

Managers Monthly Report: April 2018

To: Mayor & Council

From: Michael Harris

Date: May 15, 2018

Finance

April 2018 goals listed below:

- Process April 2018 payroll in QS1 software (1st of the Month – Monthly)
- Submit G7 payroll tax payment and report online through DOR-GA Tax Center website for 2nd quarter (April2018) (Electronic File).
- Submit 941 payroll tax payment and report online through IRS-EFTPS-FED website for 2nd quarter (April2018) (Electronic File).
- Process Weekly accounts payable check run (Every Friday)
- Processed heavy volume of 2018 Business License Renewals (Deadline: April 30th Yearly). P&I/ Penalty (10%) & Interest (1% per month late) begin May 1st yearly.
- Opened Citizen Serve Online Portal for Payments, Renewal and Licensing Services (go live date: April 02, 2018).
- Citizen Serve Soft Launch of Permitting Services (Internal- go live date: April 01, 2018).
- Citizen Serve Launch Online Portal Payments, Permitting & Film Permits Services (go live May 01, 2018).
- Completed in office portion of FY2017 Audit with Steve Gober (CPA) and Mauldin & Jenkins CPA LLC (External CPA Auditors). Start Date: April 30, 2018 – May 04, 2018 / 1st official audit due by 06/30/2018. Note: will complete CAFR/Certified Annual Financial Report for FY2017 as well.
- Completed FY2017 Bank Reconciliation and monthly QS1 General Ledger Financial reports for BB&T and Iberia bank (July-December).
- Separated BB&T #01 and Iberia Bank #02 general ledger accounts in QS1 Financial system.
- Entered all FY2018 City of Stonecrest Budget Amendments amounts into QS1 Financial system.
- Created SPLOST own separate fund and general ledger account number in QS1 Financial system. Set up SPLOST ACH/Direct Deposit for all incoming funds to Iberia Bank #02.

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
\$212,926.70	\$31,749.29	\$65,321.51	\$27,660.21	\$637.00	\$763,797.71	\$(425,503.00)	Apr-18

Total Credits: \$467,450.27

Total Debits: \$772,970.03

Apr. Balance: **(\$305,519.76)**

YTD Balance: \$ 598,193.18

Technology

GIS

- Completed several internal and external data/map requests
- Worked with CitizenServe on address updates
- Began the Census LUCA project
- Initial computer and software set-up
- Compiling and organizing all city addresses
- Map revisions for Arabia Mnt Overlay committee

IT Services

- Working on implementing ticket system
- Address network issues as they arise
- Working on VPN access
- Working on AD Federation for sign on
- Working with attorney's office on multiple Open Records Requests
- Working on single sign on for Stonecrest accounts

Communications

Administrative

- Worked with graphic artist on content for the Stonecrest 2017 Annual Report.
- Conducted interviews for an assistant communications coordinator and made a recommendation for the candidate to hire
- Selected the contractors for the new exterior city hall building sign
- Attended and managed the Mayor's Inaugural Prayer Breakfast
- Attended editing classes
- Served as guest lecturer at Clark Atlanta University. Finalized the process for the hiring of interns.
- Finalized the Stonecrest section of the DeKalb Convention and Visitors' Bureau Destination Guide
- Met with staff on the Stonecrest City Flag design
- Welcomed and conducted orientation for the new Community Affairs Manager. Began supervising this division of the city's government.
- Reviewed job descriptions for the Stonecrest chief of police sent by a local security consultant.
- Coordinated the security and staffed the municipal court deputies

News Coverage

- MARTA and DeKalb County's Public Transit Study Meeting
- Mayor's Inaugural Prayer Breakfast
- Scheduled council meetings and work sessions.
- Mayor Lary on CNBC's Dash for Amazon

External Media

- Managed the city's website and social media

Economic Development

ED Incentives Package	<ul style="list-style-type: none"> Reviewed incentives packages from metropolitan Atlanta cities and Georgia Department of Economic Development Prepared draft economic development incentives package
Stonecrest Film/Entertainment	<ul style="list-style-type: none"> Received two film permit requests
Market Stonecrest vacant properties	<ul style="list-style-type: none"> Stonecrest large commercial and industrial properties are available via link on City website Toured City of Stonecrest to obtain broker information Met with brokers and encouraged them to send flyers for their available properties to me Will create link for city website as well as
Development Authority	<ul style="list-style-type: none"> Ongoing meetings / discussion regarding the creation of Stonecrest Development Authority
Stonecrest Hotels	<ul style="list-style-type: none"> Conference calls regarding creation of “Best of Stonecrest” customer service training for local retailers, restaurants and hotels to encourage continued patronage in the City of Stonecrest
Economic Development Strategic Plan	<ul style="list-style-type: none"> Meeting with Georgia Power and City of Peachtree Corners regarding their incentives package and Strategic Plan Research metropolitan Atlanta ED strategic plans as well as cities outside of Georgia

Community Development

Building & Permitting

Permit Type	Mar 18	Apr 18
Residential Inspections	574	520
Commercial Inspections	11	5
TOTAL	585	525

Code Enforcement

Action Taken	Mar 18	Apr 18
Complaints Received	156	34
Inspections Conducted	177	264
Notices Issued	70	118
Violations Abated	28	95
TOTAL	431	511

Planning & Zoning

Zoning Action	Mar 18	Apr 18
Rezoning	2	0
Special Land Use Permit (SLUP)	1	1
Variance	0	0
Admin. Variance	0	0
Special Admin Permits	15	8
Zoning Certifications	4	2
TOTAL	22	11

Land Development

Development Action	Mar 18	Apr 18
Plans Reviewed	41	61
Inspections	356	386
Notice of Violation	96	25
Complaints	12	3
TOTAL	505	475

Courts

20 Defendants with 32 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.

10 defendants with 15 charges were reset for a future court date. 4 defendants with 9 charges were dismissed due to achieving compliance and 4 defendants with 6 charges were adjudicated with a monetary assessment of \$1,050 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				13341
Avg Calls/Day	44.6	57.2	49.4	45.1	45.5	55.6	56.1	56.1	65.5	0.0	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				0:01:36
Short Abandon Calls	35	26	33	38	48	42	43	40	46				39
Abandon Calls	134	153	169	111	112	170	122	121	174				140.66667
Abandon % (10%)	12%	11%	9%	6%	5%	8%	5%	5%	7%				7.6%
Total WO Count	629	928	1180	1086	1157	1360	1282	1444	1621				10687
Single Call Resolution	125	195	215	227	201	308	198	241	326				2036
Reception Calls	267	347	515	497	502	526	507	612	634				4407

Public Works

Stonecrest Transportation Plan (STP) & Strategy	<ul style="list-style-type: none"> No action, waiting direction from City Council
Stonecrest Capital Improvement & SPLOST	<ul style="list-style-type: none"> Spoke to Stonecrest Citizens Coalition on Stonecrest SPLOST Initiative at Stonecrest Library on April 10 Participated in DeKalb County City Managers' Meeting on SPLOST Program Management at Dunwoody City Hall on April 24 Met with Mayor, City Councilmen Clanton & G. Turner, City Manager, and City Attorney to discuss SPLOST Initiative on April 30

<p>Stonecrest Procurement for SPLOST</p>	<ul style="list-style-type: none"> • No action, waiting direction from City Council
<p>Public Works & Infrastructure</p>	<ul style="list-style-type: none"> • Met with Quintech Solutions, Inc. (vendor) concerning service offering in the area of security consulting, construction & engineering support on April 3 • Met with Optech. (vendor) concerning service offering in the area of litter control and right-of-way maintenance within Stonecrest on April 3 • Met with MARTA & WSP Consulting to discuss MARTA I-20 East Transit Oriented Development (TOD) Study in advance of Public Meeting on April 5 • Met with Let Us Love Your Lawn. (vendor) concerning service offering in the area of litter control and right-of-way maintenance within Stonecrest on April 12 • Conducted Stonecrest City Tour for Optech on April 13 • Attended Public Meeting for MARTA I-20 East Transit Oriented Development (TOD) Study Workshop at Lou Walker Sr. Center on April 26
<p>Parks & Recreation and Infrastructure</p>	<ul style="list-style-type: none"> • Stonecrest Parks Facility Assessment Discussion with Allison Stewart-Harris on April 17 • Met with Allison Stewart-Harris to present assessment requirements for the City of Stonecrest Parks & Recreation Facility Assessment on April 27
<p>City Administrative Support</p>	<ul style="list-style-type: none"> • Met with AEI Startup Factory (business) concerning private/public opportunities on April 3 • City Council Working Session on April 4 • Discussed City of Stonecrest & DeKalb Comprehensive Waste Plan (recycling) on April 4 • Conducted monthly Contact Center Review Meeting with Contact Center Staff on April 11 • Special Called Meeting with City Council to discuss SPLOST Options on April 11 • Facilitated introduction of DeKalb Emergency Management Agency (DEMA) and Captain Sue Loeffler to the City of Stonecrest Staff • Attended StoneFest Festival Review presented by Patricia Willis on April 16 • Attended meeting to review Igloo Atlanta Special Event petition with Omar Thomas on April 16 • City Council Meeting on April 16 (7 hour meeting from 6:00pm until 1:00am) • Egypt Robinson presented "Tranquil Inferno" screening proposal to City Hall Staff on April 23 •

Chief of Staff

- Attended State of Dekalb County Luncheon at Evergreen in Stone Mountain