



City of Fayetteville

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MAYOR
Edward Johnson

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James B. Williams

CITY MANAGER
Ray Gibson

CITY CLERK
Anne Barksdale

April 5, 2016

TO: Honorable Mayor and City Council

FROM: Ray Gibson, AICP, City Manager

SUBJECT: CITY MANAGER'S WEEKLY REPORT: March 28th through April 3rd

CITY ADMINISTRATION

- Attended the Fayette Chamber of Commerce Business on the Green Event held on Monday, March 28th at Flat Creek Golf & Country Club. Also in attendance were Mayor Ed Johnson, Assistant City Manager Alan Jones, and Finance & Administrative Services Director Mike Bush.
- Prepared for the Special Called Meeting that took place on Tuesday, March 29th.
- Held a meeting with Michael Mumper on Tuesday, March 29th to finalize the content of the City's first E-Newsletter.
- Attended the Special Called Meeting on the evening of Tuesday, March 29th.
- Worked with staff on a response to the Citizen news article regarding the Assessment completed for the City's Police Department. The Assessment was completed by the Georgia Association of Chiefs of Police (GACP) and a presentation of the assessment was made at the Special Called Meeting. There was a lot of communication made with Council regarding this matter via email and phone.
- Held a meeting with Charles Welch from Stevenson & Palmer on Wednesday, March 30th in preparation for their water and sewer department assessment. Also in attendance was Public Services Director Chris Hindman.
- Held a meeting with Addison Lester on Thursday, March 31st to discuss his family property on the northwestern corner of the Highway 54/Veterans Parkway intersection.
- Held a meeting with Fredalyn Frasier of the firm LSL Planning on Thursday, March 31st to discuss options for doing a City Code review and update.
- Had a lunch meeting with Houston Nelson and Francesco Kozerski from the firm Global Web Advisors on Thursday, March 31st to talk about some of the projects they are working on for the City along with a discussion about the City's website.
- Attended the Fayette County Intergovernmental Committee (FCIC) meeting hosted by the Fayette Chamber of Commerce on Thursday, March 31st. Also attending was Mayor Ed

Johnson. The FCIC is planning to meet every quarter to discuss issues impacting the County, and these meetings may be moved to every month depending on the need.

- Held a conference call with Andy Pippin and Charles Welch from Stevenson & Palmer on Friday, April 1st to discuss preliminary findings for the Water and Sewer assessment.
- Launched the City's first E-Newsletter on Friday, April 1st.

FINANCE & ADMINISTRATIVE SERVICES

Finance

- Cleaning up 2016 Budget departmental line items.
- Continue to train Danielle on the bid/procurement process.
 - 2016 Storm Drain Lining Project – posted 3-30-16, due 4-28-16
 - Fleet Management Services to go out 4-6-16, due 5-5-2016
- Working on FY2017 Budget.
- Supplying answers to Department of Audits and Accounts.

Accounts Payable

- Keyed payment data for 139 invoices and processed payments to 80 vendors.
- Prepared 82 current week checks for pick up/ mailing.
- Reviewed current incoming invoices and receivables.

Occupational Tax

- Received three (3) new business applications.
- Issued six (6) new business licenses.
- Collected \$83,550,33 for 2015 delinquent and new licenses.
- Collected \$225.03 from the Hotel/Motel 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 \$26,221.41 in Sanitation and Stormwater revenues.
- Established Water and Sewer service for 21 new customers.
- Billed out for 3,208 customers.
- Received \$112,712.67 in Water and Sewer revenues
- Pilot Program: Delinquent Accounts Callout
 - Cut off report generated for cycle 3 on March 30th which resulted in 110 delinquent accounts.
 - Out of the 110 accounts, 51 were called and 50 received a tag through mail due to bad or no phone numbers.
 - Account Clerks received about 4 from these account customers.

Human Resources

- Personnel Issues
- Employment Opportunities
 - Police Officer I and II: Opened 3/7/16 – 4/8/2016

- Accreditation Manager: Opened 3/28/16 – 4/30/2016
- Resumes Submitted
 - Police Offer: 4
 - Accreditation Manager: 1
- Pay Scale Analysis
- ACA Reporting
- Turn Over Report
 - No employees were hired or terminated in the month of March. There are vacant positions, 1 in MS&PZ, 1 in Fire and 2 in Police.

Turn Over Report				
	Resigned	Retired	Terminated	2016
Admin				0
Court				0
Engineering				0
Finance				0
Fire				0
Main Street				0
Planning and Zoning				0
Police				0
Public Works				0
Water				0
Total	0	0	0	0
Average # Employees				149
Current # Employees (FT)				124
Current # Employees (PT)				25
Open Positions				4
Total Employees				153
Turn Over Percentage				0.000%

Court

- # of citations received: **218**
- # of warrants issued (FTA & VOP): **0**
- # of citations (FTA) sent to DDS: **0**
- # of scheduled arraignment cases: **0**
- # of scheduled trial cases: **0**
- Total amount collected for the week: **\$6,675.00**

Information Technology

- GIS Projects
 - Researched different methods for sign inventory creation and maintenance.
 - Working on map data for ARC.
- Technology Projects
 - Financial data conversion project is in progress.
 - Converting the general ledger data was completed.
 - Working on voicemail upgrades.
 - Assisted with the E-Newsletter launch.
 - Rebuilt the computer for the Director of Finance & Administrative Services.
 - Replaced phones in the Court area at the Municipal Court.
 - Worked on the cameras at the HDF museum so that staff can view them on their computers.
- Police Technology Projects
 - No projects to report as Mike Yearty was on vacation.
- Open Records Request
 - DVD Request of traffic stops and investigations: **0**
- Web Site Visits for the Week
 - Total pages viewed: **11,352**
 - Total unique pages viewed: **8,378** (excludes repeated pages viewed)
- Average time spent on each page: **56 seconds**

➤ Top 10 City Web Pages

1.	Official Website Main Page	1,814	15.398%
2.	Jobs	573	5.05%
3.	Government	476	4.19%
4.	Events	351	3.09%
5.	Search Results	320	2.82%
6.	Job Applications	280	2.47%
7.	Downtown Master Plan	265	2.33%
8.	On-Line Payments	260	2.29%
9.	Residents	252	2.22%
10.	Police	251	2.21%

➤ Facebook Insights

- Total Page Likes (Fans) **5,041**
- Total Reached **22,798**
- People Engaged **2,893**
- Fans
 - Women **77%**
 - Men **23%**

COMMUNITY & ECONOMIC DEVELOPMENT

Planning & Zoning

- Held the monthly Planning Commission meeting.
- Met with the Sams family to discuss the Downtown Master Plan.
- Reviewed multiple sign applications for compliance with the City Code.
- Handled multiple customer/public inquiries for zoning uses.
- Received the Pinewood Atlanta Studios Phase 3A construction plans for review.
- Received Holiday Inn Express (Hwy 54) Development Plan submittal for review.
- Spoke with John Raymond/Lidl (German grocer). They would like to set up another meeting for discussion of the property located at 1307 Hwy 85 (J&R Clothing site) for possible store location.
- Attended a meeting with Josh Thompson/South Tree who has 1233 Hwy 54 under contract for development of a medical office.
- Held a meeting with Jeff Landrum/ Maggie's Place located at 740 Hwy 54 East. They will be submitting a formal letter to table their rezoning request and re-work the preliminary plat for possible rear alley entry/garages.

Main Street

- Individual tickets went on sale on March 28th for the summer concert series. Sales are going strong, as well as continuing to sell Series tickets.
- Joyce Waits is working on the Taste of Fayette, Lunch on the Lawn, Suds on the Square and other upcoming events.

DDA

- Continued edits for new HDF website.
- Continued negotiations with a prospective tenant for 101 S. Glynn.

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

Public Works

- Cleaned City Hall and Police Department.
- Cut and maintained the following areas:
 - City Cemetery
 - Gazebo area
 - Fountain area
 - City Hall
 - White Road
 - New Hope Road
 - Hwy 314
 - Hwy 54 W
 - Veterans Parkway
- Repaired potholes on Weatherly Drive

Sewage Department

- Average daily flow treated is 2.638 million gallons per day.
- Performed weekly maintenance at 26 lift stations sites.
- Ran the sewer camera at Hood Avenue and Hillsdale Drive.
- Responded to 3 sewer backup complaints.

Stormwater

- Repaired a catch basin at Harbor Club Lane.
- Rebuilt a catch basin onsite at Pecan Court.
- Ran Vac-Con truck at Wyngate Circle.

Water Department

- Average daily flow of 1.129 of system demand.
- Repaired 2 water leaks.
- Changed out 2 water meter valves.
- Installed 1 new water meter.

Utility Locates

- Located the water and sewer for 47 utility locate tickets.

POLICE DEPARTMENT

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

- **Medical call/Deceased**: Patrol units responded to the area of Barbara Court where they located a juvenile female unresponsive in the bathroom. FVPD began CPR until EMT's arrived. The juvenile was transported to Scottish Rite Hospital.
- **Disorderly Conduct**: Patrol units responded to the area of the Court House Tavern after receiving calls of a drunk and disorderly male refusing to leave the establishment. The individual attempted to fight the owner as well as other customers. He was arrested without further incident and transported to the Fayette County Jail.
- **Traffic Stop/Stolen vehicle**: Patrol units stopped a vehicle in the area of Georgia Hwy 85 and Ellis Road after a LPR notified patrol units of the vehicle being reported stolen out of Clayton County. Upon further investigation of the stolen vehicle it was determined that the vehicle was not taken off of GCIC by Clayton County PD. The driver of the vehicle was arrested for driving on a suspended license and the passenger was arrested on an outstanding warrant. The vehicle was towed for no insurance on the vehicle.
- **Domestic Dispute**: Patrol units responded to the area of Belle Drive in response of a domestic situation between a juvenile and his mother. During the investigation FVPD officers observed the living conditions of the residence and possible illegal drug use by the mother. CID and DEFAC were notified.
- Numerous arrest for traffic offenses (4), DUI (1)
- Several Arrest for shoplifting (4)
- 2 Wanted persons located
- Several arrest for offenses not listed above (2)

Training Division

- Five officers attended training at various locations during the week.
- Assisted CID with a search warrant of a residence.

Criminal Investigation

- Detectives responded to a medical call at Barbara Court and assisted patrol with the scene where a juvenile female was found to be unresponsive in the bathroom.
- Detectives responded to a deceased person call at 105 Autumn Glen Circle. The deceased was 90 years of age female and all indicates natural causes.
- Detective Albea obtained a search warrant in reference to child molestation after a forensic interview was completed at the Southern Crescent Sexual Assault and Child Advocacy Center in Hampton, Georgia. Detectives executed this warrant without issue and the case is still under investigation.
- Detective Albea obtained a search warrant and arrest warrant in reference to an entering auto incident. Offender was arrested without incident.
- Captain Harris conducted an inventory check of precious metal and gem registration forms for renewals and is preparing to notify the local businesses of their upcoming renewals.
- The SRO for Fayette County High School reported two arrests during the week for simple battery and felony drug possession.

Weekly Stats:

- Investigations assigned **10** cases this week.
- Investigations cleared **3** cases this week.
- **2** Call outs for investigators this week.
- **1** Call outs for CID Supervisor's this week
- **1** Call outs for crime scene investigators this week.

Office of Professional Standards

- OPS personnel presented an active shooter response class for the Fayette Rotary Club at Pinewood Studios.
- The front office answered 154 phone calls, handled 84 walk-ins, referred 44 accident reports and 23 incident reports, processed 27 alcohol IDs and 3 impound releases, ran 9 backgrounds, 16 tags and 16 VINs.

FIRE DEPARTMENT

Operations

- Incidents: Units responded to 50 emergency calls for service during the week.
- Volunteer: The March 21st volunteer meeting was held at Station 91.
- Projects:
 - Met with representatives of Travelers Insurance to discuss fire department operations.
 - Attended meeting with representatives of Fayette County 9-1-1, PTC Fire, and Fayette County Fire to develop dispatch protocols for fire and EMS calls.
 - Completed and submitted SAFER grant application for the hiring of 9 firefighters.
 - Continued work on budget for FY 2017.