

Managers Monthly Report: November 2018

To: Mayor & Council

From: Michael Harris

Date: December 14, 2018



**Finance**

- Process November 2018 payroll in QS1 software (1st of the Month – Monthly).
- Process December 2018 Mayor Vehicle Allowance expense reimbursement (\$650.00).
- Submit DOR G7 payroll tax payment online through DOR-GA Tax Center website for 4th quarter (November2018) (Electronic File).
- Submit IRS 941 payroll tax payment online through IRS-EFTPS-FED website for 4th quarter (November2018) (Electronic File).
- 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 (November2018).
- Processed Municipal Court reports (GSCCCA/POAB/Drug Abuse/Local Victim Assistance) (November2018).
- Processed all monthly departmental revenue payments: (Licensing/Permitting/Planning/Zoning/Municipal Court/Excise Taxes/Franchise Fees/Code Enforcement/Communication/CommunityDev/EconomicDev/IT/GIS/SPLOST/HOST).
- Processed all Online Portal Credit Card Payments for New&Renewal, Licensing, Permitting & Planning Services.
- Process Weekly accounts payable check run (Every Friday).
- Processed Monthly Financial Report for City Manger review and portal posting (Nov2018).
- Conference call with Fixed/Asset Management software provider (Dude Solutions).
- Mailed all 2019 Alcohol License Renewal Packets by Friday November 02, 2018 deadline
- Drafted 2019 Business License Renewal Packets for review, approval and mail out deadline
- Registered for 2019 GFOA/Govt Finance Officers Assoc. 113th annual conference (Los Angeles CA)

Monthly Financial Summary

BB&T Operating Account:

| Departmental Monthly Totals |                                  |                           |                             |                                    |  |                                       |        |
|-----------------------------|----------------------------------|---------------------------|-----------------------------|------------------------------------|--|---------------------------------------|--------|
| (+) CR<br>Licensing         | (+) CR<br>Permits<br>Inspections | (+) CR<br>Excise<br>Taxes | (+) CR<br>Franchise<br>Fees | (+) CR<br>Other/Misc/D<br>onations | (-) DR<br>Fees/ Invoices/<br>Withdrawals | CR/DR Diff<br>Monthly Total<br>Profit | Month  |
| \$70,665.47                 | \$49,244.35                      | \$61,659.11               | \$265,240.63                | \$104,107.00*                      | \$423,316.79                             | \$127,599.77                          | Nov-18 |

Total Credits: \$550,916.56

Total Debits: \$423,316.79

\* \$100,000 transfer from Iberia operating account

**Oct. Balance: \$127,599.77      YTD Balance: \$ 721,249.73 (All Operating Accounts)**

**Current SPLOST Balance: \$4,220,923.48**

## Technology

### GIS

- Internal/External Data & Map Requests
- Implementation of Open Data site
- Working on options for a public complaint portal
- Continued working on historical zoning case layer
- Continued work on LUCA for 2020 Census

### IT Services

- Create Barracuda instruction sheet
- Test backup (make sure we can pull Data down from cloud)
- Working on how to back up things stored on “C drive” local computer
- Working on AD Federation for sign on

## Communications

### Administrative

- Released an RFP and an Invitation to Bid letter for the city’s website and council chambers video upgrade. Responded to inquiries from potential vendors
- Completed part one of the mayor’s cancer journey video for Inside Stonecrest
- Managed the design of the city seal for the council chambers and placed order
- 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 and copywriting for social media posts

### Community Affairs

- Reviewed the sponsorship package for the Atlanta DeKalb Caribbean Carnival and completed the Mayor’s sponsorship letter.
- Joined forces with Emory Hillandale Hospital for their Christmas Tree Lighting celebration featuring the mayor and council
- Planned a tour of Emory Hillandale Hospital for the mayor, council and city managers
- Met with Kiwanis Club representative to discuss Project Warmth partnership with the city.

### Video & Photo Coverage

- Pizza Bar Ribbon Cutting with Councilman Clanton
- WSB News Coverage of the Blue Room and DeKalb Police
- Mayor’s Cancer Journey

- Scheduled council meetings and work sessions

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| <b>Economic Development</b> |
|-----------------------------|

| <b>Area of Focus</b>              | <b>Monthly Activity</b>  |
|-----------------------------------|--|
| Stonecrest Development Authority  | <ul style="list-style-type: none"> <li>• Conference Calls / Meetings with Development Authority consultant, Doug Stoner</li> <li>• Discussion regarding Bylaws and structure of the Stonecrest Development Authority</li> </ul>  |
| Stonecrest Film and Entertainment | <ul style="list-style-type: none"> <li>• Received film permit requests</li> <li>• Coordination with Film City, LLC &amp; DeKalb Entertainment Commission on Stonecrest Film &amp; Entertainment</li> <li>• Hosted DeKalb Entertainment Commission Board Meeting at City Hall</li> <li>• Discussion/Planning of Stonecrest Film/Entertainment Launch event (as indicated in Film Strategic Plan)</li> </ul> |
| Stonecrest Economic Development   | <ul style="list-style-type: none"> <li>• ARC State of the Region</li> <li>• Federal Grant</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> </ul>   |
| Stonecrest Retail Recruitment     | <ul style="list-style-type: none"> <li>• No Activity this period</li> </ul>  |

|                              |
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| <b>Community Development</b> |
|------------------------------|

| <b>Building &amp; Permitting</b> |                |                |
|----------------------------------|----------------|----------------|
| <b>Permit Type</b>               | <b>Oct. 18</b> | <b>Nov. 18</b> |
| Permits Issued                   | 103            | 109            |
| Residential Inspections          | 923            | 306            |
| Commercial/Misc. Inspections     | 38             | 29             |
| <b>Total Inspections</b>         | <b>961</b>     | <b>335</b>     |

### **Code Enforcement**

| <b>Action Taken</b>   | <b>Oct. 18</b> | <b>Nov. 18</b> |
|-----------------------|----------------|----------------|
| Complaints Received   | 412            | 157            |
| Inspections Conducted | 407            | 363            |
| Cases Closed          | 166            | 39             |
| Notices Issued        | 162            | 157            |
| Violations Abated     | 141            | 133            |
| <b>TOTAL</b>          | <b>1288</b>    | <b>849</b>     |

### **Planning & Zoning**

| <b>Zoning Action</b>           | <b>Oct. 18</b> | <b>Nov. 18</b> |
|--------------------------------|----------------|----------------|
| Rezoning's                     | 1              | 1              |
| Special Land Use Permit (SLUP) | 0              | 1              |
| Variance                       | 2              | 0              |
| Admin. Variance                | 1              | 1              |
| Special Admin Permits          | 10             | 5              |
| Zoning Certifications          | 8              | 11             |
| <b>TOTAL</b>                   | <b>22</b>      | <b>19</b>      |

### **Land Development**

| <b>Development Action</b> | <b>Oct. 18</b> | <b>Nov. 18</b> |
|---------------------------|----------------|----------------|
| Plans Reviewed            | 14             | 65             |
| Inspections               | 85             | 121            |
| Notice of Violation       | 14             | 3              |
| Complaints                | 0              | 0              |
| <b>TOTAL</b>              | <b>113</b>     | <b>189</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.

## Call Center Data

|                        | Nov-17 | Dec-17 | Jan-18  | Feb-18 | Mar-18  | Apr-18  | May-18  | Jun-18  | Jul-18  | Aug-18  | Sep-18  | Oct-18  | Rolling 12 Month |
|------------------------|--------|--------|---------|--------|---------|---------|---------|---------|---------|---------|---------|---------|------------------|
| Inbound Call Volume    | 1,353  | 1,410  | 1,723   | 1,570  | 1,738   | 1,966   | 1,748   | 1,387   | 1,264   | 1,322   | 1,188   | 1,388   | 15,481           |
| Avg Calls/Day          | 45.1   | 45.5   | 55.6    | 56.1   | 56.1    | 89.4    | 56.4    | 46.2    | 40.8    | 42.6    | 39.6    | 44.8    | 54.6             |
| Avg Talk Time (3:00)   | 01:39  | 01:39  | 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 | 0:01:41          |
| Short Abandon Calls    | 38     | 48     | 42      | 43     | 40      | 46      | 40      | 41      | 37      | 62      | 48      | 48      | 44               |
| Abandon Calls          | 111    | 112    | 170     | 122    | 121     | 174     | 156     | 140     | 100     | 119     | 125     | 125     | 133              |
| Abandon % (10%)        | 6%     | 5%     | 8%      | 5%     | 5%      | 7%      | 7%      | 7%      | 5%      | 5%      |         |         | 6.0%             |
| Total WO Count         | 1086   | 1157   | 1360    | 1282   | 1444    | 1621    | 1434    | 1453    | 1090    | 1098    | 953     | 953     | 15,173           |
| Single Call Resolution | 227    | 201    | 308     | 198    | 241     | 326     | 274     | 291     | 186     | 185     | 150     | 150     | 2,794            |
| Reception Calls        | 497    | 502    | 526     | 507    | 612     | 634     | 530     | 478     | 410     | 413     | 402     | 402     | 6,035            |

## Public Works

|   |  |
|---|--|
| Stonecrest Transportation Plan (STP) & Strategy | <ul style="list-style-type: none"> <li>No action</li> </ul>  |
| Stonecrest Capital Improvement & SPLOST         | <ul style="list-style-type: none"> <li>Meeting to review and finalize Scope of Services for Comprehensive Transportation Plan (CTP) and SPLOST Program Management (SPM) services with Grice Consulting on November 12<br/>Attendees: Michael Harris, Tom Kurrie, George Turner, John Funny, Bruce Brown, and Morris Williams</li> <li>Meeting to discuss CTP &amp; SPM “Best and Final Offer” (BAFO) on November 29<br/>Attendees: Michael Harris, Tom Kurrie, George Turner</li> <li>Discussion on legal SPLOST expenditures by the City of Stonecrest on November 30<br/>Attendees: James Bence (Mauldin &amp; Jenkins, CPA), Michael Harris, Tom Kurrie (Coleman Talley LLC), Anne-Gray Herring (Coleman Talley LLC), Laura Cosgray (Coleman Talley LLC)</li> </ul> |

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| <p><b>Public Works &amp; Infrastructure</b></p>         | <ul style="list-style-type: none"> <li>• Discussion with Community Development staff, Mayor &amp; Councilman Clanton to discuss proposed overlapping Mall at Stonecrest land development opportunities: <ul style="list-style-type: none"> <li>○ Atlanta Sports City multi-sport fields</li> <li>○ MARTA I-20 East TOD project and associated MARTA Station &amp; mixed-use development</li> </ul> </li> <li>• Attended the ARC State of the Region Breakfast on November 2 at Georgia World Congress Center</li> <li>• Participated in Jacobs Georgia Transportation Summit Recruiting Call on November 6</li> <li>• Attended the 2018 Georgia Transportation Summit on November 9 in Athens, GA (#THWg)</li> <li>• Completed the LMIG (Local Maintenance Infrastructure Grant) application for the City of Stonecrest</li> <li>• Inspected the list of 17 streets identified for resurfacing using LMIG funds on November 15</li> </ul> |
| <p><b>Parks &amp; Recreation and Infrastructure</b></p> | <ul style="list-style-type: none"> <li>• Discussed DeKalb County Parks &amp; Greenspace Inventory with Chris Bell, DeKalb County on November 7</li> <li>• Participated in the interview of Candidate #1 for Director of Parks &amp; Recreation with City Manager Michael Harris on November 16</li> </ul>   |
| <p><b>City Administrative Support</b></p>               | <ul style="list-style-type: none"> <li>• Participated in City Council Meeting &amp; City Council Working Session</li> <li>• Attended National World Planning Day on November 8 in Downtown Decatur</li> <li>• Met with Sharon Small of Prologics ITS Profolio on November 3 to discuss solutions to city system issues</li> <li>• Facilitated monthly Stonecrest Contact Center Meeting</li> <li>• Discussion of DeKalb County Intergovernmental Agreements (IGA) and enforcement of City of Stonecrest Ordinances with DeKalb Police on</li> <li>• Documented Business License Renewals for Stonecrest Contact Center</li> </ul>   |

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| <p style="text-align: center;">Chief of Staff</p> | <ul style="list-style-type: none"> <li>• Attended Countywide Communicators Meeting on November 2 at The Greater Good BBQ, Tucker with Adrion Bell &amp; Elliott Maddox</li> <li>• Attended DeKalb County Mass Transit Study Stakeholder Advisory Committee Meeting on November 8 in Downtown Decatur</li> <li>• Attended DeKalb Mass Transit Master Plan Project Team Meeting on November 14</li> <li>• Facilitated a City of Innovation &amp; Excellence Meeting with Quicket Solutions on November 14<br/>Attendees: Christiaan Burner (Quicket), Don Pimpleton (Quicket), Nathan Holman (GIS), Demeatrius Ivey (IT), Michael Harris (City Manager)</li> <li>• Attended DeKalb County Board of Commissioners Fall Retreat to discuss DeKalb Mass Transit Study Peer Study of Minneapolis/St. Paul, Minneapolis Transit System on November 16</li> <li>• Facilitated internal discussion of Quicket Solutions on November 26<br/>Attendees: Michael Harris, Ashley Smith (Interdev), Demeatrius Ivey, Nathan Holman, Audrey Mays, Sabrina Wright</li> <li>• Tour of Emory Hillandale Hospital by Kim Bentley (VP &amp; Administrator) on November 27<br/>Attendees: Mayor Lary, Councilmen George Turner &amp; Rob Turner, Al Franklin, Elliott Maddox</li> <li>• Facilitated discussion of Federal Disaster Relief Grants on November 29<br/>Attendees: Al Franklin, Tribes Elliott, et. al.</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 9 Open Records Requests
- Handle all Council Expense Reports

