



City of Fayetteville

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MAYOR
Edward Johnson

COUNCIL
Scott Stacy, Mayor
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Harlan Shirley
James B. Williams

CITY MANAGER
Ray Gibson

CITY CLERK
Anne Barksdale

October 18, 2016

TO: Honorable Mayor and City Council

FROM: Ray Gibson, AICP, City Manager

SUBJECT: CITY MANAGER'S WEEKLY REPORT: October 10th through October 16th

CITY ADMINISTRATION

- Attended a meeting at Pinewood Studios on Monday, October 10th to discuss the engineering plans for Phase 1 of Pinewood Forrest. Also in attendance were Public Services Director Chris Hindman, Deputy Fire Chief Linda Black, Fire Marshall Marty Mundok, and City Engineer Jason Walls.
- Held a meeting with staff from The Collaborative Firm on Monday, October 10th to discuss the SPLOST project list booklet. Also in attendance was IT Director Kelvin Joiner.
- Attended a meeting with Master Gardner Jeff Mellin on Tuesday, October 11th to discuss some projects that are being considered by the Fayette County Arts Committee.
- Attended a meeting with Promakers Len Gough on Tuesday, October 11th to discuss various projects within downtown Fayetteville.
- Worked on putting together information for the Police Chief search on Tuesday, October 11th, including the search committee and interview questions.
- Held a meeting with Fayette County Commissioner Charles Rousseau on Wednesday, October 12th to discuss some issues and concerns with the County Emergency Management Service (EMS). Also in attendance was Mayor Ed Johnson.
- Held a meeting with resident Tim Goodrum on Wednesday, October 12th to discuss recreational opportunities for youth within the community. Also in attendance was Mayor Ed Johnson.
- Attended a site visit meeting at the City of Sandy Springs on Wednesday, October 12th to see the progress of the City's new Town Center to include a new City Hall and Performing Arts Center. Also attending the site visit were Mayor Ed Johnson, Assistant City Manager Alan Jones, and Economic Development Director Brian Wismer.
- On Thursday, October 13th reviewed options for amending the City's organizational chart to improve efficiency and overall service delivery.
- Held a meeting with Finance & Administrative Services Director Mike Bush on Thursday, October 13th to discuss personnel matters within the Finance Department.

- Held a meeting with Public Services Director Chris Hindman on Thursday, October 13th to discuss personnel matters within the Public Works Department.
- Attended a meeting with Goodwyn Mills Cawood staff on Friday, October 14th to discuss the design development project for the Water and Sewer Department. Also in attendance were Assistant City Manager Alan Jones, Finance & Administrative Services Director Mike Bush, Public Services Director Chris Hindman, and Water and Sewer Manager Doug Gonsalves.
- Attended a meeting with Fayette Chamber Executive Director Carlotta Ungaro and staff from the firm DCI on Friday, October 14th to discuss the countywide branding initiative. Also in attendance were Mayor Ed Johnson and Economic Development Director Brian Wismer.

FINANCE & ADMINISTRATIVE SERVICES

Finance

- Cleaning up 2016 Budget departmental line items
- Continued to work on the year-end closeout.
- Continued to work on the Budget Book Award.
- Addressing issues with the new Utilities Management software as the staff is focussing on making sure reads are exporting and importing correctly for billing.
- The go-live date for the HR/Payroll modules has been changed to the week of November 28th.

Accounts Payable

- Keyed payment data for 103 invoices and processed payments to 102 vendors.
- Prepared 88 current week checks for pick-up and mailing.
- Reviewed current incoming invoices and receivables.

Occupational Tax

- Entered payments into the A/S 400 System.
- Submitted the financial post, edit, and balance reports during the week.
- Received five (5) new business applications.
- Issued eight (8) new business licenses.
- Collected \$958.34 for 2015 new and delinquent licenses.
- Collected \$3,061.70 from the Alcohol Beverage Sales.
- Collected \$16,382.34 from the Beer, Wine, and Liquor Tax.

Utility Billing

- Assessed late fees to delinquent accounts.
- Received \$84,453.49 in revenues consisting of Water, Sewer, Sanitation, Stormwater, and Penalties.
- Established Water and Sewer service for 21 new customers.
- Billed out \$5,159.87 in expenses consisting of Water, Sewer, Sanitation and Stormwater charges.

Human Resource

- Personnel Issues
- Employment Opportunities
 - Fire Fighter: Opened 5/2/2016 until filled
 - Waste Water Treatment Plant Operator: 8/19/2016 through 10/20/2016
 - Maintenance Worker I: 9/29/2016 through 10/31/2016
 - Code Enforcement Officer: 9/9/2016 through 10/14/2016
 - Public Relations Specialist (PIO): 9/9/2016 through 10/14/2016
 - Planner: 9/9/2016 through 10/14/2016
 - Police Officer: 9/19/2016 until filled
 - Police Chief: 10/10/2016 through 11/30/2016
- Resumes Submitted: 19
 - Fire Fighter: 1
 - Police: 2
 - Waste Water Treatment Plant Operator: 0
 - Code Enforcement Officer: 6
 - Public Relations Specialist (PIO): 3
 - Planner: 2
 - Maintenance Worker I: 2
 - Chief of Police: 3
- New World Payroll/HR Conversion is in progress.
- Reviewed the Drug Screening/MRO policy and process.
- Made revisions to Trakstar for the new evaluation process.

Court

- Number of citations received: **85**
- Number of Warrants issued (FTA & VOP): **3**
- Number of citations (FTA) sent to DDS: **3**
- Number of scheduled arraignment cases: **53**
- Number of scheduled trial cases: **13**
- The total amount collected for the week: **\$10,641.70**
- Municipal Court Courtesy Call Pilot program update
 - Started the program in mid-September and the stats below:

Court Dates	Warrants Issued	Courtesy Calls	Courtesy Letters Mailed
9/13/2016-Arraignment	0	15	7
9/14/2016-Bench Trials	3	0	0
9/20/2016-Arraignment	3	?	5
9/21/2016-Bench Trials	0	?	7
9/27/2016-Arraignment	1	5	0
9/28/2016-Bench Trials	0	3	5
10/4/2016-Arraignment	0	13	8
10/5/2016-Bench Trials	1	1	1
10/11/2016Arraignment	1	13	6
10/12/2016-Bench Trials	2	1	1

FTA fee	6
Paid citation with FTA fee Paid citation without	1
Reset case without FTA fee	8
Rest case and paid FTA fee	1
Cases sent to DDS	8
FTA' sent to DDS on 9-28-2016	6
FTA's sent to DDS on 10-6-16	2
FTA's sent to DDS on 10-13-2016	3

➤ **Reasons people missed their court dates:**

- They forgot.
- Death in the family.
- Traveling for work.
- No transportation.
- Thought court was another day.
- Did make their payment but it did not appear in our system (I contacted government windows to look into this. It only happened with one case).

INFORMATION TECHNOLOGY

GIS Projects

- Validated EMS points at The Ridge Nature Area property and updated the associated database.

Technology Projects

- Installed new printer at the Water Department.
- Troubleshooting the Water Controller's computer issues.
- Working with New World to correct the following:
 - AP Printer
 - Water Billing
- Updated the Kaspersky security software and sent updates to the desktops.
- Cleaned up the Administration Directory.
- Converted the following New World financial software information:
 - Employee Earnings History
 - Payroll changes
- Handled daily service calls.

Police Technology Projects

- Archived ICOP videos to storage.
- Downloaded 11 ICOP drives for staff.
- Downloaded 4 body cameras.
- Archived body camera video to cloud storage.
- Reloaded 1 laptop.
- Set up 2 new desktop computers with BCAM dock.

- Worked with Courtware tech on an upgrade.

Open Records Request

- DVD Request of traffic stops and investigations: **13**

Web Site Visits for the Week

- Total pages viewed: **16,025**
- **Total unique pages viewed: 11,368** (Excludes Repeated Pages viewed)
- Average time spent on each page: **49 Seconds**
- **Top 10 City Web Pages**

	Web Page	Number of Hits	Percentage
1.	Official Website Main Page	2,350	14.66%
2.	Jobs	1,116	6.96%
3.	Events	810	5.05%
4.	On-Line Payments	711	4.44%
5.	Jobs Applications	627	3.91%
6.	Events Calendar	580	3.62%
7.	I Want To	484	3.02%
8.	Government	481	3.00%
9.	Residents	441	2.75%
10.	On-Line Services	402	2.51%

Facebook Insights

- Total Page Likes (Fans) 6,007
- Total Reached 8,199
- People Engaged 518
- Fans
 - Women **77%**
 - Men **23%**

ECONOMIC DEVELOPMENT

Economic Development

- Met with the owners of The Bear FM to discuss future partnerships for additional concert programming at the amphitheater.
- Staff visited the City of Sandy Springs new City Hall construction project with Mr. Ennis Parker, professor of Program Management at Georgia Tech. There was also discussion with City Manager John McDonough to gain insight into the development process. Mr. Parker will propose his fee for services as an advisor to guide the City in implementing the downtown master plan.
- Testified at the Fayette Ventures annexation arbitration hearing that took place at the County Administration building on Friday, October 14th. The ruling favored the City, and all legal fees are the responsibility of the County.
- Worked with Noell Consulting Group to modify and accept the final version of the Downtown Market Analysis. Prepared the adoption resolution for the October 20th Regularly Scheduled Council Meeting.

Main Street

- Completed the final preparation for the Zac Brown Band benefit concert to that took place on Saturday, October 15th.
- Prepared and launched the amphitheater survey via Survey Monkey for input from the community for the 2017 concert series. Have thus far received over 400 responses.

DDA

- Conducted the second round of interviews for the HDF Museum Manager position, a part-time, contract labor position.
- Began preparation of items needed for the sale of 115 Glynn Street.
- Prepared for the cemetery walk, to take place on October 21st and 22nd.

COMMUNITY DEVELOPMENT

Planning & Zoning

- Handled multiple customer/public inquiries for zoning uses.
- Continued research on the crematorium regulations.
- Continued research on the telecommunications ordinance.
- Worked on revisions to the Pinewood Development agreement (PCD zoning).
- Prepared for the second Comprehensive Plan Steering Committee meeting.

Building

- Number of Building Inspections Performed: **91**
- Number of Permits Issued: **5**
 - **4: Building**
 - Commercial Repair/Remodel: **0**
 - Commercial New: **0**
 - Residential Repair/Remodel: **3**
 - Residential New: **1**
 - **0: Demolition**
 - **0: Mechanical**
 - **0: Utility Restoration**
 - **0: Foundation Only**
 - **0: Electrical**
 - **1: Plumbing**
 - **0: Land Disturbance**
 - **0: Fence**
 - **0: Low Voltage**
 - **0: Construction Trailer**
 - **0: Pool**
- Plans Received: **0**
 - Commercial Repair/Remodel: **0**
 - Commercial New: **0**
 - Residential Repair/Remodel: **0**
 - Residential New: **0**

Code Enforcement

- Total Inspections: **12**
 - Proactive: **7**
 - Complaint: **5**
- Verbal Warnings: **4**
- Written Warnings: **0**
- Notice of Violations: **1**
- Stop Work Orders: **0**
- Citations Issued: **0**

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

Public Works

- Cleaned City Hall and Police Department.
- Cut and maintained the following areas:
 - Helen Sams Parkway
 - Jimmy Mayfield
 - Amphitheater
 - Church Street Park
- Helped Mainstreet with decorations for upcoming events.
- Worked with the contractor regarding the seal coating at Saint Andrews Place.
- Installed speed bumps on Shuler Court.
- Picked up trash along throughout the City.

Sewage Department

- Average daily flow treated is 2.089 million gallons per day.
- Performed weekly maintenance at 26 lift stations sites.
- Responded to 3 sewer backups.
- Re-grouted manhole inverts on Glynn Street.
- Repaired a broken cleanout.

Water Department

- Average daily flow of 1.856 of system demand.
- Repaired 2 water leaks.
- Flushed 2 fire hydrants as a result of complaints by customers.
- Repaired a broken sink at the Amphitheater.

Utility Locates

- Located the water and sewer for 50 utility locate tickets.

POLICE DEPARTMENT

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

- **Domestic Disturbance**: Patrol units responded to the area of West Lanier Avenue in reference to a male subject kicking in the door to his neighbor's apartment. He was armed with a knife and threatened to harm him. He was taken into custody without incident.
- **Armed Robbery**: Patrol units responded to the area of Walgreens in reference to a male subject pointing a gun at the pharmacy clerk demanding prescriptions medications. The subject fled from the scene on foot without any medications. CSI and CID notified.
- Numerous arrest for traffic offenses (7), DUI (3)
- Several Arrest for shoplifting (3)
- 6 Wanted persons located
- Several arrest for offenses not listed above (6)

Training Division/ Warrants

- Registered 5 Officers for upcoming training.
- Warrant pick-ups in Fayette, DeKalb and Clayton counties.
- All warrants checked and verified this week.

Community Events

- Heritage Bank Public Safety Appreciation.
- Cemetery Walk / Zak Brown Concert.
- New Hope Baptist Fraud Seminar.
- Community Forum at Sechinah Glory Fellowship.

Criminal Investigations

- Investigations assigned **15** cases this week.
- Investigations cleared **6** cases this week.
- **1** Call out for investigators this week.
- **1** Call out for CID Supervisor's this week
- **1** Call out for crime scene investigators this week.
- The front office answered 213 phone calls, handled 33 walk-ins, referred 25 accident reports and 12 incident reports processed 19 alcohol IDs and 2 impound releases, ran 7 backgrounds, 19 tags, and 19 VINs.

FIRE DEPARTMENT

Operations

- **Incidents**: Units responded to 64 emergency calls for service during the week.
 - On October 13th, E-92 and Battalion 9 responded on Automatic Aid to Fayette County to assist with a residential structure fire at 145 Heritage Way. Crews operated on scene for approximately 90 minutes.
 - On October 15th, units responded to a reported natural gas leak at the intersection of Marquis Drive and Brandywine Boulevard. Upon arrival, crews found a 4-inch high-pressure gas line had ruptured. Atlanta Gas Light was contacted for the repair.

Crews secured the area and checked surrounding buildings, including LaFayette Nursing Home and the rehab center for gas accumulations. Crews remained on scene for over 4 hours until AGL controlled the release.

- On October 16th, units responded to the report of an apartment building fire at 706 Cobblestone Boulevard. Upon arrival, personnel found a light haze in the electrical room of the apartment building. Apartments were all checked for possible fire extension with none found. The cause of the fire was shorted wires in the panel box.
- Volunteer: The October 10th volunteer meeting was held at Station 91.
- Projects:
 - Continued annual hose testing on all fire apparatus
 - Continued annual hydrant maintenance
 - Participated in a site visit to the new downtown center in Sandy Springs
 - Firefighter's Duncan Hervey and David Rowe passed the Basic portion of their EMT course
 - Firefighter Robert Eidson started EMT school
 - Captain Bill Rieck crew delivered a fire safety education class to Spring Hill Elem. Kindergarten (175 kids)
 - Attended luncheon at Heritage Bank for Public Safety Appreciation
 - E92 and Bat 9 responded on Automatic Aid with Fayette County to a residential structure fire at 145 Heritage Way
 - Distributed flyers for fire department open house on October 29th
 - Completed a 4-day in-house vehicle extrication course with 4 students
 - Dr. Stacy Karzin provided "C" shift an appreciation lunch and short lesson on back injury prevention
 - Attended a design development meeting for the water/wastewater plant with GMC
 - Received notification from FEMA that we did not receive our 2015 SAFER Grant funding to hire 9 firefighters.