

Managers Monthly Report: March 2018

Finance

- Process February 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 (February 2018) (Electronic File).
- Submit 941 payroll tax payment and report online through IRS-EFTPS-FED website for 1st quarter (February 2018) (Electronic File).
- Citizen Serve launch meeting every Tuesday @ 2pm (go line March 05, 2018) Payments, Renewal, New Licensing and Permitting Online Services
- Update FY2018 & FY2017 budget general ledger account numbers, descriptions and amounts in QS1 software to match budget spreadsheet.
- Update December 2017 invoices received in 2018 to reflect payment for FY2017 in QS1 software
- Update all 2017 spreadsheets to 2018 spreadsheets
- Reconcile monthly credit card machine fees – negotiated lower percent rate with BBT Bank
- Order and receive (2) new credit card machine (1/Permitting, 1/Licensing) and (3) new external credit card pin pads (1/Permitting, 1/Licensing, 1/Court). Note: current onsite office credit card machine will be reprogrammed for court services.
- Meet, presented and approved Mauldin & Jenkins CPA LLC to Mayor & City Council at work session and as agenda item at council meeting for approval (Auditors). Firm was approved
- Met with Steve Gober with Mauldin & Jenkins CPA LLC for audit (External CPA Auditor) (1st official audit due by 06/30/2018). Mr. Gober will come in the first week in April 2018.
- Met with Martin Long with Long & Associates CPA for audit (External CPA Auditor) (1st official audit due by 06/30/2018). (Consulting engagement proposal).

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
\$63,359.46	\$140,738.37	\$41,101.62	\$38,382.07	-	\$52,603.77	\$230,977.75	Feb-18

Total Credits: \$283,581.52

Total Debits: \$53,252.57

Feb. Balance: \$230,977.75 YTD Balance: \$ 637,022.61

Technology

GIS

- Completed 5 internal data and map requests
- Completed internal Zoning Case tracking applications

- Completed internal Code Enforcement Case tracking application
- Created documentation for Code Enforcement and Planning & Zoning applications
- Trained Code Enforcement staff on the CE Case Tracking application
- Submitted Census BAS Update (no changes needed)
- Began developing a Permitted Use lookup app

IT Services

- Working on implementing ticket system call Spicework
- Working VPN access
- Working on AD Federation for sign on
- Working on “how to back up things stored on local C drive

<h2>Communications</h2>

Administrative

- Coordinated the councilmembers’ awards for Mayor’s Black History presentation
- Wrote, and submitted content for the Stonecrest 2017 Annual Report
- Provided clarification on the communications policy with the city attorney
- Wrote the job description for an assistant communications coordinator
- Met with video equipment consultant
- Coordinated with GDOT for city limit sign requirements
- Consultant and took bids from contractors for the new exterior city hall building sign
- Coordinated the security and staffed the municipal court deputies
- Met with a potential consultant for the Stonecrest Police Department
- Met with Dunwoody’s police chief to gather information on police department startups

News Coverage

- Mayor Lary’s address to the Council for Quality Growth
- Mayor Lary’s and Democratic Party Chairman Dubose Porter’s strategic plans at Congressman Hank Johnson’s First Saturday Democratic Breakfast
- February 7th City Council Special Called Meeting
- Stonecrest first Municipal Court
- February 20th City Council Meeting and Black History Presentation
- City of Innovation is coming to Stonecrest
- DeKalb Watershed Community Meeting

External Media

- Managed the city’s website and social media

Economic Development

Business Retention & Expansion Program

- Attempt to get Customer Relations Management system in place to maintain data from BRE appointments

Business Recruitment

- Followed up with Retail Recruitment Agency (NextSite 360) regarding the creation of a retail marketing strategy for Stonecrest.
- Received and reviewed proposal for Stonecrest from NextSite 360.
- Met with several festival organizers regarding their interest in hosting events in Stonecrest at Tournament Central (Atlanta Sports City) location.

Stonecrest Film/Entertainment

- Issued film permits for Shaft and Black Lightning in Stonecrest

Economic Development 101

- Scheduled ED101 Luncheon at Georgia Power's Georgia Experience Center for Mayor and Council (March 22, 2018)

ED Professional Organizations / Events

- Council for Quality Growth DeKalb Advisory Committee Meeting
- Georgia Economic Developer's Association Monthly Luncheon
- Attended South Metro Development Outlook

Brokers and Developers

- Update on Atlanta Sports City from property brokers
- Met with business owner regarding former Sam's property

Stonecrest Community Engagement

- Presented Economic Development information to Hunters Hill Community at their HOA meeting along with Councilman George Turner and Plez Joyner.

Economic Development Website

- Submitted additional information for economic development web page

Community Development

Building & Permitting

Permit Type	Jan 18	Feb 18
Residential Inspections	649	461
Commercial Inspections	7	2
TOTAL	656	463

Code Enforcement

Action Taken	Jan 18	Feb 18
Complaints Received	201	76
Complaints Reported	32	75
Inspections Conducted	329	111
Notices Issued	311	90
Violations Abated	0	3
TOTAL	873	267

Planning & Zoning

Zoning Action	Jan 18	Feb 18
Rezoning	0	1
Special Land Use Permit (SLUP)	0	3
Variance	0	0
Admin. Variance	0	0
Special Admin Permits	6	14
Zoning Certifications	2	1
TOTAL	8	20

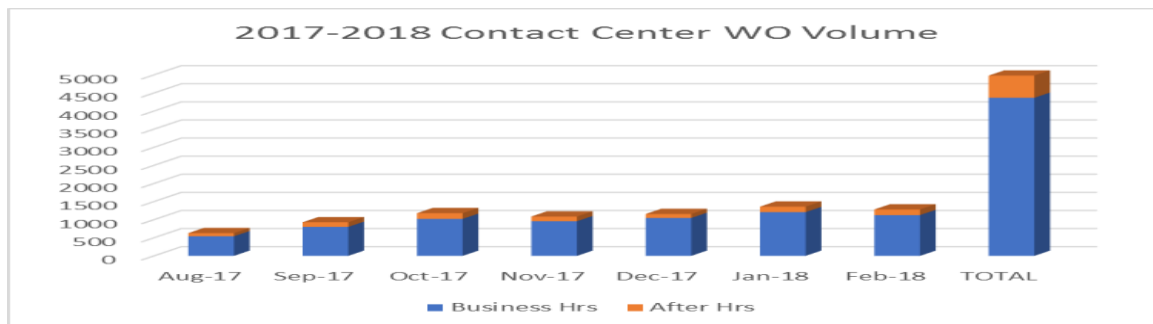
Land Development

Development Action	Jan 18	Feb 18
Plans Reviewed	46	58
Inspections	323	427
Notice of Violation	38	129
Complaints	3	2
TOTAL	410	616

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
TOTAL	4367	613	4980



Public Works

Stonecrest Transportation Plan (STP) & Strategy

- Continue work on Project Plan for Stonecrest Transportation Plan
- Met with DeKalb County Transportation & ARC to discuss 2018 TIP/SPLOST financing of upcoming projects (2/8)
- Conducted SPLOST Discussion with individual City Council members: J. Cobble, J. Clanton, D. Adoma, and G. Turner (2/14, 2/15)

Stonecrest Capital Improvement & SPLOST

- Continue work on SPLOST Roadmap for Stonecrest
- Attended Countywide Communications Meeting for DeKalb County (2/21)

Stonecrest Procurement for SPLOST

- Continued working with Government Procurement Innovators LLC to develop Stonecrest Procurement Process and Service to manage SPLOST (2/1, 2/19,)

City Administrative Support

Provided Day-to-Day Operations Support as Assistant City Manager

- Facilitated Atlanta Sports City Pre-file Project Meeting (1/31)
- Introduction to Brand Properties (2/6)

- Facilitated CH2M HSE Accountability Framework to City Hall Staff (2/9)
- Attended ARC Community Development Open House (2/14)
- Represented City of Stonecrest (Rotary Club) during STEM Day Honoring Tuskegee Airmen at Chapel Hill Elementary School, Decatur (2/15)
- Attended Hunters Properties HOA Meeting to discuss SPLOST (2/22)
- Reviewed proposal for Mowing & Litter Control by Pro-Cutters Landscapes (2/23)
- Reviewed proposal for StoneFest Spring Festival by 6 Degrees of Synergy
- Managed Service Delivery for Stonecrest Contact Center

Chief of Staff

Provide Chief of Staff Services

- Council for Quality Growth – DeKalb Advisory Committee Meeting where Mayor Jason Lary was Keynote Speaker (2/1/2018)
- Discussed Public Safety Strategy with Devon Thompson (TechWreck LLC) and Adrion Bell (2/15)
- Facilitated & assisted development of Kevin Qualey’s Harvard Senior Thesis with Mayor Lary on Stonecrest, GA (2/21,
- Facilitated Quicket Consultation & Needs Analysis with Mayor & City Hall Staff (2/26)
- Attended DeKalb County Chamber of Commerce (DCVB) (2/27)

Courts

The city successfully began Municipal Court operations this month. After months of preparation, our inaugural court session saw four (4) Code Enforcement cases being heard by Municipal Court Judge Michael Sheridan. Te City also successfully implemented new court software, Courtware.