

Managers Monthly Report: October 2018

To: Mayor & Council

From: Michael Harris

Date: November 14, 2018



Finance

October 2018:

- Process October 2018 payroll in QS1 software (1st of the Month – Monthly).
- Process November 2018 Mayor Vehicle Allowance expense reimbursement (\$650.00).
- Submit DOR G7 payroll tax payment online through DOR-GA Tax Center website for 4th quarter (October2018) (Electronic File).
- Submit IRS 941 payroll tax payment online through IRS-EFTPS-FED website for 4th quarter
- Processed FY2018 Bank Reconciliation and monthly QS1General Ledger Financial reports for BB&T and Iberia bank (October2018).
- 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 (October2018).
- Processed Municipal Court reports (GSCCCA/POAB/Drug Abuse/Local Victim Assistance)
- 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 &
- Process Weekly accounts payable check run (Every Friday).
- Processed Monthly Financial Report for City Manger review and portal posting (Oct2018).
- Conference call with Fixed/Asset Management software provider (Dude Solutions).
- Created 2019 Business Development & Community Cultural Affairs Departments and separate budget general ledger line items in QS1 financial system with City Manager.
- Presented 2019 Department draft Budget to City Council at 2019 Budget Retreat
- Updated 2018 Budget and QS1 financial system with approved 2018 Budget Amendment-002
- Drafted 2019 Alcohol and Business License Renewal Packets for review, approval and mail ou

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	
\$131,106.45	\$108,927.33	\$90,015.36	\$43,144.72	\$ 445.00	\$411,585.09	\$37,946.23	Oct-18

Total Credits: \$504,422.20

Total Debits: \$421,410.37

Oct. Balance: \$83,011.83

YTD Balance: \$ 663,824.37

Technology

GIS

- Internal/External Data & Map Requests
- Budget information prep and presentation
- Working on options for a public complaint portal
- Continued working on historical zoning case layer
- Finalized CitizenServe address update process

IT Services

- 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

- Continued to work with GDOT on city limit signs for I-20
- Finalized bids for the city seal for the council chambers
- Presented the department’s 2019 budget to mayor and council
- Responded to media inquiries, approved advertising, and wrote routine press releases
- Began preparations for a 2019 city budget book
- Continued to work toward awarding a contract for council chambers video system
- Assigned and managed municipal court security
- General website updates
- Graphic design and copywriting for social media posts

Community Affairs

- Met with the Atlanta DeKalb Carnival team to aid in creating a second day of the festival
- Presented Africa Umoja to the mayor and council and arranged to have city leaders attend and support their performance at the Porter Sanford Center
- Met with our code enforcement manager to arrange a meeting with the city’s HOA and neighborhood leaders

Video Coverage

- Mayor’s Straight Talk – Session 2
- Tire clean up on Evans Mill
- Scheduled council meetings and work sessions

Economic Development

Area of Focus	Monthly Activity
Stonecrest Development Authority	<ul style="list-style-type: none"> Conference Calls / Meetings with Development Authority consultant, Doug Stoner Discussion regarding Bylaws and structure of the Stonecrest Development Authority
Stonecrest Film and Entertainment	<ul style="list-style-type: none"> Received film permit requests Coordination with Film City, LLC & DeKalb Entertainment Commission on Stonecrest Film & Entertainment
Stonecrest Economic Development Plan	<ul style="list-style-type: none"> Budget meetings and Presentation to City Council at annual Council Retreat Development Meeting with Councilman Clanton and Community Development Director, Nicole Dozier Stonecrest Economic Development hosts DeKalb SEDP Update Town Hall Meeting DCA & GECD Opportunity Fund Stakeholder Meeting I-20 E TOD Strategic Plan Implementation Discussion ARC Meeting re: regional planning and transportation in DeKalb Co.
Shop Stonecrest Initiative	<ul style="list-style-type: none"> Planned/Scheduled Customer Service training for businesses in Stonecrest to improve customer service experience by shoppers in coordination with Discover DeKalb
Stonecrest Retail Recruitment	<ul style="list-style-type: none"> No Activity this period

Community Development

Building & Permitting

Permit Type	Sept. 18	Oct 18
Permits Issued	115	103
Residential Inspections	668	923
Commercial/Misc. Inspections	29	38

Total Inspections	697	961
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Code Enforcement		
Action Taken	Sept 18	Oct 18
Complaints Received	211	412
Inspections Conducted	220	407
Cases Closed		166
Notices Issued	123	162
Violations Abated	45	141
TOTAL	599	1288

Planning & Zoning		
Zoning Action	Sept 18	Oct 18
Rezoning's	1	1
Special Land Use Permit (SLUP)	0	0
Variance	2	2
Admin. Variance	0	1
Special Admin Permits	8	10
Zoning Certifications	5	8
TOTAL	16	22

Land Development		
Development Action	Sept 18	Oct 18
Plans Reviewed	15	14
Inspections	99	85
Notice of Violation	9	14
Complaints	0	0
TOTAL	123	113

Courts

48 Defendants with 97 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.

13 defendants with 29 charges were reset for a future court date. 18 defendants with 31 charges were adjudicated with a monetary assessment of \$4,650 dollars and probation to allow time to pay. 17 defendants failed to appear

	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

Call Center Data

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"> Discussed Best & Final Offer (BAFO) from Grice Consulting for Comprehensive Transportation Plan (CTP) and SPLOST Program Management (SPM) with Michael Harris & Tom Kurrie on October 5 Facilitated the Stonecrest SPLOST Citizen Oversight Advisory Committee – Introductory Meeting on October 22 at 7:00pm Facilitated the Stonecrest SPLOST Citizen Oversight Advisory Committee – First Formal Meeting on October 29 at 7:00pm

**Parks & Recreation and
Infrastructure**

- Participated in interviews for Parks & Rec Director position
- Met with StandGuard Aquatics to discuss management services they currently provide at Browns Mill Aquatic Center on October 24
(Attendees: Sheila Cane, Matt Satterly, Michael Harris)

City Administrative Support

- Attended City Council Meeting & City Council Working Session on Wednesday, October 3
- Facilitated call with Dude Solutions (Alex Serra) to discuss their proposal for an asset management solution for Stonecrest on October 4 at 2:30pm
- Facilitated Stonecrest Contact Center Monthly Briefing on October 10 (Attendees: Ivelys Lipsey, Jin Souza, Terri Love)
- Conducted introductory discussion with Ovus Partners concerning Property Assessed Clean Energy (PACE) Program & Ordinance for funding for senior housing in Stonecrest (Attendees: Jerome Edmondson, Mayor Lary, Ovus Partners)
- Facilitated introductory discussions with Africa UJOMA performance organizers in advance of shows at Porter Sanford Performing Arts Center on October 10 (Attendees: Richard Jordan, Mayor Lary, Al Franklin)
- Represented the City of Stonecrest during Realtors Tour of Stonecrest & Atlanta Sports City at the Mall at Stonecrest on October 11 at 10:30am
- Facilitated Ashley Capital annual inspection of Stonecrest City Hall property on October 12 (Attendees: Sarah Newman, Marney King, Michael Harris)
- Action Items Review Conference Call with Africa UJOMA USA Tour organizers on October 12 (Attendees: Richard Jordan, Al Franklin)
- Action Items Review Conference Call with Africa UJOMA USA Tour organizers on October 15 (Attendees: Richard Jordan, Al Franklin)
- Attended City Council Working Session & City Council Meeting on Wednesday, October 15 and secured Africa UJOMA USA Tour performance during Council Meeting
- Participated in DeKalb Police Dept CrimeState Briefing on October 17
- Facilitated introduction of Noresco (United Technologies) to Stonecrest on October 17 (Attendees: Rahn Mayo, Mayor Lary)
- Participated in DeKalb County Ambulance Services CEO Stakeholder Meeting at DeKalb Police & Fire HQ, Tucker on October 18 at 10:00am

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| | <ul style="list-style-type: none">• Participated in Budget Retreat Prep Meeting with Stonecrest City Hall Leadership on October 18• Met with GM Fleet Management (Eric Lamb) on October 23• Participated in Stonecrest Comprehensive Plan Steering Committee Meeting on October 23 at 4:00pm• Discussed Stonecrest financials with Robert Watts (attorney representing firm that plans to build soccer stadium in Stonecrest) on October 24• Attended Decide DeKalb Town Hall held at Stonecrest City Hall on Wednesday, October 24 at 6:30pm• Participated in Stonecrest City Council Budget Retreat held at Hampton Inn Covington on Thursday, October 25 and Friday, October 26• Participated in Jacobs S.T.E.M. Program Meeting at Fairington Elementary School (5505 Phillip Bradley Dr, Stonecrest) on October 30 at 9:00am
(Attendees: Dr. Burke, Lori Goldammer, DeKalb Schools Commissioner Vicki Turner, Stonecrest City Councilman Rob Turner, Barbara Lee, Michael Harris)• Facilitated introduction of NetPlanner Systems, Inc. (security camera systems) to Stonecrest on October 31 (Attendees: Steve Spiro, Michael Harris, Ken Hildebrandt) |
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<p style="text-align: center;">Chief of Staff</p>	<ul style="list-style-type: none"> • Participated in DeKalb Transit Master Plan Study Project Management Team (PMT) Meeting at DeKalb County CEO Office on October 1 at 8:30am • Participated in MARTA I-20 East TOD Strategic Plan Meeting at 330 W. Ponce de Leon Ave, Decatur, GA on October 4 at 9:30am • Conducted Pre-Town Hall Briefing with Alternegy in preparation for Mayor’s Town Hall Meeting on October 8 • Participated in Mayor’s Town Hall Meeting on Monday, October 8 at 7:00pm • Attended DeKalb County Mass Transit Study Open House at Lou Walker Senior Center, 2538 Panola Rd, Stonecrest on October 16 at 6:00pm • Participated in DeKalb Transit Master Plan Study Project Management Team (PMT) Meeting at DeKalb County CEO Office on October 29 at 8:30am • Attended Africa UJOMA Reception & Performance at Porter Sanford Performing Arts Center for Mayor’s Proclamation & City Council on October 30 at 5:00pm • Participated in MARTA I-20 East TOD Study Implementation Value Capture Discussion held on October 31 (Attendees: Greg Floyd, Mark Briggs, Nicole McGhee Hall, Sabrina Wright, Nicole Dozier, Chris Wheeler, Al Franklin)
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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 8 Open Records Requests
- Handle all Council Expense Reports

