

# Monthly Report: January 2018

<b>Finance</b>
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- Process January 2018 payroll in QS1 software (1<sup>st</sup> 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 1<sup>st</sup> quarter (January2018) (Electronic File).
- Submit 941 payroll tax payment and report online through IRS-EFTPS-FED website for 1<sup>st</sup> quarter (January2018) (Electronic File).
- Efile employees 2017 W2s online with SSA/Social Security Administration (Electronic Filing) due by 01/31<sup>st</sup> yearly.
- Efile vendors 2017 1099s online with IRS-FIRE system (Electronic Filing) due by 01/31<sup>st</sup> yearly.
- Electronic file and make G7 payroll tax reports online through DOR-GA Tax Center for 4<sup>th</sup> quarter (Oct/Nov/Dec2017) due by 01/31<sup>st</sup> yearly.
- Mail 941 IRS/Federal payroll tax report to IRS for 4<sup>th</sup> quarter (Oct/Nov/Dec2017) due by 01/31<sup>st</sup> yearly.
- E-filed 2017 W2s, 1099s & G1003 reports online through DOR-GA Tax Center for FY2017 (Electronic Filing) due by 01/31<sup>st</sup> yearly.
- Process, create, print & mail employees W2s and vendor 1099s through QS1 financial software
- 2018 Budget presented to Mayor and City Council by City Manager at council meeting.
- Citizen Serve launch meeting every Tuesday @ 2pm (go line March 2018) Payments, Renewal, New Licensing and Permitting Online Services
- Complete FY2017 yearend close out in QS1 software (filed reports)
- Create 2018 Business License \_Alcohol spreadsheet (New & Renewals)
- Interview and Hire Licensing Technician (Tiffany Adams)

## 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
\$ 76,970.85	\$ 164,000.44	\$ 53,540.06	\$ 33,173.79	\$ 3,408.00	\$ 323,894.04	\$ 7,199.10	Jan-18

Total Credits: \$331,093.14

Total Debits: \$323,894.04

Balance: BB&T: \$7,199.10; Iberia: \$102,358.22

**Total Monthly Balance: \$109,557.32**

## Technology

### GIS

- Completed 6 internal data and map requests
- Organized 2018 goals and project plan for GIS division
- Initial development of Code Enforcement Case tracking application
- Worked with GDOT on a data request
- Began developing a Zoning Case tracking application
- Developed a Mail List application

### IT Services

- Built server for Backup system
- Built server for ticket system
- Ran update for laptop and server
- Working on implementing work ticket system: Spicework
- Working on VPN access
- Continue to work on upgrades to Council Chambers
- Met with Comcast to review/discuss cable TV connections for City Hall
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## Communications

### Administrative Duties

- Revised City Communications Policy with City Attorneys
- Monitored Stonecrest's marketing efforts for the Amazon bid
- Wrote Mayor's Welcome letter for DCVB
- Coordinated media interviews and information flow in reference to the closing of Sam's Club
- Contracted new printing vendor that will save the city approximately 35% on stationery printing
- Conferred with DeKalb Police commanders and passed information to city attorneys to start work on an ordinance to roll back city's alcohol pouring hours.
- Identified problems with obtaining city limit signs through GDOT and passed it on the city engineer and city attorney.

### News Coverage

- Meetings held by Vernon Jones & Mereda Johnson on Sam's Club Closing
- MLK, Jr. Parade and the Mayor's and Council's participation
- January's council meeting and the election of a new mayor pro tem
- Coffee with a Cop – attended by mayor, mayor pro tem and code enforcement
- Stonecrest listed at one of the Top 20 Amazon finalists.

- Babies R. Us® closure
- Plans begin for the Atlanta Sports City Groundbreaking

#### **External Media**

- Managed the city's website and social media pages

#### **Miscellaneous**

- Represented Mayor Lary at the City of Atlanta's Mayor's Inauguration
- Followed up and collected \$2500 sponsorship donation promised from AT&T
- Designed and completed Mayor's Key to the City Award for Prime Minister Fonseca
- Designed award for City Clerk Brenda James

<b>Economic Development</b>
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#### **Business Retention & Expansion Program**

- Drafted business retention and expansion plan for the city
- Will include roughly 8 – 10 BRE weekly visits

#### **Business Recruitment**

- Followed up with Amazon regarding HQ2 location
- Met with Atlanta Sports City developers
- Met with retail recruitment agency (NextSite 360) regarding the creation of a retail marketing strategy for Stonecrest
- Spoke to potential business developers regarding former Sam's Club site
- Follow up on potential new grocer in Stonecrest

#### **Stonecrest Film/Entertainment**

- Toured District 4 with Councilman George Turner and LaRhonda Sutton
- Photographed potential film locations for the Georgia Department of Economic Development film database

#### **Economic Development 101**

- Working with Lauren Lambiase (Georgia Power) regarding ED 101 training with Stonecrest elected officials

#### **ED Professional Organizations**

- Attended Stonecrest Business Alliance Meeting provided ED Update
- Obtained information about the International Economic Developer's Council 2018 Conference (retail recruitment opportunity)

#### **Establish & Maintain Relationships with Brokers in Stonecrest**

- Follow up with industrial property broker regarding his property in the Lithonia Industrial Park

## Community Development

<i>Building &amp; Permitting</i>						
Permits Issued	January	1/1/2018	1/8/2018	1/15/2018	1/22/2018	1/29/2018
Residential (single-family, multi-family etc.)		11	14	0	12	21
Certificate of Occupany		0	0	7	0	2
Commercial		0	0	1	2	0
Trade (electric, plumbing, mech)		1	11	10	13	10
Mis. (roof, sign , etc.)		1	0	2	3	2
Residential renovations		1	0	0	0	0
<b>Sub-Total</b>	<b>123</b>	<b>13</b>	<b>25</b>	<b>20</b>	<b>30</b>	<b>35</b>
Inspections						
Commercial Inspections		1	2	3	1	
Residential Inspections		77	134	84	198	156
Mis. Inspections Business License						
<b>Totals</b>	<b>656</b>	<b>78</b>	<b>136</b>	<b>87</b>	<b>199</b>	<b>156</b>

<i>Code Enforcement</i>		
	2017	
	December	January
<b>Compliants Received</b>	<b>932</b>	<b>201</b>
<b>Compliants reported this week</b>	<b>47</b>	<b>32</b>
<b>Inspections conducted</b>	<b>139</b>	<b>329</b>
<b>Notices Issued</b>	<b>75</b>	<b>311</b>
<b>Violations Abated</b>	<b>0</b>	

<i>Planning &amp; Zoning</i>		
	2017	
	December	January
Rezoning	0	0
Special Land Use Permits	2	0
Variances	0	0
Admin Variances	0	0
Special Admin Permits	2	6
Zoning Certifications	0	2
	4	8

<i>Land Development</i>		
	2017	
	December	January
Plans reviews/ lots		46
LDA Permits Issued		
Comply	96	323
Non-comply	12	38
Compliants	1	3
<b>Sub-Total</b>	<b>109</b>	<b>410</b>
Final Inspections	11	29
Inspections		361
Site Meetings/ On-site Consultations	2	3
	122	803

## Public Works

### Stonecrest Transportation Plan (STP) & Strategy

- Met with ARC, DeKalb County Transportation & DeKalb County Public Works, Brookhaven Public Works to inform strategic direction for Stonecrest Transportation Plan

- Began work on Project Plan for Stonecrest Transportation Plan

#### **Stonecrest Capital Improvement & SPLOST**

- Began work on SPLOST Roadmap for Stonecrest
- Began work on SPLOST Revenue Schedule

#### **Stonecrest Procurement for SPLOST**

- Began working with Government Procurement Innovators LLC to develop the Stonecrest Procurement Process and Service to manage SPLOST

#### **Public Works & Infrastructure**

- Met with ARC, DeKalb County Transportation, Watershed Mgmt & Public Works; Brookhaven Public Works, and Chamblee Public Works to inform strategic direction for Stonecrest Public Works