

Managers Monthly Report: March 2018

To: Mayor & Council

From: Michael Harris

Date: April 13, 2018

Finance

- Process March 2018 payroll in QS1 software (1st of the Month – Monthly)
- Process Weekly accounts payable and employee expense check run (Every Friday)
- Submit G7 payroll tax payment and report online through DOR-GA Tax Center website for 1st quarter (March 2018) (Electronic File).
- Submit 941 payroll tax payment and report online through IRS-EFTPS-FED website for 1st quarter (March 2018) (Electronic File).
- Electronic file and make G7 payroll tax reports online through DOR-GA Tax Center for 1st quarter (Jan/Feb/Mar 2018) due by 04/30th yearly.
- Mail 941 IRS/Federal payroll tax report to IRS for 1st quarter (Jan/Feb/Mar 2018) due by 04/30th yearly. Remit To: Department of the Treasury-Internal Revenue Services – Ogden UT 84201-0005.
- Processing heavy volume of 2018 Business License Renewals (Deadline: April 30th Yearly)
- Citizen Serve Launch meeting every Tuesday @ 2pm (Soft Launch/Internally -Go live March 05, 2018).
- Citizen Serve Launch Online Portal Payments, Renewal and Licensing Services (go live April 02, 2018).
- Meet with Martin G. Long (CPA) with Long & Associates CPA Firm for external consulting engagement with firm serving in role of City Accountant.
- Work with Steve Garber (CPA) with Mauldin & Jenkins CPA LLC (External CPA Auditors) for FY2017 Audit services (Start Date: April 30, 2018 - 1st official audit due by 06/30/2018)
- Create FY2017 Bank Reconciliation spreadsheets to monthly QS1 General Ledger Financial reports (July-December).
- Received (3) three new BB&T Credit Card Machines – **Licensing**/Merchant ID#*171412 **Permitting**/Merchant ID#*171313 **Court**/Merchant ID#*171438(**Inactivated & reprogram Front Office**/Merchant ID#*109222 to Court) & **Online Portal**/Merchant ID#*146380.

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
\$100,882.1 3	\$151,570.0 7	\$59,701.3 9	\$109,619.2 3	\$30.52	\$122,732.82	\$230,977.7 5	Mar-18

Total Credits: \$422,173.34

Total Debits: \$133,964.51

Technology

GIS

- Completed several internal data and map requests
- Continued Development of Permitted Use Lookup app
- Completed Public Complaint Form
- Presented Code Enforcement Applications to Council
- Conducted GIS Training for Planning and Zoning Staff
- Digitized 75% of historic zoning cases

IT Services

- Working on implementing ticket system
- Working VPN access
- Working on AD Federation for sign on
- Working on single sign on for Stonecrest accounts

Communications

Administrative

- Wrote, and submitted the remaining content for the Stonecrest 2017 Annual Report and completed the edit of the first draft.
- Review resumes for an assistant communications coordinator
- Formulated and submitted the proposal for video equipment, editing software and a computer to city manager
- Consulted and took bids from contractors for the new exterior city hall building sign
- Met with a potential public safety consultant regarding the Stonecrest Police Department
- Managed the planning of the Mayor's Inaugural Prayer Breakfast
- Edited and submitted content for the new webpage for the city's Office of Economic Development
- Developed the Proclamation for CS Truck and Trailer
- Spearheaded a fundraiser to aid a residential fire victim and DeKalb Police Marty Williams and his family.
- Developed talking points for the mayor's CNBC interview
- Coordinated the security and staffed the municipal court deputies
- Met with On Common Ground owners to discuss plans for expanding media coverage
- Began planning and coordinating with Clark Atlanta University for the hiring of interns
- Attended editing classes

News Coverage

- MARTA and DeKalb County's Public Transit Study Meeting
- Mayor's Inaugural Prayer Breakfast
- Presentation of city's gift to DeKalb Police Officer Marty Williams
- The effects of a 48-inch water main break on the city
- 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

<p>Business Retention & Expansion Program</p>	<ul style="list-style-type: none"> • Presentation and follow-up meeting regarding Customer Relations Management (CRM) system for business retention meetings • Received CRM proposal; forwarded to City Manager for approval
<p>Business Recruitment</p>	<ul style="list-style-type: none"> • Met with restaurant owner regarding potential new location in Stonecrest • Received ROI case studies from NextSite 360 regarding retail recruitment • Registered myself and Mayor Lary for International Conference of Shopping Centers (ICSC) Recon in May. Goal: to recruit retail to Stonecrest and schedule visits with potential Stonecrest retailers
<p>Stonecrest Film/Entertainment</p>	<ul style="list-style-type: none"> • Working with Decide DeKalb and FilmCity LLC to finalize the FilmApp permitting system for the City of Stonecrest. • Currently working on the payment gateway for film permits.
<p>Economic Development 101</p>	<ul style="list-style-type: none"> • ED101 Luncheon at Georgia Power's Georgia Experience Center for Mayor and Council & City Manager (March 22, 2018) • Presented basic ED information, collaboration with ED partners & other aspects of ED to Mayor and Council • GA Department of Economic Development and GA Power were in attendance
<p>Transportation</p>	<ul style="list-style-type: none"> • Meeting with MARTA regarding the future of their property in Stonecrest on Mall Pkwy
<p>Stonecrest Hotels</p>	<ul style="list-style-type: none"> • Met with Discover DeKalb and Stonecrest Hotel owners regarding the hotel policy in the County • Update on Atlanta Sports City from property brokers
<p>Stonecrest Community Engagement</p>	<ul style="list-style-type: none"> • Attended the first Stonecrest Prayer Breakfast with Mayor and other city officials and staff.
<p>Economic Development Website</p>	<ul style="list-style-type: none"> • Added "Available Property" listings to City website

Development Authority	<ul style="list-style-type: none"> Met with Mayor Lary and a consultant regarding the creation of a Stonecrest development authority (DA) and the opportunities the DA could address
Community Improvement District	<ul style="list-style-type: none"> CID Discussion with Mayor & City staff

Community Development

Building & Permitting			
Permit Type	Feb 18	Mar 18	
Residential Inspections	461	574	
Commercial Inspections	2	11	
TOTAL	463	585	

Code Enforcement			
Action Taken	Feb 18	Mar 18	
Complaints Received	76	156	
Inspections Conducted	111	177	
Notices Issued	90	70	
Violations Abated	3	28	
TOTAL	280	431	

Planning & Zoning			
Zoning Action	Feb 18	Mar 18	
Rezoning	1	2	
Special Land Use Permit (SLUP)	3	1	
Variance	0	0	
Admin. Variance	0	0	
Special Admin Permits	14	15	
Zoning Certifications	1	4	
TOTAL	20	22	

Land Development

Development Action	Feb 18	Mar 18
Plans Reviewed	58	41
Inspections	427	356
Notice of Violation	129	96
Complaints	2	12
TOTAL	616	505

Call Center Data**Stonecrest Contact Center Information**

Month	Business Hrs	After Hrs	Total
Aug-17	542	87	629
Sep-17	800	128	928
Oct-17	1021	159	1180
Nov-17	957	129	1086
Dec-17	1047	110	1157
Jan-18	1207	153	1360
Feb-18	1126	156	1282
Mar-18	1278	166	1444
TOTAL	7978	1088	9066

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"> Conducted one-on-one SPLOST Plan & Updates with City Council and Mayor (4 sessions)
Stonecrest Procurement for SPLOST	<ul style="list-style-type: none"> No action
Public Works & Infrastructure	<ul style="list-style-type: none"> Participated in 2018 Scott Candler Dams Emergency Action Plan (EAP) Table Top Exercise in Doraville, GA Met with GDOT Rep concerning Interstate Maintenance in Stonecrest, GA Participated in DeKalb Municipal Public Works Quarterly Coordination Meeting in Decatur, GA Discussed Sewer Connection Inspection Issues with Ted Rhinehart (DeKalb County COO for Infrastructure) Met with GDOT Program Manager Krystal Stovall-Dixon to discuss GDOT & Locally Administered Projects (LAP) in City of Stonecrest Internal meeting to discuss City of Stonecrest funding for DeKalb County Panola Road Improvement Project (GDOT # 0006879)
Parks & Recreation and Infrastructure	<ul style="list-style-type: none"> No Action

<p>City Administrative Support</p>	<ul style="list-style-type: none"> • Participated in “Real Men Read” Program at Salem Middle School in Stonecrest, GA • Provided support for City Council Meeting and Working Session and Special Called Meeting • Participated in DeKalb County Transit Study Preparation Meeting with DeKalb County CEO, DeKalb County Commissioners Rader & Gannon, Brookhaven Mayor, Stonecrest Mayor, DeKalb County Transportation, and Atlanta Regional Commission participants • Met with DivTech (vendor) concerning service offering • Met with Georgia Gifts & More (vendor) concerning service offering • Participated in Georgia Smart Communities Challenge Webinar in preparation for City of Stonecrest proposal submission • Discussion on the creation of the Stonecrest Development Authority with Doug Stoner (consultant) • Assisted in the setup of the DeKalb County Transit Study Public Meeting held at New Birth Church on May 26 • Met with ZoHo CRM (vendor) to discuss needs for Economic Development CRM System • Facilitated organizational meeting with Stonecrest Hotel Owners and General Managers • Facilitated meeting with East Metro CID introduction to the City of Stonecrest with Chris Sanders (East Metro CID Executive Director) • Attended Stonecrest Prayer Breakfast at AEI Startup Factory in Stonecrest • Reviewed status of DeKalb County IGA’s with City of Stonecrest with City Attorney and City Manager
<p>Chief of Staff</p>	<ul style="list-style-type: none"> • Attended State of Dekalb County Luncheon at Evergreen in Stone Mountain

Courts

The city successfully completed 2 court sessions in the month of March, hearing a total of 15 cases. The city also implemented Probation Services this month, further expanding our options on how cases may be adjudicated.

