

Managers Monthly Report: January 2019

To: Mayor & Council

From: Michael Harris

Date: February 18, 2019



**Finance**

- Process January 2019 payroll in QS1 software (1<sup>st</sup> of the Month – Monthly).
- Process February 2019 Mayor Vehicle Allowance expense reimbursement (\$650.00).
- Submit DOR G7 payroll tax payment online through DOR-GA Tax Center website for 1<sup>st</sup> quarter (January2018) (Electronic File).
- Submit IRS 941 payroll tax payment online through IRS-EFTPS-FED website for 1<sup>st</sup> quarter
- Electronic file and made DOR G7 payroll tax quarterly report online through DOR-GA Tax Center for 4<sup>th</sup> quarter (Jan/Feb/Mar2019) due by 04/30<sup>th</sup> yearly.
- Mail 941 IRS/Federal payroll tax report to IRS for 1<sup>st</sup> quarter (Jan/Feb/Mar2019).
- Processed FY2018 Bank Reconciliation and monthly QS1General Ledger Financial reports
- Processed all FY2019 Credit Card Reconciliations
- Processed Municipal Court reports (GSCCCA/POAB/Drug Abuse/Local Victim Assistance)
- Processed all monthly departmental revenue payments in QS1 Financial System: Enforcement/Communication/CommunityDev/EconomicDev/IT/GIS/SPLOST/HOST).
- Processed all Online Portal Credit Card Payments.
- Processed Weekly Accounts Payable check run (Every Friday).
- Processed Monthly Financial Report for City Manager review and portal posting (Jan2019).
- Entered new adopted FY2019 Budget amounts, Departments and GL numbers into QS1
- Mayor/Council agenda to review/approve BatesCarter CPA firm for Financial Director
- Completed yearly QS1 Financials Year End Close Out for Payroll and Accounting suites.
- Completed yearly Immigration (EVERIFY) reporting online with GA Department of Audits.
- Processed/mailed employees 2018 W2 and Vendor 1099 forms and completed electronic E-FILE yearly reporting to IRS/DOR/SSA.
- Interviewed/Hired TEMPORARY Permitting Technician (Ms. Linda Hope).
- Interviews for New Business License Technician/Administrative Assistant.
- Received from GFOA award for Excellence in Financial Reporting

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
\$184,648.63	\$65,445.96	\$56,646.94	\$157,662.78	\$1,033.60	\$126,271.54	\$339,166.37	Jan-19

Total Credits: \$1,040,410.66

Total Debits: \$138,297.85

Dec. Balance: \$902,112.81

YTD Balance: \$ 902,112.81 (All Operating Accounts)

## Technology

### GIS

- Several Map and Data Requests
- Arabia Mountain Overlay map revisions
- Signs inventory workflow (dataset + app) and documentation
- Review ArcGIS Online licenses and new license structure
- Set 2019 Goals for GIS Division
- Initialize GIS & CitizenServe Integration

### IT Services

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## Communications

### Administrative

- Finalized the bid process for the council video upgrade system and awarded the contract to WH Platts
- Convened team to judge the RFPs for the website rebuild.
- Responded to media inquiries, approved advertising, and wrote routine press releases
- Continued preparations for a 2019 city budget book
- Started preparations for the 2018 annual report
- Submitted job announcement for a new part-time communications employee
- General website updates
- Graphic design, proclamations, and copywriting for social media posts
- Assigned and managed municipal court security

### Video & Photo Coverage

- Stonecrest Finance Department Receives Top Award
- Mayor, SPLOST Committee Address City Pothole Problem
- Straight Talk with Mayor Lary
- Regularly scheduled city council meetings

## Community and Cultural Affairs

- Prepared for Managers workplan meeting by providing an overview of calendar activities planned for the year. Identified key performance indicators to track progress annually.
- Met with Alexander Atta and Associates to plan for May 24, International Food, Travel and Trade Expo. This meeting helped to provide additional insight on how to develop the trade show in 2019 and 2020. Goal of determining best logistics strategy for company's booths.
- Met with a group to discuss an Illuminate Chinese Lantern Festival. It is a great opportunity to grow and develop a unique event during the Christmas holidays.
- Completed festivals training with Discover Dekalb Convention and Visitors Bureau. This training was designed for city leaders and non-profit businesses that host festivals.

- Met with Eventeny which was a company that was recommended from the Discover Dekalb festival training. They have an innovative platform that offers flexibility for accepting payments, website hosting of event to keep track of activities and patrons of festivals.
- Met with National Sustainable Energy Group to discuss its partnership with Ring that will allow residents to upgrade their HVAC systems and receive free Ring equipment.
- Designed a 10 questions survey for HOA subdivision leaders to participate in for the March breakout session. The survey was designed with a focus on Code Enforcement which is part of the collaboration for both departments.
- Attended the 40<sup>th</sup> Annual Ruby Gala Celebrating U.S.A. and China Relations. The event featured President Jimmy Carter and CNN anchor Richard Liu. The U.S. Ambassador to China and the China US Consulate were also among the featured speakers.
- Met with Dock Media Group to discuss opportunities with the International Food, Travel, Trade
- Met with the Southern Leadership Delegation at the Allen Entrepreneurial Institute. The Mayor was one of the guest speakers. Focused on developing strategies to improve school systems.

<b>Economic Development</b>
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<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>• Stonecrest Development Authority meeting</li> <li>• Election of SDA Officers</li> </ul>
Stonecrest Film and Entertainment	<ul style="list-style-type: none"> <li>• Received film permit requests</li> <li>• Meetings &amp; further coordination with Entertainment.Gov &amp; DeKalb Entertainment Commission on Stonecrest Film &amp; Entertainment</li> <li>• Received &amp; researched additional filming locations in Stonecrest</li> </ul>
Stonecrest Economic Development	<ul style="list-style-type: none"> <li>• Stonecrest District 1: The Big Picture (Councilman Clanton Panel Discussion)</li> <li>• Comprehensive Plan Meeting Film Committee Discussion/Meeting with TCF &amp; Stonecrest</li> <li>• ED edits to Stonecrest Comprehensive Plan</li> <li>• Drafting of 2019 ED Work Plan</li> <li>• Business Development Meetings</li> <li>• Draft BRE Plan</li> </ul>
Shop Stonecrest Initiative	<ul style="list-style-type: none"> <li>• Planning meeting with StartUp Factory &amp; Councilman Clanton</li> </ul>

Stonecrest Retail Recruitment

- No Activity this period

## Community Development

### Building & Permitting

Permit Type	Dec. 18	Jan. 19
Permits Issued	108	134
Residential Inspections	45	511
Commercial/Misc. Inspections	152	520
<b>Total Inspections</b>	<b>305</b>	<b>1350</b>

### Code Enforcement

Action Taken	Dec. 18	Jan. 19
Complaints Received	111	201
Inspections Conducted	183	329
Cases Closed	20	0
Notices Issued	35	311
Violations Abated	72	0
<b>TOTAL</b>	<b>421</b>	<b>841</b>

### Planning & Zoning

Zoning Action	Dec. 18	Jan. 19
Rezoning's	1	0
Special Land Use Permit (SLUP)	0	0
Variance	0	0
Admin. Variance	0	0
Special Admin Permits	6	6
Zoning Certifications	14	2
<b>TOTAL</b>	<b>21</b>	<b>8</b>

### Land Development

Development Action	Dec. 18	Jan. 19
Plans Reviewed	33	15
Inspections	109	128
Notice of Violation/SWO	5	5
Complaints	0	1
<b>TOTAL</b>	<b>147</b>	<b>150</b>

## Call Center Data

	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Rolling 12 Month
<b>Inbound Call Volume</b>	1,570	1,738	1,966	1,748	1,387	1,264	1,322	1,188	1,388	880	976	1,549	16,976
<b>Avg Calls/Day</b>	56.1	56.1	89.4	56.4	46.2	40.8	42.6	38.3	44.8	28.4	31.5	50.0	57.5
<b>Avg Talk Time (3:00)</b>	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	0:01:53	0:01:46	0:01:50	0:01:44
<b>Short Abandon Calls</b>	43	40	46	40	41	37	62	48	31	28	27	36	40
<b>Abandon Calls</b>	122	121	174	156	140	100	119	125	70	45	54	157	115
<b>Abandon % (10%)</b>	5%	5%	7%	7%	7%	5%	5%	7%	3%	2%	3%	8%	5.3%
<b>Total WO Count</b>	1282	1444	1621	1434	1453	1090	1098	953	1195	909	858	1274	14,611
<b>Single Call Resolution</b>	198	241	326	274	291	186	185	150	207	172	155	255	2,640
<b>Reception Calls</b>	507	612	634	530	478	410	413	402	524	388	329	532	5,759

## Courts

44 Defendants with 73 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 24 charges were reset for a future court date. 20 defendants with 31 charges were adjudicated with a monetary assessment of \$1,050.00 dollars and probation to allow time to pay. 13 defendants failed to appear.

## City Clerk

- Prepared agendas for 2 City Council Meetings and 2 Council Work Sessions
- Prepared minutes for all Council meetings
- Processed 4 Open Records Requests

**Public Works**

<p>Stonecrest Transportation Plan (STP) &amp; Strategy</p>	<ul style="list-style-type: none"> <li>• No action</li> </ul>
<p>Stonecrest Capital Improvement &amp; SPLOST</p>	<ul style="list-style-type: none"> <li>• Facilitated meeting of Stonecrest SPLOST Citizen Oversight Advisory Committee on January 8 at 7:00pm at City Hall</li> </ul>
<p>Public Works &amp; Infrastructure</p>	<ul style="list-style-type: none"> <li>• Met with Joe Lewis Boyd (citizen in Lionsgate subdivision) to review (1) damaged roads in Lionsgate subdivision, (3) apparent erosion due to improper waterflow, and (3) potholes within Stonecrest on January 3</li> <li>• Met with DeKalb County Roads &amp; Drainage (Ted Rhinehart, Peggy Allen, Richard Lemke) via phone to discuss tracking pothole issues in Stonecrest on January 8</li> <li>• Facilitated meeting for I-20 East Transportation Study with Mayor Lary on January 15</li> <li>• Attended GDOT ROW Acquisition for Local Public Agencies (LPA) Training in Macon, GA on January 16</li> <li>• Met with Lewis Brooker (GDOT Coordinator) to discuss Local Maintenance Infrastructure Grant (LMIG) for City of Stonecrest on January 18</li> <li>• Met with Peggy Allen, Ted Rhinehart &amp; Richard Lemke at Watershed Mgmt Building to discuss remedies for potholes in Stonecrest on January 22</li> <li>• Participated in Mayor Lary's Town Hall Meeting to discuss Potholes in Stonecrest on January 22 at 7:00pm</li> </ul>

<p><b>Parks &amp; Recreation and Infrastructure</b></p>	<ul style="list-style-type: none"><li>• Attended meeting with Standguard Aquatics concerning the contract to provide services at Browns Mill Park this coming summer on January 14</li><li>• Met with vendor to discuss the Phase I Environmental Study for Stonecrest Parks on January 30</li><li>• Met with vendor to discuss asset management system requirements for Stonecrest Parks on January 31</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 on Wednesday, January 2</li><li>• Attended DeKalb Police Dept ComStat Report for Stonecrest with Lt. Robinson on January 9 at City Hall</li><li>• Reviewed City of Tucker GMA Telecommunications contract with Asst. City Manager Cindy Jenkins (Tucker) on January 9</li><li>• Facilitated monthly Stonecrest Contact Center Meeting with Jin Sousa &amp; Ivelys on January 9</li><li>• Participated in City Council Meeting &amp; City Council Working Session on Monday, January 14 at 6:00pm</li><li>• Attended Jacobs HSE Training by Nicole Dozier on January 25</li><li>• Participated in City Council Meeting &amp; City Council Working Session on Monday, January 28 at 6:00pm</li><li>• Reviewed DeKalb County IGA's with City Attorneys on January 31</li></ul>

Chief of Staff

- Met with Chairman Richard Oden (Rockdale County) to discuss his company's services, City of Stonecrest needs, and Kianis Lithonia-Stonecrest Club
- Participated in DeKalb Master Transit PMT Meeting on Monday, January 7 in Downtown Decatur
- Attended Discover DeKalb Festivals & Events 101 Event at DCVB HQ in Tucker on January 11 at 12:30pm
- Represented City of Stonecrest at Super Bowl Transit Interoperability Kickoff Event at Stonecrest Buffalo Wild Wings on January 30 at 6:30pm
- Meeting with Al Franklin & Richard Oden to discuss an International Expo on January 23
- Meeting with Mayor Lary and businessmen interested in business ventures in Stonecrest on January 24
- Meeting with Nigel Killikelly of Dock Media Group to discuss an International Expo in Stonecrest on January 30



