



TO: Mayor and City Council
FROM: Christian Sigman, City Manager
DATE: July 17, 2017
SUBJECT: June 2017 Departmental Highlights

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

Please feel free to contact me should you have any questions.

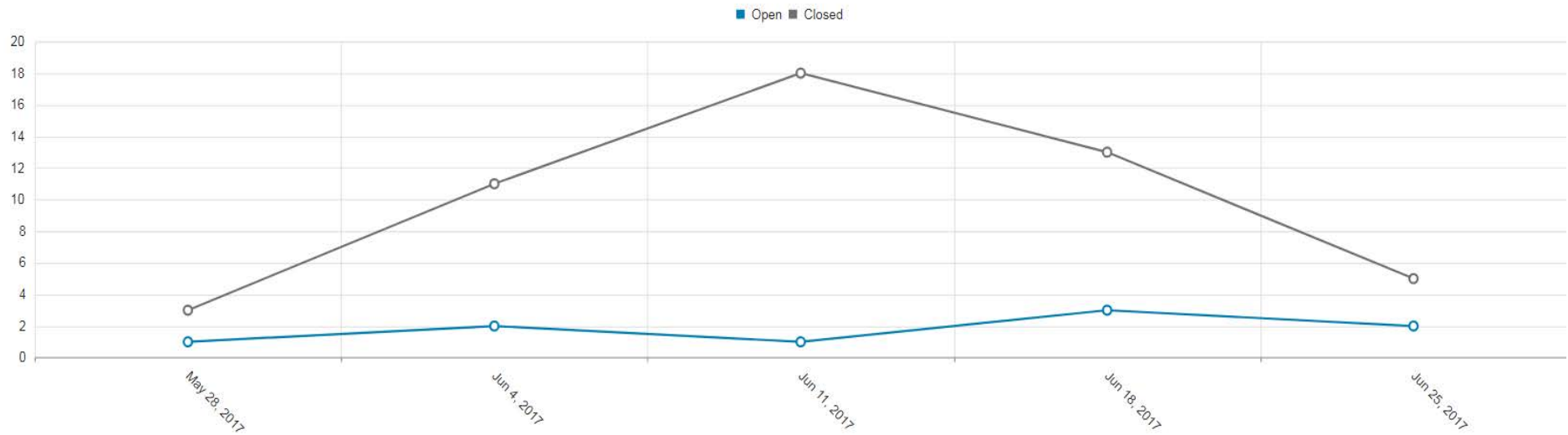
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Brookhaven Connect Metrics: Month of June 2017

***Brookhaven Connect is a citizen powered system with requests coming directly from the citizens of Brookhaven. These statistics do not represent the entirety of the work loads assumed by the City's departments.**

Open/Closed by Day



- The month of June was the busiest month since the initial launch of Brookhaven Connect. June saw 170 requests submitted during the 30 day period.
- Unique requesters have increased by 24.39% (141 users) from 578 to 719 since March of this year.
- The number of open requests as of June 30, 2017, totaled 107. This compares to the 196 open requests as of January 1, 2017

Brookhaven Connect Metrics: Month of June 2017

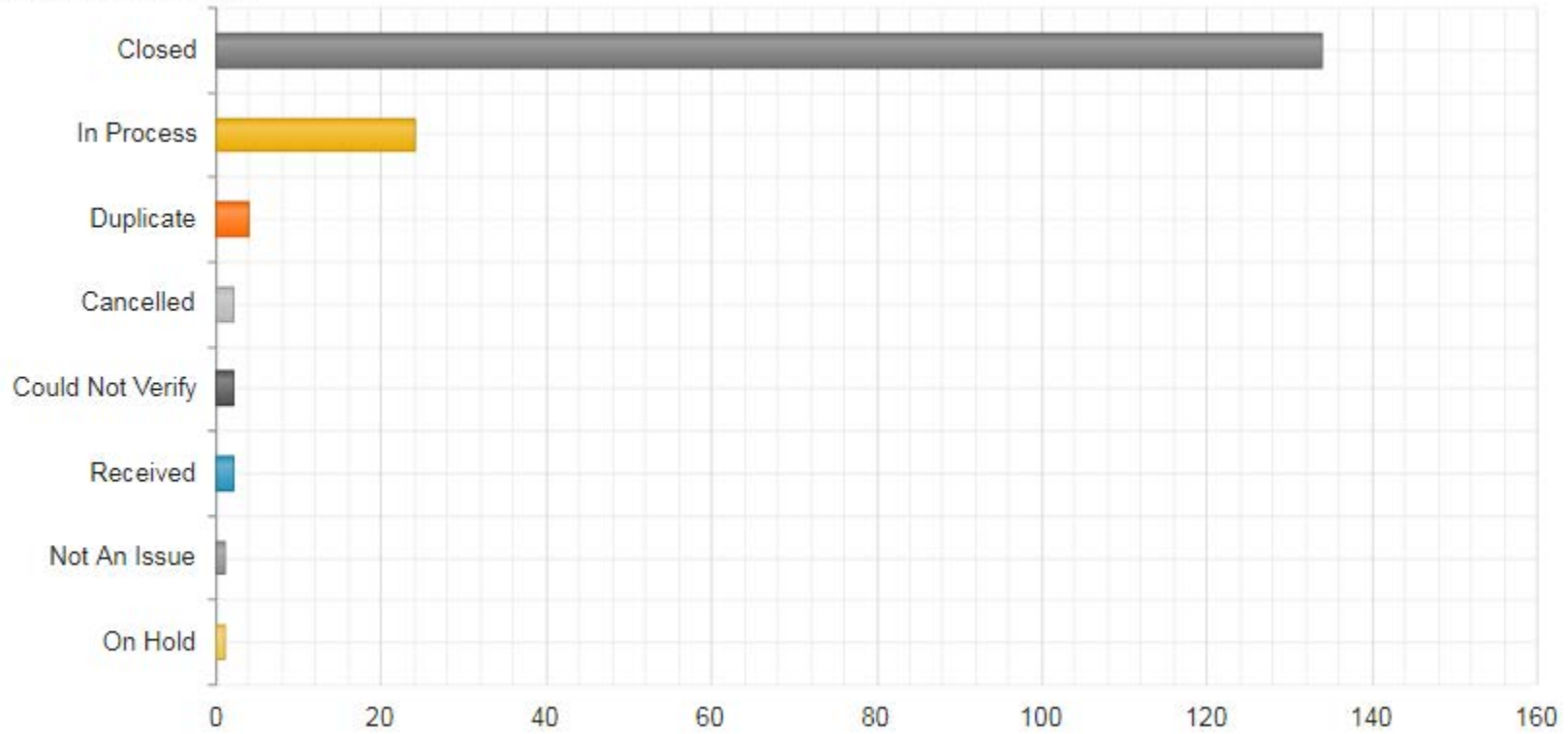
Statistics

Total Reports Created	170
Total Reports Open	27
Total Reports Closed	143
Average Reports Created per Day	5.484
Average Reports Closed per Day	4.613
Average Time to Close	5.779 Days
Fastest Closed Request Type	Commercial Lights/Private Property (.001 Days)
Slowest Closed Request Type	Downed Lines (34.074 Days)
Most Common Request Type	Construction Violation
Least Common Request Type	Parking

- To date, 84% of the total June request pool has been resolved with only 27 service requests remaining open.
- “Construction Violation” and “Tall Grass” requests remain at the top of the mix with both request types comprising approximately 30% of the total May request pool. This occurrence is likely a consequence of extensive rainfall.

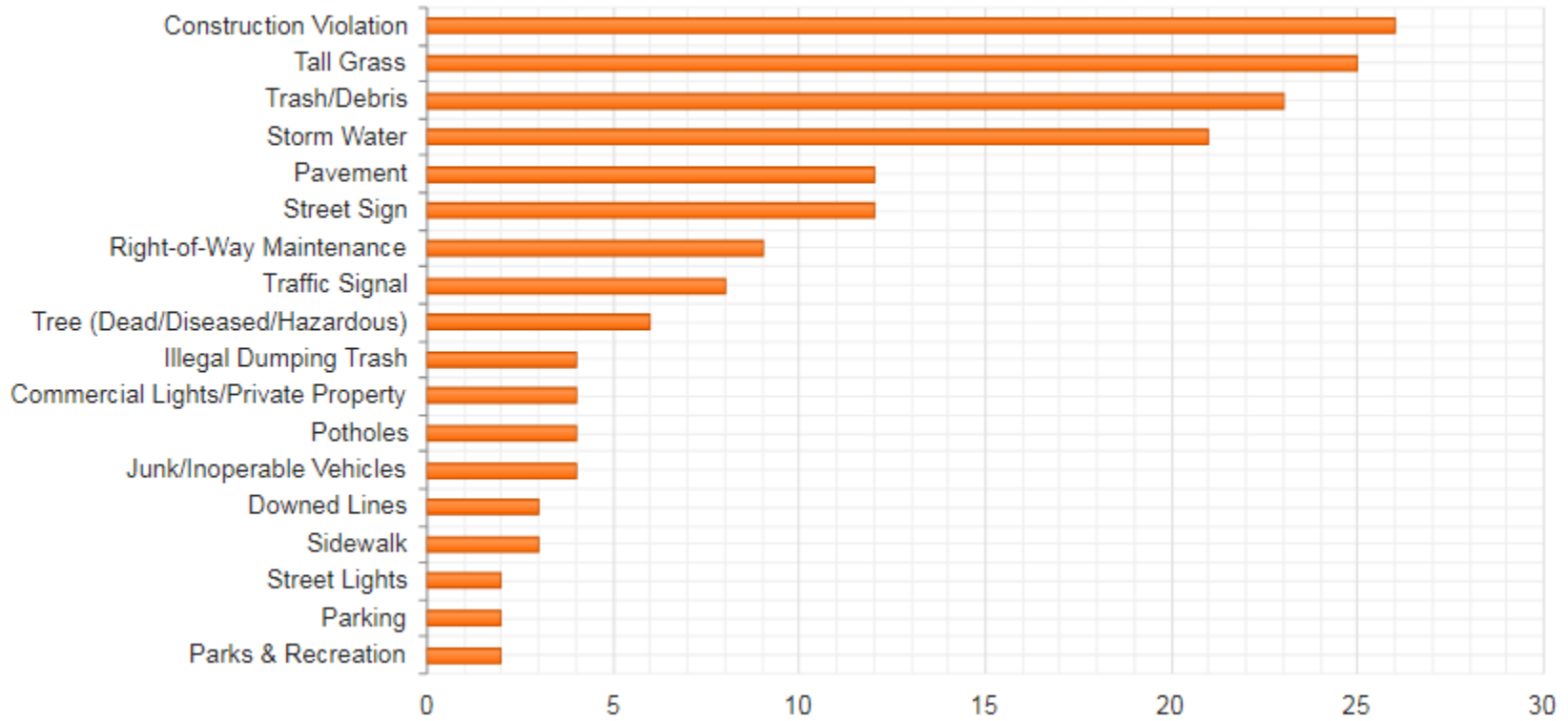
Brookhaven Connect Metrics: Month of June 2017

Requests by Status



Brookhaven Connect Metrics: Month of June 2017

Requests by Type



Community Development- June of 2017

Community Development 2017 Building Permits												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
All	369	317	378	385	464	552						
New Single Family	39	11	30	23	20	11						
New Multi Family	0	0	0	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 June 2017			
File #	Address	Scope	Hearing Date
ZBA17-35	2612 Green Meadows Lane	Increase lot coverage from 35% to 44.60% to allow a one-story detached garage and porch	7/19/17
ZBA17-36	1245 Star Drive	Reduce the average front yard setback from 61 feet to 35 feet; increase retaining wall height from 4 feet to 6 feet	7/19/17
ZBA17-37	1026 Mill Overlook	Reduce the rear yard setback from 40 feet to 25 feet to allow a new deck	7/19/17
ZBA17-38	2984 Hermance Drive	Reduce the stream buffer from 75 feet to 70 feet to allow the encroachment of an elevated deck	7/19/17
ZBA17-39	1541 Trentwood Place	Reduce the stream buffer from 75 feet to 50 feet to construct a single-family dwelling	7/19/17
ZBA17-40	4060 East Brookhaven Drive	Reduce the stream buffer from 75 feet to 50 feet to construct a single-family dwelling	7/19/17

Community Development ZBA/Variances Heard in June 2017

File #	Address	Scope	Hearing Date	Action
ZBA17-16	1717 Dresden Drive	Increase maximum lot coverage from 35% to 49.1% for construction of a driveway	6/21/17	Withdrawn
ZBA17-19	1845 9 TH Street	Increase the maximum lot coverage from 35% to 42.9%, increase the maximum retaining wall height from 4 feet to 4.25 feet, and reduce the retaining wall setback from 3.75 feet to 2.5 feet.	6/21/17	Approved with Conditions to increase the maximum lot coverage from 35% to 42.9% and to reduce the retaining wall setback from 3.75 feet to 2.5 feet. The request to increase the maximum retaining wall height from 4 feet to 4.25 feet was Withdrawn.
ZBA17-26	1062 Mendell Circle	Increase maximum lot coverage from 35% to 54.07% to allow for landscaping	6/21/17	Approved with conditions to increase maximum lot coverage from 35% to 42%.
ZBA17-27	1705 Dresden Drive	Increase maximum lot coverage from 35% to 38.2% to construct a swimming pool	6/21/17	Approved with Conditions
ZBA17-28	1042 Windsor Lake Cove	Reduce the side yard setback from 7.5 feet to 6.5 feet	6/21/17	Approved with Conditions

ZBA17-29	1859 Duke Road	Increase lot coverage from 35% to 41.76% for construction of a pool	6/21/17	Approved with Conditions
ZBA17-30	2466 Appalachee Drive	Reduce the average front yard setback from 28.76 feet to 16.8 feet, and reduce the side yard setback from 7.5 feet to 6.4 feet	6/21/17	Approved with Conditions
ZBA17-31	3334 Osborne Road	Increase lot coverage from 35% to 45%, reduce front yard setback from 30 feet to 10 feet, reduce rear yard setback from 40 feet to 10 feet	6/21/17	Denied
ZBA17-32	2565 & 2573 Apple Valley Road	Reduce stream buffer from 70 feet to 68 feet for construction of an ingress/egress access drive from Parkside Drive	6/21/17	Approved with Conditions
ZBA17-33	3523 Buford Highway & 1634 Afton Lane	Reduce transitional buffer from 50 feet to 20 feet and allow 22 parking spaces within the required front yard setback for development of an assisted living facility	6/21/17	Approved with Conditions

Community Development Rezonings Filed in June 2017

File #	Address	Scope	PC Hearing Date	CC Hearing Date
RZ17-04	1611, 1621, & 1659 Johnson Ferry Road	To rezone the subject properties from R-100 (Single-family) to R-A5 (Single-family) to allow 17 townhomes	8/2/17	8/22/17

Code Enforcement Activity June 2017

Inspections & Follow-up	1,014
Violations	397
CitySourced Requests Submitted	84
CitySourced Requests Received	1 1.2% of Submitted Requests
CitySourced Requests In Process	2 2.4% of Submitted Requests
CitySourced Requests Closed / Abated	78 92.9% of Submitted Requests
Average # of Reports Created per Day	2.8
Average # of Reports Closed per Day	2.7
Average Time to Close	3.73 Days

Courtesy Warnings / Notice of Violation	145
Letters of Violation	55
Residential Citations Issued (Single & Multi-Family)	18
Commercial Citations Issued	11
Property Maintenance Violations	397
Misc. Vehicle Violations	6
Misc. Business Violations	4
Misc. Construction Violations	42
Misc. Zoning Violations	5
Signs picked up on city right of ways	148

Building Inspection Activity June 2017	
Plan reviews	166
Building inspections	1,040
Building inspections percent pass/fail	75%/25%

Key Land Development Activity/Review June 2017	
Land Development Enforcement & Inspection Activity	
Tree removal permits	27
Stop Work Orders issued	11
Courtesy warnings issued (Notice of violation)	71
Environmental Inspections	380
Environmental Court Summons (0)	
N/A	
Land Disturbance Permit Review (9)	
Blackburn Row Phase 2 - 3526 Donaldson Drive	
Executive Park Apt. Demolition - 2580 Briarcliff Road	
Toll Brothers -Executive Park Apts. - 10 Executive Park Drive	
2620 Buford Hwy Parking Expansion	
Apple Valley Tract (at Osborne Road)	
1200 Lake Hearn Drive Parking	
Children's Health Care of Atlanta Revision - 1447 Northeast Expressway NE	
Vickery II - 1922 Wyndale Court	
The Orchard – 2620 Buford Highway	
Land Disturbance Permit Issued (5)	
Cross Keys HS Ph 2 - 1626 N. Druid Hills Road	
QuikTrip Store 0721R-revision for Erosion Control	
Hanover BH Office Parking deck - 4170 Ashford Dunwoody Road	
2620 Buford Highway Parking Expansion	
3479 Stratfield Drive Drainage Improvements	
Plat Review Activity (4)	

1877 Georgian Terrace Combo-Lot Split	
Brookhaven Cove - 1327 Telford Road	
Parkhaven-3564 Ashford Dunwoody Road	
1059 Antioch Drive lot Split	
Plats Approved (2)	
1100 Victoria Street Lot Split Resub 1	
Wyndale Ct. Combo	

Municipal Court- June of 2017

May 2017

Case Filings	461
Number of Court Dockets	8
Number of Defendants on Dockets	349
Number of Cases on Dockets	575

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	381	439	423	531	502	424	315	317
Number of Cases on Dockets	628	542	542	537	567	704	622	804	768	664	488	467

Court Collections & Agencies Payments

Base Fine	\$	67,251.35
Contempt Charge		844.00
Processing Fee		12,469.96
Cash Bonds		17,008.00
Revenue Collected-Diverse Agencies		23,211.57
CB-Applied		8,394.00
Bond Forfeiture		0.00
Overage		0.00
Restitution		
Monthly Cash Collections		\$ 129,178.88
Paid to Diverse Agencies		23,211.57
Cash Bond Refunds/Returned		20,405.00
Restitution Paid		0.00
Total Paid Out		\$ 43,616.57
NET		\$ 85,562.31

Glossary of Terms

- "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- June of 2017

City Clerk's Office and Legislative Activities –June 2017		
	Open Record Requests	32
	Agendas/Agenda Packets Managed (Included Audit Comm., Millage Rate Public Hearings)	4
	Minutes Composed (Council)	1
	Executive Sessions Held (Council Only)	1
Legislation and Contracts Approved by Mayor and Council – June 2017		
Ordinances/No.	June 2017– Description	Appr. Date
ORD 2017-06-01	Amending Section 27-1462 Fences, Walls	6/29/2017
ORD 2017-16-02	Amending Chapter 24 - Taxation – Drv/ 82-71 Hotel Motel Tax	6/29/2017
ORD 2017-06-03	Amending Chapter 5 – Animals – Chickens and Bees	6/29/2017
Resolutions/No.	June 2017– Description	Appr. Date
RES 2017-06-01	Ratify Emergency Actions of City Manager – Fernwood Circle	6/29/2017
RES 2017-06-02	Authorize Actions – to obtain Real Property – 1793 Briarwood Road	6/29/2017
RES 2017-06-03	Resolution for Left Turn Lane – Cambridge Square - Was deferred	Deferred
RES 2017-06-04	Resolution for Submittal Livable Centers Initiative	6/29/2017
Department	Contracts/Agreements – June 2017	Appr. Date
Communications	Aha Consultants, Inc. of Municode – Website Design	6/29/2017
Policies/Department	Adopted Policy – June 2017	
	None	
Moratoriums	Pending Moratoriums	
	None	
Grants	Grants/Submittals Approved by Council – June 2017	Appr. Date
Omnibus Grants	Omnibus Grant Applications Report	6/29/2017
Letter of Intent	To DeKalb County – Letter of Intent for CDBG Program with Co.	6/29/2017
Appointments	Council's Appointments – June 2017	
Peachtree Creek Grwy.	Nathaniel Coles, Delores Crowell, Betsy Eggers, Kim Gokce, Marc Reich, Robert turner	6/29/2017
Charter Review Comm.	Kevin Fitzpatrick, Rebecca Chase Williams, Pat Hoban, Jennifer Owens, JD Clockdadale	6/29/2017
Other	Other Actions	
Millage Rate	Setting of 2017 Millage Rate – City of Brookhaven – 2.74	6/29/2017
Millage Rate	Setting of 2017 Millage Rate – Special Tax District – 6.450	

Communications- June of 2017

Communications Department Activities:

- Planned and executed Comfort Women event
- Planned and executed Paving kick-off event
- Completed Summer City Newsletter
- Photographed Touch a Truck, Bark in the Park, Play Me Again Pianos, ElectroBike, Little League commendations, police commendations for social media and future use
- Selected company for website redesign
- Created new fee schedule banner for homepage of website
- Created Dive-In movies, Doggy Dip, Touch a Truck, police recruitment, flyers; Dive In movies and Touch a Truck flyers also produced in Spanish.
- Various paving notifications
- Press releases & e-blasts:
 - Hurricane preparedness
 - Paving kickoff
 - Osborne Road closing
 - Free swim days
 - Public engagement specialist
 - Comfort Women advisory
 - Millage rate
 - Brookhaven moves ahead with PCG
 - Electro Bike
 - Murphey Candler dive training
 - It Starts in the Park 5K
 - Skyland Park meeting notification
 - Flashing yellow turn signs
 - Peachtree Creek Watershed walks
 - Food trucks last chance
 - Weekly Friday eblasts

Engagement reports (June):

	Posts	Subscribers	Subscriber growth (1 month)
E-blasts/press releases	22	33,285	+46
Facebook	71	5,096	+70
Twitter	41	3,032	+52
NextDoor	7	12,300	+440

Tourism- June of 2017

Marketing and Advertising

- Behavioral Display and Retargeting Digital Ads-Tegna
- Three Banners ads displayed on ExploreGeorgia.com
- Brookhaven SEM (Search Engine Marketing)
- *I'm Going* Events Calendar and Landing Page
- Brookhaven featured in DeKalb County Market Report Supplement-The Atlanta Business Chronicle
- ¼ Page ad in Brookhaven Buzz announcing Discover DeKalb's Customers Service Classes and Reunion Planning Workshops
- Map Posters/Easel Sheets featuring Brookhaven and itinerary items displayed in hotels and City Hall
- Facebook Posts
 - Public Pianos Article-682 People Reached, 10 Likes, 1 Share
 - Brookhaven Sunset-1,497 People Reached, 11 Likes
 - Verde Taqueria-1,746 People Reached, 18 Likes, 1 Comment
 - Capital City Club-2,538 People Reached, 54 Likes, 2 Comments, 1 Share
 - Brookhaven Sky-1,249 People reached, 2 Likes
- Brochures delivered
 - Brookhaven-200
 - Stone Mountain-7200
 - DeKalb Visitors Guide-13,875
 - Maps and Attractions-11,400
 - Discover DeKalb Dining and Attractions-4588

Sales

- Attended
 - Georgia Society of Association Executives
 - PYM (Plan Your Meetings) Charlotte-met with 64 Planners
 - Society of Government Meeting Professionals Board of Directors Meeting
 - Student Youth Travel Association meeting
 - Conference Direct Annual Partner tradeshow
 - MPI Georgia luncheon
 - Association for Talent Development tradeshow
 - Conference Direct Atlanta tradeshow
 - Georgia Grows Summit
 - International POW WOW tradeshow
 - Springboard to Europe Seminar
 - Caribbean Movers and Shakers Awards and Press conference
- Sports sales calls in Tennessee
- Sports sales calls in North Carolina
- Motor Coach sales calls in Nashville
- Film and Entertainment sales calls in Nashville
- Corporate sales calls in Washington DC

- Corporate sales calls in metro Atlanta
- Travel Agency sales calls
- Hosted Film workshop
- Site tour of renovated DoubleTree Hotel by Hilton Perimeter

Leads Submitted to Brookhaven Hotels

- Sports-40 room nights (August 2017)
- Military Reunion-180 room nights (August 2017)
- Corporate-10 room nights (September 2017)
- Association-25 room nights (October 2017)
- Military Reunion-240 room nights (November 2017)
- Corporate-10 room nights (January 2018)
- Corporate-660 room nights (March 2018)
- Education-260 room nights (June 2018)
- Education-260 room nights (June 2018)
- Education-260 room nights (June 2018)
- Family Reunion-50 room nights (June 2018)
- Family Reunion-20 room nights (July 2018)
- Family Reunion-150 room nights (July 2018)
- Family Reunion-160 room nights (July 2018)
- Association-315 room nights (January 2019)
- SMERF-2664 room nights (October 2019)
- Association-665 room nights (January 2020)
- Association-205 room nights (March 2020)

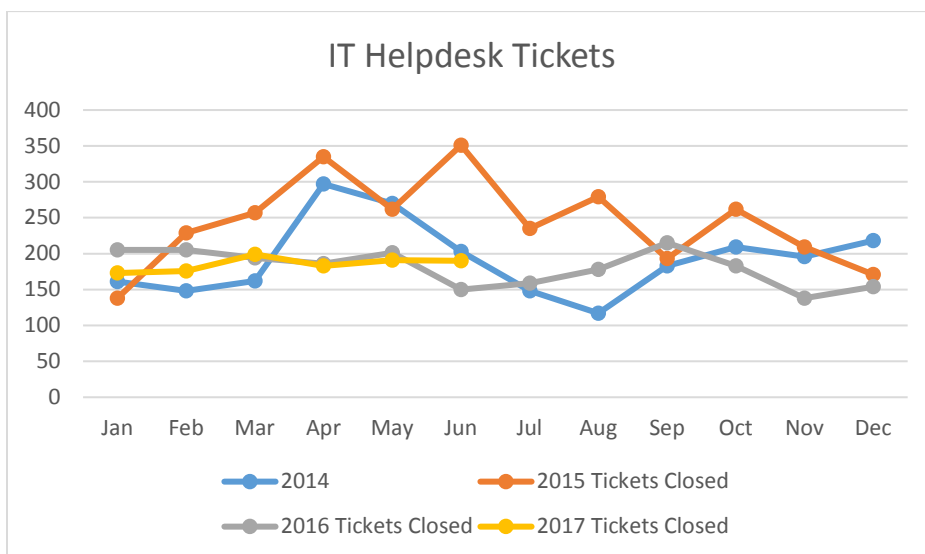
Rooms Booked at Brookhaven Hotels

- Family Reunion-50 room nights (July 2017)
- Family Reunion-90 room nights (July 2017)
- Family Reunion-80 room nights (July 2017)
- Family Reunion-100 room nights (August 2017)
- Family Reunion-50 room nights (July 2018)

Information Technology (I.T.)- June of 2017

General I.T.

- Sent 10 additional bins to MCCI for large permit/plan scanning. All bins for March and April were returned for more QA checks by Comm Dev
- Completed 2-day CityWorks designer training
- Created fillable form for HR for Tuition Reimbursement
- Met with Finance and Timmons, determined business license will not be integrated with CityWorks, PLL. Will look at updating CityWorks with business license status.
- AP will begin scanning old paper invoices into Laserfiche as well as incoming invoices and checks. Setup additional user for the scanning process. Will conduct a mini-training session on Laserfiche in July.



GIS

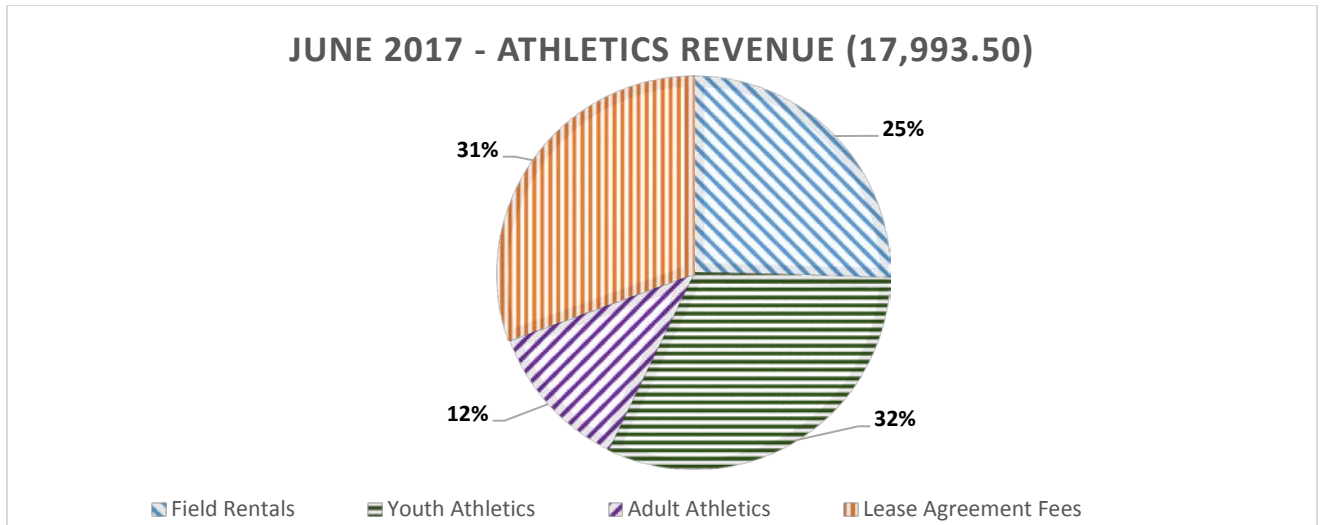
- Attended CityWorks Designer I & II Training
- Held internal City GIS Website training
- Performed CityWorks AMS system review
- Continued project work for Permitting software
 - Analyzed address from current system vs the GIS data sources
- Prepared for arrival of GIS Intern
- Ongoing map/data requests

Police Department

- Network traffic flow trace between PD and CH
- Migrated application and database servers from City Hall to Police department.
- Upgraded Freedom's version
- Setup/Assigned 3 new vehicle for police officers
- Resolved issue with public works call flow
- Resolved internet throttling issue in new patrol vehicles

Parks & Recreation- June of 2017

Athletics Division Monthly Report



June 2017 athletic activities available for registration are as follows:

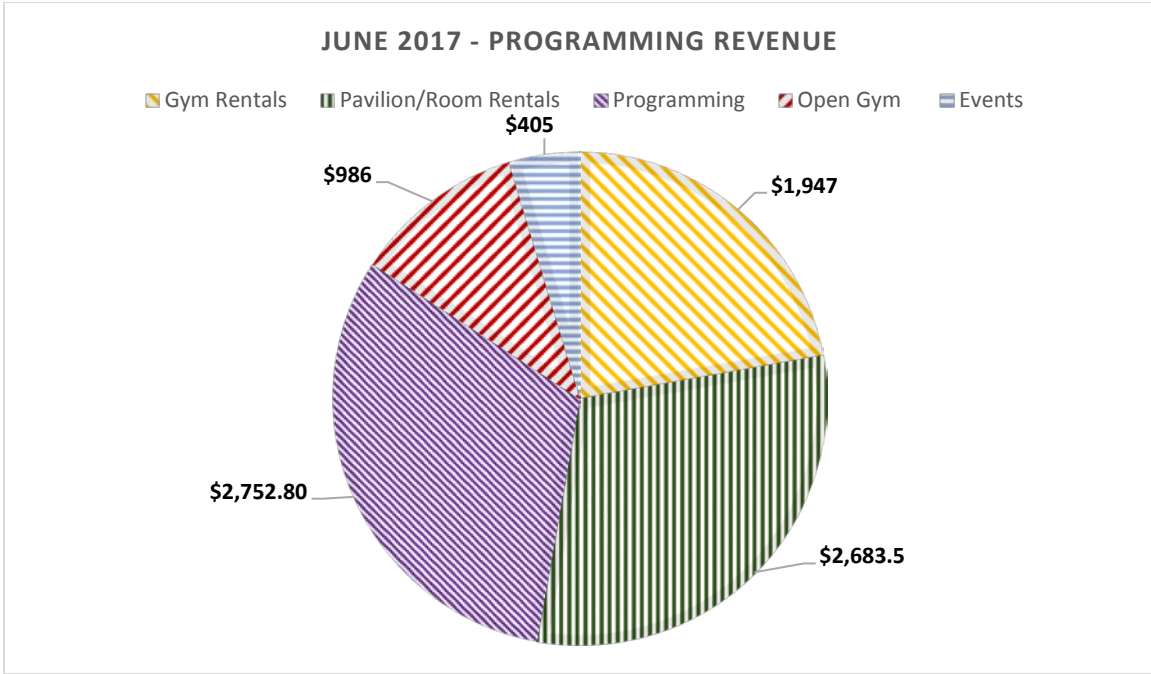
- Youth athletics
 - Atlanta Colts youth football league [registration](#)
 - Murphey Candler baseball fall ball [registration](#)
 - Murphey Candler softball fall ball [registration](#)
 - Elevate sports academy basketball [registration](#)
 - Jump start sports summer programs [registration](#)
 - Jump start sports summer camps [registration](#)
 - Up4Tennis summer classes [registration](#)
 - Up4Tennis summer camps [registration](#)
 - Olympus volleyball summer league [registration](#)
- Adult athletics
 - GOKickball summer leagues [registration](#)
 - Adult basketball summer leagues
 - Adult coed soccer leagues [registration](#)
 - Adult summer flag football [registration](#)
 - Up4Tennis summer classes

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

	March	April	June
Adult Kickball	675	675	675
Adult Softball	910	910	540
Adult Flag Football	84	84	84
Youth Softball	400	400	400
Youth Football	In Registration	In Registration	In Registration
Youth Baseball	990	990	990
Youth Soccer	500	500	In Registration

June Program Revenue Brought In:

- 9 summer art signups for \$1,200
- 5 5K signup for \$125
- 3 summer LEGO signups for \$500
- Gymnastics partner fee of \$564.90
- CMD Partner fee of \$100.80
- Pet First Aid partner fee of \$144
- Fresh N Fit partner fees of \$243.10
- Event vendor/sponsor fees brought in \$280
- Open Gym/Passes brought in \$986 between both gyms.
- Gym rentals brought in \$1,947
- Classrooms/pavilion/community room/APB rentals brought in \$2,377.50
- Rental facility non-resident fees brought in \$306
 - Total program signups/drop-ins/fees/rentals for June = \$8,774.30



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

Monthly Work Order Summary (Internal w/Contractors)

- **Work Orders- 8**
- **Work Orders Completed- 8**
- **Work Orders Outstanding- 0**

Police

Support Services – June 2017

- 06/01- Sgt. Kissel met with Electrobike regarding needs for department in the future.
- 06/02- Ofc. Nino and Sgt. Kissel hosted “Cops on Donut shops” fundraiser and collected over \$2000 for special Olympics Georgia.
- 06/06- Ofc. Nino and Piquant attended “Hero week” at OLA
- 06/10- Ofc. Nino and Piquant assisted with the PDK air show
- 06/13- Ofc. Piquant conducted a safety meeting at Kindercare Learning Center
- 06/19- Ofc. Piquant gave a precinct tour to a group of high school students
- 06/20- Ofc. Nino attended the career expo at LAA
- 06/23- Ofc. Nino attended a meeting at the Mexican Consulate
- 06/23- Ofc. Nino hosted “Touch-a-truck” at Blackburn Park
- 06/23- Ofc. Nino hosted a job fair at Plaza Fiesta with HR
- 06/30- Officers assisted with the Comfort Women Memorial event

Support Services

REPORTS	Officer Piquant	Officer Nino	Sergeant Kissel	Total
Incident Reports	0	0	0	0
Accident Reports	0	0	0	0
Patrol Assist	1	2	1	4
Arrests	0	0	0	0
Citations	0	0	0	0
Press Releases	0	0	0	0

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

MONTHLY REPORT: PT Officer / Reserve Officers	
POP Logged	2
Assist Patrol	19
Citations	4
Warnings	12
Transport	19
Arrests	0
Child Safety Seat Install Classes	0
Shifts Worked	20
Court Service Hours	50
Traffic Enforcement Hours	9
Fleet Service Hours	118

Transport Hours for Uniform Patrol/NET	6
Training Hours	8

Monthly Report: K-9 Officers	Officer Fikes
Patrol Assist	20
Other Agency Assist	1
Training Hours	126
Search Warrants	0
Citations	10
Warnings	0
Field Interviews	0
Felony Arrests	0
Misdemeanor Arrests	5
City Ordinance Arrests	1
Wanted Person Located	1
K-9 Search	0
K-9 Tracks	2
K-9 Demonstrations	0
Marijuana Seized	0.0 grams
Cocaine Seized	0.0 grams
Methamphetamine Seized	0.0 grams
Heroin Seized	0.0 grams
Schedule Pills	0

Monthly Report: N.E.T. Team	
Patrol Assist	47
Other Agency Assist	30
Search Warrants	0
Citations	11
Warnings	23
Field Interviews	29
Felony Arrests	0
Misdemeanor Arrests	2
City Ordinance Arrests	7
Wanted Person Located	2
Marijuana Seized	0.0 grams
Cocaine Seized	0.0 grams
Methamphetamine Seized	0.0 grams

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

- K-9 attended a three-week handlers course in Broussard, LA, during which time the Department added an addition K-9 Team to its roster.
- On 06/08/17, NET assisted HSI in an investigation of individuals involved in gang activity.
- NET assisted CID with the Medusa Lounge aggravated assault investigation during the month.
- On 06/19/17, NET and the DeKalb County Police Gang Task Force met with the U.S. Attorney in reference to current investigations.
- On 06/23/17 & 06/24/17 NET and the City Fire Marshal conducted life safety and alcohol compliance checks of some of the Restaurant / Lounges. During this time, Don Pollo located at 1851 Corporate Blvd. and El Ocho located at 3043 Buford Hwy. were closed by the Fire Marshal due to fire code / life safety issues. Six other establishments received warnings. We were assisted by the DeKalb County Police Gang Task Force.

Monthly Report: Traffic Safety Unit	Corporal Snively & Officer Maria Jones
Total Motor Vehicle Stops	217
Total Pedestrian Stops	110
Total Citations Issued	205
Total Warnings Issued	167
Felony Arrests	0
Misdemeanor Arrests	14
City Ordinance Arrests	0
Wanted Persons Located	4
GOHS Initiative Concentration Areas:	
Total Pedestrian Related Contacts (Improper crossing & Fail To Yield)	110
Speeding Contacts	48
Safety Restraint Contacts	4
DUI Contacts	0

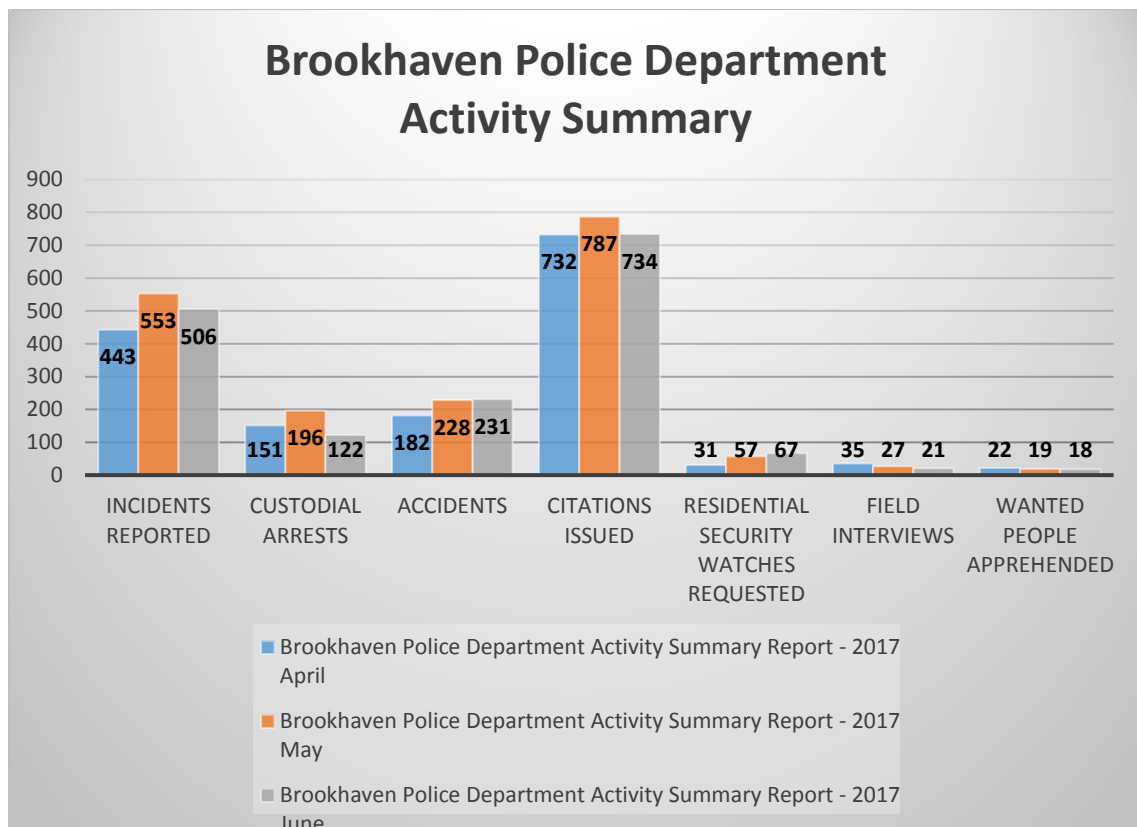
Additional Activities for Traffic Safety Unit

- On June 01, Corporal Snively assisted the Criminal Investigations Division with a homicide investigation (Case #17-003408). He remained with CID for nearly 12 hours working the case.
- On June 02 Officer Jones attended the Cops on a Donut Shop fundraiser at Dunkin Dounts on Peachtree Road. The location is one of the City’s “hot spots” for pedestrian violations, and the source of several citizen complaints. Officer Jones distributed pedestrian safety information, including: **43** flashing LED lights; **47** flashing LED bracelets; and **34** reflective belts.
- On June 10, Officer Jones and Corporal Snively worked the PDK airshow, during which Officer Jones made a number of pedestrian contacts for pedestrians crossing Clairmont Road.
- On June 14, Corporal Snively and Officer Gilham re-certified all LIDAR and RADAR units in use.
- On June 24, Officer Jones and Corporal Snively participated in the touch-a-truck event at Blackburn Park. They distributed **29** flashing LED lights, **50** reflective belts, **50** coloring books, and **25** flashing LED bracelets. The event reached more than 100 school-aged children.

- On June 28, Corporal Snively attended the GDOT Strategic Highway Safety Plan Summit at Georgia Tech, and met with 25 pedestrian-safety and roadway safety task team participants.
- On June 30, Officer Jones and Corporal Snively assisted with traffic control as the Comfort Woman statue was erected at Blackburn Park. During the event, Officer Jones made several pedestrian contacts.
- The speed trailer was deployed for three speed studies during the month of June: Windsor Parkway, Briarwood Road, and Lenox Park Boulevard. Corporal Snively prepared detailed analyses of each location.

Criminal Investigations Division

2017 - Criminal Investigations Report	
Total Reports Handled	150
Total Reports Cleared INACTIVE	129
Total Reports Ex-Cleared	7
Total Reports Unfounded	5
Total Arrests by Investigators	13
Warrants Obtained Pending Arrest	7
Search Warrants	16



ChatComm 911

911 Answer Time: In June 2017, ChatComm 911 answered 93.5% of all incoming phone calls within ten seconds and 98.9% of all incoming phone calls were answered within thirty seconds.

Call Processing Time: This Month, ChatComm 911 processed 96.2% of all high priority calls for service and 94.5% of all low priority calls for service within sixty seconds.

Monthly Phone Call Volume: For the month of June 2017, ChatComm 911 handled a total of 34,037 phone calls.

- 69.5% (23,654) were incoming phone calls which are treated as potential emergencies and handled as 911 calls regardless of the line the call is received on.
 - 15,259 of those calls were received on the 911 trunks. 1,603 of the 911 calls received were abandoned 911 calls (where the caller disconnects the line prior to speaking with a calltaker).
 - 8,395 calls were received on administrative and alarm lines but treated as 911 calls.
- The remaining 30.5% (10,383) of the phone calls handled by ChatComm 911 in June 2017 were outgoing phone calls.

Overall Phone Call Volume: Since September 2009, ChatComm 911 has answered a total of 1,746,006 incoming phone calls. Of those calls, 1,018,535 (58.3%) were received on 911 trunks and 724,305 (41.7%) came in on 10-digit phone lines.

Monthly Incident Volume: ChatComm 911 handled a total of 32,868 incidents in June 2017.

- 49.8% (16,357) of the incidents created were officer-initiated incidents, which include traffic stops, business & residential checks, and other calls created by officers.
- 43.3% (14,221) of the incidents were dispatched incidents.
- The remaining 2,290 (6.9%) of the incidents were transferred via CAD to Dekalb for EMS and Fire Dispatch.
- Brookhaven incidents were 10.8% (3,545) of the total incident volume.

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

- The Emergency Medical Dispatch QA compliance for May was 91% .
- The Emergency Fire Dispatch QA compliance for May was 83% and we are working diligently to improve this score.

Public Works

Major Initiatives Completed

- Osborne Road Drainage Project – Project is 50% complete as of 13JUL17. Continuing to navigate utility conflicts and separation requirements between utilities.
- Sidewalk Projects Completed: Hermance Drive, Ellijay Drive, E Roxboro Road, and Woodrow Way.
- Completed Traffic Calming Analysis on Fuller Road and Kendrick Road Installed 9/12 speed cushions in Brookhaven Heights. Completed installation of Radar Speed Signs on W Nancy Creek.
- Capital Paving Project: Completed paving on 27 roads, 9 roads currently in progress.

Major Initiatives in Progress/Upcoming

- Stratfield Drive Stormwater Piping Project – Resubmitted LDP plans are being reviewed by departments now. GeoHydro will perform 4 soil borings on Wednesday, 19JUL17 in the vault area.
- S. Bamby Stormwater Piping Project Phase 3 – Surveyors completed survey of the Skyland area (Phase 2) and Patterson & Dewar are completing Phase 2 design.
- Sidewalk concept design underway: Caldwell Road from Green Meadows Lane to Cheshire Way R/W acquisition has begun, and Lanier Drive from Windsor Parkway to Hearst Drive Property owner's meeting 3/16/17, Woodrow Way Sidewalk Project Phase 2 (Inman Drive to Windsor Parkway) property owners notified that eastside sidewalk option will be utilized
- Sidewalk Design Build: Johnson Ferry Road from Bluffhaven Way to City Limits, R/W acquisition has begun, Dresden Drive from Camille Road to N Thompson Road, construction 95% complete, remaining item is handrail; Woodrow Way Sidewalk Project Phase 1 (Breton to Inman Drive) construction 95%, remaining item is landscape of trailhead
- 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, Eppling Forest, Oak Forest, Nancy Creek Heights, Fuller Street, E Nancy Creek/Candler Lake East, Bubbling Creek, W Nancy Creek, Kendrick Road, Windsor Parkway, Kendrick Road, Woodrow Way
- Georgia Power Streetlight Audit – Audit complete

Ongoing Coordination

- PTOp 5 year Grant coordination w/ PCID
- RTOP Coordination with GDOT – Signals on Peachtree Road, Clairmont Road, Buford Highway, & 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

Completed Work Orders

2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Street Maintenance													
Sidewalk Repairs	1	1	1	0	2	1							6
Curb Repairs	1	1	5	3	4	10							24
Potholes	3	4	2	8	1	6							24
Patching	5	2	6	9	10	10							42
Signs	15	4	11	11	6	14							61
Traffic Signals													
Signal Repairs	7	3	10	3	4	10							37
ROW Maintenance													
Tree Removal	7	1	7	6	9	6							36
ROW Maintenance	4	3	5	5	5	20							42
Stormwater													
Stormwater Cleaning	4	2	1	2	5	8							22
Stormwater Repairs	9	8	6	9	5	13							50
Total work orders	56	29	54	56	51	98	0	0	0	0	0	0	344

Service Requests Received

2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Downed Lines	0	0	7	0	0	3							10
Pavement/Potholes	13	11	13	21	15	16							89
Right of Way/Trash	4	3	5	6	12	7							37
Sidewalk	3	1	5	5	2	3							19
Stormwater	9	8	5	11	16	20							69
Street Lights	4	0	4	3	3	2							16
Street Sign	3	4	4	8	5	12							36
Traffic Signal	0	4	5	4	2	8							23
Tree	1	0	3	0	1	0							5
Total Service Requests	37	31	51	58	56	71	0	0	0	0	0	0	304

ROW Encroachment Permits (including Dumpsters/Road Closures)

- Permits issued YTD, 323
- Permits issued this month, 39

Finance

June 31, 2017 Financial Report in Brief

The June 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 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. Although there are no notable differences from May 2016 to May 2017, below is a brief review of the revenues and expenditures.

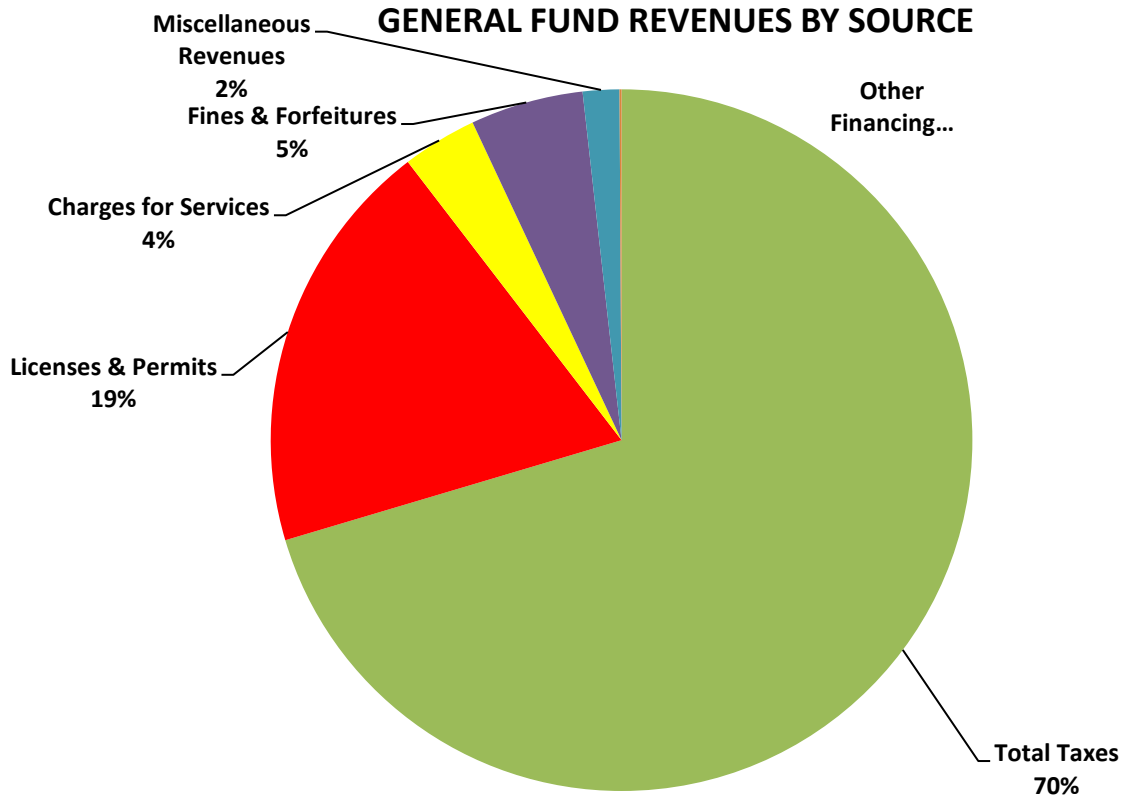
General Fund Summary

Total General Fund revenues through June 30th, 2017 are \$37.1 thousand more than they were this time last fiscal year and total General Fund expenditures through June 30th, 2017 are \$471.9 thousand more than those at this same time last year. The hiring of additional staff members in the city manager, communications, and community development departments have contributed to the expenditure variance.

BUDGET COMPARISON REPORT - GENERAL FUND - REVENUES
For The Sixth Month Ending June 30, 2017

	2016 Amended Budget	2016 YTD Actuals	2017 Amended Budget	2017 Monthly Actuals	2017 YTD Actuals	% of Annual Budget
Property Tax	\$ 6,642,980	\$ 136,382	\$ 8,318,321	\$ 29,824	\$ 315,265	3.79%
Motor Vehicle Tax & Title Ad Valorem Tax	330,000	70,232	231,669	5,489	41,716	18.01%
Recording Intangible Tax	90,000	51,349	90,000	10,112	64,595	71.77%
Real Estate Transfer Tax	36,000	14,232	36,000	4,607	21,005	58.35%
Franchise Tax	3,035,000	2,825,174	3,200,000	304,143	3,353,075	104.78%
Alcoholic Beverage Excise Tax	800,000	522,186	825,000	95,719	598,344	72.53%
Energy Excise Tax	35,000	13,174	40,000	49,690	88,799	222.00%
Motor Vehicle Rental Excise Tax	50,000	24,514	50,000	5,361	29,794	59.59%
Business & Occupational Tax	2,300,000	1,956,730	2,100,000	43,612	1,837,275	87.49%
Insurance Premium Tax	2,800,000	15,800	2,815,000	200	17,650	0.63%
Financial Institutions Tax	55,000	32,402	50,000	-	-	0.00%
Penalties & Interest	12,000	3,508	8,000	1,801	4,012	50.15%
Total Taxes	16,185,980	5,665,683	17,763,990	550,557	6,371,531	35.87%
Licenses & Permits	1,950,000	1,572,880	2,225,000	255,829	1,735,814	78.01%
Charges for Services	427,500	431,571	630,000	49,388	311,754	49.48%
Fines & Forfeitures	1,250,000	552,683	1,350,000	87,703	471,152	34.90%
Miscellaneous Revenues	403,459	302,642	494,878	34,665	152,272	30.77%
Investment Earnings	5,000	3,780	5,000	1,406	8,345	166.90%
Other Financing Sources	2,785,341	484,576	1,870,043	-	-	0.00%
TOTAL REVENUES	\$ 23,007,280	\$ 9,013,816	\$ 24,338,911	\$ 979,549	\$ 9,050,868	37.19%

This Graph Illustrates Revenues Year to Date



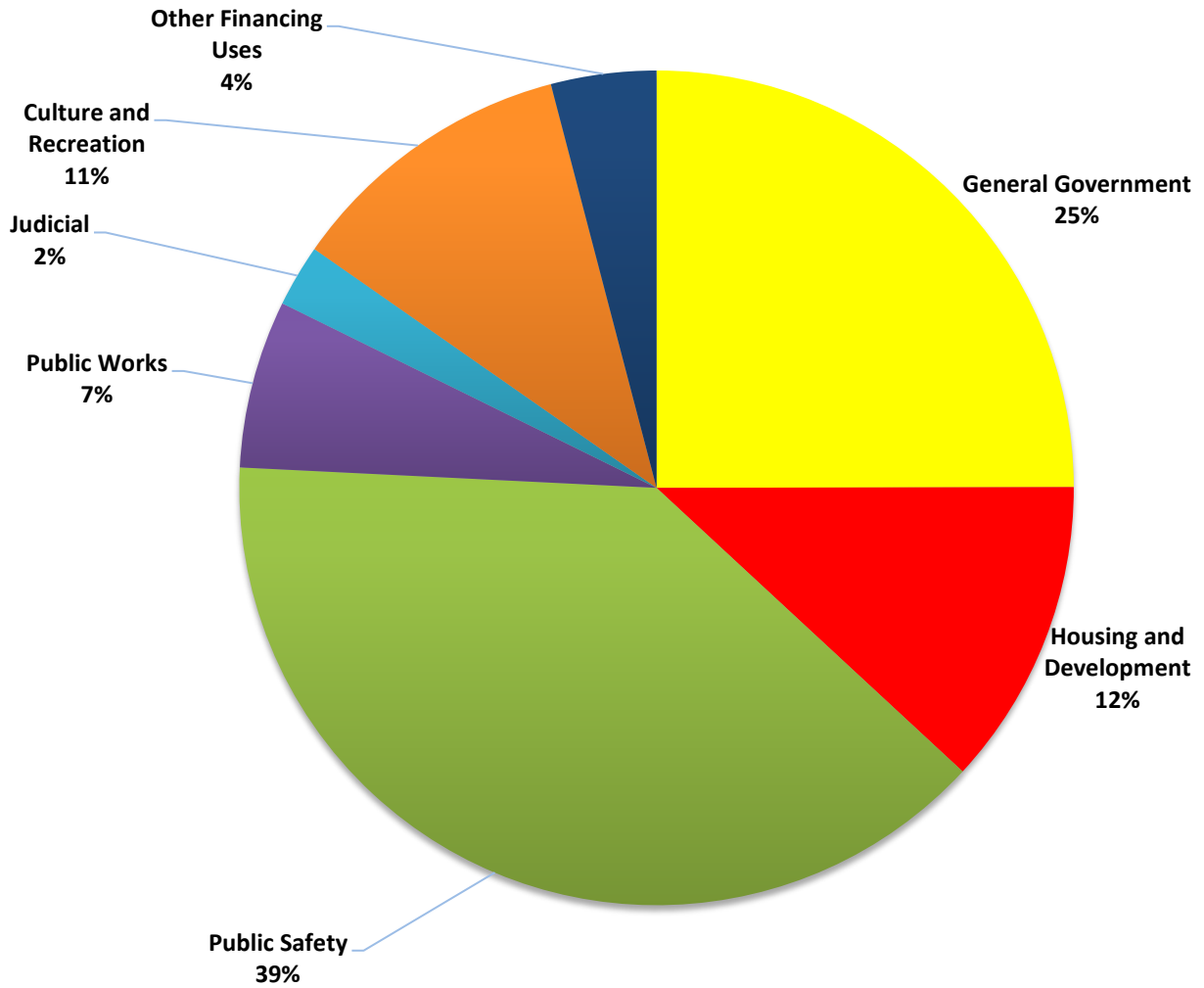
Governmental Function	2016 Amended Budget	2016 YTD Transactions	2017 Amended Budget	2017 YTD Transactions	Variance from Budget	% of Annual Budget
General Government	\$ 4,818,719	\$ 2,082,987	\$ 5,572,782	\$ 2,683,535	\$ 2,889,247	48.15%
Housing and Development	3,141,385	1,273,600	3,198,487	1,281,206	1,917,281	40.06%
Public Safety	7,985,260	3,978,676	8,433,344	4,179,438	4,253,906	49.56%
Public Works	1,420,316	467,412	1,521,230	699,356	821,874	45.97%
Judicial	724,016	272,167	629,345	258,857	370,488	41.13%
Culture and Recreation	2,693,048	1,285,179	2,351,205	1,206,458	1,144,747	51.31%
Other Financing Uses	2,221,536	915,216	2,632,518	438,367	2,194,151	16.65%
TOTAL EXPENDITURES	\$ 23,004,280	\$ 10,275,238	\$ 24,338,911	\$ 10,747,217	\$ 13,591,694	44.16%

BUDGET COMPARISON REPORT - GENERAL FUND - EXPENDITURES

For The Sixth Month Ending June 30, 2017

	2016 Amended Budget	2016 YTD Actuals	2017 Amended Budget	2017 Monthly Actuals	2017 YTD Actuals	% of Annual Budget
Mayor and City Council	\$ 296,163	\$ 149,641	\$ 218,262	\$ 29,149	\$ 190,152	87.12%
City Manager	989,675	418,309	1,167,427	90,960	548,216	46.96%
City Clerk	264,895	130,860	319,710	19,478	124,622	38.98%
Finance and Administration	1,336,184	603,541	1,580,661	88,058	650,335	41.14%
Legal	480,000	204,668	470,000	10,276	204,055	43.42%
Information Technology	1,300,356	510,546	1,651,966	107,642	824,379	49.90%
Communications	151,446	65,424	164,756	29,109	141,775	86.05%
Contingency	-	-	-	-	-	N/A
General Government	4,818,719	2,082,987	5,572,782	374,672	2,683,535	48.15%
Community Development	3,141,385	1,273,600	3,198,487	115,624	1,281,206	40.06%
Housing & Development	3,141,385	1,273,600	3,198,487	115,624	1,281,206	40.06%
Police Department	7,985,260	3,978,676	8,433,344	475,547	4,179,438	49.56%
Public Safety	7,985,260	3,978,676	8,433,344	475,547	4,179,438	49.56%
Public Works	1,420,316	467,412	1,521,230	147,789	699,356	45.97%
Public Works	1,420,316	467,412	1,521,230	147,789	699,356	45.97%
Municipal Court	724,016	272,167	629,345	24,738	258,857	41.13%
Judicial	724,016	272,167	629,345	24,738	258,857	41.13%
Parks & Recreation	2,555,753	1,264,412	2,201,205	125,632	1,079,637	49.05%
Tourism	137,295	20,767	150,000	-	126,821	84.55%
Recreation & Culture	2,693,048	1,285,179	2,351,205	125,632	1,206,458	51.3
Contingency	-	-	1,604,279	-	-	0.00%
Transfers to Out	2,221,536	915,216	1,028,239	-	438,367	42.63%
Other Financing Uses	2,221,536	915,216	2,632,518	-	438,367	16.65%
TOTAL EXPENDITURES	\$ 23,004,280	\$ 10,275,238	\$ 24,338,911	\$ 1,264,002	\$ 10,747,217	44.16%

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		-
Disbursements		
Balance at June 30, 2017	\$	<u>21,237</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 June 30, 2017
Explorer Program	\$ 11,766	\$ 24	\$ -	\$ 11,790
Shop with a Badge/Cop	21,793	2,000	(9,871)	13,922
General PD Donations	(1,990)	600	(575)	(1,965)
K9 Donations	-	40	-	40
Police Bike Fund	-	-	-	-
Totals	\$ 31,569	\$ 2,664	\$ (10,446)	\$ 23,787