



City of Fayetteville

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MAYOR
Edward Johnson

COUNCIL
Scott Stacy, Mayor
Pro Tem
Kathleen Brewer
Paul C. Oddo, Jr.,
Harlan Shirley
James B. Williams

CITY MANAGER
Ray Gibson

CITY CLERK
Anne Barksdale

January 26, 2016

TO: Honorable Mayor and City Council

FROM: Ray Gibson, AICP, City Manager

SUBJECT: CITY MANAGER'S WEEKLY REPORT: January 18th through January 24th

CITY ADMINISTRATION

- Participated in the MLK Parade on Monday, January 18th.
- Attended the monthly Main Street Board Meeting on Tuesday, January 19th.
- Attended a site meeting on Tuesday, January 19th on Hood Avenue regarding a complaint filed by the Eberhart Family who reside at 335 Hood Avenue. Also in attendance were State Senator Virgil Flood, representatives from Concrete Supply Company, and a few other area homeowners.
- Attended a meeting with the legal team for Starbucks to discuss their proposal for a beer and wine license at the South Glynn Street location. Mayor Ed Johnson was also in attendance.
- Attended health insurance broker interview with EPIC on Tuesday, January 19th. Also in attendance were Assistant City Manager Alan Jones, Finance and Administrative Services Director Mike Bush, Finance and Administrative Services Assistant Director Carleetha Talmadge, and Human Resources Manager Barbara Dudley.
- Held a meeting with the owner of This Is It BBQ restaurant on Tuesday, January 19th to discuss options for his new restaurant location within the Tax Allocation District (TAD). Brian Wismer was also in attendance at the meeting.
- Held a management meeting on Wednesday, January 20th.
- Attended a software demonstration on Wednesday, January 20th with IT Director Kelvin Joiner. The City is considering the purchase of Public Stuff software by Accela, a civic engagement software.
- Attended a lunch meeting on Thursday, January 21st with Fayette County Manager Steve Rapson to discuss various projects and options for improved communications between various departments.
- Along with Mayor Ed Johnson, attended a general informational meeting with Fayette County Commissioner Charles Oddo and County Manager Steve Rapson on Thursday, January 21st.
- Health insurance broker review committee met on Thursday, January 21st. Also in attendance were Assistant City Manager Alan Jones, Finance and Administrative

Services Director Mike Bush, Finance and Administrative Services Assistant Director Carleetha Talmadge, and Human Resources Manager Barbara Dudley. At the meeting we went over the broker RFPs and interviews and chose to move forward with EPIC pending an initial meeting to discuss a contract agreement. The recommendation will be presented to City County at the February 4th Regularly Scheduled Meeting.

- Attended the annual Georgia Municipal Association's (GMA) Mayors Day Conference at the Downtown Atlanta Hilton from Friday, January 22nd through Monday, January 25th.
- Reviewed numerous reports throughout the week having to with the Police Department and the City's Economic Development Plan/Strategy.

FINANCE & ADMINISTRATIVE SERVICES

Finance

- W-2's were shipped out and will go out to employees the week of January 25th.
- A mock bill was done for Stevenson & Palmer regarding the water rate study.
- Discussed staffing and reorganization.
- Discussed *Policy 10.020 Respect and Civility at Work – Environmental Point* with the Finance Department staff.

Accounts Payable

- Keyed payment data for 64 invoices and processed payments to 47 vendors.
- Prepared 49 current week checks for pick up/mailing.
- Reviewed current incoming invoices and receivables.

Occupational Tax

- Received seven (7) new business applications.
- Issued six (6) new business licenses.
- Collected \$10,346.08 for 2015 delinquent and new licenses.
- Collected \$0 from the Hotel/Motel Tax.
- Collected \$0 from the Alcohol Beverage Sales.
- Collected \$115.43 from the Beer, Wine & Liquor Tax.
- Entered payments into the A/S 400 System.
- Submitted the financial post, edit and balance reports.

Utility Billing

- Assessed late fees to delinquent accounts.
- Received \$29,465.99 in sanitation and stormwater revenues.
- Established water and sewer service for (36) new customers.
- Billed out for 1,814 customers.
- Issued 0 Purchase Orders.
- Received \$79,606.26 in water and sewer revenues.
- Pilot Program: Delinquent Accounts Callout
 - Cut off report generated for cycle 7 on 01/20/16 resulted in 52 delinquent accounts.
 - Out of the 52 accounts, 27 were called and 17 received a tag through the mail due to bad or no phone numbers.

- Account Clerks received about 4 calls on that from those customers.
- As of 01/24/16, 22 are showing on the cutoff list for 01/26/16.

Human Resources

- City Hall was closed in honor of the Martin Luther King holiday.
- Handled numerous personnel matters.
- Employment Opportunities
 - Fire Fighter (All Levels) – Open until filled
- Resumes from Week of January 18 - 22
 - Fire Fighter: 0
- Insurance Broker Introductions
 - EPIC
 - Broker Committee review and selection of Insurance Broker
- Wellness Lunch and Learn Event was held at Station 91 and dealt with the following items:
 - Fire Safety
 - 8 Attendees
 - Taught by Bill Rieck
- Completed a GIRMA training Webinar.
- City closed early due to inclement weather (Friday at 3:00 PM).

Court

- # of citations received: 107
- # of warrants issued (FTA & VOP): 1
- # of citations (FTA) sent to DDS: 0
- # of scheduled arraignment cases: 0
- # of scheduled trial cases: 0
- Total amount collected for the week: \$7,793.10

Information Technology

- GIS Projects
 - Attended a Network Analyst training class.
- Technology Projects
 - Started building 5 new servers for the new finance system.
 - Upgraded the email server.
 - Repaired a storage issue on AS400.
 - Ordered a new server for the e-server.
- Police Technology Projects
 - Completed the ICOP system upgrade.
 - Archived body camera video.
 - Destroyed 400 DVD in-car videos.
 - Built a new LiveScan computer for fingerprinting.
 - Worked on fire alarms and court cameras with ultimate security.
- Open Records Request
 - DVD Request of Traffic Stops and Investigations: **40**

- Web Site Visits for the Week
 - Total pages viewed: **9,921**
 - Total unique pages viewed: **7,128** (Excludes Repeated Pages viewed)
- Average Time Spent on Each Page: **51 seconds**
- Top 10 City Web Pages

1.	Official Website Main Page	1,788	18.02%
2.	Jobs	598	6.03%
3.	Events	346	3.49%
4.	Government	317	3.20%
5.	Residents	268	2.70%
6.	Municipal Court	267	2.69%
7.	Search Results	262	2.64%
8.	Police Department	246	2.48%
9.	I Want To:	239	2.41%
10.	City Departments	238	2.40%

COMMUNITY & ECONOMIC DEVELOPMENT

Economic Development

- Continued review of various documents for the Economic Development Strategy.

Planning & Zoning

- Prepared staff recommendations for the Planning & Zoning monthly meeting.
- Attended an ARC workshop for Cities who received transportation funding in the new fiscal year. This is for the Hospital Area bridge/trail project.
- Nominating committee met to discuss the Planning & Zoning appointments.
- Held a staff meeting with engineers on the final checklist for the Oakleigh Manor subdivision plat requirements. They are now approved for a land disturbance permit.
- Continued dialogue with the County staff and BOC to discuss reverse-angle parking plan on the Courthouse square. Will need their blessing before beginning the study.
- Reviewed multiple sign applications for compliance with the City Code.
- Handled multiple customer/public inquiries for zoning uses.

Main Street

- Held the monthly Main Street meeting.
- On January 21st spoke to Fayette Factor's ENCORE class about the Main Street program and downtown development.
- Continued planning for the 2016 event calendar.
- Prepared for the 2016 concert series ticket marketing and outreach.

DDA

- Held the monthly DDA meeting.

Building

- Number of Building Inspections Performed: **50**
- Number of Permits Issued: **25**
 - **8:** Building

- Commercial Repair/Remodel: 4
- Commercial New: 1 (**Pinewood – small stand-alone restroom**)
- Residential Repair/Remodel: 2
- Residential New: 1
- 1: Demolition
- 4: Mechanical
- 1: Utility Restoration
- 0: Foundation Only
- 5: Electrical
- 5: Plumbing
- 1: Land Disturbance
- Plans Received: 1
 - Commercial Repair/Remodel: 1
 - Commercial New: 0
 - Residential Repair/Remodel: 0
 - Residential New: 1

PUBLIC SERVICES (Sanitation, Stormwater, Water, Waste Water/Sewer, Public Works)

Public Works

- Cleaned City Hall and the Police Department.
- Cut and maintained the following areas:
 - Jimmy Mayfield
 - Stonewall Avenue
 - Highway 54 West
 - Highway 314
- Completed pothole repair work on Grady Avenue.
- Put out safety poles in the Autumn Glen Subdivision.
- Picked up 2 dead animals that were in the right of way for disposal.

Sewage Department

- Average daily flow treated is 2.810 million gallons per day.
- Performed weekly maintenance at 25 lift stations sites.
- Responded to 1 sewer backup.

Stormwater

- Investigated a drainage issue at Brentwood Subdivision.
- Cleaned multiple storm drains before/during storm event.
- Cleaned creek crossing at Paces Drive area.
- Pulled tree out of creek at Lagrange Court.

Water Department

- Average daily flow of 1.079 of system demand.
- Repaired 1 water main break.
- Repaired 3 water leaks.

Utility Locates

- Located the water and sewer for 39 utility locate tickets.

POLICE DEPARTMENT

Among the numerous calls for service the **Patrol Division** handles; these are some of the highlights:

- **Property Damage:** 475 Chase Drive. Unknown person 'keyed' the homeowner's vehicle parked in the driveway.
- **Domestic:** Cobblestone Boulevard. Boyfriend and girlfriend had a verbal altercation. Both parties were separated and a report was generated.
- **Open Door:** 155 Marquis Drive. The alarm was activated. FVPD responded and located an open door. The residence was cleared and the homeowner was contacted. Nothing seemed missing.
- **Disorderly Conduct:** Swan Brook Apartments. A male subject had a physical altercation with his girlfriend earlier in the day. Later in the evening she initiated physical contact with him by wrapping a cord around his neck attempting to hurt him. Both individuals were arrested.
- **Barking Dog:** 285 Virginia Highlands. Homeowner's dog was barking for over an hour. Contact was made with the owner. Four violations in the last two months.
- **Burglary:** 185 McIntosh Place Drive. This was the second break-in within 6 months. Rear door was broken and miscellaneous items were taken from the residence. CID responded.
- **Suicide Attempt:** Chase Drive. Male subject attempted suicide by ingesting pain pills. He was transported to Piedmont Fayette Hospital for observation and treatment.
- **Burglary:** 120 Crestview Drive. The report was not filed with FVPD for several days after the burglary. Miscellaneous items taken from the residence. Investigation was turned over to the CID.
- Numerous arrests for shoplifting at Wal-Mart (9) and Publix (1).
- Numerous traffic accidents. 1 injury reported. None serious
- Numerous traffic related arrests for DUI (3), driving on suspended license (4), and possession of Narcotics (2) and wanted persons located (3).

Community Events

- Patrol coordinated the MLK parade without incidents.

Training Division

- 10 Officers were registered for training classes throughout the week.

Criminal Investigations

- Detectives responded to the burglary call at 185 McIntosh Place Drive. The scene was processed for evidence.
- Detectives are currently working with the District Attorney's office in preparation for upcoming trials.

- Weekly Stats:
 - Investigations assigned **13** cases this week.
 - Investigations cleared **6** cases this week.
 - **1** Call outs for investigators this week.
 - **1** Call outs for CID Supervisor's this week
 - **1** Call outs for crime scene investigators this week.

Warrants

- Warrants officers assisted with the MLK Day parade and attempted numerous warrant pulls in surrounding counties.
- Weekly Stats:

• Supplemental: 4	Arrest: 4
• Warrant Attempts: 13	Warrants Served: 4
• Person Contacts: 10	Warrants Re-Called: 0
• Fines/Forfeiture: \$ 1,863.00	Court Transports: 3

School Resource Officer

- SRO Kevin Ingram taught 7 classes on juvenile law.
- Bennett's Mill Middle School had a busted water pipe that interfered with student arrival and morning activities on Friday but due to great team work by the staff and great behavior by the students all went well.

Office of Professional Standards

- OPS personnel presented the first Active Shooter Class at a banking facility in the city and met with L.A.W. Publications in an effort to acquire updated safety material for public education events.
- The front office answered 122 phone calls, handled 80 walk-ins, referred 17 accident reports and 9 incident reports, processed 12 alcohol IDs and 4 impound releases, ran 4 backgrounds, 21 tags, and 26 VINs.

FIRE DEPARTMENT

Operations

- Incidents: Units responded to 38 emergency calls for service during the week.
- Volunteer: The January 18th volunteer meeting was cancelled due to the MLK holiday.
- Projects:
 - Participated in the MLK holiday parade on January 18th.
 - Attended a meeting with a health insurance broker to review RFPs for brokerage services.
 - Attended a meeting with 911 Director Bernard Brown, PTC Fire Chief Joe O'Connor, and Fayette County Fire Chief David Scarbrough to discuss dispatch protocols.
 - Co-presented with Mayor Johnson at the ENCORE Fayette Leadership Course on Thursday, January 21st.
 - Attended a meeting with City staff to review the presentations from all health insurance brokers and provide feedback to assist in making a selection

- Attended the Peachtree City Fire Department Awards and Installation Banquet on Saturday, January 23 at the Dolce Atlanta Peachtree