



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

March 8, 2016

TO: Honorable Mayor and City Council

FROM: Ray Gibson, AICP, City Manager

SUBJECT: CITY MANAGER'S WEEKLY REPORT: February 29th through March 6th

CITY ADMINISTRATION

- Held a meeting on Monday, February 29th with Assistant City Manager Alan Jones and Finance & Administrative Services Director Mike Bush to discuss the final preparations for the March 11th City Council Retreat.
- Attended a meeting on the evening of Monday, February 29th to discuss the Uniting for a Cleaner Fayetteville event. Assistant City Manager Alan Jones was also in attendance at the meeting.
- Attended the Southern Crescent Business Network bi-weekly meeting on Tuesday, March 1st. The Fayette County Sheriff's Department made a presentation on active shooter response.
- Attended a site visit meeting at 335 Bates Avenue on the evening of Tuesday, March 1st to look at some drainage issues on the subject property. Also attending the meeting were Mayor Ed Johnson, Council Member Harlan Shirley, and homeowner Angela Chapman.
- Attended a meeting with Mayor Ed Johnson at Peachtree City Hall on the evening of Wednesday, March 2nd to discuss the SPLOST program with Mayor Vanessa Fleisch and City Manager Jon Rorie.
- Prepared for the March 1st City Council Meeting.
- Along with Mayor Ed Johnson, attended an informational meeting at Piedmont Fayette Hospital on Thursday, March 3rd with Hospital CEO Michael Burnett and his leadership team.
- Attended the City Council Work Session/Voting Meeting on Thursday, March 4th. Management tried a new meeting format that will be again revised for the April 7th meeting.
- Held a conference call on Friday, March 5th with Jay Garner of Garner Economics, LLC to discuss detail of the City Council Retreat as Mr. Garner will serve as the meeting facilitator. Also in attendance was Assistant City Manager Alan Jones.
- Held an organizational meeting with Assistant City Manager Alan Jones on Friday, March 5th to discuss some areas of concern within the organization.

- Attended a meeting on Friday, March 5th with Fire Department Staff and Public Services staff to discuss the City's ISO report.

FINANCE & ADMINISTRATIVE SERVICES

Finance

- Working on the Financial DCA Report for submittal.
- Continue to make Chart of Accounts entries for the new software.
- Working on the Property and Casualty Insurance RFP.
 - Set to go out 3-9-16
- Working on the Budget Presentation for City Council Retreat to be held on March 11th.
- Cleaning up the 2016 Budget departmental line items.

Accounts Payable

- Keyed payment data for 117 invoices and processed payments to 68 vendors.
- Prepared 76 current week checks for pick up/ mailing.
- Reviewed current incoming invoices and receivables.

Occupational Tax

- Received four (4) new business applications.
- Issued seven (7) new business licenses.
- Collected \$90,008.70 for 2015 delinquent and new licenses.
- Collected \$20,205.28 from the Hotel/Motel Tax.
- Collected \$0 from the Alcohol Beverage Sales.
- Collected \$89.31 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 \$25,299.62 in Sanitation and Stormwater revenues.
- Established water and sewer service for 47 new customers.
- Billed out for 0 customers.
- Issued 0 Purchase Orders.
- Received \$99,178.04 in water and sewer revenues.
- Pilot Program: Delinquent Accounts Callout
 - Cut off report for cycle 3 on 03/03/16 generated 91 delinquent accounts.
 - Out of the 91 accounts, 43 called and 48 received tag through mail due to bad or no phone numbers.
 - Account Clerks received about 9 calls from those customers.

Human Resources

- Personnel Issues
- Employment Opportunities

Court

- # of citations received: **208**
- # of warrants issued (FTA & VOP): **1**
- # of citations (FTA) sent to DDS: **3**
- # of scheduled arraignment cases: **64**
- # of scheduled trial cases: **19**
- Total amount collected for the week: **\$54,719.51**

Information Technology

- GIS Projects
 - Continued to work on the Asset Map Project.
 - Network Analyst Training Class (In progress when time allows).
 - Emergency Management for the Ridge Nature Area.
- Technology Projects
 - Working on the financial data conversion project.
- Police Technology Projects
 - Archived 2 months of ICOPS Video.
 - Downloaded videos from 14 body cameras.
 - Removed ICOP System from an older police vehicle.
- Open Records Request
 - DVD Request of Traffic Stops and Investigations: **11**
- Web Site Visits for the Week
 - Total pages viewed: **10,804**
 - Total unique pages viewed: **7,831** (excludes repeated pages viewed)
- Average Time Spent on Each Page: **48 seconds**
- Top 10 City Web Pages

1.	Official Website Main Page	1,630	15.09%
2.	Jobs	947	8.77%
3.	Government	369	3.42%
4.	Events	364	3.37%
5.	Search Results	321	2.97%
6.	Job Applications	312	2.89%
7.	Downtown Master Plan	307	2.84%
8.	On-Line Payments	283	2.62%
9.	Residents	265	2.45%
10.	Police	244	2.26%

- Facebook Insights
 - Total Page Likes (Fans) **4,905**
 - Total Reached **202**
 - People Engaged **108**
 - Fans
 - Women 77%
 - Men 23%

COMMUNITY & ECONOMIC DEVELOPMENT

Economic Development

- Received the final report draft document from Garner Economics, LLC for the economic development plan/strategy. Staff is currently reviewing the document.

Planning & Zoning

- Staff worked on the Management Development Project for Julie Brown to include requests for zoning ordinance amendments that will improve efficiency.
- Met with the Fayette Chamber Governmental Affairs Committee to present the Downtown Master Plan and answer questions.
- Completed an onsite survey of the Sams property to assess park space within the Downtown Master Plan.
- Met with Bob Rolader to discuss potential modifications to the Southside Master Plan.
- Met with the property manager at Tractor Supply to address traffic safety concerns within the parking lot. They are planning to install stop bars and stop signs at various points to improve safety.
- AAAC meeting was held.
- Reviewed multiple sign applications for compliance with the City Code.
- Handled multiple customer/public inquiries for zoning uses.

Main Street

- Continued coordination of plan to save/relocate historic home at 210 South Jeff Davis. Future owner now seeking alternate bids, and working on legal documents for the proposed use.
- Continued outreach to new potential amphitheater sponsors for 2016.
- Further negotiations required for concert series and a replacement offer is pending.
- Continued preparation for the 2016 series ticket marketing materials and outreach.

DDA

- HDF website development beginning. Also, met with Ultimate Security for upcoming camera installation.
- Two different T-shirt designs were finalized. Getting prices for production.

Building

- Number of Building Inspections Performed: **94**
- Number of Permits Issued: **24**
 - **7:** Building
 - Commercial Repair/Remodel: **1**
 - Commercial New: **0**
 - Residential Repair/Remodel: **1**
 - Residential New: **5**
 - **0:** Demolition
 - **2:** Mechanical
 - **0:** Utility Restoration
 - **0:** Foundation Only

- **4:** Electrical
- **10:** Plumbing
- **1:** Land Disturbance
- **0:** Fence
- **0:** Pool
- Plans Received: **0**
 - Commercial Repair/Remodel: **0**
 - Commercial New: **0**
 - Residential Repair/Remodel: **0**
 - Residential New: **0**

Code Enforcement

- Total Inspections: 29
 - Proactive: 23
 - Complaint: 6
- Verbal Warnings: 1
- Written Warnings: 6
- Notice of Violations: 4
- 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.
- Completed asphalt patch work on Lester Road and Garden Courtyard.
- Cut and maintained the following areas:
 - Stonewall Avenue
 - Highway 54 West
 - Helen Sams Parkway
 - Jeff Davis Drive South
 - Lafayette Bridge
 - Brandywine Bridge

Sewage Department

- Average daily flow treated is 3.303 million gallons per day.
- Performed weekly maintenance at 26 lift stations sites
- Responded to three sewer backup complaints
- Repaired leaking pipe inside the North 85 lift station

Stormwater

- Cleaned drainage easement at 230 Buckeye Lane.
- Repaired a catch basin in the Autumn Glen subdivision.
- Repaired catch basin at 140 Paces Court.
- Investigated Wyngate Retention Pond for obstructions.

Water Department

- Average daily flow of 1.074 of system demand.
- Installed 2 new meters.
- Repaired 2 water leaks.

Utility Locates

- Located the water and sewer for 43 utility locate tickets.

POLICE DEPARTMENT

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

- **Drugs**: Patrol units responded to the area of Harbor Club Lane after several reports of juvenile males sitting in the area smoking marijuana over the past two weeks. FVPD located the vehicle and the subjects were arrested and charged with the possession of marijuana.
- **Shoplifting**: Patrol units responded to Bed Bath & Beyond where two males had entered the store and took over \$2,000.00 worth of Dyson vacuums and fled the store. These two males are believed to be part of a larger group stealing from metro area stores.
- **Runaway Juvenile**: Patrol units responded to Brenda Lane, where a 13-year old female had run away from home. Her mother believed that she had gone to her friend's house but the child would not return any phone calls. This was not the first time the child had ran away. The child was placed on GCIC and a BOLO was issued. A juvenile complaint form was filled out by her parents for a runaway.
- Numerous arrest for traffic offences (8) and DUI (6).
- Several Arrest for shoplifting (12).
- 4 wanted persons were located.
- Several arrest for offenses not listed above (4).

Training Division

- Four officers attended training at various locations during the week.
- Registered seven officers for upcoming training classes.
- Attended GBI training on "Officer Involved Shootings."
- Completed lesson plans for March Training classes.

Criminal Investigations

- Detectives were involved in several motion to suppress hearings in preparation for the upcoming trials in Superior Court.
- Detectives met with the Fayette County District Attorney's office preparing for the upcoming trials in Superior Court.
- Captain Harris and police department administration attended training hosted by the GBI on Officer Involved Use of Force Shooting. This class was for Sheriffs and Police Chiefs within the GBI's Region 2 territory. The training provided Sheriffs, Police Chiefs, and Internal Affairs/Office of Professional Standards department heads of what to expect if the GBI is requested in an Officer Involved Use of Force Shooting investigation.

- Investigations assigned **11** cases this week.
- Investigations cleared **17** cases this week.

School Resource Officers

- A fight was reported at Fayette County High School on Friday March 4, 2016.
- One student was charged with disrupting a public school at the Fayette Alternative School.

Office of Professional Standards

- Updates were provided to local media outlets concerning current cases being worked on by the police department.
- The Annual Public Safety games is coming up and officers will be competing against fellow officers and fire departments in the County.
- The front office answered 154 phone calls, handled 57 walk-ins, referred 22 accident reports and 19 incident reports, processed 20 alcohol IDs and 11 impound releases, ran 4 backgrounds, 16 tags, and 17 VINs.

FIRE DEPARTMENT

Operations

- Incidents: Units responded to 46 emergency calls for service during the week. Some of the significant calls are as follows:
 - Responded to assist Fayette County on a reported residential building fire at 330 Country Squire Drive.
 - Responded to investigate a gas leak at 755 James W. Dixon Drive.
 - Responded to a reported commercial building fire at 105 Autumn Glen Circle (Azalea Estates).
 - Responded to a gas leak at 160 Buckeye Lane.
- Volunteer: The February 29th volunteer meeting was held at Station 91.
- Projects:
 - Assisted City Manager Ray Gibson with retreat preparations.
 - Attended Uniting for a Cleaner Fayetteville organizational meeting.
 - Reviewed ISO report - contacted ISO to discuss issues identified with our report.
 - Attended meeting with other Fayette County public safety agencies to discuss Public Safety Games for 2016.