



AUGUST 2024 CITY MANAGER'S REPORT





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BUILDING



BUILDING

Totals by Permit Type	# of Payments	Total Payments
Commercial Building Permit	7	\$34,490.70
Demolition Permit	2	\$240.00
Electrical Permit	18	\$3,084.00
Mechanical/HVAC Permit	14	\$2,660.00
Plumbing Permit	9	\$1,660.90
Pool/Spa Permit	2	\$325.00
Residential Building Permit	50	\$65,689.71
Roofing, Siding, and Windows	11	\$2,906.00
Sign Permit	3	\$225.00
Total	116	\$111,281.31

The Building and Permitting Division is responsible for the administration and enforcement of the Georgia State minimum standard code and related procedures for permitting and inspections of buildings within the city. Our staff will help you through the permitting and inspections stages of your residential or commercial project.

The building staff reviews building plans and inspects all residential and commercial structures built or remodeled within the City. It also issues the following permits:

- building (residential and non-residential)
- deck/pool/spa
- demolition
- interior finish
- remodeling and additions
- retaining wall
- roof
- trade
- any additional permits required

You can save time and gas by using our online building permit portal!



CITY CLERK



CITY CLERK

City Clerk Office Activity	
Open Record Requests Rec'd	30
Council Meetings	2
Committee/Board Meetings	6
Ordinances Approved	2
Resolutions Approved	6
Proclamations	1



CODE ENFORCEMENT



CODE ENFORCEMENT

	August 2024
Complaints	295
Inspections Conducted	563
Notices Issued	257
Violations Resolved	210
Signs Removed from ROW	0
Citations Issued	36
Sweeps and Special Projects	3

- Project Sweep of Stonecrest Mall. Inspected 90 units & kiosks. Issued notices to 53 businesses.
- Environmental Court was held in Person on August 8th – A total of 45 properties and a total 118 violations were cited.
- Environmental Court trials were held Virtually on August 13th - A total of 27 properties and 65 violations were cited.
- Environmental Court bench trials and compliance calendar were held in person on August 20th. There were 75 properties and 166 violations were cited.
- Environmental Court was held virtually on August 22nd. A total of 33 properties and 81 violations were cited. Problem areas Fairington Ridge and Fontaine East properties were on this docket.

A man in a dark suit, light-colored checkered shirt, and dark tie is standing in a meeting room. He is gesturing with his right hand while holding a white folder or document in his left. The room has dark wood cabinets and a table with chairs. The entire image is overlaid with a semi-transparent red color.

COMMUNICATIONS

COMMUNICATIONS

- Meeting with City Manager to review Zoom Accounts and billing (Theresa)
- Web Redesign Meeting(s): Civic Plus | Finance Director (Theresa)
- Orientations and 1:1s with new staff to review processes and SOPs (Theresa)
- HR Brainstorming session for Professional Development Day dept. activity (Comms Team)
- Website update training
- Graphic Design position interviews (Theresa/Gregory)
- Part time multimedia specialist interviews (Jimez/Gregory)
- Weekly Team meetings every Friday.
- One-on-one meeting every Monday with Jimez.
- One-on-one meeting every Tuesday with Theresa.

Projects | Highlights

- Collaboration on City Meetings webpage.
- Reformatted website Featured Events page order to now show City events as they happen.
- Updated webpage: July
- City Engineer Page updates: Paving Program | Major Plans & Studies.
- Professional Day Awards and staff photos posted to Sharepoint.

Videography & Photography

- Recorded and edited Mayor's Screen On The Green announcement video and uploaded to social media.
- Captured video of City Manager and Parks & Recreation Director for ICMA.
- Uploaded all internally shot videos and externally shot drone video to Filemail.com account for ICMA.
- Captured the beginning and ongoing phases of roofing construction of Browns Mill Recreation Center.
- Researched drone certification company for drone certification.
- Edited HR skit videos for Professional Development Day.
- Captured paving project during a multiple day shoot.
- Edited Paving Project Video.
- Captured photos and videos of Professional Development Day.
- Assisted the speakers who participated in Professional Development Day, and assisted HR by providing
- A/V assistance for their presentations.
- Captured video and photography of Dekalb East Precinct townhall.
- Filmed Mayor's Fly Friday.

Livestream

- Planning Commission Meeting (Oct. 6)
- Charter Commission Meeting (Oct. 7)

COMMUNICATIONS CONT.

- Municipal Court (Oct. 8)
- CPI meeting (Oct. 8)
- City Press Briefing (Oct. 12)
- Work Session (Oct. 12)
- Municipal Court (Oct. 13)
- TIPS Committee meeting (Oct. 14)
- Film Commission meeting (Oct. 15)
- Municipal Court (Oct. 20)
- SAP Public Hearing (Oct. 20)
- Municipal Court (Oct. 22)
- City Council (Oct. 26)
- SDA meeting (Oct. 28)

Interviews

- New Hires: hire part time multimedia specialist (hired Andrew Patterson)
- Participated in multiple interviews to hire social media and content creator (in process of making an offer to Jeremy Reid).
- Participated in multiple interviews to hire graphic designer (in process of making an offer to Bianca Kipp).

Projects

- Film ICMA video.
- Participated in planning, creating talking points, and preparing for interview and feature story in Business View Magazine.
- Participated in planning, coordinating, and marketing Screen on The Green.
- Wrote press release for 2024 Paving project as well as plan and coordinate filming videos to post on social media.
- Helped organize and participated in professional development day.
- Coordinated directors photoshoot and head shots.
- In process of changing out lights in the chamber so they are all strength and color temperature
- In process of fixing AV/HDMI system in Chamber.

City News Releases

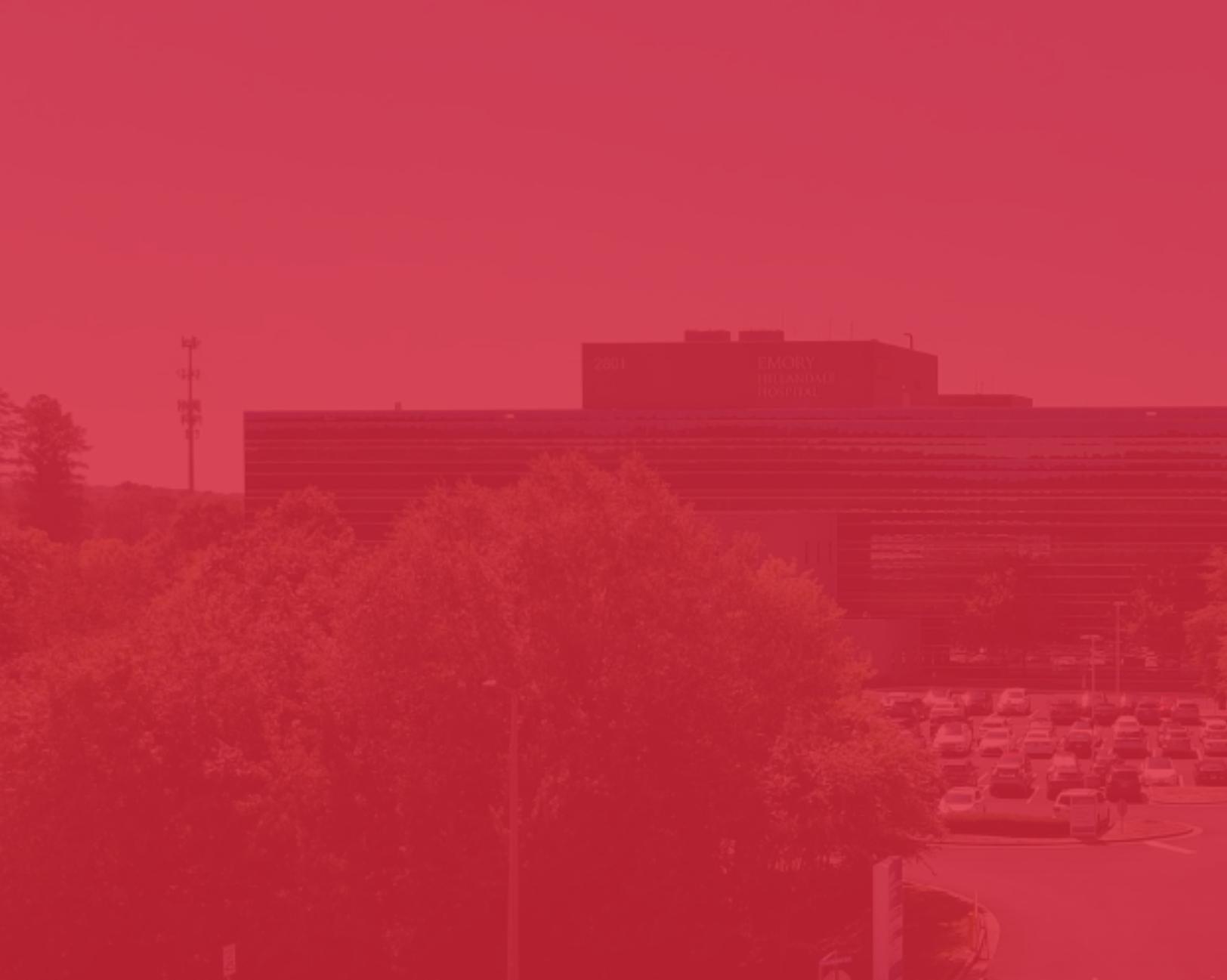
- Wrote city news release for Screen on The Green.
- Wrote city news release for pavement project.

Purchasing

- Purchased new equipment to advance City goals and mission.

Goals

- Train new hires.
- Purchase all equipment, subscriptions, software, and applications needed for all staff to carry out City duties.



ECONOMIC DEVELOPMENT



ECONOMIC DEVELOPMENT

Stonecrest Economic Development Speaks at DeKalb City Summit

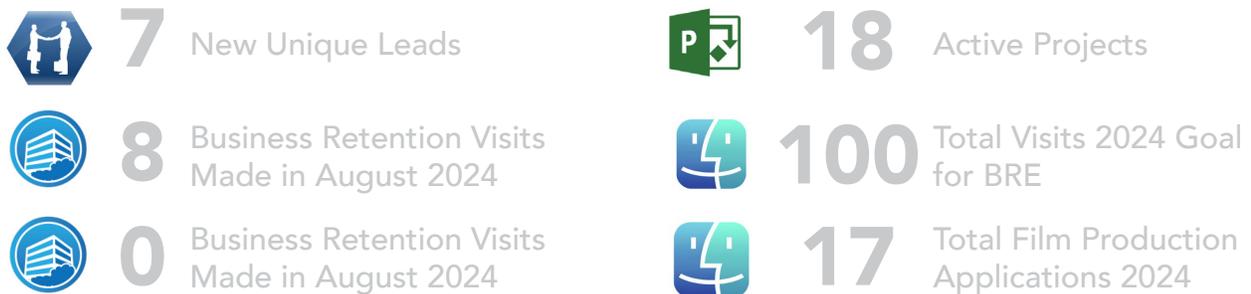
Economic Development Director, Christian Green recently spoke at the DeKalb City Summit about the changes coming to Stonecrest in the next five years. Sharing insight into the commercial market and how the City recently updated it's 2038 Comprehensive plan to proactively attract development in the area. Other topics discussed at this meeting included transportation, infrastructure and workforce development.

Stonecrest Film and Entertainment Commission Poised to Proactively Work with Tourism Partners to Generate Economic Impact for Stonecrest

Stonecrest's Film and Entertainment Commission has met the last two months in an effort to re-align its efforts to create events which generate a positive economic impact for the City and its residents. As a result of these meetings the commission is scheduled to meet with members of the Tourism Task Force and Parks and Recreation to strategize ways the commission can assist in promoting the cities annual tree lighting ceremony. The commission, set to meet September 17 will explore ways to enhance the event's offerings and opportunities to advance promotional activities which will lead to higher attendance rates.

Stonecrest Economic Development working with Local Entrepreneurs on Adaptive Re-Use Projects

Economic Development has been working with several local entrepreneurs to redevelop existing facilities. To the right is an example of a recent adaptive re-use project featuring Dope Coffee. The potential new Dope Coffee location is an example of using an existing structure which was a car maintenance facility and renovating the structure into a new concept.



Costs of Community Services			
Expenditures per \$1.00 in Revenue by Land Use			
	Residential	Commercial/Industrial	Agriculture
Averages	\$1.53	\$.39	\$.43

ECONOMIC DEVELOPMENT CONT.

- Georgia Power recently shared data further highlighting the importance of commercial development in communities. For every \$1 spent by cities for development by type. Commercial/Industrial Development create the most net positive impact to the community.
 - **Commercial Market Snapshots for Quarter 1 of 2024 are available on our website.**
Data and Reports: <https://www.stonecrestga.gov/DataReports.aspx>
 - **Georgia Unemployment Rate Remains low:** For 1st Quarter of 2024 the (*Atlanta Regional Commission: <https://dol.georgia.gov/area-unemployment-rate-and-labor-force-estimates>*) forecasts that the Atlanta region is holding steady at 3% unemployment. Up one tenth of a percent from November and December of 2023.
 - **Median Household Income** in Stonecrest are \$68,482 for 2024
Source: <https://properties.zoomprospector.com/statega/community/Stonecrest-Georgia/1373784/profile>
 - **The City of Stonecrest has a labor force of 33,000 and over 18,500 people work in the city.** *Source: zoomprospector: <https://properties.zoomprospector.com/statega/community/Stonecrest-Georgia/1373784/profile>*
 - Nearly 180 new residential construction permits were issued in 2023. *Source : Economic Development Strategic Plan: <chrome-extension://efaidnbnmnnibpcajpcglclefindmkaj/https://www.stonecrestga.gov/Assets/Files/ED%20Strategic%20Plan.pdf>*
 - Stonecrest's Tourism under Economic Development launched *ExperienceStonecrest.com* earlier 1st Quarter 2024 to drive the experiential brand to tourists visiting and looking to visit the surrounding area in partnership with *DiscoverDeKalb: https://discoverdekalb.com/?gad=1&gclid=CjwKCAjw3oqoBhAjEiwA_UaLthN1sq7C2kqGMwAjD8Qt6w7LOZ8QYKfMqLtWXw_eY59PqXqNocM63xoCeOYQAvD_BwE*.
-
- Professional Services
 - Healthcare
 - Film and Entertainment
 - Transportation and Logistics
 - Light Manufacturing
 - Experiential Retail
 - Data Centers
 - Tourism

Georgia Economic Development Statements

- Area Development magazine named Georgia No. 1 for business – for ten straight years. Source: Area Development and Georgia Governors Press Release
- Georgia ranked #4 y CNMB for Top States for Business in 2023. Source: CNBC
- 440 of the Fortune 500 companies call Georgia home
- Georgia has a Corporate Income Tax Rate of 5.75%. Amongst other states Georgia Ranks 31st for Corporate Income tax rates. Source: Tax Foundation
- Georgia Ranked #2 for Best States to Start a Business. Source: Wallet Hub



HUMAN RESOURCES





HUMAN RESOURCES

Workforce	
Full-Time Employees	57
Part-Time Employees	9

Projects:

- New Org Chart Platform Updating
- New Personnel Action Form (PAF) Reviewing
- Tyler Time and Attendance Employee test phase – Currently
- NEOGOV LEARN Configuration - Currently

Training, Development, and Employee Engagement:

- Conducted three (3) New Employee Orientations
- Professional Development & Employee Appreciation Day (True Colors – Nicholle Harrison & Motivational Speaker – Dr. Ebonee Gresham)



Recruitment	
Additional Positions	4
Applications	358

- Onboarded 6 employees – Carla Lynch, Constituent Services Representative, Marcus Robinson, Chief Building Official, Tiffany Adams, Executive Assistant to the Mayor, Richard Gunter, Park Maintenance Worker, Gregory Woods, Communications Director, Ralph Butts, Code Enforcement Director
- HR team were members on several interview panels (Administrative Assistant, Assistant to City Manager)



HUMAN RESOURCES CONT.

Open Positions	Department	Status/Notes
Park Maintenance Worker	Parks and Recreation	Posted/Interviewing
Accountant (Projects)	Finance	Posted
Deputy Finance Director	Finance	Posted
Capital Projects Manager	Engineering	Posted/Interviewing
Multimedia Specialist	Communications	Start Date September 9, 2024
Contracts Specialist	Finance	Posted
Building Inspector	Building	Start Date September 23, 2024
Parks and Recreation Director	Parks and Recreation	Start Date August 5, 2024
Senior Planner	Planning and Zoning	Hired 9/9
Assistant Director of Operations	Parks and Recreation	Posted
Accountant (General)	Finance	Posted
Athletic Aquatics Coordinator	Parks and Recreation	Start Date August 12, 2024
Crew Leader	Parks and Recreation	Posted
Park Maintenance Worker	Parks and Recreation	Posted/Interviewing
Land Development Manager	Planning and Zoning	Start Date August 5, 2024
Administrative Assistant	Clerk's Office	Start Date August 26, 2024
Graphic Designer	Communications	Start Date September 23, 2024
Social Media and Content Coord.	Communications	Start Date September 23, 2024
Business Development Program Manager	Economic Development	Posted
Business Retention and Expansion Program Associate	Economic Development	Posted
Community Engagement Coordinator	Communications	Posted
Deputy City Manager	Finance	Posted
Land Development Coordinator	Planning and Zoning	Posted



MUNICIPAL COURT

MUNICIPAL COURT

Events:

- Municipal Court Administered the Swearing-in of Code Enforcement Director Ralph Butts
- Municipal Court Administered the Swearing-in of Solicitor Wallace Washington
- Municipal Court of Stonecrest Court Administrator attended NACM Conference
- Municipal Court of Stonecrest now accepting Community Service Donations for Probations

Upcoming Events:

- 2024 Public Access to Court Training Hosted by the Georgia First Amendment Foundations
- 2024 General Open Government “Essentials” Training Hosted by the Georgia First Amendment Foundations
- 2024 Municipal Court of Stonecrest Virtual Notary Training
- 2024 Municipal Court of Stonecrest Municipal Clerk’s Webinar
- 2024 Municipal Court of Stonecrest Townhall

Major Projects:

- The Municipal Court Clerk’s Office is implementing new court software.
- Municipal Court Clerk’s Office Self-Assessment of Municipal Court Best Practices has been completed
- Court Administrator Mallory Minor’s Final Draft of the Municipal Court of Stonecrest Policies & Procedures Manual under review.
- The Municipal Court Clerk’s Office is continuing its Record Retention Project.
- Court Dates:
 - July 9th Virtual Court Calendar
 - July 11th In-Person Court Calendar
 - July 16th In-Person Court Calendar
 - July 25th Virtual Court Calendar

Workload/Activities:

- Case Count Disposition Report – Monthly – Ninety (90) Cases Disposed
- Case Count Disposition Report – Year-to-Date – Five Hundred and Ninety-Four (594) Cases Disposed



PARKS & RECREATION



PARKS & RECREATION

Special Events

National Night Out

Location: City Hall

Attendance Estimate: 50

Participating Vendors: 3

- » ADP
- » DeKalb General Solicitor's Office
- » DeKalb Police

Athletic Fields

Rentals

- 43 rental uses / Southeast Complex & Browns Mill Complex
 - a. Soccer
 - b. Softball
 - c. Football

Browns Mill Community Center

- Room Rentals = The facility was closed due to roof renovation



PLANNING & ZONING

PLANNING & ZONING

- Reviewing and drafting of text modification for Tree Ordinance
- Reviewing and drafting of text modification for Alcohol Ordinance
- Reviewing and drafting of text modification for Hours of Operation
- Reviewing and drafting text modification for Truck Parking.
- Staff will begin sending pre-application summaries to district council members
- Researching the background of proposed annexation of into city limits
- Attended a DRI meeting for Champion Run #4250
 - » 576 units
 - » Access points is an issue; Pleasant Hill Way
 - » Rezoning conditions are the property that state
- Attended time and attendance pilot program; hourly employees and HR
- Developmental Services meeting
- Updated the Food Truck Vendor Application
- Updated the Truck Vendor Application.
 - » Current zoning R-100
 - » Townhomes are not a permitted use in the R-100 zoning district
 - » 2979 Klondike
 - › Ol-zoning district with condition to build with 2955 Klondike with the submitted Master Plan, conditioned with a rezoning in 2004.
- The staff is in the process of establishing available dates in November with Georgia Municipal Association as the facilitators for a day training for Planning 101 **ALL BOARDS.**
- **Cases for September/October meetings.**
 - » TMOD 24-001 Truck Parking
 - » TMOD 24-002 Hours of Operation
 - » TMOD 24-003 Alcohol
 - » TMOD 24-004 Tree Ordinance
 - » Ordinance 2024 02 05 (TMOD 23-001) Micro Homes
- **Events /Projects (Approved/ Pending/ In Progress)**
 - » ***5106 Klondike (Everette Park) as of September 10th- pending***
 - » Meeting scheduled with Economic Development team to discuss parcel associated with development nodes/overlay districts.
 - › Forwarded a list of parcels in the districts for review in the designated “economic development” districts.
 - Waiting for ED Director to response with parcel specific data.
 - » Forwarded request to GIS to update all maps associated with approved zonings and comprehensive plan updates.

PLANNING & ZONING CONT.

- **Preparing for FY 2025 Budget Calendar**
- Review of late-night establishments guidelines and requirements focusing on the hours of operation.
 - » With/Without alcohol
- **Vacant Positions- Continuous**
 - » Land Development Manager. **HIRED**
 - » Senior Planner. **HIRED**
- *Continuous- Drafting a brochure /guideline, for department (s) that work with Planning and Zoning department.*
- *Creating a checklist for conflicts with ordinance tables and texts- On going with staff*
- Completed the interest application for Planning Commission and Zoning Board of Appeals members to be listed on the Planning and Zoning website.
 - » Ready and available for posting on the city's website when directed.

As we continue to filter through prior projects to establish status. We will continue our goal and vision to make the Department of Planning and Zoning the best Department in the City. Moving forward there are numerous projects that we will undertake to continue our growth.

DEPARTMENTAL ONGOING PROCESSES

1. The team will create a Strategic Plan that will be included in a "proposed" Master Strategic Plan for the City.
 - i. Create a departmental vision.
 - ii. Create department goals.
 - iii. Create a list of tasks to accomplish by November/December 2024.
2. The team will work with the Department of Economic Development to create architectural design standards for the major development area(s) and/or Overlay districts.
3. A City of Stonecrest Housing Study.
4. Create a Greenway Study.
5. Create a Stonecrest Historic Preservation Commission.
 - i. Application for members
 - ii. Create as map of proposed historic districts.
 - iii. Bylaws for Commission
 - iv. City Cart Ordinance
 - v. Template for codifying/chart the Tree Ordinance and the calculation of the respective fees (Oct/Nov 2024).