

Managers Monthly Report: July 2018

To: Mayor & Council

From: Michael Harris

Date: August 13, 2018

Finance

July 2018:

- Process July 2018 payroll in QS1 software (1st of the Month – Monthly)
- Submit DOR G7 payroll tax payment online through DOR-GA Tax Center website for 3rd quarter (July2018) (Electronic File).
- Process July 2018 payroll Mayor Vehicle Allowance expense reimbursement (\$650.00).
- Submit IRS 941 payroll tax payment online through IRS-EFTPS-FED website for 3rd quarter (July2018) (Electronic File).
- Completed FY2018 Bank Reconciliation with monthly QS1General Ledger Financial reports for BB&T and Iberia bank (June2018).
- Completed FY2018 Credit Card Reconciliations with monthly QS1General Ledger reports
- Processed Monthly Financial Rev & Exp Report for City Manager review and posting .
- Process Weekly accounts payable check run (Every Friday)
- Processed 2018 Business Licenses (New & Renewals) (Renew Deadline: April 30th Yearly). P&I/ Penalty (10%) & Interest (1% per month late) began May 1st yearly.
- Processed all monthly departmental revenue payments:
(Licensing/Permitting/Planning/Zoning/Municipal Court/Excise Taxes/Franchise Fees/Code Enforcement/Communication/CommDev/EconDev/IT/GIS/SPLOST/HOST).
- Processed Citizen Serve Software Customer Online Portal Payments for Renewal, Licensing, Permitting & Planning Services (Portal for Credit Card payment Customers ONLY).
- Working with (2) Summer Interns on office departmental projects.
- Completed Mauldin & Jenkins CPE Seminar GASB Update & Footnotes Review training (Douglasville GA).
- Compiled Citizen Trust Bank “Opening CD” information for City Manager/Mayor review.
- Start compiling office and employee Asset Management data to create spreadsheet.
- Review data for 2019 Budget for Finance, Licensing&Payroll Department by 08/17deadline.

Monthly Financial Summary

BB&T Operating Account:

Departmental Monthly Totals							
(+) 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	Month
\$85,371.76	\$211,180.16	\$65,162.46	\$39,959.16	\$ 5,092.86	\$381,863.92	\$24,902.48	July-18

Total Credits: \$592,638.36

Total Debits: \$393,364.78

July Balance: \$199,273.58 YTD Balance: \$ 761,926.85

Current SPLOST Balance: \$1,161,695.47

Technology

GIS

- Completed the Census LUCA process and added around 2,500 addresses to the Census Bureau's dataset
- Attended GIS Conference
- Worked with CitizenServe on integration possibilities
- Fulfilled several map & data requests

IT Services

- Monitors for council dias
- Server Updates
- Working on how to back up things stored on "C drive" local computer
- Working on AD Federation for sign on

Communications

Administrative

- Wrote the city's Special Report – Stonecrest One Year Later for Crossroads News
- Worked with an outside vendor to establish a Stonecrest Welcome video for our website
- Served as a judge for the City-County Communications & Marketing Association awards
- Continued to work with GDOT on city limit signs
- Began accepting bids for a social media archiving company
- Wrote city's proclamations
- Digital design for flyers and poster boards
- Submitted custom social media posts to NextDoor, Facebook, and Twitter
- Provided content ideas to Discover DeKalb for the DeKalb Destination Guide

Community Affairs

- Met with the Honorary Consulate of Guyana to discuss partnerships and opportunities
- Visited subdivisions to develop Homeowner's Association contacts.
- Met with 360 HLN (Healthy Lifestyle Network) to discuss potential health partnerships.
- Met with Altenergy to discuss opportunities for community events and smart energy initiatives
- Met with Charlotte Cain to discuss details for the Stonecrest Fest
- Provided communications support for Code Enforcement and Comprehensive Plan meetings.

News Coverage & External Media

- Finding the next Miss Ashley Stewart expo
- Stonecrest baseball team, South DeKalb Tribe heads toward another championship
- Community meetings for the Comprehensive Plan
- Stonecrest on the rise article for On Common Ground News
- Stonecrest offers summer educations to college interns
- Managed the city's website and social media

Economic Development

Area of Focus	Monthly Activity
Stonecrest Development Authority	<ul style="list-style-type: none"> Coordinated Stonecrest Development Authority (SDA) Orientation in the City of Smyrna Toured Smyrna Development Authority projects and presentation from Smyrna Bond Counsel, Raymond James Discussion regarding next events and/or meetings of SDA
Retail Recruitment Strategy	<ul style="list-style-type: none"> Conference call with retail recruitment firm regarding their scope of services Identify retail needs for Stonecrest
Economic Development Plan	<ul style="list-style-type: none"> Researching consulting firms for the purposes of completing a strategic economic development plan for the city of Stonecrest Identify possible goals of the ED Plan
Stonecrest Film and Entertainment	<ul style="list-style-type: none"> Met with FilmCity, LLC regarding annual plan for Stonecrest Film & Entertainment FilmCity: Film & Entertainment presentation at Work Session on Aug. 2nd
ED Webpage	<ul style="list-style-type: none"> Provide data for Stonecrest ED webpage regarding available properties, local broker marketing flyers, demographic & city profile data Work with Communications Department in updating data to website

Community Development

Building & Permitting

Permit Type	June 18	July 18
Permits Issued	118	177
Residential Inspections	769	638
Commercial/Misc. Inspections	33	28
Total Inspections	786	762

Code Enforcement

Action Taken	June 18	July 18
Complaints Received	224	226
Inspections Conducted	345	272
Notices Issued	235	178
Violations Abated	59	50
TOTAL	863	726

Planning & Zoning

Zoning Action	June 18	July 18
Rezoning's	2	0
Special Land Use Permit (SLUP)	1	1
Variance	1	0
Admin. Variance	1	0
Special Admin Permits	15	14
Zoning Certifications	5	7
TOTAL	25	22

Land Development

Development Action	June 18	July 18
Plans Reviewed	35	24
Inspections	196	106
Notice of Violation	11	11
Complaints	3	1
TOTAL	268	167

Courts

42 Defendants with 38 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.

12 defendants with 27 charges were reset for a future court date. 21 defendants with 25 charges were adjudicated with a monetary assessment of \$5,050 dollars and probation to allow time to pay.

Call Center Data

	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Rolling 12 Month
Inbound Call Volume	847	1202	1532	1353	1410	1723	1570	1738	1966	1748	1857		13341
Avg Calls/Day	44.6	57.2	49.4	45.1	45.5	55.6	56.1	56.1	65.5	56.4	0.0	0.0	52.8
Avg Talk Time (3:00)	0:01:51	0:01:39	0:01:26	0:01:31	0:01:49	0:01:41	0:01:30	0:01:26	0:01:35	0:01:46			0:01:36
Short Abandon Calls	35	26	33	38	48	42	43	40	46	40	42		39
Abandon Calls	134	153	169	111	112	170	122	121	174	156	161		140.66667
Abandon % (10%)	12%	11%	9%	6%	5%	8%	5%	5%	7%	7%			7.6%
Total WO Count	629	928	1180	1086	1157	1360	1282	1444	1621	1434	1501		10687
Single Call Resolution	125	195	215	227	201	308	198	241	326	274	233		2036
Reception Calls	267	347	515	497	502	526	507	612	634	530	583		4407

Public Works

Stonecrest Transportation Plan (STP) & Strategy	<ul style="list-style-type: none"> No action
Stonecrest Capital Improvement & SPLOST	<ul style="list-style-type: none"> Facilitated an introduction of Omega Paving & Construction (Thomas Settles) to the City of Stonecrest on July 30 Discussed opportunity to “piggy back” on road resurfacing contracts in conjunction with Dekalb County SPLOST (via Moreland Altobelli with Chris Kingsbury) on July 31
Parks & Recreation and Infrastructure	<ul style="list-style-type: none"> No Action
Public Works & Infrastructure	<ul style="list-style-type: none"> Discussed using DeKalb County assistance (Peggy Allen) to develop entry-way signage for the City of Stonecrest with Adrion Bell on July 12

City Administrative Support

- Attended Stonecrest City Council Meeting and City Council Working Session on July 3 at 9:00am
- Participated in DeKalb Transit Master Plan Project Management Team Meeting at Maloof Bldg, Decatur, GA on July 9 at 8:30am
- Facilitated review of parks locations for Alternegy Smart City Presentation for City of Stonecrest on July 10 at 9:00am
- Conducted Monthly Stonecrest Contact Center Meeting with Jin Souza, Terri Love, Ivelys Lipsey, and Terrie Walker on July 11
- Conducted review meeting for Grice Consulting scope and budget documents on July 11
- Published 12-page review of Grice Consulting proposals for Comprehensive Transportation Plan and Program Management on July 13
- Participated as Acting City Manager during City Council Working Session and City Council Meeting on July 16 at 6:00pm
- Attended Stonecrest Comprehensive Plan Community Pop-up Event at Mall at Stonecrest on Saturday, July 21 at 11:00am
- Attended Ashley Stewart National Model Search with Mayor Jason Lary, Al Franklin, Adrion Bell, and Elliott Maddox on Saturday, July 21 at 2:00pm
- Participated in DeKalb Transit Master Plan Project Management Team Meeting at Maloof Bldg, Decatur, GA on July 23 at 8:30am
- Conducted walk-through and review of Stonecrest City Hall facilities with Ashley Capital (Sarah Newman, Greg McKelvey, Jimmy Suttles) on July 23
- Met with Bob Smith, a City of Stonecrest landowner, who has 32 acres he intends to market on July 23
- Attended Code Enforcement Outreach event at Stonecrest City Hall on Saturday, July 28
- Participated in Stonecrest Comprehensive Plan Community Meeting – Phase II event at Stonecrest Library on Saturday, July 28
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Chief of Staff

- Met with Alternegy (Sabra Medellin, Taylor Clark & Jared Phillips) & Zeppelin Agency (Joe Ellis, et. al.) and Atlanta Sports City (Vaughn Irons & Patrick Henderson) to discuss possible hosting of 3-day Super Bowl Festival in Stonecrest in February 2019 on July 13
- Met with Alternegy (Sabra Medellin & Taylor Clark) & Zeppelin Agency (Joe Ellis) at the Mall of Stonecrest to tour facilities to review plans for possible hosting of 3-day Super Bowl Festival in Stonecrest in February 2019 on July 16
- Participated in breakfast with Mayor Lary and Discover DeKalb (Clarence Boone) on July 18
- Participated in (and drove rented van to) Stonecrest Development Authority Tour of Smyrna Development Authority with Sabrina Wright and Doug Stoner on July 24
- Participated in DeKalb Transit Study Master Plan's Mayor Jason Lary Interview at Stonecrest City Hall on July 25
- Attended DeKalb County SPLOST Open House at Historic DeKalb Courthouse on July 26 at 6:30pm
- Introduction of Red Cross (Smyther Fallen) and Integrated Service Solutions (Vincent Guthrie) to the City of Stonecrest on July 31

City Clerk

- Prepared agendas for 2 City Council Meetings and 2 Council Work Sessions
- Prepared minutes for all Council meetings
- Processed 22 Open Records Requests
- Handle all Council Expense Reports

