

# City of McDonough

Cabin at Heritage Park



Lake on Judy Lane



## 2013 ANNUAL



## REPORT

Camp Creek RR Crossing Today



City's Newest Water Tank



Charming

Historic

Hospitable

## Community Profile

### *Fast Facts...*

*Population: 22,599*

*Median Income:  
\$48,303*

*Median Age: 31.7*

The City of McDonough was established in 1823 and is the county seat of Henry County. We are a National Main Street City and City of Character.

The picturesque community is a center for activities and the arts. A 1920's prototype service station serves as the Welcome Center, which is located on the Square. This building houses the headquarters of both Main Street McDonough and McDonough Hospitality and Tourism.

The beautiful and historic Square is surrounded by a thriving business district offering unique shops, antiques, and both casual and fine dining. The City of McDonough is truly a great place to live, work, shop, worship, and play.

Many of our citizens may not know that Henry County originally encompassed an area from Sandy Springs — at the Chattahoochee River — to Indian Springs — south of Jackson. All or parts of Walton, Newton, Fayette, DeKalb, Fulton, Butts, Spalding, Clayton, and Rockdale Counties were all subsequently formed from the expanse of land, giving us the nickname “the Mother of Counties.”

Another interesting fact about our community is that the streets leading away from the Square originally were named after surrounding Counties — Griffin Street was Pike Street; Macon Street was Monroe Street; Keys Ferry Street was Jasper Road; John Frank Ward Boulevard was Newton Street and, later, Covington Street; Lawrenceville Street was Gwinnett Road; Highway 42 North was DeKalb Road; and Jonesboro Road was Fayette Road.

McDonough has become a choice location for both movie filming and TV series production with the 2013 movie “*A Medea Christmas*” having been shot in January and February in several different McDonough locations including a night scene shot on the Square. The City’s Christmas lights had to remain up until sometime in February, 2013, when filming ended. TV production came during the summer with the shooting of a brand new ABC TV series “*Resurrection*” that debuted on ABC on Sunday, March 9, 2014, in the 9:00 P.M. time slot. A scene in the 1977 movie, “*Smokey and the Bandit*,” was also filmed on the McDonough Square.

The City of McDonough is wonderfully diverse and staunchly patriotic. We come together in our churches and on our ball fields. We work hard and promote progress. We play hard and respect tradition. The City of McDonough— The Geranium City— is twenty-eight miles from Atlanta, thirty minutes from the world’s busiest airport, three-and-a-half hours from the Savannah port and Atlantic Ocean, and two hours to the beautiful North Georgia mountains. In other words, we believe our town to be the “New Promise Land.”





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## City Administrator's Message



Dear Mayor and Council,

As we look back on the 2013 challenges and successes, we are reminded that the City of McDonough has some very talented and professional employees. Within this document are the lists of completed projects and initiatives undertaken by the staff with the assistance of Mayor and Council. Since the adoption of the 2012 Strategic Plan; Mayor, Council and Staff now have a roadmap on where the City of McDonough is going and what needs to be done to forge ahead to the new vision set for the City.

This past year, we have worked hard to overcome many obstacles and challenges by reinforcing the culture of innovativeness and creativity to move toward a more efficient government. The year 2013 saw the implementation of numerous programs and projects such as our See Click Fix application, which allows citizens to report incidents and issues around the city. We also upgraded our website to allow for better communication and transparency to our citizens.

As we closed out 2013, the City saw the completion of its new state of the art police headquarters, which is over 16,000 square feet and will provide our officers with the room to grow as our city continues to do the same. I am very proud of all we have accomplished this past year; our employees put forth a herculean effort to keep our City moving forward toward its vision.

Great job employees! Please, let us continue to celebrate these accomplishments with the extraordinary employees of the City of McDonough.

Sincerely,

Frederick D. Gardiner, City Administrator



## Elected Officials

On November 18, 2013, Mr. Craig Elrod was sworn in as Councilmember for District III, after the resignation of Councilmember Wayne Smith.



Member At- Large Gail Notti



Mayor Billy Copeland



District I- Rufus Stewart (Mayor Pro Tem)



District II- Sandra Vincent



District III- Craig Elrod



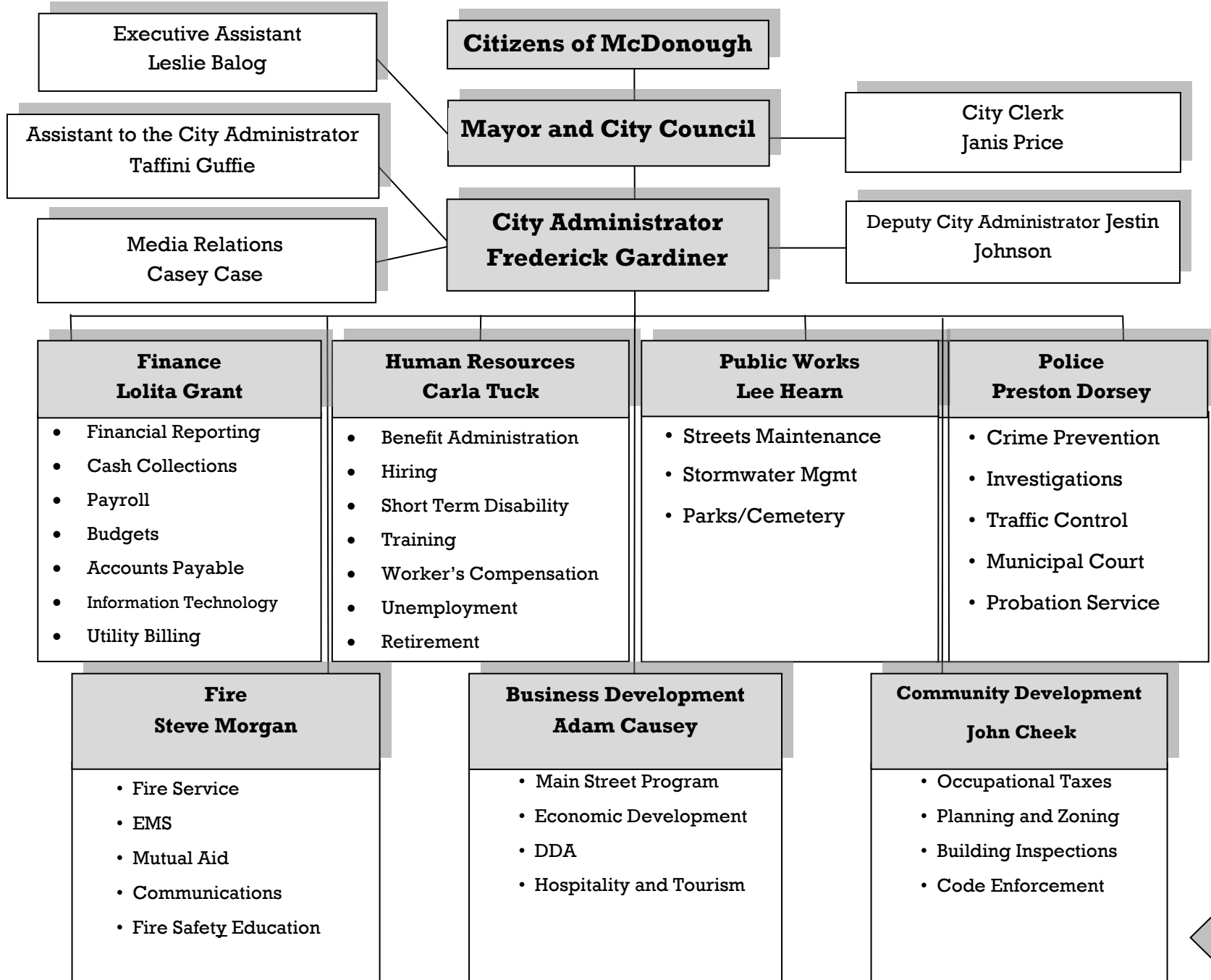
District IV- Kamali Varner



Member At- Large Rufus Amis



## Organizational Chart



## Office of the City Administrator

In 2013, the Office of the City Administrator incorporated staff changes. Jestin Johnson was promoted from Assistant to the City Administrator to Deputy City Administrator and Taffini Guffie was promoted from Executive Assistant to Assistant to the City Administrator. Media Relations was moved from Community Development to the Office of the City Administrator.

### Accomplishments:

- Successfully completed FY 2013-14 Budget and Budget Review - including hiring new police officers
- 12 candidates graduated from the 2013 McDonough 101: Citizens Government Academy
- Implemented new citizen engagement initiatives: SeeClickFix (code enforcement application)
- Redesigned City's website
- Completed renovations of the new Public Safety Building
- Solidified deal with Carl Vinson Institute to host the Management Development Program



Re-designed City website



2013 McDonough 101 Graduates



City Administrator's Monthly Luncheons



## City Clerk – Janis Price



- ♦ Prepared agendas and minutes for 36 City Council Workshops and Meetings
- ♦ Maintained records of procedures, minutes, ordinances
- ♦ Attended approximately 36 City Council Workshops and Meetings
- ♦ Responded to 86 Open Records Request in accordance with the State Open Meetings/Open Records Law
- ♦ Coordinated special events and activities of Mayor and Council
- ♦ Coordinated with Henry County Election Superintendent for the November election of Mayor and 4 City Council seats
- ♦ Coordinated the 31st annual Christmas Parade — Over 100 applications received with 80 participants accepted
- ♦ Communicated with local newspapers of upcoming City Council Meeting schedules and Special Called Meetings, as well as other legal issues
- ♦ Scheduled visits to City Hall for 1st through 3rd grade students from 2 elementary schools to talk about the US Flag. Flags were given to approximately 420 students that visited City Hall
- ♦ Served on the Atlanta Regional Commission's Training Advisory Committee
- ♦ Maintained insurance on all City properties and processed necessary insurance claims
- ♦ Prepared supplements to the City Code of Ordinances and Charter
- ♦ Maintained a complete set of laws, ordinances, standards and codes adopted and enforced by the City
- ♦ Attended GMA sponsored education classes to maintain municipal Clerk certification





## Human Resources Director - Carla Tuck



- ♦ Assisted with 19 new hires
- ♦ Conducted 6 new hire orientations
- ♦ Received 323 applications for open positions
- ♦ Processed 20 Workers' Compensation Claims
- ♦ Wellness Committee initiated a Weight Loss Challenge, Tobacco Cessation Program, monthly wellness health and exercise opportunities, and coordinated a wellness health fair
- ♦ Negotiated improved employee insurance coverage through new broker firm
- ♦ Coordinated flu shots to be administered onsite to City employees. 18 employees took advantage of this opportunity
- ♦ Coordinated training and lunch and learn opportunities including:

Boot Camp for Supervisors  
 Stress Management  
 Preparing Wills  
 Disciplinary process for Supervisors  
 Tobacco Cessation

To stay informed of new and changing Human Resource laws the following classes were attended:

- ♦ Personnel Liability
- ♦ Dealing with Difficult People
- ♦ Healthcare Reform
- ♦ Unemployment and Harassment Litigation
- ♦ Georgia Local Government Personnel Association Conference
- ♦ Department of Labor HR Hot Topics

Patiently waiting their turn to see a  
 nurse during the health fair



Mr. Gardiner getting his pressure  
 checked at health fair



## Finance Director - Lolita Grant



The Finance Department is responsible for the overall administration of the Finance and Information Technology Divisions. The department coordinates all financial activities of the City as directed by Mayor, Council and the City Administrator. Finance is responsible for the financial management of the City's resources to include the following functions:

- ♦ Financial Reporting
- ♦ Accounts Receivable
- ♦ Accounts Payable
- ♦ Payroll
- ♦ Water & Utility Billing

### **Accomplishments:**

- ♦ FY 2013 - 2014 Budget submitted to the Government Finance Officer Association for the Budget Award
- ♦ Trained Staff on Incode Purchase Order System
- ♦ Developed new computerized procedures for Accounts Payable process

### **Accomplishments:**

- ♦ Monthly billing for over 3,900 garbage customers
- ♦ Monthly billing for over 4,200 water and sewer customers
- ♦ Directed an average of 100 telephone calls per day
- ♦ Assisted an average of 60 walk-in customers a day

The fiscal year 2013-2014 budget achieves the preservation of existing levels of service at reduced operating cost. Through the implementation of effective planning and efficient use of resources, the City of McDonough provides properly aligned cost for service delivery and funding sources.

### **Highlights:**

- ♦ Created financing for two new positions for in-house capability for critical crimes scene investigators
- ♦ Implemented phase one of a five-year plan for a Virtual Local Area Network (VLAN) to enhance the city's database system and retention infrastructure
- ♦ Provided training for proactive partnerships between the Community and Zone Patrol Officers
- ♦ Identified funding for five-year Capital Improvement Plan
- ♦ Maintained existing service levels with minimal growth in funding sources



## Water Department Customer Service Employees



Lynn Bailey  
Administrative and Compliance Specialist



Wanda Ricks  
Senior Customer Service Representative



Bernette Gardner  
Customer Service Representative

### Customer Service – Water and Utility Billing

The Customer Service Department is the face of the City. It is generally the first contact for residents and businesses when visiting City Hall. They are responsible for:

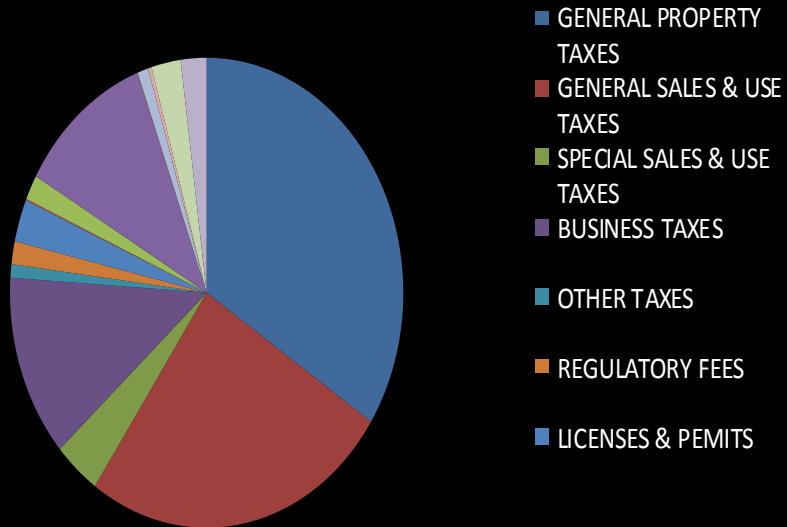
- ♦ Billing and collection of water, sewer and garbage payments
- ♦ Establishing and resolving issues with water, sewer and garbage service

Answering & directing all incoming phone calls to various department



## Budget Charts of General Fund Revenues & General Fund Expenditures

### GENERAL FUND REVENUES



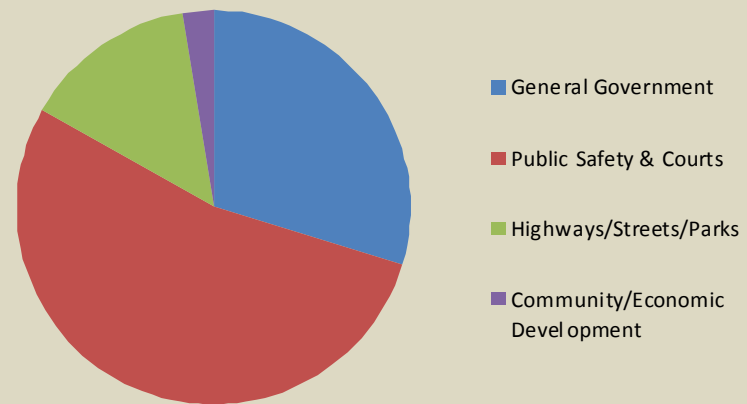
#### GENERAL FUND REVENUES

GENERAL PROPERTY TAXES	\$4,050,000
GENERAL SALES & USE TAXES	\$3,000,000
SPECIAL SALES & USE TAXES	\$450,000
BUSINESS TAXES	\$1,490,000
OTHER TAXES	\$110,000
REGULATORY FEES	\$186,000
LICENSES & PERMITS	\$345,641
STATE GOVERNMENT GRANTS	\$11,538
CHARGES FOR SERVICES	\$203,612
FINES & FORFEITURES	\$1,300,000
INVESTMENT INCOME	\$500
CONTRIB & DONATIONS	\$5,000
RENTS & ROYALTIES	\$104,000
PENALTIES & INTEREST	\$35,000
TRANSFER FROM HOTEL/MOTEL	\$285,000
TRANS FROM WATER/SEWER	\$250,000

#### GENERAL FUND EXPENDITURES

GENERAL GOVERNMENT	\$3,511,092
PUBLIC SAFETY & COURTS	\$6,340,898
HIGHWAYS/STREETS/PARKS	\$1,673,791
COMM/ECON DEVELOPMENT	\$300,510

### General Fund Expenditures By Function





## Information Technology - Steve Sikes - Manager

### **Responsibilities:**

- ♦ IT department maintains 3 physical servers, 10 virtual servers, 83 computers connected to our network and 35 notebooks in use by PD in the field
- ♦ Service 150 users and 150 Exchange email accounts
- ♦ Support all Telecom systems including Cellular

### **Accomplishments:**

- ♦ Added 2 external WiFi Access points to service INCARVideo wifi transmissions @ Police Dept
- ♦ Setup server based storage/indexing of Digital Ally in car video mentioned above
- ♦ Updated all computers to Microsoft Office 2010
- ♦ Prepared a total redesign of the City's Network Infrastructure
- ♦ VLAN capable backbone that will improve overall performance by separating computers, phones, printers, servers, offsite backup & WiFi into their own "pipelines" reducing network traffic
- ♦ Installed switches & routers assigned to City Hall & Public Safety in plan
- ♦ Installed Private Fiber to new Public Safety Building
- ♦ Will be private network, all sites route thru City Hall Data Center to better centralize/manage traffic
- ♦ Will have superior VPN connectivity providing secure remote access to network from all mobile devices
- ♦ Significantly improved in-building Public wifi with stronger antennas

### **Designed, purchased & implementing Centralized IP phone system improvements to include:**

- ♦ Provide better customer service to citizens
- ♦ Ability to directly transfer calls to any department or location
- ♦ 4 digit dialing to any city site extension
- ♦ Ability to have multiple, custom "Call handlers/auto attendants" guiding citizens to correct department/individual
- ♦ Ability to "hunt" & route calls to individual's mobile device
- ♦ Each individual will have a personal fax number that routes to their city email
- ♦ Direct dial number capability reducing operator interaction
- ♦ VPN capable phones available
- ♦ Voicemail can route to individuals email as wav file
- ♦ Will have music on hold
- ♦ Virtual Conference Rooms built in system like a phone bridge used for conference calls
- ♦ Added 10 Terrabytes of storage to our current SAN to house the new Public Safety Audio/Video & card access needs
- ♦ Consolidated all Phone & Internet providers to 1 (Charter) saving City \$24,000/yr vs past costs
- ♦ Purchased twin 24 Terrabyte Network Attached Storage units for disk- to- disk backup. Offsite backup (located at Public Safety) activated week of Dec 9, 2013
- ♦ Prepared print efficiency analysis for McDonough Police Department that identified expenditures of over \$13k/yr. By eliminating most desk-top printers we can lease 4 copy/fax/scan/print stations for \$11k/yr saving \$2000/yr
- ♦ Deployed 10 iPads to Police Department
- ♦ Designed MeshWiFi network to cover all parks in North- South Corridor from Alexander Park to Richard Craig Park; following Griffin and Macon Streets
- ♦ Configured 2 virtual Exchange servers & 1 domain controller in preparation for Exchange 2010 rollout February 2013
- ♦ Assisted with SeeClickFix adoption and new website transfer



## Fire Department - Chief Steve Morgan



McDonough Fire Department consists of 40 personnel: 23 full - time firefighters; 5 part-time firefighters; and 12 auxiliary personnel. There are 15 Emergency Medical Responders; 4 Paramedics; and 21 Emergency Medical Technicians.



Total calls for 2013: 2,499 \*\*Total calls for 2012: 2,504

Fire calls	296	12% of total
Medical calls	1,375	55% of total
Assist calls	178	7% of total
Utility calls	58	2% of total
Cancelled calls	324	13% of total
Alarms	268	11% of total



- ♦ Inspected over 1,200 existing businesses
- ♦ Conducted inspections on new construction and businesses
- ♦ Completed over 60 pre-fire plans on existing businesses
- ♦ Completed over 30 fire station tours and/or fire education classes
- ♦ Serviced and maintained 978 fire hydrants
- ♦ Completed testing on over 250 sections of fire hose

### Certifications and Trainings:

Fire Department personnel have and maintain EMS certifications. Training hours accrued by Fire personnel: 6,208 training hours. EMS training hours accrued by Fire personnel: 1,370 training hours. All full-time and part-time personnel met their 24 hours training requirements to maintain Georgia Standards and Training State Certification and compliance.

The Fire Department's goal is for each full-time firefighter to obtain 240 hours of firefighter training hours per year in order to meet ISO training requirements. 18 members of personnel met this goal.

Overall average response time: 00:07:05



## Police Department - Chief Preston Dorsey

Under the direction of Chief Preston Dorsey, the City of McDonough Police Department is dedicated to providing quality service to our community through law enforcement that is professional, effective, and ensures the rights and safety of our citizens. To achieve the objectives and goals of the Police Department, six divisions are essential.

The divisions are:

- ◆ Uniform Patrol
- ◆ Criminal Investigations
- ◆ Flint Circuit Drug Task Force
- ◆ Administrative Operations
- ◆ Office of Professional Standards
- ◆ Parking Enforcement

2013 citations issued: 8,840

2012 citations issued: 8,948



In 2013 the Mayor and City Council approved the purchase of a 16,000 square foot building, located at 50 Lawrenceville Street, to be the new home of the McDonough Police Department. The new budget year also included two additional Police Officers and Two Certified Crime Scene Investigators. 2013 also saw for the first time "Briefing in the Streets". The McDonough Police Department met and briefed the public in strategic locations throughout the City of McDonough.

- ◆ Responded to an average of 1,532 emergency service calls per month
- ◆ Self-initiated an average of 5,324 investigations per month

The following Schedule lists dates and times for the neighborhoods:

### Roll Call Training Schedule

#### Day Watch

Date/Time-October 4, 2013 @6:00am	Bright Star Day Care, 275 Old Griffin Road.
Date/Time-October 18, @6:00am	Towne Square Academy, 1005 Labonte Parkway
Date/Time-November 8, @6:00am	Henry County Senior Services, Florence McGarity Pkwy

#### Evening Watch

Date/Time-October 11 <sup>th</sup> , @2pm	Wesley Lakes Elementary School
Date/Time-October 25 <sup>th</sup> , @2pm	Bristol Park Subdivision, pool area.
Date/Time-November 15, @2pm	Village at Spring Creek Subdivision,(front entrance)

#### Morning Watch

Date/Time-October 11, @ 10pm	CVS Parking Lot located on Zack Hinton Parkway
Date/Time:-October 18 <sup>th</sup> , 10pm	Publix Parking Lot on Hwy 81 @ Lake Dow
Date/Time:-October 31 <sup>st</sup> , 10pm	Brush Arbor Subdivision, Hwy 155 North.

The public is encouraged to attend these 15-20 minute roll call sessions.



Roll call sessions were held at various communities and schools around the city.



## Municipal Court & Probation — Warren Langley—Supervisor

Under the direction of Chief Preston Dorsey, Major Warren Langley supervises the Court Services operation, with Municipal Court Judge Donnie Patten, Judge Pro Tem Bruce McFarland, Judge Pro Tem Ted Echols, Solicitor Pamela Bettis, and Solicitor Pro Tem Jessica Whatley.

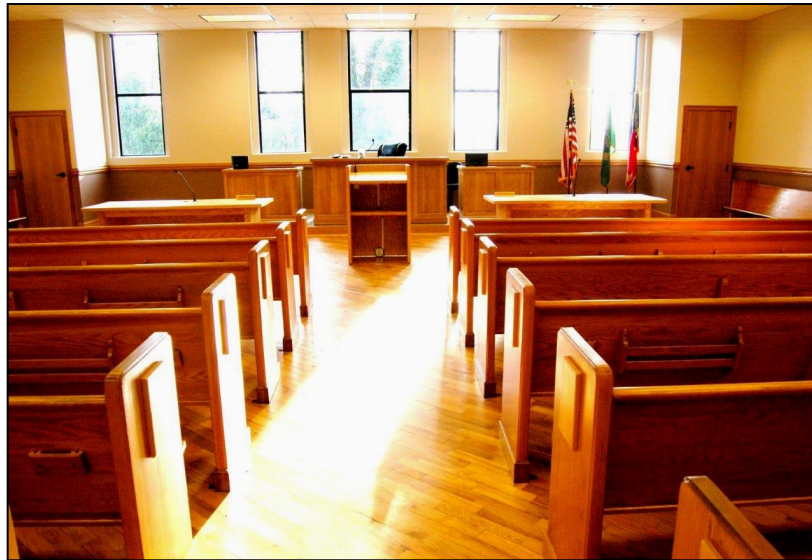
In 2013, the Mayor and City Council approved the purchase of land adjacent to the new McDonough Public Safety building at 50 Lawrenceville Street, for the construction of a future Municipal Court building.

Total # of cases:

2013	2012
8,075	8,648

Total # of Bonds & Fines:

2013	2012
\$1,590,344	\$968,075



Current Municipal Court building





## Public Works Director - Lee Hearn



The Public Works Department, under the direction of Lee Hearn, functions to improve the quality of life for our area citizens. This department provides many of the essential services needed to sustain comfortable and safe living conditions. These services include producing drinking water, treating our wastewater, collecting and disposing of solid waste, maintaining a safe transportation system, providing reliable public transportation, and constructing the entire infrastructure necessary to provide these services. Our goal is to provide these services in the safest, most reliable, and efficient manner possible.

The 6 divisions under the Public Works department are:

- ♦ Wastewater
- ♦ Water Distribution
- ♦ Streets Maintenance
- ♦ Water Treatment Plant
- ♦ Stormwater
- ♦ Geographical Information Systems (GIS)

### Water Plant- Steve Cox - Manager

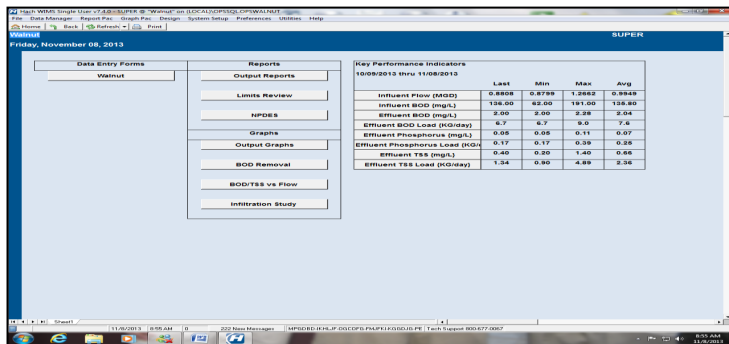
- ♦ A new heating and air conditioning system was installed at the Water Treatment Plant
- ♦ 4 positive displacement pumps were installed in the bottom chemical room. These pumps are mounted on duplex pump systems that deliver aluminum sulfate and potassium permanganate
- ♦ UCMR3 testing conducted to meet EPA guidelines
- ♦ Lead and copper testing was conducted to meet EPA guidelines
- ♦ Influent valves and pedestals on filters 3&4 replaced. Control rods on basins 1 thru 4 replaced
- ♦ The entire Water Treatment Plant was re-painted



## Wastewater – Keith Dickerson - Manager

Walnut Creek Water Pollution Control Plant

- ◆ 5,274 samples pulled
- ◆ 5,401 lab tests completed
- ◆ 100,000 gallons approximately reduced due to sewer improvements
- ◆ Responded to 577 emergency calls by the SCADA system
- ◆ Completed 2,411 grease fittings
- ◆ 15,920 data points entered into 12 monthly reports



Installed new HACH WIMS software to maintain Data, ensure that EPD and EPA reports are accurate, and provide Wastewater Plant operation control.

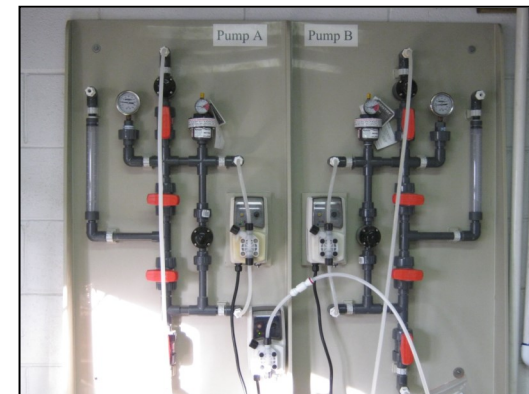


Biosolids are hauled off site to be used as a beneficial fertilizer on two farms in Henry County. Received \$67,000 from local septic haulers. The sludge is run through a belt press to remove water then hauled in the City owned spreader truck and land applied by the Operator.



The bar screen system allows the City to accept septic hauler sludge. The cost to purchase a new system is \$46,000. This system was re-built in-house at a cost of approximately \$3,500 saving the City over \$40,000.

Removed 12,000 lbs. of sand from sand filters and replaced with new sand to keep the filters running at optimal efficiency.



Installed new chemical feed system to provide better control of chemical feed rates.



## Water Distribution - Ronnie Thompson - Supervisor

### Water Distribution

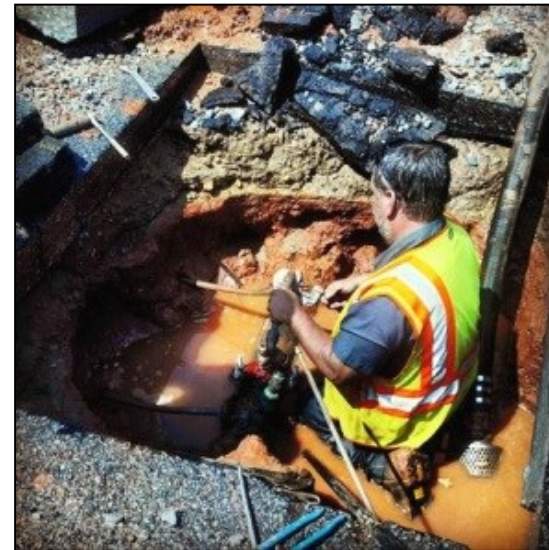
2013 YTD stats...

- ♦ Disconnected water service - 407
- ♦ Replaced water lines - 95
- ♦ Water connections - 616
- ♦ Reinstate water service - 1034
- ♦ Meter repaired or exchanged - 229
- ♦ Cut - offs - 1430
- ♦ Water usage - 2,348,500
- ♦ Hydrant flushing - 873
- ♦ Water main break - 9

### Sewer Maintenance

- ♦ Check sewers and cleaned out plug- 55
- ♦ Replaced sewer line - 9
- ♦ Total footage jetted - 28,110
- ♦ Radio reads - 58,921

\*\*Stats are from Jan- Nov 2013



## Streets Maintenance - Joe Chappell - Supervisor

### Daily Responsibilities:

- ♦ Repaired sidewalks and curbs
- ♦ Mowed and edged the right - of - way of approximately 94.6 miles of roadside, equaling about 344 square acres (322 square acres in 2012)
- ♦ Chipper truck operated daily, disposing of approximately 4,800 cubic yards (chipped) of limbs and yard debris (4,500 cubic yards in 2012)
- ♦ Removed 25 to 30 cubic yards of debris from streets per week
- ♦ Emptied and maintained 12 pedestrian trash receptacles, and 20 at City parks, on a daily basis
- ♦ Planted and maintained 2,100 geraniums at the Town Square, Welcome Center, and City Hall (1,750 geraniums in 2012)
- ♦ Maintained the City Cemetery and provided assistance with McDonough Historical Cemetery Tour
- ♦ Assigned duties and managed citizens performing Community Service

### Christmas Decorations:

- ♦ Installed and maintained extensive Christmas Décor at Town Square, Rufus Stewart Park, City Hall, Police Department and Fire Department
- ♦ Prepared and hung approximately 120 street pole Christmas decorations
- ♦ Built, decorated, operated, and dismantled Christmas Santa float
- ♦ Built and decorated new sleigh for Santa pictures

### Street, Sidewalk, Curb, and Gutter Repairs:

- ♦ Purchased 89 tons of hot mix asphalt for street repair
- ♦ Purchased 85 cubic yards of concrete for sidewalk, curb and gutter, and street repairs

### Other notable accomplishments:

- ♦ Public Works building landscape and shop build-out
- ♦ Began work on park improvements- Alexander Park, dog park, and pocket park at Rainer Park (fountain)
- ♦ 2 historical markers





## Streets Maintenance - Joe Chappell - Supervisor

### **Responsible for the facility maintenance of:**

City Hall  
Police Department  
Fire Stations  
Welcome Center  
Municipal Court Facility  
City Reservoir

Richard Craig Park  
Water Tower  
Travis Road Water Tower  
Sloan Street Water Tower  
Rufus Stewart Park  
Alexander Park  
Town Square

## Stormwater - Emily Raby

- ♦ Completed the engineering and landscape design of the Big Springs Park project, and acquired the necessary permits in order to construct it.
- ♦ Stormwater continued to move more services in house, and not rely on outside contractors for inspection and maintenance work.
- ♦ Inspected 269 catch basins and 36 detention ponds as well as handled many requests for inspections
- ♦ Project Manager for Public Works divisional projects including reviewing and negotiating contracts
- ♦ Stormwater continued the process for the EPD permit

## Geographical Information Systems - Josh McKelvey

- ♦ A GIS program began in-house with a full - time employee. A large format printer was purchased allowing the capability of creating and printing maps of the City.
- ♦ Collected data from other government sources and created a map of the city; which will continue to increase in detail and complexity in the years to come.



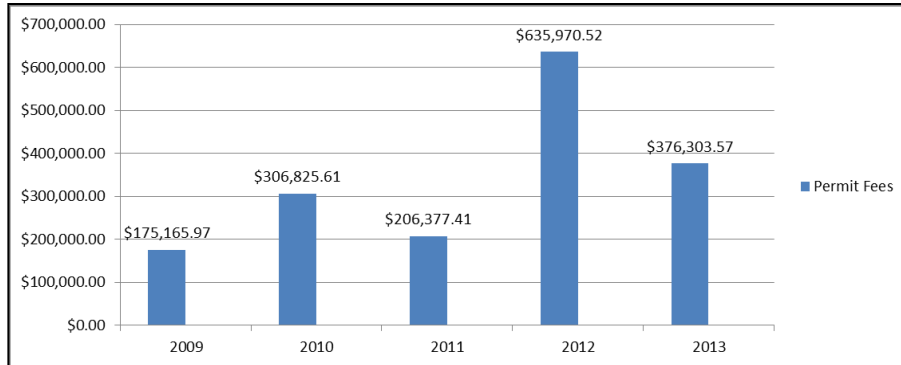
## Community Development Director - John Cheek



There are 5 divisions in the Community Development Department. They are:

- ♦ Building permits
- ♦ Planning and Zoning (P&Z)
- ♦ Occupational Tax Licensing
- ♦ Code Enforcement
- ♦ Building and Inspections (B&I)

20% of 2013 Revenue generated from Residential  
and Commercial Impact Fees.  
\$ 74,577.38



**Planning and Zoning**  
66 - Petitions processed  
274 - Zoning and land use verification  
153 - Sign Permits  
48 - Exterior Facade applications

Residential B&I Inspection totals:

2012	330
2013	844

Commercial B&I Inspection totals:

2012	1,378
2013	1,016

B & I Revenue Report		
Month	Year - 2012	Year - 2013
JANUARY	\$10,426.09	\$18,231.73
FEBRUARY	\$5,744.09	\$51,256.30
MARCH	\$26,513.80	\$38,928.32
APRIL	\$444,749.34	\$37,860.48
MAY	\$40,850.32	\$22,220.30
JUNE	\$37,431.06	\$11,738.40
JULY	\$17,223.14	\$76,015.41
AUGUST	\$18,796.73	\$45,403.20
SEPTEMBER	\$13,901.50	\$24,773.47
OCTOBER	\$25,246.12	\$22,390.71
NOVEMBER	\$22,670.01	\$27,485.25



## Community Development Director - John Cheek

Code Enforcement					
2013	New Incidents	Closed Incidents	Active Incidents	Citations	Fines Collected
JANUARY	11	0	11	5	\$0.00
FEBRUARY	68	49	19	38	\$0.00
MARCH	45	31	14	0	\$0.00
APRIL	7	3	4	0	\$0.00
MAY	101	75	26	0	\$0.00
JUNE	114	38	76	19	\$480.00
JULY	97	44	53	71	\$4,925.00
AUGUST	110	61	49	0	\$6,820.00
SEPTEMBER	115	33	82	101	\$5,331.60
OCTOBER	174	73	101	49	\$3,270.20
NOVEMBER	12	8	4	72	\$3,035.00
DECEMBER					
TOTAL	854	415	439	355	\$23,861.80



### Code Enforcement

New Incidents = 854  
Court Cases = 355  
Pending Cases = 36

### Occupational Tax License

New Businesses = 230  
Existing Businesses = 1499  
Pending Businesses = 46

### Building & Inspections

Building Inspections = 1016  
Grease Trap Inspections = 199  
Permits Processed = 773  
Plan Review Applications Rec'd = 160

### Planning & Zoning

Petitions processed = 66  
Zoning & land use = 274  
Sign Permits = 153  
Exterior Façade Apps = 48

### Project Valuation

2011 = \$10,093,811.40  
2012 = \$63,502,328.00  
2013 = \$20,622,793.08



## Business Development Director - Adam Causey



### Business Development & Main Street

- ♦ Increased Hotel/Motel Tax from 3% to 5%. The increase of approximately \$200,000 per year will be shared with the Tourism & Hospitality Board and spent on activities to bring more visitors to McDonough
- ♦ Created the Downtown McDonough Urban Redevelopment Plan
- ♦ Installed new signage around the Square to direct visitors to off-street parking
- ♦ Reconstituted the Downtown Development Authority
- ♦ Coordinated location of filming activities for “A Madea Christmas” motion picture and “Resurrection” ABC television series
- ♦ Finalized city partnership with fiber provider to install high-speed network for commercial developments
- ♦ Partnered with land owners, developers, businesses, and the Community Development Department to review and assist with development or redevelopment of key commercial and residential projects

### 2013 New Main Street Businesses:

- ♦ Joni’ Western Store
- ♦ Ink to Blanks
- ♦ Photo Magic
- ♦ Miracle’s Barber Shop
- ♦ Queen Bee Coffee (Opened in Courthouse Square Market)
- ♦ Queen Bee Coffee (Renovated a downtown building and moved from the market)
- ♦ Salon Primp
- ♦ Studio Red
- ♦ Invert Skate Shop (New Owner)
- ♦ Skyline Consulting
- ♦ Marie’s Gift and Décor
- ♦ El Castillo Mexican Restaurant
- ♦ Dog Eared Books
- ♦ Treehouse Toys
- ♦ Communities in Schools
- ♦ Kill Joy T-Shirts
- ♦ Atlanta Cell Tech
- ♦ MVP Motors





## Business Development Director - Adam Causey

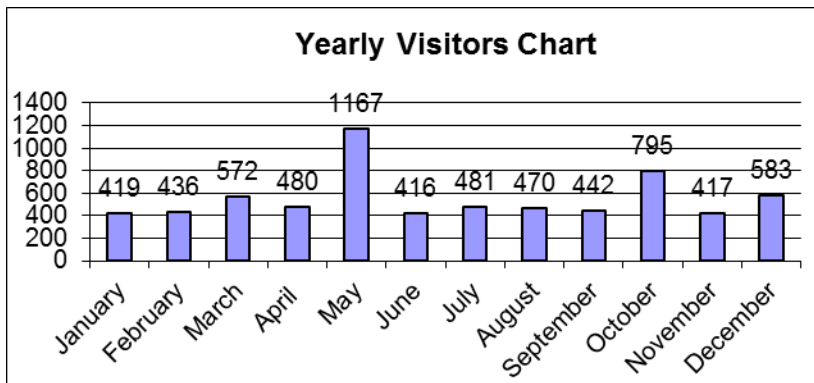
### 2013 Main Street Events:

- ♦ Ladies Night Out (Every 2nd Thursday of the month)
- ♦ Princess and Pirate Parade
- ♦ Quinlan's Run
- ♦ T.C. Carter Safety Day
- ♦ Summer Concerts on the Square
- ♦ Free Movie Fridays on the Square
- ♦ Easter Bunny on the Square
- ♦ Annual Fall Festival and Chili Cook-off
- ♦ Merchants Sidewalk Sale
- ♦ St. Patty's Day Celebration on the Square
- ♦ Downtown Trick-or-Treat Event
- ♦ Small Business Saturday
- ♦ Kids Downtown Shop Around
- ♦ Santa Saturdays
- ♦ Downtown Holiday Kick-off
- ♦ Annual Downtown Christmas Tree Lighting
- ♦ Downtown Christmas Tree Decorating Contest



The McDonough Main Street Program also collaborated with the Greater McDonough Business Association, McDonough Hospitality and Tourism, and McDonough Arts to host other special events on the Square including: Spring Arts Fest, Winter Arts Festival, Scarecrow Contest and Showcase and the New Year's Eve Geranium Drop.

Approximately 6,678 visitors to the Square in 2013



## 2013 City Events



Memorial to Boston Marathon runners



Camp Creek Train Wreck Marker Service



1<sup>st</sup> Weight Loss Challenge participants (Wellness Program). 1<sup>st</sup> place winner: Keith Dickerson



City Clerk- Janis Price at Veteran's Day Program



11alive Live Broadcast



Job Fair

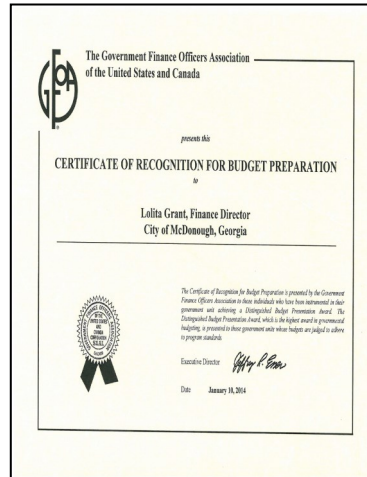




## Awards

### Awards:

The Distinguished Budget Presentation Award was awarded to the City of McDonough from the Government Finance Officers Association for fiscal year beginning July 1, 2013.



Taffini Guffie successfully completed the Regional Economic & Leadership Development sessions offered through the Georgia Academy for Economic Development.



Cathy Lacey attended the Main Street 101 Conference held in Tifton, GA



Henry County Fire Department's Captain Jeff Sheffield recognized James (J.R.) Robinson for outstanding efforts on saving the life of a 3 year old at a pool party in 2013.



Received Gold Awards for four consecutive years without a violation. This is the first Platinum award won by the Wastewater Plant.



## Promotions

Name	Department	New Position	Date of Promotion
Jestin Johnson	Executive	Deputy City Admin	4/29/2013
Taffini Guffie	Executive	Assistant to the City Admin	4/29/2013
Lynn Bailey	Accounting	Supervisor	7/3/2013
Deidrea Royal	Accounting	Account Payable	7/3/2013
Martin Vaughn	Police	Acting Sergeant	8/28/2013
Ricky Jewell	Police	Acting Sergeant	12/19/2013
Martin Augustine	Police	Detective	2/25/2013
Bobby Duncan	Fire	Lieutenant	1/30/2013
Greg Rowland	Fire	Lieutenant	1/30/2013
Greg Moore	Fire	Lieutenant	1/30/2013
Lance Richards	Fire	Lieutenant	1/30/2013
Gene White	Fire	Lieutenant	1/30/2013
Buddy Jenkins	Fire	Lieutenant	1/30/2013
Justin Hall	Fire	Crew Leader	7/3/2013
Robert Smith	Street	Crew Leader	7/2/2013
Cory Young	Street	Crew Leader	7/3/2013
Jake Jackson	Street	Maintenance Equip Tech	7/3/2013
Emily Raby	Stormwater	Supervisor	6/5/2013
Jeremy Newton	Wastewater	Maintenance Manager	12/4/2013
Scott Bonner	Water Distribution	Crew Leader	7/24/2013
Scott Dodgen	Water Distribution	Crew Leader	6/5/2013
Jason Ross	Water Distribution	Equipment Operator	4/24/2013
Cathy Lacey	Main Street	Admin Asst. II	7/3/2013





## Certifications

### Police Department:

Mary Andrews

- ♦ Record Restrictions- Georgia Bureau of Investigations

Beverly Whitworth

- ♦ Record Restrictions- Georgia Bureau of Investigations

Kathy Story

- ♦ Record Restrictions- Georgia Bureau of Investigations

### Community Development Department:

Charlie McCarter

- ♦ Residential Building Inspector

### Public Works:

Jeremy Newton (Wastewater)

- ♦ Class I Wastewater
- ♦ Lab Analyst

Michael Dickerson (Wastewater)

- ♦ Class II Wastewater

Jason Ross (Water Distribution)

- ♦ Water Distribution

Keith Wimpey (Street)

- ♦ CDL

### Fire Department:

Kevin Cash

- ♦ Firefighter 2

Paul Floyd

- ♦ Firefighter 2

Greg Moore

- ♦ Fire Investigator 1

Stacy Ponder

- ♦ Firefighter 2

J.R. Robinson

- ♦ Hazardous Material Operations
- ♦ Firefighter 2
- ♦ Fire Inspector 1



## Recognitions

In 2013, the City Administrator initiated an Employee Recognition Program. In December, the program awarded one employee for Department Head of the year; one employee for Employee of the Year and eight employees for their outstanding service to the city.

### 2013 Employees of the Year:



Steve Sikes- IT Manager



Chief Steve Morgan- Fire Chief

### The 2013 employees recognized for outstanding service were:

Joe Chappell - Public Works  
 Marshall Battle - Public Works  
 Captain Dave Williams - Fire  
 Kira Harris-Braggs - Main Street  
 Detective Thomas Spangenberg - Police  
 Trisha Morgan - Court  
 J R McMahan - Public Works

\*\*Photos used courtesy of city employees

