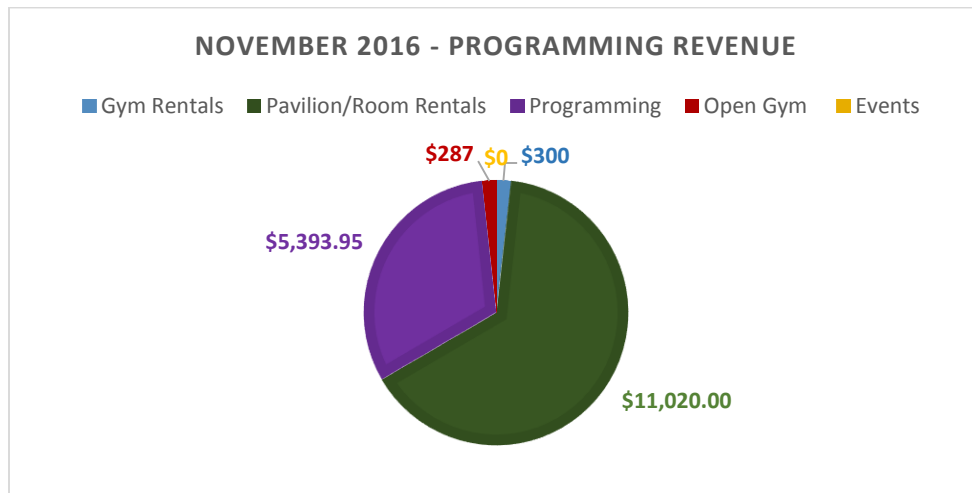
### **Parks and Recreation**

#### **November Program Revenue Brought In:**

- 1 yoga signup for \$40
- 7 Lego camp signups for \$280
- 1 spring gymnastics signup for \$130
- 1 gymnastics drop-in for \$10



- Yoga drop-ins brought in \$85
- Open Gym/Passes brought in \$287 between both gyms.
- Gym rentals brought in \$300
- Creative Movement & Dance partner fee of \$176.40
- Fresh N Fit partner fee of \$267.25
- PetSaver First Aid fee of \$88
- YMCA Day Camp partner fee of \$4,317.30
- Classrooms/pavilion/community room/APB rentals brought in \$11,020
  - Total program signups/drop-ins/fees/rentals for November = \$17,000.95



Fall 2016/Spring 2017 programs currently ongoing or available for registration:

- Fitness Classes
  - Adult Yoga- Beginner
  - Zumba
  - Boot camps (Lynwood and Briarwood)
- Senior Programs
  - Ageless Grace
  - Ballroom line dance for seniors
- Dance Class
  - Latin and Salsa Dance 101
- REI
  - How to Train Series
  - Stand Up Paddle boarding
- Creative Movement and Dance
  - Mother Goose
  - Pre-Ballet
  - Tap/Ballet
- Art Programs
  - Drawing for 4-6 year olds

- Drawing and Cartooning for 6-11 year olds
- Gymnastics Programs
  - Mighty Mite I
  - Mighty Mite II
  - Elementary I
  - Tiny Tots
  - Spring break gymnastics camp
- Workshops
  - PetSaver First Aid
  - Play-Well LEGO Workshops
- Events
  - Parent's Night Out

### **Directors Report**

- Submitted the drawings for Skyland Park to Community Development to be permitted. This project will go out to bid on December 9<sup>th</sup>.
- Submitted the drawings for the footings for the new park monument signs that will be installed starting in December.
- The department hosted ribbon cutting events for the new Briarwood Park Bridge and the new Murphey Candler Park Bridge on November 21<sup>st</sup> and November 22<sup>nd</sup>.
- The new shade structure and the new picnic shelter at Ashford Park have been installed.

## Police

### **Support Services – November 2016**

November 1: Hosted a meeting with Greg Chevalier to plan the showing of Human Trafficking movie

November 1: Uniform fitting with Red the Uniform Taylor for new body camera shirts

November 3: Sgt. Young attended the Monthly Supervisor’s staff meeting

November 3: Hosted community meeting at Ashford Park

November 4: Held a Coffee with a Cop at Bon Glaze

November 7: Attended the Historic Brookhaven Neighborhood Association meeting at Capital City Club

November 8: Met with the Director of Communications for the City of Chamblee for future events

November 9: Sgt. Young assisted Patrol

November 9: Attended the Ashford Creek Townhome HOA meeting

November 10: Held a Coffee with a Cop at the North Precinct

November 11: Attended a Veterans Day appreciation luncheon at CRI

November 11: Attended the Career Day at Woodward Elementary

November 11: Sgt. Young patrolled the parks on bicycle

November 15: Ofc. Nino and Sgt. Young had Honor Guard Training

November 15: Held annual Holiday Safety Presentation for local business owners at 1105 Town Blvd. Secret Service also assisted with talking about counterfeit money detection.

November 15: Met with two Supervisors from Decatur PD to discuss with them Operation Plugged In

November 17: Taught Police Explorers

November 17: Attended a meeting with the Consulate General of Mexico’s Protection Division

November 18: Collaboration meeting with Chamblee PD and Our Lady of Assumption School

November 19: Held the annual Fill-a-Cop-Car food drive at two Kroger Locations. Over 1,700 pounds of food collected

November 21: Delivered 1,700 pounds of food collected to the Atlanta Community Food Bank

November 29: Read to students at Woodward Elementary

November 29: Met with Preschool Students at Marist Early Learning Center

November 29: Attended the ribbon cutting ceremony for the grand opening of Tropical Smoothie in Town Brookhaven.

### **Support Services**

<b>REPORTS</b>	<b>Officer Piquant</b>	<b>Officer Nino</b>	<b>Sergeant Young</b>	<b>Total</b>
Incident Reports	0	1	0	1
Accident Reports	0	0	0	0
Patrol Assist	3	11	4	18
Arrests	0	0	0	0
Citations	1	1	0	2
Press Releases	0	1	0	3

- In Addition, there were numerous media inquiries which were handled in addition to the social media posts
- 1 on air interviews were conducted and 1 Press releases

- Speed trailers were deployed to two different locations throughout the month
- Multiple hours of preparation for the Fill a Cop Car Food Drive and Shop with a Badge program
- 73 Alcohol Pouring Permits were processed
- 12 Sexually Oriented Business Permits/Licenses were processed

<b>MONTHLY REPORT: PT Officer / Reserve Officers</b>	
POP Logged	0
Assist Patrol	17
Citations	0
Warnings	0
Transport	5
Arrests	0
Child Safety Seat Install Classes	1
Shifts Worked	23
Court Service Hours	63
Traffic Enforcement Hours	6
Fleet Service Hours	86
Transport Hours for Uniform Patrol/NET	7
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

<b>Monthly Report: K-9 Officers</b>	<b>Officer Fikes</b>
Patrol Assist	19
Other Agency Assist	7
Training Hours	32
Search Warrants	0
Citations	3
Warnings	2
Felony Arrests	2
Misdemeanor Arrests	5
City Ordinance Arrests	2
Wanted Person Located	2
K-9 Search	3
K-9 Tracks	1
K-9 Demonstrations	0
Marijuana Seized	3 grams

Cocaine Seized	2 grams
Methamphetamine Seized	0 grams

**Additional K-9 Activities:**

- On 11/03/16, NET / K-9, along with Agents from HSI, conducted knock and talks at 3659 Buford Highway, Apartments C-4 and B-2. HSI intercepted approximately 14 kilograms of liquid methamphetamine, which had been shipped from Michoacán, MX destined for Apartment C-4.
- On 11/04/16, NET / K-9 officers participated in “Coffee with a Cop”, at Bon Glaz 3575 Durden Drive.
- On 11/11/16, NET / K-9 investigated an entering auto case that took place in the parking lot of Pink Pony 1837 Corporate Boulevard on 11-07-2016. Officers have obtained video footage from the Pink Pony and developed a suspect and since obtained an arrest warrant for the suspect. Case 16-008233
- On 11/19/16, NET / K-9 executed an arrest warrant at 4323 Gables Drive in reference to a previous narcotics investigation. Officers made contact with the offender who was arrested on felony and misdemeanor drug charges. The offender was transported to DeKalb County Jail without incident. Case 16-007395
- On 11/23/16, NET / K-9 assisted Uniform Patrol with a burglary investigation at Boost Mobile located at 3332 Buford Highway. Case 16-008603

<b>Monthly Report: Narcotics Enforcement Team (N.E.T.)</b>	<b>Sgt. Lewis, Detective Alemany &amp; Detective Clifford</b>
Patrol Assist	60
Other Agency Assist	6
Search Warrants	0
Citations	3
Warnings	13
Felony Arrests	0
Misdemeanor Arrests	0
City Ordinance Arrests	2
Wanted Person Located	0
Marijuana Seized	0 grams
Cocaine Seized	2 grams
Methamphetamine Seized	0 grams

**Narcotics Enforcement Team (N.E.T.)**

- On 11/03/16, NET / K-9, along with Agents from HSI, conducted knock and talks at 3659 Buford Highway, Apartments C-4 and B-2. HSI had previously intercepted approximately 14 kilograms of liquid methamphetamine, which had been shipped from Michoacán, MX destined for Apartment C-4.
- On 11/04/16, NET / K-9 officers participated in “Coffee with a Cop”, at Bon Glaz 3575 Durden

Drive.

- On 11/11/16, NET / K-9 investigated an entering auto case that took place in the parking lot of Pink Pony 1837 Corporate Boulevard on 11-07-2016. Officers have obtained video footage from the Pink Pony and developed a suspect and since obtained an arrest warrant for the suspect. Case 16-008233
- On 11/17/16, NET attended an intelligence / tactical operations meeting hosted by Atlanta Police. This was an initial meeting in hopes of developing a network between APD and surrounding Agencies. The intent is to build various lines of communications between Agencies so that the agencies can share intelligence within the group and from there action the information on an operational level.
- On 11/19/16, NET / K-9 executed an arrest warrant at 4323 Gables Drive in reference to a previous narcotics investigation. Officers made contact with the offender who was arrested on felony and misdemeanor drug charges. The offender was transported to DeKalb County Jail without incident. Case 16-007395
- On 11/23/16, NET / K-9 assisted Uniform Patrol with a burglary investigation at Boost Mobile located at 3332 Buford Highway. Case 16-008603

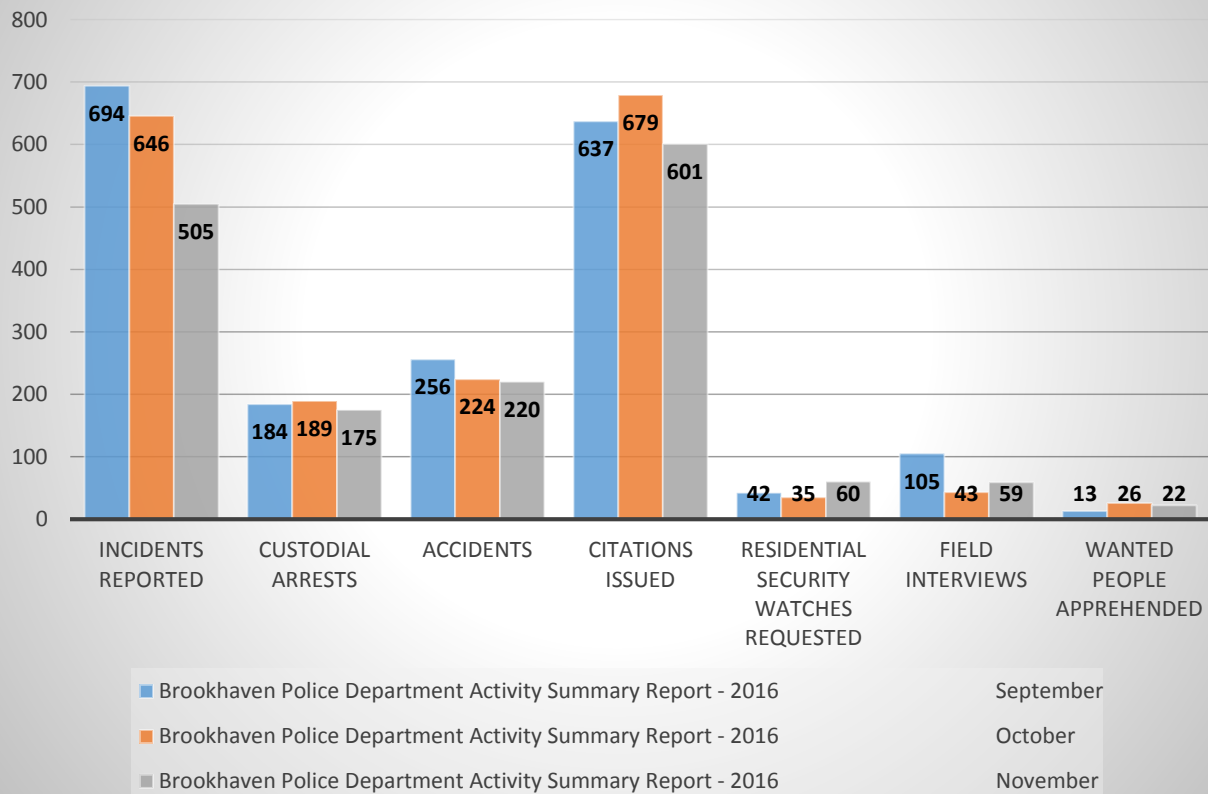
#### **Criminal Investigations Division**

<b>November 2016 - Criminal Investigations Report</b>	
Total Reports Handled	186
Total Reports Cleared INACTIVE	119
Total Reports Ex-Cleared	3
Total Reports Unfounded	8
Total Arrests by Investigators	13
Warrants Obtained Pending Arrest	9
Search Warrants	1

## Brookhaven Police Department Activity Summary Report - 2016

	September	October	November
Incidents Reported	694	646	505
Custodial Arrests	184	189	175
Accidents	256	224	220
Citations Issued	637	679	601
Residential Security Watches Requested	42	35	60
Field Interviews	105	43	59
Wanted People Apprehended	13	26	22

## Brookhaven Police Department Activity Summary



## **Public Works**

### **Major Initiatives Completed**

- Ellijay Drive Sidewalk Construction Completed
- Hermance Drive Sidewalk Construction Completed
- Duke Rd/Brag St Traffic Calming Approved by Council
- Final Public Information Open House held on Ashford Dunwoody Corridor Study
- Restriping of Corporate Boulevard to add Bike Lanes

### **Major Initiatives in Progress/Upcoming**

- 2016 City Re-Paving Project Continuing – Installing Final Striping.
- Cartecay Drive Hydrology Analysis Underway – Planners & Engineers Collaborative
- Stratfield Yards Stormwater Piping Project – Patterson & Dewar Engineers (Johnson Ferry Rd runoff) easement acquisition underway, final construction documents submitted, contractor cost proposals received.
- 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 Dr from Windsor Parkway to Hearst Dr,
- Sidewalk Design Build: E Roxboro Rd from Goodwin to Roxboro Dr, Johnson Ferry Rd from Bluffhaven Way to City Limits
- Dresden Dr 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, Kendrick Rd, Woodrow Way
- 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 Rd, 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**

- 11/2/16 – Last Mile Connectivity Work Session
- 11/10/16 – Skyland Park/John Lewis Elementary School Stakeholder Meeting
- 11/10/16 – Buford Hwy Sidewalk PIOH
- 11/11/16 – DeKalb Soil & Water Conservation Meeting
- 11/15/16 – PTO Committee Meeting
- 11/15/16 – PCID Partnership Meeting
- 11/17/16 – Ashford Dunwoody/Dresden ITS – Utility Field Review
- 11/21/16 – Peachtree Road LCI Progress Meeting with GDOT
- 11/29/16 – Sidewalk Discussions for Ashford Park Elementary
- 11/29/16 – Ashford Dunwoody Corridor Study Open House
- 11/30/16 – Georgia Transportation Summit

**Plan Reviews for 2016**

- Building, 548 YTD
- Demolition, 66 YTD
- Land Disturbance, 23 YTD
- New Single Family Home, 127 YTD

**Completed Work Orders**

2016	Ja n	Fe b	Ma r	Ap r	Ma y	Ju n	Ju l	Au g	Se p	Oc t	No v	De c	TOTA L
<b>Street Maintenance</b>													
Sidewalk Repairs	4	1	4	6	3	1	2	5	5	3	0		<b>34</b>
Curb Repairs	5	6	4	6	4	5	7	8	6	2	2		<b>55</b>
Potholes	2	4	20	12	11	5	3	3	6	6	5		<b>77</b>
Patchings	6	5	15	12	5	11	7	6	8	5	5		<b>85</b>
Signs	23	22	2	9	9	2	9	8	11	13	4		<b>112</b>
<b>Traffic Signals</b>													
Signal Repairs	7	13	9	9	12	12	10	8	13	4	9		<b>106</b>
<b>ROW Maintenance</b>													
Tree Removal	4	6	2	2	3	8	13	2	2	0	0		<b>42</b>
ROW Maintenance	5	2	10	6	4	4	1	7	11	7	7		<b>64</b>
<b>Stormwater</b>													
Stormwater Cleaning	3	0	2	6	1	0	0	4	2	6	9		<b>33</b>
Stormwater Repairs	7	9	10	13	15	8	5	9	10	14	13		<b>113</b>
<b>Total work orders</b>	<b>66</b>	<b>68</b>	<b>78</b>	<b>81</b>	<b>67</b>	<b>56</b>	<b>57</b>	<b>60</b>	<b>74</b>	<b>60</b>	<b>54</b>	<b>0</b>	<b>721</b>

**Service Requests Received**

<b>2016</b>	<b>Ja n</b>	<b>Fe b</b>	<b>Ma r</b>	<b>Ap r</b>	<b>Ma y</b>	<b>Ju n</b>	<b>Ju l</b>	<b>Au g</b>	<b>Se p</b>	<b>Oc t</b>	<b>No v</b>	<b>De c</b>	<b>TOTA L</b>
Downed Lines	1	0	1	0	0	1	0	4	0	0	0		<b>7</b>
Pavement/Potholes	18	13	14	20	28	12	11	32	10	15	16		<b>189</b>
Right of Way/Trash	1	3	4	9	7	8	6	14	15	4	0		<b>71</b>
Sidewalk	1	3	1	0	3	2	5	7	1	2	4		<b>29</b>
Stormwater	6	9	8	5	6	3	7	12	11	9	7		<b>83</b>
Street Lights	2	2	1	3	4	0	1	2	2	4	3		<b>24</b>
Street Sign	0	1	2	2	4	7	5	10	4	7	6		<b>48</b>
Traffic Signal	1	1	2	3	4	1	2	12	6	3	5		<b>40</b>
Tree	0	0	0	1	1	3	9	16	0	3	0		<b>33</b>
<b>Total Service Requests</b>	<b>30</b>	<b>32</b>	<b>33</b>	<b>43</b>	<b>57</b>	<b>37</b>	<b>46</b>	<b>109</b>	<b>49</b>	<b>47</b>	<b>41</b>	<b>0</b>	<b>524</b>

***ROW Encroachment Permits (including Dumpster/Road closers)***

Permits Issued year to date: 453

Permits issued this month: 77

## **Finance**

### **November 30, 2016 Financial Report in Brief**

The November 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 1<sup>st</sup> quarter of year with other utilities remitting quarterly), (3) business and occupational taxes (renewals are due March 31<sup>st</sup>), (4) insurance premium tax and fees (collected and remitted by State; Oct 1<sup>st</sup>), and (5) alcohol licenses (renewals due Nov 30<sup>th</sup>). 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 November 30th are \$2.0 million more than they were at this time last fiscal year. Franchise fees are \$441.7 thousand greater (cable franchise fees), while business and occupational taxes are \$343.8 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 (\$2.7 million in revenues) are almost \$1.0 million greater than the 2016 amended budget (\$1.55 million) and greater than the total revenues for 2015 (\$1.5 million). Alcohol beverage excise taxes are currently trending \$256.0 thousand greater than they were at this same time in 2015. The balance of General Fund revenues appear to be tracking at 2015 levels.

#### **General Fund Expenditures**

General Fund expenditures at November 30, 2016 are \$968.5 thousand “greater” (5.5%) 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 (\$256.9 thousand) – cost associated with the changes in management, conversion of a contract position (HR director), and additional staffing. Information Technology (\$161.2 thousand) – cost associated with staffing changes and IT operations.

#### **Housing and Development**

Community Development (\$21.1 thousand) – represents 2016 staffing that was hired in the later portion of 2015.

## Public Safety

Police Department (\$476.6 thousand) – allocation of workmen’s compensation and property & casualty insurance, and “decreased” allocation to the Special Tax District due to change in allocation methodology.

## Public Works

The Public Works department/function had a “favorable” year-to-year variance of \$356.8 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.

## Culture and Recreation

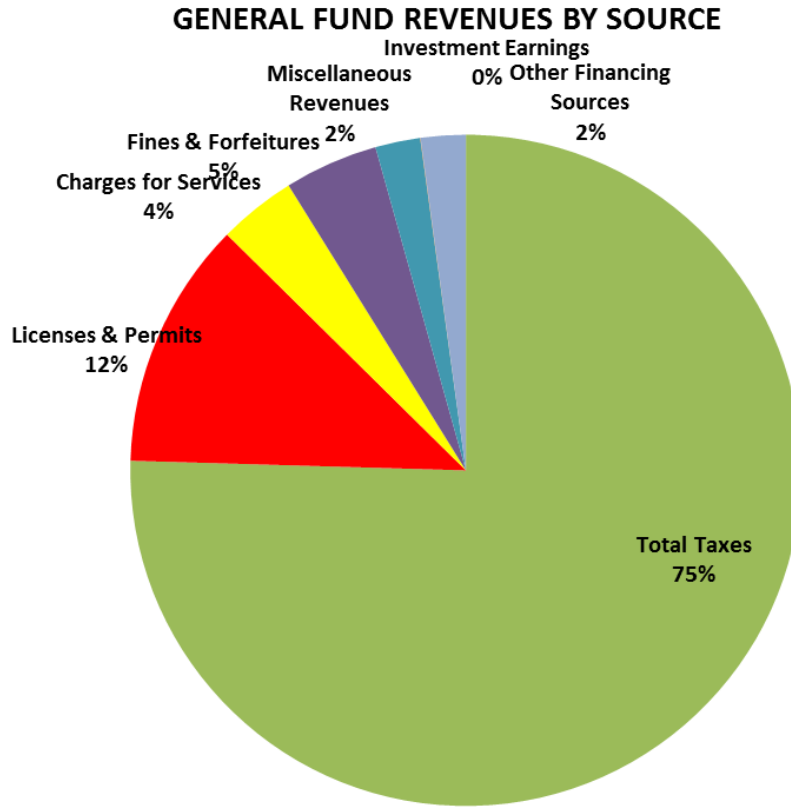
Parks and Recreation (\$663.7 thousand) – repairs and maintenance of facilities and parks and first-time hiring of seasonal pool staff. The program revenues through November 30th are \$121.0 thousand “greater” than at this time in 2015. Additionally, Cherry Blossom expenditure in 2015 were initially charged to the Hotel Motel tax fund, but unqualified” expenditures were moved to the General Fund during the 2015 audit.

### **BUDGET COMPARISON REPORT - GENERAL FUND - REVENUES**

**For The Eleventh Month Ending November 30, 2016**

	<b>2015 Amended Budget</b>	<b>YTD Transactions</b>	<b>2016 Amended Budget</b>	<b>YTD Transactions</b>	<b>Variance from Budget</b>	<b>% of Annual Budget</b>
Property Tax	\$ 6,955,200	\$ 6,684,725	\$ 6,642,980	\$ 6,941,878	\$ 298,898	104.50%
Motor Vehicle Tax & Title Ad Valorem Tax	300,000	331,366	330,000	107,375	(222,625)	32.54%
Recording Intangible Tax	145,000	265,096	90,000	109,518	19,518	121.69%
Real Estate Transfer Tax	100,000	139,642	36,000	52,310	16,310	145.31%
Franchise Tax	2,642,136	2,921,448	3,035,000	3,333,118	298,118	109.82%
Alcoholic Beverage Excise Tax	800,000	738,746	800,000	994,761	194,761	124.35%
Energy Excise Tax	20,000	42,393	35,000	112,590	77,590	100.00%
Motor Vehicle Rental Excise Tax	50,000	41,754	50,000	50,212	212	100.00%
Business & Occupational Tax	2,100,000	2,453,298	2,300,000	2,109,537	(190,463)	91.72%
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	16,024	4,024	133.53%
<b>Total Taxes</b>	<b>15,807,836</b>	<b>16,519,234</b>	<b>16,185,980</b>	<b>16,953,814</b>	<b>767,834</b>	<b>104.74%</b>
Licenses & Permits	1,525,275	1,794,045	1,950,000	2,681,969	731,969	137.54%
Charges for Services	380,165	587,406	427,500	841,590	414,090	196.86%
Fines & Forfeitures	1,250,000	1,103,452	1,250,000	1,015,069	(234,931)	81.21%
Miscellaneous Revenues	313,773	338,659	403,459	486,006	82,547	120.46%
Investment Earnings	3,000	2,668	5,000	4,910	(90)	98.21%
Other Financing Sources	1,196,256	116,256	1,685,341	484,576	(1,200,765)	28.75%
<b>TOTAL REVENUES</b>	<b>\$ 20,476,305</b>	<b>\$ 20,461,721</b>	<b>\$ 21,907,280</b>	<b>\$ 22,467,934</b>	<b>\$ 560,654</b>	<b>102.56%</b>

The Chart Below Illustrates Revenues Year to Date



#### Expenditures

Governmental Function	2015 Amended Budget	YTD Transactions	2016 Amended Budget	YTD Transactions	Variance from Budget	% of Annual Budget
General Government	\$ 5,097,084	\$ 3,984,422	\$ 5,138,719	\$ 3,910,818	\$ 1,227,901	76.10%
Housing and Development	2,497,979	2,189,298	3,141,385	2,210,444	930,941	70.37%
Public Safety	7,721,589	6,718,601	7,988,260	7,195,169	793,091	90.07%
Public Works	1,613,770	1,628,509	1,320,316	1,271,707	48,609	96.32%
Judicial	595,545	541,596	724,016	513,689	210,327	70.95%
Culture and Recreation	2,001,066	1,673,605	2,473,048	2,625,002	(151,954)	106.14%
Other Financing Uses	1,145,123	770,910	1,121,536	748,604	372,932	66.75%
<b>TOTAL EXPENDITURES</b>	<b>\$ 20,672,156</b>	<b>\$ 17,506,941</b>	<b>\$ 21,907,280</b>	<b>\$ 18,475,433</b>	<b>\$ 3,431,847</b>	<b>84.33%</b>

The Chart Below Illustrates Expenditures Year to Date

**GENERAL FUND EXPENDITURES BY GOVERNMENTAL ACTIVITY**

