

Managers Monthly Report: December 2018

To: Mayor & Council

From: Michael Harris

Date: December 17, 2019



**Finance**

- Process December 2018 payroll in QS1 software (1<sup>st</sup> of the Month – Monthly).
- Process January 2019 Mayor Vehicle Allowance expense reimbursement (\$650.00).
- Submit DOR G7 payroll tax payment online through DOR-GA Tax Center website for 4<sup>th</sup> quarter (December2018) (Electronic File).
- Submit IRS 941 payroll tax payment online through IRS-EFTPS-FED website for 4<sup>th</sup> quarter (December2018) (Electronic File).
- Electronic file and made DOR G7 payroll tax quarterly report online through DOR-GA Tax Center for 4<sup>th</sup> quarter (Oct/Nov/Dec2018) due by 01/31<sup>st</sup> yearly.
- Mail 941 IRS/Federal payroll tax report to IRS for 4<sup>th</sup> quarter (Oct/Nov/Dec2018)
- Processed FY2018 Bank Reconciliation and monthly QS1General Ledger Financial reports for BB&T and Iberia bank (November2018).
- Processed FY2018 Credit Card Reconciliation for CRCD ending \*9251 (Michael Harris/City Manager) & CRCD ending \*9359 (Brenda James/City Clerk) with monthly QS1General Ledger Financial reports for BB&T bank (December2018).
- Processed Municipal Court reports (GSCCCA/POAB/Drug Abuse/Local Victim Assistance)
- Processed all monthly departmental revenue payments: Enforcement/Communication/CommunityDev/EconomicDev/IT/GIS/SPLOST/HOST).
- Processed all Online Portal Credit Card Payments
- Process Weekly accounts payable check run (Every Friday).
- Processed Monthly Financial Report for City Manger review and portal posting (Dec2018).
- Processed approved FY2018-002 Budget Amendment GL line items into QS1 system.
- Processing 2019 Alcohol and Business License Renewal Packets mailed
- Interview panel for Administrative Assistant
- Received QS1 financial system employee 2018 W2 and Vendor 1099 forms to process
- Presented to Mayor and Council finalized FY2019 budget for approval

Monthly Financial Summary

BB&T Operating Account:

Departmental Monthly Totals							Month
(+) CR Licensing	(+) CR Permits Inspections	(+) CR Excise Taxes	(+) CR Franchise Fees	(+) CR Other/Misc/D onations	(-) DR Fees/ Invoices/ Withdrawals	CR/DR Diff Monthly Total Profit	
\$101,074.92	\$23,532.79	\$53,889.96	\$26,721.37	\$351,239.00*	\$181,626	\$374,831.42	Dec-18

Total Credits: \$555,429.04

Total Debits: \$181,626.62

\* \$350,000 transfer from Iberia operating account

Dec. Balance: \$15,354.86

YTD Balance: \$ 426,698.17 (All Operating Accounts)

## Technology

### GIS

- Worked on Proposed Future Land Use Map
- Created a 'Known Vacant Properties' layer and added it to CityMap
- Added a generalized boundary of Klondike National Historic District to CityMap
- Completed the initial version of Stonecrest's OpenData portal

### IT Services

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## Communications

### Administrative

- Met with several vendors bidding for the council video system upgrade
- Reviewed and categorized RFPs for the council chambers video system upgrade after its December deadline. Began the same process with the RFPs for the website rebuild.
- Produced and released another segment of Inside Stonecrest
- Received the city seal for the council chambers and scheduled its installation
- Responded to media inquiries, approved advertising, and wrote routine press releases
- Continued preparations for a 2019 city budget book
- Assigned and managed municipal court security
- General website updates
- Graphic design, proclamations, and copywriting for social media posts

### Community Affairs

- Partnered with Emory Hillandale Hospital for their Christmas Tree Lighting Ceremony. The mayor and council were invited.
- Worked in conjunction with the Kiwanis Club for Project Warmth to provide coats and Christmas gifts for students at Stoneview, Flat Rock and Fairington Elementary Schools.

### Video & Photo Coverage

- Film Commission panel discussion
- 2019 City Budget
- Mayor's cancer journey update
- Demolition of old buildings on Klondike and Browns Mill
- Scheduled council meetings and work sessions

## Economic Development

Area of Focus	Monthly Activity
Stonecrest Development Authority	<ul style="list-style-type: none"> <li>• Conference Calls / Meetings with Development Authority consultant, Doug Stoner</li> <li>• Stonecrest Development Authority meeting</li> <li>• Adoption of SDA Bylaws &amp; 2019 Meeting Schedule, Discussion of Officer Elections</li> </ul>
Stonecrest Film and Entertainment	<ul style="list-style-type: none"> <li>• Received film permit requests</li> <li>• Coordination with Entertainment.Gov &amp; DeKalb Entertainment Commission on Stonecrest Film &amp; Entertainment</li> <li>• Film/Entertainment Panel Discussion &amp; Industry Mixer Launch event</li> </ul>
Stonecrest Economic Development	<ul style="list-style-type: none"> <li>• Stonecrest District 1: The Big Picture (Councilman Clanton Panel Discussion)</li> <li>• Comp Plan Steering Committee Meeting</li> </ul>
Shop Stonecrest Initiative	<ul style="list-style-type: none"> <li>• Planned/Scheduled Customer Service training for businesses in Stonecrest to improve customer service experience by shoppers in coordination with Discover DeKalb</li> <li>• Coordination with StartUp Factory</li> </ul>
Stonecrest Retail Recruitment	<ul style="list-style-type: none"> <li>• No Activity this period</li> </ul>

## Community Development

### Building & Permitting

Permit Type	Nov. 18	Dec. 18
Permits Issued	109	108
Residential Inspections	306	45
Commercial/Misc. Inspections	29	152
<b>Total Inspections</b>	<b>335</b>	<b>305</b>

### **Code Enforcement**

<b>Action Taken</b>	<b>Nov. 18</b>	<b>Dec. 18</b>
Complaints Received	157	111
Inspections Conducted	363	183
Cases Closed	39	20
Notices Issued	157	35
Violations Abated	133	72
<b>TOTAL</b>	<b>849</b>	<b>421</b>

### **Planning & Zoning**

<b>Zoning Action</b>	<b>Nov. 18</b>	<b>Dec. 18</b>
Rezoning's	1	1
Special Land Use Permit (SLUP)	1	0
Variance	0	0
Admin. Variance	1	0
Special Admin Permits	5	6
Zoning Certifications	11	14
<b>TOTAL</b>	<b>19</b>	<b>21</b>

### **Land Development**

<b>Development Action</b>	<b>Nov. 18</b>	<b>Dec. 18</b>
Plans Reviewed	65	33
Inspections	121	109
Notice of Violation/SWO	3	5
Complaints	0	0
<b>TOTAL</b>	<b>189</b>	<b>147</b>

### **Courts**

45 Defendants with 70 charges were scheduled to appear in Stonecrest Municipal Court for violations from inoperable vehicles, sanitation, trash and debris and no business license among other city ordinances.

11 defendants with 18 charges were reset for a future court date. 25 defendants with 40 charges were adjudicated with a monetary assessment of \$2,650 dollars and probation to allow time to pay. 9 defendants failed to appear.

	Jan-18	Feb-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Oct-18	Sep-18	Oct-18	Nov-18	Dec-18	Rolling 12 Month
Inbound Call Volume	1,723	1,570	1,738	1,966	1,748	1,387	1,264	1,322	1,188	1,388	880	976	17,150
Avg Calls/Day	55.6	56.1	56.1	89.4	56.4	46.2	40.8	42.6	38.3	44.8	28.4	31.5	57.2
Avg Talk Time (3:00)	01:39.0	0:01	0:01:26	0:01:38	0:01:46	0:01:58	0:01:43	0:01:48	0:01:51	0:01:50	0:01:53	0:01:46	0:01:44
Short Abandon Calls	42	43	40	46	40	41	37	62	48	31	28	27	40
Abandon Calls	170	122	121	174	156	140	100	119	125	70	45	54	116
Abandon % (10%)	8%	5%	5%	7%	7%	7%	5%	5%	7%	3%	2%	3%	5.3%
Total WO Count	1360	1282	1444	1621	1434	1453	1090	1098	953	1195	909	858	14,697
Single Call Resolution	308	198	241	326	274	291	186	185	150	207	172	155	2,693
Reception Calls	526	507	612	634	530	478	410	413	402	524	388	329	5,753

### Call Center Data

### Public Works

Stonecrest Transportation Plan (STP) & Strategy

- No action

<p>Stonecrest Capital Improvement &amp; SPLOST</p>	<ul style="list-style-type: none"> <li>• Participated in Conference Call to clarify how DeKalb County SPLOST expenditures can be used in Stonecrest on December 4. Participants: Thompson Kurrie, Michael Harris, Councilman George Turner</li> <li>• Facilitated the SPLOST Citizen Oversight Advisory Committee Meeting on December 18 at 7:00pm</li> </ul>
<p>Public Works &amp; Infrastructure</p>	<ul style="list-style-type: none"> <li>• Met with Parsons team to discuss GDOT Major Mobility Investment Program (MMIP) I-285/I-20 East Interchange Reconstruction Project and its impact on the City of Stonecrest on December 11. Attendees: Michael Harris, Emilee Woods, Michael Nader, Marcelino Remero, et. al</li> <li>• Participated in the DeKalb County Emergency Response Liaison Meeting to review response protocol as it relates to the Colonial Pipeline and Plantation Pipeline that run through DeKalb County on December 19 at DeKalb County Fire Headquarters in Tucker, GA</li> </ul>
<p>Parks &amp; Recreation and Infrastructure</p>	<ul style="list-style-type: none"> <li>• No Action</li> </ul>

City Administrative Support

- Participated in City Council Meeting & City Council Working Session on Wednesday, December 5
- Participated in Stonecrest Comprehensive Plan Steering Committee Meeting to review draft of plan on December 5 at 6:00pm
- Participated in the DeKalb Police Stonecrest ComStat Meeting on December 10
- Participated in the Stonecrest Film Commission Panel Discussion and Mix & Mingle in Stonecrest City Hall Council Chambers on December 10 beginning at 4:00pm
- Attended City Council Special Called Meeting to discuss the Stonecrest Fiscal Year 2019 Budget on December 12
- Represented the Stonecrest SPLOST Initiative at the District 1 Panel discussion during District 1 Town Hall held on Saturday, December 15 at 10:00am
- Participated in City Council Meeting & City Council Working Session on Monday, December 17

<p style="text-align: center;">Chief of Staff</p>	<ul style="list-style-type: none"> <li>• Facilitated a City of Innovation &amp; Excellence Meeting with Quicket Solutions to refine proposed agreement on December 4 Attendees: Christiaan Burner (Quicket), Don Pimpleton (Quicket), Nathan Holman (GIS), Demeatrius Ivey (IT), Michael Harris (City Manager)</li> <li>• Participated in Community Partnership Breakfast at Flat Rock Elementary School with principals from Browns Mill Elementary, Flat Rock Elementary, Murphey Candler Elementary, and Salem Middle on ways to collaborate with the community on December 7</li> <li>• Participated in the DeKalb Transit Master Plan Project Management Team Meeting via Skype on December 12</li> <li>• Met with Greta Russo to discuss proposed Super Bowl Festival to be held at Stonecrest Resort’s Tournament Central on December 11 Attendees: Greta Russo, Michael Harris, Al Franklin</li> <li>• Met with Donald Pimpleton of Quicket Solutions to discuss a proposed agreement to develop a software system implementation for Stonecrest on December 13</li> <li>• Represented the City of Stonecrest at the Collaborative Firm Holiday Party on December 14</li> <li>• Represented City of Stonecrest along with Mayor Lary and Discover DeKalb’s James Tsismanakis at the breakfast launch event of Focus Atlanta Magazine on December 18 at Woodruff Arts Center in Midtown Atlanta</li> <li>• Represented the City of Stonecrest along with Mayor Lary and Al Franklin at the Kiwanis 2018 Children’s Project Warmth Event at Stoneview Elementary School on December 18</li> <li>• Participated in Stonecrest Santa event along with Mayor Lary and Al Franklin at Fairington Elementary on December 20</li> </ul>
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**City Clerk**

- Prepared agendas for 2 City Council Meetings and 2 Council Work Sessions
- Prepared minutes for all Council meetings
- Processed 15 Open Records Requests



