



TO: Mayor and City Council
FROM: Christian Sigman, City Manager
DATE: August 15, 2017
SUBJECT: July 2017 Departmental Highlights

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

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

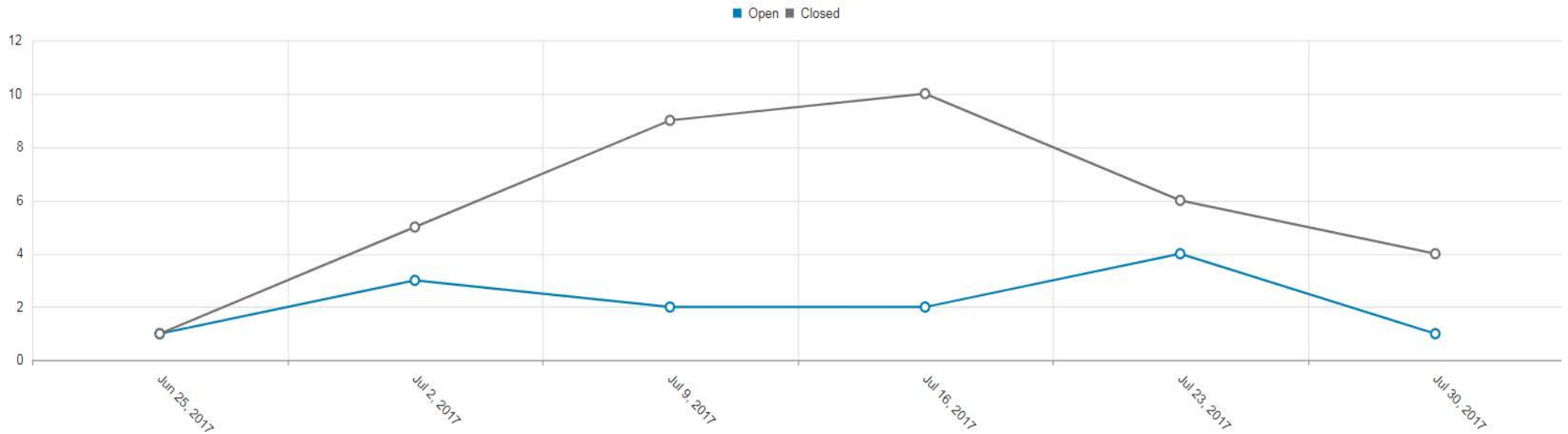
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Brookhaven Connect Metrics: Month of July 2017

***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



- During the month of July, CitySourced administrators resolved service requests at rate exceeding the rate at which they were submitted.
- Unique requesters have increased by 3.6% (27 users) from 719 to 746 throughout the month of July
- Of the 137 service requests submitted this month, 103 have been closed with approximately 25% of the request pool remaining open.

Brookhaven Connect Metrics: Month of July 2017

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Statistics

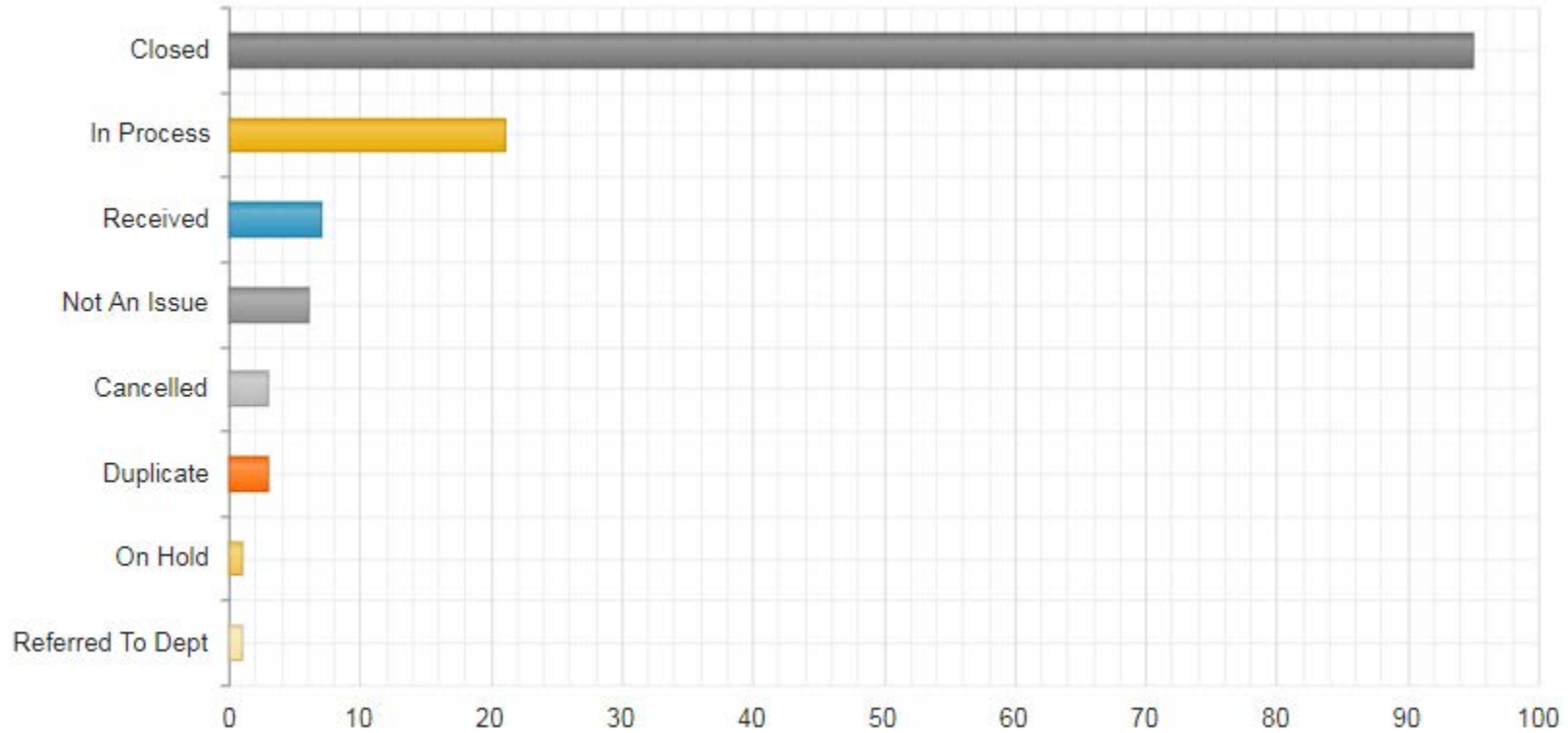
Total Reports Created	137
Total Reports Open	30
Total Reports Closed	107
Average Reports Created per Day	4.281
Average Reports Closed per Day	3.344
Average Time to Close	5.248 Days
Fastest Closed Request Type	Commercial Lights/Private Property (.001 Days)
Slowest Closed Request Type	Sidewalk (30.81 Days)
Most Common Request Type	Tall Grass
Least Common Request Type	Street Lights

- To date, 78% of the total July request pool has been resolved with 30 service requests remaining open.

Brookhaven Connect Metrics: Month of July 2017

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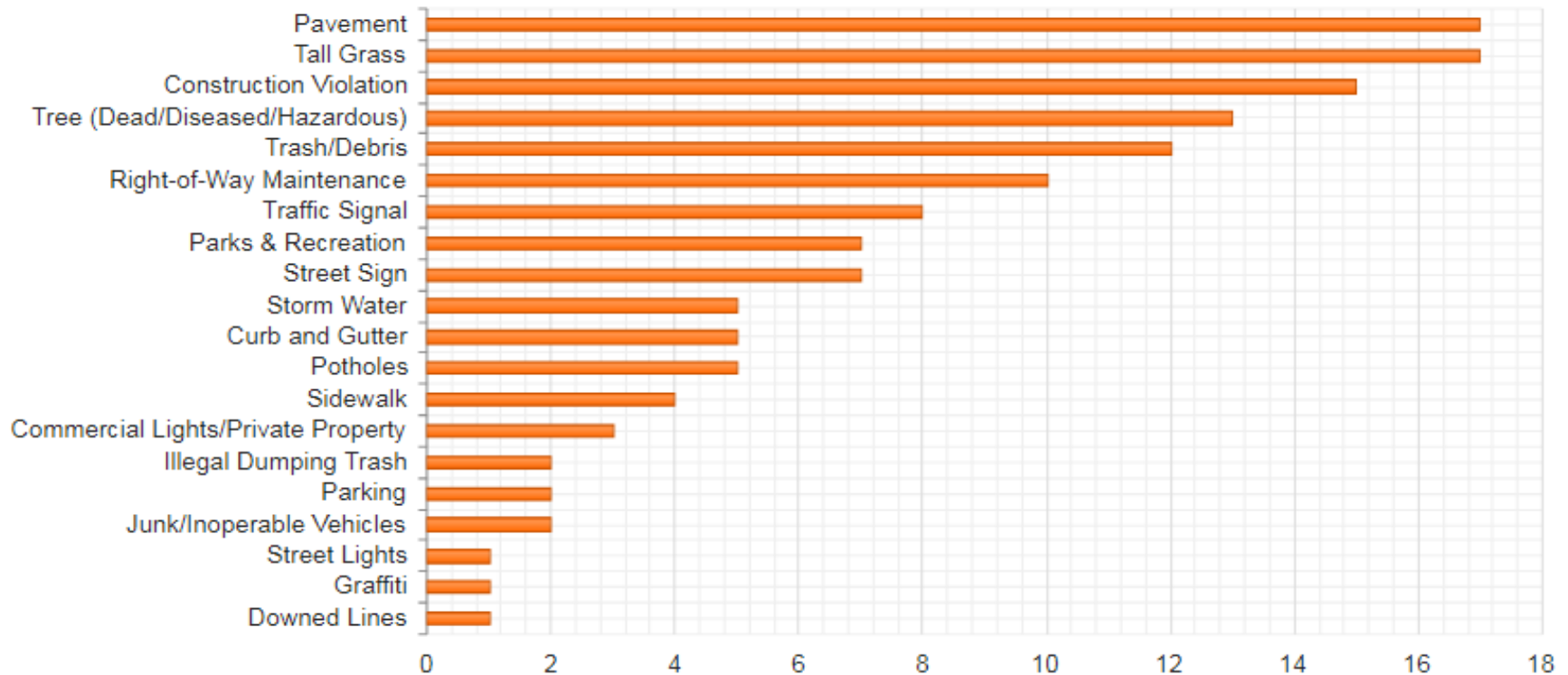
Requests by Status



Brookhaven Connect Metrics: Month of July 2017

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Requests by Type



- "Tall Grass" service requests reduced in volume by 32% over June's submissions while "Construction Violation" service requests declined by 35% over June's numbers.
- "Pavement" related service requests have seen an increase in the submittal rate over June (42%/ 5 requests) due to the paving projects in progress throughout the City.

Community Development- July 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	346					
New Single Family	39	11	30	23	20	11	17					
New Multi Family	0	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 July 2017			
File #	Address	Scope	Hearing Date
ZBA17-34	2612 Green Meadows Lane	Reduce the average front yard setback from 75.9 feet to 67 feet and reduce side setback from 10 feet to 4.9 feet to enclose an existing porch	8/16/17
ZBA17-41	4080 East Brookhaven Drive	Increase lot coverage from 35% to 38% to allow a swimming pool	8/16/17
ZBA17-42	1076 Brookhaven Square	To allow an accessory structure in the front yard and to reduce the front yard setback from 35 feet to 8.25 feet to allow the construction of an attached carport and accessory structure (shed) on the existing driveway.	8/16/17

Community Development ZBA/Variances Heard in July 2017

File #	Address	Scope	Hearing Date	Action
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	Approved with conditions to increase lot coverage from 35% to 60.7%
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	Deferred to 9/20/17
ZBA17-37	1026 Mill Overlook	Reduce the rear yard setback from 40 feet to 25 feet to allow a new deck	7/19/17	Approved with Conditions
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	Approved with Conditions
ZBA17-39	1541 Trentwood Place	Reduce the stream buffer from 75 feet to 50 feet to construct a single-family dwelling	7/19/17	Approved with Conditions
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	Deferred to 8/16/17

Community Development Rezoning Filed in July 2017

File #	Address	Scope	PC Hearing Date	CC Hearing Date
RZ17-05	1330 North Druid Hills Road	Rezone the subject property from R-75 (Single-family) to RM-100 (Multifamily) to allow 74 townhomes	9/6/17	9/26/17

Community Development Rezoning Heard in July 2017

File #	Address	Scope	PC Hearing Date	PC Rec	CC Hearing Date	CC Rec
ANNEX17-01; RZ17-03	1571, 1577, and 1597 Northeast	Rezone to M, Industrial, and O-I	7/5/17	Deferred to 9/6/17	9/26/17	N/A

	Expressway, 1911 and 1935 North Cliff Valley Way	(Office- Institutional)				
SLUP17-02	1577 and 1597 Northeast Expressway and 1911 North Cliff Valley Way	Increase the maximum height of the office building from 5 stories to 8 stories (6 stories above grade and 2 below grade) and parking deck to 7 stories (6 above grade and 1 below)	7/5/17	Deferred to 9/6/17	9/26/17	N/A
SLUP17-03	3303 Buford Highway	Allow for a late- night establishment	7/5/17	Recommended unfavorably		7/25/17

Code Enforcement Activity July 2017	
Inspections & Follow-ups	768
Violations	481
Total Street Miles Patrolled	±6,625 Miles
CitySourced Requests Created	49
CitySourced Requests Received / In Process	7 14% of Created Requests
CitySourced Requests Closed / Abated	41 83% of Created Requests
Average # of Reports Created per Day	1.531
Average # of Reports Closed per Day	1.281
Average Time to Close	3.614 Days
Courtesy Warnings / Placards	108
Notice of Violation Letters	20
Residential Citations Issued (Single & Multi-Family)	2
Commercial Citations Issued	0
Property Maintenance Violations	283
Misc. Vehicle Violations	26
Misc. Business Violations	14
Misc. Construction Violations	17
Misc. Zoning Violations	10
Signs picked up on city right of ways	131

Building Inspection Activity July 2017	
Plan reviews	117
Building inspections	897
Building inspections percent pass/fail	79%/21%

Key Land Development Activity/Review July 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 (10)	
Vickery II - 1922 Wyndale Court	
The Orchard – 2620 Buford Hwy	
Park Villa -2069 Coosawatee	
Hanover Brookhaven Multi- Family – 4170 Ashford Dunwoody Road	
East Osborne Station) - Apple Valley Road at East Osborne	
Appleton Heights (FKA Dresden at Apple Valley) Revision	
Drainage Improvements - South Bamby Lane PH2- 1830 Dresden Drive	
JR Lewis Elementary School - 2630 Skyland Drive Revision	
11 Corporate Boulevard Commercial Development Revision	
Children’s Healthcare of Atlanta Revision 3- 1447 Northeast Expressway NE	
Land Disturbance Permit Issued (3)	
Children’s Health Care of Atlanta Revision 2 - 1447 Northeast Expressway NE	
3479 Stratfield Drive Drainage Improvements	
Appleton Heights (FKA Dresden at Apple Valley) Revision	
Plat Review Activity (5)	
1059 Antioch lot Split	
3523 Buford Highway Combination Plat (The Orchard)	
Townsend at Brookhaven - 1338 & 1344 North Cliff Valley Way	
Brookhaven Cove – 1327 Telford Drive	
Brookhaven Wilshire – Hermance Lane	
Plats Approved (4)	
Townsend @ Lenox Park Revision 4 - 2115 Coosawatee Drive	
Parkhaven-3564 Ashford Dunwoody Revision 1 - 3564 Ashford Dunwoody Road	
247 Circle Cove lot split	
Arrington Place Revision 1475 North Druid Hills Road	

Municipal Court- July 2017

July 2017

Case Filings	565
Number of Court Dockets	10
Number of Defendants on Dockets	352
Number of Cases on Dockets	536

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	\$	72,356.66
Contempt Charge		100.00
Processing Fee		16,841.84
Cash Bonds		13,704.00
Revenue Collected-Diverse Agencies		27,495.85
CB-Applied		7,828.00
Bond Forfeiture		0.00
Overage		100.00
Restitution		0.00
Monthly Cash Collections		\$ 138,426.35
Paid to Diverse Agencies		27,495.85
Cash Bond Refunds/Returned		4,561.00
Restitution Paid		0.00
Total Paid Out		\$ 32,056.85
NET		\$ 106,369.40

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- July 2017

City Clerk's Office and Legislative Activities –July 2017		
	Open Record Requests	33
	Agendas/Agenda Packets Managed (Included Audit Comm., Millage Rate Public Hearings)	3
	Minutes Composed (Council)	3
	Executive Sessions Held (Council Only)	1
Legislation and Contracts Approved by Mayor and Council – July 2017		
Ordinances/No.	July 2017– Description	Appr. Date
ORD 2017-07-01	Amending Div. 2, Chapter 4, 4-67 Process for Rev. Appeals	7/25/2017
ORD 2017-07-02	Amending Sect. 12-63 – Security Gate/Barrier Inst.	7/25/2017
ORD 2017-07-03	Amending Chapter 21, Signs	7/25/2017
ORD 2017-07-04	Amending Section 14-677 Sidewalks and Bic. Lanes	7/25/2017
Resolutions/No.	July 2017– Description	Appr. Date
RES 2017-07-01	Res. To Ratify and Approve the CM Actions – Ashford Pk. E. Swk.	7/25/2017
RES 2017-07-02	Res. Of Notice for the 2017 Election, Qualifying Fees, Dates	7/25/2017
RES 2017-07-03	Res. Accepting Ownership of FEMA Properties	7/25/2017
RES 2017-07-04	Tri-Scapes, Inc. – Budget Amend. Murphey Candler PK.	7/25/2017
RES 2017-07-05	Res. Pro Building Solutions – Budget Amend. – Georgian Hills	7/25/2017
Department	Contracts/Agreements – July 2017	Appr. Date
Parks and Recreation	Tri-Scapes, Inc. – Murphey Candler Park	7/25/2017
Parks and Recreation	Pro Building Solutions – Georgian Hills	7/25/2017
Policies/Department	Adopted Policy – July 2017	
	None	
Moratoriums	Pending Moratoriums	
	None	
Grants	Grants/Submittals Approved by Council – July 2017	Appr. Date
	None	
Appointments	Council's Appointments – July 2017	
Finance Director	Interim – Assistant City Manager Steve Chapman	7/25/2017
Overlay Rewrite Sounding Board	Griff Sims	7/25/2017

Communications- July 2017

Communications Department Activities:

- Staffed John Lewis School/Skyland Park community meeting
- Planned and executed Skyland Park demolition event
- Completed layout and design of Fall/Winter Activity Guide
- Attended Georgia Hispanic Chamber of Commerce breakfast
- Created Skyland Park progress update page for website
- Photographed Starts in the Park, goats in the park, National Night Out, Skyland demo and SWAT Skyland activities, for social media and future use
- Created Skyland Park progress, Summer newsletter and PD hiring banners for homepage of website
- Various paving notifications
- Press releases & e-blasts:
 - Brookhaven appoints Charter Review Commission
 - Chicken and bees legalized in Brookhaven
 - Exercise appropriate fireworks safety
 - Brookhaven appoints Peachtree Creek Greenway steering committee
 - Brookhaven to relocate Young Girls Statue for Peace
 - Brookhaven Police/SWAT training exercises on Skyland Drive
 - Brookhaven alerts Medusa of alcohol license revocation
 - Brookhaven names Interim Finance Director
 - Deadline extended for Park Villa residents
 - Brookhaven Parks and Recreation Department hosts 3rd annual It Starts in the Park 5K
 - Brookhaven’s Affordable Housing Task Force presents findings, recommendations to City Council
 - Brookhaven approves \$1.8 million in improvements to two City parks
 - Brookhaven improves public safety response with gate-access transponders
 - Brookhaven approves sidewalk and bike lane ordinance
 - Four local police departments join forces to celebrate National Night Out
 - Traffic improvements begin as Ashford Dunwoody and Donaldson Drive
 - Weekly Friday eblasts

Engagement reports (July):

	Posts	Subscribers	Subscriber growth (1 month)
E-blasts/press releases	21	3,241	+32
Facebook	44	5,141	+45
Twitter	58	3,071	+45
NextDoor	4	12,523	+312

Tourism- July 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 Brookhaven Landing Page
- ¼ Page ad in Brookhaven Buzz announcing Discover DeKalb's Customers Service Classes and Reunion Planning Workshops
- Facebook Posts
 - EATaliano Kitchen Review-7 Likes, 1,946 People Reached
 - EATaliano Preview-7 Likes, 1 Share, 759 People Reached
 - HOBNOB Restaurant-7 Likes, 1,833 People Reached
 - Avellino's Brookhaven-3 Likes, 2,022 People Reached
 - Hot Pursuit and Tot Trot Glow Run-502 People Reached
 - Olde Blind Dog Irish Pub-5 Likes, 2,392 People Reached
 - Brookhaven Farmers Market-12 Likes, 2,421 People Reached
 - Brookhaven Food Truck Roundup-4 Likes, 2,025 People Reached, 1 Share
 - Town Brookhaven Video-13 Likes, 7,151 People Reached, 4 Shares
 - Marble Slab at Town Brookhaven-6 Likes, 2,210 People Reached, 1 Share
 - Olde Blind Dog Irish Pub-4 Likes, 1,028 People Reached, 1 Share
 - Six Reasons to visit Brookhaven Article-14 Likes, 1,150 People Reached, 1 Share
 - Movies on the Town-Town Brookhaven-11 Likes, 744 People Reached
- Discover DeKalb Website for July 2017
 - 9,454 Users
 - 22,692 Page Views
- Discover DeKalb Facebook Page
 - 16,420 Total Likes
- Off the Eatin' Path Facebook Page
 - 6,138 Total Likes

Sales

- Attended
 - Grand Re-opening of the DoubleTree Hotel Perimeter
 - Ultimate Air Shuttle ribbon cutting at PDK
 - Society of Government Meeting Professionals Board of Directors Meeting-15 attendees
 - Georgia Society of Association Executives-150 attendees
 - Florida Motorcoach Association in Orlando-60 attendees
- Sports sales calls in South Carolina (8)
- Sports sales calls in North Carolina (9)
- Motorcoach sales calls in Florida (23)
- Film scouting for 3 locations in Brookhaven
- Sales calls on groups that bring international travel
- Meeting with Georgia Travel Association to discuss school calendars

Leads Submitted to Brookhaven Hotels

- Association-15 room nights (August 2017)
- Education-200 room nights (August 2017)
- Sports-60 room nights (March 2018)
- Education-280 room nights (April 2018)
- Religious-405 room nights (June 2018)
- Religious-93 room nights (June 2018)
- Family Reunion-80 room nights (July 2018)
- Association-170 room nights (October 2018)
- Corporate-100 room nights (September 2018)
- International-75 room nights (2018)
- Corporate-4298 room nights (November 2019)

Bids

- Sports-10,000 room nights (November 2018)
- Sports-10,000 room nights (November 2019)

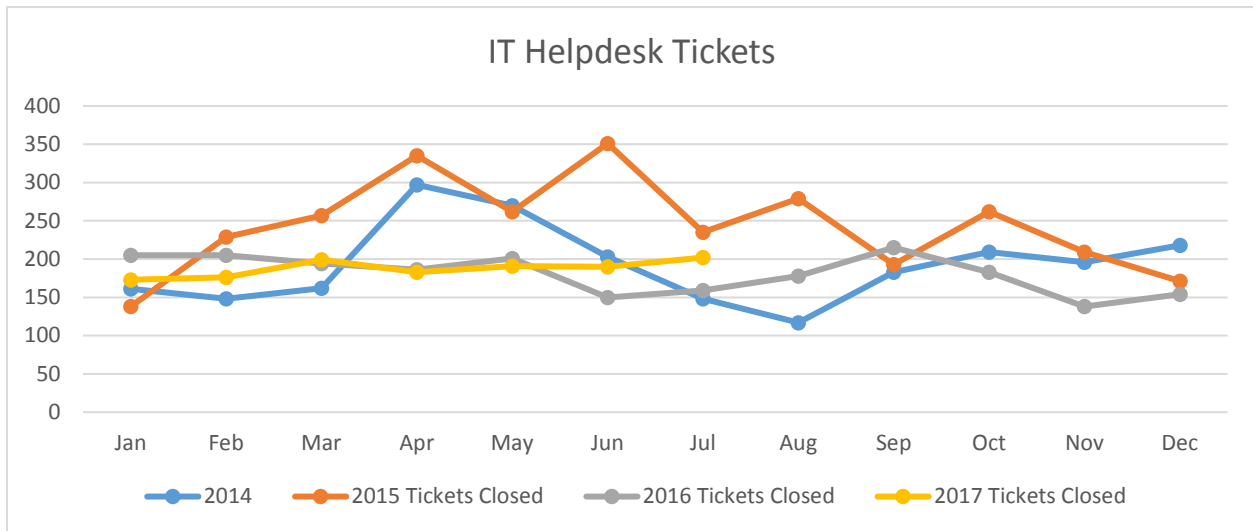
Rooms booked in Brookhaven Hotels

- Family Reunion-50 room nights -July 2017
- Family Reunion-70 room nights -July 2017
- Family Reunion-58 room nights -July 2017
- Family Reunion-60 room nights -July 2017
- Family Reunion-30 room nights -July 2017
- Family Reunion-40 room nights -July 2017
- Family Reunion-50 room nights -July 2017
- Corporate-10 room nights (April 2018)

Information Technology (I.T.)- July 2017

General I.T.

- Installed 7 desktop scanners in Comm Dev and Finance
- UPS battery replaced in server room
- Ordered and activated 7 additional licenses for Laserfiche
- Received 2 more disks from MCCi with plans; uploaded 434 plans to Laserfiche. The scanning project is at the half-way mark.
- Received 9 bins back for Q&A
- Worked with JustFOIA for a solution to send several attachments via e-mail. Limit is currently 24MB for attachments.
- Remove signatures from business and alcohol licenses



GIS

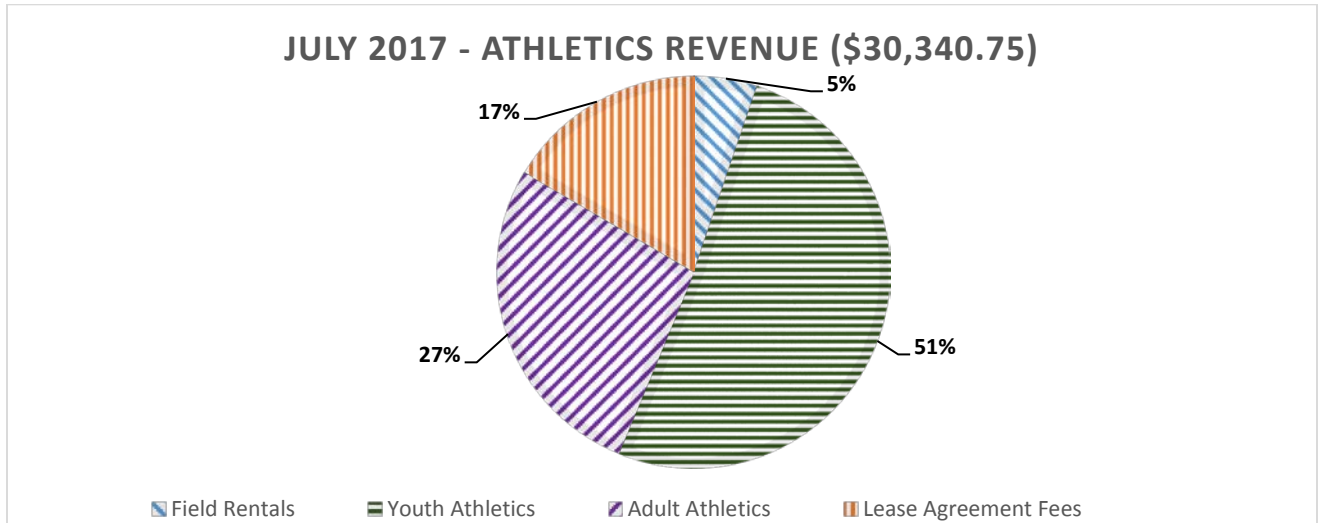
- ChatComm/CAD
 - Processed monthly data update
- Processed and loaded latest Stormwater inventory for Public Works
- Continued Cityworks AMS system review
 - Met with Public Works admin to start discussions on improving/simplifying usability for staff
- Continued project work for Permitting software
 - Technical support
 - Continued analysis and planning for permitting workflows as it relates to GIS data
- Ongoing map/data requests

Police Department

- Intercom system installed

Parks & Recreation- July 2017

Athletics Division Monthly Report



July 2017 athletic activities available for registration are as follows:

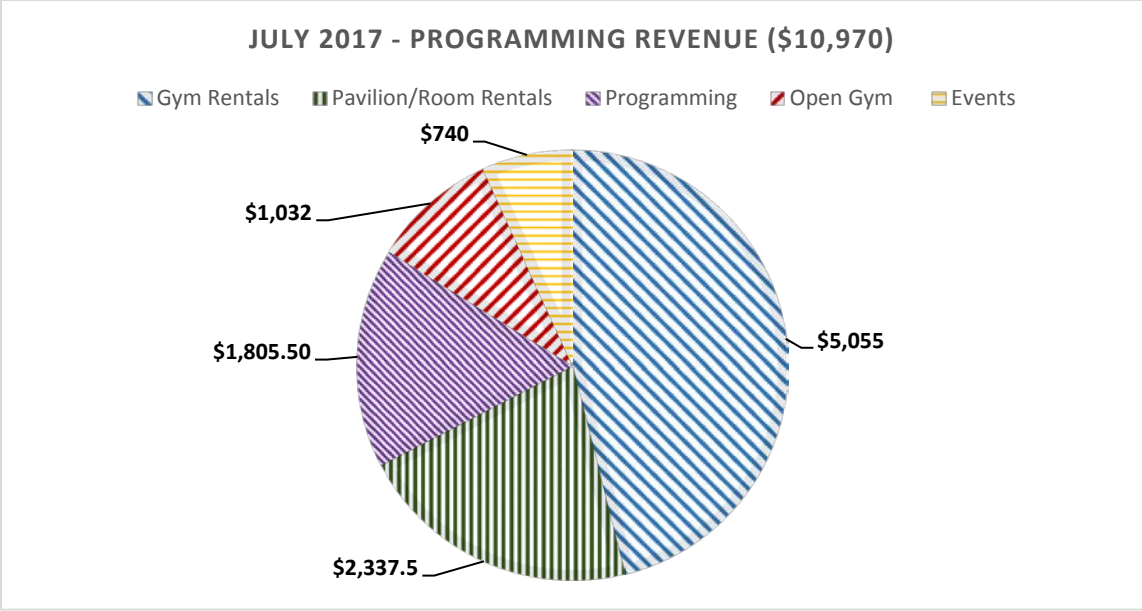
- Youth athletics
 - Atlanta Colts youth football league [registration](#)
 - Murphey Candler baseball fall ball [registration](#)
 - Murphey Candler softball fall ball [registration](#)
 - Elevate sports academy basketball [registration](#)
 - Jump start sports summer camps [registration](#)
 - Up4Tennis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

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

	April	June	July
Adult Kickball	675	675	675
Adult Softball	910	540	860
Adult Flag Football	84	84	84
Youth Softball	400	400	In Registration
Youth Football	In Registration	In Registration	In Registration
Youth Baseball	990	990	In Registration
Youth Soccer	500	In Registration	In Registration

July Program Revenue Brought In:

- 2 summer art signups for \$320
- 8 5K signup for \$145
- 17 on-site 5K registrations for \$595
- 5 fall gymnastics signups for \$680
- 2 summer LEGO signups for \$360
- Gymnastics partner fee of \$262.50
- 1 fall Parents Night Out signup for \$15
- Pet First Aid partner fee of \$168
- Open Gym/Passes brought in \$1,032 between both gyms.
- Gym rentals brought in \$5,055
- Classrooms/pavilion/community room/APB rentals brought in \$2,137.50
- Rental facility non-resident fees brought in \$200



Monthly Work Order Summary (Internal w/Contractors)

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

Police- July 2017

Support Services –

- 7/05- Sgt. Kissel & Ofc. Nino attended the Perimeter Tech College job fair
- 7/10- Sgt. Kissel & Ofc. Nino attended career day at the Boys and Girls club
- 7/18- Sgt. Kissel met with OLA coordinator regarding Shop with a cop
- 7/23- Sgt. Kissel attended the vendor show at Chief’s conference
- 7/24- Ofc. Nino attended the D’youville HOA meeting
- 7/26- Sgt. Kissel conducted a tour of HQ for a group from OLA
- 7/29- Sgt. Kissel & Ofc. Nino held “Copsicles” at Briarwood Park

Support Services

REPORTS	OPEN	Officer Nino	Sergeant Kissel	Total
Incident Reports		0	6	6
Accident Reports		0	0	0
Patrol Assist		1	3	4
Arrests		0	1	1
Citations		0	31	31
Press Releases		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	4
Assist Patrol	36
Citations	33
Warnings	9
Transport	19
Arrests	4
Child Safety Seat Install Classes	0
Shifts Worked	25
Court Service Hours	85
Traffic Enforcement Hours	24
Fleet Service Hours	34
Transport Hours for Uniform Patrol/NET	23
Training Hours	0

Monthly Report: K-9 Officers	Officer Fikes
Patrol Assist	40
Other Agency Assist	1
Training Hours	12
Search Warrants	0
Citations	11
Warnings	1
Field Interviews	0
Felony Arrests	4
Misdemeanor Arrests	4
City Ordinance Arrests	5
Wanted Person Located	0
K-9 Search	2
K-9 Tracks	1
K-9 Demonstrations	0
Marijuana Seized	41.0 grams
Cocaine Seized	2.0 grams
Methamphetamine Seized	1.0 grams
Heroin Seized	3.0 grams
Schedule Pills	0

Monthly Report: N.E.T. Team	
Patrol Assist	56
Other Agency Assist	20
Search Warrants	0
Citations	10
Warnings	23
Field Interviews	24
Felony Arrests	2
Misdemeanor Arrests	0
City Ordinance Arrests	6
Wanted Person Located	1
Marijuana Seized	2.0 grams
Cocaine Seized	1.0 grams
Methamphetamine Seized	1.0 grams

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

- Lt. Lewis, along with the DeKalb County Police Gang Task Force, attended the Georgia Gang Investigators Association Conference from 07/10 through 07/14/17.
- K-9 recovered a stolen vehicle, a handgun, a rifle and THC filled “gummies” during a traffic stop on 07/11/17. The vehicle had altered VIN plates and was reported stolen out of Cobb County in 2015.
- Officer Williams and K-9 Thorr attended and successfully completed their Patrol Certification through the National Narcotic Detector Dog Association (NNDDA) on 07/12/17.
- K-9 seized approximately 20 grams of marijuana and 2 grams of cocaine during a traffic stop on 07/15/17.
- K-9 attended the “Copsicles” event at Briarwood Park on 07/29/17.
- NET and K-9 assisted Uniform Patrol throughout the month.

Monthly Report: Traffic Safety Unit	Corporal Snively & Officer Maria Jones
Total Motor Vehicle Stops	82
Total Pedestrian Stops	84
Total Citations Issued	63
Total Warnings Issued	101
Felony Arrests	0
Misdemeanor Arrests	2
City Ordinance Arrests	0
Wanted Persons Located	1
GOHS Initiative Concentration Areas:	
Total Pedestrian Related Contacts (Improper crossing & Fail To Yield)	84
Speeding Contacts	17
Safety Restraint Contacts	3
DUI Contacts	0

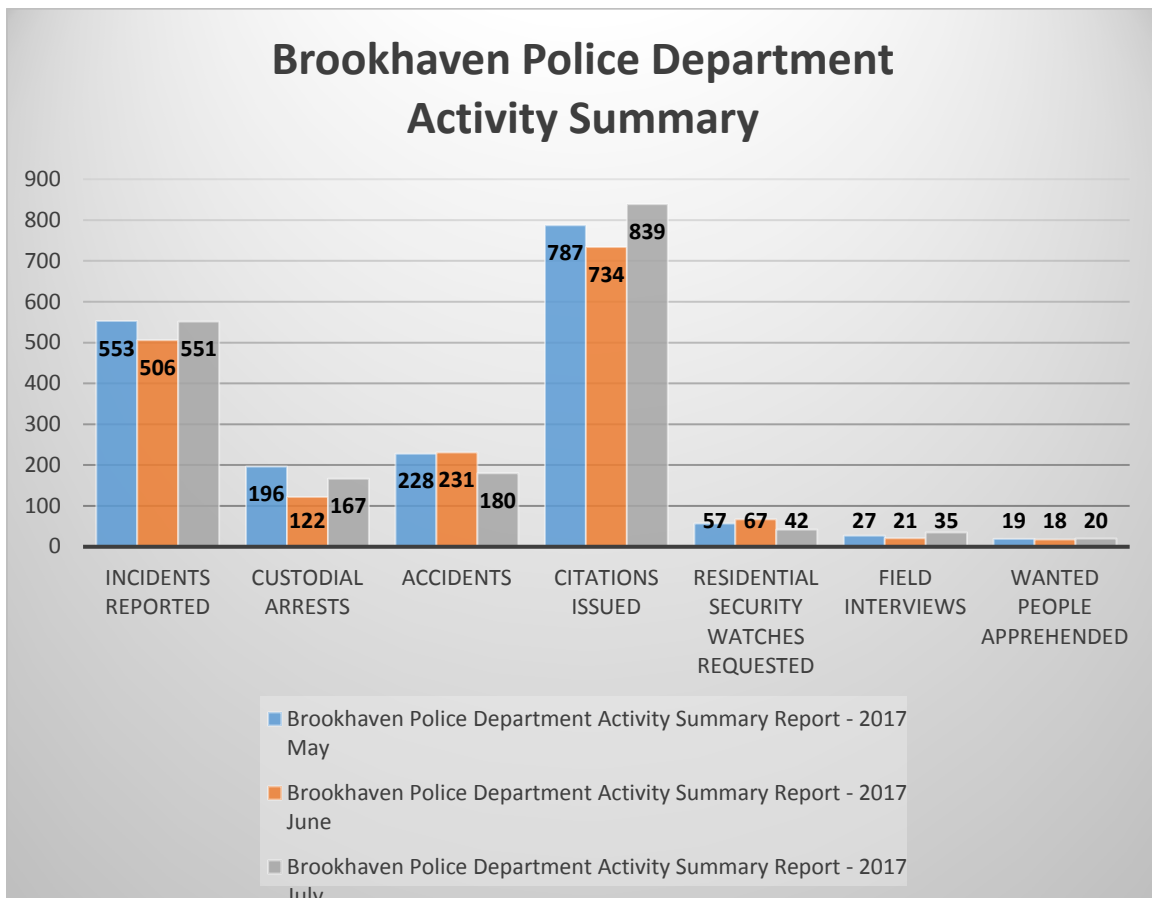
Additional Activities for Traffic Safety Unit

- On July 1, Corporal Snively was temporarily reassigned to assist the Training Unit with background investigations and hiring. This assignment continued throughout the month of July.
- On July 7, 8, and 9, Corporal Snively traveled with the Police Explorers to GPSTC where they competed at the State Explorer Competition and conference.
- On July 10, Corporal Snively attended the IACP Policy Meeting in Lagrange, Georgia
- On July 12, Corporal Snively attended the Pedestrian Task Team meeting at GDOT Headquarters. Officer Jones attended the MATEN Meeting hosted in Peachtree City.
- During the week of July 17-21, Corporal Snively assisted the Alpharetta Police Department – who have the sister grant to our Pedestrian Safety program – with the iCan Bike bicycle camp, training special needs children how to ride a bicycle. In addition, he met with parents and children to distribute pedestrian safety equipment and training.

- On July 21, Officer Jones hosted a citizen ride-along explaining the duties of the Pedestrian Safety Grant Officer
- On July 27, Corporal Snively attended the quarterly meeting of the Georgia Association of Law Enforcement Trainers and Instructors (GALETI) at Kennesaw State University. Through his participation, Brookhaven PD will be one of the founding agencies of the organization, and Corporal Snively was selected to serve as the Chief Financial Officer while the organization incorporates and obtains non-profit status.

Criminal Investigations Division

2017 - Criminal Investigations Report	
Total Reports Handled	160
Total Reports Cleared INACTIVE	101
Total Reports Ex-Cleared	5
Total Reports Unfounded	7
Total Arrests by Investigators	14
Warrants Obtained Pending Arrest	18
Search Warrants	6



Chatcom 911- July 2017

911 Answer Time: In July 2017, ChatComm 911 answered 92.6% of all incoming phone calls within ten seconds and 98.5% of all incoming phone calls were answered within thirty seconds.

Call Processing Time: This Month, ChatComm 911 processed 95.5% of all high priority calls for service and 93.4% of all low priority calls for service within sixty seconds.

Monthly Phone Call Volume: For the month of July 2017, ChatComm 911 handled a total of 32,761 phone calls.

- 72.96% (23,902) were incoming phone calls which are treated as potential emergencies and handled as 911 calls regardless of the line the call is received on.
 - 15,188 of those calls were received on the 911 trunks. 1,559 of the 911 calls received were abandoned 911 calls (where the caller disconnects the line prior to speaking with a calltaker).
 - 8,714 calls were received on administrative and alarm lines but treated as 911 calls.
- The remaining 27.04% (8,859) of the phone calls handled by ChatComm 911 in July 2017 were outgoing phone calls.

Overall Phone Call Volume: Since September 2009, ChatComm 911 has answered a total of 1,769,908 incoming phone calls. Of those calls, 1,033,723 (58.5%) were received on 911 trunks and 733,019 (41.5%) came in on 10-digit phone lines.

Monthly Incident Volume: ChatComm 911 handled a total of 32,747 incidents in July 2017.

- 48.5% (15,879) of the incidents created were officer-initiated incidents, which include traffic stops, business & residential checks, and other calls created by officers.
- 44.3% (14,505) of the incidents were dispatched incidents.
- The remaining 2,363 (7.2%) of the incidents were transferred via CAD to Dekalb for EMS and Fire Dispatch.
- Brookhaven incidents were 12.9% (4,216) of the total incident volume.

Overall Incident Volume: By the end of July 2017, ChatComm 911 handled 2,245,737 incidents since “go-live” in September 2009. 1,994,373 (88.8%) of those were law enforcement incidents; 146,357 (6.5%) of those were fire department incidents; and 105,010 (4.7%) of those were EMS incidents.

EMD & EFD Compliance: For the month of June 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 June was 94% .
- The Emergency Fire Dispatch QA compliance for June was 88% .

Public Works- July 2017

Major Initiatives Completed

- Sidewalk Projects Completed: Cravenridge Road/Ashford Elementary School
- Completed Traffic Calming Analysis on Fuller Road and Kendrick Road. Installed all speed cushions in Brookhaven Heights. Completed installation of Radar Speed Signs on West Nancy Creek.
- Capital Paving Project: Project 95% complete as of 07/31/2017

Major Initiatives in Progress/Upcoming

- Osborne Road Drainage Project – Project is 85% complete as of Aug 3, 2017.
- Stratfield Drive Stormwater Piping Project – Vault subsurface area is acceptable per GeoHydro soils report. Drawings approved 07/31/17. Drawings sent to contractors for quotes – due 8/16.
- Sidewalk concept design underway: Briarwood Road, Cartecay Drive, Childers Drive, Curtis Drive, Lanier Drive (Peachtree-Woodrow), Lanier Drive (Woodrow-Windsor), Mill Creek Road, Skyland Drive, Tryon Road, Woodrow Way Phase 2. R/W Acquisition has begun for Johnson Ferry Road (Existing to City Limits), Caldwell Road, and Lanier Drive (Windsor-Hearst)
- 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, Epling Forest, Oak Forest, Nancy Creek Heights, 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 complete

Ongoing Coordination

- PTO 5 year Grant coordination w/ PCID
- RTOP Coordination with GDOT – Signals on Peachtree Road, Clairmont Road, Buford Highway, & N Druid Hills Road.
- PTO Coordination with PCIDs/GDOT – Signals on Ashford Dunwoody Road from Lake Hearn Drive to Johnson Ferry Road
- 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	0						6
Curb Repairs	1	1	5	3	4	10	6						30
Potholes	3	4	2	8	1	6	3						27
Patching	5	2	6	9	10	10	11						53
Signs	15	4	11	11	6	14	5						66
Traffic Signals													
Signal Repairs	7	3	10	3	4	10	6						43
ROW Maintenance													
Tree Removal	7	1	7	6	9	6	7						43
ROW Maintenance	4	3	5	5	5	20	12						54
Stormwater													
Stormwater Cleaning	4	2	1	2	5	8	7						29
Stormwater Repairs	9	8	6	9	5	13	9						59
Total work orders	56	29	54	56	51	98	66	0	0	0	0	0	410

Service Requests Received

2017	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
Curb and Gutter	0	0	0	0	0	0	3						3
Downed Lines	0	0	7	0	0	3	1						11
Pavement/Potholes	13	11	13	21	15	16	22						111
Right of Way/Trash	4	3	5	6	12	7	8						45
Sidewalk	3	1	5	5	2	3	4						23
Stormwater	9	8	5	11	16	20	5						74
Street Lights	4	0	4	3	3	2	1						17
Street Sign	3	4	4	8	5	12	7						43
Traffic Signal	0	4	5	4	2	8	8						31
Tree	1	0	3	0	1	0	3						8
Total Service Requests	37	31	51	58	56	71	62	0	0	0	0	0	366

ROW Encroachment Permits (including Dumpsters/Road Closures)

- Permits issued YTD, 369
- Permits issued this month, 36

Finance- July 2017

July 31, 2017 Financial Report in Brief

The July 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 July 2016 to July 2017, below is a brief review of the revenues and expenditures.

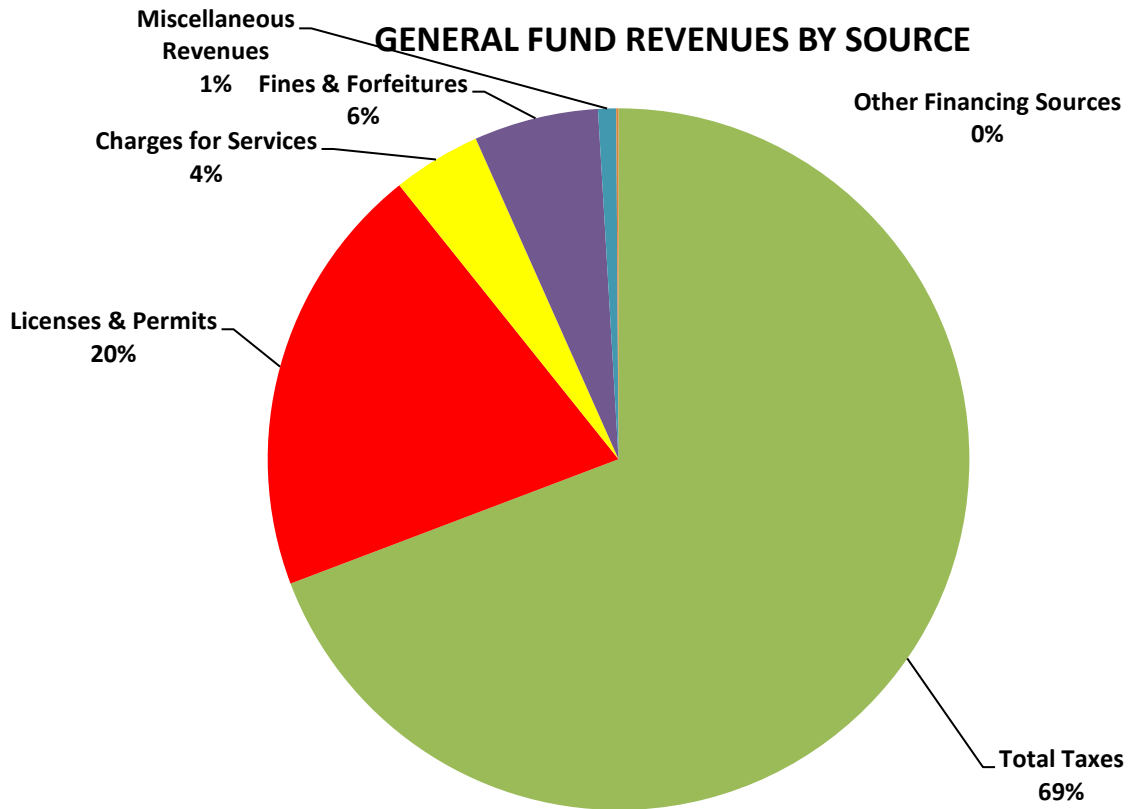
General Fund Summary

Total General Fund revenues through July 31st, 2017 are \$152.4 thousand less than they were this time last fiscal year. This is primarily as a result of insurance reimbursements for damaged vehicles being recorded in the vehicle replacement fund where the expenditures initially take place. Total General Fund expenditures through July 31st, 2017 are \$865.6 thousand more than those at this same time last year. The expenditure discrepancy is primarily a result of being fully staffed for the first time in the City’s short life.

BUDGET COMPARISON REPORT - GENERAL FUND - REVENUES
For The Sixth Month Ending July 31, 2017

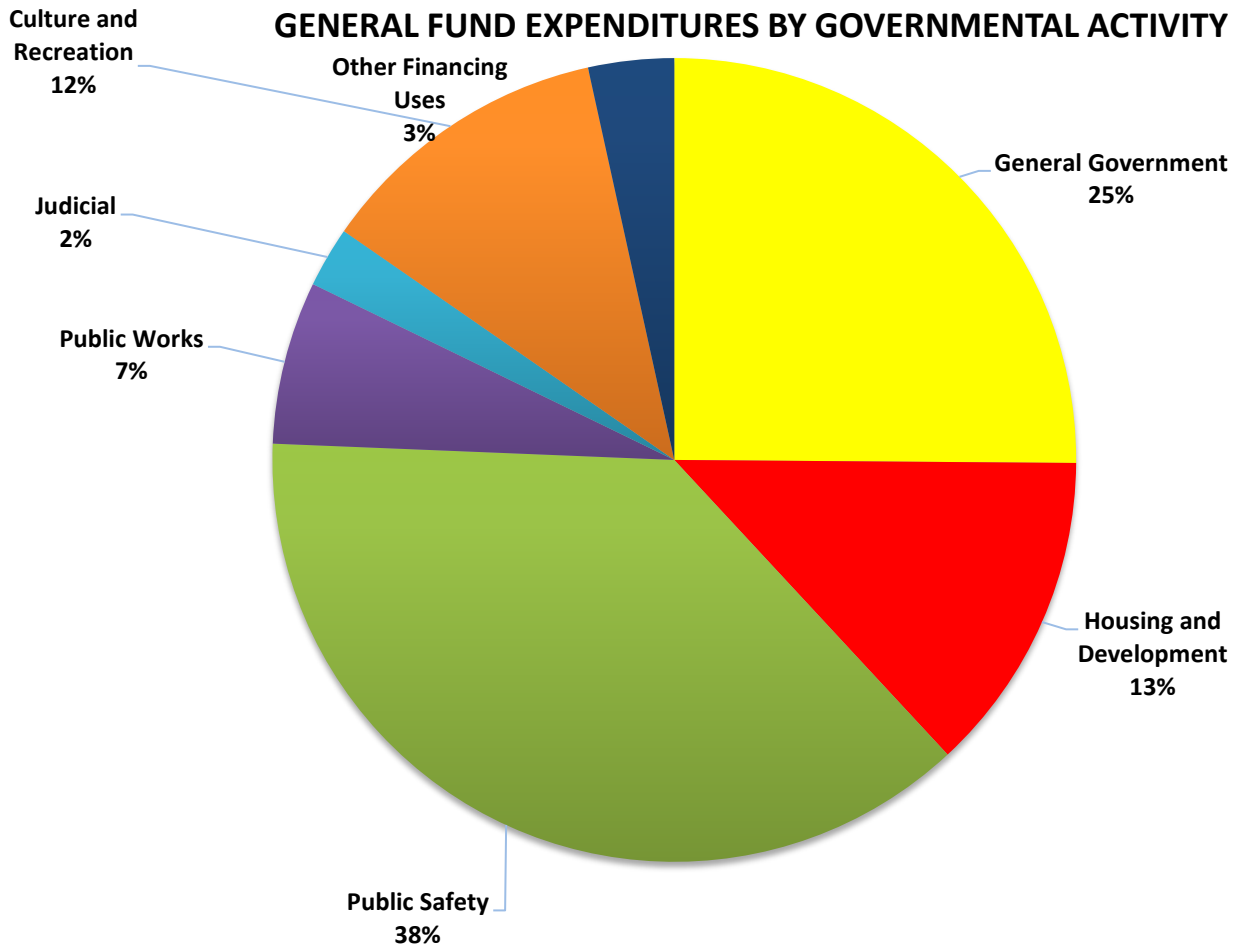
	2016 Amended Budget	2016 YTD Actuals	2017 Amended Budget	2017 Monthly Actuals	2017 YTD Actuals	% of Annual Budget
Property Tax	\$ 6,642,980	\$ 151,813	\$ 8,318,321	\$ 38,502	\$ 353,767	4.25%
Motor Vehicle Tax & Title Ad Valorem Tax	330,000	76,547	231,669	5,308	47,025	20.30%
Recording Intangible Tax	90,000	66,901	90,000	8,059	72,654	80.73%
Real Estate Transfer Tax	36,000	31,784	36,000	4,567	25,573	71.04%
Franchise Tax	3,035,000	3,044,521	3,200,000	130,298	3,483,372	108.86%
Alcoholic Beverage Excise Tax	800,000	619,171	825,000	98,721	697,065	84.49%
Energy Excise Tax	35,000	41,419	40,000	-	88,799	222.00%
Motor Vehicle Rental Excise Tax	50,000	29,553	50,000	5,995	35,789	71.58%
Business & Occupational Tax	2,300,000	1,963,388	2,100,000	23,553	1,907,866	90.85%
Insurance Premium Tax	2,800,000	15,800	2,815,000	700	18,350	0.65%
Financial Institutions Tax	55,000	32,402	50,000	-	-	0.00%
Penalties & Interest	12,000	4,013	8,000	2,237	6,249	78.11%
Total Taxes	16,185,980	6,077,313	17,763,990	317,941	6,736,509	37.92%
Licenses & Permits	1,950,000	1,756,575	2,225,000	213,199	1,949,013	87.60%
Charges for Services	427,500	556,328	630,000	84,537	396,024	62.86%
Fines & Forfeitures	1,250,000	665,280	1,350,000	90,399	558,076	41.34%
Miscellaneous Revenues	403,459	338,982	494,878	(72,647)	80,780	16.32%
Investment Earnings	5,000	3,982	5,000	108	10,231	204.63%
Other Financing Sources	2,785,341	484,576	1,870,043	-	-	0.00%
TOTAL REVENUES	\$ 23,007,280	\$ 9,883,036	\$ 24,338,911	\$ 633,536	\$ 9,730,634	39.98%

This Graph depicts Revenues YTD



Governmental Function	2016 Amended Budget	2016 YTD Actuals	2017 Amended Budget	2017 Monthly Actuals	2017 YTD Actuals	% of Annual Budget
General Government	\$ 4,818,719	\$ 2,476,100	\$ 5,572,782	\$ 401,786	\$ 3,193,636	57.31%
Housing and Development	3,141,385	1,532,483	3,198,487	219,173	1,649,842	51.58%
Public Safety	7,985,260	4,753,471	8,433,344	549,492	4,773,871	56.61%
Public Works	1,420,316	517,499	1,521,230	132,091	834,079	54.83%
Judicial	724,016	332,771	629,345	43,697	309,414	49.16%
Culture and Recreation	2,693,048	1,659,473	2,351,205	200,641	1,514,399	64.41%
Other Financing Uses	2,221,536	576,217	2,632,518	58,631	438,367	16.65%
TOTAL EXPENDITURES	\$ 23,004,280	\$ 11,848,014	\$ 24,338,911	\$ 1,605,511	\$ 12,713,607	52.24%

GENERAL FUND EXPENDITURES BY GOVERNMENTAL ACTIVITY



General 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>