



**TO:** Mayor and City Council  
**FROM:** Christian Sigman, City Manager  
**DATE:** April 18, 2017  
**SUBJECT:** March 2017 Departmental Highlights

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Please find enclosed the **March 2017 Departmental Highlights report**.

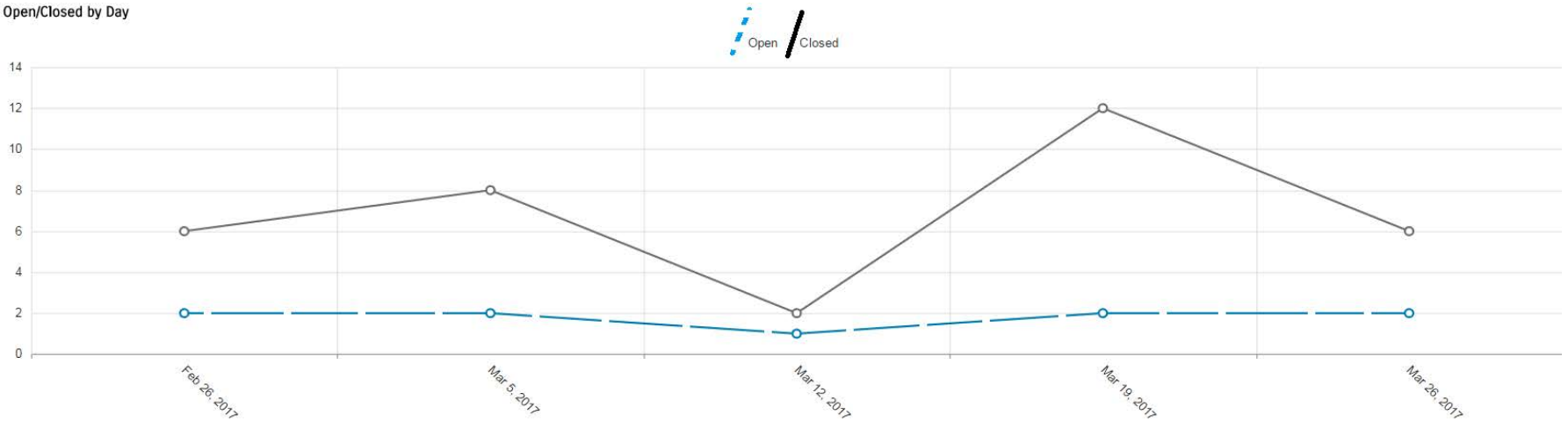
Please feel free to contact me should you have any questions and/or concerns.

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## Brookhaven Connect Metrics: Month of March 2017

Open/Closed by Day



- During the month of March, City Departments were able to maintain a positive relationship with citizen submissions and produce a positive closure rate v.s. the citizen submission rate. This trend prevailed throughout the entire month without a lapse.

## **Brookhaven Connect Metrics: Month of March 2017**

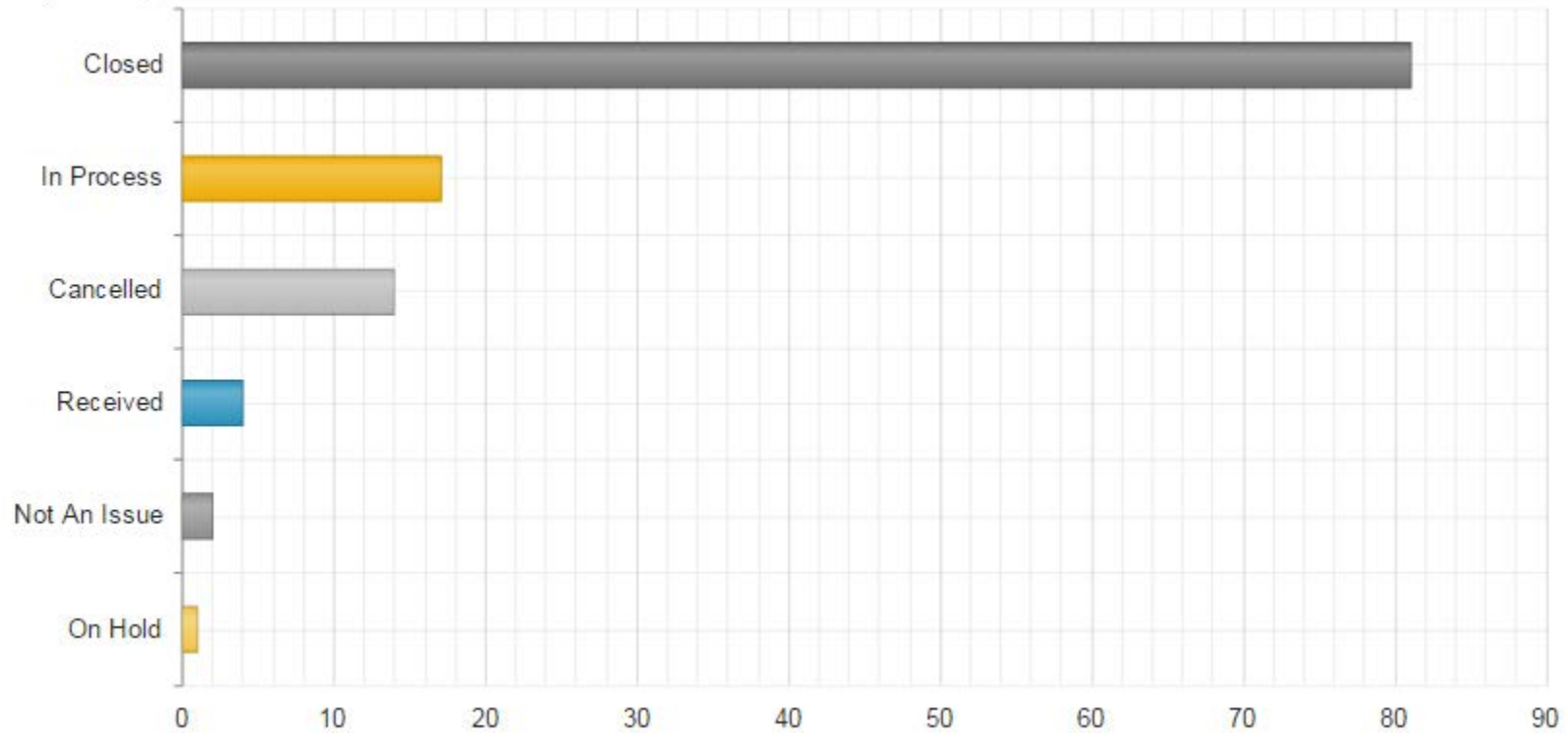
### Statistics

Total Reports Created	119
Total Reports Open	22
Total Reports Closed	97
Average Reports Created per Day	3.719
Average Reports Closed per Day	3.031
Average Time to Close	5.582 Days
Fastest Closed Request Type	Potholes (.004 Days)
Slowest Closed Request Type	Potholes (32.169 Days)
Most Common Request Type	Construction Violation
Least Common Request Type	Tall Grass

- As April 17, 81.5% of the March service request pool have been closed with an average of 3 requests closed per day.

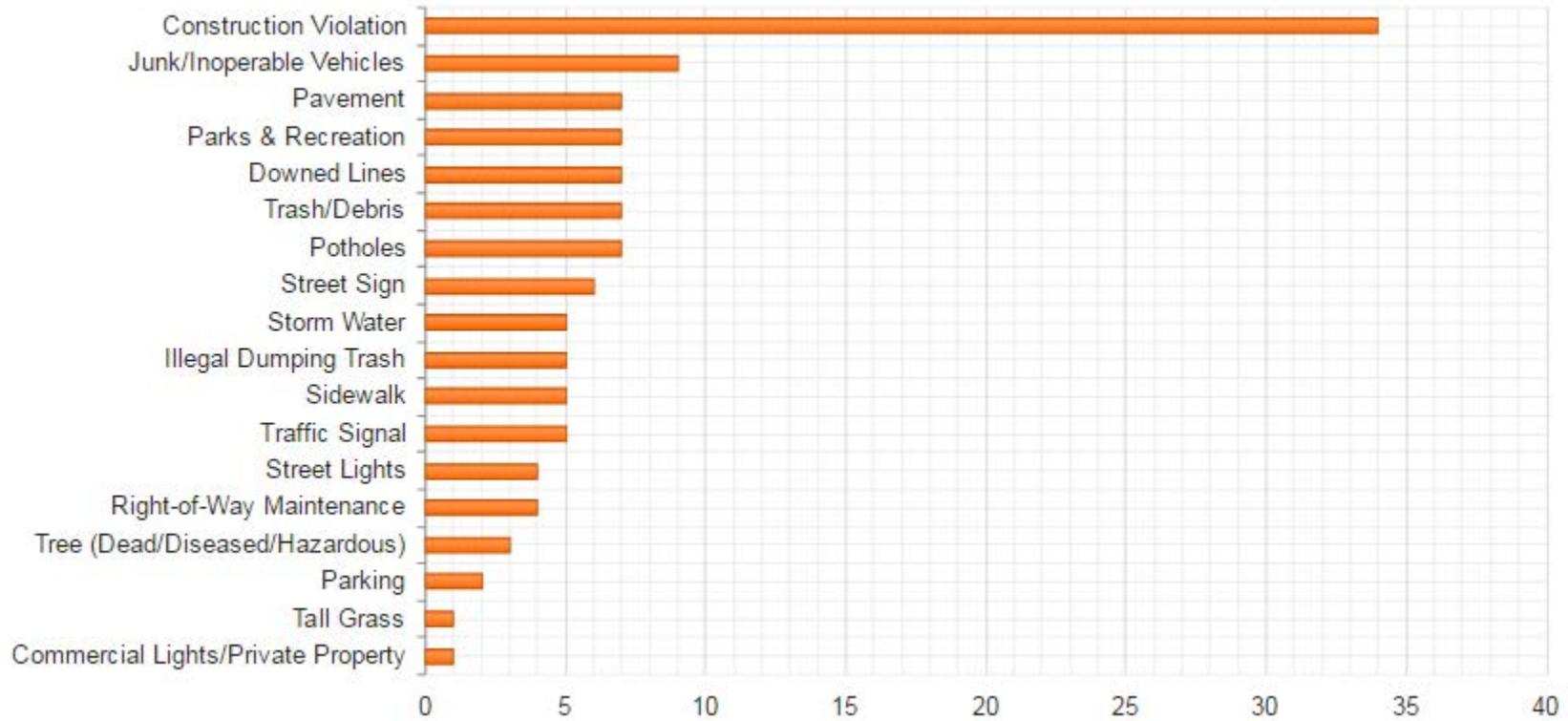
**Brookhaven Connect Metrics: Month of March 2017**

**Requests by Status**



**Brookhaven Connect Metrics: Month of March 2017**

**Requests by Type**



- Construction Violation requests were uncharacteristically high for the month of March with 34 service requests being created. Of these 34 requests, 26 were created for issues on Runnymede Road with 25 of them sharing the same author.

## Community Development

Community Development 2017 Building Permits												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
All	369	317	378									
New Single Family	39	11	30									
New Multi Family	0	0	0									
Community Development 2016 Building Permits												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
All	334	327	381	334	395	380	407	458	343	340	349	355
New Single Family	26	17	23	28	14	15	43	28	6	12	21	21
New Multi Family	0	0	0	0	0	0	0	0	0	0	0	0

Community Development ZBA/Variances Filed in March 2017			
File #	Address	Scope	Hearing Date
ZBA17-11	3520 Inman Drive	Reduce retaining wall setback from 5 feet to 0 feet, increase the maximum lot coverage from 35% to 40.4%, and increase the maximum front yard paved area from 35% to 39.2% for improvements to the subject property.	4/19/17
ZBA17-12	1088 Abington Court	Reduce transitional buffer from 30 feet to 24.5 feet along the south property line for patio.	4/19/17
ZBA17-13	4103 Chippewa Place	Reduce stream buffer from 75 feet to 50 feet for construction of a new single family residence.	4/19/17
ZBA17-14	4110 Shawnee Lane	Reduce stream buffer from 75 feet to 50 feet and reduce average front yard setback from 48.1 feet to 38.1 feet for construction of a new single family residence.	4/19/17
ZBA17-15	4182 Navajo Trail	Reduce side yard setback from 10 feet to 7.3 feet for construction of a second floor addition to an existing single family residence.	4/19/17

ZBA17-16	1717 Dresden Drive	Increase maximum lot coverage from 35% to 49.1% for construction of a driveway.	4/19/17
ZBA17-17	1196 Dunwoody Lane	Reduce rear yard setback from 40 feet to 21.9 feet for construction of a new single family residence.	4/19/17
ZBA17-18	1204 Lake Hearn Drive	reduce stream buffer from 75 feet to 25 feet for reconstruction of a parking lot, allow parking in the front yard setback, and provide an alternate parking lot landscaping plan.	4/19/17

**Community Development ZBA/Variances Heard in March 2017**

File #	Address	Scope	Hearing Date	Action
ZBA16-67	3680 Clairmont Road	Increase maximum lot coverage from 80% to 84.5%, reduce transitional buffer from 50 feet to 0 feet, and reduce retaining wall setback for expansion of a parking lot.	3/15/17	Approved with Conditions to reduce transitional buffer from 50 feet to 5 feet. The request to increase maximum lot coverage from 80% to 80.4%, and reduce retaining wall setback for expansion of a parking lot was Withdrawn.
ZBA17-01	1543 Tryon Road	Reduce stream buffer from 75 feet to 50 feet for construction of a single family residence.	3/15/17	Approved with Conditions to reduce stream buffer from 75 feet to 55 feet.
ZBA17-04	1754 & 1762 North Druid Hills Road	Reduce right-of-way dedication requirement from 40 feet from centerline to 30 feet from centerline for subdivision of the lots.	3/15/17	Denied

ZBA17-05	4080 East Brookhaven Drive	Increase maximum lot coverage from 35% to 42.9% for construction of a swimming pool.	3/15/17	Approved with Conditions
ZBA17-06	3264 Mae Avenue	Increase the maximum lot coverage from 35% to 45.5% and increase the maximum front yard paved area from 35% to 44.4% for construction of a single family residence.	3/15/17	Approved with Conditions
ZBA17-07	2450 Ellijay Drive	Reduce side yard setback from 7.5 feet to 0 feet for enclosure of a deck on an existing single family residence.	3/15/17	Deferred to 4/19/17
ZBA17-08	4106 Lake Hearn Drive & 4170 Ashford Dunwoody Road	Reduce front yard setback from 50 feet to 25 feet and reduce required parking from 3,709 spaces to 3,162 spaces for the proposed mixed use development.	3/15/17	Deferred to 4/19/17
ZBA17-09	2727 Cove Circle	Reduce average front yard setback from 67.1 feet to 44 feet for construction of a covered porch on an existing single family residence.	3/15/17	Approved with Conditions
ZBA17-10	1100 & 1104 Victoria Street	Increase the maximum front yard paved area from 35% to 50.6% for a single family residence.	3/15/17	Approved with Conditions

**Community Development Rezoning Filed in March 2017**

File #	Address	Scope	PC Hearing Date	CC Hearing Date
RZ17-02	3253 Buford Highway & 1634 Afton Lane	Rezone from O-I and R-85 to O-I to allow for the development of a 72-unit assisted living facility.	5/3/17	5/23/17

**Community Development Rezoning Heard in March 2017**

File #	Address	Scope	PC Hearing Date	PC Rec	CC Hearing Date	CC Rec
TA17-03	City of Brookhaven	An ordinance to amend Chapter 27, Zoning, Article V, Administration, of the code of the City of Brookhaven to	3/1/17	Recommended Favorably	3/28/17	Denied



		establish a Design Review Board				
RZ17-01	1277, 1025, 1055, 1065, 1045, 1035, & 1057 Lenox Park Boulevard and 2180 Lake Boulevard	Major modification to revise condition #1 and #2 of CZ01-063 to amend the approved site plan	3/1/17	Recommended Unfavorably	3/28/17	Withdrawn
SLUP17-01	1035, 1045, 1055, & 1065 Lenox Park Boulevard	Special Land Use Permit to allow a high-rise apartment development	3/1/17	Recommended Unfavorably	3/28/17	Withdrawn

**Code Enforcement Activity March 2017**

Courtesy Warnings issued (Notice of Violation)	178
Letters of violation	12
Citations issued – Residential Property Violations	3
Citations issued – Commercial Property Violations	18
Signs picked up on city right of ways	186
Total inspections	374

**Building Inspection Activity March 2017**

Plan reviews	118
Building inspections	830
Building inspections percent pass/fail	80%/20%

**Key Land Development Activity/Review March 2017**

<b>Land Development Enforcement &amp; Inspection Activity</b>	
Tree removal permits	36
Stop Work Orders issued	5
Courtesy warnings issued (Notice of violation)	48
Environmental Inspections	354
<b>Environmental Court Summons (0)</b>	
N/A	
<b>Land Disturbance Permit Review (7)</b>	
Vickery II - 1922 Windale Court	
Georgian Hills Park Ph 1 - 2845 Georgian Dr.	
Caldwell Rd Sidewalk Improvements	
Cross Keys HS Phase 2- 1626 N. Druid Hills Road	

2362 Colonial – Stormwater pipe relocation	
Hanover Brookhaven Parking Deck – 4170 Ashford Dunwoody Road	
Murphy Candler Lake Park Field – 1551 W. Nancy Creek Drive NE	
<b>Land Disturbance Permit Issued (2)</b>	
JR Lewis Elementary - 2600 Skyland Drive	
Skyland Brookhaven Phase II, Grading Only – 2527 Skyland Drive	
<b>Plat Review Activity (7)</b>	
1279 Briarwood Road Lot Split	
3025 & 3017 Woodrow Way Lot Combo	
Skyland Brookhaven -Phase 1-Building 1 – Skyland Dr.	
Townsend at Brookhaven Address Plat - 1338 & 1344 North Cliff Valley Way	
Brookhaven Wilshire – Hermance Drive	
Vickery II Combination Plat – 1922 Wyndale Court	
1100/1104 Victoria Street lot split	
<b>Plats Approved (1)</b>	
Blackburn Row – 3549 Blair Circle	

## Municipal Court

### March 2017

Case Filings	450
Number of Court Dockets	10
Number of Defendants on Dockets	384
Number of Cases on Dockets	566

### 2016

	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Case Filings	831	452	647	535	581	503	508	498	447	465	407	322
Number of Court Dockets	12	13	12	8	9	9	8	9	9	9	8	7
Number of Defendants on dockets	405	339	344	331	567	439	423	531	502	424	315	317
Number of Cases on Dockets	628	542	542	537	381	704	622	804	768	664	488	467

### Court Collections & Agency Payments

Base Fine	\$ 69,754.96
Contempt Charge	820.00
Processing Fee	13,626.53
Cash Bonds	19,290.00
Revenue Collected-Diverse Agencies	22,578.51
CB-Applied	15,153.00
Bond Forfeiture	0.00
Overage	0.00
Restitution	0.00
Monthly Cash Collections	\$ 141,223.00
Paid to Diverse Agencies	\$ 22,578.51
Cash Bond Refunds/Returned	6,848.00
Restitution Paid	0.00
Total Paid Out	\$ 29,426.51
NET	\$ 111,796.49

## **Line Items Clarified**

- "Revenue Collected- Diverse Agencies"- Throughout the course of a given month the court collects revenue and must submit various portions of it to various agencies and funds which include but are not limited to; the Local Victim Assistance Fund, the Peace Officer's Annuity and Benefit Fund, Crime Labs, and DeKalb County.
- "CB Applied"- Portions of a cash bond, approved by the bond poster, that are applied towards fines and fees once a case has concluded.
- "Overage"- Revenues that result from a miscalculation or counting error on behalf of a court clerk.

**Office of City Clerk**

<b>City Clerk's Office and Legislative Activities – March 2017</b>		
	Open Record Requests	40
	Agendas/Agenda Packets Managed (Included Affd. Housing T.F.)	6
	Minutes Composed (Council, Dev. A, and Alcohol Board)	6
	Executive Sessions Held (Council Only)	2
<b>Legislation and Contracts Approved by Mayor and Council – March 2017</b>		
<b>Ordinances/No.</b>	<b>March 2017– Description</b>	<b>Appr. Date</b>
	None	
<b>Resolutions/No.</b>	<b>March 2017– Description</b>	<b>Appr. Date</b>
RES 2017-03-01	Ratify March 14, 2017 Meeting Actions	03/28/2017
RES 2017-03-02	Resolution – Special Events Policy	03/28/2017
RES 2017-03-03	Resolution for Purchase of Remington Road	03/28/2017
<b>Department</b>	<b>Contracts/Agreements - March 2017</b>	<b>Appr. Date</b>
Public Works	Georgia Development Partners for Dresden Drive Sidewalk 3/14	03/28/2017
Public Works	On Call Task Orders – QK4, Inc.;Michael Baker International, Inc.; Lowe Engineers, LLC; CALYX Engineers and Consultants; Pond & Co.; Infrastuture Consulting & Engineers, PLLC; T.Y. Lin International	03/14/2017 & 03/28/2017
Administration	PATH Foundation for Performing Design of Peachtree Creek GW	03/28/2017
Community Dev.	Charles Abbott Amendment for Performance Measures	03/28/2017
Parks & Rec.	Old Gowth Forest Network Mem. Of Agreement	03/28/2017
<b>Policies/Department</b>	<b>Adopted Policy – March 2017</b>	<b>Appr. Date</b>
Administration	Special Events Policy (RES 2017-03-02)	03/28/2017
<b>Moratoriums</b>	<b>Pending Moratoriums</b>	
	None	
<b>Grants</b>	<b>Grants/Submittals Approved by Council – March 2017</b>	<b>Appr. Date</b>
	None	
<b>Appointments</b>	<b>Council's Appointments – March 2017</b>	
Chris Allen	Construction Board of Appeals (On 3/14/17)	03/28/2014

## Communications

### Communications Department Activities:

- Hosted GDOT 285/400 communications meeting
- Designed and arranged for printing and distribution of Parks & Rec Summer Activity Guide
- Cherry Blossom Festival: Assisted with coordination and mayor & council schedules; photographed event; social media posts during event and staffed city tent
- Assisted with coordination and staffed community meetings for Woodrow Way and Lanier Drive sidewalks
- Created and arranged for mailings of postcards for Woodrow Way sidewalk, Lanier Drive sidewalk and Ashford Dunwoody meetings
- Created web page for bridge collapse updates
- Created homepage banners for bridge collapse updates and Ashford Dunwoody meetings
- Photographed Valvedere bridge replacement, Hispanic Citizens Police Academy and Sysnet grand opening
- Press releases & e-blasts:
  - Ashford Dunwoody Corridor Study
  - Kids Night In
  - Spring Forward
  - Medication Disposal First Month
  - New Eco Dev Director in Brookhaven
  - Brookhaven Spring Cleaning
  - Brookhaven acquires greenspace
  - DeKalb supports Brookhaven greenspace acquisition
  - Food trucks back as Blackburn Park
  - Brookhaven engages PATH foundation
  - Brownie Troop visits City Hall
  - Brookhaven traffic plan/bridge collapse
  - Weekly Friday eblasts
- Assisted various departments with website updates
- Maintained and updated community calendar on website
- Fielded requests from media outlets including Reporter Newspapers, Brookhaven Post, Neighbor Newspapers, WABE, 11Alive and CBS 46

### Engagement reports (March):

	Posts	Subscribers	Subscriber growth (1 month)
<b>E-blasts/press releases</b>	<b>19</b>	<b>3,201</b>	<b>+1</b>
<b>Facebook</b>	<b>100</b>	<b>4,519</b>	<b>+101</b>
<b>Twitter</b>	<b>141</b>	<b>2,903</b>	<b>+39</b>
<b>NextDoor</b>	<b>7</b>	<b>11,282</b>	<b>+253</b>

## Tourism

- **CHERRY BLOSSOM FESTIVAL**
  - Digital Billboard Campaign-February 27 to March 26 in North Georgia; Birmingham, AL; Nashville and Chattanooga, TN; Spartanburg and Columbia, SC
  - PreRoll and Banner Ads Online Campaign- March in Charlotte, NC; Birmingham, AL; Greenville/Spartanburg, SC; Nashville and Chattanooga, TN
  - Full Page ad in WHERE Magazine
  - Half Page ad in ATLANTA NOW Magazine
  - Full Page ad in POINTS NORTH Magazine
  - Half Page ad in ATLANTA Magazine
  - 15 Digital Billboards on rotation in metro Atlanta March 6-26
  - Cherry Blossom Festival Included in 11 Alive Spring Break Campaign
  - Cherry Blossom Festival listed on Landing Page on DiscoverDeKalb.com-includes Pay Per Click/Behavioral Display
  - Boosted Facebook Post on OffTheEatinPath.com  
10,349 People Reached-377 Likes-86 Shares-19 Comments
  - Event Video and Flyer posted on DiscoverBrookhaven.com
  - Video Footage of Festival
  - Radio spot promotions in Atlanta and Birmingham markets on WVEE-FM (Atlanta), WWPW-FM (Atlanta) and WMJJ-FM (Birmingham)
  - Social Media campaign on Brookhaven, Discover DeKalb and influencer channels.
  - Twitter Party held at 9pm EST on March 27
  - On-site with live social media content from Brookhaven, Discover DeKalb and influencer channels
  - Distributed Cherry Blossom mood cups and luggage tags from Discover DeKalb booth
  - Meet and greet for Digital Influencers with Mayor and Council
  
- **ADVERTISING**
  - Reprinted 5,000 copies of Brookhaven Brochure
  - Discover DeKalb 2017 Visitor Guide-Brookhaven attractions, hotels, etc. included-75,000 copies printed
  - Behavioral Display and Retargeting Banner Ads-Gannett
  - Search Engine Marketing-ITI Digital
  - Banner ads on ExploreGeorgia.com
  
- **LEADS SUBMITTED TO BROOKHAVEN HOTELS**
  - Association-215 room nights (February 2019)
  - Association-66 room nights (September 2017)
  - Association-475 room nights (May 2018)
  - Association-321 room nights (October 2018)
  - Association-423 room nights (February 2019)
  - Association-344 room nights (April 2018)
  - Association-160 room nights (March 2018)

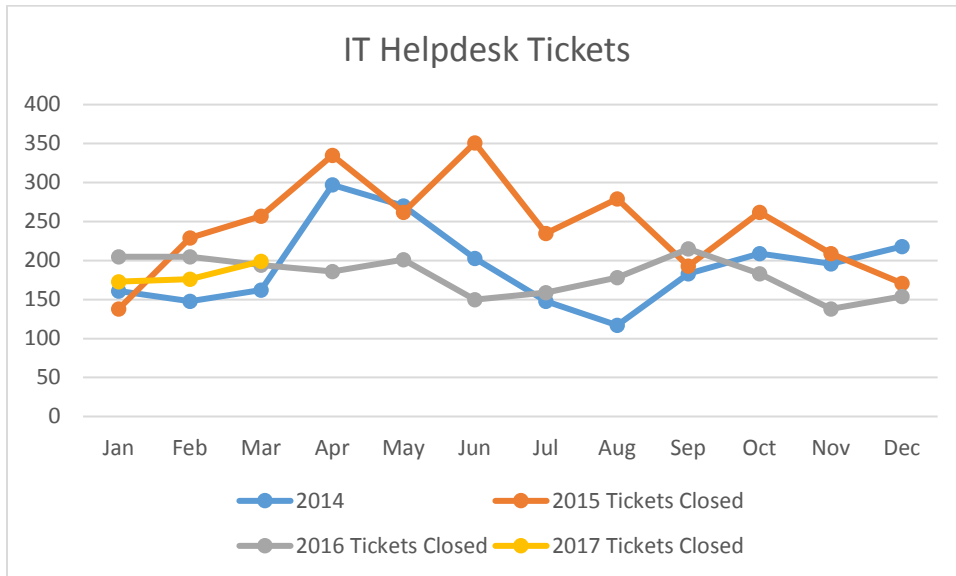
- **LEADS SUBMITTED TO BROOKHAVEN HOTELS**
  - Religious-10 room nights (April 2017)
  - Religious-15 room nights (October 2017)
  - Fraternal/Sorority-70 room nights (March 2018)
  - Military Conference (August 2018)
  - Entertainment-20 room nights (April 2017)
  - Corporate-300 room nights (January 2018)
  - Corporate-220 room nights (September 2018)
  - Family Reunion-40 room nights (2018)
  - Family Reunion-60 room nights (2018)
  - Family Reunion-100 room nights (2018)
  - Family Reunion-50 room nights (2018)
  - Family Reunion-50 room nights (2018)
  - Family Reunion-50 room nights (2018)
  - Family Reunion-30 room nights (2017)
  - Sports-40 room nights (April 2017)
  - Sports-30 room nights (July 2017)
  
- **ROOM NIGHTS BOOKED AT BROOKHAVEN HOTELS**
  - Doubletree by Hilton Atlanta Perimeter-1,030 Room Nights (2018)
  - Atlanta Marriott Century Center/Holiday Inn Express-115 room nights (2017)
  - Hilton Garden Inn Perimeter-64 room nights (2017)
  
- **SALES**
  - Tradeshows attended
    - Convention Industry Tradeshows and Education
    - Destination Showcase
    - Society of Government Meeting Professionals
    - Connect Diversity
    - Tour Connections: LA
    - South By South West
    - Atlanta Film Society Festival and Creative Conference
    - Pharma Forum Tradeshow
    - Experient 2017 EnVision
    - Meeting Professional Intl Tech Summit
    - Travel South Domestic Marketplace
    - Marine Corps Logistics Base Tourism Day
    - National Association of Sports Commissions
    - Pennsylvania/Maryland Motor Coach Show
    - AAA Birmingham
    - AAA Atlanta
  
- **REUNIONS**
  - March Family Reunion Workshop-38 attendees and 11 vendors



## I.T.

### General I.T.

- Installed wall rack at Lynwood
- Separated printers by location
- Separated network storage by location



### GIS

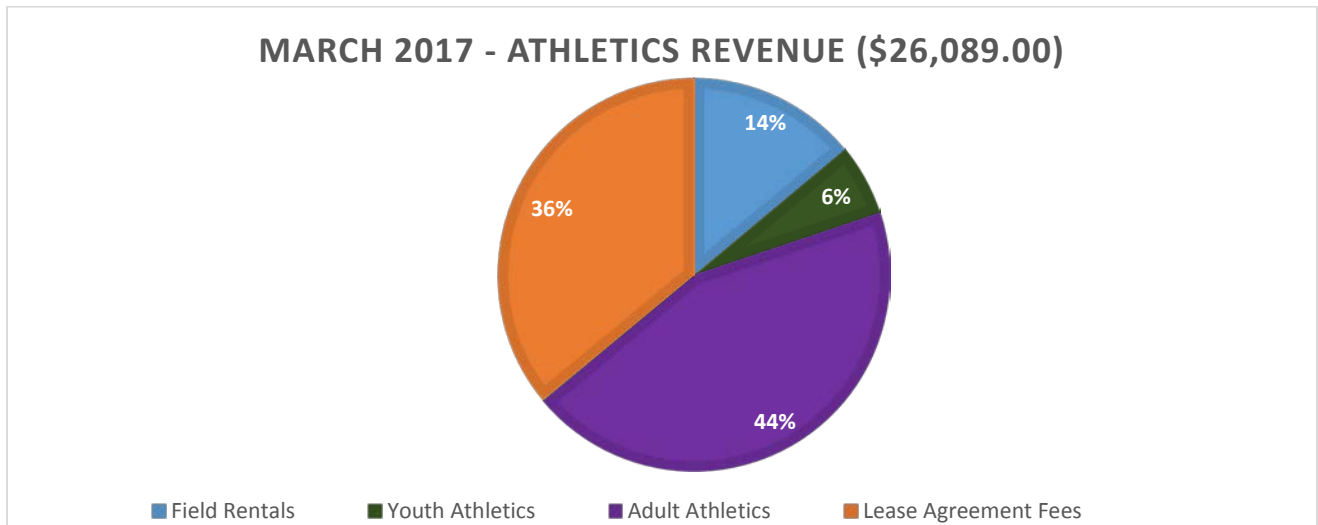
- ChatComm/CAD
  - Worked with Atlanta to fine tune apartment addresses split by City boundaries (Lenox Park area)
- Loaded Public Works Stormwater inventory data
- Deployed updated internal Public Works GIS website
- Attended ESRI's Atlanta User Seminar
- Participated in meetings for new Permitting software
- Started review of newly acquired aerial photography
- Developed/Configured mobile application to collect information on Billboards within the City
- Ongoing map/data requests

### Police Department

- Upgraded RMS/MCT to latest version (16.4)
- Deployed new vehicles and IT related equipment for the PD
- Added two UPS's at Police/Court
- Expanded SAN at Police/Court

## Parks & Recreation

### Athletics Division Monthly Report



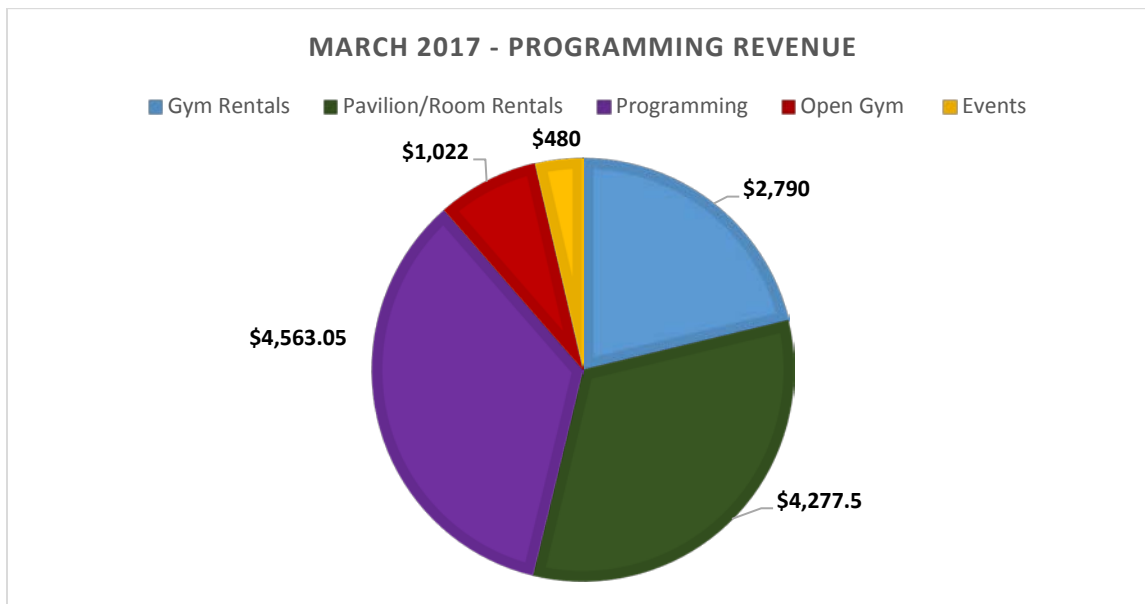
**March 2017 athletic activities available for registration are as follows:**

- Youth athletics
  - Youth passing league [registration](#)
  - Basketball [registration](#)
  - Jump start sports spring programs [registration](#)
  - Tennis spring classes [registration](#)
  - Volleyball spring league [registration](#)
- Adult athletics
  - Kickball spring leagues [registration](#)
  - Adult basketball spring leagues
  - Adult coed soccer leagues [registration](#)

**Athletics Division  
Activity Participation Summary Report - 2017**

	January	February	March
<b>Adult Kickball</b>	450	450	675
<b>Adult Softball</b>	In Registration	760	760
<b>Adult Flag Football</b>	In Registration	In Registration	84
<b>Youth Softball</b>	In Registration	In Registration	400
<b>Youth Football</b>	0	0	0
<b>Youth Baseball</b>	In Registration	In Registration	990
<b>Youth Soccer</b>	In Registration	In Registration	500

**Parks & Recreation Programs**



- For information regarding Spring 2017 programs currently ongoing or available for registration please click [here](#)

## **Parks/Facilities and Grounds Maintenance Monthly Report**

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

- **Work Orders- 5**
- **Work Orders Completed- 5**
- **Work Orders Outstanding- 0**

## Police

### Support Services – March 2017

- 03/01 Sgt. Kissel attending a Cherry Blossom planning meeting.
- 03/02 Officer Nino kicked off the 2<sup>nd</sup> Hispanic CPA.
- 03/03 Officer Nino conducted “Conversations with BPD” @ the Consulate General of Mexico.
- 03/06 Officer Nino conducted a safety meeting at Highland Knoll Apartments.
- 03/07 Officer Piquant worked patrol.
- 03/08 Officers Nino & Piquant participated in Career Day @ Ashford Park Elementary.
- 03/08 Sgt. Kissel attended lunch with DC Grullon to meet with the Brookhaven Christian Ministers
- 03/15 Sgt. Kissel Attended a Cherry Blossom planning meeting
- 03/15 Officer Piquant attended a childcare safety meeting
- 03/15 Officer Nino met with Executive Park Townhomes regarding cameras
- 03/16 Officer Piquant worked patrol
- 03/16 Officer Nino conducted the Hispanic CPA.
- 03/17 Officer Piquant worked patrol
- 03/20 Officer Nino conducted a safety meeting at the Royale Apartments
- 03/22 Officer Piquant hosted Coffee with a Cop at Oglethorpe University
- 03/24 Officer Nino met with a Cub Scout to help him get another patch
- 03/25 Officer Nino and Piquant conducted community outreach at the Cherry Blossom Festival
- 03/27 Officer Piquant hosted a community meeting at Villa Sonoma
- 03/28 Officer Piquant attended a STEM interview at Ashford Park Elementary.
- 03/29 Sgt. Kissel attended the Brookhaven Commons HOA meeting.
- 03/30 Officer Nino attended a staff meeting at LAA

### Support Services

REPORTS	Officer Piquant	Officer Nino	Sergeant Kissel	Total
Incident Reports	1	1	0	2
Accident Reports	0	1	0	1
Patrol Assist	3	2	0	5
Arrests	1	1	0	2
Citations	0	2	0	2
Press Releases	0	0	0	0

- In Addition, there were numerous media inquiries which were handled in addition to the social media posts

<b>MONTHLY REPORT: PT Officer / Reserve Officers</b>	
POP Logged	1
Assist Patrol	43
Citations	9
Warnings	25
Transport	22
Arrests	2
Child Safety Seat Install Classes	0
Shifts Worked	30
Court Service Hours	96
Traffic Enforcement Hours	32
Fleet Service Hours	27
Transport Hours for Uniform Patrol/NET	34
Training Hours	16

<b>Monthly Report: K-9 Officers</b>	<b>Officer Fikes</b>
Patrol Assist	28
Other Agency Assist	9
Training Hours	13
Search Warrants	0
Citations	9
Warnings	3
Field Interviews	0
Felony Arrests	4
Misdemeanor Arrests	5
City Ordinance Arrests	1
Wanted Person Located	2
K-9 Search	9
K-9 Tracks	3
K-9 Demonstrations	2
Marijuana Seized	40.2 grams
Cocaine Seized	1.0 grams
Methamphetamine Seized	0.0 grams
Schedule Pills	21

<b>Monthly Report: N.E.T. Team</b>	
Patrol Assist	51
Other Agency Assist	26
Search Warrants	0
Citations	2
Warnings	17
Field Interviews	23
Felony Arrests	3
Misdemeanor Arrests	0
City Ordinance Arrests	1
Wanted Person Located	1
Marijuana Seized	0.0 grams
Cocaine Seized	0.0 grams
Methamphetamine Seized	1.0 grams

**Additional Activities for K9 and Narcotic Enforcement Team (N.E.T) Unit**

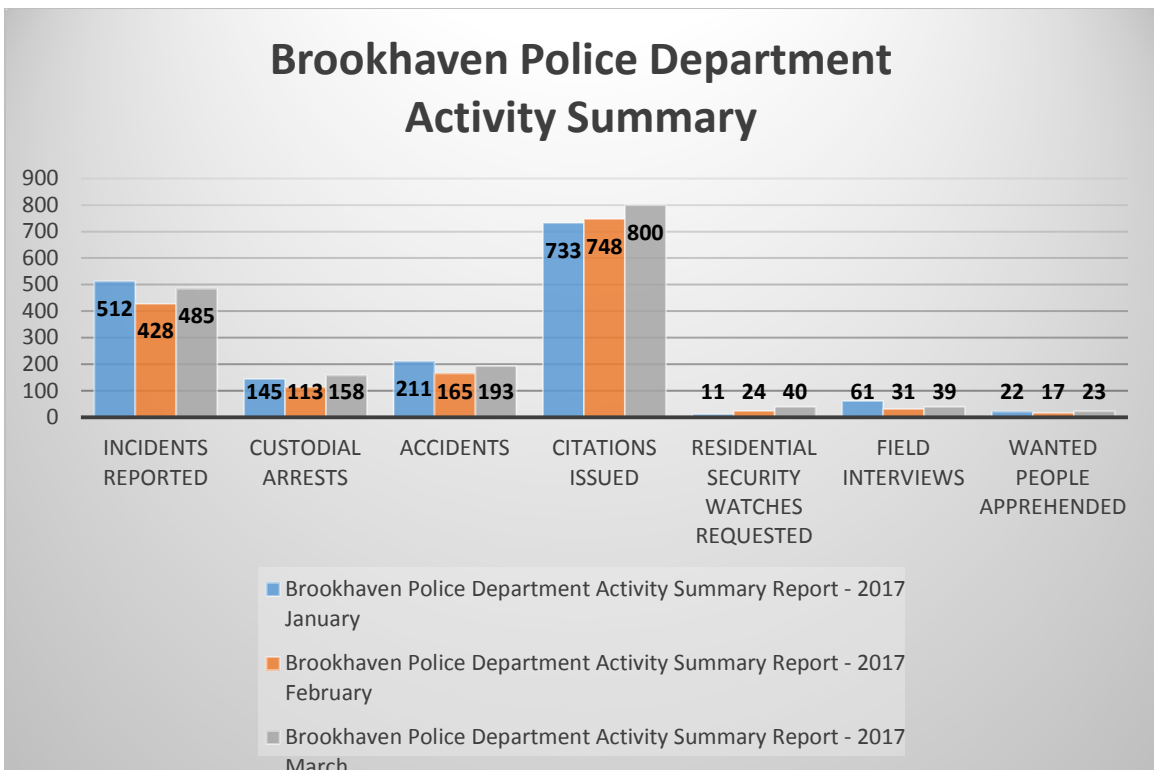
- NET / K-9 conducted surveillance at the Marq at Brookhaven for several days during the month of March due to a series of assaults.
- On 03/08/17, NET / K-9 attended the monthly MATEN Meeting, which was hosted by DeKalb County P.D. Officers participated in a road check following the meeting.
- 03/21 through 03/23/17, NET and K-9 participated in Operation Safe DeKalb, supporting the DeKalb County Sheriff's Office serving warrants. Brookhaven officers and the DeKalb Police Gang Unit were assigned to the DeKalb Fugitive Unit during this operation.
- On 03/25/17, NET assisted the Fire Marshall with inspections at Confetti's and Josephine's Lounge. Several fire code violations were observed at Confetti's. The manager was cited and the business was notified that they were required to close until they could come in compliance. No fire code violations or life safety violations were observed at Josephine's Lounge.
- On 03/30/17, NET / K-9 assisted Uniform Patrol in the arrest of a suspect just shortly following a home invasion / sexual assault on Curtis Drive.

<b>Monthly Report: Traffic Safety Unit</b>	<b>Corporal Snively &amp; Officer Maria Jones</b>
Total Motor Vehicle Stops	112
Total Pedestrian Stops	104
Total Citations Issued	104
Total Warnings Issued	135
Felony Arrests	0
Misdemeanor Arrests	7
City Ordinance Arrests	4
Wanted Persons Located	5

<b>GOHS Initiative Concentration Areas:</b>	
Total Pedestrian Related Contacts (Improper crossing & Fail To Yield)	113
Speeding Contacts	30
Safety Restraint Contacts	2
DUI Contacts	1

**Criminal Investigations Division**

<b>2017 - Criminal Investigations Report</b>	
Total Reports Handled	204
Total Reports Cleared INACTIVE	213
Total Reports Ex-Cleared	3
Total Reports Unfounded	7
Total Arrests by Investigators	10
Warrants Obtained Pending Arrest	6
Search Warrants	3





## **Chatcomm 911**

**911 Answer Time:** In March 2017, ChatComm 911 answered 94.1% of all incoming phone calls within ten seconds and 98.9% of all incoming phone calls were answered within thirty seconds. Even with the extremely high call volume on March 21<sup>st</sup>, ChatComm's answer times remained above the 90% target.

**Call Processing Time:** This Month, ChatComm 911 processed 96.4% of all high priority calls for service and 94.7% of all low priority calls for service within sixty seconds in March of 2017.

**Monthly Phone Call Volume:** For the month of March 2017, ChatComm 911 handled a total of 32,559 phone calls.

- 67.8% (22,060) were incoming phone calls which are treated as potential emergencies and handled as 911 calls regardless of the line the call is received on.
  - 14,369 of those calls were received on the 911 trunks. 1,767 of the 911 calls received were abandoned 911 calls (where the caller disconnects the line prior to speaking with a calltaker).
  - 7,691 calls were received on administrative and alarm lines but treated as 911 calls.
- The remaining 32.2% (10,499) of the phone calls handled by ChatComm 911 in March 2017 were outgoing phone calls.

**Monthly Incident Volume:** ChatComm 911 handled a total of 34,528 incidents in March, 2017.

- 56.0% (19,328) of the incidents created in March were officer-initiated incidents, which include traffic stops, business & residential checks, and other calls created by officers.
- 40.4% (13,941) of the incidents were dispatched incidents.
- The remaining 1,259 (3.6%) of the incidents were transferred via CAD to DeKalb for EMS and Fire Dispatch.
- Sandy Springs incidents comprised 43.3% (14,961) of the total incident volume.
  - 12,977 incidents were Sandy Springs Police Department incidents.
  - 1,240 incidents were for Sandy Springs Fire Rescue.
  - 744 incidents were EMS calls for service in Sandy Springs.
- Johns Creek incidents were 26.1% (8,979) of the total incident volume.
  - 8,190 incidents were Johns Creek Police Department incidents.
  - 491 incidents were for Johns Creek Fire Department.
  - 298 incidents were EMS calls for service in Johns Creek.
- Dunwoody incidents were 15.8% (5,468) of the total incident volume.
- Brookhaven incidents were 11.2% (3,861) of the total incident volume.
- DeKalb Fire and EMS (for the Cities of Brookhaven and Dunwoody) incidents were 3.6% (1,240) of the total incident volume.
  - 721 incidents were Fire calls for service in Brookhaven or Dunwoody
  - 538 incidents were EMS calls for service in Brookhaven or Dunwoody.

**EMD & EFD Compliance:** For the month of February 2017, the quality assurance compliance score for both EMD & EFD remain in compliance with levels set forth by the International Academies of Emergency Dispatch (90%).

- The Emergency Medical Dispatch QA compliance for February was 92.0%.
- The Emergency Fire Dispatch QA compliance for February was 90.0%.

## **Public Works**

### **Major Initiatives Completed**

- Met with GEMA to apply for Property Acquisition (HMGP) Program on S. Bamby Lane
- Georgia Power Easement Agreement for Stratfield Storm Drain Project
- Released final draft of the Ashford Dunwoody Corridor study
- Two City Council presentations on Ashford-Dunwoody Corridor Study
- Completed selection of on-call survey contracts and on-call design contracts
- Completed final striping on 2016 Paving Contract
- Lanier Drive Sidewalk property owners meeting
- Woodrow Way Sidewalk property owners meeting
- E Roxboro Rd Sidewalk Construction substantially complete
- 

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

- Stratfield Yards Stormwater Piping Project – Patterson & Dewar Engineers (Johnson Ferry Rd runoff) revision of easements underway, final construction documents, contractor cost proposals received. Residents are aware of revision in project to minimize impacts
- Peachtree Creek Watershed Improvement Plan will be awarded to SWP&E
- S. Bamby Stormwater Piping Project Phase 3 – Patterson & Dewar easement acquisition, construction drawings next, then scheduling for construction
- Sidewalk concept design underway: Caldwell Rd from Green Meadows Lane to Cheshire Way R/W acquisition has begun, and Lanier Dr. from Windsor Parkway to Hearst Dr. Property owner's meeting 3/16/17, Woodrow Way Sidewalk Project Phase 2 (Inman Dr. to Windsor Pkwy) public meeting held, concept design initiated
- Sidewalk Design Build: Johnson Ferry Rd from Bluffhaven Way to City Limits, R/W acquisition has begun, Dresden Dr from Camille Rd to N Thompson Rd, construction contract approved, construction to begin in 10-14 days; Woodrow Way Sidewalk Project Phase 1 (Breton to Inman Dr.) construction to begin in 10-14 days
- Ashford Dunwoody Corridor Study – Presentations and discussion to City Council
- Coordination with Dekalb County School District to address erosion at Kittredge Magnet School
- Ashford Dunwoody/Dresden Drive ATMS Project – Preliminary Design Continuing
- Peachtree Road LCI – Pedestrian/Streetscape Project – Concept Design Continuing
- Brookhaven Heights Traffic Calming – installation 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**

- PTOF 5 year Grant coordination w/ PCID
- RTOP Coordination with GDOT – Signals on Peachtree Road, Clairmont Rd, Buford Hwy, & N Druid Hills Road.
- PTOF 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

**Completed Work Orders**

2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
<b>Street Maintenance</b>													
Sidewalk Repairs	1	1	0										2
Curb Repairs	1	1	6										8
Potholes	3	4	1										8
Patching	5	2	6										13
Signs	15	4	11										30
<b>Traffic Signals</b>													
Signal Repairs	7	3	8										18
<b>ROW Maintenance</b>													
Tree Removal	7	1	7										15
ROW Maintenance	4	3	5										12
<b>Stormwater</b>													
Stormwater Cleaning	4	2	1										7
Stormwater Repairs	9	8	3										20
<b>Total work orders</b>	<b>56</b>	<b>29</b>	<b>48</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>133</b>

**Service Requests Received**

2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Downed Lines	0	0	7										7
Pavement/Potholes	13	11	13										37
Right of Way/Trash	4	3	5										12
Sidewalk	3	1	5										9
Stormwater	9	8	5										22
Street Lights	4	0	4										8
Street Sign	3	4	4										11
Traffic Signal	0	4	5										9
Tree	1	0	3										4
<b>Total Service Requests</b>	<b>37</b>	<b>31</b>	<b>51</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>119</b>

**ROW Encroachment Permits (including Dumpsters/Road Closures)**

- Permits issued YTD, 229
- Permits issued this month, 70

## Finance

### March 31, 2017 Financial Report in Brief

The March financial statements are presented in comparative form to provide context regarding various revenues and expenditures that are “seasonal” in nature. The significant General Fund revenues that are not typically received each month include (1) property taxes (billed Sept 1 and collected thereafter), (2) franchise fees (larger utility provider remits in 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. Although there are no notable differences from March 2016 to March 2017, below is a brief review of the revenues and expenditures.

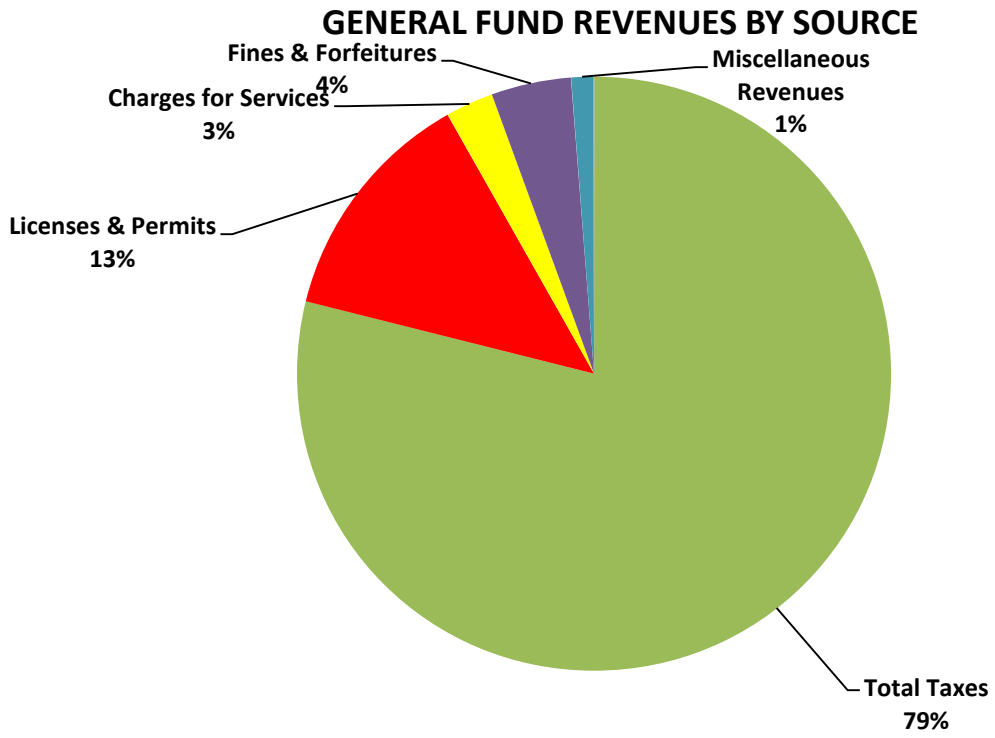
### General Fund Summary

Total General Fund revenues through March 31<sup>st</sup>, 2017 are \$26.0 thousand more than they were at this time last fiscal year and total General Fund expenditures through March 31<sup>st</sup>, 2017 are \$70.4 thousand “less” (1.3%) than those at this same time last year. There are no significant variances to report after three months into the fiscal year.

#### BUDGET COMPARISON REPORT - GENERAL FUND - REVENUES For The Third Month Ending March 31, 2017

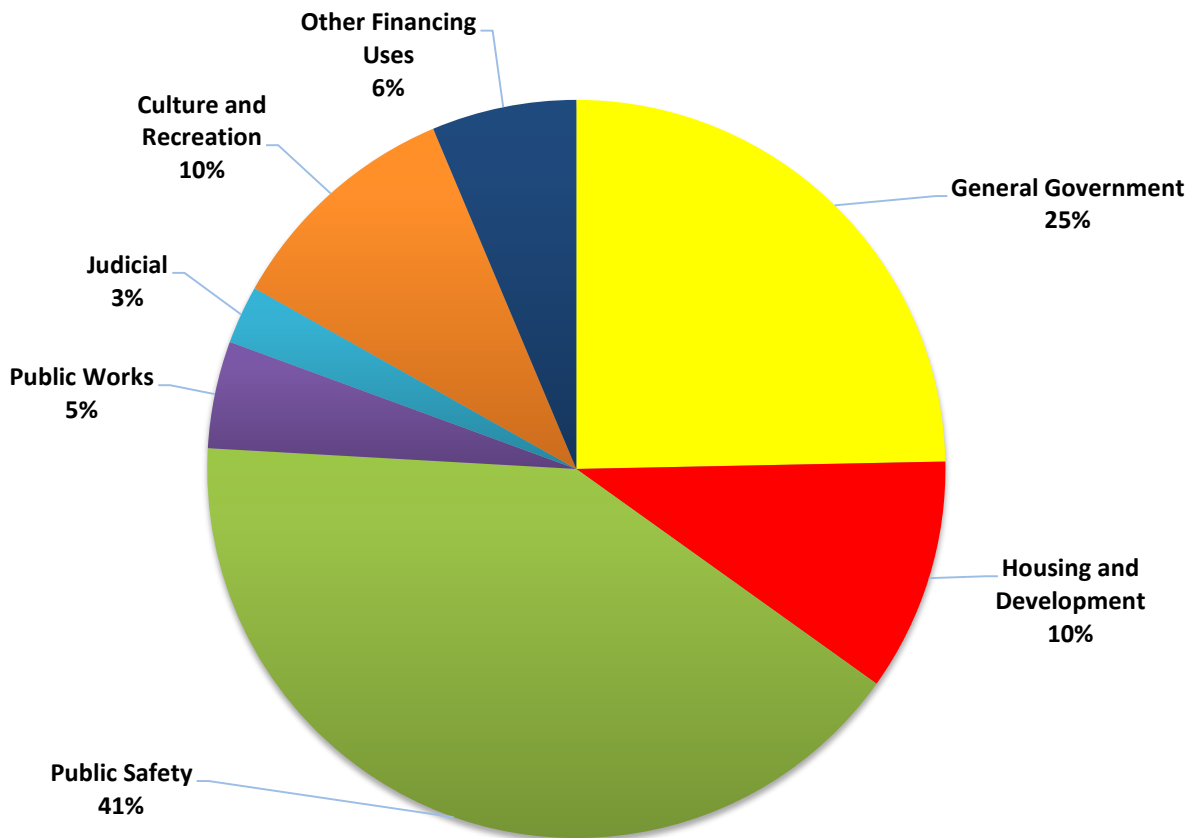
	2016 Amended Budget	2016 YTD Transactions	2017 Amended Budget	2017 YTD Transactions	Variance from Budget	% of Annual Budget
Property Tax	\$ 6,642,980	\$ 111,715	\$ 8,318,321	\$ 127,451	\$ (8,190,870)	1.53%
Motor Vehicle Tax & Title Ad Valorem Tax	330,000	35,712	231,669	10,943	(220,726)	4.72%
Recording Intangible Tax	90,000	11,657	90,000	27,914	(62,086)	31.02%
Real Estate Transfer Tax	36,000	5,861	36,000	7,669	(28,331)	21.30%
Franchise Tax	3,035,000	2,468,298	3,200,000	2,513,316	(686,684)	78.54%
Alcoholic Beverage Excise Tax	800,000	170,958	825,000	242,354	(582,646)	29.38%
Energy Excise Tax	35,000	13,174	40,000	39,109	(891)	97.77%
Motor Vehicle Rental Excise Tax	50,000	6,810	50,000	9,570	(40,430)	19.14%
Business & Occupational Tax	2,300,000	571,544	2,100,000	251,118	(1,848,882)	11.96%
Insurance Premium Tax	2,800,000	15,200	2,815,000	-	(2,815,000)	0.00%
Financial Institutions Tax	55,000	8,849	50,000	-	(50,000)	0.00%
Penalties & Interest	12,000	965	8,000	44	(7,956)	0.56%
<b>Total Taxes</b>	<b>16,185,980</b>	<b>3,420,743</b>	<b>17,763,990</b>	<b>3,229,490</b>	<b>(14,534,500)</b>	<b>18.18%</b>
Licenses & Permits	1,950,000	262,710	2,225,000	527,499	(1,697,501)	23.71%
Charges for Services	427,500	142,217	630,000	106,450	(523,550)	16.90%
Fines & Forfeitures	1,250,000	187,108	1,350,000	178,269	(1,171,731)	13.21%
Miscellaneous Revenues	403,459	51,805	494,878	48,953	(445,925)	9.89%
Investment Earnings	5,000	1,724	5,000	1,638	(3,362)	32.76%
Other Financing Sources	2,785,341	-	1,870,043	-	(1,870,043)	0.00%
<b>TOTAL REVENUES</b>	<b>\$ 23,007,280</b>	<b>\$ 4,066,307</b>	<b>\$ 24,338,911</b>	<b>\$ 4,092,299</b>	<b>\$ (20,246,612)</b>	<b>16.81%</b>

This Graph Illustrates Revenues Year to Date



Governmental Function	2016 Amended Budget	2016 YTD Transactions	2017 Amended Budget	2017 YTD Transactions	Variance from Budget	% of Annual Budget
General Government	\$ 4,818,719	\$ 1,091,144	\$ 5,572,782	\$ 1,290,979	\$ 4,281,803	23.17%
Housing and Development	3,141,385	647,417	3,198,487	533,693	2,664,794	16.69%
Public Safety	7,988,260	2,192,355	8,433,344	2,145,403	6,287,941	25.44%
Public Works	1,420,316	291,735	1,521,230	245,566	1,275,664	16.14%
Judicial	724,016	148,554	629,345	133,632	495,713	21.23%
Culture and Recreation	2,693,048	589,416	2,351,205	550,050	1,801,155	23.39%
Other Financing Uses	1,121,536	340,768	2,632,518	331,587	2,300,931	12.60%
<b>TOTAL EXPENDITURES</b>	<b>\$ 21,907,280</b>	<b>\$ 5,301,391</b>	<b>\$ 24,338,911</b>	<b>\$ 5,230,910</b>	<b>\$ 19,108,001</b>	<b>21.49%</b>

### GENERAL FUND EXPENDITURES BY GOVERNMENTAL ACTIVITY



**General Fund Fund Balance Reservations**

To facilitate the accounting of various City programs, the City has reserved a portion of fund balance attributable to specific programs or activities. These programs or activities to date have not had sufficient revenues or major expenditures that would require the establishment of individual funds. Thus, the General Fund “preserves the balance of the program or activities resources” for future use. This would include (a) Tree Conservancy or Tree Fund and (b) Police Donations. Their applicable balance of resources, receipts and disbursements are noted below:

**Tree Fund/Conservancy**

Established via City Ordinance, Chapter 14, Section 14-47, the receipts or contributions are part of “alternative compliance” with the City’s tree ordinance. It is only after determination that recompense trees do not fit on a redeveloped site, would a contribution be made. Expenses are chiefly limited to purchase/installation of trees in parks, right-of-ways, and other City-owned or leased property.

Balance at Dec. 31, 2016		\$	21,237
Receipts			
2298 Briarwood Ventures LLC	5,435.00		
Disbursements			
	-		
	-		
Balance at March 31, 2017		\$	<u>26,672</u>



**Police Programs/Activities**

An important element of community policing is the various police department programs and activities that promote interaction with our citizens and our police department. Whether the resources are provided to support general policing or the community programs, the receipts and disbursement are segregated to achieve their designated purpose(s).

Police Programs	Balance Dec 31, 2016	Receipts	Disbursements	Balance March 31, 2017
Explorer Program	\$ 11,766	\$ 24	\$ -	\$ 11,790
Shop with a Badge/Cop	21,793	-	(9,871)	11,922
General PD Donations	(1,990)	600	-	(1,390)
K9 Donations	-	40	-	40
Police Bike Fund	-	-	-	-
Totals	\$ 31,569	\$ 664	\$ (9,871)	\$ 22,362