

Managers Monthly Report: May 2018

To: Mayor & Council

From: Michael Harris

Date: May 18, 2018



Finance

- Process May 2018 payroll in QS1 software (1st of the Month – Monthly)
- Submit DOR G7 payroll tax payment online through DOR-GA Tax Center website for 2nd quarter (May2018) (Electronic File).
- Submit IRS 941 payroll tax payment online through IRS-EFTPS-FED website for 2nd quarter (May2018) (Electronic File).
- Process Weekly accounts payable check run (Every Friday)
- Processed Monthly Financial Report for City Manager review and portal posting (May2018).
- 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.
- Processed all Citizen Serve Software Customer Online Portal Payments, Renewal, Licensing & Permitting Services (Online Portal for Credit Card payment Customers ONLY).
- Completed set up of SPLOST Separate Money Market Checking Account with Iberia Bank and within our QS1 General Ledger Financial system.
- Received SPLOST initial ACH direct deposit payment on 05/30/2018 (Iberia Bank).
- Worked with both our financial institutions (BB&T and Iberia Bank reps) on required LOC (Line of Credit) letter request from our landlord (Stonecrest Center LLC/Ashley Capital for Stonecrest City Hall facility with associated fees.
- Worked with Steve Gober (CPA) and Mauldin & Jenkins CPA LLC (External CPA Auditors) to complete CAFR/Certified Annual Financial Report for FY2017 by 06/30/18 deadline.
- Completed requirements for Stonecrest to request our own ORI certification through GBI – GCIC for Dekalb County police department to continue processing all Stonecrest Alcohol License fingerprinting background check on our behalf (GCIC Forms: 1. Agency User Agreement Forms (2) and 2. Law 92-544 ORI Request Form).

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	
\$215,969.53	\$71,138.95	\$95,165.40	\$134.12	\$ 0.00	\$719,698.82	\$(335,805.82)	May-18

Total Credits: \$383,893.00

Total Debits: \$721,616.46

Apr. Balance: **(\$337,723.46)**

YTD Balance: **\$ 421,782.88**

Technology

GIS

- Continued work on the Census LUCA Update, including:
 - Compiling addresses from multiple sources
 - Cleaning and verifying address data
 - Finding and removing duplicate data
- External Data Requests
- More map revisions for the Arabia Mtn Overlay committee
- Created maps for Community Development public meetings
- Map revisions for Arabia Mtn Overlay committee

IT Services

- Working on implementing ticket system
- Working on how to back up things stored on “C drive” local computer
- Working on AD Federation for sign on
- Working with attorney’s office on multiple Open Records Requests

Communications

Administrative

- Finalized and began distributing the Stonecrest 2017 Annual Report.
- Welcomed and began training the new communications coordinator
- Approved the design of the new exterior city hall building sign
- Attended editing classes
- Purchased the camera equipment, computer, and software to start Stonecrest City TV
- Assisted key community leaders in a gubernatorial letter-writing campaign to veto HB 600
- Attended a county communicators’ meeting and training
- Coordinated the security and staffed the municipal court deputies
- Managed the city’s website and social media

Community Affairs

- Consulted with the organizers of the Atlanta DeKalb Caribbean Carnival to discuss its impact on traffic and the business community
- Hosted a community meeting about the Caribbean Carnival and its road closures
- Participated in the Carnival Parade
- Attended customer service training facilitated by CH2M/Jacobs
- Participated in the State of the City preparations.

News Coverage

- Mauldin & Jenkins CPA firm begin the city audit
- Community meetings for the Comprehensive Plan
- Mayor’s State of the City Address
- City website expands to allow online permitting
- Stonecrest has an official postal address
- Caribbean Festival and Carnival
- Scheduled council meetings and work sessions.

Economic Development

Area of Focus	Monthly Activity
Stonecrest Customer Service “Best in Stonecrest” Initiative	<ul style="list-style-type: none"> Engaged Discover DeKalb regarding the Best in Stonecrest idea in partnership with Councilman Clanton Will reach out to hotels and restaurants to gauge interest in participation in this free program
Stonecrest Comprehensive Plan	<ul style="list-style-type: none"> Coordinated Comp Plan community meetings/Open Houses in local districts Participated in Stonecrest Comprehensive Plan Steering Committee meetings to provide economic development perspective
Business Recruitment	<ul style="list-style-type: none"> Scheduled meetings with retail recruiters in advance of conference Attended ICSC RECon in Las Vegas with the goal of meeting developers and retailers to recruit them to Stonecrest
Market Stonecrest vacant properties	<ul style="list-style-type: none"> Meeting with local economic development partners and broker regarding the former Sam’s property to develop a marketing strategy for the site Toured City of Stonecrest to obtain broker information Reached out to local brokers regarding their vacant properties in the City
State of the City Address	<ul style="list-style-type: none"> Attended State of the City Address with Mayor Lary and other city staff
Stonecrest Development Authority	<ul style="list-style-type: none"> Received proposals for potential consultants to assist with the creation and start-up of the Stonecrest Development Authority

Community Development

Building & Permitting

Permit Type	Apr 18	May 18
Permits Issued	86	103
Residential Inspections	520	769
Commercial/Misc. Inspections	9	17
Total Inspections	529	783

Code Enforcement

Action Taken	Apr 18	May 18
Complaints Received	34	65
Inspections Conducted	264	123
Notices Issued	118	76
Violations Abated	95	18
TOTAL	511	282

Planning & Zoning

Zoning Action	Apr 18	May 18
Rezoning's	0	0
Special Land Use Permit (SLUP)	1	0
Variance	0	0
Admin. Variance	0	0
Special Admin Permits	8	13
Zoning Certifications	2	6
TOTAL	11	19

Land Development

Development Action	Apr 18	May 18
Plans Reviewed	61	46
Inspections	386	236
Notice of Violation	25	67
Complaints	3	2
TOTAL	475	351

Courts

17 Defendants with 26 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 20 charges were reset for a future court date. 6 defendants with 6 charges were adjudicated with a monetary assessment of \$1,700 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			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			39
Abandon Calls	134	153	169	111	112	170	122	121	174	156			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			10687
Single Call Resolution	125	195	215	227	201	308	198	241	326	274			2036
Reception Calls	267	347	515	497	502	526	507	612	634	530			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"> No action, waiting for direction from City Council
Stonecrest Procurement for SPLOST	<ul style="list-style-type: none"> No action, waiting direction from City Council

<p>Public Works & Infrastructure</p>	<ul style="list-style-type: none"> • Assessments and Maintenance Plans on May 14 • Facilitated a City Council Briefing for the Panola Road GDOT TIP Project and various Road Pavement Assessment & Analysis Methods <p>Meeting attendees: Mayor Lary, Councilman Clanton (District 1), Councilman Turner (District 4), Councilwoman Adoma (District 5), DeKalb COO-Infrastructure Rhinehart, Peggy Allen (DeKalb County Roads & Drainage), DeKalb Transportation Director Pelton, Patrece Keeter (DeKalb Transportation), City Manager Harris, and City Engineer Hildebrandt</p>
<p>Parks & Recreation and Infrastructure</p>	<ul style="list-style-type: none"> • Reviewed Parks & Recreation Subcommittee Report & Recommendations from the Stonecrest Governor’s Commission (dated: April 20, 2017) • Reviewed proposal for “Updating City Facilities and Parks Asset Management and Maintenance Plans” for the City of Suwanee, GA developed by Jacobs • Received proposal to conduct Parks Assessment & Readiness Plan on May 11 from Jacobs

City Administrative Support

- Attended City Council Meetings and Work Sessions
- Participated in inaugural Stonecrest Comprehensive Plan Steering Committee Meeting on May 3 at 6:00pm
- Meeting to discuss IGAs between City of Stonecrest and DeKalb County for Police, Fire, 911, Elections, Sanitation/Solid Waste on May 11
- Monthly Stonecrest Contact Center Meeting with Contact Center Leadership on May 15
- Attended 2018 Atlanta DeKalb Caribbean Parade & Festival Community Meeting on May 15; parade and festival organizers, DeKalb Police & Fire were on hand to discuss plans to handle the crowds and traffic anticipated for the inaugural event scheduled for Stonecrest on May 26
- Interviewed Pest Control Vendors to find a suitable contractor to provide pest control services in City Hall:
Orkin – May 15
Bizzy Bee – May 16 (selected vendor for pest control)
- Discussed development of 2018 Service Delivery Strategy documentation for DeKalb County on May 15
- Discussed and reviewed Stonecrest Annual Workplan
- Conducted HSE Accountability Framework Training Session on May 24 for the following employees: Brenda James, Melvin Tyler, Darkarta Richardson, and Latravenous Black
- Participated in Stonecrest Comprehensive Plan Steering Committee Meeting on May 24 at 6:00pm
- Conducted interviews for candidates interested in Jacobs Summer Internship Program:
 - Daniel Seal – May 25
 - Courtney McGinty – June 1 (selected as Summer Intern)
 - Kolby Terrelonge – June 1 (selected as Summer Intern)
- Coordinated meeting with Georgia Soil & Water, Georgia EPD, and District Commissioners from Georgia Soil & Water Conservation Commission on May 30
- Discussed various legal matters with Attorney Kurrie & City Manager Harris on May 31

Chief of Staff

- Attended Georgia STEM Day at Chapel Hill Elementary School, 3536 Radcliff Blvd, Decatur, GA 30034 on May 4
- Participated in A Taste of Sports City by Stonecrest Resorts at ASC Tournament Central (old Kohl's location in Mall at Stonecrest) on May 8
- Participated in Salem Middle School Career Exploration Day at Salem Middle School (5333 Salem Rd, Stonecrest 30038) with Code Enforcement Officers Black, Kirkland, and Richardson, and Councilman George Turner (District 4) on May 10
- Keynote Speaker at National Forum for Black Public Administrators (NFBPA) at Atlanta City Hall on May 10
- Guest Speaker for Hats, Gloves & Pearls Tea Talk hosted by Kim Johnson, CEO of Exceedingly Me Technical Training & Job Readiness, Inc. at Cherry Ridge Clubhouse (Decatur) on Sunday, May 20
- Met with Dana Klein (Cloudparc Sales) to discuss opportunity using the Cloudparc AI and Machine Learning Technology to partner with the City of Amsterdam (Netherlands) to conduct a pilot in the City of Stonecrest
- Discussion about AEI/Stonecrest Private/Public Partnership Project on May 23 with Bill Allen (CEO, Allen Entrepreneurial Institute), Matt Hampton (Director, AEI Startup Factory), Mayor Lary, and City Manager Harris
- Developed & assisted the delivery of Mayor Lary's Inaugural State of the City Address on May 31 at New Birth Missionary Church at 7:00pm

